

6 October 2017.

**PLEASE NOTE TIME OF MEETING**

Dear Councillor,

A meeting of the **CABINET** will be held in the **Council Chamber** at these offices on **MONDAY, 16 OCTOBER 2017 at 4.00 p.m.**, when your attendance is requested.

Yours sincerely,

KATHRYN HALL

Chief Executive.

**A G E N D A**

	<b>Pages</b>
1. To receive declarations of interests from Members in respect of any matter on the Agenda.	
2. To receive apologies for absence.	
3. To confirm the Minutes of the meeting of Cabinet held on 5 September 2017.	3 - 7
4. To consider any items that the Leader agrees to take as urgent business.	
5. Performance Monitoring for the First Quarter of 2017/18.	8 - 36
6. Extension of Membership of the Greater Brighton Economic Board.	37 - 39
7. Revised Local Development Scheme.	40 - 50
8. West Sussex Gigabit Programme.	51 - 53

To: **Members of the Cabinet** – Councillors: Ash-Edwards (Deputy Leader), MacNaughton, Marsh, Thomas-Atkin, Wall (Leader) and Webster.

*Working together for a better Mid Sussex*



**Minutes of the Meeting of the Mid Sussex District Council Cabinet  
held on Tuesday, 5 September 2017  
from 4.00 p.m. to 4.44 p.m.**

**Present:** Councillors: Jonathan Ash-Edwards, Andrew MacNaughton, Gary Marsh, Garry Wall (Leader), Mandy Thomas-Atkin and Norman Webster.

**Also present:** Councillors: Ginny Heard, Rod Clarke and Pete Bradbury.

**Officers:** Kathryn Hall, Tom Clark, Judy Holmes, Peter Stuart, Simon Hughes, Lucinda Joyce

**1. DECLARATIONS OF INTEREST**

Councillor Wall declared a pecuniary interest in item 8, 'Local Discretionary Rate Relief Scheme to Provide Revaluation Support to Mid Sussex Businesses', as he is a local business owner and his business may be affected. He confirmed that he would leave the room during the debate on Item 8. The Deputy Leader will chair the meeting for this item.

**2. APOLOGIES**

None.

**3. MINUTES**

Following a small amendment to a date on page 3, item 5, the minutes of the meeting held on 10 July 2017 were agreed as a correct record and signed by the Leader.

**4. URGENT BUSINESS**

None

**5. BUDGET MANAGEMENT 2017/18 – PROGRESS REPORT APRIL TO JULY 2017**

Peter Stuart, Head of Corporate Resources introduced the report which is the second quarterly budget management report for the current financial year. He drew Members attention to over achievement of income in car parking, development management and building control fees. In addition, he noted a pressure on staffing costs which has a projected year end overspend of £108,000. He also noted a correction on paragraph 33 where the increase in 2018/19 should read £168,000 not £318,000. He summarised that although there was a small overspend currently projected, management action would ensure the position is balanced by year end, if not before.

The Leader of the Council welcomed the report and noted that areas where income has exceeded expectations covered pressure points that need to be looked at in the future. The Deputy Leader appreciated the progress made and noted the successful completion of the Bolnore Pavilion project which is looking good. However he also highlighted the significant pressures on temporary accommodation which needs to be monitored. The Cabinet Member for Housing and Planning acknowledged the overspend on temporary accommodation but confirmed that the Council is looking at new ways to tackle the situation. It is a complex piece of work.

The Leader took Members to the recommendations contained in the report which were agreed unanimously.

## **RESOLVED**

Cabinet resolved to recommend to Council for approval:

- (a) that £125,000 be transferred to a Martlets Relocation Specific Reserve as detailed in paragraph 21.
- (b) the variations to the Capital Programme contained in paragraph 32 in accordance with the Council's Financial Procedure rule B4.

To note:

- (c) the remainder of the report.

## **6. SERVICE AND FINANCIAL PLANNING – GUIDELINES FOR 2018/19**

Peter Stuart, Head of Corporate Resources introduced the report, noting the pressures on temporary accommodation and revenue and benefits, combined with the increasing level of inflation in contracts and staffing. He noted that fees and charges remain generally static which means that they go down in real terms. Regarding council tax, he drew Members attention to paragraph 54-56 on page 25 of the report, recommending that no decision should be finalised on Council Tax levels until after the November 2017 budget.

He also drew Members attention to the noteworthy fact that the Council will have achieved financial independence by 2018/19, which is a significant achievement, and that in 2019/20 under current plans the Government actually becomes dependant on the Council.

The Leader of the Council welcomed the report and noted that in very financially challenging times it was the robustness of financial planning and the Members' active involvement in budget setting which contributed to the strong position that the Council is now in. He emphasised that the Council has done well to be able to offer an affordable level of Council Tax and going forward will need to look carefully at how this sits against fees that have been frozen, in order to look boldly to the future to achieving a level of service delivery that residents want.

Regarding the 20% increase in planning fees outlined in the recent Housing White Paper, given the level of growth the Council is planning he noted that the Council would be happy to sign up to this to enable the planning service to be more adequately funded.

The Deputy Leader concurred with the comments made and noted the significance of the financial independence in light of the number of years work that has gone in to making it possible. He was keen to reflect on the paper which identifies where to invest in services to ensure that we can serve the community and deliver and improve on what makes the District special. With regard to next year's financial planning and budget, it is important to go through the process with a wider eye on Council processes.

The Cabinet Member for Community noted that the financial independence reflects the hours of work invested by Officers. He was delighted to see the improvements that have been made since his election in 2007, (at the end of a financially difficult time for the Council), with the building up of reserves and reengineering the organisation to be prepared for the future. The issue of temporary accommodation and the role of the Council in supporting economic development in the future stood out as notable points to be aware of when considering Council Tax as these issues will be crucial to residents who are keen to work locally. He also noted the efficiency in which we respond to more complex disabled facilities grants which combined with reasonable Council Tax shows that the Council is achieving one of its aims to make the District a good place to live and work.

The Cabinet Member for Customer Services acknowledged the high calibre of staff who have worked to get to the position of financial independence. The Cabinet Member for Housing and Planning also acknowledged the successful position, noting that in areas such as New Homes Bonus the Council has chosen to do things differently, to great success. He also welcomed the proposed 20% increase in planning fees which would enable the Council to deliver a service that applicants and residents expect.

The Leader endorsed comments made by Members and asked that they consider what the Council wants to be going forward, aiming to be one that sets an example on leadership, cements its financial planning and builds resilience into the community to protect those vulnerable and those who want to invest. He drew Members to the recommendations contained in the report which we agreed unanimously.

## **RESOLVED**

Cabinet resolved to:

- (a) endorse the guidelines set out within this report and uses these principles in preparing the 2018/19 Corporate Plan and Budget;
- (b) affirm that the Council can be considered to be 'financially independent' for the financial year 2018/19
- (c) reserve its decision on Council Tax levels until after the November 2017 Budget.

## **7. PROPOSED LEASE OF LAND AT MAPLE DRIVE**

Peter Stuart, Head of Corporate Resources introduced the report, highlighting that it was another example of the Council supporting the community.

The Leader supported the recommendations and the Deputy Leader felt that it was noteworthy not only for the Church but also for the groups that will use the facilities in Burgess Hill. Both the Cabinet Member for Community and the Cabinet Member for Service Delivery acknowledged the long journey to see this to fruition and the Cabinet Members were all happy to support it.

The Leader drew Members to the recommendations contained in the report which we agreed unanimously.

## **RESOLVED**

Cabinet resolved to:

- (a) Note the contents of this report; and
- (b) Authorise the grant of an agreement for a building lease for three years of the land at Maple Drive, Burgess Hill, to The Trustees of Sheddingdean Baptist Church, followed by, on practical completion of the building a lease for a period of 135 years on the terms outlined below, and on such other terms and conditions as the Solicitor and Head of Regulatory Services to the Council may recommend to protect the Council's position.

[The Leader left the meeting at 4.36pm and the Deputy Leader chaired the following item.]

## **8. LOCAL DISCRETIONARY RATE RELIEF SCHEME TO PROVIDE REVALUATION SUPPORT TO MID SUSSEX BUSINESSES.**

Peter Stuart, Head of Corporate Resources introduced the report highlighting that it was a bespoke scheme drawn up for the Cabinet to approve. It sets out a four year discretionary rate relief scheme to help businesses who have been affected by the revaluation and has been targeted to help independent and small to medium businesses. There is a question over the three or four year length of the scheme as the Government has confirmed that funding can't be flexed so the fourth year has only £11,000 funding. He confirmed the Council will be asking the Government to consider rolling it into two years.

Consultation was carried out with West Sussex County Council and the Head of Corporate Resources read out the following response received:

"We welcome the scheme you have brought forward to support businesses detrimentally impacted by the revaluation of business rates, and the opportunity to comment on it. It is clearly your intent to apply all grant money received in full to help our local businesses and communities they support, which we welcome too.

We note that it is targeted at smaller and medium sized businesses and the ones facing the largest increase, which seems appropriate. The scheme sets out future support and indicates that the Council may apply its own funds to maintain the support in later years.

We note the scheme is relatively simple and also simpler to administer to keep the overheads down."

The Deputy Leader welcomed the acknowledgement by the Government that some transitional support will ease things and appreciated the sensible principles of this scheme. He has already met with some local business associations and the scheme has been well received.

The Cabinet Member for Customer Services was delighted to see that the relief was applied automatically without the need for a complex application process.

The Deputy Leader drew Members to the recommendations contained in the report which were agreed unanimously.

**RESOLVED**

Cabinet resolved to:

1. adopt the Local Discretionary Rate Relief Scheme for revaluation support as set out in the report.

[The Leader returned to the room at 4.42pm.]

The meeting was closed at 4.44 p.m.

Chairman.

## 5. PERFORMANCE MONITORING FOR THE FIRST QUARTER OF 2017/18

REPORT OF: HEAD OF CORPORATE RESOURCES  
Contact Officer: Neal Barton, Policy and Performance Manager  
Email: [Neal.Barton@midsussex.gov.uk](mailto:Neal.Barton@midsussex.gov.uk) Tel: 01444 477588  
Wards Affected: All  
Key Decision: No  
Report to: Cabinet  
16 October 2017

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### Purpose of Report

1. This report provides the Cabinet with information about the Council's performance for the first quarter of 2017/18 from April to June 2017. It uses the new bundle of performance indicators previously agreed for monitoring in 2017/18. The report also provides a progress update on the Council's flagship activities, identified in the 2017/18 Corporate Plan.

### Summary

2. Performance in the first quarter of 2017/18 has been good overall, with most services performing at or close to target. In the small number of cases where service targets are not being fully met, the reasons are clearly understood and appropriate action is being taken





### Recommendations

3. **The Cabinet is recommended to note the Council's performance and progress on flagship activities in the first quarter of 2017/18 and identify any areas where further reporting or information is required.**
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### Introduction

4. This report has previously been considered by the Scrutiny Committee for Leader, Resources and Economic Growth at their meeting on 13<sup>th</sup> September. Issues raised by the Committee are set out in paragraphs 60 to 64.
5. One of the functions of the Scrutiny Committee for Leader, Resources and Economic Growth is to regularly monitor the performance of the Council's services, with a view to determining whether any additional scrutiny is required of services, particularly if performance is not of a satisfactory level. To do this, the Committee is provided with performance information on a quarterly basis.
6. Performance information is presented in a standard format across all services using the new bundles of performance indicators agreed for 2017/18. Performance measures have been developed to capture the core areas of each service. Where possible a target is set for the year against which performance is measured. Some performance measures do not have targets as these measures are "health indicators" and for monitoring purposes only.
7. Performance information for the first quarter is provided at Appendix A. This is set out in tabular form using a traffic light system as explained below:







-  red – 10 percent or more off target
-  amber – slightly off target (less than 10 percent)
-  green – on or exceeding target
-  health check - indicator for information only

8. The Committee also has responsibility for monitoring progress with the flagship activities in the Corporate Plan for 2017/18. Progress in the first quarter is reported at Appendix B.

