

# Planning Applications Committee 10 June 2020



Working in Partnership



Time: 5.00pm

**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 or listen to proceedings by clicking on the link provided on the agenda page on the Council's website.

Instructions for members of the Committee and Officers to join the meeting have been circulated separately.

## Membership:

Councillor Sharon Davy (Chair); Councillor Steve Saunders (Deputy-Chair); Graham Amy, Lynda Duhigg, Tom Jones, Christoph von Kurthy, Sylvia Lord, Sean MacLeod, Imogen Makepeace, Laurence O'Connor and Nicola Papanicolaou

Quorum: 5

*Published: Tuesday, 2 June 2020*

## Agenda

### 1 Introductions

### 2 Apologies for absence/Declaration of substitute members

### 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 Minutes

To confirm and sign the minutes of the previous meeting held on 29 May 2020 – *to follow.*

## **5 Urgent items**

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

## **6 Petitions**

To receive petitions from councillors or members of the public in accordance with Council Procedure Rule 13 (Page D9 of the Constitution).

## **7 Written questions from councillors**

To deal with written questions from members pursuant to Council Procedure Rule 12.3 (page D8 of the Constitution).

## **Planning applications outside the South Downs National Park**

**8 LW/19/0513 - 11 Station Road, Denton, Newhaven, East Sussex, BN9 0NH**  
(Pages 5 - 22)

**9 LW/19/0857 - 3 Bramber Avenue, Peacehaven, East Sussex, BN10 8LR**  
(Pages 23 - 32)

## **Non-planning application related items**

**10 Newhaven Local Employment and Training Technical Guidance Note**  
(Pages 33 - 78)

Report of Director of Regeneration and Planning

## **11 Date of next meeting**

To note that the next meeting of the Planning Applications Committee which is scheduled to commence at 5:00pm on Wednesday, 1 July 2020 will take place in a virtual capacity, via Microsoft Teams, and in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations.

## General information

**Planning Applications outside the South Downs National Park:** Section 2 of each report identifies policies which have a particular relevance to the application in question. Other more general policies may be of equal or greater importance. In order to avoid unnecessary duplication general policies are not specifically identified in Section 2. The fact that a policy is not specifically referred to in this section does not mean that it has not been taken into consideration or that it is of less weight than the policies which are referred to.

**Planning Applications within the South Downs National Park:** The two statutory purposes of the South Downs National Park designations are:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of their areas; and
- To promote opportunities for the public understanding and enjoyment of the special qualities of their areas.

If there is a conflict between these two purposes, conservation takes precedence. There is also a duty to foster the economic and social well-being of the local community in pursuit of these purposes. Government policy relating to national parks set out in National Planning Policy Framework and Circular 20/10 is that they have the highest status of protection in relation to natural beauty, wildlife and cultural heritage and their conservation and enhancement must, therefore, be given great weight in development control decisions.

## 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. Where speeches are normally allowed at a Committee, live public speaking has temporarily been suspended for remote meetings. However, it remains possible to submit speeches which will be read out to the committee by an Officer.

## 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.

**Email:** [committees@lewes-eastbourne.gov.uk](mailto:committees@lewes-eastbourne.gov.uk)

**Telephone:** 01273 471600

**Website:** <http://www.lewes-eastbourne.gov.uk/>

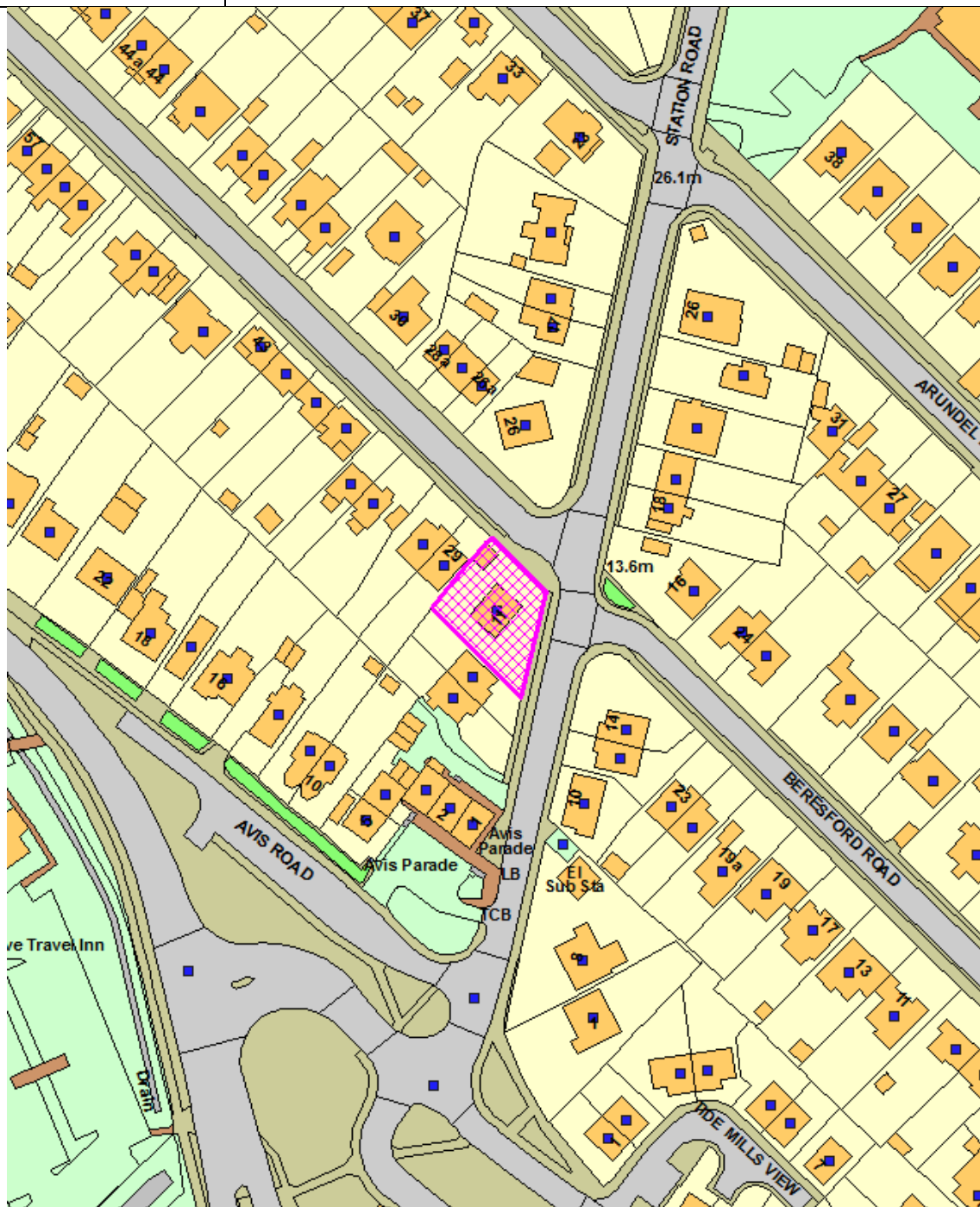


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# Agenda Item 8

<b>APPLICATION NUMBER:</b>	LW/19/0513		
<b>APPLICANTS NAME(S):</b>	SJL Ltd	<b>PARISH / WARD:</b>	Newhaven / Newhaven North
<b>PROPOSAL:</b>	Planning application for refurbishment of existing building to provide 2 x 1 bedroom flats and additional new build to provide 3 x 2 bedroom flats (AMENDED SCHEME - Increased set back from western boundary, revisions to window arrangements, additional screening).		
<b>SITE ADDRESS:</b>	11 Station Road, Denton, Newhaven, East Sussex, BN9 0NH		
<b>GRID REF:</b>			



## 1. SITE DESCRIPTION / PROPOSAL

### Site Description:

1.1 The site is occupied by a detached two-storey dwelling that is currently vacant. The dwelling, which has had no significant alterations or extensions made to it, has painted render elevation walls and a tiled, hipped roof. The building is in a central position within the plot, the boundaries of which are marked by a combination of close boarded fencing and coniferous hedging.

1.2 The site is located on the junction of Station Road and Beresford Road, which rises steeply from the south to north. As a result, buildings to the north are built on land at a notably higher level than neighbouring properties to the south. The site is also a corner plot due to its position at the junction between Station Road and Beresford Road, which extends to the west and is less severely graded as it follows the contour of the hill.

1.3 Surrounding development is predominantly residential, with the exception of the parade of shops at the base of the hill. Dwellings are accommodated within buildings of varied design and scale, generally chalet style but interspersed with two-storey dwellings. A variety of roof forms are present. Infill development and redevelopment of plots is evident, particularly on Beresford Road, including opposite the site at 26a - 28a and nearby at 44/44a. It is also noted that the neighbouring properties to the south (7 and 9 Station Road) and to the east (29 and 31 Beresford Road) were built within the former curtilage of the application property in the mid-1960's. There are no specific planning designations attached to the site.

### Proposed Development:

1.4 The proposal involves the erection of a three-storey flat roof extension to the western side of the existing dwelling. The third storey of the addition would extend over the existing building, replacing the current hipped roof.

1.5 The extension would be built to the full depth of the existing building with additional projection of approximately 3.38 metres towards Beresford Road. The third-storey would be recessed from the elevation walls. The extension would increase the width of the building by approximately 5.68 metres (74%). The roof top height of the building, at approximately 9.1 metres, would match that of the existing roof ridge line, whilst the height of the two-storey element would match that of the eaves height of the existing roof. The western elevation of the proposed building would be stepped away from the western site boundary, shared with 29 Beresford Road, by approximately 1.74 - 1.9 metres. The third storey would be stepped a further 1.3 metres (approx.) away from the western boundary.

