



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 **Thursday, 23 March 2017** 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.

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

14/03/2017

Catherine Knight
Assistant Director of Legal and Democratic Services

Agenda

- 1 Committee Membership**
To note the appointment of Councillor Bill Bovington as a member of the Scrutiny Committee for the remainder of the current municipal year.
- 2 Minutes**
To approve the Minutes of the meeting held on 17 February 2017 (copy previously circulated).
- 3 Apologies for Absence/Declaration of Substitute Members**
- 4 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.
- 5 Written Questions**
To deal with written questions from councillors pursuant to Council Procedure Rule 12.3 (page D8 of the Constitution).

6 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.

7 Turkish Baths (page 3)

To consider the Report of the Director of Regeneration and Planning (Report No 64/17 herewith).

8 Local Council Tax Reduction Scheme (page 23)

To consider the Report of the Director of Service Delivery (Report No 65/17 herewith).

9 Strategic Tourism Vision and Action Plan (page 27)

To consider the Report of the Director of Tourism and Enterprise (Report No 66/17 herewith).

10 Forward Plan of Decisions - 1 March 2017 to 30 June 2017 (page 39)

To receive the Forward Plan of the Council (copy herewith).

11 Date of Next Meeting

To note that the next meeting of the Scrutiny Committee is scheduled to be held on Thursday, 27 April 2017 in the Ditchling Room, Southover House, Southover Road, Lewes commencing at 10:00am.

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

Distribution:

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

Agenda Item No: 7 **Report No:** 64/17
Report Title: Turkish Baths
Report To: Scrutiny Committee **Date:** 23 March 2017
Cabinet Member: Bill Giles
Ward(s) Affected: Lewes
Report By: Director of Planning and Regeneration
Contact Officer(s)-
Name(s): Bee Lewis
Post Title(s): Head of Property and Facilities
E-mail(s): Bee.lewis@lewes.gov.uk
Tel No(s): Ext 5521

Purpose of Report:

To consider a matter referred from full Council on 23 February 2017 regarding the former Turkish Baths.

Officers Recommendation(s):

- 1 The Committee is recommended to consider the proposals relating to the former Turkish Baths building in advance of the Cabinet's reconsideration thereof; and
 - 2 Consider any recommendations the Committee would wish to make to Cabinet in relation to this matter.
-

Reasons for Recommendations

- 1 The matter has been recommended to the Scrutiny for consideration

Information

- 2 Two reports have previously been considered by the Cabinet relating to the future of the former Turkish Baths building. These are appended to this report as Appendix A and Appendix B.
- 3 Community representatives have been invited to provide evidence to the Committee. Members are asked to consider this evidence as part of their deliberations.

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

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

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

Cabinet Member: Cllr Bill Giles

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

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

Contact Officer(s)-

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

Purpose of Report:

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

Officers Recommendation(s):

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

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

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

Reasons for Recommendations

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

Information

3

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

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

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

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

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

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

Land at Denton Island, Newhaven (Appendix C)

