

Cabinet

9 July 2020



Time: 2.30 pm

PLEASE NOTE: This will be a 'virtual meeting', held remotely in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations.

Members of the press and public can view the meeting by clicking on the link provided on the agenda page on the Council's website or calling the number provided.

Instructions for members of the committee, officers and other participants to join the meeting have been circulated separately.

Membership:

Councillor Zoe Nicholson (Chair); Councillors James MacCleary (Vice-Chair). Matthew Bird, Julie Carr, Chris Collier, Johnny Denis, William Meyer, Emily O'Brien and Ruth O'Keeffe

Quorum: 4

Published: Wednesday, 1 July 2020

Agenda

1 Minutes of the meeting held on 11 June 2020 (Pages 5 - 12)

2 Apologies for absence

3 Declarations of interest

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.

4 Urgent items

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972. A supplementary report will be circulated at the meeting to update the main reports with any late information.

5 Public question time

To deal with any questions received from members of the public in accordance with Council Procedure Rule 11 (if any).

6 Written question from councillors

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

7 Matters referred to the Cabinet

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

HRA Capital Programme - Housing Delivery Update

Report of Call-in Panel held on 6 July 2020 **(to follow)**

8 Portfolio progress and performance report quarter 4 - 2019-2020

(Pages 13 - 30)

Report of Director of Regeneration and Planning
Lead Cabinet member: Councillor Chris Collier

9 Revised Local Development Scheme (Pages 31 - 46)

Report of Director of Regeneration and Planning
Lead Cabinet member: Councillor Emily O'Brien

10 Newhaven Local Employment and Training Technical Guidance Note

(Pages 47 - 94)

Report of Director of Regeneration and Planning
Lead Cabinet members: Councillors Emily O'Brien and James MacCleary

11 Recovery planning (Pages 95 - 100)

Report of Director of Regeneration and Planning
Lead Cabinet member: Councillor Zoe Nicholson

12 Climate change and sustainability strategy framework (Pages 101 - 134)

Report of Director of Regeneration and Planning
Lead Cabinet member: Councillor Matthew Bird

Information for the public

Accessibility: This agenda and accompanying reports are published on the Council's website in PDF format which means you can use the "read out loud" facility of Adobe Acrobat Reader.

Public participation: Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to submit a speech on a matter which is listed on the agenda if applicable.

Information for councillors

Disclosure of interests: Members should declare their interest in a matter at the beginning of the meeting.

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

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

Councillor right of address: A member of the Council may submit a question to ask the Chair of a committee or sub-committee on any matter in relation to which the Council has powers or duties or which affect the District and which falls within the terms of reference of that committee or subcommittee.

A member must give notice of the question to the Head of Democratic Services in writing or by electronic mail no later than close of business on the fourth working day before the meeting at which the question is to be asked.

Other participation: Please contact Democratic Services (see end of agenda) for the relevant deadlines for registering to speak on a matter which is listed on the agenda if applicable.

Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

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Cabinet

Minutes of meeting held remotely on 11 June 2020 at 2.30 pm

Present:

Councillor Zoe Nicholson (Chair)

Councillors James MacCleary (Vice-Chair), Matthew Bird, Julie Carr, Chris Collier, Johnny Denis, Emily O'Brien and Ruth O'Keeffe

Officers in attendance:

Robert Cottrill (Chief Executive), Homira Javadi (Chief Finance Officer), Ian Fitzpatrick (Deputy Chief Executive and Director of Regeneration and Planning), Philip Evans (Director of Tourism & Enterprise), Tim Whelan (Director of Service Delivery), Becky Cooke (Assistant Director for Human Resources and Transformation), Peter Finnis (Assistant Director for Corporate Governance), Catherine Knight (Assistant Director of Legal and Democratic Services) and Simon Russell (Committee and Civic Services Manager)

Also in attendance:

Councillor Isabelle Linington (Leader of the Opposition), Councillor Joe Miller (Chair of Policy and Performance Advisory Committee) and Councillor Julian Peterson (Chair of Audit and Standards Committee)

72 Minutes of the meeting held on 7 May 2020

The minutes of the meeting held on 7 May 2020 were submitted and approved and the Chair was authorised to sign them as a correct record.

It was confirmed that decisions made by the Leader of the Council, Councillor Zoe Nicholson in relation to items that were originally scheduled for March's Cabinet meeting, prior to lockdown, had been taken and published online, in accordance with the Council's constitution.

73 Apologies for absence

An apology for absence was reported from Councillor Meyer.

74 Declarations of interest

Councillor Collier declared a prejudicial interest in agenda item 8 (Pension fund divestment from fossil fuel industries) as an appointed representative to the Pension Board. He withdrew from the meeting whilst the item was being considered.

Councillors O'Brien and O'Keeffe declared a personal interest in agenda item 8 (Pension fund divestment from fossil fuel industries) as they had a pension with East Sussex County Council. They remained in the meeting and took part in the discussion.

Councillor O'Keeffe declared a personal interest in agenda item 10 (Lewes Football Club – Lease, Dripping Pan, Lewes) as she lived close to the Club and her son was an owner. She remained in the meeting whilst the item was discussed.

75 Pension fund divestment from fossil fuel industries

The Cabinet considered the request from Councillor Ross in relation to pension fund divestment from fossil fuel industries.

Councillor Ross addressed and presented the item to Cabinet.

Cabinet unanimously supported the request and conveyed their thanks to Councillor Ross for submitting the item.

Councillor Collier declared a prejudicial interest in this item and withdrew from the meeting whilst the item was being considered.

Councillors O'Brien and O'Keeffe declared a personal interest in this item and remained in the meeting and took part in the discussion.

Resolved (Non-key decision):

That, in light of the coronavirus crisis, Cabinet write to the Pensions Committee of East Sussex County Council asking it to:

- (1) Immediately freeze any new investment in the top 200 publicly traded fossil fuel companies.
- (2) Ask all fossil fuel companies in which the pension fund holds investments for a firm commitment to entirely decarbonise by 2030.
- (3) Commit itself, over the course of the next 4 years, to divest the East Sussex Pension Fund from any investments in companies that do not provide that commitment by March 2021.

Reason for decision:

Both Lewes District Council (LDC) and East Sussex County Council (ESCC) have recognised and declared climate emergencies and have made commitments to decarbonise.

76 Financial assessment of Covid-19

The Cabinet considered the report of the Chief Finance Office updating them on the financial impact of Covid-19 and associated budgetary implications.

The projected figures, detailed in the report were produced by modelling a number of best and worst-case scenarios based on potential announcements by the government. The report detailed that Covid-19 would likely leave the Council facing a budget deficit of between £3.2 million and £10.2 million, according to the latest estimates.

Referrals from an informal meeting of the Policy and Performance Advisory Committee (PPAC), held on 2 June 2020 was presented by Councillor Joe Miller, Chair of PPAC and considered by Cabinet during their discussions.

The Cabinet resolved to support recommendation (1)(b) from PPAC and that was detailed at resolution (5). An additional recommendation resolving to write to central government for further funding and necessary support for the Council and community was detailed at resolution (6).

Resolved (Key decision):

(1) To note the initial financial impact of Covid-19 and associated vulnerability of the authority's budget.

(2) To note the assumptions being made about the ongoing financial impact of Covid-19.

(3) To approve the reserve transfers included in the report.

(4) To authorise the Chief Executive, in consultation with the Leader of Council, Cabinet member for Finance and the Chief Finance Officer, to make use of monies held in the Council's COVID19 earmarked reserve as he believes most appropriate in order to continue essential service delivery and/or to mitigate the impact of the emergency on residents and/or service users.

(5) To ask the Chief Executive to formally pass on the thanks of all members to officers of the Council for their hard work and diligence during a difficult and unprecedented period.

(6) That the Leader, Deputy Leader and Chief Executive of the Council send a letter to the Prime Minister and Chancellor of the Exchequer. The letter would acknowledge the funding received to date, although the focus would very much be on what is needed from Government to support the community going forward. The letter would focus on the flexibilities and measures needed as a Council in order to support the community and contribute to its economic recovery.

Reason for decisions:

The Council's response to Covid-19 has been and continues to be fast paced. Budgetary assumptions are liable to change and are only given as an indication. This report provides a position statement at this time to keep Cabinet informed.

77 Lewes Football Club - Lease, Dripping Pan, Lewes

The Cabinet considered the report of the Deputy Chief Executive and Director of Regeneration and Planning seeking recommendation regarding the grant of a 25 year lease to Lewes Football Club of the Dripping Pan site, subject to further approval from Full Council on 20 July 2020.

Referrals from an informal meeting of the Policy and Performance Advisory Committee (PPAC), held on 2 June 2020 was presented by Councillor Joe Miller, Chair of PPAC and considered by Cabinet during their discussions.

In response to a question with regards to whether the insertion of a break-clause in the lease would be suitable, the Cabinet advised that this was not necessary and would have an impact on the Club's ability to attract grant funding.

Taking into account the recommendations from PPAC and acknowledging the importance of sport and leisure and stress placed on clubs and organisations across the District, the Cabinet added in an additional recommendation and that was detailed at resolution (2).

Councillor O'Keeffe declared a personal interest in this item. She remained in the meeting whilst the item was discussed.

Recommended to Full Council:

(1) To recommend to Full Council the grant of a 25- year lease to Lewes FC of the Dripping Pan. For this purpose, the Council will be sitting in its capacity as the sole charitable trustee of the Mountfield Pleasure Ground Trust.

Resolved (Non-key decision):

(2) To request that a future report be submitted on the impact of Covid-19 on all of the Council's leisure and recreational facilities.

Reason for decision:

To enable Lewes Football Club to seek grant funding to make improvements to the Club's site. The Dripping Pan forms part of Mountfield Pleasure Ground Trust and as such the final decision in this matter resides with Full Council as sole charitable trustee.

78 HRA Capital Programme - Housing Delivery Update

The Cabinet considered the report of the Deputy Chief Executive and the Director of Regeneration and Planning providing an update on the Housing Revenue Account (HRA) Capital Programme for housing delivery to bring forward new affordable homes to the District.

Referrals from an informal meeting of the Policy and Performance Advisory Committee (PPAC), held on 2 June 2020 was presented by Councillor Joe Miller, Chair of PPAC and considered by Cabinet during their discussions.

Councillor MacCleary responded to the recommendations made by PPAC. In addressing recommendations (2) and (3) it was clarified that Lewes Town was a difficult location to deliver affordable homes but with now certainty over costs, it is financially viable to proceed with this important scheme. It was believed that investing in affordable homes at Saxonbury would be cost effective. In terms of PPAC's recommendation to re-tender, Councillor MacCleary responded that the current tender was in line with market expectations and any further delay would increase the risk of costs rising.

In addressing recommendation (4) from PPAC, Councillor MacCleary advised that Cabinet were keen to empower officers to deliver within the framework set however he would ask officers to review the Officer Scheme of Delegation. Existing safeguards were already in place within the Council's Contract Procedure Rules.

Finally in addressing recommendation (5) from PPAC, Councillor MacCleary concluded that Directors could only exercise delegation, in consultation with the Lead member for Housing and Chief Finance Officer. The recommendation as set out in the report provided financial and political oversight to progress the scheme in a timely matter.

Visiting member and Leader of the Opposition, Councillor Linington addressed the Cabinet in relation to officer recommendation (3) and asked that they revisit the proposal for Saxonbury.

Cabinet also considered the exempt appendix that accompanied the report but did not make reference to the named sites contained in the proposals.

The Cabinet agreed to unanimously accept the officer recommendations as set out in the report.

Resolved (Key decision):

(1) To approve the S106 acquisition proposals outlined within Appendix A (exempt) enclosed as part of the HRA Capital Programme for housing delivery subject to contract, valuation, legal advice and the usual due diligence. The overall project costs will be covered by a combination of sales receipts, Right to Buy (RTB) receipts and borrowing as required in accordance with the HRA Business Plan.

(2) To approve a waiver to the Contract Procedural Rules (CPR), as set out in Para. 2.4.1(a) of the CPR to allow the direct selection of the contractor(s) associated with any S106 proposals due to the developer(s) already owning the site(s) and being the only party with whom the Council could contract.

(3) To approve the revised scheme proposal for Saxonbury including the change in budget from £1.5m to £1.8m, the change in tenure and the use of RTB receipts to support the financial viability and delivery of new Council rented homes.

(4) To approve a waiver to the CPR, as set out in Para. 2.4.1(a) of the CPR to allow the direct selection of a main contractor for Saxonbury, due to the lack of 4 competitive tenders received in response to the Invitation to Tender.

(5) To authorise the Director of Regeneration and Planning to carry out all necessary actions to facilitate the proposals outlined at Recommendations 1) and 3) including feasibility, development and determining the terms of all necessary documentation and to subdelegate those actions as required. To also authorise the Director of Regeneration and Planning to authorise the signature of all necessary documentation to allow the purchase and development of the sites for residential housing as proposed and to let the homes to new tenants and dispose on shared ownership terms as required.

(6) To approve the increase to the existing feasibility revenue budget as implemented in June 2017 to a total amount of £350,000 to enable the development of the new housing delivery project pipeline as part of the HRA Capital Programme and to delegate authority to the Director of Regeneration and Planning to approve all expenditure, to be sub-delegated as required.

(7) To authorise and delegate authority to the Director of Regeneration and Planning, in consultation with the Lead Member for Housing and Chief Finance Officer, to carry out all necessary actions to progress and approve all acquisitions (including S106 acquisitions) as part of the HRA Capital Programme and to authorise the signature of all necessary documentation to allow the purchase(s) and further development of S106 sites subject to the development of a sound and financially viable business case presented in accordance with the HRA Business Plan and to let the homes to new tenants and dispose on shared ownership terms as required.

(8) To note the continued progress of the Council's housing infills programme.

Reason for decisions:

(1) To provide an update on the development of the HRA Capital Programme for housing delivery and highlight the opportunities coming forward.

(2) To present proposals to meet the objectives of the HRA Business Plan to increase the amount, availability and accessibility of diverse Council housing within the district.

(3) To progress projects that utilise retained Right to Buy receipts from social housing sales to support financial viability.

(4) To develop existing budgets and approvals to enable the delivery of a consolidated, well-managed pipeline of housing delivery projects in accordance with corporate objectives.

79 Vote of thanks

Councillor Nicholson thanked officers for their work behind the scenes in delivering live remote meetings and enabling elected members to participate.

Thanks were also conveyed to visiting members for their contribution to the meeting.

The meeting ended at 3.56 pm

Councillor Zoe Nicholson (Chair)

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Agenda Item 8

Report to:	Cabinet
Date:	9 July 2020
Title:	Portfolio Progress and Performance Report 2019/20- Quarter 4 (1 January-31 March 2020)
Report of:	Ian Fitzpatrick, Director of Regeneration and Planning
Cabinet member:	Councillor Chris Collier, Cabinet member for performance and people
Ward(s):	All
Purpose of report:	To consider the Council's progress and performance in respect of key projects and targets contained in the Corporate Plan 2016-20 for the fourth quarter of the year (January-March 2020) as shown in Appendix 1.
Decision type:	Non-key
Officer recommendation(s):	Note progress and performance for Quarter 4.
Reasons for recommendations:	To enable Cabinet members to consider specific aspects of the Council's progress and performance.
Contact Officer(s):	Name: Millie McDevitt Post title: Projects and Performance Lead E-mail: Millie.McDevitt@lewes-eastbourne.gov.uk Telephone number: 01273 085637 / 01323 415637

1 Introduction

- 1.1 The Council has an annual cycle for the preparation, implementation and monitoring of its business plans and budgets. 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.
- 1.2 It is important to monitor and assess progress and performance on a regular basis, to ensure the Council continues to deliver priority outcomes and excellent services to its customers and communities.
- 1.3 This report sets out the Council's performance in the fourth quarter of 2019/20 against its aspirations as set out in the Corporate Plan 2016-20.
- 1.4 The Corporate Plan 2020-24 was adopted by Full Council in February 2020. Future reports will measure performance against the new plan's 4 year goals

and key areas of focus.

2 Q4 Performance and Covid-19

- 2.1 Appendix 1 provides a high level summary of progress and performance arranged by Cabinet portfolio. The summary shows where performance and projects are 'on track/on target' and where there are areas of risk, concern or under-performance. Where performance or projects are 'off track/below target', an explanation of the management action being taken to address this is also provided.
- 2.2 At the end of this quarter, the Covid-19 pandemic started to significantly affect the district and lockdown measures were introduced by the Prime Minister. Performance out-turn was affected by this to some degree, however for the most part, services were able to maintain their performance levels. This was achieved whilst at the same time quickly rolling out revised ways of working and new services to support the district's communities with the impact of Covid-19.
- 2.3 How this authority responded to Covid-19 and supported the community was reported at the Extraordinary Cabinet meeting of 7 May. Some of the headline achievements include:
- In partnership with the voluntary sector, setting up a Community Hub to help connect people with local voluntary and community organisations;
 - Establishment of a Coronavirus helpline and increased the number of customer service staff to ensure a prompt and high quality service
 - Redeploying 110 staff to provide additional support in business critical service areas which came under pressure including benefits assessment and business grants;
 - Increased support for our tenants including daily welfare checks;
 - Rough sleepers in Lewes District were provided accommodation by 29 March.
 - Payment of £20,145,000 in grants to 1,647 local businesses as at 31 May 2020.
 - Processing twice as many benefits claims compared to pre Covid-19

Full performance information relating to this period will be contained within the performance report for the first quarter of 2020/21, to be considered by Cabinet in September.

2.4 **2019/20 Overview**

In 2019/20, the council, through change and improvement interventions, significantly improved its service and response times in a number of areas including:

Benefit processing times: improved from a low of 51.6 days in 2018/19 to just over 16 days by the end of 2019/20)

Call handling times: improved from a low of 19% in 2018/19 to just under 90% by the end of 2019/20

Disabled Facilities Grant approvals: improved from an average of 10 days in 2018/19 to 4 days in 2019/20

Challenges

In 2019/20, we experienced challenges in our revenue collection areas (rent arrears, council tax collection and business rate collection). These have been compounded by the pressures brought about Covid-19 with no statutory debt collection so the council have established an income maximisation work stream utilising ethical debt recovery methods to further improve our revenue collection performance.

2.5 **2020/21**

Performance indicators for 2020/21 are undergoing a process of review and confirmation in light of Covid-19. This is a joint process undertaken by members and officers. Further information is provided elsewhere on this agenda.

3 Financial Appraisal

- 3.1 Project and performance monitoring and reporting arrangements are contained within existing estimates. Corporate performance information should also be considered alongside the Council's financial update reports (also reported to Cabinet each quarter) as there is a clear link between performance and budgets/resources.

4 Legal Implications

- 4.1 Comment from the Legal Services Team is not necessary for this routine monitoring report.

5 Risk Management Implications

- 5.1 It is important that corporate performance is monitored regularly otherwise there is a risk that reductions in service levels, or projects falling behind schedule, are not addressed in a timely way.

6 Equality Analysis









- 6.1 The equality implications of individual decisions relating to the projects/services covered in this report are addressed within other relevant Council reports or as part of programmed equality analysis. The equality implications of projects that form part of the Joint Transformation Programme are addressed through separate Equality and Fairness assessments.

7 Appendices



- 7.1 Appendix 1 – Portfolio Progress and Performance Report (Quarter 4 2019/20)


Appendix 1

Lewes District Council Portfolio Progress and Performance Report Quarter 4 2019-2020 (1 January to 31 March)







Key			
	Performance that is at or above target Project is on track		Performance that is below target Projects that are not expected to be completed in time or within requirements
	Project has been completed, been discontinued or is on hold		Performance that is slightly below target but is within an acceptable tolerance Projects : where there are issues causing significant delay, changes to planned activities, scale, cost pressures or risks
	Direction of travel on performance indicator : improving performance		Direction of travel on performance indicator : declining performance
	Direction of travel on performance indicator : no change		Data with no performance target

1. Leader & lead officer (Deputy Chief Executive) Projects & Programmes




Project / Initiative	Description	Target Completion or key milestone date	Status	Update
<p>North Street Quarter</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 18</p>	<p>Regeneration of the North Street Quarter area in Lewes to provide over 400 homes; health hub; car park and new commercial space.</p>	<p>Phase 1 completion: Q1 2021/22</p>	<p></p>	<p>North Street Quarter Ltd (NSQL) commenced marketing the scheme for a developer (for all three phases) on 22 June 2019. Best and final offers were received by 9 December 2019. Bids are currently being assessed by NSQL. The previously agreed procurement route would see LDC enter into an LCA with NSQL at the same time as NSQL contracts with a Developer.</p> <p>The Cabinet meeting of 26 March 2020 granted delegated authority for the Council to enter into a Exclusivity 'lockout' agreement' with NSQL's preferred developer in order that it can carry out its own due diligence and detailed site investigations, and negotiate contractual arrangements with NSQL / commit to a proposed contract without competition from third parties. Cabinet also the approved the Council's minimum requirements in respect of any redevelopment of the NSQ site.</p> <p>Covid 19 has caused some delays but discussions have now recommenced. A timeframe for delivery of the NSQ will only be available once a developer has been confirmed / appointed. A report will be tabled at a future Cabinet meeting which will seek authority for the Council to enter into the necessary agreement(s) to deliver the scheme.</p> <p>LDC continues to work with its advisors to secure the remaining third party freehold land interests at the site.</p>
<p>Seaford Health hub (formerly Downs Leisure Centre)</p>	<p>Project is intended to deliver new premises for two GP practices and East Sussex Healthcare NHS Trust, new and refurbished space in the Downs (Wave) Leisure Centre, a pharmacy and new facilities for the Over 60s' Club.</p>	<p>Q3 2020/21</p>	<p></p>	<p>A Scrutiny Committee Task Group was formed to consider the proposals for a new health hub at The Downs site, along with consideration of the issues raised in a petition by local residents. Scrutiny made its recommendations to Cabinet on 26th March 2020.</p> <p>In accordance with the recommendations of Scrutiny, Cabinet agreed that the proposed redevelopment of The Downs site for new health premises will not be taken forward unless and until the Council can be satisfied that there is no prospect of developing new GP premises at the site of the Seaford Medical Centre on Dane Road. The Council approved the potential inclusion of the Richmond Road Car Park in any detailed viability work carried out by health partners on the Dane Road site. It also determined that if a scheme was to be delivered at The Downs, it should not include any retail or residential development.</p> <p>Council officers are now supporting the NHS Eastbourne, Hailsham & Seaford Clinical Commissioning Group to carry out viability work on the Dane Road / Richmond Road Car Park sites. Given that capacity across the NHS has been affected by the Covid-19 pandemic, there may be a delay in concluding the viability work.</p>

Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Springman House- Blue light services hub	Relocation of key emergency services to create a blue light services hub that supports delivery of the North Street Quarter.	Q3 2019/20- key milestone (planning)		<p>In December 2019, ESFRS agreed a stand-alone scheme on the Springman site that will work operationally for the fire service (subject to internal designs and planning / highways), and which includes space for SECamb. The Sussex Police owned public car park to the rear of the adjacent police station is still required by ESFRS for its training area.</p> <p>The total cost of the new fire station scheme is more than identified in the NSQ scheme appraisal.</p> <p>The Cabinet meeting of 26 March 2020 approved (as one of LDC's minimum requirements from any redevelopment of the NSQ site) that the NSQ Developer must build out the new fire station. A scheme to deliver a new fire station on the Springman site cannot therefore progress any further until an NSQ developer is appointed and an agreement is in place, between the Council and this developer, to build out the fire station.</p> <p>LDC will continue dialogue with ESFRS and Sussex policy around possible sources of funding for the fire station scheme.</p>



Key Performance Indicators

KPI	Annual Target	Preceding year: Q4 18/19	Preceding quarter: Q3	Q4			19/20		Notes
				Out-turn	Q3 to Q4 trend	Status	Overall Performance		
Maximise amount of Council Tax collected during the year	98% (profiled per quarter)	97.70%	84.93%	97.34%			97.34%		Despite Covid-19 challenges of the final month of this quarter, collections were maintained as it is only slightly down by 0.23% on the 2018/19 collection rate of 97.70. The number of residents who have fallen into arrears has increased and is reflected in the shortfall in income, falling just below the target, at the end of this financial year. Since including extra monthly reminder and final notice recovery runs, the collection rate has improved since November when the collection rate was 1.04% below target.
Maximise amount of Business Rates collected during the year	98.5% (profiled)	98.13%	81.67%	96.51%			96.51%		Collection is just below target. There were 12 accounts billed in the final quarter equating to a total debit £201k which were not paid and subject to recovery action. In January, 60 cases summonsed and Liability Orders issued in February totalling £400. The cases were referred to our collection agent in March, however all further action was suspended as a result of the COVID Pandemic

2. Regeneration and Prosperity portfolio holder & lead officer (Deputy Chief Executive): Projects & Programmes







Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Newhaven Enterprise Zone (NEZ)	NEZ covers 8 key sites of strategic importance with the aim of driving economic growth through the creation of up to 55,000m ² of new employment floor space, refurbishing 15,000m ² of existing employment floor space and creating / sustaining up to 2,000 FTE jobs over a 25-year period. In 2019/20 we expect to reach the following milestones:	Overall Q4 2041/42 Specific milestones listed under Newhaven town centre & Railway Quay		The EZ has recently undertaken extensive and robust engagement with key stakeholders and partners and the community in and around Newhaven. The process, which involved 1-1's, focus groups, discussion workshops and an online survey has meant we have been able to produce a place based narrative for the town: identifying clearly what the place is for and what it can offer. Key themes and ideas emerged consistently and strongly for Newhaven and will be used for how we promote Newhaven for investment. Material has also been produced which can be used for communications and marketing and all partners as a place led approach. The launch had been planned for April but was understandably postponed due to Covid. Now more than ever a strong narrative for Newhaven is required as we begin to enter into economic recovery.
Newhaven Town Centre	Delivery of mixed use regeneration scheme within NEZ.	Q4 2020/21		It has been agreed to bring the current feasibility phase for a Health & Wellbeing Hub to a close. The council has recognised uncertainty in the market place and challenging business times ahead. If market conditions change then this will be revisited. The site is also included within a Future High Streets Fund application, which if successful will see the buildings repurposed. This project will be led by the Regeneration Team.
Railway Quay	Delivery of mixed use regeneration scheme within NEZ.	Q2 2020/21		Discussions with the Department of Education on a Council led solution continued in Q4.

