



**Brighton & Hove  
City Council**

**ENVIRONMENT, TRANSPORT &  
SUSTAINABILITY COMMITTEE  
ADDENDUM**

**4.00PM, TUESDAY, 1 JULY 2014**

**COUNCIL CHAMBER, HOVE TOWN HALL**



# ADDENDUM

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1 July 2014

Brighton & Hove City Council

**WRITTEN QUESTIONS**

**(i) New England Road railway bridge- Neil Schofield**

*Despite recent works the railway bridge over New England Road continues to be infested by feral pigeons, leading to mess on the pavements and a deeply unpleasant environment for pedestrians passing underneath the viaduct. Moreover the lighting has deteriorated, creating an environment that is unwelcoming and gives rise to public safety concerns. Will the Council task a named Officer to co-ordinate management of this space across the various interested Council departments to ensure that this area is kept clean and safe, and whose duties will include ensuring that Network Rail pigeon-proof the bridge properly?*



1 July 2014

Brighton & Hove City Council

**DEPUTATIONS FROM MEMBERS OF THE PUBLIC**

A period of not more than fifteen minutes shall be allowed at each ordinary meeting of the Council for the hearing of deputations from members of the public. Each deputation may be heard for a maximum of five minutes.

Deputations received:

**(i) Deputation:** Beacon Hub proposals and Rottingdean mini-golf course

- Rottingdean Parish Council (RPC) fully support the application of BHB to lease the Mini-Golf Course kiosk
- RPC have made a grant of £1,000 toward this project from our limited Precept moneys and would urge Brighton & Hove City Council to likewise financially support them
- The City Plan and the NPPF promote biodiversity and conservation, this project helps fulfil that
- Brighton & Hove City Council wants a Gateway to the South Downs National Park, this project provides that gateway and improves the 'green network'
- If BHB backers require a longer lease period to assure long-term investment and returns then please allow this
- Please take this opportunity to link your award-winning Beacon Hill Nature Reserve with you SSSI cliffs and give nature conservation a chance in Brighton & Hove City Council.

Bob Webzell  
Chair, Beacon Hill Working Group  
Chair Rottingdean Parish Council

Anthony Delow  
Councillor

Amanda Connolly  
Councillor

**(ii) Deputation: Beacon Hub proposals**

See overleaf



We trust that the committee are familiar with the ethos and purpose of the Beacon Hub project. We believe that the project is a perfect fit with Brighton and Hove City Council's, Community Sustainability Plan 2012-16.

The plan's key principles advocate:

- Protecting and expanding old habitats and creating new space for wildlife.
- Reviving local identity and wisdom; support for and participation in the arts.
- Inclusive, empowering workplaces with equal pay; support for local communities & fair trade.
- Encouraging active, sociable, meaningful lives to promote good health and well being.



**Statement to the Environment,  
Transport & Sustainability committee  
July 1st 2014**

As further justification, please consider the following:

The treatment cost of cardiovascular disease for just one person per year is £140,000. Walking 30 minutes per day has substantial direct cost reduction for local health services. Brighton's Royal Sussex Cardiac centre is in the top 10 busiest in the UK, with 40% more pacemakers fitted than the UK average. Cardiovascular diseases cause more than a quarter of all deaths in the UK, accounting for more than 161,000 deaths each year. If illness prevention in just 2% of 250 walkers per week = 5 deaths from CVD prevented. The estimated health cost saving in treatments for 5 cardiac patients = £700,000 pa costs saved in local cardiac treatment.\* Regular exercise reduces work related absences. So, estimated savings in cost of absence for 5 persons earning £25,000 per annum equates to £125,000 additional extra local income.\*\*

BHB has support from a number of local schools wishing to supply potentially 3000 students every year to this unique project, offering education in conservation and environmental management, improving core skills in sustainability with long term economic benefits.

Over 5 years approximately 15,000 individuals will gain additional skills which will boost their employability. Estimated cost saving per person in unemployment benefits is presently £6000 per annum. If 100 students find work, consequent unemployment benefit cost saving would equal £600,000 saved per annum.\*\*\* These extra 100 students would be capable of earning an average employee starter wage of £20,000 a year, or £2 million in extra local incomes.\*\*\*\*

BHB will increase public walker footfall on the hill, which has increased from 20 per week in 2012-13 to an observed 250 persons per week in 2014. The HUB will be accessible to all local community groups of all abilities and all ages for arts, science and physical recreation enhancing cultural awareness and as a tourist attraction. With the facility up and running, local walker footfall is estimated to increase by a further 200 persons per week. Envisaged additional tourist footfall from outside the local area is 100 per week, each of whom will spend on average £40 locally generating £208,000 annually in extra income to the local economy\*\*\*\*\* .

A daily 'manned' facility with improved gate security will significantly reduce the risk of 'traveller' incursion, the potential impact of which is a costly problem for ALL stakeholders.

BHB operations plan is bench-marked in the full project proposal by three similar wildlife interpretation and conservation centres. In addition, the BHB team demonstrate exceptional levels of successful experience and knowledge in the management of local volunteer groups, tourism & social enterprise, fund management, risk assessment, business continuity planning, environment conservation, design and cultural heritage.

We are informed by potential funders (including SDNPA) that to entertain major funding, they would require a minimum period of 15 years and wish to see matched funding by the owners. BHB Trustees have already donated £75K of IN KIND time/costs to date.

In conclusion, despite boundless enthusiasm and dedication, BHB Trustees are realistic about the possibility of success on the terms suggested in the City Council's own Committee Report and are therefore disinclined to donate their time and costs on this basis without additional support and an extended lease from Brighton & Hove City Council to ensure viability. We therefore respectfully seek a minimum 15 year period to facilitate third party funding in order to redevelop the building and accommodate larger class sizes which will guarantee the ongoing success of the project.

**Libby Darling**  
CEO

libbydarling@sky.com

**Atlanta Cook**  
SECRETARY

eco.babe@virgin.net

**Clive Bonny FRSA**  
RESPONSIBLE BUSINESS ADVISER

Clive@consult-smp.com

**Jay Butler**  
PROJECT MANAGER

jay@becreative.co.uk

## STATISTICAL SOURCES

\* Statistics derived from NHS reports - Social impact on health: reduce heart failures and associated illnesses.

\*\*Statistics from CIPD - Chartered Institute of Personnel and Development.

\*\*\*Statistics refer to NEET (Not in Education, Employment, or Training) and Employability Cost Savings.

\*\*\*\*Statistics from DWP (Department for Work and Pensions).

\*\*\*\*\*Statistics from UK Tourism reports.

# BEACON HUB

## Statement to the Environment, Transport & Sustainability committee July 1st 2014 (ADDENDUM B)

### REPORT ERRATUM

We wish to highlight points in the Council's report where information has been overlooked or misconstrued. BHB correct BHCC's statements as follows:

- Para 3.1 and 7.1 Any implied loss of revenue £49K pa to BHCC should not be considered a "loss" as the site is not commercially viable (as a golf course).
- Para 3.4 Friends of Beacon Hill are NOT the proposers. BHB proposal is to manage it via a formally constituted CIO (Beacon Hub Brighton).
- Para 3.5 The private donor has asked for a 15 year lease, not 7 years. Planning permission may not be required if initial design drawings to SDNPA are accepted.
- Para 3.6 BHB has significant support for volunteers from Brighton University and the University Technical College. Income viability has been proved by the substantial written endorsement of usage by local schools and community groups.
- Para 4.2 BHB has not asked for 7 years lease, but 15 years to obtain SDNPA grant funding and support.
- Para 5.2 There is negligible (1 person) support for a golf course. Local traders are NOT supporting a golf course. Beyond BHB No other formal recreation alternatives have been discussed with the community. The BHB proposal is based on several months of consultations with many local community groups, the Parish Council, businesses, and education bodies. BHB facebook site shows this extensive support.
- Para 6.2 BHB fund raising plans are not "ambitious" as the refurbishment cost is relatively small compared to the economic outcomes and impact. BHB has donated £75K in kind support and has asked BHCC as owners of the building to contribute a sufficient amount for refurbishment. Thereafter BHB forecast income covers running costs.
- Para 6.3 BHCC "minimum requirements" needs to specify reasonable operating performance criteria. If BHCC can cease the lease at will then the lease becomes untenable.
- Para 7.1 There are substantial "Equalities Implications". If BHB proposal is rejected the local community access is at risk. The original motorised Segway use would have barred the elderly, young children and dog walkers. Golf balls would have the same effect. 2013 Parish Council survey shows elderly and young families seek access to this site for health and exercise.
- Para 7.2 There is no reference to Wild Life Protection. The site contains rare species of plants and wild life which are listed on At Risk registers.
- Para 7.3 This is blank. BHB emailed BHCC last week significant financial implications re local employability, economic and health benefits.

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**(iii) Deputation: Support of report to extend CPZ to Lewes Road Triangle Area**

We wish to support the report which proposes to extend Area J CPZ to include the Lewes Road/Triangle area. We are all residents of Park Crescent in Brighton which is within the proposed extension. A petition was recently presented to the Committee with approximately 200 signatures which sought a CPZ to be brought in to cover the Park Crescent/Park Crescent Terrace area.

Parking in our streets has become a daily horror. Our street is the first uncontrolled road out of the city and is being used as a car park by non-residents. The situation is only going to get worse due to the improvements in the Level and London Road; the Open Market relaunch and the 100s of new student flats that are due to open on our doorstep in the autumn.

Every morning we see commuters and business owners from London Road (who do not wish to pay to park) hovering and waiting to park for the day near. We are also now being utilised as parking spaces by van dwellers and students who dump their cars for the term.

Elderly residents and those with young children are particularly suffering. Those with heavy shopping have to park illegally with hazard lights on in order to unload. Then there is the inevitable long drive in order to find anywhere to park at all. There have been arguments between commuters and residents and an increasing tendency for the braver to attempt to save spaces with the use of cones and building materials. This does not bode well for community relations.

We ask that the committee supports the implementation of controlled parking within this area. The Council Officers have listened to our concerns and have done their best within the proposals to cater for the needs of residents. We do not want to pay to park outside our homes but this is now the only option for us. We hope you agree.

**SARAH SMITH (lead spokesperson)**

**ROGER MASHFORD;**

**SUSAN MCCALLUM;**

**JULIA DAVIS;**

**DR. JONATHAN RAY**



<b>Subject:</b>	<b>Awarding of Lease Rottingdean Pitch &amp; Putt</b>		
<b>Date of Meeting:</b>	<b>1 July 2014</b>		
<b>Report of:</b>	<b>Executive Director Environment, Transport &amp; Housing &amp; Executive Director, Finance &amp; Resources</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Jan Jonker</b>	<b>Tel: 29-4722</b>
	<b>Email:</b>	<b>jan.jonker@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>Rottingdean Coastal</b>		

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

- 1.1 The lease for Rottingdean Pitch & Putt expired in March 2012. Several attempts have been made to remarket the site with an appropriate use on a commercial basis. Despite these efforts no viable commercial proposal has been forthcoming. A plan of the site is attached as Appendix 2.
- 1.2 Friends of Beacon Hill Nature Reserve have submitted proposals (The Beacon Hub Project) to establish a learning centre at the site. A copy of their proposals is attached as Appendix 3.

**2. RECOMMENDATIONS:**

- 2.1 That the Committee agree to grant a lease to the Beacon Hub Project on a 15 year term at a peppercorn rent.
- 2.2 That the Committee authorises the Head of Law, following consultation with the Executive Director Finance and Resources, to finalise the detailed Heads of Terms and other necessary documentation

**3. CONTEXT/ BACKGROUND INFORMATION**

- 3.1 Rottingdean Pitch & Putt is located between the A259 to the south and Beacon Hill Nature Reserve to the north, to the West of Rottingdean. It consists of a small kiosk building and an 18 hole golf course. The site had been let on a long term lease which expired in March 2012. The site used to attract an income of £29,580 per annum as well as a grounds maintenance fee of £18,550 per annum. The site has been vacant since March 2012 and has recently been occupied by squatters who have since been evicted. The cost of providing security for the building is £168 per week.
- 3.2 The site has been marketed on two occasions and on both occasions negotiations with the preferred bidder failed. After the second marketing attempt parties who had previously expressed an interest in the site were contacted again and invited to resubmit their proposals. Following this work it was evident there is no viable commercial interest in the site.

- 3.3 The lack of interest in the site as a pitch & putt course is likely to be due to the decline in the popularity of golf and the proximity of Roedean Pitch & Putt approximately 1 mile to the west. The layout of the building itself also limits any alternative use. Toilets are located in the middle of the building dividing the limited usable space in two with no internal access between the two sides.
- 3.4 Friends of Beacon Hill have put forward a proposal to extend the nature reserve and use the kiosk as a hub. The main aims of the project are to establish a learning resource providing classes for school children, community events and a kiosk offering refreshments to visitors to the site as well as helping improve the nature reserve. The group seek to open the site up as a gateway to the National Park.
- 3.5 The Committee have secured £25,000 of private funding to help establish the project subject to a minimum lease term of fifteen years. A business plan has been submitted to support the proposals. The project has been divided in to two phases, the first phase focussing on establishing the project and preparing for investment in the building to convert it in to a more usable classroom space subject to planning permission.
- 3.6 The business plan has been reviewed by officers. There are risks associated with the delivery of the business plan including the viability of income and recruiting sufficient volunteers to staff the kiosk. In order to redevelop the building in to a more usable educational space planning permission is required and funds of approximately £120,000 would need to be secured through grant funding. These risks can be managed by ensuring the terms of the lease include minimum performance against the objectives of the Project. The lease would also be non-assignable.

Under the proposals a 15 year lease would be granted with a break clause at five years which could only be actioned by the council in the event that the group had not been successful and or had not secured planning permission and or funding to redevelop the site. In addition the lease will include terms to allow the council to take the site back in the event the group are insufficiently resourced to enable them to continue or fulfil their own objectives. The recommendation for a 7 year lease has been amended to 15 years as the group require a longer lease to secure the level of funding required to redevelop the building.

- 3.7 Management of the land as an extension of the Beacon Hill Nature Reserve would be overseen by City Parks (who manage the main section of the Nature Reserve). Management of the site would cost a maximum of £5,200 per annum which would need to be funded from existing resources. Opportunities to include the site in to the Higher Level Steward Scheme are being explored. If this was successful management of the land would be cost neutral.

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



- 4.1 Alternative uses of the site have been explored in depth and the facility has been marketed extensively. The marketing has resulted in an initial commercial interest but this has not materialised in viable or suitable proposals for the site.
- 4.2 Proposals for an initial five and then seven year lease with a two or three year break clause have been discussed with the Beacon Hub Project. The Beacon Hub Project Committee have stated they could not take a lease on these terms as they would lose their £25,000 funding provided by a local benefactor. They have stated that their minimum lease term, to retain this funding, is fifteen years.
- 4.3 Other options for the site are not to award the lease and for the building to remain vacant. However this would incur ongoing security and maintenance costs and the site would be prone to vandalism and squatters. The building could also be demolished but this would remove any potential for community benefit.
- 4.4 Given the extensive marketing that has taken place it is unlikely that marketing the site again will result in an alternative viable proposal being brought forward.

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

- 5.1 The council does not normally consult on the awarding of leases on its properties and has not consulted on the proposals for this site. The awarding of this lease is a commercial decision that can be made under property delegations. The marketing of this site has attracted a lot of attention in the media and the local community which is why the decision has been deferred to this Committee.
- 5.2 Based on the information submitted by the Beacon Hub Project Committee there is support for their proposals from the local community. However there is also support for other uses including golf, other formal recreation and a destination to attract more visitors to Rottingdean. Through the marketing no such alternative uses have been forthcoming.

## **6. CONCLUSION**

- 6.1 Under the previous lease, the council received £29,580 in rent per year and £18,550 for grounds maintenance for the Rottingdean Pitch & Putt site. The property has been marketed extensively, but no viable commercial proposals have been forthcoming.
- 6.2 The only current proposal has been submitted by the Beacon Hub Project Committee to take over the building to develop it in to an educational hub. The lease would be for a minimum seven year period, being rent free. There are risks associated with the viability of the proposals including ambitious fund raising plans to be able to turn the building in to a more usable space. However the alternatives are limited to maintaining the vacant building (which is likely to attract vandalism and squatters) or demolishing it.
- 6.3 If the group is successful in its aspirations, the building will be put to community use. If a decision is made to award the lease to the Beacon Hub Project the terms would be such that if the project ceased to operate or did not meet minimum requirements the lease would be terminated.

## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

- 7.1 An annual income budget of £23,000 is included with the City Infrastructure revenue budget for a lease at the Rottingdean pitch and putt site. The lack of interest in the site on a leased basis and the proposed peppercorn rent will result in an on-going revenue budget variance which will be reported as part of the Targeted Budget Monitoring process during 2014-15 and highlighted as a budget pressure for the 2015-16 financial year.
- Managing the land as an extension of Beacon Hill Nature Reserve would cost a maximum of £5,200 in revenue costs per year. If the site could be incorporated in to the Higher Level Stewardship scheme the majority of costs would be funded externally and additional costs to the council in terms of staff time would be negligible.

*Finance Officer Consulted: Steven Bedford*

*Date: 08/04/14*

### Legal Implications:

- 7.2 The Local Government Act 1972, section 123 provides that the Council may dispose of land in any manner it sees fit subject to the condition that, the disposal must be for the best consideration reasonably obtainable.

The grant of a 15 year lease at a peppercorn rent and subject to phased rent reviews to the Beacon Hub Project would be permitted under the Act, provided the Council's valuer certifies that this is the best price reasonably obtainable.

In the alternative, if a higher rental income could be achieved at the outset, and therefore the proposed terms would not be considered best consideration, then the Council could rely on the General Disposal Consent (England) 2003, which permits a disposal of Council land at an undervalue provided the amount foregone is less than £2 million and economic, social or environmental benefits are to be gained as a result of the disposal.

It is not considered that any individual Human Rights Act rights would be adversely affected by the recommendation in this report.

*Lawyer Consulted: Joanne Dougnaglo*

*Date: 25/6/14*

### Equalities Implications:

- 7.1 None

### Sustainability Implications:

- 7.2 Extension of the Beacon Hill Nature Reserve will increase the biodiversity of the area and supports the principles of the Biosphere Management Plan. The

education proposals put forward as part of the project provide extensive opportunities for education and engagement.

Any Other Significant Implications:

7.3 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Committee Report published 23 June 2014 showing tracked changes
2. Site plan
3. Beacon Hub Proposal



<b>Subject:</b>	Awarding of Lease Rottingdean Pitch & Putt		
<b>Date of Meeting:</b>	1 July 2014		
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<b>Contact Officer:</b>	<b>Name:</b>	Jan Jonker	<b>Tel:</b> 29-4722
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- 1.2 Friends of Beacon Hill Nature Reserve have submitted proposals (The Beacon Hub Project) to establish a learning centre at the site. A copy of their proposals is attached as Appendix 2.

**2. RECOMMENDATIONS:**

~~2.1~~ That the Committee agree to grant a lease to the Beacon Hub Project on a ~~7-15~~ year term at a peppercorn rent. ~~The lease would be subject to a break clause at year 4 which would only be enforced by the landlord if the lessee has not been successful in securing planning permission and funding to redevelop the kiosk in to an education centre.~~

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~~2.2~~ That the Committee authorises the Head of Law, following consultation with the Executive Director Finance and Resources, to ~~Subject to agreement by Committee officers will finalise the negotiate the detailed Heads of Terms and other necessary documentation with the group under delegated powers.~~

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the alternatives are limited to maintaining the vacant building (which is likely to attract vandalism and squatters) or demolishing it.

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## 7. FINANCIAL & OTHER IMPLICATIONS:

### Financial Implications:

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*Finance Officer Consulted: Steven Bedford*

*Date: 08/04/14*

### Legal Implications:

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*Lawyer Consulted: Joanne Dougnaglo*

*Date: 25/6/14*

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~~Beacon Hub Project would be permitted under the Act. It is not considered that any individual Human Rights Act rights would be adversely affected by the recommendation in this report.~~

~~Lawyer Consulted: Joanne Dougnagio~~ ~~Date: 8/4/2014~~

Equalities Implications:

7.1 None

Sustainability Implications:

7.2 Extension of the Beacon Hill Nature Reserve will increase the biodiversity of the area and supports the principles of the Biosphere Management Plan. The education proposals put forward as part of the project provide extensive opportunities for education and engagement.