1.6 The extended building would be subdivided into 5 separate flats, 2 x 1 bed and 3 x 2 bed. A total of 5 x hard surfaced parking spaces would be provided, one allocated to each flat. Two spaces would be position to the front of the building,

accessed from Station Road, with a further three positioned to the side of the building and accessed from Beresford Road. The remainder plot would be landscaped and would provide outdoor amenity space for the use of occupants of the flats.

## **2. RELEVANT POLICIES**

**NPPF: - 2 – Achieving Sustainable Development**

**NPPF: - 4 – Decision Making**

**NPPF: - 5 – Delivering a Sufficient Supply of Homes**

**NPPF: - 8 – Promoting Healthy and Safe Communities**

**NPPF: - 9 – Promoting Sustainable Transport**

**NPPF: - 11 – Making Effective Use of Land**

**NPPF: - 12 – Achieving Well-Designed Places**

**LDLP: – CP2 – Housing Type, Mix and Density**

**LDLP: – CP11 – Built and Historic Environment & Design**

**LDLP: – CP13 – Sustainable Travel**

**LDLP: – CP14 – Renewable and Low Carbon Energy**

**LPP2: – DM1 – Planning Boundary**

**LPP2: – DM8 – Residential Sub-Divisions and Shared Housing**

**LPP2: – DM20 – Pollution Management**

**LPP2: – DM25 – Design**

**LPP2: – DM26 – Refuse and Recycling**

**LPP2: – DM28 – Residential Extensions**

**NNP: - H1 – A Spatial Strategy for Newhaven**

**NNP: - D1 – Promoting Good Design**

**NNP: - D2 – Design and Climate Change**

**NNP: - NE1 – Biodiversity Protection and Enhancement**

**NNP: - T1 – Congestion Mitigation and Sustainable Movement**

### 3. PLANNING HISTORY

**P/64/0166** - Application for two pairs of semi-detached chalet bungalows - Approved 9th August 1964 (these dwellings are 7 and 9 Station Road)

### 4. REPRESENTATIONS FROM STANDARD CONSULTEES

**Main Town Or Parish Council** – Objection from Newhaven Town Council

- Out of keeping
- Dangerous junction
- Loss of light
- Overlooking
- Overdevelopment

**COMMENTS ON AMENDED SCHEME** - The committee is of the opinion that the amendments to this application do not address the matters of its previous objection nor the comments expressed by ESCC Highways. It therefore objects to this application.

**Planning Policy Comments** – The site is located in the residential area of Newhaven known as Denton. The site is within the planning boundary; retained 'saved' Policy CT1 (Planning Boundary and Key Countryside Policy), to be replaced by LPP2 Policy DM1. Development is therefore generally considered acceptable in principle, subject to its conformity with other development plan policies.

The proposal is for the conversion of the existing residential property and erection of a new build extending from north-west side to form a semi-detached appearance. The development would result in an increase of four net dwellings, defined as a small, windfall development (five or less dwellings). The subdivision of properties is supported so long as it meets the criteria set out in LPP2 Policy DM8 (Residential Sub-Divisions and Shared Housing), including: considerations such as parking, amenity space for residents, potential adverse impacts on neighbouring residential properties and the local character.

The existing detached property currently sits within a generous sized corner plot. The Denton area is characterised by detached and semi-detached properties set back from the road. The proposal will need to ensure that it meets retained 'saved' Policy ST3 (Design, Form and Setting of Development) (emerging LPP2 Policy DM25) which seeks to ensure development contributes towards the local character and distinctiveness through high quality design having regard to aspects such as: scale, density, materials, parking and potential impacts on the amenities of neighbouring properties.

#### Newhaven Neighbourhood Plan

The Newhaven Neighbourhood Plan (NNP) has reached Regulation 19 stage; the Council has received and accepted the modifications proposed in the Examiner's



report and confirmed that the NNP can proceed to referendum. Referendum is scheduled to take place on the 10th October 2019. As such, the NNP is a material consideration and can be afforded substantial weight.

Key NNP policies to be considered in the determining of this application include, but are not limited to: D1 (Promoting Good Design) and D2 (Design and Climate Change).

### Summary

In light of the above, subject to the satisfaction of the Case Officer that the intensification of residential use on the site meets ST3 (DM25), emerging LPP2 Policy DM8 and NNP Policies D1 and D2 then, from a planning policy perspective, the proposal is supported.

OFFICER COMMENT - Please note that LPP2 has now been adopted as has the Newhaven Neighbourhood Plan.

**ESCC Highways – INITIAL PLANS:** Objection due to insufficient information.

FOLLOWING AMENDMENTS (visibility splays, increased parking bay dimensions, clarification on cycle parking): I confirm this proposal is now acceptable.

**ESCC SUDS –** It appears that the proposals will result in an increase in the overall impermeable area at the site which will result in an increase in the discharge rate and volumes of surface water runoff. The application form indicates that surface water runoff will be discharged through the use of soakaways, whilst the site is likely free draining; we request that infiltration testing in accordance with the BRE365 is provided.

We also note that the site is located within a Groundwater Source Protection Zone (SPZ) 3, and the Environment Agency should be consulted on any proposals to use infiltration. As this is in a SPZ, we would strongly encourage the applicant to utilise SuDS techniques that will provide filtration of contaminants.

The applicant has also indicated that they will discharge runoff into a mains sewer, although public sewer records indicate no surface water or combined sewers in the vicinity. At this stage, we requests that the applicant provides confirmation of the discharge point for surface water runoff, and undertakes the requested infiltration testing if they intend to discharge runoff through the use of soakaways.

## **5. REPRESENTATIONS FROM LOCAL RESIDENTS**

Letters of support have been received from 26 individuals, the contents of which are summarised below:-

### HOUSING PROVISION:

Flats are needed in this area;  
Denton lacks affordable housing;

Will bring new people to Newhaven and also retain residents;  
Great opportunity for first time buyers;  
The area needs much more housing;  
Better to use brownfield sites than greenfield;

#### DESIGN:

Still in keeping with the original house;  
Design will bring something new to the area;  
Will improve the appearance of the site;

#### ECONOMY:

Will support the shops at Denton corner;  
Will support local businesses;

Letters of objection have been received from 24 individuals, the contents of which are summarised below:-

#### NEIGHBOUR AMENITY:

Too close to neighbouring buildings;  
Will result in loss of light;  
Will be overbearing towards properties on Station Road and Avis Road;  
Overlooking of neighbouring gardens;  
Construction works will cause disturbance;  
Overlooking from balconies;  
Air pollution due to increased number of cars;  
Will be claustrophobic due to blocking off of open space;  
Proposed tree screening will take years to grow;  
Wind blowing through louvres will cause a noise nuisance;  
Bin store too close to neighbouring properties;

#### DESIGN & LAYOUT:

Overdevelopment of site;  
Amended design still a massive overdevelopment;  
Poor design;  
Cramped site;  
Out of character with surrounding area;  
A shame that one of the original houses on Mount Pleasant would be destroyed;  
What is wrong with the house as it is?  
Unacceptable increase in size of building;  
Flat roof out of keeping with surrounding development;  
Would be much higher than neighbouring houses;  
Impact due to raised level of the site;  
External materials are not in keeping with surrounding buildings;

## HIGHWAYS:

Not enough parking on-site;  
Hazardous access due to corner location;  
Increased risk to pedestrian safety including residents of nearby care home;  
Where do visitors park?

## PRINCIPLE:

Support provision of affordable housing but not at any cost;  
Contrary to local planning policies;

## LIVING CONDITIONS:

Would be little outdoor amenity space for use by occupants;

## ECOLOGY:

Will result in a loss of habitat;

## OTHER

Would damage drainage infrastructure;  
Will devalue property;

## Officer comments:

The majority of comments raised are addressed in the main body of the report. A number of letters both supporting and objecting to the development have made reference to 'affordable housing'. For clarity, the proposed development would not be providing any affordable housing as defined within the National Planning Policy Framework as the units would be sold on the open market and the development is under the affordable housing threshold.

A number of letters of objection raised the issue of loss of property value. This is not a planning matter and is therefore not considered during the planning process.

## 6. PLANNING CONSIDERATIONS

### Principle:

6.1 Policy CP2 of the Lewes District Joint Core Strategy states that the density of development within towns should fall broadly within 47 - 57 dwellings per hectare. The density of the current site amounts to approximately 22 dwellings per hectare, thereby suggesting that the site is under-utilised. Para. 118 of the Revised National Planning Policy Framework (NPPF) states that development of under-utilised land and buildings should be promoted and supported, especially where this would help to meet identified needs for housing.

6.2 The site involves the development of part of the existing garden serving 11 Denton Road. Garden land does not fall within the definition of previously developed/brownfield land as set out in annex 2 of the Revised National Planning Policy Framework. As a result, there are stricter controls in place for development of garden land as opposed to a fully brownfield site. Para. 70 and para. 122 of the Revised NPPF both state that development of residential gardens should be resisted but only if the development would result in an unacceptable change to the character and setting of the wider surrounding area. Policy DM8 of the Lewes District Local Plan (part two) encourages subdivision of existing dwelling into flats with similar caveats relating to adequate parking provision and the preservation of residential amenities and the character of the surrounding area.