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

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

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

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

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

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

Financial Appraisal

4

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

Legal Implications

5

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

Risk Management Implications

6

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

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

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

Equality Screening

7

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

Background Papers

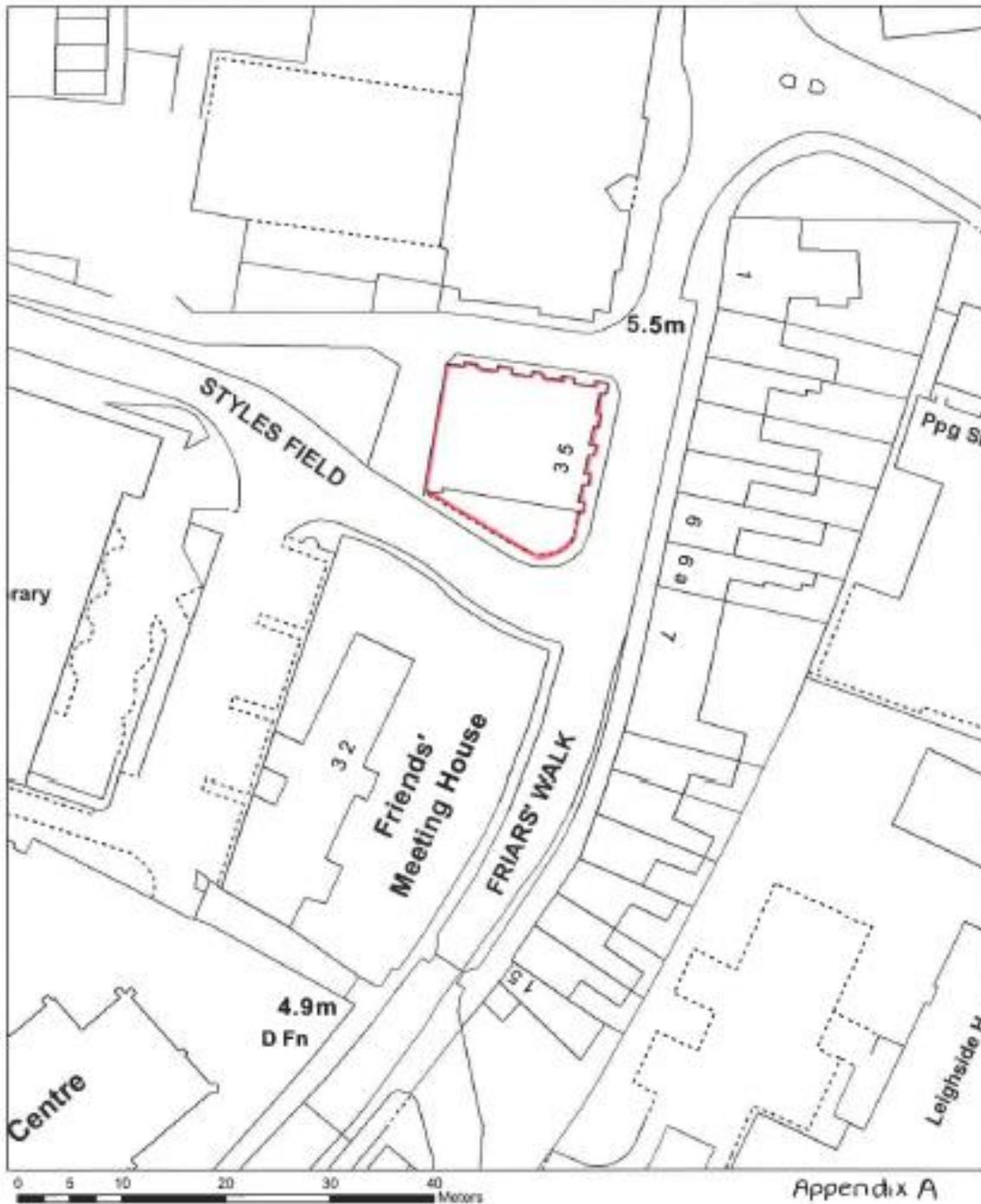
- 8** None

Appendices

9

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

APPENDIX A



Turkish Baths, Lewes

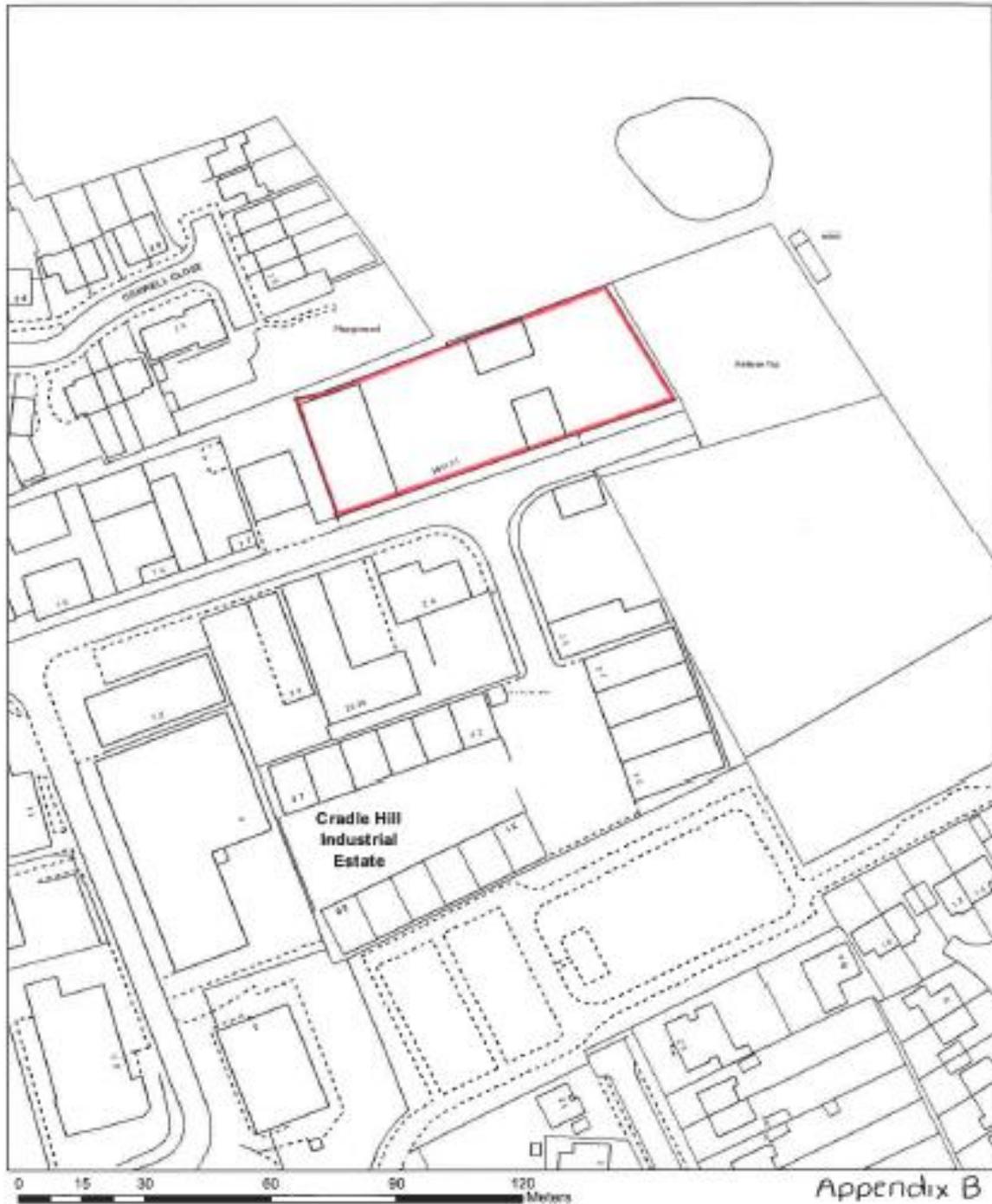
Date: 23/05/2016

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APPENDIX B



19-21 Cradle Hill Industrial Estate

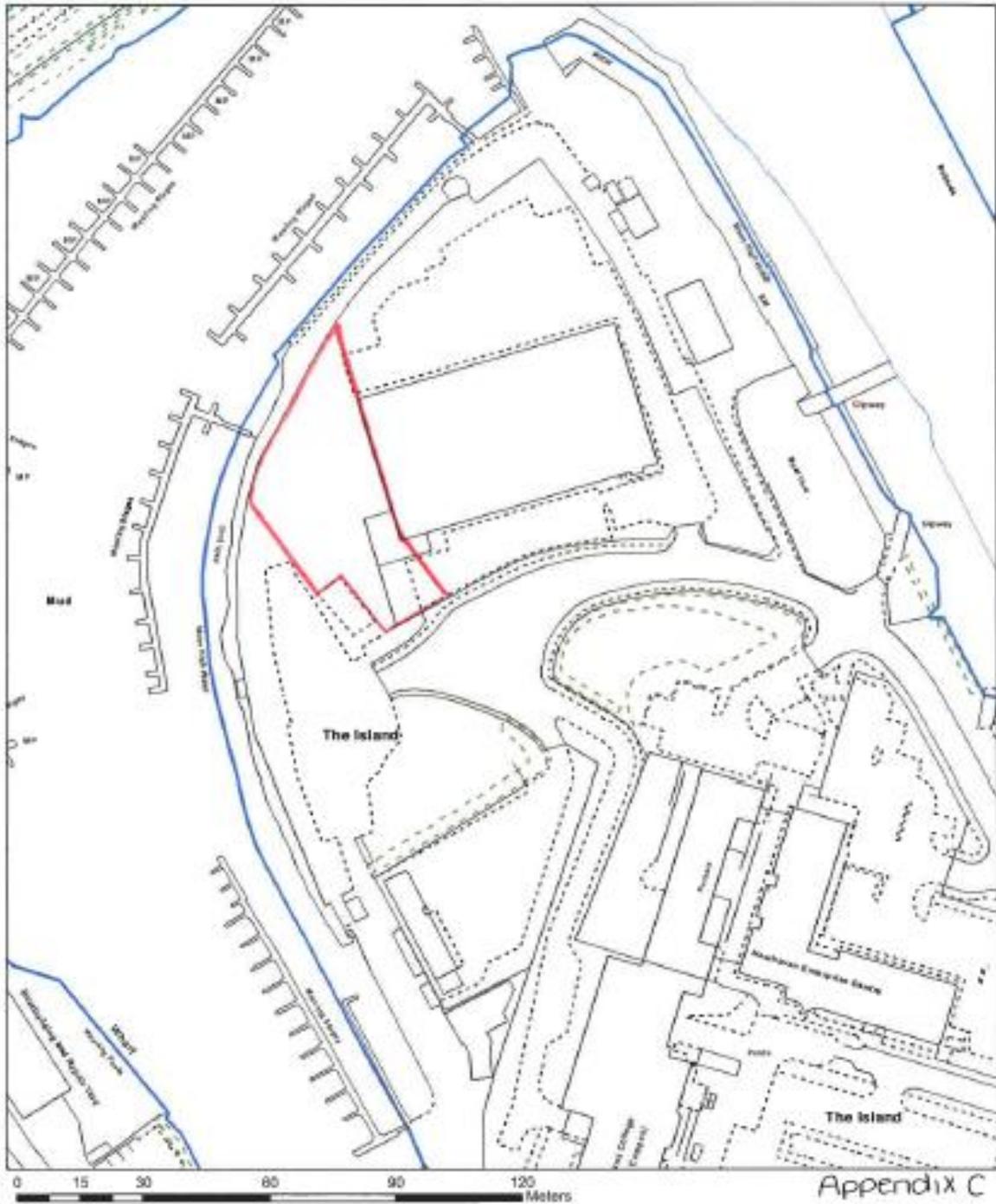
Date: 23/05/2016

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APPENDIX C



Proposed Skate House Site, Denton Island

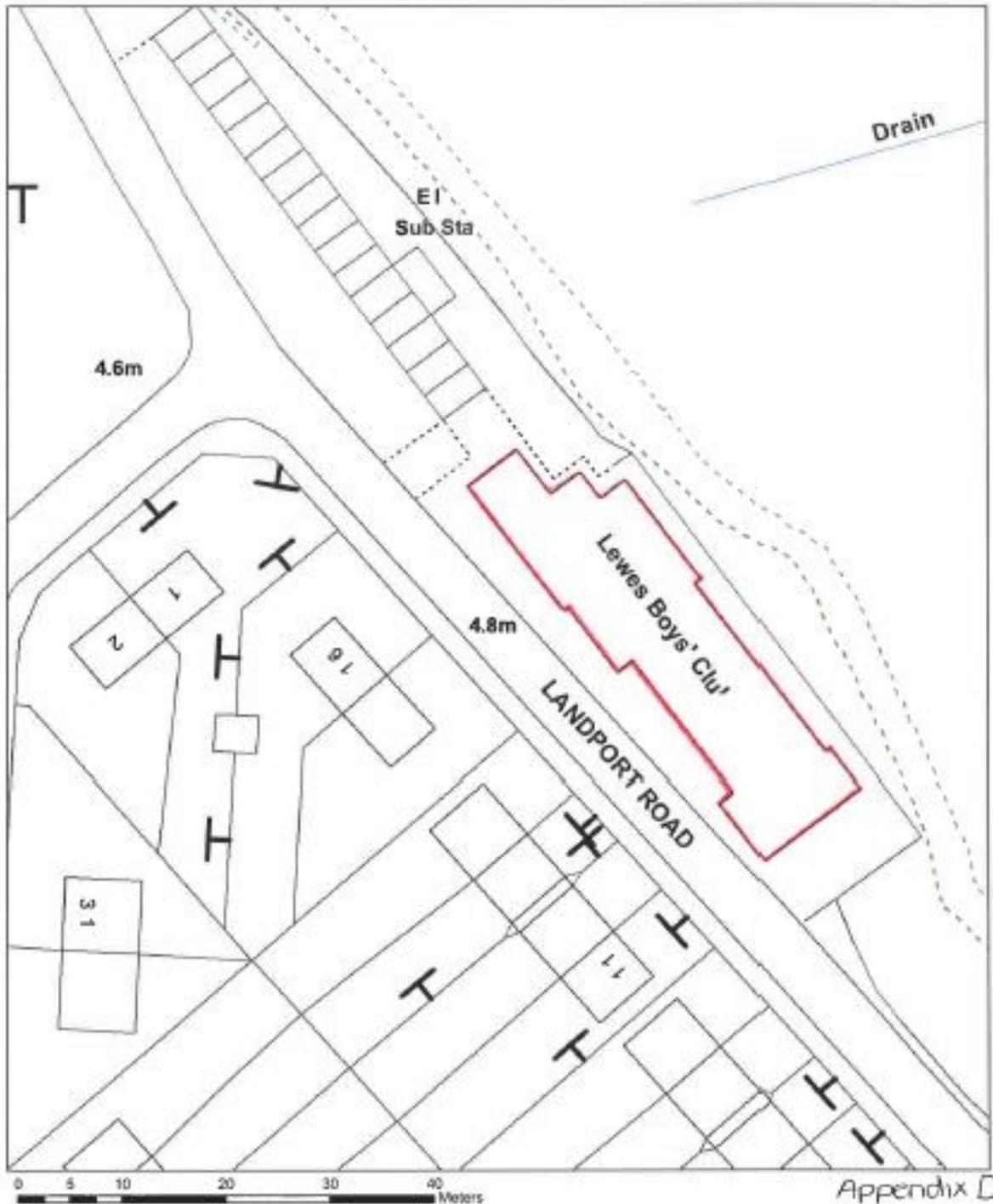
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APPENDIX D



Landport Youth Centre, Lewes

Date: 23/05/2016

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Agenda Item No: 8 **Report No:** 44/17
Report Title: Response to Petition – Turkish Baths
Report To: Council **Date:** 23 February 2017
Cabinet Member: Cllr Bill Giles
Ward(s) Affected: All
Report By: Nazeya Hussain, Director of Regeneration and Planning
Contact Officer(s)-
Name(s): Bee Lewis
Post Title(s): Head of Property & Facilities
E-mail(s): bee.lewis@lewes.gov.uk
Tel No(s): 01273 471600 ext 1101

Purpose of Report:

To respond to the petition submitted to Council on 7 December 2016 regarding the future use of a property at 35 Friars Walk, known as the Turkish Baths.

Officers Recommendation(s):

- 1 To note and debate the petition in line with the Council’s petitions scheme.
- 2 To recommend that officers engage and consult with residents, businesses and other groups and stakeholders through the development of a planning application for the site and that the asset is marketed appropriately.

Reasons for Recommendations

- 1 At the meeting on 7 December 2016, Council received a petition from Councillor Carter containing a combined total of 1609 signatures. The petition stated:

“We the undersigned call upon Lewes District Council to fully explore a range of options for the future use of the building called the Turkish Baths in Friars Walk, Lewes. These options should include exploring the potential for a creative hub and other uses not relying on full refurbishment prior to use and ways to ensure that this public building remains accessible and used by a wide section of the local community.”

In light of the number of signatures and in accordance with the Council’s petitions scheme, it was agreed that the petition would be debated by the Council as an individual agenda item at the meeting of Council on 23 February 2017.

Information

2

- 2.1** The Council owns the freehold of land at Friar's Walk known as the Turkish Baths, comprising of a single-storey building constructed in the late 19th century. No parts of the original baths remain following its closure as a Turkish Baths in 1882. The building is not listed and is not registered as an Asset of Community Value. However, it is within the South Downs National Park and so is protected by the conservation area.
- 2.2** Since 1992, when it was purchased by the Council, the building housed the Council's print unit, but in June 2015, the service transferred to Eastbourne. Consequently, the building is currently empty and, in line with the Property Strategy adopted by the Council in May 2012, is surplus to service requirements.
- 2.3** There has never been any regular or long-term community use of the Turkish Baths whilst in the ownership of LDC as it did not operate as a public building. However, in recent months, there have been a handful of occasions where not-for-profit groups have been able to make use of the facility.
- 2.4** In July 2008, Cabinet approved a recommendation to adopt a policy of open market rents for all leases. Since then, all new leases have been granted on an open market basis with the aim of achieving best consideration.
- 2.5** Under Section 123 of the Local Government Act 1972, the Council has a duty not to dispose of a property for anything less than the 'best consideration.' This principle is usually tested through a combination of a site valuation and comparables from the open market. A disposal is defined as a freehold transfer; or a grant (or assignment) of a lease exceeding 7 years.
- 2.6** In July 2016, Cabinet received a report which set out three options for the Council to consider in respect of the building namely:
- (a)** Refurbishing the building prior to leasing
 - (b)** Leasing the building in its current form.
 - (c)** Sale of the freehold.
- 2.7** The Council has a serious financial challenge ahead, with a need to reduce its budget by £2.2m by 2020. As a result, the Council is looking at a range of ways to deliver the savings needed to ensure that Council services will continue without threat of cuts. Increasing commercial income is an important contributor towards the savings target.