Any Other Significant Implications:

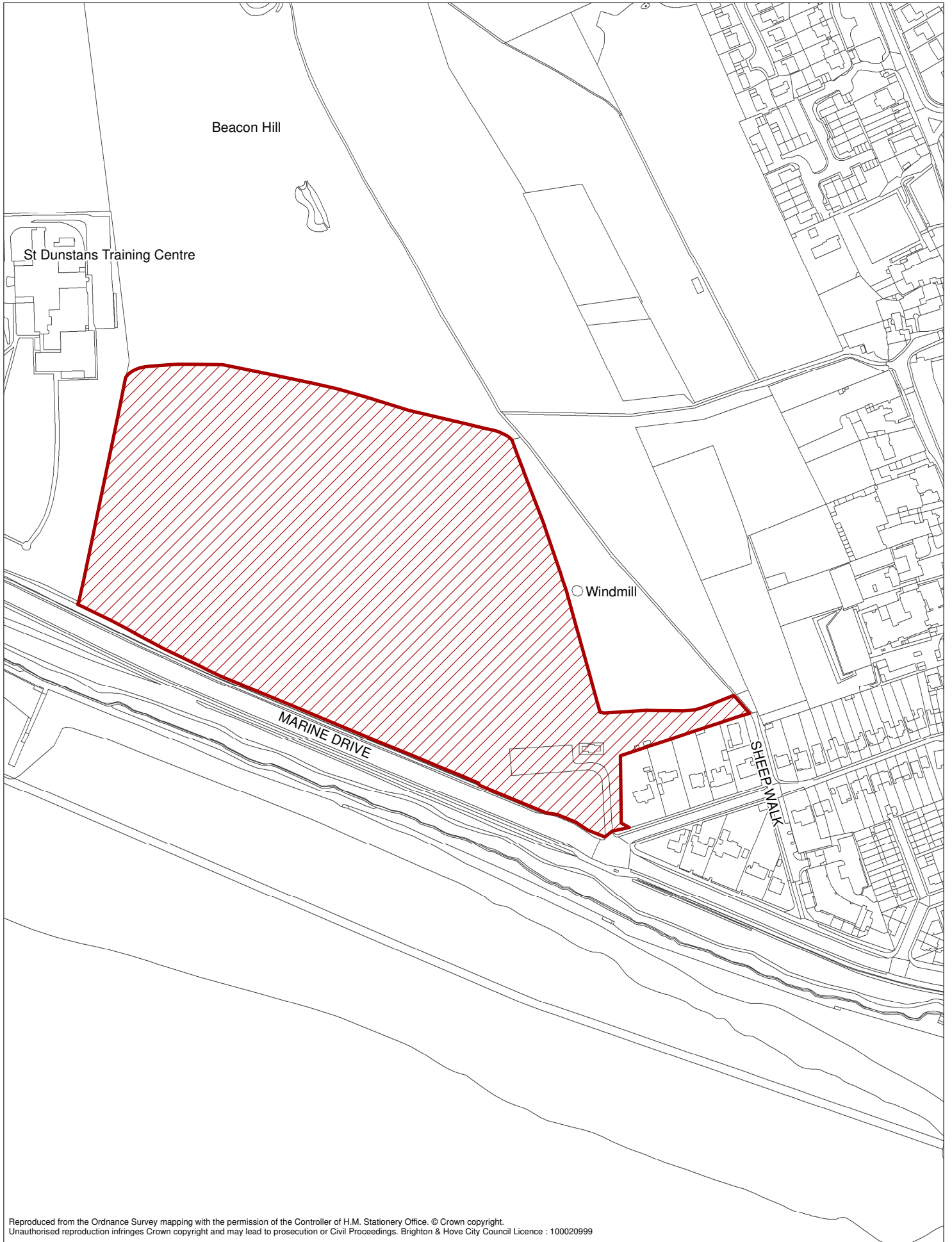
7.3

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Beacon Hub Proposal



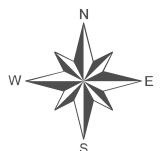


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### Rottingdean Miniature Golf Course

Scale 1:3,500





# BEACON HUB PROJECT PROPOSAL

[www.facebook.com/BeaconHubBrighton](http://www.facebook.com/BeaconHubBrighton)



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## Beacon (noun)

...a fire or light set up in a high or prominent position as a signal, celebration or warning.

...a hill suitable for a beacon, ie: Beacon Hill.

synonyms: guiding light, signal light/fire, beam, lighthouse

## Hub (noun)

...the effective centre of an activity, region, or network.

...the central part of a wheel, rotating on or with the axle, and from which the spokes radiate.

synonyms: centre, centre of activity, core, heart, focus, focal point, middle, nucleus, kernel, nerve centre

# Beacon Hub Project INTRODUCTION

Beacon Hill Local Nature Reserve (LNR) is situated between the villages of Rottingdean & Ovingdean and within the administrative boundary of the South Downs National Park.

On the southern edge of the nature reserve is an 18 hole pitch & putt golf course which has fallen into disuse after it became uneconomic for the former lease holder to sustain as a viable business. The land is owned by Brighton & Hove City Council. In the south east corner of the golf course is a building (kiosk) which was previously utilised as a café, toilets and to store golf clubs.

Our proposal to the council is that:

- Beacon Hub Brighton CIO be allowed to take up the lease.
- The land should become a contiguous part of the nature reserve.
- Beacon Hub Brighton CIO be granted permission to re-develop the existing building as a 'hub' for community & educational use.

NB: The Beacon Hub project was instigated by Friends of Beacon Hill (FOBH), a constituted group of enthusiastic local volunteers, who work to maintain and promote the Beacon Hill LNR. As such, the project is endorsed by FOBH but separate in its administration





# **Beacon Hub Project** **JUSTIFICATION**

We believe that the location offers a natural gateway into the **South Downs National Park** and potentially, a focal point and centre of excellence for the local (UNESCO) **Biosphere** initiative. It is also complimentary to the **RSPB Futurescapes** programme.

A short bus ride from the centre of Brighton, the 'Beacon Hub' will offer a unique opportunity for city dwellers and tourists of all ages to engage with and learn about the wildlife of local chalk downland and beaches, along with the many local heritage assets.

If the envisaged facility were to attract just 10 new tourists per week, May - Sep (each spending on average £200 in the City) this would bring an extra £40,000 to the local economy.



Our proposal is a perfect fit with Brighton & Hove City Council's own **Community Sustainability Plan 2012-16**.

The plan's key principles advocate:

- **LAND USE & WILDLIFE** Protecting and expanding old habitats and creating new space for wildlife.
- **CULTURE & COMMUNITY** Reviving local identity and wisdom; support for and participation in the arts.
- **EQUITY & LOCAL ECONOMY** Inclusive, empowering workplaces with equitable pay; support for local communities and fair trade.
- **HEALTH & HAPPINESS** Encouraging active, sociable, meaningful lives to promote good health and well being

The proposal further relates directly to the City council's adoption of **BioRegional** and **Worldwide Fund for Nature's 'One Planet City'** principles - specifically:

- To extend further the high quality landscape and diversity of the Downs into the City.
- An overall increase in biodiversity and biological productivity, as well as supporting beautiful landscapes.
- Locally significant species are protected and a planting and selection process benefits local wildlife.
- Actively promotes and educates on the value of biodiversity, ecosystem services and urban green networks.
- Opportunities are followed up to regenerate degraded natural resources.

## Beacon Hub Project WHAT IS IT FOR?

- A tangible focus of the Brighton & Hove Biosphere project.
- A 'gateway' to the South Downs National Park.
- An exhibition space with permanent displays relating to local fauna and flora and space for temporary exhibitions of work by local artists and crafts people.
- A centre for education, focusing on the natural world, biodiversity, conservation, science and heritage.
- A venue for interested groups and clubs to meet and share knowledge.
- A meeting place offering refreshments to walkers, cyclists, nature lovers, local residents, parents and children, with outside space and a modest play area - such a facility is currently lacking in the 'deans.
- An exemplar of best practice in sustainable construction and building management.

## The Biosphere

...is the world in which we live and share with other living things - the zone of life around our planet - for which UNESCO (the United Nations Educational, Scientific and Cultural Organization) is developing a global network of Biosphere Reserves which promote a balanced relationship between people and nature.

International Biosphere Reserves have three Functions:

- **Conservation** - of landscapes, ecosystems, species and genetic diversity at both a regional and global scale.
- **Development** - economic and social development which is culturally and ecologically sustainable.
- **Knowledge** - environmental education, research and training to test and demonstrate innovative approaches to nature conservation and sustainable development.



Friends of Beacon Hill working on the reserve with Ranger Charlie Yates

## Beacon Hub Project WHO BENEFITS?

- Parties of school children and students – advice will be sought on how displays and activities might best relate to the national curriculum and catering for special needs.
- Nature lovers and biologists ( bird watchers, entomologists, etc ).
- Wildlife, through improved stewardship and increased habitat area.
- Local heritage and arts groups.
- Astronomy groups who might use the Hub as a base for talks with access to the hill top and favourable viewing conditions.
- Anybody wishing to experience fresh air, open vistas and the company of like minded souls.
- Future generations.
- Local businesses through increased footfall of visitors attracted to the area by the Hub.
- Walkers – a series of signposted circular walks to suit all abilities for people to improve their health. We propose regular organised walks in cooperation with Brighton & Hove Healthwalks.

The treatment cost of cardio vascular disease for just one person per year is £140,000 ( CVD treatment is 6% of total NHS costs pa ).

**FACT:** walking 30 minutes per day has substantial direct cost-reduction for local health services. Brighton's Royal Sussex Cardiac centre is in the top 10 busiest in the UK with 40% more pacemakers fitted ( 650 pa ) than the UK average.



Bird and bat box making session



Rockpooling event at Ovingdean Gap

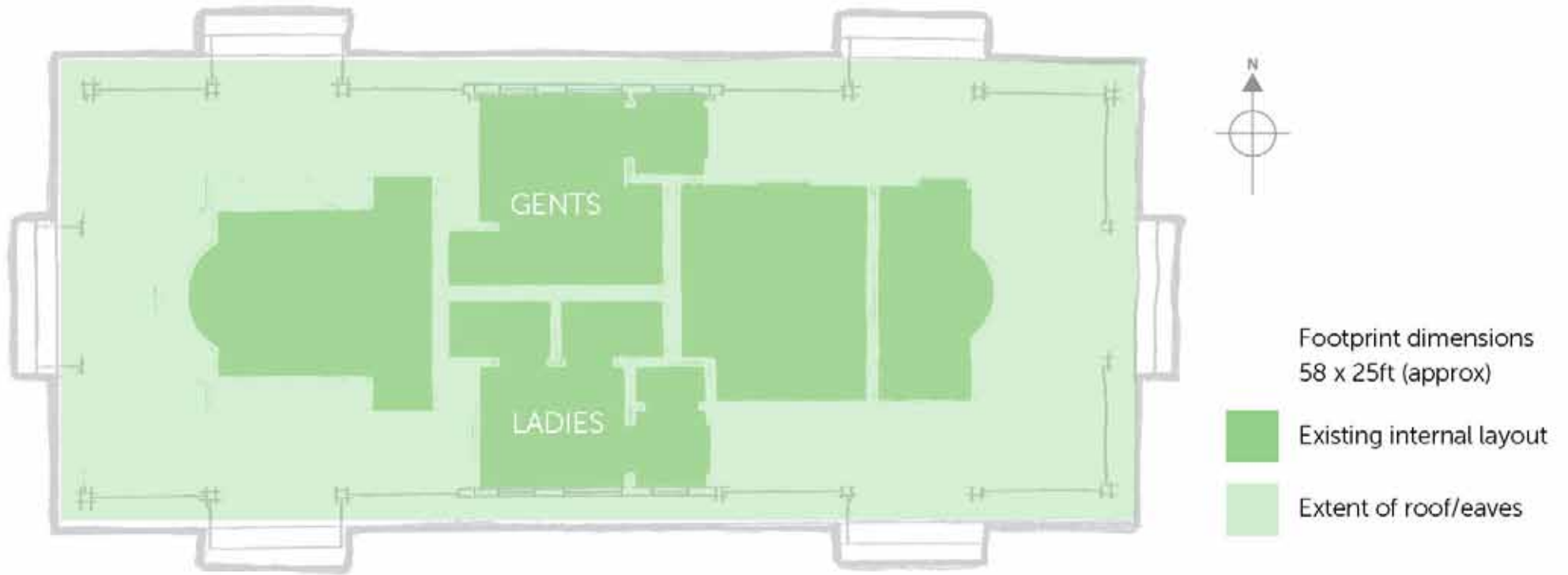
 **Beacon Hub Project**  
**REDEVELOPMENT**

- Secure lease and obtain planning consent.
- Seek funding and practical support from relevant bodies.
- Commission survey and liaise with architect and builder.
- Obtain firm quotations for build, fittings, equipment etc.
- Seek voluntary further assistance.
- Carry out external reparatory work and refurbishment of the interior (including installation of heating) in order to create usable classroom/exhibition space for small groups.
- Install security measures.
- Commission website and online booking system to allocate facility time.
- Undertake marketing and publicity utilising PR and social media to inform relevant groups of the scope of the project.

# BEACON HUB



Existing Kiosk plan view

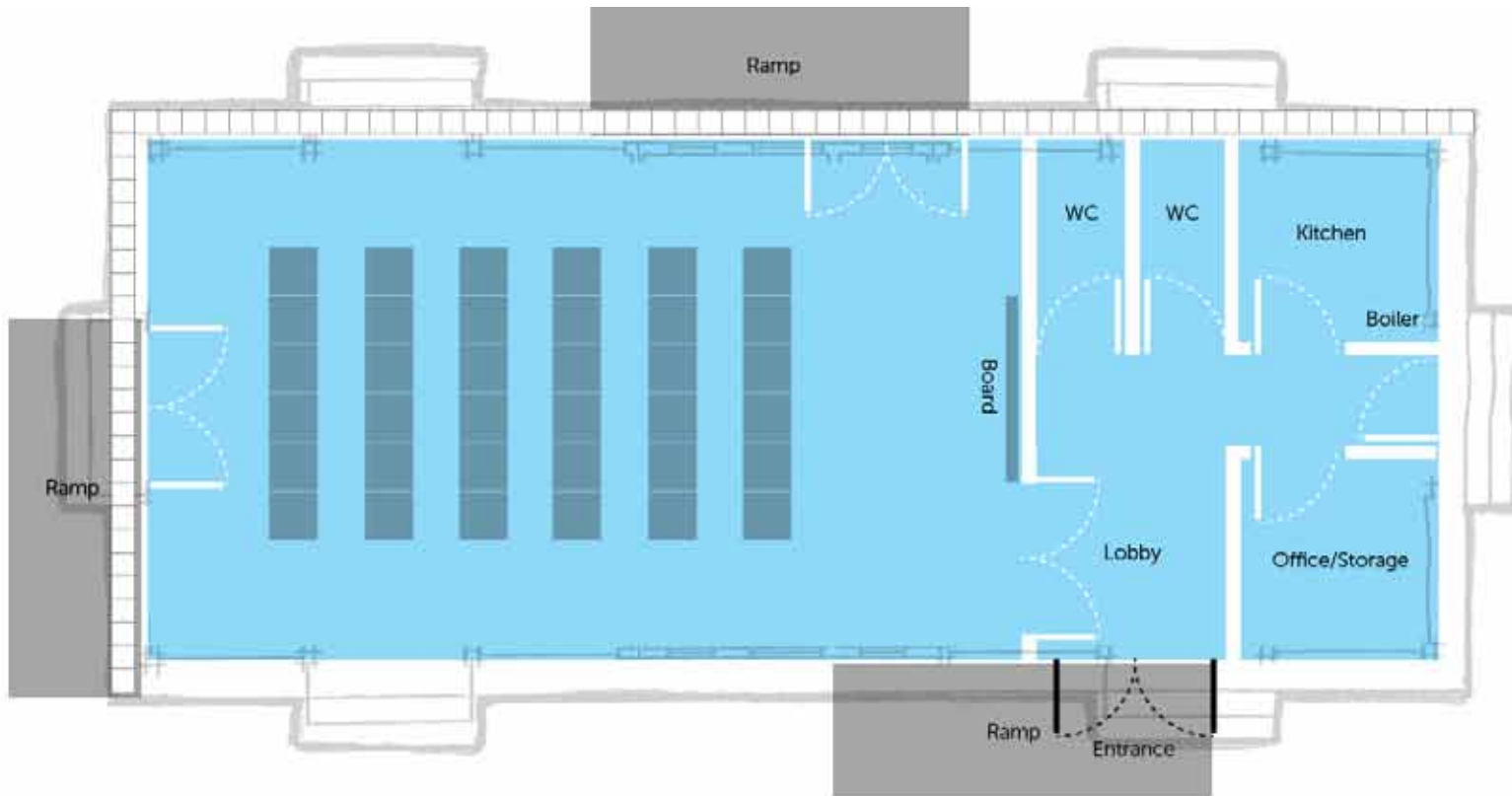


 **Beacon Hub Project**  
**REDEVELOPMENT**

A local benefactor has pledged £10,000 toward fitting out the building as a suitable facility for school parties and a further £15,000 for ongoing costs on completion.

It is anticipated that the total budget for full redevelopment will be considerably higher and that various funding sources will be explored.

Proposed layout



Existing Golf Kiosk



After redevelopment - 'Artist's impression'





## Beacon Hub Project WAYFINDING

We firmly believe that the key to the success of the Beacon Hub project is the relationship of the building to the land. We propose wayfinding trails to engage visitors, anticipating that the cost of narrative plaques marking the trails will be covered by business sponsors - for more information see 'Wayfinding.pdf' in the Appendix folder relating to this document.

It has also been mooted that a 'sculpture trail' would be an excellent addition to the (former) golf course land adding broader cultural appeal to the project and a possible further source of revenue.

'...The sculpture trail you have mentioned could be eligible to receive funding through our Grants for the arts programme. Grants for the arts is a continuous programme and you can apply at any time.

Arts Council England champions, develops and invests in artistic and cultural experiences that enrich people's lives. We do this by providing funding for arts based projects, which are not for profit and are directly intended to benefit or engage the English public.'

Ashley Egan, Arts Council England



Artist's impression of possible sculpture trail

## **Beacon Hub Project** **LAND MANAGEMENT**

Beacon Hill Local Nature Reserve is an 18.55ha site in the South Downs national park. It is a lowland Calcareous grassland ( a species rich grassland ) which is a habitat type listed in Section 41 of the Natural Environment and Rural Communities ( NERC ) Act 2006 – Habitats and Species of Principle Importance in England. These were regarded as requiring action under the UK Biodiversity Action Plan and continue to be conservation priorities under the subsequent UK Post 2010 Biodiversity Framework. 80 Species of bird and 29 species of butterfly have been recorded on the reserve, of which 11 and 4 respectively are listed in Section 41.

Changes in agricultural practices, land use and development has resulted in a dramatic decline in species rich grassland in recent decades, with approximately 97% having been lost since the 1950s. This has lead to sites becoming fragmented and isolated which can threaten the long term survival of the species found within them.



Beacon Hill LNR is an isolated site and the opportunity to expand the site into areas of the redundant golf course would enhance the reserves future. It is understood that the golf course has not received chemical treatments but has received a seaweed based fertiliser in some areas. Plants surveys and soil tests would be used to determine the most suitable areas, management techniques and restoration methods to meet the long term aim of incorporating parts of the golf course area into the reserve. This would create an opportunity for education and involvement by schools other groups through the proposed Beacon Hub to learn about this type of grassland, its importance, the associated wildlife and how to restore/create it. By encouraging people to consider how we can work to link species rich grassland sites, by using for example roadside verges, greens or our own gardens it is possible to create connecting pathways between sites leading to a larger more coherent and sustainable network.

A large proportion of the ex golf course would continue to be mown to provide areas for amenity, an outdoor classroom and feeding sites for flocking bird, some of which prefer to hunt for invertebrates in a short sward\*.

( \*Sward - an expanse of short grass. )

## Nature & Landscape

Nature and landscapes have always provided inspiration to artists and should it get the go ahead, the Beacon Hub will rapidly become a vibrant and lively local focal point for art of all types.

Local people - especially schoolchildren - will be able to participate in a regular programme of innovative art workshops, led by specialist local artists, using recycled materials of every conceivable type. From old fabrics, books and broken vintage jewellery to computer components, tiling and plumbing parts, we believe in showing how we can incorporate recycling and the best possible use of the resources around us.

Art media would include 3D collage, sculpture-making and mosaic as these lend themselves best of all to recycled material uses, but also include painting and drawing. Photography is another very important element, as the Hub, with its fantastic views and ideal position, has already attracted very positive interest from a large local photography group who wish to use the facilities both during the day, and for specialist night photography.

Another strand of our work would be Natural/Found Objects utilising materials gathered from the surrounding countryside and beaches, both of which offer a wealth rich and inspiring raw materials, and a dynamic framework in which to learn more about these wonderful natural downland and marine habitats by looking at them closely, and working with them creatively.

## Books & Stories

Fictional stories and factual readings about the natural world using books by local authors will also be woven into the workshops as additional material for the students to work with.

## Ongoing Exhibitions

Workshop participants' and Hub users' art will be displayed on the walls of the building in an ever-changing exhibition including work being created by the children and students taking part in the new Royal Society of Art's I-CARE recycled art programme linking schools, colleges and local businesses through recycled art projects.



Example of work produced by I-CARE students

## Geology

The proposed Beacon Hub Brighton has a wealth of other educational opportunities on its doorstep. From the top of Beacon Hill you can see across the local downs. Imagine how they were formed by the laying down of marine deposits during the Cretaceous period (65-100million years ago) on the then tropical seabed to form chalk followed by the pushing up and folding of the strata (the layers of chalk and underlying earlier marine deposits of greensands and gault clay) by powerful geological forces.

The result is the familiar North and South Downs escarpment with the High and Low weald between that we see today. This also provides an example of how our natural environment provides us with resources, with the chalk of the downs acting as an aquifer (giant sponge) supplying most of the residents in and around the downs with their drinking water and via springs providing water to our streams and rivers.



View south toward dew pond and barrow



## Archaeology

In the Neolithic period this area of downland was an important site for funeral rites and 2 long barrows ( 3400-2400BC scheduled ancient monuments ) are located just meters away from the proposed Beacon Hub, one in the ex golf course (National Monument No 29234) and the second on the crown of Beacon Hill (National Monument No 12775). It is worth noting that only around 500 are recorded in England. Work in 1863 to improve a cricket ground recorded a burial chamber containing 4 adult skeletons together with the graves of several other individuals in the Beacon Hill Long Barrow. Despite this damage these long barrows have survived to a significant degree and retain great archaeological potential.

