

BRIGHTON & HOVE CITY COUNCIL
ECONOMIC DEVELOPMENT & CULTURE COMMITTEE

4.00pm 20 JUNE 2013

COUNCIL CHAMBER, HOVE TOWN HALL

MINUTES

Present: Councillors Bowden (Chair) Councillor Hawtree (Deputy Chair), Brown (Opposition Spokesperson), Buckley, Cox, Fitch (Group Spokesperson), Mac Cafferty, Smith, Morgan and C Theobald

PART ONE

1. PROCEDURAL BUSINESS

1a Declaration of Substitutes

1.1 Councillor Cox was in attendance in substitution for Councillor Wealls.

1b Declarations of interest

1.2 There were none.

1c Exclusion of the Press and Public

1.3 In accordance with Section 100A of the Local Government Act ("The Act"), the Economic Development and Culture Committee considered whether the public should be excluded from the meeting during consideration of any item of business on the grounds that it is likely in view of the business to be transacted or the nature of the proceedings, that if members of the public were present during it, there would be disclosure to them of confidential information as defined in Section 100A(3) of the Act.

1.4 **RESOLVED** – That the press and public be not excluded from the meeting during consideration of any item on the agenda.

2. MINUTES

2.1 **RESOLVED** – That the Chair be authorised to sign the minutes of the meeting held on 7 March 2013 as a correct record.

3. CHAIR'S COMMUNICATIONS

The Chair explained that although he would be referring to a few highlights as part of his communications a full text in respect of recent and upcoming events would be recorded in the substantive minutes of the meeting.

Brighton – London Road Ports Pilot

- 3.1 The Chair explained that a consultation event had taken place on 26th March at which 40 local businesses, residents and key stakeholders had identified key themes and had made suggestions to help make the Portas Pilot project a success. Themes had included empty shops and creative spaces, marketing and branding London Road and building on the local sense of community. The consultation findings were being built into the Portas Pilot projects.
- 3.2 Joe Nichols has been appointed as Town Team Coordinator and would start on 2 July, working three days per week on a 1 year fixed contract. He would be based at the Brighton & Hove Business Forum, and had been tasked with ensuring the Portas Pilot projects were delivered successfully by liaising with the London Road business community and marketing London Road and the Portas Pilot activities.
- 3.3 The council had been working with multiple retailers including Boots and the Post Office, both of which had sent senior managers to visit London Road and had pledged to support this pilot project. The project had received £83,485 from the Department for Communities and Local Government plus an additional £10,000 from the Arts Council.

ReCreate - pop up initiatives

- 3.4 A Pop Up Meet Up event had been held at The Emporium, London Road on 10 June. The event had been run by 'We Are Pop Up' in partnership with economic development as part of a series of events during the 1st year of the 2 year ReCreate EU funded project. There had been 68 attendees at the event, predominantly these had been people wanting to find out more about Pop Up shops in Brighton & Hove, discuss their ideas and meet other similar minded people/projects.
- 3.5 Currently there were 100+ Pop Up projects listed on the Brighton section of the We Are Pop Up web site considering Brighton as a location for their idea. These projects were wide ranging from cultural/arts organisations looking for space to showcase their work, new businesses looking to test the market with their product, on line businesses testing new ideas off line, catering and eating experiences, training and education, businesses considering Brighton as a possible location and testing the market.
- 3.6 A shortlist of projects specifically wishing to use space in Brighton had been sent to local property agents detailing the proposal, size of space required, the time period required and importantly the amount of rent that projects could pay as most projects have some funding to finance the rental costs. Agents were currently being contacted to discuss further the proposals and to marry up the proposal with available space.

Libraries

Reading Well- Books On Prescription

- 3.7 Brighton & Hove City Libraries were now part of a national scheme called Reading Well, Books on Prescription with many libraries having a section of self-help books for people with mild to moderate mental health conditions. The titles could be ordered from any Brighton & Hove library and many were also available to download free of charge. The scheme aimed to support GPs and mental health professionals by offering titles which empowered people to manage their own mental health and well-being. It also offered 'mood-boosting' books, including Albion coach Charlie Oatway's 'Tackling Life' alongside 'Cider with Rosie' by Laurie Lee.
- 3.8 Leaflets had been placed in libraries, GP surgeries and at other health service points to assist health professionals in referring patients to libraries. In Brighton & Hove the scheme was being supported by Brighton & Hove Integrated Care Service and the Brighton & Hove Wellbeing Service. Reading Well, Books on Prescription formed one element of the national Library Universal Health Offer. The scheme was being delivered by the Reading Agency and the Society of Chief Librarians with funding from Arts Council England.

