

Tourism, Equalities, Communities & Culture Committee

Date: **11 March 2021**

Time: **4.00pm**

Venue **Virtual**

Note: in response to current Government Regulations this meeting is being held as a virtual meeting for councillors and is accessible via Teams. Public speaking and engagement opportunities will be made available.

The meeting will also be webcast live to the internet.

Members: **Councillors:** , Powell (Joint Chair), Osborne (Joint Chair), Ebel (Joint Deputy Chair), Evans (Opposition Spokesperson), Nemeth (Group Spokesperson), Grimshaw, Mac Cafferty, Mears, O'Quinn and Simson

Invitees Lola Banjoko (B&H - CCG), Joanna Martindale (Community Voluntary Sector), Nick May (Sussex Police) and Stephanie Prior

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AGENDA

PROCEDURAL MATTERS

69 PROCEDURAL BUSINESS

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

In each case, you need to declare

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

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

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

Note: Any item appearing in Part Two of the agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the press and public. A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.

70 MINUTES

7 - 38

To consider the minutes of the meeting held on 14 January 2021 and the amended Minutes of the meeting held on the 19th November 2020 including a description of the amended minutes (Copy attached)

Contact Officer: Greg Weaver

Tel: 01273 291214

71 CHAIRS COMMUNICATIONS

72 CALL OVER

- (a) Items (75 – 84) will be read out at the meeting and Members invited to reserve the items for consideration.
- (b) Those items not reserved will be taken as having been received and the reports' recommendations agreed.

73 PUBLIC INVOLVEMENT

39 - 42

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

- (a) **Petitions:** To receive any petitions presented by members of the public;
 - (i) **Improve Hove and Portslade Seafront** – Andrea Lewis
- (b) **Written Questions:** To receive any questions submitted by the due date of 12 noon on the 5th March 2021
 - (i) **Covid Memorial** – Jay Butler
 - (ii) **Minutes at Previous TECC Meeting** – Roy Pennington
 - (iii) **Libraries** – Christopher Hawtree
- (c) **Deputations:** To receive any deputations submitted by the due date of 5 noon on the 5th March 2021.

74 MEMBER INVOLVEMENT

43 - 56

To consider the following matters raised by councillors:

- (a) **Petitions:** to receive any petitions submitted to the full Council or at the meeting itself;
- (b) **Written Questions:** to consider any written questions;
 - (i) **Sea Swimming** – Councillor Robert Nemeth
 - (ii) **West Pier** – Councillor Robert Nemeth
 - (iii) **King Alfred** – Councillor Robert Nemeth
 - (iv) **Urgent Call to Address Crime** – Councillor Nick Childs
 - (v) **Fly-Posting on the Seafront** – Councillor Robert Nemeth
 - (vi) **Funding for Memorial Plaque** – Councillor Nick Childs
 - (vii) **Communal Beach Hut** – Councillor Bridget Fishleigh
- (c) **Letters:** to consider any letters;
 - (i) **Senior Officer Report Request** – Councillor Stephanie Powell
- (d) **Notices of Motion:** to consider any Notices of Motion referred from Council or submitted directly to the Committee.

- (i) **Register of Heritage Assets** – Councillor Nemeth and Mears
- ~~(ii) **Field Officers** – Councillor Bell and Lewry~~ This item has been withdrawn having been listed in error.
- (iii) **Commitment to Helping those with Hidden Disabilities** – Councillor Powell and Williams
- (iv) **Pavilion Gardens Summer Concerts** – Councillor Mears and Nemeth

75	PREVENT (PREVENTING TERRORISM AND EXTREMISM)	57 - 66
	Report of the Executive Director Housing, Neighbourhoods & Communities.	
	<i>Contact Officer: Nahida Shaikh</i>	
	<i>Ward Affected: All Wards</i>	
76	OXFORD COURT PSPO REVIEW (GATING SCHEME)	67 - 80
	Report of the Executive Director Housing Neighbourhoods and Communities	
	<i>Contact Officer: Simon Bannister</i>	<i>Tel: 01273 293925</i>
	<i>Ward Affected: St Peter's & North Laine</i>	
77	UPDATE ON ANTI-RACISM WORK	81 - 86
	Report of the Executive Director Housing, Neighbourhoods, Communities	
	<i>Contact Officer: Emma McDermott</i>	<i>Tel: 01273 296805</i>
	<i>Ward Affected: All Wards</i>	
78	LIBRARIES STRATEGY - PROCEDURES FOR CONSULTATION AND ENGAGEMENT	87 - 92
	Report of the Executive Director for Housing, Neighbourhoods and Communities	
	<i>Contact Officer: Sally McMahon</i>	<i>Tel: 01273 296963</i>
	<i>Ward Affected: All Wards</i>	
79	CITY OF SANCTUARY RE-ACCREDITATION	93 - 108
	Report of the Executive Director of Housing, Neighbourhoods and Communities	
	<i>Contact Officer: Lucy Bryson</i>	<i>Tel: 01273 292572</i>
	<i>Ward Affected: All Wards</i>	
80	ROYAL PAVILION AND MUSEUMS TRUST - PLAN FOR 2021/22	109 - 128
	Report of the Executive Director Economy, Environment and Culture	
	<i>Contact Officer: Donna Chisholm</i>	
	<i>Ward Affected: All Wards</i>	

