



**Brighton & Hove  
City Council**

# Tourism, Development & Culture Committee

Title:	<b>Tourism, Development &amp; Culture Committee</b>
Date:	<b>11 January 2018</b>
Time:	<b>2.00pm</b>
Venue	<b>Hove Town Hall, Council Chamber - Hove Town Hall</b>
Members:	<b>Councillors:</b> Robins (Chair), Cattell (Deputy Chair), Nemeth (Opposition Spokesperson), Druitt (Group Spokesperson), Allen, Mac Cafferty, Mears, Morris, O'Quinn and C Theobald
Contact:	<b>Cliona May</b> Democratic Services Officer 01273 291354 democratic.services@brighton-hove.gov.uk



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# Democratic Services: Tourism Development & Culture Committee

<b>Democratic Services Officer</b>	<b>Councillor Robins Chair</b>	<b>Executive Director</b>	<b>Legal Officer</b>
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Officer  
Officer  
Officer  
Officer  
Officer

**Councillor Cattell**  
Deputy Chair

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**Councillor Allen**

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**Councillor Morris**

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**Councillor O'Quinn**

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**Councillor Nemeth**  
Opp Spokes

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**Councillor Mears**

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**Councillor C. Theobald**

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**Councillor Druitt**

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**Councillor Mac Cafferty**

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**Public Speaker**

**Councillor Speaking**

Press

Public Seating

## AGENDA

### PART ONE

Page

#### 38 PROCEDURAL BUSINESS

- (a) **Declarations of Substitutes:** Where councillors are unable to attend a meeting, a substitute Member from the same political group may attend, speak and vote in their place for that meeting.
- (b) **Declarations of Interest:**
- (a) Disclosable pecuniary interests;
  - (b) Any other interests required to be registered under the local code;
  - (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

- (c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

*Note: Any item appearing in Part Two of the agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the press and public.*

*A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.*

#### 39 MINUTES

1 - 18

To consider the minutes of the meeting held on 16 November 2017 (copy attached).

Contact Officer: Penny Jennings

Tel: 01273 291065

#### 40 CHAIRS COMMUNICATIONS

## TOURISM, DEVELOPMENT & CULTURE COMMITTEE

### 41 CALL OVER

- (a) Items (44 – 49) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

### 42 PUBLIC INVOLVEMENT

19 - 20

To consider the following matters raised by members of the public:

- (a) **Petitions:** To receive any petitions presented by members of the public to the full Council or at the meeting itself.
  - i) **HMOs** – Petition from Mrs Clare Fergusson - O'Toole (copy attached).
  - ii) **40% Affordable Homes** – Petition from Miss Carrie Hynds referred from the Council meeting held on 14 December 2017 (1095 signatures).
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 4 January 2018.
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 4 January 2018.

### 43 MEMBER INVOLVEMENT

21 - 24

To consider the following matters raised by Members:

- (d) **Petitions:** To receive any petitions referred from Full Council or submitted directly to the Committee;
- (e) **Written Questions:** To consider any written questions;
  - i) **Planning Enforcement** – Councillor Nemeth
  - ii) **The “Big Screen”** – Councillor Mears
- (f) **Letters:** To consider any letters;
- (g) **Notices of Motion:** to consider any Notices of Motion referred from Full Council or submitted directly to the Committee.
  - i) **Use of plastics on and within buildings in Brighton & Hove** – Councillor Nemeth

### 44 PLANNING APPLICATION VALIDATION REQUIREMENT - VIABILITY ASSESSMENT AND AFFORDABLE HOUSING STATEMENT

25 - 44

Report of the Executive Director for Economy, Environment & Culture (copy attached).

## TOURISM, DEVELOPMENT & CULTURE COMMITTEE

- 45 BROWNFIELD LAND REGISTER 45 - 58**  
Report of the Executive Director for Economy, Environment & Culture (copy attached).  
*Contact Officer: Steve Tremlett Tel: 01273 292108*
- 46 MAJOR PROJECTS UPDATE 59 - 66**  
Report of the Executive Director Economy, Environment & Culture (copy attached)
- 47 FEES & CHARGES 2018/2019 - SPORT AND LEISURE, VENUES AND LIBRARIES 67 - 106**  
Report of the Executive Director Economy, Environment & Culture (copy attached)  
*Contact Officer: Ian Shurrock Tel: 01273 292084*
- 48 ROYAL PAVILION ESTATE CAPITAL PROJECT PHASE 2 UPDATE 107 - 118**  
Report of the Executive Director Economy, Environment & Culture (copy attached)  
*Contact Officer: Val Birchall Tel: 01273 292571*
- 49 UPDATE ON ROYAL PAVILION AND MUSEUMS TRUST ARRANGEMENTS 119 - 132**  
Report of the Executive Director Economy, Environment & Culture (copy attached)  
*Contact Officer: Val Birchall Tel: 01273 292571*
- 50 ITEMS REFERRED FOR FULL COUNCIL**  
To consider items to be submitted to the 1 February 2018 Council meeting for information.  
*In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting*

## TOURISM, DEVELOPMENT & CULTURE COMMITTEE

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Date of Publication - Wednesday, 3 January 2018

**BRIGHTON & HOVE CITY COUNCIL**

**TOURISM, DEVELOPMENT & CULTURE COMMITTEE**

**4.00pm 16 NOVEMBER 2017**

**HOVE TOWN HALL, COUNCIL CHAMBER - HOVE TOWN HALL**

**MINUTES**

**Present:** Councillor Robins (Chair)

**Also in attendance:** Councillor Cattell (Deputy Chair), Nemeth (Opposition Spokesperson), Druitt (Group Spokesperson), Allen, Mac Cafferty, Mears, Morris, O'Quinn and C Theobald

**Other Members present:** Councillors

**PART ONE**

**26 PROCEDURAL BUSINESS**

**26a Declarations of Substitutes**

26.1 There were none.

**26b Declarations of Interest**

26.2 Councillor Nemeth referred to the to the Brighton and Hove Big Screen event, Outdoor Events Madeira Drive, Road Closures 2018 (Item 32) and stating that he had occupied shared office space with the organisers. Confirming however that he did not have a prejudicial interest, remained of a neutral mind and would remain present at the meeting during consideration and determination of their application. Councillor C Theobald stated that she also a non-prejudicial interest in the same matter remained of a neutral mind and would remain present at the meeting during consideration and determination of their application.

26.3 Councillor Druitt stated that whilst the "Big Lemon" with which he was associated had sponsored/been involved with outdoor events Outdoor Events in Parks and Open Spaces 2018 (Item 33) in previous years that was not the case for 2018 and as such he did not have a prejudicial interest in any of the events referred to and would therefore remain present at the meeting during consideration determination of that item.

**26c Exclusion of Press and Public**

26.4 The Committee considered whether the press and public should be excluded from the meeting during consideration of any of the items listed on the agenda.

26.5 **RESOLVED** – That the press and public not be excluded from the meeting.

## 27 MINUTES

27.1 Councillor Nemeth stated that he wished details of his supplementary questions/queries and the responses to them to be included these are as set out below added:

### **Marlborough House**

27.2 In answer to further questions regarding action being taken it was explained that action was on-going and that a further update would be provided to Committee as soon as it was practicable to do so.

### **Effects of Graffiti**

27.3 Councillor Nemeth referred to the recent incidence of graffiti being carried out by “taggers” and the problems this caused. Whilst catching perpetrators could be problematic, there were limitations to what could be done, ie., removal from private property, this was taken very seriously and strategies were in place to seek to ensure that it was removed rapidly.

### **Sculpture Trail**

27.4 In answer to further questions on this matter, the Chair stated that this matter was looked at strategically and support was given to placement of sculpture(s) in locations where this was considered appropriate.

27.5 **RESOLVED** – That the Chair be authorised to sign the minutes of the meeting held on 21 September 2017 as a correct record with the additional information set out above noted.

## 28 CHAIRS COMMUNICATIONS

28.1 The Chair gave the following communications:

### **Tourism & Venues**

28.2 Working with over 522 City partners engaged in tourism, in the last 3 months VisitBrighton had:

- Continued to promote and support the Save Madeira Terrace Campaign
- Hosted journalists that has resulted in coverage in: The Metro and The Telegraph
- Hosted 30 press trips for journalists notably including: Meetings & Incentive Travel Magazine (UK), Olive Magazine (UK), Good Things (UK), Living @ Home (Germany), Gay Guide (Canada) and Mafengwo (China)
- Seen 400,000 unique visits to visitbrighton.com
- Engaged with 56k followers on Twitter, 22k friend on Facebook and 8k followers on Instagram



- Handled 40 conference enquiries, confirming enquiries which will generate £2m on their arrival, most notably confirming:
  - National HIV Nurses Assoc Annual Congress – Oct 2018 – 400 delegates
  - Institute of Translating and Interpreting Annual Conference – May 2019 – 400 delegates
  - British Society of Immunology Annual Conference – Dec 2020 – 1000 delegates.

### **Living Wage Campaign**

28.3 Brighton & Hove City Council had a funding agreement with Brighton & Hove Chamber of Commerce to deliver the Living Wage Campaign in the City. Its aim was to support and encourage local businesses to voluntarily commit to paying their employees the Living Wage. The Brighton & Hove Living Wage Campaign had been launched in 2012 and the number of businesses in the City signed-up to the campaign had been growing year-on-year. The previous week had been Living Wage Week - which had provided a great opportunity to celebrate the success of the [Brighton & Hove Living Wage Campaign](#) and to raise its profile. [Over 350 businesses](#) had now signed up to the local campaign in Brighton & Hove. The Living Wage was set independently and calculated based on what people needed to live and calculated according to the cost of living in the UK. As part of the Living Wage Week 2017 activities, the new UK and London Living Wage rates for 2017/2018 had been announced. The new UK rate was an increase of 30 pence to **£8.75 per hour**. Current Living Wage employers had until 1<sup>st</sup> April 2018 to implement this new rate.

### **Festival of Learning Employer Award**

28.4 The previous evening, he had attended the award ceremony for the Festival of Learning Employer award for the Royal Pavilion and Museums (RPM) referred to at the last meeting of Committee meeting. The award celebrates businesses that have used learning proactively to develop and utilise the skills of their workforce to improve productivity, raise morale, increase staff retention and enhance their business performance. This workforce development programme at the RPM funded as part of the Arts Council funding pays to release front line staff to undertake different roles across the RPM.

### **Brighton Museum and Art Gallery**

28.5 He had also attended the opening for the House Biennial 2017 at Brighton Museum and Art Gallery recently. House Biennial in partnership with RPM had commissioned the artist Laura Ford to produce a sculptural installation 'A King's Appetite' which took inspiration from caricatures satirising the life of the Prince Regent and imagery from the pottery collections.

28.6 The coming weekend would see a major new exhibition opening at Brighton Museum and Art Gallery Gluck Art & Identity exploring the life and work of the 20<sup>th</sup> century artist, Gluck who was now also recognised as a trailblazer of gender fluidity. The coming weekend would also see the transformation of the Royal Pavilion for Christmas with

festive decorations and glittering trees. Dragons, birds, flower and toys were intended to bring sparkle, glamour and Christmas cheer for all the family.

28.7 **RESOLVED** – That the contents of the Chair’s Communications be received and noted.

## 29 CALL OVER

29.1 All items on the agenda were reserved for discussion.

## 30 PUBLIC INVOLVEMENT

### 30a Petitions

30.1 The Chair referred to the fact that a petition had been received which had been referred from the Council meeting held on 2 November 2017. Consideration of the petition had been deferred in order that further to the decision to consult on a preliminary charging schedule, the Committee could consider whether water fountains should be included as an option in the BHCC 123 Infrastructure list, as part of health care infrastructure provision, to enable the Community Infrastructure Levy (CIL) to be used as a possible means of funding water fountains.

30.2 The Chair, Councillor Robins explained that as CIL was currently out for consultation it was intended that this issue would form the subject of a report for consideration by the Committee following completion of that consultation process.

30.3 Councillor Mears asked if the report/officer presentation could include photographs illustrating different types of fountain for Members consideration. Councillor C Theobald asked that the report include a full assessment of potential options in order to guide members considerations as to whether they wished to include water fountains in the BHCC 123 Infrastructure list or not. It was confirmed that the officer report would address both of those points.

30.4 **RESOLVED** - That the contents of the petition be received and noted and that a report be brought back to a future Committee following completion of the CIL consultation process.

### 30b Written Questions

30.5 The Chair noted that one public question had been received from Mr Hawtree. The Chair invited Mr Hawtree to come forward and he put his question in the following terms: Mr Hawtree stated that on the previous occasion he had put a question to the Committee he considered that the response set out in the minutes did not reflect what had been said at the meeting. The Chair, Councillor Robins, responded that was not his recollection, but that the notes taken at the time would be checked and the necessary textual changes made if that was the case

“Would Councillor Robins please tell us what plans he has to fill the 38 General Fiction shelves which, at Hove’s nationally esteemed Carnegie Library, are currently either empty or given to a few face-on books?”

- 30.6 The Chair gave the following response: "Library staff have checked the fiction shelving and report that there are only 2 empty shelves, and 36 are face on display. There are 295 flat shelves with fiction books on them. Mr Hawtree may have visited Hove Library when staff were in the middle of moving stock around, during which time some more shelves would have been empty. Best professional practice in public libraries is to encourage book borrowing by presenting library books in an attractive way, using face on shelving as well as book displays. So it is a deliberate policy to have a reasonable percentage of fiction stock face-on. Accessibility guidance advises libraries to avoid putting books on high shelves, as these are difficult for many of our elderly or disabled library borrowers to reach.
- 30.7 By way of a supplementary question Mr Hawtree asked why, if that was so, on the way to the meeting he had observed that with the exception of crime fiction a number of empty spaces had been observed. The Chair, Councillor Robins stated that the figure cited by Mr Hawtree was commensurate with the explanation he had given.

### **30c Deputations**

- 30.8 There were none.

## **31 MEMBER INVOLVEMENT**

### **31a Written Questions**

- 31.1 The Chair noted that six questions had been received from Councillor Nemeth.

#### **Inclusion of Royal Pavilion Gardens on Historic England's "At Risk" Register**

- 31.2 Councillor Nemeth asked: "With regard to the inclusion of the Royal Pavilion Gardens on Historic England's 'at risk' register, will the Chairman explain why a spokesman for Brighton & Hove City Council made the following misleading statement?:

"Inclusion of the garden on the register is absolutely not a criticism of those responsible for it."

As a reminder, Andrew Brown, planning director for Historic England in the South East, stated: "To say it's not a criticism is to push the interpretation of being on the register to its extremes. It's not a straightforward criticism, but I would liken it to an amber light, to say if the council carries on the way it's going at the moment, it's going to harm the historic importance of the gardens. We're not trying to police them but to flag up the fact it's going in the wrong direction and to offer help."

- 31.3 The Chair provided the following written response: "The placing of the Royal Pavilion Gardens on the "at risk" register reflects Historic England's published view that "Pressure on public finances presents a challenge for many of our most celebrated public parks and cemeteries."

Historic England has been clear that caring for such important heritage sites is a significant challenge in the current climate, and may require more resources than can be found locally. The "at risk" register aims to highlight the need for agencies and communities to come together locally, regionally and nationally and Historic England

acknowledges that it is no criticism of any one administration, given that Councils do not have the resources to carry out large scale or long-term conservation. Historic England has assured us that this step is intended to raise the profile of the challenge of caring for such assets, and to help guide us in developing our Conservation Plan for the Gardens, and in seeking funding partnerships to protect and conserve the site long term by establishing it as a priority. We have already started this process, having appointed Sussex-based landscape specialists Chris Blandford Associates to prepare a Conservation Plan and 10 year Management Plan.”

- 31.4 Councillor Nemeth noted what had been said by the Chair and asked whether it would be possible that a report be provided to the next meeting of the Committee updating them on progress. The Chair responded stating that this matter was being addressed as a matter of urgency and the process was underway it was essential that the consultation process was carried out correctly. An update would be included in the standing Major Projects report and a stand-alone report provided as soon as it was practicable to do so, although this might not be possible for the January 2018 cycle.

### **Meeting of Chair With Sports Clubs**

- 31.5 Councillor Nemeth asked: “Will the Chairman detail which sports clubs he has met with in his capacity of Head of Sports for Brighton & Hove (a) this year and (b) since the last TDC meeting?”
- 31.6 The Chair provided the following written response:” The Head of Sport & Leisure meets regularly with the key organisations that provide sporting opportunities across the city including Freedom Leisure, Brighton University, Sussex University, Albion in the Community, Sussex Cricket Foundation and Active Sussex. In addition, meetings are held regularly with Governing Bodies of Sport such as the Sussex Football Association, Rugby Football Union and England Hockey who represent the interest of their member sports clubs. Furthermore, meetings are regularly held with individual clubs by a range of council officers on such matters as seeking to improve facilities or participate in events. While I discuss regularly key issues with the Head of Sport & Leisure, I am always willing to meet with clubs and organisations if they so wish.”
- 31.7 Councillor Nemeth noted the Chair’s response asking regarding arrangements in place to consult with smaller sports clubs who could be left feeling that they did not have a voice. It was explained that, whilst it was difficult to meet with individual groups, feedback received was taken on board. Officers meet with representatives from the bodies representing individual clubs/sports who were also included in any consultation exercises carried out.

### **Update on Planning Enforcement Situation**

- 31.8 Councillor Nemeth asked: “Will the Chairman provide an update on the planning enforcement situation at Marlborough House following the issue of recent enforcement notices, including that which expired on 6 November 2017.”
- 31.9 The Chair provided the following written response: The enforcement notice expired on Monday 6 November. A site visit took place on Wednesday 8 November and officers confirmed that works have not commenced to comply with the Listed Building

Enforcement Notice. Officers are currently liaising with the legal team to ascertain the action that should now be taken.”

31.10 Councillor Nemeth noted the Chair’s response, stating that he was pleased that issues relating to Marlborough House had been referred to as he was aware that there had been a long history of non-compliance in respect of that building in particular. Councillor Nemeth enquired whether the building remained in the same ownership and when it was anticipated that further action would be taken. It was confirmed that the building remained in the same ownership and that outstanding matters relating to the upkeep and maintenance of the building were being dealt with as a priority.

### **Decision to Change Tennis Courts in Hove Park Into Football Pitches**

31.11 Councillor Nemeth asked: “Will the Chairman detail his role in the recent decision by Brighton & Hove City Council to change tennis courts in Hove Park into football pitches?”

31.12 The Chair provided the following written response:” Hove Park is within the responsibilities of Cityparks and therefore Cllr Mitchell as the portfolio holder for Environment, Transport & Sustainability was consulted on the decision as well as ward councillors, Councillors Brown and Bennett. I was therefore not involved in this decision.”

31.13 Councillor Nemeth asked why this issue had not been before the Committee and Councillor Mears concurred in that view. It was explained that although there was some overlap responsibility for this lay with Environment, Transport and Sustainability Committee and it was important not to duplicate

### **Update on Figures for Open and Pending Planning Enforcement Cases**

31.10 Councillor Nemeth asked: ”Will the Chairman provide the latest figures for open and pending planning enforcement cases for (a) August, (b) September, (c) October and (d) November.”

31.11 The Chair provided the following written response: “The table below shows the enforcement case figures for received and closed cases and the total number of open cases for August, September and October. The figures for November are not yet available. The figures show an increase in on hand enforcement cases over the time period. This will be addressed through management of resources and an Enforcement Policy that will come before the Committee in January 2018.

	Cases Received	Cases Closed	Total Number of Cases as at the end of each month*	Number of cases waiting to be allocated
August	61	82	773	336
September	52	42	781	358
October	52	45	795	382

\* Includes cases allocated to officers and those waiting to be allocated.”

**Impact of Fly-tipping**

- 31.12 Councillor Nemeth asked: “Will the Chairman give his thoughts on the impact of Brighton & Hove’s current fly-tipping epidemic on tourism and detail which other tourist towns/cities he has studied for innovative ways to tackle this issue?”
- 31.13 The Chair provided the following written response: “The city council is one of the most active in the country for tackling flytipping. In figures collected by the Press Association, Brighton & Hove issued 276 fines to flytippers in the 12 months to May 2017, the fifth highest in the country. The council’s updated figures show that 618 fines have been issued to date compared with 196 last financial year.
- 31.14 Improving the environment is a priority for the city council and officers have been highlighting the environmental impact of all kinds of discarded waste, from dog poo to litter.
- 31.15 Enforcement has also been stepped up. Since March 2016 more than 5,000 fixed penalty notices were issued. Of these 594 were for flytipping, including 346 where businesses were using council owned bins to illegally dispose of waste. Fines for flytipping are set at £300.
- 31.16 On average we get about 160 flytips reported to us each month, not including those identified and cleared by our streets teams. The message is that those responsible will be fined and in extreme cases prosecuted.
- 31.17 Staff from the council’s Cityclean have highlighted the issue by putting ‘environmental crime’ tape round flytips. This is part of their ‘Crime not to Care’ campaign which has also involved community engagement and the installation of CCTV at known flytip ‘hotspots.’ Due to the increased awareness there was a big jump in reported flytips from 466 in the first quarter of the year to 776 from April to June.
- 31.18 This Committee agreed earlier this year that officers would develop a new Strategy for the city’s visitor economy, alongside the development of a new Economic Strategy for the city and a new strategy for Arts & Culture. Progress on the development of these strategies will be reported to the committee in the New Year. In all cases, officers are seeking to learn from other cities nationally and internationally to ensure that Brighton & Hove remains competitive as a visitor destination both nationally and internationally.”
- 31.19 Councillor Nemeth asked a further question requesting details of the other cities which were used as benchmarks/models by this authority stating that he did not consider that Eastbourne and Worthing were comparable authorities and was of the view that London, Blackpool or Margate would be more appropriate, he hoped that could be addressed prior to implementation of any new strategy.

**32 OUTDOOR EVENTS - MADEIRA DRIVE CLOSURES 2018**

- 32.1 The Committee considered a report of the Executive Director for Economy, Environment and Culture seeking approval for landlord’s consent of the proposed programme of events on Madeira Drive in 2018 and the associated road closures.

32.2 The Chair, Councillor Robins, noted that the following amendments had been put forward by the Green Group, proposed by Councillor Druitt and seconded by Councillor Mac Cafferty as set out below:

“To amend the recommendation 2.2 and insert new recommendations 2.3 and 2.4 as shown below in ***bold italics***;

2.2 That the committee authorises officers to enter into formal agreements with event organisers ***on the current event schedule*** to determine conditions, fees and levels of support as appropriate ***in accordance with the terms of the council’s existing Outdoor Events Policy***

***2.3 That the committee requests officers to report back on formal agreements on a bi-annual basis, including:***

- ***compliance with the outdoor events policy and other BHCC corporate commitments as they affect;***
- ***communities such as licensing and environmental health;***
- ***quality and nature of any feedback received from the public***
- ***details on fees and charges levied in each circumstance and the rationale for them (in Part 2 papers if necessary for reasons of commercial sensitivity);***

***2.4 That a report be brought to a future committee outlining options for a review and update of the Council’s Outdoor Events Policy, to include:***

***(a) More robust sustainability criteria:***

- ***investigating the possibility of requiring event organisers and vendors to avoid Single Use Plastics as a condition of their event permission***
- ***strengthening the existing Sustainable Event Commitment Form and guidance circulated to exhibitors and traders;***

***(b) A requirement for more detailed information on:***

- ***how events comply with equality legislation, such as the impact on disabled access to surrounding public rights of way;***
- ***how events comply with agreed corporate sustainable transport commitments;***

***(c) The development of a new charging schedule to provide consistency and transparency, which explores options for:***

- ***charges based on commercial event income;***

- *charges based on attendance figures;*
- *more clarity on the categorisation of events e.g. the criteria for being assessed as commercial, charity or community event;*
- *the introduction of a standalone Environmental Impact Charge, with ring-fencing being used to: provide physical mitigation to open spaces directly affected by events;*
- *a proportion of event fee being used to support immediate priorities for funding identified by the Open Spaces strategy and community & parks associations (e.g. 'Friends Of' Parks and Open spaces associations);*
- *Additional fees levied to support animal welfare provision and inspections where animals are part of events.*

***2.3 2.5 That the committee authorises the Executive Director Economy, Environment & Culture, after consultation with the Chair of the committee and opposition spokespersons, to make any alterations to the events programme as necessary and to approve new applications in accordance with the Outdoor Events Policy.***

- 32.3 Councillor Druitt stated that whilst recognising that the amendments were “meaty” he considered that if agreed, they would address the concerns of residents and ensure that a consistent approach was applied which was fair to all.
- 32.4 Councillor Mac Cafferty acknowledged the work undertaken by officers but considered that the proposed amendments would ensure that there was greater clarity. Whilst it was recognised that negotiations took place with organisers and that each application was considered on its individual merits, he considered that there was a clearer charging policy. Similar types of event did not always appear to be paying similar fees. He also considered that a robust approach was needed to ensure that where an event impacted on a local community a bolder charging strategy was invoked. In his own ward damage had occurred following events held on Brunswick Lawns and whilst it was accepted that recompense was taken for any damage caused to considered that there was an opportunity revisit this.
- 32.5 The Chair, Councillor Robins, stated that whilst the points made could be taken on board as part of any new events strategy, as he understood it, it was too late to effect any changes for 2018. He considered that bi-annual reports in future (dependent on the resourcing implications) and arrangements in respect of use of cans and single use plastic bottles warranted further investigation.
- 32.6 Councillor Cattell and Allen were of the view that as the proposed amendments had been submitted late, members had, not had the opportunity to consider the full implications of the proposals. Notwithstanding that, both considered that the amendment(s) contained valid points which were worthy of consideration when dealing



with applications going forward. They were of the view that it would be appropriate for Councillor Druitt to withdraw the proposed amendments.

- 32.7 Councillor Morris considered that the proposed amendments required re-drafting and that he could not therefore support them as currently worded. He remained firmly of the view that events should be looked at on an individual basis.
- 32.8 The Head of Sport and Leisure, Ian Shurrock explained that a workshop session had been arranged for Members to be held in the new year to explain the rationale for the existing arrangements. The Executive Director, Economy, Environment and Culture explained that it was intended that the existing strategy would be reviewed, this was referred to in the directorate structure plan, this was currently at an early stage and the consultation process had yet to begin. The Events Manager, Ian Taylor stated that most of the points set out in the amendment(s) were already extant or could easily be put into operation.
- 32.9 Councillors Mears and Nemeth stated that as the proposed amendment was seeking to “consider” arrangements and to “investigate” other issues they felt able to support it as it did not specify what had to be put into place in respect of any given event.
- 32.10 Councillor Druitt stated that he was not minded to withdraw his amendment(s) as they represented an appropriate way forward. Councillor Mac Cafferty agreed, stating that that notwithstanding the reassurances given, it would be appropriate to vote on the proposed amendment(s), rather than for them to be withdrawn or deferred.
- 32.11 The Chair, noting all that had been said moved to the vote and the proposed amendments were lost on the Chair’s casting vote. A further vote was then taken on the substantive recommendations as set out in the report.
- 32.12 **RESOLVED** – (1) That the committee grants landlord’s consent for the 2018 programme of events on Madeira Drive and the associated road closures as listed in Appendix 1;
- (2) That the committee authorises officers to enter into formal agreements with event organisers to determine conditions, fees and levels of support as appropriate; and
- (3) That the committee authorises the Executive Director Economy, Environment & Culture, after consultation with the Chair of the committee and opposition spokespersons, to make any alterations to the events programme as necessary and to approve new applications in accordance with the Outdoor Events Policy.

### **33 OUTDOOR EVENTS IN PARKS AND OPEN SPACES 2018**

- 33.1 The Committee considered a report of the Executive Director, Economy, Environment and Culture seeking approval of Landlord’s consent for the proposed programme of events in parks and open spaces in 2018.
- 33.2 It was noted that many of the events set out in Appendix 1 to the report had taken place before and retained their traditional place in the calendar of outdoor events. The council had licensed a range of parks and open spaces including the Old Steine, Hove Lawns, the Seafront and Stanmer Park to hold events, however, a balanced approach was

required to prevent overuse of these areas. The events in Stanmer Park would depend upon the implementation of the Stanmer Park Restoration Project which was due to commence on site towards the end of next year. Appendix 1 to the report detailed the range of spaces and sites where events were proposed to take place. Several new or amended event applications for 2018 have been received and these were also summarised in the report.

33.3 The Chair stated that two sets of amendments had been received one from the Green Group and one from the Conservative Group.