6.3 Attention is also drawn to the common thread of increasing residential density in a responsible and sympathetic way (chapters 11 and 12 of the Revised NPPF). Of particular note is para. 118 e) which encourages extensions into the airspace above existing residential premises provided this would not be inconsistent with the prevailing height and form of neighbouring properties. The drive to make optimal use of sites is recognised by policy D1 4 (a) of the Newhaven Neighbourhood Plan.

6.4 The final residential density of the site would exceed the suggested parameters for town development as set out above, reaching a level of approximately 110 dwellings per hectare. Whilst this is a high amount it has to be taken into context with the fact that the site would provide small residential units, a need for which is identified in policy CP2, that would be distributed over three floors. The occupants of these smaller units would also be less likely to generate the level of demand for outdoor amenity space that would be expected for larger units that would be more likely to be used by families. In terms of site coverage, the footprint of the proposed building would occupy approximately 30% of the site, which is comparable to the site coverage of nearby development such as 26a-28a Beresford Road.

6.5 It is therefore considered that the site is suitable for development at an increased density. The full impact of the proposal upon the character of the wider surrounding area will be assessed in the main body of this report.

6.6 The site, which is not allocated for development within either the Lewes District Local Plan or in the Newhaven Neighbourhood Plan, is considered to represent a windfall site. This type of site plays an important role in ensuring the maintenance of a viable 5 year housing supply within the District, is required by national legislation. Para. 68 of the Revised NPPF acknowledges the important contribution that small and medium sized sites, such as the application site, can make towards meeting housing need, particularly as development on such sites is often built-out relatively quickly.

6.7 It is therefore considered that the principle of developing this windfall site, which is located within the existing settlement boundary, is acceptable, subject to compliance with relevant local and national planning policies, against which the development will be assessed in the main body of this report.

### Residential Amenity:

6.8 The proposed development would result in the building being extended to between 1.74 - 1.9 metres of the northern site boundary, which is shared with 29 Beresford Road (the amount of separation varies due to the tapering nature of the boundary). There are two ground floor windows and one first floor window within the southern elevation of the neighbouring property. Planning records show these windows serve a kitchen, hallway and landing, with the kitchen window being positioned furthest towards the rear of the site and, therefore, less impacted upon by the presence of the building. Whilst the hallway and landing windows would be subject to overshadowing and reduction in outlook, it is considered that this would not be unacceptably harmful to amenities as these windows do not serve habitable rooms. The building would not extend beyond the rear elevation of the neighbouring property but would project a modest distance forward of the front elevation of 29 Beresford Road. This would not be to the degree that it would cause undue overshadowing towards windows on the front elevation of the neighbouring property.

6.9 The overall height of the building would not exceed the ridge height of the existing building. Furthermore, the top floor of the building would be recessed from the sides of the building, reducing its visual impact and ensuring a buffer is maintained between it and neighbouring buildings. It is also noted that the site level is significantly lower than that of the nearest neighbouring property, 29 Beresford Road, with the result being that the finished height of the building would be similar to the ridge height of the neighbouring property.

6.10 There is a first floor bedroom window facing towards the side boundary that would offer views towards the landing window at 29 Beresford Road. It is not considered that views offered would be intrusive as the window affected does not serve a habitable room. It is also noted that there is an existing window, albeit with a stained glass element, in a similar position to the proposed window. Rear facing windows would offer views towards the far end of the rear garden of 29 Beresford Road, similar to those available from the existing dwelling occupying the site.

6.11 It is therefore considered that the proposed development would not result in any unacceptable impact upon the residential amenities of the occupants of 29 Beresford Road as a result of overlooking, overshadowing or overbearing.

6.12 The adjoining site to the south is occupied by 9 Station Road. Due to the topography of the area this property is at a much lower level than the application site. The extension to the existing building would introduce additional windows facing to the south, which would offer views towards the rear gardens of 7 and 9 Station Road. Views of the rear gardens are already available from the existing first floor windows at the application site and neighbouring properties and there is a danger that additional upper floor windows would result in a degree of overlooking that would be oppressive and intrusive. The originally submitted scheme incorporated large first floor windows and a glazed rear elevation to the second floor flat. In response to the above-mentioned concerns, the size of the first floor window has been significantly reduced and it would also be obscure glazed up to 1.6 metres above finished floor level so as to act principally as a source of light

rather than allowing outlook towards neighbouring properties. Angled louvres would be utilised on the second floor in order to filter views whilst allowing for natural light to permeate into the building. It should also be noted that the internal layout of the building has been altered, with rooms with windows facing to the rear of the site being bedrooms, which would likely be less frequently used than the living rooms that were in that position on the original scheme.

6.13 The reduction in glazing also reduces the potential for light pollution from internal lighting, which is particularly important given the proximity to the South Downs National Park, a designated Dark Sky Reserve, approximately 425 metres to the east.

6.14 A condition will be used to prohibit the use of the flat roof area to the south and west of the second storey flat as a terrace/balcony as any such use would result in an unacceptable overlooking as well as the potential for noise and light disturbance. Other parts of the terrace may be used provided suitable screening is installed in the interests of safety and privacy. Use of external lighting on the balcony would also be controlled so as to prevent the installation of lighting that would result in unacceptable glare towards neighbouring properties or encourages the use of the terrace area for sustained periods in the evening.

6.15 Concerns were also raised in regard to the bulk of the original scheme and the degree to which the building would visually amalgamate with other buildings on Beresford Road to create a solid form that would appear overbearing towards properties on lower lying land. In response, the applicant has brought the side elevation of the building further in from the northern boundary. The flank elevation of the building would be between 1.74 and 1.9 metres from the side boundary, exceeding the minimum one metre gap prescribed in policy DM28 of the Lewes District Local Plan (part two). Further relief is provided by the additional set-back of the second storey and it is considered this gap would provide a level of visual permeability and separation from neighbouring buildings, thereby preventing an amalgamation of built form that would appear overly dominant. The juxtaposition provided by the use of a contemporary building style would also prevent a monotonous appearance when viewed from neighbouring properties.

Living conditions for future occupants:

6.16 The extended building would accommodate 5 separate flats. The table below shows the Gross Internal Area (GIA) provided for each flat alongside the minimum GIA required in order to meet the DCLG's Technical housing standards - nationally described space standard.

Unit No.	Level	Unit Type	Required GIA	GIA Provided
1	GF	1 bedroom	50 sqm	52 sqm
2	FF	1 bedroom	50 sqm	53 sqm
3	GF	2 bedroom	61 sqm	63 sqm
4	FF	2 bedroom	61 sqm	63 sqm
5	SF	2 bedroom	61 sqm	62 sqm

6.17 The layout of each flat is functional, adaptable and uncluttered. Awkwardly shaped rooms and long corridors have been avoided in the layout. All habitable rooms are served by windows of a good size with generally a good degree of unobstructed outlook offered. As such, all habitable rooms would have good levels of access to natural light and ventilation. All flats also have multiple aspects, ensuring that rooms within each flat are exposed to natural light throughout the course of the day.

6.18 Ground floor flats would have direct access to the remaining garden area within the site for use as amenity space. An area of roof terrace would be available for use as amenity space by occupants of the second floor flat. Although neither of the first floor flats would have direct access to private outdoor amenity space it is considered acceptable in this instance as these are small units that are less likely to be used as family accommodation and there is also public amenity space nearby at Drove Park, approximately 250 metres walking distance from the site. This involves crossing the B2109 (Avis Road) where there is a pedestrian crossing in place.

#### Visual Amenity/Design:

6.19 The proposed development would introduce a contemporary flat roof design within the plot. It is considered that this would result in a distinctive appearance in the context of the street scene, although it is noted that there are flat roof two-storey dwellings at 27 and 29 Station Road. Notwithstanding the fact that there is no overriding characteristic to the design of dwellings within the surrounding area, the site is a corner plot which, by representing a gateway between Station Road and Beresford Road, lends itself to development that acts as a focal point. The overall design is considered to be of high quality, retaining strong references to the original building and providing contrast through the use of variation in sizes of windows and openings and use of a mixed palette of external materials and finishes. Both the Station Road and Beresford Road elevations of the building contain entrances and a number of windows and openings, ensuring the building fully engages with each street scene. The combination of the above-mentioned design attributes help to break up the bulk and mass of the extended building by introducing articulation and preventing a monotonous or oppressive.

6.20 Whilst the proposed building incorporates second floor accommodation, the use of a flat roof would ensure that its overall height does not exceed that of the ridge height of the existing building. Whilst the footprint of the building would increase, resulting in a wider building frontage on Beresford Road, the width of the frontage would be comparable with that of semi-detached and terraced dwellings on Beresford Road and the building would therefore not appear inconsistent with its surroundings in this regard.

6.21 The proposed extension would project slightly forward of the front elevation of the neighbouring property, 29 Beresford Road. However, this would be at first floor level only, with impact reduced due to the site being at a lower level than the street,

and a degree of set-back would be maintained. It is not considered any building line would be interrupted as the majority of dwellings on Beresford Road are positioned closer to the highway than 29 Beresford Road.

6.22 Whilst the building would be positioned within close proximity of 29 Beresford Road, a separation of 2.5 - 2.85 metres would be maintained between the two buildings and approximately 1.5 metres between the flank wall and the site boundary. This satisfies the requirements of policy DM28 of the Lewes District Local Plan (part two) which requires a minimum of 1 metre to be maintained between two-storey extensions and side boundary in order to prevent a terraced appearance from arising.