- 81 BRIGHTON DOME BRIGHTON FESTIVAL REPORT 2020 - 2021** **129 - 136**
 Report of the Executive Director Economy, Environment and Culture
Contact Officer: Branwen Lorigan Tel: 01273 291094
Ward Affected: All Wards
- 82 REVIEW ASSESSMENT FOR CITY PLAN PART ONE** **137 - 146**
 Report of the Executive Director, Economy, Environment and Culture
Contact Officer: Steve Tremlett Tel: 01273 292108
Ward Affected: All Wards
- 83 CHRISTMAS MARKET 2021** **147 - 164**
 Report of the Executive Director, Economy, Environment & Culture
Contact Officer: Ian Shurrock Tel: 01273 292084
Ward Affected: St Peter's & North Laine
- 84 COMMISSIONING OF DOMESTIC VIOLENCE AND ABUSE SERVICES** **To Follow**
 Report of the Executive Director for Housing, Neighbourhoods & Communities (to be circulated).
Contact Officer: Rachel Sharpe
Ward Affected: All Wards
- 85 ITEMS REFERRED FOR FULL COUNCIL**
 To consider items to be submitted to the 25th March 2021 Council meeting for information.
In accordance with Procedure Rule 24.3a, the Committee may determine that any item is to be included in its report to Council. In addition, any Group may specify one further item to be included by notifying the Chief Executive no later than 10am on the eighth working day before the Council meeting at which the report is to be made, or if the Committee meeting take place after this deadline, immediately at the conclusion of the Committee meeting

ACCESS NOTICE

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The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fourth working day before the meeting.

For those members of the public wishing to actively take part in the meeting a link will be

emailed so that they can join the meeting.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

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FURTHER INFORMATION

For further details and general enquiries about this meeting contact Greg Weaver, (01273 291214, email greg.weaver@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Wednesday, 3 March 2021

BRIGHTON & HOVE CITY COUNCIL
TOURISM, EQUALITIES, COMMUNITIES & CULTURE COMMITTEE

4.00pm 14 JANUARY 2021

VIRTUAL

MINUTES

Present: Councillor Ebel (Joint Chair), Powell (Joint Chair), Rainey (Deputy Chair), Evans (Opposition Spokesperson), Nemeth (Group Spokesperson), Grimshaw, Mears, O'Quinn, Simson, Osborne (Joint Chair) and Shanks

Other Members present: Nick May (Sussex Police), Joanna Martindale (Community Voluntary Sector), Stephanie Prior, Harpreet Kaur (CCG)

PART ONE

56 PROCEDURAL BUSINESS

56(a) Declarations of substitutes

56.1 Councillor Sue Shanks declared her substitution for Councillor Phelim MacCafferty.

56.2 Councillor Martin Osborne declared his substitution for Councillor Claire Raney.

56(b) Declarations of interest

56.3 Councillor Powell declared her ongoing employment with Sussex Police.

56.4 Councillor Nemeth declared membership of the Hove Beach Hut Association and was the founder of this group.

56(c) Exclusion of press and public

56.5 In accordance with Section 100A of the Local Government Act 1972 ("the Act"), the Planning Committee considered whether the public should be excluded from the meeting during consideration of any item of business on the grounds that it is likely in view of the business to be transacted or the nature of the proceedings, that if members of the public were present during it, there would be disclosure to them of confidential information as defined in Section 100A (3) of the Act.

56.6 **RESOLVED** – That the public be not excluded during consideration of any item of business on the agenda.

57 CHANGES TO MEMBERSHIP AND CHAIRING OF THE TECC COMMITTEE

57.1 **RESOLVED** – that Committee:

1. Remove Councillor Rainey,
2. Appoint Councillor Osborne as Chair;
3. Appoint Councillor Ebel as Deputy Chair.

58 MINUTES

58.1 Councillor Evans requested the wording of what was stated in response to Mr Pennington's question at the previous TECC Committee be reconsidered due to inaccuracies supplied in the minutes.

59 CHAIRS COMMUNICATIONS

59.1 The Chair gave the following communications:

"I would like to take to start this meeting today by taking a moment's silence in remembrance of Sue Addis. Local businesswoman and community supporter whose tragic and untimely death was reported this week. It is a great loss for the City.

I would like to offer my vote of thanks now to Annie Sparks, our officer who is with us this evening who is retiring next week.

Since the last TECC meeting, I have attended the virtual World Aids day with a video message of solidarity. I attended the virtual trans remembrance day, I met virtually with Councillor Bob Lanser of West Sussex Council to start a discussion around any work that can be done on equalities. I've also had a helpful update from members of the Global HPO on their thoughts and how the Council are doing to address the recommendations they put together to address racism back in 2018.

I have virtually attended the racial harassment forums' "break the silence" event. In between that and before Christmas I'm glad to say that I managed to get to a socially distanced visit to the Museum to see the Bowie exhibition which was really great.

In January I held my very first meeting with the members of the Jewish Community to discuss their concerns around tackling anti-Semitism in the city.

Next Thursday the 21st sees my second surgery for local charities to meet with me one to one and also in the evening is the third CAG meeting advising the Council on the anti-racist strategy.

The Covid Marshall service continues to be flexible and responsive, the introduction of the lock down changed restrictions. As the nighttime economy is now closed the small Covid Marshall team is focusing on activity during the day in identified areas where it is known that people congregate such as the seafront and other popular open spaces in the City and outside takeaways. The marshals

will be there to encourage people to comply with Covid requirements if they see that any unsafe behaviour.

