




# Brighton & Hove City Council

## COMMITTEE WORK PROGRAMME

KING'S HOUSE  
GRAND AVENUE  
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[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

To be Published 4 February 2013

For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

The Council has chosen to publish a **Committee Work Programme** setting out matters which are anticipated to come before the Council and/or a Committee during the next 12 months. The programme will detail both **key decisions**  and non-key decisions in the period covered by the Programme. Not all decisions can be listed because in some cases the need for a decision is not known at the time of publication. However an updated version of the Programme will be published on a monthly basis

The Council's Constitution states that a key decision is one that involves:

- (a) *Expenditure which is, or the making of savings which are, significant having regard to the expenditure of the City Council's budget, namely above £500,000 per annum; or*
- (b) *Is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions (wards).*

As a matter of good practice, the Council's Committee Work Programme highlights those items listed as key decisions to inform local residents of such matters that are to be considered. The exception being those issues which are dealt with under the urgency provisions.

For each decision included on the Programme the following information is provided:

- the committee or body that is to make the decision and the date of the meeting
- the title of the report and decision to be considered
- individuals/groups that will be consulted prior to the decision being taken
- a list of other appropriate documents
- the name and telephone number of the contact officer and to whom any representations should be sent for each item.

The Programme is updated and published at the beginning of every month on the Council's web-site.

Meetings of the Council and Committees are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the web site in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Mark Wall, Head of Democratic Services at Kings House, Grand Avenue, Hove, BN3 2LS, or telephone 01273 291006 or send an e-mail to [mark.wall@brighton-hove.gov.uk](mailto:mark.wall@brighton-hove.gov.uk).

For further detailed information regarding specific issues to be considered by the Committee please contact the named contact officer for the item concerned.

Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
<b>Decisions Anticipated for March 2013</b>				
<b>POLICY &amp; RESOURCES COMMITTEE</b>				
30151	<p><b>Annual Investment Strategy 2013/14</b>  <i>Policy Committee Decision - Key</i>            A report to recommend the 2013/14 Annual Investment Strategy</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013</p> <p>28 Mar 2013</p>		<p>Report of: Director of Finance</p> <p>Director of Finance</p> <p>Report Author: Peter Sargent Tel: 29-1241</p>
26151	<p><b>Planned Maintenance Budget Allocation 2013-14 and Programme of Works for the Council's Operational Buildings</b>  <i>Policy Committee Decision - Key</i>            Report on the proposed 2013-14 budget allocation of planned maintenance works to the council's operational buildings to include civic, historic, commercial and social care properties.</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013</p>		<p>Report of: Strategic Director, Place</p> <p>Report Author: Angela Dymott Tel: 29-1450</p>
30149	<p><b>Treasury Management Policy Statement 2013/14</b>  <i>Policy Committee Decision - Key</i>            A report to recommend the 2013/14 Treasury Management Policy Statement, incorporating the Treasury Management Practices and Schedules</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013</p>		<p>Report of: Director of Finance</p> <p>Report Author: Peter Sargent Tel: 29-1241</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
33405	<p><b>Financial Inclusion</b> <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: All Wards</i></p>	21 Mar 2013		<p>Report of: Director of Finance</p> <p>Report Author: Richard Tuset Tel: 29-5514, Carolyn Bristow Tel: 29-3653, Nicky Cambridge Tel: 29-6827, Mel North Tel: 29-1068</p>
33771	<p><b>Asset Management Fund 2013-14</b> <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: All Wards</i></p>	21 Mar 2013		<p>Report of: Head of Property and Design</p> <p>Report Author: Nigel McCutcheon Tel: 29-1453</p>
33773	<p><b>Collaborative Partnering - Procurement of New Construction Strategic Partnership</b> <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: All Wards</i></p>	21 Mar 2013		<p>Report of: Head of Property and Design</p> <p>Report Author: Nigel McCutcheon Tel: 29-1453</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
33843	<p><b>Corporate Plan Update 2013/14</b>  <i>Policy Committee Decision - Key</i>                      This report is the planned annual review and update of Commitments within the Corporate Plan, and other relevant information.</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013                      28 Mar 2013</p>		<p>Report of: Chief Executive</p> <p>Report Author:                      Matthew Wragg Tel:                      29-3944</p>
33987	<p><b>One Planet Living - Sustainability Action Plan</b>  <i>Policy Committee Decision - non-Key</i>                      To approve the One Planet Living Sustainability Action Plan.</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013</p>		<p>Report of: Strategic Director, Place</p> <p>Report Author:                      Thurstan Crockett                      Tel: 29-2503, Sarah Jones Tel: 29-3833</p>
33959	<p><b>2013/14 LOCAL TRANSPORT PLAN CAPITAL PROGRAMME</b>  <i>Policy Committee Decision - Key</i>                      Consideration and approval of allocation of agreed Local Transport Plan budget to specific projects and areas of work.</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013</p>		<p>Report of: Strategic Director, Place</p> <p>Report Author: David Low Tel: 29-2455, Andrew Renaut Tel: 29-2477, Marie Chesham, Tabitha Rohrer</p>

