



Lewes District Council

To all Members of the Scrutiny Committee

A meeting of the **Scrutiny Committee** will be held in the **Ditchling Room, Southover House, Southover Road, Lewes Southover House, Southover Road, Lewes** on **Friday, 01 July 2016** at **10:00** 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.

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22/06/2016

Catherine Knight
Assistant Director - Corporate Services

Agenda

- 1 Minutes**
To confirm and sign the Minutes of the Meeting of the Council dated 3 March 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 Written Questions from Councillors**
To deal with written questions from the Councillors pursuant to Council Procedure 11.3 (page D8 of the Constitution)
- 5 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

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- 6 Waste and Recycling Service Review - Report (page 5)**
To consider the Report by the Interim Director of Service Delivery (Report No 89/16 herewith)
- 7 Local Air Quality Management Newhaven's Air Quality Action Plan - Report and Appendix 1 (page 16)**
To consider the Report by the Interim Director of Service Delivery (Report No 90/16 herewith)
- 8 Portfolio Progress and Performance Report 2015 - 16 and Quarter 4 (January to March 2016) (page 79)**
To consider the Report by the Director of Business Services and Development (Report No 91/16 herewith)
- 9 Chair of the Council's Business Report - Report (page 110)**
To receive the Report by the Assistant Director of Corporate Services (Report No 92/16 herewith)
- 10 Committee Training Requirements (page 125)**
To consider the Report by the Assistant Director of Corporate Services (Report No 93/16 herewith)
- 11 Scrutiny Work Programme 2016 - 17 (page 127)**
To consider the Report by the Director of Business Services and Development (Report No 94/16 herewith)
- 12 Forward Plan of Decisions - 1 July 2016 to 31 October 2016 (page 134)**
To receive the Forward Plan for the Council (copy herewith)
- 13 Date of Next Meeting**
To note that the next meeting of the Scrutiny Committee is scheduled to be held on Thursday, 8 September 2016 in the Ditchling Room, Southover House, Southover Road, Lewes commencing at 10:00am

For further information about items appearing on this Agenda, please contact:
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Clerk Name:
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Distribution:

Councillors: P Gardiner (Chair), S Adeniji, J Carter, N Enever, J Harrison-Hicks, V Ient, C R O'Keeffe, I Linington, S J Osborne, J Peterson and C Sugarman

Agenda Item No: 6 **Report No:** 89/16
Report Title: Waste and Recycling Service Review
Report To: Scrutiny **Date:** 1st July 2016
Cabinet Member: Councillor Paul Franklin, Cabinet Member for Waste and Recycling
Ward(s) Affected: All
Report By: Ian Fitzpatrick, Interim Director of Service Delivery
Contact Officer(s)-
Name(s): Jane Goodall
Post Title(s): Strategic Project Manager
E-mail(s): Jane.goodall@lewes.gov.uk
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Purpose of Report:

To provide an update to Scrutiny Committee on the Lewes District Council (LDC) Waste and Recycling Service Review, taking account of a range of issues arising since the July 2015 Cabinet report, number 86/15

Officer Recommendation(s):

- 1 To note the report and invite comments in advance of Cabinet considering the review options
-

Reasons for Recommendations

- 1 Since the first Ricardo options appraisal, 2014/15, the market for recycling materials has dropped, affecting the viability of the collection service selected last summer. These and other changes led to a review of the decision taken in July 2015.
- 2 LDC re-engaged Ricardo to update and model new options and this report sets out high level information and related issues for consideration. LDC officers are running due diligence tests on the Ricardo assessments, particularly the modelled costs and impacts on the service.
- 3 The objectives of the waste and recycling service review are to:
 - Improve recycling rates significantly
 - Simplify the collection system
 - Enhance service cost effectiveness

- Improve customer satisfaction
- 4 The collection system selected will need to be fit for purpose for the 10 year period dictated by the dedicated vehicle lifespan.
 - 5 It would be prudent for any new service design to be a viable option for both Lewes and other providers. It will need to be scalable as well as affordable, and a service which is easy to use by the customer and straightforward to implement and operate.
 - 6 Given the changing landscape, officers were asked to pause the implementation of the 2015 Cabinet decision (report number 86/15), in order to consider national trends, changes in the market and the local situation to ensure due diligence decision-making before embarking on significant investment in this universal service, in the interests of securing the best fit for Lewes District.
 - 7 As a result, a review of risks and opportunities associated with the above points was commissioned. Ricardo was asked to consider the relationship between recycling levels, ease of use, costs and meeting the requirements of the legislative framework. Results are under consideration, to be reported to Cabinet, September 2016.

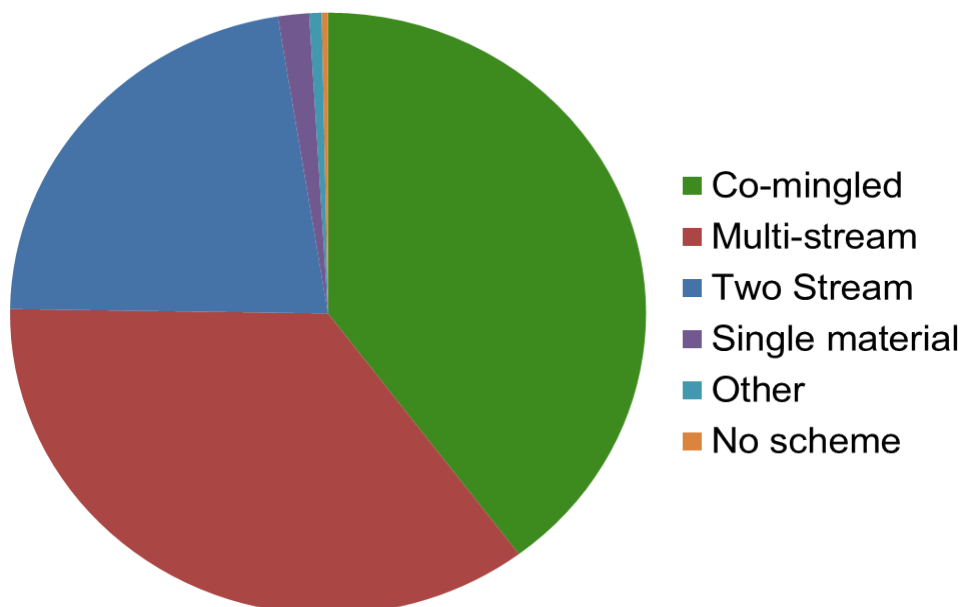
Information

- 8 The council undertook the initial review in 2014/15, seeking to provide a service that encourages recycling, is flexible and easy to understand for its residents, within existing budgets as well as enabling potential commercial opportunities.
- 9 The LDC recycling rate is within the lower quartile of local authorities in the country (at approx. 27% for 2015/16). The collection system is complicated and is likely to be a barrier for the many people who are not committed recyclers.
- 10 In July 2015, Cabinet agreed to proceed to develop the service in accordance with the following definition:
 - Fortnightly refuse collection;
 - Weekly recycling collection with glass and paper collected separately from cans, plastics and card;
 - Weekly food waste;
 - Fortnightly opt-in green waste collection.
- 11 Cabinet also agreed to:
 - relocate the existing small material recycling facility (MRF) at North Street, Lewes to the new depot
 - allocate up to £2.2m from General Fund Revenues to fund start-up costs associated with implementing the changes to the service

- authorise the Director of Service Delivery, in consultation with the Assistant Director of Corporate Services, to develop a viability study for the establishment of a company to provide commercial operations, including a business case. This will enable Members to take a further decision on the options for commercial operations
- 12** Since that Cabinet decision was taken, LDC has successfully rolled out the new garden waste service to around 550 households in Seaford, Bishopstone and Newhaven at a charge of £70 for fortnightly collections through ten months of the year.
 - 13** Experience of other Local Authorities (LAs) is that garden waste contributes significantly to recycling performance. A neighbouring LA offers a free garden waste collection service and achieves an associated 10% uplift in recycling performance.
 - 14** The LDC position is that by the end of 2016, garden waste collection will be made available to all households across the coastal strip (approx. 25,000 properties). Current plans are to make the service available to all households in the LDC area by May 2019.
 - 15** There are a range of models and scale of charging varies from free to part-subsidised to fully charged for. This is a price sensitive service, in that yield relates to price. There is scope to explore this further.
 - 16** The national picture suggests that in the short to medium term the focus in the sector is on 50% recycling by 2020 with local authorities taking a range of approaches (see below and table 1).
 - 17** Over the longer term, there is likely to be a shift in regulatory emphasis from quantity to quality of materials (see Market Intelligence, below) in a time of resource depletion
 - 18** In England and Wales:
 - 274 councils provide co-mingled collections
 - 102 councils provide a form of kerbside-sort
 - 69% are collecting some form of mixed materials
 - of top 30 recyclers co-mingle
 - 7% increase in co-mingled collection for recycling in 2013 (England), a continuing trend

19 Table 1 UK recycling collection schemes

UK Recycling Collection Schemes



Summary options appraisal

- 20** The nine options modelled by Ricardo are shown at Appendix 1. Note, 'AWC' refers to alternate weekly collections, that is, one week refuse, the next recycling.
- 21** Some options include a food waste collection service and in coming to a decision, consideration will be given to the best fit for Lewes District.
- 22** The table at Appendix 2 shows options rated for projected dry recycling rate (i.e., without the impact of food waste) against the number of containers required. While this slide is useful to understand the relationship between modelled options in terms of the number of containers or bins and the dry recycling yield, the wider picture includes variables such as the need for local processing of the recycle. Work is underway to assess the implications of these related issues.
- 23** At Appendix 3, the options appraisal based on modelling outputs sets out some of these variables with a 'traffic light system' (red, amber, green) to indicate the relative merits of each option.
- 24** The graph at Appendix 4 shows high level indicative service costs against projected recycling performance. This data is currently being validated internally to ensure accuracy.

- 25** While Scrutiny Committee may wish to note these initial findings, a number of factors will need to be fully explored and assessed over the coming months, such as the disposal of materials and an in-depth analysis of related costs, as different options require different vehicles, collection systems and sorting facilities.

Market intelligence

- 26** Waste sector market trends indicate the market will increasingly be about materials:
- Quality of materials - higher value and regulatory compliance
 - Ownership of materials along the value chain – strategic collection contracts to feed treatment and reprocessing facilities
 - Type of materials - mixed plastics and food waste in the short term and Waste Electronic and Electrical Equipment (WEEE) to extract critical raw materials in the longer term
 - Composition will change dramatically with paper reducing and cardboard increasing due to reduced newsprint uptake and increased internet shopping
 - Plastics (petroleum based) are likely to reduce in the longer term although this trend is closely linked to oil prices and an increase in plant-derived cellulose packaging
 - Infrastructure – development will focus on treatment and reprocessing
 - MRFs and ‘mini MRFs’ – will need to be technically advanced in order to sort to high quality standards
 - Waste transfer and bulking sites – will be important as material volumes and segregation increases
 - Reprocessing for plastics and for food waste – added value products and energy
 - Export market for Refuse Derived Fuel (RDF) for the next 5-10 years

Financial Appraisal

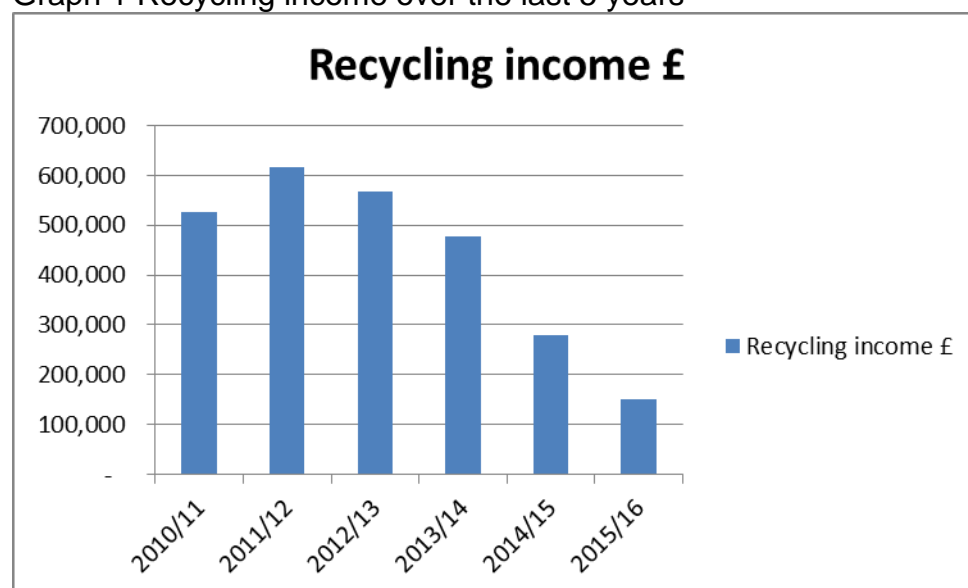
- 27** There are no financial implications arising directly from this report. As noted above, in July 2015, Cabinet agreed to allocated £2.2m to fund start-up costs associated with implementing changes to the service, for example the purchase of new vehicles. This allocation remains available. Modelling at the time indicated that the changes could reduce the annual operating cost of the service by £0.4m, contributing towards the council’s savings target.
- 28** The markets for recyclate have been uncertain for several years, with low prices, market crashes and corresponding impacts on revenues. As these fluctuations can have a significant impact on revenue, it is necessary to take market uncertainty into account when developing a long-term waste and recycling strategy.

29 The following table and graph show the change in income received by LDC for recyclable materials over the last five years including glass, paper, cardboard and aluminium. Changes in recycling income reflect the wider economy and price of raw materials and in future years could go up or down.

Table 2 Recycling income over the last 5 years

2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
£525,877	£616,181	£568,768	£478,438	£278,994	£159,000

Graph 1 Recycling income over the last 5 years



Legal Implications

- 30** There are no legal implications arising directly from this report.
- 31** Since 1 January 2015, the council – as a waste collection authority – has been legally obliged to collect four types of recyclable waste materials (namely paper, plastic, metal, and glass) separately where separate collection is both:
- Necessary, to produce high quality recyclates (the ‘necessity’ test)
 - Technically, environmentally and economically practicable (TEEP, the ‘practicability’ test)
- 32** As the enforcement body for compliance with waste regulations, the Environment Agency has stated that where a council considers that co-mingling of certain materials is permissible, the Agency will expect to see that the council has reviewed the necessity and practicability of separate collection based on evidence and can present a clear audit trail of their decisions.
- 33** In essence, as the necessity test has embedded within it provisions regarding human health and environmental protection, there is a presumption that separate collection is required only if the effort and impact of doing so would be proportionate to the gain.

- 34 This is subject to further assessment by Ricardo, and a full TEEP report will be produced on the option chosen by Lewes District Council.

Sustainability Implications

- 35 There are no sustainability implications arising directly from this report. See section above regarding TEEP, which tests environmental practicability.

Risk Management Implications

- 36 There are no risk management implications arising from this report.

Equality Screening

- 37 There are no equalities implications arising from this report. An equalities appraisal will be appended to a future Cabinet report.

Background Papers

- 38 None

Appendices

Appendix 1: The nine options modelled by Ricardo

Appendix 2: Options rated for projected dry recycling rate change based on residual waste capacity and the complexity of the collection system

Appendix 3: Red/amber/green options appraisal based on modelling outputs

Appendix 4: Total service cost and recycling rate

Appendix 1

Nine options were modelled using Ricardo Energy & Environment's in-house collections model

- Option 0 – Baseline service in April 2016
- Option 1 - Weekly Two-stream (glass out) fortnightly residual
- Option 2 - Weekly Three-stream (glass and paper out) fortnightly residual
- Option 3 - Weekly commingled fortnightly residual waste
- Option 4 - Fortnightly two-stream (glass out) weekly residual, no food waste
- Option 5 - Fortnightly three-stream (glass and paper out) weekly residual, no food waste
- Option 6 - Fortnightly fully commingled weekly residual waste, no food waste
- Option 7 - Fully commingled AWC
- Option 7a - Fully commingled AWC, glass out
- Option 8 - Fully commingled AWC, no food waste

Appendix 2 - Options were rated for projected dry recycling rate change based on residual waste capacity and the complexity of the collection system



Option	Option description	Weekly available capacity	Number of dry recycling containers	Total containers including residual and food	Rating for projected dry recycle yield	Justification
Opt 0	Current service	Sacks	4	6	N/A	Baseline performance
Opt 1	Weekly Two-stream (glass out) fortnightly residual	120l	2	4	Large increase	Option 1 would constrain weekly available residual waste capacity to 120l (240l wheelie bin collected fortnightly) and would reduce the number of dry recycling containers from 4 to 2.
Opt 2	Weekly Three-stream (glass and paper out) fortnightly residual	120l	3	5	Moderate increase	Option 2 would constrain weekly available residual waste capacity to 120l (240l wheelie bin collected fortnightly) and would reduce the number of dry recycling containers from 4 to 3.
Opt 3	Weekly commingled fortnightly residual waste	120l	1	3	Largest increase	Option 3 would constrain weekly available residual waste capacity to 120l (240l wheelie bin collected fortnightly) and would reduce the number of dry recycling containers from 4 to 1.
Opt 4	Fortnightly two-stream (glass out) weekly residual, no food waste	240l	2	3	Small increase	Option 4 would constrain weekly available residual waste capacity to 240l (240l wheelie bin collected weekly) and would reduce the number of dry recycling containers from 4 to 2.
Opt 5	Fortnightly three-stream (glass and paper out) weekly residual, no food waste	240l	3	4	Smallest increase	Option 5 would constrain weekly available residual waste capacity to 240l (240l wheelie bin collected weekly) and would reduce the number of dry recycling containers from 4 to 3.
Opt 6	Fortnightly fully commingled weekly residual waste, no food waste	240l	1	2	Moderate increase	Option 6 would constrain weekly available residual waste capacity to 240l (240l wheelie bin collected weekly) and would reduce the number of dry recycling containers from 4 to 1.
Opt 7	Fully commingled AWC	120l	1	3	Very large increase	Option 7 would constrain weekly available residual waste capacity to 120l (240l wheelie bin collected fortnightly) and would reduce the number of dry recycling containers from 4 to 1.
Opt 7a	Fully commingled AWC, glass out	120l	2	4	Very large increase	Option 7a would constrain weekly available residual waste capacity to 120l (240l wheelie bin collected fortnightly) and would reduce the number of dry recycling containers from 4 to 2.
Opt 8	Fully commingled AWC, no food waste	120l	1	2	Very large increase	Option 8 would constrain weekly available residual waste capacity to 120l (240l wheelie bin collected fortnightly) and would reduce the number of dry recycling containers from 4 to 1.

