

		<ul style="list-style-type: none"> Any CIL instalment policy (if adopted) should be reflected in assumed timings of payments.
Development finance	<ul style="list-style-type: none"> Finance costs appropriate to the type of proposal, reflecting that finance costs vary throughout the development period, with the majority of interest costs typically incurred during construction and bearing in mind the assumed land purchases timing(s) 	<ul style="list-style-type: none"> A standardised approach will generally be adopted to finance costs which should be appropriate to the type of proposal. The viability model should reflect that finance costs vary throughout the development period, with the majority of interest costs typically incurred during construction.
Other	<ul style="list-style-type: none"> A statement to verify accuracy of information submitted/ (see paragraph 2.15 for more details) Other information requested by the Council having regard to the specific application Depending on individual site circumstances further information may be required, this may include: <ul style="list-style-type: none"> Developers market analysis report; Details of company overheads; Copy of financing offer/ letter; Copy of cost plan; Board report on scheme; Letter from auditors concerning land values and write offs; Sensitivity analysis showing different assumption options (e.g. low, medium and high scenarios). 	

Notes:

- A. GDV - Gross Development Value is determined by assessing the total value of a development based on the value of the individual uses within the development. This is derived from the sales values of any units to be sold and the rental value of any units to be rented which are capitalised using a 'yield', to give an overall capital value (including ground rents). Development values adopted within VAs are typically determined based on current day figures at the time of determination.
- B. BCIS - The RICS Building Cost Information Service is a publically available (subscription) source of cost information which can be used in VAs. The selection of BCIS values must correctly reflect the specific nature, location and size of proposal, and be justified to show that an appropriate and reasoned approach has been taken in estimating the costs. In such instances where costs are agreed by the Council, this would be an acceptable basis of cost inputs as part of a review mechanism, linked to the Tender Price Index (TPI) (a measure of the movement of prices).

Section 4 – Viability Review

- 4.1. The assessment of viability at planning application stage (Submission VA) may have had the effect of reducing the policy requirements that a development would otherwise have to meet. One potential outcome could be a reduced provision of affordable housing.
- 4.2. In order to ensure that the maximum reasonable level of affordable housing is provided in line with District Plan Policy DP29, and that other plan requirements are met, the Council will require viability review through Section 106 agreements on all residential/ mixed use applications which do not meet the affordable housing requirement and/ or policy requirements in full at the time permission is granted.

- 4.3. Property markets have experienced significant changes in recent years at a local and national level. The viability of a scheme may therefore be notably different by the time of implementation due to changes in market conditions; and uncertainties in relation to aspects of a VA at the application stage. As such, the practice of viability review to ensure that proposals are based on an accurate assessment of viability at the point of delivery has become increasingly well established.

The approach to viability review

- 4.4. In order to ensure that the maximum reasonable level of affordable housing is provided in accordance with District Plan Policy DP29 and other plan requirements are met, viability review mechanisms are required, secured through Section 106 agreements, for all applications which do not meet the strategic affordable housing requirement; and or applications where policy requirements are not met in full at the time permission is granted.
- 4.5. Viability review will determine whether a development is capable of providing additional affordable housing or meeting other unmet policy requirements, deemed unviable at planning application stage through the Submission VA.

Additional provision capped based on policy requirements

- 4.6. The purpose of a viability review is to determine whether greater or full compliance with the Development Plan can be achieved to accord with the Council's duty to deliver and implement its District Plan. Therefore any additional obligations will be capped based on the terms of the Development Plan (including the District Plan affordable housing target) with the aim of securing the provision of policy requirements that were previously determined not to be deliverable.
- 4.7. After any outstanding policy requirements are met, any additional 'surplus' will be retained in its entirety by the developer as additional profit. Further details on the Council's approach to determining the cap and additional developer profit are set out below.

Timing of viability reviews

- 4.8. Viability reviews carried out at an early stage in the development or prior to the implementation of later phases have the benefit of increasing the likelihood that additional affordable housing can be provided on site. The advantage of undertaking viability reviews towards the end of a development on the other hand is that robust, up to date values and costs can be taken into account; and is based on up to date and accurate viability evidence, and to support the delivery of the Development Plan.
- 4.9. The Council will therefore require viability reviews to take place at the following stages.
- For all schemes requiring a Submission VA at planning application stage (see paragraph 4.1): At an advanced stage of development (**Advanced Stage Review VA**), a review will ensure that viability is accurately assessed and up to date;

- On phased developments¹⁸: In view of the priority given to onsite delivery of affordable housing¹⁹, an additional viability review will be required prior to substantial implementation of the development (**Pre-implementation Review VA**) where this does not occur within 12 months of the planning permission; and
- For 'large phased schemes'²⁰: A further review will be required at a mid-point stage in the development (prior to implementation of the second half/ later phases of the development) (**Mid-term Review VA**).

Viability review process

- 4.10. The applicant is required to submit updated information consistent with this SPD, as per that submitted at initial planning application stage (Submission Viability Assessment) including any necessary supplementary information following the Council review of this. The review will assess changes to gross development value and build costs, the key variables most likely to change. This will apply to the development as a whole (incorporating all uses) and be based on formulas (see below) to be included in the planning obligation.
- 4.11. These formulas will be used to determine whether a 'surplus' will be generated over and above required developer returns²¹. A proportion of any additional value generated as a result of increased values or reduced costs will be retained by the developer as an additional profit allowance to ensure that they also gain from the improved scenario²². This allowance will be higher for mid-term and advanced stage reviews to ensure that a developer remains incentivised to maximise values and minimise costs prior to the review.
- 4.12. In the event of a 'surplus' being identified on viability review, this is used to determine the level of additional affordable housing that can be provided (capped by the strategic affordable housing target) based on the (opportunity) cost to the developer of converting market housing into affordable housing as determined by the difference in value of market housing compared to its value as affordable housing. For other planning obligations that were not fully addressed at application stage, the level of any additional financial contribution (capped at a policy compliant level) will be determined by the initial formulas at each stage, as set out below.
- 4.13. In order to increase the likelihood of additional Affordable housing being provided on site following a review at any stage, potential affordable units will be identified in Section 106 agreements where Affordable Housing is not being provided in full or in part on viability grounds through an Additional Affordable Housing Schedule²³ to be

¹⁸ Typically sites of 150 or more residential units 10,000 sq. m or greater commercial schemes or mixed use schemes – however, to be assessed by the Council based on circumstances of individual schemes.

¹⁹ District Plan policy DP29: Affordable Housing

²⁰ Threshold for 'large phased developments': 400 or more residential units or 25,000 sq. m of greater for commercial/ mixed use.

²¹ The starting point for the review is that, it was determined that the approved scheme is deliverable at application stage (see Section 2)

²² This is calculated as a factor of value and costs to ensure that the developer potentially stands to gain in either scenario.

²³ The potential affordable housing units will be detailed in an Additional Affordable Housing Schedule. This will comprise a plan identifying the potential housing units together with a table stating their plot numbers, unit types and sizes.

appended to the planning obligation. This will enable affordable units to be provided at a later stage if there is an increase in viability and it subsequently proves possible to provide such units.

Pre-Implementation Viability Review

- 4.14. For phased developments²⁴, where a development has reached 'substantial implementation'²⁵ within 12 months of the grant of planning permission and market conditions and the viability of a scheme remains relatively unchanged, a Pre-Implementation Viability Review would not normally be required. If substantial implementation occurs after 12 months (at which point the initial VA will be deemed to be out of date) a Review will be required. This should take place within a 3 month period following substantial implementation.
- 4.15. Reviews which take place prior to implementation of a phased development should deliver additional on-site affordable housing in accordance with an Additional Affordable Housing Scheme to be appended to the planning obligation. This should identify the units to be converted to affordable housing in line with the required tenure split. Where there is remaining surplus which does not amount to the provision of one whole affordable housing unit, this surplus amount should be used as a contribution for off-site affordable housing or to provide any further planning obligations that were required, but found to be unviable at application stage. The same applies in the case of Mid-Term Viability Reviews.
- 4.16. In the case of Viability Reviews prior to substantial implementation, the developer will receive a share of any surplus in line with typical profit requirements. The majority of sales and rental income will be received at a later date and so the developer will remain incentivised to maximise value after the review has taken place.
- 4.17. The Pre-Implementation Viability Review formula is set out below. This operates in two stages:
- 1 Calculate the level of any surplus available for on-site affordable housing or other policy requirements (Formula A);
 - 2 Determine the level of additional affordable housing floorspace deliverable from any surplus (Formula B).
- 4.18. Any surplus will be used to determine those units identified in the Additional Affordable Housing Schedule that will be converted to affordable housing up to the affordable housing target cap. For other policy requirements which take the form of a contribution, only Formula A will apply.

²⁴ Typically sites of 150 or more residential units 10,000 sq. m or greater commercial schemes or mixed use schemes – however, to be assessed by the Council based on circumstances of individual schemes.

²⁵ A definition of substantial implementation will be used that will typically comprise demolition, excavation and foundations (if applicable). If substantial implementation is achieved within a 12 month period but the development then stalls for a further period of 12 months, a review will then be required.

Figure 1 - Pre-Implementation Viability Review Formula

Formula A: To calculate the 'policy surplus' available for on-site affordable housing (or other policy requirements) at Pre-implementation Review Stage

$$\text{'Policy Surplus'} = ((A - B) - (C - D)) \times \text{APA}$$

A = Updated Gross Development Value (GDV)^(A)

B = GDV determined as part of the assessment of viability at application stage

C = Updated Build Costs^(B)

D = Build Costs determined as part of the assessment of viability at application stage

Notes:

- (A - B) is the change in GDV at the point of review
- (C - D) is the change in Build Costs at the point of review, which is subtracted from the change in GDV to establish whether there is additional value generated as a result of increased values or reduced costs
- APA (i.e. 0.80) calculates the reduction in the additional value available for on-site affordable housing, accounting for the proportion of additional value to be retained by the applicant as an additional profit allowance (i.e. a 20% developer profit see 4.10)

Formula B: To determine the amount of additional on-site affordable housing floorspace

$$\text{'Additional Affordable or Social Rented Floorspace'} = E \div (G - H)$$

$$\text{'Additional Intermediate Floorspace'} = F \div (G - I)$$

E = 'Policy surplus' x 0.75 (proportion of surplus to be used for social or affordable rented homes)

F = 'Policy surplus' x 0.25 (proportion of surplus to be used for intermediate homes)

G = Average market housing values per sq. m^(A)

H = Average social or affordable rented housing values per sq. m^(B)

I = Average intermediate values per sq. m^(A)

Notes:

- Policy surplus is calculated from Formula A
- (G - H) is the cost of converting a market housing unit to social or affordable rented home
- (G - I) is the cost of converting a market housing unit to an intermediate home
- E is the proportion of surplus to be used for social or affordable rented homes
- F is the proportion of surplus to be used for intermediate homes
- E and F are divided by (G - H) and (G - I) respectively to establish the floorspace available for additional affordable housing
- The additional social or affordable rented and intermediate floorspace figures will be used to determine those units identified in the Additional Affordable Housing Schedule to be converted to affordable housing

A. Determined as part of the review

B. Determined as part of the review, or, where based on application stage BCIS build costs, and agreed by Council, linked to the Tender Price Index (TPI)

4.20. The above approach sets out a clear basis for calculating the level of any additional requirements that could viably be provided while recognising that in some instances adjustments to the calculations may be warranted according to the circumstances of

a specific proposal. For example, in circumstances where the conversion of different tenures would be appropriate, such as intermediate housing to social rented housing, the Council may apply an alternative formula which takes into account the difference in values of the relevant tenures.

Mid-term Viability review

- 4.21. In the case of 'large phased developments', Mid-Term Viability Reviews will be required which take place prior to implementation of later phases of a development²⁶. These should deliver additional on-site affordable housing in later phases in accordance with an Additional Affordable Housing Schedule to be appended to the planning obligation.
- 4.22. Mid-Term (and Advanced Stage) Viability Reviews should assess the development as a whole, taking into account values, build costs and surplus that have been realised in the initial stages of the development as well as estimates for the subsequent phases. This is necessary to ensure that affordable housing provision is maximised and that other policy requirements that were not achievable at application stage, are met where viable. Where build costs were based on BCIS build costs in the application stage assessment, these will be index linked from the date of the previous review.
- 4.23. This review will operate in two stages:
- 1 Calculate any surplus based on the approach set out in Formula C (see Advanced Stage Viability Review below)
 - 2 Using the surplus to determine the level of additional affordable housing that can be provided on-site in accordance with an Additional Affordable Housing schedule to be appended to the planning application, based on Formula B (see section on pre-implementation reviews above).

Advanced Stage Viability Review

- 4.24 Advanced Stage Viability Reviews will be required on all residential / mixed use applications which do not meet the District Plan affordable housing target and or all policy requirements at grant of planning permission on the basis of an agreed Submission VA (and any subsequently provided information). For residential led schemes, Advanced Stage Viability Reviews should be undertaken on sale of 75% of market residential units, and for other schemes, within a three month period prior to practical completion. This enables the assessment to be based on up to date, accurate information, while also retaining the ability to secure the additional provision of policy requirements²⁷.
- 4.25 The outcome of this review will typically be a financial contribution towards off-site affordable housing provision or other policy requirements. In the event that a surplus is generated, any contribution payable will be capped according to the level of

²⁶ At a mid-point stage in the development (prior to implementation of the second half/ later phases of the development)

²⁷ This will normally be achieved through a restriction on occupation of market units and / or payment into a secure account

contribution required by policy and associated guidance. For affordable housing contributions, this will be based on the level of surplus required to provide additional affordable housing to meet the overall affordable housing target. The contribution and cap will be calculated in accordance with the following formulas:

Figure 2 - Advanced Stage Review Contribution Formula

Formula C: To calculate the additional financial contribution payable to the Council at advanced review stage towards affordable housing or other policy requirements not viable at application stage

'Contribution' = ((A + B - C) - (D + E - F)) x APA

A = Gross Development Value (GDV) achieved on sale of 75% of residential units and GDV from other parts of the development sold/ let and other income receipts^(A)

B = Estimated GDV for parts of the development that are yet to be sold/ let and other income sources^(A)

C = GDV determined as part of the assessment of viability at application stage (or for phased schemes as determined in previous review)

D = Actual Build Costs incurred at point of review^(B)

E = Estimated Build Costs for remainder of the development^(B)

F = Total Build Costs determined as part of the assessment of viability at application stage (or for phased schemes as determined in previous review)

Notes:

- (A + B - C) is the change in GDV at the point of review
- (D + E - F) is the change in Build Costs at the point of review, which is subtracted from the change in GDV to establish whether additional value has been generated as a result of increased values or reduced costs
- APA (i.e. 0.60) calculates the reduction in the contribution required, accounting for the proportion of additional value to be retained by the applicant as an additional profit allowance (i.e.40%; see paragraph 4.10)

A. Determined as part of the review

B. Determined as part of the review, or, where based on application stage BCIS build costs and agreed by Council, linked to the Tender Price Index (TPI) (for phased schemes, linked to TPI from the date of the previous review).

Formula D: To calculate the 'advanced stage cap' which is the maximum additional affordable housing contribution payable at advanced review stage

$$\text{'Advanced Stage Affordable Housing Cap'} = ((G - H) \times (K - L)) + ((I - J) \times (K - M))$$

G = 30% of total residential floorspace x 0.75

H = Total social rented housing floorspace determined at application stage (or for phased schemes as determined in earlier reviews)

I = 30% of total residential floorspace x 0.25

J = Total intermediate housing floorspace determined at application stage (or for phased schemes as determined in earlier reviews)

K = Average market housing value per sq. m^(A)

L = Average social rented value per sq. m^(A)

M = Average intermediate value per sq. m^(A)

Notes:

- G is the proportion of affordable housing floorspace to be social rented based on policy tenure split
- I is the proportion of affordable housing floorspace to be intermediate based on policy tenure split
- (G – H) is the additional social or affordable rented housing floorspace cap based on overall 30% affordable housing provision
- (I – J) is the additional intermediate floorspace cap based on overall 30% affordable housing provision
- (K – L) is the cost of converting a market housing unit to social or affordable rented housing
- (K – M) is the cost of converting a market housing unit to intermediate housing
- (K – L) & (K – M) multiplied by (G – H) & (I – J) respectively to establish maximum additional contribution

C. Determined as part of the review

D. Determined as part of the review, or, where based on application stage BCIS build costs and agreed by Council, linked to the Tender Price Index (TPI) (for phased schemes, linked to TPI from the date of the previous review).