### Overall Performance

9. Performance has continued to be good across the Council in the first quarter, with a small number of exceptions of which more details are provided later in the report. The first quarter position in comparison with the previous financial year is summarised below:

Quarter 1	 Green	 Amber	 Red	 Health check	Total
<b>2017/18</b>	32 (76%)	4 (10%)	6 (14%)	14	56
<b>2016/17</b>	29 (74%)	7 (18%)	3 (8%)	10	49

10. Not all aspects of the Council's work can be measured by formal indicators and in some cases the Council has little or no influence over performance. Therefore this work is measured using health check indicators which are outlined in Appendix A. These are intended to provide Members with a holistic view of the Council's work.

11. Appendix A shows the new bundle of performance indicators agreed by the Committee for 2017/18 and includes the following new indicators:

- Monthly customer satisfaction scores
- Percentage of enquiries resolved at point of contact
- Average time for answering all calls to the contact centre
- Number of compliments received
- Number of e-forms submitted directly by the public
- Number of households assisted to access the private rented sector. This is a measure of the Council's homelessness prevention activity.
- The average time that households are spending in temporary accommodation.
- Cancellation rate of Penalty Charge Notices. This is a measure of Parking Services' performance for on-street parking in relation to the Service Level Agreement with West Sussex County Council.
- Percentage of planning appeals allowed.
- The number of subscriptions to the green waste service.

### Performance meeting or exceeding targets (green)

12. Of the 42 indicators with targets, 32 met or exceeded their target. This has been achieved despite increased volumes of work in key areas. This section of the report provides more information about some of these performance achievements.

#### Percentage of undisputed invoices paid within 10 days of receipt

13. Performance in the first quarter of 2017/18 was 96.6% compared to the target of 95%. This relates to 1,281 out of the 1,326 invoices received paid within 10 days or receipt. Performance in the same quarter of last year was 98.4% out of the 1,369 invoices received paid within the target period. This indicator continues to be a high priority for the Council in supporting small businesses, where cash flow can be critical to their economic health.

#### Percentage of Council Tax collected

14. Council Tax collection was at 30% in the first quarter and above the target of 29.90%, with £29,331,816 collected. This compares to the first quarter of 2016/17 when the collection rate was 30.1% and £27,825,686 collected. In cash terms the amount of Council Tax collected has increased by £1,506,130.

#### The percentage of rent due collected

15. In the first quarter of 2017/18 99% of the rent due was collected, which was above the target of 97%. The amount of rent collected was £383,733. This compares to a collection rate of 99% in quarter 1 of last year, with £308,055 collected. Making best use of the Council's land and commercial property holdings is one of the Council's flagship activities and further information about this service is included at Appendix B.

#### Average waiting time to speak to customer services officer

16. This is one of the new indicators and refers to the average waiting time in seconds to speak to a customer services officer for all services in the Customer Contact Centre, including the switchboard. Calls are answered in the Contact Centre for nine Council services direct lines, including Building Control, Electoral Services, Parking Services and Waste Management. Performance in the first quarter of 2017/18 was at the target level of an average of 30 seconds. There were 24,187 calls answered in the quarter, compared to 26,824 in the same period last year.

#### Percentage of enquiries resolved at first point of contact

17. This is another new indicator for customer services. Accessing the service at first point of contact is measured through the proportion of the automatic forms available on our website successfully submitted and telephone enquiries resolved first time. Performance in the first quarter was 76% against the target of 75% and relates to analysis of forms only. Work is underway to establish data to monitor the telephone calls. Improving our customer service with more enquiries dealt with at the first point of contact is one of the Council's flagship activities and further information is included at Appendix B.

#### Monthly customer satisfaction scores and number of compliments received

18. A further new customer services indicator introduced this year is the monthly customer satisfaction score. This is being measured by calling back a sample of customers who had previously called the Contact Centre to gain their feedback on how they felt that the call had been dealt with. Feedback from those surveyed has been 100% positive. Further information is included at Appendix B.
19. In addition to surveys of customers, the number of compliments received is also an indicator of customer satisfaction. There were 78 compliments received in the first quarter. The main services in receipt of compliments were

- Development Control = 30
- Customer Services and Communications = 25
- Waste Management = 14
- Building Control = 2
- Landscapes = 2

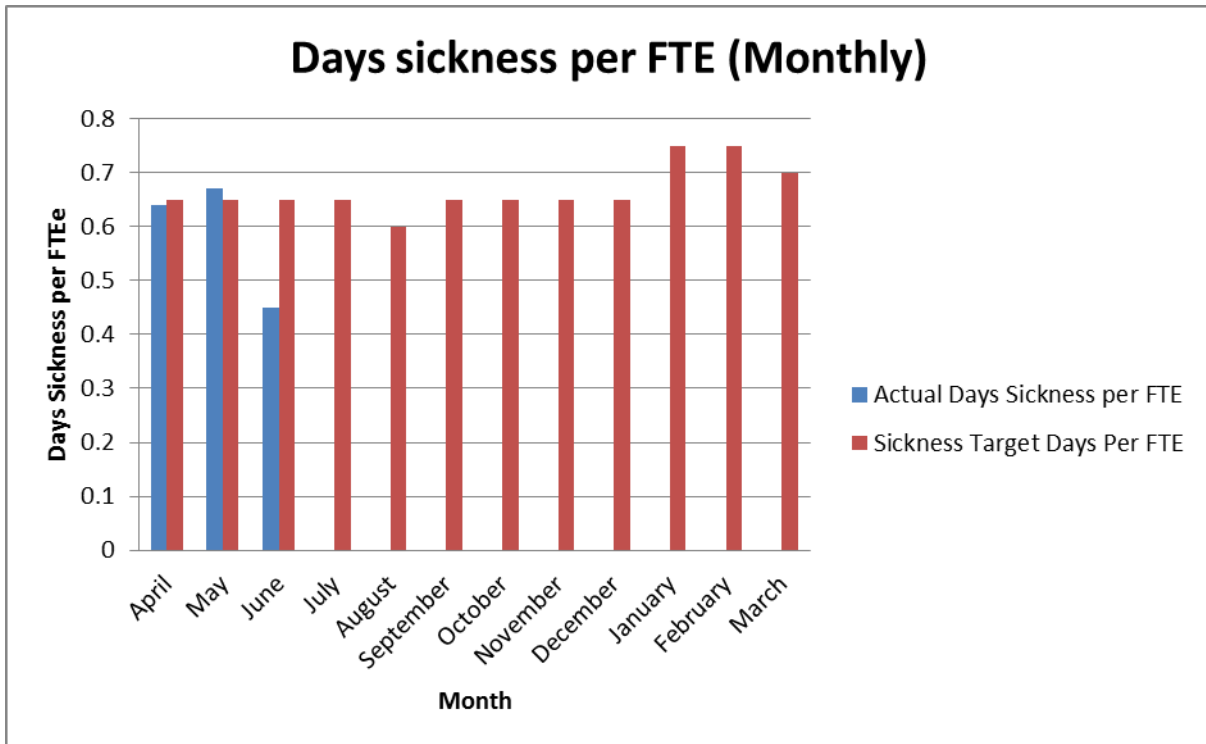
Number of e-forms submitted directly by the public

20. Increasingly digitising our services to make them more customer friendly by improving efficiency is another of the Council's flagship activities and this is a measure of the Council's progress with its digital communications. There were 7,912 e-forms submitted directly by the public in the first quarter against the target of 7,374. Further information is included at Appendix B.

Staff sickness absence rate

21. This was 1.59 days in the first quarter compared to a target of 1.95 days. The number of medium and long-term absences have reduced over the quarter, although there are four ongoing absences currently. This is an improvement on the sickness absence figure in Quarter 1 2016/17, which was 1.83 days per full-time equivalent member of staff. Improved performance is also the result of back to work interviews and promoting the availability of support to staff through measures such as the Employee Assistance Programme.

Figure 1 below shows the monthly figures for sickness rates against the target.



### Staff turnover

22. Staff turnover in the first quarter of the year was 2.5% compared to the target of 3.7%. This is an improvement on the first quarter of 2016/17 when the turnover rate was 5.8%. Staff turnover can be affected by a number of factors, many of which are out of the control of the Council such as the state of the local economy and job market. The 2.5% turnover rate refers to eight voluntary leavers. Exit interviews continue to indicate a range of reasons for departure were as follows:
- Personal reason – three people left for roles in the private sector; one moved to another local authority; two did not disclose their next role; one employee departed following a period of maternity leave and one person retired.

### The percentage of ICT help desk service requests completed within the target time agreed with the customer and % of ICT helpdesk calls outstanding

23. In the first quarter of 2017/18, 96% of the 1,309 service requests received were completed within the agreed time against the target of 87%. This is an improvement on the same quarter last year when performance was at 95% in relation to 1,675 service requests. The percentage of ICT calls outstanding in quarter 1 of 2017/18 was at 15% against the target of 20%, which is the same level of performance as the previous year.

### The number of visits made to the Leisure Centres and Civic Halls

24. The number of visits to the Council's Leisure Centres and halls continues to exceed targets, with 480,201 visits in quarter one compared to the target of 436,471. This is a reflection of the improvements to the Leisure Centres arising from the investment made by the Council and Places for People since they became our leisure management partner in 2014. The Annual Report on the Leisure Management contract went to the Scrutiny Committee for Customer Services and Service Delivery Committee meeting on 5<sup>th</sup> July 2017. The delivery of improvements to the leisure centres is one of the Council's flagship activities and further information is included at Appendix B.

### Amount of waste per household which is disposed of in landfill sites (kilos)

25. The amount of landfill waste per household was 108.24 kgs in the first quarter of 2017/18 and better than the target of 117 kgs. Waste minimisation is closely linked to the Council's efforts to increase the levels of recycling, which are referred to below.

### Percentage of household waste sent for reuse, recycling and composting.

26. The first quarter performance was at 45% compared to the target of 43%. This is an improvement on the figure for the first quarter of 2016/17, which was 42.4%. Improved performance is partly due to the increase in the amount of green waste that has been composted. The number of subscriptions to the green waste service is now a separate performance indicator and flagship activity,- see Appendix B for more information. The Council's Recycling Quality project has also contributed to the increase in recycling through an educational programme aimed at encouraging residents to minimise their waste and recycle effectively.

### Parking Services performance

27. Performance in repairing car parking machines within the target time of 2 days was at 99% against the target of 97%. No faults were reported following the introduction of

the new £1 coin. One of the new indicators for this year is the cancellation rate of penalty charge notices. There is an Enforcement Service Level Agreement in place with West Sussex County Council that sets a target of a 9% cancellation rate, which was achieved in the first quarter. Please see paragraph 54 for more information on this service.