6.23 Whilst the gap between the building and 29 Beresford Road will be narrowed, it is noted that there are a number of dwellings on Beresford Road which have relatively small gaps between neighbouring properties to the sides and, as such, it is considered that the reduction of the visual gap between buildings would not be incongruous or disruptive to the overall spatial characteristics of the street.

#### Highways & Parking:

6.24 The proposed development would incorporate a total of five off-street car parking spaces. Two of these would be accessed from Station Road, where the main access to two of the flats is, and a further three spaces accessed from Beresford Road. In order to access these spaces, new dropped kerb crossovers would need to be formed on Station Road and Beresford Road. This would result in the loss of two on-street car parking spaces, however, the majority of nearby dwellings have access to off-street car parking and it is not considered that this small reduction in parking capacity would result in increased parking pressure.

6.25 The quantum of off-street parking provided is considered to be adequate to serve the proposed development and prevent any undue increase in parking stress on the surrounding highway network. The access layout has been assessed by ESCC Highways who have not raised any objections, provided visibility splays are maintained around the crossovers at all times in the interest of the safety of pedestrians and motorists.

6.26 All parking areas will be overlooked by habitable rooms, ensuring a good level of surveillance that would act as a deterrent to crime and anti-social behaviour.

#### Landscaping and Ecology:

6.27 The proposed development would occupy an area of lawn to the side of the existing dwelling. No significant trees or hedging would need to be removed to accommodate the extension although sections of the existing coniferous hedging which flanks the Station Road and Beresford Road boundaries would need to be removed in order to allow for site access to be formed and to allow for adequate visibility splays to be provided. The car parking areas would introduce hard surfacing adjacent to Station Road and Beresford Road. Hard surfaced parking areas are a relatively common presence on both streets and, therefore, it is considered these parking areas would be visually consistent with surrounding



development. The parking areas will also be screened, to an extent, by retained and additional landscaping and the distribution of parking areas around two sides of the site would help prevent the formation of an unreasonably large single hard surfaced area that would appear overly dominant.

6.28 The provision of a green roof is welcomed both as an ecological feature as well as a means to assist with surface water drainage. Any green roof provided should use a chalk grassland mix as this is consistent with the surrounding downland and is supported by policy NE1 of the Newhaven Neighbourhood Plan.

#### Drainage/Contamination:

6.29 The proposed development would increase the impermeable area of the site, although this would be partially mitigated by the use of a sedum green roof. A condition can also be attached to require the hardstanding areas to be surfaced with impermeable materials in order to increase the drainage capacity of the site.

6.30 It is stated that the proposed development would utilise existing drainage connections associated with the existing dwelling. A condition will be attached requiring full details of drainage arrangements and discharge rates to be submitted to and approved by the Local Planning Authority prior to the commencement of development.

#### Sustainability:

6.31 The proposed development includes a sedum roof that would provide habitat as well as assist with sustainable drainage. A condition will be attached to any given approval requiring identification of further sustainability measures that could be incorporated into the scheme including, but not limited to, rainwater harvesting and electric vehicle charging points.

#### Conclusion

6.32 It is considered that the proposed development represents an optimisation of the use of the site, in line with local and national planning policies. The provision of smaller units meets a need identified by policy CP2 of the Lewes District Joint Core Strategy.

6.33 The contemporary design of the building would sit well on a corner plot and the visual juxtaposition between the proposed flats and neighbouring dwellings is considered to be justified as a means to distinguish the flats from neighbouring dwellings as well to prevent an overly contrived or monotonous design.

6.34 Whilst the scale of the building would be increased, its overall height would not exceed the existing ridge height and flank elevations would be sufficiently stepped away from site boundaries to ensure spatial characteristics of the surrounding area are preserved.

6.35 Sufficient design measures have been taken to prevent unacceptable impacts upon the amenities of neighbouring residents. The living conditions provided for future occupants would be satisfactory and an acceptable quantum of off-street car parking would be provided.

## **7. RECOMMENDATION**

7.1 That, on balance, planning permission is granted.

### **The application is subject to the following conditions:**

1. a) No development shall take place until details of surface water drainage, which shall follow the principles of sustainable drainage as far as practicable, have been submitted to and approved by the Local Planning Authority. The details provided shall include surface water discharge rates and confirmation of an agreement to connect to the mains sewer If relevant.  
  
b) Details of measures taken to prevent discharge of contaminants within the groundwater source protection zone would also be required if infiltration drainage is to be used.

Reason: The drainage shall be provided in accordance with the approved details before first occupation of the related dwelling in order to prevent unacceptable risk of surface water flooding towards future occupants, neighbouring residents/land uses and the public highway, in accordance with para. 163 of the Revised NPPF and Policy CP12 of the Lewes District Joint Core Strategy.

2. Notwithstanding the submitted plans, the development hereby approved shall not be occupied until parking areas measuring 5.5 metres in length by 3 metres in width have been surfaced and marked out in accordance with plans to be submitted to and approved by the Local Planning Authority. These areas shall thereafter be retained for that use and shall not be used for any purpose other than for the parking and turning of motor vehicles

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway and in the interest of visual amenity in accordance with paras. 108 and 109 of the Revised NPPF.

3. The proposed access points shall not be used until visibility splays at a setback distance of 2.4m by 43 metres are provided to either side, are cleared of all obstructions exceeding 600mm in height and kept clear thereafter

Reason: To ensure the safety of persons and vehicles entering and leaving the access and proceeding along the highway and in the interest of visual amenity in accordance with paras. 108 and 109 of the Revised NPPF.

4. The development shall not be occupied until secure and covered cycle parking areas for a minimum of 5 cycles have been provided in accordance with details

which have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority] and the areas shall thereafter be retained for that use and shall not be used other than for the parking of cycles

Reason: In order that the development site is accessible by non-car modes and to meet the objectives of sustainable development in accordance with policy CP13 of the Lewes District Joint Core Strategy.

5. Prior to the first occupation of the development, a minimum of 1 electric vehicle charging point shall be installed and operable. These charging points shall thereafter be maintained in place throughout the lifetime of the development.

Reason: In order to promote the use of more sustainable forms of transport in accordance with policy CP13 of the Lewes District Joint Core Strategy and the Lewes District Council Electric Vehicle Charging Points Technical Guidance Note.

6. Notwithstanding the approved plans, prior to first occupation of the development hereby permitted, a scheme for landscaping shall have been submitted to and approved in writing by the Local Planning Authority. The scheme shall include the following:

- a) details of all hard surfacing;
- b) details of all boundary treatments;
- c) details of all proposed planting, including numbers and species of plant, and details of size and planting method of any trees. This would include details of planting for the green roof, which should use a chalk grassland seed mix.

All hard landscaping and means of enclosure shall be completed in accordance with the approved scheme prior to first occupation of the development. All planting, seeding or turfing comprised in the approved scheme of landscaping shall be carried out in the first planting and seeding seasons following the first occupation of the building or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

Reason: To ensure the development incorporates sympathetic landscaping that amalgamates with surrounding landscaping, is appropriately and sympathetically screened and provides a secure and safe environment for future occupants in accordance with section 12 of the revised NPPF, policy CP1 of the Lewes District Core Strategy, policy DM25 of the Lewes District Local Plan Part Two and policies D1 and NE1 of the Newhaven Neighbourhood Plan.

7. Prior to the first occupation of the development hereby approved, the first floor windows on the southern elevation of the dwelling, facing towards 9 and 7 Station Road, shall be fitted with obscure glazing and permanently fixed shut up to a height of 1.7 metres above finished floor level and privacy louvres shall be

installed in accordance with details shown on approved drawings 0003-PA-022 and 0003-PA-030. These features shall thereafter remain in place for the lifetime of the development.

Reason: In the interest of residential amenity in accordance with policy DM25 of the Lewes District Local Plan Part Two and Policy D1 of the Newhaven Neighbourhood Plan.

8. The development hereby approved shall be carried out in accordance with the schedule of materials listed on plan 0003-PA-030 and shall not be altered unless agreed it has been agreed in writing by the Local Planning Authority.

Reason: In the interest of visual amenity in accordance with policy DM25 of the Lewes District Local Plan Part Two and Policy D1 of the Newhaven Neighbourhood Plan.

9. No development associated with the construction of the extension to the building shall take place until details of how the development will incorporate measures to reduce carbon energy use, facilitate renewable energy installations, and lower household water consumption, have been submitted to and approved in writing by the local planning authority. The approved measures shall be put in place prior to the first occupation of the new flats as they are each completed, and retained as such thereafter.

Reason: In order to reduce locally contributing causes of climate change in accordance with policy CP14 of the Lewes District Local Plan Part One: Joint Core Strategy and the National Planning Policy Framework 2019.

10. The flat roof area to the south and west of the second storey flat, as shown on approved plan 0003-PA-022, (the area coloured in brown) shall at no time be used as a balcony, roof garden or similar amenity area and only be accessible for maintenance purposes.

Reason: In the interest of residential amenity in accordance with policy DM25 of the Lewes District Local Plan Part Two and Policy D1 of the Newhaven Neighbourhood Plan.

11. The flat roof area to the north and east of the second storey flat, as shown on approved plan 0003-PA-022, shall not be used as a balcony, roof garden or similar amenity area unless and until details of appropriate privacy screening has been submitted to and approved by the Local Planning Authority. This screening shall thereafter remain in place throughout the lifetime of the development.