Weekly meetings between the Council and Sussex Police ensures that the services are kept under review and that we can deploy this service when and wherever it is most needed.

Building based library services are on a pause until end of January, but to reassure you that the existing digital library services and enquiry services will continue throughout this time. The situations will be reviewed towards the end of January and we are introducing more services if possible, in February.

Meanwhile repairs work which is critical to libraries services is being carried out at Carnegie in Hove Library to replace the rear windows and to repair and replace some of the stone work, you'll see that scaffolding has been erected at the front façade and the work is expected to last around a month depending on the weather. Those of you who are familiar with Westdene Library you'll know there is the entrance which is a substantial structure and it is unfortunately declared unsafe last year and put out of action the repairs are in 2 stages and require planning consent so a temporary ramp will be installed in February and subject to planning and funding approval a permanent ramp to be placed in the late Summer.

Library services will be opening in Patcham and Hollingbury which were previously unavailable when the lock down has been lifted.

We know Covid-19 has been devastating our city's events industry but the Council's events team has been working throughout to help local businesses and freelancers with everything from cancellations, rescheduling and accessing various grant streams. One of the most important developments for events in the City will be the introduction of the outdoor events charter in 2021. The charter has been created as a public statement about what the City Council and organisers are trying to achieve through outdoor events and how they are going about it. It's intended to help organisers understand what the City expects from them and to which they publicly commit themselves to. It's also a tool to use with local communities who may be impacted by events to show what we're trying to achieve to highlight the approach to quality and well managed events and to build a better relationship between those delivering events and those impacted by them. We are not aware of any other UK destination operating a charter such as this so it would be a first.

There is just 3 days to go till the consultation on Brighton and Hove Sports facilities investment plan which closes on the 17th January. Over 1300 people have already responded, please ensure that you have your say on the future of facilities for sports. It is invest in good quality, accessible sustainable facilities and services which support increased levels of participation by residents in the City.

The application for grants is on the Council portal, BHCC will work out the maximum entitlement to grants for the business from November onwards and the message is 'if you're not on the portal, you won't get anything', so if the current

grant schemes are running up until the middle of February then cumulatively the combo of grants could lead anything up to as much as £23k.

It is taking a few weeks for the Government's Department of Business, Energy and Industrial Strategy to follow up on any Government announcement with the guidance that the Council needs to inform businesses of the eligibility criteria as so far every announcement for a grant or a tier change has meant some sort of software change that needs to be spec'd, designed, built and tested on top of everything. The Council is hopeful that in this instance that closed business lockdown payment will effectively be a top up based on existing grant criteria and if it is then the Council has a chance of getting payments out before end of the month. Keep your eye on the Council website which is regularly updated.

In the past 3 months Visit Brighton has offered complimentary partnership to 525 plus tourism businesses ensuring business continues to be promoted throughout the pandemic. Bi-weekly newsletters to city wide tourist stakeholders have been giving them updates, on messaging, legislation, guidance, grant funding and Brexit related guidance. It has established a business support hub supporting tourist business in the city throughout the pandemic. It is promoted, maintained and updated at visitbrighton.com. Positive Brighton and Hove messaging is very important, advising visitors of current Covid guidance and detailing good to go accreditation for businesses whilst offering inspiration for trips in the future. They have also communicated via social media and promoted an offline office for local tourism businesses in the city.

The Brighton Centre is currently working with the NHS colleagues in the preparation and delivery of becoming a mass vaccination centre for the city.

Just to reassure community works are still maintaining key points of contact for the sector, their platform for volunteering is as busy as ever as you would imagine and they are doing specific work with the public sector organisation and the NHS with the vaccine volunteers roll out. They have had a voice on the many Council's working groups like the vulnerable people's cell and on homelessness. In terms of the wider sector, they continue to be on the frontline for food distribution, youth work, mental health, homelessness, housing older people and domestic violence. They are working closely with our public sector and health colleagues to plan deliver where they can.

The key message is for all of us, is that our charities need our support, they need funders, commissioners and they need Councillors to help support them, continue with their support and to note they are adapting to changing guidelines and delivery all the time.

There's a series of community consultations in the form of films and an online consultation which are part of the development of the city's 10-year public arts strategy. These films have been made to support consultees with the responses to the public arts strategy consultation questions and a team of young filmmakers are working with Lighthouse, a Brighton based arts technology and society organisation have produced these films. There are 5 films and they cover public art, a carbon neutral city, connectivity and community, places and spaces, public

art and wellbeing and public art and heritage. The Community consultation responses will inform the public art strategy, the length of these films will be published in the Culture in Our City and Lighthouse Website.

The Council's art team have commissioned a training session in partnership with community works to support the arts organisation in the city with the arts council recovery fund applications. This there were 20 Brighton and Hove arts businesses that signed up to the event which was on the 12th January so we are waiting to hear if there are any further sessions and I will let you know if that's the case.

We're pleased to let you know that the Council's Planning Team will be launching a new telecoms and phone mast page on the website in early February. This had been an area of particular interest and concern for residents. It will be a single point providing information on public health and 5g masts, information on and when consents are required for new masts and equipment including what can be considered and when residents will be consulted, there will be a link to an up to date map including information on all existing masts and equipment in the city. This will inform residents and service providers as well as help officers to look at better opportunities for site sharing. This will be available from the beginning of February."