**Beacon Hub Project**  
**HERITAGE (continued...)**

**Landscape**

The prominent position of the proposed Beacon Hub enables us to learn about landscape character formed by the interaction of natural factors like geology and cultural factors such as farming and other human activities. The views clearly show farming has influenced our landscape but they also show settlement patterns.

Although there has been subsequent spread of the surrounding villages it is clear that initial settlements were in the valleys. Indeed the word Dean, a common ending for village names in this area is a corruption of the old English Denu meaning little valley.



**Architecture & History**

Rottingdean village (mentioned in the Domesday Book) has a wealth of listed buildings showing architectural changes through time as building techniques and materials advanced. There are many examples flint and pebble buildings and walls which are characteristic of this area of coast and downland. The flint occurs in layers in the chalk and has been utilised as a building material over many centuries.

Rottingdean is infamous as a historic smuggling hotspot celebrated at the annual 'Smuggler's Night and famous as the home of many writers and artists such as Rudyard Kipling and Sir Edward Burne-Jones. Kipling wrote his 'Just So' stories and many poems while he lived at The Elms, overlooking the village pond.



St Wulfran's 11th century church, Ovingdean

41

## COASTLINE

The coastline is easily accessible from the proposed Beacon Hub. The Brighton to Newhaven Cliffs SSSI ( Site of Special Scientific Interest ) incorporates this area of coastline and is notified for its geological interest ( littoral and sublittoral rock ), a locally important colony of breeding seabirds, a diverse community of beetles and some rare and uncommon plants such as rock sea lavender and sea heath which can be seen growing on the cliffs at Rottingdean beach front and Ovingdean Gap.

The Chalk Cliffs and underwater habitats of chalk are rare in Europe with the greatest proportion occurring on the southern and eastern coast of England. The tidal areas of chalk ( littoral rock ) are visible at Ovingdean Gap and provide an engaging and fun opportunity for rock pooling.

Damage to these habitats has come from works such as those on coastal defence, harbours and ports, some fisheries, pollution and the displacement of native species by non native invasive species such as Japanese seaweed, which was accidentally released into the Solent in the 1970s and has since widely spread. This area is now protected by the Beachy Head West Marine Conservation Zone, designated as the chalk reefs and gullies supporting specialised communities of seaweeds and animals including the rare short snouted seahorse, are some of the best examples in the south eastern region.



An Egret hunting in the rock pools at Ovingdean Gap

Engaging adults and children in all these aspects is vital for their future protection. The Proposed Beacon Hub Brighton will act as a focal point to educate and inspire, encouraging volunteering within the wider community.

## **Beacon Hub Project** **SUPPORT**

'Brighton is one of the liveliest, most interesting and cosmopolitan cities in Europe and it's perched on the edge of one of the most important pieces of habitat that we have anywhere in Europe too. The downs are a great repository of unique life, a beautiful landscape and a treasure trove of history and culture. Developing an educational focus point for Brighton's populace to better enable them to engage with this fabulous and valuable part of the world is quite simply a fantastic and irresistible idea. Please support it !'

Chris Packham

BBC Wildlife broadcaster



'Thank you for getting in touch with the Brighton & Hove and Lewes Downs Biosphere Project about your proposal for the former pitch and putt course on Beacon Hill.

Your plans sound interesting with relevant elements to the Biosphere Project objectives, including nature conservation and environmental engagement/education of local people and as a potential gateway to the national park and coast...'

**Rich Howorth - Biosphere Project Officer**

**Brighton & Hove and Lewes Downs Biosphere Partnership**

'The Marine Conservation Society strongly supports the proposed eco education Hub in Rottingdean.

The Hub will provide a unique opportunity to inform and educate both the local and wider community - nurturing understanding and support for the local environment, including the marine ecosystems of the south coast. In turn, the Hub will play an integral roll in fulfilling education and engagement actions contained within the Brighton & Hove Local Biodiversity Action Plan and wider Sussex Biodiversity Action Plan.

With the recent Government designation of sites at Kingmere and Beachy Head West as Marine Conservation Zones, the eco education Hub at Rottingdean would act as a beneficial resource for engaging communities with their local marine sites, support involvement in environmental activities all along the coast and provide a focal point for linked communities.'

**Ed Santry - Sea Champion Coordinator**

**Marine Conservation Society**



**Beacon Hub Project**  
**SUPPORT (continued)**

'Rottingdean Parish Council welcome this idea and I am grateful for the support offered by individuals and the community to see this bid succeed. Such a development would make the extended Beacon Hill LNR a major gateway into the South Downs National Park.'

**Bob Webzell - Chair, Rottingdean Parish Council.**

'This is a formal sign of support for the eco/education hub project. Ovingdean Residents & Preservation Society would be willing from its funds to provide some form of financial support as well as from its members. Keep up the good work!'

**Russell Smith - Chair, Ovingdean Residents & Preservation Society**

'I wholeheartedly support the wonderful initiative of the Friends of Beacon Hill's "Hub" project. It will provide a great opportunity for children of all ages to engage with creatures great and small and learn more about God's marvellous creation.

I wish you every success in your project and offer our full support.'

**The Reverend Peter Wolfenden**  
**St Wulfran's Rectory, Ovingdean**

'I heartily endorse the campaign for the Beacon Hill Hub project. We have wonderful opportunities here to introduce children of all ages to the delights and discoveries of our local environment and I heartily support whatever can be achieved in that direction.'

**Father Martin Morgan**  
**The Parish Church of Saint Margaret, Rottingdean**

'I am writing in support of the eco education hub proposal as I feel it would benefit our children to explore and investigate their surroundings in a variety of ways. We would hope all our children would be able to make regular visits throughout the school year to enhance their learning further. I shared with the other heads in the locality about the proposal and they will look into it further.'

**Simon Hateley**  
**Headteacher - St Margarets C of E Primary School**

'This sounds like a great idea. I can see that it could be a lovely resource for the community and schools.'

**Jenny Aldridge**  
**Headteacher - Rudyard Kipling Primary School and nursery**

'My husband and I live in Rottingdean with our four year old son. My husband has a degree in marine biology and the two boys spend hours rock pooling. They usually attract a small posse of interested children who my husband welcomes to join in the fun. I know he would be happy to be a part of the new centre if his knowledge of marine life is of use to you.'

**Helen MacKinlay**  
**Rottingdean Resident**





**Beacon Hub Project**  
**SUPPORT (continued)**

The South Downs contains some of the most diverse and yet threatened habitats and species in south east England, and the chalk grassland found at Beacon Hill Local Nature Reserve is one such example. Protecting and extending existing chalk grassland will ensure that its rare flora - such as the round-headed rampion ('Pride of Sussex') and array of orchids - and amazing fauna - such as the Blue butterflies, skylarks, barn owls and buzzards - survive and thrive for future generations to enjoy.

Extending the Beacon Hill LNR would most certainly be a great benefit to the chalk grassland species that the reserve is known for, ensuring that this habitat and its inhabitants receive the attention and protection they need. It would offer a fantastic way for the whole community to be involved with and enjoy this amazing landscape.

Rachel Whitfield  
RSPB Community Engagement Officer  
South Downs Futurescape

The South Downs are of unquestionable international conservation importance. Without careful protection and sympathetic management the current semi-natural habitats could be seriously threatened or lost. The Beacon Hill nature reserve is beautiful site that hold some excellent examples of species rich calcareous grassland communities. This would be an excellent site for an educational facility, and would provide a real opportunity to showcase the rich biodiversity of the South Downs landscape.

Dr Niall G. Burnside  
Principal Lecturer Biogeography & Ecology Research Group.  
School of Environment & Technology, University of Brighton

The Big Lemon totally supports your plan to enhance the nature reserve and transform the disused golf cabin into an education and interpretation centre. Tourists and local students will be attracted to learn about conservation and preservation in exactly the right environment.

The Big Lemons excellent links with over 50 local schools and colleges, and we ferry nature walk groups across the South East.

As a neighbouring Community Interest Company we look forward to working in partnership with Beacon Hub Brighton CIC.

Tom Druitt  
The Big Lemon Bus Co CIC



## Beacon Hub Project SUPPORT (continued)

The Park has a firm policy of working in partnership with other organisations. Therefore, we do not establish gateways as such . But, we are keen to co-operate.

In the context of Beacon Hill, if a Community based body took over the current cafe and turned it into a cafe cum interpretation centre with a public loo with disabled access, there are possibilities of financial support. Our Sustainable Communities Fund, look this up on SDNPA website for full info, has given up to £20k for similar projects and I see no reason why, given that the Beacon Hill organisation, met all relevant criteria, that an application would not be given a hearing. On the website you will find details of how to contact our team who administer the Fund and they will be pleased to provide further info as and when there is clarity about what is to happen on the Hill.

Ken Bodfish OBE  
South Downs National Park Authority

It is excellent to see the community taking a lead on this initiative and I can see that you have put a great deal of hard work into the project to date, the key now will be to present a good business plan and case to BHCC. If you are successful in obtaining the lease then there will be opportunities for us to support your project through advice on funding, volunteer support etc.

We have been in discussions with BHCC in regard to Gateway sites to the National Park. There are many 'gateways' into the National Park ( especially from the urban areas ) and so we are keen to see a city-wide strategy that selects the most appropriate gateway sites and has a co-ordinated approach to developing information and interpretation. This is a project that may well be picked up under the Biosphere banner.

Jeremy Burgess  
Area Manager, Eastern Downs  
South Downs National Park Authority

In the 20th century Britain lost 98% of its flower-rich grasslands to agriculture. Beacon Hill Nature Reserve is one of the remaining fragments, but it is very small and so it is unlikely to support viable populations of many rare plants and animals in the long term. Extending the area is a vital step towards ensuring the future of the many beautiful and fascinating creatures that live on chalk grasslands.

Dr David Goulson  
Professor of Biology, Sussex University



## Beacon Hub Project SUPPORT (continued)

Clive Bonny has informed me that his group is looking to convert the old golf cabin on Beacon Hill into an education centre. I believe this to be a wonderful use of a local resource, rather than it going to waste and disappearing from view.

There are few spaces for small community groups as it is, and this cabin is well placed both geographically and scenically to cater for their needs.

I run the Brighton Photographers Group (membership of 630+), and I know we would make use of the venue and surrounding landscape, as we often do photo-walks around Brighton and the countryside. Being so well connected within the Brighton community I have no doubt I can encourage other groups to do the same.

Dade Freeman  
Brighton Photographers Group

Transforming the old pitch & put site by creating a classroom / exhibition space for the local community will be such a benefit to local residents and traders not just in Rottingdean and Ovingdean but further afield and will ultimately create a new generation of environmentally aware children and young people. This alongside the aim to let the land regain and absorb itself back into the Beacon Hill Nature reserve only adds strength to your cause.

We believe that connecting children and young people with artists and scientists will nurture the next generation of inventors, makers, scientists, artists and ecologists.

We would welcome the opportunity to work with you on projects in the future and thoroughly support your campaign.

Sharon Mee & Anna Gathy  
Co Directors for Arthropod Arts

Argyll Environmental Limited believes strongly in projects which support the local community and environment. We have just embarked on the Responsible Business Standard scheme, to ensure that our staff are engaged with sustainable projects and are able to contribute to our environment. We fully support the 'I CARE' project as this seems a great way for us to engage with the local community, reduce waste, create some great artwork and contribute financially. We would encourage other local businesses to take part.

Chris Taylor  
Argyll Environmental Ltd



PHASE 1 (MONTHS 1-12) Existing kiosk repaired, cleaned & decorated				
Forecast Regular Annual Expenditure incl. VAT				
Description	Payee	Amount	Detail	Notes
Business Rates	BHCC	0.00	Rateable value £13,000 with rate in the E for 2013/14 @ 47.1p	Request revaluation without golf course & educational status
Rent	BHCC	0.00	7 years rent free	BHCC keep full repairing lease on the golf course
Landline	BT	216.00	Value 12 month contract plan E15+VAT pcm = E18 pcm	Use existing landline
Water Rates	SW	800.00	2 x WCs, kitchen & irrigation of cut grass area for amenity & migratory birds	Request BHCC pay water rates for irrigation of land
Electricity	EDF	400.00	3 months open	Existing fixed meter plus key meter for kiosk
PAT inservice electrical certificate	bPat	80.00	E70 + 10 items @ E1 per item	4th edition PAT code of practice Nov 2012
Fire Safety Risk Assessment	Soverign	348.00	Check, maintain & replace fire equipment E290 + VAT	Responsible person
Health & Safety Risk Assessment		0.00	Incl. building assessment and oversee food safety standards	Responsible person
Land maintenance	BHCC	0.00	full repairing lease of golf course to be held by BHCC	Applying for HLS funding
Public liability insurance	Coversure	200.00	Reduced to 15 people on site	Need new quote for reduced capacity & event numbers
Contents insurance	Coversure	300.00	Depending on the as yet unknown value	Need new quote for reduced contents
Buildings insurance	BHCC	100.00	Jonathan Woodward (Cluttons) confirmed it is our cost but competitive	
Alarm maintenance	Languard	360.00	BT red care alarm monitoring service E30 pcm (0% finance @ Security Service)	Installed, monitored and fully maintained, needs BT landline!
Food hygiene training	FHC	105.00	Level 2 Award for Food Safety in Retail CIEH compliant (E29 +VAT) x 3 online	E92 Repeat in Phase 3 months 24-36
First aid training	St. John's	400.00	First Aid (every 3 years), Health & Safety requirements, CRB checks etc.	Repeat in Phase 3 months 24-36
Accounting & Charities Commission		0.00	700	Request charitable rate for CIO
Forecast Irregular Annual Expenditure incl. VAT		0.00		
Contract - self-employed educators		8,400.00	7 hrs @£10 p.hr. = E70 x 120 weekdays (24 week season)	local, national & international primary, high & language schools
Educational & information tools		2,500.00	web, leaflets, display boards & signage	perspex hanging display panels to let light through
Project evaluation, consultation & formation		1,135.00	soil sampling lab fees, flora & fauna identification & teaching tools	
R & D to reinstate chalk grassland & develop projects		500.00	Wheelchair access, conservation, planting & other eco education projects	
Maintenance, repairs & replacements		0.00	N/A	
Office supplies & postage		180.00	E750 p. week x 24	
Toilet paper		114.00	18 rolls x 100% recycled toilet paper	
Paper towels		97.00	1500 x 100% recycled paper towels E38.71 x 5	
Hand soap		31.00	2 x 5ltr Bio D liquid hand soap refill	
Cleaning contract		240.00	20 p. week x 12 weeks	
Kiosk supplies (3 month season)		600.00	E50 p. week x 12 (decreasing or increasing with demand)	
Sub Total		17,801.00		
10% expenditure contingency		1,780.10		
Grand Total Running Costs Phase 2		19,581.10		
Forecast Set Up Expenditure Phase 2				
Demolition & rebuilding using reduce, reuse & recycle principle		120,000.00	Estimate based on building surveyor, architect & structure engineer inspection	Approx. E1000 - E1500 per meter square
Air source heat pump		6,000.00	6000 Whole heating system	donation from EDF?
Disability ramp		0.00	included in the rebuild E100k above	
Electrical work for water heaters & heating		0.00	Electrical work offered in kind by Futuretec (TBC)	
Plumbing work for WCs & kitchen		0.00	Plumbing work donated (Ashley Tyrell)	
Carpentry work for classroom fittings		0.00	Carpentry work offered in kind by CPC (TBC)	
Kitchen sink & hotwater		0.00	100 Repair existing or replace 1 x sink & 1 x 3KW over sink instant water heater	Might have already been installed in Phase 1
2 x WCs hand basin hot water heaters		0.00	90 Repair existing or replace 2 x 3KW electric over sink instant water heaters	Might have already been installed in Phase 1
2 x hand basins incl. taps & waste		0.00	150 Repair existing or replace 2 x handbasins	Might have already been installed in Phase 1
2 x WCs		0.00	180 Repair existing or replace 2 x WCs	Might have already been installed in Phase 1
External rainwater harvesting tanks for garden use	Tanks Direct	0.00	1600 Ltr - 2 x 800 Ltr external tanks 80 x 60 x 179cm (universal connector)	donation from EDF?
Display panels for BHB Founder Members names	BeCreative	120.00	First 100 founding members' names in shape of butterfly suspended from ceiling	
Interactive whiteboard		1,000.00	Smartboard 685 (87)	
School microscope	Conrad	400.00	Leica Microsystems E52 Educational Stereo Maintenance Free Microscope	
Classroom fittings - side work benches		0.00	Fold down worktop & benches around edge with lockable gallews brackets	gratis labour & donated materials
Classroom fittings - central tables		0.00	Lockable galeleg folding tables	gratis labour & donated materials
Classroom fittings - chairs		0.00	35 chairs	already donated
Display panels		120.00	8 panel folding display board white 200cm x 240cm	
Sub Total		127,640.00		
10% expenditure contingency		12,764.00		
Grand Total Set Up Costs Phase 2		140,404.00		
Combined Running Costs & Set Up Costs Phase 2		159,985.10		
Forecast Income at 35 person capacity (145m2)				
Adult Membership Renewals & New Members		2,000.00	100 Founding Members renew plus 100 New Members at E10 each (not incl. on Butterfly display)	Annual membership attracts a number of benefits incl. discounts/members only events/early bird privileges/ membership pack etc.
Child Membership Renewals & New Members		200.00	25 Founding Child Members renew plus 25 New Child Members at E4 each	Annual membership attracts a number of benefits incl. discounts/members only events/early bird privileges/ membership pack etc.
Weekend 'hub eco club'		288.00	E4 p. child = 6 children x E4 = E24 per 2 hr session x 2 sessions p.day for 6 days	incl. rock pooling, flora & fauna surveys, bird spotting etc.
Dark Skies Events		540.00	E6 p. person x 30 = E180 per event x 3 events = E540	incl. hot dog & warm drink
Sculpture/Nature Trail		150.00	50 people x E3 per trail map	
1st Birthday - Community Family picnic & mini fair		300.00	Donations towards games e.g. Hook a duck, coconut shy, egg & spoon race etc.	
1st Birthday - Members only dinner party & speaker		360.00	Tickets E12 each x 30	
34 parking spaces (20 cars x E2 per day x 12 weeks)		480.00	"If you like what we're doing here please make a donation to BHB" - E2 suggested	Free parking with donations box emptied daily
Pitch rental for special events (E.30 x 1 events)		30.00	e.g. ice cream van concession for existing & Beacon Hub Brighton special events	Marathon, kite Festival, Village Fair
Total		4,348.00		
25% giftaid		1,087.00		
Project funding applications & crowd funding		120,000.00	Big Lottery Fund, Match Funding, Social Enterprise, Growth Fund Accelerator, DIY SOS etc	Will any of this be eligible for 25% giftaid?
Kiosk hatch (3 months season/12 weeks)		5,400.00	E250 per weekdays (10 visitors @ E5 x 5 days) + E200 per weekend day (20 visitors @ E5 x 2 days)	Espresso machine, filled baguettes & homemade cakes
Sub Total Income Phase 2		130,835.00		
BALANCE carried over from Phase 1		30,190.80		
Grand Total BALANCE carried over & Income Phase 2		161,025.80		
BALANCE to carry over to Phase 3		1,040.70	Charitable Incorporated Organisation surplus used to expand promote BHB to schools nationwide	
PHASE 3 (Months 24 -36) 35 person capacity				
Forecast Regular Annual Expenditure incl. VAT				
Description	Payee	Amount	Detail	Notes
Business Rates	BHCC	0.00	Rateable value £13,000 with rate in the E for 2013/14 @ 47.1p	This should have been reduced to zero educational status during Phase 1
Rent	BHCC	0.00	7 years rent free	BHCC keep full repairing lease on the golf course
Landline	BT	216.00	Value 12 month contract plan E15+VAT pcm = E18 pcm	Use existing landline
Water Rates	SW	800.00	2 x WCs, kitchen & irrigation of cut grass area for amenity & migratory birds	Request BHCC pay water rates for irrigation of land
Electricity	EDF	400.00	3 months open	Existing fixed meter plus key meter for kiosk
PAT inservice electrical certificate	bPat	80.00	E70 + 10 items @ E1 per item	4th edition PAT code of practice Nov 2012
Fire Safety Risk Assessment	Soverign	290.00	Check, maintain & replace fire equipment E290 + VAT	Responsible person
Health & Safety Risk Assessment		0.00	Incl. building assessment and oversee food safety standards	Responsible person
Land maintenance	BHCC	0.00	full repairing lease of golf course to be held by BHCC	Applying for HLS funding
R & D to reinstate chalk grassland & planing project		500.00	Extend chalk grassland and create bee & butterfly planting projects	Continued development of the land to benefit biodiversity
Public liability insurance	Coversure	300.00	35 people capacity classroom	Need new quote for increased capacity & event numbers
Contents insurance	Coversure	400.00	Depending on the as yet unknown value	Need new quote for contents
Buildings insurance	BHCC	100.00	Jonathan Woodward (Cluttons) confirmed it is our cost but competitive	
Alarm maintenance	Languard	360.00	BT red care alarm monitoring service E30 pcm (0% finance @ Security Service)	Installed, monitored and fully maintained, needs BT landline!
Accounting & Charities Commission	Robinson?	0.00	700	Request charitable rate for CIO
Forecast Irregular Annual Expenditure incl. VAT		0.00		
Contract - self-employed educators		8,400.00	7 hrs @£10 p.hr. = E70 x 120 days	
Educational & information tools		1,500.00	leaflets, display boards & signage	perspex hanging display panels to let light through
Project evaluation, consultation & formation		1,135.00	soil sampling lab fees, flora & fauna identification & teaching tools	
Maintenance, repairs & replacements		200.00	Internal & external	
Electrical work for maintenance		0.00	Electrical work offered in kind by Futuretec (TBC)	
Plumbing work for maintenance		0.00	Plumbing work donated Ashley Tyrell (TBC)	
Carpentry work for maintenance		0.00	Carpentry work offered in kind by CPC (TBC)	
Office supplies & postage		400.00	E15 p. week x 40	
Toilet paper		228.82	36 rolls x 100% recycled toilet paper	
Paper towels		194.00	3000 x 100% recycled paper towels E38.71 x 5	
Hand soap		62.00	4 x 5ltr Bio D liquid hand soap refill	
Cleaning contract		800.00	20 p. week x 40 weeks	
Kiosk supplies (6 month season)		2,000.00	E50 p. week x 40 (decreasing or increasing with demand)	
Sub Total		18,365.82		
10% expenditure contingency		1,836.58		
Grand Total Running Costs Phase 3		20,202.40		
Annual Running Costs Phase 3		20,202.40		
Forecast Income at 35 person capacity (145m2)				
Environmental education			Guided youth & adult conservation workshops around seasonal nature	30 kids + 2 teachers + 2 warden/guide (35 people max)
2 x 2.5hr sessions p. day (Mon-Fri 9.30am-3.30pm)		23,040.00	E6 p. student/teacher = 32 x E6 = E192 x 5 days x 24 weeks = 120 days x E192	incl. rock pooling, flora & fauna surveys, bird spotting etc.
Adult Membership Renewals & New Members		2,000.00	100 Founding Members renew plus 100 New Members at E10 each (not incl. on Butterfly display)	Annual membership attracts a number of benefits incl. discounts/members only events/early bird privileges/ membership pack etc.
Child Membership Renewals & New Members		200.00	25 Founding Child Members renew plus 25 New Child Members at E4 each	Annual membership attracts a number of benefits incl. discounts/members only events/early bird privileges/ membership pack etc.
Weekend 'hub eco club'		288.00	E4 p. child = 6 children x E4 = E24 per 2 hr session x 2 sessions p.day for 6 days	incl. rock pooling, flora & fauna surveys, bird spotting etc.
Dark Skies Events		1,080.00	E6 p. person x 30 = E180 per event x 6 events = E1080	
Conscious Cinema		480.00	monthly eco cinema night & discussion x 6 (E4 p.person x 20)	
Community/Interest groups		1,040.00	8 x E100 full day rentals E800 + 24 x E10 p. hr eve. rental = E240	
Sculpture/Nature Trail		150.00	50 people x E3 per trail map	
2nd Birthday - Family picnic & mini fair		400.00	Donations towards games e.g. Hook a duck, coconut shy, egg & spoon race etc.	
2nd Birthday - Members only dinner party & speaker		360.00	Tickets E12 each x 30	
34 parking spaces (20 cars x E2 per day x 24 weeks)		960.00	"If you like what we're doing here please make a donation to BHB" - E2 suggested	Free parking with donations box emptied daily
Pitch rental for special events (E.30 x 5 events)		150.00	e.g. ice cream van concession for existing & Beacon Hub Brighton special events	Marathon, kite Festival, Village Fair
Total		30,148.00		
25% giftaid		7,537.00		
Kiosk hatch (6 months season/24 weeks)		10,800.00	E250 per weekdays (10 visitors @ E5) + E200 per weekend day (20 visitors @ E5)	Espresso machine, filled baguettes & homemade cakes
Sub Total Income Phase 3		48,485.00		
BALANCE carried over from Phase 2		1,040.70		
Grand Total BALANCE carried over & Income Phase 3		49,525.70		
BALANCE to carry over to Phase 4		29,323.30	CIO surplus invested into expansion of educational projects	
The Forecast Income Phases 3 has the potential to be increased with extra publicity, fund-raising, projects and donations				