33.4 The Green Group amendment(s) are set out below:

“To amend the recommendation 2.3 and insert new recommendations 2.4 and 2.5 as shown below in ***bold italics***;

2.3 That the committee authorises officers to enter into formal agreements with event organisers ***on the current event schedule*** to determine conditions, fees and levels of support as appropriate ***in accordance with the terms of the council’s existing Outdoor Events Policy***

***2.4 That the committee requests officers to report back on formal agreements on a bi-annual basis, including:***

***--compliance with the outdoor events policy and other BHCC corporate commitments as they affect:***

***-- communities such as licensing and environmental health;***

***--quality and nature of any feedback received from the public***

***-- details on fees and charges levied in each circumstance and the rationale for them (in Part 2 papers if necessary for reasons of commercial sensitivity);***

***2.5 That a report be brought to a future committee outlining options for a review and update of the Council’s Outdoor Events Policy, to include:***

***(a) More robust sustainability criteria:***

***- investigating the possibility of requiring event organisers and vendors to avoid Single Use Plastics as a condition of their event permission***

***- strengthening the existing Sustainable Event Commitment Form and guidance circulated to exhibitors and traders;***

***(b) A requirement for more detailed information on:***

***- how events comply with equality legislation, such as the impact on disabled access to surrounding public rights of way;***

**- how events comply with agreed corporate sustainable transport commitments.**

**(c) The development of a new charging schedule to provide consistency and transparency, which explores options for:**

- **charges based on commercial event income;**
- **charges based on attendance figures**
- **more clarity on the categorisation of events e.g. the criteria for being assessed as commercial, charity or community event;**
- **the introduction of a standalone Environmental Impact Charge, with ringfencing being used to: provide physical mitigation to open spaces directly affected by events**
- **a proportion of event fee being used to support immediate priorities for funding identified by the Open Spaces strategy and community & parks associations (e.g. 'Friends Of' Parks and Open spaces associations)**
- **Additional fees levied to support animal welfare provision and inspections where animals are part of events**

**2.6** That the committee authorises the Executive Director Economy, Environment & Culture, after consultation with the Chair of the committee and opposition spokespersons, to make any alterations to the events programme as necessary and to approve new applications in accordance with the Outdoor Events Policy.”

Proposed by Cllr Druitt

Seconded by Cllr Mac Cafferty

- 33.4 Councillor Druitt spoke in support of his proposed (amendments), stating that he considered (as raised under the previous item, 32), that they would provide clarity going forward and as such he wanted it to be considered. Councillor Mac Cafferty stated that he concurred in that view and was therefore happy to second it.
- 33.5 Councillor Morris stated that he supported an approach whereby there were benefits to the local community accruing from events citing “Pride” where much of the income generated went back into the local community/community groups.
- 33.6 Councillor C Theobald stated that she welcomed the range of events that took place across the city including the new ones proposed and any measures undertaken to ensure that any damage was rectified quickly.
- 33.7 Councillor Druitt stated that he hoped that the October Fest would take place again in future, although a different location might be preferable.

- 33.8 The Chair, Councillor Robins moved to the vote on the Green Group amendment and it was lost on the Chair's casting vote.
- 33.9 The Chair then moved to the Amendment received from the Conservative Group as set out below:

To amend the recommendation 2.2 as shown below in ***bold italics***;

"2.2 That the committee authorises the Head of Sport & Leisure to seek applications to stage "The Big Screen" and ***to then consult with the Chair and a nominated Member from each of the Opposition Groups in order*** to determine the event organiser to whom consent should be granted;"

Proposed by Cllr Nemeth

Seconded by Cllr Mears

- 33.10 Councillor Nemeth spoke in support of his amendment which he hoped could be supported. Councillor Mears spoke in support of Councillor Nemeth's amendment seeking confirmation within which consultation took place was appropriate.
- 33.11 The Executive Director for Economy, Environment and Culture referred to the arrangements in place for Big Screen Events, confirming that it would be appropriate to engage with Members in the manner suggested. The Legal Adviser to the Committee, Hilary Woodward stated that in her view it would be unreasonable to consult in advance of the preferred bidder being identified and could expose the council to legal challenge.
- 33.12 The Chair, Councillor Robins moved to the vote and on a vote of 5 to 1 with 4 abstentions the amendment was agreed and became part of the substantive recommendations which are set out below.
- 33.13 **RESOLVED** – (1) That the committee grants landlord's consent for the events listed in Appendix 1;
- (2) That the committee authorises the Head of Sport & Leisure to seek applications to stage "The Big Screen" and ***to then consult with the Chair and a nominated Member from each of the Opposition Groups in order*** to determine the event organiser to whom consent should be granted;"
- (3) That the committee authorises officers to enter into formal agreements with event organisers to determine conditions, fees and levels of support as appropriate; and
- (4) That the committee authorises the Executive Director Economy, Environment & Culture, after consultation with the Chair of the committee and opposition spokespersons, to make any alterations to the events programme as necessary and to approve new applications in accordance with the Outdoor Events Policy.

## 34 MAJOR PROJECTS UPDATE

- 34.1 The Committee considered the content of the Major Projects Bulletin which set out updates in respect of major schemes in progress across the City including the Royal Pavilion Estate, Brighton Waterfront, The King Alfred Development and Circus Street. It

was noted that significant progress had been achieved on a number of projects since the previous report to Committee.

- 34.2 Councillor Mears enquired regarding the removal of human remains following recent works adjacent to the Pavilion Estate. It was confirmed that these had been treated by Archaeology Sussex in accordance with an approved process. In answer to further questions it was confirmed that it could not be confirmed whether the burials were associated with the nearby Quaker meeting house in view of the level of interest expressed records following such projects would be made available in future.
- 34.3 It was noted that progress was being made with the Waterfront Project and it was anticipated that negotiations in respect of land the acquisition would commence in the very near future.
- 34.4 Councillor C Theobald referred to the Preston Barracks Scheme which had been agreed recently enquiring whether arrangements for erection of two plaques relating to the history/former use of the site had been erected. It was confirmed that it was understood that all necessary permissions had been issued, also that a more detailed update would be included in the next report to the Committee.
- 34.5 Councillor Mac Cafferty stated that the position in respect of viability of the site had been unusual and whilst considering that scheme to be acceptable he was anxious to avoid replicating any under-provision in the affordable element with large scale schemes in future. The Head of Planning, Policy and Major Projects, Liz Hobden, stated that in this instance the services of a third party who specialised in advising on such matters had been engaged to break the deadlock, this process had been useful and Members would be fully briefed if similar situations arose in the future. It was intended to bring forward a report on viability to the Committee at its next cycle.
- 34.6 Councillor Cattell stated that the format of and level of information contained in the report was useful.
- 34.7 Councillor Druitt referred to the King Alfred Scheme stating that it was predicated on closing the viability gap and that would need to continue to be monitored.
- 34.8 **RESOLVED** – That the contents of the report be received and noted.

### **35 REVIEW AND UPDATE OF PLANNING AND BUILDING CONTROL FEES AND CHARGES**

- 35.1 The Committee considered a report of The Executive Director, Economy, Environment and Culture which presented the proposed fees and charges for 2018/19 for the Planning & Building Control Service. This included the results of a comprehensive exercise which had benchmarked fees and charges with relevant comparators, including other authorities and providers, identified the true costs of providing the service to ensure charges recovered costs, including central and local overheads and capital financing and examined potential new sources of income, particularly charging for discretionary services under the Local Government Act 2003.

- 35.2 It was noted that fees and charges for services were reviewed annually in line with the Corporate Fees & Charges Policy. As a minimum, all fees and charges were increased by the corporate rate of inflation which had been set at 2.0%. This was the same percentage by which income budgets would be increased. For 2018/19, fees and charges had been increased by a minimum of 3.5% to assist in recovering full service cost as a minimum and to enable the delivery of the Integrated Service and Financial Plans for 2017/18 and 2018/19. The council's Financial Regulations required that any proposed increases in fees and charges over and above inflation were agreed by the council. They also stated that it is good practice to report on fees and charges that are rising by inflation only.
- 35.3 The Head of Planning Policy and Major Projects, Liz Hobden referred to the amendment made to Page 77 of the agenda which as set out in the circulated addenda papers. It was intended that a further update would be provided to the next cycle of the Committee. It was timely for the level of charges to be reviewed as they had last been reviewed in March 2016. The main of change were highlighted in the report and were intended to reflect the level of work by officers in providing advice in relation to more complex schemes.
- 35.4 Councillor Druitt commended the report and sought clarification regarding some of the fees chargeable where they appeared to relate to new areas of work.
- 35.5 Councillor C Theobald referred to the level of fees charged in relation to Householder applications and it was confirmed that fees were payable at agreed points as part of a staged process.
- 35.6 Councillor Mac Cafferty stated recognised that a balanced approach was necessary considering that it was important to ensure that cost increases did not drive forward or entrench bad behaviour and to seek to ensure that applicants put in improved submissions at the pre-application stage. It was important to weigh up the benefits and dis-benefits arising from different approaches.
- 35.7 Councillor Cattell, also commended the report which reflected the amount of work which had been undertaken. As some local authorities subsidised developers, fees which were set at a level which reflected the level of work involved particularly in relation to major projects was welcomed, it was hoped that this regime would work well in tandem with the other service improvements which had been made.
- 35.8 **RESOLVED** – (1) That the Committee approve the fees and charges for Building Control from 1 January 2018 set out in Appendix 1;
- (2) That the Committee approve the fees and charges for the pre-application advice service from 1 April 2018 set out in Appendix 2;
- (3) That the Committee approve the fees and charges for Planning Performance Agreements from 1 April 2018 in Appendix 3; and
- (4) That the Committee approve the fees and charges for specialist advice from 1 January 2018 in Appendix 4.

**36 SECTION 106 - 2016/17 CONTRIBUTIONS FINANCIAL REPORT**

- 36.1 The Committee considered a report of the Executive Director, Economy, Environment and Culture which provided information and updates on the type and value of financial contributions made under Section 106 of the Town and Country Planning Act 1990 in 2016/17.
- 36.2 It was noted that these payments were secured through planning agreements or undertakings (“planning obligations”) as part of the planning application process and were determined by Planning Committee. This information was published in response to the recommendations in the Planning Advisory Group (PAS) Planning Peer Review, as it provided further information on measures to mitigate the impact of new development; and was more open and transparent. The report set out the type and value of contributions and the process for the allocation of contributions. The report also identified the need to meet policy objectives and the tests which needed to be applied including the need to be mindful of community infrastructure requirements and where sums of money received needed to be applied, this latter process formed part of the application process and was very specific.
- 36.3 Councillor Mears commended the report which had sought to detail the complexities of this issue. Councillor Mears sought clarification regarding instances where monies were returned to a central “pot” when they were not spent by the end of any given financial year. She was aware of instances of this in her own ward. It was explained that instances of this were very rare however, if Councillor Mears required a break-down in relation to individual schemes officers would be happy to provide that information.
- 36.4 Councillor C Theobald asked for clarification in respect of the allocation process as in some instances it appeared that monies were not allocated correctly. It was explained that funds were allocated in accordance with very strict criteria towards specific improvements/mitigation measures and could not be applied for general improvements.
- 36.5 Councillor Druitt noted the huge amount of work which had been undertaken in preparing the report, he also noted that in some instances it took some time before the sums of money allocated were spent. He wondered whether/how it would be possible to speedup/facilitate that process. The Head of Planning, Policy and Major Projects, Liz Hobden stated that strategies were in the process of being put into place to seek to ensure that schemes were prioritised more effectively, and current arrangements would be reviewed in a few months time.
- 36.6 Councillor Cattell commended the report which provided clarity about the structures in place to facilitate delivery of projects across the city. Councillor Cattell referred to the recent planning permission given in respect of the Sackville Hotel site in Hove. As a result of the on-going work which had taken place during the course of the application it had been possible to complete and sign off the Section 106 Obligation within seven days of planning permission being granted.

36.7 **RESOLVED** – (1) That the Committee notes the content of the report detailing the s.106 financial contributions held and those sums secured, received and spent within the last financial year (2016/17); and

(2) That Committee agrees that updates are to be reported at the end of each financial year.

**37 ITEMS REFERRED FOR FULL COUNCIL**

37.1 There were none.

The meeting concluded at 7.00pm

Signed

Chair

Dated this      day of



<b>Subject:</b>	<b>Petitions</b>		
<b>Date of Meeting:</b>	<b>11 January 2018</b>		
<b>Report of:</b>	<b>Monitoring Officer</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Cliona May</b>	<b>Tel: 29-1354</b>
	<b>E-mail:</b>	<a href="mailto:cliona.may@brighton-hove.gov.uk">cliona.may@brighton-hove.gov.uk</a>	
<b>Wards Affected:</b>	<b>Various</b>		

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 To receive those petitions presented to the Full Council and referred to the committee for consideration.
- 1.2 To receive any petitions to be presented or which have been submitted via the council's website or for which notice has been given directly to Democratic Services.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter which may give consideration to a range of options, including the following:
  - taking the action requested in the petition
  - considering the petition at a council meeting
  - holding an inquiry into the matter
  - undertaking research into the matter
  - holding a public meeting
  - holding a consultation
  - holding a meeting with petitioners
  - calling a referendum

**3. PETITIONS**

- 3.1 Petitions for presentation:
  - i) **Petition to restrict number of HMOs on Bennett Road, Bristol St and Princess Terrace and preserve our lovely community spirit which is alive and well.**  
Petition from Mrs Clare Fergusson - O'Toole

3.2 Referred petitions:

- ii) **We call upon Brighton & Hove City Council to meet their own affordable housing targets and make developers provide 40% affordable homes on sites of 15+ units.**

Petition from Miss Carrie Hynds referred from the Council meeting held on 14 December 2017 (1095 signatures).

**WRITTEN QUESTIONS FROM COUNCILLORS**

The following questions have been received from Councillors and will be taken as read along with the written answer which will be included in an addendum that will be circulated at the meeting. A Member who asked a question may ask one relevant supplementary question which shall be put and answered without discussion.

**(a) Councillor Nemeth**

“Will the Chairman provide the latest figures for open and pending planning enforcement cases for (a) November and (b) December?”

**Reply from Councillor Robins, Chair of the Tourism Development & Culture Committee.**

**(b) Councillor Mears**

“Will the Chairman confirm that the agreed amended actions concerning the “Big Screen” from the last meeting of this committee have been actioned, and what progress has been made to date?”

**Reply from Councillor Robins, Chair of the Tourism Development & Culture Committee.**



**NOTICE OF MOTION**

**CONSERVATIVE GROUP**

**USE OF PLASTICS ON AND WITHIN BUILDINGS IN BRIGHTON & HOVE**

“This committee requests that an officer report is produced to detail the extent of the use of plastics on and within all buildings in Brighton & Hove, including new-builds and additions, and what steps could be taken to address the situation with a view to making Brighton & Hove a leader nationally in the use of quality renewable alternatives.”

Proposed by: Councillor Nemeth

Seconded by: Councillor Mears



<b>Subject:</b>	<b>Planning Application Validation Requirement – Viability Assessment and Affordable Housing Statement</b>		
<b>Date of Meeting:</b>	<b>11 January 2018</b>		
<b>Report of:</b>	<b>Executive Director - Economy, Environment and Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Chris Swain</b>	<b>Tel: 01273 292178</b>
	<b>Email:</b>	<b>chris.swain@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

## **FOR GENERAL RELEASE**

### **1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report recommends alterations to the local validation requirements for planning applications to increase openness and transparency in the planning process and speed up the determination of applications. An 'open book' approach is proposed. This is for an un-redacted viability assessment to be provided as a validation requirement for planning applications that do not meet the necessary planning policy requirements or contributions on viability grounds
- 1.2 For policy compliant residential schemes an Affordable Housing Statement will be required.
- 1.3 There has been a 4 week consultation on the proposal and a summary of this is set out within the report and appendices 3 and 4.

### **2. RECOMMENDATIONS:**

- 2.1 That the Committee agrees to the following additional planning application validation requirements which will be published on the public planning register:
  - An un-redacted Viability Assessment for schemes that do not include the necessary planning policy requirements or contributions which is being justified on viability grounds.
  - An Affordable Housing Statement to be provided for policy compliant residential schemes.

### **3. CONTEXT/ BACKGROUND INFORMATION**

#### **Background**

- 3.1 The National Planning Policy Framework (NPPF) requires that the cost of planning requirements should allow for competitive returns to a willing land owner and willing developer to enable development to be deliverable. The method for

testing this must be considered within the context of the NPPF as a whole and achieve the overarching objective of sustainable development.

- 3.2 If a scheme does not meet the full policy requirements or developer contributions then an applicant may seek to justify this shortfall on the grounds of viability. In these circumstances information in the form a viability assessment should be submitted by the applicant.
- 3.3 The testing of viability assessments is undertaken by the Local Planning Authority (LPA) and forms part of the application process to assess to what extent plan requirements and contributions can be provided whilst ensuring a deliverable scheme.

### **What the Local Planning Authority is proposing**

- 3.4 The LPA is proposing, in relation to all planning applications where the scheme does not include the necessary policy requirements or contributions justified on viability grounds, that an un-redacted viability assessment is submitted with the application as a validation requirement. There will be an assumption that the information in the viability assessment is un-redacted, however, where an applicant can make a compelling exceptions case some redaction may be allowed. The tests for exception will be set out in validation requirements guidance.
- 3.5 It will be required that viability assessments include a specific level of information and use a standard methodology. This will be set out in the proposed validation requirements.
- 3.6 The viability assessment and any supporting material (e.g. appraisals) will be available publicly on the planning register on the council's website alongside all of the other information submitted by the applicant. For all policy compliant residential schemes an Affordable Housing Statement would be required.

### **Transparency**

- 3.7 The reason for introducing this approach is to ensure that there is openness and transparency in the planning process. It is therefore considered that information relevant to planning decisions should be publicly available alongside other application documents in order to foster a greater understanding of, and trust in, the planning system.
- 3.8 All other information relevant to the plan-making and planning application process is publicly available. This is consistent with the NPPF which places a requirement on councils to facilitate community involvement in planning decisions. National Planning Policy Guidance (NPPG) states that transparency of viability evidence is encouraged wherever possible.
- 3.9 This approach is consistent with the Freedom of Information Act 2000 (FOIA) which gives the public the right to request information held by public authorities and which aims to ensure that public sector bodies are open and accountable.



- 3.10 The Environmental Information Regulations 2004 (EIR), which relate to environmental information held by public authorities, provide a similar public right to access information. The guiding principle is that all information should be accessible, although the legislation sets out certain exceptions to this general rule. These exceptions are, however, qualified by a public interest test. In addition recent decisions by the Information Tribunal have demonstrated that the public interest in maintaining confidentiality rarely outweighs the public interest in disclosing the information.
- 3.11 It is noted that the direction of travel in regards to both national and local policy is towards greater transparency in regards to viability information and this is set out in Appendix 1.
- 3.12 Therefore, given the importance of wider scrutiny and the direction of travel it is considered that information submitted as part of a Viability Assessment should be publicly available. This will allow information to be available for public scrutiny and comment as are all other elements of a planning application. Any review or assessment of the appraisal carried out by or for the LPA will also be made available.

### **A Consistent Standardised Approach**

- 3.13 As existing, the viability assessments received often differ in methodology, scope and level and type of information submitted. This can result in delays if further information that could reasonably have been expected to have been provided initially is required later in the process.
- 3.14 The changes will introduce a standard set of requirements that must be addressed within a viability assessment, which are set out in Appendix 2. As a consequence of this it will be clearer for every applicant exactly the information required. This will help to streamline the decision making process.
- 3.15 A standard approach will help to ensure that applicants will have considered policy requirements and contributions before submitting their application.

### **Timeliness**

- 3.16 The LPA rarely receives Viability Assessments as part of the initial application submission. If they are received late in the application process this can result in delays, especially when further information or clarification is required during determination of the application. In addition, important issues, for example the number / type / tenure and location of affordable units, are often not adequately considered at an early stage to the detriment of the submission.
- 3.17 Requiring Viability Assessments at validation stage will make for more complete and considered applications and this will help streamline and speed up the decision making process.

## **Affordable Housing Statement**

- 3.18 For residential schemes that do provide policy compliant levels of affordable housing in accordance with policy CP20 Affordable Housing of the City Plan Part One, the specific details of the affordable offer proposed is not always set out clearly in the application submission.
- 3.19 It is considered an Affordable Housing Statement for policy compliant schemes should be submitted at validation stage. This statement would contain for example; details of the specific size, tenure, type and location of the affordable units alongside information on the number / percentage of affordable habitable rooms within the scheme. For schemes where a financial contribution is required, the statement would be expected to contain the specific amount sought clearly within the statement.
- 3.20 The submitted Affordable Housing Statement would demonstrate that the applicant had thoroughly assessed whether their scheme complies with relevant planning policy and guidance and would provide the necessary information to allow the LPA to make an informed decision in a timely manner.

## **The Local Information Requirements List**

- 3.21 The local information requirements list, also known as the local validation list, sets out the information that the Council will require to be able to register, assess and determine planning applications. The amount of information required will vary, depending upon the type and complexity of the proposed development, including any specific site constraints.
- 3.22 The proposal is for an additional requirement to the local list, in the form of a Viability Assessment or Affordable Housing Statement on specific schemes as set out above when applying for planning permission.

## **Consultation**

- 3.23 A four week public consultation took place from 9 October to 5 November 2017. The comments received played an important role in informing the proposed requirements including final content of the viability checklist document. Groups consulted include planning agents, developers, landowners, residents' group, utility companies and local councillors. A link to the consultation information was also added to the front page of the planning homepage on the council website and a consultation meeting took place with the local Planning Agent's Forum.
- 3.24 A total of 22 responses were received from a range of individuals, local groups, consultees and developers / agents. These relate to transparency, the validation checklist and the affordable housing statement. This is set out in Appendix 4.
- 3.25 This proposal was fully supported by residents associations and individuals, who felt it was necessary in order to ensure transparency and allow resident's the opportunity to consider the economic viability of developments.

- 3.26 A number of developers and their agents have set out a number of concerns. The main concern was in relation to the transparent approach proposed (un-redacted documents) for all viability information. This is due to commercial sensitivities in that full disclosure could be financially damaging and may potentially put off developers from working in the City.
- 3.27 The sensitivities around full transparency have been carefully considered in regards to commercial interests and the public interest. Whilst the LPA will expect full disclosure of information, however, in response to concerns raised there may be exceptional circumstances where some viability information could remain confidential (re-dacted). A full justification of this harm should be submitted to the LPA alongside the viability assessment based on the public interest test.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 Retaining the current approach of keeping all viability information confidential has been fully assessed and dismissed as contrary to the aim of providing a fully transparent and accountable approach to decision making in planning.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The changes to the local validation list and the proposed Viability Assessment checklist have undergone a public consultation, the results of which are summarised in Appendices 3 and 4.

#### **6. CONCLUSION**

- 6.1 The report recommends that the additional validation requirements proposed, comprising a viability assessment or an Affordable Housing Statement should be agreed.
- 6.2 The report recommends that the viability assessment shall be provided in an un-redacted format and shall be available on the public planning register with the rest of the planning application documents.

#### **7. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 7.1 The proposed alterations to local validation requirements for planning applications will have no direct financial implications. The cost of introducing the un-redacted Viability Assessments and Affordable Housing Statements will be met from existing revenue budgets. Planning application fees support the cost of the service and are set nationally and reported to this committee in advance of the financial year. There are no alterations to the proposed fees for next year as a result of these recommendations. The Local Planning Authority may take advice from external consultants and the reasonable costs of this process will be paid for by applicants.

*Finance Officer Consulted: Rob Allen*

*Date: 12/12/17*

### Legal Implications:

- 7.3 Section 62 (3) of the Town and Country Planning Act 1990 allows local planning authorities (LPA) to require planning applications to include such particulars and evidence in support as they consider necessary. However, such a requirement must be reasonable having regard, in particular, to the nature and scale of the proposed development and the LPA may require particulars of, or evidence about, a matter only if it is reasonable to think that the matter will be a material consideration in the determination of the application (s62 (4A) of the 1990 Act).

The requirements must be published in a list which is available on the Council's website (Article 11 (3) of the Town and Country Planning (Development Management Procedure) (England) Order 2015) and the Planning Practice Guidance advises that any proposed requirements should be subject to a period of consultation.

Reference to disclosure under the Environmental Information Regulations 2004 is contained in the body of the report.

It is not considered that any adverse human rights implications arise from the recommendations of the report.

*Lawyer Consulted: Hilary Woodward*

*Date: 5/12/17*

### Equalities Implications:

- 7.2 A transparent and accountable approach will enable equal opportunities for all to view viability information and will provide a clear framework for the assessment of viability in relation to the provision of affordable housing and other financial contributions that are necessary to support successful and equitable local communities.

### Sustainability Implications:

- 7.3 None identified.

### Any Other Significant Implications:

- 7.4 None identified.

## **SUPPORTING DOCUMENTATION**

### Appendix 1

Other Authorities with Open Book Approach and Government Guidance

### Appendix 2

Viability Checklist

### Appendix 3

Viability Consultation Outcomes - Summary of concerns from developers and their agents and LPA response

### Appendix 4

Table of Consultation Responses



**Other Authorities with Open Book Approach and Government Guidance**

The National Planning Policy Framework (NPPF) places a requirement on councils to facilitate community involvement in planning decisions.

National Planning Policy Guidance (NPPG) states that transparency of viability evidence is encouraged wherever possible.

More recently the direction of travel in regards to viability information is for transparency to achieve greater public accountability in the planning process.

The *London Borough Development Viability Protocol* (November 2016) and *Homes for Londoners: Affordable Housing and Viability Supplementary Planning Guidance* (August 2017) both set out that Viability Assessments containing standardised information are expected to be submitted at validation stage and that these should be available to be viewed by the public alongside the rest of the application submission documents. The London SPG states,

*...given the importance of wider scrutiny and the direction of travel indicated by information tribunal decisions, the Mayor will treat information submitted as part of, and in support of, a viability assessment transparently. This information should be available for public scrutiny and comment like all other elements of a planning application, as should any review or assessment of the appraisal carried out by or for the LPA. As such, boroughs should implement procedures which promote greater transparency where not already in place.*

In September 2017 the Department for Communities and Local Government (DCLG) released a consultation paper titled *Planning for the Right Homes in the Right Places* seeking views on a number changes to planning policy and legislation, much of which was initially set out in the latest housing white paper published in February 2017. This consultation document has sections on viability and transparency and states, 'We propose to update planning guidance to help make viability assessments simpler, quicker and more transparent'.

A number of London Authorities, for example, the Royal Borough of Greenwich and the London Borough of Hackney require Viability Assessments at validation stage with an assumption that these will also be available to be viewed by the general public. Greenwich's local validation requirements which were adopted in 2016 set out that Viability Assessments are to be published in their entirety with no exceptions.

The London Borough of Hackney, and a number of other London Boroughs such as Islington and Lambeth also publish full un-redacted details of the viability information unless there are exceptional circumstances. In these cases the applicant is required to set out a clear case for the exception. The council will assess the sensitivity against the test of public interest. In most instances it is not considered that commercial sensitivities would override the public interest.

The London Borough of Southwark expects full transparency of documents but only make the full Viability details public one week before the decision date of the application.

There is no indication that full disclosure of details has resulted in developers being dissuaded to submit planning applications in specific boroughs with these policies in place.

Since the publication of *The London Borough Development Viability Protocol* (November 2016) and *Homes for Londoners: Affordable Housing and Viability Supplementary Planning Guidance* (August 2017) it is expected that all London Boroughs will be working towards transparency of viability information in the future.



## Viability checklist

Required for all applications where the proposal does not meet policy requirements or developer contributions and this is being justified on viability grounds.

In order to fully assess whether the case made by an applicant for not meeting the policy requirements is reasonable and justifiable, the LPA requires the applicant to submit a full, un-redacted Viability Assessment at the time of submission of the planning application. Redaction of any information will be allowed in only exceptional circumstances and a case justifying this must be submitted with the viability assessment at validation stage.

Councils will consider whether the approach adopted and the inputs applied are appropriate and adequately justified by evidence. In doing so, the LPA will typically take advice from external consultants. The reasonable costs of this process will be paid for by applicants.

The residual land valuation methodology should be used in the viability assessment. In this approach local plan requirements are included alongside other development costs, which are deducted from the gross development value to determine the residual value that is available to pay for land. The assessment should include the following information:

- a) benchmark land value. The preferred methodology is 'existing use value plus a premium' supported by an independent valuation. The value should reflect all policy compliant planning obligations and any site specific costs such as contaminated land or abnormal ground conditions;
- b) purchase process (e.g. private treaty, open market bid, auction, etc.) and purchase costs including legal and agents fees;
- c) estimated residential sales or rental values with independent supporting evidence including schedule of unit floor areas, room types, number of habitable rooms and principal features (ie balcony, views, facilities, car parking etc) and / or estimated commercial yields with independent supporting evidence including gross / net internal floors area and any principal features;
- d) estimated construction costs supported by tender costs or full QS schedule to include a specified contingency, contract related fees, and itemised/defined 'abnormals;'
- e) itemised preliminary costs;
- f) professional fees presented under each respective heading; (should these be generic)
- g) S106 costs;
- h) financing rate + evidence of financing terms/details (e.g. debt/equity ratio, etc.);

- i) estimated profit/developers target returns;
- j) value/cost of the affordable housing provision, where relevant and calculation of any commuted sum. The specific units which are to be affordable and their tenure, floor areas, number of bedrooms should be identified; and
- k) executive summary – a clear statement that summarises the key findings of the assessment.

Valuations using standard viability models such as: the Homes and Communities Agency (HCA); Three Dragons; GLA Affordable Housing Toolkit; and the development software ARGUS Developer, will be acceptable provided that all required information is set out and is supported by an appropriate cash flow analysis.

This information should be provided to the Local Planning Authority in its entirety. Applicants should be aware that the assessment will be made available in the same manner as other documents that form part of the submission.

All viability evidence must be robustly justified and appraisal assumptions should be benchmarked against publicly available data sources.

Assumptions relating to development values should be justified with reference to comparable properties, relevant market evidence and discussions with future occupiers, including rents and lease arrangements. Information relating to other properties that is provided to justify assumed development values should be directly comparable to the site in question for it to be given appropriate weight, or should be adjusted to ensure appropriate comparison. Transactions or market data should be up to date (from at least within the last six months as far as possible), within an appropriate distance from the site, and relate to new build properties (or conversions where relevant).