4.26 Again, in some instances adjustments to the calculations may be warranted according to the circumstances of a specific proposal. For example, where market and affordable housing values were clearly distinguished in the original appraisal calculation, it may be appropriate to allow for differential costs when determining the Advanced Stage Affordable Housing Cap.

Considering Changes in Values and Costs at Planning Application Stage

4.27 In line with NPPG²⁸, the Council will normally consider development viability based on current costs and values at application stage. The NPPG envisages that for phased schemes it may be appropriate to consider projected changes in values or costs at planning application stage. This is distinct from viability review which considers changes in values and costs at the point of delivery.

²⁸ NPPG – Viability: Key principles in understanding viability in plan making and decision taking: <https://www.gov.uk/guidance/viability>

- 4.28 If a VA assumes projected changes in development values and build costs, these should be fully justified, reasonable and consistent with long-term new build trends, current market conditions and market expectations.
- 4.29 Whether or not projected values and costs are applied, viability reviews will be necessary to assess actual changes in values/ costs.

Material Changes

- 4.30 Where material changes are proposed that would make the scheme less compliant with the Development Plan, this would require a new planning permission and could not be addressed through a VA review.
- 4.31 The information/ data set out in Table 2 should be provided on an open book basis for assessment as part of a review:

Table 2 – Information required for review mechanisms

	Information / data required	Notes
Gross Development Value ^A	Gross Development Values (GDV) - all gross receipts or revenue received) supported by evidence, including but not limited to: <ul style="list-style-type: none"> • Audited company accounts detailing all sold/ let transactions • Certified sales contracts or completion certificates detailing the purchase price for each sale • Land Registry records showing sale price information • Other receipts, such as income from hoardings. 	
Estimated GDV	Estimated GDV for the unsold/ unlet components of the development at the point of review using detailed comparable information taking into account: <ul style="list-style-type: none"> • Any sales/ lettings that have taken place on the development (see also Section 3) • Income from any other sources. 	
Average residential values per sq. m	Average residential values per sq. m for market and affordable housing across the scheme based on the information provided above.	
Actual build costs incurred	Payments made or agreed to be paid in the relevant building contract, including receipted invoices, or costs certified by the developer's quantity surveyor, costs consultant or employer's agent.	This is not required at application stage where build costs are based on relevant (index linked) BCIS figures
Estimated Build Costs	Estimated Build Costs to be incurred for the remainder of the development based on agreed building contracts or estimation provided by the developer's quantity surveyor or costs consultant (see Section 3).	This is not required at application stage where build costs are based on relevant (index linked) BCIS figures

DRAFT Affordable Housing

Supplementary Planning Document

DRAFT

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Consultation guidance – Affordable Housing SPD

The adopted Mid Sussex Developer Infrastructure and Contributions SPD (2006) relates to policies in the adopted Mid Sussex Local Plan 2004.

MSDC has been preparing a new District Plan 2031, which, on adoption, will replace the 2004 Plan as the development plan for Mid Sussex District. The Mid Sussex Developer Infrastructure and Contributions SPD is therefore being refreshed:

- To ensure that the SPD complies with all relevant national planning policy and guidance;
- To update the document to ensure that it complies with the relevant policies in the District Plan 2031; and
- To update the requirements for each type of contribution, and the costs of those contributions.

The District Council is required to carry out a public consultation under Regulation 12 of the Town and Country Planning (Local Planning) (England) Regulations 2012 before adopting supplementary planning documents.

Three separate documents have been prepared, to replace the 2006 SPD; they are this document, (the Affordable Housing SPD), the Developer Infrastructure and Contributions Supplementary Planning Document, and the Viability SPD. All three form the subject of this public consultation.

The consultation will take place from 23 April 2018 for a period of 6 weeks, to 4 June 2018.

All comments must be submitted in writing by using one of the following methods:

By post:

Affordable Housing SPD
Planning Policy and Economic Development
Mid Sussex District Council
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

By Email:

LDFConsultation@midsussex.gov.uk

Representations cannot be made anonymously. Please provide your name, company name (if applicable) and your client's name/ company (if applicable). Please note that representations will be made publically available, along with your name.

During the consultation period all the documents relating to this consultation can be viewed online at <http://www.midsussex.gov.uk/planning-licensing-building-control/planning-policy/local-development-framework/supplementary-planning-documents/development-and-infrastructure-spd/> and at all the district's libraries (including the mobile library), Help Points, and at the District Council.

For further information please contact Planning Policy and Economic Development: by email LDFConsultation@midsussex.gov.uk ; by telephone (01444) 477053.

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Contents

Consultation guidance – Affordable Housing SPD	108
Executive Summary	111
Section 1 - Introduction	112
Background	112
Scope of this document	112
Status and use of this document	112
Legislative and policy context	112
Section 2 - Affordable housing on residential development sites	113
When is affordable housing required?	113
Definition of affordable housing and types of affordable housing	116
Private Rented Sector	117
Mechanism and timing for the transfer of land	117
Incorporating the affordable housing requirement	118
Tenure	119
Prioritisation of affordable housing and viability review mechanism	119
Development site standards and characteristics	119
Vacant buildings credit (VBC)	124
Securing rural exception sites	126
South Downs National Park	128
Self-build and custom build housing	128
Section 3 - Procedure for securing contributions	131
Section 4 – Applications that do not meet plan requirements	131
Appendix 1 – Vacant Building Credit	134

List of figures

Figure 1 – District Plan policy provision of affordable housing (DP31: Affordable Housing)	115
Figure 2 – Affordable housing definition	116
Figure 3 – Definition of affordable housing types	116
Figure 4 – Serviced plots definition	118
Figure 5 – Occupancy and minimum floor area requirement	120
Figure 6 - District Plan rural exception sites policy (DP32: Rural Exception Sites)	127
Figure 7 – Vacant Building Credit methodology	134
Figure 8 – Vacant Building Credit calculation	134
Figure 9 - Worked example of Vacant Building Credit calculation	135

Executive Summary

The Mid Sussex Development and Infrastructure Supplementary Planning Document (SPD) was adopted in 2006 and relates to policies in the adopted Mid Sussex Local Plan 2004.

Since the 2004 SPD was prepared, the Government has published the National Planning Policy Framework (NPPF), National Planning Practice Guidance, and the Community Infrastructure Levy Regulations 2010 (as amended). Each of these documents have set out a new policy context, and provided updated guidance, for the management and collection of developer contributions.

Mid Sussex District Council has been preparing a new District Plan 2014-2031, which, on adoption, will replace the Local Plan 2004 as the development plan for Mid Sussex District.

The Development and Infrastructure SPD is therefore currently being refreshed, in order:

- To ensure that the SPD complies with all relevant national planning policy and guidance;
- To update the document to ensure that it complies with the relevant policies in the District Plan 2014-2031; and
- To update the requirements for each type of contribution, and the costs of those contributions.

This SPD will, unless indicated otherwise, apply to developments of five or more dwellings.

There are three separate SPD documents:

- A Development Infrastructure and Contributions SPD, which sets out the overall framework for the management of planning obligations;
- An Affordable Housing SPD, which provides more detailed information on the requirements for on-site and off-site affordable housing provision, and
- A Viability SPD which provides information on the viability assessment process, and sets out the District Council's requirement that, where developers believe the requirements make their proposed development unviable, a viability assessment must be submitted to the District Council, with supporting evidence for approval

This SPD identifies the District Council's requirements relating to affordable housing. It should be read in conjunction with the Developer Contributions Infrastructure SPD and the Viability SPD.

Section 1 - Introduction

Background

- 1.1. Mid Sussex District Council (the District Council) is committed to delivering sustainable communities that are safe, healthy and inclusive. To help achieve this, the District Council expects new development to provide or contribute directly towards the provision of affordable housing.
- 1.2. The purpose of this Supplementary Planning Document (SPD) is to provide information about affordable housing for the area of Mid Sussex that falls outside of the remit of the South Downs National Park Authority¹.
- 1.3. On adoption, this SPD will replace the affordable housing section of the Development and Infrastructure Supplementary Planning Document (February 2006), which will be withdrawn.

Scope of this document

- 1.4. This SPD is intended to provide guidance about how the District Council will secure affordable housing to support proposed development and help deliver sustainable communities.
- 1.5. It should be read alongside the Mid Sussex Development Infrastructure and Contributions SPD and the Mid Sussex Development Viability SPD.

Status and use of this document

- 1.6. In accordance with relevant legislation, this SPD will be subject to consultation, review of feedback received and then formally adopted by the District Council. It will supplement the Mid Sussex District Plan 2014-2031 and, when adopted, will be a material consideration in the determination of planning applications. It should be taken into account during the preparation of proposals for residential and mixed use development from the inception stages and therefore when negotiating site acquisitions and undertaking development feasibility.

Legislative and policy context

- 1.7. This SPD takes into account the statutory framework for planning obligations set out in Section 106 of the Town and Country Planning Act 1990² and Regulations 122 and 123 of the Community Infrastructure Levy Regulations 2010 (as amended); Government policy on planning obligations and conditions is set out in the National Planning Policy Framework³; and National Planning Practice Guidance.

¹ The South Downs National Park Authority is the statutory planning authority for the area of Mid Sussex falling within the National Park.

² As amended by Section 12(1) of the Planning and Compensation Act 1991

³ Paragraphs 203-206

- 1.8. This SPD specifically relates to District Plan Policy DP31 Affordable Housing and DP32 Rural Exception Sites ([Figure 6](#)) - the main local policies for securing the delivery of new affordable housing and the main contexts for the guidance in this document.

Section 2 - Affordable housing on residential development sites

- 2.1. Providing the amount and type of housing that meets the needs of all sectors of the community is a key objective of the District Plan. For development that meets certain conditions, planning obligations or planning conditions are used to secure the delivery of particular types of provision. This could include:
- On-site provision or, in exceptional circumstances only, commuted financial contributions towards affordable housing;
 - Rural exception sites;
 - Self-build and custom build housing;
 - Accessible and adaptable housing;
 - Specialist accommodation or care; and
 - Gypsy and Traveller accommodation.
- 2.2. One of the roles of Mid Sussex District Council (the District Council) is to enable and co-ordinate the provision of housing to meet the needs of all those within the community. In seeking to meet these needs it is evidenced that some people are unable to meet their housing needs through the private housing market. The District Council is therefore justified to require the provision of affordable forms of housing.
- 2.3. All categories of affordable housing must be demonstrably affordable when the local incomes of households in housing need for rented or low cost home ownership products are taken into account. For instance:
- If they are a home ownership product they must be affordable to those on the local Help to Buy Register or any equivalent replacement;
 - If it is a shared ownership or a shared equity type of affordable housing the percentage sold and rent set must be at an affordable level;
 - If the affordable units are rented housing whether social rent, affordable rent or intermediate rent, the rents must be set and retained at a truly affordable level. This means that they must be capped at a maximum of 80% of market rent or at Local Housing Allowance Level (whichever is lower) in the case of affordable rents; and at a maximum of 80% of market rent in the case of intermediate rents. Social rent levels are determined through the Government's rent policy.

When is affordable housing required?

- 2.4. Policy provision for affordable housing is set out in District Plan Policy DP31: Affordable Housing (see [Figure 1](#)). This applies to all types of residential development falling within Use Class C3 that meet the policy thresholds and includes changes of use of any building to residential use (where subject to planning permission), mixed use sites that incorporate

an element of residential development, sheltered, and extra care housing schemes and conversions.

- 2.5. Other than where existing affordable housing, or sites previously used for affordable housing are to be redeveloped, contributions will not be sought from developments of 10 dwellings or less, and which have a maximum combined gross floorspace⁴ of less than 1,000m². If the number of dwellings to be built on a development site is below the threshold for the number of units required to contribute affordable housing, but has a combined gross floorspace of more than 1,000m², it is expected that affordable units will be built on the development site in accordance with District Plan policy DP31 at 30% affordable housing provision.
- 2.6. Where existing affordable housing, or sites previously used for affordable housing are to be redeveloped, the District Council will expect the same number of affordable units to be replaced on the site, with the scheme reflecting current mix and tenure requirements. The District Council is aware that in some circumstances such re-provision may not be feasible on viability grounds and variations in overall numbers, tenure and size may need to be negotiated. Independent viability evidence will be required in such circumstances. The District Council's approach to financial viability and viability review mechanisms is outlined in Section 4 of this document and set out in detail in the Development Viability Supplementary Planning Document
- 2.7. District Plan Policy DP31 will not apply to residential accommodation incidental in use to a main dwelling house or for staff / student accommodation provided this is made clear in the planning application and accepted by the District Council. Such developments might become liable at a later date should an application be made to convert these to stand alone accommodation / non-staff or student accommodation.
- 2.8. In calculating the number of affordable housing units to be provided, the number of units will be rounded up if it is not a whole number.
- 2.9. District Plan Policy DP31 is clear that development proposals that do not provide sufficient affordable housing will be refused unless significant clear evidence is provided and accepted by the District Council to show that the site cannot support the required affordable housing from a viability and deliverability perspective. The District Council's approach to financial viability and viability review mechanisms is outlined in Section 4 of this document and set out in detail in the Development Viability Supplementary Planning Document
- 2.10. If it can be clearly demonstrated and is accepted that the requirement to provide affordable housing cannot be met, the District Council will negotiate a lower provision of on-site affordable housing that is financially viable. In order to ensure that the maximum reasonable level of affordable housing is provided in line with District Plan Policy DP31, and that other plan requirements are met, the District Council will require viability review mechanisms secured by a Planning Obligation⁵ on all residential applications which do not meet the affordable housing requirement, and for all applications where policy requirements

⁴ Combined gross floor space figure will be calculated in accordance with the RICS measuring guide and is calculated based on the size of the gross internal floorspace including integral garages, on a square metre basis. The calculation excludes ancillary uses such as sheds, greenhouses and adjacent garages. This is the same measuring guide as used to calculate CIL contributions.

⁵ Planning obligations are entered into under Section 106 of the Town and Country Planning Act 1990 (amended by Section 12 of the Planning and Compensation Act 1991)

are not met in full at the time permission is granted. The District Council's approach to financial viability and viability review mechanisms is outlined in Section 4 of this document and set out in detail in the Development Viability Supplementary Planning Document

- 2.11. The provision of affordable housing will be through on-site provision of affordable homes, unless it is agreed in exceptional circumstances, such as those listed later in this document, that this is impractical in which case a financial contribution will be sought depending on the size, location and type of affordable housing required to be provided by the scheme. The provision of affordable housing or financial contributions will be secured through an appropriate Planning Obligation (by way of an agreement or unilateral undertaking as the District Council considers appropriate in the circumstances)
- 2.12. On phased developments the full 30% affordable housing requirement will be required to be provided on each and every phase and to be fully integrated within the development as a whole. Timescales for delivery will also be included in a Planning Obligation.

Figure 1 – District Plan policy provision of affordable housing (DP31: Housing)

DP31: Affordable Housing

The Council will seek:

1. the provision of a minimum of 30% on-site affordable housing for all residential developments providing 11 dwellings or more, or a maximum combined gross floorspace⁶ of more than 1,000m²;
2. for residential developments in the High Weald Area of Outstanding Natural Beauty providing 6 – 10 dwellings, a commuted payment towards off-site provision, equivalent to providing 30% on-site affordable housing;
3. on sites where the most recent use has been affordable housing, as a minimum, the same number of affordable homes should be re-provided, in accordance with current mix and tenure requirements;
4. a mix of tenure of affordable housing, normally approximately 75% social or affordable rented homes, with the remaining 25% for intermediate homes, unless the best available evidence supports a different mix; and
5. free serviced land for the affordable housing.

All affordable housing should be integrated with market housing and meet national technical standards for housing including “optional requirements” set out in this Plan (Policies DP25: Dwelling Space Standards; DP26: Accessibility and DP42: Water Infrastructure and the Water Environment); or any other such standard which supersedes these

Proposals that do not meet these requirements will be refused unless significant clear evidence demonstrates to the Council's satisfaction that the site cannot support the required affordable housing from a viability and deliverability perspective. Viability should be set out in an independent viability assessment on terms agreed by the relevant parties, including the Council, and funded by the developer. This will involve an open book approach. The Council's approach to financial viability, alongside details on tenure mix and the provision of affordable housing will be set out in a Supplementary Planning Document.