# Beacon Hub Project

## PHASE 1 PROGRESS REPORT

The group have secured the services of an architect, surveyor and structural engineer who have measured and drawn up the existing building, and are now working with us on the redevelopment brief with the assistance of Roger Amerena (Brighton & Hove Heritage Commissioner). Once initial plans of the 35 capacity classroom, kitchen/kiosk and small office have been drawn up and agreed, we will launch a community consultation via the Rottingdean and Ovingdean Village websites and Beacon Hub Brighton Facebook page to seek further support and input on the design from local residents and businesses. Following this process, final plans will be drawn up and submitted with a formal planning application to the South Downs National Park Authority or Brighton and Hove City council in August. We have also managed to recruit a further gratis Treasurer, plumber, electrician, carpenter and decorator to reduce the conversion costs.

We are near to completing the online registration of a Charitable Incorporated Organisation with the Charities Commission (see documentation Appendix 1), as we need to raise a further £110k in addition to the £10k we have already secured towards building costs. This will cover the kiosk redevelopment costs. We will raise this additional amount through grant funding applications, corporate funding, the Royal Society of Arts crowd funding system and a Beacon Hub Brighton founder membership scheme. A fund-raising event has been held. 3 more events are currently being planned.

**Total Project Set Up Cost = £260,000**

Projected cost for redevelopment: £120,000 + estimated voluntary contribution (£140,000) Voluntary contribution is calculated at £250 per day per professional and £150 per tradesman.

Thus far we have lodged Expressions of Interest with the the South Down National Park Authority (Sustainable Communities Fund) and have one pending with the Heritage Fund. We have applied for funding to the Hedley fund. We will also be applying to Coast to Capital & Brighton City Region Business Growth Grant (RGF), People's Millions, The Co-operative Bank Community Directplus Customer Donations, Ernest Cook Trust, Big Lemons Community Fund and Skinners Company. Applications pending as follows (see table below).

REDEVELOPMENT FUNDING SOURCES		
Funding Body	Amount Requested	Secured Yes/No/ Decision Date
Rottingdean Parish Council	£1000	2/6/2014
SDNPA Community Sustainability Fund	£20,000	No
Heritage Fund	£56,000	No
BHCC Environ. Sustainability Fund	£3,000	No
Hedley Foundation	£10,000	No
RSA Crowd Funding	£20,000	No
Private Donation (building only)	£10,000	Yes
<b>TOTAL</b>	<b>£120,000</b>	

### Contingency Plan

We propose that if after 12 months from the signing of the lease we are unable to secure the extra £110,000 required to convert the cabin we will either, continue Phase 1 business in the existing cabin if this has proved sustainable, or return the building to BHCC so that another leaseholder can be found.

**OBJECTS OF THE CIO**

To carry on activities will which benefit the community and in particular (without limitation) to create a centre of outstanding education specialising in the neighbouring Beacon Hill Local Nature Reserve’s flora and fauna, the Beachy Head West newly designated Marine Conservation Zone’s marine life, the arts and crafts, utilising an indoor and outdoor classroom that provides a safe, welcoming and encouraging environment for adults and children to learn how best to protect and improve their natural environment through expert workshops, interactive information and displays, that supports and promotes conservation, archaeology, heritage, the arts, health and well-being, encourages team building and creates local employment through projects that bring together local artists, conservation experts and education professionals to work together on continuing improvements for the good of the project and community, working in open co-operation with Brighton & Hove City Council, Friends Of Beacon Hill, Beacon Hill Working Group, The Deans Beach & Environment Volunteers, Ovingdean Residents & Preservation Society, Rottingdean Parish Council, all local schools, colleges and universities, South Downs National Park Authority, Sussex Wildlife Trust, Group, Royal Society for the Protection of Birds, Butterfly Conservation and the Marine Conservation Society to encourage free thinking, inclusion, access and support for the community as a whole and all who use the facility.

(See Appendix 1 for full CIO constitution)

**CIO TRUSTEES:**

Libby Darling      CEO  
 Atlanta Cook      Secretary  
 Clive Bonny      Business Consultant & Mentor  
 Jay Butler      Project Manager  
 Jo Spickett      Conservation Advisor

**SPECIALIST ROLES:**

Ross Christie      Treasurer  
 Nick Bowering      Artistic Advisor  
 Claire Morgan      Recreation & Parks Advisor  
 Steve Wedd      Legal Advisor  
 Boyd Darling      Sustainable Energy Advisor  
 Keith Pryke      Building Advisor  
 Hazel Brook      Health & Safety Advisor

**CONTACTS:**

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**Jay Butler:**      01273 302381  
                                  07809 524070  
                                  jay@becreative.co.uk

WEEKLY VOLUNTEER TIMETABLE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	J Butler & J Spickett	L Darling	L Darling	A Cook	A Cook	( See below )	( See below )
Weekend Volunteer Rollover: B Darling 1st Sat   L Ramsey 1st Sun   P Poucher 2nd Sat   Closed 2nd Sun   L Darling 3rd Sat   A Cook 3rd Sun   J Butler 4th Sat   J Spickett 4th Sun							



**Beacon Hub Project**

## **BIOGRAPHY**

**Libby Darling - CEO**

As a keen dog and health walker, amateur ecologist & conservationist living in Rottingdean, Beacon Hill has been a constant in my everyday life. I've watched it develop with Brighton & Hove City Council support and intervention as it gained Nature Reserve status and educating mine and other children on the hill from sketch and draw nature walks to butterfly surveys, fills me with a huge amount of enjoyment. It is with all of this in mind that I have become involved in the Beacon Hub Brighton project. I recognise that there is growing local support for an education centre for all, with the benefits of being adjacent to a Nature Reserve and the Ovingdean and Rottingdean coast.

I am a co-founder of volunteer group the Deans Beach & Environment Volunteers (DB&EV) which supports the local marine areas of Ovingdean, Rottingdean and Saltdean through monthly beach cleans and taking part in Marine Conservation Society (MCS) 'big beach watch' surveys. Supported by the MCS and in partnership with Brighton & Hove City Clean. I am also an MCS Sea Champion and involved in MCS activities across the South East community. I am also Vice Chair of Friends of Beacon Hill, a constituted group of dedicated volunteers that support and work to maintain and promote the Beacon Hill Nature Reserve.

I currently work for the NHS with the Children Integrated Therapy Services as part of the community physiotherapy team in East Sussex. I work in pre-, primary and secondary schools delivering physiotherapy programmes to support children with complex needs.

Part of my job is to work with families supporting their needs in home settings and to work alongside a team of speech, language and occupational therapists to ensure the best outcomes for children and families across the county.

I am a trained Early Years teacher and have worked with Special Needs children in various school settings to support their learning and education, teaching them a love of learning and supporting inclusion through strategic planning in the class and Whole School. I utilise my knowledge of arts and crafts, fitness and yoga, and my own interest in local conservation to reinforce learning.

I also a trained as a ceramic and surface pattern designer and have worked as a botanical artist, as well as in galleries specialising in marketing and sales.



**Beacon Hub Project**

## **BIOGRAPHY**

Atlanta Cook BA (Hons) - Secretary

I run an independent marine environment consultancy service in Rottingdean ([www.atlantacook.co.uk](http://www.atlantacook.co.uk)) that provides educational workshops/talks on water/marine pollution issues, and actively campaigns to protect the UK's marine environment, river systems and freshwater table. I am a dynamic co-ordinator and educator wishing to extend and embellish the existing conservation work being carried out in the Rottingdean and Ovingdean parishes to make it attractive to younger generations growing up in the area, who will ultimately be its future guardians.

Having worked on water protection, renewable energy and other sustainability issues since 1990, my goal is to share my substantial environmental campaigning knowledge with the next generation of activists and campaigners, NGO workers, community leaders and school children, to better enable them to deal with the adverse effects of climate change, increased water pollution and wildlife loss.

As an Honorary Life Member of Surfers Against Sewage (SAS) I have supported and promoted all SAS campaigns since the formation of the group in 1990. Through my extensive environmental and media network I educate and encourage new generations of recreational water users to protect their valued water environment.

I supported the creation of Marine Conservation Zones (MCZs) at both the EU level, whilst acting as the co-ordinator of Stichting Seas At Risk Federation working on the Water Framework Directive OSPAR Marine Protected Areas & Natura 2000, and at national level through the Marine Conservation Society's (MCS) MPAs campaign.

As an MCS Sea Champion, my role is to improve community engagement with existing MCS campaigns and to enhance my local actions to prevent coastal and marine pollution relevant to the recently designated Beachy Head West rMCZ no. 13.2 - which includes the sensitive chalk reef adjacent to the Beacon Hill Local Nature Reserve.

Having formed Deans Beach & Environment Volunteers with Libby Darling in 2012 to increase beach cleaning activity in Saltdean, Rottingdean & Ovingdean, it has become clear to us that local people want to physically help protect the environment, but feel frustrated when there are no local groups facilitating action. Now that our regular monthly beach cleans are fully established, we wish to turn our attentions to plastics pollution on the Local Nature Reserve (LNR), roadsides and parks. Libby Darling has taken on the role of Vice Chair of Friends of Beacon Hill and initiated the Beacon Hub Brighton project to protect and extend the LNR and increase our ability to outreach and educate on sustainability.

In our opinion Beacon Hub Brighton is an attractive outdoor classroom with vista to and close proximity to Beachy Head West MCZ that could facilitate an economically sustainable clear line of communication on wildlife conservation and marine protection between the EU, Westminster and the local populous. Alongside numerous opportunities to 'get out there' and experience nature itself, Beacon Hub Brighton will provide a much needed focal point and muster location for discussion on conservation, preventions and preservation issues.





**Beacon Hub Project**

## **BIOGRAPHY**

Clive Bonny FRSA, CMC, MBCS - Business Consultant & Mentor

I have been helping private and public enterprises develop and sustain social and environmental responsibility programmes for over 25 years. These have enhanced community regeneration programmes, education provision and business continuity.

My volunteer work has included a year as a VSO Mission school teacher in Zimbabwe; co-founding Salopian Business Association, a not-for-profit education forum; delivering Social Media Masterclasses for two years under the Albion FC Want to Work Apprentices scheme; and managing RSA funded projects for three years to promote student interactive learning in design, manufacturing and marketing to employers.

My clients include professional bodies and high growth SMEs with an aim of developing diverse social enterprises with corporate responsibility standards. I promotes the Mindful Employer well-being charter for vulnerable persons and hold clearance to Enhanced and Baseline Personnel Security Standards. I am trained by Government to conduct background security approvals to enable others to work in sensitive public posts. I am also an assessor for Investors in Excellence and Responsible Business Standards. My business Strategic Management Partners has achieved the Gold Standard assessed by the Organisation for Responsible Businesses .

My interim management roles have included: IDeA consultant and trainer for public funded bodies; launching a renewable energy design for off-grid buildings; designing CSR and global ethics programmes for corporate; assessing for the Institute Certified

Management Consultancy Award. I have also co-authored and co-edited research and advice on global ethics and corporate social responsibility standards and trends, published by The Economist, and written four books on marketing communications and professional development.

I have been an active member of professional standards bodies including the Chartered Management Institute; Chartered Institute of Personnel and Development; Royal Society of Arts Manufactures and Commerce; British Computer Society; Professional Mediators Association and the Intellectual Property Office. I am currently on a three year contract to deliver the Government funded GrowthAccelerator programme to enterprises with high growth innovation potential. The objective of GrowthAccelerator is to create 70,000 jobs with gross value added revenues of £2 billion. My sector support includes private and social enterprises in leisure and tourism, education and health, environment consulting, and heritage sites.

My role with Beacon Hub Brighton is to offer external professional advice to help the CIC develop sustainable growth with engaged community support.



**Beacon Hub Project**

## **BIOGRAPHY**

Jay Butler BA (Hons) - Project Manager

Brought up in the Midlands, my playgrounds were the towpath of the Grand Union Canal and the banks of the River Soar. I was captivated by the rich variety of fish, amphibian and insect life, later, birdlife too became a passion. My heroes were David Attenborough and Jacques-Yves Cousteau and I dreamed of rainforests and coral reefs - I vowed that I would one day live by the coast.

In 1977 the dream became a reality when I moved to Brighton Art College to study graphic design under Raymond Briggs (creator of The Snowman and Fungus the Bogeyman). I was also accepted as a fellow of the Royal Society of Watercolour Artists and have been published in the Penrose Annual. My degree was supplemented by a PGCE as an art teacher from the University of Sussex. After university, I worked as an illustrator, and worked in the United States as an art and ceramics teacher, before returning to Brighton to work as the art editor of a monthly magazine. I moved on to become variously, a studio manager and art director for a number of Sussex-based design agencies.

I set up my own design and advertising business, Be Creative, with my wife Tracey almost twenty years ago. Over the years our company has serviced the accounts of many blue chip and local companies, as well as producing branding, creative work and printed collateral for charities and community groups (often free of charge) such as Action Medical, Asthma UK, Raleigh, Recycle – Western Riverside, Child Safe Zones – Community Alerts, Team Boris, PARC (local youth charity), Chestnut Tree House and St Barnabus House, Young Epilepsy, The Angling Trust, Jail Guitar Doors and the Samaritans.

Last year, working alongside Neil Laughton, explorer and entrepreneur, Be Creative was a sponsoring partner and instrumental in organising and publicising The Great Sussex Bath Race - a fun event for commercial companies to help raise funds for Chestnut Tree House (Children's Hospice) and Lifecentre (for young victims of AIDS and sexual abuse).

In 2000, I moved to Ovingdean with Tracey and our two children. As a committee member of Ovingdean Residents & Preservation Society (ORPS), I have edited and produced its newsletter for ten years. More recently I have become a committee member and 'labourer' for Friends of Beacon Hill and joined the Deans Beach & Environment Volunteers. Two years ago, under the auspices of ORPS, I created seventeen (graffiti proof) panels as part of the refurbishment of the pedestrian tunnel at Ovingdean Gap. The images on the panels are photomontages of wildlife pertaining to Beacon Hill LNR and Ovingdean beach largely based on my own photographic work. I have also worked with the Beacon Hill LNR to produce the existing context boards as well as designing (FOC) many posters publicising events such as moth nights, bird walks and rock-pooling events. Recently Be Creative has produced a community website for Ovingdean village of which I am also an editor.

My involvement with the Beacon Hub project is inspired by a desire to pass on to the next generation my passions for wildlife, the environment, art and heritage and I am committed, should our bid be successful to help carry the project forward by applying the skills I have available to attaining its goals.



## Joanne Spickett BSc (Hons) - Conservation Advisor

Coming from a farming background, I developed a passionate interest in the natural environment as a child which has continued into my adult life. I have been fortunate to base my career around this passion and still find it exciting to see a new species or learn something new about the environment in which we live. I am inspired everyday while walking my dogs on Beacon Hill by the amazing landscape of the South Downs and coastline.

I have 20 years experience working in farming related sectors including arable, horticultural and livestock. The last six years have been focused on working with farmers and land owners to develop stewardship schemes to enhance and protect habitats, wildlife, archaeology, natural resources and landscape character. In this role I developed a specialist focus and knowledge of species rich grassland working on lowland calcareous grassland, lowland neutral meadows and lowland acid grassland. I have assessed, monitored (in line with JNCC guidance) and provided advice on the management of these sites including many Site of Special Scientific Interest (SSSI) and Site of Nature Conservation interest (SNCI). I have provided training to colleagues on the identification of plant species and assessment of species rich grassland as well as techniques for the creation, restoration and enhancement of sites. I have a wealth of experience in developing relationships with partner organisations having worked with many (i.e. English Heritage, Environment Agency, Forestry Commission, Areas of outstanding Natural Beauty Units, RSPB, Butterfly Conservation, Local Authorities) in order to deliver a rounded approach to conservation.

On moving to Rottingdean last September I wanted to utilise my skill base. I joined Friend of Beacon Hill NR (as treasurer) and regularly volunteer on the workdays. I am also part of the Beacon Hill NR Working group responsible for managing and monitoring the Nature Reserve. I am working closely with the BHCC Park Ranger and other members of the working group to further develop the management plan and monitoring strategy for the Nature Reserve. I am also a member of the Deans Beach and Environment Volunteer group regularly taking part the monthly beach cleans.

I believe that Beacon Hub Brighton, being in an easily accessible and prominent location, provides a unique opportunity to engage children and adults with not only the nature and conservation aspects of Beacon Hill NR but also the local archaeology, marine environment, landscape character, social and cultural history, formation of the South Downs and the resulting geology to name a few. In addition the stunning location will provide inspiration for arts and crafts.

# Beacon Hill Local Nature Reserve WILDLIFE REPORT 2013/14

Condensed report reproduced with the kind permission of Beacon Hill LNR Working Group. The complete report is contained in the appendix to this document (Beacon Hill Report.pdf).

“A very well controlled reserve containing a rich diversity of plants, insects and wildlife. Managed largely by volunteers (aided by Herdwick and Highland Sheep in the winter months). It shows what can be achieved by local people, with a passion for the environment, of all ages. This is not achieved by accident but is the result of dedicated work and a real community effort. The creation of a ‘Friends Group’ was noted which will be of great benefit especially for future protection of the site. A well-deserved Gold Award in the Conservation Area class.”

Reg Harrison, South and South-East in Bloom 2013 judge.



It is easy to take for granted this pristine chalk downland Nature Reserve. It is one that experts enthuse over and nature-lovers travel many miles to visit and enjoy. It is as it is today because of the dedicated efforts of both Working Group Members and a real community effort which aims to work in partnership to assure that the Beacon Hill LNR we have today is passed on better maintained and better understood by those generations that follow us.