Royal Pavilion & Museums

- 3.9 Royal Pavilion & Museums had been presented with a highly-commended prize at the prestigious Museums & Heritage Awards for Excellence on 15 May. Brighton Museum & Art Gallery's World Stories: Young Voices – had been developed to coincide with the 2012 London games and had been runner-up from a shortlist of just five projects UK-wide in the Educational Initiative category. Ten artworks donated to Royal Pavilion & Museums by Eric and Jean Cass through the Contemporary Art Society had been placed on display at Brighton Museum & Art Gallery the previous month and would be on display in a number of galleries across Brighton Museum & Art Gallery for the next year. An art trail leaflet had been produced to accompany the displays which it was hoped would also encourage philanthropic giving. The artworks included a Pablo Picasso terracotta and prints by Barbara Hepworth and Victor Pasmore.

Tourism

Convention Bureau

- 3.10 Between 9 – 11 July the VisitBrighton Convention Bureau along with several of the city's conference venues (including Brighton Centre) would be exhibiting at The Meetings Show UK in London's Olympia. This was a new major event for the meetings industry which would attract a large delegation of domestic and international conference organisers. The exhibition would also provide an opportunity to showcase all that the city could offer the business visitor as well as providing leads regarding the venues/hotels we have in the city. Directly after the exhibition VisitBrighton would be hosting a 3 day familiarisation visit for 10 key conference organisers who had made personal requests to visit the city.

Marketing

- 3.11 That week in tandem with the release of Peter James' new novel "Dead Man's Time" VisitBrighton had partnered with Pan Macmillan to launch an Interactive Map at <http://www.peterjamesbrighton.com> (VisitBrighton provided 90% of the content for the

map). The map led you around the city on a tour of the locations which appeared in the books, through a range of online and downloadable maps. VisitBrighton's Twitter feed (@Love_Brighton) had been incorporated into the Map, as well as VisitBrighton credits and links to www.visitbrighton.com. The map featured on the VisitBrighton homepage, which had the background re-skinned with a Peter James themed image.

Brighton Centre

- 3.12 The Sustainable Events programme had been launched on 5th June at a high profile event organised by the Brighton Centre Team for 60 conference organisers and venues. "Sustainable Events – The Future and You" had run as a showcase for sustainable events, with no waste produced, local sourcing and sustainable food. A Sustainable Event Report and video had been produced and were available through the Brighton Centres website. The Sustainable Events Programme which had been developed met the requirements of ISO 20121 and ISO 14001, the external audit would take place in the autumn.
- 3.13 A range of guides for different types of events had been developed as part of the Sustainable Events Programme including a Sustainable Event Supplier List. The Brighton Centre Team had showcased the latest eco-technologies for events at the workshop including providing ipads to delegates, making it a paperless event and enabling live feedback. 98% of people at the event had said that they would choose a venue with Sustainable Events Accreditation over one without, underlining the value of achieving the ISO 20121 certification.
- 3.14 The Brighton Festival continued to go from strength to strength with ticket sales up on last year and more sell out shows than ever. The Festival Fringe had also sold more tickets and featured more events - extending by an extra week into the half term holidays.
- 3.15 Komedia had launched a new Children's Festival that week called "Hijack" this had built on the success of the Arts & Creative Industries Commissions Children's Festival.
- 3.16 The Great Escape had sold out and House had returned with an innovative commission programme looking at social and ecological issues. All were in the process of conducting full evaluations. Also, the Express network supported by the City Council had published a report looking at cultural provision in schools. The report provided a snapshot of cultural initiatives for young people in the city including arts award and the music hub. The report is available on the new Express website - <http://bhartsexpress.wordpress.com/>

Sports and Leisure

Saltdean Lido Update

- 3.17 The initial bid stage to secure a new leaseholder for Saltdean Lido had been completed. Two of the initial three bidders had been invited to develop their bids to the next stage. These were the Saltdean Lido Community Interest Company in partnership with Wave Leisure, and Freedom Leisure. It was intended to bring an update report on the Lido to

the Committees' September meeting, prior to a recommendation for the preferred bidder being considered by Policy & Resources Committee in October.