60 CALL OVER

60.1 The following items were called:

- 63. Beach Chalet Letting Policy
- 64. Brighton and Hove Cultural Recovery Plan
- 66. Anti-Racism Pledge Update
- 68. Field Officer Team: Progress Report.

60.2 The following report was agreed as per the recommendations in the report:

- 65. Fees and Charges 2021-22

61 PUBLIC INVOLVEMENT

61.1 Mr Adrian Hill put forward the following question:

"1000 new apartments have been approved or built in areas where pollution exceeds legal limits exposing more people. Large buildings next to busy roads can also increase pollution because of reduced air flow and increased congestion. Will you ensure the pollution control advice and rules detailed in city plan SU9 and LAQM2020 are being checked? Also will you agree to better scrutinise and understand the limited regulations of the developer funded AQ assessments submitted with building plans? E.g. 'it was not possible to locate the [diffusion tube] on Google Street view' isn't an acceptable means of excluding evidence of illegal pollution."

61.2 The Chair gave the following response:

“The City Council has a strong commitment to improving air quality in the city and is working towards improvements that will surpass health protections set by the Expert Panel on Air Quality Standards who are guided by the World Health Organisation. It is through these actions and measures that air quality will improve in the city.

In terms of new development - larger developments in the city are often located in areas with lower air quality, such as the main Development Areas. It's because these often correspond with main transport corridors into the City Centre including London Road and Lewes Road. This is because they are the most accessible areas of the city in terms of public transport and active travel; and where the large development sites are located.

A planning application will rarely be refused due to poor air quality as the impact can be addressed with modifications and conditions. You can be assured that when a development impacts on these areas, policies in the adopted plan are applied and advice provided by the council's technical expert. This is to ensure that contributions to pollution or impact on local air quality is mitigated; and harm to future residents and visitors minimised.”

61.3 Mr Hill gave the following supplementary:

“It is advisable that planning does not admit housing adjacent to a27 and a23 risking requirement of air quality management. This is set by law and must be adhered to, improvements to poor air quality have been proposed before but remain un-addressed.”

61.4 The Head of Planning noted Mr Hill's concerns and stated that when planning applications came forward, air quality issues were carefully considered. It was noted that it was rare for an application to be refused due to air pollution and that, although this had happened in the past, this could be overcome through amendments in an application or legal agreements to mitigate issues.

61.5 Mr Stephen White gave the following question:

“We have been speaking to businesses running outdoor cafes, restaurants and leisure facilities in East Brighton and they are concerned to hear that polluting dust from the proposed development at the gasworks will land up to 500 metres from the site. They imagine this will affect their businesses and therefore affect tourism. What can you say that will allay these fears?”

61.6 The Chair gave the following response:

“I can assure you the protection of residents' health and safety remains a top priority for the city council when it comes to remediating a contaminated site like the Brighton Gas Works.

This is, however, a site that should be capable of being remediated safely. Residents and local services can be assured remediation of the Gas Works site must be safe and meet stringent standards set nationally. There will be oversight of this by the Health and Safety Executive and the Environment Agency.

In terms of future development of the site – considering any future planning applications will require scrutiny of evidence on how the site will be remediated. This will be carried out by specialist experts and considered by officers and Planning Committee.

A decision to approve the application would require the developer to comply with stringent planning conditions to address safe land remediation. Then, these conditions would have to be satisfied before any development could commence on the site.

We would like to see this derelict and contaminated site allocated for development in City Plan Part One, remediated and redeveloped. It will provide much needed homes and jobs; and, I hope, should generate custom that will support local businesses.”

61.7 As a supplementary Mr White referred to the effect of gasworks on resident’s health and enquired of any examples where residents had not been effected.

61.8 The Head of Planning offered to provide a written response.

61.9 Ms Marie Sansford, addressed the panel and gave the following question:

“The Scoping Report provided by QUOD on behalf of Berkeley Homes dated July 2020 states: ‘With respect to the Site, this has been allocated for redevelopment under Policy DA2.C.2 to provide “...approximately 2,000 sqm of business floor space to the north of the site, a minimum of 85 residential units and some ancillary retail development.” Under saved Policy HO1 of the BHLP, the southern half of the site was allocated for housing and was expected to provide 80 units of which 30% would be allocated for affordable housing. On adoption of the BHCC City Plan Part Two (CPP2), the saved policies will be replaced’.

In the Council’s Scoping Opinion Report English Heritage reportedly stated that the site was allocated for 50+ houses, and the Council also state this. There is no allocation of units in the publicly available draft of City Plan 2.

However a planning officer said by telephone that the site is now allocated for 340+ units. Please tell us exactly what this site is allocated for, and in what policy documents?”

61.9 The Chair gave the following response:

“The site is allocated for development in policy DA2 of City Plan Part One for a minimum of 85 new homes and 2000 sqm of employment space. This means, that applications can be submitted for more than 85 homes. The reason the number of units is expressed as a minimum is that we were only able to meet 44 per cent of our housing needs through sites identified for housing. As a result, the Planning Inspector for the City Plan required the housing requirement for the city to be expressed as a minimum

I can assure you, however, where more units are proposed that planning officers will carefully look at the level of development against all policies in the plan for example on design, layout, impact on amenities and travel. And the application will then be decided by councillors at Planning Committee.”