## Stewardship

Calcareous grassland (or alkaline grassland) is an ecosystem associated with thin basic soil, such as that on chalk and limestone downland. Plants on calcareous grassland are typically short and hardy, and include grasses and herbs such as clover. Calcareous grassland is an important habitat for insects, particularly butterflies, and is kept in this balance by grazing animals, usually sheep but sometimes cattle. (Wikipedia, 2013).

Over the whole of the South Downs, only 3% of these grasslands remain, the rest having been destroyed by ploughing. There is no evidence or record of ploughing on Beacon Hill for over a century, probably two. The Beacon Hill grassland had become degraded through general lack of management from the last war until the formal creation of the Local Nature Reserve in 2004.

As we enter a third year in which the City Council prepare to graze our LNR with mixed groups of Herdwick and upland sheep, evidence suggests we are recreating on Beacon Hill the circumstances to maintain the regeneration of grass sward. And as our specialists monitor and study it, we continue to discover new plants and other natural findings that suggest our efforts are overcoming the degradation that has taken place.



## Beacon Hill Local Nature Reserve WILDLIFE REPORT (continued...)

### Local Flora

Having added to the flora species list since taking over the butterfly recording, it was with some surprise that in 2013 I should add few more. In North Wood some clumps of Italian Lords & Ladies were found, and along the edge of this wood the shrub Purging Buckthorn was noted. Common around the Rottingdean area and spreading nearly all the way into Kemp Town and Marina, Rock Sea-lavender finally encroached our Reserve along the wall near the café, and similarly another coastal plant Buckshorn Plantain also appeared. I guess White Dead-nettle and Field Forget-me-not could easily have been overlooked in the past, or even taken for granted they were on the list. Also common, and new to the list, were Sun Spurge, Equal-leaved Knotgrass and Pineapple-weed.

The botanical year first sees Bluebells, Lesser Celandine and Dandelion, and the appearance of two attractive plants – Star of Bethlehem, in the grass alongside South Wood; and Ipheion, beside the allotments. Another ‘garden escape’, and new to the Reserve, was Grape Hyacinth, found in April. Last year I wrote about how late most of the flowers seemed to be - this year it was even longer with many plants not flowering 3-4 weeks later than normal. The Spring rainfall gave the grasses some tremendous growth but nature has a way of balancing out and all the common plants of the area seemed to be in good numbers. Whilst peering through the grasses in search of Pyramidal Orchids, a cluster of Common Spotted Orchids were found. Strangely this species is not more abundant than one would expect. As usual there was a good showing of Cowslips and Round-headed Rampion.

The old dewpond was strimmed at the end of August and it is hoped this won't adversely affect the species found here and nowhere else in the Reserve. These include Fairy Flax, Quaking Grass, Bastard Toadflax, Kidney Vetch, Wild Thyme and Squinancywort, as well as being the easiest place to see Pyramidal Orchids.

Last year it was Wild Carrot and Ragwort that seemed to flourish beyond expectations. This year the Knapweeds did well, as did Red Bartsia and Agrimony though Ragwort came through the grasses late on and gave butterflies some nectar in September when most of the other plants had died off. Late butterflies do need plants to nectar on and it is a great pity we do not have Betony and Common Fleabane on the Reserve and that there is not more Marjoram or Hemp Agrimony. Rosy Garlic, found by the water tanks last year for the first time flowered again. Regretably there was no sign of seeding of Grass Vetchling, which was found last year, nor was Rough Poppy found again in spite of two plants flourishing. Having been involved with some of the guided walks this year, it is worth repeating some comments made on the lack of Poppies and Thistles to be found and how many appreciated the abundance of Round-headed Rampion (or Pride of Sussex) when it was explained that it was limited to the



'Pride of Sussex'

downs of South East of England. I'm sure some of these visitors will come back next year of their own accord to see the slopes full of Cowslips, to admire the colourful Sainfoin and Field Scabious, and to see whether they can spot an orchid.

Some 193 plant species are listed for 2013 including 70% of species which comprise the European priority CG2a designated list.



## Beacon Hill Local Nature Reserve WILDLIFE REPORT (continued...)

### Beacon Hill Butterflies

After an extremely slow start of the year, and cold conditions even right into May, things began to brighten up and by July there were some very high counts. The highest transect count was achieved on 24th July with 390 butterflies in total. On that day there were also two individual record highs - 77 Small/Essex Skippers and 80 Gatekeepers. During the early months it was nice to record a few Small Tortoiseshells and on a couple of occasions there were many more locally, but just outside the recording route. Peacocks, too, were counted in reasonable numbers through the season, but the other large butterflies like Comma (2), Red Admiral (4) and Painted Lady (5) were well down on what might be expected here. Dark Green Fritillaries were present in reduced numbers and in August three Clouded Yellows were seen. But it was the smaller butterflies that were doing well this year. Small/Essex Skippers were helped by the record count of 77, but the total of 143 easily beats previous years. Common Blues too were doing well, especially in section 6, but not quite up to the highs of 2010. The success story at Beacon Hill has been the increase in numbers of Small Heath, from none at all in 2003 rapidly increasing each year up to 2012 when a total of 275 were counted.

Of the commoner butterflies Marbled Whites and Meadow Browns were down on the peaks of the last couple of years, but Large Whites did really well as did Small White with a combined total of well over 200 making this the best year since at least 2003. Gatekeepers also did really well this summer with a total of 236 beating the previous record of 201 in 2004.

Butterflies which are regarded as scarce on the Reserve had fluctuating numbers, but it was nevertheless pleasing to record Dingy Skipper, Chalkhill Blue, Holly Blue, Brown Argus and Wall Brown, though disappointing not to find any Brimstone or Orange-tip in the Spring, nor Adonis Blues later in the year.

28 species were recorded on the Beacon Hill in 2013.



Chalkhill Blue butterfly



## Beacon Hill Local Nature Reserve WILDLIFE REPORT (continued...)

### Beacon Hill Birds

As in 2012, the Skylarks appear to have had a satisfactory year in 2013. In early spring, around fifteen to twenty birds were present and I estimate that 5 - 7 pairs bred. As it happened my visits did not coincide in 2013 with activity by family parties, so breeding success has been hard to judge. In high summer, the birds are quiet (and may even move temporarily out of the area). Public behaviour during the breeding season has seemed to me to be very good. As in May 2012, we had a couple of well-attended walks, concentrating on the Skylarks: as in 2012, the weather in the morning was fine, but the afternoon event rather suffered as a strong wind had got up. 2013 has been marked by a lengthy cold and damp period through spring, followed by a lengthy period of sustained warm, often hot, and dry weather. It remains to be seen whether our birds enjoyed a good breeding season. We will have to see (and deduce from national and county data) how the breeding season has gone. What I believe to be the first records of three species have been noted this year: Little Egret, Whimbrel, and Mediterranean Gull. It is a cause for celebration that the pair of Little Owls bred successfully somewhere near the Horse Paddocks, despite the loss in 2012 of their favourite trees at the bottom of the Allotments.

80 bird species are listed for the Beacon Hill LNR.



Little Owls at home on Beacon Hill

## Beacon Hub Project IN CONCLUSION...

200 years ago, William Harrison Ainsworth described the view from Beacon Hill in his novel 'Ovingdean Grange' thus:

'How pleasing is the prospect! How fresh the air that visits us! No breeze so fine and invigorating as that of these Sussex downs; no turf so springy to the foot as their smooth greensward. A flock of larks flies past us... Behind and around on every side, save towards the sea, are downs - downs with patches of purple heather or grey gorse clothing their sides...'

Sadly but inevitably, building development and 'urban creep' (averaging currently in the UK between 0.4 and 1.1 sq m/house/year) has altered the vista in the interim, almost beyond recognition.

Eminent scientists, MacArthur and Wilson's 1967 'Theory of Island Biogeography' is significant in respect of the Beacon Hill nature reserve. In his 1975 publication 'The island Dilemma; Lessons of Biogeographic studies for the design of nature reserves', Jared Diamond augments the theory, stating that: '...insularity can occur under natural conditions on the mainland - a mountain top, a large tract of woodland surrounded by meadow'. Presumably, this applies equally to a downland hill bounded by the sea, monoculture (including golf courses!) and urban development. 'As humanity chops the world's landscape into pieces - those pieces become islands too. A nature reserve is by definition an island of protection and relative stability in an ocean of jeopardy and change...'

In recent years, 'connectivity' has become an important concept in Biogeography theory, where linking habitats (via wildflower verges for example) is proven to be beneficial.

Jared's 'design principle' for nature reserves suggests that: 'A large reserve can hold more species at equilibrium than a small reserve.'

'Large' is a relative term, but it is perfectly obvious that by extending the Beacon Hill nature reserve it becomes 'larger' and therefore theoretically more stable in terms of biodiversity.

The RSPB recently issued a press release containing the following. 'There has been a dramatic decline in the population of some of the UK's most common countryside birds. Some familiar birds have disappeared completely since the 1990s, according to the charity's State of the UK's Birds report.

The Skylark, a familiar sight on Beacon Hill is designated 'Red Status' by the RSPB, which means that its breeding population has declined nationally over 50% in the last 20 years.

On Beacon Hill, we have a relatively healthy population of resident Skylarks, hardly a flock as Ainsworth fancifully describes, but 5 - 7 pairs bred successfully in 2013.

There are many good reasons to integrate the pitch & putt golf course into the nature reserve and allow redevelopment of the 'kiosk' as we envisage - not least of which, to preserve the Skylark amongst many other resident species of fauna and flora, for future generations and to provide the facility to educate those future generations of the importance of doing so.



Skylark on Beacon Hill



## Charitable Incorporated Organisation

1. Beacon Hub CIO Constitution (Pages 38 - 55)
2. Trustee Declarations (Pages 56 - 62)
3. CIO Volunteer Policy.pdf

## Education

1. Durrel Beauty of Birds course flyer.pdf
2. Durrel Conservation course flyer.pdf
3. Durrel Endangered course leaflet.pdf
4. Durrel Primary brochure.pdf
5. Durrel Secondary brochure.pdf
6. Durrell Conservation Poster.pdf
7. Durrell Opportunities.pdf
8. Eco Active Report.pdf
9. Eco Active toolkit.pdf
10. I CARE Overview.pdf
11. I CARE recycled toys.pdf
12. I CARE Red Riding Hood.pdf
13. Nikki Bradford-artist.pdf
14. PLAY design-for-play.pdf
15. PLAY HSE Playgrounds.pdf
16. School Visits.pdf

## Environment & Community

1. Beachy Head West MCZ map.pdf
2. BEACON HILL Report.pdf
3. BHCC Sustainability Plan 2012-16.pdf
4. Big Lemon Bus Company.pdf
5. Brighton Photographers Group.pdf
6. Butterfly Conservation.pdf
7. Desecration 1.pdf
8. Desecration 2.pdf
9. Green spaces threat.pdf
10. Golf course & kiosk plans.pdf
11. Moulescoomb Project.pdf
12. New WWF Centre.pdf
13. RPC Neighbourhood plan.pdf
14. RPC response.pdf
15. RSPB futurescapes.pdf
16. SDNPA planning permission.pdf
17. Sheep grazing.pdf
18. The Deans.pdf
19. Unesco Biosphere Q&As.pdf
20. Walking Saves Lives.pdf
21. Windmill Walkers.pdf

## Financial

1. BenefactorPledge.pdf
2. BHCC rent offer guidelines.pdf
3. Crowd funding Info.pdf
4. Golf Risks.pdf
5. Golfing Trends.pdf
6. Grass Cut Quotation.pdf
7. Hastings Pier shares issue.pdf
8. Heritage Lottery Fund.pdf
9. Natural England funding.pdf
10. Playarea PL insurance.pdf
11. SDNPA fund partners.pdf
12. SDNPA funding.pdf

# **Constitution of a Charitable Incorporated Organisation whose only voting members are its CIO trustees**

(‘Foundation’ model constitution)

**Date of constitution (last amended): 29<sup>th</sup> April 2014**

## **1. Name**

The name of Charitable Incorporated Organisation (“the CIO”) is  
**BEACON HUB BRIGHTON**

## **2. National location of principle office**

The principle office of the CIO is in England.

## **3. Objects**

The objects of the CIO are specifically restricted to the following:

To carry on activities which benefit the community and in particular (without limitation) to create a centre of outstanding education specialising in the neighbouring Beacon Hill Local Nature Reserve’s flora and fauna, the Beachy Head West newly designated Marine Conservation Zone’s marine life, the arts and crafts, utilising an indoor and outdoor classroom that provides a safe, welcoming and encouraging environment for adults and children to learn how best to protect and improve their natural environment through expert workshops, interactive information and displays, that supports and promotes conservation, archaeology, heritage, the arts, health and well-being, encourages team building and creates local employment through projects that bring together local artists, conservation experts and education professionals to work together on continuing improvements for the good of the project and community, working in open co-operation with Brighton & Hove City Council, Friends Of Beacon Hill, Beacon Hill Working Group, The Deans Beach & Environment Volunteers, Ovingdean Residents & Preservation Society, Rottingdean Parish Council, all local schools, colleges and universities, South Downs National Park Authority, Sussex Wildlife Trust, Group, Royal Society for the Protection of Birds, Butterfly Conservation and the Marine Conservation Society to encourage free thinking, inclusion, access and support for the community as a whole and all who use the facility.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act 9 (Northern Ireland) 2008]

## **4. Powers**

The CIO has power to do anything which is calculated to further the its object[s] or is conducive or incidental to doing so. In particular, the CIO has the power to:

- (1) borrow money and to charge the whole or any part of its property as security or the

repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;

- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a CIO trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to CIO trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

## **5. Application of income and property**

- (1) The income and property of the CIO must be applied solely towards the promotion of the Objects.
  - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.
  - (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving and benefit or payment which is authorised in Clause 6.

## **6. Benefits and payments to charity trustees and connected persons**

### **(1) General provisions**

No charity trustee or connected person may:

- (a) buy goods or services from the CIO on terms preferential to those applicable to other members of the public;
- (b) sell goods, services, or any interest in land to the CIO;

- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or by the Charity Commission (“the Commission”). In this clause, a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

**(2) Scope and powers permitting charity trustees’ / connected persons’ benefits**

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way;
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause, a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premise let by the charity trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

**(3) Payment for supply of goods only - controls**

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the CIO and the charity trustee

or connected person supplying the goods (“the supplier”).

- (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
- (c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
- (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
- (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
- (f) The reason for their decision is recorded by the charity trustees in the minute book.
- (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

**(4)** In sub-clauses (2) and (3) of this clause:

- (a) “the CIO” shall include any company in which the CIO:
  - (i) holds more than 50% of the shares; or
  - (ii) controls more than 50% of the voting rights attached to the shares; or
  - (iii) has the right to appoint one or more directors to the board of the company;
- (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation”)

## **7. Conflicts of interest and conflicts of loyalty**

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any personal financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

## **8. Liability of members to contribute to the assets of the CIO if it wound up**

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## **9. Charity trustees**

### **(1) Functions and duties of charity trustees**

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be the most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
  - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

### **(2) Eligibility for trusteeship**

- a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
  - If he or she is under the age of 16 years; or
  - If he or she would automatically cease to hold office under the provisions of clause [12(1)(e)].
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged,

in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

### **(3) Number of charity trustees**

There must be no less than three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

### **(4) First charity trustees**

The first charity trustees are as follows:

Mrs. Elizabeth Darling of 54 Rowan Way, BN2 7FP, U.K.

Ms. Atlanta Cook of 5 Court Ord Cottages, BN2 7FT, U.K.

Mrs. Joanne Spickett of 24 Meadow Close, BN2 7FB, U.K.

Mr. Jonathan Butler of 34 Aintree Avenue, BN2 7BG, U.K.

Mr. Clive Bonny of Windmill Downs, 58 Nevill Road, BN2 7HG, U.K.

## **10. Appointment of charity trustees**

- (1) Apart from the first charity trustees, every trustee must be appointed for a term of 3 years by resolution passed at a properly convened meeting of the charity trustees.
- (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to skills, knowledge and experience needed for the effective administration of the CIO.

## **11. Information for new charity trustees**

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of the constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

## **12. Retirement and removal of charity trustees**

- (1) A charity trustee ceases to hold office if he or she:
  - (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect for form a quorum for meetings);
  - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
  - (c) dies;
  - (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;
- (2) Any person retiring as a charity trustee is eligible for reappointment.

### **13. Taking of decisions by charity trustees**

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

### **14. Delegation by charity trustees**

- (1) The charity trustees may delegate any of their power or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of the delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
  - (a) a committee may constitute of two or more persons, but at least one member of each committee must be a charity trustee;
  - (b) the acts and proceedings of an committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
  - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.



## **15. Meetings of charity trustees**

### **(1) Calling meetings**

- (a) Any charity trustee may call a meeting of the charity trustees.
- (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

### **(2) Chairing meetings**

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

### **(3) Procedure at meetings**

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is the greater, or such larger numbers as the charity trustees may decide from time to time. A charity trustees shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the person who chairs the meeting shall have a second casting vote.

### **(4) Participation in meetings by electronic means**

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which the participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

## **16. Membership of the CIO**

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are charity trustees. Membership of the CIO cannot be transferred to anyone else.

- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

### **17. Informal or associate (non-voting) membership**

- (1) Then charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (2) Other references in this constitution to “members” and “membership” do not apply to no-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

### **18. Decisions which must be made by the members of the CIO**

(1) Any decision to:

- (a) amend the constitution of the CIO;
- (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or
- (c) wind up or dissolve the CIO (including transferring its business to any other charity)

Must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(2) Decisions of the members may be made either:

- (a) by resolution at a general meeting; or
- (b) by resolution in writing, in accordance with sub-clause (4) of this clause.

(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by 75% majority of those members voting at a general meeting, or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

- (a) a copy of the proposed resolution has been sent to all the members eligible to vote; and
- (b) the required majority of members has signified its agreement to the resolution

in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The documents signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

## **19. General meetings of members**

### **(1) Calling of general meetings of members**

The charity trustees may designate any of their meetings as a general meeting of the members of the CIO. The purpose of such a meeting is to discharge any business which must by law be discharged by a resolution of the members of the CIO as specified in clause [18] (Decisions which must be made by the members of the CIO).

### **(2) Notice of general meetings of members**

- (a) The minimum period of notice required to hold a general meeting of the members of the CIO is [14] days.
- (b) Except where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations, a general meeting may be called by shorter notice if it is so agreed by a majority of the members of the CIO.
- (c) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

### **(3) Procedure at general meetings of members**

The provisions in clause 15 (2)-(4) governing the chairing of meetings, procedure at meetings and participation in meetings by electronic means apply to any general meeting of the members, with all references to trustees to be taken as references to members.

## **20. Saving provisions**

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to

vacate office;

- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

## **21. Execution of documents**

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
  - (a) it must comply with the provisions of the General Regulations; and
  - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

## **22. Use of electronic communications**

### **(1) General**

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (b) any requirements to provide information to the Commission in a particular form or manner.

## **23. Keeping of Registers**

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

## **24. Minutes**

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
  - the names of the trustees present at the meeting;
  - the decisions made at the meetings; and
  - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

## **25. Accounting records, accounts, annual reports and returns, register maintenance**

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

## **26. Rules**

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution.

Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

## **27. Disputes**

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **28. Amendment of constitution**

As provided by sections 224-227 of the Charities Act 2011:

(1) This constitution can only be amended:

- (a) by resolution agreed in writing by all members of the CIO; or
- (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members).

(2) Any alteration of clause 3 (Objects), clause [29] (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

## **29. Voluntary winding up or dissolution**

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

- (a) at a general meeting of the members of the CIO called in accordance with clause 19 (General meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
  - (i) by a resolution passed by a 75% majority of those voting, or
  - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting;  
or
- (b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
- (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
- (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to

the Commission for the CIO to be removed from the Register of Charities, and in particular:

- (a) the charity trustees must send with their application to the Commission:
  - (i) a copy of the resolution passed by the members of the CIO;
  - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
  - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
- (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

### **30. Interpretation**

In this constitution:

**“connected person”** means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
  - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
  - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
  - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

## NOTES

“**General Regulations**” means the Charitable Incorporated Organisations (General) Regulations 2012.

“**Dissolution Regulations**” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The “**Communications Provisions**” means the Communications Provisions in [Part 10, Chapter 4] of the General Regulations.

“**charity trustee**” means a charity trustee of the CIO.

A “**poll**” means a counted vote or ballot, usually (but not necessarily) in writing.

## Appendix

The following provisions do not form part of the ‘Foundation’ model constitution but are available as options under clauses 19 (General meetings of members) and 22 (Use of electronic communications). For CIOs intending to include these powers in their constitutions, we recommend that you use the following wording. Notes on these clauses are included with the explanatory notes accompanying the clauses in the model.

### General meetings of members

#### (4) Proxy voting

- (a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member’s rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a “proxy notice”) which:
  - (i) states the name and address of the member appointing the proxy;
  - (ii) identifies the person appointed to be that member’s proxy and the general meeting in relation to which that person is appointed;
  - (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
  - (iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (d) Unless a proxy notice indicates otherwise, it must be treated as :
  - (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
  - (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- (e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it,



even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.

- (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
- (g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

#### **(5) Postal Voting**

- (a) The CIO may, if the charity trustees so decide, allow the members to vote by post or electronic mail ("email") to elect charity trustees or to make a decision on any matter that is being decided at a general meeting of the members.
- (b) The charity trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.
- (c) If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than [21] days before the deadline for receipt of votes cast in this way:
  - (i) a notice by email, if the member has agreed to receive notices in this way under clause [21] (Use of electronic communication, including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;
  - (ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.
- (d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for [name of CIO]', at the CIO's principal office or such other postal address as is specified in the voting procedure.
- (e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.
- (f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.
- (g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
- (h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.