Sports Development

TAKEPART Festival of Sport & Physical Activity, 22nd June - 7th July 2013

- 3.18 TAKEPART 2013 would be crammed full of great opportunities for everyone to have fun and get active with over 400 free or discounted festival taster sessions and 11 events. TAKEPART was organized by the council's Sports Development team in collaboration with hundreds of community clubs, groups and organisations. The emphasis was on finding an activity to enjoy, whether a traditional sport or a more passive pastime such as walking, yoga and tai chi to improve health and well being. The wide range of activities provided opportunities for people of all ages and abilities.

Programme:

- TAKEPART, launch event, activities in Preston Park.
22nd June 12.00noon – 5pm (FREE) TAKEPART, Active Forever, Older Peoples Sports and Physical activities on offer, King Alfred Leisure Centre.
27th June 10.00 – 12.30pm
- TAKEPART Local, Supported by the Active for Life Team five communities' showcase what's on offer in each of these neighbourhoods.
29th June and 30th June (FREE)
- TAKEPART in the City (NEW) – Join us in Jubilee Square and New Road to celebrate sport and physical activity.
28th June 5 – 8pm
- Big Gay Sports Day (Blaggs) – Healthy activities for all abilities at Stanley Deason Leisure Centre.
29th June 10 – 6pm
- Bikestock, A sponsored community cycling event at Stanmer Park.
6th July 11 – 4pm
- TAKEPART Schools Tournaments and taster sessions.
- TAKEPART Tasters – 400 Taster sessions available for the public to try.
22nd June – 7th July

Further information was available on the council's website:

www.brighton-hove.gov.uk/takepart.

PING 2013

- 3.19 Following the success of Ping 2012 the city had been awarded £10,000 by Sport England to deliver another summer of Ping Pong. There would be events and fun activity session at the tables across the city and 5 new tables would I be arriving in July.

A Ping Pong Care Campaign Awareness Event at Hove Town Hall had been a great success with over seventy Ping Care packs distributed to older people in a care setting to encourage more activity.

3.20 **RESOLVED** – That the content of the report be received and noted.

4. CALL OVER

4.1 All items on the agenda were called for consideration.

5. PUBLIC INVOLVEMENT

5a Petitions

Save Brighton and Hove Bowling Clubs

5.1 The Committee considered a report of the Head of Legal and Democratic Services setting out a petition received detailing an e petition received in the following terms:

“We the undersigned petition the council to Stop destroying bowling lawns and reinstate funding to maintain existing clubs in Brighton & Hove. Specifically, reverse Hove Lawns decision and reinstate funding for Dyke Road, Preston Park bowls club” (2 signatures)

The petitioners were not present at the meeting however it was agreed that they would be responded to separately and the Chair’s response would none the less appear in the minutes of the meeting.

The Chair responded in the following terms:

The petitioners were thanked for their petition and it was explained that the Council had consulted extensively with the bowling clubs and had considered the closure of greens very carefully. The sad truth was however, that bowling in the city had been declining for a number of years, as it had nationally. There were large successful clubs with memberships of 60 plus. Unfortunately there were smaller clubs with very low numbers and this included Dyke Road with 24 members, Hove Park with 26 and Kingsway Ladies with 18 playing members. Preston Park bowls clubs would have a green to play on for their 40 members and they did not need more than one. There were simply too many facilities for the current number of players and it would not be prudent to spend money on facilities which are only partially used.

It is a great sport, we have committed to working with the clubs to try to support and promote the sport and we have written to each club making that offer and asking them to join in the Take Part festival to promote sport. I am also pursuing a Barefoot Bowling idea to hopefully attract younger people to bowling and a BBQ.