## Viability Consultation Outcomes – Summary of Main Concerns

### Q3. - Do you have any comments on the proposal that the Viability Assessment would be publicly available to view on the Planning Register?

- The proposal lacks flexibility – most equivalent policies that are emerging have an exceptions policy for redaction in certain circumstances. A significant number of these assessments contain commercially sensitive information which could, for example, include rights of light information, vacant possession compensation costs or allowance for acquisition of third party land etc,
- This proposal could discourage development in the area due to the potential commercial risks in comparison to other neighbouring authorities,
- There should be some provision for negotiation (with the developer) if genuinely sensitive commercial information is involved,
- The proposal may hinder the tendering process for builds and also development financing if build costs and financing are open to public scrutiny,
- Committee members should be able to scrutinise (but not the general public),
- Concern that a transparent VA could result in unsubstantiated and ill-informed comments on an application that would lead to misinformed objections,
- We would genuinely caution about providing sensitive commercial information in the public domain. This would likely be an issue to most if not all developers within the City and may result in alternative investment locations being sought.

LPA response: Transparency of information is essential to ensure a fully open and accountable planning process. The direction of travel within planning policy is for greater transparency.

The comments relating to commercially sensitive information have been fully considered. Whilst the tests set out in the EIR and FOIA outline that the public interest of full disclosure will very often outweigh commercial interests there may be circumstances where elements of the Viability Assessment may be commercially sensitive and redaction would be appropriate.

If the 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 LPA would assess the case put forward in accordance with the relevant legislation on a case by case basis.

Any discussions regarding the potential submission of a redacted Viability Assessment would ideally take place at pre-application stage.

**Q4. - Do you have any comments about the proposal that that a Viability Assessment should be a validation requirement on schemes that do not include the necessary policy requirements or contributions and this is being justified on viability grounds?**

- The scheme could change significantly throughout the application process so could result in aborted work in revising the VA,
- The proposal could stifle development if designs are 'set' early in the process to accord with the VA,
- The proposal will delay the planning process further,
- Concerns that poor quality VA's will be submitted just in order to get an application validated,
- Also concern that applications will not be validated if the VA is not considered acceptable.

LPA Response: It is considered that this requirement will speed up the determination of planning applications rather than cause delays as the VA will have been submitted upfront.

Schemes are often revised and VA's updated during the planning application process as existing. Requiring a VA upfront will not change this.

The LPA considers that the policy will improve the VA's submitted as they will be considered more thoroughly as part of the main application submission. If poor VA's are submitted this will reflect badly on the applicant rather than the LPA as the information will be publically available and delays in requiring additional information in regards to viability attributed to the applicant.

The Viability Checklist will provide guidance for applicants and the LPA is not envisaging that a significant number of applications will be invalid due to a lack of a VA.

**Q5. - Do you have any comment about the proposed list of general requirements to be included within a Viability Assessment?**

- Type of tenure may not be known at the time of submission,
- An 'Explanation Note' at the end of the Viability Checklist should not be required as it strays into the area of policy rather than a strict financial appraisal,
- Actual sales price of the land should not be included,
- Existing use + premium is too rigid and not suitable for all sites,
- 'Open book' should mean transparency and openness of the process rather than the developer actually 'opening their books' to public scrutiny. Some

costs etc should be set to standard costs rather than those specific for that site,

- The checklist does not need to be so prescriptive – should be more guidance,
- Does not contain a list of contingencies that could significantly impact viability,
- By requesting estimated residential sales or rental values at a point of a project when these matters have often been undecided will have a significant impact on the viability. In addition, the estimated construction costs can have a significant impact on viability. This represents a requirement for flexibility which can be discussed professionally before and/or during the course of an application,
- If the Council proceed in making this a validation requirement, then the only thing that should be presented at the point of validation is a summary of the District Valuation Service's report in the same manner as that presented to Committee at present. No further information should be in the public domain,
- On many 'outline' applications the full details of costs / sales etc are not known at the point of submission.

LPA Response: A checklist is proposed to provide a more consistent approach to the information required. The aim is to provide guidance for applicants to ensure sufficient details are submitted to enable a timely assessment of the information. It is not designed as a rigid straight jacket for applicants.

In response to the consultation responses the checklist has been revised to provide more clarity for applicants and will be reviewed as required to ensure it is as relevant as possible.

There were a number of respondents that questioned whether the existing land use plus premium approach to land valuation was appropriate. Whilst this is the preferred approach the checklist does not preclude other valuation approaches in certain instances.

An executive summary is seen to be important to provide a concise and factual overview of the viability position.

In regards to outline applications, viability always has to be considered at this stage (rather than reserved matters stage). If the applicant wants to put forward a viability case at this stage a VA will be required. This is no different from the current position.

If applicants are putting forward a viability case then they should have an idea of build costs / sales values by the time they submit an application.

**Q6. - Do you have any comments as to whether an affordable housing statement should be required for policy compliant residential schemes setting out the specific details of the affordable housing (location / number / type / tenure of affordable units / number of habitable rooms etc) or required contributions?**

- This information would be duplication as it is already set out in the application form or contained in a planning statement,
- Overly onerous for policy compliant schemes (having regard to 193 of the NPPF),
- Not appropriate for small scale schemes,

LPA Response: Full details of the affordable housing offer are rarely provided and as such it would not be a duplication of work. Full details on the affordable housing provision are vital to be able to properly assess whether a residential scheme is genuinely policy compliant.

The affordable housing statement could be incorporated as another section in a planning statement and as such is not considered to be an onerous requirement.

One respondent questioned whether an affordable housing statement was necessary for schemes between 5 and 9 units where a commuted sum would be sought. This was acknowledged and it is now proposed that for residential schemes of this scale the requirement will be to complete and submit a proforma where the necessary financial contribution can be confirmed.

**Q7. - Do you have any further comments about the proposals?**

- The degree of change that proposals can undergo during the pre-application and determination periods will limit the extent to which a Registered Provider can be involved prior to planning permission being secured. Any early discussions with a Registered Provider should be treated as such and may be subject to considerable change,
- It is considered that the only information on viability that should be presented on the Planning Register or in the public domain is a summary sheet on any negotiations or discussions that have taken place with the Local Planning Authority prior to the submission of an application and agreed by an independent body such as the District Valuation Service,
- It is considered that if Members have concerns about viability they should be able to scrutinize the information adequately in advance of making a decision. They should be encouraged to be more proactive through the application

process and discuss these matters during the lifetime of the scheme rather than at the Committee where the decision is made. Members briefings are the appropriate forum for these discussions,

LPA Response: Whilst full details of the RP or any other future occupier may not be known at the application stage early engagement with RP's for instance would give the most accurate indication of costs and as such is encouraged.

Whilst details of pre-application viability discussions may be helpful, this is not a substitute for the submission of a fully considered VA which should be publically available.

The LPA is committing to providing an open and accountable planning service and as such full transparency of information is required for the general public as well as Members.





Table showing how different groups responded to the general thrust of a transparent approach to viability

Type of Responder	Number of responses	Positive	Negative	No opinion / general comments
Planning Agent / architect	3		3	
Community Group	4	4		
Local Resident	5	5		
Housing association	1	1		
Developer	3		3	
B&HCC councillor / Parish council	3	3		
Utility	1		1	
Valuation	1			1
Internal consultee (Housing)	1	1		
	22	14	7	1
		63.6%	31.8%	4.5%



<b>Subject:</b>	<b>Brownfield Land Register</b>		
<b>Date of Meeting:</b>	<b>11 January 2018</b>		
<b>Report of:</b>	<b>Executive Director of Economy, Environment and Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Steve Tremlett</b>	<b>Tel: 01273 29(2108)</b>
	<b>Email:</b>	<b>Steve.tremlett@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 This report sets out details of the new statutory requirement for local planning authorities to prepare, produce and maintain a Brownfield Land Register.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee notes the new requirement for Local Planning Authorities to produce, publish and maintain a Brownfield Land Register.
- 2.2 That the Committee agrees and endorses the publication of Part 1 of the Brownfield Land Register.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 In April 2017, the Government introduced a new statutory requirement for Local Planning Authorities to prepare, maintain and publish a Brownfield Land Register (BLR) by 31 December 2017. The draft BLR has therefore been made available on the City Council's website site to meet this deadline. BLRs will provide up-to-date and consistent publically available information on sites that local authorities consider to be appropriate for residential development having regard to the criteria set out in regulation 4 of the Town and Country Planning (Brownfield Land Register) Regulations 2017.
- 3.2 Brownfield land is defined in the National Planning Policy Framework as land which is or was occupied by a permanent structure and any associated fixed surface infrastructure. Exceptions include land in built-up areas such as private residential gardens, parks, recreation grounds and allotments.
- 3.3 Registers will be in two parts, Part 1 will comprise brownfield sites assessed as appropriate for residential development. Part 2 is a sub-set of Part 1 and will include those sites granted 'Permission in Principle' (PiP). Local planning authorities will be able to trigger a grant of PiP for residential development for sites included in Part 2 of their registers where they follow the required procedures.

3.4 For inclusion on the BLR sites must meet the following criteria:

- At least 0.25 hectares or more in size or capable of accommodating at least 5 dwellings;
- Suitable for residential development - this means the land has planning permission for housing or housing-led development; or has been allocated for such development in a Local Plan; or is considered appropriate for such development by the council
- Available - this means that there is no impediment to development in terms of either ownership issues or legal constraints on the land;
- achievable for residential development - sites must be considered likely to be developed within 15 years of being entered on the register

3.5 Part 1 of the BLR identifies 182 sites, and the list of sites is included in Appendix 1, together with the minimum number of units for each site and other information from the Register. The sites on the list have all been in the public domain for some time, as they have been identified from sites included in the City Council's Strategic Housing Land Availability Assessment (SHLAA), responses to the City Plan Part 2 'call for sites' exercise in summer 2016 or have been subject to planning applications.

3.6 It is not proposed to include any sites on Part 2 of the Register in this Brownfield Sites Register. Inclusion of sites on Part 2 of the Register, and the granting of PiP is a form of outline planning application. Permission in principle is limited to location, land use and amount of development, with other matters to be considered as part of a subsequent Technical Details Consent. To be included on Part 2, sites should be deliverable within 5 years and meet the relevant criteria set out in legislation. For example, PiP cannot be granted where there is a potentially significant environmental impact of redeveloping a site. A decision to grant PiP must be taken in accordance with the development plan unless material considerations indicate otherwise, and account must also be taken of responses received during a consultation period.

3.7 The approach of not identifying Part 2 sites is in common with the majority of other planning authorities establishing Brownfield Land Registers for the first time. Further consideration would need to be given to establishing the process to be undertaken for inclusion on Part 2 of the BLR and particularly regarding governance arrangements. It should be noted that it is not a mandatory requirement to identify sites for inclusion on Part 2 of the register. Once the full implications of including sites in Part 2 has been considered a report can be brought back to the TD&C Committee to examine governance arrangements.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 The City Council has a statutory requirement to prepare, produce and maintain a Brownfield Land Register as set out in the Town and Country Planning (Brownfield Land Register) Regulations 2017. As such there is no lawful alternative option.

## 5. COMMUNITY ENGAGEMENT & CONSULTATION

5.1 Although public consultation is not required for Brownfield Land Registers, the draft BLR was published for consultation on the City Council website and consultation portal for a period of four weeks from 6 November to 4 December 2017. The purpose of this consultation was twofold:

- To gather views on the current draft Brownfield Land Register;
- To gather information on any other sites not listed in the draft register which meet criteria for inclusion.

5.2 Six responses were received and the points raised were:

- One response indicated support for the Council not identifying sites in Part 2 at this stage;
- Landowners of two sites in the draft Register (Boots/Co-op food store, London Road, and Knoyle Hall, Knoyle Road) indicated that the sites are not available for redevelopment within the next 15 years;
- The suggestion that Crown House, Upper North Street should be included on the Register;
- Site boundary of Gasworks site, Roedean Road should reflect the strategic allocation City Plan Part One;
- Where sites are adjacent to Local Wildlife Sites this should be recorded in the notes column.

5.3 The draft Register has been revised to reflect these comments.

## 6. CONCLUSION

6.1 Publication of a Brownfield Land Register is a statutory requirement set out in the Town and Country Planning (Brownfield Land Register) Regulations 2017.

6.2 The report seeks approval of sites in the proposed Brownfield Land Register and is limited to Part 1 sites only.

## 7. FINANCIAL & OTHER IMPLICATIONS:

7.1 There are no direct financial consequences as a result of this report. The cost for the local planning authority to prepare, produce and maintain a Brownfield Land Register will be met from within the existing budget for the planning service.

*Finance Officer Consulted: RobAllen*

*Date: 8/12/17*

### Legal Implications:

7.2 The statutory background to the Report's recommendations is set out in the body of the Report.

7.3 It is not considered that the recommendations in the Report raise any adverse human rights implications.

*Lawyer Consulted:*

*Name Hilary Woodward*

*Date: 5/12/17*

Equalities Implications:

7.4 None directly related to this report.

Sustainability Implications:

7.5 None directly related to this report.

Any Other Significant Implications:

7.6 None.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Brownfield Land Register Summary

**Background Documents**

1. Strategic Housing Land Availability Assessment

## Appendix 1 – Brownfield Land Register Summary

Site Name/Address	Minimum Net Dwellings	Notes
14 Wilbury Villas & 69 Wilbury Avenue Hove	5	Development commenced 2016/17
Koba 135 Western Road Brighton	5	Development commenced 2016/17
Seaholme Hotel 10-11 Seafield Road Hove	5	Development not started on site 2016/17
56 Old Steine Brighton	5	Development not started on site 2016/17
143-145 Church Road Hove	5	Development commenced 2016/17
1 Gordon Mews Gordon Close Portslade	5	Development not started on site 2016/17
26 & 26A Reigate Road Brighton	5	Development commenced 2016/17
17 Marmion Road Hove	5	Development commenced 2016/17
20 Sackville Road & 78 Pembroke Crescent Hove	5	Development commenced 2016/17
6 Locks Hill Portslade	5	Development not started on site 2016/18. Most recent application for 4 houses only
Vantage Point and Circus Parade Longley Industrial Estate (New England Street)	90	SHLAA call for Sites 2015 part of Housing led mixed use scheme
Gas Works Site Boundary Road Brighton	340	The Gas Works site is included within CPP1 policy DA2 Brighton Marina. The Gas Works Site is an existing Strategic Allocation for business floorspace 85 residential units and some ancillary retail. Land slopes to the south - opportunities for higher density development. Southern part of sites contains non-operational land formally used for storage and production of gas. The northern part of the site is occupied by 2 operational gas holders. The northern part of site is owned by Southern Gas Network plc and use would require decommissioning and removal of gasholders.
Land at Brighton Marina (Inner Harbour)	600	Brighton Marina & Black Rock Development Area. Strategic Allocation. No planning app. Call for Sites 2017. No sitewide planning history
Land at Brighton Marina (Outer Harbour)	658	Phase 1 complete 2015/16 (195) Phase 2 (244) Commenced 2016/17. Brighton Marina Inner Harbour is a Strategic Allocation within the DA2 Development Area within CPP1.
Preston Barracks Lewes Road Brighton	369	Planning app BH2017/00492 includes Preston Barracks site as part of wider site

Site Name/Address	Minimum Net Dwellings	Notes
		including Brighton University Mithras House and Watts sites as part of a the Strategic Allocation within policy DA3 – Lewes Road in CPP1. The Preston Barracks site will bring forward the residential requirement of the allocation.
BT Site bottom side Freshfield Road	45	Eastern Street/Edward Street Development Area. Site currently used by British Telecom (sui generis use) for employment purposes. Existing employment use of the site should be retained on this non designated site.
Brighton Youth Centre 64 Edward Street Grosvenor Place	11	Eastern Street/Edward Street Development Area. Possible ownership constraints. Site protected under policy HO20. Community use to be incorporated into new development
Former Municipal Market Circus Street Brighton	142	Strategic Allocation - Commenced 2015/16
Edward St (Amex House)	100	Eastern Street/Edward Street Development Area. Pre-application stage. Call for Sites 2017. The quantity of housing proposed for this site is based upon SPD04 Edward Street Quarter which was adopted in March 2006. There are two options set out in the SPD - Option 1 was selected. Implementation of this scheme is reliant upon the support of Amex.
Ethel Street Garages	23	Within Hove Station Conservation Area. Whilst some rear workshops/garages have had upper floor extensions approved others have been refused on amenity grounds. Possible multiple ownership might make a comprehensive approach difficult to achieve. However individual garage units might come forward separately.
(Smoky Estate) Corner of Church Road Lincoln Road & Gladstone Road Portslade	32	
King Alfred Kingsway Hove	500	Strategic Allocation. Pre-Application Stage
12 Richmond Parade Brighton	7	Call for sites for 7 units SHLAA 2015
Brighton General Hospital Elm Grove Brighton	205	
Manchester Street/Charles Street Brighton	24	
Lansdowne Mews Farm Road Hove	6	Mainly commercial garage small business use. Would need to demonstrated genuinely redundant. Possible access



Site Name/Address	Minimum Net Dwellings	Notes
		issues.
Victoria Grove Second Avenue Hove	20	Mixed ownership
St John's Place First Avenue Hove	17	Mixed ownership
44 - 50 Brunswick Street West Hove	6	
Telephone Exchange 34 Palmeira Avenue Hove	29	
The Downsman 189 Hangleton Way	33	Public House 'Asset of Community Value'
Site adjacent West Carlton Hill Primary School Kingswood Street Brighton	14	Site is used by school as staff car park.
Land south of Lincoln Cottages (Lincoln Cottage Works) 15-26 Lincoln Street Brighton	18	
Lee Hire 7-13 Church Place Brighton	7	Ex garage/petrol sales site & possible land contamination would need investigating
25 Montague Place Brighton	6	Would result in loss of employment use and would need to demonstrate site genuinely redundant. Possible land contamination would need to be investigated.
55 (adj 31Walpole Road) Canning Street Brighton	6	Loss of employment use
Land and garages at rear of 1 -3 Queensway Southwater Close Brighton	12	Garage parking area developable
Rear of 31 Appledore Road & 3-5 Halland Road	8	
Rear of 130 -136 Old Shoreham Road Hove	14	Potential to build above retail premises
274 Old Shoreham Road Hove	40	Business Park employment use
Land west of Homeleigh London Road Brighton	23	The site is car parking for Homeleigh a block of flats.
1 Shelldale Road Portslade	6	
117 Victoria Road Portslade	6	Current use - Garage
Former Brewery Site South Street Portslade	48	BH2016/02459 for 48 Units Minded to Grant subject to S106- includes 674 sqm of employment floorspace (B1) (art studios and ancillary galleries shared community space and café)
PO Sorting Office Nevill Road Rottingdean Brighton	8	
North of Theobald House Blackman Street/Cheapside Whitecross Street Brighton	32	In a variety of employment type uses but not allocated site
35-39 The Droveaway Hove	30	SHLAA 2015 Call for sites submission
25 Ditchling Rise/rear of 57-63	15	Beaconsfield car workshops. Loss of

Site Name/Address	Minimum Net Dwellings	Notes
Beaconsfield Road Brighton		employment. Possible land contamination from existing use.
Rear of 149 to 163 Preston Road	26	Car Park for offices on Preston Road and garden area for dwellings.
Studor House 13 Sheridan Terrace Hove	9	Loss of B1a office site
Sackville Trading Estate/Coal Yard Sackville Road	550	PPA Signed April 2017
69-70 Middle Street Brighton	12	
Preece House 91-103 Davigdor Road Hove	14	SHLAA 2017 Call for Sites. Part of a wider office complex and mixed employment area close to Hove Station. Modern office layout.
138 Dyke Road 35a Chatsworth Road Brighton	20	
Saunders Glassworks Sussex Place Brighton	49	Demolition of original buildings 2013/14 no progress since -Being Used as coach park
46-54 Old London Road Patcham Brighton	23	
Patcham Garage Old London Road Patcham	6	
Texaco Service Station 133 Kingsway Hove	58	2015 Call for Sites
18 Wellington Road Brighton	25	3 storey block under construction 2016/17 due to finish 2017/18 New application being considered for conversion of original building
Cadogan Court 134a Dyke Road Brighton	11	
City College Pelham Street	75	Planning Permission not to be implemented. Call for Sites 2017.
Land to rear of 67-81 Princes Road Brighton	6	Commenced and nearing completion 2016/17. Hazardous ground expected to have been remediated prior to development
Decon Laboratories Conway Street	28	
Brighton And Hove (Corals) Stadium Nevill Road Hove	75	
27-31 Church Street Brighton	9	Application form for BH2016/02226 suggests development started 25/01/2016. Currently being used as secure gated car park
2-16 Coombe Road (Big Yellow Storage) (Tyre Co Coombe Road (EM9))	33	BH1998/01343/OA convert to residential - refused
Anston House Preston Road	229	Application BH2016/02499 for 229 units Minded to Grant subject to S106 Dec 2016
EDF Portland Road Business Park (EM1)	113	

Site Name/Address	Minimum Net Dwellings	Notes
Conway Street (EM1)	300	
149-151 Preston Road (Thales) (EM2)	15	
(Natwest) 153 Preston Road (EM2)	40	
Park Gate 161-163 Preston Road (EM2)	30	
87 Preston Road	25	Application minted to grant subject to S106 12th July
Peacock Industrial Estate Lyon Close Hove	60	Call for sites SHLAA 2015
Westerman Complex School Road Hove	104	
70 and site of Chrome Productions Limited Goldstone Lane Hove	65	Development commenced on site 2016/17
EM1 Melbourne Street/Enterprise Point	80	B2 uses on site which would need to be relocated
Richardson's scrap yard and Brewer's Paint (Albany House)	20	
Aldi 1-4 London Road	20	
Kensington Street car parking sites Brighton BN1 4AJ	12	Application BH2016/01020 Minded to Grant planning permission subject to a s106 agreement
107 Boundary Road Hove	6	Application BH2017/00002 refused Appeal in progress September 2017
Langfords Hotel 8-16 Third Avenue Hove	27	
Land at 189 Kingsway Hove (Sackville Hotel)	60	Application BH2017/01108 for 60 Units is currently under consideration and would supersede BH2015/00471 (9 units) if approved. SHLAA Call for Sites 2015
Courtlands Hotel 11-17 The Drive Hove	23	
St Catherine's Lodge Hotel St Catherine's Terrace Kingsway Hove	45	
Prince's Marine Hotel 153 Kingsway Hove	21	
North Star Car Showroom 20 Carlton Terrace Station Road Portslade	16	
21A- 21F Station Road Portslade	7	
Land between 38-50 Carlyle Street Brighton	9	
Tudor Grange 13 The Upper Drive Hove	6	
Police Station John Street	80	

Site Name/Address	Minimum Net Dwellings	Notes
Brighton		
Vye's 19-27 Carlton Terrace Portslade	6	
84- 86 Denmark Villas Hove	9	Prior Approval BH2014/01042 for 15 units completed 201516 Full Planning BH2012/03968 Extension for 9 units Commenced 201617
St David's Hall Whitehawk Road Whitehawk Way Brighton	9	
PO Delivery Office 62 North Road Brighton	110	
Freshfield Road Business Park/Gala Bingo Car Park Freshfield Way	110	Eastern Road Edward Street Development Area. Strategic Allocation for min 110 residential units
6 Cliff Approach Brighton	6	
113-119 Davigdor Road Hove	68	Development not started on site 2017 and a new application is expected
Tower Point 44 North Road Brighton	19	
193 Preston Road (Shell)	12	
BP Petrol Station, 373 Kingsway, Hove (St Leonards Filling Station)	17	
Shell Fuel Garage, 132-134 Old Shoreham Road, Hove	24	
ESSO Fuel Garage Hove Station, Station Approach	14	
Boundary House, Boundary Road, Hove	17	
57 Station Road Portslade	6	Shoreham Harbour Development Area
35a-41 Vale Road Portslade	20	
Housing Office Victoria Road Portslade (adj Portslade Town Hall)	20	
Blocks E & F Kingsmere London Road	8	Extension not started
46 Freehold Terrace Brighton	8	Part of wider planning application for Land 54 Hollingdean Road & 46 Freehold Terrace and 52 Hollingdean Road Brighton for Demolition of all buildings at 54 Hollingdean Road and erection of a part 3 4 5 and 6 storey building (plus basement) to form 205 student rooms (181 cluster bedrooms 19 studios and 5 accessible rooms) with kitchen and common room facilities cycle storage and refuse facilities. Associated works include photovoltaic panels on the roof of 6th storey roof gardens on 3rd 4th and 5th storeys and

Site Name/Address	Minimum Net Dwellings	Notes
		general planting and landscaping of grounds. Demolition of 46 Freehold Terrace and erection of a 4 storey building comprising 8 affordable housing units. Change of use and refurbishment of 52 Hollingdean Road from A1 retail with residential above to form an associated management suite including reception offices toilets laundry facilities and staff kitchen.
Britannia House, 332 Kingsway	9	Development commenced on site 2016/17
Lansdowne Place Hotel, Lansdowne Place, Hove	45	Development commenced on site 2016/17
Blocks A & B Kingsmere London Road	8	BH2012/03673 application recently lapsed
Park Manor London Road Brighton	6	Current extant application for four units due to lapse 2017/18
4-6 Montefiore Road Hove	9	
Hanningtons Lane, North Street and Brighton Square Brighton	11	Three applications form the 11 units on this site BH2015/00575, BH2015/04562 and BH2016/05391
31 & 33 Selborne Road Hove	10	Development commenced on site 2016/17
9-16 Aldrington Basin/Land South of Kingsway Basin Road North Portslade	52	
Astoria 10-14 Gloucester Place Brighton	70	
Findon Road former Whitehawk Library site Brighton	57	New Homes for Neighbourhoods site
Wellsbourne site Whitehawk Road Brighton	29	New Homes for Neighbourhoods site
Buckley Close garage site, Hangleton	13	New Homes for Neighbourhoods site
Kings House Grand Avenue Hove	140	Sold by public authority July 2017 planning application expected
Belgrave Centre (and ICES Building)	40	City Plan Part One Key Employment Site
Kings School Site High Street Portslade	20	
Costcutter 6 Pelham Terrace Lewes Road Brighton	6	
Selsfield Drive Housing Office Brighton	30	New Homes for Neighbourhoods site- Pre application stage
Above Co-operative 56-57 Lewes Road Brighton	6	Single storey building could accommodate some residential above
Lewes Road Bus Depot	50	
33 Mighell Street and 70a Carlton Hill Brighton	9	Development commenced 2016/17
25-28 Elder Place, Brighton	7	Development not started on site 2016/17

Site Name/Address	Minimum Net Dwellings	Notes
Sussex House 130 Western Road Hove	9	Development commenced 201617
79 North Street Portslade	6	Development not started on site 201617
Blocks C & D The Priory London Road Brighton	8	Development not started on site 201617
38-42 East Street Brighton	9	Development not started on site 201617
P&H House 106-112 Davigdor Road Hove	57	Recent prior approval application 57 units lapsed 201617. SHLAA call for sites 2017
43-45 Bonchurch Road Brighton	6	Development not started on site 201617
Blocks A B & C Belvedere 152-158 Dyke Road Brighton	6	Development not started on site 201617
Old Ship Hotel 31-38 Kings Road Brighton	18	Development not started on site 201617
121-123 Davigdor Road (Happy Cell)	47	Development commenced 201617
Eastergate Road Garage Site	24	New Homes for Neighbourhoods site. In June 2017 Housing & New Homes and Policy Resources & Growth Committees agreed to lease a small partly cleared council housing garage site next to the Housing Centre in Moulsecoomb to YMCA Downslink Group to build modular Y:Cube homes for local single young people. The Homes & Communities Agency has allocated funding for this scheme. A consultation event on the initial plans was held in the Housing Centre for local residents and businesses in April 2017
Bus Garage corner of Whitehawk Road and Henley Road Brighton	13	
76 Church Street Brighton (Patrick Moorhead Antiques/warehousing) (Old PO Sorting Office)	15	
235-237 Hangleton Road Hove (ODM Office Supplies)	10	
St Aubyns School 76 High Street Rottingdean Brighton (School Campus Area)	38	This listing comprises the PDL part of the site. Remaining 2.54 ha site greenfield playing field . 2015 SHLAA Call for Sites
Flexer Sacks Wellington Road Portslade	50	Pre-application stages
St Joseph's Rest Home 3-7 Bristol Road Brighton	10	
Preston Park Hotel 216 Preston Road Brighton	20	Application BH2015/04536 Minded to Grant subject to a s106 agreement 12/10/17
Montpelier Baptist Church (Baptist Tabernacle) Montpelier Place Brighton	20	

Site Name/Address	Minimum Net Dwellings	Notes
Hove Business Centre Fonthill Road Hove	9	
191 Kingsway Hove	9	
251-253 Preston Road Brighton	28	
76-79 & 80 Buckingham Road Brighton	24	
Britannia House 336 Kingsway Hove	6	Development commenced 201617
Russell House Russell Mews Brighton	54	Development commenced 201617
60 Wilbury Road Hove	11	Development commenced 201617
23 & 24 Old Steine Brighton	9	Development not started on site 201617
5 Norfolk Terrace Brighton	6	Development not started on site 201617
27 Palmeira Avenue Hove	6	Development not started on site 201617
(EM1) School Road Industrial Area School Road Hove (Rayford House)	9	Development not started on site 201617
171 - 173 Preston Road (Prestamex House)	63	Development commenced 201617
Territorial Army Centre 198 Dyke Road Brighton	60	
Former Housing Office (George Cooper House) 21-22 Oxford Street Brighton	13	
60-62 & 65 Gladstone Place Brighton	10	Pre-application stages
Combined Engineering Depot, New England Road, Brighton	100	Call for sites 2017
65 Orchard Gardens Hove	23	Application Minded to Grant subject to S106 21st June 2017
The Coach House 1-6 Lions Gardens Withdean Avenue	26	Application Minded to Grant subject to S106 12th July 2017
29 - 31 New Church Road Hove	40	Pre-application stages
1 - 6 Grand Parade Brighton	12	Development not started on site 201617
204 Old Shoreham Road Portslade	8	Development not started on site 201617
67 Falmer Road Rottingdean	8	
Microscape House Hove Park Villas Hove	7	Development not started on site 201617
12 Lyndhurst Road Hove	6	Development not started on site 201617
1 Nizells Avenue Hove	8	Development commenced 201617
45-47 Cheapside	28	2017 Call for Sites. Pre application stage
Lace House 39 - 40 Old Steine Brighton	9	Development commenced 201617
48-50 Western Road Brighton	9	Development not started on site 201617
Whitehawk Clinic, Whitehawk Road Brighton	38	Application Minded to Grant for 8th November 2017 Committee
177 Westbourne Street Hove	7	Development not started on site 2016/17

Site Name/Address	Minimum Net Dwellings	Notes
Crown House, 21 Upper North Street Brighton	59	Development not started on site 2016/17
Goldstone Business Centre, 2 Goldstone Street Hove	9	Development not started on site 2016/17
Regent House Hove Street Hove	9	Development not started on site 2016/17
32-34 Queens Road Brighton	7	Development not started on site 2016/17
123-129 Portland Road Hove	12	Development not started on site 2016/17



# Major Projects Bulletin

January 2018

## Royal Pavilion Estate



Proposed scheme

### Background

Heritage Centre Stage is a bold and significant initiative by the Royal Pavilion & Museums (RPM) and Brighton Dome & Festival Ltd (BDBF) to reunite the historic Royal Pavilion Estate. Phase 1 of this ambitious regeneration of the Royal Pavilion Estate (RPE) will deliver a major restoration of the nationally important Grade I listed Corn Exchange & Grade II listed Studio Theatre to enhance audience comfort & help the building operate more efficiently. This will include significant structural improvements that rationalise operations and drive increased revenue surpluses in order to deliver against BDBF's ambitious business plan. Achievement of this plan is central to our vision for the Royal Pavilion Estate and its future contribution to the cultural and economic wellbeing of Brighton & Hove. Phase 2 is now being considered and will aim to deliver significant restoration and improvement works to the Royal Pavilion and Garden.