61.10 Ms Sansford gave the following supplementary:

“The report stated that previous allocations would fall away once the city plan 2 was accepted, if true what did this mean?”

61.11 The Head of Planning stated that the City Plan Part 2 aimed to be adopted in early 2022 and that this would not replace City Plan Part 1 rather it would be underneath it.

61.12 Ms Sue John addressed the panel and gave the following question:

“Rottingdean Parish Council welcomes the report on the city’s beach chalets and its recommendations. However, the report highlights the persisting inequity within the beach chalet leasing arrangements, leading to unreasonably long waiting lists. As it is not clear what the impact on tenure will be of freeing up those chalets currently leased by non-residents of Brighton and Hove, will the Committee agree to review the effect of recommendations 2.1 and 2.2 in 18 months’ time and consider whether further action is required?”

61.13 The Chair gave the following response:

“Thank you Councillor John for your question and for welcoming the report on Beach Chalets. An update on the impact of the recommendations will be included in the next report to committee on Beach Chalets. If a feasibility study is approved an update can be included in the report to committee on the outcome of the feasibility study.”

61.14 Ms John had the following supplementary:

“Whilst the recommendations are welcome, we regret that our initial request to move to a fixed term lease for all has been disregarded. We would have sympathy with a clause to allow residents in receipt of health and disability related benefits an automatic right of renewal at the end of the fixed term but how can BHCC incentivise those resident lifetime leaseholders who make no use of their chalets from year to year to relinquish those leases and thus reduce the waiting list further?”

61.15 The Chair requested that Ms John wait for the next item which would further discuss this issue in detail.

61.16 Mr John Paul McCarthy addressed the committee and gave the following question:

“The Saltdean Community Association, a local charity, want to buy and erect a wooden beach hut on the Undercliff at Saltdean near to the tunnel. This is a clear space beside the concrete wall. The hut would be used by the multitude of groups of local residents including sea swimmers, runners, triathletes and sea sports enthusiasts. The Association would pay for the hut, its insurance including public liability and maintenance. There would be no cost to the council of allowing us to put up a much-needed community asset. If it is damaged by the weather, the waves or humans, then that would be our responsibility. Would the chair of this committee, or any of its members, please consider an amendment to the Beach Chalet proposal that you are considering today please to enable us to put up a community beach hut?”

61.17 The Chair gave the following response:

“Thank you, Mr McCarthy, for your question. It is recommended in the report on Beach Chalets on the agenda of this meeting that a feasibility study is undertaken on the provision of additional beach chalets and beach huts along the Seafront. If it is approved this feasibility study will include consideration of the proposal you have suggested.”

61.18 Mr McCarthy referred to the amount of free space along the seafront and for a supplementary question enquired if it was possible to add 50 extra hubs, it was noted that an active group of swimmers and paddleboarders were looking for shared space.

61.19 The Chair referred to the original response and noted that a feasibility study would include this in the request.

61.20 Mr David Wilson addressed the panel and gave the following question:

“The report on beach chalets says that 17 of the 20 chalets in Saltdean are on indefinite leases. As someone who walks past the chalets twice a day everyday rain or shine, I know how much they aren't used. Therefore, I'm extremely disappointed that the council has bowed to pressure from people with lifetime leases. Of course, they don't want to give them up. But the fact is that officers are now proposing that councillors agree to a policy which is “for the few not the many”. Would the council please check that leaseholders of all the beach chalets across the city are not in arrears as I don't understand why anyone would pay hundreds of pounds every year to rent a beach chalet that they never use. And, if the arrears are significant, please would the council terminate the lease?”

61.21 The Chair gave the following response:

“Thank you Mr Wilson for your question. We would confirm that any chalet users who are in arrears with payments are contacted by the Council's Corporate Collection Team. If the arrears become significant, then consideration is given to terminating the agreement with the chalet user.”

61.22 For a supplementary question, Mr Wilson requested that BHCC carry out maintenance on chalets which needed renovation.

61.23 The Chair referred to the upcoming report on Beach Chalets which would include more information pertaining to the status of chalets.

61.24 Ms Mo Marsh addressed the Committee and presented her deputation on Beach Chalets.

61.25 The Chair gave the following response:

“Thank you Alderman Marsh for your deputation regarding beach chalets.

Beach chalets are a very popular amenity within the city and the report which this committee is considering proposes a feasibility study into increasing the provision of

beach chalets. The council is therefore seeking to increase the opportunity for residents of the city to use a beach chalet. Your proposal that chalet users with 5 year agreements are extended would not meet this aim.

Periodic inspections are undertaken of the chalets and contact made with chalets users whose chalets are in need of repair. When chalets users are contacted annually to be notified of changes in the rent, they are reminded of the waiting lists and to consider ending their agreement if they are not utilising their chalet.

The lockdown has been a national response to a public health pandemic which has affected everybody in the country, with a severe financial impact upon the council. Therefore it would not be appropriate for the council to be extending agreements for chalet users by six weeks to compensate for the lockdown.

It is not possible to guarantee access at all times to the chalets in Madeira Drive. For example, the area is closed for health & safety requirements for the Speed Trials. However, the council will look to minimise the impact upon access to chalets for users as much as possible.