5.2 **RESOLVED** – That the content of the petition and the Chair’s response be received and noted.

5b Written Questions

5.3 There were none.

5c Deputations

5.4 The Committee considered an extract from Full Council detailing a Deputation considered at its meeting on 28 March 2013 from the Marine Gate Action Group concerning the Marina.

5.5 The Chair explained that as the deputation had already been received at Council (under the Constitution), the Deputies were not permitted to address the Committee and that it fell to the Committee to receive and note its content.

5.6 Councillor Smith stated that he considered it was unfair that the Deputies were unable to make further representations and considered that the Constitution as framed should be amended. Councillor Morgan stated that a Member/Officer Working Party was currently considering possible amendments to the Constitution and that it would be appropriate to raise this issue via that Forum.

5.7 The Deputy Head of Law as the legal adviser to the Committee confirmed that Rule 11.5 of the Council's Constitution provided "that the subject matter of a deputation heard at a Council meeting shall be included on the agenda for the next available meeting of the relevant Committee or Sub-Committee. The persons forming the deputation shall be invited to attend any meeting to which it is referred; and placed on the agenda for the next available meeting of appropriate Committee or Sub Committee. "

The Deputy Head of Law also advised that the persons forming the deputation would be invited to attend any meeting to which it had been referred; and would be informed subsequently of any action taken or proposed in relation to the matters set out in the deputation. There was no provision in the Constitution for the deputation to speak at this meeting. The Chair also confirmed that he was aware that various officers were in correspondence with members of the deputation regarding the matters they have raised. He was however happy to agree to a report coming back to a future meeting of the Committee providing an update on in respect of those areas which fell within his portfolio.

5.8 **RESOLVED** – That the contents of the Deputation be noted and that a further update report be brought to the Committee as and when appropriate.

6. MEMBER INVOLVEMENT

6a Petitions

6.1 There were none.

6b Written Questions

6.2 There were none.

6c Letters

6.3 There were none.

6d Notices of Motion

6.4 There were none.

7. ESTABLISHMENT OF A TOURISM ADVISORY BOARD IN BRIGHTON & HOVE

7.1 The Committee considered a report of the Assistant Chief Executive seeking Member support for the establishment of a Tourism Advisory Board for Brighton & Hove.

7.2 The Head of Tourism and Leisure explained that it was intended that Members of the Board would provide advice, support and guidance to the Council in order to ensure that the Tourism Strategy and activities of its officers were aligned with the needs of the tourism industry as a whole in Brighton and Hove. It was intended that the establishment of this Board would facilitate deeper engagement and collaboration between the council and tourism stakeholders within the city.

7.3 Councillor Brown welcomed the report and proposals contained within it acknowledging that the landscape of tourism in the city had changed significantly over recent years, Her only reservation was that great care needed to be taken in appointing Board members in order to ensure that they represented the broad spectrum of tourism interests across the city.

7.4 Councillor Hawtree also welcomed the report referring to the purpose, scope, principal tasks, board membership organisation set out at Appendix 1 to the report. He was pleased to note that relevant trade organisations were to be represented in recognition of the important role of this sector.

7.5 Councillor Bowden, the Chair explained that there was no shortage of local retailers and others who had expressed an eagerness to be involved, but it was considered important to ensure that the relevant trade organisations were included.

7.6 Councillor Buckley referred to the importance of tapping into the potential that arose from the increased popularity of the “staycation” in response to the current economic situation.

7.7 Councillor Morgan asked how the Board would relate to the other partnerships which already existed across the city. The Chair considered that it was important to ensure that there was information sharing and collaboration without duplication. The Head of Tourism and Leisure confirmed that this was acknowledged as being very important, in consequence the precise membership of the Board had yet to be established, it was important to note that it did not impact on the Committees’ own decision making role and that it was intended to build upon the networks and co-operative working which already existed.

7.8 Councillor Fitch also commended the work that had taken place to date in establishing the Board and stressed the importance of tapping into existing expertise and knowledge.

7.9 **RESOLVED** – That the principle of establishing a Tourism Advisory Board for Brighton and Hove be approved.