### Key Facts

**Current stage:** Phase 1 (Corn Exchange & Studio Theatre) started on site February 2017

**Partners:** Brighton & Hove City Council, Brighton Dome & Brighton Festival, Arts Council England, Heritage Lottery Fund and Coast to Capital LEP

**Architects:** Feilden Clegg Bradley Studios

**Estimated project value:** £21.5M

### What happened in the last period?

- Strip out of buildings and completion of all Part Wall Awards
- Excavation and construction of new Corn Exchange basement and ground floor slab
- Gallery area: removal of human remains; pouring foundations; install steel frame

### What's going to happen in the next period?

- Removal and replacement of Corn Exchange roof
- Installation of new Air Handling Units on Dome roof
- Construction of new Gallery building
- Repair and redecoration of external facades
- Preparation of Conservation Plan and Management & Maintenance Plan for RP Garden
- Consultation on Phase 2 Garden improvement proposals.

### Target Milestones

- Phase 1 works complete Autumn 2018
- Phase 2 Round 1 HLF bid submitted June 2018
- Phase 2 Round 2 HLF bid submitted September 2019
- Phase 2 works (Garden) SoS Autumn 2019
- Phase 2 works (Royal Pavilion) SoS Autumn 2020
- Project complete Autumn 2022

## Brighton Waterfront



The Brighton Centre and Churchill Square      Black Rock

### Background

We're finalising details of a legal agreement which will deliver a major new conferencing and events venue for Brighton & Hove on the Black Rock site next to the Marina and an expansion of Churchill Square shopping centre.

### Key Facts

#### Current stage:

Closure of legal and commercial negotiations

#### Partners:

Brighton & Hove City Council and Standard Life Aberdeen

#### Architects:

ACME Space, David Leonard Associates (central site)

**Estimated project value:** c£540M

#### Outputs:

- 2,000 jobs
- New venue & conference centre
- Improve & expanded destination shopping
- Improved public realm
- Housing and office space

### What happened in the last period?

- Update to Strategic Delivery Board 19th December

### What's going to happen in the next period?

- Legal and commercial discussions to enter into a Conditional Land Acquisition Agreement (CLAA) are progressing to a target of January 2018.

### Target Milestones

- CLAA agreed – January 2018
- Planning – 2020/21

## King Alfred Development



Proposed Scheme

Current King Alfred Leisure Centre

### Background

In 2014 the Council embarked on a procurement exercise to bring about the comprehensive redevelopment of the 1.8 hectare King Alfred site. The primary objective is to replace the outdated Leisure Centre with improved, extended, and modern sports facilities as part of a major mixed-use enabling development, the principal element of which is much needed new homes. Having completed an extensive 'Competitive Dialogue' process with two shortlisted bidders in 2015, the Council selected its preferred bidder in January 2016.

### Key Facts

#### Current stage:

Crest Nicholson in partnership with the Starr Trust, a local charity, were appointed preferred bidder in January 2016. Since that time the partners have worked hard to progress the legal, financial, and contractual arrangements, work on which is ongoing.

#### Partners:

Brighton & Hove City Council, Crest Nicholson & the Starr Trust

#### Architects:

LA Architects – Sports centre and Haworth Tompkins – Wider scheme and master plan

**Estimated project value:** c£200M

#### Outputs:

- New sports centre of c12,000 M<sup>2</sup>
- 560 homes (20% affordable)
- Commercial/retail space
- Community and public space

#### What happened in the last period?

- Continuation of legal and commercial discussions while awaiting outcome of Housing Infrastructure Fund (HIF) bid
- Responded to HIF financial clarification questions raised by Department for Communities and Local Government (DCLG)

#### What's going to happen in the next period?

- Progression of contractual arrangements
- DCLG HIF funding announcement expected early in new year

#### Target Milestones

- HIF Outcome: February 2018
- Planning application: end of 2018 targeted
- Start on Site: 2020
- Project complete: 2025-26

## Circus Street



The scheme designs

### Background

The former municipal fruit and veg market will become a mixed-use scheme and 'innovation quarter'. The site, approximately a hectare in area, housed the former Municipal Market building, a university building and a car park. Following the decision by the University of Brighton in 2016 to place its plans for a new academic building 'on hold' a revised land deal was agreed between U+I (the developer) the council and the university in 2017, leading to a revised development agreement involving the council and the university and the commencement of construction in summer 2017 of all elements of the development bar the university building. The university intends to develop facilities to meet its needs at a future date.

### Key Facts

**Current stage:** Construction work is underway

**Partners:** Cathedral (Brighton (U & I plc), SE Dance and Coast to Capital LEP

**Architects:** ShedKM

**Estimated project value:** c£105M

### Outputs:

- 232 jobs
- 142 homes
- 2,046 M<sup>2</sup> Commercial
- 450 Student beds
- Dance Studio
- University Facilities

### What happened in the last period?

- Demolition of former University of Brighton Annex building
- Commencement of building works

### What's going to happen in the next period?

- Construction to continue on-site, with most elements of development scheduled for completion in late 2019 and overall scheme (bar UoB element) to be completed May 2020

### Target Milestones

- Dance Studio works commence May 2018
- Project complete April 2020

## Preston Barracks & University of Brighton



The proposed scheme

### Background

Redevelopment of the former barracks site and adjacent University of Brighton land took a significant step forward in September 2017, when the scheme was granted planning permission. The £150 million Preston Barracks element on the Lewes Road is part of a comprehensive mixed use regeneration scheme aimed at transforming this part of Brighton.

The scheme will create a Northern gateway in to the city, and support entrepreneurial makers, inventors, engineers and product designers with the use of a diverse workspace.

### Key Facts

**Current stage:** Planning permission granted subject to S106 Agreement

**Partners:** University of Brighton and U+I Plc (the developers)

**Architects:** Studio Egret West (Preston Barracks) & Hassell (University)

**Estimated project value (Preston Barracks):** c£150M

### Outputs:

- 369 new homes (15% affordable)
- c1,300 student beds
- Central Research Lab (4,645 M2 & 854 jobs over 10 year period)
- Office and retail space
- New university academic space
- Regenerate key site

### What happened in the last period?

- Partial vacation of the site and access licence granted to the developers to enable preparatory works
- Work to finalise the S106 Agreement, work on which is at an advanced stage
- Progression of related legal work towards the legal agreement going unconditional in the coming months
- The developers have continued to progress design work and tendering of early stage building contracts

### What's going to happen in the next period?

- Full vacant possession achieved
- Legal agreement goes unconditional
- Demolition works commence
- Phase 1 construction commences

### Target Milestones

- Start on Site demolition and site preparation: early 2018
- Construction commences: mid-2018
- Project complete: 2022-23



## New England House



New England House

Fusebox creative space

### Background

New England House is already one of the major hubs for Brighton's thriving Creative, Digital and IT (CDIT) businesses. The building accommodates 96 businesses that are primarily from this sector. These businesses employ approximately 1,000 people and many more are employed by the companies that form part of their supply chains.

City Deal and Growth Deal funding will enable the development of New England House into an improved and expanded facility for nurturing small creative-tech businesses and fusing together people with creative and digital skills. This work will put Brighton firmly on the map as Tech City South.

### Key Facts

**Current stage:** Negotiations for potential land deal with adjacent leaseholder and potential developer which would help secure City Deal outputs

**Partners:** Brighton & Hove City Council, Department of Communities & Local Government (Greater Brighton City Deal)

**Architects:** TBC

**Estimated project value:** c£25M

#### Outputs:

- Increase office space by 7,089m<sup>2</sup>
- Repair and refurbish council asset

#### What happened in the last period?

- Continuation of discussions towards potential land deal with adjacent leaseholder (Longley Industrial Estate) and their preferred development partner

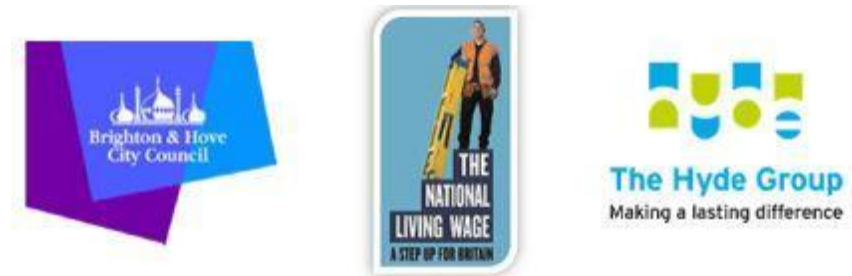
#### What's going to happen in the next period?

- Determination by all parties on whether a land deal is achievable and meets City Deal targets in respect of New England House.
- Developer to undertake and complete wider masterplanning exercise to consider planning issues.
- Subject to planning considerations and agreement in principle by all parties in respect of land deal, developer to work towards and/or submit planning application.
- Provide project plan and seek necessary agreements for delivery.

#### Target Milestones

- Master Planning complete: March 2018
- Deal agreed: Spring 2018
- Design agreed: Spring 2018

## Living Wage Housing Joint Venture



### Background

The council is developing a Joint Venture with Hyde Housing to deliver 1,000 homes (500 Living Wage rent and 500 Shared Ownership targeted at local people). The proposal is to establish an equal Joint Venture Limited Liability Partnership (LLP) between Brighton & Hove City Council and Hyde Housing Association. The partners will provide equal funding, totalling £106M, to build new homes for low working households in Brighton & Hove. This will help to further increase the supply of lower rent housing in the city across a range of sites.

### Key Facts

#### Current stage:

The project received committee and funding approval in December 2016. Head of Terms are agreed and the Legal documents and Business Plan are currently being reviewed with an aim to launch in summer 2017.

#### Partners:

Brighton & Hove City Council and Hyde Housing

**Estimated project value:** £106M

#### Outputs:

- 1,000 homes (500 at Living Wage rent & 500 for Shared Ownership)
- Share of annual surplus to the council
- Jobs, training and apprenticeships
- Wider economic and regeneration impacts
- Council Tax revenue

#### What happened in the last period?

- Committee decisions by Housing & New Homes and Policy Resources & Growth Committees agreeing Business Plan and initial sites
- Agreement and sealing of legal documents
- Joint Venture LLP established

#### What's going to happen in the next period?

- Development Team established
- Hyde starting work on design of initial site

#### Target Milestones

- Contracts agreed and JV established – December 2017
- First planning permissions – October 2018
- First start on site – Winter 2018
- All homes complete July 2022



<b>Subject:</b>	<b>Fees &amp; Charges 2018/19 Sport &amp; Leisure, Venues and Libraries.</b>		
<b>Date of Meeting:</b>	<b>11 January 2018</b>		
<b>Report of:</b>	<b>Executive Director for Economy, Environment &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Ian Shurrock Kerry Taylor</b>	<b>Tel: 292084 292701</b>
	<b>Email:</b>	<b>ian.shurrock@brighton-hove.gov.uk kerry.taylor@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE****1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The fees and charges for services are reviewed annually in line with the Corporate Fees & Charges Policy. As a minimum, all fees and charges are increased by the corporate rate of inflation which has been set at 2.0%. This is the same percentage by which income budgets will be increased. For the Sports Facilities Contract there is a formula to calculate the inflationary price increase linked to the All Items Retail Prices Index Excluding Mortgage Interest Payments (RPIX). The contractual increase calculated for 2018/19 is 4.08% for service providers under the terms of contracts.
- 1.2 The council's Standard Financial Procedures states that service committees shall receive a report from Executive Directors on fees and charges variations above or below the corporately applied rate of inflation.
- 1.3 This combined report presents the review of fees and charges across five service areas: Seafront, Sports Facilities (including golf courses), Venues (The Brighton Centre), Outdoor Events and Libraries. The changes would be implemented from April 2018 unless otherwise stated.
- 1.4 The proposals should be viewed in the context of the very challenging financial position facing the council, with an estimated savings requirement of a further £23.4m over the next 2 years. A number of the proposals in the report to increase fees and charges above the inflation rate are to achieve more realistic market rates and generate income.

**2. RECOMMENDATIONS:**

- 2.1 That the committee approves the fees and charges for the Seafront for 2018/19 in Appendix 1.

- 2.2 That the committee notes the fees and charges for the Sports Facilities for 2018/19 in Appendix 2a.
- 2.3 That the committee approves the fees and charges for the Golf Courses for 2018/19 in Appendix 2b.
- 2.4 That the committee approves the fees and charges for the Brighton Centre for 2018/19 in Appendix 3.
- 2.5 That the committee approves the fees and charges for Outdoor Events for 2018/19 in Appendix 4.
- 2.6 That the committee approves the fees and charges for Libraries for 2018/19 in Appendix 5.
- 2.7 That the committee grants delegated authority for officers nominated by the Executive Director to negotiate hire fees where commercially necessary outside the approved fees & charges.

Note: If the above recommendations are not agreed, or if the committee wishes to amend the recommendations, then the item will need to be referred to the Policy, Resources & Growth Committee meeting on 8 February 2018 to be dealt with as part of the overall budget. This is because the budget is being developed on the assumption that the fees and charges are agreed as recommended and any failure to agree, or a proposal to agree different fees and charges, will have an impact on the overall budget, which means it needs to be dealt with by the Policy Resources & Growth Committee as per the requirements of the Constitution. This will not stop the committee from making recommendations to Policy Resources & Growth Committee.

### **3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 The fees and charges proposed in the attached appendices have been increased by the base line of 2.0% unless indicated otherwise. However, the amounts have been rounded for ease of administration and therefore the actual percentage increase is often not exactly 2.0%. Where a percentage increase above inflation is proposed an explanation is given in this main report.

#### **3.2 SEAFRONT (please see Appendix 1)**

- 3.2.1 There are a range of fees and charges linked with the Seafront including those for the beach chalets, boat lockers, volleyball, Volk's Railway and the Bandstand. The proposal is to increase the charges by the corporate rate of inflation of 2% except for the beach huts, Volk's Railway and ceremony hire fee for the Bandstand (2018 & 2019).
- 3.2.2 The 2018/19 charges for the Volk's Railway & the Bandstand will remain at the rates already agreed at the Economic Development and Culture Committee in January 2017 due to the HLF funded restoration project and the lead in times for

bookings respectively. The proposed charges for the Seafront for 2018/19 are included in Appendix 1a.

- 3.2.3 The proposal detailed below identifies an above inflation increase for the beach hut licence fee and transfer fee. An overview explaining the differences between beach huts and beach chalets is included in Appendix 1b.
- 3.2.4 There are 459 wooden beach huts on Hove seafront that are privately owned by Brighton & Hove residents. The licence fee to place the owner's hut on Council land is currently £367.20 inc. VAT (£306.00 excl VAT) for the year 2017/18 giving an annual income to the Council of £140,454 (net of vat).
- 3.2.5 A beach hut can be sold on when it has been owned for three years but only to other Brighton & Hove residents. The transfer fee is currently £82. In 2016 there were 37 transfers and so far in 2017 there have been 45 transfers.
- 3.2.6 In recent years, the value of a beach hut on the seafront has risen well above inflation and more in line with the increases in the local property market. Huts sold this year have ranged in price between £16,000 - £22,500 depending on the location and the condition of the hut. There is a hut currently on the market at £25,000. Sale evidence suggests an increase in values of between 45-50% over the 5 year period since 2012.
- 3.2.7 Several other local authorities in East and West Sussex have beach huts on the seafront and the comparable evidence below shows that the licence fee charged by BHCC is lower than the other local authorities in the area. The transfer fee charged by BHCC is markedly lower than most other authorities.

<b>Local Authority</b>	<b>Location</b>	<b>Licence Fee (inc VAT)</b>	<b>Transfer Fee</b>	<b>Beach Hut sales</b>
Rother District Council	Bexhill	£500 pa	3 x licence fee or 10% of sale price whichever is greater	£10,000 - £25,000
Adur and Worthing	Worthing Lancing/Shoreham Beach	£560 pa £420 pa	3 x licence fee or 10% of sale price whichever is greater	£5,000 - £10,000
Arun District Council	Felpham and Littlehampton	£498.76 pa	£500	£5,000- £10,000
Wittering Estates PLC (private estate)	West Wittering	£445 pa	10% of sale price	£50,000
Havant District Council (Hampshire)	Hayling Island	£600pa (non-residents £1,200pa)	£500 (currently subject to Committee scrutiny)	£8,000- £11,000
Seaford Town Council	Seaford	£394.66- £500pa	£25 transfer fee	£30,000- £40,000
Hastings Borough Council	Combe Haven and Glyne Gap	£375.17 - £560.36	£120 transfer fee	£8,000 - £25,000
		<b>Licence Fee (inc VAT)</b>	<b>Transfer Fee</b>	<b>Beach Hut sales</b>
Brighton & Hove City Council	<b>Current</b>	£367.20	£82.00	£16,000 - £25,000
Brighton & Hove City Council	<b>Proposed</b>	£404.00	3 x licence fee or 10% of sale price whichever is greater	£16,000 - £25,000

3.2.8 The proposal for the annual licence fee for the year 2018/19 is for an increase of 10% to £404. Furthermore, the transfer fee is proposed to be charged at three times the licence fee (£1,212) or 10% of the sale price, whichever is greater. These changes will bring Brighton & Hove in line with charges made by other neighbouring authorities.

### **3.3 SPORTS FACILITIES AND GOLF COURSES (please see Appendix 2a & Appendix 2b)**

3.3.1 The proposed charges for the Sports Facilities for 2018/19 are included in Appendix 2a.

3.3.2 Seven council sports facilities and two golf courses are operated on behalf of the council by the social enterprises, Freedom Leisure and Mytime Active respectively. Under the terms of the contracts, these service providers retain the income generated and are responsible for all of the operational costs associated with the delivery of the service.

3.3.3 The fees and charges that Freedom Leisure and Mytime Active implement are controlled by the contracts which both allow for an annual uplift in line with inflation. The All Items Retail Prices Index Excluding Mortgage Interest Payments (RPIX) is used to provide the relevant percentage uplift. For 2018/19 fees and charges the uplift is 4.08%. Increases over and above this amount must be agreed separately and are included in this report.

#### Sports Facilities (Freedom Leisure contract)

3.3.4 The fees and charges for the sports facilities operated by Freedom Leisure (on behalf of the council) are adjusted according to the contract. The contract stipulates that the maximum charges are annually calculated in line with the percentage movement in the RPIX. The council are required to review and confirm the charges in line with the variation that is clearly laid down within the contract documentation.

3.3.5 The majority of fees and charges for the sports facilities operated by Freedom Leisure on behalf of the council are proposed to be increased by a maximum of the contractual rate of 4.08% (including rounding to the nearest 5p, up or down as per contract).

3.3.6 Some proposed prices across the sites have been held or increased below inflation while all the others have been increased up to the contracted amount.

#### Golf Courses (Mytime Active contract)

3.3.6 The current pricing structure has been in place for a number of years and the fees and charges are split between green fees (pay and play) and season tickets (advanced annual payment either in full or monthly by Direct Debit).

3.3.7 The fees and charges for Hollingbury Park and Waterhall Golf Courses remain below the regional average. The golf courses face huge challenges with a

decline in numbers across the industry and increased operational costs (such as utilities and staffing costs). It is worth highlighting that when bidding for the contract over 7 years ago the contract did not include the Living Wage. Mytime Active do, however, pay the Living Wage to their staff which has therefore increased the expenditure on staffing to a higher level than anticipated at the time of the bid.

- 3.3.8 The increases proposed (in Appendix 2b) assist in pricing the courses at a realistic market rate and to provide greater consistency with the other Mytime Active regional sites. Waterhall still remains the cheaper alternative with both season tickets and green fees still much lower than the regional average. As with Freedom Leisure there is a contract in place that sets the maximum charge annually in line with the RPIX.
- 3.3.9 Mytime Active's pricing policy aims to retain and attract new members to the courses. Their pricing strategy is to offer additional incentives to members and offer value for money alongside a commitment to offering members a more healthy lifestyle. Within the golf membership packages (season tickets) they add value by offering additional benefits such as a free 30 minute golf lesson, 10% discount on food and drink and access to a range of healthy lifestyle and health check services. This all helps to encourage pay and play golfers to change to a more cost effective and rewarding membership.
- 3.3.10 Membership/season tickets are all being increased below the contractual amount and are more in line with the councils 2% corporate increase.
- 3.3.11 However, some of the green fees are proposed to be slightly higher percentage than the contracted maximum, although when compared to the average price the courses still offer very good value for money. The increases will enable the courses to encourage pay and play/non members to 'join' Mytime Active by becoming registered users or annual members. Simply by providing their contact details customers are immediately entitled to a 10% loyalty discount off green fees. This reduces the proposed green fee costs but enables Mytime Active to improve the data held on their customers and will provide better tracking of usage and golf patterns/behaviour.
- 3.3.12 The green fee that by percentage has increased the most is the junior weekday fee at Waterhall (7.14%). For a number of years this cost has remained at £7.00 although the other junior green fees on both courses are £8. It was recognised that a £1 increase would be too great to bring this in line so a staged approach is suggested to enable the prices to increase by 50p each year over a two year period.
- 3.3.13 As part of their commitment to increase access to the golf courses Mytime Active are looking to expand the current Leisure Card offer that they trialed last year. This is to offer 40% discounted Leisure card prices on Fridays at Hollingbury Golf Course and to provide a reduced 'Get Active in Golf' six week course at the discounted rate too.
- 3.3.14 As shown in Appendix 2b, the proposed fees and charges still provide good value when compared with the Mytime Active regional price and the regional competitor average price.

### **3.4 BRIGHTON CENTRE (please see Appendix 3)**

3.4.1 Proposed charges for the Brighton Centre for 2018/19 are included in Appendix 3. These proposed charges are in line with the corporate rate of inflation of 2%.

3.4.2 The Brighton & Hove Schools Concert will continue to receive favourable rates as in previous years to minimise the risk to Brighton & Hove Music Service for this important annual event.

### **3.5 OUTDOOR EVENTS (please see Appendix 4)**

3.5.1 Proposed charges for Outdoor Events for 2018/19 are included in Appendix 4. These proposed charges are in line with the corporate rate of inflation having been uplifted by 2.0%.

### **3.6 LIBRARIES & INFORMATION SERVICES (please see Appendix 5)**

3.6.1 Proposed charges for Libraries for 2018/19 are included in Appendix 5.

3.6.2 Brighton & Hove Libraries provide unique free to use public spaces and services, which are open and available to all communities of all ages:

- Free to join at any age
- Free to go into and spend time in
- Free loan of books and 'e' books
- Free access to consult books, read newspapers and magazines
- Free access to information
- Free unlimited Wi-Fi use
- Free story times
- Free class visits
- Free space for community run activities
- Free promotion/outreach to schools and other community partners

3.6.3 Charges are currently made for a range of facilities and services.

- There are concessions on charges based on low income or disability
- There are commercial and community rates around the hire of spaces.

3.6.4 Current charges for facilities and services are:

- Overdue charges for late return of books and other materials
- Loan of audio-visual materials - audio books, music compact discs, films on DVD, music score sets
- Reserving stock
- Photo-copying and printing
- Room hire and exhibition spaces
- Use of public computers after the first free hour per day
- Some events and activities

3.6.5 As many Library Service charges are only a few pence it is not possible to increase them annually by inflation. Instead, most prices are left unchanged for a number of years until an increase in real prices can be adopted. It is proposed that for 2018/19 all of the Library fees and charges should remain the same for the following reasons:

- New charges and some increased charges above the rate of inflation were introduced in 2017/18
  - In comparison with other similar or neighbouring library authorities, Brighton & Hove already has high fees and charges
  - Commercial charges were increased last year, and in comparison with similar commercial services in the city, Library charges are high, for instance for room hire, so any further increases could drive away business
- 3.6.6 In order to meet the annual increase in income targets for inflation and to help address the budget gap for the coming year, additional income will be achieved through increased commercial activity and more actively seeking donations from the public.
- 3.6.7 The comprehensive range of concessionary and exemption arrangements for disadvantaged borrowers will be maintained
- 3.6.8 Concessions on charges - usually half price will be available to:
- People receiving job seekers allowance, employment and support allowance, income support, pension credit, and those on Universal Credit.
- People receiving disability living allowance, personal independence payment or with other verification of long standing disability.
- 3.6.9 There are also reductions or exemptions on charges for Home Delivery Service clients, those in residential accommodation, and for those who are unable to use printed materials due to visual impairment or physical disability.
- 3.6.10 People with learning disabilities, for example Compass Card holders, are exempt from charges.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 The rationale for the proposed increases in the fees and charges are indicated in the body of the report.

#### **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Consultation has been undertaken with Freedom Leisure and Mytime Active in relation to the Sports Facilities and Golf charges. Customers are used to annual uplifts and are notified of them at least one month in advance of them being implemented.

#### **6. CONCLUSION**

- 6.1 The proposed fees and charges across the four service areas are considered proportionate and reasonable or contractually determined. Where charges are proposed for increases above inflation there are sound business reasons.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 The fees and charges recommended in this report have been reviewed in line with the Corporate Fees and Charges Policy, and budget assumptions approved by policy, resources & Growth Committee. The anticipated recurring financial impact of fee changes will be reflected within service revenue budgets and contribute towards the achievement of budget saving proposals. Income from fees and charges will be reviewed as part of the budget monitoring process and reported through the Targeted Budget Monitoring reports throughout the year.

*Finance Officer Consulted: Rob Allen*

*Date: 5/12/17*

### Legal Implications:

The Corporate Fees and Charges Policy has been properly applied in forming the recommendations set out in this Report.  
It is not considered that the Report raises any adverse human rights implications.

*Lawyer Consulted: Hilary Woodward*

*Date: 5 December 2017*

### Equalities Implications:

- 7.2 When fees and charges are proposed, a balance needs to be found to ensure services remain financially sustainable whilst still providing value for money. The proposed fees and charges provide a range of flexible pricing to minimise price being a barrier to participation.

### Sustainability Implications:

- 7.3 In order to assist with the long-term sustainability of services and to continue providing a quality service, it is necessary that the charges be set at an appropriate level.