We do appreciate your passion for a beach chalet, however the opportunity to use a beach chalet is also shared by many other residents of the city.”

61.26 **RESOLVED** – that committee agreed to note the deputation.

62 MEMBER INVOLVEMENT

(i) Public Space Protection Orders

62.1 Councillor Nemeth gave the following question:

“When Public Space Protection Orders were last discussed at this committee, Members were informed that the Orders were due to expire and that no plan had been drawn up for their renewal. An update was expected by mid-2020 but nothing has been forthcoming. Has the PSPO programme been quietly abandoned?”

62.2 The Chair gave the following response:

“Thank you for the question. The use of PSPOs in the City has not been abandoned. In September 2020 this Committee endorsed the continued use of PSPOs in relation to existing gating orders, dog control orders and drinking in public spaces for three years until 2023. In relation to PSPOs for Parks and Open Spaces, these expired in December 2019. A review of alternative enforcement tools was requested which I understand has been progressed and a briefing note was sent to Cllr Simson setting out alternative enforcement options to PSPOs for Parks and Open spaces. I will follow this up with officers and request that the briefing is shared with all members of the Committee.”

62.3 Councillor Nemeth gave the following supplementary:

“Will the administration now be progressing the PSPO program for parks in particular?”

62.4 The Chair responded by noting that there was an equalities issue which led to this outcome.

(ii) Effects of Sewage Over spills on Water Sports

62.5 Councillor Nemeth gave the following question:

“Are watersports participants properly informed that red flags could signify a health hazard risk rather than dangerous sea conditions? A health hazard could be associated with calm waters after a severe storm that results in combined sewer and surface water discharges.”

62.6 The Chair gave the following response:

“The flag system on bathing beaches is managed by the Beach Lifeguards and will only be flown when lifeguards are on duty. The red flag is a signal that the lifeguards consider the conditions are unsafe for swimming and watersports. This could be for any number of reasons including pollution events. When the red flag is displayed the lifeguards will proactively patrol the designated bathing beach and advise beach users not to enter the water to swim or for watersports. If sea conditions permit, the lifeguard patrol boat will also provide information to anyone already on the water.”

62.7 Councillor Nemeth gave the following question:

“In 2020, the most westerly Red Flag was at the Life Guard station next to the King Alfred. This was so far away as to be virtually invisible from the Promenade and Beach, west from about Langdale Gardens. Is there a case for more red flags even if these are not next to manned life guard stations?”

62.8 The Chair gave the following response:

“During the bathing season we would always encourage anyone swimming to do so at a lifeguarded bathing area. As previously explained the red flags should only be flown when lifeguards are present and only on designated bathing beaches. It is an internationally recognised system and should therefore not be altered.”

62.9 Councillor Nemeth asked the following question:

“Ought there to be a large and visible notice in front of each of the five outflows cautioning against swimming close to them, especially after rainy weather?”

62.10 The Chair gave the following response:

“This could be investigated but any signage would need to be developed in conjunction with Southern Water. Fixed signs on the beach can be problematic due to damage caused by the elements and the proximity to the shoreline.”

62.11 Councillor Nemeth gave the following question:

“Would the Environmental Health Team be aware if there were a spike in sewage-related disease amongst swimmers? GP practices report incidence of diagnosed illness on a monthly basis to Public Health and this might not show a localised spike for example in gastro-enteritis over a specific 2-3 day period, which could be linked to a discharge.”

62.12 The Chair gave the following response:

“There are a number of systems in place by which such events would be picked up. The Public Health England Health Protection Team would be in contact with the council if they noticed a spike in any notified illness. They would alert the Public Health and Environmental Health teams to the actions either being or needing to be taken. The Environmental Health team may be asked to investigate single cases of gastrointestinal illness and may pick up common themes from the individual cases and identify a potential outbreak. If there had been recent heavy rain/overflow from sewers released into the sea then this would be considered as a risk, especially if cases reported sea swimming.”

(iii) Funding Maintenance Plans

62.13 Councillor Nemeth gave the following question:

“Cllr Powell kindly offered to respond post-meeting to my supplementary question on Funding Maintenance Plans at the November 2020 meeting of this committee. Will this response be sent soon?”

62.14 The Chair gave the following response:

“I agree that good quality and maintainable materials are a practical way of helping to achieve two key priorities – sustainability and a better quality built environment. As part of the planning process – these need to be weighed up and balanced with other policies and goals that we have – for example affordable housing, securing jobs and delivering a carbon neutral city by 2030.”

(D) Notice of Motions

(i) Improving Availability of Beach Huts and Chalets

62.15 The Committee considered a notice of motion referred from Full Council meeting which took place on the 22 August 2020.

62.16 **RESOLVED** – that the notice of motion be noted.

63 BEACH CHALET LETTING POLICY

63.1 The Committee considered a report of the Executive Director Economy, Environment, Environment & Culture which sought to update members on the status of the Beach Chalet Letting Policy. The report was provided by the Head of Sport and Leisure.