Appendix 3

Red/Amber/Green options appraisal based on modelling outputs

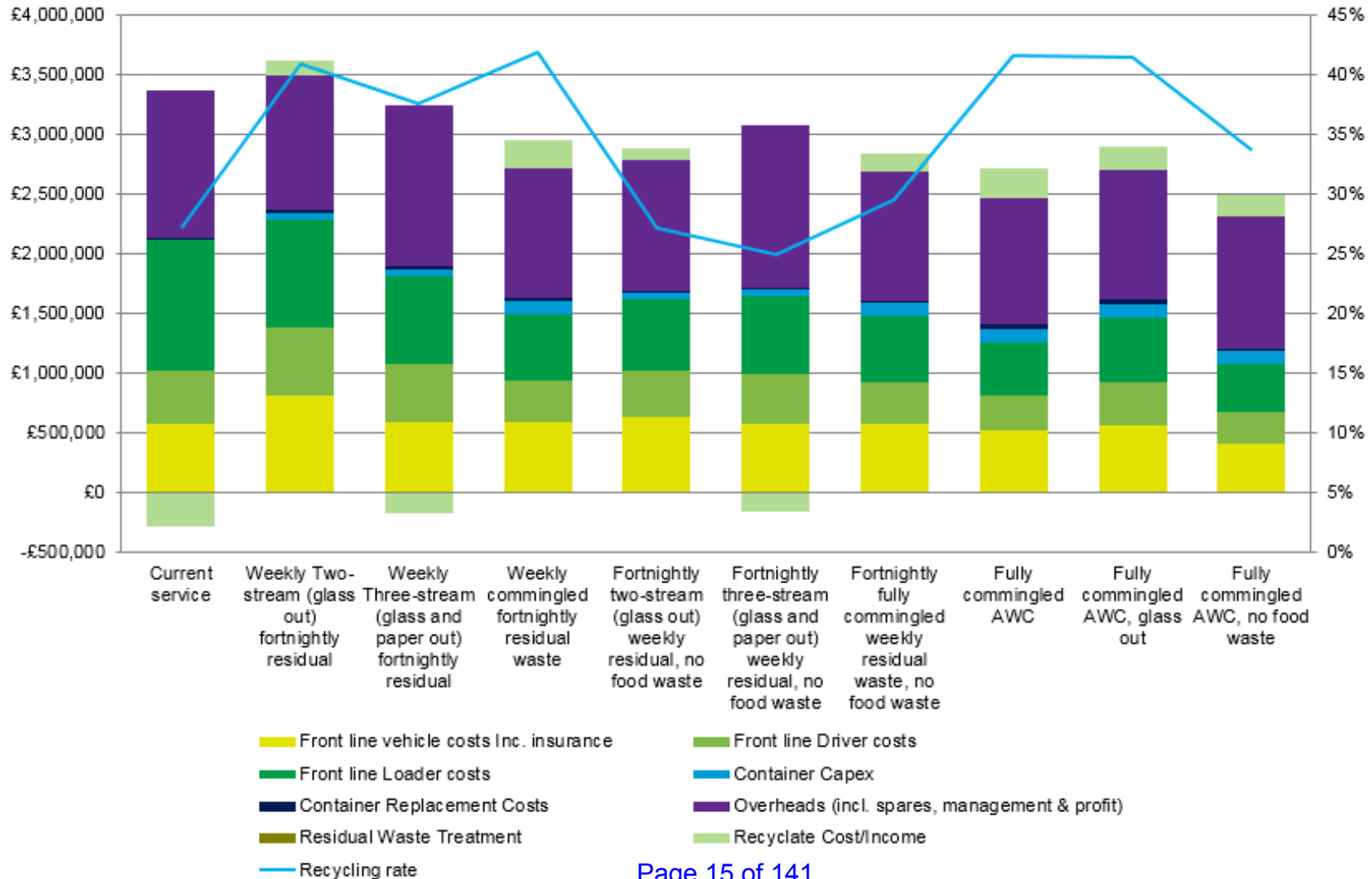


		Current service Opt 0	Weekly Two-stream (glass out) fortnightly residual Opt 1	Weekly Three-stream (glass and paper out) fortnightly residual Opt 2	Weekly commingled fortnightly residual waste Opt 3	Fortnightly two-stream (glass out) weekly residual, no food waste Opt 4	Fortnightly three-stream (glass and paper out) weekly residual, no food waste Opt 5	Fortnightly fully commingled weekly residual waste, no food waste Opt 6	Fully commingled AWC Opt 7	Fully commingled AWC, glass out Opt 7a	Fully commingled AWC, no food waste Opt 8
Ease of Use for resident		Red	Yellow	Red	Green	Red	Yellow	Green	Green	Yellow	Green
Cost (numbers show Rank)		8	10	9	6	4	7	3	2	5	1
Modelled Potential Recycling Performance		27%	34-41%	33-38%	36-42%	23-27%	23-25%	24-29%	36-42%	35-41%	28-34%
Quality of Materials		Green	Yellow	Green	Red	Yellow	Green	Red	Red	Yellow	Red
Ease of delivery for Council	Vehicles	Red	Green	Yellow	Green	Green	Yellow	Yellow	Green	Yellow	Yellow
	MRF	Need mini-MRF	Need a MRF for paper, card, cans & plastic, bulking for glass	Need mini-MRF to sep plastic & cans	Need MRF which takes fully co-mingled	Need a MRF for paper, card, cans & plastic, bulking for glass	Need mini-MRF to sep plastic & cans	Need MRF which takes fully co-mingled	Need MRF which takes fully co-mingled	Need a MRF for paper, card, cans & plastic, bulking for glass	Need MRF which takes fully co-mingled
TEEP (considers dry recycle)	Technical Practicability		Green	Green	Green	Green	Green	Green	Green	Green	Green
	Environmental Practicability (dry recycling rate)	18%	24-32%	23-27%	27-33%	21-25%	21-22%	22-27%	27-32%	26-32%	27-33%
	Economic Practicability (change in overall service cost)	0	2-15%	-22% to 3%	-14% to -4%	-23% to -7%	-19% to -2%	-18% to -8%	-34% to -12%	-30% to -6%	-42% to -16%

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Appendix 4

Total service cost and recycling rate



Agenda Item No: 7 **Report No:** 90/16
Report Title: Local Air Quality Management: Newhaven's Air Quality Action Plan.
Report To: Scrutiny **Date:** 1 July 2016
Lead Councillor: Cllr Paul Franklin
Wards Affected: All Newhaven Wards
Report By: Ian Fitzpatrick, Interim Director of Service Delivery
Contact Officer: Rebecca Wynn – Environmental Health Specialist

Purpose of Report:

To adopt an Air Quality Action Plan for Newhaven to improve local air quality in the Lewes District.

Officers Recommendations:

- 1 To approve the Air Quality Action Plan for Newhaven

Reasons for Recommendations

- To fulfil our Local Air Quality Management duties under Part IV of the Environment Act 1995.
- To work towards improving air quality in Newhaven particularly in those areas in close proximity to the A259 ring road.
- For Lewes District Council and its partners to work together on a local level to reduce emissions of relevant pollutants and reduce the health impacts of the pollutants.

1 Information

- 1.1 Part IV of the Environment Act 1995 places a statutory duty on all local authorities to periodically review and assess the quality of air within their boundaries, both currently and for the future.
- 1.2 Lewes District Council continuously monitors air pollution against national standards. We do this in a number of locations throughout the District and the results of this monitoring are submitted to DEFRA on a regular basis.
- 1.3 Where results indicate that air quality limits are at risk of being reached or exceeded, DEFRA requires local authorities to undertake a more detailed assessment of the levels of pollution in that area.

- 1.4 The Council's air quality monitoring programme has already led to the submission of a number of detailed assessments. Analysis of Nitrogen Dioxide (NO₂) diffusion tubes has shown that in two locations on the ring road in Newhaven the air quality objective for NO₂ has been exceeded when measured as an annual mean. The detailed assessment of Newhaven Town Centre led to the declaration of an Air Quality Management Area (AQMA) in areas adjacent to the A259 ring road in July 2014. The map in Appendix 1 defines the AQMA boundaries.
- 1.5 Following the declaration of the AQMA the Council is required to produce an Air Quality Action Plan (AQAP) outlining how it has, is and will address the issues that led to the declaration of the AQMA.
- 1.6 A draft AQAP was drawn up between June and September 2015 through a partnership approach in particular with East Sussex County Council (ESCC) (Transport and Public Health), Planning, Newhaven Town Council, Newhaven Port Authority, Southdown's National Park and Highways England.

2 Consultation

- 2.1 Under Schedule 11 of the Environment Act, local authorities are required to consult on their AQAP. It is important to have involvement of all local stakeholders to ensure the success of the Action Plan. The Newhaven AQAP is intended to be an evolving plan that will develop in time and, as a result will be subject to ongoing consultation.
- 2.2 The draft AQAP was subject to consultation and engagement which was carried out through:
 - An article in 'Newhaven matters', a newsletter that is distributed to every household in Newhaven.
 - A press release to launch the consultation period accompanied by an interview of the Lead Member on Local Radio around air quality in Newhaven.
 - A public event that included an exhibition of display boards on the AQMA and draft AQAP, distribution of leaflets and questionnaires with officers from various Departments of the Council to answer questions.
 - An online survey accessible through the LDC website; this ran from mid-February to 30th April 2016
 - Paper survey forms being available for collection and return at the local Newhaven community café.
- 2.3 The survey attracted 125 responses, a number that is considered an excellent return for a survey of this type. Many people were concerned with the traffic congestion around the Ring Road e.g. 83% of respondents would be supportive

of a Low Emission Zone around the Ring Road and 65% would like LDC to promote alternative modes of transport such as walking and cycling. Although not a specific question many respondents suggested alternative solutions and there was an overwhelming call for a relief road. All feasible suggestions have been summarised under 9: 'Actions requiring further research.' The summary of responses from the consultation exercise is attached as Appendix A in the AQAP.

2.4 Consultation has been an integral part in writing both the draft and final plan. The Newhaven Air Quality Working Group will now be set up to deliver the action plan and will include local residents, non-governmental organisations and all key stakeholders as listed in 1.6 above.

3 Air Quality Action Plan

3.1 The AQAP provides an overview of air quality in Newhaven and places it in context of a range of European, national, regional and local policies, including the Local Transport Plan 2011-2026, Coast to Capital Local Enterprise Partnership Strategic Economic Plan, and our own Local Plan, specifically Core Policy 9 on Air Quality.

3.2 The Action Plan has been prepared to address the high concentrations of Nitrogen Dioxide NO₂ which people are exposed to alongside the busy roads in the centre of Newhaven. Road traffic is the main source of NO₂, particularly diesel vehicles in stop-start traffic which makes the biggest contribution to the poor air quality.

3.3 The AQAP describes 7 actions that, if adopted could and can, deliver improvements in air quality. Each action has been evaluated in terms of cost, feasibility and timescale.

3.4 The actions are listed under the following headings:

- **Action 1: Enable the use of sustainable travel choices through the delivery of transport infrastructure and initiatives**
- **Action 2: Actively promote low emission vehicles and supporting infrastructure.**
- **Action 3: Use the planning system to ensure that air quality is fully considered for new development.**
- **Action 4: Use traffic management to reduce emissions within the AQMA.**
- **Action 5: Work with Public Health colleagues to inform the public about health impacts of Air Pollution and how they can change behaviour to reduce emissions and reduce exposure.**

- **Action 6: Continue to monitor and assess air quality in line with Government guidance on Local Air Quality Management (LAQM).**
- **Action 7: Target point sources in Newhaven Town Centre**

4 Resources

- 4.1 Trying to cost out a proposal is extremely difficult so we can only provide estimates of what each measure may cost. As many of the actions are likely to be delivered by ESCC, we are dependent for many options on their financial resources and prioritisation. The resources of the County are limited but by declaring the AQMA and producing this plan added weight is given to investing in improvements to air quality in Newhaven.
- 4.2 The declaration of an AQAP is, in itself, a useful tool as it promotes low pollution developments and/or funding from development contributions i.e. the Community Infrastructure Levy and increases the success of bids for funding. DEFRA have annually made funds available in their Air Quality Grant Programme for local authorities to bid for funds but they are often heavily over subscribed.
- 4.3 Crucial to delivering this plan is the amount of Officer time available. Currently the Air Quality Officer post is vacant, with a view to sharing this role with Eastbourne. The Air Quality Officer has a range of responsibilities including air quality, permitting of manufacturing processes, assessment of large planning applications, and investigation of pollution incidents together with delivering the actions of the Lewes AQAP which was declared in 2009. To deliver the AQAP for Newhaven the allocation of officer time needs to be assessed and prioritised where the demand arises. The Lewes AQAP will be reviewed in 2016 and although some of the actions have been achieved there are still exceedances of NO₂, therefore the AQMA will not be revoked.

5 Improvements in Air Quality

- 5.1 If this plan is fully implemented it will deliver an improvement to air quality around the ring road by reducing pollution emitted from vehicles.
- 5.2 At this stage, it has not been possible to quantify pollution reductions for specific actions. It is considered that the measure with the greatest potential to reduce NO₂ concentrations within the AQMA is Action 1 (traffic infrastructure and delivery) and in the longer term Actions 3 and 4, i.e. planning restrictions and traffic management will go some way to reduce emissions.
- 5.3 Increases in traffic around the Ring Road system are very likely given the planned development that is being taken forward. Any improvements resulting from this Action Plan in terms of reducing vehicle movements, or in reducing emissions directly, may therefore be counter to an increasing number of vehicles due to new developments. It is vital therefore that new planned

developments make payment /contribute towards improvements in sustainable travel in the area.

- 5.4 The Council will continue to monitor air quality at several locations within the AQMA. The results of the monitoring will be made available through the annual review and assessment reports along with proxy measures for quantifying improvements.
- 5.5 Lewes District Council aims to maintain the current high profile of the Newhaven AQAP with residents and councillors; to this end the Council will hold biannual public stakeholder meetings reporting on the progress of the AQAP. Only with a unified and sustained approach can the Council lobby both ESCC and Central Government to prioritise action and funding for Newhaven.

6 Financial Implications

- 6.1 To fully implement all the actions within the AQAP is potentially very costly both on officer time, but also in capital investment. Funding can be obtained through DEFRA's air quality grant programme via a bidding process. ESCC are also bidding for funds from the Coast to Capital and the South East Local Enterprise Partnerships for inclusion in their Local Growth Fund Round 3 submissions in July 2016.

7 Legal implications

- 7.1 Following declaration of an AQMA in Newhaven, the Council are statutorily obliged to produce an AQAP following guidance and direction from DEFRA.

8 Equalities implications

- 8.1 On 16 June an Equality Analysis was undertaken on the Newhaven AQAP. Due regard was given to the general equalities duties and to the likely impact of the Action Plan on people with protected characteristics, as set out in the Equality Act 2010. The AQAP was found to have positive outcomes, namely an improvement to air quality will enhance the quality of life for people with disabilities arising from respiratory problems (e.g. asthma, COPD).

9 Risk Management

- 9.1 I have completed the risk assessment checklist (LDC58469) and have identified the following risks:-

- Failure to declare to produce an AQAP after declaring an AQMA would be a breach of the Council's Statutory duty
- Failure to tackle air pollution effectively will affect the health of residents and reduce the attractiveness of the town as a place to live and work

These risks can be minimised implementing this plan via partnership work.

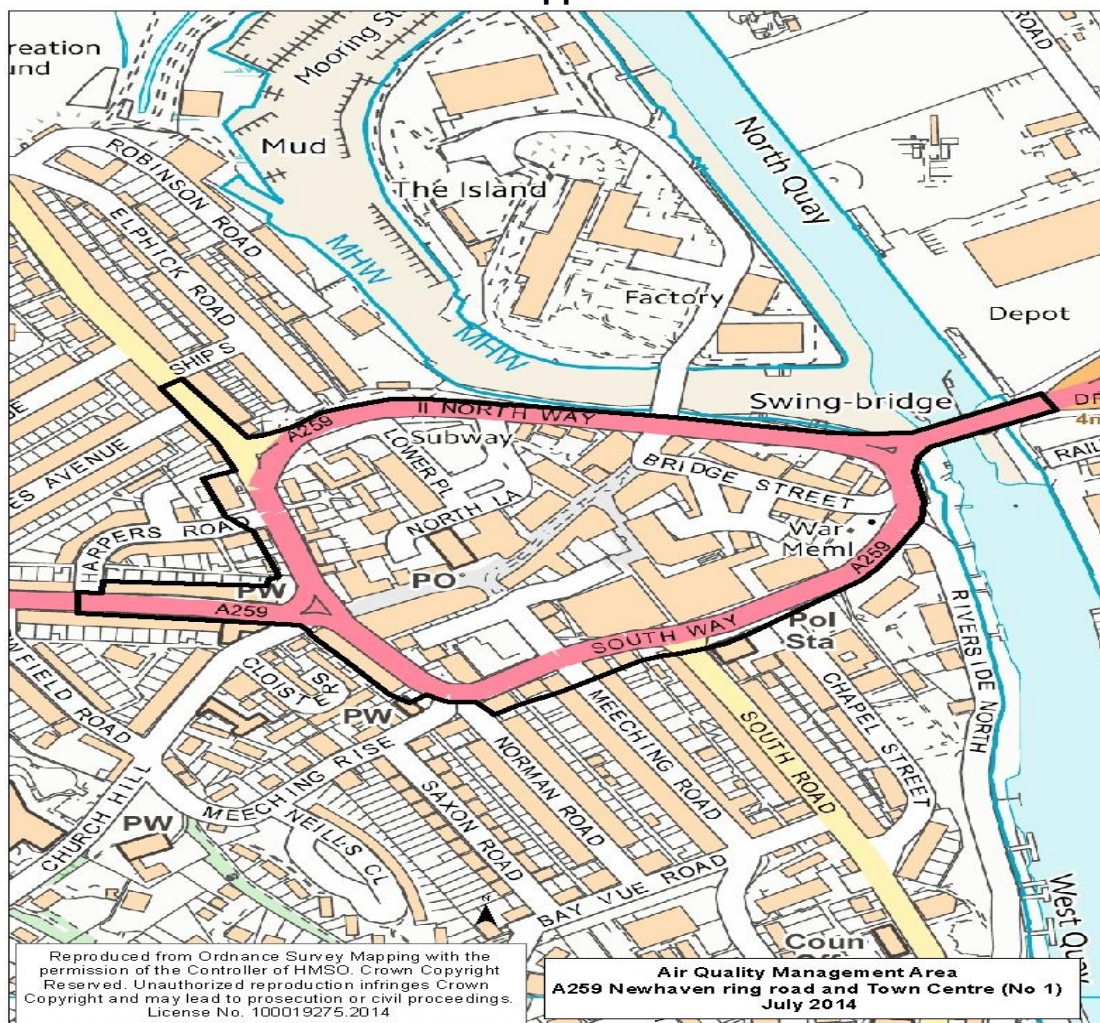
1. Background Papers

Local Air Quality Management Detailed Assessment of Air Quality in Newhaven 2012, Part IV of the Environment Act 1995

2. Appendices

1. Map of the AQMA
2. Newhaven Air Quality Action Plan

Appendix 1

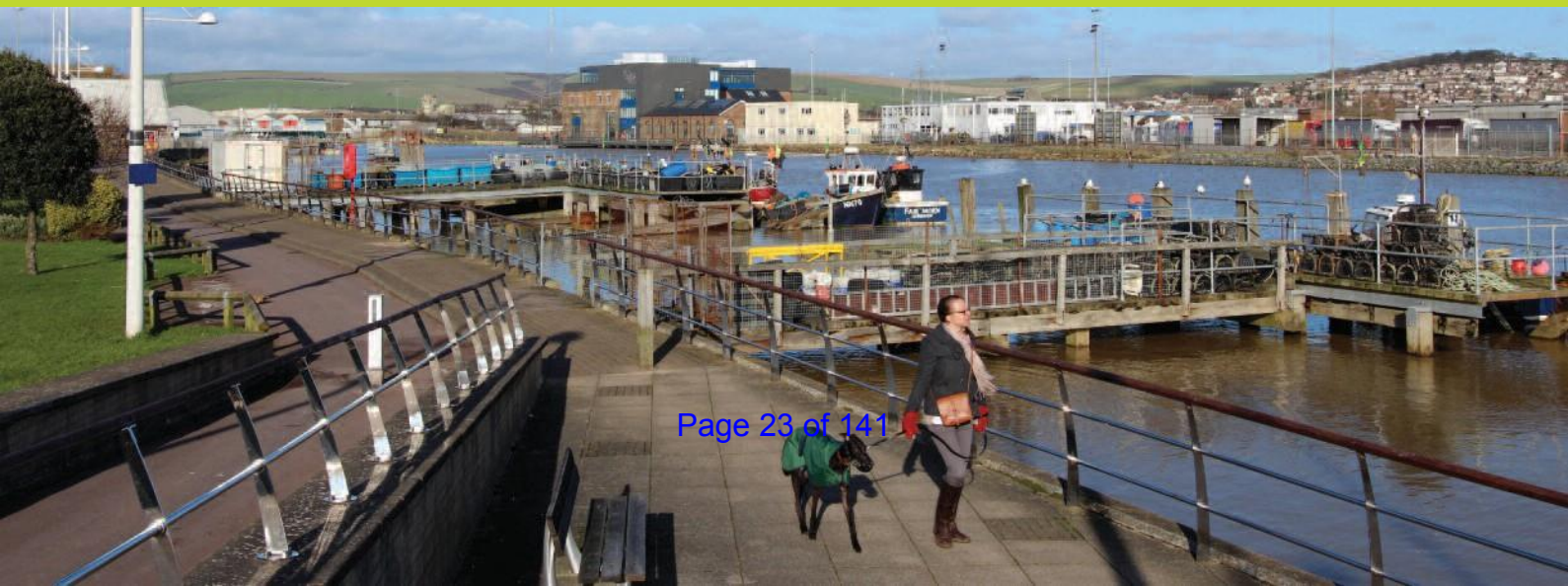




Newhaven Air Quality



Newhaven Air Quality Action Plan June 2016



This report is based on work carried out by Dr Clare Beattie of Air Quality Consultants Ltd on behalf of Lewes District Council in the period June to September 2015. The final contents are the responsibility of Lewes District Council.



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Executive Summary

Following the declaration of an Air Quality Management Area for the centre of Newhaven, an Air Quality Action Plan has been prepared to address the high concentrations of nitrogen dioxide (NO₂) which people are exposed to alongside the busy roads in the centre of Newhaven. Road transport is the main source of emissions relating to NO₂, and particularly diesel vehicles in stop- start traffic which make the biggest contribution resulting in higher emissions.

Seven broad areas of Action have been established to help deliver better air quality, with specific measures then identified for each of these Actions areas. The categories of Action are as follows:

- **Action 1: Enable the use of sustainable travel choices through the delivery of transport infrastructure and initiatives**
- **Action 2: Actively promote low emission vehicles and supporting infrastructure.**
- **Action 3: Use the planning system to ensure that air quality is fully considered for new development.**
- **Action 4: Use traffic management to reduce emissions within the AQMA.**
- **Action 5: Work with Public Health colleagues to inform the public about health impacts of Air Pollution and how they can change behaviour to reduce emissions and reduce exposure.**
- **Action 6: Continue to monitor and assess air quality in line with Government guidance on Local Air Quality Management (LAQM).**
- **Action 7: Target point sources in Newhaven Town Centre**

These Actions are evaluated in terms of their impacts on:

- air quality;
- cost and feasibility; and
- timescale for implementation.