### Any Other Significant Implications:

- 7.4 None



## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Appendix 1a – Seafront Fees & Charges 2018/19
2. Appendix 1b – Overview of Beach Huts and Beach Chalets
3. Appendix 2a – Sports Facilities Fees & Charges 2018/19
4. Appendix 2b – Golf Course Fees & Charges 2018/2019
5. Appendix 3 – Brighton Centre Fees & Charges 2018/19
6. Appendix 4 – Outdoor Events Fees & Charges 2018/19
7. Appendix 5 – Libraries Fees & Charges 2018/19

### **Documents in Members' Rooms**

None

### **Background Documents**

None



## Fees & Charges 2018/19

### Appendix 1 - Seafront

<b>Seafront</b>	<b>Current Price 2017/18 (incl VAT)</b>	<b>Proposed 2018/19</b>	<b>Increase £</b>	<b>Increase %</b>
Beach Hut Licence Fee	367.20	404.00	36.80	10.02
Beach Hut Transfer Fee	82.00	1,212.00 or 10% of sale price whichever is greater		

<b>Seafront</b>	<b>Current price 2017/18 Incl VAT</b>	<b>Proposed 2018/19 (rounded up to nearest 50p)</b>	<b>Increase £</b>	<b>Increase %</b>
Winch or Capstan Site	27.50	28.05	28.50	1.00
Beaching Permit for pleasure/sailing/rowing boat	36.00	36.72	37.00	1.00
Beach Lock Site – small (self build)	27.50	28.05	28.50	1.00
Beach Lock Site – large (self build)	54.00	55.08	55.50	1.50
Beach Locker – (locker owned by council)	89.50	91.29	91.50	2.00
Beach Volleyball (court hire - peak)	25.00	25.50	25.50	0.50
Beach Volleyball (court hire – off peak)	17.00	17.34	17.50	0.50
Beach Basketball Court	Free		Free	Free

<b>Beach Chalets</b>	<b>Current Price 2017/18 (incl VAT)</b>	<b>2% increase for 2018/19 (incl VAT)</b>	<b>Increase £</b>	<b>Increase %</b>
<b>Tenants of Brighton &amp; Hove</b>				
Hove	1421.16	1449.58	28.42	2.00
Madeira Drive	975.45	994.96	19.51	2.00
Saltdean	828.11	844.67	16.56	2.00
Rottingdean	828.11	844.67	16.56	2.00
Ovingdean	925.42	943.93	18.51	2.00
<b>Non-Tenants of Brighton &amp; Hove</b>				
Hove	1705.35	1739.46	34.11	2.00
Madeira Drive	1170.62	1194.03	23.41	2.00
Saltdean	993.80	1013.68	19.88	2.00
Rottingdean	993.80	1013.68	19.88	2.00
Ovingdean	1110.47	1132.68	22.21	2.00
<b>Tenants Fixed Term Tenancies</b>				
Hove	1351.68	1378.71	27.03	2.00
Madeira Drive	931.14	949.76	18.62	2.00
Saltdean	790.47	806.28	15.81	2.00
Rottingdean	790.47	806.28	15.81	2.00
Ovingdean	883.31	900.98	17.67	2.00

<b>Volks Railway</b>	<b>Current 2017</b>	<b>Current 2017 - Leisure Card</b>	<b>Proposed 2018</b>
Adult single	3.70	2.20	No change
Adult return	4.80	2.90	No change
Child single	2.20	1.30	No change
Child return	2.90	1.80	No change
Senior single	2.50	1.50	No change
Senior return	3.70	2.30	No change
Family single	9.20	5.50	No change
Family return	12.50	7.50	No change
Adult group return	3.50	n/a	No change
Child group return	2.30	n/a	No change
Halfway Adult single	2.20	n/a	No change
Halfway child single	1.40	n/a	No change
VERA Members	1.00	n/a	No change
Special	1.00	n/a	No change
3 yrs & under	Free	Free	Free

<b>Bandstand Ceremony Hire Fees</b>	<b>Seasons 2018 &amp; 2019 booking fees (Already approved and set for 2 years)</b>
Bandstand (top deck)	665.00
Bandstand + west wing	910.00



## Overview of Beach Huts and Beach Chalets

There is often confusion in relation to the beach huts and chalets please see photos and explanations below to help clarify.

### Beach Huts



(Photo – Beach Huts in Hove)

Beach huts are wooden structures and are privately owned by individuals. There are 459 beach huts along the promenade in Hove. They do not have running water or electricity provided. You must be a resident of Brighton & Hove to own a beach hut and pay an annual ground rent/licence fee to keep the hut on council land.

### Beach Chalets



(Photo Beach Chalets in Saltdean)

There are 105 Chalets on the seafront from Hove to Saltdean in 5 locations. These are brick built structures which are owned and maintained by the council. Some have water and electricity while some have access to a communal tap. The annual rent payable to the council varies depending on the location and the amenities provided. New tenancies are available for a maximum of 5 years only. There is a waiting list for each block of chalets in Hove, Madeira Drive, Ovingdean, Rottingdean and Saltdean. You must be a resident of Brighton & Hove to rent a chalet.



## Fees & Charges 2018/19

### Appendix 2a - Sports Facilities, Prince Regent Swimming Complex & Slipper Baths

Main Heading	Type	2017/18	Proposed 2018/19	% Increase
Swim	Adult	£ 4.75	<b>£4.95</b>	4.21%
	Child	£ 2.85	<b>£2.95</b>	3.51%
	Over 60	£ 2.85	<b>£2.95</b>	3.51%
	Adult Leisure Card	£ 2.85	<b>£2.95</b>	3.51%
	Junior Leisure Card	£ 1.75	<b>£1.80</b>	2.86%
	Over 60 Leisure Card	£ 1.75	<b>£1.80</b>	2.86%
	Family	£ 11.90	<b>£12.40</b>	4.20%
	Adult Monthly	£ 44.70	<b>£46.50</b>	4.03%
	Junior Monthly	£ 28.80	<b>£29.95</b>	4.00%
	Over 60 Monthly	£ 28.80	<b>£29.95</b>	4.00%
	Adult Monthly Leisure Card	£ 26.85	<b>£27.90</b>	3.91%
	Swim Direct Debit	£ 27.25	<b>£28.35</b>	4.04%
	Swim Direct Debit Leisure Card	£ 18.70	<b>£19.45</b>	4.00%
	Adult Weekly	£ 13.30	<b>£13.85</b>	4.14%
	Junior Weekly	£ 7.25	<b>£7.55</b>	4.14%
	Over 60 Weekly	£ 7.25	<b>£7.55</b>	4.14%
	Adult Concession Leisure Card	£ 7.95	<b>£8.25</b>	3.77%
	School LA	£ 2.20	<b>£2.30</b>	4.55%
	Aqua Natal	£ 4.80	<b>£5.00</b>	4.17%
	Aqua Natal Leisure Card	£ 2.90	<b>£3.00</b>	3.45%
	Water Workout	£ 6.75	<b>£7.00</b>	3.70%
	Water Workout Leisure Card	£ 4.10	<b>£4.25</b>	3.66%
	50+ Water Workout	£ 4.30	<b>£4.45</b>	3.49%
	Child Lesson	£ 6.45	<b>£6.70</b>	3.88%
	Child Diving Lesson	£ 6.45	<b>£6.70</b>	3.88%
	Adult Lesson	£ 7.55	<b>£7.85</b>	4.00%
	Over 60s Lesson	£ 6.40	<b>£6.65</b>	3.91%
	Playgroup	£ 5.20	<b>£5.40</b>	3.85%
	Child 1 to 1 Lesson (45 mins)	£ 20.70	<b>£21.55</b>	4.11%
	Adult 1 to 1 Lesson (45 mins)	£ 22.90	<b>£23.80</b>	3.93%
	Gala Hire	£ 425.00	<b>£442.00</b>	4.00%
	Gala Hire Additional Hour After 3	£ 168.50	<b>£175.25</b>	4.01%
	Gala Non Local Hire	£ 575.00	<b>£598.00</b>	4.00%
Gala Non Local hire Additional Hour After 3	£ 207.00	<b>£215.30</b>	4.01%	
Swim Club Hire	£ 179.00	<b>£186.16</b>	4.00%	
Main Pool Hire	£ 143.00	<b>£148.70</b>	3.99%	
Shallow Pool Hire	£ 48.60	<b>£50.55</b>	4.01%	
Flexi Pool Hire	£ 72.00	<b>£74.90</b>	4.03%	
Teaching Pool Hire	£ 72.00	<b>£74.90</b>	4.03%	
Fitness Suite	Adult Peak Casual	£ 8.20	<b>£8.55</b>	4.27%
	Adult Off Peak Casual	£ 7.00	<b>£7.30</b>	4.29%
	Adult Peak Casual Leisure Card	£ 4.90	<b>£5.10</b>	4.00%
	Adult Off Peak Casual Leisure Card	£ 4.20	<b>£4.35</b>	3.57%
	Pilates	£ 5.80	<b>£6.05</b>	4.31%
	Junior Casual	£ 3.70	<b>£3.85</b>	4.00%
	Student Casual	£ 5.10	<b>£5.30</b>	4.00%
	Sauna/Steam & Swim	£ 7.35	<b>£7.65</b>	4.08%
	Sauna/Steam & Swim Family	£ 14.60	<b>£15.20</b>	4.11%
	Personal Training Member	£ 39.25	<b>£40.80</b>	3.95%
	Personal Training Non-Member	£ 45.90	<b>£47.75</b>	4.03%
	Gym Induction	£ 23.20	<b>£24.15</b>	4.09%
	Miscellaneous	Adult Spectator	£ 1.60	<b>£1.65</b>
Child Spectator		£ 1.20	<b>£1.25</b>	4.00%
Over 60 Spectator		£ 1.20	<b>£1.25</b>	4.00%
Concession Spectator		£ 1.20	<b>£1.25</b>	4.00%
Creche		£ 0.80	<b>£0.85</b>	6.25%

Fees & Charges 2018/19

Appendix 2a - Sports Facilities, King Alfred Leisure Centre

Main Heading	Type	2017/18	Proposed 2018/19	% Increase
Swimming	Adult Swim Member	£4.35	<b>£4.50</b>	3.45%
	Adult Swim Member Leisure Card	£2.60	<b>£2.70</b>	4.00%
	Adult Swim Non Member	£4.75	<b>£4.95</b>	4.21%
	Adult Swim Non Member Leisure Card	£2.85	<b>£2.95</b>	3.51%
	Junior Swim/Senior Citizen Member	£2.30	<b>£2.40</b>	4.35%
	Junior Swim/Senior Citizen Non Member	£2.85	<b>£2.95</b>	3.51%
	Junior Swim/Senior Citizen Member Leisure Card	£1.40	<b>£1.45</b>	3.57%
	Junior Swim/Senior Citizen Non Member Leisure Card	£1.75	<b>£1.80</b>	2.86%
	Family Swim Member	£10.20	<b>£10.60</b>	3.92%
	Family Swim Non Member	£11.90	<b>£12.40</b>	4.20%
	Parent Swim(with child on lesson) Non Member	£2.85	<b>£2.95</b>	3.51%
	Adult Monthly Swim Member	£43.10	<b>£44.80</b>	3.94%
	Adult Monthly Swim Member Leisure Card	£25.90	<b>£26.95</b>	4.05%
	Junior/Senior Citizen Monthly Swim Member	£24.55	<b>£25.55</b>	4.07%
	Junior/Senior Citizen Monthly Swim Member Leisure Card	£14.75	<b>£15.35</b>	4.07%
	Adult Monthly Swim Non Member	£44.70	<b>£46.50</b>	4.03%
	Adult Monthly Swim Non Member Leisure Card	£26.85	<b>£27.90</b>	3.91%
	Junior/Senior Citizen Monthly Swim Non Member	£28.80	<b>£29.95</b>	4.00%
	Junior/Senior Citizen Monthly Swim Non Member Leisure Card	£17.30	<b>£18.00</b>	4.05%
	Swim Membership Direct Debit	£27.25	<b>£28.35</b>	4.04%
	Swim Membership Direct Debit Leisure Card	£18.70	<b>£19.45</b>	4.00%
	Adult Member 10 Swims For Price of 9	£39.15	<b>£40.50</b>	3.45%
	Adult Member 10 Swims For Price of 9 Leisure Card	£23.40	<b>£24.30</b>	3.85%
	Adult Non Member 10 Swims For Price of 9	£42.75	<b>£44.55</b>	4.21%
	Adult Non Member 10 Swims For Price of 9 Leisure Card	£25.65	<b>£26.55</b>	3.51%
	Junior/Senior Citizen Member 10 Swims For Price of 9	£20.70	<b>£21.60</b>	4.35%
	Junior/Senior Citizen Member 10 Swims For Price of 9 Leisure Card	£12.60	<b>£13.05</b>	3.57%
	Junior/Senior Citizen Non Member 10 Swims For Price of 9	£25.65	<b>£26.55</b>	3.51%
	Junior/Senior Citizen Non Member 10 Swims For Price of 9 Leisure Card	£15.75	<b>£16.20</b>	2.86%
	Swim Lessons	Junior Member Group Swimming Lesson	£6.05	<b>£6.30</b>
Junior Non Member Group Swimming Lesson		£6.45	<b>£6.70</b>	3.88%
Adult Member Group Swimming Lesson		£6.75	<b>£7.00</b>	3.70%
Adult Non Member Group Swimming Lesson		£7.55	<b>£7.85</b>	4.00%
Adult Individual Swim Lesson (30 mins)		£20.70	<b>£21.55</b>	4.11%
Junior Individual Swim Lesson (30 mins)		£16.85	<b>£17.50</b>	3.86%
Spectators	Adult Spectator	£1.60	<b>£1.65</b>	3.12%
	Junior/Senior Citizen Spectator	£1.20	<b>£1.25</b>	4.00%
	Concession Spectator	£1.20	<b>£1.25</b>	4.00%
Pool Sessions	Aqua Sessions 3/4 hr Member	£4.65	<b>£4.85</b>	4.30%
	Aqua Sessions 3/4 hr Non Member	£5.80	<b>£6.05</b>	4.31%
	Ducklings 3/4 Hour Member	£4.45	<b>£4.65</b>	4.49%
	Ducklings 3/4 Hour Non Member	£5.05	<b>£5.25</b>	4.00%
Pool Parties	Party/Tea Activity Room	£20.95	<b>£21.80</b>	4.06%
	Teaching Pool Per Hour including parties	£68.40	<b>£71.15</b>	4.02%
Pool Hire	Gala (3 Hours)	£416.80	<b>£433.40</b>	3.98%
	Gala State School/Dolphins/Marlins	£246.90	<b>£256.80</b>	4.01%
	Dolphins	£84.00	<b>£87.35</b>	3.99%
	State School Teaching Pool 1/2 Hour	£24.20	<b>£25.20</b>	4.13%
	State School Whole Main Pool 1/2 Hour	£48.40	<b>£50.40</b>	4.13%
	State School Half Main Pool 1/2 Hour	£24.20	<b>£25.20</b>	4.13%
	State School One Lane 1/2 Hour	£12.10	<b>£12.60</b>	4.13%
	State School Lagoon 1/2 Hour	£12.10	<b>£12.60</b>	4.13%
	Private School Teaching Pool 1/2 Hour	£48.40	<b>£50.35</b>	4.03%
	Private School Whole Main Pool 1/2 Hour	£68.40	<b>£71.15</b>	4.02%
	Private School Half Main Pool 1/2 Hour	£34.20	<b>£35.60</b>	4.09%
	Private School One Lane 1/2 Hour	£17.10	<b>£17.80</b>	4.09%
	Private School Lagoon 1/2 Hour	£17.10	<b>£17.80</b>	4.09%
	Special School Per Child Per 1/2 Hour	£2.20	<b>£2.30</b>	4.55%
Membership	Adult	£17.50	<b>£18.20</b>	4.00%
	Junior	£9.65	<b>£10.05</b>	4.15%
	Senior Citizen	£9.65	<b>£10.05</b>	4.15%
	Leisure Card	£10.50	<b>£10.90</b>	3.81%
	Family	£41.35	<b>£43.00</b>	4.00%
	Replacement Card	£5.65	<b>£5.90</b>	4.42%
	Adult Daily Membership	£1.60	<b>£1.65</b>	3.12%
	Junior/Senior Citizen Daily Membership	£1.20	<b>£1.25</b>	4.00%
	Leisure Card Daily Membership	£1.20	<b>£1.25</b>	4.00%
Fitness Suite	Adult Casual Member 1 Hour Training	£5.60	<b>£5.80</b>	3.57%
	Adult Casual Non Member 1 Hour Training	£6.10	<b>£6.35</b>	4.10%
	Adult Casual Member 1 Hour Training Leisure Card	£3.35	<b>£3.50</b>	4.48%
	Adult Casual Non Member 1 Hour Training Leisure Card	£3.65	<b>£3.80</b>	4.00%
	Junior Session Member	£4.25	<b>£4.40</b>	3.53%
	Junior Session Non Member	£4.55	<b>£4.75</b>	4.40%
	Junior Session Member Leisure Card	£2.55	<b>£2.65</b>	4.00%
	Junior Session Non Member Leisure Card	£2.75	<b>£2.85</b>	3.64%
	50+ Session	£3.65	<b>£3.80</b>	4.11%
	Induction Course Group Member	£12.90	<b>£13.40</b>	3.88%
	Induction Course Group Non Member	£17.60	<b>£18.30</b>	4.00%
	Individual Induction Member	£23.20	<b>£24.15</b>	4.09%
	Individual Induction Non Member	£23.20	<b>£24.15</b>	4.09%
	Compass & Listen Up Card Induction	£16.45	<b>£17.10</b>	3.95%
	1 to 1 Fitness Assessment DD	£16.95	<b>£17.65</b>	4.13%
	1 to 1 Fitness Assessment Member	£16.95	<b>£17.65</b>	4.13%



	1 to 1 Fitness Assessment Non Member	£22.65	<b>£23.55</b>	3.97%
Sports Hall Hire	Adult Badminton 1 Hour	£10.35	<b>£10.75</b>	3.86%
	Adult Off Peak Member Badminton 1 Hour	£8.15	<b>£8.50</b>	4.29%
	Junior Badminton 1 Hour	£4.90	<b>£5.10</b>	4.00%
	Junior Off Peak Member Badminton 1 Hour	£4.00	<b>£4.15</b>	3.75%
	Junior Member Badminton Course 1.5 Hours	£5.40	<b>£5.60</b>	3.70%
	Junior Non Member Badminton Course 1.5 Hours	£5.80	<b>£6.05</b>	4.31%
	Adult Table Tennis 1 Hour	£4.40	<b>£4.60</b>	4.55%
	Adult Off Peak Member Table Tennis 1 Hour	£3.65	<b>£3.80</b>	4.00%
	Junior Table Tennis 1 Hour	£3.70	<b>£3.85</b>	4.00%
	Junior Member Off Peak Table Tennis 1 Hour	£2.80	<b>£2.90</b>	3.57%
	Adult Badminton 1 Hour Leisure Card	£6.20	<b>£6.45</b>	4.00%
	Adult Off Peak Member Badminton 1 Hour Leisure Card	£4.90	<b>£5.10</b>	4.00%
	Junior Badminton 1 Hour Leisure Card	£2.95	<b>£3.05</b>	3.39%
	Junior Off Peak Member Badminton 1 Hour Leisure Card	£2.40	<b>£2.50</b>	4.00%
	Adult Table Tennis 1 Hour Leisure Card	£2.65	<b>£2.75</b>	3.77%
	Adult Off Peak Member Table Tennis 1 Hour Leisure Card	£2.20	<b>£2.30</b>	4.55%
	Junior Table Tennis 1 Hour Leisure Card	£2.25	<b>£2.35</b>	4.44%
	Junior Member Off Peak Table Tennis 1 Hour Leisure Card	£1.70	<b>£1.75</b>	2.94%
	Sports Hall 1 Hire 1 Hour	£60.00	<b>£62.40</b>	4.00%
	Sports Hall 1 Member Hire Off Peak 1 Hour	£45.05	<b>£46.85</b>	4.00%
Sports Hall 1 Hire 1 Hour Junior	£38.85	<b>£40.40</b>	4.00%	
Sports Hall 2 Hire 1 Hour	£43.35	<b>£45.10</b>	4.04%	
Sports Hall 2 Member Hire Off Peak 1 Hour	£32.30	<b>£33.60</b>	4.02%	
Sports Hall 2 1/2 Hall	£25.75	<b>£26.80</b>	4.08%	
Sports Hall 2 1/2 Hall Off Peak	£19.20	<b>£19.95</b>	3.91%	
Other Rooms	Multi Purpose Room	£25.75	<b>£26.80</b>	4.08%
	Training Rooms	£19.35	<b>£20.10</b>	3.88%
Other Activities	Mini Mayhem	£4.15	<b>£4.30</b>	3.61%
	Mini Mayhem Extra Child	£2.15	<b>£2.25</b>	4.65%
	Holiday Member 1.5 Hours	£4.25	<b>£4.40</b>	3.53%
	Holiday Non Member 1.5 Hours	£4.55	<b>£4.75</b>	4.40%
	Holiday Member 2 Hours	£4.95	<b>£5.15</b>	4.00%
	Holiday Non Member 2 Hours	£5.45	<b>£5.65</b>	3.67%
	Aerobics+Circuits+Core Conditioning+Yoga+ Spinning Member	£4.65	<b>£4.85</b>	4.30%
	Aerobics+Circuits+Core Conditioning+Yoga+ Spinning Non Member	£5.65	<b>£5.90</b>	4.42%
	Pilates Drop In Member	£5.65	<b>£5.90</b>	4.42%
	Pilates Drop In Non Member	£7.05	<b>£7.35</b>	4.26%
	Sports Saver	£2.10	<b>£2.20</b>	4.76%
	Shower	£2.50	<b>£2.60</b>	4.00%
	Junior Trampoline Course Member 3/4 Hour	£4.45	<b>£4.65</b>	4.49%
	Junior Trampoline Course Non Member 3/4 Hour	£5.10	<b>£5.30</b>	4.00%
	Adult Trampoline Course Member 3/4 Hour	£3.85	<b>£4.00</b>	4.00%
	Adult Trampoline Course Non Member 3/4 Hour	£4.45	<b>£4.65</b>	4.49%
	Party Tea/Activity Room	£20.95	<b>£21.80</b>	4.06%
	Dry Party	£68.40	<b>£71.15</b>	4.02%
	Mini Mayhem Party	£94.70	<b>£98.50</b>	4.01%
	Ballroom Prices	Mon - Friday 8am -6pm per hour	£56.40	<b>£58.65</b>
Mon - Thurs 6pm - midnight per hour		£62.45	<b>£64.95</b>	4.00%
Mon - Thurs after midnight per hour		£81.60	<b>£84.86</b>	4.00%
Friday 6pm - midnight per hour		£68.45	<b>£71.20</b>	4.02%
Friday after midnight per hour		£81.60	<b>£84.85</b>	3.98%
Saturday 8am-6pm per hour		£62.45	<b>£64.95</b>	4.00%
Saturday 6pm - midnight per hour		£74.50	<b>£77.50</b>	4.03%
Saturday after midnight per hour		£106.80	<b>£111.05</b>	3.98%
Sunday 8am to 6pm per hour		£87.60	<b>£91.10</b>	4.00%
Sunday 6pm to Midnight per hour		£106.80	<b>£111.05</b>	3.98%
Mon - Thurs 6-12 (charges are from 6-1am)		£456.00	<b>£474.25</b>	4.00%
Mon - Thurs 6-12.30 (charges are from 6-1.30am)		£496.80	<b>£516.65</b>	4.00%
Mon - Thurs 6-1.00 (charges are from 6-2am)		£536.95	<b>£558.45</b>	4.00%
Friday (Colleen) 7-11.30 (charges are from 7-12.30am)		£382.70	<b>£398.00</b>	4.00%
Friday 6-12 (charges are from 6-1am)		£491.95	<b>£511.65</b>	4.00%
Friday 6-12.30 (charges are from 6-1.30am)		£532.75	<b>£554.05</b>	4.00%
Friday 6-1.00 (charges are from 6-2am)		£572.95	<b>£595.85</b>	4.00%
Saturday 6-12 (charges are from 6-1am)		£556.75	<b>£579.00</b>	4.00%
Saturday 6-12.30 (charges are from 6-1.30am)		£609.50	<b>£633.90</b>	4.00%
Saturday 6-1.00 (charges are from 6-2am)		£662.95	<b>£689.45</b>	4.00%
Sunday- Colleen- Dance infinity		£553.95	<b>£576.10</b>	4.00%
Sunday (Spiral) Registered Charity Rate (less 20%)		£310.95	<b>£323.40</b>	4.00%
Carola (Saturday) 7-12 (charges are from 7-1)		£481.75	<b>£501.00</b>	4.00%
Carola (Saturday) 8-1 (charges are from 8-2)		£510.25	<b>£530.65</b>	4.00%
Saturday - Colleen- Dance infinity		£481.75	<b>£501.00</b>	4.00%
Kingsway Multiplay	Adults Football Half Pitch Per Hour	£15.40	<b>£16.00</b>	3.90%
	Juniors Football Half Pitch Per Hour	£10.75	<b>£11.20</b>	4.19%
	Adult Netball Half Pitch Per Hour	£15.40	<b>£16.00</b>	3.90%
	Juniors Netball Half Pitch Per Hour	£10.75	<b>£11.20</b>	4.19%
	Tennis Hut - Summer Season (March - Sept)	£124.55	<b>£129.55</b>	4.01%
	Tennis Hut Hire Per Hour	£11.35	<b>£11.80</b>	4.00%
Tennis Hut- Winter Season	£62.30	<b>£64.80</b>	4.01%	
Indoor Bowls	Roll Up 1½ hrs	£3.20	<b>£3.35</b>	4.69%
	Drive	£5.80	<b>£6.05</b>	4.31%
	Roll Up 2 hr	£4.45	<b>£4.65</b>	4.49%
	Locker	£10.95	<b>£11.40</b>	4.11%
	Rink Hire 3 hrs	£24.95	<b>£25.95</b>	4.00%
	Rink Hire 2 hrs	£17.50	<b>£18.20</b>	4.00%
	Rink Hire 1½ hrs	£13.60	<b>£14.15</b>	4.04%
League per Rink (3 hours)	£30.60	<b>£31.80</b>	3.92%	

## Fees & Charges 2018/19

### Appendix 2a - Sports Facilities, St Luke's Swimming Pool

Main Heading	Type	2017/18	Proposed 2018-19	% Increase
Swim	Adult	£4.75	<b>£4.95</b>	4.21%
	Adult Leisure Card	£2.85	<b>£2.95</b>	3.51%
	Child	£2.85	<b>£2.95</b>	3.51%
	Child Leisure Card	£1.75	<b>£1.80</b>	2.86%
	Over 60	£2.85	<b>£2.95</b>	3.51%
	Over 60 Leisure Card	£1.75	<b>£1.80</b>	2.86%
	Family	£11.90	<b>£12.40</b>	4.20%
	Water Workout	£6.75	<b>£7.00</b>	3.70%
	Water Workout Leisure Card	£4.10	<b>£4.25</b>	3.66%
	50+ Water Workout	£4.30	<b>£4.45</b>	3.49%
	Child Lesson	£6.45	<b>£6.70</b>	3.88%
	Child Diving Lesson	£6.45	<b>£6.70</b>	3.88%
	Adult Lesson	£7.55	<b>£7.85</b>	4.00%
	Over 60s Lesson	£6.45	<b>£6.70</b>	3.88%
	Child 1 to 1 Lesson	£20.70	<b>£21.55</b>	4.11%
	Adult 1 to 1 Lesson	£22.90	<b>£23.80</b>	3.93%
	Adult 10 swim pass (10 for 9)	£42.75	<b>£44.55</b>	4.21%
	Child/Over 60/Leisure Card 10 swim pass	£25.65	<b>£26.55</b>	3.51%
	Swim Membership Direct Debit	£27.25	<b>£28.35</b>	4.04%
	Swim Membership Direct Debit Leisure Card	£18.70	<b>£19.45</b>	4.00%