#### Environmental Health service requests that are responded to within five working days

28. Service requests responded to within 5 working days was on the target at 97% in the first quarter of 2017/18, relating to 1,076 out of 1,106. This compares to performance of 98% in the first quarter of last year when 1,044 service requests were received- an increase of 6%. This is a challenging target, especially in busy periods. Requests for service cover the range of Environmental Health activities, including licensing, housing standards, environmental protection and food hygiene. Please see paragraph 48 for more information on this service.

#### Number of health and wellbeing interventions

29. The wellbeing service supports and advises people who wish to make improvement to their lifestyle, such as losing weight, taking more exercise, improving their diet, reducing alcohol consumption or stopping smoking. The service delivered 505 interventions in the first quarter of 2017/18 against the target of 350. Providing an effective Wellbeing Service that helps residents to make healthy lifestyle choices is one of the Council's flagship activities for 2017/18 and further information is included in appendix B.
30. Of the people who responded to requests for feedback in quarter one, 93% of those assisted by the Wellbeing service reported a health improvement against a target of 75%. These calls are made 3 months after the intervention to monitor whether the intervention has led to a sustained improvement.

#### Number of households accepted as homeless

31. At seven, the number accepted as homeless by the Council is better than the target of 15 for the first quarter of the year. The long term expectation is that the numbers approaching the Council for advice and assistance will increase due to demand for affordable housing and the implications of welfare reforms.
32. The Housing Needs Team are preparing for the implementation of the Homelessness Reduction Act, which comes into effect from April 2018. Preparations include the introduction of an improved Choice-Based Letting system with an integrated Homelessness and Advice Management system, compliant with the requirements of the Act.

#### Number of households living in temporary accommodation

33. The numbers in temporary accommodation stood at 47 at the end of June. This compares to 51 at the end of the first quarter of 2016/17. Overall, we are anticipating an increased need for the Council to make use of temporary accommodation. This is a reflection of factors previously reported including the difficulties in accessing properties in the private rented sector and a lack of available Housing Association properties. This will be closely monitored throughout the year.
34. Where the Council does make use of temporary accommodation, the aim is to ensure that households so placed are supported in their efforts to secure longer term housing to minimise the time they spend in temporary accommodation. The Housing Needs

Team are using Homelessness Grant funding to employ a Temporary Accommodation and Homelessness Prevention Officer to assist with this aim. One of the new indicators monitored by the Scrutiny Committee is the average time that households are spending in temporary accommodation. At the end of quarter one, this was 38 weeks, compared with 27 weeks in quarter one of the previous year.

#### Number of households assisted to access the private rented sector

35. This was at 28 compared to the target of 21 for the first quarter of 2017/18. The Housing Needs Team provides assistance to access private rented sector accommodation through initiatives such as the Council's Rent in Advance and Deposit Guarantee Scheme, which helps those without sufficient funds to rent privately.

#### Building Control site inspections carried out within 24 hours of the date requested

36. The Building Control Team achieved the target of 98% of site inspections carried out within 24 hours of the date requested in quarter one of 2017/18. This related to 1,711 site inspections. Performance was at the same level in quarter one of last year, when the number of site inspection was 1,604. The number of inspections has increased by 7%. Please see paragraph 54 for further information about this service.

#### Processing of planning applications

37. The speed of determining planning applications remains good, with targets exceeded for majors, minors and other planning applications. The number of applications processed in quarter 1 was 668, compared to 701 in the same period of 2016/17.
38. During the first quarter of the year, all sixteen major planning applications were processed within the target of 13 weeks (or within an agreed extension of time), so the target of 79% was exceeded. This compares to quarter one of 2016/17, when there were 7 major applications processed.
39. For processing of minor applications, performance was at 96% compared to the target of 84%. This relates to 98 out of 102 minor applications processed within 8 weeks. This compares to quarter one of 2016/17, when there were 96 minor applications processed.
40. 327 out of 329 "other" applications were processed within 8 weeks, which represents performance of 99% against the target of 94%. "Other" planning applications refers mainly to residential development by householders. This compares to quarter 1 of 2016/17, when there were 312 minor applications processed.
41. One of the new indicators reported for 2017/18 is the level of appeals allowed against the refusal of planning permission. Performance in the first quarter was 29% against the target of 33%.

#### Validation of planning applications within 5 working days

42. In order to support Development Management in meeting their targets for processing planning applications, the Council aims to validate planning applications within 5 working days of submission in 98% of cases. Performance in the first quarter of 2017/18 was at the target level of 98% and relates to 829 applications. This compares to 2016/17 when performance was at 95%, with 784 applications received. Performance has improved despite a 6% increase in the volume of applications.

The percentage of Local Authority Searches replied to within 5 working days

43. Performance in the first quarter of 2017/18 was at 97% compared to the target of 96%. This relates to 663 searches. Performance in the first quarter of 2016/17 was also 97%, with 710 searches received. The reduction in searches is a reflection of the housing market. The Council’s share of the searches market compared with the private sector companies has remained constant.

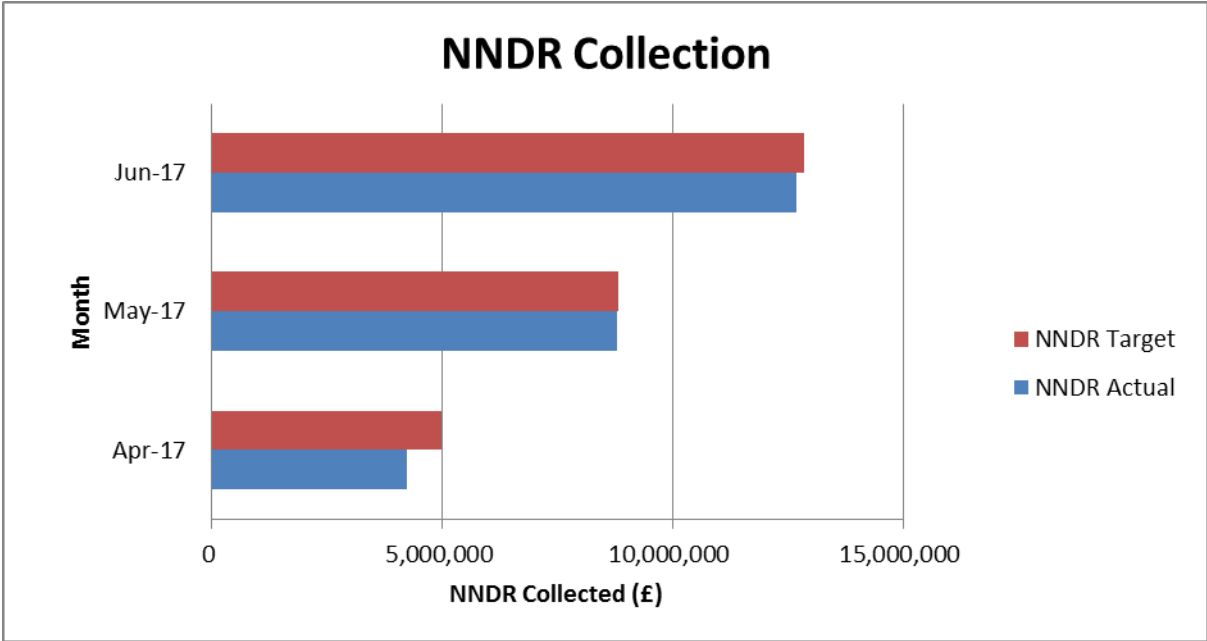
**Performance slightly below target (amber)**

44. Four of the indicators fell only slightly below (within 10%) their targets in the first quarter of 2017/18. Information about these is set out in this section of the report.

Percentage of Non-Domestic Rates Collected

45. Collection of Non-Domestic Rates at the end of the first quarter had reached 27.8% against the target of 28.1%. The amount collected in the first quarter is broadly comparable to the same period last year- £12,700,366 compared to £12,892,479 in the first quarter of 2016/17. There has been a revaluation of business properties for 2017/18 and there is a transitional relief scheme in place to limit the increases in rates that businesses will face.

Figure 2 below shows monthly collection against targets for the first quarter



Percentage of complaints responded to within published deadlines

46. 96% of complaints were dealt with within the deadline, compared to the target of 100%. Generally the deadline is to acknowledge complaints within 5 working days and deal with them within a further 10 working days. Two complaints were acknowledged outside of the 5 working days in May due to a particularly busy period for the Contact Centre. There were 65 complaints received in the first quarter, compared to 50 in the first quarter of the previous year. The breakdown of the main services in receipt of complaints is as follows:

- CenSus Revenues 21
- Waste and Outdoor Services 15
- Landscapes 7
- Benefits 5
- Parking 4
- Development Management 3
- Legal, Member Services and Elections 3

#### Ethnic Minority representation in the workforce

47. The percentage of employees from ethnic minorities was 4.9% at the end of quarter one compared to the target of 5.0%. Performance against this indicator can vary quite substantially on the basis of one or two staff joining or leaving the Council's employment.

#### Proportion of Environmental Health service requests which are actioned and resolved within 3 months of receipt

48. Performance in the first quarter of 2017/18 was 91% compared to the target of 96%. This represents 576 out of 633 service requests. Performance in the first quarter of last year was 94%, with 584 out of 621 service requests resolved within 3 months. Additional staff resources have been allocated to environmental health in 2017/18 in recognition of their increased work demands. There has also been an emphasis on ensuring that service requests are responded to within 5 working days referred to in paragraph 28.

#### **Performance not achieving targets (red)**

49. There were six performance indicators in the first quarter of 2017/18 that were 10% or more below target.

#### Speed of processing new claims and change of circumstances for Housing and Council Tax Support Claims

50. For new Housing Benefit Claims the average speed of processing in quarter one was 21 days compared to the target of 18 days. For Council Tax Support claims the average was 23 days compared to the target of 20 days. The number of claims processed has increased on the same quarter last year by 12% (381 to 426) for new Housing Benefit claims and 13% (405 to 457) for new Council Tax Support claims.
51. For Housing Benefit changes of circumstances the average speed of processing was 12 days compared to the target of 7 days. For Council Tax Support change of circumstances, performance was 11 days compared to the target of 10 days. The number of changes of circumstances processed has increased on the same quarter last year by 5% (5,499 to 5,791) for Housing Benefit and by 17% (4,169 to 4,895) for Council Tax Support.
52. There are a number of reasons the Benefits Team are missing their targets in the first quarter of the year in addition to the increases in work volumes. These are
- The continued emphasis on dealing with changes of circumstances over new claims in order to avoid potential loss of subsidy from benefit overpayments. There has also been a change in procedure, with the requirement for a mandatory action sheet being completed in all cases.



- A serious failure by the Royal Mail to deliver post sent to a new PO Box number (we are awaiting the outcome of an official complaint). This involved delays with the delivery of some 3,000 items of post, which has taken some time to deal with.
- A temporary dip in staff morale following the announcement of Horsham's intention to leave the Census Partnership.
- There are normally greater volumes of correspondence and changes of circumstances received at the start of the financial year, which takes some time to catch up.