- 63.2 Councillor Nemeth and Evans presented a composite amendment which sought to add a new recommendation while amending the amendments and
- 63.3 The Committee welcomed the report and the officers involved in bringing this forward. Councillor Ebel expressed concern regarding the outcome of the amendment with respect to decreasing tenure of facilities, a comparison was made with the long term use of garages.
- 63.4 Members noted issues surrounding lack of use and stated support for a compromise.
- 63.5 **RESOLVED** – That Committee:
1. (subject to further consideration of the legal, financial and practical implications of the proposal in a future report) indefinite agreements for beach chalets should be phased out over a period of 8 years starting from the lifting of lockdown restrictions and all future agreements will be as per the fixed term agreements.
 2. Approves bringing indefinite agreements to an end as soon as is practically possible for beach chalets for those that do not reside in Brighton & Hove in accordance with the terms and conditions of the licence agreement.
 3. Agrees that annual checks are carried out to ensure that all existing and future fixed-term licence agreements remain with residents of Brighton & Hove.
 4. Agrees for a further report to identify locations for to be the provision of additional beach chalets and beach huts along the seafront including less well visited parts to help regenerate those areas, in particular the area east of the Palace Pier.
 5. Agrees the report also explores options to finance the building of additional beach chalets or beach huts to rent or to purchase.
 6. Agrees the report also identifies how beach huts and chalet income east of the Palace Pier could support additional borrowing and regeneration of Madeira Terraces and contribute to the wider area's regeneration and renewal.
 7. Agrees the report considers retaining one or more beach chalets in future, from either existing stock freed up by new lease arrangements or new stock, as short term lets for community event use.

64 BRIGHTON AND HOVE CULTURAL RECOVERY PLAN

- 64.1 The Committee considered a report of the Executive Director Economy, Environment and Culture which sought to provide an outline of the thematic areas where projects would be developed by both the Council and external stakeholders to support the recovery over the next 24 months from April 2021. The report was provided by the Assistant Director Culture, Tourism & Sport.
- 64.2 The Committee welcomed the report and noted the procurement of 10 million pounds, the importance of the arts and creative industries commission. It was further noted that financial support from Central Government was not enough.
- 64.3 Councillor Shanks noted the lack of attendance of artist open houses prior to Christmas and noted issues with marketing.
- 64.4 **RESOLVED:** That committee:

1. Notes that the culture and creative sectors have been badly affected by the Pandemic for over nine months now, and normal activity levels are not expected to return until the second half of 2021.
2. Notes the key aspects of the Recovery Plan for Culture as laid out in sections 3.4 and 3.5 below, which places the regeneration of livelihoods for thousands of creative workers at centre of a series of projects over 2021 and 2022.

65 FIELD OFFICER TEAM : PROGRESS REPORT

- 65.1 The Committee considered a report of the Executive Director for Economy, Environment & Culture which sought to provide an update on the work and progress of the Field Officer Team since it was fully launched in December 2011. The report was provided by the Regulatory Services Manager.
- 65.2 The Committee welcomed the report and noted issues such as safety of staff, difficulties field officers faced during the Covid-19 lockdown and further noted an issue regarding the change in function for Field Officers proposed in 2017 and the current role.
- 65.3 Councillor Simson stated the importance of making sure complaints relating to Field Officers be channelled properly and sought clarity on the role of Field Officers with regard to anti-social behaviour.
- 65.4 The Regulatory Services Manager clarified that the Field Officers could be tasked by housing officers to do work on their behalf.
- 65.5 **RESOLVED** – that Committee:
1. Note the update on the work of the Field Officer team.

66 ANTI-RACISM PLEDGE UPDATE

- 66.1 The Committee considered a report of the Interim Director Housing, Neighbourhoods and Communities which sought to provide an update on actions taken since 19th November 2020. The report was provided by the Equalities Manager.
- 66.2 The Committee welcomed the report and noted that ethnic minorities were at higher risk during the Covid-19 era, sought clarification on Operation Black vote and enquired how training would be tailored to different roles within BHCC.
- 66.3 The Head of Communities and Equality stated that there would be a commitment to include race as a factor in the budget.
- 66.4 **RESOLVED** – That Committee:
1. Note the report.

67 ITEMS REFERRED FOR FULL COUNCIL

- 67.1 No items were referred to Full Council.

68 FEES AND CHARGES 2021-22

68.1 RESOLVED – That Committee:

1. Approves the proposed fees and charges for 2021/22 as set out within the report.
2. Delegates authority to the Executive Director of Economy, Environment & Culture (in relation to paragraphs 3.4-3.6) to change fees and charges as set out in the report and as set by central Government during the year.

The meeting concluded at 7.47pm

Signed

Chair

Dated this

day of

BRIGHTON & HOVE CITY COUNCIL
TOURISM, EQUALITIES, COMMUNITIES & CULTURE COMMITTEE

4.00pm 19 NOVEMBER 2020

HOVE TOWN HALL - COUNCIL CHAMBER

MINUTES

Present: Councillor Ebel (Joint Chair), Powell (Joint Chair), Evans (Opposition Spokesperson), Nemeth (Group Spokesperson), Mac Cafferty, Mears, O'Quinn, Shanks and Simson

Other Members present: Nick May (Sussex Police), Joanna Martindale (Community Voluntary Sector), Lola BanJoko (B&H CCG), Stephanie Prior

PART ONE

36 PROCEDURAL BUSINESS

36(a) Declarations of substitutes

- 36.1 Councillor Theresa Fowler declared her substitution for Amanda Grimshaw.
- 36.2 Councillor Sue Shanks declared her substitution for Councillor Clare Rainey.

36(b) Declarations of interest

- 36.3 Councillor Powell declared her ongoing employment with Sussex Police and that her partner was involved as a consultant working with various local charities.
- 36.4 Councillor Appich declared her position as chair of the City Fair Trade group.