An implementation plan is outlined, which includes a time scale for each measure and funding source. Ultimately the delivery of this Action Plan is dependent on adequate levels of resourcing, both for capital costs and staffing. Currently, increases in traffic are likely around the Ring Road system, assuming that the planned development for Newhaven is taken forward. Any improvements resulting from this Action Plan, in terms of reducing vehicle movements, or in reducing emissions directly, will therefore be challenged by an increasing number of vehicles due to new developments. This Action Plan should be treated as a living document and as such will be updated as and when required.

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1 Introduction and Aims of the Plan

- 1.1 It is now well documented that air pollution adversely affects human health. In the UK, outdoor air pollution is estimated to kill up to 40,000 people every year¹. Poor air quality has both long and short-term health impacts, particularly for respiratory and cardiovascular health, including increased hospital admissions and premature death. The impacts are not distributed equally, with the effect on life expectancy being greatest for the elderly and those with pre-existing heart and lung conditions². The World Health Organisation estimates that some 80% of outdoor air pollution-related premature deaths worldwide are due to heart disease and strokes, while 14% of deaths are due to chronic obstructive pulmonary disease or acute lower respiratory infections and 6% of deaths are due to lung cancer. The majority of health evidence relates to particulate matter (PM) but evidence associating nitrogen dioxide (NO₂) with health effects has strengthened substantially in recent years³.
- 1.2 Within Lewes District air quality is generally good. However, there are locations where pollutant levels are high, with the highest levels of pollution being experienced along the narrow congested street canyons (i.e. roads with properties close to the road on either side of the street) in Lewes and Newhaven.
- 1.3 This Action Plan aims to reduce NO₂ concentrations, as this is the pollutant for which Lewes District Council is not currently achieving relevant air quality objectives. There is a growing body of evidence of the health effects arising from exposure to both NO₂ and particulate matter, and it is important that measures that reduce NO₂ do not inadvertently increase emissions of particulate matter, as there is no threshold for health effects of particulate matter.
- 1.4 At a national level, the Environmental Audit Committee published its third report on Air Quality in December 2014, which concluded that recommendations from its previous two reports had not been implemented. It concluded that the Government must act urgently to:
- Meet EU nitrogen dioxide targets as soon as possible;
 - Engage with local authorities to establish best practice in tackling air pollution across the UK
 - Adjust planning guidance to protect air quality in local planning and development; and
 - Examine fiscal and other measures to gradually encourage a move away from diesel vehicles towards low emission options.

¹ From the Royal College of Physicians 'Every Breathe we take: The Lifelong impact of air pollution' <https://www.rcplondon.ac.uk/projects/outputs/every-breath-we-take-lifelong-impact-air-pollution>

² Within Lewes District it is estimated to account for up to 48 premature deaths per annum attributable to particulate matter PM_{2.5}
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/332854/PHE_CR_CE_010.pdf

³ Committee on the Medical Effects of Air Pollution, 2015

- 1.5 The Government has recently published updated guidance to improve air quality in the UK. The plans set out actions being planned or implemented at local, regional and national levels to meet the annual and hourly EU limit values for nitrogen dioxide in the shortest possible time. Subsequent implementation of the plans and progress towards compliance will be closely monitored nationally. The plans rely heavily on actions undertaken locally through the local air quality management process with *Plan UK0031 South East* which includes the district of Lewes. The actions set out in this document will therefore complement work being undertaken nationally.
- 1.6 Road transport is the main source of emissions in relation to NO₂, and to a lesser extent for particulate matter, with diesel cars making the biggest contribution within the AQMAs. In particular, stop-start traffic (i.e. acceleration and deceleration) results in higher emissions.
- 1.7 This Air Quality Action Plan aims to reduce air pollution within the Newhaven AQMA, in order to reduce the health impacts of current concentrations. It sets out how Lewes District Council and its partners will act to locally reduce emissions of relevant pollutants.

2 Context of Air Quality and Transport within Lewes District Council

Air Quality

- 2.1 Under Part IV of the Environment Act 1995, Local Authorities are required to review and assess air quality in their areas and to report against objectives for specified pollutants of concern, to the Department for Environment, Food and Rural Affairs (Defra). For each air quality objective in the Regulations, local authorities have to consider whether the objective is likely to be achieved. Where it appears likely that the air quality objectives are not being met, the authority must declare an AQMA. Following the declaration of an AQMA, the authority must then develop an Air Quality Action Plan which sets out the local measures to be implemented in pursuit of the air quality objectives. Prompted by the Review and Assessment process, AQMAs have been declared in Lewes and more recently in Newhaven. An Air Quality Action Plan was published for Lewes in 2009 outlining a number of measures to improve air quality within the AQMA. The current Action Plan relates specifically to the Newhaven AQMA.
- 2.2 Both AQMAs have been declared for NO₂, with the main source of emissions being from road traffic (particularly where congested), often exacerbated by a lack of dispersion due to surrounding buildings. In Newhaven, the AQMA is around the Ring Road, where its gradients increase engine load and hence emissions.

Figure 1: Air Quality Criteria for Nitrogen Dioxide

Pollutant	Time Period	Objective
Nitrogen Dioxide	1-hour Mean	200 µg/m ³ not to be exceeded more than 18 times a year
	Annual Mean	40 µg/m ³

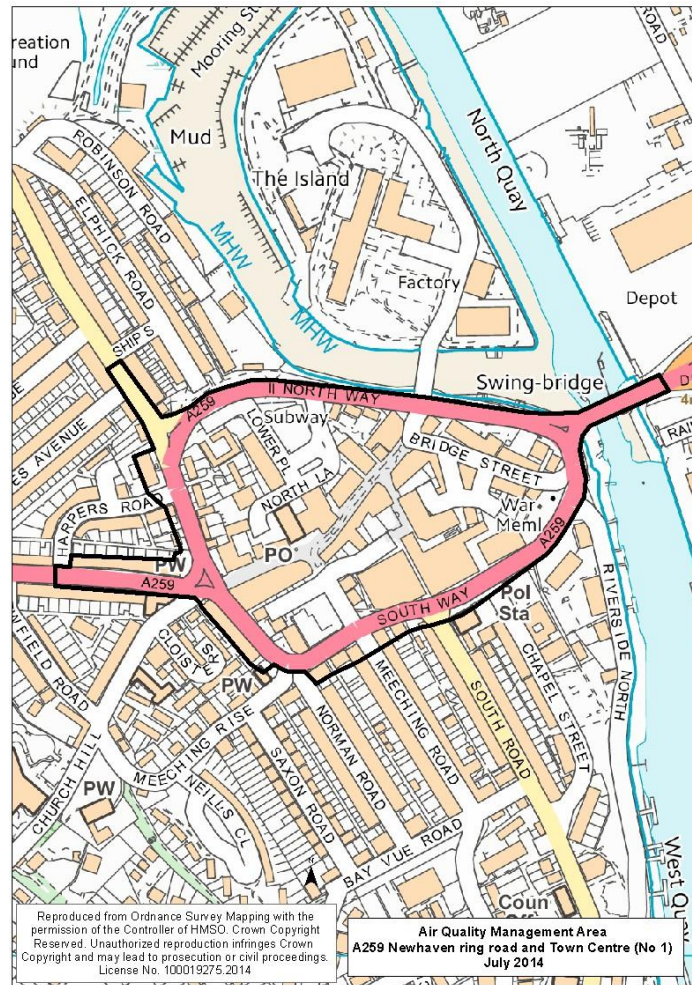


Figure 2: Newhaven AQMA

Source apportionment

- 2.3 The overall contribution made by emissions of nitrogen oxides from motor vehicles, which includes both nitric oxide and NO_2 , to measured NO_2 concentrations depends on a number of factors, including how the emissions react in the atmosphere; in particular the reaction of nitric oxide with ozone, and the amount that is emitted directly as NO_2 (primary NO_2). Figure 2 shows the contribution from different vehicle types to NO_2 concentrations including background. Diesel cars and diesel light goods vehicles make the largest contribution from traffic.
- 2.4 At the 2011 Census the population of Newhaven was 12,232, made up of 4678 households, with 26% of these households not owning a car. However of those who work 62.5% travel to work by car, 13.6% use public transport, 13.4% walk or cycle and 10.5% work at home. There are

approximately 178 residential dwellings situated within the Air Quality Management Area with the majority of these being on or close to the Ring Road itself.

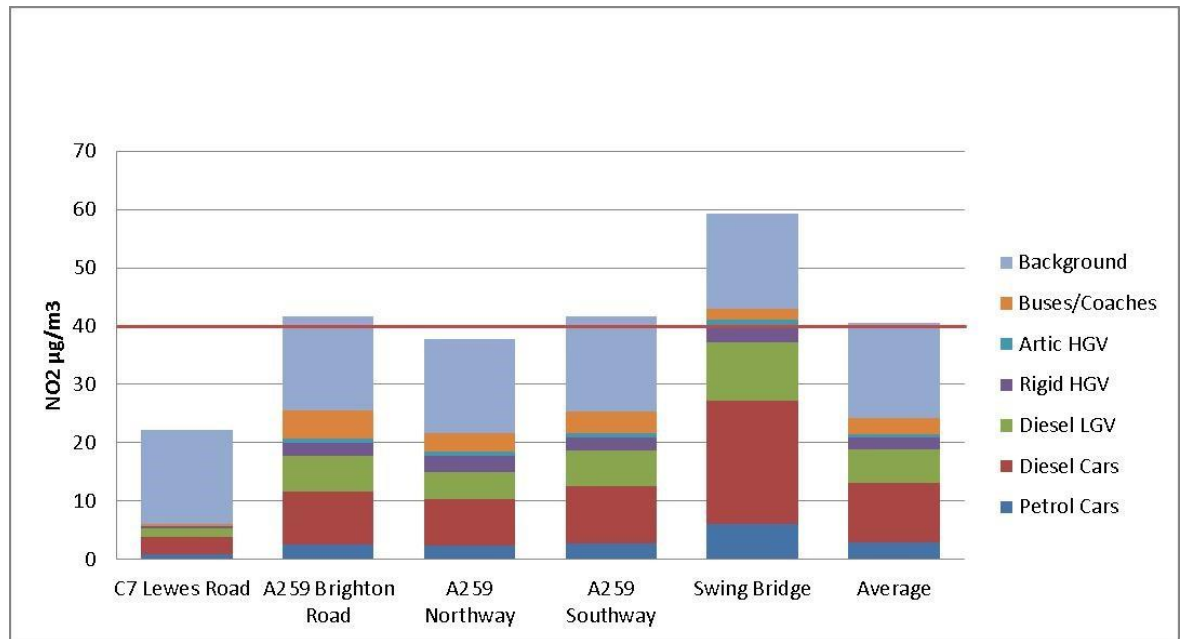


Figure 3: Apportionment NO₂ Concentrations by Source including Background within Newhaven AQMA

Newhaven AQMA NO₂ Concentrations

2.5 The Newhaven AQMA was declared in July 2014, the map of Newhaven in Figure 2 illustrates the size and location of the AQMA. This area was based upon evidence collected from our NO₂ diffusion tubes situated at strategic points around Newhaven. LDC has been monitoring in Newhaven for many years with a number of locations at or near the Ring Road currently exceeding the air quality limits for NO₂ when measured as an annual mean.

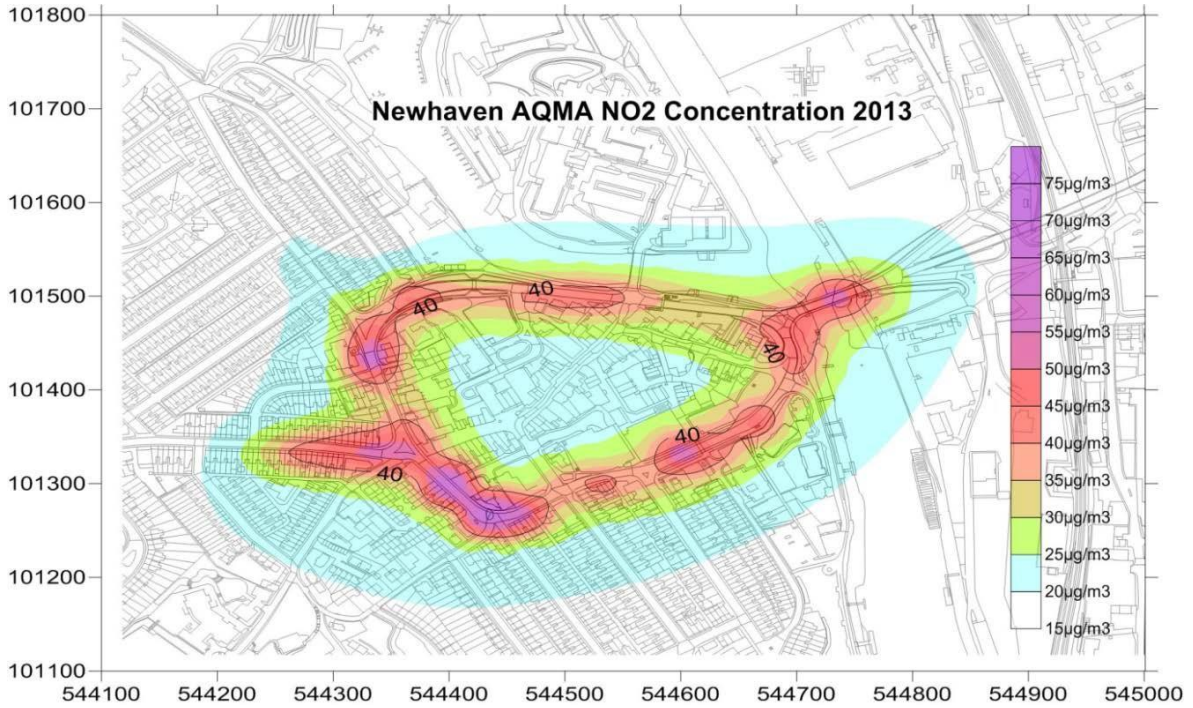


Figure 4: Newhaven AQMA NO₂ Concentration 2013

Annual Average Daily Traffic

2.6 Traffic flows and vehicle composition data have been provided by East Sussex County Council, who provided weekday counts used to derive Annual Average Daily Traffic (AADT) flows for the Newhaven Ring Road and its main tributaries.

Road Link	2014 AADT	HGV %
A259	28,582	3.3
Southway	16,960	4.4
Southway to Lewes Road Slip	7,793	3.8
Lewes Road	18,595	4.3
Lewes Road to Northway Slip	13,129	4.3
Northway	19,076	3.9
South Road	6,654	3.5

Southway to A259 Brighton Road	9,167	4.8
A259 Brighton Road to Lewes Road	10,802	4.7
A259 Brighton Road	19,970	4.7
Lewes Road to C7	5,236	2.7
C7 to Northway	5,947	3.0
C7	11,184	2.9

Figure 5: Annual Average Daily Traffic Summary 2014

Transport

- 2.7 Newhaven is one of the County's priority areas for economic growth, with significant investment being made in the area to achieve this particularly through Local Growth Fund monies being secured through the Local Enterprise Partnerships and the recently announced Enterprise Zone status for a number of key sites in the town. The 'Newhaven Clean Tech and Maritime Growth Area' is included in the South East & Coast 2 Capital Local Enterprise Partnership's Strategic Economic Plans and Growth Deals, along with the Greater Brighton City Region Growth Deal area. Funding has been secured through these mechanisms to deliver flood defence works and the Newhaven Port Access Road which will support future viability of new and existing employment sites within and around the port area.
- 2.8 Newhaven experiences a number of transport challenges, particularly around severance issues in relation to the High Street and congestion, both along the A259, which runs east-west through the town, and along the town centre Ring Road. As highlighted in paragraph 2.7 above, a key element of the economic life of the town is the port, which provides cross-channel ferries to Dieppe. A master plan has been developed for the port, which considers options for expansion of the port related activities. The five key strategic objectives are to maintain the ferry route; invest in infrastructure to enable a clean technology and renewable energy cluster; increase the volume of international trade through the port; invest in infrastructure for continued development of fishing and leisure marine sectors; and enhance the natural marine environment.
- 2.9 The town has two railway stations offering direct train services to Lewes, Seaford and Brighton. A significant number of people use rail to access employment, although there is the potential to increase the number of people using these stations. The town also has very good access to bus services with a high frequency route between Brighton – Newhaven – Seaford – Eastbourne; journey time reliability on

this service has been enhanced through the delivery of a bus corridor between Brighton and Peacehaven. In addition, the National Cycle Route NCN2 passes through Newhaven and forms part of the Avenue Verte London to Paris cycle route. There has been significant investment in the route towards Seaford in recent years, with investment in other routes serving the town including towards Peacehaven and this platform offers considerable potential to encourage more cycling within the town, for both utility purposes and leisure.

- 2.10 A commitment in ESCC Local Transport Plan (LTP) 2011 – 2026, outlined that the Ring Road in Newhaven would be reviewed, due to the impact it has on the town centre, particularly inhibiting access from the south. Consultants were commissioned to undertake modelling of options for improvements to the Ring Road; the modelling also included the transport demand generated by the planned housing and employment growth identified for Newhaven and Peacehaven in the emerging Lewes District Local Plan. These options included making the Ring Road two-way, but the results of the modelling demonstrated that this would cause major capacity issues at the junctions and beyond the Ring Road area, which would have further implications for air quality. Therefore consultants were commissioned to undertake a stage 2 study to look at improving traffic flow through junctions, potentially by linking the signals. The outcome of this study, completed in March 2016 will be made known once it has been reviewed by ESCC. Funding for these improvements may not be available in the short to medium term but if taken forward as part of a package of measures within the LTP Implementation Plan for the period 2016/17 to 2020/21; this will form a major element of the traffic management measures within this Action Plan.
- 2.11 ESCC is putting forward a Movement Access and Resilience Package for the A259 corridor focussed around Newhaven to both Coast to Capital and the South East Local Enterprise Partnerships for inclusion in their Local Growth Fund Round 3 submissions in July 2016. The package is seeking funding through both LEPS towards a number of elements including the Newhaven Ring Road improvements, public transport improvements on the A259 and a walking/cycling element for the Newhaven, Seaford and Peacehaven area.

New development

- 2.12 The LDC Joint Core Strategy (Local Plan Part 1) was adopted in May 2016 and nearly 20 sites have been identified as having potential for housing within the Strategic Housing Land Availability Assessment (SHLAA) for Newhaven, for which the traffic generated would need to enter the Air Quality Management Area. As at the 1st April 2015, 786 residential units were committed for delivery (in that they either had planning permission, or were an extant allocation), a further 400 units were proposed on a strategic housing allocation at Harbour Heights and a further 425

residential units were planned to be delivered on as yet allocated sites. Modelling of the effects of these increases in traffic on air quality within the AQMA has been undertaken to inform the planning process. This has shown that substantial increases in concentrations of NO₂ would occur around the Ring Road with these additional vehicle movements.

3 Existing Policies and Strategies

Local Enterprise Partnerships – Strategic Economic Plan – Local Growth Deals

- 3.1 As part of the Coast 2 Capital Local Enterprise Partnership Strategic Economic Plan, a Growth Deal was negotiated with government that allocated £10m to deliver Phase 1a of the Newhaven Port Access Road. This is subject to the approval of a robust business case by C2C and the Department of Transport. In addition £1.5m was allocated towards the Newhaven flood defence works scheme, through the C2C Growth Deal, which is being delivered by the Environment Agency, along with a further £1.5m allocated for this scheme through the South East Local Enterprise Partnerships' Growth Deal. This will capitalise on proposed investments including from E.ON on the Rampion Offshore Wind Farm and the new University Technical College (UTC) specialising in marine and environmental engineering. It will also assist in re-establishing Newhaven as an important gateway to mainland Europe.
- 3.2 The first phase of the Port Access Road has been completed and will unlock nearly 200 new homes and employment floor space as part of the Eastside development. The second phase, which will take the Port Access Road from the Parget Roundabout across the railway and Mill Creek closer to the harbour mouth, will enable the relocation of existing Port activities within the Port, and potentially unlock employment space to the north of the Port. There is also significant investment in the Port following planning approval to introduce a deep water berth at the harbour mouth, and ongoing support for the growing ferry service for both freight and passenger travel between Newhaven and Dieppe.
- 3.3 The plan also recognises the importance in supporting the need to support people's ability in accessing locations they need to get to for jobs and education. Therefore when opportunities arise, funding will be sought for delivering integrated transport packages that support high network resilience and local improvements in access to public transport and measures that support walking and cycling.

East Sussex Growth Strategy

- 3.4 The most significant recent policy document that demonstrates the commitment to driving economic development across the county is the East Sussex Growth Strategy. It aspires to easy movement around East Sussex, being well served by road and rail infrastructure and sustainable travel providing good access to all markets. In alignment with the Strategic Economic Plan it recognises the 'Newhaven Clean Tech and Maritime Corridor', stating that whilst investment has been undertaken, as with other growth corridors in the County further investment is required to sustain the momentum and ensure access is secured for key employment and housing areas.

3.5 ESCC Local Transport Plan (LTP) 2011 – 2026 sets out how local transport will be improved and how the roads will be maintained. The longer-term strategy document is supported by a series of short-term Implementation Plans showing how the strategy will be delivered. The vision for the LTP strategy is *'to make East Sussex a prosperous county where an effective, well managed transport infrastructure and improved travel choices help businesses to thrive and deliver better access to jobs and services, safer, healthier, sustainable and inclusive communities and a high quality environment'*. Specific transport objectives include:

- Reduce congestion by improving the efficiency of the transport network and encouraging greater use of sustainable modes of transport;
- Reduce greenhouse gas emissions, local air pollution and noise from transport; and
- Improve personal health and well-being by encouraging and enabling increased physical activity through active travel (i.e. walking and cycling).