## Fees & Charges 2018/19

### Appendix 2a - Sports Facilities, Withdean Sports Complex

Main Heading	Type	2017/18	Proposed 2018-19	% Increase
Indoor Tennis Courts	Adult Peak	£ 22.50	<b>£23.40</b>	4.00%
	Adult Off Peak	£ 18.00	<b>£18.70</b>	3.89%
	Over 60 Off Peak	£ 12.40	<b>£12.90</b>	4.00%
	Junior Off Peak / Family	£ 6.60	<b>£6.85</b>	3.79%
Outdoor Tennis Courts	Adult	£ 8.75	<b>£9.10</b>	4.00%
	Adult with Floodlights	£ 10.20	<b>£10.60</b>	3.92%
	Junior	£ 4.10	<b>£4.25</b>	3.66%
	Adult Leisure Card	£ 5.40	<b>£5.60</b>	3.70%
	Junior with Floodlights	£ 5.40	<b>£5.60</b>	3.70%
	Adult with Floodlights Leisure Card	£ 6.15	<b>£6.40</b>	4.00%
	5-A-Side Court	£ 16.00	<b>£16.65</b>	4.06%
	Junior Tennis Coaching	Mini Tennis Red	£ 6.30	<b>£6.55</b>
Mini Tennis Orange		£ 7.60	<b>£7.90</b>	4.00%
Mini Tennis Green		£ 7.60	<b>£7.90</b>	4.00%
Turbo Tennis		£ 8.40	<b>£8.75</b>	4.17%
Diddy Tennis		£ 2.55	<b>£2.65</b>	4.00%
Adult Tennis Coaching	Adult Coaching (1.5hrs)	£ 12.50	<b>£13.00</b>	4.00%
	Un coached sessions (1.5hrs)	£ 5.40	<b>£5.60</b>	3.70%
Squash	Adult Peak	£ 9.50	<b>£9.90</b>	4.21%
	Adult Off Peak	£ 7.20	<b>£7.50</b>	4.17%
	Junior Off Peak	£ 4.95	<b>£5.15</b>	4.00%
	Adult Peak Leisure Card	£ 5.80	<b>£6.05</b>	4.31%
	Adult Off Peak Leisure Card	£ 4.35	<b>£4.50</b>	3.45%
	Junior Off Peak Leisure Card	£ 3.00	<b>£3.10</b>	3.33%
Miscellaneous	Racket Hire	£ 2.80	<b>£2.90</b>	3.57%
	Deposit	£ 6.50	<b>£6.75</b>	3.85%
	Priority Booking Card (Per Year)	£ 51.00	<b>£53.05</b>	4.02%
	Creche Non Member	£ 2.55	<b>£2.65</b>	4.00%
	Minor Clubhouse Per Hour	£ 20.35	<b>£21.15</b>	3.93%
	Dance Studio Per Hour	£ 26.20	<b>£27.25</b>	4.00%
Fitness Suite	Gym Induction	£ 23.20	<b>£24.15</b>	4.09%
	Adult Peak Gym Session	£ 8.20	<b>£8.55</b>	4.27%
	Adult Off Peak Gym Session	£ 7.00	<b>£7.30</b>	4.29%
	Adult Peak Gym Session Leisure Card	£ 4.90	<b>£5.10</b>	4.00%
	Adult Off Peak Gym Session Leisure Card	£ 4.20	<b>£4.35</b>	3.57%
	Junior Gym Session	£ 3.70	<b>£3.85</b>	4.00%
	Programme Review	£ 12.50	<b>£13.00</b>	4.00%
	Personal Training Member	£ 39.25	<b>£40.80</b>	3.95%
	Personal Training Non Member	£ 45.90	<b>£47.75</b>	4.03%
Sauna	Session	£ 3.75	<b>£3.90</b>	4.00%
Aerobics Classes	Class (Non BTS)	£ 6.35	<b>£6.60</b>	4.00%
	Bodypump/combat/attack	£ 6.85	<b>£7.10</b>	3.65%
	Indoor Pursuit Cycling	£ 5.90	<b>£6.15</b>	4.24%
	Back to Back Classes	£ 10.20	<b>£10.60</b>	3.92%
	Back to Back including BTS	£ 10.95	<b>£11.40</b>	4.11%
Combination Package	Gym & Sauna	£ 9.20	<b>£9.55</b>	3.80%
Athletic Training	Adult	£ 4.35	<b>£4.50</b>	3.45%
	Junior	£ 3.05	<b>£3.15</b>	3.28%
	Adult Leisure Card	£ 2.60	<b>£2.70</b>	4.00%
	Spectator	£ 1.00	<b>£1.05</b>	5.00%
Athletics Season Tickets	Adult Full Year	£ 158.00	<b>£164.30</b>	3.99%
	Junior/Leisure Card Full Year	£ 99.70	<b>£103.60</b>	3.91%
	Adult April – September	£ 88.00	<b>£91.50</b>	3.98%
	Junior Leisure Card April - September	£ 62.00	<b>£64.50</b>	4.03%
Stadium Hire Per Hour	Athletics event (schools)	£ 46.00	<b>£47.85</b>	4.02%
	Athletics event (club)	£ 53.75	<b>£55.90</b>	4.00%
	Football Match	£ 170.00	<b>£176.80</b>	4.00%

## Fees & Charges 2018/19

### Appendix 2a - Sports Facilities, Stanley Deason Leisure Centre

Main Heading	Type	2017/18	Proposed 2018-19	% Increase
Admission	Adult	1.60	<b>£1.65</b>	3.12%
	Junior	1.20	<b>£1.25</b>	4.00%
Squash	Adult Peak	9.20	<b>£9.55</b>	3.80%
	Adult Off Peak	6.65	<b>£6.90</b>	3.76%
	Junior Off Peak	2.80	<b>£2.90</b>	3.57%
	Special (8.50am - 11.30am Mon-Fri)	5.50	<b>£5.70</b>	3.64%
	Adult Peak Leisure Card	5.50	<b>£5.70</b>	3.64%
	Adult Off Peak Leisure Card	4.00	<b>£4.15</b>	3.75%
	Junior Off Peak Leisure Card	1.70	<b>£1.75</b>	2.94%
Badminton	Adult Peak	10.35	<b>£10.75</b>	3.86%
	Adult Off Peak	8.15	<b>£8.50</b>	4.29%
	Junior Off Peak	4.00	<b>£4.15</b>	3.75%
	Adult Peak Leisure Card	6.20	<b>£6.45</b>	4.00%
	Adult Off Peak Leisure Card	4.90	<b>£5.10</b>	4.00%
	Junior Off Peak Leisure Card	2.40	<b>£2.50</b>	4.00%
Table Tennis	Peak	7.85	<b>£8.15</b>	3.82%
	Off Peak	6.30	<b>£6.55</b>	4.00%
	Peak Leisure Card	4.70	<b>£4.90</b>	4.26%
	Off Peak Leisure Card	3.85	<b>£4.00</b>	4.00%
Fitness Suite	Peak Casual	4.85	<b>£5.05</b>	4.12%
	Off Peak Casual	3.55	<b>£3.70</b>	4.23%
	Peak Casual Leisure Card	2.90	<b>£3.00</b>	3.45%
	Off Peak Casual Leisure Card	2.15	<b>£2.25</b>	4.65%
	Induction Price Casual	23.20	<b>£24.15</b>	4.09%
Courses per Session	Adult	4.55	<b>£4.75</b>	4.40%
	Junior	4.55	<b>£4.75</b>	4.40%
Sports Hall Hire	Whole Hall Hire Peak	52.10	<b>£54.20</b>	4.03%
	Whole Hall Hire Off Peak	42.30	<b>£44.00</b>	4.02%
	Half Hall Hire Peak	25.95	<b>£27.00</b>	4.05%
	Half Hall Hire Off Peak	21.20	<b>£22.05</b>	4.00%
All Weather Pitches - Astro	Whole Pitch Peak	50.95	<b>£53.00</b>	4.02%
	Whole Pitch Off Peak	32.60	<b>£33.90</b>	4.00%
	Half Pitch Peak	39.80	<b>£41.40</b>	4.02%
	Half Pitch Off Peak	26.55	<b>£27.60</b>	3.95%
	5-A-Side Peak	32.60	<b>£33.90</b>	4.00%
	5-A-Side Off Peak	22.40	<b>£23.30</b>	4.00%
	Whole Pitch Peak With Lights	71.50	<b>£74.35</b>	3.99%
	Whole Pitch Off Peak With Lights	53.05	<b>£55.15</b>	3.96%
	Half Pitch Peak With Lights	49.95	<b>£51.95</b>	4.00%
	Half Pitch Off Peak With Lights	36.75	<b>£38.20</b>	3.95%
	5-A-Side Peak With Lights	42.85	<b>£44.55</b>	3.97%
	5-A-Side Off Peak With Lights	32.60	<b>£33.90</b>	4.00%
All Weather Pitches - 3G	Whole Pitch Peak	55.05	<b>£57.25</b>	4.00%
	Whole Pitch Off Peak	34.70	<b>£36.10</b>	4.03%
	Half Pitch Peak	44.90	<b>£46.70</b>	4.00%
	Half Pitch Off Peak	29.60	<b>£30.80</b>	4.05%
	5-A-Side Peak	34.70	<b>£36.10</b>	4.03%
	5-A-Side Off Peak	24.50	<b>£25.50</b>	4.08%
	Whole Pitch Peak With Lights	75.45	<b>£78.45</b>	3.98%
	Whole Pitch Off Peak With Lights	55.00	<b>£57.20</b>	4.00%
	Half Pitch Peak With Lights	55.00	<b>£57.20</b>	4.00%
	Half Pitch Off Peak With Lights	39.75	<b>£41.35</b>	4.03%
	5-A-Side Peak With Lights	44.95	<b>£46.75</b>	4.00%
	5-A-Side Off Peak With Lights	34.75	<b>£36.15</b>	4.03%
Racket Sports Membership (Annual Payment)	Adult	35.95	<b>£37.40</b>	4.03%
	Junior	18.00	<b>£18.70</b>	3.89%
	One Plus One	54.90	<b>£57.10</b>	4.00%
	Family	58.00	<b>£60.30</b>	3.97%

## Fees & Charges 2018/19

### Appendix 2a - Sports Facilities, Moulsecoomb Community Leisure Centre

Main Heading	Type	2017/18	Proposed 2018 /19	% Increase
Admission	Adult	£1.60	<b>£1.65</b>	3.12%
	Junior	£1.20	<b>£1.25</b>	4.00%
Badminton & Table Tennis	Adult Peak	£7.90	<b>£8.20</b>	3.80%
	Adult Peak Leisure Card	£4.75	<b>£4.95</b>	4.21%
	Adult Off Peak	£3.75	<b>£3.90</b>	4.00%
	Adult Off Peak Leisure Card	£2.25	<b>£2.35</b>	4.44%
	Adult Off Peak Non Member	£4.10	<b>£4.25</b>	3.66%
	Adult Off Peak Non Member Leisure Card	£2.45	<b>£2.55</b>	4.00%
	Junior Off Peak	£2.05	<b>£2.15</b>	4.88%
	Junior Off Peak Leisure Card	£1.25	<b>£1.30</b>	4.00%
Table Tennis	Adult Peak	£4.75	<b>£4.95</b>	4.21%
	Adult Peak Leisure Card	£2.85	<b>£2.95</b>	3.51%
	Adult Off Peak	£2.25	<b>£2.35</b>	4.44%
	Adult Off Peak Leisure Card	£1.35	<b>£1.40</b>	4.00%
	Adult Off Peak Non Member	£2.45	<b>£2.55</b>	4.00%
	Adult Off Peak Non Member Leisure Card	£1.50	<b>£1.55</b>	3.33%
	Junior Off Peak	£1.30	<b>£1.35</b>	4.00%
	Junior Off Peak Leisure Card	£0.80	<b>£0.85</b>	6.25%
Fitness Suite	Peak Casual Session	£5.05	<b>£5.25</b>	4.00%
	Off Peak Casual Session	£3.05	<b>£3.15</b>	3.28%
	Peak Casual Leisure Card	£3.05	<b>£3.15</b>	3.28%
	Off Peak Casual Leisure Card	£1.85	<b>£1.90</b>	2.70%
	Casual Induction	£23.20	<b>£24.15</b>	4.09%
	Casual Induction Leisure Card	£14.00	<b>£14.55</b>	3.93%
Main Hall Hire	Whole Hall Peak	£49.00	<b>£50.95</b>	3.98%
	Whole Hall Off Peak	£21.95	<b>£22.85</b>	4.10%
	Half Hall Hire Peak	£25.50	<b>£26.50</b>	3.92%
	Half Hall Hire Off Peak	£10.50	<b>£10.90</b>	3.81%
	Function (ie 9am till 13.30)	£214.00	<b>£222.55</b>	4.00%
	Function (ie 12 till) Half hall	£427.50	<b>£444.60</b>	4.00%
	Whole hall			
Haven Suite/Bar	None Function per hour	£18.90	<b>£19.65</b>	3.97%
	Function	£226.00	<b>£234.70</b>	3.85%
Birthday Parties	First Hour	£38.60	<b>£40.15</b>	4.02%
Coaching per Session	Adult	£4.55	<b>£4.75</b>	4.40%
	Junior	£4.55	<b>£4.75</b>	4.40%
Outside Multicourt Whole Pitch	Peak	£23.90	<b>£24.85</b>	3.97%
	Off Peak	£12.50	<b>£13.00</b>	4.00%
	Peak With Lights	£27.90	<b>£29.00</b>	3.94%
	Off Peak With Lights	£15.10	<b>£15.70</b>	4.00%
Centre Membership	Adult	£12.55	<b>£13.05</b>	4.00%
	Junior	£3.85	<b>£4.00</b>	4.00%
	Family	£15.00	<b>£15.60</b>	4.00%

Appendix 2a - Sports Facilities, Portslade Sports Centre

Main Heading	Type	2017/18	Proposed 2018/19	% Increase
Classes	Members- evening Classes	£4.10	£4.25	3.66%
	Non Members -evening classes	£5.30	£5.50	3.77%
	Members- Day time classes	£3.90	£4.05	3.85%
	Non Members- Day time classes	£5.10	£5.30	4.00%
	Member Spin	£3.70	£3.85	4.00%
	Non Member Spin	£4.90	£5.10	4.00%
Fitness Suite	Fitness suite Peak	£5.10	£5.30	4.00%
	Fitness suite Peak Leisure Card	£3.05	£3.15	3.28%
	Fitness suite Off Peak	£4.20	£4.35	3.57%
	Fitness suite Off Peak Leisure Card	£2.50	£2.60	4.00%
	Junior Fitness	£3.35	£3.50	4.48%
	Fit and healthy Mon/Fri	£3.35	£3.50	4.48%
	Fitness Programme	£10.40	£10.80	3.85%
	Induction casual	£16.35	£17.00	4.00%
	Induction Concession	£10.40	£10.80	3.85%
	Creche	Creche First child	£1.60	£1.65
Creche Further child		£1.20	£1.25	4.00%
Squash/Racket Ball	Squash/Racket ball Peak	£7.20	£7.50	4.17%
	Squash/Racket ball Peak Leisure Card	£4.35	£4.50	3.45%
	Squash /Racket Ball Off Peak	£6.60	£6.85	3.79%
	Squash /Racket Ball Off Peak Leisure Card	£4.00	£4.15	3.75%
	Racket hire	£1.10	£1.15	4.55%
	Squash Balls	£3.30	£3.45	4.55%
	Racket ball	£4.20	£4.35	3.57%
	Racket Grip	£3.30	£3.45	4.55%
	Short Tennis	Short Tennis Peak	£8.20	£8.55
Short Tennis Off Peak		£7.10	£7.40	4.23%
Table Tennis Ball		£0.85	£0.90	5.88%
Table Tennis	Peak - 40 mins	£4.60	£4.80	4.35%
	Peak - 40 mins Leisure Card	£2.75	£2.85	3.64%
	Off peak - 40 mins	£4.10	£4.25	3.66%
	Off peak - 40 mins Lesure Card	£2.45	£2.55	4.00%
Casual activities	Casual Martial Arts Peak	£7.20	£7.50	4.17%
	Casual Martial Arts Off Peak	£6.60	£6.85	3.79%
	Casual Football/Basketball 2hrs	£5.45	£5.65	3.67%
	Casual Football/Basketball 1 hr	£3.80	£3.95	4.00%
	Adult Shower	£2.25	£2.35	4.44%
Indoor Football/ Basketball/Netball	Football /Basketball /Netball 1 hour	£45.30	£47.10	3.97%
	Football /Basketball 30 min	£22.65	£23.55	3.97%
Synthetic pitch	Whole pitch Lit	£91.80	£95.45	3.98%
	Whole Pitch unit	£62.40	£64.90	4.00%
	Half pitch Lit	£45.90	£47.75	4.03%
	Half pitch unit	£31.20	£32.45	4.00%
Badminton	Badminton court Peak 1 Hour	£8.20	£8.55	4.27%
	Badminton court Peak 1 Hour Leisure Card	£4.90	£5.10	4.00%
	Badminton Court Peak 30 min	£4.10	£4.25	3.66%
	Badminton Off Peak 1 Hour	£7.10	£7.40	4.23%
	Badminton Off Peak 1 Hour Leisure Card	£4.30	£4.45	3.49%
	Badminton Off Peak 30 min	£3.55	£3.70	4.23%
	Racket hire	£1.55	£1.60	3.23%
	Snooker	Adult Snooker 1hr Peak (3rd hour free)	£5.40	£5.60
Adult Snooker 30 min peak		£2.70	£2.80	3.70%
Adult Snooker 1hr off Peak		£5.10	£5.30	4.00%
Adult Snooker 30 min Off peak		£2.55	£2.65	4.00%
Snooker Match		£14.00	£14.55	3.93%
Snooker Junior 1hr		£4.30	£4.45	3.49%
Snooker Junior 30 min		£2.15	£2.25	4.65%
Tuesday Club		£3.80	£3.95	4.00%
Senior Snooker		£3.70	£3.85	4.00%
Cricket		1 Net 1 hour (Min 2 nets)	£27.75	£28.85
	Evening Cricket	£26.25	£27.30	4.00%
Junior Activities	Multi Sports/Fun club (holiday club)	£4.20	£4.35	3.57%
	Junior walk in 1hour	£2.00	£2.10	5.00%
	Gymnastics club (Mon) 1 .5 hours	£4.70	£4.90	4.26%
	Toddlers Gym 2-5	£3.80	£3.95	4.00%
	Toddlers Gym further child	£2.05	£2.15	4.88%
	Junior fencing	£4.20	£4.35	3.57%
	Junior badminton 8-16	£3.80	£3.95	4.00%
	Junior basketball	£3.80	£3.95	4.00%
	Trampoline (Sat am) 1.25 hours	£3.90	£4.05	3.85%
	Gymnastics (Sat am)	£3.90	£4.05	3.85%
	Birthday parties Member (From)	£65.50	£68.10	3.97%
	Birthday Parties non member (From)	£73.50	£76.55	4.15%
Adult activities	Hedgehoppers	£1.20	£1.25	4.00%
	Fencing Members	£4.60	£4.80	4.35%
	Fencing non members	£5.80	£6.05	4.31%
	Walking football	£3.10	£3.20	3.23%
	50+ Badminton (Monday)	£3.80	£3.95	4.00%
	50 + Morning	£4.10	£4.25	3.66%
Centre Membership	Day Membership	£1.20	£1.25	4.00%
	Adult Membership	£31.70	£33.00	4.10%
	Adult partner membership	£55.20	£57.40	3.99%
	60+	£12.30	£12.80	4.07%
	Free centre membership for income support/B&H employees/students.			
Membership	7 Site Single DD	£49.95	£51.95	4.00%
	7 Site Single DD Leisure Card	£29.80	£31.00	4.03%
	Under 18 (and existing over 60s)	£25.20	£26.20	3.97%

## Fees & Charges 2018/19

### Appendix 2a - Sports Facilities, Memberships

Site	Membership Type	2017/18	Proposed 2018/19	% Increase
<b>BHCC Wide</b> (See benefits below)	Membership 7 Site Individual DD	£49.95	<b>£51.95</b>	4.00%
	Membership 7 Site Joint DD	£99.50	<b>£103.50</b>	4.02%
	Membership 7 Site Family DD	£101.75	<b>£105.80</b>	3.98%
	Membership 7 Site Student DD	£29.80	<b>£31.00</b>	4.03%
	Membership 7 Site Corporate DD	£44.25	<b>£46.00</b>	3.95%
	Membership 7 Site Single DD Leisure Card/Concession	£29.80	<b>£31.00</b>	4.03%
	Swim Direct Debit	£27.25	<b>£28.35</b>	4.04%
	Swim Direct Debit Leisure Card	£18.70	<b>£19.45</b>	4.00%
<b>KALC</b>	Compass & Listen Up Card Induction	£16.50	<b>£17.15</b>	3.94%
<b>MCLC &amp; SDLC</b>	Membership SDLC & MSLC Single DD	£36.95	<b>£38.45</b>	4.06%
	Membership SDLC & MSLC Single DD Leisure Card	£22.20	<b>£23.10</b>	4.05%
<b>MCLC</b>	Membership Off Peak DD	£25.45	<b>£26.45</b>	3.93%
	Membership Off Peak DD Leisure Card/Concession	£15.25	<b>£15.85</b>	3.93%
<b>PSC</b>	Under 18 (and existing over 60s)	£25.20	<b>£26.20</b>	3.97%
	Over 60s Membership (new members)	£27.80	<b>£28.90</b>	3.96%
	Under 18's Joint (and existing over 60s)	£37.85	<b>£39.35</b>	3.96%
	Over 60s Joint (New Members)	£51.50	<b>£53.55</b>	3.98%
	Single Site DD	£30.90	<b>£32.15</b>	4.05%
	Off Peak DD	£25.00	<b>£26.00</b>	4.00%
	DD Joint (Existing)	£53.50	<b>£55.65</b>	4.02%
	DD Joint (New)	£56.60	<b>£58.85</b>	3.98%

#### 7 site membership gives the following:

Unlimited use of the 6 gyms in Brighton & Hove - King Alfred, Withdean, Portslade, Stanley Deason, Moulsecomb, Prince Regent.

Unlimited swimming at Prince Regent, King Alfred, St Lukes.

Unlimited aqua workout classes at all pools

Unlimited group exercise classes across all 7 sites.

Discounted racket sports across all sites including tennis, badminton, squash and table tennis.

Members can book activities 14 days in advance either online, by telephone or at site in person.





## Fees & Charges 2018/19

### Appendix 2b - Golf (Membership & Green Fees)

Category	2017/18	Proposed 2018/19		Mytime Active Regional Price 2018/19	Regional Competitor Average Price 2018/19
	£	£	% increase	£	
<b>Mytime Active Membership</b>					
7 Day Mytime Active - Multi Site (Optional)	£ 799.00	£ 839.00	5.01%	£839.00	£945.00
<b>Membership - Hollingbury Park</b>					
7 Day Season Ticket	£ 699.00	£ 710.00	1.57%	£729.00	£945.00
5 Day Season Tickets	£ 559.00	£ 570.00	1.97%	£589.00	£705.00
7 Day Seniors	£ 620.00	£ 630.00	1.61%	£729.00	N/A
5 Day Seniors	£ 540.00	£ 550.00	1.85%	£729.00	N/A
Intermediate (26-29)	£ 380.00	£ 385.00	1.32%	£729.00	£945.00
Intermediate (23-25)	£ 350.00	£ 355.00	1.43%	£729.00	£945.00
Intermediate (18-22)	£ 320.00	£ 325.00	1.56%	£356.00	£945.00
Student & Teen (12-17)	£ 175.00	£ 175.00	0.00%	£175.00	£370.00
Juniors Season Tickets (-12)	£ 68.00	£ 70.00	2.94%	£70.00	£150.00
<b>Green Fees - Hollingbury Park</b>					
<b>Monday to Friday</b>				Average Price	
Adult	£20.50	£21.00	2.44%	£26.40	£31.00
Concession	£16.00	£16.50	3.13%	N/A	£28.00
Junior	£8.00	£8.00	0.00%	£8.00	£16.00
<b>Twilight</b>				Average Price	
Monday - Friday	£16.50	£16.50	0.00%	£17.00	£21.00
Saturday - Sunday	£16.50	£16.50	0.00%	£20.00	£24.00
<b>Saturday &amp; Sunday</b>				Average Price	
Adult	£26.00	£27.00	3.85%	£30.00	£35.00
Concession	£19.50	£20.00	2.56%	N/A	N/A
Junior	£8.00	£8.00	0.00%	£8.00	£16.00
<b>Membership - Waterhall</b>					
7 Day Season Ticket (Home Only)	£ 580.00	£ 585.00	0.86%	£729.00	£945.00
5 Day Season Tickets (Home Only)	£ 460.00	£ 465.00	1.09%	£589.00	£705.00
7 Day Seniors (Home Only)	£ 520.00	£ 530.00	1.92%	£729.00	N/A
5 Day Seniors (Home Only)	£ 400.00	£ 405.00	1.25%	£729.00	N/A
Intermediate (26-29) - Home Only	£ 265.00	£ 270.00	1.89%	£729.00	£945.00
Intermediate (26-29) - Home Only	£ 235.00	£ 240.00	2.13%	£729.00	£945.00
Intermediate (26-29) - Home Only	£ 205.00	£ 210.00	2.44%	£356.00	£945.00
Student & Teen (12-17)	£ 175.00	£ 175.00	0.00%	£175.00	£370.00
Juniors Season Tickets	£ 68.00	£ 70.00	2.94%	£70.00	£150.00
<b>Green Fees - Waterhall</b>					
<b>Monday to Friday</b>				Average Price	
Adult	£13.50	£14.00	3.70%	£26.40	£31.00
Concession	£10.50	£11.00	4.76%	N/A	£28.00
Junior	£7.00	£7.50	7.14%	£8.00	£16.00
<b>Twilight</b>				Average Price	
Monday - Friday	£11.00	£11.50	4.55%	£17.00	£21.00
Saturday - Sunday	£13.00	£13.50	3.85%	£20.00	£24.00
<b>Saturday &amp; Sunday</b>				Average Price	
Adult	£17.00	£18.00	5.88%	£30.00	£35.00
Concession	£12.00	£12.50	4.17%	N/A	N/A
Junior	£8.00	£8.00	0.00%	£8.00	£16.00



# Fees & Charges 2018/19

## Appendix 3 - ROOM HIRE CHARGES (PER DAY) BRIGHTON CENTRE

Location	1 April 2017 - 31 March 2018	1 April 2018 - 31 March 2019	% diff. between 17/18 & 18/19
<b>Auditorium 1</b>			
* Open Days	12170.00	12410.00	2.0
* Prep / Clearing Days	7900.00	8060.00	2.0
<b>Per hour charge after 1800pm</b>			
* 1800pm - 0100am	460.00	470.00	2.2
* 0100am - 0800pm	570.00	580.00	1.8
<b>Auditorium 2</b>			
* Open Days	4160.00	4240.00	1.9
* Prep / Clearing Days	2830.00	2890.00	2.1
<b>Per hour charge after 1800pm</b>			
* 1800pm - 0100am	215.00	220.00	2.3
* 0100am - 0800pm	250.00	255.00	2.0
<b>Syndicate 1,2,3 &amp; 4</b>			
* Open Days	2140.00	2180.00	1.9
* Prep / Clearing Days	1330.00	1360.00	2.3
<b>The Restaurant</b>	1330.00	1360.00	2.3
<b>MASS MEDIA AREA</b>			
* Open Days	1670.00	1700.00	1.8
* Prep / Clearing Days	1120.00	1140.00	1.8
<b>Meeting Room 1</b>			
* Open Days	1280.00	1310.00	2.3
* Prep / Clearing Days	880.00	900.00	2.3
<b>Office 2</b>	255.00	260.00	2.0
<b>Meeting Rooms/Office 3-5</b>			
Meeting Room 3	700.00	715.00	2.1
Office 4	255.00	260.00	2.0
Meeting Room 5	505.00	515.00	2.0
<b>Entire Suite</b>			
- Per day up to 4 days	740.00	755.00	2.0
- Per day for additional days	325.00	330.00	1.5
<b>Meeting Rooms/Office 6-8</b>			
Meeting Room 6	255.00	260.00	2.0
Office 7	175.00	180.00	2.9
Meeting Room 8	255.00	260.00	2.0
<b>Entire Suite</b>			
- Per day up to 4 days	610.00	620.00	1.6
- Per day for additional days	305.00	310.00	1.6
<b>Meeting Rooms/Offices 9-13</b>	660.00	675.00	2.3
<b>Meeting Room 14</b>	255.00	260.00	2.0
<b>Meeting Room 15</b>	250.00	255.00	2.0
<b>FOYER DISPLAY AREAS</b>			
* Open Days per m2	12.00	12.25	2.1
* Prep / Clearing per m2	10.25	10.45	2.0
<b>TEMP BANK</b>	220.00	225.00	2.3
<b>MEZZANINE BARS</b>	600.00	610.00	1.7
<b>First Aid</b>	18.15	18.50	1.9

### Notes:

Stewarding costs are charged separately from Hire Fees

Normal Working Day : 0800am – 1800pm

Brighton Centre charges are all shown net of VAT.



## Fees & Charges 2018/19

### Appendix 4 - Outdoor Events

Outdoor Events	Actual 2017 / 2018	Proposed 2018/2019	Increase £	Increase %
<b>Hire of Parks &amp; Open Spaces</b>				
<b>Commercial</b>				
Small	£1,060.00	£1,080.00	£20.00	1.9%
Medium	£2,120.00	£2,165.00	£45.00	2.1%
Large	Negotiable	Negotiable	Negotiable	Negotiable
<b>Charity</b>				
Small	£530.00	£540.00	£10.00	1.9%
Medium	£1,060.00	£1,080.00	£20.00	1.9%
Large	£2,120.00	£2,165.00	£45.00	2.1%
<b>Community</b>				
Small	£125.00	£127.00	£2.00	1.6%
Medium	£265.00	£270.00	£5.00	1.9%
Large	£530.00	£540.00	£10.00	1.9%
<b>Hire Of Maderia Drive (per day including road closure 6am-6pm)</b>				
Commercial	£8,925.00	£9,105.00	£180.00	2.0%
Charity	£2,845.00	£2,900.00	£55.00	1.9%
Enthusiast	£1,810.00	£1,845.00	£35.00	1.9%
Community*	£1,590.00	£1,620.00	£30.00	1.9%
<b>Commercial Promotions</b>				
Per day (weekends)	£1,560.00	£1,590.00	£30.00	1.9%
Per day (weekdays)	£1,300.00	£1,320.00	£20.00	1.5%
<b>Reinstatement Deposit</b>				
Commercial	£5,000.00	£5,000.00	£0.00	0.0%
Charity/Community	£500.00	£500.00	£0.00	0.0%
<b>Advertising Sites</b>				
Poster Sites 10 Day Period	£5.30	£5.40	£0.10	1.9%
<b>Filming</b>				
Television drama or series/advert/feature film (PER DAY)	£420.00	£430.00	£10.00	2.4%
Television drama or series/advert/feature film (PER HOUR)	£105.00	£107.00	£2.00	1.9%
Documentaries/ music videos/gvs or pieces to camera (PER DAY)	£315.00	£320.00	£5.00	1.6%
Documentaries/ music videos/gvs or pieces to camera (PER HOUR)	£105.00	£107.00	£2.00	1.9%
Commercial Stills/ Photographs (PER DAY)	£315.00	£320.00	£5.00	1.6%
Commercial Stills/ Photographs (PER HOUR)	£105.00	£107.00	£2.00	1.9%
News/ weather/ tourism	£0.00	£0.00	£0.00	n/a
Student pieces	£50.00	£50.00	£0.00	0.0%
Unit Bases	£525.00	£535.00	£10.00	1.9%
Officer fees outside core hours	£45.00	£45.00	£0.00	0.0%

\*Community events may be eligible for a full or partial waiver of the hire fee. Refer to the council's Outdoor Events Policy.