- 2.8** The Council could let the Turkish Baths without undertaking the refurbishment works needed. However, there are a number of reasons why refurbishment is the best option:
- (a)** Refurbishment will increase the capital value of the asset and extend its useful life. Additionally, refurbishment will help to preserve the building for the future.
 - (b)** Reduce ongoing maintenance liabilities. It is unlikely that a tenant would take on a fully repairing and insuring lease on a building which had not been brought up to a modern standard. Changes to legislation will make it more difficult to let buildings in the future if they do not meet a basic energy efficiency standard.
 - (c)** Improve the likely rental yield on the open market, therefore meeting the best consideration test. A modernised building will be more attractive to the lettings market.
 - (d)** Historically, the building has been very difficult to heat in the winter and carrying out the re-glazing and underfloor insulation will both reduce running costs and improve the building's energy efficiency rating. Opening up the space by removing the internal partitions will also create the opportunity for more flexible use of the space and will hopefully appeal to a wider range of potential tenants.
- 2.9** The planned schedule of refurbishments is largely contained to the fabric of the building (ie the walls, windows, floor and roof). These works would continue to be the Council's responsibility if the building is not refurbished prior to letting.
- 2.10** It is proposed to market the building on an enhanced shell and core basis, ie a functional space with capped-off services which will then be the responsibility of the tenant to fit out. A range of uses, including use by the community, will be considered – subject to planning consent if a change of use is required.
- 2.11** There has been considerable interest from people wishing to lease the Turkish Baths and once the refurbishment work is nearing completion, the opportunity to lease (at the prevailing market rent at the time) will be advertised on the Council's website and with local agent(s).

Financial Appraisal

3

- 3.1** There are no financial implications arising as a result of this report. Any potential financial implications will be considered if and when the matter is considered by Cabinet.
- 3.2** It should be noted however, that letting a modernised building in this location will probably achieve a rental income of £40,000 or more per

annum (depending on use). A budget for rent income from this site has been included within the 2017/2018 General Fund service estimates.

Legal Implications

4 The Legal implications are contained within the body of this report.

Risk Management Implications

5 The key risks are set out in paragraphs of this report.

Equality Screening

6 Please see Appendix A.

Background Papers

7

Appendices

8 Appendix A Equality Impact Assessment

Appendix A: Equality Analysis Report Template

Title:	Response to Petition: Turkish Baths
EA Lead :	Bee Lewis, Head of Property and Facilities
EA Team:	
Date Commenced:	3rd January 2017
Target Completion Date:	2 February 2017
Reason for assessment:	Report to Council

Context and Scope

1. What are the main purposes and aims of the service/project/decision?

To assess the equalities impact of the recommendations within the report to Council concerning the future use of the Turkish Baths.

2. What effect does it have on how other organisations operate and what commitments of resources are involved?

The recommendations, if approved, will enable the delivery of a new building for rent in Lewes which has previously been unavailable to the public.

3. How does it relate to the demographics and needs of the local community?

Lewes has a vibrant economy with a number of independent businesses in the town. There have been a number of expressions of interest from a range of potential leaseholders.

4. How does it relate to the local and national political context?

In response to the local and national pressures, the Council recognises that property management offers an opportunity to close the gap between the current savings targets and future efficiencies, through more efficient stewardship of its assets. In addition, the Council regards the Turkish Baths as a singular opportunity to deliver a high-quality building for rent in the District which will be of benefit to local businesses.

5. Is there any obvious impact on particular equality groups?

	Race (includes ethnic or national origins, colour, & nationality)			Disability (includes mental & physical)			Gender (includes gender reassignment)			Pregnancy (includes maternity & paternity)			Sexual Orientation (includes heterosexual, homosexual & bisexual)			Religion & Belief (includes all faiths, beliefs & agnostic)			Age (includes all age groups)		
Impact	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None	Positive	Negative	None
Tick if relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. How does it help to us meet our general duties under the Equality Act 2010?

Refurbishing the building and letting it on the open market will ensure that the opportunity is available to all people who might be interested in running a business or venture from the building.

7. What is the scope of this analysis?

Adopting the recommendations any lead to positive impacts for people with protected characteristics, depending on the eventual use of the building. It could also deliver economic benefits and support job creation.

Information gathering and research

8. What existing information and data was obtained and considered in the assessment?

None

9. What gaps in information were identified and what action was undertaken/is planned to address them?

None

10. What communities and groups have been involved and what consultation has taken place as part of this assessment?

None

Analysis and assessment

11. What were the main findings, trends and themes from the research and consultation undertaken?

N/a

12. What positive outcomes were identified?

N/a

13. What negative outcomes were identified?

N/a

Action planning

14. The following specific actions have been identified: *(see paragraph 25 of the guidance)*

Issue Identified	Action Required	Lead Officer	Required Resources	Target Date	Measure of Success
Please see the body of the report for recommendations					

Summary Statement

Between *(insert start date)* and *(insert end date)* Equality Analysis was undertaken by *(insert Lead Officer)* on the *(insert strategy, policy, service, decision, action, project or procedure)*.

Due regard was given to the general equalities duties and to the likely impact of the policy/service/decision/project* on people with protected characteristics, as set out in the Equality Act 2010.

The assessment identified:

*No major changes are required. The EA demonstrates the service/policy/decision/project is robust, there is little potential for discrimination or adverse outcomes, and opportunities to promote equality have been taken.

Approval

Director/Head of Service	Nazeya Hussain
Signed	
Dated	2 nd February 2017

Agenda Item No: 8 **Report No:** 65/17
Report Title: Local Council Tax Reduction Scheme
Report To: Scrutiny Committee **Date:** 23rd March 2017
Cabinet Member: Bill Giles
Ward(s) Affected: All
Report By: Ian Fitzpatrick, Director of Service Delivery
Contact Officer(s)-
Name(s): Ian Morris
Post Title(s): Head of Customer Service
E-mail(s): ian.morris@lewes.gov.uk
Tel No(s): Ex. 4079

Purpose of Report:

To respond to questions raised at the Scrutiny Committee of 17 February 2017 in respect of the Council's Local Council Tax Reduction Scheme (LCTRS) and its subsequent maintenance.

Officers Recommendation(s):

It is recommended that the Committee:

- 1 Notes the report and agrees a way forward for any proposed changes to the LCTRS.

Reasons for Recommendations

- 1 To ensure the Council develops a LCTRS that meets the needs of the major preceptors and the needs of the residents of the district.

Background

- 2 The Council Tax Benefit scheme, which was fully funded by Central Government, was abolished from 01 April 2013 and replaced under the Local Government Finance Act 2012 (section 13A) by the localisation of Council Tax Support in England. The Act imposes a duty on billing authorities, including LDC, to develop and adopt their own scheme of support for working age claimants and to approve their LCTRS by 31 January each year.
- 3 To protect pensioner households from any reduction in financial support, the government put in place a national scheme that local authorities have

to adopt. Therefore, any changes to the scheme made by LDC can only affect working age households (approximately 50% of the number of claimants in the scheme). In 2013 there were 8,100 households receiving some level of Council Tax Benefit.

- 4 This change came with a 10% cut in funding from central government, for the Council this was c£1m, from c£8m to c£7m.
- 5 For every £1 of Council Tax collected, approximately 11p goes to Lewes District Council.
- 6 To be able to take recovery action for unpaid Council Tax the Council has to obtain a liability Order against the taxpayer from the Magistrates Court. This enables the Council to, amongst others, make deductions from salaries or benefit, place charging Orders on property or to pass the debt to Enforcement Agents.

The questions raised at the previous meeting

- 7 *What is the CT collection rate for self-employed people? How does this compare with the collection rate for those in the 'only pay 20%' category?*

The self-employed collection rate at 28 Feb 2017 was 77.96% (£249k of 320k) compared with 76.85% for 'only pay 20%' category (£1.41m of £1.83m), cf. 97% overall (£62.8m of £64.8m).