53. Performance has shown some improvement since the end of the quarter, with the average speed of processing change of circumstances in July for both Housing Benefit and Council Tax Support at 9 days. The average speed of processing new Housing Benefit claims has improved to 19 days in July and for Council Tax Support remains at 23 days.

The percentage of enquiries relating to enforcements within Parking Services which are dealt with within 10 days.

54. This was at 65% for the first quarter compared to the target of 100%. The number of enquiries dealt with was 901 compared to 818 in the same quarter last year, an increase of 10%. The reduced level of performance has been caused by staff vacancies and the training of new staff, together with this increase in the number of enquiries. These staffing issues were overcome at the end of June and it is expected that performance will return to the target level for the remainder of the year. Performance in July was at 99%.

The percentage of plans received by Building Control which are checked within 15 working days

55. Performance was at 75% for quarter one of 2017/18 compared to the target of 87%. This relates to 353 plans checked. In the first quarter of 2016/17, performance was 93% with 324 plans checked- an increase of 9%. The higher volume of applications, both full plans and building notices, has contributed to the target not being met. There has also been an emphasis on ensuring that site visits are carried swiftly to meet customer expectations. Building Control income is 15% up on budgets.

**Progress to Flagship Activities for 2017/18**

56. Proposals for monitoring and reporting progress with the flagship activities associated with the Corporate Plan for 2017/18 have previously been agreed. The first quarter progress report is included at Appendix B.
57. All of the flagship activities are progressing, although current projections for the number of new affordable homes enabled suggest that the target to enable the provision of 200 new affordable homes will not be achieved by the end of the financial year. This is due to a delay to start on site on a number of the schemes. It is the developer and the market that determines the speed of affordable housing delivery. Please see Appendix B for further information on projections.
58. So far this year, 39 new affordable homes have been delivered, with 20 for rent and the remainder shared ownership. Two of the new units are wheelchair accessible. 34 are in rural parishes with 10 in Lindfield Rural, 5 at Pease Pottage, 5 in Hurstpierpoint, 2 in Pyecombe and 2 in Ansty. The remaining 5 are in Burgess Hill.

## Conclusions

59. The Council's services continued to perform well in the first Quarter of 2017/18 despite increases in workload in many services areas. Where performance is below target, corrective action aimed at improvement has been planned and is being delivered. Good progress has also been made with the flagship activities for 2017/18.

### **Consideration of the Performance Report by the Scrutiny Committee for Leader, Resources and Economic Growth on 13<sup>th</sup> September 2017**

60. The Committee discussed Council Tax collection and the implications for the Council's resources of the increased housing numbers in the District Plan. The Deputy Leader and Cabinet Member for Resources and Economic Growth confirmed that this would increase the tax base, but there would be additional costs involved for the Council for example in providing services to an expanded number of households. Managing this housing growth will not be cost free and there will be difficulties in influencing the pace of delivery.
61. The Committee asked about performance in dealing with benefits applications and the action plan for disaggregation of the Census partnership. The Head of Digital and Customer Services set out the work being undertaken to set up the Council's own Revenues and Benefits service, which offers the opportunity to provide a more resilient service. First quarter Benefit's performance had been especially affected by the delay in post from the new PO Box number. The Deputy Leader and Cabinet Member for Resources and Economic Growth echoed these points and highlighted the recent improvement in performance.
62. The reduced projection for the number of affordable homes likely to be delivered in the District in 2017/18 was discussed. The Assistant Chief Executive stated that there are a large number of affordable housing units with planning permission, but the exact timing of delivery is out of the Council's control. The Council is looking at the possibility of using its own land for enabling the provision of new affordable housing. The Leader confirmed that the delivery of more affordable homes remains one of the Council's priorities.
63. The Assistant Chief Executive responded to a question from the Committee about the reasons for homelessness acceptances and numbers in temporary accommodation currently being on target. She explained that this was a consequence of both improved handling of cases and the level of housing need in the first quarter, which had a seasonal aspect. The Assistant Chief Executive stated that dealing with housing need in the District is likely to become more challenging, given the expected implication of welfare reform and the Homelessness Reduction Act. This will be the subject of a report to the November meeting of the Scrutiny Committee for Community, Housing and Planning.
64. The rate of collection of Non-Domestic Rates was discussed and whether this reflected the state of the local economy. It was confirmed that this was not a reflection of the local economy. It was noted that there was a national trend of reduced collection rates caused by such factors as the option for businesses to pay over 12 instalments, which delays the recovery of debts. The Deputy Leader and Cabinet Members for Resources and Economic Growth emphasised that the indicator measures in year collection and that over 13 months virtually all of the rates due are collected. He mentioned that the Council is using its grants programmes to assist local businesses, for example through the micro business grant scheme and new Local Discretionary Relief Scheme for those adversely affected by the revaluation.

### **Risk Management Implications**

65. There are no risk management implications. Performance across the Council was seen as a strategic risk in the past but the Council has a proven track record in performance management and it is no longer seen as a risk.

### **Equalities Implications**

66. There are no direct equality implications contained within this report. Equality impact assessments are undertaken within each individual service.

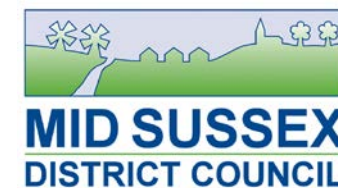
### **Financial Implications**

67. There are no direct financial implications contained within this report.

### **Background papers**

None.

Quarter 1 2017-18 Performance Report for Cabinet



PI Status			
	OK – on target		Alert – off target (10% or more)
	Warning –slightly off target (up to 10%)		Data Only

**Deputy Leader and Resources and Economic Growth Portfolio**

Finance



Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18		
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Percentage of undisputed invoices paid within 10 days of receipt <i>There were 1,326 invoices paid in the quarter.</i>	99.00%	95.00%	95.00%	95.00%	96.21%	95.00%	98.10%	90.00%		96.61%	95.00%	

Revenues and Benefits

Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18		
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Speed of processing - new Housing Benefit claims (days) 426 new claims processed in quarter 1	21	18	20	18	21	18	21	18		21	18	

	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Speed of processing - new Council Tax Support claims (days) <i>457 new claims processed in quarter 1</i>	22	20	24	20	23	20	23	20		23	20	
Speed of processing - changes of circumstances for Housing Benefit claims (days) <i>5,791 changes in details processed in the quarter.</i>	10	7	11	7	13	7	5	10		12	7	
Speed of processing - changes of circumstances for Council Tax Support claims (days) <i>4,895 changes in details processed in the quarter</i>	10	10	11	10	12	10	09	10		11	10	
Percentage of Council Tax collected <i>£29,331,816 collected in quarter 1</i>	11.28%	11.30%	20.68%	20.80%	30.00%	29.90%	98.58%	98.80%		30.00%	29.90%	
Percentage of Non-Domestic Rates Collected <i>£12,700,366 collected in quarter 1</i>	9.08%	10.72%	19.21%	19.28%	27.81%	28.14%	96.82%	98.00%		27.81%	28.14%	

## Economic Development

	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Non Domestic Rates (this is the net collectable figure after rates and exemptions have been applied)	£45.81m		£44.96m		£44.80m							





Property and Asset Maintenance

Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18		
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
The percentage of rent due collected <i>The amount of rent collected in the quarter was £383,733.</i>	88%	97%	100%	97%	99%	97%	100%	97%		99%	97%	




Customer Services Portfolio

Customer Services and Communications



Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18		
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Number of Complaints received	24		19		22		59			65		
Average waiting time (in seconds) to speak to a customer services officer for all services answered in the Customer Contact Centre, including switchboard. <i>The number of calls answered in the quarter was 24,187</i>	24	30	40	30	25	30	New indicator			30	30	
Percentage of enquiries resolved at first point of contact	73%	75%	84%	75%	70%	75%	New indicator			76%	75%	
Number of e-forms submitted directly by the public	2,815	2,458	2,501	2,458	2,596	2,458	New indicator			7,912	7,374	



	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Number of compliments received	15		22		41		New indicator			78		
Monthly customer satisfaction scores	N/A	80%	100%	80%	100%	80%	New indicator			100%	80%	
Percentage of complaints responded to within published deadlines	100%	100%	89%	100%	100%	100%	100%	100%		96%	100%	

Human Resources









	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Staff sickness absence rate (Cumulative days per FTE)	0.31	0.65	0.97	1.30	1.59	1.95	8.36	8.00		1.59	1.95	
Staff turnover	0.65%	1.25%	1.29%	1.25%	0.63%	1.25%	2.88%	3%		2.52%	3.75%	
Ethnic Minority representation in the workforce	5.4%	5.0%	4.8%	5.0%	4.6%	5.0%	5.5%	4.0%		4.6%	5.0%	
Percentage of Employees with a Disability	5.1%	4.0%	5.2%	4.0%	4.9%	4.0%	4.8%	4.0%		4.9%	4.0%	

ICT

	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
The percentage of ICT help desk service requests completed within the target time agreed with the customer	92%	87%	98%	87%	98%	87%	94%	85%		96%	87%	



	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
1,309 service requests received in the 1 <sup>st</sup> quarter.												
Percentage of ICT helpdesk calls outstanding	19%	20%	19%	20%	8%	20%	15%	20%		15%	20%	

## Legal and Member Services

	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
The percentage of agendas which are published on the website 5 days before a meeting	100%	100%	100%	100%	100%	100%	100%	100%		100%	100%	
Number of legal cases which are live as at the end of each month	250		272		255		264			255		
Number of legal cases opened each month	29		24		22		98			75		
Number of legal cases closed each month	43		13		26		49			82		

## Service Delivery Portfolio



### Landscapes

	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Adherence to the agreed work plan for all regular scheduled grounds maintenance work in the	Not measured monthly.						95%	95%		95%	95%	



	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
District												






### Leisure Operations

	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
The number of visits made to the Leisure Centres and Civic Halls	153,553	149,817	165,915	148,788	160,733	137,866	514,434	507,306		480,201	436,471	

### Waste and Outdoor Services



	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Amount of waste per household which is disposed of in landfill sites (kilos)	34.05	39	37.31	39	36.82	39	114.12	117		108.24	117	
Percentage of household waste sent for reuse, recycling and composting	42.24%	43%	43.63%	43%	44.97%	43%	36.15%	42.6%		43.76%	43%	
Dry recycling rate which goes towards the PI Percentage of household waste sent for reuse, recycling and composting	25.66%		27.29%		26.46%		28.27%			26.63%		
Composting rate which goes towards the PI Percentage of household waste sent for reuse, recycling and composting	16.58%		16.33%		18.52%		7.64%			17.13%		
Number of subscriptions to green waste composting	16,830		16,980		17,160		New indicator			17,160		



Parking Services

Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18		
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
The percentage of enquiries relating to enforcements within Parking Services which are dealt with within 10 days. <i>There were 901 correspondence items received in quarter 1.</i>	69%	100%	55%	100%	51%	100%	99%	100%		65%	100%	
The percentage of car park machines repaired within 2 days (there are 55 parking machines in the District)	100%	97%	100%	97%	99%	97%	100%	97%		99%	97%	
Cancellation rate of Penalty Charge Notices	5%	9%	7%	9%	9%	9%	New indicator			9%	9%	

Community Portfolio

Environmental Health

Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18		
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Proportion of Environmental Health service requests which are actioned and resolved within 3 months of receipt <i>633 service requests received in quarter 1</i>	92%	96%	93%	96%	81%	96%	94%	96%		91%	96%	