3. Planning portfolio holder & lead officer (Deputy Chief Executive) Projects & Programmes

Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Neighbourhood Planning	The purpose of Neighbourhood Planning is to empower local people to enable them to shape development in the area in which they live.	Q3 2021/22		<p>Peacehaven & Telscombe : The group are continuing dynamically in the face of Covid-19 and are meeting regularly virtually. Currently, the group are exploring the development potential of the main site in a master-planning technical package provided by AECOM. Further background evidence work on housing, the environment and retail etc. continues to try to mitigate delays to the preparation of the Plan.</p> <p>Chailey : The Examiner for the Neighbourhood Plan has been appointed and will begin the examination soon. Due to restrictions to referendums under the Covid-19 Regulations, the plan cannot proceed to referendum until after 6th May 2021 whatever the outcome of the examination. However, if the Examiner recommends the plan proceed to referendum and the Council agree, the plan will be given "significant weight" in planning decisions until a referendum can take place.</p> <p>Seaford: The Neighbourhood Plan was 'made' on 24th February 2020 by Full Council and continues to form part of the development plan for the District.</p>
Local Plan Part 2	Local Plan Part 2 will allocate land for different types of development	Q3 2019/20		Project complete: fully adopted at Feb Council and being used for development purposes.

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Key Performance Indicators



KPI	Annual Target	Preceding year: Q4 18/19	Preceding quarter: Q3	Q4			19/20		Notes
				Out-turn	Q3 to Q4 trend	Status	Overall Performance		
Increase the percentage of major applications determined within 13 weeks- LDC	At least 60%	Previously reported LDC/SDN PA jointly	66.67%	25%			53.85%		<p>Performance exceeded our target in Q1, 2 and 3 and had green out-turns.</p> <p>In Q4 the team made 4 decisions on major applications and were only able to secure an extension of time (EoT) on 1 of those cases. At the time of writing the performance for April to June is within target.</p>
Increase the percentage of	At least	Not reported to	0	0			100%		Target was exceeded over the year with only 1 major application in Q1 which was

KPI	Annual Target	Preceding year: Q4 18/19	Preceding quarter: Q3	Q4			19/20		Notes
				Out-turn	Q3 to Q4 trend	Status	Overall Performance		
major applications determined within 13 weeks- SDNPA	60%	Scrutiny/ Cabinet	cases	cases					completed within 13 weeks.
Increase the percentage of minor applications determined within 8 weeks- LDC	At least 70%	Previously reported LDC/SDN PA jointly	81.42%	70.59 %	↓	✅	79.44%	✅	Good performance this year with target being exceeded each quarter. In total 371 out of 467 non-major applications were dealt within 8 weeks.
Increase the percentage of minor applications determined within 8 weeks- SDNPA	At least 70%	Previously reported LDC/SDN PA jointly 75%	52.63%	59.43 %	↑	⚠️	68.7%	⚠️	<p>Q4 has seen an increase in the number of cases determined and a modest increase in speed of processing compared to Q3.</p> <p>Vacancies at senior level are being recruited to by the SDNPA; which is expected to assist in an improvement in performance.</p> <p>Annual performance is slightly below target this year and just below the national PI.</p>
Quality of decision making – Meet government targets for quality making with less than 10% of decisions overturned at appeal	Less than 10%	33.3%	27.3%	20.0%	↑	⚠️	20.0%	⚠️	<p>Q4: 1 out of 5 planning appeals were allowed. LW/18/0956 – Peacehaven : The Inspector considered that the Council's refusal of the Certificate of Lawful use, based on the evidence submitted was unfounded and there was a lack of evidence to contradict the applicant's claim that the use had not begun more than 4 years before the relevant date.</p> <p>During the year 6 out of 30 planning appeals were allowed.</p>
Number of EV charging points agreed within planning applications.	Data only for yr1 to allow benchmarking	New PI	REPORTED ANNUALLY			n/a	n/a	📊	Conditions have been applied to all appropriate applications for the inclusion of EV charging. Total numbers achieved will be reliant on scheme build out and officers are exploring monitoring arrangements to support this activity's data.

4. Recycling, Waste and Open Spaces portfolio holder & lead officer (Director for Service Delivery) Key Performance Indicators

KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20		Notes
				Out-turn	Q3 to Q4 trend	Status	Overall Performance		
Reduce the number of reported fly-tipping incidents Page 23	data only-reducing	New PI for 19/20	27	47	↓	✅	163	✅	<p>During lockdown fly tips continue to increase dramatically. Hot spots include Grand Avenue, Seaford where there has been several green waste fly tips. Construction waste dumped at Piddinghoe Avenue and Steyning Avenue mini recycling centres which are occurring almost every day. Lambs Bridge mini recycling site, Seaford has had to be closed due to constant abuse with black sacks of waste contaminating recycling bins. Local councillors have been informed.</p> <p>In rural areas of Lewes District there have been several fly tips of household waste and construction waste along the lanes.</p> <p>In relation to enforcement one person was identified for dumping waste in Gorhams Lane, Telscombe and after admitting the offence contrary to Section 34 of the Environmental Protection Act 1990 (Duty of Care) they were issued with a £250 Fixed penalty notice.</p> <p>In addition to the number reported, numerous small fly tips have been found by the waste crews and these have not been recorded as the crews just remove them as part of their patrols.</p> <p>The cumulative figure for the year is 163 compared with 215 for the same period last year which is a reduction of 52.</p>
Increase percentage of household waste sent for reuse, recycling and composting	At least 38%	36.26%	42.47%	31.79%	↓	❌	39.99%	✅	<p>Annual performance was over target.</p> <p>The decrease in Q4 performance is a result of the reduction in garden waste collected at this time of the year.</p> <p><i>NB: The numerator and denominator figures are provided by ESCC Waste Team (Spreadsheet AP29) ensuring auditable and consistency of data. DEFRA will publish the council's actual recycling rate using data submitted through Waste Data Flow at a later date.</i></p>
KG waste collected per household	Data only	169.44	146.11	104.6	↓	📊	575.71	📊	Data received from ESCC.

5. Sustainability portfolio holder & lead officer (Deputy Chief Executive): Projects & Programmes

Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Deliver the Upper Ouse flood protection and water prevention project Page 24	<p>Programme of flood protection work across the District</p> <p>In 2019/20 we expect to reach the following milestones</p> <p><u>Ringmer Village Green:</u> Q4 Designs costed and applications submitted for funding grants.</p> <p><u>Ringmer Broyleside:</u> Q4 Investigation potential for proposed land to be allocated for housing development</p>	Q3 2022/23		<p>In Q4, both milestones as listed were met: Ringmer Village Green- funding grant applications were submitted; Ringmer Broyleside- the potential for land to be allocated for housing development was considered and agreed that this won't form part of the Upper Ouse project as not within objectives of this project. It is not anticipated that land will be allocated for housing development.</p> <p>Since the Covid 19 lockdown was introduced in late March 2020, there has been limited ability to progress projects in the field as the council and its contractors has limited outside activities to those which are safety critical.</p> <p>Communications with both Ouse and Adur River Trust and Sussex Flow Initiative have ensured that "desktop activities" have continued to ensure we are in the best place to resume delivery of projects on the ground later in the late summer/autumn period should Covid 19 social distancing rules permit.</p> <p>The projects in Ringmer and Wivelsfield pose challenges on how to engage with the public. Issues to discuss include potential measures that could be adopted to slow and store water within these villages during the present social distancing rules etc. Plans are being discussed to explore further how this may be resolved.</p>
Newhaven Flood Alleviation Scheme (Environment Agency)	Enabling the delivery of key infrastructure projects in Newhaven.	Q4 2019/20		Work continues to progress with Network Rail to secure necessary rail possessions (currently planned for Sept, Dec and March). Most key agreements between EA and NR now signed. Covid-19 is not yet impacting the programme, but is an unknown risk as yet. Completion planned March 2021, but if rail possessions do not take place then this may be extended.

Key Performance Indicators

KPI	Annual Target	Preceding year:	Preceding quarter:	Q4			19/20		Notes
		Q4 2018/19	Q3 2019/20	Out-turn	Q3 to Q4 trend	Status	Overall Performance		
Reduce number of times nitrogen dioxide levels exceed national air quality objectives (200 µg/m ³ hourly mean ave.)	18 (annual max)	Not reported to Scrutiny or Cabinet	0	0			0		<p>This is a national target to measure the number of times per annum nitrogen dioxide levels have exceeded 200 µg/m³ hourly mean ave. There have been no occasions where the average 24 period has exceeded 200 µg/m³ hourly mean ave and therefore a nil has been recorded.</p> <p>This will continue to be monitored</p>
Reduce sites exceeding recommended national air quality nitrogen dioxide levels (40 µg/m ³ quarterly mean)	Data only	Not reported to Scrutiny or Cabinet	REPORTED ANNUALLY			n/a	6		<p>Results are recorded on an annual basis and are preliminary until a bias adjustment has been made by DEFRA and applied to the figures. For the calendar year 2019 the following sites have preliminary results showing an average in excess of 40 ug/m³.</p> <p>Southway - Newhaven Fisher Street East - Lewes School Hill - Lewes Bridge Pub - Newhaven Old Chapel - Newhaven Knights Gate Road - Falmer</p> <p>These site will be fully assessed under the National Air Quality Objectives 2019 as part fo the Annual Status Report which is currently being produced.</p>
Reduce number of times particulate matter levels exceed national air quality objectives (50 µg/m ³ 24 hour ave)	35 (annual max)	Not reported to Scrutiny or Cabinet	1	tbc			3		<p>It is not possible to report Q4 figures as the PM10 Analyser has developed a technical issue. We are investigating the cause and liaising with the supplier to carry out the necessary repair. Up to Q4 there have only been 3 occasions when the number of times 24-hour mean 50 µg/m³ exceeded. The target is less than 35 times a year.</p> <p>Annual update There has been only 3 occasions when the number of times 24-hour mean 50 µg/m³ exceeded. The target is 35 times a year.</p>









6. Housing portfolio holder & lead officer (Director of Service Delivery) Projects & Programmes

Project / Initiative	Description	Target Completion or key milestone date	Status	Update
Affordable homes	Delivery of 30 affordable homes as per set out in the Local Plan	Q4 2019/20		This is an ongoing programme of work which is being discussed.
Compliance of regulatory and health & safety requirements	Adherence to yearly schedule of compliance checks and timely completion of necessary work relating to council's regulatory and legislative health and safety requirements	Q4 2019/20		All statutory compliance inspections and checks continued. Some residents are declining access but we and our contractor are working with the residents for access ASAP. Estate inspections have continued to be carried out, Essential maintenance to all compliance related matters have continued to be carried out, Communal asbestos surveys are up to date and the next re-inspection is scheduled to start in early June, Communal electrical testing program is scheduled to re-start in early June.

Key Performance Indicators

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KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20 Overall Performance		Notes
				Out-turn	Q3 to Q4 trend	Status			
Increase net additional homes provided (reported annually only not quarterly)	245	REPORTED ANNUALLY			n/a	251		This is the number of net homes delivered with Lewes district outside the South Downs National Park.	
Decrease the time taken from the receipt of a fully complete DFG application to the grant being approved	Less than 28 days	10 days	8 days	4 days			4 days		The Occupational Therapists (OT) and OT advisors have completed their first year working within the district which has resulted in a great throughput of grants, procedures have been streamlined and processing times have been reduced.
Decrease total number of households living in emergency (nightly paid) accommodation	Data only	48	35	36			36		The team ends the performance year with a 32% reduction in households in emergency accommodation - down from 53 in March 2019 to 36 in March 2020. The overall number of households in EA has been on a downward trend since the start of the year and was expected to reduce further. However, the Covid-19 pandemic has impacted the service greatly and limited the team's ability to move households out of EA into more settled accommodation.

KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20 Overall Performance		Notes
				Out-turn	Q3 to Q4 trend	Status			
									Changes in team work processes and structures has resulted in an increase in the number of households prevented and relieved from homelessness, which was noted by the Ministry of Housing, Communities and Local Government in a visit in February 2020
Increase overall tenant satisfaction	Data only	85%	83%	83%	▬	 (data only)	86%		A lower response rate from tenants has impacted on the overall result across a number of measures during Quarter 4. Annual outturn of 86% is within tolerance agreed by Homes First but clearly we look to each and every complaint and expression of dissatisfaction as an improvement opportunity and follow up all comments we receive with individual correspondents
Decrease rent arrears of current tenants (as a percentage of all rent)	Less than 3%	4.64%	5.72%	5.56%	↑		5.56%		Although it is too early to see the impact of Covid-19 on rent arrears, we now have an improvement plan in place with additional software and improvements to the housing system (Housing CX) to allow the team to assist tenants in arrears through targeted interventions. We are creating a rent income maximisation team to deliver the improvement plan and support our tenants. We have set up a new Specialist Rent areas team that works in our Income Maximisation work stream, utilising new software that uses automated SMS text messages to contact customers as soon as a payment is late. We are also utilising new software for data checks that identify vulnerable customers, but also allow us to target arrears collection to individual circumstances. The team has a target to return rent arrears to less than 3% by Q3, despite the challenges that will be posed by Covid-19
Decrease average number of days to re-let Council homes (excluding temporary lets)	Less than 23	64	16.7	15.77	↑		20		The overall figure for this quarter is well within target again. We continue to monitor void and lettings during weekly meetings and this will continue in order to closely manage performance going forward. Annual performance is 0.5% over target. Performance has significantly improved from 31.4 days last year.
Number of housing lets per quarter	Data only		41	39	↓		117		There was a decrease in housing lets due to the start of the Covid-19 pandemic.

7. Community and Customers portfolio holder & lead officer (Director for service delivery)

Key Performance Indicators

KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20 Overall Performance	Notes
				Out-turn	Q3 to Q4 trend	Status		
<p>Page 28</p> <p>Increase percentage of calls to the contact centre answered within 60 seconds (NB- quality of response to be reported in commentary)</p>	At least 80% during normal call demand	56.17%	77.56%	89.95 %	↑	✓	75.28 %	<p>Although Q4 sees some of the busiest periods for Customer Contact, including January's return from Christmas Break and March's Annual billing which sees over 250K pieces of correspondence sent in few days, we still managed to achieve our target in each month of Qt.</p> <p>As the COVID-19 situation started to become more serious during March and the guidance on home working more apparent, Customer Contact began to quickly adapt its approach and resources.</p> <p>With Customer Advisors not having access to laptops and phone equipment, we were able to quickly secure and deploy 8 laptops to Customer Advisors who were most at risk and being advised to stay at home. With these 8 Advisors safely working from home answering calls, we then turned our attention to other work that could be completed at home by our vulnerable staff members and to minimise work travel. We increased the amount of licenses we had for our Webchat service which now sees anything between 10 and 15 advisors being available for live chat using their own PC equipment at home.</p> <p>In addition to this, we have also been given a list of around 3000 council tenants who may be classed as vulnerable and they now receive a weekly call from a customer advisor who is working from home – they will be checking our tenants are ok and ensuring that any needs are met by offering support or sign posting them to relevant charities and organisations.</p> <p>As we enter Q1 for 2020/2021' our focus continues to remain on supporting those in our communities who are most vulnerable and in need of our support due to the impact of COVID-19. In addition to covering our normal duties on the phone lines, webchat, emails and post and with reduced staffing present, we have also been aiding in covering the Community Hub lines where residents who are most vulnerable have been contacting us for assistance. We will continue to evaluate our available resources on a daily bases and ensure that those most in need are able to contact us quickly and effectively, whilst encouraging those that are able to self-source information on our website or use of the Webchat facility.</p>

KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20 Overall Performance		Notes
				Out-turn	Q3 to Q4 trend	Status			
Reduce the numbers of abandoned calls to the contact centre	5%	15.76%	5.44%	2.91 %	↑	✓	8.9%	⬮	As we developed our Customer Advisor team through training throughout the year they have improved performance through each quarter, meeting the 5% target in every month of Q4. For more detailed commentary see above PI.
Average number of days to process new claims for housing benefit/council tax reduction	No more than 22 days	25.1	22.0	17.3	↑	✓	21.3	✓	We undertook a full review of Housing benefit and produced an improvement plan in response to the performance in 18/19. This year's performance is ahead of target and a significant improvement on the 18/19 outturn of 37.5 days, despite a sharp rise in demand in the last three weeks in March due to the impact of Covid-19.
Average number of days to process change of circumstances for housing benefit/council tax reduction	No more than 8 days	3.1	13.5	2.2	↑	✓	6.0	⬮	Performance is ahead of target and 0.5 days improvement on the 2018/19 outturn. Please see commentary above for further information.

8. Tourism and Devolution portfolio holder and lead officer (Assistant Director for Legal & Democratic Affairs and Director for Tourism & Enterprise) Projects & Programmes

Project / Initiative	Description	Target Completion or key milestone date	Status	Update
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.	Q3 2019/20-MET	✓	<p>Possible future devolution list has been updated and further revisions being discussed with Town and Parish councils.</p> <p>Devolution matters noted at the last devolution committee are progressing where possible.</p>

9. Performance and People portfolio holder and lead officer (Assistant director of human resources) Key Performance Indicators

KPI	Annual Target	Preceding year: Q4 2018/19	Preceding quarter: Q3 2019/20	Q4			19/20		Notes
				Out-turn	Q3 to Q4 trend	Status	Overall Performance		
Continued Improvement in average working days lost due to sickness per FTE equivalent staff	Less than 8 days (less than 2 days per quarter)	2.47 days	2.72 days	2.52 days	↑	🔴	9.54 days	🔴	<p>5 employees were off for the whole of Q4 which is a reduction of one from Q3, and we also experienced some CV-19 absences in this final quarter. If we remove LDC Waste Services, the Q4 figure reduces to 2 days. Waste Services on its own is 5.89 days which is an increase from Q3 which was 5.46 days for Waste Services. It is also a significant increase from Q4 last year which was 3.05 days. However this was impacted by the fact that four of the five staff absent for the entire quarter were from Waste Services. HR Business Partners continue to support managers and staff.</p> <p>Annual comment: Although over target it is important to note that this includes LDC Waste services, which by nature of the work has higher levels of sickness absence than other areas. If we take Waste Services out of the figures the total is 8.46 days. In addition Homes First staff had higher levels of absence than previous years peaking at 4.03 days in Q1 when they had a number of staff on long term sick.</p>
Increase social media responsiveness rate	At least 80%	New PI	89.67%	88%	↓	✅	88.17 %	✅	<p>Annual performance exceeded budget.</p> <p>The slight reduction in response time in Q4 (down by 1.67%) is due to the dramatic increase in contact via social media toward the end of March when the Covid-19 crisis began. This took the March figure down to 85% which is still above the performance target.</p>
Increase number of new sign-ups to social media channels	600 (150 per quarter)	221	226	241	↑	✅	943	✅	<p>Good performance this year, with the annual target of 600 well exceeded.</p>
Increase number of email sign-ups	2004 (501 per quarter)	697	900	1,500	↑	✅	4,464	✅	<p>Annual performance exceeded the annual target of 2004.</p>

Agenda Item 9

Report to:	Cabinet
Date:	9 July 2020
Title:	Approval of the Revised Local Development Scheme
Report of:	Ian Fitzpatrick, Director of Regeneration & Planning
Cabinet member:	Councillor Emily O'Brien, Cabinet Member for Planning
Ward(s):	All wards in Lewes District that lie wholly or partially outside of the South Downs National Park
Purpose of report:	To seek Cabinet endorsement of the Revised Local Development Scheme for approval by Full Council on 20 July 2020
Decision type:	Budget and policy framework
Officer recommendation(s):	(1) That Cabinet endorses the Revised Local Development Scheme as set out in Appendix 1, and recommends its approval by Full Council as the Revised Local Development Scheme for that part of Lewes District outside of the South Downs National Park with effect from 20 July 2020; (2) That Cabinet recommends to Full Council that the approved Revised Local Development Scheme is published by Lewes District Council; (3) That Cabinet endorses, and recommends to Full Council, the revocation of the previous Local Development Scheme (approved by Lewes District Council on 26 November 2018).
Reasons for recommendations:	To update the current Local Development Scheme to ensure that it reflects the most up-to-date position regarding the preparation of the Lewes District Local Plan in accordance with the requirements of Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).
Contact Officer(s):	Name: Robert King Post title: Senior Planning Policy Officer E-mail: robert.king@lewes-eastbourne.gov.uk Telephone number: 01273 085455 or 01323 415455

1 Introduction

- 1.1 A Local Development Scheme (LDS) is a requirement for every local planning authority under the Planning and Compulsory Purchase Act 2004 (as amended)

by the Localism Act 2011). It sets out a 3 year programme for preparing development plan documents (DPDs) by a local planning authority. An LDS must be made available to the public and kept up-to-date.

- 1.2 The Council's current LDS was approved in 2018. It contains programmes for preparing the Local Plan Part 1: Joint Core Strategy (LPP1) Review and the Local Plan Part 2: Site Allocations and Development Management Policies DPD (LPP2), setting out the key stages at which the community and relevant stakeholders will be consulted.
- 1.3 There have been two significant changes since the Council approved its current LDS. Firstly, the LPP2 was found 'sound' at examination and adopted by the Council in February 2020. Secondly, it has been necessary to amend the timescale for the LPP1 Review due to recent changes to the planning system at a national level. A revised and updated LDS is therefore required to cover the period from 2020 to 2023.