- 8 *Would it be possible for self-employed people's income, based on their previous year's tax return, to be used in calculating their entitlement for council tax reduction?*

It is possible - although by the very nature of the process for compiling the HMRC information this approach would move away from assessing households for financial support based on their current ability to pay, i.e. all other working age households are based on actual income (as is the Housing Benefit for self-employed). The rationale behind the current scheme rules is that it purports to align with current Universal Credit rules which self-employed Lewes District residents will be subject to from September 2018.

Also HMRC rules for allowances etc. differ from HB rules and these would need to be understood.

The suggestion has been put forward to the lead for the scheme review at Wealden District Council. This will be considered at the next meeting of the countywide group.

Any recommended changes would need to be modelled to assess the financial impact on the taxbase and alternative changes to the LCTRS would need to be considered where a shortfall arose.

- 9 *Does it cost more in staff time to pursue/collect unpaid Council Tax than the amounts we get back?*

No. We collect approximately £500,000 per year through enforcement Agents alone at a cost of approximately .25 FTE (< £10) employed to

liaise with them. In court fees alone we have raised £226k to date this year, which covers the cost of all recovery action and staffing costs.

ESCC have funded an additional 2 FTE posts to collect the additional revenue consequential to the changes in the LCTRS. They have agreed to continue this for the next financial year also and will be reviewing the effectiveness of their investment.

- 10** *How much does the council have to pay to bailiffs to act in cases of unpaid CT?*

Nothing. All additional statutory fees incurred are paid by the debtor directly to the Enforcement Agent.

- 11** *The committee understand that there have been low levels of applications to the hardship fund – why is this? How has it been promoted?*

To date we have sent out 154 application forms for the Exceptional Hardship Fund. It is promoted on the website and is discussed with all debtors who contact the Council to say that they are struggling to pay their Council Tax. The CAB actively refers debtors and helps them complete applications, where appropriate, for EHP.

- 12** *The committee understand that Cabinet have agreed to further promote the hardship fund – how will this be done?*

District News, CAB and other voluntary agencies.

- 13** *The committee have heard that if individuals making applications to the hardship fund have savings (of over £6.5K?) that they will not be entitled to a payment. Is this correct? If so, is this a significant reason for people not getting payments? How many people have been turned down due to this?*

That level of Savings would not preclude them per se. We look holistically at the debtor's ability to pay and their exceptional circumstances, any savings is one aspect of this – but we would clarify with the debtor to establish whether the savings were earmarked for particular purposes.

- 14** *Why are applications to the hardship fund failing?*

The most common reasons are:-

- failing to return application form (74 out of 154),
- failing to produce evidence of income and expenditure,
- discrepancies between what is stated and evidence supplied and
- excessive income.

Resource Implications

- 15** The current scheme means that all working age recipients of CTR have to pay a minimum amount of Council Tax. This has two major impacts:
- An increase in activity around billing and collection
 - An increase in customer contact
- 16** There has been recognition by the major precepting authorities of the increased workload that billing authorities will see. For 2016/17 they contributed the staff costs for 2 additional FTEs to manage the increased workload. Discussions are taking place around a similar contribution to costs for 2017/18.

Financial Appraisal

- 17** The 2016 changes to the scheme are estimated to result in savings to the cost of the scheme of c£1m (LDC c£100,000) in a full year.
- 18** Initial discussions have indicated that no further savings are required by ESCC from the LCTRS in 2018/19. Any proposed changes to the current scheme for 2018/19 would, therefore, need to be cost neutral.

Legal Implications

- 19** There is a statutory duty to review the scheme annually and make any decisions no later than 31 January in each financial year.

Equality Screening

- 20** Not applicable at this stage

Background Papers

- 21** None

Agenda Item No: 9 **Report No:** 66/17
Report Title: Strategic Tourism Vision & Action Plan 2015 -2018
Report To: Scrutiny Committee **Date:** 23 March 2017
Cabinet Member: Cllr Tony Nicholson – Cabinet Member for Customers and Partners
Ward(s) Affected: All
Report By: Phil Evans, Director of Tourism and Enterprise
Contact Officer(s)-
Name(s): Jackie Blackwell
Post Title(s): Regeneration Project Manager
E-mail(s): Jackie.blackwell@lewes.gov.uk
Tel No(s): 01273 484045

Purpose of Report:

To better understand LDC's Strategic Tourism Vision & Action Plan 2015 -2018 (agreed by Cabinet 29 September 2014) and the role of Tourist Information Service within this

To consider role of LDC in relation to tourism and, in particular, the part this plays in delivering economic sustainability

To make relevant recommendations in light of the above

Officers Recommendation(s):

- 1 That the Scrutiny Committee consider the report and agree any recommendations it would wish to make to either the Cabinet Member for Customers and Partners or to Cabinet regarding the Council's policy direction in relation to tourism.

Reasons for Recommendations

- 1 The Scrutiny Committee agreed at its meeting on 12 January 2017 to request a scrutiny report regarding the Council's role in relation to Tourism. When agreeing the scope of this work, the committee asked that particular consideration be given to
 - 1.1 LDC's relationship with SDNPA;
 - 1.2 The promotion of sustainable transport in tourism;

1.3 The promotion of popular visitor attractions on the borders of district (eg. Bentley, Bluebell Railway etc);

1.4 Future plans working with EBC and benefits of collaboration.

2 This report provides Members with information about the Council's tourism function and the progress that has been made against the Strategic Tourism Vision & Action Plan 2015 -2018

Information

3 The Strategic Tourism Vision 2015 – 2019 was developed in 2014 following a Visitor Service Review undertaken as part of LDC's Regeneration Strategy 2012 – 2015, which identified 'Welcoming Visitors' as one of LDC's five regeneration priorities.

4 It was planned as a phased 3 year action plan to create a foundation for a new approach to the delivery of our visitor information service across the district. This approach was linked to LDC's model of increasing opportunities for the customer to self-serve and to provide a more pro-active model of visitor information in line with changing visitor expectations.

It should be noted that since the Vision was written the tourism market has changed. The recent decline in the value of the UK currency has highlighted the opportunities for tourism growth, given the likely increased demand for inbound tourism to the UK combined with incentives for staycation breaks amongst UK residents in 2017-18.

5 The Strategic Tourism Vision was adopted by full Council on 29 September 2014 and the implementation of the Action Plan agreed in March 2015.

6 The Action Plan is set out into six main areas:

- Visitor Information Provision
- Online Destination Marketing
- Events & Attractions
- Local Business Engagement
- Wider Partnerships
- Research & Intelligence

Progress

7 Action Plan Progress 2015/2016 (see Appendix 1)

8 Progress has been made in all of the identified six areas despite the challenges of a limited annual budget for Tourism (£17k to include website development and written copy, photography, printing, marketing and promotion, but excludes budget for TIC's or proportion of salary for Project Manager)

9 Notably, the move to online marketing only via Stay Lewes, Coast & Country our destination marketing website (www.staylewes.org), which was re-branded

and re-launched in 2015, has proved successful and good value. It is increasing its visitor numbers and attracting more advertisers to the website year on year. Twitter is reaching 5000 followers and page views on the website reached 75,000 in the summer season.

10 Relationship with South Downs National Park Authority

LDC has established good relationships with the Sustainable Tourism Officer and team at SDNPA. In the past two years we have worked in partnership on a number of successful small scale projects including four Visitor Information Points across the district, information maps at three railway stations and the provision of information and support for the Go South Downs pilot project, due for completion in 2017. We supported the production and research of a popular leaflet, Car Free Holidays around Lewes which was funded by SDNPA and further longer term projects are currently in discussion.