8. ROYAL PAVILION AND MUSEUMS ACCREDITATION DOCUMENTS

- 8.1 Before proceeding to consideration of this report and the one immediately following it detailing proposed future developments in relation to the Royal Pavilion Estate, the Head of the Royal Pavilion and Museums gave a power point presentation detailing the importance of museums accreditation, recent achievements, events proposed over the coming months and the emerging Master Plan for the Royal Pavilion Estate.
- 8.2 The Committee considered a report of the Assistant Chief Executive outlining the Accreditation Scheme for the Museums sector in the UK. To be awarded accredited status, Royal Pavilion and Museums (RPM) needed to complete a body of policies, procedures and plans. Some of these needed to be approved by the Economic Development & Culture Committee, these were outlined in the report.
- 8.3 In answer to questions it was explained that accreditation recognised not only the prestige and professional standards of excellence achieved across the museums' collections, it also strengthened the funding opportunities available. There were a number of funding streams which could not be accessed unless in the absence of accreditation. As a result of these opportunities the service had been able to mount a number of exhibitions in the past, and currently e.g., the "Chilled to the Bone" exhibition and could continue to mount events into the future and was able to seek to engage with residents and groups from across the city, for example the recent "Art and Mind" event which had involved young people with mental health issues.
- 8.4 Councillor Brown commended the report and the approach being suggested and enquired regarding when the outcome of the accreditation application would be known. The Head of the Royal Pavilion and Museums explained that it was hoped that the outcome of the accreditation process (which was currently behind schedule) would be known by the early autumn and that Members would be kept informed.
- 8.5 Councillor Fitch commended the hard work that had been carried out to date and the exiting and innovative approach that was being taken. The Royal Pavilion was a royal palace which with its surrounding estate represented a marvellous resource which was very valuable to the city.
- 8.6 Councillor Hawtree referred to the diversity and range of the city's art collection, he had recently visited Hove Museum and had been impressed by the wealth of items on display enquiring regarding the arrangements in place to ensure that items in storage were also displayed periodically.
- 8.7 The Chair, Councillor Bowden explained that arrangements were in place to ensure that items were rotated. Watercolours in particular needed to be "rested" periodically. It was important to have the ability to access all available funding streams, as well as receiving recognition of the city's offer. As a result of lottery funding it had been possible to buy the recent Turner acquisition.

8.8 **RESOLVED** – (1) That the importance of the Accreditation Scheme for the UK Museums sector be noted; and

(2) That the following RPM Policies and Plans which had been made available in the Members' Rooms and the dates for review be approved;

- Strategic Forward Plan;
- Sustainability Policy;
- Collections Development Policy;
- Collections Documentation and Information Policy;
- Collections Care and Conservation Policy;
- Equality and Inclusion Statement.

9. FUTURE DEVELOPMENTS : THE ROYAL PAVILION ESTATE

9.1 The Committee considered a report of the Assistant Chief Executive seeking the necessary permissions to enable the Royal Pavilion Estate to build on the success of current joint work, such as marketing and fundraising activities which had been carried out in concert with the Brighton Dome and Festival.

9.2 It was noted that existing partnership arrangements were informal and whilst they had been sufficient for the joint work to date, going forward, there needed to be something more formal in place to cover the scale of joint work on the development of the Royal Pavilion Estate Masterplan. There were sufficient separate governance arrangements in place to cover all potential plans in each organisation, but there was now a need to create sufficient shared governance arrangements to cover the scope of joint work.

9.3 Councillor Brown referred to the configuration of the Pavilion Gardens, any plans to revitalise were welcomed and it was recognised that it was important to encourage those who used them to respect them as they were a resource for visitors and residents alike.

9.4 Councillor C Theobald concurred stating that her preference would be for the gardens to be laid out more formally. She also referred to the catering arrangements about which she had received some complaints.

9.5 Councillor Fitch stated that it was very important to ensure that good catering arrangements were in place as the standard if poor and or cost could deter some visitors, treatment of the gardens was also important in this respect.