	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Percentage of Environmental Health service requests that are responded to within five working days <i>1,106 service requests received in quarter 1</i>	97%	97%	100%	97%	97%	97%	98%	97%		97%	97%	

### Performance and Partnerships





	monthly data						Q4 2016-17			Q1 2017-18		
Performance Indicator name	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
The number of newly opened anti-social behaviour cases	6		4		1		4			11		
Overall Crime Rate per 1,000 population	03.43		03.93		3.97		10.01			11.33		
Number of health and wellbeing interventions delivered	141	117	164	117	200	117	512	249		505	350	
Proportion of health and wellbeing interventions resulting in health improvement	100%	75%	91%	75%	95%	75%	85%	66%		93%	75%	
The current number of families worked with by the Early Intervention Family Project	10		10		11							

## Housing and Planning Portfolio

### Housing

Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18		
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
Number of households assisted to access the private rented sector	13	7	6	7	9	7	20	18		28	21	
Number of households accepted as homeless	02	05	02	05	03	05	11	10		07	15	
Number of households living in temporary accommodation	43	65	43	65	47	65	48	45		47	65	
The average time that households are spending in temporary accommodation (weeks)	36		40		38		New indicator			38		



### Building Control

Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18		
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
The percentage of plans received by Building Control which are checked within 15 working days <i>353 plans checked in quarter 1</i>	90%	87%	67%	87%	77%	87%	95%	87%		75%	87%	
Building Control Site inspections carried out within 24 hours of date requested. <i>1,711 site inspections in quarter 1</i>	98%	98%	98%	98%	98%	98%	98%	98%		98%	98%	

## Development Management

Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18			
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18			
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status	
Validation of planning applications within 5 working days <i>829 applications validated in quarter 1</i>	98%	98%	97%	98%	99%	98%	98%	98%	98%		98%	98%	
Costs awarded against the Council where the decision of the Council is overturned at Planning appeal	£00		£00		£00		£00			£00			
Processing of planning applications: Major applications within 13 week target <i>16 applications processes in quarter 1</i>	100%	79%	100%	79%	100%	79%	100%	79%		100%	79%		
Processing of planning applications: Minor applications within 8 week target <i>102 applications processed in quarter 1</i>	100%	84%	91%	84%	100%	84%	98%	84%		96%	84%		
Processing of planning applications: Other applications within 8 week target <i>329 applications processed in quarter 1</i>	100%	94%	99%	94%	99%	94%	100%	94%		99%	94%		
Planning appeals allowed	60%	33%	33%	33%	29%	33%	40%	33%		29%	33%		

Land Charges

Performance Indicator name	monthly data						Q4 2016-17			Q1 2017-18		
	Apr 2017		May 2017		Jun 2017		Q4 2016/17			Q1 2017/18		
	Value	Target	Value	Target	Value	Target	Value	Target	Status	Value	Target	Status
The percentage of Local Authority Searches replied to within 5 working days <i>663 searches received in quarter 1</i>	99%	96%	99%	96%	100%	96%	99%	96%		97%	96%	

Cabinet 16 October 2017

Quarter 1 progress to Flagship Activities 2017/18 under the Council's Priorities

Council Priorities and Flagship Activities	Service Head	Cabinet Member	Monitoring arrangements
<b>Effective and responsive services</b>			
<b>Improving our customer service with more enquiries dealt with at the first point of contact</b>	Simon Hughes	Mandy Thomas-Atkin	New Performance Indicators are being monitored in 2017/18, including % of enquiries resolved at first point of contact and customer satisfaction scores.
<p><u>Progress</u>  <i>For the performance indicator percentage of enquiries resolved at first point of contact, performance was at 76% in the first quarter, above the target of 75%. This only refers to successful submission of self-service on-line forms. Telephone calls that come into the customer service team and are then dealt with by forwarding onto other parts of the council will form part of this performance indicator. However, at this stage our telephone system makes it extremely difficult to obtain this information. To address this issue, the telephone supplier is providing additional staff training and longer term we are looking at new suppliers for an upgraded telephone system, Council wide.</i></p> <p><i>For the customer satisfaction performance indicator, surveys have been undertaken of a sample of customers who telephoned the customer contact centre in May, June and July to gauge the level of satisfaction from 1 to 5. All of those contacted were satisfied with the service and gave a rating of 5.</i></p>			
<b>Increasingly digitising our services to make them more customer friendly by improving efficiency</b>	Simon Hughes	Mandy Thomas-Atkin	New Performance Indicators are being monitored for 2017/18, such as the number of e-forms submitted directly by the public.
<p><u>Progress</u>  <i>The number of e-forms submitted directly by the public in the first quarter was 7,912, which was above the target of 7,374. This included electronic forms for services such as Building Control and Bulky Waste collections. The annual Electoral Canvass has received over 25,000 digital responses- a digital response rate of 62%. To encourage people to respond digitally, those who replied by telephone, text message or on-line were entered into a free prize draw.</i></p>			
<b>Sustainable economic growth</b>			
<b>Progressing the Town Centre redevelopment at Burgess Hill</b>	Peter Stuart	Jonathan Ash-Edwards	Written report on progress.
<p><u>Progress</u>  <i>All pre-commencement planning conditions relating to the Gas Holder site in Leylands Road, Burgess Hill have now been discharged and demolition and decontamination of the site will take place in the next few weeks. This will be the site for the new Lidl store. Cabinet considered a report on 10 July to address third party parking rights at the Martlets in order to allow the town</i></p>			

centre development to proceed. Agreement for Lease for the New River Retail redevelopment of Burgess Hill has now been signed. Social Communications have been commissioned to undertake community engagement to inform the development of a brand identity for Burgess Hill. The aim is to have an agreed brand by the end of the summer. It is expected that the first phase of the development in the town centre will commence by the end of 2017, with a target completion date of 2020-21.

<b>Redevelopment of the station quarter at Haywards Heath including the opening of the new Waitrose store and also work on East Grinstead Town Centre</b>	Peter Stuart	Jonathan Ash-Edwards	Written report on progress.
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Progress  
 Adjacent to the Station Quarter at Haywards Heath, planning permission has been granted for the former Perrymount House, Perrymount Road to be a 78 bed Premier Inn hotel and associated restaurant.  
 Work to demolish the former Martell's site in Queens Walk, East Grinstead is due to start on 12<sup>th</sup> September. The site will be redeveloped to provide 129 homes, 1,624 square metres of retail space and a new car park.

<b>Working towards the provision of new business parks at Burgess Hill</b>	Judy Holmes	Jonathan Ash-Edwards	Written report on progress.
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Progress  
 The overarching Design Framework for the Hub has been approved and planning permission has been granted for the first reserved matters application which is for a B8 warehouse and logistics operation. It is hoped that work on site will start by winter this year. The Council has provided comments on an updated Masterplan for the Northern Arc and is commissioning expert consultants to review costs and viability of the Northern Arc proposals. The Council continues to work closely with the Developers regarding the first planning applications for development which will include the employment space.

<b>Providing Economic Development Grants to support business</b>	Judy Holmes	Jonathan Ash-Edwards	Written report on progress, including updates on awards under the Micro-Business Grants Scheme through the Cabinet Grants Panel.
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Progress  
 The micro-business grant scheme provides grants of a maximum of £2,000 and is aimed at businesses with less than 10 employees who are looking to expand and/or take on an apprentice. Applications are considered by the Cabinet Grants Panel. The scheme has been very successful with virtually all of the £83,000 available committed by June 2017 and support provided to around 40 applicants. Work is underway to progress a celebratory event in the Autumn for grant recipients. A detailed report will be presented to Scrutiny Committee in November highlighting the number and range of Projects supported and setting out any lessons learnt.



<b>Production of a new Economic Development Strategy</b>	Judy Holmes	Jonathan Ash-Edwards	Written report on progress with developing a new strategy. The new Economic Development Strategy will be considered by the Scrutiny Committee on 8 November 2017. There may be new Performance Indicators coming out of the Strategy.
<p><u>Progress</u>  <i>The Economic Development Member Working Group met on 13<sup>th</sup> July to consider progress with the Economic Profile, which provides the evidence base for the development of the Strategy. The Group also considered the draft vision and Strategy priorities, which have been informed by consultation with the business community and other stakeholders, along with a draft Action Plan. A range of meetings have been held with businesses and business associations across the District in order to understand the key issues and to highlight where they think the Actions of the Strategy could add value. A further meeting of the Working Group has been scheduled for 22 September, prior to the draft Strategy being considered by this Scrutiny Committee on 8 November.</i></p>			

<b>Strong and resilient communities</b>			
<b>Continue to support our community through grants to local organisations</b>	Peter Stuart	Norman Webster	Written report on progress from Community Leisure Officer, including Cabinet Grants Panel awards. Meetings scheduled for 18 April, 5 June. 8 August.
<p><u>Progress</u>  <i>During the current financial year we have invested £364,489 in voluntary and community groups in the District through ten Community &amp; Economic Development Grants (£30,474) for equipment and activities, six Facility Grants (£100,021) for capital projects and five Partnership Agreements (£231,244) to key voluntary sector partners which were awarded to Age UK West Sussex, Age UK East Grinstead, Horsham and Mid Sussex Voluntary Action, Action in Rural Sussex and Citizens Advice.</i></p> <p><i>The Cabinet Grants Panel met in April, June and August to consider Corporate Grants and there are two further funding rounds scheduled in September 2017 and January 2018. The August meeting focussed on applications for Silver Sunday events and the Council made eleven small awards of £250 each for a programme of events across the District. Silver Sunday is an annual day of fun and free activities for older people across the UK, which takes place in October. It celebrates the value and knowledge older people contribute to our communities while combating loneliness and isolation. The Spotlight grants round in September will provide small grants of up to £500 to support 'Youth Groups Run by Volunteers'.</i></p>			
<b>Ensure that the "Think Family" community initiatives are delivered and supported</b>	Peter Stuart	Norman Webster	Written update from Partnerships Manager.
<p><u>Progress</u>  <i>The first meeting of the Strategic Joint Action Group (SJAG) in its new form is on the 5 October. The focus for the rest of this financial year will be to support the projects currently running, funded from the previous year. Also to support the Targeted Intervention Project, which is the key project for the SJAG that works alongside the Family Support Network. Where families are identified as</i></p>			

high need, the project will support access to services that the family would not have been able to access due to financial restraints. There will be a range of providers (public/voluntary sector) that will be part of the scheme going forward.

The Early Intervention Project continues throughout this financial year funded by the Police and Crime Commissioner's (PCC) Office. The PCC is currently reviewing the funding provided to Districts and Boroughs and the Council awaits the findings of this review and the implications for this project for the next financial year.

The Council's Early Intervention Officer is currently working with thirteen families.

**Providing an effective Wellbeing Service that helps residents to make healthy lifestyle choices.**

Peter Stuart

Norman Webster

Existing PIs- Number of health and wellbeing interventions delivered and proportion of health and wellbeing interventions resulting in health improvements.