Reason: In the interest of residential amenity in accordance with policy DM25 of the Lewes District Local Plan Part Two and Policy D1 of the Newhaven Neighbourhood Plan.

12. No external lighting shall be installed on any part of the building above the finished floor level of the first floor unless full specifications have been submitted to and approved in writing by the Local Planning Authority.

Reason: In the interest of visual, residential and environmental amenity in accordance with policies DM20 and DM25 of the Lewes District Local Plan Part Two and Policy D1 of the Newhaven Neighbourhood Plan.

13. No development or works in connection with this development including site preparation works shall take place until a Construction Management Plan has been submitted to, and approved in writing by, the local planning authority. The Plan shall provide information including details and plans to indicate:

- a) anticipated number, frequency, and types/size of vehicles to be used during construction;
- b) methods of access and routing of vehicles during construction, avoiding peak traffic times;
- c) parking of vehicles of site operatives and visitors/deliveries;
- d) loading and unloading of plant, materials and waste;
- e) storage of plant and materials used in construction of the development;
- f) the appearance, erection and maintenance of security fencing;
- g) provision (and use on all vehicle leaving the site) of wheel washing facilities and other works required to mitigate the impact of construction upon the public highway;
- h) measures to manage all environmental effects of the development during the demolition and construction period, including traffic (including a workers' travel plan, noise, vibration, dust, air pollution and odour control during construction);
- i) lighting for construction and security;
- j) details of how the public can contact the project manager should they need to raise concerns and resolve issues that arise during construction, including the means of recording such complaints and action taken.

The approved Plan shall thereafter be implemented and adhered to during the entire construction period.

Reason: In the interests of environmental amenity and highway safety having regard to Policy DM20 of the Lewes District Local Plan Part Two and para. 109 of the Revised National Planning Policy Framework.

14. Construction work shall be restricted to the hours of 0800 to 1800 Monday to Fridays and 0830 to 1300 on Saturdays and works shall not be carried out at any time on Sundays or Bank/Statutory Holidays.

Reason: In the interest of residential amenities of the neighbours having regard to the revised NPPF.

15. Before the first occupation of the development hereby approved, details of the siting of secure and covered storage of bins for the disposal of refuse and litter shall be submitted to and approved in writing by the Local Planning Authority and thereafter so retained unless further written approval from the Local Planning Authority for an alternative scheme is gained.

Reason: In the interest of environmental, visual and residential amenity in accordance with policies DM20 and DM25 of the Lewes District Local Plan Part Two and Policy D1 of the Newhaven Neighbourhood Plan.

**This decision is based on the following submitted plans/documents:**

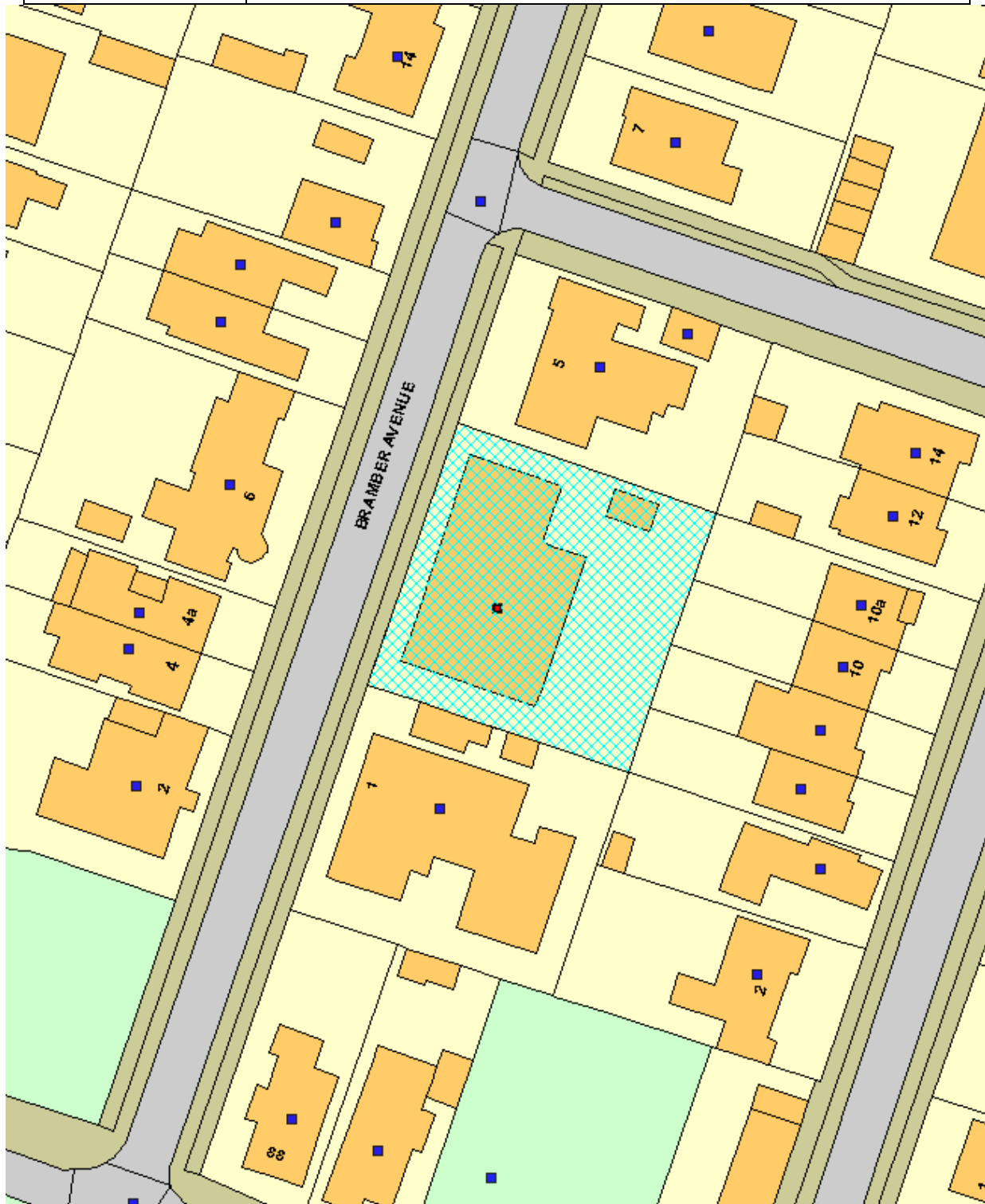
<u>PLAN TYPE</u>	<u>DATE RECEIVED</u>	<u>REFERENCE</u>
Proposed Block Plan	25 February 2020	0003-PA-010 Rev A - Proposed Block Plan
Proposed Floor Plan(s)	25 February 2020	0003-PA-020 Rev B - Ground Floor Plan
Proposed Floor Plan(s)	25 February 2020	0003-PA-021 Rev A - First Floor Plan
Proposed Floor Plan(s)	25 February 2020	0003-PA-022 Rev C - Second Floor Plan
Proposed Elevation(s)	25 February 2020	0003-PA-030 Rev B - Elevations
Proposed Elevation(s)	25 February 2020	0003-PA-031 Rev A - Elevations
Location Plan	9 September 2019	0003-EX-001
Travel Plan	9 September 2019	Transport Report

**Application Details**

	Existing	Proposed	Gain/Loss
<b>Residential - Houses - Market Housing</b>			
4+ Bedrooms	1		
<b>Residential - Flats - Market Housing</b>			
1 Bedroom		2	
2 Bedrooms		3	
<b>Parking - Cars -</b>			
Unit	0	5	
<b>Parking - Motor Cycles -</b>			
Unit	0	1	
<b>Parking - Bicycles -</b>			
Unit	0	5	

# Agenda Item 9

<b>APPLICATION NUMBER:</b>	LW/19/0857		
<b>APPLICANTS NAME(S):</b>	BNM Parkstone LLP	<b>PARISH / WARD:</b>	Peacehaven / Peacehaven West
<b>PROPOSAL:</b>	Planning application for Section 73A retrospective application for the conversion from HMO and manager's flat to 18 self-contained flats (including manager's flat)		
<b>SITE ADDRESS:</b>	3 Bramber Avenue, Peacehaven, East Sussex, BN10 8LR		
<b>GRID REF:</b>			



## 1. SITE DESCRIPTION / PROPOSAL

### Site description

1.1 The application site is located on the east side of the southern section of Bramber Avenue, Peacehaven, within the planning boundary and comprises a large, two storey plus partial attic and partial basement, detached property. There is a car park to the rear of the site, accessed from the south side of the building, which accommodates 9 vehicles. Undercover parking for 12 cycles is also provided externally, sited along the north-facing wall of the building. There is a free-standing garage on the site that is used for storage of maintenance equipment.

1.2 Vehicular access to this section of Bramber Avenue is accessed from an unmade road, The Promenade, which runs adjacent to the coastal path from Roderick Avenue to the west and Mayfield Avenue to the east. At the northern end, leading on to South Coast Road, the road is closed off with bollards, with access for pedestrians and cyclists only.

1.3 The area is well-served by public transport, local shops, community and outdoor recreation facilities.

### Background

1.4 Planning permission was granted in October 2017 for the change of use of the property from a nursing home to House in Multiple Occupancy (HMO) for up to 14 persons together with a self-contained flat to be used as manager's accommodation – LW/17/0494. The approved layout was as follows:

Basement: Staff room, boiler room, workshop.