The policy will be monitored and kept under review having regard to the Council's Housing Strategy and any changes to evidence of housing needs.

⁶ Measured as gross internal floorspace

Definition of affordable housing and types of affordable housing

Figure 2 – Affordable housing definition

Affordable Housing: Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing must include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

- 2.13. The affordable housing will be secured through Planning Obligations and will be funded through the provision of free serviced land; and by Registered Providers using their own resources, loans and if available, central government or Local Authority grants. Community Infrastructure Levy cannot be used to fund affordable housing.
- 2.14. The District Council will work with Registered Providers who are approved by the District Council. Registered Providers are expected to commit to participate in the Mid Sussex Common Housing Register and have a local management base
- 2.15. Affordable housing providers who are not Registered Providers must be accredited by Homes England⁷ and must satisfy the District Council that they have appropriate local management arrangements, a commitment to creating sustainable local communities and a willingness to help the District Council to meet those housing needs identified as a priority for the district.
- 2.16. Works should not begin on site on any development or phase of a development until the District Council approves in writing the identity of the Affordable Housing Provider(s) with responsibility for the provision of the affordable housing units on the development or phase of a development and the developer has entered into a contract with the Affordable Housing Provider(s) to deliver the affordable housing units. This requirement and the evidence to be provided will be detailed in the Planning Obligation.
- 2.17. A principal requirement of the District Council is to ensure that the necessary serviced land is made available at nil cost for the subsequent construction of the requisite number of affordable housing units to meet needs identified as a priority for the district. This will be secured in a Planning Obligation.

Figure 3 – Definition of affordable housing types

Social rented housing - owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the Government's rent policy. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency.

⁷ Or any subsequent equivalent body

Affordable rented housing - let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable) and affordable rents must be set at this level or the level of the prevailing Local Housing Allowance for the size of unit, whichever is the lower.

Intermediate housing - homes for sale and rent provided at a cost above social rent, but below market sale and rent levels, subject to the criteria in the Affordable Housing definition above. These can include shared ownership, shared equity, other low cost homes for sale such as starter homes, and intermediate rent.

Shared Ownership – the purchaser buys a proportion of the value of the home and the remaining share is kept by the freeholder which is usually a registered provider. A subsidised rent is paid for the remainder of the equity. Providers should not fix the share of a given property to be sold in advance, but offer specific buyers a size of share appropriate to their individual circumstances. The initial equity share must be between 25% and 75% and the District Council expects that at least 50% of each type and size of shared ownership units on each scheme should initially be sold at shares of 35% or below in order to help ensure affordability. The District Council requires that such units should be affordable to households on the Help To Buy Register for Mid Sussex (or equivalent).

Shared equity – the purchaser acquires the whole of the property but effectively only pays a proportion of the value; the remaining value is secured by an equity loan but without any rental obligation. The District Council requires that such units should be affordable to households on the Help to Buy Register for Mid Sussex (or equivalent).

Intermediate rent – this is housing available at a rent above social rent but below market rent levels. Generally intermediate rented properties are reserved for specific groups of tenants and short term tenancies. The District Council requires that rents are no more than 80% of the local market rents.

Homes that do not meet the above definition of affordable housing, such as low cost market housing, build to rent, rent to buy and affordable private rented housing will not be considered as affordable housing for planning purposes, unless brought into the definition of affordable housing in the National Planning Policy Framework. In this instance affordability tests will be applied to such options to ensure that they are affordable to local people in housing need. These options are likely to be regarded as intermediate affordable housing.

Private Rented Sector

- 2.18. Private market rented units will not be considered as affordable housing for the purpose of the policy. A private rented scheme will therefore require an affordable housing contribution on site as is the case with other developments unless it is not practical to do so. This could be for example if there are prohibitively high service charges. In such instances a commuted sum may be acceptable.

Mechanism and timing for the transfer of land

- 2.19. The following section deals with the range of issues likely to be covered by a planning obligation in different circumstances.
- 2.20. Affordable housing secured through a planning obligation will ensure the provision of the necessary units as part of the overall scheme generally through 'Developer built homes'. This involves the developer building the affordable housing in accordance with the design standards and requirements of the approved Registered Provider and then transferring the ownership and management of the housing to the Registered Provider at a price that reflects nil land value.

- 2.21. In some circumstances however affordable housing is provided through serviced plots which are made available to the Local Authority or an approved Registered Provider at nil cost, with a guarantee that the plot will subsequently only be used to construct the necessary affordable housing in conjunction with the nominated Registered Provider.
- 2.22. With both approaches the District Council will require the developer to have agreed a suitable affordable housing partner and to have entered into a contract with them to deliver the affordable housing units prior to work beginning on site, on any development or phase of a development.
- 2.23. In cases where landowners / developers are experiencing difficulties securing a housing partner they will be required to provide a copy of their brief inviting offers from Registered Providers and the names of the Registered Providers invited to offer. Registered Providers who choose not to submit an offer in such cases will also be asked for their reasons, in order for the District Council to establish what obstacles may prevent a developer securing an affordable housing provider and to assist them in overcoming them. In some cases the District Council may take on the brokerage role itself.

Figure 4 – Serviced plots definition

Serviced plots: defined as ‘shovel ready’ sites with planning permission, where plots or parcels are laid out and the land is ready for construction. Access is provided and each plot or parcel has utilities/ services provided to the plot/ parcel boundary.

Incorporating the affordable housing requirement

- 2.24. It is essential that landowners / developers consider early in the pre – application process how Affordable Housing will be integrated into a policy compliant development scheme. The landowner / developer will be required to build into their designs at pre-application stage the 30% Affordable Housing required in accordance with DP31 and the occupancy and design requirements detailed in this SPD.
- 2.25. An Affordable Housing Statement will also be required as part of the planning application, clearly setting out how the application meets the affordable housing requirements. This statement should contain as a minimum details of the specific size, tenure, type and location of the affordable units.
- 2.26. If such a statement for a policy compliant scheme or a viability assessment (see later) for a non policy compliant scheme is not provided a planning application will not be validated.
- 2.27. It should also be noted that Affordable Housing Statements and any Viability assessments (in an un-redacted format) will be put on the public planning register with the rest of the planning application documents to increase openness and transparency in the planning process.
- 2.28. Redaction of any information will only be allowed in exceptional circumstances. If an applicant considers that there is commercially sensitive information that should remain confidential then this should be clearly identified and full justification provided as to the extent of the harm that would occur if this information was disclosed. The District Council would then assess the case put forward in accordance with the relevant legislation.

- 2.29. Such justification whether or not accepted will also be placed on the public planning register.

Tenure

- 2.30. The appropriateness of the housing tenure (shared ownership or rented) will be assessed for each individual site. Normally, a balance of 75% social or affordable rented homes, with the remaining 25% for intermediate homes will be required unless the best available evidence supports a different mix.

Prioritisation of affordable housing and viability review mechanism

- 2.31. The priority is to increase the number of affordable homes within the district and for developments to provide the correct number and mix of affordable homes in line with District Plan policies DP31 and DP32 (see Figure 1).
- 2.32. There is a firm expectation that the full quota of affordable housing will be provided on the development site where the provision could reasonably be made without making the development unviable. However, District Plan policy is not intended to render development unviable and harm the delivery of housing.
- 2.33. If it can be clearly demonstrated and it is accepted by the District Council that the requirement to provide affordable housing cannot be met in full, the District Council will negotiate a lower provision of on-site affordable housing that is financially viable. The District Council's position on vacant building credit is set out in later in this document.
- 2.34. The District Council will require viability review mechanisms secured through legal agreements on all residential applications which do not meet the affordable housing target and for all applications where policy requirements are not met in full at the time permission is granted. The District Council's approach to financial viability and viability review mechanisms is outlined in Section 4 of this document and set out in detail in the Development Viability Supplementary Planning Document
- 2.35. Land negotiations by developers with landowners should reflect the requirement that serviced land for affordable housing is to be made available at nil cost and the District Council will not accept that the provision of affordable housing is unviable when too high a price has clearly been paid for the land.
- 2.36. In addition, it should not be assumed that abnormal costs would necessarily be borne exclusively at the expense of compliance with the Development Plan, as a site involving abnormal development costs is likely to attract a lower land value than could be achieved on a site where this was not the case. Indeed developers should make themselves aware of abnormal costs prior to purchasing the site and take them into account in the purchase price agreed.

Development site standards and characteristics

- 2.37. The characteristics of a site and the development as a whole should be reflected in the affordable housing mix - dwelling tenure, type and size. The exact tenure, type and size split on each site can be advised through pre-application discussions but is likely to be approximately 25% x 1B/2P, 65% x 2B/4P and 10% x 3B/5P units in accordance with

known affordable housing need. 4 bed units may occasionally be required subject to need and affordability.

- 2.38. The occupancy requirements and minimum floor areas for each unit type are set out in Figure 5. below and it should be noted that affordable units are likely to be fully occupied.

Figure 5 – Occupancy and minimum floor area requirement

No. of bedrooms per affordable housing Unit	No. of persons per affordable housing Unit	Minimum floor area - 1 storey	Minimum floor area - 2 storey	Minimum floor area - 3 storey	Floor area - wheelchair user dwelling
1	2	50m ²	58m ²		60m ² (1B/2PF)
2	4	70m ²	79m ²		73m ² (2B/3PF) 84m ² (2B/4PF) 103m ² (2B/4PH)
3	5	86m ²	93m ²	99m ²	121m ² (3B/5PH)
4	6	99m ²	106m ²	112m ²	138m ² (4B/6PH)

- 2.39. Land made available for affordable housing should be fully serviced and of a sufficient size to accommodate the range and type of dwellings necessary to meet the identified housing need and should not be based on the minimum site area possible to accommodate the specified number of units.
- 2.40. Housing proposals will be expected to make efficient use of land. Any proposal that appears to have an artificially low density in order to avoid the required thresholds for affordable housing will be scrutinised and may be refused planning permission, where they fail to make efficient use of land and provide appropriate levels of affordable housing. The same applies to any site that appears to have been deliberately sub-divided as a possible measure to avoid the required affordable housing threshold.
- 2.41. Affordable housing provided on-site must be designed to a high standard and fully integrated into the overall scheme layout, in clusters of no more than ten dwellings (unless in high density flatted schemes where clusters of more than 10 units may be allowed - see clause 2.49) rather than concentrated in one location. Consideration of the grouping of affordable housing in the overall scheme will include how the provision relates to other phases of the same development including where there is a degree of separation provided by roads, open space or landscape feature; and the grouping of affordable housing in nearby previously developed schemes.
- 2.42. Affordable housing units must also be 'tenure blind' so that affordable and private homes are indistinguishable from one another in terms of design quality, appearance, materials and site location. This will help to avoid visual separation between private and affordable housing and would not artificially constrain provision by a design approach based on the separation of market and affordable units when additional affordable housing would otherwise be viably achieved.

- 2.43. Account must be made to relevant design and quality codes and standards as set out by the Homes and Community Agency or other associated national bodies. D.H.C.L.G. Nationally Described Space Standards should also be adhered to.
- 2.44. All development will be required to meet and maintain high standards of accessibility so all users can use them safely and easily. Account should also be taken of policy DP28 of the District Plan which requires a reasonable proportion of affordable homes, generally 4% to be provided as wheelchair user dwellings, dependant on the suitability of the site and the need at the time
- 2.45. In such cases a wheelchair user dwelling means a dwelling which meets the requirements contained in Part M4(3)(1)(a) and (b) and Part M4(3)(2)(b) for wheelchair accessible dwellings as contained in Category 3 – wheelchair user dwellings of Schedule 1 of the Building Regulations 2010
- 2.46. In order to properly accommodate these requirements developers will need to allow additional space when designing wheelchair user dwellings, over and above that which is required by Nationally Described Space Standards. This should be approximately 20% of the Gross Internal Area in the case of flats and 30% of the Gross Internal Area in the case of houses, as set out in Figure 5 - Occupancy and minimum floor area requirement.
- 2.47. The requirement for wheelchair provision will be secured through a planning condition and in order to demonstrate compliance with the furniture schedule contained in M4(3) (see below) manoeuvring zones and furniture of the correct sizes will need to be clearly indicated on the submitted unit layouts. Reserved Matters (Detailed planning permission) will not be granted until the submitted layout plans have been agreed.

Appendix D: Furniture schedule

Space	Furniture to be shown	Furniture size (mm)	Number bedspaces / number furniture items required							
			2	3	4	5	6	7	8	
Living space	Arm chair (or number sofa seats in addition to minimum sofa provision)	850x850	2	3	1	2	3	4	1	
	2 seat settee (optional)	850x1300								
	3 seat settee	850x1850			1	1	1	1		
	TV	220x650	1	1	1	1	1	1	1	
	coffee table	500x1050 or 750 diameter								
	occasional table	450x450								
	storage units	500 x length shown (1 only required)	1000	1000	1500	2000	2000	2000		
Dining space	dining chair		2	3	4	5	6	7	+	
	dining table	800 x length shown (1 only required)	800	1000	1200	1350	1500	1650		
Bedrooms										
Double Bedroom	Principal bedroom double bed; or	2000x1500	1	1	1	1	1	1	1	
	Other double bedroom double bed; or	1900x1350	1	1	1	1	1	1	1	
	single bed (2 number in twin)	1900x900	2	2	2	2	2	2	2	
	bedside table	400x400	2	2	2	2	2	2	2	
	desk and chair	500x1050	1	1	1	1	1	1	1	
	chest of drawers	450x750	1	1	1	1	1	1	1	
	double Wardrobe	600x1200	1	1	1	1	1	1	1	
Twin bedroom	single bed (2 number in twin)	1900x900			2	2	2	2	2	
	bedside table	400x400			2	2	2	2	2	
	chest of drawers	450x750			1	1	1	1	1	
	table and chair	500x1050			1	1	1	1	1	
	double wardrobe	600x1200			1	1	1	1	1	
Single Bedroom	single bed	1900x900		1	1	1	1	1	1	
	bedside table	400x400		1	1	1	1	1	1	
	chest of drawers	450x750		1	1	1	1	1	1	
	table and chair	500x1050		1	1	1	1	1	1	
	double wardrobe	600x1200		1	1	1	1	1	1	
Bathrooms	WC + cistern	500x700								
	Bath	700x1700								
	Wash hand basin	600x450								
	Hand rinse basin	350x200								
Manoeuvring zone										
Bedrooms	Manoeuvring square as per requirements	1200x1200								
Living rooms	Turning circle; or	1500x1500								
	Turning ellipse	1400x1700								

- 2.48. Within flatted development, due to management, service charges and other requirements, rented and shared ownership units must be located on separate floors, around separate cores/ entrances or in separate blocks to both each other and to open market units. All affordable flatted housing units must be tenure blind and provided in small clusters, of no more than ten units around the development.

- 2.49. On high density flatted schemes, it may be agreed by the District Council to allow blocks containing more than ten affordable housing units, provided that the design does not seek to concentrate the affordable housing into flats at the expense of integration.
- 2.50. All accommodation designed for the over 55's which is 3 stories or more should have a lift if at all possible.
- 2.51. Appropriate provision should be made for car parking for the affordable housing units, in line with that for open market housing. Car parking provision for wheelchair accessible housing must comply with the requirements detailed in M4(3)a.

Commuted payments

- 2.52. The District Council aims to achieve mixed, balanced and sustainable communities and consequently expects affordable housing to be provided on site and landowners and developers to make provision for this requirement.
- 2.53. Commuted payments towards off-site provision, equivalent to providing 30% on-site affordable housing, will only be accepted (other than for residential developments of 6-10 dwellings and below 1000m² in the High Weald Area of Outstanding Natural Beauty – see below), where there are exceptional reasons preventing the provision of on site affordable housing, namely :
- Where the objectives of achieving a mixed and balanced community could be better met in an alternative location. For example, where the appropriate form of affordable housing cannot be provided within a scheme.
 - Where there are high housing costs for occupiers associated with the development. For example in conversions of listed buildings which result in high service / maintenance charges and where this cannot be satisfactorily overcome or avoided by alternative design.
 - Where on private 'build for rent' schemes high service charges are levied to reflect additional facilities, making the units to be provided not viable as affordable housing. For example where gyms are provided.
 - Where on sites providing a small number of units affordable housing is not deliverable, because an affordable housing provider cannot be secured. For example schemes consisting of less than 4 dwellings.
 - Where on-site provision is not viable, but an equivalent or lesser financial contribution is. For example on extra care schemes where a small number of affordable housing units would make affordable extra care provision unviable.
 - Where the District Council is satisfied that a financial contribution would better meet a greater need elsewhere in the district than on-site provision. For example in the case of rural schemes where services may be lacking or the location is not sustainable.
 - Where the District Council is satisfied that due to management issues, a financial contribution would be an appropriate alternative to on-site provision. For example

single block older persons schemes where separate facilities & entrances cannot be provided.