Progress

The Wellbeing Team delivered 505 interventions in the first quarter. 93% of those surveyed who provided feedback on the service reported a health improvement. The most common reasons for contacting the Wellbeing Service continue to be around healthy weight and being more active. Specific projects implemented in the quarter have included a Weight Management Course for Adults with Learning Difficulties which was held at Signposts, Burgess Hill. The service has delivered 8 workplace health interventions for various organisations across the district including 1<sup>st</sup> Central, Hurstpierpoint College, the Princes Royal Hospital and KV Manufacturing. Services offered by the Wellbeing Team are being promoted through attendances at Patient Participation Group meetings and Flu Clinic days at GP practices.

**Enable the provision of 200 new affordable homes**

Judy Holmes

Andrew MacNaughton

Existing PI- Number of new affordable homes delivered.

Progress

176 new affordable homes were delivered in 2016/17. 39 new affordable homes have been delivered to date this year. The number of units expected to be completed during 2017/18 currently falls significantly short of the 200 target. This is due to a delay to start on site on a number of the schemes. Based on current information, we expect to deliver 103 units during 2017/18. It is the developer and the market that determines the speed of affordable housing delivery and the Council has little influence on start on site and completion dates. We are working closely with affordable housing providers to improve delivery rates, including exploring using the Council's own land to promote affordable housing.

**Supporting communities with new facilities and playgrounds, such as Ansty recreations ground, Hickmans Lane, Lindfield and Finches Field, Pease Pottage**

Peter Stuart

Jonathan Ash-Edwards

Written report on progress with the capital programme and S106 contributions.

Progress

The Council has awarded Facility Grants of £144,440 in total to Ansty Village Hall and the Ansty Village Hall Centre Trust toward the cost of rebuilding the village hall, sports and social facilities at Ansty Recreation Ground. The total project cost is estimated at approximately £1m (plus car park and landscaping works) and the partner organisations are currently fundraising to deliver the project which has planning approval (DM/16/4609). They will need a lease agreement with the Council to allow them to build on the recreation ground and extend the car park.

*The project at Finches Field is progressing. The Parish Council has planning permission (DM/17/0412) and has been awarded a Facility Grant of £666,434 in total to construct a new community hall, sports changing facilities, ancillary access road and car park at Finches Field, Pease Pottage. The Parish Council has appointed a building contractor and work is scheduled to start on site shortly.*

*The Council is considering a request from Haywards Heath Scouts Group to construct a new Community Centre on an unused area of The Barn Cottage Green Recreation Ground in Haywards Heath, which is owned by the Council.*

Funding has been agreed with Lewes District Council for improvements to the play facilities at World's End Recreation Ground, Burgess Hill and consultation is taking place over the summer. Planned completion is for winter 2017/18.

### **Financial independence**

<b>The delivery of improvements to the leisure centres</b>	Judy Holmes	Gary Marsh	Existing PI - The number of visits made to the Leisure Centres and Civic Halls. Written report on progress to the plan for implementation of leisure centre improvements.
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#### Progress

*More than one thousand new lockers have been installed in the swimming pool and dry side changing rooms at The Triangle and Dolphin Leisure Centres.*

*LED lighting has been introduced in the sports halls, squash courts and swimming pools at all three Centres to improve the lighting levels and reduce energy consumption.*

*A new larger gym at the Triangle opened towards the end of February which has been very well received by customers.*

*A temporary café has been created in the old gym area to allow a new reception and café area to be created. The new reception and café will be operational in early October at which point work will commence on building the Clip n Climb facility in the area presently occupied by reception. The temporary café area will then be converted into a large exercise studio to cater for the ever increasing demand for classes.*

*Towards the end of the year the members changing rooms at both The Triangle and Dolphin will be refurbished and a new spa pool, steam room and sauna will be installed at The Dolphin and the Kings Centre will benefit from refurbished toilets in the reception area.*

*All of the improvement works are planned to be completed by the end of December this year.*

*Attendance figures for the Centres and Halls continue to be above target with 640,114 visits from April-July 2017 inclusive against the target set of 587,734.*

*In July membership levels reached their highest ever level of 12,793 with both The Triangle and The Dolphin recording their highest ever numbers.*

<b>Extension of the green waste service to a further 2,000 users</b>	Judy Holmes	Gary Marsh	New Performance Indicator for monitoring - number of green waste service subscriptions.
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#### Progress

*There were 17,241 subscriptions to the green waste service at 31<sup>st</sup> July 2017. There is an ongoing marketing campaign in place to expand the customer base in order to achieve 18,200 subscriptions by the end of the financial year.*

<b>Making best use of our land and commercial property holdings</b>	Peter Stuart	Jonathan Ash-Edwards	Existing PIs the percentage of rental income collected and rate of return. Written report on progress.
<p><u>Progress</u>  <i>100% of the rent due on the Council's commercial property was collected in the first quarter of the financial year, which amounted to £383,733.</i></p> <p><i>The Council is in the process of acquiring the long leasehold interest of Flat 23 St Wilfrid's Way at The Orchards. The purchase will enhance the Council's capital share of the Orchards and generate additional rental income. Age UK recently vacated the Redwood Centre in Haywards Heath and in the interim it has been let to Sussex Uniforms on a 3 month licence whilst the property is marketed. This will generate an income for the Council and will mitigate costs that empty buildings often incur by reducing the risk of it being targeted by vandals.</i></p> <p><i>A commercial property update report will be considered at the meeting of the Scrutiny Committee for Leader, Resources and Economic Growth on 8 November 2017.</i></p>			

## 6. EXTENSION OF MEMBERSHIP OF THE GREATER BRIGHTON ECONOMIC BOARD

REPORT OF: Assistant Chief Executive, Judy Holmes  
Contact Officer: Rachel Ryan-Crisp  
Email: rachel.crisp@midsussex.gov.uk Tel: 01444 477593  
Wards Affected: All  
Key Decision No

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### Purpose of the Report

1. To seek agreement from Cabinet to recommend that Council, in its capacity as a constituent member of the Greater Brighton Economic Board (GBEB), approve Crawley Borough Council membership.

### Summary

2. Mid Sussex District Council is a constituent member of the Greater Brighton Economic Board along with Adur District Council, Brighton & Hove City Council, Lewes District Council and Worthing District Council. On 25<sup>th</sup> April 2017, the Board resolved to invite Crawley Borough Council to become a constituent member. This decision requires ratification by all existing members.

### Recommendations

3. **Cabinet are asked to agree to recommend that Council approves the membership of Crawley Borough Council to the Greater Brighton Economic Board.**
- 

### Background

4. In March 2014, the Council agreed to the establishment of the Greater Brighton Economic Board (GBEB) as the governing mechanism for delivery of the Greater Brighton City Deal. The Board comprises the Greater Brighton Economic Joint Committee (on which local authorities will be represented) and the Greater Brighton Business Partnership (on which Coast to Capital, business and education sectors will be represented).
5. The original local authority members of GBEB are Adur District Council, Brighton & Hove City Council, Lewes District Council, Mid Sussex District Council and Worthing District Council. Crawley Borough Council expressed a wish to join GBEB and consequently GBEB resolved to invite them to become a constituent member.
6. The Greater Brighton Economic Joint Committee is a joint committee established pursuant to section 102 of the Local Government Act 1972. The Local Government Act 1972 and The Local Authorities (Arrangements for the Discharge of Functions (England) Regulations 2012 require the constituent authorities of a joint committee to decide the membership of that committee. Therefore Crawley Borough Council's membership of GBEB requires ratification by all current local authority members.

7. The functions of the Board are as follows:
- To make long term strategic decisions concerning regional economic development and growth;
  - To be the external voice to Government and investors regarding the management of devolved powers and funds for regional economic growth;
  - To work with national, sub-national (in particular the Coast to Capital Local Enterprise Partnership) and local bodies to support a co-ordinated approach to economic growth across the region;
  - To secure funding and investment for the Region;
  - To ensure delivery of, and provide strategic direction for, major projects and work stream enabled by City Deal funding and devolution of powers;
  - To enable those bodies to whom section 110 of the Localism Act 2011 applies to comply more effectively with their duty to co-operate in relation to planning of sustainable development.
  - To incur expenditure on matters relating to economic development where funds have been allocated directly to the Board for economic development purposes.
8. The inclusion of Crawley Borough Council will be beneficial to GBEB by:
- Strengthening strategic linkages between Crawley and the southern parts of the City region
  - Enhancing the case to Government for investment in the M23/A23 corridor by creating a stronger, more coherent, lobby group
  - Helping with the development of a more proactive Inward Investment and Trade Strategy through the inclusion of Gatwick
  - Broadening the scope of GBEB by creating a balance of economic power across the region.

### **Policy Context**

9. The current refresh of the Council's Economic Development Strategy that is underway has highlighted the importance of working in partnership, where possible, to deliver key economic benefits. A strengthened GBEB will work in the District's favour, particularly in lobbying for the delivery of infrastructure improvements and the promotion of inward investment.

### **Other Options Considered**

10. The Council could refuse to agree to the inclusion of Crawley Borough Council as a member of GBEB. This would be controversial and could destabilise the partnership and no other constituent member is contemplating such a course of action.

### **Financial Implications**

11. There are no direct financial implications for the Council as a result of this decision. Operational costs of GBEB are apportioned to member authorities according to the size of their working age populations. For 2017/18, Mid Sussex's contribution was £11,234 – the lowest contribution amongst member authorities. There is no suggestion that this will increase as a result of Crawley Borough Council becoming a member and it could potentially decrease with another authority sharing the burden.

### **Risk Management Implications**

12. There is a risk that the inclusion of an additional member could weaken the influence of Mid Sussex. This is unlikely to crystallise given the existing good relationships with GBEB and its constituent members.

### **Equality and Customer Service Implications**

13. No implications.

### **Background Papers**

Report to Council on Governance Arrangements for Greater Brighton City Deal (March 2014).

## 7. REVISED LOCAL DEVELOPMENT SCHEME

REPORT OF: DIVISIONAL LEADER FOR PLANNING AND ECONOMY  
Contact Officer: Lois Partridge, Business Unit Leader Planning Policy and Economy  
Email: [lois.partridge@midsussex.gov.uk](mailto:lois.partridge@midsussex.gov.uk) Tel: 01444 477063  
Wards Affected: All  
Key Decision Yes  
Report to: Cabinet  
Date of meeting: 16<sup>th</sup> October 2017

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### Purpose of Report

1. The purpose of this report is for Cabinet to consider approving a revised and updated Local Development Scheme.

### Summary

2. Cabinet approved the current Local Development Scheme in September 2016. This version is now out of date as the Examination into the District Plan has taken place over a longer time period than was previously anticipated. At the most recent Examination hearing, which took place on 26<sup>th</sup> July 2017, the Inspector advised the Council to proceed to adoption of the District Plan. The Council has also committed to starting preparation of a Site Allocations DPD in 2017, with adoption of this Plan anticipated in 2020.
3. The LDS therefore needs to be updated to reflect the revised programme for adoption of the District Plan, and the programme for preparation of a Site Allocations DPD.
4. In order to comply with the procedures set out in the Planning and Compulsory Purchase Act 2004 as amended, the Council is required to prepare and maintain a Local Development Scheme. Under the Council's constitution, the Cabinet's approval is required to bring a new Scheme into effect.