2 Amendments to the LDS

- 2.1 The LPP1 was adopted in May 2016. It sets out the Council's strategy for the scale and distribution of housing growth and strategic policies to guide development and change over the period to 2030. It is a Government requirement that local plans are reviewed to assess whether their policies need updating at least once every five years. Reviews should be completed no later than five years from the adoption date of the plan.
- 2.2 Accordingly, the approved LDS includes a programme for reviewing and updating the LPP1. At the time, officers considered that the Council would only need to carry out a *partial update* of the LPP1 policies, primarily to take account of the fact that the South Downs Local Plan would eventually replace all the policies for that part of the district within the National Park. The approved LDS anticipated the adoption of a replacement LPP1 by winter 2023
- 2.3 Officers have subsequently reviewed the relevant evidence to identify and consider whether:
 - The vision, strategic objectives and spatial strategy of the LPP1 are being effectively delivered
 - The strategic policies meet current national planning policy requirements
 - There have been any changes to local circumstances with significant implications for the development strategy set out in the LPP1
- 2.4 This evidence included the new National Planning Policy Framework (NPPF) and Planning Practice Guidance, the outputs from the Government's standard methodology in relation to housing need, the Council's Authority Monitoring Report, the Housing Delivery Test results, the current 5 year housing land supply, the Infrastructure Delivery Plan, and changes to the Council's corporate priorities.
- 2.5 The Council currently has a 5 year supply of housing land and its adopted planning policies are on track to deliver the development strategy and other

strategic objectives over the remaining plan period. However, changing circumstances since the adoption of the LPP1 demonstrate the need to undertake a *full update* of the plan. These circumstances are:

- The adoption of the South Downs Local Plan in July 2019
- The publication of the revised NPPF in February 2019
- The introduction of Government's standard method for calculating local housing need results in a significant increase in the district's housing need from May 2021
- The adoption of a new Council Corporate Plan

- 2.6 Most importantly, the NPPF introduces a new standard method of calculating housing need, and instructs local planning authorities to update their strategic policies at least once every five years if their local housing need figure has changed significantly. Applying the Government's standard methodology has resulted in the district's housing needs increasing to 808 dwellings per annum from May 2021. This figure is much higher than the housing requirement set out in the adopted LPP1 (345 dwellings per annum). If there are any changes to the way the Government seeks to justify the Council housing requirement then updates including any revised housing numbers will be circulated.
- 2.7 It should be recognised that the district's identified housing need is only a starting point for determining the appropriate housing delivery requirement over the updated LPP1 period. The NPPF states that strategic policy-making authorities should establish a housing delivery requirement for their whole area, which shows the extent to which their identified housing need (and any needs that cannot be met in neighbouring areas) can be met over the plan period.
- 2.8 The housing delivery requirement will involve consideration of the capacity of the plan area for development growth, embracing both environmental capacities and the capacity of existing and planned infrastructure to serve such growth. It must also take into consideration the ability of the district to develop its economic base and provide the job opportunities that will support the sustainable growth and overall prosperity of the area.
- 2.9 It will require the Council to undertake a full re-appraisal of its strategy for growth, including a further exploration of the longer term options for meeting housing need. This work will need to be supported by relevant and up-to-date evidence, some of which will have to be specially commissioned. In view of the potential implications for local communities and stakeholders, there will also be a need for additional consultation and engagement in order to secure the effective representation of a range of interests.
- 2.10 Consequently, the timetable for the LPP1 Review set out in the existing LDS is no longer considered realistic or deliverable. The proposed programme has therefore been amended to allow sufficient time to:
- prepare an up-to-date and robust evidence base
 - undertake additional public consultation on the Council's preferred options for delivering new housing growth over the new plan period

- publish and consult on main modifications, if recommended by the Examination Inspector

2.11 The revised LDS is attached as Appendix 1 to this report. The initial community and stakeholder engagement on the LPP1 Review 'Issues and Options' is now proposed during spring 2021, rather than autumn 2020 as indicated in the approved LDS. The subsequent formal consultation stages have been amended accordingly, including the addition of a further 'Regulation 18' stage on a 'Preferred Options' document. Adoption of the new LPP1 is now anticipated by winter 2023. This revised timetable will meet the Government's deadline for the production of up-to-date plans by December 2023.

3 Next Steps

3.1 Subject to approval by Full Council, the revised LDS will be published on the Councils' website. The LDS will be monitored by officers and progress towards the production of the new LPP1 will be published as part of the annual Authority Monitoring Report.

4 Consultation

4.1 The proposed timetable for reviewing and updating the Local Plan Part 1 was reported to the Council's Local Plan Review Steering Group at its meeting on 12 May 2020. There is no requirement for public consultation prior to approving a revised LDS, which will be published on the Council's web site as soon as it comes into effect.

5 Corporate plan and council policies

5.1 The Council's Corporate Plan aims to have the greenest Local Plan, put sustainability at the heart of local planning processes, identify housing needs, deliver new homes and stabilise local housing markets.

6 Business case and alternative option(s) considered

6.1 No alternative options were considered. The publication of an up-to-date LDS is a requirement for every local planning authority under the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

7 Financial appraisal

7.1 There are no additional financial implications as a result of this recommendation. The cost of producing the revised LDS has been met from existing budget revenues and the preparation of the LPP1 Review will continue to be undertaken by the Planning Policy Team, with additional specialist input from other officers or consultants where required, which will be funded within existing resources.

8 Legal implications

8.1 The local planning authority is required to prepare and maintain a scheme to be

known as their local development scheme. To avoid challenge, upon the revision of the scheme, it is important for the Council to comply with S.15(8) Planning and Compulsory Purchase Act 2004 which provides that a local planning authority must revise their local development scheme at such time as they consider appropriate.

Subsection (9) sets out that the same statutory provisions apply to the revision of a scheme as they apply to the preparation of the scheme. Upon the revision of a scheme, the local planning authority must make the following available to the public-

- (a) the up-to-date text of the scheme,
- (b) a copy of any amendments made to the scheme, and
- (c) up-to-date information showing the state of the authority's compliance (or non-compliance) with the timetable

Legal Implications Provided 08/06/20 009232-LDC-JCS

9 Risk management implications

- 9.1 If the recommendation is not implemented, the Council's approved LDS will be inaccurate and out of date. As all DPDs must be prepared in accordance with an approved LDS, the new LPP1 may be found not legally compliant by the Inspector conducting the examination in public. A DPD which is not legally compliant cannot be formally adopted by the Council.

10 Equality analysis

- 10.1 It is assessed that an Equality Analysis is not required for this report. The revised LDS is the Council's programme for preparing DPDs, it has no equality impact on staff or on members of the public, nor will it affect the way services are organised, planned or delivered. An EaFA will be undertaken prior to the publication of any future DPD prepared by the Council.

11 Environmental sustainability implications

- 11.1 There are no identified environmental sustainability implications to publishing the revised LDS. The LPP1 Review itself is subject to a Sustainability Appraisal incorporating the requirements of the Strategic Environmental Assessment Directive.

12 Appendices

- Appendix 1 - Draft Local Development Scheme 2020

13 Background papers

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

- NPPF <https://www.gov.uk/government/publications/national-planning-policy-framework--2>
- Planning Practice Guidance <https://www.gov.uk/government/collections/planning-practice-guidance>
- Authority Monitoring Report <https://www.lewes-eastbourne.gov.uk/planning-policy/authority-monitoring-report-amr/>
- Housing Delivery Test <https://www.lewes-eastbourne.gov.uk/planning-policy/housing-delivery-test/>
- Infrastructure Delivery Plan <https://www.lewes-eastbourne.gov.uk/planning-policy/community-infrastructure-levy-cil/infrastructure-delivery-plan-and-regulation-123-list/>



Lewes District Council

**Lewes District Council
Revised Local Development
Scheme (LDS)**

July 2020

Lewes District Council Local Development Scheme July 2020

Introduction

This Local Development Scheme (LDS) sets out the Council's programme for reviewing and updating its Local Plan, explaining its scope, area covered and timetable. This document replaces the LDS approved in 2018 and covers the period to 2023. It only applies to the area of the district for which the Council is local planning authority (i.e. Lewes District *excluding* the area within South Downs National Park).

A plain English guide to the terms and abbreviations used in the document is set out in Appendix 1 (Glossary).

Purpose

The primary purpose of the LDS is to provide a publicly accessible, up-to-date reference document, so that the Council's current policy framework, its programme for plan-making and the opportunities for contributing to plans are clear to all interested parties. It has been prepared in accordance with Section 15 of the Planning and Compulsory Purchase Act 2004, as amended. The Council is committed to involving local communities and other stakeholders in plan preparation and its approach is set out in the Statement of Community Involvement, which is available on the Council's web site at: <https://www.lewes-eastbourne.gov.uk/planning-policy/statement-of-community-involvement/>

Scope

This LDS focuses on the review and update of the Lewes District Local Plan Part 1: Joint Core Strategy, which forms part of the statutory '*development plan*' for the area. Legislation states that applications for planning permission should be determined in accordance with the development plan unless material considerations indicate otherwise.

The Lewes District Local Plan currently comprises two development plan documents (DPDs), as follows:

Lewes District Local Plan Part 1: Joint Core Strategy

This document sets out the overall spatial vision, strategic objectives and development strategy for the whole district. It was adopted by Lewes District Council and the South Downs National Park Authority in May 2016. The planning policies for that part of the District within the National Park have now been superseded and replaced by South Downs Local Plan, adopted in July 2019

Lewes District Local Plan Part 2: Site Allocations and Development Management Policies

This document supports and seeks to deliver the strategic objectives and spatial strategy of the Local Plan Part 1. It allocates additional sites for particular land-uses and sets out detailed (non-strategic) development management policies to guide development and change. It was adopted by Lewes District Council in February 2020.

Local planning authorities are required by Section 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 to review their local plans within five years of their adoption date. The National Planning Policy Statement (NPPF) is also clear that policies in local plans should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary.

As noted above, the Local Plan Part 1: Joint Core Strategy was adopted in May 2016 and will be five years old in May 2021. A review and update of its spatial strategy and strategic policies is therefore Council's priority in terms of its plan-making duties. This LDS sets out the programme for this work. The Local Plan Part 2: Site Allocations and Development Management Policies DPD was found 'sound' at examination and adopted in February 2020; an early review of these non-strategic policies is therefore unnecessary.

Context

The development plan for the area covered by the Lewes District Planning Authority currently comprises:

- Lewes District Local Plan Part 1: Joint Core Strategy (2016)
- Lewes District Local Plan Part 2: Site Allocations and Development Management Policies (2020)
- 'Saved' policies of the Lewes District Local Plan (2003)
- Ditchling, Streat & Westmeston Neighbourhood Plan (2018)
- Hamsey Neighbourhood Plan (2016)
- Newhaven Neighbourhood Plan (2019)
- Newick Neighbourhood Plan (2015)
- Plumpton Neighbourhood Plan (2018)
- Ringmer Neighbourhood Plan (2016)
- Seaford Neighbourhood Plan (2020)
- Wivelsfield Neighbourhood Plan (2016)
- East Sussex, South Downs and Brighton & Hove Waste and Minerals Plan (2013)
- East Sussex, South Downs and Brighton & Hove Waste and Minerals Sites Plan (2017)

'Saved' Policies

A number of policies in the Lewes District Local Plan (2003) have been 'saved' and will continue to form part of the development plan until replaced by the adoption of the Peacehaven and Telscombe Neighbourhood Plan. These policies are set out in Appendix 2.

Neighbourhood Plans

Neighbourhood planning, introduced in the Localism Act 2011, allows town and parish councils to prepare neighbourhood plans for their area. Once adopted, these plans become part of the development plan and guide decision-making for the areas covered. In addition to the adopted plans above, further neighbourhood plans are being prepared. The timetables for preparing these plans are the responsibility of the relevant town or parish council and are therefore not addressed in this LDS. Further details can be found on the Council's website at:

<http://www.lewes-eastbourne.gov.uk/planning-policy/neighbourhood-planning/>

Waste and Minerals Plan

East Sussex County Council and the South Downs National Park Authority are responsible for waste and minerals development in Lewes District. Both authorities work in partnership with Brighton & Hove City Council to produce the Waste and Minerals Development Plan Documents covering East Sussex, the South Downs and Brighton & Hove. The timetables for preparing and reviewing these documents are not addressed in this LDS but can be viewed at:

<https://www.eastsussex.gov.uk/environment/planning/development/mineralsandwaste/>

Local Plan Part 1 Review

The adopted Local Plan Part 1 sets out the strategic policies to address the Council's priorities for the development and use of land in the district over the period to 2030. The previous version of this LDS (September 2018) included a commitment to reviewing and updating the adopted Local Plan Part 1 in order to ensure that the Council has an up-to-date local plan with a sufficiently forward-looking timescale. The programme set out for this work anticipated adoption of a new Local Plan Part 1 in autumn 2022.

Since the publication of the September 2018 version of the LDS, the Council has reviewed the relevant evidence to identify whether:

- The vision, strategic objectives and spatial strategy of the Local Plan Part 1 are being effectively delivered
- The strategic policies meet current national planning policy requirements

- There have been any local circumstances which have significant/material spatial implication for the development strategy set out in the plan

The evidence included the new NPPF, the Council's Annual Monitoring Report (AMR), the outputs from the Government's standard methodology in relation to housing need, the Council's Housing Delivery Test results, the current 5 year housing land supply, the Infrastructure Delivery Plan, and changes to the Council's corporate priorities.

Whilst the Council can currently demonstrate a 5 year supply of housing land and the adopted policies are on track to deliver the existing spatial strategy and other plan objectives over the remaining plan period, changing circumstances since the adoption of the Local Plan Part 1 demonstrate the need to undertake a full update of its strategic policies. These circumstances include:

- The adoption of the South Downs Local Plan in July 2019
- The publication of the new NPPF
- A significant increase in the district's local housing need from May 2021
- The adoption of a new Council Corporate Plan

Importantly, the NPPF (para.33) is clear that relevant strategic policies need updating at least once every five years if local housing need has changed significantly or is expected to change significantly in the near future. The new Local Plan Part 1 will therefore need to focus on a reappraisal of the district's housing delivery target, including a further exploration of the longer term options for meeting our overall housing needs over the new plan period.

As a consequence, it has been necessary to amend the programme set out in the September 2018 version of the LDS. This is required in order to factor in sufficient time to carry out the necessary evidence base studies and additional stages of plan preparation and public consultation and engagement.

The amendments to the programme include putting back the 'Issues and Options' (Regulation 18) consultation from autumn 2020 to spring 2021, the publication of a 'Preferred Options' document for public consultation (Regulation 18) in autumn 2021, the publication of any proposed main modifications for consultation, and the adoption of the new Local Plan Part 1 in winter 2023.

The strategic policies in the new Local Plan Part 1 will set out an overall strategy for the pattern, scale and quality of development and make sufficient provision for housing, employment, retail, leisure, and other commercial development, infrastructure, community facilities, conservation of the natural, built and historic environment, and planning measures to address climate change mitigation and adaptation.

The new Local Plan Part 1 will cover the period 2018 to 2038, which reflects the introduction of the Government's new standard method for calculating local housing need and allows the plan to look ahead over a minimum 15 year period from adoption, in accordance with the NPPF (para.22). Once adopted, the new Local Plan Part 1 will supersede and replace the strategic policies in the current Local Plan Part 1 for that area of the district outside of the South Downs National Park. N.B. it will not replace the non-strategic policies in the adopted Local Plan Part 2: Site Allocations and Development Management Policies DPD.

Timetable

The table below shows the key stages for the preparation for the review and update of the Local Plan Part 1 over the period from 2020-2023. These timeframes are considered achievable based upon the current level of resources available and the context set by current legislation and national planning policy and guidance. The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012 sets out the procedures for preparing Development Plan Documents (DPDs) and it is these regulations that are referred to in the timetables below.

However, there will always be a level of uncertainty due to unknown factors, e.g. future changes to legislation or national policy, issues with staff retention and recruitment, budgetary limitations, securing the appropriate co-operation with neighbouring authorities, the length of the examination in public. Clear project management and reporting arrangements will help ensure that the Local Plan Part 1 update is progressed in a transparent manner and that any risks/problems are identified and considered as early as possible. Any significant amendment to the published timetable would require a further review of the LDS.

Lewes District Local Plan Part 1 Review

Role and content	Statement of the vision, objectives, spatial strategy and strategic policies for Lewes District outside of the South Downs National Park in the period to 2038. It will replace the Local Plan Part 1: Joint Core Strategy adopted in 2016.	
Status	Development Plan Document (DPD)	
Chain of conformity	Must be consistent with the National Planning Policy Framework. Regard will also be had to the National Planning Practice Guidance and other relevant strategies.	
Geographic coverage	The whole of Lewes District excluding the area within the South Downs National Park.	
Timetable and Milestones		
Consulting statutory bodies on scope of the Sustainability Appraisal	Autumn 2020	

Community and stakeholder engagement on 'Issues and Options' (Regulation 18)	Spring 2021
Consultation on the 'Preferred Options' document (Regulation 18)	Autumn 2021
Publication of the Proposed Submission Document (Regulation 19)	Autumn 2022
Public representations period on the Proposed Submission document (Regulation 20)	Autumn/Winter 2022
Submission to the Secretary of State (Regulation 22)	By or before Winter 2023
Independent Examination (Regulation 24)	By or before Winter 2023
Publication of Proposed Main Modifications	By or before Winter 2023
Publication of the Inspectors Report (Regulation 25)	By or before Winter 2023
Adoption of document and revisions to Proposals Map (Regulation 26)	By or before Winter 2023
Arrangements for production and review	
Who is leading the production of the document?	Lewes District Council
Management arrangements	To be managed by the Head of Planning in consultation with the Local Plan Review Steering Group. Cabinet and Full Council approval required at certain key milestones in accordance with the Council's Constitution and the <i>Statement of Community Involvement</i> .
Resources	The Planning Policy Team at Lewes District and Eastbourne Borough Councils, supported by other specialist officers when required. External consultants will be appointed where necessary to assist in producing technical background evidence studies.
External community involvement	Consultation and engagement in accordance with the <i>Statement of Community Involvement</i>
Monitoring and review mechanisms	The Authority Monitoring Report

Other Local Development Documents

This LDS focusses on the review and update of the Lewes District Local Plan Part 1 that will be prepared over the next three years. It does not cover the

production of other local development documents, such as Supplementary Planning Documents (SPDs). The need to produce a new SPD, or review an existing one, will be undertaken through the Authority Monitoring Report. Details of any future SPDs will be provided on the District Council's website, with all relevant stakeholders and consultees informed of the timetable at the start of the process.

Monitoring and Review

The Council's performance against the LDS timetables will be monitored through the Authority Monitoring Report (AMR). This will be published annually on the council's website and will be used to identify future work priorities, see: <http://www.lewes-eastbourne.gov.uk/planning-policy/authority-monitoring-report-amr/> The LDS will be reviewed where the need for further documents emerges and to ensure that a three year programme is maintained.

Appendix 1: Glossary

Authority Monitoring Report (AMR) – a report prepared by a local authority that assesses the impact of policies and whether targets for these policies are being met. The report is prepared on at least an annual basis and is available on the local authority’s website.

Development Plan – the development plan is the starting point in the consideration of planning applications for the development or use of land.

Development Plan Documents (DPDs) – Planning documents that are subject to independent examination and form part of the statutory development plan for an area.

Joint Core Strategy – This is the adopted Local Plan Part 1. It sets out the long-term vision for the district and the spatial objectives and strategic policies required to deliver that vision.

Local Development Documents (LDDs) – The collective term for all documents that are prepared in association with a Local Plan, including Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Scheme (LDS) – A document setting out the programme for the preparation of Development Plan Documents. It sets out a 3 year programme and includes information on consultation dates. The LDS can be revised whenever necessary.

Local Housing Need – The number of homes needed within a local authority area, calculated using the Government’s standard methodology introduced in 2018.

Local Plan – The term ‘local plan’ is used extensively in the new National Planning Policy Framework in preference to the previous term ‘Local Development Framework’. It sets out a vision and policy framework to guide the future development and change of an area.

Statement of Community Involvement – sets out how a local planning authority will consult the community and stakeholders, not only on LDDs, but also on major planning applications.

Supplementary Planning Documents (SPDs) – these can be produced to provide policy guidance to supplement the policies and proposals in DPDs. They do not form part of the development plan but must undergo a formal process of consultation.

Sustainability Appraisal (SA) – Assessment of the social, economic and environmental impacts of the policies in Development Plan Documents

Appendix 2: Schedule of Saved Policies

All Lewes District Local Plan 2003 policies were saved under a Direction by the Secretary of State in 2009. The majority of these policies have now been superseded and replaced by other development plan documents, including the Lewes District Local Plan Part 1: Joint Core Strategy, the Lewes District Local Plan Part 2: Site Allocations and Development Management Policies, and Neighbourhood Plans.

However, early in the preparation of the Lewes District Local Plan Part 2, the District Council took the decision not to allocate non-strategic sites for specific land-uses or identify area specific policies in locations where a town or parish council were developing a neighbourhood plan that would include allocations for specific land uses.

The combined parishes of Peacehaven and Telscombe were designated as a neighbourhood area for the purposes of preparing a neighbourhood plan in 2013. Accordingly, the Local Plan Part 2 does not identify non-strategic site allocations or site specific policies within the Peacehaven or Telscombe neighbourhood area. The saved Lewes District Local Plan 2003 policies listed below will therefore remain part of the development plan for Lewes District until the Peacehaven and Telscombe Neighbourhood Plan has been approved at referendum.

Chapter 13: Peacehaven & Telscombe	
Policy PT6	Meridian and Bolney Avenue Industrial Estates Link
Policy PT9	Meridian Centre
Policy PT10	Access and Permeability at the Meridian Centre
Policy PT11	Joff Youth Club
Policy PT12	The Coast, Clifftop and Foreshore
Policy PT13	The Coast, Clifftop and Foreshore
Policy PT18	Allotments
Policy PT19	Valley Road
Policy PT20	Valley Road

Report to:	Cabinet
Date:	9 July 2020
Title:	Newhaven Local Employment and Training Technical Guidance Note
Report of:	Ian Fitzpatrick, Director of Regeneration and Planning
Cabinet members:	Cllr Emily O'Brien – Cabinet Member for Planning Cllr James MacCleary – Cabinet Member for Regeneration and Prosperity
Ward(s):	All Newhaven Wards
Purpose of report:	Adoption of the pilot Newhaven Local Employment and Training Technical Guidance Note (TGN), following endorsement by the Planning Applications Committee on 10 June 2020.
Officer recommendation(s):	<ol style="list-style-type: none">1. To adopt the Newhaven Local Employment and Training TGN, subject to Recommendation 2 (below), as set out in Appendix 1.2. To note the comments made by the Planning Applications Committee on 10 June 2020 as set out in Paragraph 4.2 and note that the pilot TGN will be closely monitored by Officers.3. To delegate authority to the Head of Regeneration, in consultation with the Lead Cabinet Member for Planning and Director of Regeneration and Planning to make any minor or technical adjustments found necessary in the Newhaven Local Employment and Training TGN.
Reasons for recommendations:	<p>Newhaven is a focus for regeneration and is home to an Enterprise Zone. There is a high level of development planned. Equally, Newhaven has lower skills on average amongst its working age population compared to surrounding areas.</p> <p>The level of development planned is likely to generate employment in the construction and operational phases of development. This is an opportunity to recruit local people and offer training and development, particularly for those who are seeking employment or a career change. Pre-employment programmes provide dedicated training and a guaranteed interview to those who are often furthest from the job market. The adoption of the pilot TGN will enable local employment and training policy to be tested to establish if it is beneficial for Newhaven residents.</p>

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1 Introduction

- 1.1 Every development creates jobs, whether solely through the construction phase or additionally through the end use. The Council working in partnership with developers and, where relevant, end users will help to link physical regeneration to employment opportunities for local people and promote procurement opportunities for local businesses. This will be achieved through planning obligations secured by Section 106 Agreements, Unilateral Undertakings or planning conditions. Such activity has been successfully implemented by Eastbourne Borough Council since 2013.
- 1.2 Newhaven has the highest rate of Job Seekers/Universal Credit claimants within the Lewes District and deprivation reporting for the education, training and skills domain. This highlights areas of Newhaven that fall within the most deprived 10% nationally.
- 1.3 A Technical Guidance Note is advisory and provides further detail to policy. The Newhaven Local Employment and Training TGN adds detail to the Lewes District Local Plan Part 1, Joint Core Strategy 2010 – 2030, May 2016. It formalises the Council's approach by:
- Establishing a framework as to how local labour agreements will be secured
 - Indicating the financial contribution in advance and outlining the delivery process
 - Providing site specific obligations
 - Providing a mechanism to ensure essential early discussions occur as may otherwise be too late to implement
 - Highlighting the range of free labour market support available to help the developer, construction supply chain and operator with their recruitment and training needs, all of which adds value to the local economy.
- 1.4 The TGN is a pilot seeking to improve employment and training in Newhaven. Newhaven has been identified for this pilot based on the employment potential offered through development and post the Covid-19 pandemic it will be a mechanism to ensure employment and training measures remain a priority. The following findings also support the need for a TGN in Newhaven:
- As at March 2020¹ Newhaven had the highest proportion (4.9%) of Jobseeker Allowance/Universal Credit claimants in the Lewes District as a % of working age population. It is acknowledged that the impact of the Covid-19 pandemic will have led to a further increase in claimant numbers since this time.