Ground floor: 8 bedrooms, most with en-suite shower/w.c., 1 shared bathroom/w.c., 1 large shared kitchen 1 small shared kitchen, 1 shared lounge, laundry room.

First floor: 6 bedrooms, most with en-suite shower/w.c., 1 shared bathroom/w.c., 1 shared lounge.

Second floor/attic: Manager's flat and office.

1.5 The Council's Private Sector Housing Team subsequently advised the applicant that the shared facilities were not adequate for the number of potential residents. As a result, the applicant has installed integrated kitchen units, comprising a sink, oven, 2 cooking rings and fridge and a cupboard, in each of the rooms/flats, deleted the shared kitchens and lounges and increased the number of rooms from 14 to 18, including the manager's accommodation. The works have already been carried out.

### Proposal

1.6 Retrospective planning permission is therefore now sought for the conversion of the property from a House in Multiple Occupation (HMO) and manager's flat to 18 self-contained studios/flats (including manager's flat). The layout as built is as follows:

Basement: Boiler room, 1 x 1 bedroom flat.

Ground floor: Manager's studio flat, reception/office, shared laundry room, 1 x shared w.c., 7 studios, 1 x 1 bed flat, all with en-suite shower/w.c. facilities.



First floor: 6 x studios, 1 x 1 bed flat, all with en-suite shower/w.c. facilities.

Second floor/attic – 1 x 1 bedroom flat.

1.7 It is intended that the facility will be used exclusively to provide temporary accommodation for people who have been made homeless, strictly by referral from Lewes District and Brighton and Hove Councils. There is a 24 hour staff presence and access via the front door is restricted by key pad.

## 2. RELEVANT POLICIES

**LDLP: – CP1 – Affordable Housing**

**LDLP: – CP2 – Housing Type, Mix and Density**

**LDLP:- CP11- Built & Historic Environment and High Quality Design**

**LDLP2: - DM1 – Planning Boundary**

## 3. PLANNING HISTORY

**LW/17/0494** - Change of use from nursing home to House in Multiple Occupancy for up to 14 persons together with a self-contained flat to be used as manager's accommodation. – **Approved**

**LW/17/0156** - Change of use from nursing home (C2) to House in Multiple Occupation (Sui Generis) with 22 letting rooms and erection of first floor front extension to replace front roof terrace - **Refused**

**LW/89/2170** - Extension to provide extra bedrooms for dual registered nursing/residential care home for owner occupation. – **Approved**

**LW/86/1332** - Section 32 Retrospective application for continued use of property as a rest home for the elderly and alterations to the building - **Approved**

**E/54/0584** - Planning and Building Regulations Applications for proposed entrance porch. Building Regs Approved. - **Approved**

## 4. REPRESENTATIONS FROM STANDARD CONSULTEES

**Main Town Or Parish Council** – Although PTC recognises the need for this kind of facility, there is disappointment that this facility is being over developed and approved without consulting PTC. There are already serious concerns regarding the sewerage system from Southern Water who have advised that Peacehaven's current sewerage and waste water system cannot cope with the overdevelopment of Peacehaven. There is already an issue where sewerage is leaking into resident's gardens in this area and along The Promenade, pictures of this have been attached with objections. Overcrowding in this small residential street with a large population of elderly retired residents.

Also will residents have the day to day support for independent living there are concerns about the residents having the necessary supports for day to day living in this establishment.

**Planning Policy Comments** – This planning application should be considered against the policies of the adopted Lewes District Local Plan Part 1; Joint Core Strategy (LPP1) and the adopted Lewes District Local Plan Part 2. The National Planning Policy Framework (NPPF) may also be a material consideration.

The proposed development is located within the settlement planning boundaries, as defined on the Lewes District Local Plan Policies Map. Development is therefore acceptable in principle, in accordance with the spatial strategy set out in the LPP1 and Policy DM1 of the LPP2. The provision of rented studio flats will also assist in delivering homes to meet the identified accommodation need of the district, in particular small homes for single person households, in accordance with Core Policy 2 of the LPP1. Core Policy 2 also supports the provision of flexible and socially inclusive accommodation to meet the diverse needs of the local community.

It is acknowledged that the application fails to provide affordable housing (i.e. housing provided by a council or housing association which is available below the market cost level) in accordance with Core Policy 1 of the LPP1. However, it does not appear possible to secure on-site affordable housing due to the size of the available units and the way that the premises will be managed. Furthermore, the applicant argues that the studio flats will provide essential accommodation for people in need of emergency housing, with occupiers being referred by the District Council, who will pay accommodation costs.

It is considered that these considerations are sufficient to overcome the conflict with the adopted development plan in this instance and the proposed development should therefore be approved.

#### **ESCC SUDS – No objection**

**ESCC Highways –** This retrospective application seeks approval to increase the existing HMO capacity from 14 letting units to 17 letting units. In accordance with the ESCC parking calculator the change of use to HMO with 17 rooms in this location should be provided with 15 parking spaces; however, this proposal is for letting accommodation and thus the level of car ownership associated with the site is highly likely to be lower than for privately owned accommodation. In addition, according to census data 2011 70% of people living in studio accommodation in the Lewes District do not own vehicles. Based on this information and confirmed by the CCTV images detailed within the Design and Access Statement, the existing 9 parking spaces are likely to be acceptable. If additional parking is required for visitors it is apparent that on street parking is available and taking into account the proximity to the town shops, services and good transport links I do not feel a recommendation for refusal could be justified in this instance, as a severe impact would not be created and therefore the proposal is in accordance with the transport requirements of the NPPF

Cycle parking has been provided with 12 cycle spaces, this communal provision is above the 0.5 cycle parking spaces per dwelling recommended in East Sussex County Council's adopted parking standards. Details of the type of storage has not been provided, these parking facilities should be covered and secure and located within the site in a convenient location for users.

#### **Conditions**

I recommend that any grant of consent includes the following conditions:

1. No part of the development shall be occupied until the car parking spaces have been constructed and provided in accordance with approved plans. The areas shall thereafter be retained for that use and shall not be used other than for the parking of motor vehicles.

Reason: To provide car-parking space for the development.

2. The development shall not be occupied until cycle parking area has been provided in accordance with details which have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority and the area shall thereafter be retained for that use and shall not be used other than for the parking of cycles

Reason: In order that the development site is accessible by non-car modes and to meet the objectives of sustainable development

3. No part of the development shall be occupied until the vehicle turning space has been constructed within the site in accordance with details submitted to and approved by the Local Planning Authority. This space shall thereafter be retained at all times for this use.

Reason: In the interests of road safety

**District Services** – None received.

**Environmental Health** – None received.

**Southern Gas Networks** – Standard response advising applicant where information about gas pipe locations can be found..

**Housing Needs And Strategy Division** – From Private Sector Housing :Please may I offer my support for the approval of the retrospective planning permission LW/19/0857. I was requested to assess the accommodation for use by the Housing Needs Team as temporary accommodation. I have visited on 1/5/2019, 20/6/2019, 25/7/2019 and 19/9/2019 to carry out a Housing Health and Safety Rating System assessment under the Housing Act 2004 to ensure the health and safety of the occupants and visitors to the property. All works requested have been completed and the property has no significant health and safety hazards including fire safety hazards. In accordance with the above legislation, this property could provide a good standard of accommodation for 17 families to occupy a maximum of 30 units or equivalent (1 unit = 1 adult or 2 children under the age of 10) plus the manager's accommodation (capable of occupying an additional 2 persons). Please note, 4 rooms in the property can be occupied by 1 person only.

**Housing Needs Manager** – In terms of need, we are always after temporary accommodation to use for the large number of households that present to us as homeless. As of today we have 35 households in B&B style accommodation waiting until something more suitable can be found.

We were satisfied about the quality of the accommodation Fourways provided. They were proactive in working with our temporary accommodation team and have also worked closely with our Private Housing team.

**Sussex Community National Health Service Trust** – None received.

**Early Years Development Childcare Partnership** – None received.

**Southern Water Plc** – Request for formal application for connection to public sewer.

**Sussex Police** – None received.

**ESCC Infrastructure Contributions** – None received.

## 5. REPRESENTATIONS FROM LOCAL RESIDENTS

Five letters/emails of objection have been received, two of which are from the same household. The following issues have been raised:

- Concern that the property could accommodate more residents than stated in the application;
- Concern about fire risk;
- Peacehaven is becoming overcrowded due to amount of development that is being carried out, putting pressure on schools, doctor's surgeries, traffic congestion;
- Concerns about impact on drainage;
- Noise and disturbance;
- Parking demand, impact on access for emergency vehicles;
- Traffic Generation.

A number of comments have been made about the applicant that are not relevant to the application and are not reported here.

## 6. PLANNING CONSIDERATIONS

### Principle

6.1 The site is located within the planning boundary, so there is no conflict with policy DM1. The loss of the nursing home has already been accepted following the previous approval for change of use to HMO. The proposal provides a valuable resource for the council's Housing Team by the provision of good quality, safe and well located temporary accommodation for people in critical housing need. Thus the proposal meets the broad objectives of Policy CP2 which seeks to deliver "sustainable, mixed, balanced communities"...."Providing a range of dwelling types and sizes to meet the identified local need".

### Standard of accommodation

6.2 The conversion has been carried out to a high standard and all of the rooms are pleasantly decorated and furnished. The room sizes meet the requirements of the Private Sector Housing Team and are suitable for the purpose of short term housing. The supporting text to policy CP2 allows some flexibility in unit type and size to meet identified need.