- 2.54. Commuted sums may also be acceptable in specific circumstances if the District Council wishes to utilise such funding to develop its own Affordable Housing including temporary accommodation.
- 2.55. A developer's preference for a commuted sum or concerns over any potential impact on the values of surrounding properties through the provision of affordable units, would not be justification for a commuted payment in lieu of on site provision.
- 2.56. In the High Weald Area of Outstanding Natural Beauty, affordable housing contributions will be sought from developments of 6 to 10 units and below 1000m² in the form of a commuted sum equivalent to providing 30% affordable housing on site - in accordance with District Plan policy DP29 (see Figure 1).
- 2.57. Where a commuted sum is considered acceptable, a planning obligation will need to be entered into to enable the provision of affordable housing on an alternative site. The commuted sum must reflect the full cost of providing alternative serviced land for affordable housing (the land to be provided at nil cost). The commuted sum must be sufficient to provide the same number of affordable housing units on an alternative site as would have been provided on site.
- 2.58. The commuted sum will be based on the dwelling type and size of the affordable housing that the District Council deems would be most suited to the current housing needs on that particular development site. The number of units on which the sum is based will be rounded up if it is not a whole number.
- 2.59. The commuted sum will be payable at start on site and the exact sum to be paid and the payment schedule will be reflected in a Planning Obligation. There will be provisions within the Planning Obligation in terms of indexation and the method that will be applied, calculated from the date of the Planning Obligation to the date(s) of payment. A penalty interest rate will be applied in the event of late payment (s).
- 2.60. The District Council will regularly review the amounts set out in the Affordable Housing Commuted Sum Payment Table to reflect any changes in economic viability over the lifetime of the District Plan. This is to ensure that the commuted sum remains financially viable for the relevant development types.

Vacant buildings credit (VBC)

- 2.61. In 2014, Government introduced a vacant building credit (VBC) which may be applied to sites where a vacant building is brought back into lawful use, or is demolished to be replaced by a new building. The vacant building credit reduces the requirement for affordable housing contributions based on the amount of vacant floor space being brought back into use or redeveloped by offering a financial credit. The VBC has implications on the delivery of affordable housing in Mid Sussex where there is a high need for such accommodation.

- 2.62. It is important to note that Section 38(6) of the Planning and Compulsory Purchase Act 2004 and Section 70(2) of the Town and Country Planning Act 1990 provides that the determination of a planning application must be made in accordance with the development plan unless material considerations indicate otherwise.
- 2.63. The District Council acknowledges that national planning policy and guidance set out in the Written Ministerial Statement⁸(WMS) of November 2014 and the National Planning Practice Guidance (NPPG) with respect to the application of VBC are material considerations which should be taken into account in decision taking.
- 2.64. Following the Court of Appeal decision (11 May 2016) regarding these matters, the District Council notes that the provisions of national policy were not found to be inconsistent with the statutory scheme “the policy’s unqualified terms do not demonstrate that it was intended to countermand or frustrate the effective operation of the statute”. It is for the decision maker to assess how much weight is to be afforded to the WMS.
- 2.65. VBC is unlikely to bring forward more development in Mid Sussex. Whilst previously developed (brownfield) land forms a significant component of housing land supply, viability testing of the housing land supply indicates that the policy provision of DP29 is generally viable at full provision, at the policy thresholds. Therefore affordable housing requirements will not prevent sites from coming forward.
- 2.66. The intention of VBC is to bring back into use sites which would not otherwise be developed and not simply to reduce the affordable housing requirement of schemes that would come forward without VBC thereby reducing the supply of affordable housing to meet local needs.
- 2.67. As a result it is the District Council’s view that in most circumstances, it will not be appropriate to apply the VBC in Mid Sussex. Indeed VBC will only be applicable to sites to bring them back into use if they would not otherwise be developed (see below). It will not apply to reduce the Affordable Housing requirement of schemes that would come forward anyway without VBC.
- 2.68. The current need for affordable housing in Mid Sussex is acute, with the most urgent need for reasonable preference groups forecast to not fully be met over the plan period. In addition, delivery rates of affordable housing has been close to policy requirements of 30% over the ten year period 2006/07 to 2016/17, with around 29% of all completions being affordable housing. Previously developed land also forms a significant component of the housing land supply and there are no indications that the requirement for affordable housing has had, or will have an impact on the delivery of housing from this source without such an incentive.
- 2.69. The NPPF requires that the costs of any requirement likely to be applied to development should provide a competitive return to a willing landowner and willing developer and affordable housing policy DP31 already accounts for this by being flexible in cases where sites cannot support the required affordable housing from a viability perspective.

⁸ Support for small scale developers, custom and self builders. Written statement – HCWS50 Made 28 November 2014

- 2.70. There may be some exceptional circumstances where the VBC should be applied and would, in line with the intention of the policy provide an incentive for development on previously developed sites containing vacant buildings that would not otherwise come forward for development. In taking a decision on whether VBC should be applied, the following criteria will be used, as well as site specific factors:
- The building is not in use at the time the application is submitted;
 - The building is not covered by an extant or recently expired permission for the same or substantially the same development;
 - The site is not protected for alternative land use;
 - The building has not been made vacant for the sole purpose of redevelopment; and
 - The building has not be abandoned
- 2.71. To demonstrate that a building has not been made vacant for the sole purpose of redevelopment, an applicant will be required to demonstrate that the relevant buildings (i.e. those for which they are claiming the credit) have been vacant for a continuous period of at least five years before the application was submitted and will also be required to provide evidence that the site has been actively marketed for at least two of those five years at realistic prices.
- 2.72. Where it is considered that the VBC should be applied, the methodology to calculate the credit is set out in Appendix 1 – Vacant Building Credit
- 2.73. The written ministerial statement in November 2014 emphasised that the VBC is intended to be consistent with exemptions from the Community Infrastructure Levy (CIL). When the CIL is adopted at Mid Sussex, the District Council will have regard to the CIL definition of an in use building when determining whether a building is vacant for the purposes of the VBC.
- 2.74. This approach will ensure that development cannot benefit from CIL relief on the basis that a building is in use, whilst simultaneously benefiting from VBC on the basis that the building is vacant. The CIL Regulations define an in use building as one which has been in continuous use for any six month period within the preceding three years.
- 2.75. The District Council encourages applicants to seek pre-application advice to identify whether or not the credit will apply and if so, the likely extent of the affordable housing contribution. All schemes where the applicant argues that the VBC should be applied will be required to submit viability information for consideration prior to validation, which will be published as part of the application. The District Council's approach to financial viability and viability review mechanisms is outlined in Section 4 of this document and set out in detail in the Development Viability Supplementary Planning Document

Securing rural exception sites

- 2.76. Rural exception sites are sites outside of built up areas used for the development of affordable housing for local people in perpetuity. Such sites would not normally be granted permission for housing, but as implied can be released in exceptional circumstances. Rural exception sites are subject to District Plan policy DP32: Rural Exception Sites - set out in [Figure 6](#).

- 2.77. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection.
- 2.78. Such sites are developed as a response to an identified local housing need and are best brought forward through a partnership with the relevant Parish Council and the District Council's Planning and Housing Enabling Teams.
- 2.79. Any developer wishing to bring forward a rural exception site must consult with the Housing Enabling Team at the District Council and also the Parish Council and take on board their opinions and the results of any housing need survey undertaken. The District Council works with specialist rural providers who are experienced at delivering rural exception sites and it is important to involve these early on in the planning process.
- 2.80. Where it can be clearly demonstrated from a viability perspective through evidence that the site cannot support a scheme comprising 100% affordable housing, the District Council will consider an element of open market housing, limited to that required to facilitate scheme viability, to a maximum of 20% of the overall scheme, provided that the housing is to meet local needs justified by the best available evidence. The District Council's approach to financial viability and viability review mechanisms is outlined in Section 4 of this document and set out in detail in the Development Viability Supplementary Planning Document
- 2.81. For the affordable housing provided, either solely as an affordable housing scheme, or with an element of market housing, the occupancy of the affordable housing must be restricted in perpetuity to those with a genuine local need for affordable housing.
- 2.82. The new development must integrate any open market units with the affordable housing, units and seek to be 'tenure blind' and make best use of the land.
- 2.83. A planning obligation will be used to secure the transfer of land for affordable housing purposes directly to a Registered Provider (if this has not already taken place). This will include detail on future occupancy, management of the housing provided, and the requirement for the District Council to have 100% nominations in perpetuity to ensure that the land continues to be used for affordable housing to meet local housing need.

Figure 6 - District Plan rural exception sites policy (DP32: Rural Exception Sites)

The development of rural exception sites for affordable housing will be permitted provided:

- i) the development comprises 100% affordable housing;
- ii) the housing is to meet local needs justified by the best available evidence;
- iii) the occupancy of the homes is restricted in perpetuity to those with a genuine local need for affordable housing;
- iv) the scale of the development respects the setting, form and character of the settlement and surrounding landscape; and
- v) it is adjacent to, or in close proximity to a rural settlement containing local services.

Where it can be clearly demonstrated through evidence that the site cannot support a scheme comprising 100% affordable housing from a viability perspective, the Council will consider an element of open market housing, limited to that required to facilitate scheme viability, to a maximum of 20% of the overall scheme, provided that:

- The requirements of ii), iv) and v) can be met for the overall scheme and for the affordable housing element i) and iii); and
- The new development physically integrates the open market and affordable housing, which should seek to be 'tenure blind' and makes best use of the land.

Details of the evidence required to justify an element of open market housing will be set out in a Supplementary Planning Document.

The delivery of rural exception sites will normally be led by Parish Councils, through planning applications, Community Right to Build schemes, Neighbourhood Development Orders or through Neighbourhood Plans.

South Downs National Park

- 2.84. Development in the Mid Sussex district within the boundaries of the South Downs National Park must provide affordable housing in accordance with the requirements of the National Park Authority's planning policy. Sites that come forward prior to the adoption of such a policy will need to comply with District Plan Policy DP31.

Community Led housing

- 2.85. The District Council is committed to enabling the delivery of community led affordable housing projects which empower communities to commission their own housing to meet local needs. Such housing has many models of delivery from general stewardship and oversight of dwellings financed and owned by a Housing Association or land trust, through to actual tenancy management and outright ownership of the asset. Such schemes will be supported in both urban and rural areas

Self-build and custom build housing

- 2.86. The terms 'self-build' and 'custom build' are used to describe instances where individuals or groups are involved in creating their own home. The amount of personal involvement will vary.
- 2.87. **Self-build** housing projects are defined as those where a person or persons directly organise the design and construction of their own home. This covers a wide range of projects from a traditional DIY self-build home to projects where the self-builder employs someone to build their home for them. Community-led projects can also be defined as self-build.
- 2.88. **Custom build** homes are defined as those where a person or persons work with a developer to help deliver their own home. This is more of a hands-off approach and the developer may help to find a plot, manage the construction and arrange development finance.
- 2.89. For the avoidance of doubt it does not include the building of a house on a plot acquired from a person who builds the house wholly or mainly to plans or specifications decided or offered by that person

- 2.90. Custom and self-build need not be solely for privately owned housing. Affordable housing may also be developed through low cost home ownership schemes such as shared ownership or affordable rented housing.
- 2.91. The District Council encourages developers of larger residential developments to designate a proportion of the plots for self build or custom housebuilding in accordance with DP28: Housing Mix, to support the development of sustainable communities.
- 2.92. All other residential developments will be considered as to their suitability to deliver serviced plots and delivery may be required as a result, especially in areas where there is a significant demand as demonstrated on the District Council's Right to Build Register.
- 2.93. An open market site which provides self build plots will need to be phased so that the open market housing and access is in a separate phase to the self build plots. Each self build plot needs to form a separate phase, to facilitate the submission of a reserved matters (detailed) planning application by the intended occupant.
- 2.94. Self build housing will not be accepted in lieu of and only in addition to on-site affordable housing provision. To ensure quality design the District Council may wish to agree a design code. Affordable self build must remain affordable in perpetuity, via a planning obligation between the appropriate parties and the District Council.

Discounted market sale.

- 2.95. Discounted market sale dwellings at proven affordable housing levels, typically 50% of market value, may be supported in exceptional cases. In all cases the future re-sale value of the property will be expressed in the Planning Obligation as a simple percentage of open market value, to be safeguarded in perpetuity through the use of re-sale covenants. First purchasers will need to be approved by the District Council and a charge registered with the Land Registry will also require the District Council to formally approve any future purchaser before the deeds of a property can be transferred.

Extra Care Housing

- 2.96. In order to assist in meeting housing need, providing greater choice for older people and those with special needs and creating sustainable, inclusive and mixed communities, the provision of Extra Care Housing will be required in accordance with District Plan Policy DP30.
- 2.97. Extra Care Housing should be designed to be a home for life. It should promote independent living in self-contained accommodation, where people are able to readily access high quality, flexible support and care services on site to suit their needs, and can include rented, shared ownership or leasehold accommodation.
- 2.98. Extra Care schemes should be located so they are accessible to local facilities, proportionate in scale to the locality and provide ancillary facilities as part of the development. These ancillary facilities should complement locally available amenities and be made available to the wider community.
- 2.99. Whether a proposed development falls within Class C2 or Class C3 of the Use Classes Order 1987 (as amended) is a question of fact and degree in each case. In determining the

appropriate categorisation, the District Council will take all the characteristics of a scheme into account to ascertain whether the scheme is subject to the provisions of Policy DP29 in relation to affordable housing provision.

2.100. The District Council considers that extra care schemes will fall within Class C3 where the units provided:

1. Are dwellinghouses. This is a question of fact: the primary consideration is whether the unit is self-contained and affords the facilities required for day-to-day private domestic existence; and either
2. Are occupied by a single person, or by people who are to be regarded as forming a single household, "single household" construed in accordance with s. 258 of the Housing Act 2004; or
3. Are occupied by not more than six residents living together as a single household. This is again a question of fact and degree, having regard in particular to whether the level of care provided is so extensive that the residents cannot be said to constitute a household.

2.101. Specialist accommodation and care homes falling within Use Class C2 are a specialist part of the housing needs market and for Mid Sussex are included in the definition of social infrastructure which also includes community facilities and local services. As such protection of such stock is made by District Plan Policy DP23: Community Facilities and Local Services

2.102. Further detail on Class C2 housing can be found in the Mid Sussex Housing and Economic Development Needs Assessment Addendum (August 2016) and further guidance on the Class C2/ C3 classification may be issued by the District Council from time to time.

2.103. Where a scheme is classified as Class C2, such development might become subject to the provisions of Policy DP29 in relation to affordable housing provision at a later date should a relevant change of use planning application be made.

Section 3 - Procedure for securing contributions

- 3.1. Affordable housing will be secured through Planning Obligations, and will be funded by developers from cross-subsidy on mainly market housing developments and the provision of free land; and by Registered Providers using their own resources, loans and if available, central government grants. The Community Infrastructure Levy, when adopted, cannot be used to fund affordable housing.
- 3.2. The procedure for securing contributions is set out in Section 4 of the Development Infrastructure and Contributions SPD.

Section 4 – Applications that do not meet plan requirements

- 4.0 It is important to note that economic viability is not the key test of whether there should be on or off site affordable housing provision. Viability determines the overall amount of Affordable Housing costs. ie the appropriate percentage and the type (tenure and mix) of affordable housing sought regardless of whether this is provided on site, off site or as a commuted payment.
- 4.1. The District Council should be notified of any issues at the pre-application stage that identify that the full requirement for affordable housing cannot be met on site. Issues of financial viability must be supported by a draft appraisal in a standardised and accessible format (see below). This should include details of discussions with Registered Providers of affordable housing to inform the value of affordable housing assumed within an Assessment.
- 4.2. Where an application does not meet policy requirements for affordable housing, a viability assessment must be submitted in a standardised and accessible format with full supporting evidence to substantiate the inputs and assumptions used (detail set out in Developer Viability SPD) prior to a planning application being validated.
- 4.3. If material changes are made to an application after submission that could affect scheme viability, a revised assessment is required which could delay determination. This highlights the importance of engaging with the District Council in pre-application discussions. If it has not been possible to determine the application within the timescale originally envisaged, it

may be necessary to submit an updated viability assessment to reflect current market conditions⁹.