The transport approach for Newhaven identifies that the challenge for the area is to focus on improving the environment and conditions for sustainable modes of travel and for general traffic, to support and grow the economy of the town. To this end and specifically for Newhaven, the LTP aims to improve the area around Newhaven Town Station, with walking and cycling routes that link housing and employment locations, education facilities, health services and shops. Improving conditions for bus travel on the A259 between Newhaven, Seaford and Eastbourne in the east and Peacehaven in the west is also prioritised, in order that priority bus measures already established on the A259 out of Brighton are connected with Newhaven.

Lewes District Local Plan

3.6 Lewes District Council adopted the Joint Core Strategy (Local Plan Part 1) in May 2016. This sets out the current planning strategy for the District. The council has retained a number of saved policies including the Protection of Air and Land Quality (ST30) as follows:

ST30 When considering planning applications for potentially polluting development, the Council will need to be satisfied on the following matters:

- (a) that the location is appropriate in terms of land use in relation to the uses in the surrounding area
- (b) that the development will have an acceptable impact on the surrounding area in terms of its effect on health, the natural environment, or general amenity, resulting from releases to water land or air, or noise, dust, vibration, light or heat
- (c) that the development will not have an adverse effect on the use of other land
- (d) that, where relevant, the appropriate after-use of land can be secured
- (e) that the developer will comply with other relevant policies in the Plan

- 3.7 The Joint Core Strategy is the main document that guides development in the district until 2030. The policy on air quality has been strengthened in Core Policy 9 to reflect current legislation and guidance and the requirements of the current Air Quality Action Plan. Along with Policy ST30, Core Policy 9 is already being applied by the District Council for decision making purposes.

Core Policy 9: Air Quality The local planning authority will seek to improve air quality throughout the district, having particular regard to any Air Quality Management Area (AQMA) designations. Applications for development that by virtue of their location, nature or scale could impact on an AQMA will be required to:

1. Have regard to any relevant Air Quality Action Plans (AQAP) and to seek improvements in air quality through implementation of measures in the AQAP.
2. Provide mitigation measures where the development and/or associated traffic would adversely affect any declared AQMA. All applications for development will be required to:
3. Provide mitigation measures where the development and/or its associated traffic could lead to a declaration of a new or extended AQMA.
4. Ensure that the development will not have a negative impact on the surrounding area in terms of its effect on health, the natural environment or general amenity, taking into account cumulative impacts.
5. Promote opportunities for walking, cycling and public transport and congestion management to reduce traffic levels in areas of reduced air quality, particularly in town centre locations, and promote the opportunity for cycling through the provision of cycleways.
6. Secure best practice methods to reduce levels of dust and other pollutants arising from the construction of development and/or from the use of the completed development.

As well as setting policies on issues such as air quality, the Core Strategy also identifies the level of housing and employment growth that is planned for Newhaven. Linked to this is the Council's Infrastructure Delivery Plan, which identifies the infrastructure needs associated with this development. Of relevance to this Action Plan is the need for junction improvements on the Ring Road and the junction with the A26 and improving demand management measures along the A259 to encourage greater use of public transport.

Strategic Housing Land Availability Assessment (SHLAA)

- 3.8 The SHLAA is being undertaken to show that the Council has a rolling five year supply of deliverable and developable land for housing. The findings are being used to inform planning policy work.
- 3.9 The purpose of the SHLAA is to assess potential housing land, within the district, to ensure a sufficient supply of housing sites. The conclusions of the SHLAA have informed the housing distribution, and strategic housing allocations, within the Core Strategy Proposed Submission document. It will also inform future housing sites within the Site Allocations Development Plan Document and Neighbourhood Plans. The SHLAA is an important technical piece of evidence. The study is not a statement of Council policy and does not in itself determine whether a site should be allocated for housing development.

Emerging Newhaven Neighbourhood Plan

- 3.10 Newhaven Town Council has begun the process of preparing a Neighbourhood Plan for the town. This will need to be in accordance with the strategic policies from the Local Plan and will identify the allocated housing sites that are required by the Lewes District Core Strategy. Further information on the Neighbourhood Plan can be found at: <http://www.newhaventowncouncil.gov.uk/neighbourhood-plan>

Sussex Air Quality Partnership

- 3.11 The Sussex Air Quality Partnership (Sussex-air) aims to drive improvements in air quality (and carbon reduction) for the benefit of the County's citizens and the environment. The partnership provides technical advice and support, and develops and implements projects that improve air quality and understanding of the health and environmental effects of poor air quality.

Air Quality and Emissions Mitigation Guidance for Sussex Authorities

- 3.12 This document (Sussex Air Quality Partnership, 2013) has been developed by the Sussex Air Quality Partnership to provide guidance on the assessment of air quality and the mitigation of potential impacts from proposed developments across Sussex. The guidance supports the principles of the partnership to improve air quality across Sussex and encourage emissions reductions to improve the environment and health of the population. The purpose of this guidance is to:

Provide a Sussex-wide approach for assessing potential air quality impacts from development and transport related emissions and provide a consistent approach to mitigating those impacts.

Provide technical advice to local planning authorities on how to deal with planning applications that could have an impact on air quality.

Air Alert Service

- 3.13 AirAlert is a service, provided by the Sussex Air Quality Partnership (SAQP) that sends alert messages to vulnerable people in Sussex informing them that poor air quality is predicted in their area. The alerts are sent to home phones via voice message, to mobile phones via text and via email.

Sussex LEZ Feasibility Study

- 3.14 A Low Emission Zone (LEZ) feasibility study has been undertaken in Sussex, with a wider remit to investigate measures for a low emission strategy. The aim of the project was to assess emission reduction options for Sussex AQMAs and develop implementation strategies, on a regional basis, with the ultimate aim being to develop a low emission strategy. A number of measures were looked at for each AQMA in Sussex including low emission buses, re-routing of HGVs, low emission local deliveries, car clubs and implementing the Ecostars scheme. Emissions modelling was undertaken of specific AQMAs, looking at specific measures in order to prioritise measures for a particular location. The Newhaven AQMA was not included in the study as it had not been declared at the time.

East Sussex Health and Wellbeing Strategy

- 3.15 The first Health and Wellbeing Strategy for East Sussex was published in October 2012 and identifies the health and wellbeing needs of East Sussex now and in the future. The strategy focuses on a small number of big issues where a more joined up approach will help improve outcomes and reduce inequalities. These issues include enabling people of all ages to live healthy lives and have healthy lifestyles, which complements the aims of this Action Plan in particular, with regard to active travel.
- 3.16 Sussex Community Development Association works across East Sussex developing community based initiatives aimed at addressing the needs of those most vulnerable in the community. The organisation has a healthy lifestyles team. The team delivers a range of programmes, some of which are funded by East Sussex County Council's Public Health department. The team is also involved in the Healthy Newhaven Network, which works alongside GP practices and aims to provide access to healthy activities. This may be a useful network to liaise with to ensure communication relating to behaviour change around active travel is implemented and well targeted.

Climate Change

- 3.17 'Your Energy Sussex' works with householders and businesses through investment in renewable energy, delivering a range of projects including large scale building refits, solar Photo Voltaic programmes and support to residents and communities. In addition, Lewes District Council is investing in Photo Voltaic panels on its own housing stock

Emerging ESCC Cycling and Walking Investment Strategy

- 3.18 The Infrastructure Bill became an Act in February 2015, and following considerable national lobbying, cycling and walking was included, alongside road infrastructure. Therefore the government is required to develop a National Cycling and Walking Investment Strategy (CWIS) to outline how any future funding associated with this will be allocated. As a result of the emerging national CWIS and to ensure that the County Council is prepared to bid for any funding associated with this, the County Council is developing a county wide Cycling & Walking Investment Strategy. This will include a cycling and walking investment plan for the Newhaven growth area, and the measures identified for inclusion will be reflected in the Newhaven Air Quality Action Plan.

Energise Network

- 3.19 The Energise Network was developed from Government grant funding from the Office of Low Emission Vehicles (OLEV) which has supported the installation of 18eV rapid electric vehicle chargers across sites in the South East, including one in Lewes and one in Newhaven. The Energise Network is a public and private sector partnership established to develop the electric vehicle network in the Southeast of England linking new and existing eV charge points. The network will link existing publicly accessible eV charge points across the Southeast to enable eV drivers' ease of access through Pay-As-You-Go systems or network RFID card operation. The Energise Network has been in operation since September 2015 and promotion of the sites to eV drivers is continuing through Sussex-air to increase usage of the new eV rapid chargers

Enterprise Zone

- 3.20 With the approval of the Secretary of State, Lewes District Council in partnership with Coast to Capital Local Enterprise Partnership (LEP) has been successful in bidding to establish an Enterprise Zone on eight key sites across Newhaven to facilitate inward investment, create new employment and sustain local economic growth, in line with the Government's key assessment criteria for new Enterprise Zones.
- 3.21 Newhaven's Enterprise Zone officially commences in April 2017. The primary benefit of Enterprise Zone (EZ) status is the ability to offer new businesses locating to the EZ a discount on their business rates of up to approximately £250,000 per business over a five-year period. An Implementation & Investment Plan will be completed by the end of 2016, which will set out key benefits in more detail.

- 3.22 The LEP has agreed that 100% of the uplift in business rates as a result of Enterprise Zone designation will be re-invested in the local Newhaven area to support delivery, including site-specific issues and wider infrastructure constraints.
- 3.23 This funding will emerge gradually as EZ sites are developed / occupied, with the primary objectives being to unlock the remaining sites and address existing barriers to development / redevelopment. Nonetheless, this funding could potentially assist businesses in sustainable practices and help develop transport plans for businesses to ensure they do not contribute to the incremental worsening of NOX depositions in already sensitive areas.
- 3.24 Commencing in April 2017, the Enterprise Zone is forecast to create around 55,000m² of new commercial floor space, refurbish a further 15,000m² of commercial floor space and create / sustain around 2,000 jobs over the zone's 25-year lifespan.
- 3.25 Currently there is a substantial net outflow of commuters due to paucity of employment opportunities with the majority of these travelling by car; the development of new business opportunities in the town, creating local jobs for local people, will have a positive effect on air quality.

4 Actions for Improving Air Quality

4.1 Some of the following actions are already underway, but this Action Plan will ensure they will continue to be improved upon. Others are in the early planning stages, or do not have funding associated with them yet. The actions therefore have different likely implementation times. There are 7 broad actions and for each of them, specific measures have been included. The actions are evaluated in relation to their expected impact on:

- Air quality (i.e. reduction in emissions or concentrations);
- Cost;
- Feasibility or practicability of option (including the wider non-air quality impacts); and
- Timescale for implementation.

Air Quality Impact

4.2 Air quality impacts have been classified on a scale of 'low' to 'high' impact. The higher the impact, the greater the improvement in air quality, i.e. the greater the reduction in NO₂ concentrations. For each Action, the expected reduction in annual mean NO₂ concentrations has been determined based on professional judgement, drawing, wherever possible, on experience gained from other studies. It should be noted that the impacts on air quality are judged in relation to the impacts within the AQMA(s). So, for example, an action may have wide reaching benefits, but only be slightly beneficial within the AQMA(s). The following classification scheme has been used:

Low: imperceptible (a step in the right direction). Improvements unlikely to be detected within the uncertainties of monitoring and modelling;

Medium: perceptible (a demonstrable improvement in air quality). An improvement of up to 2µg/m³ NO₂, which could be shown by a modelling scenario. Improvement is not likely to be shown by monitoring due to confounding factors of the weather; and

High: significant. Improvement of more than 2µg/m³ NO₂. Can be clearly demonstrated by modelling or monitoring (a significant improvement is likely to be delivered by a package of options rather than by a single intervention).

Cost

4.3 The implementation of the measures set out in this Action Plan are dependent on securing a sufficient and consistent level of funding both to support any additional staff that may be required, and to deliver the programme. In line with current Government guidance, it is not necessary to carry out a detailed cost-benefit analysis. Rather the aim is to provide a broad

indication of costs so that the proposed measures can be ranked according to the cost and the expected improvement to air quality. Costs are 'very high' to 'very low,' as follows:

'Very Low' cost is taken to be £10K and under;

'Low' cost is taken to be £10 - £50K;

'Medium' cost is £50 - 500K;

'High' cost is £500K - £2 million; and

'Very High' cost is over £2 million.

Further information on the types of funding that will be sought to deliver the proposed actions is outlined in section 6.

Feasibility

4.4 The feasibility of individual measures is not straightforward to quantify. The following factors have been taken into consideration:

- Alignment / synergies with Lewes District and other key partners' strategic documents, to support future bids for funding to deliver the measures in the action plan; these include the Lewes Local Plan, C2C and SE Local Enterprise Partnership Strategic Economic Plan, East Sussex Growth Strategy, ESCC Local Transport Plan 2011-2026, ESCC Health & Wellbeing Strategy and Newhaven Neighbourhood Plan
- Wider non-air quality impacts (social, environmental or economic)
- Stakeholder acceptance / "political" feasibility; and
- Source of funding available or possible.

The Feasibility has been classified as '**low**', '**medium**' and '**high**'.

Timescale

4.5 The timescale for the implementation of measures has also been considered, and will be largely dependent on the ability to secure future funding. The following classifications have been used: **Short-term** relates to those measures that can be implemented within the 2016/17 financial year; **Medium-term** relates to those implemented within 2-5 years; **Long-term** options are those which are 6+ years.

Action 1

Enable the use of sustainable travel choices through the delivery of transport infrastructure and initiatives

- 4.6 Many of the measures focussed on enabling people to choose sustainable travel choices are already being implemented through ESCC Local Sustainable Transport Funding Programme 2015-16. Some measures are identified in the ESCC Local Transport Plan (LTP) Implementation Plan 2016/17 to 2020/21 (this is the second LTP Implementation Plan) but the delivery of these measures will be subject to the prioritisation and the availability of funding either through ESCC Local Transport Capital Programme, development contributions or through specific bids for external funding. It is suggested that sustainable travel measures could be focussed at some locations (such as the University Technical College (UTC), Sainsbury's, the Retail Park in Newhaven, etc.), but further work to identify these will be undertaken through the development of the Cycling & Walking Investment Plan for the Newhaven growth area.
- 4.7 In order to enable more people to choose sustainable travel for everyday journeys, a complementary package of transport infrastructure and initiatives will be required. The specific measures will include:
- Further expansion of Real Time Passenger Information System ;
 - Promotion of Real Time Passenger Information System;
 - Bus waiting facilities improvements;
 - Pedestrian links to public transport and key trip attractors;
 - Cycle route and cycle parking infrastructure;
 - Consistent signing of walking and cycling routes from residential areas to employment and education sites;
 - New or upgraded pedestrian / cyclist crossing facilities;
 - Van club feasibility work (for SMEs);
 - Publicising CarShare;
 - Investigating the delivery of a car club scheme;
 - Sustainable travel engagement programmes with schools, organisations and businesses;
 - Smart ticketing systems on buses;
 - Lewes District Council Travel Plan;
 - Additional bus services on A259 and serving new development sites; and
 - Travel plans for industrial estates.

Table 1: Evaluation of Action 1

Action 1	Enable the use of sustainable travel choices through the delivery of transport infrastructure and initiatives
Air Quality Impact	Emissions from transport form the biggest single contributor to NO ₂ concentrations in Newhaven. Increasing the use of public transport and active travel, such as walking and cycling, as well as car sharing, should reduce single occupancy car use and hence improve air quality, as well as mitigate against climate change. It is judged that initially benefits to air quality would be Low , but should progressively increase over time depending on the level of investment and take up. Medium impact should be achievable.
Cost	The cost of implementing sustainable travel choices options as an overall package would be High to Very High , although the costs of individual options would be Low to Medium .
Feasibility	High feasibility as politically acceptable. Aligns with Lewes District Council and East Sussex County Council policies. Positive impacts for health, climate change gas emissions and potentially noise.
Ownership	Mainly implemented by East Sussex County Council, but subject to funding, and will require support from other key partners, LDC, SDNPA.
Partners	Public Health, Public Transport Operators, Employers, Co-wheels, Lewes Wanderers, Cycle Seahaven
Funding	Subject to funding – potential funding include ESCC LTP, Development Contributions, European Funding and Local Growth Funding.
Timescale	Short to Long term.

Action 2

Actively Promote Low Emission Vehicles and Supporting Infrastructure

- 4.8 Lewes District Council, in partnership with other local authorities in Sussex is already promoting Electric Vehicles², in part through the Air Quality and Emissions Mitigation Guidance for Sussex authorities, which sets out requirements for developers for electric vehicle recharging provision, but also through the installation of an electric charging point in Newhaven, where drivers can recharge at no cost. This Action Plan will enhance the promotion of Electric Vehicles in particular and Low Emission Vehicles more widely. There is currently one eV charger in Newhaven in Lower Place Car Park.

²<http://www.energisenetwork.co.uk/>

4.9 Specific Actions will include:

- Use of the planning system to ensure a more widespread infrastructure for low emission vehicles;
- Further electric charging points in Newhaven at key sites including supermarkets and retail parks;
- Ecostars;
- Encouraging lower emission buses within the AQMA;
- A larger proportion of Low Emission Vehicles in the Lewes District Council Fleet; and
- A parking strategy with differential charges based on emissions.

Table 2: Evaluation of Action 2

Action 2	Actively promote low emission vehicles and supporting infrastructure
Air Quality Impact	As the proportion of Ultra Low Emission Vehicles such as electric vehicles increases, emissions of NO _x and PM ₁₀ will decrease and concentrations will reduce. There will need to be a large swing towards electric vehicles before improvements are measurable. Therefore initially benefits to air quality would be Low , but should progressively increase over time depending on the level of investment.
Cost	Costs will largely be dependent on the level of investment gained. In order to make a difference to the vehicle park, it is considered that the overall investment would need to be High or Very High . As for the previous Action, the costs of individual options (such as Ecostars, improvements to the Lewes District Council Fleet) would be Low to Medium .
Feasibility	Medium feasibility. Some measures are very feasible (such as including infrastructure for electric vehicles within the planning system and inclusion of electric charging point in Newhaven), with others being less feasible and dependent on achieving funding (such as Ecostars and ensuring a larger proportion of Low Emission Vehicles in the Lewes District Council Fleet).
Ownership	Lewes District Council.
Partners	East Sussex County Council, developers, public transport operators.
Funding	Section 106, CIL, Air Quality Grants, OLEV Grants.
Timescale	Short to Long term.

Action 3

Using the planning system to ensure that air quality is fully considered for new development

- 4.10 Due to the large number of sites around Newhaven which have been identified for housing and the associated potential growth in traffic that this is likely to generate, this action is critical to ensure not only that air quality improvements come to fruition, but that the status quo is maintained. Modelling of air quality using relatively crude assumptions relating to traffic growth have shown a potentially significant worsening of air quality around the Ring Road in future years in relation to the baseline scenario of no growth. It is therefore imperative that the planning system is utilised to ensure that new development can support the Air Quality Action Plan, rather than hinder its implementation.
- 4.11 The Air Quality and Emissions Mitigation Guidance for Sussex Authorities will continue to be used to assess the impacts of specific developments and negotiate the levels of mitigation required. The issue which is more difficult to resolve is that of cumulative development within Newhaven. Each development assesses the impact of increased emissions associated with its own development, but the cumulative impact, in particular of increased traffic on the Ring Road system, will be more difficult to assess and mitigate.
- 4.12 Specific actions will include:
- Ensuring that the Sussex Mitigation Strategy Guidance for Developers is kept up to date, and implemented (particularly in relation to updates of national guidance etc.)
 - A review of East Sussex County Councils guidance on car parking provision
 - Ensuring that planning applications with potential air quality impacts are fully assessed for their impacts, at relevant locations using appropriate methodologies (as specified in the Air Quality and Emissions Mitigation Guidance for Sussex Authorities)
 - A strategy for ensuring that cumulative impacts are taken into account whereby appropriate mitigation is not only proposed but implemented where any relevant impacts are identified
 - Providing information re: sustainable transport for residents of new developments;
 - Integration of public transport at the planning stage and
 - Delivery of walking and cycling routes and measures that support access from new developments to key services.

Table 3: Evaluation of Action 3

Action 3	Using the planning system to ensure that air quality is fully considered for new development
Air Quality Impact	In the longer term, the air quality impact of siting new development in the locations which take air quality into consideration is likely to have a High impact on air quality, particularly where it takes place in locations that are particularly sensitive. In the shorter term, the impact will be Low .
Cost	Low cost for Lewes District Council.
Feasibility	High feasibility assuming political will.
Ownership	Lewes District Council.
Partners	East Sussex County Council, South Downs National Park Authority, developers.
Funding	Section 106 Agreements and Community Infrastructure Levy.
Timescale	Ongoing over the timescale of the Local Plan (and beyond).