¹ East Sussex in Figures - Claimant Count including JSA and Universal Credit, 2018-2020 - towns

Figure 1: JSA / UC Claimant Count by Town - March 2020

Town	Claimant Count (%)
Newhaven	4.9
Peacehaven	3.0
Lewes	2.3
East Saltdean & Telscombe	2.2
Seaford	1.9
LDC Overall	2.4
<i>NB. % of Working Age Population (16-64 years)</i>	

- The Index of Multiple Deprivation (IMD)² 2019 has seven domains namely: income, employment, health and disability, education, training and skills, barriers to housing and services, living environment and crime. People may be counted in one or more of the domains. In Newhaven four areas fall within the top 20%³ of most deprived nationally. In two areas reporting for the education, training and skills domain⁴ falls with the most deprived 10% nationally.

- 1.5 Nationally, the Covid-19 lockdown has caused a sharp rise in unemployment claimants, has had serious implications on the nation's health and a significant impact on business and the economy. Financial business support packages have been put in place and the County Council in conjunction with Districts, Boroughs and partners have established an economic recovery plan. Locally, the TGN will assist in the recovery by capitalising on employment and training initiatives associated with new developments.
- 1.6 Reporting on apprenticeship starts for all sectors for quarters 1 – 2 ending January 2020 for Lewes Parliamentary Constituency⁵ returns 220 starts. Full year reporting for 2018/19 returned 420 starts. Apprentice starts reporting in Lewes District Authority⁶ for the construction, planning and the built environment to quarter 2 ending January 2020 returns 20 starts. The introduction of the Apprenticeship Levy and changes in funding arrangements for SMEs has impacted apprenticeship starts with the National Audit Office's Apprenticeship Starts report dated 6 March 2019 reporting an overall 26% fall for seven sectors since the introduction of the levy in 2017. It is anticipated that the Covid-19 pandemic is likely to have a negative impact on apprenticeship starts and completions within the District.

The implementation of the TGN will assist in encouraging apprenticeships in the construction sector.

2 East Sussex in Figures, ID 2019, IMD – Super Output Area

3 The IMD provides an overall score of multiple deprivation based on a weighted combination of the seven domains. IMD scores are recorded by Super Output Areas (SOAs) and ranked across England from 1 (most deprived) to 34,844 (least deprived). Two SOAs in Newhaven Valley ward score 5223 and 6735 and two SOAs in Newhaven Denton and Meeching ward score 7680 and 8166

4 East Sussex in Figures, ID 2019, Education, Skills and Training Domain, Super Output Area

5 Apprenticeship Starts since May 2010 and May 2015 by Region, local authority and parliamentary constituency as of Q2 2019/20 (web link as footnote 6)

6 Apprenticeship and Traineeship statistical data sourced from Gov.uk website:

<https://www.gov.uk/government/statistical-data-sets/fe-data-library-apprenticeships#apprenticeship-and-traineeships-current-data>

2 Proposal

- 2.1 Lewes District Council is proposing a Newhaven Local Employment and Training Technical Guidance Note (TGN) to assist in securing local labour agreements as part of development proposals. The level of development planned in Newhaven in the forthcoming years will create a significant number of jobs and this TGN will play an important role in helping to secure local employment at both construction and operational stages of these developments.
- 2.2 The TGN is directly linked to the requirements in the Lewes District Local Plan Part 1, Joint Core Strategy 2010 – 2030.
- 2.3 Where proposed developments reach the thresholds, the Council will seek a local labour agreement which will include:
- Employment and training measures
 - An Employment and Training Plan (ETP) that sets out how relevant employment and training measures will be delivered
 - A financial contribution
- 2.4 It is important to note that LDC will not be employing staff recruited during the implementation of a S106 for a development. Officers will encourage developers and end operators to commit to paying the Real Living Wage; however Members should note that this is not legally enforceable via the TGN/S106 mechanisms.

3 Outcome expected and performance management

- 3.1 To ensure deliverability, the Newhaven TGN will only apply to larger commercial and residential developments. Prescribed thresholds have been set for commercial developments of 1,000 sq m. or more that create 25 jobs or more and those deemed of strategic importance, and residential development that involve ten or more units. At this scale of development, the opportunities for local employment will be significantly greater. The thresholds identified will be kept under review, to allow for future amendments as deemed appropriate.
- 3.2 The TGN sets out the types of measures and activities that the developer and operator could deliver and will be agreed appropriate to the nature and scale of each development.
- 3.3 As a minimum, the Council will expect the following types of obligations:
- Employment and use of Small and Medium Sized Enterprises (SMEs) in East Sussex during the construction phase – at least 25%
 - Agree an ETP to deliver a recruitment and training campaign linked directly to the construction and operational jobs targeted at those unemployed or seeking a career change
 - Provide apprenticeships and work experience placements for the unemployed and those in education
 - Provide NVQ (or equivalent job related tickets) training for subcontractors associated with the construction of the development only
 - Contractor and sub-contractors to be given clear written details of the labour

- market obligations that need to be honoured
- A financial contribution.

Members should note that each development will have obligations defined in the S106 agreement. These will vary from site to site dependent on the scale of development, as well as perceived deliverability.

- 3.4 It is envisaged that the implementation of the Newhaven Local Employment and Training TGN pilot will assist in maximising employment opportunities, work placements, education, training and career initiatives from new developments. Officers will consider a range of methods to effectively monitor outcomes, shape programmes and interventions to ensure maximum benefit for local people.

4 Consultation

- 4.1 The Council's approach has been informed by:

- Desktop research undertaken on other local authority approaches
- Feedback from Skills East Sussex Construction Task Group
- Extensive use of local labour agreements in Eastbourne Borough Council (since April 2013)
- Targeted consultation: Newhaven EZ Employment and Skills Task Group, Newhaven Town Council and social housing provider / developer.

- 4.2 Officers presented the proposed TGN to the Council's Planning Applications Committee on 10 June 2020. Committee Members unanimously endorsed the proposals, raising a number of comments which are shown in the Committee Minutes in Appendix 2.

- 4.3 The comments made by Committee Members recognise that the proposed TGN is an exciting and positive opportunity for Newhaven. It is recommended that Cabinet notes the comments made by PAC Members and note that the pilot TGN will be closely monitored. Progress reports will be provided to both PAC and Cabinet on a regular basis to allow Members to consider any adjustments that may need to be made.

5 Corporate plan and council policies

- 5.1 The Council's Corporate Plan 2020 – 2024 seeks to *'increase local employment opportunities by directly promoting recruitment from lower income areas'*. The pilot TGN will work with contractors and operators to offer development specific employability courses offering a guaranteed interview for those who successfully complete the training. The TGN will generate new employment opportunities, which is in line with the Council's core priority to build community wealth.
- 5.2 The Council's Sustainability Policy 2018 encourages sustainable economic growth achieved by working with private and public partners on key strategic sites and working with the East Sussex College Group to address skills gaps and employability issues. The TGN seeks the use of local businesses and suppliers within East Sussex and collaboration with local education and training providers. Local employment and partnership working reduces travel and encourages the use

of public transport. It is therefore considered that the proposed TGN fits strongly with the Council's Sustainability Policy.

- 5.3 The Lewes District Local Plan Part 1, Joint Core Strategy 2010 – 2030 has been subject to wide consultation with stakeholders and the local community throughout its preparation. The Technical Guidance Note does not provide new policy, but will help to deliver one of the Council's key strategic objectives – *to stimulate and maintain a buoyant and balanced local economy through regeneration of the coastal towns.*
- 5.4 The Newhaven Enterprise Zone is a key local regeneration vehicle and is led by the South East LEP in partnership with the Council. The EZ's Strategic Framework, 2018 was developed in conjunction with local partners. It has three priorities, one being inclusive growth focussing on skills, further and higher education and business productivity. The adoption and implementation of the Local Employment and Training TGN pilot will assist in the achievement of the actions associated with the inclusive growth priority, particularly those focussing on skills, further and higher education and business productivity. As noted in paragraph 4.1, the Enterprise Zone's Employment and Skills Task Group has been engaged in the drafting of this TGN.

6 Business case and alternative option(s) considered

- 6.1 Officers have considered a range of options for implementing a local labour TGN, These include:
- A TGN covering the whole of Lewes district (ie. outside SDNPA)
 - A TGN covering coastal areas (ie. Seaford, Peacehaven and Newhaven).
- 6.2 Although the coastal part of the district typically has more substantial pockets of deprivation than some of the district's more inland areas, Newhaven was identified as having the greatest opportunity and likely impact due to the high number of JSA and UC claimants. As noted in this report, Newhaven also has higher levels of deprivation and lower levels of education, training and skills. The scale of development planned for Newhaven within the Local Plan offers an opportunity to encourage apprenticeships and maximise deliverable outputs from the TGN.
- 6.3 Members should note that the Newhaven Local Employment and Training TGN is a pilot scheme, which will be monitored and reviewed prior to considering any wider adoption in the District.

7 Financial appraisal

- 7.1 There are no immediate direct revenue consequences arising to the Council as a direct result of this report. The cost of the consultation and publication of the Newhaven Local Employment and Training Technical Guidance Note and any other costs associated with the report's recommendations are to be contained within existing department revenue budgets.

8 Legal implications

- 8.1 The Planning Applications Committee has the power to make recommendations to Cabinet on all matters of policy arising from the exercise of its powers and duties. On 10th June 2020 it resolved to endorse the TGN, as set out in Appendix 1 subject to the comments shown in Appendix 2 and recommended its adoption by Cabinet. LDC-8517-HM 19 June 2020

9 Risk management implications

9.1

Risk	Likelihood	Impact	Mitigation
Developer refuses to comply with Local Employment and Training TGN	Low	High	TGN is pilot that will be reviewed on a regular basis to address such issues arising
Delay in planning process	Medium	High	To ensure compliance with planning process, employment and training initiatives may be addressed via a planning condition
Additional burden stymies development	Low	High	Discussions with Policy colleagues highlight lower CIL charges in coastal areas of the district
Minority groups are not able to access opportunities	Low	High	Officers work with all local stakeholders and groups to maximise awareness of opportunities
Reduced development post Covid-19	High	High	Council support and co-ordination with contracting, employment and training initiatives

10 Equality analysis

- 10.1 An Equality Screening has been completed. The proposed Local Employment and Training TGN for Lewes District builds on a successful model operational in Eastbourne since 2013. Following consultation with Newhaven partners the obligations for extra curricula, careers activities and working with local unemployed people via various programmes has been enhanced to strengthen the commitment to those who are disadvantaged and/or who have additional needs or support.

11 Environmental sustainability implications

11.1 As demonstrated in paragraph 5.1, the adoption of the Local Employment and Training TGN encourages sustainable economic growth and offers benefits in accordance with the principles of the Sustainability Policy 2018.

12 Appendices

- 12.1
- Appendix 1: Newhaven Local Employment and Training Technical Guidance Note
 - Appendix 2: Minute extract from Planning Applications Committee, 10 June 2020

13 Background papers

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

- Lewes District Local Plan Part 1, Joint Core Strategy 2010 – 2030, May 2016
- Re-imagining Lewes District - Corporate Plan 2020 – 2024
- Equality and Fairness Screening



Lewes District Council

Newhaven
Local Employment and Training
Technical Guidance Note

Adopted XXX

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1.0 Introduction

- 1.1 Lewes District Council has prepared a Local Employment and Training Technical Guidance Note (TGN) for Newhaven to assist in securing local labour agreements as part of development proposals. The level of development up to 2030 in Newhaven and the Newhaven Enterprise Zone will create a significant number of jobs and this TGN will play an important role in helping to secure local employment at both the construction and operational stages of development.
- 1.2 The Local Employment and Training TGN will apply to proposals and developments in Newhaven wards within the boundaries of Lewes District Council as a local planning authority.
- 1.3 This Local Employment and Training (TGN) has been prepared to provide detail to the Lewes District Local Plan Part 1, Joint Core Strategy 2010 – 2030, May 2016 establishing a framework as to how local labour agreements (including employment and training measures) will be secured and how to maximise local employment opportunities at both the construction and first operational phase of a development.

District Local Plan, Part 1, May 2016

- 1.4 This TGN provides more detailed guidance on how the Council will support the intensification, upgrading and redevelopment of existing employment sites for employment uses, and provide opportunities for the improvement of the skills and educational attainment levels of the district's labour supply, including new facilities, as set out in Core Policy 4 (criterion 3, page 97 and criterion 10, page 98) of the Lewes District Local Plan Part 1 – Joint Core Strategy 2010 – 2030. This will help in the delivery of one of the Council's key strategic objectives ie *to stimulate and maintain a buoyant and balanced local economy through regeneration of the coastal towns . . .*
- 1.5 The Council and its local partners are committed to working in partnership with developers and operators to assist in the delivery of this TGN in order to maximise the opportunities available to all parties. Developers and operators that support this TGN and achieve the measures identified within will be recognised by local residents, business and key stakeholders as major contributors towards the growth and success of the local Newhaven economy.
- 1.6 The Local Employment and Training TGN was approved for adoption by Cabinet on **DAY MONTH YEAR**, following a targeted consultation with key stakeholders.

2.0 Strategic Context

2.1 There are a number of national, regional and local strategic policy goals and objectives that provide a strong justification for this document. These policies and objectives are critically important to Newhaven and the Newhaven Enterprise Zone. In summary the key objectives are to improve training and skills in the town for future economic growth.

Re-imagining Lewes District, Corporate Plan 2020- 2024

2.2 Lewes District Council are committed to paying the Real Living Wage where possible and will seek to support and encourage our partners , employers, agencies and those seeking to invest in Newhaven to do the same. The Real Living Wage is based on actual living costs and is above the statutory rate. Further information may be found online.

National Planning Policy Framework (NPPF)

2.3 A key policy direction of the NPPF¹ is to deliver sustainable development, by building a strong and competitive economy. The Framework highlights that planning policies and decisions should help to create the conditions in which businesses can invest, expand and develop. Significant emphasis is placed on the need to support economic growth and productivity, acknowledging local business need and wider development opportunities.

Industrial Strategy

2.4 The Industrial Strategy White Paper sets out five foundations: Ideas, People, Infrastructure, Business Environment and Places. Under the People² foundation the following objectives associated with the construction sector have been identified:

- Establish a technical educational system that rivals the best in the world to stand alongside our world-class educational system
- Create a new National Retraining Scheme that supports people to re-skill, beginning with a £64M investment for digital and construction training.

Construction Industry Training Board (CITB)

2.5 The CITB is the leadership organisation for the UK construction industry. CITB's vision is to attract and support the development of the workforce to deliver quality in the built environment. CITB works with employers to build a qualified, safe and professional workforce and via its strategic plan addresses skill challenges in the construction sector. Areas covered include grants, funding, CITB levy, research, health and safety, employer support, etc.

¹ Revised National Planning Policy Framework, 19 June 2019, Building a strong competitive economy, page 23

² HM Government Industrial Strategy, Building a Britain Fit for the Future, published November 2017, updated June 2018, page 94

Apprenticeship Levy

- 2.6 The Government led Apprenticeship Levy is set at 0.5% on UK employers with an annual pay bill in excess of £3M. The levy funds new apprenticeships and is intended to increase the level, quality and quantity of vocational training and put employers at the centre of the system. A number of construction apprenticeship standards have been approved ranging from Level 2 to degree level.

Local Enterprise Partnerships (LEPs)

- 2.7 Until recently the Newhaven Enterprise Zone has fallen within the catchment of two LEPs – Coast to Capital LEP and South East (SE) LEP – but Coast to Capital was the responsible delivery body. From April 2019, there is a two year transition programme which will see accountability move to SELEP.

The SELEP Skills Strategy 2018 – 2023 documents a vision for skills in the South East to help deliver a flourishing and inclusive economy equipping employers, adults and young people with the skills, conditions and aptitudes to deliver significant growth. Both LEPS have skills high on their agenda.

Newhaven Enterprise Zone Strategic Framework

- 2.8 The Newhaven Enterprise Zone Strategic Framework, 2018 has three priorities, namely quality growth, inclusive growth and sustainable growth. The inclusive growth priority focuses on a number of areas including the following associated with local employment and training:

- Skills
- Further and higher education
- Business productivity

The Newhaven Enterprise Zone has an Employment and Skills Task Group which focuses on growth and needs for the area.

The adoption and implementation of the Local Employment and Training TGN will assist in the achievement of the actions associated with the inclusive growth priority, particularly those focussing on skills, further and higher education and business productivity.

Skills East Sussex (SES) – Construction Task Group

- 2.9 SES is the County's strategic body for employment and skills. The Construction Task Group is one of a number of sector task groups established to address employment, education and training. Membership consists of construction SMEs, county, district and borough councils, further and higher education and independent training providers. The Construction Task Group fully supports and encourages the use of planning obligations to secure employment, education and training initiatives on developments.

2.10 The East Sussex Sector Skills Report Update for Construction³ highlighted that the construction industry is sensitive to macroeconomic conditions and cycles of high and low demand with construction often the first sector to be hit in times of financial instability. It also noted that the industry consists of micro businesses resulting in difficulty in training apprentices as well as an ageing workforce struggling to attract new, young entrants.

East Sussex College Group Alliance

2.11 Lewes District Council is working in partnership with the East Sussex College Group (ESCG) on a number of initiatives. The ESCG has two campuses within the Lewes District at Newhaven and Lewes. ESCG provides a range of construction, engineering and wider business apprenticeships, as well as, work experience and social value opportunities. Many of these are offered on day release and from 2019/20 construction and engineering options will be available in Newhaven.

Local Partnerships

2.12 The Council has established working relationships with Jobcentre Plus (JCP) and local employment support organisations. JCP is a key delivery partner working with the Council to co-ordinate employment initiatives such as sector based work academies, job fairs and the promotion of employment and opportunities to the unemployed.

³ Skills East Sussex, East Sussex Sector Skills Report Update – Construction, December 2018, page 5

3.0 Evidence

- 3.1 This section provides evidence to support the justification and continuation of this TGN. The evidence detailed below relates to two Newhaven wards, namely Newhaven North and Newhaven South and Newhaven Valley.
- 3.2 Newhaven North and Newhaven South's estimated resident population is 8,735 and Newhaven Valley's⁴ estimated population is 4,244, making an estimated total of 12,979. In 2017 total employee jobs for the Lewes District were 37,000 with 2,250 in construction⁵.
- 3.3 In January 2020 Newhaven North and Newhaven South's Job Seeker's Allowance (JSA) and Universal Credit (UC) claimant count was 225 and Newhaven Valley's claimant count was 130⁶ with the total count for Newhaven being 355⁷. The total claimant count for the Lewes District as at January 2020 was 1335* with the two Newhaven wards being the highest. *These figures count the number of people claiming JSA plus those who claim UC who are out of work.
- 3.4 The Index of Multiple Deprivation (IMD)⁸ 2019 has seven domains namely: income, employment, health and disability, education, training and skills, barriers to housing and services, living environment and crime. People may be counted in one or more of the domains. The IMD provides an overall score of multiple deprivation based on a weighted combination of the seven domains. IMD scores are recorded by Super Output Areas (SOAs) and ranked across England from 1 most deprived to 34,844 least deprived. Two SOAs in Newhaven Valley ward score 5223 and 6735 and two SOAs in Newhaven North and Newhaven South ward score 7680 and 8166 all in the higher range of deprived areas in England. Reporting for the education, training and skills domain⁹ place two SOAs in Newhaven Valley and Newhaven North and Newhaven South wards at decile 1 where 1 means among the most deprived 10% nationally.
- 3.5 The Newhaven Economic Profile July 2017¹⁰, compiled by the Coast to Capital LEP finds *'the population of Newhaven is lower skilled on average compared to surrounding areas. The level of 16+ population with no qualifications is 25% . . . and higher levels of Level 1 and Level 2 qualifications . . . and Level 4 qualifications much lower.'*

4 East Sussex in Figures, Population, Small Area Population Estimates 2002 - 2017

5 East Sussex in Figures, Employment by Industry UK (SIC) (2007), 2015 - 2017 - Districts

6 East Sussex in Figures, Claimant Count including JSA and Universal Credit, 2018 - 2020 - Wards

7 East Sussex in Figures, Claimant Count including JSA and Universal Credit, 2018 - 2020 - Towns

8 East Sussex in Figures, ID 2019, Index of Multiple Deprivation - Super Output Area

9 East Sussex in Figures, ID 2019, Education, Skills and Training Domain, Super Output Area

10 Newhaven Economic Profile July 2017, Coast to Capital LEP, Skills, Pages 3 - 4

- 3.6 Reporting on apprenticeship starts for all sectors for quarters 1 – 2 ending January 2020 for Lewes District Parliamentary Constituency¹¹ returns 220 starts. Full year reporting for 2018/19 returned 420 starts. Apprentice starts for Lewes District Authority¹² for construction, planning and the built environment sector to quarter 2 ending January 2020 returns 20 starts. The introduction of the Apprenticeship Levy and changes in funding arrangements for SMEs has impacted apprenticeship starts with the National Audit Office's Apprenticeship Starts report dated 6 March 2019 reporting an overall 26% fall for seven sectors since the introduction of the levy in 2017. It is anticipated that the Covid-19 pandemic is likely to have an impact on apprenticeship starts and completions within the Lewes District.

Dedicated measures such as apprenticeship and NVQ¹³ (award, certificate or diploma) start and completion for sub-contractor targets in the construction phase encourage employers to invest in their workforce and raise the profile of the construction industry.

- 3.7 On behalf of the South East LEP, the CITB in conjunction with Whole Life Consultants Ltd were commissioned to undertake a Construction labour and skills analysis for Kent and East Sussex¹⁴. The findings made five recommendations; two of the recommendations outlined below link with initiatives in this document.

'Outreach. Build a more positive image of construction locally with young people and adults. Increase recruitment through new entrance points, career changes and reskilling. Emphasise that construction offers high value rewarding careers for all.'

'Use procurement as a lever to enable positive action. Develop smarter approaches to procurement to encourage those bidding for construction and infrastructure contracts or those funding developments to be mandated to include provision for recruitment, training, apprenticeships and outreach.'