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34099	<p><b>Tender for Transport Term Contract</b>  <i>Policy Committee Decision - Key</i>                      To enable the Transport division to deliver on a number of critical projects for the City it needs access to a range of diverse and specialist services. The council procures these services under a tendered framework agreement which it can draw upon as and when required. Due to EU tendering regulations the council needs to renew the contract and retender the existing contract.</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013  3 Mar 2014</p>		<p>Report of: Strategic Director, Place</p> <p>Report Author: Tabitha Rohrer</p>
34115	<p><b>Super Connected Cities Plan Procurement</b>  <i>Policy Committee Decision - Key</i>                      Seeking authorisation to prepare the procurement necessary for the implementation of the council's Super Connected Cities Plan, using the recent funding award from the Department of Culture Media and Sport to ensure ultrafast broadband, wireless connectivity and Fibre to the Premises vouchers for SMEs in the city centre. Seeking delegated authority to finalise the relevant procurement documents.</p> <p><i>Wards affected: All Wards</i></p>	<p>21 Mar 2013</p>		<p>Report of: Strategic Director, Place</p> <p>Report Author: Max Woodford Tel: 29-3451</p>
33845	<p><b>Patcham Court Farm - Long leasehold disposal</b>  <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: Patcham</i></p>	<p>21 Mar 2013</p>		<p>Report of: Strategic Director, Place</p> <p>Report Author: Ralph Long Tel: 29-1442, Angela Dymott Tel: 29-1450</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
34065	<p><b>Patcham Court Farm Site -long leasehold disposal Exempt Category 3</b>  <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: Patcham</i></p>	21 Mar 2013	Exempt Category 3	<p>Report of: Strategic Director, Place</p> <p>Report Author: Ralph Long Tel: 29-1442, Angela Dymott Tel: 29-1450</p>
<b>CHILDREN &amp; YOUNG PEOPLE COMMITTEE</b>				
28157	<p><b>Admissions Arrangements for Brighton &amp; Hove Schools 2014/15</b>  <i>Policy Committee Decision - Key</i></p> <p>To set out the proposed admission arrangements for community schools for 2014/15 and proposed admission numbers for all maintained schools in the City.</p> <p>To set out the revised schemes for co-ordinated admissions, including key dates, and also the background to consultation with Voluntary Aided schools on their admission arrangements.</p> <p><i>Wards affected: All Wards</i></p>	<p>11 Mar 2013</p> <p>28 Mar 2013</p>		<p>Report of: Strategic Director, People</p> <p>Strategic Director, People</p> <p>Report Author: Gil Sweetenham Tel: 29-3474</p>

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
31600	<p><b>Youth Justice Service Plan 12-13 Revised</b>  <i>Policy Committee Decision - non-Key</i>                      The revised action plan for the Youth Offending Service takes into account the findings of the Peer Review and HM Probation Inspection reports and identifies the partnership's six agreed service priorities for Youth Justice in Brighton &amp; Hove</p> <p><i>Wards affected: All Wards</i></p>	11 Mar 2013		<p>Report of: Strategic Director, People</p> <p>Report Author: Anna Gianfrancesco Tel: 29-3966, Andy Whippey Tel: 29-5391</p>
33721	<p><b>Childrens services section 75</b>  <i>Policy Committee Decision - Key</i>                      Update on revisions to the Sections 75s for childrens services ; commmissioning and delivery to ensure they are commensurate with NHS and other changes</p> <p><i>Wards affected: All Wards</i></p>	11 Mar 2013  21 Mar 2013		<p>Report of: Interim Director of Children's Services</p> <p>Report Author: Alison Nuttall Tel: 29-3736</p>
<b>ENVIRONMENT &amp; SUSTAINABILITY COMMITTEE</b>				
25998	<p><b>Official Feed and Food Controls Service Plan 2013/14</b>  <i>Policy Committee Decision - Key</i>                      To seek approval for the Feed and Food Controls Service Plan. To ensure transparency and accountability the Council details its planned food safety and standards work in a service plan as required by the food standards agency.</p> <p><i>Wards affected: All Wards</i></p>	27 Mar 2013  9 May 2013		<p>Report of: Strategic Director, Place</p> <p>Strategic Director, Place</p> <p>Report Author: Nick Wilmot Tel: 29-2157</p>