Action 4

Traffic management to reduce emissions in locations within the AQMA

- 4.13 In 2014 Parsons Brinckerhoff was commissioned by East Sussex County Council to undertake a study to assess the future performance of the A259 through Newhaven to establish the potential impacts of further development planned in the town as identified in the emerging Lewes District Local Plan and to identify and test potential improvement options. The study focussed on two main highway options: a) capacity improvements to reduce existing congestion and accommodate the forecast demand; and b) to make North Way two-way (to improve town centre connectivity with the wider residential areas reducing the perceived severance issues). The study determined that forecast residential and employment growth up to 2030 could potentially be accommodated within the existing highway network; with improvement works however the modelling did indicate that increased congestion and traffic reassignment would inevitably be experienced. The study also assessed the impacts of a two-way A259 North Way option with a downgraded South Way. Modelling work indicated that this would result in significant capacity reductions making this option unviable.
- 4.14 A stage 2 study has recently been undertaken to produce preliminary designs for a number of highway improvements designed to improve existing conditions including upgrades to pedestrian crossings, linking existing traffic signals throughout the Ring Road to improve traffic flow, and modifications to the layout of a number of existing junctions to improve capacity. The benefits of these potential improvements have been tested using local

modelling. It is suggested that the outcomes of this work will be used to identify some of the specific traffic management measures that could be implemented should funding become available. It should also be noted that the impacts of some traffic management options may be negative for air quality. It should therefore be ensured that the impacts on air quality are fully considered.

4.15 Specific actions will include:

- LDC to support ESCC in bids for funding for Ring Road improvements.
- Improved signage on leaving Newhaven Port to aid HGVs in locating the A26.
- Anti-idling signage at key points in Newhaven; specifically on the A259 leading to the swing bridge and near local schools.

Table 4: Evaluation of Action 4

Action 4	Traffic management to reduce emissions in locations within AQMAs
Air Quality Impact	Medium to High impact.
Cost	Difficult to estimate at this stage, but a package of measures likely to be Medium to High .
Feasibility	Likely to be feasible as outcome of detailed study.
Ownership	East Sussex County Council.
Partners	Lewes District Council.
Funding	LTP, CIL and Section 106. DfT if any relevant funding streams.
Timescale	Medium to Long term.

Action 5

Work with Public Health colleagues to inform the public about health impacts of air pollution and how they can change behaviour to reduce emissions and reduce exposure

4.16 Air quality is a key issue for Public Health as exposure to high levels of air pollution can have adverse effects on the health of the population. This is because pollutants can exacerbate conditions such as asthma, and contribute to the risk of developing respiratory and cardiovascular disease, as well as lung cancer. These conditions are more likely to be present in people living in areas of deprivation, and nationally, evidence highlights linkages between the most deprived areas experiencing the worst air quality, thereby exacerbating health inequalities.

4.17 Active travel would lessen these health inequalities, as well as improve the health and wellbeing of people and achieve positive public health outcomes. For example, if people choose to walk and cycle more there would be a reduction in transport pollution, as well as an increase in physical activity. Not only will this increased activity lead to a reduction in obesity levels, and health conditions associated with obesity, evidence shows that exercise improves mental wellbeing, leading to greater feelings of revitalisation and a reduction in depression and anxiety.

4.18 Specific measures will include:

- Working closely with Public Health colleagues, through the Public Health Improvement Specialists
- Walking and Cycling Challenges (at key workplaces and schools in Newhaven)
- Adult Cycle Training (Bikeability)
- Installation of cycle parking at key services
- A cycle maintenance Initiative
- Promotion of Existing walking and cycling routes
- Working with Sussex Community Development Association to ensure that active travel is promoted for short journeys
- Continuation of the Air Alert Service
- Investigation of the feasibility of a real-time air quality monitoring station in Newhaven to use as a public information opportunity.

Table 5: Evaluation of Action 5

Action 5	Work with Public Health colleagues to inform the public about health impacts of Air Pollution and how they can change behaviour to reduce emissions and reduce exposure
Air Quality Impact	Low over the AQMAs as a whole, but required as a complimentary measure to traffic management, Smarter Travel and Low Emission Vehicles.
Cost	Low cost for each of the elements of this measure. As a whole the Action is likely to be Medium cost.
Feasibility	Highly feasible option as fits well with Lewes District Council policy and East Sussex Health and Wellbeing Strategy.
Ownership	Lewes District Council

Action 5	Work with Public Health colleagues to inform the public about health impacts of Air Pollution and how they can change behaviour to reduce emissions and reduce exposure
Partners	East Sussex County Council's Public Health department & ESCC Road Safety
Funding	Defra Air Quality Grants and Public Health funding.
Timescale	Short to Medium term.

Action 6

Continue to monitor and assess air quality in line with Government guidance on Local Air Quality Management

4.19 Lewes District Council currently monitors extensively for NO₂ and this Action Plan will retain this commitment. The existing air quality monitoring network should therefore be maintained, and a budget set aside for replacing real time analysers. The monitoring will assist in assessing the impacts of this Air Quality Action Plan, as well as ensuring that new development does not cause exceedances of the air quality objectives.

4.20 Specific measures will include:

- Continuation of monitoring within Lewes District Council, focussed on AQMAs, but also in other strategic locations
- Regular assessment of air quality against air quality objectives, as specified by the LAQM process, with reports to Defra and the public; and
- A review of measures set out in this Action Plan on a regular basis, to ensure they are up to date and being implemented

Table 6: Evaluation of Action 6

Action 6	Continue to monitor and assess air quality in line with Government guidance on Local Air Quality Management
Air Quality Impact	None directly in relation to LAQM, but acts as evidence base for measures
Cost	Low cost (per annum) to Lewes District Council
Feasibility	High Feasibility
Ownership	Lewes District Council
Partners	East Sussex County Council
Funding	Internal budget (LAQM) and LTP
Timescale	Ongoing

Action 7

Target Point Sources in Newhaven Town Centre

- 4.21 Gas boilers, combined heat and power plant, biomass plant all have associated emissions of NO_x, which will add to the emissions from the transport sources targeted in the actions set out above and increase NO₂ concentrations. This action will target any point sources which may have detrimental impacts locally and which also add to general background levels of pollutants in Newhaven.
- 4.22 Specific measures include:
- Undertaking a feasibility study for a Department for Energy and Climate Change (DECC) district-heating system (from an incinerator); and
 - Support for SMEs for innovative low NO_x heating systems (through Local Enterprise Partnership grant funding).

Table 7: Evaluation of Action 7

Action 7	Target Point Sources in Newhaven Town Centre
Air Quality Impact	Low
Cost	Low cost (per annum) to Lewes District Council depending on level of grants through LEP.
Feasibility	Medium to High Feasibility (to undertake study)
Ownership	Lewes District Council
Partners	Newhaven Town Council
Funding	Town Council currently funding feasibility study for a DECC District heating System. Potential for LEP funding for Small and Medium Enterprises
Timescale	Short to Medium term

5 Consultation

- 5.1 Under Schedule 11 of the Environment Act, local authorities are required to consult on their Air Quality Action Plan. It is important to have involvement of all local stakeholders to ensure the success of the Action Plan. This Action Plan has been drafted through a partnership approach in particular with East Sussex County Council (transport and public health), planners, Newhaven Town Council, Highways England and the Southdowns National Park.
- 5.2 The Newhaven AQAP is intended to be an evolving plan that will develop in time and, as a result will be subject to ongoing consultation. Effective action plans require consensus and co-operation of as many stakeholders as possible such as local communities and business organisations, as well as those bodies responsible for implementing solutions. Any action requires backing and support of stakeholders who need to take ownership of the action planning process and feel part of the overall decision making process.
- 5.3 External stakeholders include:
- The Secretary of State;
 - The Environment Agency;
 - Lewes District Council and East Sussex County Council councillors and officers;
 - Newhaven Port Authority;
 - Neighbouring local authorities;
 - Local residents within and bordering the AQMA;
 - Relevant local businesses, community groups and forums;
 - Network Rail, Public Transport Operators (bus and rail);
 - South Downs National Park Authority;
 - Highways England (A26 and A259); and
 - The Director of Public Health.
- 5.4 Internal consultation was carried out through:
- Meetings with Officers from Environmental Health and ESCC transport Team; and
 - Ad-hoc meetings between Officers and relevant Council Departments such as Taxi licensing, Regeneration, Planning Policy and Councillors.
- 5.5 External Consultation and engagement was carried out through:

- An article in 'Newhaven Matters', a newsletter that is distributed to every household in Newhaven;
- An online survey accessible through the LDC website; this ran from mid-February to 30th April 2016;
- Paper survey forms being available for collection and return at the local Newhaven community café;
- A press release to launch the consultation period. This was accompanied by an interview of the Lead Member to discuss air quality in Newhaven on local radio;
- A public event that included an exhibition of display boards on the AQMA and AQAP, distribution of leaflets and questionnaires and Officers from various Departments of the Council on hand to answer questions.

6 Implementation Plan

Partnership Working

- 6.1 To implement the Action Plan, Lewes District Council recognises the importance of working in partnership with all key stakeholders, to support the delivery of the identified measures, particularly District planners and transport planners and operators. To secure the necessary air quality improvements, all local stakeholders must be involved.
- 6.2 To support partnership working and the securing of future funding, LDC has established an Air Quality Action Plan Steering Group, which will meet biannually from September 2016.

Potential Funding Sources

- 6.3 Ultimately the delivery of this Action Plan is dependent on adequate levels of resourcing, both for capital costs and revenue costs for staff and initiatives. Funding sources have been highlighted in the evaluation tables, but the potential types of funding that will be sought by working in partnership with our key partners include:-
- Developer Contributions – either through Section 106 or through Community Infrastructure Levy (CIL). S106 will be secured for site specific requirements such as access. CIL is a planning charge placed on a development to help fund supporting infrastructure across the whole planning authority area. LDC will be responsible for deciding how CIL funds are spent;
 - ESCC Local Transport Plan (LTP) Capital Programme – There is the potential for measures identified in the action plan to be assessed and prioritised for inclusion in ESCC's Annual Local Transport Plan Capital Programme, which is approved by the ESCC Lead Member for Transport & Environment; and
 - External Funding – LDC will work with key partners to support them in securing external funding at both a strategic and local level.

Monitoring

- 6.4 The implementation and effectiveness of the Action Plan will be carefully monitored through the monitoring of NO₂ concentrations at relevant locations within Newhaven. In addition, other indicators such as traffic flow, proportions of different categories of vehicles, use of public transport and levels of cycling will be incorporated. There will be regular reviews of the action planning proposals by the Air Quality Action Plan Steering Group, which will be reported on an annual basis to Defra. These reviews will include both direct air quality monitoring information, as well as information on proxy measures for monitoring specific proposals. The following tables include a more refined timescale for implementation.

Table 8: Measures to be Included in the Air Quality Action Plan

Action 1	Enable the use of sustainable travel choices through the delivery of transport infrastructure and initiatives		
	Proposed Measure	Timescale	Potential Funding Sources
	Upgrade existing Real Time Passenger Information System;	Ongoing since Autumn/Winter 2015	Development contributions, LTP Capital Programme
	Promotion of Real Time Passenger Information System	Ongoing since Autumn/ Winter 2015.	LSTF
	Bus waiting facilities improvements	Ongoing.	Development contributions, LTP Capital Programme
	<p>Cycling – Develop and implement a cycling network for Newhaven and Seaford towns</p> <p>Walking – develop and implement measures to enable walking between key destinations, residential areas, town centre services, schools, employment</p> <p>Develop walking and cycling links to the South Downs National Park</p>	Cycling & Walking Investment Strategy is being developed by ESCC to be approved within 2016/17	Development contributions, LTP Capital Programme Other External Funding
	Consistent signing of walking and cycling routes from residential areas to employment and education sites	Initial design work has been undertaken for a signing strategy in Lewes	Development contributions, LTP Capital Programme DfT Other External Funding
	New or upgraded pedestrian / cyclist crossing facilities	Ongoing	Development contributions, LTP Capital Programme Other External Funding
	Van club feasibility work (for SMEs)	Short	
	Publicising CarShare	Ongoing	Internal budgets
	Sustainable travel engagement programme with schools and businesses	Ongoing	Other External Funding

	Smart ticketing systems on buses	TBC	TBC
Action 1	Enable the use of sustainable travel choices through the delivery of transport infrastructure and initiatives		
	Proposed Measure	Timescale	Potential Funding Sources
	LDC Travel Plan	Short	Internal LDC budgets
	Additional bus services on A259 and serving new development sites	Medium: Dependent on timing for delivery of major housing sites in Newhaven and Peacehaven	Development Contributions
	Travel Plans for industrial estates	Ongoing	Businesses Other External Funding
Action 2	Actively promote low emission vehicles and supporting infrastructure		
	Electric Charging Point in Newhaven Lower Place Car Park;	July 2015	OLEV
	Use of the planning system to ensure a more widespread infrastructure for low emission vehicles	Ongoing	n/a
	Ecostars	n/a	Funding needs to be sought, potentially from Defra Air Quality Grant
	Encouraging lower emission buses within AQMAs	TBC	ESCC / businesses
	Larger proportion of Low Emission Vehicles in the LDC Fleet	2017	LDC
Action 3	Use the planning system to ensure that air quality is fully considered for new development		
	Ensuring that the Sussex Mitigation Strategy Guidance for Developers is kept up to date, and implemented (particularly in relation to updates of national guidance etc);	Ongoing in partnership with other Sussex authorities	Internal budgets
	Working with planning policy colleagues to ensure that the forthcoming Core Strategy fully addresses air quality issues with appropriate policies included, including a review of East Sussex County Councils guidance on car parking	Ongoing to fit with Core Strategy timescales	n/a

	Ensuring that planning applications with potential air quality impacts are fully assessed for their impacts, at relevant locations using appropriate methodologies (as specified in the Air Quality and Emissions Mitigation Guidance for Sussex Authorities)	Ongoing	n/a
Action 3	Use the planning system to ensure that air quality is fully considered for new development		
	Proposed Measure	Timescale	Potential Funding sources
	Strategy for ensuring that cumulative impacts are taken into account. Any committed developments should be included within a given air quality assessment	Ongoing	n/a
	Ensure appropriate mitigation is implemented where any relevant impacts are identified	Ongoing	n/a
	Information re: sustainable transport for residents of new developments	Short to medium	S106
	Integration of public transport at planning stage	Short to medium	S106
	Delivery of walking and cycling routes that support access from new developments to key services	Identified in ESCC Cycling & Walking Investment Strategy for LDC	S106
Action 4	Traffic management to reduce emissions in locations within AQMAs		
	Identification of traffic management options from the Stage 2 study of the A259 and lobbying for implementation of the outcomes	March 2016	Funding to be sought
	Improve signage on leaving Newhaven Port	Short	ESCC
	Introduce anti-idling signs at key locations	Short	ESCC
Action 5	Work with Public Health colleagues to inform the public about health impacts of Air Pollution and how they can change behaviour to reduce emissions and reduce exposure		
	Work closely with Public Health colleagues, through Public Health Specialist Advisors	Ongoing	
	Walking and Cycling Challenges (at key workplaces and schools in Newhaven)	Until March 2016 then dependent on future funding	Funding to be sought
	Adult Cycle Training (Bikeability)	Ongoing, but not specifically in Newhaven	DfT or other external funding sources

	Encourage the delivery of cycle parking at key services	Ongoing	Development contributions, LTP, Other External Funding Provided as part of development
Action 5	Work with Public Health colleagues to inform the public about health impacts of Air Pollution and how they can change behaviour to reduce emissions and reduce exposure		
	Proposed Measure	Timescale	Potential Funding sources
	Cycle maintenance initiative	Ongoing	Funding to be sought
	Promotion of Existing walking and cycling routes	Cycling leaflets will be updated and republished by March 2016, and made available	Other External Funding
	Work with Sussex Community Development Association to ensure that healthy travel modes are promoted for short journeys	Ongoing	ESCC Public Health
	Continue Air Alert Service	Ongoing	Sussex Air
	Investigate feasibility of a real time air quality monitoring station in Newhaven to use as public information opportunity	Short	LDC Internal Budgets
Action 6	Continue to monitor and assess air quality in line with Government guidance on Local air Quality Management		
	continuation of monitoring within Lewes District Council, focussed on AQMAs, but also in other strategic locations	Ongoing	LDC internal Budgets
	regular assessment of air quality against air quality objectives as specified by the LAQM process with reports to Defra and the public	Ongoing	LDC internal Budgets
	review of measures set out in this Air Quality Action Plan on a regular basis to ensure they are up to date and being implemented	Ongoing	LDC internal Budgets
Action 7	Target point sources in Newhaven town centre		
	Undertake a feasibility study for a Department for Energy and Climate Change (DECC) District heating System (from incinerator)	Short	Newhaven Town Council/ DECC
	Support for SMEs for innovative low NOx heating systems (through Local Enterprise Partnership grant funding)	November 2015	LEP

7 Summary of Responses to Online Survey

- 7.1 Our survey attracted 125 responses in total, of which 97% (121) were from residents. This was extremely positive as the Council would usually expect no more than around 20 or so responses to a survey of this type.
- 7.2 Overall, support for a 20mph zone on the swing bridge was relatively lukewarm with 44% of respondents being in favour, 43% against and 13% 'don't know'. However, 83% of respondents would be supportive of a Low Emission Zone around the Ring Road and 65% would like Lewes District Council to promote alternative modes of transport such as walking and cycling although it was noted that the majority of respondents already walked and cycled frequently.
- 7.3 57% of respondents would be more likely to walk or cycle around Newhaven if pedestrian and cycle access routes were to be improved whilst somewhat surprisingly, 62% said they would not join a car share scheme if the opportunity arose.
- 7.4 Only 24% of respondents would be supportive of making new developments car free with 55% saying no and the remaining 21% undecided. Comments made suggest that residents are quite understandably concerned that incomers to new developments will simply park their vehicles in the surrounding area potentially exacerbating parking problems there.
- 7.5 62% of respondents would like Lewes District Council to actively promote incentives for the purchase/lease of Ultra Low Emission Vehicles and the location of charging points.
- 7.6 The complete survey results are summarised at Appendix A below.

8 Actions Considered but Not Taken Forward

8.1 Actions considered but not taken forward include:

- Park and Ride facilities; the impact on local air quality would be minimal unless these facilities could be based at Newhaven Town train station;
- A feasibility study to investigate the impacts of car free developments in Newhaven; there is currently an insufficiently robust transport infrastructure to support these types of developments;
- Bus lanes on the A259 due to limited road space on the Ring Road;
- Investigation of a 20 mph zone around the Ring Road (with the aim to smooth traffic flow); at peak times the traffic generally travels at less than 20mph anyway and at other times, the cost of implementing the scheme would outweigh the debatable benefits to local air quality;
- Footbridges and subways instead of pedestrian crossings – because in accessibility terms they are not suitable and from a personal security perspective pedestrians prefer to cross at grade; and
- NO_x-absorbing paint; as a whole there is little current evidence to suggest that the widespread use of photocatalytic surfaces will reduce ambient concentrations of nitrogen dioxide.

9 Actions Requiring Further Research

9.1 The following actions require further investigation and will be reviewed at the next Stakeholder meeting in September 2016:

- A Relief Road from the A26 north of Newhaven to the A259.
- A Low Emission Zone in Newhaven;
- The feasibility of capping of rail and/or bus fares for local travel;
- A reviewed parking strategy offering free parking for ULEVs and paid for parking based on vehicle engine size and emissions for long term parking along with free parking for all vehicles for up to one hour in the Town Centre car parks;
- Roadside Emissions Testing: This may be used by local authorities in England and Wales that have declared a traffic-related air quality management area under S.83 of the Environment Act 1995;
- Remote Sensing Technology: Following the Volkswagen emissions scandal, it is now well documented that the MOT does not reflect a vehicle's true emission performance in everyday use on the road. It is now possible to remotely detect vehicle emissions alongside number plate recognition without having to stop drivers;
- Enforcing idling vehicles legislation; it is an offence under Regulation 98 of the Road Vehicles (Construction and Use) Act 1986 to leave an engine running unnecessarily whilst the vehicle is stationary. Lewes DC intends to introduce 'anti-idling' signage at relevant hot spots such as the swing bridge and local schools. Should this not prove to be effective, the Council will consider enforcing the legislation by issuing fixed penalty notices under The Road Traffic (Vehicles Emissions) (Fixed Penalty) (England) Regulations 2002. It would however be preferable to raise public awareness of the impact of idling engines and to promote eco-driving;
- A re-allocation of bus stops on the A259 heading west out of Newhaven just off the Ring Road in order to reduce congestion and aid traffic flow; and
- A feasibility study into buses utilising the High Street rather than the Ring Road. This would reduce the need for members of the public to wait for buses in areas known to be of poor outdoor air quality.