### Recommendation

5. **Cabinet is recommended to approve the revised Local Development Scheme for Mid Sussex to come into effect on 26<sup>th</sup> October 2017.**
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### Background

6. The Planning and Compulsory Purchase Act 2004 requires local planning authorities to prepare and maintain a project plan for the production of development plan documents such as the District Plan. This document is formally known as the Local Development Scheme.
7. Since the previous LDS was approved in September 2016, the District Plan has been the subject of Examination hearings which have taken place over a number of months, due to the complexities of the issues raised. At the most recent hearing, on 26<sup>th</sup> July 2017, the Inspector advised the Council to proceed towards adoption of the Plan.



8. The Plan makes provision for 876 dwellings per annum to 2023/2024, and for 1,090 dwellings per annum from that time onwards to 2031. At the Examination hearings, the Council committed to start preparation of a Site Allocations DPD, to identify additional sites, to meet the residual amount of housing proposed in the District Plan, alongside allocations in the Neighbourhood Plans.
9. The September 2016 LDS set out a timetable for the preparation of a Community Infrastructure Levy (CIL) Charging Schedule. The timetable for further work on a CIL schedule will be informed by changing policy and regulations.
10. Work will also continue on the Developer Contribution SPD, with the aim of adopting this document early in 2018.
11. The September 2016 LDS also set out a timetable for the preparation of a Traveller Sites Allocations Document. The Mid Sussex Gypsy and Traveller and Travelling Showpeople Assessment does not identify any need for permanent pitches and plots for Gypsies and Travellers and Travelling Showpeople who still travel for the period up to 2031. The Assessment identifies the need to accommodate 23 households for settled Gypsies and Travellers for the period up to 2031. The Council has identified a number of potential options for delivery of traveller sites to meet the need in the next five years. The Council will review the need to prepare a Traveller Sites Allocations Document, once the work on options has been confirmed.

### **Local Development Scheme**

12. The timetables for the adoption of the District Plan and the preparation of a Site Allocations Document are set out in the revised Local Development Scheme which is attached at **Appendix 1**.
13. The first section of the Local Development Scheme explains which documents the Council has already adopted as part of its Local Plan. It then sets out the documents that the Council is currently preparing. The final section of the Local Development Scheme sets out a risk assessment, which identifies issues that may impact on the Council's ability to prepare the Development Plan Documents in accordance with the stated timetable.
14. In order to comply with planning legislation, the Council needs to approve the Local Development Scheme and to state when it will come into effect. It is recommended that the revised Local Development Scheme will come into effect on 26<sup>th</sup> October 2017.

### **Policy Context**

15. The Corporate Plan and Budget for 2016/2017 states that a key objective for the Planning Policy and Economic Development business unit is to adopt the District Plan during 2017/2018.

### **Other Options Considered**

16. The Council is required by planning legislation to have a Local Development Scheme in place to ensure that the public and interested parties are aware of when they can expect to be involved in the plan preparation process.

### **Financial Implications**

17. This report does not give rise to any direct financial implications.

### **Risk Management Implications**

18. The Corporate Plan notes that, in terms of income budgets, Development Management income has grown because of the delay to the adoption of the District Plan. It is expected that the Development Management income will reduce when the Plan is successfully adopted.

### **Equality and Customer Service implications**

19. Equality Impact Assessments will be produced alongside the District Plan, and the Site Allocations Document.

### **Other Material Implications**

20. No other material implications have been identified as arising from this report.

### **Background Papers**

21. There are no relevant papers.

### **Appendix 1**

1. Local Development Scheme – October 2017

**Mid Sussex District Council**

**Local Development Scheme October 2017**

**Status of this Document**

The Scheme will be brought into effect on 26<sup>th</sup> October 2017 by a Cabinet resolution on 16<sup>th</sup> October 2017.

## **1.0 INTRODUCTION**

- 1.1 The Planning and Compulsory Purchase Act 2004 requires that local authorities prepare Local Development Documents, which will comprise the Local Plan. The first Local Development Scheme for Mid Sussex District Council was brought into effect in April 2005. This document is the eighth revision of the Scheme.

## **2.0 CONTENTS OF THE LOCAL DEVELOPMENT SCHEME**

- 2.1 This Local Development Scheme (LDS) sets out a timetable for the production of Development Plan Documents, as well as providing information on supporting and procedural documents that will accompany the District Plan.
- 2.2 The Local Development Scheme has two purposes:
- it provides the starting point for the local community to find out what the planning policies for their area are; and
  - it sets out the programme for the preparation of Development Plan Documents, including timetables which tell people about the various stages of preparation of any particular document.
- 2.3 This LDS covers the period from 2017 to 2020, and updates the previous LDS, which was published in September 2016 by Mid Sussex District Council. It provides information about the Mid Sussex District Plan 2031, and related documents.
- 2.4 Copies are available at the Council's Offices in Haywards Heath and on request. The Local Development Scheme is also available on the Council's website ([www.midsussex.gov.uk/lds](http://www.midsussex.gov.uk/lds)).

## **3.0 DEVELOPMENT PLAN AND SUPPORTING DOCUMENTS**

- 3.1 The statutory Development Plan comprises the basis for determining planning applications by Mid Sussex District Council.
- 3.2 On publication of this LDS in October 2017, the Development Plan for Mid Sussex District Council comprises:
- Saved policies from the West Sussex Minerals Local Plan (2003);
  - West Sussex Waste Local Plan (2014)
  - Saved policies of the Mid Sussex Local Plan (May 2004);
  - Mid Sussex Small Scale Housing Allocations DPD (April 2008);
  - Mid Sussex Local Plan (2004) Proposals Maps;
  - 'Made' Neighbourhood Plans;
    - Albourne Neighbourhood Plan
    - Ansty and Staplefield Neighbourhood Plan
    - Ardingly Neighbourhood Plan
    - Ashurst Wood Neighbourhood Plan
    - Balcombe Neighbourhood Plan
    - Bolney Neighbourhood Plan
    - Burgess Hill Neighbourhood Plan

- Cuckfield Neighbourhood Plan
  - Crawley Down Neighbourhood Plan
  - East Grinstead Neighbourhood Plan
  - Haywards Heath Neighbourhood Plan
  - Hurstpierpoint and Sayers Common Neighbourhood Plan
  - Lindfield and Lindfield Rural Neighbourhood Plan
  - Turners Hill Neighbourhood Plan
  - Twineham Neighbourhood Plan
  - West Hoathly Neighbourhood Plan
- 3.3 A number of Supplementary Planning Documents and other documents also support the Development Plan, and are material considerations in the determination of planning applications.
- 3.4 The following supporting documents have been adopted:
- Statement of Community Involvement – adopted October 2011
  - Hassocks Station Goods Yard – Development Brief (SPD) adopted November 2011
  - Hassocks Village Design Statement (SPD) - adopted March 2008
  - Lindfield Village Design Statement (SPD) – adopted October 2011
  - Turners Hill Village Design Statement (SPD) – adopted October 2011
  - Haywards Heath Town Centre Master Plan – adopted June 2007
  - Burgess Hill Town Centre Master Plan – adopted November 2006
  - East Grinstead Town Centre Master Plan – adopted July 2006
  - Sustainable Construction Supplementary Planning Document – adopted July 2006
  - Development and Infrastructure Supplementary Planning Document – adopted February 2006
  - Shopfront Design Guide – adopted April 2005.

#### Future Development Plan Documents

- 3.5 In April 2011, the Council agreed that it would produce a District Plan to provide the overall planning framework for Mid Sussex. Examination hearings were held between September 2016 and July 2017. On 26<sup>th</sup> July 2017, the Inspector advised the Council that it could proceed to the final stages of adoption of the District Plan.
- 3.6 The Council is consulting on the final Main and Minor Modifications to the Plan, and has carried out a further Sustainability Appraisal and Habitats Regulations Assessment of the Plan, prior to the anticipated adoption in January 2018.
- 3.7 The Council is preparing a Site Allocations DPD, which will allocate sites for residential or other uses, and will set out a range of development management policies, to meet the housing and employment needs identified in the District Plan. On adoption, this Plan will supersede the Mid Sussex Small Scale Housing Allocations DPD (April 2008).
- 3.8 Table 1 sets out the timetable for the preparation of these documents.
- 3.9 In addition, Neighbourhood Plans are being prepared by the Hassocks, Worth, Slaugham and Horsted Keynes Parish Councils respectively. The Council will work with these Parish Councils to progress the preparation and examination of these Plans.

3.10 Once the District Plan 2031 has been adopted, the Development Plan for the District will comprise:

- Saved policies from the West Sussex Minerals Local Plan 2003;
- West Sussex Waste Local Plan (2014);
- Mid Sussex District Plan 2031;
- 'Made' Neighbourhood Plans;
  - Albourne Neighbourhood Plan
  - Ansty and Staplefield Neighbourhood Plan
  - Ardingly Neighbourhood Plan
  - Ashurst Wood Neighbourhood Plan
  - Balcombe Neighbourhood Plan
  - Bolney Neighbourhood Plan
  - Burgess Hill Neighbourhood Plan
  - Cuckfield Neighbourhood Plan
  - Crawley Down Neighbourhood Plan
  - East Grinstead Neighbourhood Plan
  - Haywards Heath Neighbourhood Plan
  - Hurstpierpoint and Sayers Common Neighbourhood Plan
  - Lindfield and Lindfield Rural Neighbourhood Plan
  - Turners Hill Neighbourhood Plan
  - Twineham Neighbourhood Plan
  - West Hoathly Neighbourhood Plan;

and any other subsequently 'made' Neighbourhood Plans.

#### Future Supporting Documents

- 3.11 The Council will also prepare a number of documents that will support the Development Plan.
- 3.12 On adoption of the MSDC District Plan 2031, the Development and Infrastructure Supplementary Planning Document (February 2006) will cease to be part of the Development Plan. The Council is therefore preparing a revised Developer Contributions and Development Viability Supplementary Planning Document, which will set out the scope and scale of planning obligations required by the Council, to support the District Plan.
- 3.13 The Council intends to progress work on a Community Infrastructure Levy Charging Schedule, which will set out the charging rates for new developments in Mid Sussex District Council on adoption of the District Plan, but no timetable has been decided for this work yet.
- 3.14 The Council has an adopted Shopfront Design Supplementary Planning Document (2005), which will be updated and refreshed in 2018.
- 3.15 The Town and Country Planning (Brownfield Land Register) Regulations 2017 and the Town and Country Planning (Permission in Principle) Order 2017 require local authorities to prepare and maintain registers of brownfield land that is suitable for residential development. Local authorities will be expected to have compiled their registers by 31<sup>st</sup> December 2017. The timeline for preparation of the register is set out below.