Please Note: Research undertaken for the South East LEP applies to the LEP catchment rather than defined areas or Districts and Borough Councils. Newhaven and the Newhaven Enterprise Zone has been selected as a pilot area for this TGN due to its Enterprise Zone status and the range of developments and development sites that are emerging. The Enterprise Zone is a 25 year programme which commenced in 2017. It consists of eight sites covering 79 hectares and has targets to create 55,000 sqm of employment floor space and refurbish a further 15,000 sqm of employment floor space. The strategic framework provides further evidence to support an Enterprise Zone TGN – <https://newhavenenterprisezone.com/resources/strategic-framework/>

¹¹ Apprenticeship Starts since May 2010 and May 2015 by Region, local authority and parliamentary constituency as of Q2 2019/20 (web link as footnote 12)

¹² Apprenticeship and Traineeship statistical data sourced from Gov.uk website: <https://www.gov.uk/government/statistical-data-sets/fe-data-library-apprenticeships#apprenticeship-and-traineeships-current-data>

¹³ NVQ – National Vocational Qualifications are recognised as an Award, Certificate or Diploma

¹⁴ CITB, Construction labour and skills analysis for the South East LEP (Kent and East Sussex), April 2018

4.0 Use of Planning Obligations

- 4.1 Section 106 planning obligations can be secured new developments to improve employment opportunities, training and skills. The Government has guidelines when Section 106 obligations can be used. This document complies with Regulation 122 of the Community Infrastructure Levy regulations 2010 (as amended) which requires the planning obligation to be:
- Necessary to make the development acceptable in planning terms
 - Directly related to the development and
 - Fairly and reasonably related in scale and kind to the development.
- 4.2 Newhaven and the Newhaven Enterprise Zone has a number of major development proposals that will offer extensive employment, training and education opportunities. A Section 106 planning obligation will ensure commitment from contractors and operators and enable the co-ordination and achievement of employment, education and training activities. Employment and training activities, as described in this TGN would be directly related to the development and the employment and training obligations, as outlined in Appendix 2 would be related to the value and type of build.
- 4.3 In considering these points the Council believes that there is a clear case to require a Section 106 Agreement (or a Section 106 Unilateral Undertaking) to secure local labour obligations from future developments. This will secure contributions from developments that will support and benefit the local labour market and economy, enabling employment growth, raising skills and giving local people opportunities generated by new developments. Specific measures could include training (pre-employment and vocational), apprenticeships, employment support and advice, interview guarantees and work placements. Developers will need to discuss particular measures with the Council and in some instances a specified financial contribution may be taken in lieu of providing specific measures.

5.0 Thresholds and Definitions

- 5.1 This TGN will apply to residential and commercial developments, including those of strategic importance to the Council as outlined in the 'Thresholds for Development' detailed below. For residential development this applies to the construction phase, however, if there are operational jobs associated with the residential development, then both the construction and operational stages will apply. For commercial developments this applies to both construction and operational stages. The Council has set the following thresholds:

Thresholds for Development

Commercial – All developments (other than C3/C4 Planning Use Class), including change of use, that create/relate to 1,000 sq m. This also includes developments of strategic importance (eg essential infrastructure, development identified in Council plans and strategy) and all of those that create 25+ jobs.

Residential - Major developments (within C3/C4 Planning Use Class) that involve 10 or more units.

- 5.2 Appendix 2 provides a table for each type of development and indicates the number of work experience placements*, NVQ (award, certificate or diploma) starts and completions and apprenticeships that should be provided at the construction stage. There is also a table outlining the extra-curricula activity commitments. Appendix 2 provides the benchmark standards for new developments.

* Please Note: Work experience placements will also include T (Technical) Level placements.



6.0 Local Employment and Training Framework

- 6.1 Where proposed developments reach the thresholds set out, the Council will negotiate and seek a commitment to local labour obligations detailing employment and training deliverables and a financial contribution if appropriate.
- 6.2 If there is a commercial end use of the site, a financial contribution will be sought from the developer and not from the operator, which may or may not be the same. Furthermore, employment and training measures and a separate Employment and Training Plan (ETP) for both phases of the development – construction and operation (starting workforce only), who may or may not be the same entity, will be sought recognising the differing labour market needs. If the operational phase of the development has multiple operators, separate and appropriate employment and training measures will be negotiated and sought independently with each operator through their own separate ETP's.
- 6.3 The complexities of multi-site and multi-phase developments are recognised and will be negotiated on a case by case basis in order to achieve a balance between meeting the needs of the TGN and the employment and training needs of the construction supply chain and operator/s.
- 6.4 It is intended that the financial contribution will fund the monitoring of employment and training and the economic impacts of the development and co-ordinate the deliverability of the ETP. Furthermore, the funding will assist towards the co-ordination of recruitment campaigns and pre-employment training for local residents to prepare them for vacancies generated by the development. Monies may also be used to support a Local Employment and Training Grants Programme.
- 6.5 The Council will draft an ETP with the developer and operator outlining how the Section 106 obligations will be achieved.

7.0 Local Employment and Training Measures to be Secured

7.1 It is intended that developments could achieve the following types of measures and activities:

- NVQ (award, certificate or diploma) training for sub-contractors (construction phase only)
- Apprenticeships
- Work experience placements for those unemployed
- Work experience placements for those aged 14-18 years in education
- Skills development workshops with education and training providers for the unemployed or those wishing to re-train
- Targeted recruitment and training campaigns including promotion of vacancies locally, pre-employment training, work trials and guaranteed interviews
- Job Fairs to promote new operational vacancies and opportunities
- Site visits and talks
- Career activities – mock interviews, information events, mentoring
- Meet the Buyer and SME events and activities

7.2 The Council's Legal Department will work with developers in the preparation of the Section 106 (or Section 106 Unilateral Undertaking where appropriate). This can be a complicated legal process and ample time needs to be allowed to complete the process. To this end, the Council uses a standard local labour obligations template to assist in the processing of applications. Developers are encouraged to contact the Council at the earliest opportunity and will need to brief their own legal advisors early in the pre-application process. Legal costs in respect of the Section 106 preparations will be met by the Developer. For further information on what is involved please contact: Sara Taylor, Regeneration – sara.taylor@lewes-eastbourne.gov.uk




8.0 Mechanism for Securing Local Employment and Training Measures

- 8.1 At the pre-planning application stage, prospective developers whose development would exceed the thresholds are encouraged to contact the Council to discuss potential local labour obligations and employment and training measures that are appropriate to the size of the proposal. If the planning application is approved the applicant will be required to enter into a Section 106 Agreement (or Section 106 Unilateral Undertaking if appropriate) with Lewes District Council to secure the financial contribution, agree the employment and training measures and develop an ETP. To discuss potential local labour obligations please contact: Sara Taylor, Regeneration – sara.taylor@lewes-eastbourne.gov.uk

Employment and Training Plan (ETP)

- 8.2 There are two key areas of employment and training for which Section 106 planning obligations will be sought. The first is the construction phase for all qualifying developments and the second is the operational phase (starting workforce) for all large commercial/employment generating developments. The Section 106 obligations will seek to ensure that local people can better access job opportunities arising from developments focusing on helping unemployed people back into work; as well as, matching motivated and skilled local people to new vacancies.
- 8.3 For the construction and operational phases, developers and occupiers will need to be committed to working with the Council to agree a site specific ETP. The agreed Section 106 obligations will contain key local labour, employment and training measures for incorporation in an approved ETP.
- 8.4 In order to formulate an ETP, completed Pro-formas for the construction (Appendix 3) and operational (Appendix 4, if relevant) need to be submitted by the developer with the planning application. If the operator is unknown at this stage, the operator will need to repeat this process for the starting workforce (Appendix 4) as soon as this information is available. Where there are multiple operators, each will be required to complete a Pro-forma.
- 8.5 Following an initial discussion regarding the content of the Pro-forma between the developer and operator (if appropriate) and the Council, the Council will respond with draft ETPs for the construction and operational (if appropriate) phases for approval. The ETP will outline employment and training commitments and how they will be achieved. The development cannot commence until the construction ETP has been approved by the Council.
- 8.6 Following the approval of the ETPs by the Council, the developer and operator will implement the approved ETPs which will be centrally co-ordinated by the Council to ensure that so far as is reasonably practicable the measures are met and regularly monitored. The ETPs are valid throughout the supply chain (eg building supply merchants, sub-contractors, etc) of the construction phase and for all tenants in the operational phase of the development.

- 
- 8.7 The developer needs to include a written statement in their contracts with the contractor and sub-contractors and inform the freeholder or lease holder of the operational phase of the development, encouraging them to liaise with the Council to discuss, agree and implement the arrangements as set out in this TGN and the site specific Section 106 obligations to ensure the successful and consistent application.
- 8.8 The contractor and sub-contractors in the construction phase shall provide to the Council on a monthly basis a Monitoring Form (Appendix 5) outlining the achievements against the ETP and Section 106 obligations. They will also complete a quarterly economic impact assessment (Appendix 7). The operator shall provide this information once, one month after opening (Appendix 6).
- 8.9 On completion of development and/or one month after opening for operational developments, the Council will review performance against the ETP(s) and Section 106 obligations to formulate an evaluation report to consider the scope for improvement on future developments and to maximise promotional activities of the outcomes of the specific development.

Monitoring Fee

8.10 A monitoring fee will be required to:

- Fund the monitoring of the ETP and Section 106 obligations, co-ordinate and deliver the ETP with the Council and its partners and support training/development initiatives and a grants programme.

8.11 The Council may seek to negotiate additional contributions if the employment and training requirements identified in the Pro-forma are out of the financial scope of local providers funding arrangements and are greater than the monitoring contribution. Additional contributions may also be sought in the event of a development being unable to deliver employment and training obligations; this will only occur when all options of delivery have been exhausted.

8.12 Fee towards monitoring and co-ordination (equivalent to 7.5 hours a week at £20 per hour (inclusive of on costs) x the length of the development in weeks + 8 weeks) = monitoring fee

Example:

If the length of the development is 52 weeks

S106 monitoring fee - £150 x 60 (52 + 8 weeks) = **£9,000**¹⁵

8.13 One month in advance of tendering, the contractor shall provide a detailed programme and an up-to-date schedule of works. All sub-contracting and tendering opportunities need to be advertised locally to make local businesses aware of the opportunities, timescales and procedures to be adopted in tendering for available work.

8.14 The number of apprentices, work experience placements, NVQ (award, certificate or diploma) training starts and completions for sub-contractors and extra curricula/careers activities/programmes for the unemployed written into the approved ETP and Section 106 obligations are non-negotiable. Appendix 2 outlines the minimum measures to be achieved. They are based on construction benchmarks from the National Skills Academy for Construction – Client-Based Approach. This defines employment and training based benchmarks for developments based on build cost and type. The benchmarks have been set as a result of experience from the National Skills Academy for Construction projects and an analysis of labour patterns in the industry. The entry benchmarks have been amended to reflect Lewes District's local priorities and to simplify the process.

¹⁵ The monitoring fee will be subject to index linking.

- 8.15 For developments under 52 weeks or where contractors will be on site for limited times only, the Council understands that it is difficult for employers to engage with apprenticeships. In these instances the use of an independent Apprenticeship Training Agency (ATA) is recommended. The Council works with Training and Apprenticeships in Construction (TrAC), our local ATA, which allows contractors to demonstrate and strengthen their support for the apprenticeship employment agenda. TrAC work closely with neighbouring Councils; the inclusion of Newhaven within the geographical catchment will build the pool of construction apprentices and enable easier movement between sites along the south coast. TrAC looks to source the educational element of an apprenticeship from local providers.
- 8.16 For developments expected to last for at least 52 weeks, the Council seeks that an Apprenticeship is facilitated. The developer is responsible for ensuring the relevant number of new apprenticeships is created on site – either directly or through the developer’s managing agents and their supply chain. If apprentices are recruited through the supply chain it must be clearly evidenced that the apprentice appointment is directly associated with the development. The developer is responsible for all associated costs. The Council can help facilitate apprenticeship activity if necessary.
- 8.17 The Council encourages the contractor and supply chain to access sector specific grants through CITB - Construction Skills. The Council can broker this support.

Monitoring at Construction Phase

- 8.18 Provide regular monitoring and information to the Council on:
- The achievements against the ETP and Section 106 obligations, numbers of local businesses contracted and numbers of local people* employed on a monthly basis via completion of a Monitoring Form (Appendix 5)
 - Apprentices, work experience placements and NVQ (award, certificate or diploma) starts and completions and any extra curricula and career activities.
 - A monthly site monitoring meeting
 - Any other relevant information as directed by the Council

* Local people counted at two levels namely, those living in Newhaven North and Newhaven South/ Newhaven Valley wards and those living in East Sussex

8.19 The Council will also identify the economic impact of the development on the local economy. As well as the monitoring and information identified above, the development must provide quarterly information to the Council on:

- Where contractors and sub-contractors have been staying overnight, how long and accommodation/entertainment spend?
- Has there been any unplanned expenditure eg purchase of building materials locally and at what value?
- Use of local suppliers for equipment, supplies, etc
- What involvement have contractors and sub-contractors had in local community issues/events?
- Outcomes from Considerate Constructor assessments
- Plus other relevant development related initiatives.

Operational Phase

8.20 The developer is to inform the lease holder about this TGN and the site specific Section 106 obligations. The lease holder needs to complete the Pro-forma (Appendix 4) for submission to the Council as soon as possible after leasing the premises. The Council will draft an operational ETP. Occupiers and their personnel team shall meet with the Council/selected partners to discuss the ETP and agree a targeted recruitment and training campaign to enable local people to acquire the skills needed to gain employment.

8.21 Operators are responsible for ensuring the relevant numbers of apprenticeship, work experience and NVQ (award, certificate or diploma) training places are created and they are responsible for all associated costs.

Monitoring of Operational Phase

8.22 Tenants to provide monitoring information (via Appendix 6) to the Council one month after operation on:

- The achievements against the ETP and Section 106 obligations
- Starting workforce statistics including details of number of local¹⁶ people and unemployed residents
- Apprentice and work experience placements
- Any other relevant information as directed by the Council.

¹⁶ During operational phase local people counted as those living in Newhaven North and Newhaven South/ Newhaven Valley wards

Appendices

Appendix 1 – Template Section 106 Obligations - Sample Wording for Local Labour

1. Local Labour

- 1.1. The Owner shall in connection with the construction and operation of the Development ensure that:
- 1.1.1 [%] of the work during the construction phase should be for Small and Medium Sized Enterprises who are based in East Sussex.
 - 1.1.2 All new temporary and permanent vacancies including apprenticeships not identified in the Employment and Training Plan to be reported to the Council in advance of recruitment. The Council and its partners will promote vacancy details to local job seekers and are able to match suitable candidates to job specifications for consideration by the developer/contractor and sub-contractor/s.
 - 1.1.3 One month in advance of tendering, the contractor shall provide a detailed programme and an up-to-date schedule of works.
 - 1.1.4 All sub-contracting and tendering opportunities to be advertised locally to make local businesses aware of the opportunities, timescales and procedures to be adopted in tendering for available work.
 - 1.1.5 To work with the Council in the development and implementation of an Employment and Training Plan to deliver a recruitment and training campaign linked directly to the construction and operational jobs within the Development to prepare the labour market and match suitable candidates to job specifications. To include:
 - 1.1.6 Guaranteed job interviews for those unemployed who have undertaken specific pre-employment training related to the development. The target for which is [%] of the starting workforce.
 - 1.1.7 Advertising all new construction and operational vacancies locally (ie in Newhaven).
 - 1.1.8 The recruitment of [] apprentices, provision of [] work experience placements for those unemployed, [] work experience placements for those aged 14-18 years in education, [] NVQ (award, certificate or diploma) training for sub-contractors associated with the construction of the Development to include [] starts and [] completions and participation in [] extra curricula/careers activities.
 - 1.1.9 To use reasonable endeavours to recruit apprentices and provide work experience placements for those unemployed and work experience placements for those aged 14-18 years in education associated with the operation of the Development.

- 1.1.10 To agree a final Employment and Training Plan at least 4 weeks prior to the Commencement of Development.
- 1.1.11 To implement the Employment and Training plan prior to the Commencement of Development and to comply with the requirements contained therein for the duration of construction and, where the plan covers the operational phase, until one month after the operational phase has commenced.
- 1.1.12 The Owner shall provide promptly the monitoring information required.
- 1.1.13 The Owner shall issue a written statement to its prospective contractors and sub-contractors at the stage of tendering for work and contracts associated with the construction of the Development stating that any company invited by the Owner shall be given clear written details of the obligation and shall abide by the site's local labour Section 106 (or Section 106 Unilateral Undertaking) obligations and subsequently include a similar term within any contract.
- 1.1.14 The Owner shall issue a written statement to its prospective operator associated with the operation of the Development stating that any company invited by the Owner shall be given clear written details of the obligation and shall abide by the site's local labour Section 106 (or Section 106 Unilateral Undertaking) obligations.
- 1.1.15 The Owner shall make a Local Labour Obligations Monitoring Fee of [] towards the costs on or prior to Commencement of Development.
- 1.1.16 The Owner shall not commence the Development until it has paid the Local Labour Obligations Monitoring Fee to the Council.

Appendix 2 – Benchmark Standards for Work Experience Placements, Apprenticeships and NVQs¹⁷ (Award, Certificate or Diploma) at Construction Phase and Extra Curricula/Careers Activities/Programmes for the Unemployed

The commitment for extra curricula, careers activities and/or working with local unemployed people through various programmes on offer is as follows:

Up to £1m	£1m - £5m	£5m - £10m	£10m - £20m	£20m - £30m	£30m - £40m	£40m - £50m	£50m - £60m	£60m - £70m	£70m - £80m	£80m - £90m	£90m - £100m
2	3	4	5	6	7	8	9	10	10	11	12

The tables¹⁸ in this Appendix detail the Work Experience placements, Apprenticeship and NVQ (award, certificate or diploma) benchmarks that will apply for qualifying developments during the construction phase. The benchmarks vary dependent on the type and cost of the build.

Build types are classified as follows:

- Residential
- Retail, Sports, Leisure and Entertainment
- Factories
- Education (Private/Non County Council)
- Health
- Offices
- Refurbishment/Decent Homes

¹⁷ NVQ – National Vocational Qualification usually represented in the form of an Award, Certificate or Diploma

¹⁸ Client-Based Approach to developing and Implementing an Employment and Skills Strategy on construction projects through on-site training (May 2012)

Residential	Up to 500K	£500K - 1m	£1 – 3.5m	£3.5 – 6m	£6 – 10m	£10 – 15m	£15 – 20m	£20 – 30m	£30 – 40m	£40- 50m	£50- 60m	£60- 70m	£70- 80m
Work Experience Placement for those Unemployed – persons	1	2	3	5	7	9	11	13	16	18	19	20	20
Work Experience Placement for those aged 14-18 yrs in Education – persons	0	0	0	1	1	2	3	3	4	4	4	5	5
Apprentice Starts – persons	0	0	0	2	4	6	7	8	9	10	11	12	13
Apprentice Completions –persons	0	0	0	0	2	3	4	5	5	6	6	6	7
<u>Construction Phase Only</u>													
NVQ Starts for Sub- contractors – persons	0	0	1	2	3	6	8	10	13	15	17	19	21
NVQ Completions for Sub-contractors – persons	0	0	1	2	3	5	7	8	11	12	14	16	17

Retail, Sports, Leisure and Entertainment	Up to 3.5m	£3.5 – 6m	£6 – 10m	£10 – 15m	£15 – 20m	£20 – 30m	£30 – 40m	£40 – 50m	£50 – 60m	£60- 70m	£70- 80m	£80- 90m	£90- 100m
Work Experience Placement for those Unemployed – persons	2	3	4	5	6	7	8	9	10	10	10	11	11
Work Experience Placement for those aged 14-18 yrs in Education – persons	0	1	1	1	2	2	2	2	2	3	3	3	3
Apprentice Starts – persons	0	1	3	4	5	5	6	7	7	8	8	9	10
Apprentice Completions –persons	0	0	1	1	1	1	1	2	2	2	2	2	2
<u>Construction Phase Only</u>													
NVQ Starts for Sub-contractors – persons	1	1	2	4	5	6	8	9	10	11	13	14	14
NVQ Completions for Sub-contractors – persons	1	1	2	3	4	5	7	7	8	10	10	11	12

Factories	Up to 3.5m	£3.5 – 6m	£6 – 10m	£10 – 15m	£15 – 20m	£20 – 30m	£30 – 40m	£40 – 50m	£50 – 60m	£60- 70m	£70- 80m	£80- 90m	£90- 100m
Work Experience Placement for those Unemployed – persons	0	1	1	1	2	2	2	3	3	3	3	3	3
Work Experience Placement for those aged 14-18 yrs in Education – persons	0	0	0	0	0	0	0	0	0	0	0	0	0
Apprentice Starts – persons	0	1	1	2	2	2	3	3	3	4	4	4	5
Apprentice Completions –persons	0	0	1	1	1	2	2	2	2	2	2	2	2
<u>Construction Phase Only</u>													
NVQ Starts for Sub- contractors – persons	1	1	2	3	4	6	7	8	9	10	12	13	13
NVQ Completions for Sub-contractors – persons	1	1	2	3	4	4	6	7	8	9	9	10	11

Education (Private/Non County Council)	Up to 3.5m	£3.5 – 6m	£6 – 10m	£10 – 15m	£15 – 20m	£20 – 30m	£30 – 40m	£40 – 50m	£50 – 60m	£60- 70m	£70- 80m	£80- 90m	£90- 100m
Work Experience Placement for those Unemployed – persons	4	6	8	11	13	16	19	22	23	24	24	25	25
Work Experience Placement for those aged 14-18 yrs in Education – persons	0	1	1	2	4	4	5	5	5	6	6	6	6
Apprentice Starts – persons	0	2	3	5	6	6	7	8	9	10	10	11	12
Apprentice Completions –persons	0	0	2	3	3	4	4	5	5	5	6	6	6
<u>Construction Phase Only</u>													
NVQ Starts for Sub-contractors – persons	1	2	3	6	8	10	13	15	17	19	21	23	24
NVQ Completions for Sub-contractors – persons	1	2	3	5	7	8	11	12	14	16	17	19	20

Health	Up to 3.5m	£3.5 – 6m	£6 – 10m	£10 – 15m	£15 – 20m	£20 – 30m	£30 – 40m	£40 – 50m	£50 – 60m	£60- 70m	£70- 80m	£80- 90m	£90- 100m
Work Experience Placement for those Unemployed – persons	2	3	4	5	7	8	10	11	11	12	12	13	13
Work Experience Placement for those aged 14-18 yrs in Education – persons	0	1	1	1	2	2	2	2	2	3	3	3	3
Apprentice Starts – persons	0	1	2	4	4	5	5	6	7	7	8	8	9
Apprentice Completions –persons	0	0	1	1	1	2	2	2	2	2	2	2	2
<u>Construction Phase Only</u>													
NVQ Starts for Sub-contractors – persons	1	2	2	5	6	8	10	12	14	15	17	18	19
NVQ Completions for Sub-contractors – persons	1	2	2	4	6	6	9	10	11	13	14	15	16

Offices	Up to 3.5m	£3.5 – 6m	£6 – 10m	£10 – 15m	£15 – 20m	£20 – 30m	£30 – 40m	£40 – 50m	£50 – 60m	£60- 70m	£70- 80m	£80- 90m	£90- 100m
Work Experience Placement for those Unemployed – persons	1	2	2	3	3	4	5	5	6	6	6	6	6
Work Experience Placement for those aged 14-18 yrs in Education – persons	0	0	0	1	1	1	2	2	2	2	2	2	2
Apprentice Starts – persons	0	1	2	3	3	4	4	5	5	5	6	6	7
Apprentice Completions –persons	0	0	1	1	2	2	2	2	2	2	3	3	3
<u>Construction Phase Only</u>													
NVQ Starts for Sub- contractors – persons	1	1	2	4	5	6	8	9	10	11	13	14	14
NVQ Completions for Sub-contractors – persons	1	1	2	3	4	5	7	7	8	10	10	11	12

Refurbishment/Decent Homes	Up to 3.5m	£3.5 – 6m	£6 – 10m	£10- 15m	£15 20m	£20 30m	£30 – 40m	£40 – 50m	£50 – 60m	£60- 70m	£70- 80m	£80- 90m	£90- 100m
Work Experience Placement for those Unemployed – persons	2	4	5	6	8	9	11	13	13	14	14	15	15
Work Experience Placement for those aged 14-18 yrs in Education – persons	0	0	0	1	1	1	1	1	1	2	2	2	2
Apprentice Starts – persons	0	1	3	4	5	6	6	7	8	8	9	10	11
Apprentice Completions –persons	0	0	1	2	3	4	4	4	4	4	5	5	5
<u>Construction Phase Only</u>													
NVQ Starts for Sub-contractors – persons	1	1	2	4	6	7	9	11	12	13	15	16	17
NVQ Completions for Sub-contractors – persons	1	1	2	4	5	6	8	8	10	11	12	13	14

Notes: The numbers in the tables refer to total amount of work experience placements and apprenticeships in each category expected by value of development. For projects in excess of the development costs listed above, targets need to be negotiated with the Council.