11 Promotion of Sustainable Transport

There is no specific strategic objective for promoting sustainable transport within the Vision, however the visitor website, TIC's and Artwave festival encourage the public to use public transport for visiting, and particularly in Lewes where traffic and parking are an issue. Maps, bus and train timetables are available in the TIC's and on the VIPs.

LDC's support for the Car Free holiday map and the Go South Downs pilot project and information maps in railway stations support the SDNPA Sustainable Transport Strategy.

12 Promotion of visitor attractions outside of the district

Both of the TIC's hold considerable literature and promotions for attractions and events outside of the district's boundaries to provide a comprehensive service to visitors and residents alike. This includes information on visitor attractions in Brighton, Wealden, Eastbourne and the local environs.

13 The Joint Transformation Programme with Eastbourne Borough Council will bring exciting new future operations and opportunities

- An increased capacity in the officer team, sharing expertise, experience and knowledge, which will protect and support the service;
- An increased strategic profile across the two areas;
- Joint working on new projects which could create new jobs;
- Increased promotion of Lewes and Eastbourne as complementary locations to visit, whilst maintaining their individual and distinct characters and features.
- And the recent decline in the value of the UK currency has highlighted the current market opportunities for tourism growth.

A full Cabinet Report on the **Future of Tourism in Lewes** has been scheduled for Cabinet in **September 2017**, which will identify in more detail the future operations and opportunities of sharing services with Eastbourne's Tourism and Enterprise Department.

Financial Appraisal

- 14** There are no financial implications arising directly from this report. As noted above, a full Cabinet Report on the Future of Tourism in Lewes is scheduled for September 2017 which will include details of any budgetary implications if service changes are proposed.

Legal Implications

- 15** Under article 6 of the council's constitution, it is a proper function of Scrutiny Committee to consider and make recommendations on the council's tourism vision and action plan (being a matter that has a direct bearing on the economic, social or environmental well-being of the district's residents) to the relevant policy-making body, in this case Cabinet or the designated Cabinet Member.

Lawyer consulted 13.03.17. Legal ref: 006163-LDC-OD.

Risk Management Implications

- 16** *(Please refer to the Checklist for Decision Makers under Risk Management Implications on how to complete this section of the report. This guidance provides five option statements that you can choose from.)*

Equality Screening

- 17** *(NOTE: Where appropriate, please remember to attach an Appendix to the Report which sets out details relating to the associated Equality Analysis).*

Background Papers

18

Appendices

- 19** Strategic Tourism Vision and Action Plan update 2015/2016
Visitor Information Points – images and locations
Artwave Festival 2016 Impact Study

Welcoming Visitors

STRATEGIC TOURISM VISION & ACTION PLAN 2015-18

Lewes District Council, September 2014

Contents:

- Section 1 Vision & Strategic Principles
- Section 2 Thematic Action Plan
- Section 3 Background and SWOT Analysis

SECTION 1 - VISION & STRATEGIC PRINCIPLES

We have some incredible tourism, arts and cultural assets in our District. We have good access, stunning rural settings, historic towns and villages with a coastline where the South Downs meets the sea. There are unique attributes with stories of national and global recognition. These include Glyndebourne, Thomas Paine and the *Rights of Man*, Charleston and the Bloomsbury Set and the South Downs National Park which are four compelling foundations for our destination.

Tourism already brings in significant benefit to the local economy from thriving tourism, arts and cultural businesses. However we currently operate in a traditional and less effective way, supporting tourism through two staffed Tourist Information Centres and annually produced brochures alongside a basic online and digital presence supported by a budget-restricted marketing plan.

Our Vision looks to change our current public sector-led tourism and visitor economy support function, moving towards a more business-led, public sector supported role to deliver wider economic growth throughout the year plus bringing benefit to local residents. Specifically, tourism will be spread more evenly throughout the year by generating new visitors at off-peak times. And it will allow the District to be distinct as a destination, recognisable and standing apart from competitors.

By 2018, our Vision is to have a distinctive, well packaged, clearly signposted and well marketed tourism, arts and culture offer where leisure and business visitors come to the area, confident of the choice available and quality of provision. We will work with tourism, arts and cultural partners; seek external funding and support from businesses to achieve this.

By 2018, the value of tourism to the local economy will have grown on average by 3% per year, generating an additional 600 jobs, contributing to the wider Vision to improve the reputation of the District as a place for investment, to live, to study and to visit.

This will be achieved by getting the basics right, increasing our focus on cultural tourism, , having the right infrastructure in place and improving our destination marketing in partnership with our tourism businesses.

Lewes District Council's primary role will therefore be to act as an **enabler, supporter, facilitator** and **advocate** of the tourism sector and wider visitor economy.

Thematic Action Plan 2015/2016 YEAR 2 Key achievements

The Action Plan is built around six core themes:

(1) Visitor Information Provision

How key information about the District's tourism offer is collected and disseminated to visitors and residents alike

- Continuation of face to face services in Lewes and Seaford TIC's and Peacehaven information office. 210,000 recorded visitors (March 2015 – Jan 2017);
- Installation of self -service terminal at Lewes TIC;
- Design and installation of four Visitor Information Points (VIP) across the district (see Appendix 2)*;
- Information maps in Seaford, Lewes and Southease railway stations*;
- Promotion of Lewes district via *Visit Eastbourne* printed brochure (25,000 copies);
- Partnership on Car Free Holidays* printed map (10,000 copies);

(2) Online Destination Marketing (Stay Lewes, Coast & Country)

How the District and its tourism assets are promoted and marketed

- www.staylewes.org promotion and marketing for places to stay and places to visit (60,000 page views per month; 75,000 during summer);
- Re-branded in 2016, annually refreshed and mobile enabled website;
- Increasing twitter following of 4900;
- TIC staff trained in Twitter, and input into daily on line events calendar;
- Wider pan Sussex promotion via www.lovesussex.org.uk

(3) Events & Attractions

How events and attractions can be effectively supported through the Council's position as a strategic leader

- Completion of LDC's Outdoor Events Policy and Filming Policy (2016);
- Infrastructure support and advice for Enchanted Festival and Joy Festival in 2016;
- Successful delivery of LDC's annual Artwave Festival, estimated £1.7m income brought into the district (See Appendix 2);
- TIC's as ticket agency (inc. Love Supreme Festival, local concerts, cinema and events).

(4) Local Business Engagement:

How the Council can better engage with and help support the wider tourism industry

- Database of Businesses compiled in 2016, to include Tourism/Leisure businesses;
- Businesses promoted via advertising on Stay Lewes, Coast & Country website, Twitter and Facebook, plus opportunity for tourism businesses to promote in windows of Lewes TIC;
- Bi-monthly e-mail bulletin to tourism business advertising on Stay Lewes

Strategic Tourism Vision & Action Plan 2015 -2018 – APPENDIX 1

- Culture, Leisure and Tourism, and Best Independent Food or Drink Producer Award categories for 2017 Lewes District Business Awards, recognising the importance of the visitor economy and leisure industries in the district;

(5) Wider Partnerships

How the Council can effectively engage with and work with strategic and tactical partners and stakeholders to deliver growth in the visitor economy

- Love Sussex - a promotional portal for pan Sussex destinations.
- Normandie- Sussex – cross Channel promotion across the Channel
- Active members of East Sussex Cultural Advisory Board and East Sussex Arts Partnership
- Ongoing work with South Downs National Park (see * above)
- Active members of Central Sussex Local Action Group – LEADER funding programme for rural projects (including Tourism)
- Financial support for Bluebell Railway's Heritage Lottery Bid, 2016
- Support to Charleston towards their Local Growth Funding bid, 2016

(6) Research & Intelligence

How the Council can support the wider tourism industry through essential research and intelligence gathering

- Annual commission of Economic Impact Study from Tourism South East to assess tourism growth and value to the district
- Contributors to East Sussex Tourism Data Warehouse – industry and visitor data for stakeholders interested in growing value of the visitor economy in East Sussex (East Sussex in Figures – ESIF), 2016

Challenges

There is a limited annual Tourism budget (£17k) and limited officer capacity to significantly build infrastructure development. The budget pays fee for the website coordination, printing, marketing and promotion but excludes Tourist Information budgets and staffing or Project Manager Salary.