- 4.4. The viability assessment will be scrutinised by the District Council with advice from a suitably qualified external consultant and the cost of this external consultant is to be borne by the developer. The assessment will consider whether the approach adopted and inputs used are appropriate and adequately justified by evidence and will determine whether the level of planning obligations and other Development Plan requirements proposed by the applicant are the maximum that can be viably supported or whether further obligations and/or a greater level of policy compliance can be achieved.
- 4.5. On completion of the assessment, the District Council will indicate if additional planning obligations are required. Heads of Terms will be included in the District Council's Planning Report, reflecting the outcome of the viability process. An application will be refused permission if terms cannot be agreed.
- 4.6. Where reductions in affordable housing provision are agreed on viability grounds the District Council will include the estimated scheme Gross Development Value and build costs at the time of planning permission in a section 106 agreement.
- 4.7. In order to ensure that the maximum reasonable level of affordable housing is provided in line with District Plan Policy DP29, and that other plan requirements are met, the District Council will also require viability review mechanisms through Planning Obligations on all residential / mixed use applications which do not meet the affordable housing policy and for all applications where policy requirements are not met in full at the time permission is granted.
- 4.8. Potential affordable units will also be identified in Planning Obligations where Affordable Housing is not being provided in full or in part on viability grounds. This will enable affordable units to be provided at a later stage if there is an increase in viability and it subsequently proves possible to provide such units.
- 4.9. All Affordable Housing Viability information will be put in the public domain to increase openness and transparency in the planning process, by publishing it on the public planning register with the rest of the planning application documents after the application has been validated.
- 4.10. Redaction of any information will only be allowed in exceptional circumstances, and any justification provided as to the extent of harm that would occur if the information was disclosed will be placed on the public planning register whether or not accepted.
- 4.11. Further detail on viability review mechanisms are set out in the Development Viability Supplementary Planning Document.

Nominations.

- 4.12. All affordable housing developed through affordable housing policies will require a legal nomination agreement between the District Council and the affordable housing provider. This will enable the Council to control the occupancy of new affordable housing, and to

⁹ NPPG – Paragraph 10-017-20140306

ensure that it continues to be available to meet local housing needs in perpetuity, by detailing occupancy criteria and nomination arrangements for both initial and future lettings, assignments and disposals (as applicable).

- 4.13. Applicants will be nominated from the District Council's Common Housing Register and in accordance with the District Council's allocations scheme. It is expected that 100% nomination rights will be provided in perpetuity.
- 4.14. For schemes developed under rural exception site policies, the Nomination Agreement will specify the local area with which prospective occupants must have a local connection, whether by current residence, employment or family association.
- 4.15. The District Council uses a standard form of Nomination Agreement and a draft will be appended to the Planning Obligation with the expectation that the finalised agreement will be in substantially the same form. The developer must take into account the timing and processes required to ensure that such an agreement is in place prior to the occupation of the affordable housing units.

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Appendix 1 – Vacant Building Credit

- A1.1. The National Planning Practice Guidance provides limited guidance on how the Vacant Building Credit is calculated in practice. Where it is agreed the VBC can be applied, the District Council will use the methodology outlined below until such time as a different approach is either formally endorsed by Government or the District Council is otherwise directed.
- A1.2 Gross internal area should be calculated in accordance with the RICS Code of Measuring Practice. When the Community Infrastructure Levy is adopted, such information will normally be reflected within the 'Community Infrastructure Levy Additional Information form'.
- A1.3 If the total floorspace of existing buildings to be demolished is equal to or exceeds the total floorspace created then no affordable housing would be provided. If affordable housing provision is in the form of commuted sums, the revised affordable housing figure will be translated into a financial contribution, agreed with the District Council's Housing Team.

Figure 7 – Vacant Building Credit methodology

- Step 1** - Calculate the required affordable housing contribution on a given site – i.e. 30% of the total number of dwellings proposed
- Step 2** - Calculate, as a proportion, the extent of existing floorspace compared against the proposed floorspace. Such calculations should be based on the Gross Internal Area.
- Step 3** - Make a deduction to the number of affordable dwellings to be provided based on the proportion identified at Step 2

This is calculated as follows:

Figure 8 – Vacant Building Credit calculation

$$\mathbf{RAH = AH - ((AH \times EFS) / PFS)}$$

RAH = Revised number of affordable housing units to be provided

AH = Expected number of affordable housing units to be provided prior to application of vacant building credit (i.e. 30% of total number of dwellings proposed)

EFS = Existing floorspace to be demolished

PFS = Proposed floorspace to be created

A worked example of the above calculation is provided in Figure 9.

Figure 9 - Worked example of Vacant Building Credit calculation

A development of 100 dwellings creating 10,000 square metres of new floorspace in total, on a site that has a vacant building of 2,000 square metres gross internal area, which is proposed to be demolished as part of the scheme and where it is agreed that VBC can be applied

1. Without the vacant building credit, the affordable housing contribution would be 30 units (30% of 100)
2. Revised contribution is: $30 \text{ units} - ((30 \text{ units} \times 2,000\text{m}^2) / 10,000\text{m}^2) = 30 \text{ units} - 6 \text{ units} = 24 \text{ units}$

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7. Mid Sussex Partnership Annual Report

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Natasha Allen, Partnerships Manager
Email: natasha.allen@midsussex.gov.uk Tel: 01444 477204
Wards Affected: ALL
Key Decision: No
Report to: Scrutiny Committee for Community, Housing and Planning
21 March 2018

Purpose of Report

1. This is the annual report of the Mid Sussex Partnership (MSP). It seeks to inform Members of progress in this area of work.

Summary

2. Partnership working between key agencies in Mid Sussex remains strong overall, with many key partners engaged in the MSP, either through the Board or operational sub groups, ensuring that it fulfils its statutory function. An overview of the work of the MSP is outlined in the report. Despite a changing partnership environment and a reduction in funding, the MSP Board continues to focus on the most pressing issues requiring high level, multi-agency work. The MSP is currently carrying out a more detailed review to make sure that future work remains focused and relevant for all partners in light of these ongoing changes, building on previous years. This includes; the improvement in data and intelligence to drive where resources are targeted and the continued improvement in the management and value for money of all delivered projects which contribute to the achievement of the Council's objectives.

3. Recommendations

The Committee are recommended to:

- i) Consider the report;
- ii) To endorse the inclusion of the work enablement update within the annual MSP report for the next financial year.

Background

4. Local Strategic Partnership (LSPs) were introduced nationally over a decade ago to be the 'umbrella' local partnership for an area, helping public, private and voluntary organisations work together to improve the quality of life for their communities. Community Safety Partnerships (CSPs) were introduced in the late 1990s and are a statutory requirement to ensure that crime and anti-social behaviour are tackled and reduced in partnership in a given local authority area.
5. The MSP is the District's LSP, CSP and Health and Wellbeing Partnership. The current structure is the result of a review of partnership arrangements in 2012. This revised partnership arrangement allows the MSP to consider a wider range of strategic issues and better identify opportunities for joint working to address them, for example supporting the most vulnerable families in the District.

6. The Leader of Mid Sussex District Council is the chair of the MSP. Accountable to the MSP Board are a number of operational groups/partnerships which help address the priorities set by the MSP Board. These are listed below with a brief description of their remit:
- Better Young Lives Forum (BYL) – brings together professionals working with and for young people in the District. The aim of the group is to develop solutions to shared issues and to improve the level of services available to young people in Mid Sussex.
 - Operational Health Group – brings together organisations working to provide an overview of health and wellbeing issues and to provide advice and guidance to the Mid Sussex Partnership.
 - Strategic Joint Action Group (SJAG) – a multi-agency task group which focuses on delivering the priorities for the MSP, community safety issues, managing funded projects, scrutinising data and allocating resources for projects based on needs and/or identified gaps.
 - Sustainability Network – this informal network showcases the breadth and depth of work being carried out across the district on a quarterly basis and supports members to showcase their activities and explore potential for collaboration.

Scrutinising the Partnership

7. As the democratically elected body for the area covered by the MSP, the Council provides scrutiny for the activities of the Partnership. There is also a statutory function conferred under the Police and Justice Act 2006 for the Council to carry out scrutiny of the District's Community Safety Partnership (CSP), which as stated earlier forms part of the MSP.
8. Scrutiny by this Committee allows the Council to judge the work and the value for money the MSP represents and to decide if involvement in the Partnership helps meet the Council's overall objectives. It also allows the Council to discharge its scrutiny duties as set out in the Police and Justice Act 2006.

Review of Partnership Activities 2017/18

9. Community safety continues to be a significant focus of the MSP. In April each year the Partnership agrees priority areas for the following financial year and plans activities around these. This section of the report outlines the work carried out around these agreed priorities.
10. The MSP's priorities for 2017/18, as set out in the Annual Strategic Intelligence Assessment (SIA), were agreed at the MSP meeting in May 2017. They are as follows:

Domestic Abuse - focussing on victim centred approaches and increasing reporting

11. Recent figures show that the number of domestic abuse crimes reported to the Police has increased by 24.4% compared to the same period last year; 822 crimes were reported in the period January to December 2017 compared to 661 for 2016 and 553 for 2015. An increase in reported crimes is seen as a positive as there is an ongoing drive to support people to report domestic abuse and access support on a crime that often goes unreported.

12. There has been an increase in the number of referrals to the Multi-Agency Risk Assessment Conference (MARAC) over the last year with 86 referrals for the first three quarters of 2017 (1 April – 30 December), compared to 70 referrals for 2016 and 69 in 2015. The MARAC is the meeting that deals with high risk domestic abuse cases.
13. For the third year in a row the Mid Sussex Partnership have funded the Freedom Programme. This is a programme designed for women who have been a victim of domestic abuse, either currently or previously, and runs over 12 weeks. Safe in Sussex have delivered three cycles of the Freedom Programme supporting women experiencing domestic abuse and one will deliver one cycle of the Recovery Toolkit to empower women to overcome the psychological trauma of domestic abuse.

Anti-Social Behaviour and Hate Crime - focussing on vulnerable victims and early intervention with young perpetrators

14. There has been an increase of +11.6% (+200) of incidents of reported anti-social behaviour (ASB) to Sussex Police in 2017 compared to 2016. Last year there had been a reduction of -18.9% some 521 incidents of reported anti-social behaviour (ASB). ASB reported to the Police is recorded in three categories; nuisance, environmental and personal. Both personal (-20.2%; -38 reported incidents) and environmental (-36.6%; -52 reported incidents) ASB has reduced in 2017 compared to 2016. There has been an increase in nuisance ASB reported incidents of +290 (+20.9%) in 2017 compared to 2016.
15. From the 1 January 2016 to 31 December 2017 the Mid Sussex ASB Officer has worked on 40 (98) individual cases of anti-social behaviour in partnership with a range of other agencies. This is a decrease in 58 (+11) cases compared to the previous year. The majority of these cases have been disputes between neighbours or related to youth anti-social behaviour. As well as 40 individual cases there were 162 one off calls from 1 January to 31 December 2017 made to the Service that were resolved at the point of contact or were redirected to the correct department or agency. There has been an increase of 7 calls (+4.5%) compared to the previous year where there were 155 one off calls.
16. Low level mental health needs have been identified as a factor in a number of neighbour disputes and/or cases where resident are experiencing low level anti-social behaviour. This vulnerability and support need has been raised across the partnership and will be a factor when making commissioning and funding decisions for the Mid Sussex Partnership.
17. Reports of hate crime remain low across Mid Sussex; there have been 76 reported hate crimes since the 1 April 2017 compared to 71 in 2016 (+5; +7%) (49 race related hate crimes, 10 sexuality related hate crimes, 8 disability hate crimes and 5 religious hate crimes). There were 98 reported hate crimes from the 1 April 2016 to 31 March 2017 compared to 86 for the previous year (+10; +11.6%).

Early Help - focussing on family key working and targeted intervention

Key Working

18. The Government's Troubled Family Initiative was launched in 2012. 'Think Family' is the name given to the County-wide response to the Government's Troubled Families Initiative. This programme's aim is to 'turn around' the lives of families for Mid Sussex, and for West Sussex as a whole. West Sussex County Council has a number of key Workers who work across Mid Sussex working with families most in need. From 1 April 2016 to 31 December 2017 301 families have been supported in Mid Sussex (+41, +15.8% on the same period last year). The identified needs of the families have seen children needing help (35.8%) and health (31.4%) being the highest identified needs. With an equal spread across domestic abuse (10.8%) education (9.7%) and worklessness (9.1%), with crime being the lowest (3.2%).
19. In support of the wider Troubled Families initiative the MSP set up the Early Intervention Project (EIP) in 2011. The project aims to prevent families from impacting on their communities and putting pressure on the public purse. The project employs a key worker, who provides practical, emotional and parenting support to the families they work with.
20. Interventions typically last between six months and a year. The target for the project is to work with 10 families per year. Since the 1 January 2016 to the 31 December 2017 18 families have received intensive support, the main issues for the families were:
 - Children needing help
 - Health – diagnosis and mental health issues;
 - Education – risk of school exclusion
 - Domestic violence
 - Housing issues.

Projects

21. Following on from the work of the now disbanded Think Family Neighbourhood Board the Strategic Joint Action Group monitors all the currently funded projects for the Mid Sussex Partnership and identifies new projects based on identified needs. Funding was allocated to this work by MSDC and Clarion Futures Communities.
22. Projects delivered in 2017-18 include:
 - Behaviour support for young people in education;
 - A football project in Haywards Heath and Burgess Hill run by Albion in the Community;
 - The Freedom Programme which ran three 12 week courses supporting victims of domestic abuse;
 - A football project in East Grinstead run by Crawley Kicks;
 - Story Bags; a reading project led by Bentswood Community Partnership;
 - Two community Mental Health support projects;
 - Volunteer training;
 - Support with healthy cooking delivered by the Tasty Team;
 - Funding to support the YMCA project mentoring young people not in education, employment or training (work enablement).

23. Over the last 24 months the SJAG have been improving the project management approach to those projects funded to make sure the projects target those most in need, establish where there are identified gaps, deliver against agreed outcomes and provide the best value for money.
24. Following on from the above development, a new project to support families most in need in Mid Sussex is currently been implemented. The project will increase families' free access to services they may have to pay for or make their referral a priority to reduce waiting times for families in crisis. This approach will allow funds to be utilised to pay providers per referral rather than for individual projects. Thereby providing the most effective targeted intervention and providing the biggest 'value for money spent' return.
25. The funding to support the YMCA Project 'mentoring young people not in education, employment or training' comes from the historical work enablement funding stream. Previously WSCC and MSDC contributed to work enablement projects. The WSCC element of this has ceased. The residual £20k contribution continues from MSDC and is currently used to commission the YMCA project managed through the MSP. Since this is one of a number of projects funded by the MSP, it is proposed that from next year, rather than a separate report to Scrutiny Committee, this element is included in the MSP annual report. For this year the information is contained in the separate report to the March Scrutiny Committee for Community, Housing and Planning.

Burglary - quality focused investigations, identifying burglary series, warning and informing our communities to stay safe

26. There has been 608 burglary crimes between 1 January 2016 - 31 December 2017, this is an increase of 56 crimes (+10.1%) compared to the same period in 2016.
27. Burglary is a divisional and force priority for Sussex Police, this means all burglary is reviewed by the investigations team and scoped by analysts to identify "series" (a number of crimes linked to an offender or offenders). Should a burglary series be identified, a PIER (Prevention, Intelligence, Enforcement, and Reassurance) meeting is held to ensure that all avenues to tackle this issue are discussed and implemented if appropriate. These meetings involve various departments within the Police.