6.3 The outside of the property has been repaired and painted, resulting in a visual improvement in the street scene. As noted above, there is a 24 hour presence on the site to ensure that the facility is properly managed. In terms of visual and general amenity and standard of accommodation, it is considered that the proposal is compliant with policy CP11.

6.4 Of the 17 rooms that are to be used for temporary accommodation, 4 of them can only be occupied by 1 person. Overall, the level of occupancy that would be permitted under The Housing Act is 30 adults and children. This is set out in the comments from the Private Sector Housing Specialist Advisor.

### Parking

6.5 There are 9 off-street car parking spaces at the rear of the property, for use by staff and residents. Although this is below the level of what would be expected for general needs

housing, consideration must be given to the nature and circumstances of the potential residents, who are less likely to own a car. There are no on-street parking restrictions in force in the area and many of the properties in Bramber Avenue have off-street parking and dropped kerbs. There are opportunities for some on-street parking in the relatively remote circumstance that all of the on-site car parking spaces are taken up. ESCC Highways Team has not objected and it is not considered appropriate to refuse the application on grounds of lack of adequate parking. The request by Highways to add conditions regarding provision of parking spaces, cycle parking and turning space are noted. However, as these facilities are already in place, a condition requiring the parking and turning facilities as well as cycle parking to be retained is proposed.

#### Affordable Housing

6.6 Normally, proposals of 10 or more housing units would generate a requirement for 40% affordable units under policy CP1, which would equate to 7 units in this case. The applicant has set out a reasoned justification for allowing a departure from this requirement as follows:

- The facility is to be used by the council to provide emergency temporary accommodation for people in housing need;
- The facility is owned and managed by one company and it would be difficult and possibly undesirable for an RSL to separate off 7 units;
- The size of the units would not be suitable for most RSLs.
- A financial provision in lieu of on-site affordable units would be financially prohibitive for the applicant.

6.7 Taking these factors into account, it is considered that it would not be appropriate to seek an affordable housing contribution in this case as the facility *de facto*, provides low cost accommodation.

#### Impact on surrounding area

6.8 It is clear from the nature of the objections that this proposal is a cause for concern for some residents in the surrounding area; similar issues were raised when under the previous application for the change of use to HMO.

6.9 In terms of drainage the property is already connected to the main sewer system and the increased pressure on the system as a result of the current use is unlikely to be the cause of the problems that have been reported, seemingly for a number of years.

6.10 With regards to parking, the comments and photographs supplied by local residents are noted. However, there is no evidence to suggest that this is a result of the current use. There is a car park at the rear for use by residents which is considered to be satisfactory by ESCC Highways. It should also be noted that the client group using the facility are less likely to have cars.

6.11 Concern over the number of residents/noise and disturbance is understandable. As noted above, the Housing Act controls the number of residents that can be accommodated, restricted by the size of the rooms. The previous use as a care home had 21 residents plus staff, which would be roughly comparable with the current use if it was fully occupied. It should also be recognised that the facility will be managed 24/7 and access will be by referral only. The applicant has offered to provide a detailed management plan, to be secured by condition that can be strictly monitored.

## Conclusion

6.12 This facility will provide a valuable and much needed service on behalf of the council by providing temporary, emergency accommodation for people who have become homeless. It is recognised that some local residents have concerns about the impact on the area. The Management Plan, to be secured by condition will be designed to allay these concerns and to ensure a satisfactory level of accountability from the applicant. On balance, it is considered that the proposal is acceptable.

## 7. RECOMMENDATION

7.1 That planning permission is granted.

### The application is subject to the following conditions:

1. Within two months of the date of this permission, a Plan for the management of the site, that will include details of how the facility to provide temporary and emergency accommodation for the homeless will be managed and accommodation allocated, as well as for an on-site manager to be present on the site 24 hours per day, 7 days per week, shall be submitted to the LPA for its approval. At all times, the premises must be occupied in accordance with the details of the Management Plan. The Management Plan shall include details of the maximum length of stay and maximum occupancy of the facility at any one time and shall include provision for monitoring by the Council's Planning and Housing Needs officers.

Reason: In the interest of amenity of the local area.

2. The land indicated on the approved plans for the parking and turning of vehicles and for the cycle parking, shall be retained for those purposes and thereafter kept available for that purpose only.

Reason: In the interests of highway safety and wider amenity having regard to Policy DM25 of the Lewes District Local Plan Part 2 and to comply with National Policy Guidance contained in the National Planning Policy Framework 2019.

### This decision is based on the following submitted plans/documents:

<u>PLAN TYPE</u>	<u>DATE RECEIVED</u>	<u>REFERENCE</u>
Location Plan	27 December 2019	1103.09e
Existing Block Plan	27 December 2019	1103.09e
Existing Floor Plan(s)	27 December 2019	1103.10e - Basement
Existing Floor Plan(s)	27 December 2019	1103.11e - Ground
Existing Floor Plan(s)	27 December 2019	1103.12e - First
Existing Floor Plan(s)	27 December 2019	1103.13e - Second

Existing Roof Plan	27 December 2019	1103.14e
Location Plan	27 December 2019	1103.10
Proposed Block Plan	27 December 2019	1103.10
Proposed Floor Plan(s)	27 December 2019	1103.32 - Basement
Proposed Floor Plan(s)	27 December 2019	1103.33 – Ground2
Proposed Floor Plan(s)	27 December 2019	1103.34 - First
Proposed Floor Plan(s)	27 December 2019	1103.35 - Second
Proposed Roof Plan	27 December 2019	1103.36
Design & Access Statement	27 December 2019	

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**Report to:** Lewes District Council Planning Applications Committee

**Date:** 10 June 2020

**Title:** Newhaven Local Employment and Training Technical Guidance Note

**Report of:** Ian Fitzpatrick, Director of Regeneration and Planning

**Cabinet member:** Cllr Emily O'Brien and Cllr James MacCleary

**Ward(s):** All Newhaven Wards

**Purpose of report:** To endorse the proposed Newhaven Local Employment and Training Technical Guidance Note (TGN) and recommend to Cabinet that it is adopted for use.

**Officer recommendation(s):**

1. To endorse the Newhaven Local Employment and Training Technical Guidance Note as set out in Appendix 1, and recommend its adoption by Cabinet.
2. That Planning Applications Committee recommends to Cabinet that any minor or technical adjustments found necessary in the Newhaven Local Employment and Training Guidance Note be delegated to the Head of Regeneration, in consultation with the Lead Cabinet Member for Planning and Director of Regeneration and Planning.

**Reasons for recommendations:** 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.

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.

**Contact Officer(s):** Peter Sharp  
**Name:** Head of Regeneration  
**Post title:** 01273 085044  
**Telephone number:** Peter.sharp@lewes-  
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Sara Taylor  
Regeneration Officer  
01323 415609  
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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 February 2020<sup>1</sup> Newhaven had the highest number (total 365) of Jobseeker Allowance/Universal Claimant Count in the Lewes District.

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<sup>1</sup> East Sussex in Figures - Claimant Count including JSA and Universal Credit, 2018-2020 - wards

Area	Feb 20
South East	120980
East Sussex	9175
Lewes	1380
Barcombe and Hamsey	25
Chailey and Wivelsfield	30
Ditchling and Westmeston	5
East Saltdean and Telscombe Cliffs	100
Kingston	5
Lewes Bridge	70
Lewes Castle	75
Lewes Priory	110
Newhaven Denton and Meeching	230
Newhaven Valley	135
Newick	10
Ouse Valley and Ringmer	80
Peacehaven East	110
Peacehaven North	80
Peacehaven West	65
Plumpton	15
Seaford Central	80
Seaford East	35
Seaford North	55
Seaford South	40
Seaford West	30

The Index of Multiple Deprivation (IMD)<sup>2</sup> 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%<sup>3</sup> of most deprived nationally. In two areas reporting for the education, training and skills domain<sup>4</sup> 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.

<sup>2</sup> East Sussex in Figures, ID 2019, IMD – Super Output Area

<sup>3</sup> 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

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

- 1.6 Reporting on apprenticeship starts for all sectors for quarters 1 – 2 ending January 2020 for Lewes Parliamentary Constituency<sup>5</sup> returns 220 starts. Full year reporting for 2018/19 returned 420 starts. Apprentice starts reporting in Lewes District Authority<sup>6</sup> 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 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.

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<sup>5</sup> 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)

<sup>6</sup> 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>

### **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 agree 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.

### **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

## **5 Corporate plan and council policies**

- 5.1 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.
- 5.2 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.*
- 5.3 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.
- 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 constitution of Lewes District Council lays out the powers and duties of the Planning Applications Committee (PAC): this PAC has the power to make recommendations to Cabinet on all matters of policy arising from the exercise of its powers and duties.

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## 9 Risk management implications

9.1

Risk	Likelihood	Impact	Mitigation
Developer refuses to comply with Local Employment and Training TGN	Low	High	Pilot TGN will maximise employment and training opportunities for local residents
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	Experience from Eastbourne BC shows that the TGN does not deter developers
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

## **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  
<https://www.lewes-eastbourne.gov.uk/resources/assets/inline/full/0/286143.pdf>
  - 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 NPPF<sup>1</sup> 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 People<sup>2</sup> 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.

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

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

### 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.

### 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 Construction<sup>3</sup> 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.