9.6 **RESOLVED** - (1) That the content of the feasibility study to address challenges across the Royal Pavilion Estate be noted;

(2) That approval be given to submit a stage 1 bid by the City Council to the Heritage Lottery Fund for improvements to the Royal Pavilion in November 2013; and

(3) It be delegated to the Assistant Chief Executive to agree the details of a Memorandum of Understanding between BHCC and Brighton Dome and Brighton Festival covering the scope of the joint work.

10. UPDATE ON THE ECONOMIC STRATEGY AND ACTION PLAN

- 10.1 Before proceeding to items 10 and 11 on the agenda linked presentations were given by Tony Mernagh of the Brighton Business Partnership and the Head of City Regeneration. Mr Mernagh's presentation sought to highlight and set in perspective the demographic for Brighton and Hove and to set into context the opportunities for economic development, in the short, medium and longer term.
- 10.2 The Head of City Regeneration then gave a presentation outlining the review of the council's economic strategy. He explained that the city had come through the global financial crisis and flat lining economy since 2008 relatively well and was the third fastest recovering city in the country. The city was driven by a relatively strong performance by the tourism and visitor economy and its maturing digital media sector, the financial and business service sector had also held up well. It was intended that the strategy and action plan would be shaped by the local economic context, would respond to emerging national policy and would seek to influence new regional policy.
- 10.3 The Committee considered a report of the Executive Director, Environment and Housing which provided an update on the Refresh of the Economic Strategy and Action Plan 2013-2018.
- 10.4 The Head of City Regeneration went on to explain that one of the primary aims of the strategy was to ensure that the city was in a strong position to take advantage of shifts in government policy, for example the focus on stimulating growth in the economy, to support and influence the Coast to Capital Local Enterprise Partnership as the new mechanism for channelling funding and to ensure that the city was in a strong place to take advantage of the new EU funding round. The strategic objectives of the Plan were to:
- Maintain Brighton and Hove's distinctive offer;
 - Grow quality jobs and business opportunities in higher value and low carbon sectors;
 - Align job skills to support higher value sectors;
 - Tackle barriers to employment and to create employment opportunities for all;
 - Establish a strong and Influential Greater Brighton City Region.
- 10.5 Councillor Brown considered that the presentation had been thorough and welcomed the approaches being proposed to encourage the growth of small/medium size businesses.
- 10.6 Councillor Morgan commended the report and welcomed the approach being taken, he considered however that it was very important to recognise that these issues went hand in hand with adequate affordable housing provision. It was important to have a broad mixed economy with support and opportunities available to those on low pay.

- 10.7 Councillor Hawtree also commended the report considering that the interface with other authorities and full utilisation of opportunities as they presented themselves was very important too.
- 10.8 Councillor Bowden. The Chair stated the strategy was designed to encourage entrepreneurial skills and new start up businesses which would help to create more jobs as well as seeking to protect established provision.
- 10.9 The Executive Director, Environment, Development and Housing stated that it was also intended to use the city's unique qualities in its interface with Government and when working collaboratively and co-operatively with other partners, including other local authorities. Procurement processes could be complex and ways in which this might be simplified or streamlined were being explored.
- 10.6 **RESOLVED** - (1) That the Committee notes the progress made in developing the strategy and action plan; and
- (2) Notes the revised timeline for project sign off to ensure the alignment of the Refreshed Economic Strategy with the City Deal proposal.

11. GREATER BRIGHTON 'ECO TECH' CITY DEAL.

- 11.1 The Committee considered a report of the Executive Director, Environment, Development and Housing providing an update on Greater Brighton's bid for a Wave 2 City Deal.
- 11.2 It was noted that as part of the second wave of City Deals that Greater Brighton's expression of interest in Wave 2 City Deal had been successful in getting through to the second stage of the negotiation process and that the next stage of the process would be the submission later in the year of a "Negotiation Document" to be presented to an ad-hoc group of Cabinet Ministers. The process was competitive, with only successful proposals being developed into a final city deal.
- 11.3 Councillor Morgan re-iterated that he welcomed the approach being taken but also considered it was very important to seek to build jobs across all sectors.
- 11.4 **RESOLVED** – That the Committee notes the progress made to date and endorses the work being undertaken by officers to secure a Wave 2 City Deal for the Greater Brighton City Region.