- 3.16 There are 36 designated Conservation Areas in Mid Sussex District. However, to date only five Conservation Area appraisals have been prepared. The Council will review the requirement for Conservation Area appraisals and will identify the areas that should be prioritised and will work with the relevant parishes to oversee preparation of those Conservation Appraisals.
- 3.17 Historic England has produced guidance for local planning authorities on preparing a Local Heritage List. National Planning Policy requires that the significance of development proposals on non-designated heritage assets (i.e. those which are not formally listed) should be taken into account in determining planning applications. The Council will work with relevant stakeholders to prepare a local list of heritage buildings.
- 3.18 The Council intends to produce town centre masterplans to guide development in Haywards Heath and East Grinstead, working with the respective Town Councils.
- 3.19 The District Plan identifies that a Science and Technology Park will be developed to the west of Burgess Hill. The Council will prepare a masterplan for the Science and Technology Park to support and inform the delivery of the site.
- 3.20 The Council will work with the High Weald Area of Outstanding Natural Beauty Joint Advisory Committee to prepare a High Weald Design Guide.
- 3.21 The Council is seeking to address the need for settled Gypsy and Traveller sites. A site allocations DPD may be required to support this although a programme for completion of this work is yet to be confirmed

## 4.0 PROFILE OF EACH DEVELOPMENT PLAN DOCUMENT TO BE PREPARED

### Mid Sussex District Plan 2014 - 2031

#### Overview

Role and Subject	Sets the overall planning framework for Mid Sussex to protect and enhance the distinctive character of the District and its towns and villages over the period to 2031. It will encourage local communities to develop Neighbourhood Plans and set out the Council's infrastructure needs and requirements. The Plan will be prepared for the Mid Sussex district excluding the area that falls within the South Downs National Park. A revised Policies Map will be submitted with the District Plan.
Geographical Area	Mid Sussex district excluding the area within the South Downs National Park.
Status	Development Plan Document

#### Timetable

Stage	Dates
<i>Early consultation and stakeholder engagement on issues and alternative options</i>	<i>Pre-October 2014</i>
<i>Public participation (Reg 18)</i>	<i>November 2014 – January 2015</i>
<i>Publication (Reg 19)</i>	<i>June - July 2015</i>
<i>Focused Amendments consultation</i>	<i>November – January 2015</i>
<i>Submission to Secretary of State (Reg 22)</i>	<i>August 2016</i>
<i>Examination</i>	<i>November 2016 – July 2017</i>
Inspector's Report	December 2017
Estimated date for Adoption	January 2018

### Site Allocations Development Plan Document

#### Overview

Role and Subject	To allocate sufficient sites to deliver the residual housing requirement of the District Plan.
Geographical Area	Mid Sussex District, excluding the area of the District within the South Downs National Park.
Status	Development Plan Document

#### Timetable

Stage	Dates
Monitoring of housing land supply	March 2017 - April 2018
Housing land supply position confirmed	May 2018
Regulation 18 public consultation	Sept - Oct 2018
Publication (Reg 19)	August – October 2019
Submission to Secretary of State (Reg 22)	Winter 2019
Examination	Spring 2020
Inspector's Report	Spring 2020
Estimated date for Adoption	Summer 2020



## **5.0 RISK ASSESSMENT**

5.1 In preparing the Local Development Scheme a number of potential risks have been identified. These include assumptions that have been made during the preparation of the timetables. They are as follows:

- The District has been at risk of unplanned development in recent years. Although the Planning Inspector has now advised the Council to progress the District Plan to adoption, the Council is not able to rely on its five year housing land supply until such time as the Inspector issues his final report.
- The outline timetable will be heavily reliant on significant staff resources being focused solely on progressing the District Plan, the Sites Allocations DPD, and a Developer Contributions SPD over the remainder of 2017, and into 2018. This and Economic Development will be the overriding priority of the Planning Policy and Economic Promotion team and other pieces of work will either be delayed or alternative arrangements made.
- The risk of legal challenge to Development Plan Documents will be minimised by ensuring that they are 'sound' and founded on a robust evidence base. During their preparation development plan documents should be subject to thorough community and stakeholder engagement procedures.

Stage	2017				2018												2019												2020						
District Plan Timetable	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
Consultation on Major and Minor Modifications	█	█	█	█																															
Adoption					█																														
<b>Site Allocations Development Plan Document</b>																																			
Monitoring of housing land supply	█	█	█	█																															
Call for Sites, preparation, analysis, technical work and plan development	█	█	█	█	█	█	█	█	█	█	█	█	█	█																					
Cabinet/Full Council review and decision														█																					
Reg 18 document consultation														█	█																				
Consider responses, develop options and prepare final document																	█	█	█	█	█	█	█	█	█										
Regulation 19 (Pre-submission)																								█	█										
Deal with responses & prepare for submission																								█	█	█									
Submit Plan and supporting documents to Sec of State																											█	█							
Examination of the Plan																												█	█	█					
Receipt of Inspector's report																															█				
Formal adoption and publication of the Site Allocations DPD																															█	█			

## 8. West Sussex Gigabit Project

REPORT OF: HEAD OF DIGITAL AND CUSTOMER SERVICES  
Contact Officer: Simon Hughes, Head of Digital and Customer Services  
Email: [simon.hughes@midsussex.gov.uk](mailto:simon.hughes@midsussex.gov.uk) Tel: 01444 477421  
Wards Affected: All  
Key Decision: No  
Report to: Cabinet  
29<sup>th</sup> September 2017

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### Purpose of Report

1. This report provides details on a request from West Sussex County Council (WSSCC) for the Council to be included in a proposed procurement for Full Fibre networks in West Sussex called the 'Gigabit West Sussex Programme'.

### Summary

2. The report asks that the Mid Sussex Cabinet takes an in-principle decision to participate in the Gigabit West Sussex programme. This involves in principle commitment to including the twenty-year rolled up costs of the existing connectivity leasing costs for the Oaklands campus in the County's procurement. This would amount to £68,000 over twenty years. The financial risks to Mid Sussex are small. Inclusion in the programme may enable faster roll out of full fibre networks in the towns of Burgess Hill and Haywards Heath. This would benefit businesses and residents in these areas.

### Recommendation

3. To agree:
    - i. To Include the current 20-year rolled up lease costs for existing connectivity within the Gigabit West Sussex Programme procurement.
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### Introduction

#### Gigabit West Sussex Proposals

4. West Sussex County Council is planning to procure full fibre connectivity to key public sites in eight county towns as part of the Gigabit West Sussex programme. This means providing optical fibre from digital exchanges right up to the buildings. This involves procuring new fibre networks and connecting local authority sites in the towns. The procurement is intended to commence in this year. Districts and Boroughs have been invited to join the programme by the County, taking advantage of the Department of Culture, Media and Sport's Local Full Fibre Networks (LFFN) Programme funding (Wave 1), which has been awarded for the programme.
5. The procurement is intended to provide new end-to-end dark fibre (large bundles of fibre) networks in Worthing, Shoreham, Chichester, Bognor Regis, Horsham, Haywards Heath, Burgess Hill and Crawley through a 20-year lease agreement with a single supplier.

6. The procurement aims to connect sites at 1000Mb (gigabit) speeds. West Sussex County Council is prepared to make the required initial capital investment on behalf of all councils, charging partners annually without any increases in charges, because of, and subject to, LFFN gap funding.
7. The Gigabit West Sussex project will then apply for additional funding under Wave 2. Some of this funding could apply to Mid Sussex.
8. To proceed with the procurement West Sussex County Council are looking for in principle approval for the Council to commit to a 20-year lease of new dark fibre infrastructure as part of a contract between West Sussex County Council and the selected supplier. This will also take advantage of central government gap funding. In doing so, the Council would agree to commit to continue to pay the County Council for passive connectivity to Oaklands in Haywards Heath on an annual basis for the duration of the 20-year period, with no increases beyond the current rates. This is currently £3,400 for 2 lines providing up to 100mb connectivity each. The Council would therefore be receiving up to 2GB connectivity for £3,400 per year, for twenty years, under this new arrangement. This would amount to £68,000 over twenty years.
9. The Gigabit West Sussex Project is testing and demonstrating two approaches to funding full fibre roll out. The approach here is known as 'Anchor Tenancy'; using long-term public sector demand to underpin commercial investment in full fibre. The anchor tenancy investment model works by 'rolling up' and aggregating public sector demand to provide a low-risk foundation on which a higher risk speculative investment can be made. The investing provider deploys infrastructure that can satisfy public sector requirements and that can be extended to provide service to a wider commercial and eventually domestic user base. This latter point is the real benefit to residents and businesses. It means that full fibre can be provided to homes and businesses sooner than other commercial models and ensures greater competition in the market. The model relies on three critical elements to justify the investment:
  - Aggregation: Adequate aggregated public sector spend;
  - Density: Delivery over a sufficiently concentrated area; and
  - Longevity: Commitment over a sufficient time span.
10. This model typically focuses on urban environments that satisfy the density criterion in the investment model. Fibre investment models for small towns and rural areas exist however these are not generally based on anchor tenancy models and are more likely to involve other forms of state intervention. Therefore, the Gigabit West Sussex Programme are also looking to pilot a voucher scheme using LFFN (Wave 2) funding.

### **Risks**

11. The risks relate principally to the roll out of full fibre in less densely populated areas and not to the finances of the Council. In West Sussex, the anchor tenancy model will need to overcome the challenge of how to meet the investment criteria across a large county with few significant concentrations of demand. It is not yet clear what may become possible with the application of additional state funding under LFFN.

12. A successful application of the anchor tenancy model in West Sussex would be of significant benefit to its citizens and businesses, however it would be a mistake to see this as 'job done'. There will be challenges facing the project and remaining afterwards. For example, the anchor tenancy model will only extend to those areas where the criteria can be met, where sufficient public sector demand can be assembled in a sufficiently concentrated area over a sufficiently long period. The inclusion of the 20-year rolled up cost of connectivity for the Oaklands site will not be included in the procurement if the criteria cannot be met for Haywards Heath.
13. The anchor tenancy model effectively implies the creation of a new monopoly. The longevity criterion coupled with procurement rules mean that public sector organisations need to take care not to get locked into long-term service delivery deals that after a few years would compare very unfavourably with the savings that could have been achieved with other investment/procurement models. Bandwidth costs are constantly falling as demand rises, which means long-term service deals may not be best value. While service providers charge for a given amount of bandwidth, if a public-sector body has access to the fibre itself it can upgrade bandwidth almost without limit for a small capital outlay.
14. For Mid Sussex, the risks are small and participation in the programme at this point makes no commitment. Over the coming years, the Council will have an increased demand for bandwidth as it moves to Software as a Service and therefore it would expect to pay more for this increased bandwidth. While it is difficult to project bandwidth costs across 20 years, increased bandwidth for the same cost currently may be at best cost neutral across 20 years or a marginal increase in the latter part of the term. However, offset against the benefit of delivering full fibre connectivity to homes and businesses in the area faster than would otherwise be achieved is a significant economic benefit.
15. The County's programme can also part of the overall approach to delivering full fibre in Burgess Hill. This approach uses tried and tested methods and combines them to accelerate delivery and, crucially, enable local businesses to play a role in constructing and operating the new digital infrastructure:
  - A 'dig once' approach, taking advantage of much lower costs to install new fibre infrastructure during construction, road building and regeneration projects;
  - Enhancing the West Sussex Gigabit programme approach by using private-sector led asset aggregation schemes and publicly-owned infrastructure;
  - Providing more scope for businesses other than the 'main players' to get involved; including local investors, construction and tech businesses; and
  - Encouraging the development of small tech clusters, acting as a springboard for business growth
16. Combining the Council's approach with the Gigabit West Sussex programme is likely to increase the pace of full fibre deployment for Burgess Hill by supplementing public sector demand with business demand and using existing and new assets (ducting) to reduce the cost of deploying fibre.

## **Conclusion**

17. The financial risks to Mid Sussex are small and the inclusion in the programme may enable faster roll out of full fibre networks in the towns of Burgess Hill and Haywards Heath. This would benefit businesses and residents in these areas.