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<sup>3</sup> 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 Denton and Meeching and Newhaven Valley.
- 3.2 Newhaven Denton and Meeching's estimated resident population is 8,735 and Newhaven Valley's<sup>4</sup> 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 construction<sup>5</sup>.
- 3.3 In January 2020 Newhaven Denton and Meeching's Job Seeker's Allowance (JSA) and Universal Credit (UC) claimant count was 225 and Newhaven Valley's claimant count was 130<sup>6</sup> with the total count for Newhaven being 355<sup>7</sup>. 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)<sup>8</sup> 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 Denton and Meeching ward score 7680 and 8166 all in the higher range of deprived areas in England. Reporting for the education, training and skills domain<sup>9</sup> place two SOAs in Newhaven Valley and Newhaven Denton and Meeching wards at decile 1 where 1 means among the most deprived 10% nationally.
- 3.5 The Newhaven Economic Profile July 2017<sup>10</sup>, 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 Constituency<sup>11</sup> returns 220 starts. Full year reporting for 2018/19 returned 420 starts. Apprentice starts for Lewes District Authority<sup>12</sup> 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 NVQ<sup>13</sup> (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 Sussex<sup>14</sup>. 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 retraining. 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/>

<sup>11</sup> 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)

<sup>12</sup> 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>

<sup>13</sup> NVQ – National Vocational Qualifications are recognised as an Award, Certificate or Diploma

<sup>14</sup> 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](mailto: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](mailto: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**<sup>15</sup>

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 activities 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.

<sup>15</sup> 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 Valley/Newhaven Denton Meeching 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 local<sup>16</sup> people and unemployed residents
- Apprenticeship and work experience placements
- Any other relevant information as directed by the Council.

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<sup>16</sup> During operational phase local people counted as those living in Newhaven Valley/Newhaven Denton and Meeching 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 NVQs<sup>17</sup> (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 tables<sup>18</sup> 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

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

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

<b>Residential</b>	<b>Up to 500K</b>	<b>£500K - 1m</b>	<b>£1 – 3.5m</b>	<b>£3.5 – 6m</b>	<b>£6 – 10m</b>	<b>£10 – 15m</b>	<b>£15 – 20m</b>	<b>£20 – 30m</b>	<b>£30 – 40m</b>	<b>£40- 50m</b>	<b>£50- 60m</b>	<b>£60- 70m</b>	<b>£70- 80m</b>
<b>Work Experience Placement for those Unemployed – persons</b>	1	2	3	5	7	9	11	13	16	18	19	20	20
<b>Work Experience Placement for those aged 14-18 yrs in Education – persons</b>	0	0	0	1	1	2	3	3	4	4	4	5	5
<b>Apprentice Starts – persons</b>	0	0	0	2	4	6	7	8	9	10	11	12	13
<b>Apprentice Completions –persons</b>	0	0	0	0	2	3	4	5	5	6	6	6	7
<b><u>Construction Phase Only</u></b>													
<b>NVQ Starts for Sub- contractors – persons</b>	0	0	1	2	3	6	8	10	13	15	17	19	21
<b>NVQ Completions for Sub-contractors – persons</b>	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
<b>Work Experience Placement for those Unemployed – persons</b>	2	3	4	5	6	7	8	9	10	10	10	11	11
<b>Work Experience Placement for those aged 14-18 yrs in Education – persons</b>	0	1	1	1	2	2	2	2	2	3	3	3	3
<b>Apprentice Starts – persons</b>	0	1	3	4	5	5	6	7	7	8	8	9	10
<b>Apprentice Completions –persons</b>	0	0	1	1	1	1	1	2	2	2	2	2	2
<b><u>Construction Phase Only</u></b>													
<b>NVQ Starts for Sub-contractors – persons</b>	1	1	2	4	5	6	8	9	10	11	13	14	14
<b>NVQ Completions for Sub-contractors – persons</b>	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
<b>Work Experience Placement for those Unemployed – persons</b>	0	1	1	1	2	2	2	3	3	3	3	3	3
<b>Work Experience Placement for those aged 14-18 yrs in Education – persons</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Apprentice Starts – persons</b>	0	1	1	2	2	2	3	3	3	4	4	4	5
<b>Apprentice Completions –persons</b>	0	0	1	1	1	2	2	2	2	2	2	2	2
<b><u>Construction Phase Only</u></b>													
<b>NVQ Starts for Sub- contractors – persons</b>	1	1	2	3	4	6	7	8	9	10	12	13	13
<b>NVQ Completions for Sub-contractors – persons</b>	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
<b>Work Experience Placement for those Unemployed – persons</b>	4	6	8	11	13	16	19	22	23	24	24	25	25
<b>Work Experience Placement for those aged 14-18 yrs in Education – persons</b>	0	1	1	2	4	4	5	5	5	6	6	6	6
<b>Apprentice Starts – persons</b>	0	2	3	5	6	6	7	8	9	10	10	11	12
<b>Apprentice Completions –persons</b>	0	0	2	3	3	4	4	5	5	5	6	6	6
<b><u>Construction Phase Only</u></b>													
<b>NVQ Starts for Sub-contractors – persons</b>	1	2	3	6	8	10	13	15	17	19	21	23	24
<b>NVQ Completions for Sub-contractors – persons</b>	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
<b>Work Experience Placement for those Unemployed – persons</b>	2	3	4	5	7	8	10	11	11	12	12	13	13
<b>Work Experience Placement for those aged 14-18 yrs in Education – persons</b>	0	1	1	1	2	2	2	2	2	3	3	3	3
<b>Apprentice Starts – persons</b>	0	1	2	4	4	5	5	6	7	7	8	8	9
<b>Apprentice Completions –persons</b>	0	0	1	1	1	2	2	2	2	2	2	2	2
<b><u>Construction Phase Only</u></b>													
<b>NVQ Starts for Sub- contractors – persons</b>	1	2	2	5	6	8	10	12	14	15	17	18	19
<b>NVQ Completions for Sub-contractors – persons</b>	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
<b>Work Experience Placement for those Unemployed – persons</b>	1	2	2	3	3	4	5	5	6	6	6	6	6
<b>Work Experience Placement for those aged 14-18 yrs in Education – persons</b>	0	0	0	1	1	1	2	2	2	2	2	2	2
<b>Apprentice Starts – persons</b>	0	1	2	3	3	4	4	5	5	5	6	6	7
<b>Apprentice Completions –persons</b>	0	0	1	1	2	2	2	2	2	2	3	3	3
<b><u>Construction Phase Only</u></b>													
<b>NVQ Starts for Sub- contractors – persons</b>	1	1	2	4	5	6	8	9	10	11	13	14	14
<b>NVQ Completions for Sub-contractors – persons</b>	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
<b>Work Experience Placement for those Unemployed – persons</b>	2	4	5	6	8	9	11	13	13	14	14	15	15
<b>Work Experience Placement for those aged 14-18 yrs in Education – persons</b>	0	0	0	1	1	1	1	1	1	2	2	2	2
<b>Apprentice Starts – persons</b>	0	1	3	4	5	6	6	7	8	8	9	10	11
<b>Apprentice Completions –persons</b>	0	0	1	2	3	4	4	4	4	4	5	5	5
<b><u>Construction Phase Only</u></b>													
<b>NVQ Starts for Sub-contractors – persons</b>	1	1	2	4	6	7	9	11	12	13	15	16	17
<b>NVQ Completions for Sub-contractors – persons</b>	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)

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Appendix 3 – Sample Pro-forma for Construction Phase

**Pro-forma for Construction Phase**

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

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

## Appendix 4 – Sample Pro-forma for Operational Phase

**Pro-forma for Operational Phase**

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

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

**Breakdown Number of Jobs**

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

<b>Outline your own company's recruitment process and pre- employment training if applicable</b>	
--	--



## 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 . . .

All sub-contractors in the development chain are required to do so 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 . . .

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

\* East Sussex reporting should **INCLUDE** numbers for Newhaven Denton and Meeching, 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 .....

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 contact .....via email at .....

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

**\*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
<b>B1(a)</b>	Planning Use Class - General office use
<b>C3</b>	Planning Use Class - Residential self-contained unit
<b>C4</b>	Planning Use Class - House in multiple occupation
<b>CSCS</b>	Construction Skills Certificate Scheme
<b>CITB</b>	Construction Industry Training Board
<b>ESCC</b>	East Sussex County Council
<b>ETP</b>	Employment and Training Plan
<b>JSA</b>	Job Seeker's Allowance
<b>LDC</b>	Lewes District Council
<b>Local People</b>	Local people counted at two levels namely, those living in Newhaven Valley/Newhaven Denton Meeching wards and those living in East Sussex
<b>NEET</b>	Not in Employment Education or Training
<b>NPPF</b>	National Planning Policy Framework
<b>NVQ's</b>	National Vocational Qualifications (represented as industry specific awards, certificates or diplomas)
<b>NVQ Starts/ Completions for Sub-contractors</b>	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
<b>Operator</b>	End user of the premises
<b>Section 106</b>	Section 106 Agreements can be used to secure planning obligations related to new developments including improving training and skills
<b>SME's</b>	Small and Medium Sized Enterprises
<b>SELEP</b>	South East Local Enterprise Partnership
<b>T Levels</b>	Technical Level qualifications requiring a work experience placement
<b>TrAC</b>	Training and Apprenticeships in Construction
<b>Unemployed</b>	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.
<b>Unilateral Undertaking</b>	This is a Section 106
<b>UC</b>	Universal Credit
<b>Work Experience Placement for those Unemployed</b>	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.
<b>Work Experience Placement for those aged 14-18 in Education</b>	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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