10 Summary and Conclusions

- 10.1 This Air Quality Action Plan sets out 7 broad Actions as detailed below. For each action, specific measures have been included.
- Action 1: Enable the use of sustainable travel choices through the delivery of transport infrastructure and initiatives;
 - Action 2: Actively promote low emission vehicles and supporting infrastructure;
 - Action 3: Using the planning system to ensure that air quality is fully considered for new development;
 - Action 4: Traffic management to reduce emissions in locations within the AQMA;
 - Action 5: Work with Public Health colleagues to inform the public about health impacts of Air Pollution and how they can change behaviour to reduce emissions and reduce exposure;
 - Action 6: Continue to monitor and assess air quality in line with Government guidance on LAQM; and
 - Action 7: Target Point Sources in Newhaven Town Centre.
- 10.2 At this stage, it has not been possible to quantify emissions reductions for specific actions. It is considered that the measure with the greatest potential reduce NO₂ concentrations within the AQMA is Action 1, and in the longer term Actions 3 and 4.
- 10.3 Increases in traffic around the Ring Road system are very likely to rise given the planned development that is being taken forward. Any improvements resulting from this Action Plan in terms of reducing vehicle movements, or in reducing emissions directly, may therefore be counter to an increasing number of vehicles due to new developments although it recognised that new planned developments will need to make/contribute towards improvements in sustainable travel in the area.
- 10.4 The measures highlighted in this Air Quality Action Plan should reduce concentrations of NO₂ at the relevant sensitive receptors, although it is too early to say exactly what impacts they will have on improving air quality, especially against the increasing traffic levels on the Ring Road due to new developments coming on line. The Council is continuing to monitor air quality at several locations within the AQMAs. The results of the monitoring will be made available through the annual review and assessment reports along with proxy measures for quantifying improvements.
- 10.5 This Action Plan should be treated as a living document and as such will be updated as and when required. The Air Quality Action Plan supports the Draft Core Policy 9 of the Local Plan.

- 10.6 The Defra Draft Action Plan Appraisal Report recommended that the final Action Plan incorporate 'more accurate timescales for implementation of individual actions and sets clear and quantifiable indicators for tracking progress of the measures.' 'The likely availability and timeframes for securing funds should be considered and updated within the final Action Plan as this is likely to be one of the key factors in determining the overall effectiveness of the Action Plan.'
- 10.7 ESCC, the highway authority has identified possible transport measures and initiatives to improve air quality within the Newhaven AQMA however positive action on the ground is required if the County Council is to achieve its specific transport objective to reduce local air pollution through both its own Local Transport Plan and through collaborative working with Lewes District Council and other key stakeholders on the Newhaven Air Quality Action Plan.
- 10.8 Lewes District Council aims to maintain the current high profile of the Newhaven AQAP with residents and councillors; to this end the Council will hold biannual public stakeholder meetings reporting on the progress of the AQAP. Only with a unified and sustained approach can the Council lobby both ESCC and central government to prioritise action and funding in Newhaven.

11 References

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DEFRA Technical Guidance Note LAQM TG(16).

<http://laqm.defra.gov.uk>

eV South East Network Partnership

www.evsoutheast.net

12 Glossary

AQAP	Air Quality Action Plan
AQMA	Air Quality Management Area
CIL	Community Infrastructure Levy
COMEAP	Committee On the Medical Effects of Air Pollution
DECC	Department for Energy and Climate Change
Defra	Department for Environment, Food and Rural Affairs
DfT	Department for Transport
ESCC	East Sussex County Council
Exceedance	A period of time when the concentration of a pollutant is greater than the appropriate air quality objective. This applies to specified locations with relevant exposure
HGV	Heavy Goods Vehicle
IAQM	Institute of Air Quality Management
LAQM	Local Air Quality Management
LEP	Local Enterprise Partnership
LEZ	Low Emission Zone
LSTF	Local Sustainable Transport Fund
LTP	Local Transport Plan
µg/m³	Microgrammes per cubic metre
NO	Nitric oxide
NO₂	Nitrogen dioxide
NO_x	Nitrogen oxides (taken to be NO ₂ + NO)
OLEV	Office for Low Emission Vehicles
Objectives	A nationally defined set of health-based concentrations for a number of pollutants setting out the extent to which the standards should be achieved by a defined date.
PM₁₀	Small airborne particles, more specifically particulate matter less than 10 micrometres in aerodynamic diameter
PM_{2.5}	Small airborne particles less than 2.5 micrometres in aerodynamic diameter

- Section 106** Planning obligations under Section 106 of the Town and Country Planning Act 1990 (as amended), commonly known as s106 agreements, are a mechanism which make a development proposal acceptable in planning terms, that would not otherwise be acceptable
- SHLAA** Strategic Housing Land Availability Assessment
- SME** Small and Medium Enterprise
- Standards** A nationally defined set of concentrations for nine pollutants below which health effects do not occur or are minimal

13 Appendix A

Newhaven Air Quality Action Plan consultation survey results

Total respondents: 125

Survey opening date: 19 February 2016

Survey closing date: 30 April 2016

Q1. Are you responding as a resident or a member of the public?

A resident / member of the public: 97% (121)

On behalf of an organisation: 3% (4)

Q2. If responding on behalf of an organisation, please state which one

- Both a resident and as a Newhaven Town Councillor
- The Woodland Trust
- Not stated: 2

Q3. Would you be supportive of a 20mph zone introduced on the Newhaven swing bridge?

Yes: 44% (55)

No: 43% (54)

Don't know: 13% (16)

Q4. Please tell us if you have any comments on this suggestion

Comment summary	Instances
Traffic is often too slow to reach 20mph	23
Slower speeds cause more congestion / pollution	24
Lights at pedestrian crossings slow the traffic down	9
20 mph limit It would need to be properly enforced	8
Would support if this reduces it actually pollution	3
20mph would help relieve congestion	2
Put the road back through the town to bring the centre of Newhaven back to life	2

Other comments

- Need an alternative route on the A259 to avoid the swing bridge
- Don't slow us up ever more!
- I would support it but do not think it would have any effect.
- Ring road needs to be redesigned to let traffic flow
- Install a speed camera to deter boy racers
- Need needed - fast enough on the bridge
- Should have 20mph in all towns in the district
- The issues only started when the one way system was changed
- This would encourage dangerous tailgating
- This will not be successful in ensuring air quality is safe as a lone measure.

**Q5. Would you be supportive of a Low Emission Zone around the Ring Road?
This would require us to ensure all commercial vehicles using this road meet vehicle emissions levels**

Yes: 83% (104)

No: 14% (17)

Don t know: 3% (4)

Q6. Please tell us if you have any comments on this suggestion

Comment summary	Instances
Must be properly monitored / enforced	7
Large freight should be stopped from using the A259 / ring road and sent via the A 26/27	5
Too hard to enforce	4
Pedestrian crossings cause the congestion - they should change faster	3
Of course vehicles should meet the required standard.	2

Unfair on owners of older vehicles

2

Other comments

- This could result in more commercial vehicles using the A259
- This seems like a good idea, particularly for buses
- It should stretch the whole length of the a259 from Brighton to Eastbourne
- How and where would the testing be done?
- As long as it's only applied to commercial vehicles.
- The amount of large vehicles using the A 26 and coming into Newhaven is unacceptable - we need another alternative route.
- Need to clarify the zone you intend to include
- The cause of the pollution is the constant holdups caused by pedestrian crossing ring road
- Get vehicle drivers to switch off engines in the endless queues when the bridge is open
- I would like to see far lower or zero emissions nationwide
- Ridiculous as some vehicles would have to go via Lewes and Rottingdean to reach Peacehaven.
- Wouldn't make sufficient difference.
- Many measures are urgently required.

Q7. Would you like us to promote alternative modes of transport such as walking and cycling?

Yes: 65% (82)

No: 22% (27)

Don t know: 13% (16)

Q8. Please tell us if you have any comments on this idea

Comment summary	Instances
More cycle paths / infrastructure needed	12
Existing cycle paths are underused (e.g. A259)	6
Pollution makes walking/cycling dangerous	4
Most traffic not local	3
Better / cheaper public transport needed	3
More cycle lanes will cause more traffic congestion	3
This would be a waste of money	3
Improve links between cycle paths and signage	2
More shared paths / cycle paths	2

Other comments

- As a keen cyclist and member of cycle sea haven I would love to see this.
- Encourage public transport by reducing cost
- Better public transport around town
- Maintain park and ride in Peacehaven
- Better to invest funds in a another link road or improvement to the C6
- Need a new road linking the C6 to the incinerator (paid by Veolia)
- improve the Newhaven side of the walking/cycle path out of Peacehaven.
- Consider visually-impaired and disabled people in the planning of this to ensure their safety through accessibility.
- Need to consult cyclists before building cycle paths
- I don't think this will be effective until the town centre becomes a thriving place
- Alternative methods are already promoted

Q9: Would you be more likely to walk or cycle if pedestrian and cycle access routes in and around Newhaven were improved

Yes: 57% (71)

No: 34% (43)

Don t know: 9% (11)

Q10: Please tell us if you have any comments on this idea

Comment summary	Instances
I already walk much of the time	10
I cycle already	5
I'd cycle more if there were more paths / they were better maintained	5
The poor air quality puts me off walking / cycling	4
Cycling is too dangerous currently	3
Good for those mobile enough to walk/cycle	2
I'd walk more if Newhaven offered more.	2
Too many pedestrian crossings has caused congestion	2

Other comments

- Improvements needed to the crossing near the Job Centre
- Need a pedestrian crossing on Lewes Road
- Improvements to Peacehaven to Newhaven section needed
- Paving over more land for cycle ways or taking already congested road

- space is a nonsense.
- Some pavements would benefit from being widened in certain areas as they are quite narrow
- Mark them more clearly and maintain by keeping the cycling parts clear of litter and weeds
- Not enough people doing it to warrant it.
- The new bus loop at the station requires cyclists to cross to many junctions
- There are already perfectly good pedestrian routes all around town.
- Not relevant to the issue of pollution.
- Lighting / cleaning up pavements would encourage walking
- Cyclist don't use existing cycle paths

Q11: Would you take join a car share scheme if this was promoted within the area

Yes: 22% (27)

No: 62% (78)

Don t know: 16% (20)

Q12: Please tell us if you have any comments on this suggestion

Comment summary	Instances
Care sharing not right for my needs / circumstances	16
I would be interested in this	3
I already car share	3
Difficult for people to match their journey times.	3
I use public transport	2
I wouldn't want to share with a stranger	2
This would have a negative effect on the pollution.	2

Other comments

- Along the coast road towards Brighton in the mornings I see so many cars with only one person. I think this is a fantastic idea.
- A committee of trusted volunteer car-sharers could be established.
- The issue is traffic flow not traffic levels
- I prefer to cycle
- Agree but it but need to be well promoted
- Only use my car when I have to.

- To make it work, employers need to encourage / offer incentives for employees to get involved.

Q13: Would you be supportive of making new residential developments car free

Yes: 24% (30)

No: 55% (69)

Don't know: 21% (26)

Q14: Please tell us if you have any comments on this suggestion

Comment summary	Instances
Don't see this as a good / practical idea. People need cars.	21
People will simply park in surrounding area	16
Would need big investment in public transport	4
Would work for developments in town centre	3
This would be unfair on people with a physical disability	2

Other comments

- This will only exacerbate the existing parking problems.
- All new developments should have at least one parking space per property with a further 'visitor space' for each half a dozen properties.
- Only relevant for old people's developments
- Newhaven's infrastructure needs improving both any more housing is considered.
- The car has had its day and we should be preparing for forthcoming driverless technology where vehicles are pooled and parking demand will fall sharply.
- Promote door-to-door cycle routes, especially for kids to get to school.
- Nice idea but where do you put all the cars? They have to go somewhere.
- The carless development on London Road in Brighton has issues.
- If you want less congestion stop building houses.

Q15: Would you like us to promote grants toward the purchase of Ultra Low Emission Vehicles and location of charging points?

Yes: 62% (78)

No: 18% (22)

Don't know: 22% (25)

Q16: What improvements would you like to see made to the Newhaven industrial zone to improve air quality

Comment summary	Instances
Close / reduce emissions from the incinerator	22
Better monitoring of the emissions from these businesses	11
Better flowing traffic	9
Don't allow lorries on A259	3
Better public transport	2
Plant more trees	2
Encourage motorists to drive fuel-efficiently	2
Better access to parking	2

Other comments

- Redirect the traffic to go around Newhaven
- Repair all the roads affected then drivers can keep to an even speed
- Rethink the gyratory system that has killed Newhaven town centre.
- Build a bridge over the river and do away with the opening it
- Improvements to the A26 are essential.
- Emissions control particularly at times when the town will be snarled up with traffic queuing for the railway bridge and the swing bridge.
- Encourage government to build a coastal motorway
- Removal of scrap processing plant on North Quay
- A new access road from the a26 with bridge over the railway line to the incinerator and waste plant
- Encourage local businesses to invest in green technology.

Q17: If an alternative to the Ring Road could be implemented, where do you think this should be?

Comment summary	Instances
A fly-over Newhaven / the swing bridge	5
Crossing over the river north of Newhaven	5
Make the ring road two-way with better synced pedestrian lights.	3
Bridge over the river at Southease	2

Other comments

- Another route across the water
- A relief road from Peacehaven linking directly to A26, so bypassing Newhaven.
- Up round South Heighton and over to Piddinghoe
- A by-pass to join near Kingston
- Make the southern side access only to/from that part of the town, and the northern side two-way
- Close southern portion of the Ring Road and reconnect the town centre to the areas to the south and West Quay
- Build a northern relief road
- Build a second swing bridge in Newhaven
- Large traffic via A26/27
- Reopen High Street and widen to facilitate traffic with parking options off-road.
- Roundabout on the A27 at Tarring Nevil linking across to the C7 and then another link to Peacehaven
- At the back of Peacehaven, near the valley, north quay to A26
- New motorway along coast
- Would like to see South Way made 2 way with North Way acting to filter east and west bound traffic from the C7.
- There should be a proper set of lights at the top and bottom of the town that run on traffic density/timers to allow traffic to at least flow fairly.
- A lot of traffic comes onto the ring road from the C7 and circles the town before heading west to Peacehaven if a way could be found to remove that necessity that would reduce traffic at peak times
- A by-pass somewhere North of the incinerator would be good. The Beddingham road should be dual carriageway in both directions right from Polegate through to the Lewes roundabout.
- Saltdean to Beddingham roundabout and Seaford to Beddingham
- Open up the old straight through town centre road and keep the traffic constantly moving with no pedestrian crossings in the main street.
- I think that we need to make good what we have, and that will have to be radical in order to manage the current problems.

Q18: What other improvements would you like to see made to Newhaven town centre?

Comment summary	Instances
More / better shops	31
Free / cheaper parking	16
Encourage new shops e.g. lower rents	10
Re-open the high street	8
Re-develop town centre	8
More restaurants / cafes	8
Tidy up town centre	6

Relocate town centre	6
More flower beds / trees	5
Better access, security and facilities for cyclists	4
Reopen the central road to buses only.	3
Remove / multi-story car park	2
Re-build the multi-story car-park.	2
More for teenagers	2
More disabled parking spaces	2
Park and ride	2

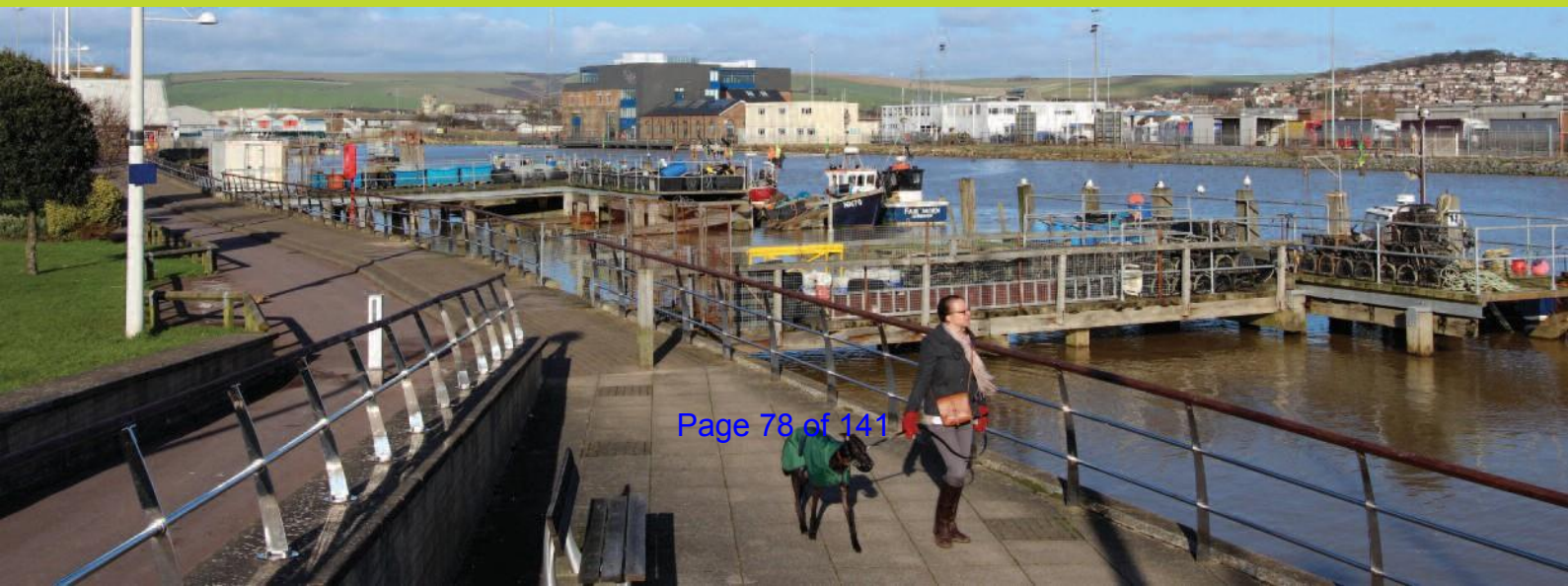
- Other comments
- Definition of the pavement kerbs for visually-impaired pedestrians to avoid unintentionally straying into the road.
- More housing, e.g on Lower Place car park
- Widen roads and remove unnecessary grass verges.
- Remove swing bridge and provide alternative in order to avoid congestion when the bridge is opened.
- Fewer traffic lights
- Keep passing/through traffic away from the ring road.
- Make accessible to vehicles
- Invest in train station to encourage people to use the train
- Close the high street and extend the pavement from post office to the Ship pub
- The swing bridge should only be opened during night hours
- Reopen the beach
- Crack down on street drinking
- New leisure facilities e.g. swimming pool, bowling, cinema.
- Improvement to public spaces
- Remove some traffic lights

Q19: Do you have any other comments about the draft Newhaven Air Quality Action Plan

End of Survey



Newhaven Air Quality Action Plan June 2016



Agenda Item No: 8 **Report No:** 91/16

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

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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 **Report No:** 92/16
Report Title: Chair of the Council's Business Report
Report To: Scrutiny Committee **Date:** 1 July 2016
Report By: Catherine Knight, Assistant Director of Corporate Services
Contact Officer(s)-
Name(s): Caroline Hanlon
Post Title(s): Civic & Member Services Officer
E-mail(s): caroline.hanlon@lewes.gov.uk
Tel No(s): 01273 661115

Purpose of Report:

To consider (a) the outgoing Chair's civic programme and (b) the civic programme for the forthcoming year and budget provision.

Officers Recommendation(s):

- 1 To note the Report.
-

Information

- 1 The role of the Chair of the Council is as detailed in the Constitution:
 - To Chair Council Meetings.
 - To focus his/her activities on the communities of the District (including communities of interest, as well as geographical ones) and, by focusing on the Council's priorities, strengthen links between those communities and the Council.
 - To act as an enabler and ambassador by arranging meetings between the Council and other parties for the benefit of the District.
 - To celebrate those people or groups in the District who do extraordinary things to help others in the community, and to recognise those whose everyday lives are a challenge but who succeed in spite of their difficulties.
 - To celebrate successes of partners involved in major projects with the Council, particularly projects steered by the voluntary sector.
 - To encourage activities that recognise and support staff.
- 2 During the year 2015/16, 146 engagements were carried out by the Chair and Vice-Chair, excluding Council meetings. It is worth noting that it is not the volume of engagements that a Chair manages to attend or host during

their year of office but the 'quality' of the engagements in terms of the local community that is important.

A 'quality' engagement is one which is in support of the Council's priorities and which takes place within the District. If the Chair is invited to attend an event hosted by a Mayor/Chairman of a neighbouring authority, unless the event is something that will enhance or support this Council's priorities and those of its residents, then the Chair is advised not to accept in an official capacity. He/she can of course attend if they wish but attendance is then financed by the Chair themselves.