Source: Client-Based Approach to developing and Implementing an Employment and Skills Strategy on construction projects through on-site training (May 2012)

Appendix 3 – Sample Pro-forma for Construction Phase

Pro-forma for Construction Phase

Date	
Author	
Site name	
Developer	
Main contractor	
End user operator/s	
Estimated build value	
Planned start date (Includes site preparation, demolition enabling works, etc)	
Planned completion date (Handover/occupancy)	
Total number of weeks (start to completion)	

Number of apprentices (starts and completions)	
Number of TrAC apprentices	
Number of work experience placements for those unemployed	
Number of work experience placements for those aged 14-18 years in education	
Number of NVQ starts for Sub-contractors (starts and completions)	
Number of extra curricula, careers/employment support activities, etc	
Additional labour market measures	
Anticipated new vacancies	

Appendix 4 – Sample Pro-forma for Operational Phase

Pro-forma for Operational Phase

Date	
Author	
Site name	
Planned opening date	
End user operator	
Contact for operational phase (Name, title, email, telephone no)	

Total number of new jobs	
Number of apprentices	
Number of work experience (WE) placements for those unemployed	
Number of WE placements for those aged 14-18 yrs in education	
Recruitment plans (job promotion, open days, jobs fair)	
Curriculum, careers/employment support proposals (site visits, talks, mock interviews, mentoring, participation in employability programmes)	

Breakdown Number of Jobs

Number of jobs (eg 2)	Type of Roles (eg Retail Assistants)	Hours (eg 11 hours per week)	Skills, Qualifications and Qualities Seeking (eg right attitude)

Outline your own company's recruitment process and pre- employment training if applicable	
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Appendix 5 – Sample Monitoring Form for the Construction Phase

Monitoring Form – Construction Phase

Please complete and submit this form at the end of every month and email to . . . **To be inserted**

All sub-contractors in the development chain are required to complete this form under the site's Section 106/Unilateral Undertaking. **All recording relates to on site activity only.** If you need assistance in completing this form contact as detailed above.

Date	
Company name, address and contact number of headquarters	
Company number of employees	
Company contact name	
Number of staff on site	
Number of staff on site previously unemployed	
Number of staff <u>on site</u> who live in 1) Newhaven North and Newhaven South, Newhaven Valley 2) East Sussex*	1) Newhaven North and Newhaven South, Newhaven Valley = 2) East Sussex* =
Number of NEW apprentices <u>on site</u> and level of apprenticeship (intermediate, advanced or higher) Provide details of qualification title and level	
Number of EXISTING apprentices <u>on site</u> and level of apprenticeship (intermediate, advanced or higher) Provide details of qualification title and level	
Number of apprenticeship completions whilst <u>on site</u> Provide details of qualification title and level	
Number of completed work experience placements for those unemployed	
Number of completed work experience placements for those aged 14-18 in education	
Number of NVQ starts (award, certificate, diploma) <u>on site</u> for Sub-contractors Provide details of qualification title and level	
Number of NVQ completions (award, certificate, diploma) <u>on site</u> for Sub-contractors Provide details of qualification title and level	
Number of extra curricula, careers/employment support activities Date and details of activity	
Please list the contact details of any new sub-contractors to be used on site	

*** East Sussex reporting should INCLUDE numbers for Newhaven North and Newhaven South, etc**

Appendix 6 - Sample Monitoring Form for the Operational Phase

Monitoring Form – Operational Phase

Please complete and submit this form after 4 weeks of opening and email to . . .
To be inserted

All sub-contractors in the development chain are required to do so under the Section 106 Agreement.

If you need assistance in completing this form contactvia email at

Date	
Company name	
Company contact name	
Number of staff employed	
Number of staff employed who live in Newhaven North and Newhaven South, Newhaven Valley	
Number of staff previously unemployed	
Number of NEW* apprentices on site and level of apprenticeship (intermediate, advanced or higher)	
Number of work experience placements for those unemployed	
Number of work experience placements for those aged 14-18 in education	
Curriculum, careers/employment support activities (site visits, talks, mock interviews, mentoring, participation in employability programmes)	

***Since operation of development**

Appendix 7 – Sample Quarterly Economic Impact Checklist

QUARTERLY ECONOMIC IMPACT CHECKLIST

Main Contractor’s Name/Site:

Details of construction staff staying locally:

Total Number of Staff Staying Overnight:		
No of Nights or Weeks (insert numbers):	Nights:	Weeks:
Names of Hotels/Accommodation Used:		

What is the estimated value (£s) of overnight accommodation/entertainment per night to the local economy?

Accommodation spend per night	£
Entertainment/other spend per night	£

What positive experiences have occurred as a result of the development and/or have been experienced by the staff that you can tell us about?

What local suppliers (Builders’ Merchants, etc) have you used?

Estimated value of spend with local supplier (£s)?

Up to £5K	£5K+ - £10K	£1K+ - £1.5K	£10K+ - £15K	£15+ - £20K	£20+ - £25K	Estimated Cost (£25K+)

Any unplanned expenditure eg purchase of building materials locally, and/or additional local contracting opportunities?

Estimated value of the unplanned spend (£s) to the local economy?

Up to £5K	£5K+ - £10K	£1K+ - £1.5K	£10K+ - £15K	£15+ - £20K	£20+ - £25K	Estimated Cost (£25K+)

What involvement have you had in the community eg events/activities?

Copies of Considerate Constructor Reports? Please attach

Appendix 8 – Index Linking

Contributions shall be index linked and varied as necessary by the application of the following formula:

$$A = \frac{B \times C}{D}$$

Where:

A is the sum actually payable on the relevant specified date, eg date local labour monitoring contribution is due;

B is the original sum specified in the local labour agreement;

C is the inflation index for the month preceding the specified date;

D is the inflation index for the month preceding the date of the signed local labour agreement;

C divided by D is equal to or greater than 1

Please note: Inflation Index means the 'all items' index figure of the Retail Prices Index published by the Office for National Statistics.

Appendix 9 – Glossary

Term	Definition
B1(a)	Planning Use Class - General office use
C3	Planning Use Class - Residential self-contained unit
C4	Planning Use Class - House in multiple occupation
CSCS	Construction Skills Certificate Scheme
CITB	Construction Industry Training Board
ESCC	East Sussex County Council
ETP	Employment and Training Plan
JSA	Job Seeker's Allowance
LDC	Lewes District Council
Local People	Local people counted at two levels namely, those living in Newhaven North and Newhaven South/Newhaven Valley wards and those living in East Sussex
NEET	Not in Employment Education or Training
NPPF	National Planning Policy Framework
NVQ's	National Vocational Qualifications (represented as industry specific awards, certificates or diplomas)
NVQ Starts/Completions for Sub-contactors	Target that describes NVQ starts at levels 2, 3, 4 or 5 for individuals working in the project supply chain, not directly employed by the main contractor
Operator	End user of the premises
Section 106	Section 106 Agreements can be used to secure planning obligations related to new developments including improving training and skills
SME's	Small and Medium Sized Enterprises
SELEP	South East Local Enterprise Partnership
T Levels	Technical Level qualifications requiring a work experience placement
TrAC	Training and Apprenticeships in Construction
Unemployed	People who are jobless, have been actively seeking work in the past four weeks and are available to start work in the next two weeks; or they are out of work, have found a job, and are waiting to start it in the next two weeks.
Unilateral Undertaking	This is a Section 106
UC	Universal Credit
Work Experience Placement for those Unemployed	The placements are to support those unemployed who are seeking employment and wish to gain experience in the workplace to help them find employment. The minimum duration of a work experience placement should be 5 working days.
Work Experience Placement for those aged 14-18 in Education	The work experience placements are to support young people in education. Work placements can support those undertaking related qualifications to the build and operation of the site. The minimum duration of a work experience placement should be 5 working days.

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**Lewes District Council****Meeting: Cabinet****Date: 9 July 2020****Subject: Newhaven Local Employment and Training Technical Guidance Note****Report of: Director of Regeneration and Planning**

The Cabinet is asked to consider the minute and resolution of the Planning Applications Committee held on 10 June 2020 as set out below.

Minute extract**Planning Applications Committee - 10 June 2020****138 Newhaven Local Employment and Training Technical Guidance Note**

The Committee considered the report which detailed the proposed Newhaven Local Employment and Training Technical Guidance Note (TGN).

The Head of Regeneration summarised the contents of the report. He highlighted that the TGN was a pilot programme to assist in securing local labour agreements as part of development proposals in Newhaven, and that the TGN enabled training and employment initiatives at both the construction and operational stages of development.

The Head of Regeneration further highlighted that the purpose of the TGN was to assist in maximising the benefits of development, particularly larger development proposals that come forward in the Newhaven area, as Newhaven was a focus of regeneration for Lewes District.

The Committee emphasised the importance of the TGN being specifically tailored to the Newhaven area and other local areas throughout Lewes District, not copying that of initial pilot programme of Eastbourne Borough or other local authorities, but acknowledging that Officers should take Best Practice examples of what has worked elsewhere. It further emphasised its support of small, local businesses, as well as employing local people where possible.

The Committee expressed its gratitude to Officers for the inclusion of the provision that candidates who complete a pre-employment training programme would be guaranteed an interview by the prospective employer associated with the development. The Committee requested that Armed Forces be included in any such programmes to support ex-service personnel.

The Committee queried whether or not Newhaven Town Council would lose CIL (Community Infrastructure Levy) fees as a result of the pilot programme. Officers responded that despite Eastbourne Borough not being permitted to collect CIL fees for flats during its TGN pilot programme, local authorities within Lewes District would not lose CIL fees as a result of the programme.

The Committee sought clarification on details surrounding the stakeholders as mentioned in the report. Officers clarified that the stakeholders who were consulted included the Newhaven Enterprise Zone Employment and Skills Task Group, which comprised of a variety of representatives within Lewes District. Representatives included officers from the Job Centre Plus in Newhaven, the East Sussex College Group as a local FE College, Sussex Community Development Association and East Sussex County Council. Newhaven Town Council, the Chamber of Commerce and a social housing provider were also consulted on an informal basis.

The Committee enquired whether areas just outside the Newhaven boundary could be included in the TGN. Officers explained that the proposed TGN covered development sites within Newhaven wards only, but that did not preclude a resident outside of the Newhaven boundaries gaining employment within the areas covered by the TGN.

The Committee queried how long Officers anticipated the pilot scheme to be in place before the effectiveness could be measured before being rolled out to other areas within Lewes District, and requested that Officers provide further briefings as to the progress of the pilot programme. Officers agreed to provide local employment and training progress updates at future meetings of the Committee.

The Committee enquired as to whether the pilot programme could be applied retrospectively to previously approved planning applications within Lewes District. The Council's Solicitor explained that it was not possible to retrospectively apply standards of the pilot programme to applications which had already been granted planning permission.

The Committee queried whether it would be possible to retrospectively impose employment conditions of the pilot programme to planning applications which had already been granted planning permission, yet sought amendments to the original applications. The Council's Solicitor clarified that the Council would not impose additional s.106 requirements following a section 73 application to vary planning permission as a matter of law, the principle of development had already been established. A TGN and employment training plan could only be required in connection with new planning applications received following the implementation of the pilot programme.

The Committee thanked Officers for all of their hard work in bringing the pilot programme forward and the consideration given to various communities within Lewes District, including the Armed Forces and those furthest from the jobs market. It further expressed its support of increasing the skill sets of local people and ensuring residents of Lewes District continue to benefit in the future from the programme.

Resolved:

- 1) That the Committee endorse the Newhaven Local Employment and Training Technical Guidance Note (TGN), as set out in Appendix 1 and subject to:

- a) Local employment and training progress updates as and when appropriate to the Planning Applications Committee
 - b) A review of the CIL and local employment and training monitoring fees to be undertaken during the Local Plan Review to ensure monies requested from developers do not deter development in Newhaven; and
- 2) That Cabinet be recommended to adopt the Newhaven Local Employment and Training Technical Guidance Note (TGN) in accordance with Resolution 1 a) and b) and as set out in Appendix 1.

For a copy of the report please contact Democratic Services

Tel. (01273) 471600

E-mail: committees@lewes-eastbourne.gov.uk

A copy may be downloaded on the Council's website by following the link below:

<http://democracy.eastbourne.gov.uk/mgGeneric.aspx?MD=CommitteesLanding&bcr=1>

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Report to:	Cabinet
Date:	9 July 2020
Title:	Recovery Planning
Report of:	Ian Fitzpatrick, Deputy Chief Executive, Director of Regeneration and Planning
Cabinet member:	Councillor Zoe Nicholson, Leader of the Council
Ward(s):	All
Purpose of report:	To inform, and seek the Cabinet's views on plans being developed to support the sustainable and economic recovery of the district and the council following the Covid19 lockdown period.
Decision type:	Non-key
Officer recommendation(s):	Cabinet is recommended to note the report, and in particular; <ul style="list-style-type: none">a) The work to reprioritise the Corporate Plan over the summer (para 3.4)b) The commissioning of the Centre for Local Economic Strategies to support our implementation of community wealth building principles into all our key priorities as a council (para 3.5)c) The Recovery Summit to be held in July 2020 (para 3.6)d) Particular areas of future focus (para 3.8), ande) The intention to revise the focus of future performance reporting (para 4.2).
Reasons for recommendations:	The Covid-19 pandemic and associated lockdown has resulted in a significant downturn in the local economy and subsequent impact on local people. This report sets out what the council plans to do, in its community leadership role, to tackle this in the Lewes District.
Contact Officer(s):	Name: Jo Harper Post title: Head of Business Planning and Performance E-mail: jo.harper@lewes-eastbourne.gov.uk Telephone number: 01273 085049

1 Introduction

1.1 The past three months have seen unprecedented social and economic changes.

The Covid-19 pandemic and the national 'lockdown' response to this, resulting in the virtual shut down of the economy, have created a hugely altered local picture, to which the council needs to respond.

- 1.2 This report provides an oversight and context for the council's recovery planning, both for ourselves as an organisation and in our community leadership role, for the district.

2 The new challenges

- 2.1 Lockdown measures are being gradually lifted but it is recognised that the pandemic is by no means over. At the time of writing the downwards trajectory of infection continues, but we cannot overlook the possibility of a second wave or localised outbreaks. However, it is clear that we need to start planning now for the sustainable recovery of our district. Indeed this planning is already well underway.

- 2.2 The district is now a very different place. Unemployment levels are higher, and are likely to rise dramatically as government funded furlough schemes come to an end. Some businesses have already folded and it is expected that more may follow. Social distancing continues to mean that some businesses simply cannot operate and are unlikely to be able to do so for some considerable time.

- 2.3 The impact of this on people's lives cannot be understated. Without the right support and interventions we could see;

- Debt issues –use of payday lenders, mortgage arrears, rent arrears
- Lack of food security and increased reliance on foodbanks
- Housing issues and homelessness
- Potential increasing incidences of domestic abuse and antisocial behaviour
- Potential negative mental health impact of long term self-isolation / shielding
- Fear/anxiety relating to returning to public places
- Digital exclusion, particularly in rural areas
- Isolation due to limitations on public transport

We continue to monitor and map changes in the experiences of local people in relation to these things, and work with our partners to support those experiencing such difficulties.

- 2.4 In addition, the council has its own issues, as set out in other recent reports to the Cabinet, with regard to increased pressures on services and a very challenging financial position.

3 Recovery Planning

- 3.1 These changes and challenges require a strong, coordinated and planned approach to tackle them, in order to ensure the best outcomes for the district. Commentators are suggesting that the recovery is an opportunity to build back in a more sustainable and just way, reforming the inequality in our existing economic structures and systems. As a council we have a key role to play in

leading the dialogue about what a greener and more equal recovery might look like. Whilst we do not hold the solutions alone, we can play an important role in harnessing and focusing the energy and commitment of local communities and local businesses.

- 3.2 To this end we are bringing together key statutory, voluntary, community and business representatives from across the area to plan our recovery together. Our recovery work will focus on ensuring a sustainable and resilient economic, social and environmental future for the district. We will, in particular, focus on how best to support those 'furthest from the job market', that is, those who are most likely to find it difficult to secure work.
- 3.3 The council does not want to see 'Recovery' as being a route back to where we were before. There is a real opportunity to re-design and re-invent our local economic landscape in a resilient way that serves local people better; retaining and reinvesting local wealth. Alongside this, the lifestyle changes made during lockdown, for example with less car usage and more walking and cycling, can also be seen as an opportunity to create lasting change which can significantly contribute to our goal of carbon neutrality by 2030.
- 3.4 In February 2020 we adopted a new Corporate Plan. This set out our vision for the district which focused strongly on; community wealth building, sustainability and climate change, providing affordable housing and getting our services right first time. These four themes continue to have real relevance and they will continue to underpin our work. We do not need to change our Corporate Plan, but may need to refocus our priorities to ensure we deal first with the most pressing and critical issues facing us now. This 're-prioritisation' work will be undertaken over the summer and reported in the early autumn.
- 3.5 Community wealth building, in particular, is a critical part of achieving a successful and sustainable recovery, as its focus is on; local investment, local jobs and skills development, supporting locally owned businesses and procurement choices which support local contractors and suppliers. To this end we have commissioned the Centre for Local Economic Strategies (CLES) to work with us and advise on how we can work to reshape local energy systems; create workforces compatible with a post-carbon economy and; convene the financial resources needed to support economically-just transition towards a more resilient district in the future.
- 3.6 Next steps

A very important first step is to bring together the key statutory, voluntary, community and business representatives from across the area to plan our recovery together. A Recovery Summit is being held shortly to formulate a shared approach for the district.
- 3.7 This will complement and build on the countywide economic recovery work already underway. The countywide recovery work is being led by East Sussex County Council, with guidance from Team East Sussex.
- 3.8 Following the Recovery Summit, more detailed plans for the district will be developed, alongside the countywide plans. These will draw out how the

community wealth building approach can best be applied practically in the district. The work commissioned from CLES will assist with this. Particular areas of focus within these plans will be;

- Maximising use of local businesses and services through reviewing and making changes to our procurement rules
- Supporting economic regeneration through the way we use the council's Capital Programme
- Maximise benefit to the local area in our investment decisions
- Explore how we can continue to support local people experiencing social and welfare issues holistically, working with other agencies, building on the Community Hub approach used during the lockdown period
- Continuing to drive down carbon emissions through our work to decarbonise our housing stock, in collaboration with other stockholding local authorities

3.9 More detailed plans will be drawn up and progressed over the summer, in close collaboration with partners from across the business, public and community sectors. A further report will be brought to Cabinet thereafter.

4 Outcome expected and performance management

4.1 Throughout the lockdown period, close attention has been paid to performance data to enable us to judge the effectiveness of the interventions the council has been making, such as the Community Hub helpline, the provision of food, the payment of business grants, processing of benefit claims etc.

4.2 Going forward, we will continue to closely monitor the council's own performance data alongside other key statistics which will provide an indication of the economic, social and environmental well-being of the district. We will use this data to track the recovery journey and to ensure our plans remain responsive to the changing situation. The council's regular performance reports will be revised to reflect this focus.

5 Financial appraisal

5.1 The direct costs/revenue consequences arising to the Council as a direct result of commissioning the Centre for Local Economic Strategies to advise on community wealth building plans and any other costs associated with the report's recommendations are to be funded from the previously allocated resources for sustainability.

6 Legal implications

6.1 There are no substantive legal implications arising from this report, as the contents are purely for noting. The recovery planning proposals set out in section 3 above are executive functions, corporate in scope, which make Cabinet the proper forum for consideration.

Lawyer consulted: 10.06.20

Legal ref: 009265-LDC-OD

7 Risk management implications

- 7.1 This report identifies at para 2.3 the risks for the district resulting from the Covid pandemic and the national lockdown. The report sets out ways in which the council can work with others to help reduce these risks. However, it should be noted that many of the issues set out at para 2.3 are beyond the direct scope of the council to address alone and therefore a partnership approach will be essential to achieve significant impact.

8 Equality analysis

- 8.1 A full equality analysis will be undertaken as part of the development of recovery plans. The Community Wealth building approach set out in this report aims to achieve economically-just outcomes which would not disadvantage those with protected characteristics.

9 Environmental sustainability implications

- 9.1 This report sets out how the council intends to approach its recovery planning in light of the Covid pandemic. The Community Wealth Building approach uses sustainability principles and is in line with the council's emerging Sustainability and Climate Change strategy framework, a report on which can be found elsewhere on this agenda.

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Report to:	Cabinet
Date:	9 July 2020
Title:	Climate Change and Sustainability Strategy Framework
Report of:	Ian Fitzpatrick, Director of Regeneration and Planning and Deputy Chief Executive
Cabinet member:	Councillor Matthew Bird, Cabinet Member for Sustainability
Ward(s):	All
Purpose of report:	To provide sight of the strategy framework to be made available for stakeholder engagement work
Decision type:	Key
Officer recommendation(s):	Cabinet is recommended to note the report and to; (1) Agree the timeline for the production of the Climate Change and Sustainability Strategy, adjusted in light of the Covid-19 pandemic, as described in para. 1.4. (2) Approve the strategy framework for targeted stakeholder engagement , as summarised in para. 5.1. (3) Approve the public engagement period of 10 weeks from 24th August 2020
Reasons for recommendations:	To progress towards the aims of the Climate Emergency Resolution agreed by Council in July 2019.
Contact Officer(s):	Name: Kate Richardson Post title: Strategy & Partnership Lead- Sustainability E-mail: kate.richardson@lewes-eastbourne.gov.uk Telephone number: 01323 415202

1 Introduction

- 1.1 On the 15th July 2019 Lewes District Council formally declared a Climate Emergency at Full Council and committed to: "...Ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to net zero greenhouse gas emissions by 2030; Support and work with relevant agencies and stakeholders towards making the entire District zero carbon and

climate resilient by 2030.”

- 1.2 The Council originally aspired to producing a full strategy by July 2020, planning to consult and develop the plan in the preceding months. With the arrival of the Corona Virus pandemic and the subsequent lockdown in mid-March it quickly became apparent that the production of the strategy was going to be impacted.

Reduced staffing and partnership capacity due to emergency work would in particular impact upon our ability to perform the appropriate consultation that was needed and so we paused for a re-think about our timetable.

- 1.3 The pandemic and lockdown has been mentally and financially challenging for many residents as well as the Council and its staff. However it has also had some positive environmental and social impacts such as: improved air quality; an appreciation of carless streets; renewed interest in cycling and walking; and, an improved sense of community cohesion as society has learned very quickly how to pull together for the greater good.

Some outcomes which could have taken years of encouragement to develop have come together over days during this crisis. The Confederation of British Industry have noted that businesses which have for years insisted their workforce travel miles to an office, have realised that trusting their employees to work flexibly can actually improve the quality of work.

There is an opportunity to harness the positives of this situation and determine how best to take these on into the future. The council’s strategic approach can now build on these positives and work not to revert to the ‘old business as usual’. A new impetus can be given to the sustainability agenda by encouraging support for a green restart and green economic recovery that encourages community wealth building.

- 1.4 The pandemic has slightly delayed the development of our Climate Change and Sustainability Strategy and has led to a re-think of our approach, which we believe will result in a stronger plan and more sustainable response that better reflects our strategic ambition.

It will relate better to the current circumstances as well as our residents’ and stakeholders’ opinions and attitudes that may have changed as a result of this crisis.

This report provides:

- A consultation draft strategy for consideration by Cabinet along with the background evidence completed to date;
- A plan for full and meaningful stakeholder engagement for a 10 week period from late August 2020;
- Enabling adoption of a final strategy by Cabinet in February 2021.

2 The Climate Change and Sustainability Strategy Framework

- 2.1 The targeted stakeholder engagement draft of the Climate Change and Sustainability Framework is designed to explain to stakeholders the type of feedback we are seeking to enable us to develop a community owned strategy and directs readers to background information.

We have provided 'Strategic Goals' that have been developed from the commitments made within the Council Plan and we expect to be challenged on these in terms of the actions needed to achieve our net zero carbon target by 2030.