## LIBRARY SERVICE PROPOSED FEES AND CHARGES 2018-19

<b>SUMMARY OF CHARGES:</b>	Current	Date last changed	Proposed
<b>RESERVATION CHARGES</b>			
Items in stock in Brighton & Hove	£1.00	2016	£1.00
Inter-library loans from outside Brighton & Hove and the SELMS Consortium	£7.00	2013	£7.00
Inter-library loans from authorities in the SELMS Consortium	£3.00	2013	£3.00
Access card holders – print and talking books in stock in Brighton & Hove	Free	Pre 1997	Free
Access card holders – all other materials incl AV in stock in Brighton & Hove	Half price	2008	Half price
Access card holders – all materials from outside Brighton & Hove	Full price	2016	Full price
Exempt card holders (people with learning disabilities) – All materials in stock in Brighton & Hove	Free	2008	Free
Exempt card holders (people with learning disabilities) – All materials from outside Brighton & Hove	Full price	2016	Full price
Concessionary Card Holders for items in stock in Brighton & Hove	Half price	Pre 1997	Half price
Concessionary Card Holders – All materials from outside Brighton & Hove	Full price	2016	Full price
Children & Young people's reservations of items in stock in Brighton & Hove	50p	2016	50p
Children & Young people's reservations of items of stock in Brighton & Hove – concessionary	25p	2016	25p
Children & Young people's Inter-library loans from outside Brighton & Hove	£3.00	2016	£3.00
Basic Requests Service to obtain stock not currently in Brighton & Hove	Free	2017	Free
Full Requests Service to obtain stock not currently in Brighton & Hove	£7.00	2017	£7.00
Full Requests Service for Children & Young people to obtain stock not currently in Brighton & Hove	£3.00	2017	£3.00
All the above requests charges to cover the reservation or interlibrary loan of the stock so that only one charge is made			
All the above requests and reservation charges to be charged up-front	Charged up-front		Charged up-front

<b>LOST ITEMS - CHARGES</b>			
Books and other resources (all members)	Replacement cost	Pre 1997	Replacement cost
Library card replacement (all members)	£1.50	2016	£1.50
Libraries <i>Extra</i> card replacement (all members)	£2.00	2016	£2.00
<b>TALKING BOOKS CHARGES</b>			
Spoken word recordings (abridged editions) Single Issue Fee per 3 week loan	80p	Pre 2000	80p
Spoken word recordings (unabridged editions) Single Issue Fee per 3 week loan	£1.50	Pre 2000	£1.50
Spoken word loans to Access card holders	Free	Pre 1997	Free
Spoken word loans to Exempt card holders (people with learning disabilities)	Free	Pre 1997	Free
Spoken word loans to Concessionary card holders	Half price	Pre 1997	Half price
Language courses per 3 weeks (all members)	£2.00	Pre 2000	£2.00
<b>AUDIO VISUAL AND MUSIC CHARGES</b>			
Annual Subscription (enabling free CD loan and half price DVDs)	£30.00	2008	£30.00
Quarterly subscription (enabling free CD loan and half price DVDs)	£10.00	2008	£10.00
Music recordings Single Issue Fee for one week loan	£1.00	2008	£1.00
Scores per set – BHCC sets only	£60.00	2015	£60.00
DVD box set loans to adults – Hire charge per week	£5.00	2015	£5.00
DVD loans to adults – Hire charge per week for premium films	£3.00	2008	£3.00
DVD loans to adults – Hire charge per week for other DVDs	£2.00	2010	£2.00
DVD loans to children and young people – Hire charge per week	£1.50	2008	£1.50
All audio-visual loans to Access and concessionary card holders	Half price	2008	Half price
All audio-visual loans to Exempt Card Holders (people with learning disabilities)	Free	2009	Free
<b>OVERDUE CHARGES</b>			
	Current		Proposed
Books on loan to adults - overdue charge per book per day with maximum charge of £8 per loan	25p	2015	25p
Books on loan to children 0-19 - overdue charge per day with a maximum charge of £2.50 per loan	10p	2017	10p
Music CDs on loan to adults - overdue charge per CD per day – (all members)	25p	2015	25p
Toys - overdue charge per day	No charge	2008	No charge



DVD box sets on loan to adults	£1.00	2016	£1.00
DVDs on loan to adults – overdue charge per day – (all adult members)	60p	2008	60p
DVDs on loan to children and young people – overdue charge per day	30p	2005	30p
Spoken Word recording (abridged editions) – overdue charge per day	As books	Pre 2000	As books
Spoken Word recording (unabridged editions) – overdue charge per day	As books	Pre 2000	As books
Spoken Word recordings on loan to Access card holders and Exempt card holders	No charge	Pre 2000	No charge
Spoken Word recordings on loan to Concessionary card holders	As books	Pre 2000	As books
Language courses per 3 weeks (all members)	As books	Pre 2000	As books
Books and talking books on loan to Access card holders – overdue charges	Free	Pre 1997	Free
All loans, including loans of audio-visual material, to Exempt card holders (people with learning difficulties)	Free	2009	Free
<b>USE OF COMPUTERS</b>			
First hour per day	Free		Free
Additional hours – per hour or part of hour	£1.00		£1.00
Concessions – first two hours	Free		Free
Concessions – additional hours	£1.00		£1.00
Children and young people (0-19)	Free		Free
<b>PRINTING, COPYING AND SENDING FAXES</b>			
<b>All charges apply to all library users:</b>			
Printing from IT equipment			
A4 black & white	20p	2017	20p
A3 black & white	30p	2017	30p
A4 colour	£1.00	2017	£1.00
A3 colour	£1.50	2017	£1.50
Printing via WiFi			
A4 black & white	20p	2017	20p
A3 black & white	30p	2017	30p
A4 colour	£1.00	2017	£1.00
A3 colour	£1.50	2017	£1.50
Photocopier charges			
A4 black and white	20p	2017	20p
A3 black and white	30p	2017	30p
A4 colour	£1.00	2000	£1.00
A3 colour	£1.50	2000	£1.50
Reader printer (Jubilee and Hove Libraries) per A4 sheet	50p	2015	50p
Fax – sending - per page	£1.00	2001	£1.00

Fax – receiving - per page		10p plus £2.00 handling charge	2008	10p plus £2.00 handling charge
<b>SUMMARY OF FEES FOR ADDITIONAL SERVICES:</b>		Current	Last chang ed	Proposed
<b>RESEARCH FEES</b>				
Research carried out by Library staff for private individual - flat rate fee per hour, plus any online fees, copying or printing costs.		£20	2010	£20
Research carried out by Library staff for business/commercial user - flat rate fee per hour, plus any online fees, copying or printing costs.		£40	2010	£40
<b>EXHIBITIONS</b>		Current		Proposed
Jubilee Library – commercial hire – fee per week		£165	2016	£165
Jubilee Library – discount - fee per week		£115	2016	£115
Hove Library – fee per week		£30	2016	£30
Hove Library - Hire of display cabinets – fee per week per cabinet		£20	2016	£20
Community Libraries – fee per week		£15	2017	£15
Administration fee for exhibitions		£40	2017	£40
Above costs are within core library opening hours. Additional Facilities Management costs apply if access required outside these hours.				
<b>HIRE OF LIBRARY PREMISES</b>				
Charge per Session for Coldean, Hangleton, Hove, Patcham, Whitehawk and Woodingdean libraries. These libraries have good IT and other facilities which are included in the room hire.				
Commercial hire	Morning	£80	2012	£80
	Afternoon	£80	2012	£80
	Evening	£80	2012	£80
Discount rate:	Morning	£40	2015	£40
	Afternoon	£40	2015	£40
	Evening	£40	2015	£40
Charge per Session for Hollingbury, Moulsecomb, Portslade, Rottingdean, Saltdean and Westdene libraries.				
Commercial hire	Morning	£60	2012	£60
	Afternoon	£60	2012	£60
	Evening	£60	2012	£60
Discount rate:	Morning	£30	2015	£30

Afternoon	£30	2015	£30
Evening	£30	2015	£30
Hire cost includes use of all facilities including IT at no extra cost.			
Library reserves right to pass on any additional costs incurred as a result of use, e.g. cleaning.			
Hire of one-to-one rooms in community libraries	£10.00 per hr	2016	£10.00 per hr
Hire of one-to-one rooms in community libraries – discount rate	£7.50 per hr	2016	£7.50 per hr
<b>HIRE OF JUBILEE LIBRARY CONFERENCE ROOMS</b>			
Standard Hire:			
Conference Hall - full day	£600	2016	£600
Conference Hall – half day	£400	2016	£400
Conference room 1 - full day	£300	2016	£300
Conference room 1 - half day	£190	2016	£190
Conference room 2 - full day	£340	2016	£340
Conference room 2 - half day	£240	2016	£240
Conference room 3 – full day	£260	2016	£260
Conference room 3 – half day	£160	2016	£160
Conference room 4 – full day	£160	2016	£160
Conference room 4 – half day	£80	2016	£80
One-to-one room – full day	£100	2016	£100
One-to-one room – part day	£15 per hr	2016	£15 per hr
Connect room – full day	£160	2016	£160
Connect room – half day	£80	2016	£80
Tony Miller Reading room – full day	£160	2016	£160
Tony Miller Reading room – half day	£80	2016	£80
Discount rate:			
Conference Hall - full day	£415	2016	£415
Conference Hall - half day	£300	2016	£300
Conference room 1 - full day	£195	2016	£195
Conference room 1 - half day	£120	2016	£120
Conference room 2 - full day	£235	2016	£235
Conference room 2 - half day	£155	2016	£155
Conference room 3 – full day	£170	2016	£170
Conference room 3 – half day	£100	2016	£100
Conference room 4 – full day	£100	2016	£100
Conference room 4 – half day	£50	2016	£50
One-to-one room – full day	£50	2016	£50

One-to-one room – part day	£7.50 per hr	2016	£7.50 per hr
Connect room – full day	£100	2016	£100
Connect room – half day	£50	2016	£50
Tony Miller Reading room – full day	£100	2016	£100
Tony Miller Reading room – half day	£50	2016	£50
Evening supplement for all hires per hour	£35	2016	£35
Activity space in children’s library – hire per hour	£25	2008	£25
Library main hall – available for hire	POA		POA
Hire costs (exclusive of V.A.T.) includes use of all facilities including presentation and IT equipment at no extra cost.			
Above costs are within core library opening hours. Additional Facilities Management costs apply outside these hours.			
<b>EVENTS AND ACTIVITIES</b>			
For Adults:			
Coffee mornings including	£1	2015	£1
Talks / events / performances – usual charge	£3-£5	2015	£3-£5
Book and writing groups – external group fee p.a.	£30	2015	£30
Book and writing groups – in-house group fee per person p.a.	£5	2015	£5
Concessions	Half price	2015	Half price
For Children (up to age 19):			
Baby boogie per child	Donation suggest £1	2015	Donation suggest £1
Craft Activities	Cost of activity minimum £1	2015	Cost of activity minimum £1
Talks / events / performances – usual charge	Cost of Event minimum £1	2015	Cost of Event minimum £1
Concessions	Half price	2015	Half price
People with learning disabilities, for example Compass Card holders are exempt from charges so will be able to attend the activities and events for free.			
There will still be some events and activities that Libraries will put on for free as part of special projects, for instance, to reach vulnerable people.			
There may be special circumstances where the cost of putting on a high profile event will require a higher charge.			

**MISCELLANEOUS**

Tours of Jubilee Library

**IMAGE REQUESTS – SERVICE FEES****REPRODUCTION CHARGES**

£25	2008	£25
See separate list	2006	See separate list
See separate list	2006	See separate list

<b>SUMMARY OF CONCESSIONS AND EXEMPTIONS</b>	
<b>CONCESSIONARY CARD HOLDERS</b>	
Concessionary cards are for <b>people on low income</b> or for <b>people with disabilities</b> . Suitable proof of entitlement is required. (See list of accepted proofs)	
<b>Card holder entitlement:</b>	
Audio-visual materials, talking books, - hire charges	Half price
Reservations – all Brighton & Hove materials	Half price
Reservations – all materials from outside Brighton & Hove	Full price
Full Requests Service to obtain stock not currently in Brighton & Hove	Full price
All overdue charges	Full price
Events and activities	Half price
Computer use – first two hours per day	Free
Computer use – additional hours per day	£1
Language courses – hire charges and overdue charges	Full price
Lost card charge (ordinary card and Libraries <i>Extra</i> card)	Full price
All other fees and charges	Full price
<b>SENIOR CITIZENS DISCOUNT SUBSCRIPTION CARD</b>	
<b>People aged 60 or over</b> can purchase an audio-visual discount card that will entitle them to half price audio-visual loans. Suitable proof of entitlement is required. (See list of accepted proofs)	
Annual or quarterly subscription card entitles holder to: Free CD loans Half price DVD loans (maximum 4 items at any one time)	Half price
<b>ACCESS CARD HOLDERS</b>	
Access cards are only available for <b>housebound people</b> and <b>people who cannot use standard print</b> – e.g. people with visual impairment, or people with dyslexia, or those with a physical disability that prevents them holding a book. They are available to adults, children and young people. Suitable proof of entitlement is required. (See list of accepted proofs)	
<b>Card holder entitlement:</b>	

Talking books – issues and overdue charges	Free
Overdue charges – books	Free
Reservations – print and talking books in stock in Brighton & Hove	Free
Reservations – all other materials in stock in Brighton & Hove	Half price
Reservations – all materials from outside Brighton & Hove	Full price
Full Requests Service to obtain stock not currently in Brighton & Hove	Full price
Audio-visual materials – hire	Half price
Audio-visual materials – overdue charges	Full price
Language courses – hire charges and overdue charges	Half price
Lost card charge (ordinary card and Libraries <i>Extra</i> card)	No charge
All other fees and charges	Full price
Computer use – first two hours per day	Free
Computer use – additional hours per day	£1
<b>EXEMPT CARD HOLDERS (PEOPLE WITH LEARNING DISABILITIES)</b>	
Exempt cards are available for adults with learning disabilities, children with learning disabilities and special needs. Suitable proof of entitlement is required. (See list of accepted proofs)	
<b>Card holder entitlement:</b>	
Overdue charges - all materials	Free
Reservations – all Brighton & Hove materials	Free
Reservations – all materials from outside Brighton & Hove	Full price
Full Requests Service to obtain stock not currently in Brighton & Hove	Full price
Talking books – issues	Free
Audio-visual materials – hire	Free
Computer use	Free
Events and activities	Free
Language courses – hire charges and overdue charges	Full price
Lost card charge (ordinary card and Libraries <i>Extra</i> card)	No charge
All other fees and charges	Full price





<b>Subject:</b>	<b>Royal Pavilion Estate Capital Project Phase 2 Update</b>		
<b>Date of Meeting:</b>	<b>11 January 2018</b>		
<b>Report of:</b>	<b>Executive Director Economy, Environment &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Richard Davies</b>	<b>Tel: 01273 296825</b>
	<b>Email:</b>	<b>Richard.davies@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE**

**1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The Royal Pavilion Estate was bought by Brighton Corporation in 1850 and today is Brighton & Hove's cultural heart, uniquely combining a historic Royal Palace and Regency Garden, a museum, art gallery and three performing arts spaces at Brighton Dome. Brighton Dome & Festival Ltd (BDFL) has a lease on the Brighton Dome, Corn Exchange and Studio Theatre.
- 1.2 The council and BDFL signed a Memorandum of Understanding on 18 August 2014, to formalise the joint working with the Royal Pavilion & Museums (RPM) and underpin the delivery of the phased capital works to the Royal Pavilion Estate that aim to secure its long term future and financial viability. The fundraising campaign has so far included successful bids to Arts Council England (ACE), the Heritage Lottery Fund (HLF), Coast to Capital Local Growth Fund and private trusts and individuals.
- 1.3 This report summarises the progress made to date on the project, describes the planned Phase 2 works and accompanying funding strategy and reports Policy, Resources & Growth Committee consideration of Phase 2.

**2. RECOMMENDATIONS:**

- 2.1 That Tourism, Development & Culture Committee notes the progress made to date on the Royal Pavilion Estate capital project and the works taking place at Brighton Dome to complete Phase 1 outlined in paragraph 3.6.
- 2.2 That Tourism, Development & Culture Committee notes the recommendations agreed by Policy, Resources & Growth Committee on 30 November 2017 described in paragraph 3.1.

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 On 17 November 2017, Policy, Resources & Growth Committee agreed that:
  - a) a Round 1 Heritage Lottery Fund bid is submitted for Phase 2 works as described in paragraphs 3.8 and 3.10 and that, should this bid be successful, a Round 2 bid then be prepared and submitted to the Heritage Lottery Fund.

- b) the council earmarks £1.0m of unallocated capital resources to support the Royal Pavilion Estate Capital Project Phase 2.
- 3.2 Policy, Resources & Growth Committee also noted; i) project progress; ii) that Historic England has placed the Grade II listed Royal Pavilion Garden on the At Risk Register; iii) that the Royal Pavilion & Museums has commissioned a Conservation Plan and Management & Maintenance Plan to address the issues that being placed on the At Risk Register has raised. The latter will put in place measures for future conservation and management of the Garden to achieve substantial improvements and the removal of the Garden from the At Risk register.
- 3.3 The Memorandum of Understanding signed by the council and Brighton Dome & Festival Ltd (BDFL) on 18 August 2014 proposes to redevelop and improve the Royal Pavilion Estate as a world class cultural and heritage site by integrating the Royal Pavilion, Brighton Dome, Brighton Museum & Art Gallery, Courthouse, Corn Exchange and Studio Theatre with their historic setting, improving the world class centrepiece of Brighton & Hove's cultural quarter. This redevelopment will seek not only to improve the Royal Pavilion Estate, but also restore some of the connectivity between the Dome, the Brighton Museum & Art Gallery and the Royal Pavilion, which will enable further co-working in the future on the delivery of cultural events and celebration of the parties' unique heritage.
- 3.4 The proposed capital improvement works prepared through this initiative aim to significantly enhance the quality of the Estate's visitor offer and the heritage in its care, delivering a legacy of sustainability and resilience, which will safeguard its future
- 3.5 The phased approach to the capital works responds to current issues and funding opportunities. The total cost of all three phases is estimated at circa £32m. It should be noted that if other funding streams become available for future phases of works then this may alter the phasing.
- 3.6 Phase 1 works started on site in February 2017 following approval by Policy, Resources & Growth Committee in October 2016 and will achieve the restoration of Brighton Dome's Corn Exchange and Studio Theatre along with developing an Estate-wide Interpretation Strategy and Brand Identity. Capital works are programmed to be completed in Autumn 2018.
- 3.7 Phase 2 works of the Royal Pavilion Estate capital project focus on the Garden and the Royal Pavilion. The council's funding commitment of £1m will be shared between the two areas with £0.5m for works to the Garden and £0.5m for works to the Royal Pavilion.
- 3.8 Phase 2 works to the Garden will follow on from recommendations of the Conservation Plan and Management & Maintenance Plan, due to be completed in March 2018. These plans have recently been commissioned to address the challenges that have led to the inclusion of the Garden on Historic England's Heritage at Risk Register. The option to reinstate boundary railings based on historic precedent and sympathetic to the heritage setting to delineate the Royal Estate from its surrounding areas would ensure that the Garden is safe and that

the ambition is achievable for it to play its part in the Royal Pavilion Estate vision as a place;

- where all ages can engage and learn about the importance of gardens and green spaces in urban areas through new interpretation bridging the past with the present;
- where all ages can learn about how the garden provides habitats for a variety of species and the importance of enhancing and protecting biodiversity.
- which is an exemplar of how citizens come together to care for their heritage through volunteering to undertake tasks ranging from gardening, to upkeep of basic infrastructure, to greeting visitors and telling stories of the Royal Estate and the city.

3.9 As well as the council's commitment of £0.5m for the Garden, works will be costed on completion of the Conservation Plan and Management & Maintenance Plan and funding sought from private trusts and individuals to meet the full cost before proceeding. The intention is to fast track the works to the Garden to address the issues that lead to the Garden being placed by Historic England on the At Risk Register. Whatever works are carried out to the Garden, including any boundary treatment, entry will remain free.

3.10 Phase 2 works in the Royal Pavilion will focus on;

- restoring the King's Apartments and surrounding rooms including the King's bathroom;
- Improving heritage protection systems within the Pavilion in line with recent recommendations;
- Upgrading visitor facilities and infrastructure, which will enhance the visitor experience; and
- Improving conservation facilities to better safeguard the collections and facilitate public access.

3.11 The proposed HLF Round 1 bid will be for works to the Royal Pavilion. It is anticipated that these will be circa £6.0m to £7.0m while the HLF bid is anticipated to be for £4.5m. Costs are being reviewed currently with appropriate specialists. The council's commitment of £0.5m towards the works to the Royal Pavilion demonstrates commitment to the project and additional match funding for the HLF bid will be sought from private trusts and individuals.

3.12 If the HLF Round 1 bid is successful the Development Stage of works would commence in autumn 2018 to prepare the HLF Round 2 bid for submission in autumn 2019 with the aim of works starting on site in 2020.

3.13 Phase 3 works will include refurbishment and some updated interpretation of Brighton Museum & Art Gallery, new interpretation and activity within Brighton Dome and creation of new learning facilities.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

4.1 The options for the Royal Pavilion and Royal Pavilion Garden are set out in Appendix 1.

- 4.2 If the Do Nothing approach is taken it is likely that the Royal Pavilion Garden will lose its listed status, which would jeopardise wider estate improvements and risks a loss in visitor numbers.
- 4.3 Option 1 is the preferred option as it will deliver considerable benefits and address the issues that led to the Garden being placed by Historic England on the At Risk Register. It provides a realistic approach to match funding and offers the greater chance of success. Option 2 would require closing of the Royal Pavilion and considerable match funding to be raised, which at present appears to be unachievable.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 The initial unsuccessful HLF submission for the whole Estate was informed by a series of consultation and engagement sessions, which included workshops, presentations and surveys undertaken with a variety of stakeholders. In relation to the Garden, a number of stakeholder workshops, including one solely for young people, have been held. A public exhibition took place in Jubilee Library in November 2014 to gather further feedback along with an online survey on the council's consultation portal.
- 5.2 Further consultation on the proposed works to the Garden including the potential reinstatement of boundary railings for the Estate will be carried out early in the New Year.

## **6. CONCLUSION**

- 6.1 The council's agreed financial commitment will provide significant support for applications to trusts and private individuals for improvements to the Garden that will be framed by the Conservation and Maintenance and Management Plans once completed.
- 6.2 Submitting a Round 1 HLF bid for the Royal Pavilion will be an important step to achieving the vision for the Royal Pavilion Estate and be the catalyst for delivering restoration and badly needed improvement works. This will continue and build on the achievements of Phase 1 works that are now being delivered on site at the Brighton Dome. Without the council's financial commitment to provide match funding it is unlikely that the HLF bid will be successful and restoration of the Royal Pavilion and the wider improvements, including the bringing together of the Estate, will not be delivered.
- 6.3 Doing nothing can be expected to have serious implications for the future condition of the Royal Pavilion and Garden and jeopardise the Garden's listed status.
- 6.4 The Round 1 HLF bid for Phase 2 works will be the next step in achieving the overall vision of the Royal Pavilion Estate.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 The main body and appendix to this report provides an estimate of the future cost and resources required for the Royal Pavilion Estate Capital Project Phase 2. The November 2017 Policy Resources & Growth Committee agreed to earmark £1.0m of unallocated capital resources to support the Royal Pavilion Estate Capital Project Phase 2. Detailed project costs, expenditure profile and financial implications will be reported to Policy Resources & Growth Committee seeking approval to be included within the capital programme once more robust information becomes available.
- 7.2 Officers will seek to identify opportunities to maximise external funding sources for the capital project. External funding is potentially an important source of income, but funding conditions need to be carefully considered to ensure that they are compatible with the aims and objectives of the council.
- 7.3 It is anticipated that the project will have cashable benefits by increasing opportunities for income generation and reducing costs. It is likely that most of these cashable benefits would impact on the proposed charitable trust for arts and culture which is due to commence from April 2018, and therefore support the trust to be more financially sustainable in the future.

*Finance Officer Consulted: Steven Bedford*

*Date: 08.12.2017*

### Legal Implications:

- 7.4 The Memorandum of Understanding between the BDFL and the Council says that the parties will agree which of the parties will undertake the work. The Council is carrying out the Phase 1 works and it is likely that the parties will agree that the Council will carry out the Phase 2 works to the Royal Estate. If the Council carries out the works it will procure all the contracts necessary in accordance with its Contract Standing Orders and the Public Contracts Regulations 2015.

*Lawyer Consulted: Alice Rowland*

*Date: 20.12.2017*

### Equalities Implications:

- 7.5 The proposed works to the Royal Pavilion will improve access to facilities. The improved educational space provided within the overall project will further increase access for schools and others to the Royal Pavilion Estate activities.

### Sustainability Implications:

- 7.6 The proposed capital works will result in upgrading of the historic buildings to improve the building fabric and result in reduced on-going maintenance costs.

### Risk and Opportunity Management Implications:

- 7.7 The principal risks include the continued deterioration of the fabric and quality of both the Royal Pavilion and Garden and the loss of the Garden's listed status. Both of these would contribute to reducing future resilience and may adversely affect continued use by visitors and residents.

### Public Health Implications

- 7.8 Protecting the Garden and improving control of its use will improve environmental conditions with a beneficial effect on people's enjoyment of the green space.

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Royal Pavilion – Outline Options

Royal Pavilion - Options

	Option 1	Option 2	Option 3
<b>Description of the Option</b>	Under £5m ask to HLF Project focussed on capital works to two discreet areas, Kings Apartments and Conservation Studios plus general interpretation, infrastructural and visitor facility improvements.	Over £5m ask to Heritage Lottery Fund, larger scale project incorporating improvements to additional areas including, Deckers, Banqueting Room, all second floor rooms.	No Capital investment.
<b>Costs and resources</b>	Proposed overall bid c. £6/7m with c. £4.5m ask from HLF.  Pre bid works in the region of £20k can be funded within core budget.	Potential overall bid in excess of £10 m.  Work will necessitate full closure of Royal Pavilion for in excess of one year. Income generated within Royal Pavilion per annum £3.5million.  Pre bid works in excess of £40k.	£0 capital out lay Higher ongoing energy costs due to poor environmental controls within the building Additional security costs to meet loan requirements Ongoing staff and resource costs maintaining failing facilities e.g. toilets Potential damage to interiors due to siting of public catering above state apartments Declining visitor numbers due to increased poor feedback and dated offer resulting in income loss.
<b>Cashable Benefits</b>	Ability to remain open throughout works and maintain visitor income Increased Income on reopening due to profile Increased ability to generate secondary spend through	Increased Income on reopening due to profile Increased ability to generate secondary spend through catering, retail. Increased potential for event income Lower energy and	No visitor disruption.

	<p>catering, retail. Increased potential for event income Lower energy and day to day maintenance costs Reduced need for additional security.</p>	<p>day to day maintenance costs Reduced need for additional security.</p>	
<b>Non-Cashable Benefits</b>	<p>Improved visitor satisfaction Improved security and fire protection Improved visitor comfort Increased profile Greatly enhance facilities for conservation and collections Ability to host volunteers, apprentices, internship and show conservation in action High profile archive available for public access.</p>	<p>Improved visitor satisfaction Improved security and fire protection Improved visitor comfort Increased profile Greatly enhance facilities for conservation and collections Ability to host volunteers, apprentices, internship and show conservation in action High profile archive available for public access.</p>	
<b>Risks and Opportunities</b>	<p><b>Risk</b> Bid doesn't succeed, 48% success rate for under £5m bids to HLF.</p> <p><b>Opportunity</b> Increased engagement throughout process as Pavilion remains open, Opportunity to see work in progress will benefit fundraising.</p> <p>Improved conditions give ability to secure more permanent loans of original Pavilion material from Royal</p>	<p><b>Risks</b> Match fundraising target much larger and is unachievable  Bid doesn't succeed –Low success rates for over £5m awards - 20% only.  Loss of visitors to the City and other attractions, impact on local businesses.  Opportunity Improved conditions give ability to secure more permanent loans of original Pavilion material from Royal Collection.</p>	<p><b>Risks</b> Failing visitor facilities resulting in damage to interiors and poor visitor feedback; deterioration of the Royal Pavilion archive currently inaccessible; static offer at Royal Pavilion does not keep up with market expectations; security risk from outdated and inadequate systems; poor environmental conditions resulting in deterioration of collections; Increased risk of damage due to outdated fire protection systems.  Opportunity staff</p>



	Collection.		energy focussed on smaller scale projects, temporary interventions and programming.
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### Royal Pavilion Garden - Options

	Option 1	Option 2	Option 3
<b>Description of the Option</b>	Instate a perimeter fence and gates with the ability to shut the Garden at a time to be determined and when ticketed evening events are being held.	Provide 24 hour security 365 days per year Increase litter picking to cover 06.00-22.00.	Do nothing.
<b>Costs and resources</b>	Perimeter c. £2m	Revenue 24 hour security c£200,000 per year Litter picking 06.00-22.00 c£70,000 per year Fencing and additional security during events and installations such as Anish Kapoor sculpture and Pride up to c£3,500.	No capital outlay however on going daily cost of litter, removal, graffiti removal, additional security for events, higher maintenance costs, higher insurance costs as buildings considered at greater risk.
<b>Cashable Benefits</b>	Greater levels of income as hirers will not need to cost in overnight security given the current free access to the Garden at all times.  Ability to host evening outdoor ticketed and charged events.  Potential savings in not needing to remove graffiti per year mostly undertaken by staff.	Some level of increased income.	Current level of Garden activity only, may decrease as Garden deteriorates.