Public Place Violence Against The Person - focussing on hotspot locations (including licensed premises)

28. There has been an increase of 91 (8.1%) public place violence against the person crimes in 2017 compared to 2016. The hotspot areas were primarily the three town centres in Haywards Heath, Burgess Hill and East Grinstead. The times of offences were mainly Friday and Saturday evening and night time, linked to the night time economy.
29. Sussex Police's response to rises in public place violence against the person is to provide additional targeted patrols until 0300hrs by the Policing Teams and the Division Licensing Team. On Friday and Saturday nights paying specific attention to certain licensed premises in the locality of the hotspot areas. West Division Licensing Team focus on assessing the management of licensed premises and have taken robust action to ensure compliance with their obligations.
30. Voluntary groups (Street Pastors) were also active providing a visible presence during the relevant times, supporting vulnerable (intoxicated) individuals by providing advice and practical items such as water, sweets and flip flops.

Crime Prevention and Risk Management - focusing on the most vulnerable (including child sexual exploitation, prevent, community tension monitoring and sexual offences)

31. The Strategic Joint Action Group has been working together on awareness raising and methods of communication when looking at crime prevention advice and how as a partnership we support the most vulnerable. There are ongoing initiatives which promote crime prevention by all partners. Also there is the neighbourhood alert website and an email alert system to communicate key messages as crime trends emerge and provide crime prevention advice.
32. Child sexual exploitation work is developing both pan West Sussex and in Mid Sussex. The work has been focusing on early identification and on premises where there may be increased risks. The Police Safeguarding and Investigations Unit (SIU), together with the Missing Persons Team, lead on the fight against child sexual exploitation, engaging with young people who have or who may become victims of crime. The partnership is jointly looking at community tensions, monitoring and reviewing incidents which may lead to an increase in community tensions and manage any issues identified. The Partnership focus going forward is to encourage residents and professionals to report any issues and/or concerns about things that are out of the ordinary to the relevant agency, as the community is the 'eyes and ears' when looking at identifying potential risks.

Wellbeing

33. Wellbeing issues and updates are currently fed into the MSP Board since the Operational Health Group has not convened since April 2017. Since 2011/12 the District Council has been commissioned by NHS West Sussex and West Sussex County Council (WSCC) to provide a Wellbeing Service with the aim of preventing ill health through the promotion of healthy lifestyles. This is provided through a Wellbeing Hub, which provides signposting and advice, and through a range of locally commissioned services. To deliver these services the Council has a contract with (WSCC) for the period 2016-19.
34. Further information on the Mid Sussex Wellbeing Service is contained in the separate report to the March Scrutiny Committee for Community, Housing and Planning.

Priorities for 2018/19

35. The MSP Board will consider priorities for 2018/19 at its meeting in April 2018. The priorities will be considered following the outcomes of the MSP review and in conjunction with the annual Strategic Intelligence Assessment.
36. The MSP is currently completing a detailed review of its function, work and structure which will include both the Board and operational sub groups. The review will make sure that the MSP considers the changes to the partnership environment and funding and delivers the key priorities for the Partnership.
37. Alongside this the Partnership is currently carrying out its annual Strategic Intelligence Assessment (SIA) which reviews community safety priorities and wider data. The priorities are formulated using a combination of data sets, intelligence and information from projects and initiatives. The detail of the SIA will be used to inform commissioning, funding and workflow decisions for the Mid Sussex Partnership.

The Future of Partnership Working in Mid Sussex

38. The MSP is continually reviewing its structure and work to ensure it delivers its priorities and provides value for money. It can be seen from the work carried out over the last four years that much is being achieved with limited resources. It is felt that the Council's contribution to the Partnership brings positive benefits.
39. Although external funding to the Partnership in some areas has reduced, the commitment of partners to continue to work together is still evident. With the continued challenging financial climate it will be even more important that key partners continue to work together. This ensures that, where new problems or pressures arise, they are dealt with in a co-ordinated way.
40. The MSP delivers the Council's and other responsible authorities statutory duty to work with partners on a number of key issues relating to, community safety, and delivers all the statutory obligations required.

Financial Implications

41. Funding for the MSP historically came from a number of sources, this has now reduced. The MSP currently receives funds from the Police and Crime Commissioner, Clarion Futures Communities and an annual revenue commitment of £50,000 from the Council.
42. The Police and Crime Commissioner has recently reviewed the Community Safety Funding for Sussex. For Mid Sussex funding will stay the same for 2018-19. From April 2019 for two years the funding will be using the revised formula which equates to a reduction of a total of 10% reduction in funding for Mid Sussex. Mid Sussex will receive £31,898.11 rather than £42,294 (-£10,295.89).

Risk Management Implications

43. Whilst there have been organisational changes within MSDC and partner organisations during the past year, at the current time it is felt that Partnership working in the support and delivery of the statutory functions of the MSP is functioning well in the District and; as such has not been identified as a key strategic risk for 2018/19.
44. These organisational changes include changes to function, structure, funding and ways of working and priorities. These will be closely monitored by the Partnership going forward and will continue to be kept under review.

Equality and Customer Service Implications

45. Many of the projects and initiatives referred to above are specifically aimed at helping protected groups as set out in equalities legislation. Where applicable, these projects and initiatives have been subject to equality impact assessments themselves. Data from these projects and initiatives will feed into the annual Strategic Intelligence Assessment and will be used to help inform decisions on commissioning of projects going forward.

Background Papers

MSP Annual Report to the Scrutiny Committee for Community, Housing and Planning
7 March 2017

8. Mid Sussex Wellbeing Service

REPORT OF: Head of Corporate Resources
Contact Officer: Paul Turner, Wellbeing Manager
Email: paul.turner@midsussex.gov.uk Tel: 01444 477047
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Community, Housing and Planning
21st March 2018

Purpose of Report

1. This report updates members about the Mid Sussex Wellbeing Service.

Summary

2. Since 2011/12 the District Council has been commissioned by NHS West Sussex and West Sussex County Council (WSCC) to provide a wellbeing service with the aim of preventing ill health through the promotion of healthy lifestyles. This is provided through a wellbeing hub, which provides signposting and advice and through a range of locally commissioned services. To deliver these services the Council has a contract with WSCC for the period 2016-19.
3. The Wellbeing Service is performing very well and delivering consistently against key performance targets. It has an excellent reputation amongst health and social care professionals and service users.
4. The funding for 2017/18 was £290,139. For 2018/19 the Council has been given an allocation of £274,850 which represents a 5.6% (£15,289) reduction; this follows the 8% reduction in the previous financial year. This report sets out the proposed approach for delivery of wellbeing services in Mid Sussex for 2018/19.

Recommendations

5. **Members are recommended to:**
 - (i) **Consider and endorse the proposed approach for the continued delivery of the wellbeing service for 2018/19**

Background

1. Since April 2013 the responsibility for public health has transferred from the NHS (NHS West Sussex) to local authorities (West Sussex County Council). In West Sussex the County Council has commissioned the district and borough councils across the county to provide prevention and wellbeing services on their behalf. The district and borough councils work to a standard specification provided by WSCC, which includes the delivery of a wellbeing hub and additional commissioned services to meet local need. This standard specification ensures that the wellbeing services across the county are aligned with the healthy lifestyles aim in the WSCC Public Health Plan. It should be noted that WSCC has not set specific targets for the number of people engaging with the service for each of the district and borough councils to meet. This ensures that prevention and wellbeing services are provided at a local level responding to the needs of the local population.

2. Since 2011/12 Mid Sussex District Council has been commissioned by West Sussex Primary Care Trust (now West Sussex Public Health), to provide a prevention and wellbeing programme (known locally as the Mid Sussex Wellbeing Service). The vast majority of the service is funded by Public Health with contributions for staff on costs (29K) provided by MSDC. West Sussex County Council subsequently agreed to commission the service from the council for a further three years covering the period 2016 – 19. The agreement does, however, include break clauses with a notice period of six months at any time, or three months before start of each new financial year of the contract (January).
3. This report sets out the services that were delivered in 2017/18 and outlines proposals for 2018/19.

Mid Sussex Wellbeing Hub

4. Members will be aware that the Mid Sussex Wellbeing Hub is a “one-stop-shop” for health and wellbeing services for adults and families. It provides signposting, guidance and advice to local residents. Furthermore, it is a source of information for people who refer into health and wellbeing services as part of their work, be that in a paid or voluntary capacity. All of the members of the wellbeing team are highly qualified; they work one to one with clients to provide non-medical advice and use motivational interviewing techniques to support people with complex health and wellbeing issues to make long term lifestyle changes.
5. The wellbeing team works closely with other Council services such as environmental health, customer services and community services; the service is also available to support the wellbeing needs of MSDC staff and elected members.
6. Over a period of time (normally 3/4 sessions over 2 -3 months) the advisors support people to find their own solutions to their identified issues and put their plans into action. Members of the wellbeing team capture the impact of the service through monthly evaluation and case studies. Some examples are included in Appendices 1 & 2.
7. The hub has an administrative base at the council's office which can be accessed by telephone, email or through a dedicated website. Wellbeing advisors provide weekly outreach services in Haywards Heath, Burgess Hill and East Grinstead. The wellbeing team also attend community events to ensure the wellbeing service is promoted and accessible to people living throughout the district.
8. The 2017/18 annual target for the number of local residents referred to the wellbeing hub is 1400, with 300 (21%) having been referred by their GP. In the first nine months of 2017/18 (April to December), 1,376 residents have been referred to the wellbeing hub, of which 556 have been directly or indirectly referred by their GP (a total of 40.4% of referrals coming from GPs); 64% of the hub's clients are female and 35.8% male. This reflects a slight improvement on last year's percentage for men which, was recorded at 28%. Some of the services that have been provided for men this financial year include men's only weight management groups, exercise programmes aimed at men (walking football and circuits) and the service continues to support men's health campaigns by offering men only Wellbeing MOT's every November. The workplace health project has also improved the number of men accessing the service. This gender split is consistent with the six other wellbeing hub services in West Sussex and reflects national statistics which show a smaller percentage of men accessing health support services.

9. Since the wellbeing service has been set up, the main source of referrals has been 'self-referral or via a family member, neighbour or friend'. However, since 2014 there has been an increase in the amount of referrals from health professionals which has remained consistent from 29% in 2014/15, to 46% in 2016/17, to 47% (849) in 2017/18. The wellbeing service also works closely with carer support groups, Think Family key workers, Sussex Community Trust and other such organisations that work with target groups to ensure that the more vulnerable residents in Mid Sussex are able to access the service.
10. Performance of the wellbeing service is monitored by WSCC and is delivering consistently against its key performance targets. After a twelve-week period, clients who have engaged with the hub are telephoned and asked for feedback about their experience. In the period from April to December 2017 the wellbeing team received responses from 259 people. Of those clients:
- 89.1% had made positive changes to their lifestyles as a result of contact with the wellbeing service and;
 - 99.6% would recommend the service to others.

The positive changes included; taking action to lose weight, starting a new form of physical activity, changing lifestyles and behaviour, or reducing alcohol intake.

Examples of some Key Achievements in 2017/18

11. Prediabetes

In September 2015 the wellbeing service, working with local GPs, developed a programme for people who are at risk of developing diabetes. This programme has received extremely positive feedback from the attendees. It is a free half-day course delivered at GP surgeries, where people have the opportunity to talk about what it means to be prediabetic and to understand what they can do to reduce the risk of developing diabetes.

This financial year attendance numbers have risen to 157 (April to December 2017) compared with 100 for the same period last year. The service also has over 50 further clients booked on courses running until the end of March with more spaces available that the team anticipate filling. After the course participants are offered support through the core wellbeing hub service to make changes to their lifestyles.

12. Weight Off Workshop Pilot - Adults with Learning difficulties

Mid Sussex Wellbeing designed a pilot weight management course specifically for people with learning disabilities. The team have been working closely with Impact Advocacy Services who recently developed guidance for WSCC on delivering weight management information to people with learning disabilities. The course took place at Signposts in Burgess Hill and was especially designed to be interactive and fun, to accommodate the broad ranging specific needs of individuals with learning difficulties.

13. Community Connections

The Community Connections Directory of Services for Older People was updated and reprinted in June 2017 with 3,000 copies distributed. The directory is always very popular with health care professionals and voluntary organisations supporting older people. The directory has also been amended to include a section on dementia services. For the first time ever, and with the help of the Digital and Customer Service Team, the directory is now available online at: <http://www.communityconnections.org.uk/>

14. East Grinstead Health Event

The wellbeing service organised a Health and Wellbeing event providing older residents with information and advice on staying fit and well in later life. The event was provided in partnership with Local Patient Participation Groups (PPGs) and the NHS. The key outcomes were:

- Over 100 people attended
- Over 80 people received a copy of Community Connections (directory of services for older people)
- Over 50 people took part in one of the four exercise classes
- All 40 NHS Health Checks and Wellbeing MOTs were delivered
- 34 people had their blood pressure taken and four were referred back to the GP (one was an urgent GP referral that day)
- 20 statutory, voluntary and charity groups involved in health provided information stalls and talks. This included; NHS & CCG, Carers Health Team, National Trust, Mid Sussex Older Peoples Council, local town and parish councils and Age UK East Grinstead.

15. Community Events

The wellbeing team have supported a number of public & professional events organised in Mid Sussex for the benefit of the community and partners. Although these events do not necessarily turn into large referral numbers they are often delivered in key target area and provide good awareness of the service. Between April 2017 and December 2017 the service has supported, or delivered, 24 separate events with an estimated 3,821 people in attendance. Examples of these events include; fun days, Mid Sussex Health & Wellbeing Network, talks with community groups and training advice for fellow professionals

Commissioned Services

16. Once the wellbeing team has worked with an individual to the point of 'readiness to change', the next step is to signpost, or refer to a service which can provide additional support for the next three months. Currently Mid Sussex Wellbeing commissions;

- Weight off Workshops - An adult weight management scheme for people who are overweight or obese.
- Wellbeing Coaches - to support people with low self-esteem, anxiety or caring responsibilities to access health and wellbeing services.
- Back to Exercise - A physical activity project providing very low cost exercise sessions for inactive adults.
- 'Wellbalanced' Falls Prevention Programme - An older people's physical activity programme promoting strength and balance.
- Workplace Health – Promoting and providing health and wellbeing services in the workplace.

- Prediabetes workshops - The programme is a free half day course at GP surgeries where people have the opportunity to talk about what it means to be pre-diabetic and to understand what they can do to reduce the risk of developing diabetes.

Appendices 1 & 2 contain targets and additional information about each of the above services.

Future Commissioning

17. **Back to Exercise - Albion in the Community (AITC)**

In October, AITC was not on course to meet its performance targets for 2017-18 and a recovery plan was set in place and when this was not met the contract was terminated, giving 90 days' notice. The project will officially end on 31 March 2018 and it has been agreed with Public Health that the Back to Exercise project will not be recommissioned in 2018/19.

18. **GP Wellbeing Advisor Pilot 2018/19**

Social prescribing is a phrase which has been used to describe the referral of patients from primary care services to forms of social support in the community, to improve their health and wellbeing. Nationally, examples of this model exist via different system approaches, but generally through funding by local authorities, Public Health and the NHS.

19. In Mid Sussex one of the key functions of the wellbeing service (funded by Public Health) is to deliver on this principle by referring residents to social support in the community. This applies whether they have been referred via primary care, or not. The wellbeing service uses highly qualified wellbeing advisors, trained in lifestyle and behaviour change techniques, to help people access support. In delivering this universal service for adults over the last six years there has been increasing demand from GP practices to access support for their patients. In the last 19 months the wellbeing service has received 1158 referrals from local practices.

20. The Mid Sussex Wellbeing Service has been approached by Mid Sussex, Horsham & Crawley Clinical Commissioning Group (CCG) to pilot a more specific, tailored approach of this social prescribing model via regular outreach in local GP practices. The CCG has agreed to help GP practices start this pilot. The outcome of this will demonstrate not only the social and health benefits to individuals already using the wellbeing service, but also the cost savings to NHS services. This will further highlight the importance of prevention work in one of the most financially challenging times for the NHS and local authorities.

21. It is proposed that the GP wellbeing advisor pilot and remaining services listed in section 17, along with the wellbeing hub, are to continue in 2018/19. Public Health has agreed this approach after reviewing the service business plan for 2018/19.

Evaluation

22. There is a rigorous performance management process in place for all of the commissioned projects. The performance measures used are aligned with the public health indicators detailed in the Public Health Outcomes Framework 2012 -16. The wellbeing service is monitored by West Sussex Public Health on a quarterly basis.