12. HOUSING STUDY: DUTY TO CO-OPERATE

- 12.1 The Committee considered a report of the Executive Director, Environment, Development and Housing setting out details in relation to the Housing Study (Duty to Cooperate) which had been commissioned by the Local authorities of Adur, Arun, Brighton and Hove, Chichester, Lewes and Worthing within the Coastal West Sussex Housing Market Area (HMA) together with the South Downs National Park Authority.

- 12.2 The Head of Planning and Public Protection explained that the study had been prepared in view of the duty to cooperate introduced by the 2011 Localism Act. The study pulled together evidence from a range of studies to provide a consistent and objective assessment of housing requirements in each authority across the sub region, addressing the need and demand for market and affordable housing. Good design which was sensitive to its surroundings was a key factor, particularly when the proposed development was of high density.
- 12.3 Councillor Fitch stated that he was disappointed that the report did not include reference to the creation on a new town, he thought this was represented an important opportunity and should be actively explored.
- 12.4 The Head of Planning and Public Protection stated that whilst this issue did not fall within the area covered by this study that did not preclude discussions taking place in the appropriate forum.
- 12.5 Councillor Morgan stated that he understood that the area proposed for the potential new town fell partially within Mid Sussex, just outside the boundaries of the national park and in close proximity to Horsham. Notwithstanding its location he considered it was important for the Council to formulate a view.
- 12.6 Councillor Hawtree stated that it was important for buildings to be appropriate to their surroundings, for instance the bungalows in the Hove Park area were sympathetic to their location.
- 12.7 **RESOLVED** – (1) That the Committee endorses the Housing Duty to Co-operate Study as a supporting evidence document for the City Plan; and
- (2) Endorses consultation with adjoining authorities under the requirements for Duty to cooperate.

13. SUPPLEMENTARY PLANNING DOCUMENT 12 : DESIGN GUIDE FOR EXTENSIONS AND ALTERATIONS

- 13.1 The Committee considered a report of the Executive Director, Environment Development and Housing setting out the results of the consultation undertaken on the draft Extensions and Alterations Design Guide (Supplementary Planning Document (SPD) 12).
- 13.2 The Head of Planning and Public Protection explained that approval was sought to make the proposed changes and recommended adoption of the SPD. Once adopted the SPD would support the current development plan by providing detailed design guidance for extensions and alterations to buildings throughout the City. The new SPD once adopted would supersede current documents SPGH01 “Roof Alterations and Extensions” and SPGH07 “Satellite Receiving Dishes and Other Aerials.”
- 13.3 Councillor C Theobald stated that this was a thorough document which was user friendly, it contained a number of diagrams and set out the guidance in a clear way.

- 13.4 Councillor Hawtree concurred stating that the document was thorough and had benefitted from the amendments which had been made in response to the consultation process.
- 13.5 Councillor Mac Cafferty stated that the document was clear and well put together and represented an important piece of work.
- 13.6 **RESOLVED** – (1) That the Committee notes the results of the public consultation exercise (Appendix 2 to the report) and endorses the changes made to the SPD;
- (2) Adopts SPD12 “Design Guide for Extensions and Alterations” (Appendix 1 to the report) as a Supplementary Planning Document subject to any minor grammatical and non-material text and illustrative alterations agreed by the Executive Director, Development and Housing in consultation with the lead Councillor.
- (3) That following adoption of SPD12 “Design Guide for Extensions and Alterations”, the Economic Development and Culture Committee authorises the revocation of SPGH01 “Roof Alterations and Extensions” and SPGBH07 “Satellite Receiving Dishes and Other Aerials”; and
- (4) That the SPD takes effect on Monday 5 August 2013.

14. MAJOR PROJECTS UPDATE

- 14.1 The report was not subject to call over. However the Head of City Regeneration drew the Committees’ attention to the schedule included updates in respect of the Circus Street and Open Market schemes and “The Keep”.
- 14.2 **RESOLVED** – That the contents of the schedule be noted and received.

15. ITEMS REFERRED FOR COUNCIL

- 15.1 There were none.

The meeting concluded at 6.15pm

Signed

Chair

Dated this

day of