- (i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.
- (j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.
- (k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.
- (l) Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.
- (m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Society.

### **Use of electronic communications**

#### **(2) To the CIO**

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

#### **(3) By the CIO**

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website :
  - (i) provide the members with the notice referred to in clause 19(2) (Notice of general meetings);
  - (ii) give charity trustees notice of their meetings in accordance with clause 15(1) (Calling meetings); [and
  - (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 18 (Members' decisions), 18(4) (Decisions taken by resolution in writing), or [[the provisions for postal voting] (if you have included this optional provision, please insert the correct clause number here)].
- (c) The charity trustees must –
  - (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and

specified.

**Charity Commission**

Telephone: 0845 300 0218

Typetalk: 0845 300 0219

Website: [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees. December 2012.

**Signatories to the Constitution:**

We the undersigned jointly and individually declare that we are satisfied that this foundation model constitution reflects the Objects and Rules of the organisation named Beacon Hub Brighton, and that the organisation will not be:

- (a) a political party;
- (b) a political campaigning organisation; or
- (c) a subsidiary of a political party or of a political campaigning organisation.

Signature

Date

Mrs. Elizabeth Darling



29/4/2014

Ms. Atlanta Cook



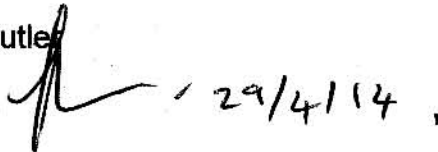
29/4/2014

Mrs. Joanne Spickett

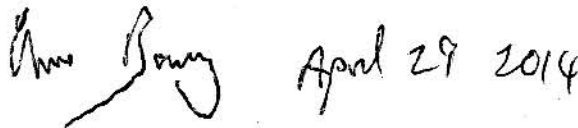


29/4/2014

Mr. Jonathan Butler



Mr. Clive Bonny





# Trustee declaration

Charity name

BEACON HUB BRIGHTON

**CHARITY COMMISSION USE ONLY:**

Organisation number

Case number

## Confirmation of trustee eligibility and responsibilities

Please tick this box if the organisation has a corporate trustee and the directors (or other persons having the general control and management of the administration) of the trustee are willing to complete the declaration on the basis set out in the Guidance Notes to the on-line application for registration.

Each person who signs below declares that he/she is:

- willing to act as charity trustee and is fully aware of the organisation's object(s) and other provisions set out in the governing document; not disqualified from acting as a charity trustee of any charity because of sections 178 to 180 of the Charities Act 2011;
- not disqualified and/or barred from acting as a trustee of this particular charity under the provisions of the Safeguarding Vulnerable Groups Act 2006 which deal with people who are working in a regulated and/or controlled activity.

They also jointly and individually declare that:

- the funds of the organisation are, or will immediately upon registration as a charity, be held in an account in the name of the charity;
- the information contained on the application form and this trustee declaration form is true, complete and correct; and
- they understand that the information in this declaration will be used by the Commission in discharging its statutory purpose and that knowingly making a false or misleading statement is a criminal offence under section 60 of the Charities Act 2011; and
- they are aware of their responsibilities as trustees and have read the Commission's guidance *The Essential Trustee: What you need to know* (CC3)

## Work with vulnerable people

Please confirm by checking the box that you have read and understood our published safeguarding guidance.

I have read the guidance

(a) Does your organisation work with children?

Yes  No

If 'Yes', please tick to confirm: 'We jointly and individually declare that we have carried out all trustee eligibility tests that are required by law'

(b) Does your organisation work with vulnerable adults?

Yes  No

If 'Yes', please tick to confirm: 'We jointly and individually declare that we have carried out all trustee eligibility tests that are required by law'



**Trustee Declaration of eligibility.**

I declare that

- I am not an undischarged bankrupt.
- I have not been removed from trusteeship of a charity by the Court or Charity Commission.
- I am not disqualified under the Company Director's Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee.
- I am not disqualified from working with vulnerable adults under the Protection of Vulnerable Adults List.
- I am not disqualified from working with children under the Criminal Justice and Court Services Act.
- I do not have any financial interests in conflict with the interests of Beacon Hub Brighton (either in person or through family or business connections), except those, which are notified in my Conflict of Interest statement. I will specifically notify any such interests at any meeting where trustees are required to make a decision, which affects my personal interests, and I will remove myself from any decisions on the matter if requested, and I will not vote on it.
- I undertake to fulfil my responsibilities and duties as a trustee of Beacon Hub Brighton in good faith and in accordance with the law, and the objectives and mission of Beacon Hub Brighton.

Name: ELIZABETH DARLING

Signed



Date.

29/4/2014

The Charity Commission booklet CC30 Finding New Trustees gives guidance.

**Trustee Declaration of eligibility.**

I declare that

- I am not an undischarged bankrupt.
- I have not been removed from trusteeship of a charity by the Court or Charity Commission.
- I am not disqualified under the Company Director's Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee.
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- I am not disqualified from working with children under the Criminal Justice and Court Services Act.
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- I undertake to fulfil my responsibilities and duties as a trustee of Beacon Hub Brighton in good faith and in accordance with the law, and the objectives and mission of Beacon Hub Brighton.

Name: ATLANTA JANE COOK

Signed



Date.

29/4/2014

The Charity Commission booklet CC30 Finding New Trustees gives guidance.

**Trustee Declaration of eligibility.**

I declare that

- I am not an undischarged bankrupt.
- I have not been removed from trusteeship of a charity by the Court or Charity Commission.
- I am not disqualified under the Company Director's Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee.
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- I undertake to fulfil my responsibilities and duties as a trustee of Beacon Hub Brighton in good faith and in accordance with the law, and the objectives and mission of Beacon Hub Brighton.

Name: *ELIVE BONNY*

Signed *Elive Bonny*

Date. *April 29 2014*

The Charity Commission booklet CC30 Finding New Trustees gives guidance.



**Trustee Declaration of eligibility.**

I declare that

- I am not an undischarged bankrupt.
- I have not been removed from trusteeship of a charity by the Court or Charity Commission.
- I am not disqualified under the Company Director's Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee.
- I am not disqualified from working with vulnerable adults under the Protection of Vulnerable Adults List.
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- I do not have any financial interests in conflict with the interests of Beacon Hub Brighton (either in person or through family or business connections), except those, which are notified in my Conflict of Interest statement. I will specifically notify any such interests at any meeting where trustees are required to make a decision, which affects my personal interests, and I will remove myself from any decisions on the matter if requested, and I will not vote on it.
- I undertake to fulfil my responsibilities and duties as a trustee of Beacon Hub Brighton in good faith and in accordance with the law, and the objectives and mission of Beacon Hub Brighton.

Name:

J F BUTLER .

Signed



Date.

29/4/14 .

The Charity Commission booklet CC30 Finding New Trustees gives guidance.

**Trustee Declaration of eligibility.**

I declare that

- I am not an undischarged bankrupt.
- I have not been removed from trusteeship of a charity by the Court or Charity Commission.
- I am not disqualified under the Company Director's Disqualification Act 1986
- I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
- I am not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee.
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- I am not disqualified from working with children under the Criminal Justice and Court Services Act.
- I do not have any financial interests in conflict with the interests of Beacon Hub Brighton (either in person or through family or business connections), except those, which are notified in my Conflict of Interest statement. I will specifically notify any such interests at any meeting where trustees are required to make a decision, which affects my personal interests, and I will remove myself from any decisions on the matter if requested, and I will not vote on it.
- I undertake to fulfil my responsibilities and duties as a trustee of Beacon Hub Brighton in good faith and in accordance with the law, and the objectives and mission of Beacon Hub Brighton.

Name: JEANNE SPICKEIT

Signed J Spickett

Date. 29/04/2014

The Charity Commission booklet CC30 Finding New Trustees gives guidance.

<b>Subject:</b>	<b>Double Yellow Lines Traffic Order</b>		
<b>Date of Meeting:</b>	<b>1<sup>st</sup> July 2014</b>		
<b>Report of:</b>	<b>Executive Director of Environment, Development &amp; Housing</b>		
<b>Contact Officer:</b>	<b>Name:</b>	<b>Charles Field</b>	<b>Tel: 29-3329</b>
	<b>Email:</b>	<b>Charles.field@brighton-hove.gov.uk</b>	
<b>Ward(s) affected:</b>	<b>Hanover &amp; Elm Grove and Hollingdean &amp; Stanmer.</b>		

## **GENERAL RELEASE**

*Note: The special circumstances for non-compliance with Council Procedure Rule 7, Access to Information Rule 5 and Section 100B (4) of the Local Government Act as amended (items not considered unless the agenda is open to inspection at least five days in advance of the meeting) were that the Consultation period for the proposal ended only recently (Friday 20<sup>th</sup> June and allowing any late submissions over the weekend) and the information needed to be compiled into the report.*

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

- 1.1 The Parking Infrastructure Team has received a number of requests for alterations to parking restrictions due to displacement from resident parking schemes. These requests have been from residents and Ward Councillors. This report considers the comments, support and objections received to an amendment Traffic Regulation Order, which contains proposals and amendments for a few roads in two wards.

### **2. RECOMMENDATIONS:**

- 2.1 The Committee is recommended to (having taken into account of all the duly made representations and objections):

Approve the Brighton & Hove Outer areas (Waiting, Loading, and Parking) and Cycle Lanes consolidation Order 2013 Amendment No. \*201\* (TRO-16-2014) Traffic Regulation Order.

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

- 3.1 This Traffic Order includes proposed double yellow line restrictions for a number of roads in the Hanover & Elm Grove and Hollingdean & Stanmer wards. This is in response to concerns about dangerous parking and obstruction following displacement from resident parking schemes.
- 3.2 This traffic order is funded through the capital code for implementing resident parking schemes because the impact of parking displacement is directly connected to the schemes. We are unable to carry out changes to parking restrictions outside of resident parking schemes from the revenue budget, with

the exception of disabled bay requests, as the revenue budget is now prioritised for essential signing and lining maintenance.

- 3.3 A number of support and objections were received to the advertised Traffic Regulation Orders. The comments, support and objections are summarised in Appendix A. Plans showing the proposals which have received comments / objections are shown in Appendix B.
- 3.4 Overall the Council has received 5 items of supporting correspondence for the double yellow lines with 3 containing general support for the restrictions in Hanover & Elm Grove and 2 items supporting the restrictions in the Hollingdean & Stanmer ward.
- 3.5 The Council has also received 9 items of objection from local residents.

### ***Summary of Objections***

- 3.6 **Double Yellow lines in Hollingbury & Stanmer** – There have been 4 objections to the proposed double yellow lines. The main concern is to the proposed double yellow lines on the junction of Hollingbury Park Avenue and Hollingbury Rise West as it would mean a loss of parking and cause increased speeds as visibility would be improved. It was felt by one objector that there isn't a current problem and that this would cause vehicle displacement.
- 3.7 **Double Yellow Lines in Hanover & Elm Grove** - There have been 5 objections to the proposed double yellow lines in this ward. The first is because there is a concern this is a precursor for a resident parking scheme and the other two are because they do not believe there is a problem. The third objection included comments: that they are a waste of money to mark & maintain, more enforcement will cause bad feeling, the visual impact of the lining, there is no evidence of a problem and no costings were given. A fourth objection was received as it was felt the proposals were not comprehensive enough and more lining was required. The final objection is regarding the yellow lines on the corner of Bentham Road and Islingword Place because it would mean a loss of parking spaces. It was also stated that there were insufficient notices displayed and they didn't show the closing date for responses.
- 3.8 These proposals have been taken forward due to concerns from local residents and Ward Councillors. Vehicles parked on corners cause obstruction to other road users and in some cases pedestrians if they park partly on the pavement. They also cause visibility issues for both other road users and pedestrians. Costings have not been provided yet but the estimate would be £1,400 for the traffic order and £500 for the road markings. Notices were put up in all the locations and they did indicate the closing date of 20<sup>th</sup> June as outlined below.

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

- 4.1 For the majority of the proposals the only alternative option is doing nothing which would mean the proposals would not be taken forward. However, it is the recommendation of officers that these proposals are proceeded with for the reasons within the report.

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

- 5.1 The Traffic Regulation Order was advertised between the 30<sup>th</sup> May 2014 and 20<sup>th</sup> June 2014.
- 5.2 The Ward Councillors for the areas were consulted, as were the statutory consultees such as the Emergency Services.
- 5.3 Notices were also put on street on the 29<sup>th</sup> May 2014; these comprised of the notice as well as a plan showing the proposal and the reasons for it. The notice was also published in The Argus newspaper on the 30<sup>th</sup> May 2014. Detailed plans and the order were available to view at the Customer Service Centres at Bartholomew House and Hove Town Hall.
- 5.4 The documents were also available to view and to respond to directly on the Council website.

## **6. CONCLUSION**

- 6.1 It is the recommendation of officers that these proposals are proceeded with for the reasons outlined within the report.

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

### Financial Implications:

- 7.1 The cost of this traffic order is funded from existing capital budgets

*Finance Officer Consulted: Jeff Coates*

*Date: 24/06/2014*

### Legal Implications:

- 7.2 The Traffic Orders have been advertised in accordance with the Road Traffic Regulation Act 1984 and the relevant procedure regulations.
- 7.3 As there are unresolved objections and representations they are now referred to this meeting for resolution.
- 7.4 There are no human rights implications to draw to Members' attention

*Lawyer Consulted:*

*Katie Matthews*

*Date: 24/06/2014*

### Equalities Implications:

- 8.1 The proposed measures will be of benefit to many road users.

### Sustainability Implications:

- 9.1 None identified

Any Other Significant Implications:

10.1 None identified

Crime & Disorder Implications:

11.1 The proposed amendments to restrictions will not have any implication on the prevention of crime and disorder.

Risk and Opportunity Management Implications:

12.1 Any risks will be monitored as part of the overall project management, but none have been identified.

Public Health Implications:

13.1 None identified

Corporate / Citywide Implications:

14.1 None identified

**SUPPORTING DOCUMENTATION**

**Appendices**

1. Appendix A – summary of representations received
2. Appendix B - Plans showing the proposals

**Documents in Members' Rooms**

1. None

**Background Documents**

1. None

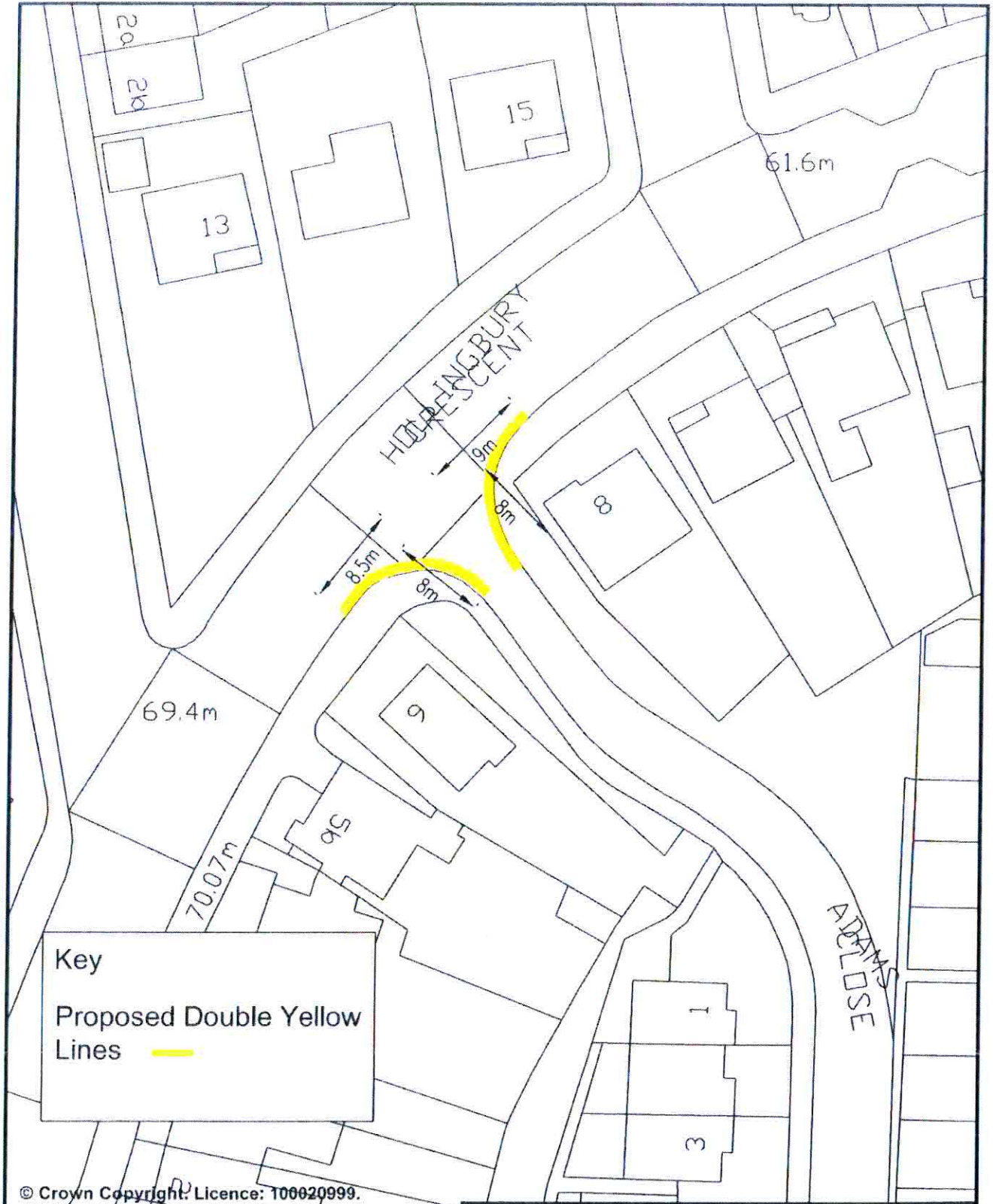
**APPENDIX A – Items of correspondence**

<b>Who</b>	<b>Road / Ward</b>	<b>Object / Support</b>	<b>Contents</b>
Resident	Hollingdean Terrace	Support	Support for the proposals as it will improve pedestrian safety and movement in the area.
Resident	Windmill Street	Support	General support as parking on corners has made it dangerous and blocked visibility.
Resident	Southampton Street	Support	General support as parking on corners has made it dangerous and blocked visibility. Also causes issues for refuse collectors and cyclists
Resident	Southampton Street	Support	General support as parking on corners has made it dangerous and blocked visibility.
Resident	Howard Road	Object	No problem, waste of money, more enforcement will mean bad feeling, visual impact, no costings provided, no evidence.
Resident	Hollingdean Terrace	Object	Precursor for a parking scheme.
Resident	Howard Road	Object	Waste of money and concerned about visual impact. They are not required.
Resident	Whichelo Place	Object	Proposals are not comprehensive enough.
Resident	Adams Close	Support	General support as parking on corners has made it dangerous and blocked visibility.
Resident	Hollingbury Park Avenue	Object	There is not a current problem at this specific location and imposing this restriction will cause vehicle displacement.
Resident	Hollingbury Park Avenue	Object	Loss of Parking and traffic will speed up.