New Opportunities

The Joint Transformation Programme with Eastbourne Borough Council will bring exciting new future operations and opportunities including:

- An increased capacity in the officer team, sharing expertise, experience and knowledge which will protect services;
- An increased strategic profile across the two areas;
- Joint working on new projects which may create new jobs;
- Increased promotion of Lewes and Eastbourne as complementary locations to visit whilst maintaining their individual and distinct characters and features.

A full Cabinet Report on the Future of Tourism in Lewes has been scheduled for September 2017, which will identify in more detail the future operations and opportunities.



Visitor Information Points across the district instigated by LDC and co-funded by SDNPA.

Using SDNPA shared identity, located in Seaford Library; Newhaven Library; Gateway Café, Centenary Park in Peacehaven and Ditchling Museum. Plans for additional two in 2017, at Bluebell Railway and Premier Inn, Lewes.



ARTWAVE 2016



EVALUATION AND IMPACT STUDY

INTRODUCTION

Our annual Artwave Festival took place from 20 August to 4 September and has become a well-established festival in the Lewes district and a popular visual arts event within the East Sussex cultural calendar. The income generated by visitors during the Festival, both directly and indirectly, makes a significant contribution to the economy of the district of over £1.7million.

Artwave began as a small Lewes town trail in 1993 and has now expanded into three busy weekends across the whole of the district, where artists and makers open the doors of their houses, studios, galleries, shops, pubs and this year, even in a caravan. Venues and individuals exhibit and sell a diverse range of work including; jewellery, painting, photography, knit ware, ceramics, glass, pottery and more. Some venues run workshops and other events during the Festival, this year it included al fresco life drawing, stone carving, wood carving, collage and storytelling.

Additionally, the Festival helps to promote and attract new creative and cultural businesses to the district. For example in Newhaven, Artwave's link to Diep-Haven, a cross channel international festival and Fort Process, a sell-out experimental music weekend, brought an increased and new audience to the town during the final Artwave weekend.



Artwave is not a curated festival and as such, there are no specific criteria for taking part. This enables an inclusive, accessible and diverse festival experience for both visitors and those taking part, where well-known artists exhibit alongside up and coming artists and makers, together with hobbyists and crafters all under the same umbrella.

FACTS AND FIGURES

- 123 venues open
- 411 different artists, with 61% exhibiting in group shows
- 19% more venues than in 2015
- 100% increase in venues open in Newhaven and Peacehaven
- 30% increase in venues in Seaford

ARTWAVE ARTIST'S SURVEY

12,390 recorded visitor numbers = **49,160** total visitors, based on 123 venues*

£56,636 recorded sales = **£224,717** of sales, based on 123 venues*

98% of venues had artwork for sale

94% of artists felt that Artwave is good value for money

97% of artists would take part again

77% would like Artwave to offer a permanent register of artists in the area

*31 venue responses

ARTWAVE VISITOR SURVEY **

Cafes, pubs and restaurants also benefitted from the three weekends of the festival, with an average additional day spend of £29.92*** per day

16% were Lewes district residents

84% were visiting from outside of area (these included Brighton, Reading, Burgess Hill, Portslade and Eastbourne)

25% had been to Artwave before/word of mouth

59% were following trails/visiting other venues

20% also visited restaurants, cafes pubs in the area

15% also visited shops, antiques markets, museums etc.

89% stated Artwave was 'very good' or 'good'

**81 visitor responses

***based on TSE value and volume study, 2015

EVALUATION AND IMPACT STUDY

REVENUE

Income	2015 figures	2016 figures
Entry Fees	£9,640	£11,406
Sponsorship/ Advertising in brochure	£1,813	£1,650
Venue Hire: 2 Fisher Street	Nil	£820
Venue Hire: Lewes House <small>*not included in Artwave budget</small>	N/K	£900*
Total income	£11,453	£13,956

ENTRY FEE

£80 for a regular ad (70mm x 70mm)
or £160 for a large ad (130mm x 70mm)

Entry includes:

- listing on www.artwavefestival.org website
- listing in printed brochure
- free copies of brochure, poster and other promotional material
- inclusion in the Artwave marketing campaign

VISITOR COMMENTS

“ Love it! Fantastic chance to see inspiring, and some of it affordable, art in beautiful locations, and to meet its creators.

Good value and a great few days around the area. A fun way to see a place and to buy art!

Some marvellous work! Always interesting to see work in different venues and studios – as well as in private/domestic spaces...



PARTNERSHIPS & SPONSORSHIP

- Artwave successfully partnered with Artists United, Lewes Community Football Club's three day annual art exhibition for the first time, where Artwave artists invited to exhibit in large group show
- Artwave brochure and website launched at Artists United private view night
- Two free workshops for artists sponsored by LEAP (Local Entrepreneur and Apprenticeship Platform): *Introduction to Social Media* run by the Social Agency and Venue Marketing
- Cllr Nigel Enever, Chair of LDC sponsored Artwave 2017 as one of his chosen events. This included support of Surrealist Arts Café (4 Sept) and Artwave Awards reception (9 Sept)
- Sponsors in cash: Christ Hospital – Headline Sponsor (new for 2016)
- Sponsors in kind: Viva Lewes (Award Sponsor), Gemini Press (new for 2016), Winkworths, Lewes Print Centre, Latest 7 (new for 2016), LEAP (new for 2016), Lewes District Business Awards (Award Sponsor), and the Chair of LDC

ACTIVITIES UNDERTAKEN

- Small artists steering group consulted pre-festival
- Two free workshops for artists (see above)
- Lewes and Seaford TIC's were Artwave hubs and distribution points throughout festival
- Private View Trail Night – thirteen venues participated
- Expansion of popular trails – Lewes Town, Seaford, Havens and North, South and East Rural Trails
- Two categories for Artwave Favourite Award – Artist and Venue, as voted by public
- Artwave Favourite Award Ceremony – Lewes House
- Artwave Surrealist Arts Café – £450 raised for Cancer Research
- LDC owned premises Lewes House and 2 Fisher Street were rented out for the three weekends of the festival

EVALUATION AND IMPACT STUDY

PROMOTION

- Artwave stall and info at Artists United, Lewes District Business Awards and JOY Festival
- 25,000 copies of brochure printed and distributed throughout Sussex (90% pick up rate)
- 500 A3 and 1,000 A4 posters printed and distributed throughout Sussex
- Vinyl banners across Lewes precinct, at Lewes House and outside Seaford Tourist Information Centre and 15 displayed outside individual venues
- Winkworth promotion boards offered outside all venues
- Responsive, searchable and dedicated Artwave website; compatible with desktop, tablet, mobile and touchscreen platforms

WEBSITE AUDIENCE OVERVIEW

(Aug-Sept 2016)