Policy Context

23. The wellbeing service contributes to the 'strong and resilient communities' corporate objective through the promotion of healthy lifestyles. The wellbeing service works closely with other departments of the council addressing wider public health issues such as environmental health, leisure services, customer contact team and housing services.

Other Options Considered

24. There is no statutory obligation for the council to provide a wellbeing service. However, all other districts and boroughs in West Sussex have agreed to provide this service in partnership with WSCC. If the Council decided not to continue to provide the service in the future, it would leave a gap in service provision in the Mid Sussex area and the Council would lose both the opportunity and funding to provide locally tailored public health services.

Financial Implications

25. There are no specific financial implications for the Council arising from this report. There is no requirement for additional council funding as the cost of the wellbeing service, including core staffing costs and the commissioned projects, is covered by the funding provided by WSCC. Staff on costs for this service comes from within the existing revenue budget of the Community Services, Policy & Performance Business Unit.
26. If WSCC decide to serve notice on the current partnership agreement (2016-19) funding for the wellbeing service, the council will incur redundancy costs of £41,000 in 2018/19.
27. As there are limited guarantees in terms of the annual allocation of funding, all contracts for staff are temporary. The commissioned projects are contracted on a two-year term basis with an option of a third year, with the contracts including a clause relating to the availability of funding.

Risk Management Implications

28. A risk assessment has been undertaken as part of the Mid Sussex Wellbeing Service Business Plan 2018-19 and an updated risk log is a requirement of WSCC's quarterly monitoring process.

Equality and Customer Service Implications

29. An Equalities Impact Assessment has been undertaken for the service. The key finding of the assessment is that the target groups for the wellbeing service are broadly aligned to those identified under the Equalities Act. The wellbeing service is monitored on a quarterly basis on how the service targets and engages with people at risk of the poorest health.

Other Material Implications

30. All processes relating to both the wellbeing hub and commissioning function are in line with the Council's procurement procedures, legal procedures, health & safety procedures, safeguarding and any other relevant legislation.

Background Papers

- [Mid Sussex Wellbeing Equalities Impact Assessment](#)
- [Improving Outcomes and Supporting Transparency; Part 1 A Public Health Outcomes Framework for England 2013-16. Published by Dept. of Health 2012.](#)
- [WSCC Public Health Plan](#)

Mid Sussex Wellbeing Evaluation

Comments about the Wellbeing Advisor Service

A) “This year has been very difficult for me, living with ongoing pain and not being able to work. I have felt quite worthless and depressed. I now feel that I can find new meaning and structure again, by helping other people. It’s also reassuring to know that there are other support services to help my long-term mental wellbeing after I finish my counselling sessions.”

B) “I am enjoying making my packed lunches and I am more careful with my portions. When I checked on the scales my Mum said I had lost 6kgs and I am really pleased about that. My clothes are also now getting looser and I need new work trousers.”

(Client has Down’s syndrome and lives with her parents)

C) “The past few months have been a very difficult time for me. I was very grateful for the guidance I received on diet and wellbeing, as well as how I viewed food and my attitude towards myself. I continue to incorporate this advice in my eating habits and decision making processes around that. I really appreciated the help and am now much more confident that I can achieve a healthy lifestyle.”

Comments about the Weight Management Service

A) “Without being cliché this has genuinely changed my life. More importantly it will also affect my parenting and therefore my children’s lives and those of my patients. The tutors were amazing so kind and understanding in a really accepting way, I have not once felt judgement - so critical to being helpful with behaviour change”.

B) “I would recommend this course. I have found the whole 12 weeks interesting, very well run by our facilitator and very informative. In the past I have attended other weight loss programmes but I have taken more away from this course than any other”.

C) “I cannot criticise the course. I didn’t know what to expect but am completely satisfied with all aspects and especially the tutor who was so encouraging. I feel confident that I can now maintain a healthier lifestyle”.

Comments from Work Place Health

A) “We are currently looking at our wellbeing package within the company and introducing things that worked well during our wellbeing week. The advisors were very informative during the health MOTs and we had some very good feedback from everyone who had a health check. Based upon our workplace assessment we are currently reviewing our staff vending machines and adding in a few more 100 kcal snack options.”

B) “A feedback form was sent out to staff from our Director of Staff Wellbeing and all staff thought the MOT's were very informative. The Director of Wellbeing is approaching the senior management team to see what else the college can do to uphold the health and wellbeing of all staff. We are all looking forward to a review date in the future”.

C) “All staff have seen these checks as really positive and are keen to arrange some more dates later in the year. Since the wellbeing visit we have undertaken a step challenge (supplied staff with pedometers) as one of the factors which come from the workplace assessment was physical activity levels and some staff set an improvement within this area. We have also

added some fruit baskets around the offices so staff can snack on this rather than other unhealthier choices”.

Comments from Back to Exercise

A) “I’m still exercising by running and attending a few yoga classes. The course was great it started me back running again. The coaches were really helpful. They got everyone involved and were brilliant at encouragement.”

B) “I started yoga without having done it before. The coach walked people through each exercise. It was great. I can’t recommend her enough. It was great for beginners and was ideal for me.”

C) “I am trying to walk more and I am looking at starting Nordic Walking. The course was really enjoyable and Liz was fantastic. I have carried on doing some smaller exercises at home.”

Comments from Wellbeing Coaches

A) ‘My life has changed! Evie has been wonderful. As long as you are ready to make the change (I was) then this is the best programme/service to use. The new information has really helped me to get into routines and enjoy eating better and being more active. This has also helped me to be so much more confident. I still have some way to go but I am equipped with everything I need to continue this journey. I am enjoying every bit of it and it is also sad for it to end as well.’

B) “The best bits have been being given access to information that I would never have found on activities / courses in and around where I live. Also, having someone to go with, moral support and confidence, as well as support that is tailored to me.”

C) “Talking whilst doing physical activity has worked really well. I have found it much easier to talk and come away feeling good about myself. The encouragement, praise and recognition of small successes have helped with confidence and motivation. The flexibility with timings was really useful, as well as the flexibility with the approach. Through activity I was made to feel at ease and whilst I struggled, just doing it was seen as a positive step to improving both my physical and mental wellbeing. I was always made to feel that I was ‘OK’ to feel low or to have a ‘blip’ and was encouraged to not be too hard on myself. Thank you.”

D) “My food coach as I call her has been totally invaluable. Always encouraging, non-judgmental, such an informative human with a great sense of humour and provided me with the tools to lead a healthier lifestyle, even with my limited physical ability, due to my disability. Jo has always gone out of her way to provide me with the information & tools to hopefully change a lifetime of bad eating habits. She has taught me to look at my achievements. Even though I had maybe unrealistic goals, short term, I have still lost weight and changed my eating habits, small changes at a time.”

Comments from Wellbalanced – Falls Prevention

A) “You have given me techniques which I can practice on a daily basis. Thought initially what am I doing this for but have found it informative, absolutely super and now I go to other classes and exercise at home daily. The classes have encouraged me to get out and get active. I feel really positive and would like to say thank you.”

B) “I am slow, depends on what sort of day my body is in. It makes me do the exercising and meet people who suffer, plus the teachers and helpers are lovely. I feel I am improving slowly, but it makes me feel good so I am happy.”

C) I started the programme because I lacked confidence after my recent fall. The classes have helped me regain my confidence and I now feel ready to attend other community classes that are now a little more challenging. The classes were a tremendous help and I feel they have made such a difference”.

Comments from Prediabetes Courses

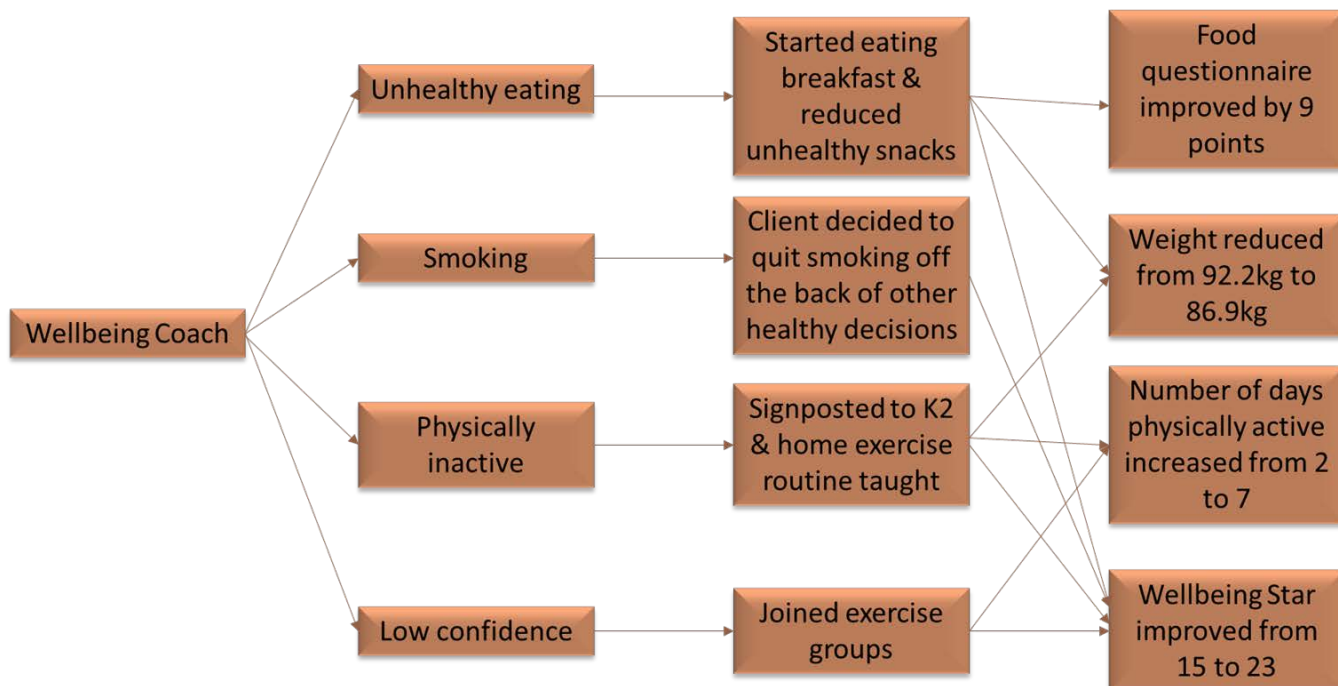
A) General comments on lifestyle changes 3 months after receiving the course:

- o No longer pre-diabetic.
- o Modified sugar intake- avoids fizzy drinks. Lost stone and a half.
- o The way I shop, portion size and building activity into life has all changed.
- o Doing more exercise.
- o Watching portion sizes, planning meals, less cakes/snacks at work.
- o Stopped sugary breakfast cereals and cut out 90% of puddings.
- o More careful with what I am eating.
- o Cut right down on sugar and reading labels of food packaging.
- o Walking more and using step counter.
- o Improved diet.

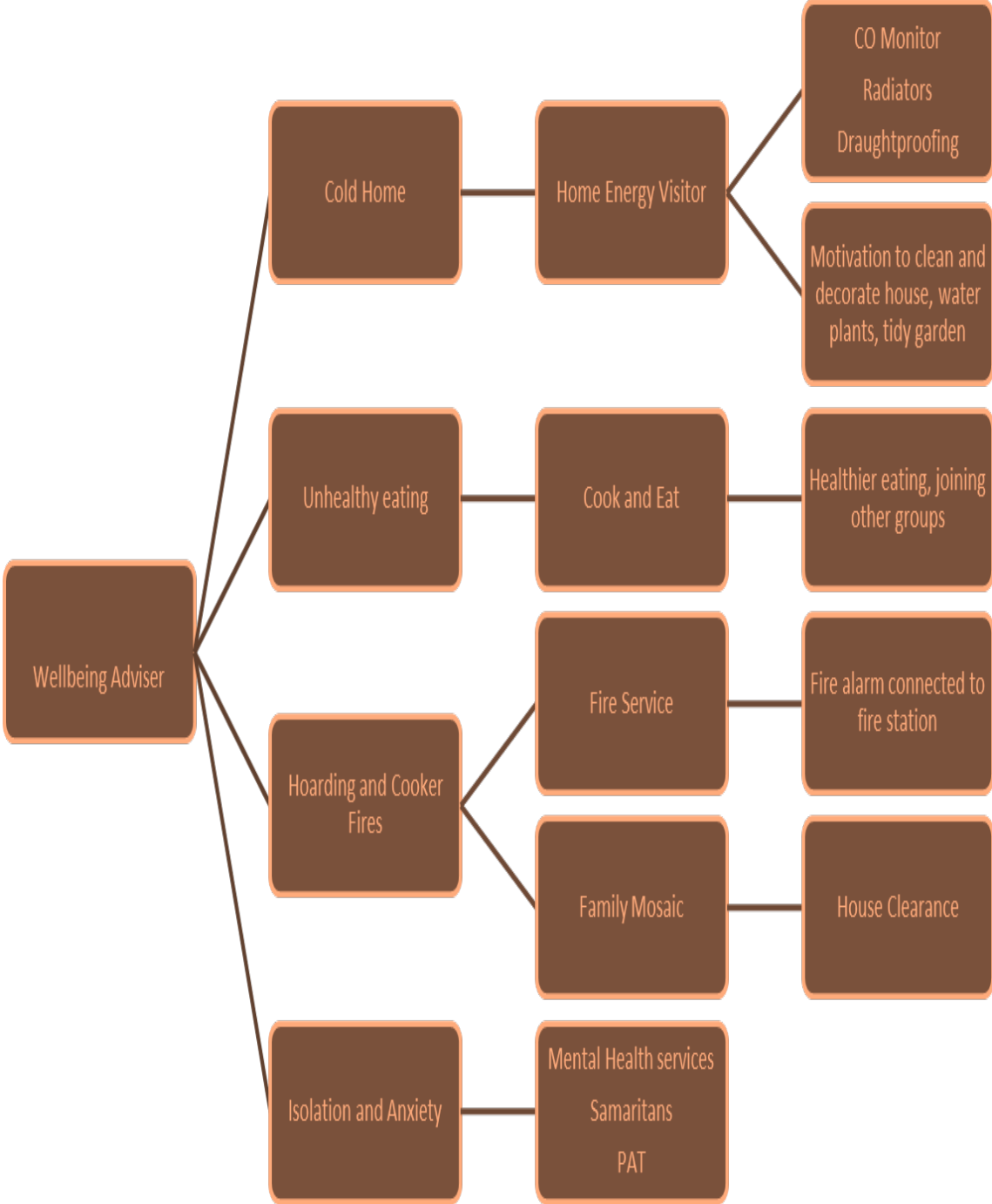
B) “Pulled back from the brink of diabetes. Walking more, modifying diet, and lost weight. Hugely impressed by session, it’s what government should spend money on”

Examples of value added by the wellbeing service

Example of Client Health Outcomes



Example of cross service outcomes



Commissioned Projects in 2017-18

All of the commissioned projects contribute to the National Public Health Outcomes Framework 2013-16. The vision of this framework is to improve and protect the nation's health and wellbeing and to target the people at risk of the poorest health.

Below is a brief description of each of the Mid Sussex commissioned projects, along with the public health indicators to which they contribute. All of the commissioned projects are targeted at people at risk of the poorest health, for example people living in deprived areas, people from black and minority ethnic communities, people with long term health conditions or physical disability, people with caring responsibilities or with low self-esteem. This is a targeted rather than a universal service and is measured on health outcomes rather than absolute numbers. Members should be aware that all of the projects also have a range of more detailed performance measures which are used for the monitoring of each provider. A summary is provided below.

Weight off Workshops – MSDC **Cost for 2017-18 - £50,000**

This project contributes to the following public health indicators

- Excess weight in adults
- Self-reported wellbeing

The workshop runs over a 12-week period. The course supports a minimum of 160 people to take responsibility for their weight and to make small changes to their lifestyle with the aim of long term sustainable change. It is expected that people who have completed the course will have reduced their body mass index and will be able to maintain weight loss 3, 6 and 12 months after the course.

Outcomes from April 2017 – January 2018



Back to Exercise –Albion in the Community **Cost for 2017-18 - £35,000**

This project contributes to the following public health indicators

- Proportion of physically active and inactive adults
- Utilisation of green spaces for exercise/health reasons
- Self-reported wellbeing

Back to Exercise is a 12-week course of exercise sessions for adults aged 18+ who do little or no exercise. Courses include Learn to Run, Back to Netball, yoga and walking football which are all taught at a beginner's pace. The cost is £12 for 12 weeks. The project also includes promotion of the outdoor gyms. A minimum of 250 people will access the service with 80% of participants reporting that they have continued to exercise three months after the end of the programme.