Resident	Hollingbury Park Avenue	Object	Loss of Parking and traffic will speed up.
Resident	Hollingbury Park Avenue	Object	Loss of Parking and traffic will speed up.
Resident	Bentham Road	Object	Loss of Parking and insufficient notices




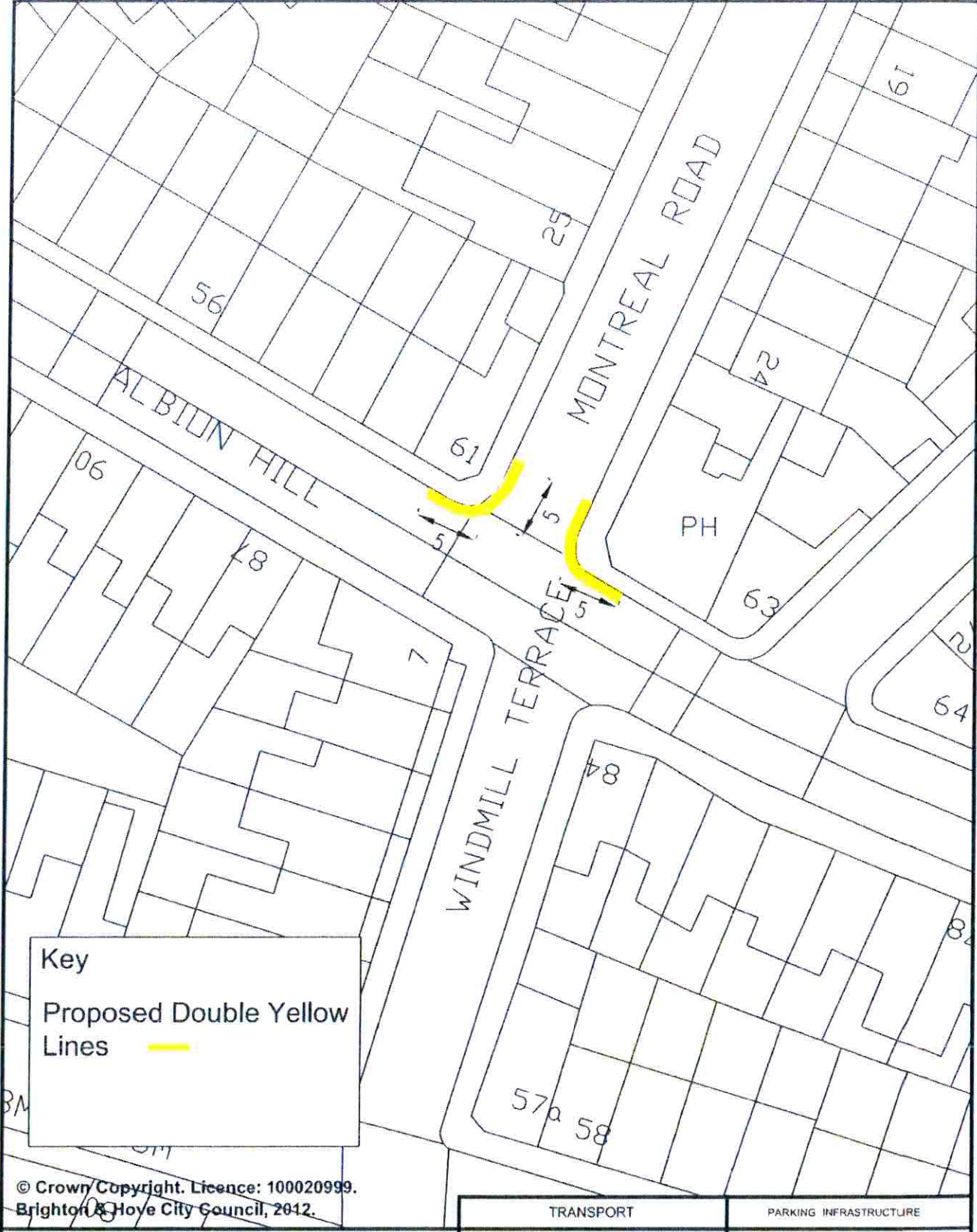
**APPENDIX B**  
**PLANS OF THE PROPOSALS**




**Key**  
 Proposed Double Yellow Lines —

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	CITY INFRASTRUCTURE	PARKING INFRASTRUCTURE
Address: Adams Close/Hollingbury Crescent, Brighton	Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
	Date : FEB 2014	
Reason: To prevent obstruction to all road users	Drawn : D.A.	
	Drawing Number : B&H-DYLS-HS--01	

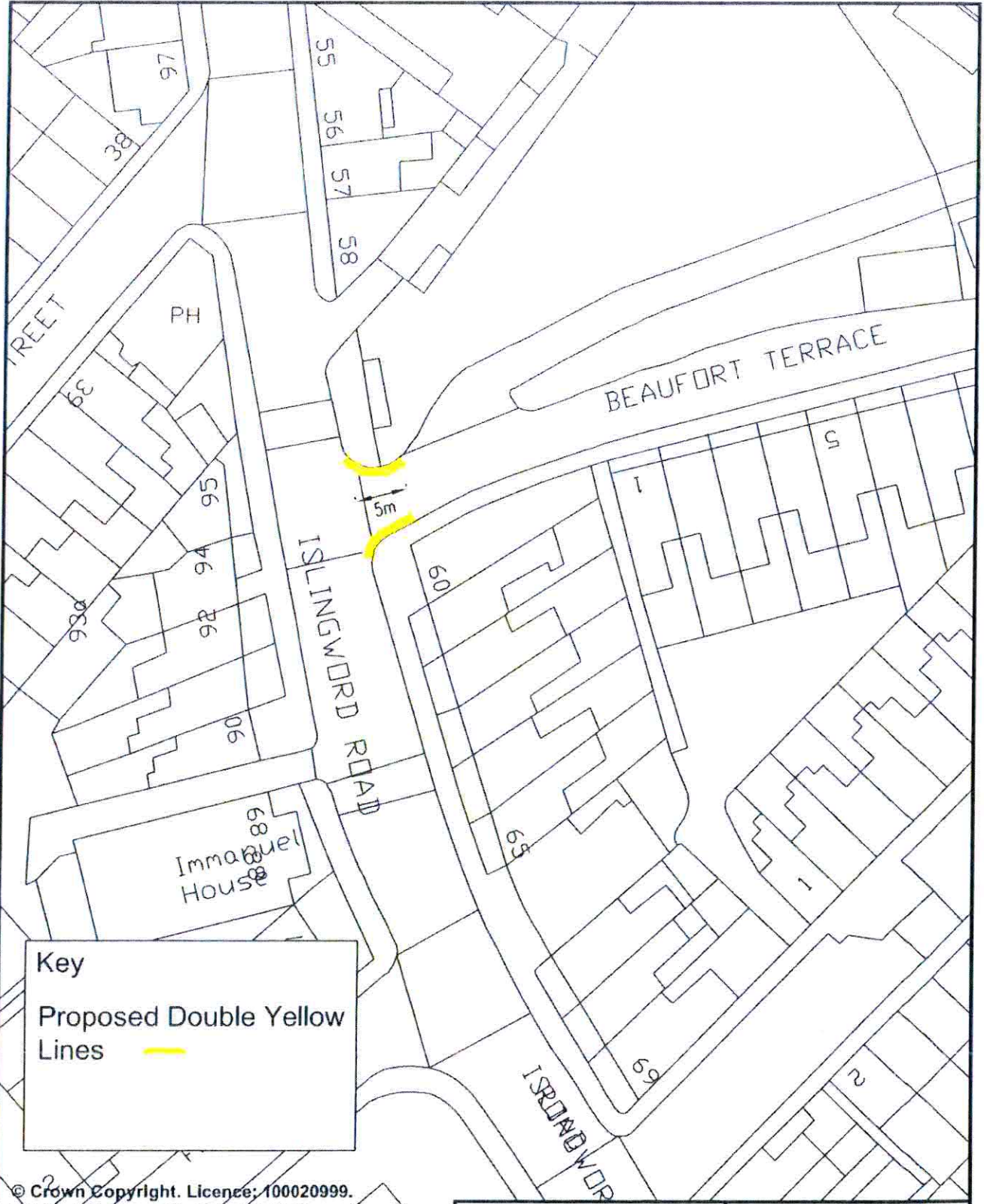



**Key**  
 Proposed Double Yellow Lines 

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Address: Montreal Road/Albion Hill, Brighton  
 Reason: To prevent obstruction to all road users

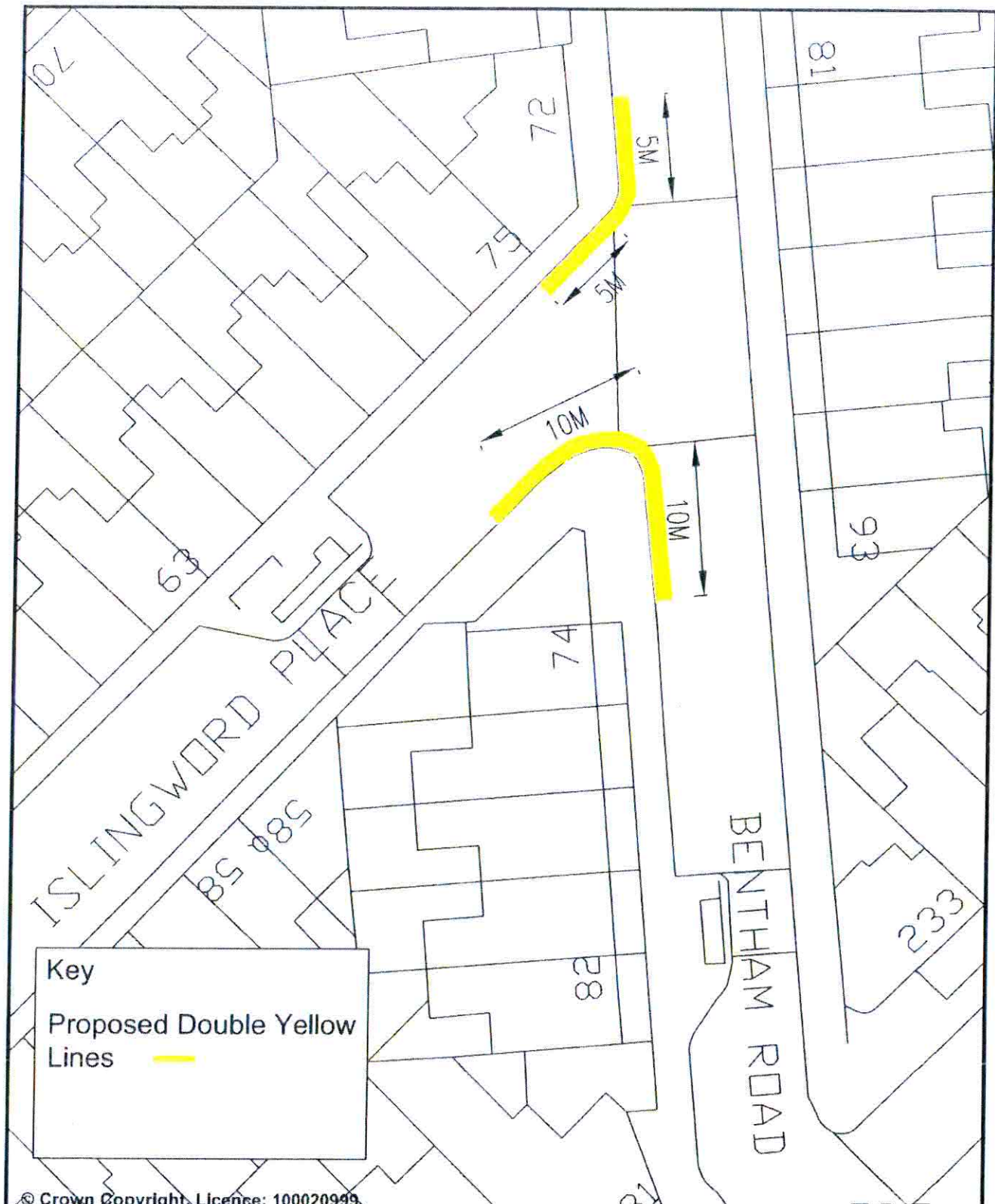
TRANSPORT	PARKING INFRASTRUCTURE
Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
Date : April 2014	
Drawn : D.A.	Drawing Number : B&H-DYLS-HE-06



**Key**  
 Proposed Double Yellow Lines 


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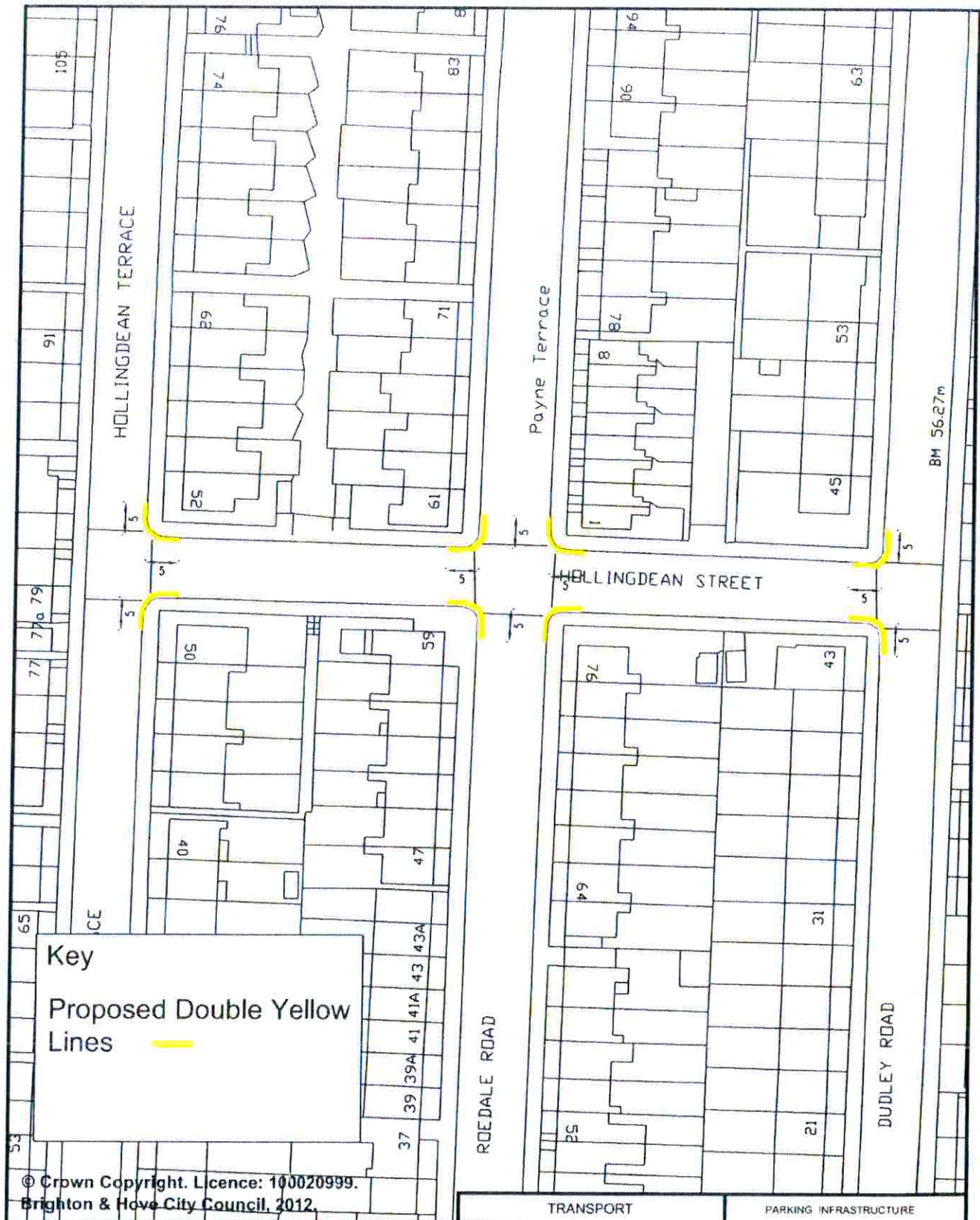
	TRANSPORT	PARKING INFRASTRUCTURE
Address: Beaufort Terrace, Brighton	Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
	Date : April 2014	
Reason: To prevent obstruction to all road users	Drawn : D.A.	
	Drawing Number : B&H-DYLS-HE-02	




**Key**  
 Proposed Double Yellow Lines

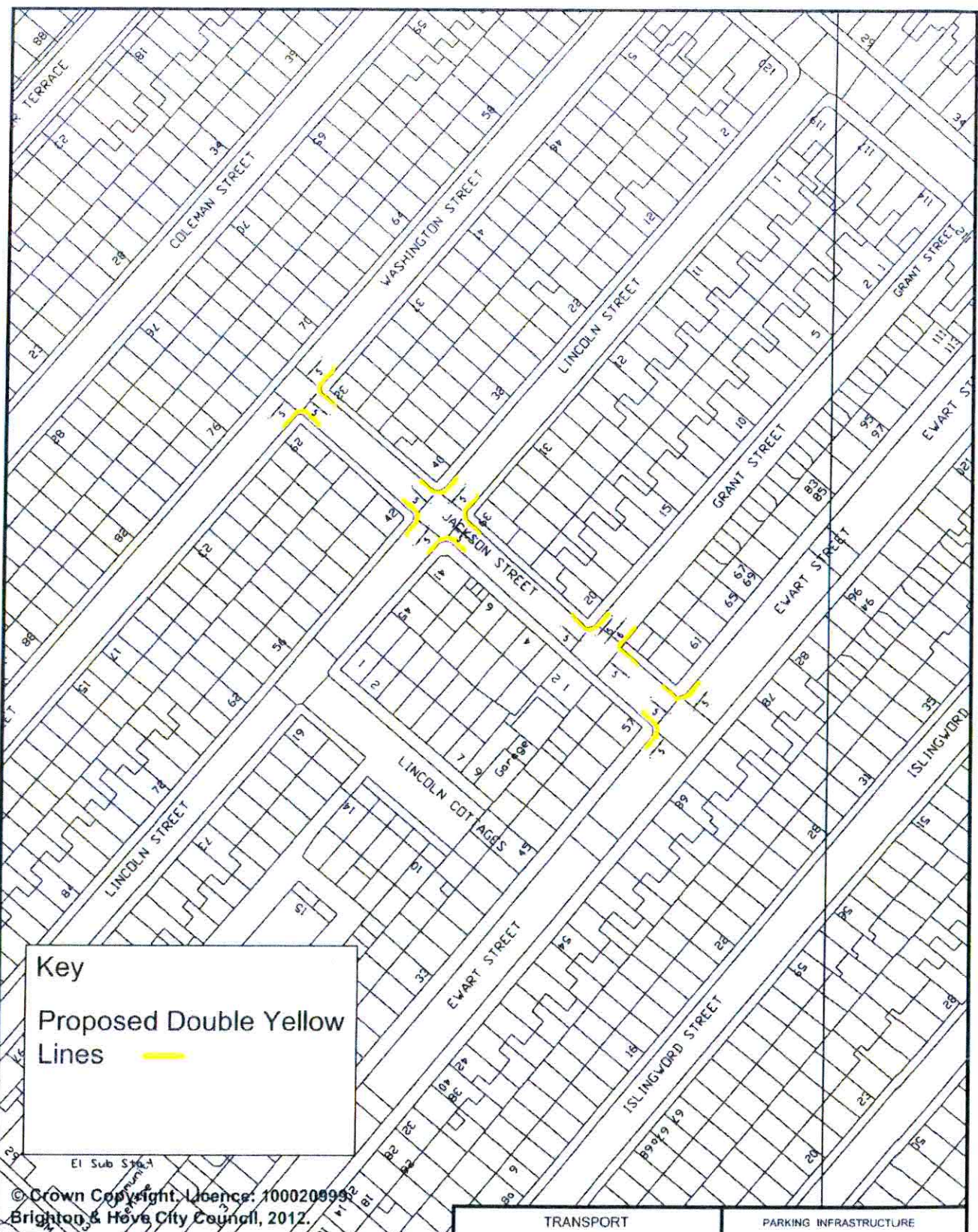
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	TRANSPORT	PARKING INFRASTRUCTURE
Address: Islingword Place/Bentham Road, Brighton	Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
	Date : April 2014	
Reason: To prevent obstruction to all road users	Drawn : D.A.	
	Drawing Number : B&H-DYLS-HE-03	



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Address: Hollingdean Street, Brighton	TRANSPORT	PARKING INFRASTRUCTURE
	Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
Reason: To prevent obstruction to all road users	Date : April 2014	
	Drawn : D.A.	
		Drawing Number : B&H-DYLS-HS-04

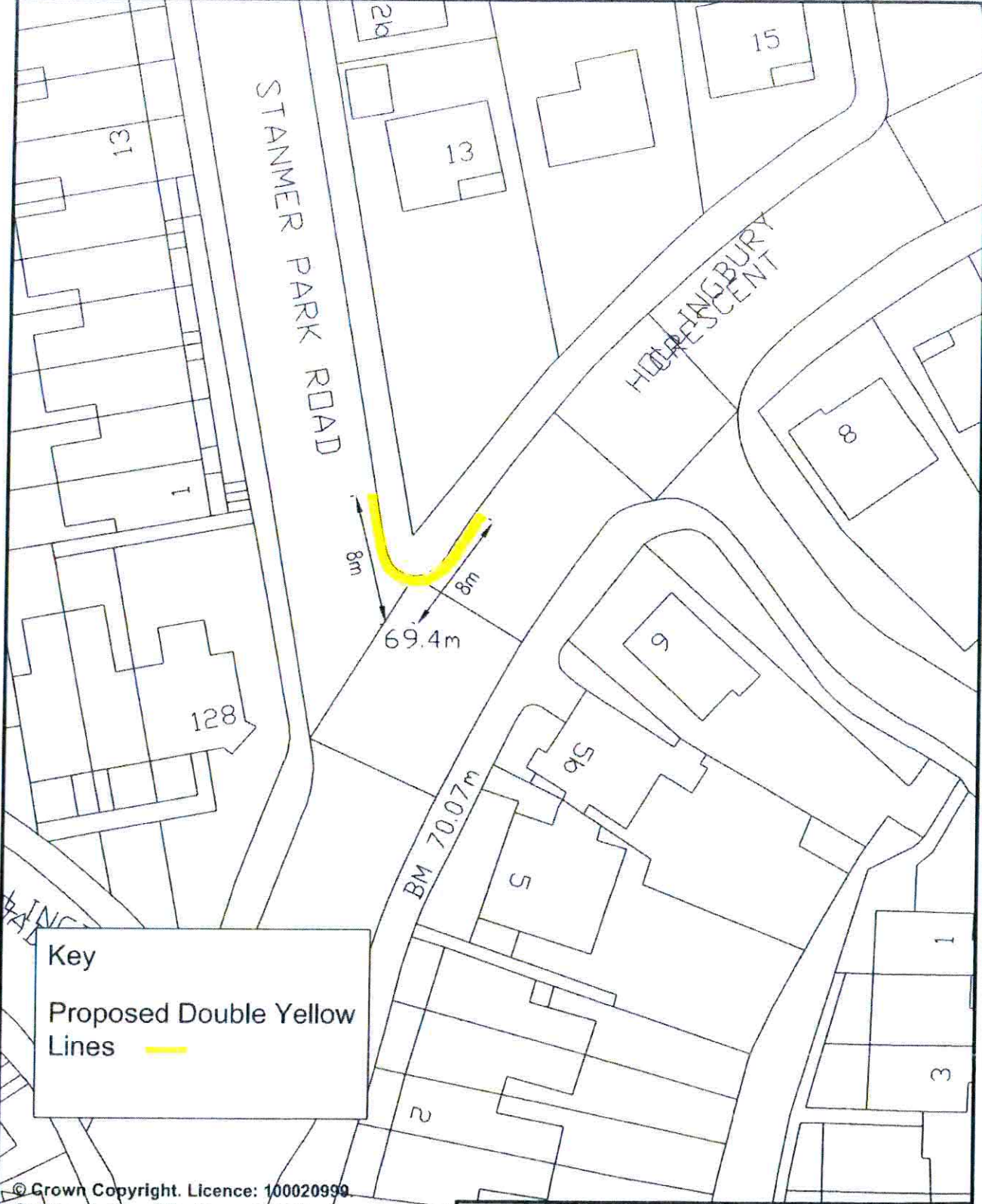


**Key**  
 Proposed Double Yellow Lines 

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Address: Jackson Street, Brighton  
 Reason: To prevent obstruction to all road users