We will be seeking expert advice from our Sustainability Expert Panel and are procuring for a facilitated Community Forum. We will also seek views from our business communities, town and parish councils and it will be available to any interested party.

- 2.2 The Strategy Framework sets out some of the information that will be elaborated on within the full strategy, for example the districts carbon baseline, but focuses upon an initial draft of a 'vision' for the district and sets out the 7 strategic 'Action Areas'.

Each part of the framework is followed by questions that can be answered directly by stakeholders by the methods set out under 'Have your say' but will also be used by the Sustainability Expert Panel and the Community Forum as a basis for their facilitated discussion.

The Action Areas are currently as follows:

- Energy and the Built environment
- Sustainable Transport and Air Quality
- Biodiversity
- Agriculture and Food
- Reducing Waste
- Water
- Circular Economy and Community Wealth

3 Strategy Evidence Gathering

- 3.1 Despite the delay to the strategy itself, work on the gathering of evidence to justify the actions and goals within it has continued.

The Lewes District Carbon Baseline

The Council has commissioned consultants to provide an in-depth report into the districts emissions for 2017 (the most recent year available).

The report has not been completed yet but the baseline is known to be 542ktCO₂e.

The final report will provide insight into the source of emissions and the pathway to net zero carbon. It will be a key piece of evidence to inform the Sustainability Expert Panel as well as other stakeholders.

An additional report has also been commissioned to expand on the agriculture and land-use sector and its capacity for carbon sequestration. This report will form the basis of a dedicated workshop to be held during the engagement period.

3.3 Lewes District Council's baseline 2018/19

The Council's own carbon footprint is detailed within the report attached as appendix 2 to this paper.

This forms the base year against which we will monitor our progress to net zero carbon by 2030.

The Council's carbon footprint for 2018/19 is 1,590 tCO₂e

A new footprint report to include 2019/20 data will be produced with the full strategy in February 2020. From then on an updated report will be produced annually to better coincide with Quarter 4 reporting of corporate performance indicators.

4 **Climate change and sustainability projects**

4.1 Work to address the climate emergency has not ceased as a result of lockdown although there have had to be adjustments to ways of working. Below is a brief update as to work that has been carrying on or started in this period:

- The Council as a whole has rapidly enabled homeworking for staff to keep them safe whilst maintaining essential service provision. Staff and Councillors have rapidly adapted to and enabled remote meetings and as these become technologically easier will be something we can maintain to reduce future emissions from travel.
- Councillors and Officers have been working with East Sussex County Council to direct some of the Government's emergency active travel fund money into the district to provide safer cycling and walking routes.
- Tree planting has continued with 60 more young trees being planted during lockdown.
- Food caddy liners have been distributed to maintain and encourage food waste recycling.
- The Council is finalising arrangements to move onto a renewable green electricity tariff from the 1st October 2020.
- Proposals are being developed for the £500,000 HRA money already allocated to our own housing stock for carbon reduction initiatives.
- We have continued engagement with expert groups that will culminate in a cycle forum and a community energy forum.
- Officers Working Group has been convened and opportunity was provided to comment on the Strategy Framework.

5 Consultation and engagement proposals

5.1 We propose targeted stakeholder engagement to begin as soon as is practicable.

The public will be directed towards participation in the community forum but will still be able to comment directly if they wish during the engagement period.

The engagement proposals are set out in detail on page 10 of the strategy framework and are in summary, as follows:

- July-August 2020- formatting of the framework document for consultation
- August to end October 2020- public and stakeholder engagement
- November-December 2020 – final strategy drafted
- February 2021- final strategy is presented for approval at Cabinet

6 Financial appraisal

6.1 There are no immediate financial implications associated with the report. However, the impact of the Covid-19 pandemic and associated lockdown has had far reaching implications on the Council's financial position. Updates and forecasts are being reported to Government on a monthly basis and are being reported retrospectively to Cabinet.

7 Legal implications

7.1 Whilst there is no express statutory duty on the Council to consult over its climate change and sustainability strategy, there is an implied duty to do so, (a) given the long-term importance of the strategy to everyone living in, working in or visiting the district; and (b) to harness the wide spectrum of views and expertise held by individuals, organisations and businesses across the area. The expected impact of the strategy creates a legitimate expectation that the community has an opportunity to shape the content.

Consultation must be fair, which means allowing adequate time for consideration and response. The length of time should be proportionate to the nature and impact of the proposal under consideration. In view of this and of the number of questions posed in the consultation document, ten weeks should be allowed for the submission of responses.

Lawyer consulted 04.06.20

Legal ref: 009247-LDC-OD

8 Risk management implications

8.1 Failure to agree and progress the strategy could impact upon the Council

achieving its net zero goals

9 Equality analysis

9.1 It is assessed that an Equality Analysis is not required for this report, but will be completed at a later stage when the full strategy has been prepared and is ready for adoption.

We shall ensure the framework strategy is available in alternative formats upon request, and that there are multiple ways to submit responses.

10 Environmental sustainability implications

10.1 This report directly relates to the achievement of making the Council net zero carbon by 2030 and assisting the district to do so also. Implementation of actions to achieve carbon neutrality is key to mitigate the predicted negative impacts of climate change on the environment, economy and communities.

11 Appendices

1. The targeted stakeholder engagement draft of the Climate Change and Sustainability Strategy Framework
2. Lewes District Council's Carbon Footprint

Targeted stakeholder engagement draft – Climate Change and Sustainability Strategy Framework 2020

Consultation draft structure

Part 1. The pathway to our Climate change and Sustainability Strategy

1. Introduction
2. Have Your Say
3. Why do we need a strategy?
4. UK Policy Context
5. Regional Partnerships and Strategies
6. Working Together Locally
7. Consultation and strategy timeline

Part 2. The Strategy Framework-

1. The Vision for Lewes District
2. Local Action and Initiatives
3. Evidence Base
4. Our Approach to Offsetting
5. Action Areas
 - 5.1 Energy and the built environment
 - 5.2 Sustainable travel and air quality
 - 5.3 Biodiversity
 - 5.4 Agriculture and food
 - 5.5 Reducing Emissions from Waste
 - 5.6 Water
 - 5.7 Circular economy and community wealth

Separate technical appendices

Internal Carbon footprint report

Part 1. The pathway to our Climate Change and Sustainability Strategy

1. Introduction

On the 15th July 2019 Lewes District Council formally declared a Climate Emergency at Full Council and committed to: “...Ensure that all strategic decisions, budgets and approaches to planning decisions are in line with a shift to net zero greenhouse gas emissions by 2030; Support and work with relevant agencies and stakeholders towards making the entire District zero carbon and climate resilient by 2030.”

We originally aspired to producing a full strategy by July 2020, planning to consult and develop the plan in the preceding months. The pandemic has indeed delayed our strategy publication but has led to a re-think of our approach which we believe will result in a stronger plan and more sustainable response that better reflects

our strategic ambition in relation to the current circumstances as well as our residents and stakeholders opinions and attitudes that may have changed as a result of this crisis.

It has also led to temporarily improved air quality, a reduction in emissions and an improved sense of community cohesion. Society has learned very quickly how to pull together for the greater good. Some outcomes we have seen could have taken years of encouragement to develop but have come together over days during this crisis and the Confederation of British Industry have found that businesses that have for years insisted their workforce travel miles to an office have realised that trusting their employees to work flexibly can actually improve quality of work.

We need to harness the positives of this situation and determine how best to take these on into the future and not revert to the old ‘business as usual’, encouraging support for a green restart and green economic recovery.

Our intention is this:

- To provide this draft framework for consideration by Cabinet in July 2020 along with the background evidence completed to date.
- To produce a formatted version of the framework to direct our public engagement work up to the end of October 2020
- To produce the final strategy for endorsement by Cabinet in February 20

2. Have your say

In this document we have set out why we are preparing a climate change and sustainability strategy through an introduction to the main national and regional strategies, this is provided to give you some background and context beyond our boundary.

Part 2, The Strategy Framework then follows, which sets out an initial draft 'vision' for the District and is followed by our 'action areas' each of which has draft goals and examples of actions we are currently undertaking.

Each section is followed by questions to help guide your responses but please do not feel constrained by them.

We are keen to receive views on any aspect of this framework and you are welcome to respond to any or all the questions we have set out.

We are happy to receive any general comments you may have regarding the climate change challenges faced by the district and your community, or any ideas and suggestions about any matters that you feel have not been fully addressed in this document.

This framework for our future strategy is designed to start a conversation about what our ambitions and targets should be. It is important that it also reflects what our communities are doing and can achieve. We acknowledge that we are all in this together and no one person or organisation can tackle climate change alone.

The targeted public and stakeholder engagement period will run from Monday 24th August 2020 to Monday 2nd November 2020. All responses should be received by 5pm on 2nd November 2020.

If you do not have internet access please telephone Kate Richardson on 01323 415202.

You can respond by:

- Completing the text boxes and returning by email to xxxxx@lewes-eastbourne.gov.uk or post to: Business Planning and Performance, Southover House, Southover Road, Lewes BN7 1AB,
- By attending an engagement event arranged through the Community Forum- [provide link/email] and submitting comments there

Please note that comments made through social media channels will not be regarded as a formal response. You are therefore encouraged to make your comments via the channels identified above.

3. Why do we need a strategy?

The Climate Change and Sustainability Strategy will set out how the district Council addresses the causes and impacts of climate change in order to deliver against the declaration. It will contain key actions and milestones that the Council, our statutory partners, business, third sector and community partners will, working together, need to deliver in order to reach our net zero carbon target and elaborates on the actions being progressed.

The Council has a key role to play as a community leader and through the services we provide.

We must act now to mitigate the impacts of a changing climate, to adapt and manage the risks to service provision, local communities, the natural environment, infrastructure and businesses whilst taking a grasp of the multitude of positive opportunities that the changes we need to make will offer us.

The strategy, the action plan and carbon emission report will be updated and reported annually.

4. UK Policy context

Various national targets and regulatory drivers have been created to incentivise action to avoid the potentially devastating impacts of climate change. These include:

The **UK Climate Change Act 2008** is the principle piece of legislation legally committing the UK to deliver net-zero emissions by 2050 against a 1990 baseline. It previously required an 80% emission reduction but was updated in 2019 after the Climate Change Committee produced a report called 'Net Zero- The UK's contribution to stopping global warming'. As a result the UK became the first major economy to commit to a net zero carbon target by 2050.

The 2016 **Paris Agreement**, ratified by the UK, has the aim to 'strengthen the global response to the threat of climate change by keeping a global temperature rise this century to well below 2°C above pre-industrial levels and to pursue efforts

to limit the temperature increase even further to 1.5°C

The **Clean Growth Strategy (2017)** and **The Road to Zero (2018)** report sets out illustrative pathways as to how the Government plans to meet the legislated fourth and fifth carbon budgets through a transition to a low-carbon economy. Together they include ambitions to phase out petrol and diesel vehicles, improve the energy efficiency of homes and targets for low carbon electricity generation, smart grids and energy storage.

In early January 2018 the government's Department for Environment, Farming and Rural Affairs **released A Green Future: Our 25-Year Plan to Improve the Environment**. The plan sets out government action to help the natural world retain and regain good health, deliver cleaner air and water, protect threatened species and improve wildlife habitats.

10 key objectives fall from this which range from clean air and thriving plants and wildlife to mitigating and adapting to climate change and minimising waste.

The Environment Bill 2020 will put the environment at the centre of policy making. It will make sure that we have a cleaner, greener and more resilient country for the next generation.

The Agricultural Bill will have the objectives of protecting the environment alongside ensuring food production, and rewarding those farmers who take the health of soil, the quality and management of water, and the abundance of pollinators seriously.

The National Planning Policy Framework and the Building Regulations (specifically Part L) are key to delivering the low carbon development agenda and are being updated and reviewed to progress the move to the **Future Homes Standard**.

5. Regional partnerships and strategies

National policies are subsequently translated into regional strategies that will work to deliver the large scale infrastructure changes and upgrades needed to enable our own local decarbonisation and economic regeneration. This strategy recognises those plans and the Council will work with these partners to ensure that our understanding of what is required for our communities is addressed, best practice is shared and economies of scale are achieved where possible.

Key regional strategies include:

- The **Draft East Sussex Environment Strategy (2020)** which seeks to ‘contribute to the emerging urgent global and local environmental challenges and to maximise the available opportunities.’ The strategy identifies local specific challenges and opportunities and has

identified the five priority themes of climate change, natural capital, air quality, water and resource efficiency.

- The **South2East Energy Strategy (2018)** was developed by three Local Enterprise Partnerships (LEPs), which are joint private / public organisations intended to drive economic growth in a broad geographic area encompassing Lewes District. The Strategy outlines a vision for achieving clean growth through the year 2050, with a focus on the power, heat and transportation sectors.
- The **East Sussex Local Transport Plan (2011)** runs up to 2026 and seeks to improve sustainable transport within the county and the **Transport Strategy for the South East (due 2020)** by Transport for the South East which seeks to work regionally refocusing the approach from ‘planning for

vehicles’, to ‘planning for people’, and ‘for places’

- Lewes District lies within the boundary of the Greater Brighton City Region which aims ultimately to bring jobs and prosperity to the area. Through the Infrastructure Panel, Lewes District will be involved in collectively delivering a variety of proposals through the **Greater Brighton Energy Plan** and **Greater Brighton Water Plan**
- Lewes sits within the **South Downs National Park** which has recently produced a **climate change adaptation plan**.
- **Sussex Natural Capital Investment Strategy (2019-2024)** Produced by the Sussex Local Nature Partnership it is a plan to conserve, enhance and expand Sussex’s Natural Capital and ensure that Sussex residents share in the benefits provided by healthy, well-functioning ecosystems.

6. Working together locally

We can only deliver the strategy effectively by understanding all the aspects we can directly act on and those that we can only deliver by working with others in the public, private and voluntary sectors across the district. We recognise that we cannot continue ‘business as usual’ and that all our plans and strategies, and those of our suppliers and contractors must be reviewed in light of the climate emergency.

We do not have the powers or resources to do this alone. We cannot make the area resilient without effective partnership working to bring together local people and organisations to plan for, adapt to and own their future.

The council has set up a **Sustainability Expert Panel** of local expert individuals and organisations who will help to advise and guide the council using their expert knowledge and experience gained. The Council will work with the group as a

critical friend and will actively engage the group as this Strategy develops.

The Council is also facilitating the set-up of a **Community Climate Change Forum** that we hope will be set up by a local organisation to enable independence from the authority. The forum will provide a space for the community to engage with the climate change agenda and develop local action and ownership of the problem as well as the solutions. It will also enable a co-ordinated response to the council’s strategy proposals

The **East Sussex Youth Council** is the elected youth voice for East Sussex. It made ‘protecting the environment’ top of their list of priorities for 2020 mirroring the Youth Parliaments ‘Protect our Future’ campaign. The district council attended a meeting early in 2020 where it was agreed they would engage with us through the Community Forum process, in requesting expressions of interest to run the forum

we have made it a requirement that the forum should ensure the youth voice is represented on an equal footing with adults whilst ensuring their specific needs are met.

We are engaging with other young people’s climate and environmental initiatives across the district to ensure a broad range of views are represented.

Both the forum and panel will be a key part of the public engagement with this framework as well as for future updates and project development.

Internally the council has set up an **Officer Working Group** and a **Climate Change Scrutiny Panel**. Along with regular updates to Informal Cabinet it is proposed to update Cabinet 3 times per year including an annual full strategy and progress report in July each year.

7. Engagement and strategy development timeline

The timeline has been included below for you to see how we have got to this point of engagement and how we intend to move forward with the strategy production.

May	June	July	August	September	October	November	December	January & February 2021
Internal staff consultation	Scrutiny Panel	Cabinet to agree engagement draft	Engagement draft to be finalised and publicised no later than 24 th August	Engagement period of 10 weeks		Strategy drafting		Final Strategy to Cabinet for approval February 2021
	Officer Working Group			Community Forum convened for engagement		Further internal and key stakeholder engagement on first draft- mid November		
	Community Forum tenders evaluated	Engagement draft to be formatted		Officer Working Group				
		Sustainability Expert Panel		District footprint councillor workshop				
				Landowners and Agriculture workshop				
				Sustainability Expert Panel convened over each 'Action Area'				
				Scrutiny Panel convened for consultation				

Part 2. The Strategy Framework

1. The vision for Lewes District

By 2030 we will have a net zero carbon council and fully climate resilient, biodiversity-rich sustainable communities. Through our partnerships we will have enabled the district as a whole to progress to net zero carbon and started to address the ecological emergency.

Lewes District is a mix of urban and rural communities, coast and countryside, modern and historic buildings, agricultural and industrial business.

We have a beautiful district but it can be congested at times, it contains pollution hotspots particularly in Newhaven and Lewes town, it has rural areas with limited public transport, it lacks comprehensive cycling and walking routes, it's vulnerable to flooding and is suffering biodiversity losses in line with the alarming national and international trends. It has areas requiring economic regeneration, it needs more affordable housing and we need to reduce income inequality.

As a result we accept and acknowledge that we have **a huge amount of work** ahead of us to meet our ambition of

becoming a net zero carbon and climate resilient council by 2030 and that we will be doing this with currently uncertain financial resources. We are however encouraged and spurred on by the **enthusiasm within our local communities** to aid us in meeting the challenge. We have seen how fast we can act and make huge changes to our society when faced with the life or death situation that the Coronavirus pandemic has and continues to pose us. We need to acknowledge that **climate change is part of this picture** which will eventually cause us to face similar situations in the future. In this case though we have more notice and awareness of what is coming and still have the chance to reduce the impacts, as long as we act now to cut emissions and

prepare our communities for the inevitable changes.

Our own experience of flooding within the district and the stark predications of the effects of sea level rise on our coastal communities in and around Seaford and Newhaven, and the impacts of cliff erosion in Peacehaven, drives our resolve to enable **climate resilient and sustainable communities**.

Arresting biodiversity losses is inextricably tied to climate resilience, flooding impacts, and the ability to achieve the desired sustainable, carbon neutral communities. Committing to **nature based solutions** is essential for our recovery from the current Covid-19 crisis, and to better avoid future pandemics

promoting healthy, thriving and resilient communities for the future.

The '**Declaration of the Climate Emergency**' is our public statement that work the Council and others, locally and nationally, already do to mitigate and adapt to climate change must be ramped up and progressed at pace. **But we cannot do this alone.**

We have committed to becoming a net zero carbon Council by 2030. This means

reducing our directly controllable emissions to as low as possible and then, if required, investing in solutions to reduce the remaining carbon emissions (offsetting).

Our approach to offsetting will be defined after consultation.

We have also **committed to support** and work with others to make the **district net zero carbon by 2030** though this target will be much harder to achieve.

We will use our influence and lobbying function to enable this and we will lead by example. We will work in partnership with the community to **break down current barriers** and enable delivery of projects.

Question 1:

- a. What do you think of the 'net zero carbon, climate resilient and sustainable communities' vision for the Council and the district?
- b. Do you think more specific priorities should be included within the vision? If you do, please explain what these are and why you believe they should be included.
- c. What concerns, if any, do you have about the vision for the Council and the district?

2. Local Action and initiatives

We know that there is a lot of work going on in the district, some of which we are involved in like the Sussex Flow Initiative or Refill Seaford and Newhaven. We would like this section of the strategy to highlight action and initiatives being led by our districts community organisations and we would like to give you this opportunity to tell us in your words about your project- it's likely to be a 2 page spread and we will choose a selection, ideally with an image for inclusion in the final strategy. We have included 2 examples below.

Example 1:

Refill Seaford & Newhaven: In January 2018 a group of local people decided to take action, having completed beach and beauty spot litter picks in the past we decided to set up a Facebook Group to raise awareness and to encourage people to reduce single-use plastic from their lives. The initial response has been encouraging from a variety of businesses, now we want to spread the word wider and involve more and more local organisations and businesses. The official launch was at Frankie's Beach café on Seaford Esplanade on 1st September 2018 mainly sponsored by South East Water and assisted by some great local volunteers.



Example 2:

Sussex Flow Initiative (SFI) is a natural flood management project in the River Ouse catchment, and is a partnership between Sussex Wildlife Trust, the Woodland Trust, the Environment Agency and Lewes District Council. The project was originally set up to see if Natural Flood Management (NFM) measures can create positive benefits for flooding, the environment and society in a lowland setting.



Question 2:

- a. Do you have any 100 word case studies or examples of local action or initiatives undertaken by community organisations within the district that you would like to share with us? **Please email these to xxxxxx**

3. Evidence Base

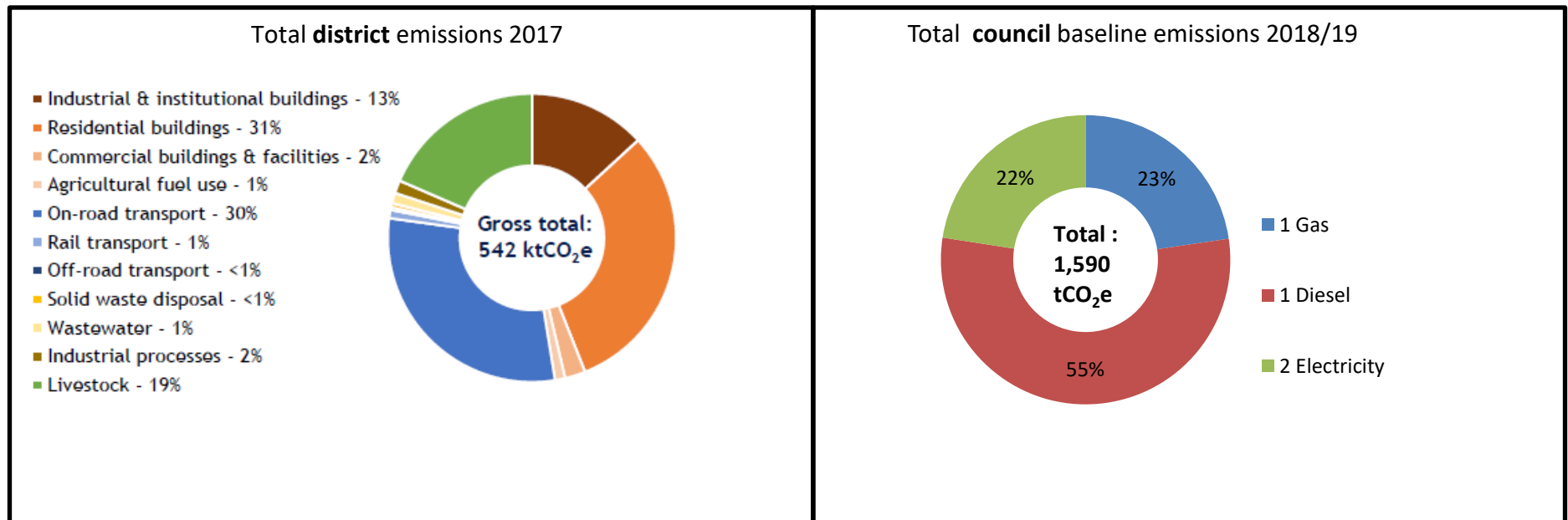
We shall provide a more detailed summary of the baseline evidence for the council’s and the district’s carbon footprint with an analysis of the pathway to meet our 2030 target as part of the final strategy.

Below is a summary of the sources of emissions from the district that may be useful for you in answering the consultation questions.

More information on the footprints of both the district and the council can be found on our website here [\[insert link\]](#).

The council’s carbon footprint is for the year 2018/19 and has been calculated to be 1,590 tonnes CO₂e (carbon dioxide equivalents)

The district’s carbon footprint is for 2017 (the most recent data available) and has been produced by our consultants Anthesis. This work will feed into much of the planned engagement work we are doing and you are welcome to view the full technical report on our website. They have completed detailed analysis of the districts emissions of 542,000 tonnes CO₂e (542ktCO₂e).



4. Our approach to offsetting

In order to achieve net zero carbon it is expected that the Council will have to carry out some degree of offsetting.

Offsetting is where we pay an amount of money towards projects that reduce carbon emissions somewhere else to the value of the emissions we are still generating.

We would like to get your views and ideas on how we should do this.