	<p>Repairing the finger post signs c £1000 plus staff time</p> <p>Replacement of broken windows £600 plus staff time</p> <p>Removal of mattresses £200 per year plus staff time.</p>		
<b>Non-Cashable Benefits</b>	<p>Improved visitor experience and ability to install permanent interpretation, improved signage etc. without risk of vandalism.</p> <p>Preserve and enhance the experience of historic garden maximising opportunities to learn and engage with the Garden as a resource for wildlife and botany.</p> <p>More time available for the Garden Manager and assistant to tend the Garden and provide talks and public interaction.</p> <p>Visual improvement with a consistent boundary rather than different types of railings surrounding.</p> <p>Increased general security</p> <p>The ability to close off the space in emergencies.</p> <p>Ability to host art installations e.g. Anish Kapoor's Sky Mirror without the need for overnight security.</p>	<p>People feel safer with security guard presence.</p>	

<p><b>Risks and Opportunities</b></p>	<p>Risk: Do not achieve funding with loss of listed status of Garden and negative impact on visitor numbers and ability to fund raise for improvements.</p> <p>Opportunity: events in the evening which can be ticketed and raise income for example theatrical, film and musical events Opportunity for business and community partnership working to enhance city centre Opportunities for volunteering, learning &amp; participation.</p>	<p>Risks- cannot generate income from ticketed events as unable to close garden without additional staffing and other measures.</p> <p>Sense of arrival on to the Estate is almost non-existent as demarcation with surrounding area is minimal Potential Capital returns of wider RP estate project not realised as profile of estate suffers.</p>	<p>Risk- Historic garden Listing is lost Vision for Garden is not achieved as rest of Garden treated differently. Sense of arrival for entire Estate not created. Potential Capital returns of wider RP estate project not realised as profile of estate suffers Risk of damages extends beyond garden to key cultural assets of the city e.g. Museum arson incident 2016 Reputational damage. Need to remove garden features including planting and lawns that cannot be maintained.</p>
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<b>Subject:</b>	<b>Royal Pavilion and Museums Trust Arrangements – Progress Update</b>		
<b>Date of Meeting:</b>	<b>11 January 2018 (Tourism, Development &amp; Culture)</b>		
<b>Report of:</b>	<b>Executive Director Economy, Environment &amp; Culture</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Val Birchall</b>	<b>Tel: 01273 292571</b>
	<b>Email:</b>	<b>val.birchall@brighton-hove.gov.uk</b>	
<b>Wards affected:</b>	<b>All</b>		

**FOR GENERAL RELEASE****1. PURPOSE OF REPORT AND POLICY CONTEXT**

- 1.1 The purpose of this report is to present Members of the committee with a progress update on the proposal to move the direct governance of the Royal Pavilion and Museums (RPM) from the City Council to a charitable entity, and to provide the opportunity to raise any questions for consideration. This new charitable entity (“the Trust”) would have the responsibility of managing the Royal Pavilion and Museums, the Brighton Dome & Brighton Festival and the Music and Arts Service.
- 1.2 There has long been an ambition to create a single cultural Trust that brings together RPM and Brighton Dome & Brighton Festival, with different options to achieve this aim explored over an extended period of years. In January 2017, Policy Resources & Growth Committee gave approval to develop the necessary legal, commercial and governance arrangements for a two stage solution which entailed establishing a new Trust to manage the services for an initial period, before merging the new Trust with the existing Brighton Dome & Festival Ltd (BDFL).
- 1.3 Through the development of the detailed Heads of Terms for the project it has become clear that progressing straight to a single Trust presents an opportunity to move quicker and reduce duplication. The recommended way of meeting the original objective is therefore to move straight to a single entity, rather than go through a two stage process, in order to give the best opportunity for success in establishing the ongoing resilience and sustainability of the Royal Pavilion & Museums.
- 1.4 This report updates the Committee on the work that has taken place between council officers, the Shadow Board for the Trust and the BDFL Board and executive, to progress the development of the Heads of Terms of all aspects of the transfer including the leases of property, the loan of the collections, the staff transfer (TUPE) and the transfer of business undertakings.

## **2. RECOMMENDATIONS:**

### **2.1 That the Tourism Development & Culture Committee –**

- 1) Notes the report and associated information.
- 2) Recommends that the 25th January 2018 Policy, Resources & Growth Committee:
  - (i) agrees the proposal to move the management of the service to a single trust in one stage rather than two stages;
  - (ii) agrees the proposal to proceed by way of a contract, rather than a grant.
- 3) Notes that 25 January 2018 Policy, Resources & Growth Committee will consider the final terms of the transaction, the governance arrangements for the Trust, and the provisions for monitoring the service contract between the City Council and the Trust as set out in the report.

## **3. BACKGROUND INFORMATION**

- 3.1 The Royal Pavilion & Museums comprises five museums, including nationally and internationally significant collections, and associated activities. It is an Arts Council England “Major Partner Museum” and also leads museum development services for South East England.
- 3.2 This project is part of the council’s Modernisation programme, which has examined how to safeguard the future of the Royal Pavilion & Museums service, in the changing operational context and challenging financial environment of reduced council budgets. The work has looked at alternatives to the City Council directly managing the service, in order to achieve a sustainable future, to enable all the sites and the services within the RPM to continue to deliver on the priorities for the city and to maintain and build on the success of the Royal Pavilion & Museums as a nationally significant museum service.
- 3.3 Commitment to and investment in the long term future of the Royal Pavilion & Museums will help to safeguard the critical role that arts and culture (including heritage) play in the future success of the city. Arts and culture contribute to the health and well-being of the city, help to build diverse communities and improve our quality of life. Great art and culture can inspire learning for people of all ages, boost our local economy and enhance our national and international reputation – adding vibrancy to our city and contributing to economic growth.
- 3.4 Members have supported the aim of creating a single charitable entity (Trust) to manage the Royal Pavilion Estate (RPE) including those assets and programmes currently managed by Brighton Dome & Festival Ltd. Creating a single Trust to manage the delivery of activity would enable the Royal Pavilion, Brighton Dome & Royal Pavilion Garden, the museums and Brighton Festival to be programmed, promoted and operated as one, providing greater potential for fundraised and commercial income and resulting in cost efficiencies. A more coherent heritage and contemporary art offer for residents and visitors would lead to service improvement and a greater impact on individuals and communities.

- 3.5 There are anticipated benefits to the City of a new charitable Trust. The proposed charitable Trust for Brighton and Hove will be committed to enriching and changing lives of residents and visitors through arts, heritage and culture. It will have a vital role in creating Brighton and Hove's sense of place, building on its radical past to create an innovative future.
- 3.6 A key aim of moving the Royal Pavilion & Museums to Trust status is to develop a sustainable funding model for the museum portfolio at a time when local government funding is reducing. The report to January 2017 Policy, Resources & Growth Committee outlined that some of the possible benefits of establishing a charitable operation as:
- Tighter focus of the organisation on its core purpose and customers;
  - An independent entity having greater ability to respond more quickly to market trends;
  - Public recognition and confidence which can assist with fundraising;
  - Business benefits including gift aid on admissions; business rate relief and cultural exemption on business income;
  - Ability to operate on longer term financial and planning time frames which fits with the core nature of museums;
  - Clearer brand profiling helping with marketing and fundraising;
  - Greater freedom to be enterprising and generate new income streams;
  - Systems and processes aligned to the key purpose of museums
  - The ability to build up a surplus to be retained and reinvested and to maintain the buildings to an appropriate standard
  - A nationally recognised museum service (which is not supportable within current Council budgetary controls);
  - Being able to market-test support service contracts to get the best deal for this type of business;
  - Having the freedom to be more innovative, particularly around digital development and ICT systems, to align these better with museums' needs, rather than to meet multiple council requirements and constraints.
- 3.7 As well as overseeing the operation and management of the whole of the city's museum portfolio, the new Trust will also facilitate the aim of reunification of the Royal Pavilion Estate to:
- Conserve the Royal Pavilion Estate's Grade I and II listed buildings for the future; reconnecting the historic buildings and landscape to create a coherent Royal Pavilion Estate;
  - Develop and greatly enhance people's understanding and appreciation of the Royal Pavilion Estate and its historic significance; enable more people to learn about and enjoy the historic royal estate through new approaches to creative and artistic programming;
  - Ensure the future sustainability and resilience of both the Royal Pavilion & Museums and Brighton Dome & Festival Limited.
- The first phase of this work at the Corn Exchange commenced on site in February 2017 and Phase 2 funding applications are now being submitted.
- 3.8 Work was commissioned in 2016 to explore the options for future management of the RPM. The report provided by PWC recommended moving the service to a charitable third party operator, as this model offers the best opportunities to address the planned budget reductions by generating increased income from charitable and private sources, and taking advantage of the benefits of Gift Aid,

together with savings from business rate relief. It recommended that the Council establish a new charity for this purpose as part of its modernisation programme.

- 3.9 Based on this advice, a report was taken to Policy, Resources & Growth Committee on 19 January 2017 recommending a two stage approach to achieving the objective of the proposed new Trust. The Committee agreed to establish a new Trust into which the RPM (including the museums outside the RPE) would transfer on 1st April 2018, with the explicit intention of merging this charity with the BDFL (subject to Trustees' approval) within four years. A further report was required to be brought to Committee in January 2018 to approve the Heads of Terms of the transfer and the terms of a grant to the new body.
- 3.10 Since January 2017, work has progressed well to establish the new Trust. This has included appointing a Shadow Board, drafting Heads of Terms for a service contract, collections agreement and leases for property, and doing the groundwork for TUPE transfer, as well as scoping the IT and property maintenance issues, and developing a financial plan and draft constitution for the new entity.

#### Moving directly to a single Cultural Trust for the City

- 3.11 In January 2017, Policy, Resources and Growth (PRG) committee gave approval to establish a new charitable Trust to manage the Royal Pavilion & Museums (RPM) from April 2018, with the intention of merging it with Brighton Dome & Brighton Festival (BDFL) within four years.
- 3.12 It has since become apparent that it would be both possible and preferable to move directly to a single cultural Trust for the city that brings together both the RPM and BDFL through awarding a contract to BDFL, instead of first establishing a new charitable Trust and then the merger taking place at a later date.
- 3.13 In preparing for the new Trust, officers reviewed the risks and concluded that the proposed two stage process would increase disruption for staff, result in the duplication of some costs and impact upon the resilience of the new entity. Moving directly to a single cultural Trust for the city would allow the long term vision to be achieved more quickly, create greater resilience, and limit the operational impact of having a second major transfer in a few years' time, as well as accelerating the full financial and service benefits of bringing together the RPM and BDFL.
- 3.14 Officers have also been working with the Shadow Board to establish the nature of the funding arrangement and explored whether a contract rather than a grant would be beneficial both financially, and in terms of protecting the Council's assets and quality of services. The initial assumption was that a 25 year grant would be provided to the new Trust. However, through a contractual arrangement the Council would be able to more clearly set out its requirements for managing the assets and collections, as well as specifying the expectations in terms of service quality to ensure the effective management of the whole museum portfolio. In addition, it has become clear that the VAT implications of a grant are likely to be financially disadvantageous to the new Trust in comparison with a contract.



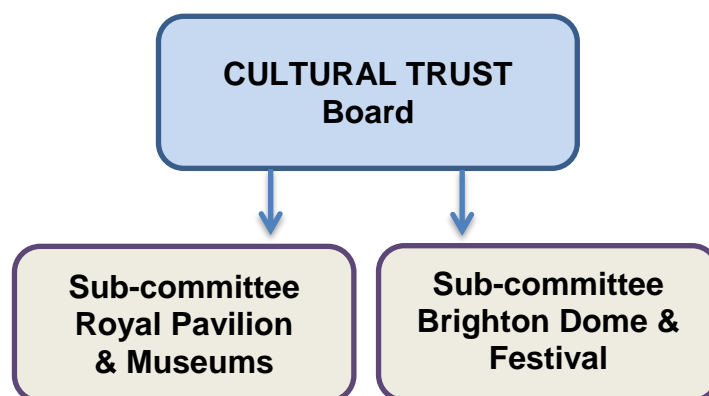
- 3.15 In September 2017, officers sought QC’s advice in relation to awarding a contract rather than a grant, and the associated risks of doing so. The question of whether it is possible to award a contract directly to Brighton Dome & Festival, thereby accelerating progress towards the agreed outcome of a single operation was also revisited. QC’s advice was therefore sought on the implications of the council entering into a contract (rather than a grant) for both a two stage process (establishing a new Trust which subsequently merges with BDFL) or moving directly to a single Trust that encompasses both RPM and BDFL, through the award of a contract directly to BDFL.
- 3.16 The QC’s advice confirmed that there is a legal argument which would allow the Council to award a contract to BDFL without conducting a procurement. This argument is known as the “exclusive rights derogation”. BDFL has a long term land interest in the Dome (an exclusive right) so is the only party able to deliver all the cultural services which encompass both the Royal Pavilion and Museums and the Brighton Dome and Brighton Festival, their assets, and collections. Counsel has advised that the risk of a procurement challenge to this approach from other providers is low.
- 3.17 A single stage process has the benefits of achieving the long term aim of a single entity by April 2018, whereas a two stage process would not achieve this for several years. A single entity on the Royal Pavilion Estate will have the advantages of joined-up services and joined-up programming, helping to raise the profile of the museums service further both nationally and internationally, creating a world class destination for the city. A single entity will also benefit from greater business efficiencies across management and support services.
- 3.18 Moving straight to a single entity will also minimise the costs and disruption that come with such a transfer. In a single stage process, legal fees would be minimised, staff would only TUPE once, contracts will only need to be novated once, and the RPM would be moving into an organisation which already has an infrastructure in place. BDFL has also shown it is capable of taking on a new service from the council (albeit a much smaller one), with the Music & Arts service transferring to BDFL in July 2017. Engagement will be needed with affected staff and trade unions.
- 3.19 Given all the reasons which have emerged in favour of awarding a service contract rather than a grant, together with the benefits of reunifying the Royal Pavilion Estate, whilst also establishing a single cultural Trust with the aim of safeguarding the future of arts, culture and heritage for the City, officers recommend that the Council moves straight to a single cultural Trust for the city that incorporates both RPM and BDFL. Whilst a procurement risk remains, it is considered low, and the single stage approach has significant advantages which outweigh the procurement risk. This approach is also supported by Arts Council England, which is the major funding partner for both RPM and BDFL.

#### Ensuring effective governance of the new Cultural Trust

- 3.20 Robust governance arrangements for the new charitable Trust will be key to ensuring that it is able to operate effectively and deliver the aspirations for the city, whilst also protecting the interests of the council. The aim would be to use the current corporate entity of the Brighton Dome and Festival Ltd, but change its purpose, its name, its Board, its structure and its business plan, to create a new

organisation which is fit for the purpose of managing a high profile and well-respected museums service, alongside Brighton Dome, Brighton Festival and the Music and Arts Service. The Board will initially have two sub-committees. One will have a focus on the Royal Pavilion & Museums, and will include the current members of the Shadow Board. The other will focus on the Dome, the Festival and Music and Arts service. Both parts of the Trust will retain their identities, and will share central support services.

Proposed governance structure:



- 3.21 The Shadow Board has been appointed to ensure the appropriate range of expertise and experience for the effective future management of the RPM. It is currently giving consideration to strengthening its membership in terms of diversity, and its expertise in museums and the management of heritage buildings.
- 3.22 The new Trust Board will have elected member representation, to be agreed annually at Full Council. It is currently anticipated that there will be cross-party representation through 3 elected member seats on the new Trust Board. The final governance arrangements will be presented to Policy Resources & Growth Committee for approval at the 25 January 2018 meeting.
- 3.23 The Shadow Board has played a key role in working with officers to develop the necessary legal and commercial agreements required to establish the new Trust and to undertake the due diligence necessary to ensure that the newly established Trust is legally robust, appropriately financed, and appropriately staffed.

Ensuring effective management of the Royal Pavilion, Museums, its assets and collections

- 3.24 Council Officers have been working with the Shadow Board to develop the Heads of Terms of the agreements between the new Trust and the Council. Together these agreements will aim to ensure that the assets, collections and services are effectively managed with appropriate oversight of the Council whilst allowing the new Trust the freedoms associated with independence.

- 3.25 The Trust will manage and operate the Royal Pavilion and Museums in accordance with the service agreement, in consideration of the payment of the fee, the licence to use the Collection and the leases and /or licences of the portfolio of assets that make up the Royal Pavilion & Museums. The service agreement, loan of the collection and leases of the properties will be interdependent.
- 3.26 It is proposed (subject to negotiation) that the agreement will be for a term of 25 years, with the ability for each party to terminate the agreement every 5 years provided in each case that the party terminating the agreement gives one year's notice to the other party.

#### *Business Planning*

- 3.27 It is proposed (subject to negotiation) that the Trust will be required to prepare a business plan which must be approved by the Council annually. The business plan will set out detailed programme proposals and financial forecasts for the following year including the Trust's proposals for the level of the admission charges, as well as ambitions and aims for the Trust for the following three years.
- 3.28 The Trust will also be required to exercise all the skill, care and diligence in the discharge of the Royal Pavilion & Museum services to be expected of an appropriately qualified competent provider of museum services. It will be required to ensure that the personnel engaged in providing the services are appropriately experienced and qualified and shall allocate sufficient resources as are necessary for the proper performance of an effective museum service. The Trust will be required to keep and retain records (for a period to be directed by the Council), to work closely with the Council in the performance of the services and ensure the reputation of the Council is not damaged by the way in which it provides the services.

#### *Collections*

- 3.29 It is key to the process that the City Council retains sufficient control over the assets and collections that are transferred to the new Trust in order to safeguard them for the future. Within the contract for services, a schedule will set out the terms on which the Trust uses the Council's museum collection. The Trust will adhere to the standards and codes of practice (or their successors) under which RPM currently operates. The Trust will be required to maintain the Museum Accreditation Standard.
- 3.30 The Trust will maintain, conserve and develop the collection, on behalf of the Council, in accordance with a suite of policies covering loans, acquisitions and disposals, just as the service currently operates. These policies are in the process of being updated and will come to Policy Resources and Growth Committee for approval. The Council will retain the responsibility for insuring the collection, which will remain in its ownership (where items are owned) or custodianship (where items are on loan), with the Trust taking out additional insurance where required. The Trust will be required to report on changes to the collection (including acquisitions, loans, disposals, deterioration) on a regular basis. Some items in the collection, and some properties (Preston Manor and Booth Museum) are in trust to the Council. Approval may need to be sought in

respect of the Council acting as trustee in relation to these, in accordance with the Council's constitution.

#### *Maintenance*

- 3.31 The Trust will be responsible for repairs and maintenance of the RPM portfolio of buildings, and will be required to plan and fundraise accordingly. There will be an obligation on the Trust within the leases to maintain the buildings, and the Trust will produce a plan for future maintenance requirements, linked to its financial plan, demonstrating how planned, reactive and major capital works will be deliverable, within the likely resources.

#### *Staff*

- 3.32 The knowledge and professional expertise of RPM's staff is vital to the running of the service, and staff numbers and experience are assessed as part of the accreditation process.
- 3.33 Under employment legislation (TUPE), existing staff will transfer to the Trust on their existing terms and conditions of employment and their continuity of service will be preserved. Staff transferring will retain access to the Local Government Pension Scheme.
- 3.34 Both staff and trade unions will be fully informed and engagement regarding the proposal to transfer the service, in line with best practice and legal requirements for a TUPE transfer. Information sharing will be undertaken with affected staff and trade unions, once final approval is given by Policy, Resources & Growth Committee. Both the Shadow Board and the Brighton Dome & Festival Board and executive have indicated their intention to recognise the existing trade unions as part of the new Trust arrangements.
- 3.35 The City Council will act as guarantor to enable the Trust to gain admitted body status within the Local Government Pension Scheme. The City Council will retain any accrued pension deficit at the point of transfer. The Trust will be liable for any deficit arising in the fund during the period of the contract, in respect of its employees and former employees (ie employees who retire or leave after the date of transfer). An indemnity will be provided by the City Council for any event that involves termination of the contract/concession, or an exit caused by all the scheme members having left the employment of the Trust, excluding any costs of early payment of pension including on the grounds of efficiency, redundancy and voluntary grounds.

#### *Financial Model*

- 3.36 Council officers have been working with the Shadow Board and officers from Brighton Dome and Brighton Festival to undertake due diligence on the financial model. The proposal is to provide a 25 year funding agreement with a fee agreed each year following the City Council's approval of the Trust's business plan.

- 3.37 The Integrated Service and Financial Plan reported to Policy, Resources & Growth Committee in December 2017 included savings totalling £0.392m from 2017/18 to 2019/20 for the Royal Pavilion & Museums budget. As previously approved by Policy Resources & Growth Committee, these savings will be deferred until the 2020/21 financial year to enable viable operation of the Trust.
- 3.38 In accordance with the report to Policy, Resources & Growth Committee, the funding for planned maintenance is being set at a level that will support the ongoing maintenance requirements of the Royal Pavilion & Museums. Although the planned maintenance annual allocation has usually been in the region of £0.400m, the council has spent an average of £0.594m and this figure, with inflation added each year, has therefore been used in projections to provide accurate comparisons. A building condition survey undertaken in 2015 identified a need of up to £1m spend per annum and it is assumed that the Trust will have the ability to fundraise for specific capital projects to support the core maintenance budget.
- 3.39 Officers from the City Council and BDFL, alongside the Shadow Board, are working together to develop a zero-based budgeting approach to the service budget, and conduct due diligence. This work will continue, with the expectation that a balanced budget will be developed and presented to the City Council prior to the start of the service contract.

#### Next Steps and Timetable

- 3.40 A further report will be brought to 25 January 2018 Policy, Resources & Growth Committee, which will outline the Heads of Terms of the legal and commercial agreements and to seek final approval to establish the new charitable Trust.
- 3.41 The current timetable seeks to establish the new Trust by 1<sup>st</sup> April 2018. However this timetable is currently under review to ensure that there is sufficient time to undertake full and proper information sharing and engagement with staff and trade unions on the transfer in accordance with council procedures. The final timetable for establishing the new Trust will be reported to Policy, Resources & Growth Committee on 25<sup>th</sup> January 2018.

#### **4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS**

- 4.1 An options appraisal considering the governance model for the new Trust has been undertaken, with the involvement of the Shadow Board of the proposed Trust and senior officers of the Brighton Dome & Festival and resulted in the recommended route.
- 4.2 Previous reports to Policy, Resources & Growth Committee have described the options which were considered in relation to the decision to transfer the RPM into a charitable entity. These options have included:
- Remaining with the council. Keeping the service with the council could put museums at risk of having to reduce what they offer or closing through lack of funds.

- A management contract with a third party commercial organisation. This was thought the least financially sustainable of the options considered because, unlike Trust status, there would be no tax benefits and the council would have to pay a management fee to the contractor.
- Creating a 'mutual', Community Interest Company, or other form of social enterprise. This option has high risks because it is not a tested model for museums like Brighton & Hove's which have internationally recognised collections and operate on long timeframes. As a mutual, an organisation may only be awarded a contract for three years and does not attract taxable benefits.

## **5. COMMUNITY ENGAGEMENT & CONSULTATION**

- 5.1 Discussions have taken place throughout 2017 with the Shadow Board which has been established to set up the new Trust, Brighton Dome & Brighton Festival Board, as well as key stakeholders including Arts Council England and Heritage Lottery Fund, the staff and trade unions.
- 5.2 BDFL has agreed in principle (at its Board meeting on 12th December 2017) to the transfer, and to changing its charitable object and Board membership, in order to become fit for purpose. This includes extending its Board to include the current members of the Shadow Board set up for the new Trust, and recruiting further Trustees with Museums experience. It has also agreed to change its name, to reflect its new purpose of delivering the RPM services alongside management of the Brighton Dome and Festival. The BDFL management has agreed to recognise the GMB and Unison trade unions.
- 5.3 Meetings have been held with relevant trade unions. Staff and trade unions will continue to be engaged using the Council's agreed processes in relation to TUPE transfer. It is acknowledged that further information sharing and engagement with staff is required and this will be a key focus following the consideration of the heads of terms by Policy, Resources & Growth Committee on 25<sup>th</sup> January 2018.
- 5.4 Arts Council England has been consulted. Arts Council England is the national public body that supports a range of activities across the arts, museums and libraries. Its remit for the arts includes a wide range of visual, performing and literary art forms. It has funding responsibilities for regional museums and a development role across libraries and the wider museums sector. Arts Council England has encouraged the single step approach, and the creation of a charitable model for the RPM.
- 5.5 Officers are engaged in contracting other stakeholders, including those who have funded, donated or bequeathed items in the collection.

## **6. CONCLUSION**

- 6.1 Arts and culture contribute to the health and well-being of the city, help to build diverse communities and improve our quality of life. Great art and culture can inspire learning, boost our local economy and enhance our national and

international reputation – bringing vibrancy to our city and contributing to economic growth.

- 6.2 Commitment to and investment in the long term future of the Royal Pavilion & Museums will help to safeguard the critical role that arts and culture plays in the future success of the city. Recent research undertaken by Arts Council England has identified that for every £1.00 of GVA generated by the arts and culture industry, an additional £1.30 of GVA is generated in the wider economy through wider indirect and induced multiplier impacts of the industry. This research has also identified that for every job supported by the arts and culture industry, an estimated additional 1.77 jobs are supported in the wider economy<sup>i</sup>.
- 6.3 Establishing a single new cultural Trust for the city will safeguard the Council's heritage assets and museum collections and provides opportunities for further development of services across both the Royal Pavilion Estate and the whole museum portfolio for the benefit of residents and visitors.

## **7. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 7.1 The Council's annual fee and maintenance contribution to the Trust will be met from a combination of the Royal Pavilion and Museums service budget, Property and Design maintenance budgets and savings from central support services. All three budget areas have been projected in line with savings and other assumptions from the latest budget proposals. The detailed financial implications will be included within the report to the Policy, Resources & Growth Committee on 25<sup>th</sup> January 2018.
- 7.2 As explained in the main body of the report, the £0.392m savings identified for the Royal Pavilion and Museums service in the Integrated Service and Financial Plan will be deferred until the 2020/21 financial year, at which point the funding requirement for the Trust is expected to reduce.
- 7.3 Council officers will continue to work with the Shadow Board and officers from BDFL to undertake due diligence of the financial model, in order to develop a balanced budget for the Trust within the resources available.
- 7.4 Pension implications are referred to within the main body of the report. It is anticipated that there will be a significant increase in the employer pension contribution rate for staff who will transfer to the Trust and remain within the Local Government Pension Scheme (LGPS). Council officers are currently working with representatives of BDFL, the Shadow Board and the LGPS to review risk-share and funding options, to reduce the impact of increased costs in the early years of the Trust.
- 7.5 A sum of £0.295m has been allocated from the Modernisation Budget for this project, to cover one-off set-up costs.

*Finance Officer Consulted: Steven Bedford*

*Date: 02/01/18*





### Legal Implications:

7.2 Leading Counsel has advised in relation to the procurement and state aid risks of transferring the Royal Pavilion and Museums to the Trust (in a one stage approach) under a contract for services. The Council is required to undertake a procurement in compliance with the European procurement regime and the Public Contracts Regulations 2015 if it is awarding a 'public services contract'. However this is subject to a limited number of exemptions which are contained in the regulations. Leading Counsel has advised that awarding the contract to the Trust would meet one of tests in Regulation 32 namely that the service can only be supplied by a particular economic operator for the following reason: "the protection of exclusive rights, including intellectual property rights". This is known as the 'exclusive rights derogation'. It is satisfied because BDFL is the only party that can deliver all the cultural services in BHCC's area having regard to BDFL's long term land interest in the Dome. Leading Counsel's view is that there is a procurement risk but it is low.

7.3 Leading Counsel has also advised that the proposals did not amount to state aid.

*Lawyer Consulted:*

*Alice Rowland*

*Date: 29/12/2017*

### Equalities Implications:

7.4 A full equalities impact assessment is not required but equalities issues have been considered during the project, including in trustee appointments, shadow board meetings and communications.

### Sustainability Implications:

7.5 None directly related to this report. The Trust will be expected to conduct its business in line with environmentally sustainable business practice and will be required to develop an Environmental Impact Assessment and Action Plan.

### Any Other Significant Implications:

None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

None

### **Documents in Members' Rooms**

None

### **Background Documents**

1. Report to Policy, Resources and Growth Committee (Royal Pavilion & Museums), 19 January 2017.

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<sup>i</sup> <http://www.artscouncil.org.uk/economic-contribution>