TRANSPORT	PARKING INFRASTRUCTURE
Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
Date : April 2014	
Drawn : D.A.	Drawing Number : B&H-DYLS-HE-05



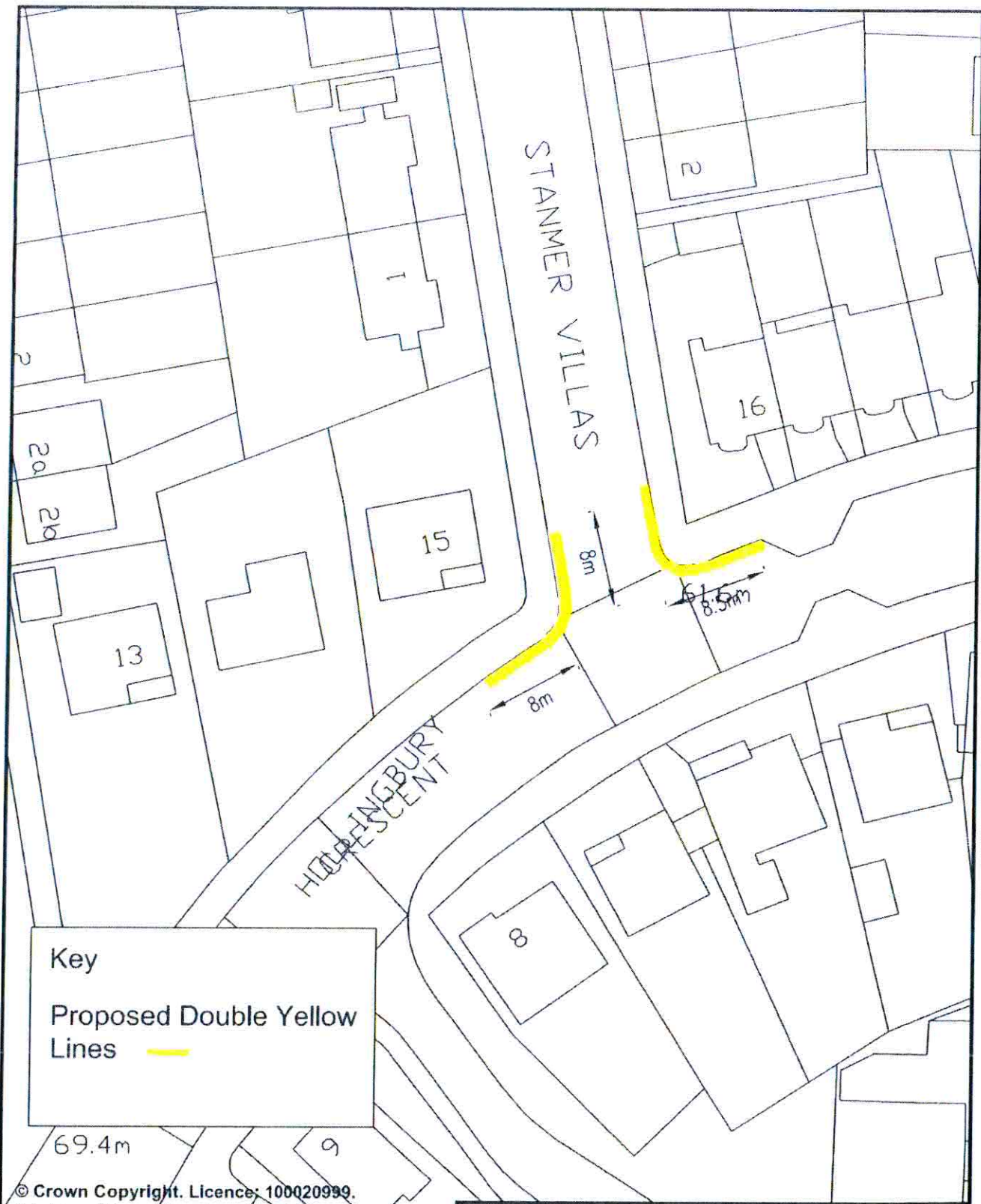
**Key**

Proposed Double Yellow Lines

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	CITY INFRASTRUCTURE	PARKING INFRASTRUCTURE
Address: Stanmer Park Road/ Hollingbury Crescent	Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
	Date : FEB 2014	
Reason: To prevent obstruction to all road users	Drawn : D.A.	
	Drawing Number : B&H-DYLS-HS--02	

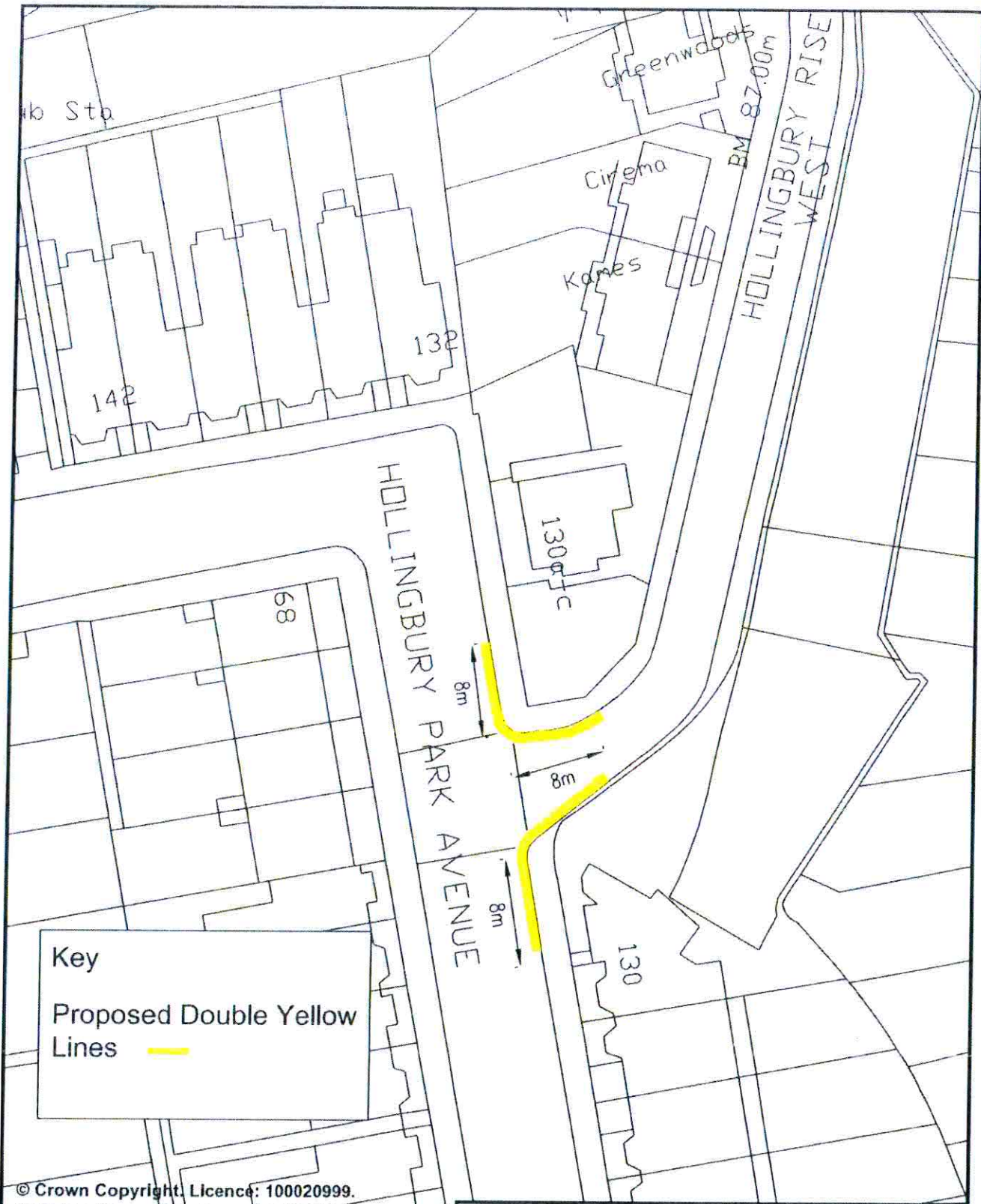




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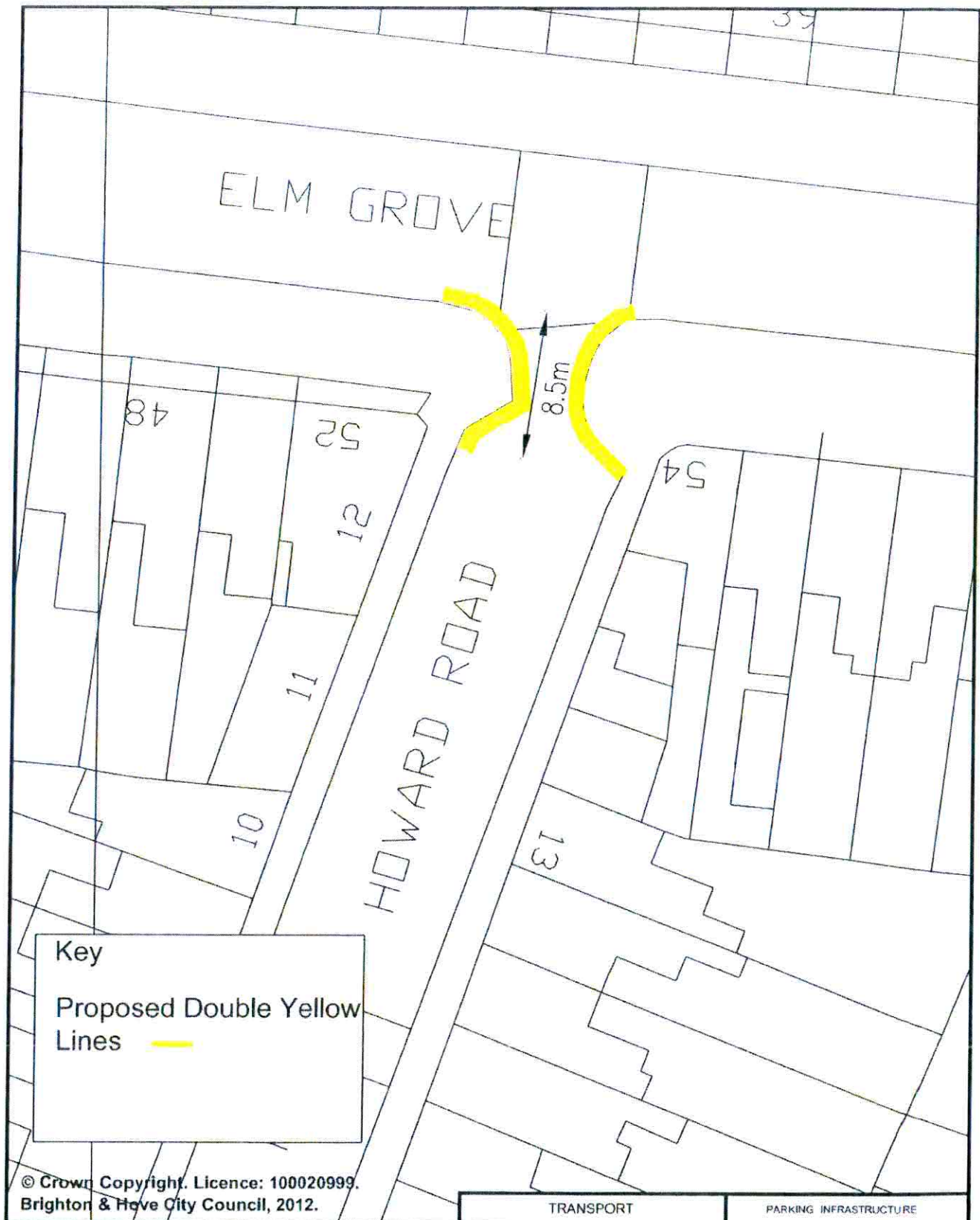
	TRANSPORT	PARKING INFRASTRUCTURE
Address: Stanmer Villas/ Hollingdean Crescent, Brighton	Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
	Date : April 2014	
Reason: To prevent obstruction to all road users	Drawn : D.A.	
	Drawing Number : B&H-DYLS-HS-05	



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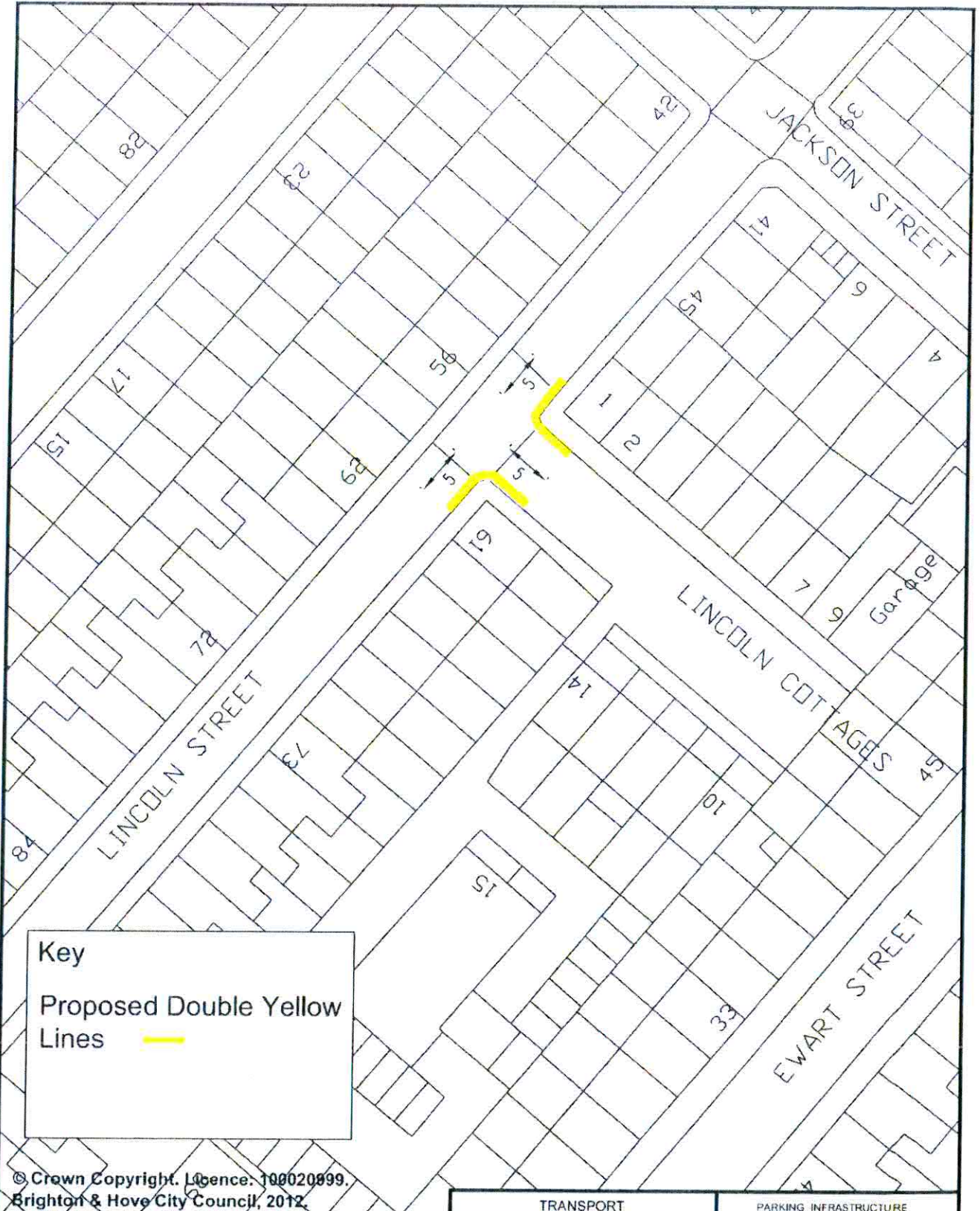
	CITY INFRASTRUCTURE	PARKING INFRASTRUCTURE
Address: Hollingbury Park Avenue & Hollingbury Rise West	Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
	Date : FEB 2014	
Reason: To prevent obstruction to all road users	Drawn : D.A.	
	Drawing Number : B&H-DYLS-HS--03	




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	TRANSPORT	PARKING INFRASTRUCTURE
Address: Howard Road, Brighton	Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
	Date : May 2014	
Reason: To prevent obstruction to all road users	Drawn : D.A.	
	Drawing Number : B&H-DYLS-HE-08	




**Key**

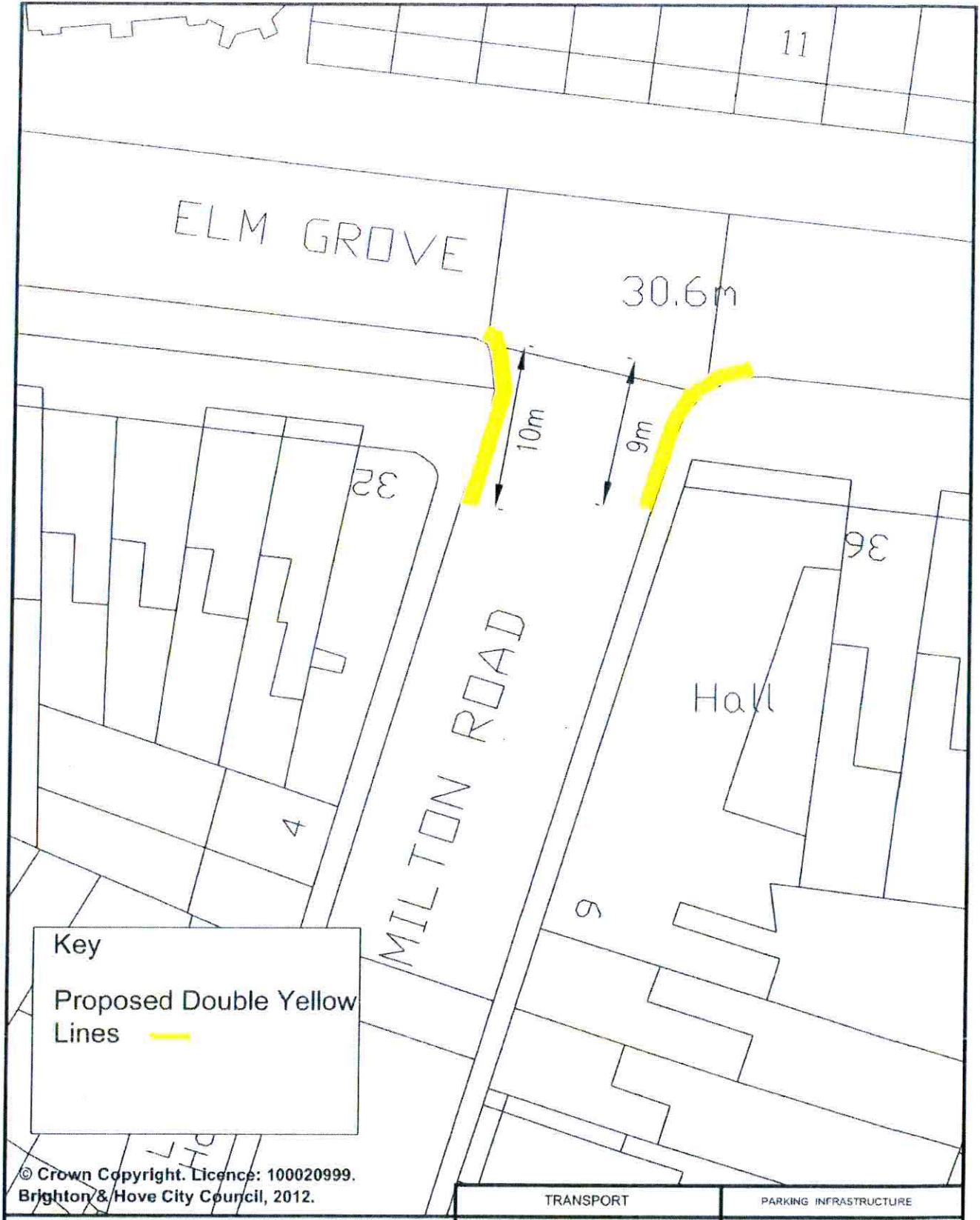
Proposed Double Yellow Lines 

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Address: Lincoln Street/Lincoln Cottages, Brighton

Reason: To prevent obstruction to all road users

TRANSPORT	PARKING INFRASTRUCTURE
Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
Date : April 2014	
Drawn : D.A.	
Drawing Number : B&H-DYLS-HE-04	




**Key**  
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Address: Milton Road, Brighton

Reason: To prevent obstruction to all road users

TRANSPORT	PARKING INFRASTRUCTURE
Scale : N.T.S.	 <b>Brighton &amp; Hove</b>
Date : May 2014	
Drawn : D.A.	Drawing Number : B&H-DYLS-HE-07