Outcomes from April 2017 to end of December 2017



Falls Prevention programme – Places for People Leisure & Active House Solutions **Cost for 2017-18 - £33,500**

This programme contributes to the following public health indicators

- Proportion of physically active and inactive adults
- Self-reported wellbeing
- Falls and injuries in the over 65s
- Social connectedness

This service is aimed at vulnerable adults aged over 65 years to improve their strength and mobility. The programme provides strength and balance classes to reduce the risk of falls for people who have been discharged from the acute or community NHS falls teams and for those who are not eligible for the existing services.

Outcomes to from June 2017 to end of December 2017

45 clients have been professionally referred on to the programme

• 67 target

4 extra courses are now running as self funded

86% of completers have maintained or improved strength & balance

89% of completers have increased their activity levels

97% reporting improved mental wellbeing

84% self-reporting maintained strength and balance 3 months after course

Workplace Health – MSDC Cost for 2017-18 – £45,000

This project contributes to the following public health indicators

- Excess weight in adults
- Proportion of physically active and inactive adults
- Self-reported wellbeing
- Smoking prevalence – adult (over 18s)

The aim of the project is to provide a resource for local businesses to support sustained lifestyle changes amongst their employees to prevent future ill health. The service aims to engage directly with a minimum of 25 local businesses (targeting small and medium sized enterprises that employ routine and manual workers and businesses in rural areas where possible). The businesses will be supported to engage with the wellbeing hub and community services.

Outcomes from April 2017 to end of December 2017

20 businesses supported to offer Wellbeing MOTs within the workplace

17 businesses received additional talks on diet, mindfulness and exercise

• 15 year target

327 employees have had a Wellbeing MOT within their workplace

• 250 year Target

68 employees receiving additional support from the workplace wellbeing advisor

• 50 year target

90% clients have fully or partially achieved their smart goals 3 months post intervention.

• 87/97

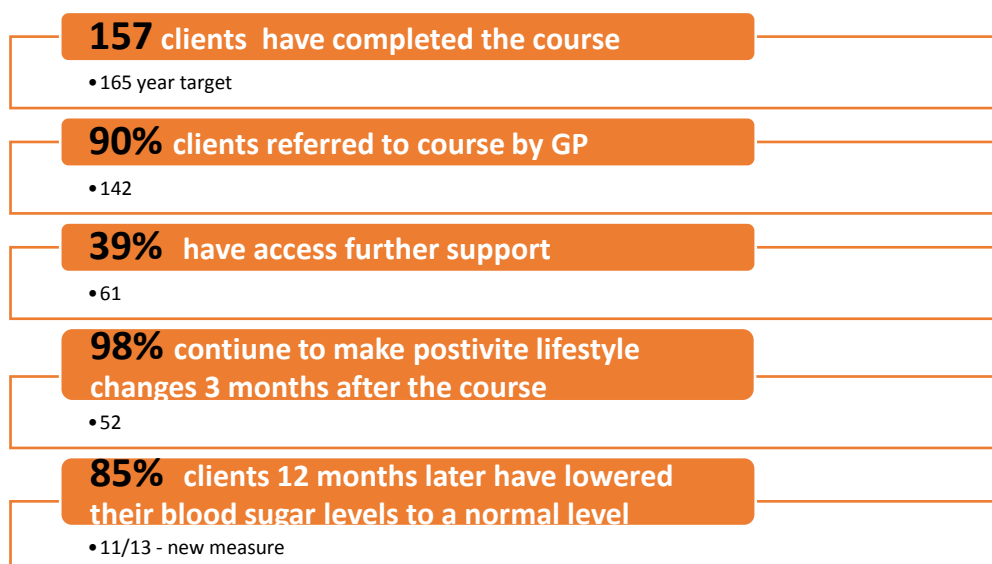
Prediabetes – MSDC
Costs £8,000

This project contributes to the following public health indicators

- Excess weight in adults
- Proportion of physically active and inactive adults
- Self-reported wellbeing

The aim of the project is to assist local residents who are at risk of developing type 2 diabetes. In Mid Sussex alone 6,000 people have been diagnosed with diabetes and it is estimated that a further 1,000 have the condition, but have not yet been formally diagnosed. The programme targets those at greatest risk, including residents with a family history of type 2 diabetes, a BMI over 25 and adults from ethnic minority backgrounds. The prevention programme shows people how they can take control for themselves and reduce the risk of developing the condition. This includes advice on changes to diet, activity levels and other lifestyle factors.

Outcomes to from June 2017 to end of December 2017



Wellbeing Coaches - Albion in the Community
Cost for 2016-17 - £40,000

This project contributes to the following public health indicators

- Excess weight in adults
- Proportion of physically active and inactive adults
- Social connectedness
- Self-reported wellbeing
- Alcohol-related admissions to hospital.

The wellbeing coaches provide one-to-one support for adults who need additional support to make changes to their lifestyle. This could be because they have caring responsibilities, have low self-esteem and are unable to participate in group sessions. Support is offered over a twelve week period. The provider is expected to work with a minimum of 80 people per year and that 80% will improve their cardiovascular fitness and emotional wellbeing.

Outcomes from April 2017 to January 2018



WORK ENABLEMENT (Mid Sussex NEETs Mentoring Project) UPDATE

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Natasha Allen, Partnerships Manager
Email: natasha.allen@midsussex.gov.uk Tel: 01444 477204
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Community, Housing and Planning
21 March 2018

Purpose of Report

1. This report provides an update on the 'Work Enablement' Project, which is the commissioned Mid Sussex NEETs Mentoring Project, named Positive Placements for those not in education, employment, or training, (NEETs).

Summary

2. Performance has been good overall, with the project on track or close to delivering against key performance targets. Since the start of the Work Enablement Projects in 2013, unemployment in Mid Sussex has fallen, and a range of other services now provide opportunities for those out of work or in significant debt. On that basis it is considered that the NEETS Mentoring Project delivers effectively against priorities and within the current resources available.
3. This report provides an update on the progress of this project, with a backward look to the projects outcomes for 2016/17. This report also sets out current progress on the project for the current financial year 2017/18 and also outlines commissioning intentions for the project for 2018/19.

Recommendations

The Committee are recommended to:

- i) Consider the progress report;
 - ii) To endorse that future reporting of this project be incorporated into the Mid Sussex Partnership Annual Report and for it not to be considered as a separate report.
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Background

4. In 2015/16 £40,000 from the WSCC Think Family Budget and £20,000 from the Council was allocated to fund Work Enablement Projects. In 2016/17 and in 2017/18 the total amount available for this area of work was £26,000, all of this being from the Council, with no contribution from WSCC. As a result of no additional funding being received from WSCC, the Work Enablement Project and the Training and Learning Project ended in March 2016 and the £26,000 of funding from this Council was used to extend the commissioned Mid Sussex NEETs Mentoring Project, Positive Placements for 2016/17. This project is run by the YMCA DLG and is known as Positive Placements, and offers intensive one to one support to individuals. This was also the case for 2017/18.

5. Since the start of the Work Enablement Projects in 2013, unemployment in Mid Sussex has fallen and a range of other services now provide opportunities for those out of work or in significant debt.

Worklessness in Mid Sussex

6. In January 2018, 435 people were claiming Job Seekers Allowance in Mid Sussex which accounts for 0.5% of the working age population. At the time this is the lowest rate in West Sussex with the next lowest being Horsham at 0.8% (625 people). The highest was Arun at 1.4% (1,185 people). The South East regional average was 1.2%, and the average for Great Britain was 2.0%. By comparison, in July 2015, 390 people were claiming Job Seekers Allowance in Mid Sussex which accounted for 0.4% of the working age population. At the time that was the lowest rate in West Sussex with the next lowest being Horsham at 0.6% (498 people). The highest was Crawley at 1.3% (936 people). The regional average in July 2015 was 1%. By comparison in February 2013 there were 1,019 people claiming Job Seekers Allowance accounting for 1.2% of the working age population in Mid Sussex and a regional average of 2.6%.
7. Since 2013 a range of agencies are also offering work enablement projects. These include Clarion Futures Communities (formally Affinity Sutton Housing Group), Hyde Housing Association, Department for Work and Pensions outreach workers and Aspire Sussex adult education service.

Progress on Commissioned Project - NEETs in Mid Sussex

8. While support for adults out of work has developed in the Mid Sussex area, support for young people is still a concern and was highlighted in the West Sussex Families Plan as a key area of focus. Those Not in Education or Employment (NEET) under the age of 25, account for 18% (80 people) of those currently claiming Job Seekers Allowance in Mid Sussex.
9. As of December 2017 there were 34 NEET and available young people in Mid Sussex in Year 12 and 13. However there are an additional 229 young people whom their status is not currently known as a result of the way the data is recorded by WSCC. It is therefore likely that this figure is much higher than 34. By comparison, in November 2015 there were 114 known NEET young people within Mid Sussex, and an additional 520 young people whom their status was not known as a result of the way the data was recorded by WSCC. You will note from the NEET data that there is a considerable drop in numbers recorded, however it must be noted that some of this reduction will be as a result of changes in the tracking guidance from Central Government, which reduced the tracking cohort from all those in academic year 12 through to year 15, to those just in years 12 and 13.
10. The Mid Sussex Partnership (MSP) commissioned a NEETs project in January 2016 to provide a mentor programme to support at least 30 young people, who are NEET, into the workplace, further education or training. This extension continued the project, provided by the YMCA, from February 2016 until March 2017. A further extension of this project being delivered by the YMCA occurred in March 2017 and it is being funded until March 2018. It is proposed to extend the commissioned Mid Sussex NEETs Mentoring Project into 2018/19.

11. The Mid Sussex NEETs Project works to support young people into training, education or employment by providing a mentor from within the Mid Sussex community. Those mentors currently working with the project come from a range of backgrounds including Head Teachers, Careers Advisors, Business Owners and Social Workers. The current performance of this project for 2017/18 and last year's performance for 2016/17 is outlined in Appendix 1.
12. The project is performing well and is on track to have 30 young people aged 16-25 to go through the Mentoring Project in 2017/18. At 69%, the project is above the target requirement of 50% of mentees being 'NEET' for over 6 months when they initially enrol for the project. At 80% the project is above the 60% target of attendees to show demonstrable improvement in work readiness, either through improved qualification or through gaining work experience after accessing the service.

Next Steps

13. WSCC have confirmed there will be no funds available for 2018/19 to support any such project in Mid Sussex. However, there is provision of £26,000 within the Council's budget for the Mid Sussex NEETs Mentoring Project 2018/19.
14. It is proposed that due to the reduction in available funds and the low level of worklessness in Mid Sussex that the Mid Sussex NEETs Mentoring Project is the only project that the Council allocates funds to and supports financially. With the Mid Sussex NEETs Mentoring Project, Positive Placements being the only project of worklessness that the Council funds, it is also proposed that reporting of this project be incorporated into the Mid Sussex Partnership Annual Report and for it not to be considered as a separate report.

Financial Implications

15. The Council has allocated £26,000 in its base budget to fund the Mid Sussex NEETs Mentoring Project in 2018/19.

Risk Management Implications

16. There is a risk that the commissioned provider does not meet the performance targets set. Robust monitoring arrangements are in place to ensure the project is delivering intended outcomes.
17. A down-turn in the economy could result in insufficient jobs available locally for people participating in the existing NEETs project to move into. Similarly an up-turn in the economy and ongoing unemployment could negate the need for the NEETs project. This risk is outside of the council's control to manage but the situation will be closely monitored.

Equality and Customer Service Implications

18. An Equality Impact Assessment of the commissioned project has been carried out. The assessment identified a possible need for courses to be provided in specific languages to address the needs of people from black and minority ethnic groups (BME). The providers have been asked to monitor the need for this during the term of the contracts but have not identified any need since April 2014. The BME population in Mid Sussex according to the last census is 9.7%.

Background Papers

Work Enablement - report to Scrutiny Committee for Leisure and Community, 25 November 2015.

Equality Impact Assessment for Work Enablement – October 2013.

Appendices

- Appendix 1 - Mid Sussex NEETs Mentoring Project Performance Indicators for 2016/17 and that of 2017/18 which is available at the time of this report being written.

APPENDIX 1

Mid Sussex NEETs Mentoring Project Performance Indicators for 2016/17 and 2017/18

<u>Measure</u>	<u>Performance 1 April 2016 – 31 March 2017</u>	<u>Performance 1 April 2017 – 31 January 2018</u>
1. Minimum of 30 young people aged 16-25 to go through the Mentoring project by the end of the duration of the year-long project 1 st April 2017 – 31 st March 2018.	28	26
1.1 Number of current mentees in project.	19	18
1.2 Number of mentees positively exiting the project.	8	4
1.3 Number of mentees disengaged from the project.	2	0
2. 10% of mentees should be referred to the project through the Think Family and Family Support Network.	21% (6 mentees)	31% (8 mentees)
3. 50% of mentees should be NEET for over 6 months when they initially enrol for the project.	64% (18 mentees)	69% (18 mentees)
4. Recruitment of an appropriate number of mentors to support a minimum of 30 young people.	They started the year with 15 mentors. During the year three left and six were interviewed and trained.	They currently have 15 active mentors.
5. Retention of 70% of mentors	81% mentors were retained.	Retention is at 60% as of 31 st December 2017.
6. 60% of attendees to show demonstrable improvement in work readiness, either through improved qualification or through gaining work experience.	75% showed improved work readiness etc.	80% are showing improved work readiness etc.
7. At the time of the last contact with their mentors, 80% of mentees to fill out evaluations of the project with satisfaction ratings of 75% or more.	60% of mentees completed evaluations with an average satisfaction rating of 96%.	100% of mentees have filled out evaluations with a satisfaction rating of 89%.

8. 100% of mentees that positively exited the project followed up three months after the completion of the mentoring to assess what the long term outcome of the intervention was. Of those successfully contacted, 50% to be in education; training; apprenticeships; or paid employment.	Not requested in 2016/17.	100% of mentees followed up and 100% are in EET.
9. All complaints from service users to be responded to within 10 working days	No complaints received.	No complaints received to date.

This project is also monitored via the following measures:

- Clear action plans with outcomes development for each young person and demonstrate movement along the path towards EET;
- All young people to be provided with advice and guidance on the basis of their situation;
- Appropriate attendees to be referred to existing services where these exist;
- A clear exit strategy and development of alternative funding sources for the project. With regard to their exit strategy the YMCA DLG continue looking for local funding / grants and fundraising as well as working with the Head of Education on a strategy to get local businesses on board to support the project. Should no funding be found, YMCA will continue to employ a coordinator for fewer hours to wind down the project.

10. SCRUTINY COMMITTEE FOR COMMUNITY, HOUSING AND PLANNING WORK PROGRAMME 2017/18

REPORT OF: Tom Clark, Head of Regulatory Services
Contact Officer: Hamish Evans, Member Services Officer
Email: hamish.evans@midsussex.gov.uk Tel: 01444 477227
Wards Affected: All
Key Decision: No

Purpose of Report

1. For the Scrutiny Committee for Community, Housing and Planning to note its Work Programme for 2017/18.

Summary

2. Members are asked to note the attached Work Programme. The Work Programme will be reviewed as the final piece of business at each meeting, enabling additional business to be agreed as required.

Recommendations

3. **The Committee are recommended to note the Committee's Work Programme as set out at paragraph 5 of this report.**
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Background

4. It is usual for Committees to agree their Work Programme at the first meeting of a new Council year and review it at each subsequent meeting to allow for the scrutiny of emerging issues during the year.

The Work Programme

5. The Committee's Work Programme for 2017/18 is set out below:

Meeting date	Item	Reason for Inclusion
17 April 2018	MSDC response to the Government consultation on the NPPF and its relating documents.	To inform Members of Mid Sussex District Council's response to the Government consultation on the NPPF and its supporting documents.
17 April 2018	Equality and Diversity Scheme Annual Progress Report.	To update Members on the Council's Equality and Diversity Scheme.

Policy Context

6. The Work Programme should ideally reflect the key priorities of the Council, as defined in the Corporate Plan and Budget.

Financial Implications

7. None.

Risk Management Implications

8. None.

Background Papers

None.