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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
<b>HOUSING COMMITTEE</b>				
33687	<p><b>Home Energy Conservation Act Report</b>  <i>Policy Committee Decision - non-Key</i>                      Report on HECA requirements setting out achievements and plans to reduce domestic CO2 emissions in B&amp;H</p> <p><i>Wards affected: All Wards</i></p>	6 Mar 2013		Report of: Strategic Director, Place  Report Author: Miles Davidson Tel: 29 - 3150, Martin Reid Tel: 29-3321
33689	<p><b>Approval to Managing Partner for Home Energy efficiency - Grants and assistance</b>  <i>Policy Committee Decision - Key</i>                      Approval to procure managing partner for HEE grants and delegated authority to Strategic director of Place to award contract</p> <p><i>Wards affected: All Wards</i></p>	6 Mar 2013		Report of: Strategic Director, Place  Report Author: Miles Davidson Tel: 29 - 3150
<b>TRANSPORT COMMITTEE</b>				
33533	<p><b>Local Transport Plan Capital Programme 2013/14</b>  <i>Other Committee Decision</i>                      Agreement to allocation of funding across various highway maintenance and integrated transport schemes</p> <p><i>Wards affected: All Wards</i></p>	5 Mar 2013		Report of: Strategic Director, Place  Report Author: Andrew Renaut Tel: 29-2477

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
34007	<p><b>Brighton Station Gateway</b>  <i>Policy Committee Decision - non-Key</i>                      Report of work undertaken to assess the impact of a taxi rank in Frederick Place and options around the Brighton Station Canopy</p> <p><i>Wards affected: St Peter's &amp; North Laine</i></p>	<p>5 Mar 2013</p> <p>5 Mar 2013</p>		<p>Report of: Strategic Director, Place</p> <p>Report Author: Jim Mayor Tel: 29-4164</p>
34009	<p><b>Valley Gardens</b>  <i>Policy Committee Decision - non-Key</i>                      Presentation of master-plan and outline delivery plan for Valley Gardens</p> <p><i>Wards affected: All Wards</i></p>	<p>5 Mar 2013</p>		<p>Report of: Strategic Director, Place</p> <p>Report Author: Jim Mayor Tel: 29-4164</p>
<b>LICENSING COMMITTEE</b>				
34220	<p><b>Gambling Act 2005</b>  <i>Regulatory Committee Decision</i>                      Gambling update</p> <p><i>Wards affected: All Wards</i></p>	<p>14 Mar 2013</p>		<p>Report of: Head of Planning and Public Protection</p> <p>Report Author: Jim Whitelegg Tel: 29-2143, Jean Cranford Tel: 29-2550</p>

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34119	<p><b>Work of the Licensing Authority 2011/13</b>  <i>Regulatory Committee Decision</i>                      This report sets out the licensing functions carried out between 1 April 2011 and 30 January 2013</p> <p><i>Wards affected: All Wards</i></p>	14 Mar 2013		<p>Report of: Head of Planning and Public Protection</p> <p>Report Author: Jean Cranford Tel: 29-2550, Tim Nichols Tel: 29-2163</p>
<b>ECONOMIC DEVELOPMENT &amp; CULTURE COMMITTEE</b>				
28399	<p><b>Shoreham Harbour Joint Area Action Plan and Development Briefs</b>  <i>Policy Committee Decision - Key</i>                      To agree to public consultation on issues and options for the (draft) Shoreham Harbour Joint Area Action Plan. The Plan is being produced jointly with Adur District Council and West Sussex County Council.</p> <p><i>Wards affected: South Portslade; Wish</i></p>	7 Mar 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Mike Holford Tel: 29-2501</p>
33091	<p><b>Designation of Rottingdean Parish Neighbourhood Area</b>  <i>Policy Committee Decision - non-Key</i>                      This report will seek a decision in respect of whether to designate the Rottingdean Parish Neighbourhood Area in accordance with the Neighbourhood Planning provisions in the Localism Act 2011</p> <p><i>Wards affected: Rottingdean Coastal</i></p>	7 Mar 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Rebecca Fry Tel: 29-3773</p>

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33348	<p><b>Maintenance of Historic Buildings</b>  <i>Policy Committee Decision - non-Key</i>                      Annual update on the strategy to deal with listed buildings at risk and other historic buildings in disrepair.</p> <p><i>Wards affected: All Wards</i></p>	7 Mar 2013		<p>Report of: Head of Planning and Public Protection</p> <p>Report Author: Tim Jefferies Tel: 29-3152</p>
34015	<p><b>Edward Street Quarter Draft Planning Brief</b>  <i>Policy Committee Decision - non-Key</i>                      The report seeks approval to undertake formal consultation with stakeholders on the Draft Planning Brief for the Edward Street Quarter. The Draft Brief provides planning guidance for the area including the former Amex building, Job Centre, the Police HQ building on the western side of John Street and Dorset Gardens Peace Park (to the south of Edward Street).</p> <p><i>Wards affected: Queen's Park</i></p>	7 Mar 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Jo Thompson Tel: 292500</p>