- 2.1 One of the first events attended by the Chair was the 65th Annual Chattri Memorial Service for all Indian soldiers who died while in one of the many Indian hospitals in Brighton & Hove during World War 1.
- 2.2 In January this year, Holocaust Memorial Day was marked by an event held at Lewes Town Hall called 'Don't Stand By'. The previous theme for HMD 2015 was reflective, looking back over the 70 years since the liberation of Auschwitz, and the 20 years since the Genocide in Srebrenica. The theme this year was forward-looking with a clear call to action in the present: focusing on the contemporary relevance of the Holocaust and subsequent genocides, and considering individual responsibilities not to be bystanders.
- 2.3 The HMD event was organised by the Holocaust Memorial Day Group in association with the Lewes Group in Support of Refugees and Asylum Seekers and Lewes Amnesty International Group. It was supported by Lewes District Council and Lewes Town Council. Cllr Susan Murray, Mayor of Lewes, provided the opening welcome address, and Cllr Ruth O'Keeffe provided the closing remarks. The event featured local peoples' stories, music, film and readings. Lewes District Council's Communications team designed the promotional material for the event, and also for an associated exhibition entitled 'The Refugee's Gift', which was well received.
- 2.4 This was the second Holocaust Memorial event organised by the Lewes Holocaust Memorial Day Group, and the numbers of attendees, and comments received, were encouraging. An event called 'How Can Life Go On?' is being planned for January 2017 and will again be supported by Lewes District Council and Lewes Town Council.
- 2.5 The Chair also hosted a memorial exhibition at Lewes House on 11 and 12 July entitled 'Remembering Srebrenica', which followed the Leader of the Council's attendance at a delegation to Bosnia in March 2015, 'Lessons from Srebrenica'. The exhibition included images, survivor stories and film provided by the charitable initiative 'Remembering Srebrenica'. It also featured artworks by Robert McNeil, lead forensic technician for the United Nations in Bosnia in the aftermath of the Balkan wars. Attendees included the Mayors of Lewes and Seaford, Ian McClelland of Lewes Amnesty International, Annie Ralph of the Holocaust Memorial Day Group along with colleagues, and Razia Aziz, Interfaith Minister.
- 2.6 Several events formed part of the First World War Centenary programme, including two Victoria Cross commemoration stone ceremonies, one in Lewes

on 30 July for Sidney Woodroffe VC and one in Seaford on 16 August for Cuthbert Bromley VC. Central government designed and created commemorative paving stones to be laid in the birth places of receivers of the Victoria Cross, and two were awarded within the Lewes District. The stones were laid close to the centenary anniversary that the Victoria Cross was awarded. The events were jointly organised by Lewes District Council, East Sussex County Council and Lewes Town Council/Seaford Town Council.

- 2.7 One of the Chair's last events of the year was 'Unsung Heroes' held at Newhaven Fort on 16 April. As part of her theme for the year, 'Charities and Voluntary Organisations of the Lewes District', the Chair raised £4,335 for the 52 charities nominated to her through the organisation 'When Skies Were Always Blue', of which she is Chair. With an end of term contribution from the Chair's budget of £865, each of the 52 charities was presented with a cheque for £100 by Deputy Lieutenant Mrs Kathy Gore OBE along with a certificate. Those charities/voluntary organisations recognised included Blind Veterans UK, Chestnut Tree House, Homelink, Patina, Seaford Youth Sports, and RNLI Newhaven Lifeboat.
- 2.8 The Chair had the honour of being presented to HRH The Duke of Gloucester along with other dignitaries at the opening of Saxon House, Newhaven on 20 April. His Royal Highness, accompanied by the Lord Lieutenant of East Sussex Peter Field, received a tour of the building and formally opened the building.
- 2.9 The Chair supported an afternoon tea event at Lewes Town Hall on 21 April to celebrate Her Majesty The Queen's 90th Birthday. Residents of Lewes, Newhaven, Seaford, Peacehaven and Telscombe attended the event and the Lord Lieutenant of East Sussex gave an address. In the evening, the Chair attended a beacon lighting event at Newhaven Fort as part of the Queen's Birthday Beacons initiative.
- 2.10 In 2015-16, the Chair hosted and attended events as diverse as AGMs, award ceremonies, charity fundraising events, commemorative and remembrance ceremonies, unveiling of plaques, exhibitions and opening ceremonies.
- 2.11 14% of the Chair's engagements took place outside the boundaries of the District, all of which were in support of Council's initiatives and included the Brighton University Summer Award Ceremonies at Brighton Dome and the SPARK awards in Eastbourne.
- 2.12 Wherever possible local caterers and/or suppliers of organic produce and fair trade were used for each event.

3 Year 2016/17

Councillor Nigel Enever would like the focus of his year to be arts & heritage within the District. He would take a particular interest in Artwave and heritage open days. Additionally, he has said he would like to hear from any theatrical or musical group that wished him to be involved.

It is not possible at this time to set out a detailed programme for the whole year; this has still to be determined. The following events will take place/or have taken place:

- The launch of the Heritage Open Days weekend on 1 September 2016.
- An Artwave Awards event in September 2016.
- The annual bonfire night party at Lewes House on 5 November 2016.
- An event to mark Holocaust Memorial Day around 27 January 2017.

4 Financial Appraisal

The total budget available to Councillor O’Keeffe as Chair of the Council in the municipal year 2015/16 was £10,389. Total expenditure incurred to date is £9,783.23. In this time of financial constraints efforts were made to reduce expenditure, which was achieved. The Chair’s budget for 2016/17 has been reduced due to annual underspends, following discussions with the Finance department. The total budget currently available to Councillor Enever in the municipal year 2016/17 will be £10,000, which covers the period May 2016 to May 2017.

5 Legal Implications

There are no legal implications arising from this Report.

6 Risk Management Implications

There are no risk management implications arising from this Report.

7 Equality Screening

This is a routine, procedural Report with no potential for negative impacts. Therefore, an Equality Analysis is not required.

8 Background Papers

None

9 Appendix

A list of the Chair’s engagements for 2015/16 is appended for information.



Lewes District Council

Southover House
Southover Road
Lewes
East Sussex BN7 1AB

Civic Officer: 01273 661115

civic.office@lewes.gov.uk

CHAIR

Councillor RUTH O'KEEFFE MBE

CHAIR'S ENGAGEMENTS 21 May 2015 – 10 May 2016

Thursday 21 May	7pm	Chair: To attend Lewes Town Council's Annual Council and ceremony of Mayor Making at Lewes Town Hall.
Saturday 30 May	11am	Chair: To attend the Oyster Project commemoration event at Westgate Chapel, Lewes.
Thursday 4 June	7pm	Vice-Chair: To attend the Varndean College Private View at Varndean College.
Thursday 11 June	7.30pm	Chair: To attend the HOMELINK Annual General Meeting at Friends Meeting House, Lewes.
Monday 15 June	5pm	Chair and Consort: To attend a Service for HM Judiciary and members of the East Sussex Community and Reception, hosted by the High Sheriff of East Sussex, at St Margaret's Church, Ditchling, and Ditchling Museum.
Tuesday 16 June	6pm	Chair and Consort: To attend the Sussex Downs College Diploma and Awards ceremony at Sussex Downs College.
Thursday 18 June	6pm	Vice-Chair: To attend the Bishop of Chichester's Evening Reception in the gardens of the Bishop's Palace.
Friday 19 June	2.15pm	Chair and Consort: To attend the Plumpton College Awards Ceremony at Plumpton College.

Saturday 20 June	7pm	Chair: To attend and present the prizes at the Rotary Club of Lewes Annual Skittle Event in Grange Gardens, Lewes.
Wednesday 24 June	7.30pm	Chair: To attend the Phoenix Talking Post Annual General Meeting at the House of Friendship, Lewes.
Saturday 27 June	11am	Chair and Consort: To attend the Armed Forces Day parade and afternoon tea, hosted by The Royal Society of St. George, Seahaven Branch and Seaford Town Council, at Martello Fields, Seaford.
Saturday 27 June	4pm	Chair and Consort: To attend the Friends of Sussex Hospices Summer Concert at Folkington Manor, Folkington, East Sussex.
Sunday 28 June	3pm	Chair and Consort: To attend the Iford and Swanborough community embroidery project Opening Ceremony at St. Nicholas Church, Iford.
Monday 29 June	6.30pm	Chair and Consort: To attend the Chairman of East Sussex County Council's Summer Reception at the Beach Deck, Eastbourne Seafront.
Tuesday 7 July	11am	Chair and Consort: To attend a visit to the Bluebell Railway.
Wednesday 8 July	8pm	Chair and Consort: To attend the Seahaven District Scouts Annual General Meeting at Seahaven District Scouts HQ, Seahaven.
Friday 10 July	10am	Vice-Chair: To attend a celebration of Newhaven Library, Newhaven.
Friday 10 July	6pm	Chair and Consort: To attend and open the Remembering Srebrenica exhibition at Lewes House, Lewes.
Saturday 11 July	5pm	Chair and Consort: To attend the Lord Lieutenant's Champagne Reception and Open Air Concert at Herstmonceux Castle, East Sussex.

Friday 17 July	8pm	Chair: To attend a 'Music for a Summer Evening' event hosted by the Friends of Wallands at Wallands School.
Wednesday 22 July	7pm	Chair: To attend the Landport Barbeque hosted by TOLD.
Saturday 25 July	10.45am	Chair: To attend the opening of the Macmillan Garden Trail at Driftwood, Seaford.
Saturday 25 July	7pm	Chair: To attend the East Sussex Youth Orchestra Concert at the De La Warr Pavilion, Bexhill-on-Sea.
Monday 27 July	6pm	Chair: To attend the Mayor of Seaford's Civic Service at Seaford Baptist Church, Seaford.
Monday 27 July	10.30am	Chair: To attend the Brighton University Summer Award ceremonies at the Brighton Dome.
Tuesday 28 July	10.30am	Chair: To attend the Brighton University Summer Award ceremonies at the Brighton Dome.
Thursday 30 July	11am	Chair: To attend a civic ceremony to reveal the Victoria Cross commemorative stone for Sidney Woodroffe at Lewes Library and a reception afterwards at the All Saints Centre, Lewes.
Thursday 30 July	4.30pm	Chair: To attend the Landport Youth Centre Girls Group Ninja Juicer event.
Friday 31 July	10.30am	Chair: To attend the Brighton University Summer Award ceremonies at the Brighton Dome.
Friday 31 July	7.30pm	Chair and Consort: To attend the Mayor of Peacehaven's Beetle Drive event in aid of HOMELINK at Community House, Peacehaven.
Tuesday 1 August	5pm	Chair and Consort: To attend Proms in the Paddock at The Paddock, Lewes.

Sunday 9 August	1pm	Chair and Consort: To attend the 73 rd Anniversary of the Dieppe Raid Reception and buffet lunch at Newhaven Fort and the Canadian Memorial, Newhaven.
Saturday 15 August	1pm	Chair: To attend the VJ Day 70 th Anniversary events at Newhaven Fort, Newhaven.
Sunday 16 August	11am	Chair: To attend a civic ceremony to reveal the Victoria Cross commemorative stone for Cuthbert Bromley at Seaford War Memorial and a reception afterwards at Seaford Library.
Tuesday 18 and Wednesday 19 August	Various	Chair and Consort: To attend the ceremonies and to participate in the wreath-laying event to commemorate the 73 rd Anniversary of the Dieppe Raid, Dieppe.
Friday 21 August	6pm	Chair: To attend the Artwave Launch at The Hive, Lewes.
Friday 21 August	6pm	Chair: To attend the Sussex Watercolour Society Private View at The Foundry Gallery, Lewes.
Thursday 27 August	2pm	Chair: To attend a visit to the St. Nicholas Centre, Lewes.
Tuesday 1 September	6pm	Vice-Chair: To attend the 71 st Anniversary of the Liberation of Dieppe commemorative events and to participate in the wreath-laying ceremony, Dieppe.
Thursday 3 September	5pm	Chair: To host and open the Heritage Open Days Weekend Launch event at Lewes House, Lewes.
Tuesday 8 September	6pm	Chair and Consort: To attend the High Sheriffs of East and West Sussex Sussex Spit Roast at The Old Rectory, Henfield.
Wednesday 9 September	10am	Chair: To attend the Wallands Fest cooking event, Lewes.
Thursday 10 September	7pm	Chair: To attend the TOLD Annual

		General Meeting at Landport Community Room, Lewes.
Saturday 12 September	4pm	Chair: To light candles at the Lewes Priory 'Priory by Candlelight' event at Priory Park, Lewes.
Friday 18 September	6pm	Chair: To host and present an award at the Artwave Favourites Awards at Lewes House, Lewes.
Saturday 19 September	10am	Chair: To attend a sponsored swim in aid of Macmillan at Pells Pool, Lewes.
Saturday 19 September	12pm	Chair: To attend the Lewes Chilli Festival at The Paddock, Lewes.
Saturday 19 September	1pm	Chair: To attend an apple-pressing event at the Linklater Pavilion, Lewes.
Sunday 20 September	11.30am	Chair: To attend the Lewes Branch of the Royal Air Forces Association – Wings Service and Ploughman's lunch, to celebrate the 75 th anniversary of the Battle of Britain at St Thomas Church, Lewes.
Sunday 20 September	1pm	Chair: To attend the Lewes International Soup Festival.
Sunday 20 September	2pm	Chair: To attend the Lewes Allotments Show, Lewes.
Thursday 24 September	10am	Chair: To attend the Big Macmillan Coffee Morning at The Lounge, Clevedon.
Friday 25 September	11am	Chair: To attend the Big Macmillan Coffee Morning at Southover House and to make a short speech.
Saturday 26 September	7pm	Chair: To attend a WW1 Commemoration Concert at Lewes Town Hall.
Sunday 27 September	7pm	Chair: To attend a performance of My Boy Jack at the All Saints Centre, Lewes.
Wednesday 30	7pm	Chair and Consort: To attend a Lewes

September		Operatic Society performance of The Producers at Lewes Town Hall.
Wednesday 7 October	1.30pm	Chair: To attend the Ladies of the Lewes Branch of the RBL, Womens section Harvest tea at Reed Court, Lewes.
Wednesday 7 October	7.30pm	Chair: To attend a Lewes Group in Support of Asylum Seekers and Refugees meeting at Friends Meeting House, Lewes.
Friday 16 October	6pm	Chair and Consort: To attend Common Ground – an evening of art and wildlife at the Lewes Tourist Information Centre.
Friday 16 October	9pm	Chair and Consort – to attend ‘Lewes Light’ at the Linklater Pavilion, Lewes.
Sunday 18 October	10am	Chair: To attend the Landport Bus 10 th Anniversary celebrations at the Hassocks Garden Centre, Lewes.
Monday 19 October	1pm	Chair and Consort: To attend tea with Maria Caulfield MP at the House of Commons, London.
Tuesday 20 October	7.30pm	Chair and Consort: To attend the Lord Lieutenants of Sussex Presentation of Awards Ceremony at the Hawth Theatre, Crawley.
Wednesday 21 October	7pm	Vice-Chair: To attend the Royal Society of St George, Seahaven Branch Trafalgar Night Dinner at Deans Place Hotel, Alfriston.
Friday 23 October	7.30pm	Chair: To attend the Friends of Anne of Cleaves House AGM at Anne of Cleaves House, Lewes.
Saturday 24 October	10am	Chair: To attend the East Sussex Guild of Weavers, Spinners and Dyers exhibition event and to draw the raffle at Lewes Town Hall.
Saturday 24 October	7pm	Chair: To attend the Seaford Youth Sports Awards at the Downs Leisure Centre, Seaford.
Tuesday 27 October	10am	Chair: To attend the Seaford Seniors Forum ‘Fit for Life’ Older Persons Day at the Downs Leisure Centre, Seaford.
Friday 30 October	7.30pm	Chair: To attend the Lewes Concert Orchestra at Lewes Town Hall.
Saturday 31 October	10am	Chair: To attend the ‘Newhaven Spooktacular’ and to judge the events at Newhaven High Street, Newhaven.

Saturday 31 October	2pm	Chair: To attend the Cheese Please 1940s Fayre for Chestnut Tree House and St Peters and St James Hospice at the Corn Exchange, Lewes.
Thursday 5 November	5.30pm	Chair and Consort: To host the Bonfire Night event for staff and civic guests at Lewes House, Lewes.
Sunday 8 November	9.30am	Chair: To attend the Newhaven Town Council Remembrance Sunday events and lay a wreath at St Michael's Church, the Town Memorial and Mencap Hall, Newhaven.
Sunday 8 November	2pm	Chair: To attend the Lewes Town Council Remembrance Sunday events and lay a wreath at Lewes Town Hall, the War Memorial, St Michael's Church and Lewes Town Hall.
Tuesday 10 November	12.30pm	Chair: To make an address at the Centenary of the British West Indies Regiment in Seaford Town – revealing of Commemorative Plaque ceremony at Seaford Railway Station, Seaford.
Tuesday 10 November	2.30pm	Chair: To attend The Cluniac meeting at Lewes Town Hall.
Wednesday 11 November	11am	Chair: To attend the Phoenix Centre Launch Event and to make an address, at the Phoenix Centre, Lewes.
Thursday 12 November	6.30pm	Chair: To attend the Rotary Club of Lewes Youth Music Concert at Lewes Town Hall.
Saturday 21 November	8am	Chair: To attend the High Sheriff's East Sussex Prayer Breakfast at the East Sussex National Golf Resort, Uckfield.
Saturday 21 November	6pm	Chair: To attend the Mayor of Peacehaven's Civic and Harvest Festival Service at The Evangelical Free Church, Peacehaven.
Sunday 22 November	1pm	Chair: To attend the Shoreham Air Show Service of Remembrance at Lancing College Chapel.
Tuesday 24 November	6pm	Chair: To attend the 'Youth Speaks' event at Sussex Downs College.
Wednesday 25 November	10am	Chair: To attend a visit to the Nutty Wizard shop in Lewes.
Friday 27 November	7.30pm	Chair and Consort: To attend the South Downs Youth Orchestra Concert at Uckfield Civic Centre.
Saturday 28 November	10am	Chair: To attend the Tenant Open Morning and to be part of the judging

		panel for Tenant of the Year at Seaford Baptist Church.
Saturday 28 November	11am	Chair: To attend the Oyster Project Annual Awards at The Westgate Chapel, Lewes.
Saturday 28 November	3pm	Chair: To attend the Friends of Wallands Christmas Fair and to judge the gingerbread house competition at Wallands School.
Tuesday 1 December	6pm	Chair: To attend the Newhaven Community Carol Concert at St Michael's Church, Newhaven.
Wednesday 2 December	5.30pm	Chair: To attend the Enchanted Park opening night in Southover Grange Gardens, Lewes.
Saturday 5 December	7pm	Chair: To attend the Eastbourne Area Music Centre Christmas Concert at St Saviour's Church, Eastbourne.
Sunday 6 December	3pm	Chair: To attend the HOMELINK Christmas Concert by the Ashdown Singers at The Church of St Thomas Moore, Seaford.
Sunday 6 December	5pm	Chair: To attend the Childrens Foster Carers party at Kings Church, Hampden Park.
Sunday 6 December	6.30pm	Chair and Consort: To attend The Diocese of Arundel & Brighton - Pontifical Sung Vespers at Arundel Cathedral.
Monday 7 December	6.30pm	Chair: To attend the Mayor of Seaford's carol Service at Seaford Baptist Church.
Wednesday 9 December	7pm – 9pm	Chair: To attend the TOLD Christmas Social at Landport Resource Centre, Lewes.
Wednesday 9 December	7.30pm	Chair: To attend the Pestalozzi Carol Concert 2015 at St Michael's Church, Lewes.
Wednesday 9 December	8pm – 10pm	Chair: To attend the Shepherds Arise Carol Concert at St John Sub Castro, Lewes.
Wednesday 9 December	7.30pm	Chair: To attend the Friends of Pestalozzi Village Trust Pestalozzi carol concert at St. Michaels Church, Lewes.
Wednesday 9 December	8.30pm	Chair: To attend the Shepherds Arise Carol Concert at St. John Sub Castro, Lewes.
Friday 11 December	7pm	Chair: To attend the RISE charity Forgotten Carols event.
Saturday 12 December	10am	Chair: To attend Cliffe Bonfire's Christmas Fair in Lewes Town Hall.

Saturday 12 December	11am	Chair: To attend Write For Rights Day at The House of Friendship, Lewes.
Saturday 12 December	12pm	Chair: To attend a Sussex Community Development Association (SCDA) event in Newhaven High Street.
Saturday 12 December	2.30pm	Chair and Consort: To attend the Big Band Christmas event at The Barn Theatre, Seaford.
Saturday 12 December	7pm	Chair: To attend the Lewes Festival Christmas Concert at St. John Sub Castro, Lewes.
Monday 14 December	7.30am	Chair: To visit the Royal Mail Delivery Office in Peacehaven as part of the Chair's Festive Visits.
Monday 14 December	8.30am	Chair: To visit the Royal Mail Delivery Office in Lewes as part of the Chair's Festive Visits.
Monday 14 December	12.30pm	Chair: To host a mulled wine and mince pies Christmas event for LDC staff at Southover House, Lewes.
Monday 14 December	2pm	Chair: To attend the Wallands School years three and four Christmas show, Lewes.
Monday 14 December	6.30pm	Chair: To attend the Tenants Of Lewes District (TOLD) Christmas Social at Landport Resource Centre, Lewes.
Friday 18 December	8am	Chair: To visit the Royal Mail Delivery Office in Seaford as part of the Chair's Festive Visits.
Friday 18 December	8.45am	Chair: To visit the Royal Mail Delivery Office in Newhaven as part of the Chair's Festive Visits.
Friday 18 December	7.30pm	Chair: To attend the Lewes Concert Orchestra at Lewes Town Hall.
Saturday 19 December	4.30pm	Chair: To attend LGB Brass's performance of A Christmas Carol at All Saints Centre, Lewes.
Saturday 19 December	7.30pm	Chair: To attend East Sussex Community Choir's performance of A Christmas Cracker at Lewes Town Hall.
Sunday 20 December	7.30pm	Chair: To attend the In The Bleak Midwinter concert in aid of Amnesty at St. John Sub Castro, Lewes.
Friday 25 December	2pm	Chair: To attend the House of Friendship Christmas Party, Lewes.
Tuesday 12 January	11am	Chair: To attend the Now! Charity Groups Grand Opening of the new training centre 'Training Now' in Hailsham.