Sessions	Users	Page Views
5,045	3,650	17,622

PAID FOR ADVERTISING

Publication	Circulation
Latest 7	Weekly, 100,000 readership
Seaford Scene	Monthly, 15,000 readership
Ingenu/e Magazine	Quarterly, 15,000 readership
Viva Lewes	August 2016 Monthly, 33,000 readership
Viva Lewes	September 2016 Monthly, 33,000 readership
Viva Brighton	Monthly 37,000 readership

SOCIAL MEDIA

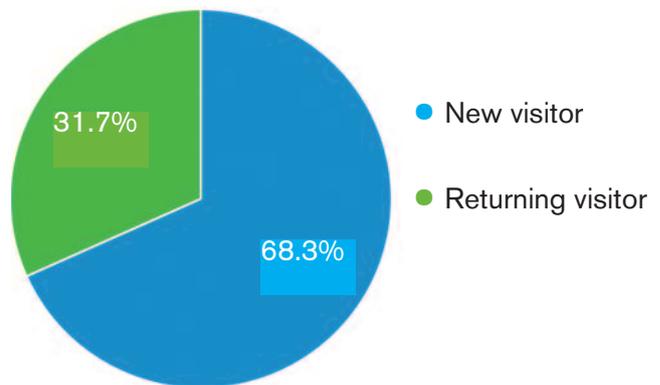
- Increase in Twitter and Instagram coverage and followers throughout festival

Account	2014 followers	2016 followers
Twitter	1280	2092
Instagram	102	402

PRESS COVERAGE

- Seven additional press releases were issued to local media throughout the Festival (Sussex Express, Argus, Leader and Seahaven FM, Viva Lewes, LDC website, District News, Stay Lewes, Coast & Country website, Love Sussex website)
- 30 features and articles, including images and front page coverage between Thursday 7 July and 10 September (Appendix 4)

NEW OR RETURNING VISITORS



APPENDICES AVAILABLE ON REQUEST

- Appendix 1: Copy of venue/artists survey
- Appendix 2: Copy of visitor survey
- Appendix 3: Visitor comments from survey
- Appendix 4: Press cuttings

Forward Plan of Decisions – 1 March 2017 to 30 June 2017

Published: 16 February 2017

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 agree the establishment, purpose and indicative forward development pipeline for consultation of a stand-alone Lewes District Council Housing Investment Company (LHICL); for LDC to agree delegation arrangements and a lending facility to LHICL to take forward future investment Programme (KD) (Lead Councillor: Councillor Maskell)	20 March 2017	Consultation will be carried out with key Cabinet Members prior to the Cabinet meeting. Further consultation will be undertaken on a site by site basis	Not applicable	Legal advice from Trowers	Jessica Haines Project Lead Housing Delivery 01323 410000 jessica.haines@eastbourne.gov.uk
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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 the governance and purpose of a joint LDC/ EBC housing investment company/ LLP and the indicative forward development pipeline for consultation; for LDC Cabinet to agree delegation arrangements and a lending facility to the joint housing development company/LLP to take forward future investment (KD) (Lead Councillor: Councillor Maskell)	20 March 2017	Consultation will be carried out with key Cabinet members prior to the Cabinet meeting.	Not applicable	Legal advice from Trowers	Jessica Haines Project Lead Housing Delivery 01323 410000 jessica.haines@eastbourne.gov.uk
Annual report of Lewes District Community Safety Partnership (KD) (Lead Councillor: Councillor Nicholson)	20 March 2017	Scrutiny Committee - 17 February 2017	Not applicable	None	Jo Harper Head of Business Strategy and Performance 01273 661374 jo.harper@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
Financial Update: Quarter 3 - Revenue Budgets and Capital Programme (KD) (Lead Councillor: Councillor Giles)	20 March 2017	None	Direct to Contact Officer by email, writing or telephone by 1 March 2017	None	Alan Osborne Deputy Chief Executive 01273 661377 finance@lewes.gov.uk
Portfolio Progress and Performance Report – Quarter 3 (2016/17) (NKD) (Lead Councillor: Councillor Merry)	20 March 2017	Scrutiny Committee - 17 February 2017	Not applicable	Not applicable	Sue Harvey Strategic Performance Manager 01273 471600 Ext 6119 sue.harvey@lewes.gov.uk
To approve the Joint LDC/EBC Pay Policy Statement for 2017/2018 (NKD) (Lead Councillor: Councillor Giles)	20 March 2017	Not applicable	Not applicable	Not applicable	Becky Cooke Assistant Director of Human Resources and Organisational Development 07824 350514 becky.cooke@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
The purpose of the Report is to enable Lewes District Council to consult on the introduction of a Public Space Protection Order (PSPO) at Reedens Meadows in Newick (NKD) (Lead Councillor: Councillor Franklin)	20 March 2017	To be confirmed	None	None	Christopher Bibb Project Co-Ordinator 01273 471600 christopher.bibb@lewes.gov.uk
Implementation of the Strategic Property Board and Adoption of the Corporate Asset Management Plan 2017-2020 (KD) (Lead Councillor: Councillor Giles)	June 2017	None	None	Council Plan 2016-2020	Mark Langridge-Kemp Senior Manager – Asset Development, Property and Facilities Shared Service 07900 057102 mark.langridge-kemp@eastbourne.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>Bedding in and implementation of a completely revised and updated drug and alcohol policy for employees working on behalf of LDC (KD) (Lead Councillor: Councillor Merry)</p>	<p>June 2017</p>	<p>Employees have had a chance to attend one of 8 consultation groups the results of which have been analysed. There is a meeting of the working group on 21 February to make decisions on the policy recommendations, and a meeting of the Joint Health and Safety Forum to agree the final draft policy and procedures on 6 March. It will then need to go to the next Employment Committee.</p>	<p>It will need to go to the Council's Corporate Management Team after 6 March and before Employment Committee</p>	<p>The final draft policy, procedures and plan for implementation will be available after 6 March</p>	<p>Jill Yeates Corporate Health and Safety Officer 01273 471600 Jill.yeates@lewes.gov.uk</p>
<p>Action Plan following recommendations of New Homes Working Group (NKD) (Lead Councillor: Councillor Smith)</p>	<p>June 2017</p>	<p>None</p>	<p>None</p>	<p>Report and recommendations of New Homes Project Working Group report (28 September 2016)</p>	<p>Catherine Knight Assistant Director of Legal and Democratic Services 01273 471600 Catherine.Knight@lewes.gov.uk</p>

NOTICE

Forward Plan of Decisions

Supplementary details

The Chair of the Scrutiny Committee, Councillor P Gardiner, has agreed that, in accordance with Paragraph 11(1)(a) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Reports containing Key Decisions relating to (i) the Railway Quay, Newhaven; and (ii) Acquisition of Retail Property in Lewes, will be considered by the Cabinet at its meeting on 20 March 2017.

The above matters were not included in the Forward Plan for consideration on that date but, in accordance with the above Regulations and with the agreement of the Chair of the Scrutiny Committee, such consideration can now be undertaken.

The matters need to be considered by the Cabinet on that date because there are deadlines to be met in respect of the acquisition process. Appendix 3 to the Report relating to the Railway Quay, Newhaven; and Appendix A to the Report relating to Acquisition of Retail Property in Lewes, will contain exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) (ie Information relating to the financial or business affairs of any particular person (including the authority holding that information)). The public interest in maintaining the exemptions outweigh the public interest in disclosing the information.

The Contact Officer for the Report is Bee Lewis, Head of Property and Facilities, telephone 01323 415521, e-mail bee.lewis@lewes.gov.uk

Catherine Knight

Assistant Director of Legal and Democratic Services