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34233	<p><b>Draft Supplementary Planning Document 12: Design Guide for Extensions and Alterations</b>  <i>Policy Committee Decision - non-Key</i></p> <p>The purpose of the SPD is to support current and emerging development plan policies by providing detailed design guidance on extensions and alterations to buildings. The guidance is intended to promote good design practice across the City, assist in the protection and enhancement of the City's Heritage assets, and protect the amenities of local residents from harmful development. Once adopted, the SPD will constitute a material consideration that can be taken into account when determining planning applications.</p> <p><i>Wards affected: All Wards</i></p>	7 Mar 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Adrian Smith</p>

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32845	<p><b>Medina House - Planning Brief</b>  <i>Policy Committee Decision - non-Key</i>                      The purpose of the report is to recommend Members approval of the 'Medina House – Planning Brief' consultation draft which consults on the proposed parameters of development at the Medina House site.                      The final Planning Brief will provide planning guidance for the Medina House site, and one outcome of this will be to manage expectations of what the site can deliver taking into account its sensitive and prominent location and locally listed heritage asset designation.                      As part of the development control process, the content of the Planning Brief will inform both the pre-application and planning application stages as a material planning consideration when assessing planning application proposals at the Medina House site.</p> <p><i>Wards affected: Central Hove</i></p>	7 Mar 2013	N/A	Report of: Strategic Director, Place  Report Author: Clare Flowers

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Ref	Report Details	Committee Date	Consultation	Lead Director Lead Officer
<b>Decisions Anticipated for April 2013</b>				
<b>TRANSPORT COMMITTEE</b>				
31388	<p><b>Amex Community Stadium Residents Parking Proposals - Consideration of Objections and Representations to Traffic Regulation Orders</b>  <i>Policy Committee Decision - non-Key</i>                      To consider the results of the formal consultation following advertising of traffic regulation orders for proposed resident parking schemes for Coldean and Moulsecoomb.</p> <p><i>Wards affected: Hollingdean &amp; Stanmer; Moulsecoomb &amp; Bevendean</i></p>	30 Apr 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Owen McElroy Tel: 29-0368</p>
34225	<p><b>Seafront Cycle Routes</b>  <i>Policy Committee Decision - Key</i>                      Introduction of a cycling facility on Marine Parade. Reviewing the bye-law prohibiting cycling on Hove Promenade.</p> <p><i>Wards affected: Brunswick &amp; Adelaide; Central Hove; East Brighton; Queen's Park; Westbourne; Wish</i></p>	30 Apr 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Tom Campbell Tel: 29-3328, Tabitha Rohrer</p>

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<b>Decisions Anticipated for May 2013</b>				
<b>POLICY &amp; RESOURCES COMMITTEE</b>				
30942	<p><b>Former Peter Pan site - Lease agreement</b>  <i>Policy Committee Decision - Key</i></p> <p><i>Wards affected: East Brighton</i></p>	2 May 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Toni Manuel Tel: 29-0394</p>
26158	<p><b>Asset Management Fund 2013/14</b>  <i>Policy Committee Decision - Key</i></p> <p>To seek approval for the allocation of the Asset Management Fund 2013/14</p> <p><i>Wards affected: All Wards</i></p>	2 May 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Angela Dymott Tel: 29-1450</p>
30021	<p><b>Quarterly Surveillance Report (May 2013)</b>  <i>Policy Committee Decision - non-Key</i></p> <p>Update on surveillance activity carried out by officers in previous quarter</p> <p><i>Wards affected: All Wards</i></p>	2 May 2013		<p>Report of: Director of Finance</p> <p>Report Author: Jo Player Tel: 29-4086</p>
32940	<p><b>Adoption of Shoreham Harbour Development Briefs</b>  <i>Policy Committee Decision - non-Key</i></p> <p>To adopt development briefs for Aldrington Basin and South Portslade Industrial Estate at Shoreham Harbour following 6 weeks formal public consultation.</p> <p><i>Wards affected: Wish</i></p>	2 May 2013		<p>Report of: Strategic Director, Place</p> <p>Report Author: Mike Holford Tel: 29-2501</p>



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<b>ITEMS PREVIOUSLY LISTED IN THE COMMITTEE WORK PROGRAMME BUT NOW WITHDRAWN OR DEFERRED FOR THE REASONS STATED</b>				
29414	<p><b>Volks Railway- Replacement of Siding Sheds</b>  <i>Policy Committee Decision - non-Key</i></p> <p><i>Wards affected: Rottingdean Coastal</i></p>			<p>Report of: Strategic Director, Communities</p> <p>Report Author: Toni Manuel Tel: 29-0394</p>