Question 3:

- a. Do you think it is acceptable to use council funds to pay for offsetting projects?
Please explain your answer.
- b. Should offsetting projects only be local, or is it acceptable to pay for projects elsewhere, for example in Asia, if the financial cost is lower?
Please explain your answer.
- c. What would you think if the Council offset our Scope 3 emissions (those which we cannot control very easily and do not form part of our baseline)?

5. The Action Areas

The action areas set out in this Strategy provide the framework through which we will focus our efforts in reducing emissions and improving climate resilience.

Some areas naturally interlink, for example the built environment will naturally link with aspects of sustainable transport, so some actions may impact on more than one area. We attempt to clarify what we are including within each area as we go through.

Each section outlines some of the priority actions we are currently undertaking in 2020 so you can see that work has not stopped despite the delay to the strategy.

We would like to add milestones to each area of work to track our progress towards 2030. These would be actions that we need to achieve before we can do something else or are key to achieving net zero carbon.

Specific targets also need to be developed to monitor our progress and provide something tangible for us to aim for.

Each section has a question on actions and targets to gauge what key changes you feel need to be made and by when.

The action areas are:

- Energy and the Built environment
- Sustainable Transport and Air Quality
- Biodiversity
- Agriculture and Food
- Reducing Emissions from Waste
- Water
- Circular Economy and Community Wealth

5.1 Energy and the Built Environment

This section covers all the energy consumed by everyone within our district with regards to heating and powering their homes and businesses. It also covers areas where the council can influence, such as through planning policy and our own asset management strategy.

Actions we are currently undertaking:

- Developing pipeline of projects to deliver the Greater Brighton Energy Plan and the South2East Energy Strategy
- Ensuring that 100% of electricity consumed by the council is from renewable sources
- Reviewing all existing council housing stock to enable improving energy efficiency and making best use of resources to create quality, sustainable homes for the future
- Promoting private sector housing retrofit schemes
- Enabling the expansion of renewable community and municipal energy schemes

- Developing an asset management strategy on the corporate estate to reduce emissions and deliver efficiencies
- Initiating and developing a partnership with other housing stock holding authorities to share best practice and learning on decarbonising our housing, green tech and nature based solutions
- Engaging with existing local energy initiatives
- Implementing our sustainable council homes building programme
- Progressing with the Local Plan Part 1 review

Strategic Goals:

1. We will have built and encouraged affordable, energy efficient, climate resilient and adaptable locally sourced and provided housing that provides multifunctional green infrastructure
2. We will have shifted the district to low and zero carbon heat and electricity
3. We will have the greenest Local Plan we can and actively engage with developers to produce low carbon developments using nature based solutions, in line with our vision for the district

Question 4:

- a. What are your views on the strategic goals for 'Energy and the Built Environment'?
- b. What actions would need to be completed to fulfil the goals? For example, the local plan part 1 review is a key action to be completed because without this, we do not fully understand the gaps in our planning policies that will stop us from reaching our net zero carbon goal, and our goal to have the greenest and most sustainable local plan we can.
- c. Should we have any targets, and if so, what should those be? For example – should we commit to have solar PV installed on every suitable social housing property by 2025?
- d. Given the authority's house building target of an average 345 new dwellings per year, what are your views on the following possible building strategies: maximise infilling within existing settlements; expansion of existing settlements; development of a new 'garden village'.

5.2 Sustainable travel and air quality

This section about transport is largely something that we will influence and we will facilitate change where we can by working with the community to be clear about what is needed to achieve the net zero goal for Lewes District. For example installing electric vehicle charge-points on the roadside requires East Sussex County Council involvement but we can install points within our carparks and in conjunction with our neighbouring authorities we can work to make car charging as easy as possible for residents and businesses enabling a smooth transition from traditionally fuelled vehicles.

We will lead by example with regards to our own fleet of vehicles especially in Waste.

Actions we are currently undertaking:

- Enabling the re-purposing of road space through working with the County Council, to favour pedestrians and cyclists to enable a green re-start during the Covid-19 recovery period
- Requesting East Sussex County Council support and action on on-street electric vehicle charging
- Performing analysis on existing regional transport strategies and if needed develop a local transport strategy
- Updating the Air Quality Action Plan for Lewes

- Working to deliver the Newhaven Air Quality Action Plan
- Preparing a plan to make more sustainable use of our carparks to encourage and enable sustainable travel, for example by providing bike storage and more EV charge-points.
- Exploring opportunities for bike sharing, car clubs and electric vehicles for people and deliveries
- Setting out the corporate fleet route map to zero carbon
- Influencing the local walking and cycling strategy
- Producing the Annual Air Quality Status Report

Strategic Goals:

We will have improved air quality and reduced carbon emissions by;

1. reducing reliance on car and need for personal car ownership;
2. improving the rural transport network;
3. encouraging more cycling and walking;
4. Improving infrastructure and reducing barriers to mobility;
5. enabling the uptake of alternatively fuelled vehicles.

Question 5:

- a. What are your views about the strategic goals for 'Sustainable travel and transport'?
- b. What actions would need to be completed to fulfil the goals? For example a date by which we need to have increased the rural bus network to be fit for purpose?
- c. Should we have targets, and if so, what might these be? For example – should we commit to have a certain number of electric vehicle charge-points?
- d. How can the Council encourage sustainable low carbon travel? Is there anything we should not be doing?

5.3 Biodiversity

When we talk about biodiversity we are including all the natural flora and fauna we would expect to find within the district.

Actions we are currently undertaking:

- Completing the Council’s Biodiversity Strategy
- Implementing the Pesticides and Pollinators Strategy
- Facilitating a programme of tree, hedge and wildflower planting
- Promoting wild flowers, scrubland and other natural habitats on nature-denuded land and verges.
- Investigating the potential for offsetting through investing in natural capital
- Developing the local plan review to ensure that planning policies enable biodiversity net gain’ through a dedicated supplementary planning document (SPD)
- Exploring opportunities for re-wilding

Strategic Goals:

1. We have implemented the Biodiversity Strategy
2. All developments achieve appropriate and well considered net gains in biodiversity working at a landscape scale.
3. We have increased nature-rich habitats on Council owned and managed landholdings.
4. We have educated, engaged and enabled community led nature based projects
5. We have the greenest Local Plan we can and have actively engaged with developers.
6. Nature-rich and priority habitat has increased overall throughout the district.
7. We are embedded in partnerships that enable investment in natural capital across the district

Question 6:

- a. What are your views on the strategic goals for ‘Biodiversity’?
- b. What actions would need to be completed, and by when, to fulfil the goals?
- c. Should we have targets, and if so, what should these be? For example should we aim for a specific amount of land to be re-wilded?
- d. What can the Council do to encourage biodiversity? Is there anything we should not be doing?

5.4 Agriculture and food

We have little direct control over emissions from this area but we can facilitate the conversation with landowners and co-ordinate a local food economy in partnership with other organisations and neighbouring authorities. We can also encourage and facilitate linking this area with other action areas such as biodiversity and community wealth building.

Actions we are currently undertaking:

- Complete a 2020 Autumn workshop with stakeholders to understand and enable reduction of emissions from agriculture
- Work up plans to build on the local food networks developed as a result of Covid-19 initiatives
- Starting to explore the potential for a local food economy
- Continuing to provide allotments
- Supporting community food production

Strategic Goals:

1. We have fully engaged and supported The Agriculture Bill and attached schemes such as ELMS as and where possible. We have helped protect the environment and produced food, whilst taking care of the health of soil, water and pollinators.
2. We have influenced conditions for the reduction in emissions from agriculture and food production.
3. We have enabled the increase in local community food production and resilience and its local distribution to provide seasonal, healthy and affordable food.
4. We have influenced the conditions for the production of low chemical ecologically sound agriculture in the district
5. Articulated a sustainable food strategy for Lewes District and is shaping the East Sussex and Greater Brighton strategic approach

Question 7:

- a. What are your views on the strategic goals for 'Agriculture and Food'?
- b. What actions would need to be completed to fulfil the goals?
- c. Should we have targets, and if so, what might these be? For example should we seek to increase accessibility to local food by a certain amount?
- d. What can the Council do to encourage local food production, nature friendly farming and a reduction in agricultural emissions? Is there anything we should not be doing?

5.5 Reducing Emissions from Waste

Within this area we include reducing the amount of waste generated in general from residents, visitors and businesses. We also include work to increase the recycling rate and the emissions from dealing with waste. This section naturally crosses over with 5.2 Sustainable travel and air quality when it comes to transporting waste so our fleet is referred to in both sections, however this section 5.5 will be home to the most detail about how we plan to decarbonise our waste collection vehicles.

Actions we are currently undertaking:

- Reviewing waste and recycling operations for efficiencies
- Reviewing waste and recycling infrastructure in the district (depot and tipping facilities)
- Exploring a phased approach to improving recycling and reducing waste
- Preparing a communication strategy
- Continuing with our planned 2020/21 engagement activities and communications on waste reduction
- Exploring how we can reduce the waste from development and construction and how materials can be re-used.
- Preparing the waste and recycling fleet roadmap to zero carbon through evaluating our options up to 2030 including the consideration and costing of electric and hydrogen technologies.

Strategic Goal:

1. To have reduced emissions from waste collection and associated emissions from dealing with waste
2. To have reduced the amount of waste generated by the district's residents, businesses and visitors
3. We will have increased the proportion of the waste collected by the council that is recycled and reduced the emissions from this activity where we can influence and control this

Question 8:

- a. What are your views on the strategic goals for 'Reducing Waste'?
- b. What actions would need to be completed to fulfil the goals?
- c. Should we have any targets, and if so what might these be? For example, we currently have the aim to have our recycling rates be in the top 25% of authorities nationally.
- d. What can the Council do to reduce emissions from waste? Is there anything we should not be doing?

5.6 Water

This action area covers the full spectrum of water use and impacts within the district. It covers water consumption as well as flooding from rivers, surface water and the sea and also includes coastal erosion.

Actions we are currently undertaking:

- Determining the emissions from council water consumption
- Key flooding projects such as Sussex Flow Initiative
- Determining how we strengthen water consumption targets in planning policy and how we include policies on permeable surfaces and rain gardens
- Reviewing the future of the coast at Portobello Works with Southern Water, ESCC and the EA.
- Determining how we repair coastal defences at Peacehaven.
- Developing projects as part of the Greater Brighton Water Plan
- Developing new coastal erosion policies as part of the local plan part 1 review
- Ensuring the final stages of the flood defences in Lewes are put in place

Strategic Goals:

1. Water consumption in the district has reduced and our water resources are conserved and protected.
2. We will have well managed and protected waterways and coastal areas that provide benefit to residents and the natural environment
3. We will have adapted communities to be resilient against flooding and coastal erosion due to increased sea level and severe weather events as a result of climate change, using nature based solutions where possible.

Question 9:

- a. What are your views on the strategic goals for 'Water'?
- b. What actions would need to be completed to fulfil the goals?
- c. Should we have targets, and if so, what might these be?
- d. What more can the Council do with regards to flooding, coastal erosion and water use? Is there anything we should not be doing?

5.7 Circular economy and community wealth

Community wealth building involves a people-centred approach to local economic development which re-directs wealth back into the local economy. The circular economy is the idea of eliminating waste and re-using resources so taking these two approaches together supports local businesses and employment opportunities whilst delivering community benefit and reduced carbon emissions. Covid19 has made this work even more important and the role of sustainable community wealth building in our recovery plans is paramount.

Actions we are currently undertaking:

- Carrying out Local economic analysis to identify the impact of Covid-19 on the Lewes economy and on the livelihoods of different sections of the population;
- Identification of priority areas for recovery action across our community that focus on livelihood and moving us towards our sustainability goals faster.
- Development of a recovery to reform action plan. This plan will identify where council assets (investments, spending on goods and services, recruitment and land and property) could be directed to sustain and grow socially, economically and environmentally generative local organisations
- Exploring opportunities for a district anchor institution approach to economic recovery, aimed at ensuring that all public money spent in Lewes is directed at generating maximum local social, economic and environmental benefit.
- Developing the case for decarbonising 35,000 council homes across seven Sussex authorities and using this scale of investment (derived from existing repairs and maintenance budgets, estimated at £1bn) to create a strong market for locally owned and committed firms in the construction sector able to service this demand.
- Working with FE providers to develop a workforce of the future that can deliver green technologies.
- Ensuring our recovery plans are developed with local community, enterprise and public sector partners and feed into wider Greater Brighton and East Sussex partners.
- Piloting a scheme in Newhaven to encourage local jobs and apprenticeships in construction and development.

Strategic Goals:

1. The Council will be using its financial resources as locally as possible
2. The Council has a sustainable procurement policy that facilitates local supply chains and encourages a circular economy
3. Investment has been made into the local urban and rural economies increasing local employment opportunities and reducing income inequality.
4. We will have an expanding clean tech and creative sector
5. We have developed our local economies, including the Newhaven Enterprise Zone in partnership with the Greater Brighton Economic Board
6. LEAP continues to support business start-ups
7. The district, including rural communities, has access to high quality broadband and network services.
8. Local skills, supply chains and employment opportunities are improved as a result of our partnerships with East Sussex College Group, public sector organisations, social enterprises, cooperative businesses, as well as other forms of business, particularly focussing on clean, green technologies.

Question 10:

- a. What are your views on the strategic goals for ‘Circular Economy and community wealth’?
- b. What actions would need to be completed to fulfil the goals?
- c. Should we have targets, and if so, what might these be?
- d. What role do you think the Council’s should play with regards to community wealth building and the circular economy?
- e. What are your views on tourism and the visitor economy within the district?

Question 11:

Do you have any other comments to make regarding the climate change and sustainability strategy for Lewes district?

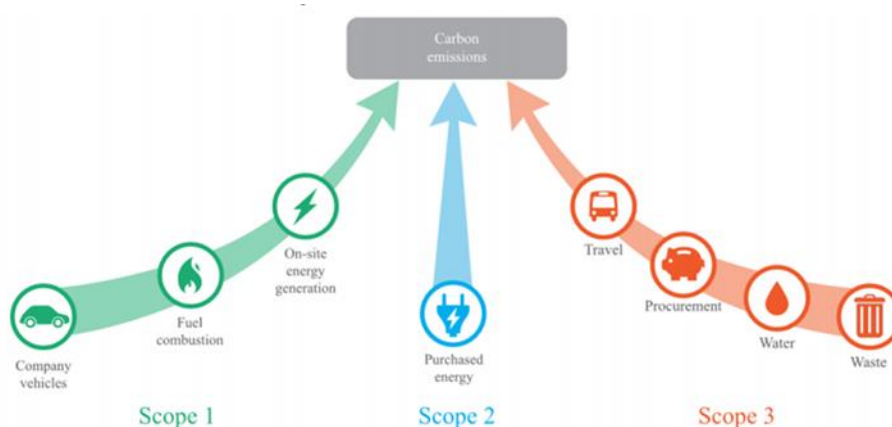
Thank you for taking the time to read this document and for taking part in the development of our climate change and sustainability strategy.

Lewes District Council Carbon Baseline Report 2018/19

This report is provided to define the baseline against which the council will monitor its progress against its net zero carbon target by 2030.

We have calculated the baseline using the Greenhouse Gas (GHG) Protocol methodology and the appropriate annual conversion factors for 2018 and for 2019 issued by the Department for Business, Energy and Industrial (BEIS). By using this method and these figures we are ensuring that the baseline emissions we measure can be reported accurately every year to 2030 using a peer reviewed and agreed process. Our choice of which emissions we include within the baseline have also been chosen with this in mind.

Emissions are divided into three categories referred to as Scope 1, 2 and 3 as illustrated below.



Baseline emissions are reported as carbon dioxide equivalents (CO₂e) and are calculated using the Scope 1 and 2 emissions detailed in the table below.

Scope 3 emissions are not something we directly control, they occur when we buy a product or service and the emissions are produced somewhere else. They can be more difficult than scope 1 and 2 to determine accurately. We will report these emissions as our data collecting procedures improve and where we feel the figures will be accurate. Our ability to reduce emissions from scope 3 sources will also be more difficult but we will work to report them and will clarify those where we have influence or not (for example- our emissions from water use is within our sphere of influence, we can try to reduce consumption once we know what we consume accurately)

Category	Description	Data used in this analysis
Scope 1	Direct emissions from sources owned or controlled by Lewes District Council	Metered gas data (for buildings where the Council pay the gas bills) Litres of fuel consumed for fleet vehicles
Scope 2	Indirect emissions from the generation of energy purchased by Lewes District Council	Metered electricity data (for buildings where the Council pay the electricity bills)
Scope 3	Indirect emissions that result from other activities that occur in the value chain, either upstream or downstream.	Not reported this year.

Baseline emissions

Based on the Council’s directly controllable consumption of gas, electricity and fuel the baseline emissions for 2018/19 financial year are approximately **1,590 tonnes CO₂e (tCO₂e)**.

This figure is included within the District wide emissions of 542,000 tCO₂e. As such the Council’s Scope 1 and 2 emissions accounts for just **0.3% of the overall footprint for the District**.

Fig. 1 Total council baseline emissions

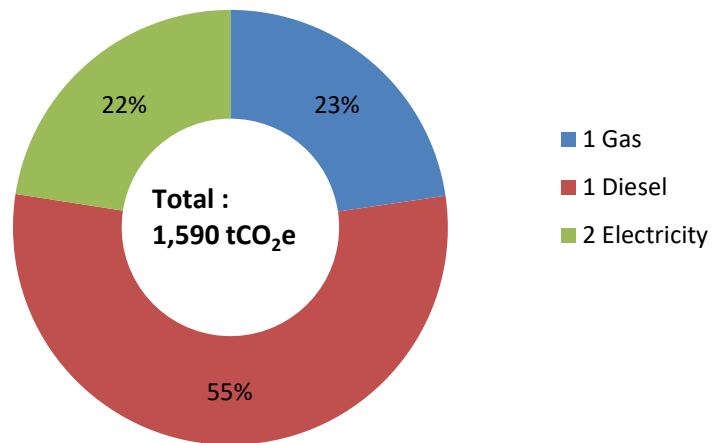


Fig. 2 Scope 1 emissions by source

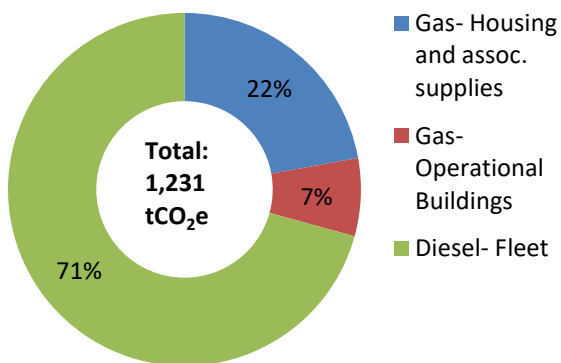


Fig.3 Scope 2 emissions from electricity use, by source

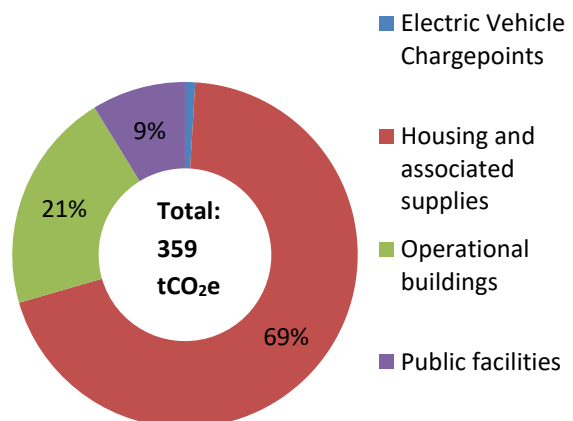
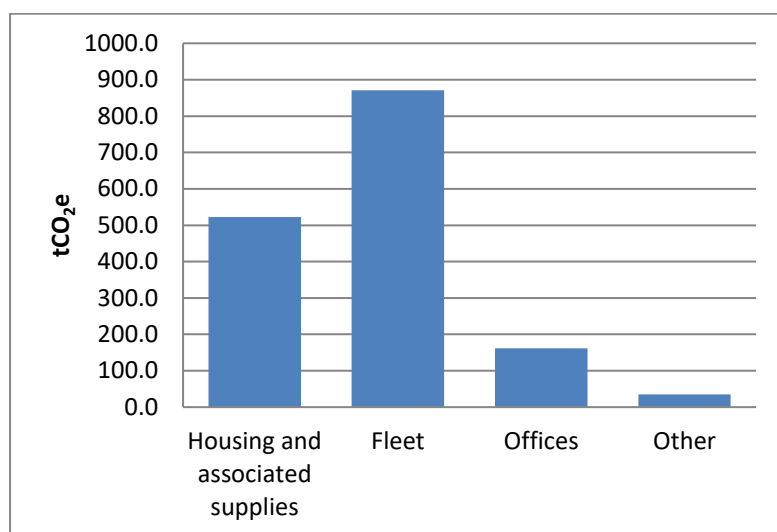


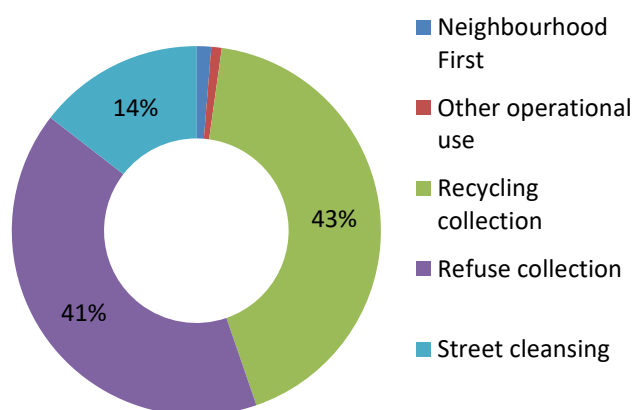
Fig. 4 Emissions by operational source



Figures 1 and 4 shows that our diesel fleet of small vans and our waste and recycling vehicles make up the bulk of our emissions accounting **for 55%** of the total so decarbonising this area will be key to hitting our net zero carbon goals. The various sources of our vehicular emissions can be seen in Fig.5 below. The exception to this is charging our electric vehicle, the emissions of which are contained in our Scope 2 electricity figure.

84% of our fleet emissions come from our waste and recycling collection vehicles. This area of fleet decarbonisation is at an early stage of development but we are not alone in needing to work out how we do this cost effectively so working in partnership on a regional approach to alternative fuels will help us work towards a zero carbon fleet.

Fig. 5 Fleet emissions by operational area



Housing and associated supplies

The types of energy consumed in this category is largely made up of gas and electricity consumed at our sheltered housing schemes and is supplemented by numerous landlord supplies for things like TV aerial boosters and public way lighting in and around our social housing stock.

This area forms a substantial part of our baseline and accounts for **33%** of the total council footprint.

We shall attempt to determine the contribution that social housing makes to our district emissions- this is an action with the strategy action plan.

Operational Buildings

This category includes in this baseline consumption from offices, depots, buildings that we lease out but pay the bills and sites that we are currently not operating out of. The bulk of our emissions in this category are from gas and electricity consumed at our main office Southover House and our waste and recycling depot at Robinson Road.

Southover House also has solar panels which reduces are purchased electricity consumption. We are in the process of determining the generation capacity we have at our offices and on our housing stock.

Operational buildings account for **10%** of our baseline footprint

Scope 3 emissions

We intend to report our directly controllable scope 3 using the table below as a starting point.

When we report next year, we will report 18/19 data where possible.

Currently the easiest way to calculate our emissions from the things we buy is done using financial spend based conversion factors. We believe that this is not appropriate or helpful as this actively encourages contract award on the basis of lowest cost rather than sustainability. We will improve our procurement practices qualitatively, involving partners locally and regionally, to meet the goals of the Climate Change and Sustainability Strategy and will report improvement through the action plan.

We anticipate that the scope 3 emissions for which we are responsible would be much more substantial than our scope 1 and 2 baseline combined.

Data source	2018/19 emissions
Business mileage of private vehicles	
Business travel on public transport	
Water consumption records	
Electricity transmission and distribution (from consumption records)	30.5 tCO ₂ e
Waste generated through own operations	