Thursday 14 January	5.30pm	Chair: To attend the opening of The Refugee's Gift exhibition at Lewes Town Hall.
Saturday 23 January	7pm	Chair: To attend a Burns Night event in aid of Brighton Housing Trust's First Base Centre hosted by the Mayor of Peacehaven at the Meridian Centre, Peacehaven.
Wednesday 27 January	7pm	Chair: To attend the Holocaust Memorial Day event 'Don't Stand By', and provide the closing remarks, at Lewes Town Hall.
Tuesday 2 February	10am	Chair: To attend a U3A meeting at St Michael's Lower Hall, Lewes.
Saturday 6 February	12pm	Chair: To attend Seedy Saturday at Lewes Town Hall.
Thursday 11 February	10am	Chair: To attend the University of Brighton Winter Graduation Ceremonies: College of Life, Health & Physical Sciences at the Brighton Dome.
Friday 12 February	10am	Chair: To attend the University of Brighton Winter Graduation Ceremonies: College of Social Sciences at the Brighton Dome.
Thursday 3 March	12.30pm	Chair: To attend the Lewes District Business Awards Launch at Lewes House.
Friday 4 March	11.30am	Chair: To give a talk on the role of the Chair of the Council at the Riverside Club, Lewes.
Wednesday 16 March	10.30am	Chair: To attend the Sussex Community Development Association informal open day at the Phoenix Day Care and community services centre, Lewes.
Wednesday 16 March	2pm	Chair: To attend the Womens Royal Voluntary Service Annual General Meeting at Reed Court, Lewes.
Saturday 19 March	10am	Chair: To attend the Seahaven Traders Association 'Newhaven Easter Eggstravaganza' on Newhaven High Street.
Wednesday 23 March	7.30pm	Chair: To attend the East Sussex Academy of Music Concert at Sussex Downs College, Lewes.
Saturday 26 March	3pm	Chair: To attend the Lewes Passion Play Easter Exhibition at Eastgate Baptist Church, Lewes.
Wednesday 30 March	3.30pm	Chair: To attend the tea party launch of the new leaflet 'Car Free Days Out from Lewes' at Lewes Tourist

		Information Centre.
Saturday 2 April	10am	Chair: To take a trip on the Bluebell Railway, Lewes.
Wednesday 13 April	7.30pm	Chair and Consort: To attend LOS Musical Theatre's production of Oliver! at Lewes Town Hall.
Thursday 14 April	10am	Chair: To attend the Arlington Bluebell Walk for the East Sussex Foster Care Association.
Saturday 16 April	12.30pm	Chair: To host the Unsung Heroes event at Newhaven Fort, Newhaven.
Monday 18 April	10am	Chair: To attend the Parkinsons UK Coffee Morning at the Phoenix Centre, Lewes.
Wednesday 20 April	2pm	Chair: To attend the Royal Opening of Saxon House, Newhaven and be presented by the Lord Lieutenant of East Sussex to HRH The Duke of Gloucester.
Thursday 21 April	3.30pm	Chair: To jointly host with Lewes Town Council a Birthday Tea for HM The Queen's 90 th Birthday at Lewes Town Hall.
Friday 22 April	7pm	Chair: To host an Anonymous Art Auction in aid of Patina at Lewes House.
Saturday 23 April	7pm	Chair: To attend the Royal Sussex Regimental Association St George's Day Dinner at the White Hart Hotel, Lewes.
Sunday 24 April	10.45am	Chair and Consort: To attend the Annual Lewes District Scout Council St George's Day Parade followed by a 'Scouts' Own' at Grange Gardens, Lewes.
Saturday 30 April	7pm	Vice-Chair: To attend the Newhaven National Coastwatch Fundraising Dinner and Raffle at Peacehaven Golf Club.
Monday 2 May	10am	Chair: To attend the Knots of May Garland Day and judge the childrens' garlands, commencing in the Gun Garden of Lewes Castle.
Saturday 7 May	7pm	Chair and Consort: To attend the Order of St John Service at Chichester Cathedral organised by St John Ambulance, Sussex.
Tuesday 10 May	6pm	Chair: To attend the SPARK Awards at the Winter Gardens in Eastbourne.

Agenda Item No: 10 **Report No:** 93/16
Report Title: Committee Training Requirements
Report To: Scrutiny Committee **Date:** 1 July 2016
Report By: Catherine Knight, Assistant Director of Corporate Services
Contact Officer(s)-
Name(s): Jackie Gavigan
Post Title(s): Head of Democratic Services
E-mail(s): jackie.gavigan@lewes.gov.uk
Tel No(s): 01273 661117

Purpose of Report:

To enable the Committee to identify any training needs for the coming year.

Officers Recommendation(s):

- 1 To identify any training requirements that the Committee feels need to be addressed so that it can carry out its functions over the coming municipal year.
-

Reasons for Recommendations

- 1 To enable councillors to be properly trained to carry out the functions of the Committee.

Information

- 2 The results of the recent training needs analysis exercise that was carried out indicated that councillors would like committee specific training to assist them in their role as members of Committees.
- 3 As part of the ongoing training support for councillors, each year all the formal Committees of the Council are being asked to consider their known work programme and to identify any training requirements that would assist them during that programme.
- 4 This is an opportunity to identify any general training requirements for the Committee as a whole or what may be useful for any new Committee members.
- 5 Examples of external training available that Scrutiny Committee members may feel would be beneficial are:
 - Introduction to Scrutiny
 - Scrutiny Skills for Councillors
 - New Role of Overview and Scrutiny (following the Localism Act 2011)
 - Understanding the Role of Scrutiny in Improvement

- Leading and Chairing Scrutiny for Councillors.

Financial Appraisal

- 6** It is anticipated that any training needs identified will be provided in house or met using the councillors' training budget. In the event that overall demand from all Committees etc. exceeds the capacity of that budget, CMT and Cabinet will be asked to address the issue, by either agreeing more resources if appropriate or by prioritising the requests.

Legal Implications

- 7** None over and above those set out in the body of this Report.

Risk Management Implications

- 8** There are no risk management implications arising as a result of this Report. If the recommendations are not implemented, the main risk will be that the Council's Committees are unable to carry out their functions fully due to a lack of sufficiently trained members.

Equality Screening

- 9** This is a routine, procedural Report with no potential for negative impacts. Therefore, an Equality Analysis is not required.

Background Papers

- 10** None

Appendices

- 11** None

Agenda Item No: 11 **Report No:** 94/16
Report Title: Scrutiny Work Programme 2016/17
Report To: Scrutiny Committee **Date:** 1 July 2016
Cabinet Member: n/a
Ward(s) Affected: All wards
Report By: Nazeya Hussain, Director of Business Strategy and Development
Contact Officer(s)-
 Name(s): Jo Harper
 Post Title(s): Head of Business Strategy and Performance
 E-mail(s): jo.harper@lewes.gov.uk
 Tel No(s): 01273 661374

Purpose of Report:

1. For the Scrutiny Committee to agree its work programme for 2016/17.

Officers Recommendations:

2. That the Scrutiny Committee agree its work programme as set out at Appendix A, together with any additional items agreed by Councillors for scrutiny.

Reasons for Recommendation

3. To meet the requirement of the Council's Constitution with regard to the preparation, execution and adjustment of the work programme.
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Information

- 1 Scrutiny is a process for councillors to review decisions and policies of the Council and Cabinet, and to consider whether they are right for the District. Scrutiny gives councillors the opportunity to explore issues in depth and undertake reviews on specific topics where appropriate as well as examine the Council's performance.
- 2 It is usual for Committees to agree their work programme at the first meeting of a new Council year. For the Scrutiny Committee, the work programme may require more flexibility than some other committees, to allow for the scrutiny of emerging issues during the year. However, there are a number of on-going issues that form the normal part of the Committee's business, such as monitoring of the Council's performance and the Council's budget.

- 3 These standard items, together with some further items which officers are suggesting be considered, are included in a draft work programme set out in appendix A.
- 4 For any new items being proposed by Members for inclusion on the work programme, the Committee last year agreed a scoring system which is set out at Appendix B. This will assist the Committee to assess the relative importance and relevance of suggested scrutiny topics in a systematic and considered manner, to ensure the Committee's time is used as constructively and efficiently as possible, for the benefit of the Council.
- 5 Any new topics which are suggested and agreed by the Committee (or which are submitted using the form attached at appendix C by an individual Councillor and then agreed by the Committee for inclusion in the work programme) would then be brought forward, initially in the form of a scoping report, to a future meeting for further consideration.

Financial Appraisal

- 6 There are no direct financial implications as a result of this report. The Scrutiny Committee has a limited budget for use when undertaking scrutiny reviews if required.

Legal Implications

- 7 There are no legal implications arising from this report.

Risk Management Implications

- 8 There is no requirement for an analysis of risk.

Equality Screening

- 9 An equalities impact assessment is not considered necessary for this routine report. Individual projects and service areas are subject to separate equality analysis as part of the Council's wider equality programme.

Background Papers

- 10 None

Appendices

- 11 Appendix A – Scrutiny Committee Work Programme 2016/17
Appendix B – Scrutiny Review Scoring System
Appendix C - Request by Councillor for a Scrutiny Review - Guidance Notes

Scrutiny Committee Work Programme 2016/17

1 July 2016	Waste Improvement Project Newhaven Air Quality Performance Monitoring – Quarter 4 / Year end Chair of the Council's Annual Business Report Work Programme for 2016/17
8 September 2016	Performance Monitoring – Quarter 1
17 November 2016	Performance Monitoring – Quarter 2
12 January 2017	Council Budget proposals for 2016/17 Voluntary Sector Support Recommendations from Housing Supply and Demand Scrutiny Review
February 2017 (date to be scheduled)	Performance Monitoring – Quarter 3
23 March 2017	Annual report of the Community Safety Partnership

Scrutiny Review Scoring System

Impact

Score	Indicator
0	No potential benefits likely to result. Reject.
1	Minor potential benefits affecting only one ward/customer/client group
2	Minor potential benefits affecting two or more wards/customers/client groups
3	Moderate potential benefits affecting multiple wards/customers/client groups or substantial potential benefits affecting one or more ward/customer/client group
4	Substantial potential benefits community wide or for a significant proportion or section of the community

Importance

Score	Indicator
0	No evidence that the topic is related to the Council's aims and priorities, as set out in the Council Plan. Reject.
1	Some evidence that the topic is linked to the Council's aims and priorities, as set out in the Council Plan, but only indirectly.
2	Good evidence that the topic is linked to the Council's aims but not to current Council priorities, as set out in the Council Plan.
3	Good evidence linking the topic to the Council's aims and priorities, as set out in the Council Plan.
4	The topic links directly to the Council's aims and priorities, as set out in the Council Plan.

Request by Councillor for a Scrutiny Review - Guidance Notes

Members can request the Scrutiny Committee to hold a review into an important subject or matter of concern in the District. It need not relate purely to services provided by the Council and could cover any matter effecting local residents or businesses, as well as external organisations such as the Environment Agency.

The Council focuses its scrutiny activities on the things that matter most and on outcomes that can make a real difference for local people. It simply has not got the resources to look at everything that might be suggested and therefore has to prioritise. The Council's suggested criteria for selecting reviews are as follows (this information is also contained within the Scrutiny Guide, which all members will have received a copy):

- Members identify key issue for the public
- Poor performing services
- High level of user dissatisfaction
- High level of resource in the area
- Government/council high priority area
- New government guidance or legislation
- Media attention

For each review undertaken there should be:

- Key reasons for undertaking the review
- What the review is expected to achieve
- Agreed measures for identifying a successful review
- A Scoping Report specifying the timetable and methodology (what evidence will be gathered, what consultation will take place)
- Consultation as to the composition of the panel which maybe undertaking the review

Please bear in mind when suggesting a topic for review that the following information will be needed and that where possible you provide as much information for the Scope and Terms of reference. This will assist the Chair when considering which three items will be selected for inclusion into the Annual Work Programme.

Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These need to be pursued through the appropriate Service Unit, Ward Councillors or Executive Member responsible. Nor does scrutiny deal with individual complaints which are dealt with through the Council's complaints procedure. Other topics not appropriate for scrutiny include: matters already being addressed, matters prejudicial to the Council's interests, individual disciplinary or grievance matters and matters unlikely to result in improvements for local people.

Subject	
Brief Scope (outline for review)	
Suggested Consultation	

Reasons for Review and Supporting Information (continue on a separate sheet if necessary)	
Reasons for Review:	
1. Why should topic be reviewed?	
2. How does it link to Council's corporate objectives?	
3. What benefits could result in conducting this review?	
Supporting Evidence:	
1. What evidence is there to support the reasons and need for a scrutiny review?	
2. What are the facts?	
Desired Outcome:	
1. What would you wish to see happen as a result of any review?	
2. Why do you think the desired outcome is achievable as a result of a review?	

Name: (please print)	
Signed:	

Date:

Please complete and return this form to the Performance Officer (scrutiny), Southover House, Southover Road, Lewes, BN7 1AB, or email the form to jo.harper@lewes.gov.uk Should you have any queries about completing the form please telephone 01273 471600.

FOR OFFICE USE ONLY

Date Received:

Date Acknowledged:

Decision Date:

Decision; Accept Reject Defer

Date Decision Notified:

By:

Forward Plan of Decisions – 1 July 2016 to 31 October 2016

Published: 3 June 2016

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
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KD = Key Decision

NKD = Non-Key Decision

To receive and endorse the annual report on Risk Management (KD) (Lead Councillor: Councillor Giles)	4 July 2016	Cabinet Member for Risk Management and Corporate Management Team by 24 May 2016	Direct to contact officer by email, writing or telephone by 15 May 2016	The Council's Risk Management Strategy	David Heath Head of Audit Fraud and Procurement 01273 484157 david.heath@lewes.gov.uk
Financial Update: Revenue Budgets and Capital Programme (KD) (Lead Councillor: Councillor Giles)	4 July 2016	None	Direct to Contact Officer by email, writing or telephone by 15 June 2016	None	Alan Osborne Director of Corporate Services 01273 661377 finance@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
<p>To consider the recommendation to Full Council that the Community Infrastructure Levy (CIL) Instalments Policy be amended to facilitate the implementation of CIL and the delivery of sites and that delegated authority be approved for officers to amend, as required (and in line with the CIL Regulations), the CIL implementation policies to facilitate the implementation of CIL (KD) (Lead Councillor: Councillor Jones)</p>	<p>4 July 2016</p>	<p>None</p>	<p>None</p>	<p>CIL Instalments Policy 2015 & CIL Instalment Policy 2016 CIL Regulations 2010 (as Amended)</p>	<p>Tondra Thom Senior Strategic Policy Officer 01273 471600 ext. 6261 Tondra.thom@lewes.gov.uk</p>
<p>Quarter 4 Financial Report (KD) (Lead Councillor: Councillor Giles)</p>	<p>4 July 2016</p>	<p>None</p>	<p>Direct to Contact Officer by email, writing or telephone by 20 June 2016</p>	<p>None</p>	<p>Alan Osborne Director of Corporate Services 01273 661377 finance@lewes.gov.uk</p>

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
The 'making' (adoption) of the Hamsey Neighbourhood Development Plan as part of the statutory development plan for Lewes District (KD) (Lead Councillor: Councillor Jones)	4 July 2016	Statutory consultation stages on the draft neighbourhood plan (Regulation 14 Consultation Nov 2014 – Feb 2015) and the submission version prior to examination (Regulation 16 Consultation Sept-Nov 2014). A referendum will be held on 2 June 2016 and will be notified in accordance with the relevant statutory requirements.	Not applicable	Hamsey Neighbourhood Plan, Examiner's Report, Hamsey Decision Statement	James Garside Neighbourhood Planning Officer 01273 484417 james.garside@lewes.gov.uk
Q4 Portfolio Progress and Performance Report (NKD) (Lead Councillor: Councillor Merry)	4 July 2016	Not applicable	Not applicable	Council Plan 2015/16	Sue Harvey Strategic Performance Manager 01273 471600 Ext:6119 sue.harvey@lewes.gov.uk
Disposal of Landport Youth Centre (NKD) (Lead Councillor: Councillor Maskell)	4 July 2016	Not applicable	Not applicable	Not applicable	Bee Lewis Head of Property & Facilities 01273 471600 ext 1101 bee.lewis@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
Asset Maintenance Plan: Car Parks and 16 West St, Lewes (NKD) (Lead Councillors: Councillors Nicholson and Giles)	4 July 2016	None	Not applicable	Not applicable	Bee Lewis Head of Property & Facilities 01273 471600 ext 1101, bee.lewis@lewes.gov.uk
Asset Management: Land at Friar's Walk, Lewes; Landport Estate, Lewes; De Montfort Estate, Lewes; Cradle Hill, Seaford; and Denton Island, Newhaven (NKD) (Lead Councillor: Councillor Giles)	4 July 2016	None	Not applicable	Not applicable	Bee Lewis Head of Property & Facilities 01273 471600 ext 1101, bee.lewis@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
<p>Approve the commencement of the procurement of a joint venture partner for Lewes and Eastbourne Councils, to deliver sustainable objectives (KD) (Lead Councillor: Councillor Smith)</p>	<p>28 September 2016</p>	<p>Corporate Management Team briefing 9 March 2016</p> <p>Member briefing 4 May 2016</p>	<p>Not applicable</p>	<p>Bristol Council Cabinet Report– 3rd February 2015 - Establishment of an Energy & Technology Company and associated companies: https://www2.bristol.gov.uk/committee/2015/ua/ua000/0203_6.pdf</p> <p>Cheshire East Council Cabinet Report – 10th November 2015 – District Heating Joint Venture Partner Procurement: http://moderngov.cheshireeast.gov.uk/ecminutes/mqConvert2PDF.aspx?ID=43632</p> <p>Public tender for the Procurement of an Energy Partner for the City of Newcastle upon Tyne February 2015: http://england.unitedkingdom-tenders.co.uk/78754_004375_Procurement_of_an_Energy_Partner_for_the_City_of_Newcastle_upon_Tyne_2015_Newcastle_upon_Tyne</p>	<p>Sue Oliver Strategy and Commissioning Lead for Environment & Waste Eastbourne Borough Council</p> <p>01323 415360 Sue.oliver@eastbourne.gov.uk</p>

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
Financial Update: Revenue Budgets and Capital Programme Quarter 1 (KD) (Lead Councillor: Councillor Giles)	28 September 2016	None	Direct to Contact Officer by email, writing or telephone by 12 September 2016	None	Alan Osborne Director of Corporate Services 01273 661377 finance@lewes.gov.uk
To consider options for the Coastal Management Implementation plan (KD) (Lead Councillor: Councillor Nicholson)	28 September 2016	Key Stakeholders have been consulted	None	Report by external consultants	Ian Morris Head of Customer Service 01273 484079 ian.morris@lewes.gov.uk
Waste and recycling collection service (KD) (Lead Councillor: Councillor Franklin)	<i>To be confirmed</i>	Scrutiny Committee on 23 June 2016	None	Ricardo report	Ian Fitzpatrick Senior Head of Community and EHL MD 01273 484173 ian.fitzpatrick@eastbourne.gov.uk
Devolution of street trading (KD) (Lead Councillor: Councillor Franklin)	28 September 2016	By email and via meetings already undertaken	None	None	Ed Hele Service Manager (Environmental Health) 01273 661104 ed.hele@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
To approve amendments to the Private Sector Housing Financial Assistance Policy 2016/17 (KD) (Lead Councillor: Councillor Maskell)	28 September 2016	Cllr Maskell, consult verbally before 10 August 2016	None	Lewes District Housing Strategy Action Plan 2012-16	Rebecca Wynn Environmental Health Specialist 01273 471600 Rebecca.wynn@lewes.gov.uk
To approve the Air Quality Action Plan for Newhaven (KD) (Lead Councillor: Councillor Franklin)	28 September 2016	The Final version of the Air Quality Action Plan has been informed by consultation with all key stakeholders	None	None	Rebecca Wynn Environmental Health Specialist 01273 471600 Rebecca.wynn@lewes.gov.uk
Q1 Portfolio Progress and Performance Report (NKD) (Lead Councillor: Councillor Merry)	28 September 2016	Not applicable	Not applicable	Council Plan 2016-2020	Sue Harvey Strategic Performance Manager 01273 471600 Ext:6119 sue.harvey@lewes.gov.uk

Proposed decision to be considered	Date of Cabinet meeting	Consultation: How, with whom and by what date	Representations: How, by whom and by what date	Background documents	Contact Officer
To agree a process and criteria for agreeing regular road closure orders to enable 'Play Streets' in suitable locations and at suitable times (NKD) (Lead Councillor: Councillor Nicholson)	28 September 2016	Each application for a Play Street will require consultation of all affected neighbours and businesses	Representations on each application will be considered	None	Max Woodford Head of Regeneration and Investment 01273 661378, max.woodford@lewes.gov.uk