36(c) Exclusion of press and public

- 36.5 In accordance with Section 100A of the Local Government Act 1972 ("the Act"), the Planning Committee considered whether the public should be excluded from the meeting during consideration of any item of business on the grounds that it is likely in view of the business to be transacted or the nature of the proceedings, that if members of the public were present during it, there would be disclosure to them of confidential information as defined in Section 100A (3) of the Act.
- 36.5 **RESOLVED** – That the public be not excluded during consideration of any item of business on the agenda.

37 MINUTES

37.1 **AGREED** – that the minutes were a correct record of the meeting held on 24 September 2020 as an accurate record.

38 CHAIRS COMMUNICATIONS

38.1 The Chair gave the following Communications:

“Welcome everyone in the 2nd lockdown, hoping everyone is well, and thanks for attending today. We’ve another packed agenda, but I will aim to factor in short comfort breaks where possible, so do remind me with a hand up if we go over time on this or when anyone is feeling the need for a break.

I would ask, because of the length of the agenda today, that each contributor keeps to succinct a point as possible to enable us all to get through the items with ease.

We are all aware of the upsetting and distressing news item yesterday of the anti-Semitic graffiti daubed on a wall in Hove. I wanted to start today’s proceedings by reaffirming that we do not tolerate hate in our city in any form. We do not tolerate anti-Semitism, and I will be reaching out to local Rabbis in my capacity as Lead Member for Equalities.

I would like to extend a warm welcome to Stephanie Prior, our new standing invitee to TECC. We always welcome ‘a new lens’ on what we’re doing at committee, especially in these exceedingly challenging times. Our standing invitees are a vital part of this committee. we thank all of you for making the time to regularly attend TECC, and so we welcome Stephanie, we really look forward to working with you.

Another warm welcome is extended to Cllr Amanda Evans, who joins us today as the new Opposition Spokes. Welcome Amanda, very pleased to have you on board. I’d like it recorded please that I extend my thanks to Cllr Carmen Appich, your predecessor who worked closely with us on many matters, but in particular on equalities, so I look forward to continuing this collaborative, good-spirited relationship Amanda, and in particular on this topic.

It’s been a busy time for us all of course, and none so more than on this committee:

- i) I’ve spent a good deal of time with various groups and individuals re: the anti-racism strategy. This work is ongoing and will continue of course.
- ii) I’ve started holding online CVS surgeries: 1:1 meetings with any local charity or organisation to discuss pressing or urgent matters, and these will be held quarterly.
- iii) I’ve held the second CAG (Community Advisory Group) meeting which as you may recall comprises the BAME-led groups in the city to help shape the anti-racist strategy. This is going well with heartfelt and honest contributions and suggestions from everyone involved, and I look forward to continuing this dialogue.
- iv) I attended the sanctuary on sea AGM; an event looking ahead at the next stage of building a City of Sanctuary in the city, with some truly inspirational speakers.

- v) I attended a great session regarding Inclusive cities, and heard from some very powerful speakers, notably an SNP Cllr and the Deputy Mayor of London.
- vi) I did an interview with Latest TV about our support for the anti-harassment club,

During lockdown Libraries are continuing to offer some services for local people:

- Digital services including eBooks, eAudiobooks, newspapers, journals and comics
- Order & Collect – order a selection of books online or by phone, and collect from Hove or Jubilee Libraries
- Home Delivery Services for people who find it hard to leave their homes
- An Enquiry and Information service by email or phone

Information on all of these things can be found on the library pages on the council website. This December Libraries will be promoting a Winter Reading Challenge for children. It will run online for 6 weeks and will be very similar to the Summer Reading Challenge - the goal is for children to read a chosen number of books to collect a prize! The Challenge starts on Tuesday 1 December 2020 and ends on Friday 15 January 2021.

Carbon Reduction Fund

I will take this opportunity to plug the council's Carbon Reduction fund which is still open for bids until 27th November. The council are looking to support projects that promote active and sustainable travel, create and improve open spaces, support a 'reduce, repair, reuse and recycle' approach, or other ideas that contribute to the city's pledge to become carbon neutral by 2030. Applications are open to locally based community and voluntary organisations, and the planned project must be solely for the Brighton & Hove area of course.

Trans Day of Remembrance

On the occasion of the International Trans Day of Remembrance, this Sunday 20th November we remember that 350 Trans and Gender-Diverse people were reported murdered in the last year.

Aggregated data indicates that Black and migrant trans women of colour are more vulnerable and frequently targeted.

We share our solidarity with the city's Trans and Gender diverse communities on this sad day & reflect that behind the statistical representation of numbers and percentages, these are people whose lives we value and whose loss is mourned.

Disability

Disability History Month 2020 started yesterday on 18th November for a month until Friday 18th December 2020.

The theme is Access:

How far have we come?
How far have we to go?

For those of you who have not watched Question Time last week please do. Disabled comedian Rosie Jones speaks passionately about her own experience in terms of accessibility, of prejudice, and in how far we have come since the Disability Discrimination Act 1995, and importantly how far we still need to go.

Religious Festivals

Happy Diwali to residents who celebrated the Festival of Lights last weekend, from 12th to 16th November. With Covid-19 restrictions in place, Diwali will have been a different experience for Hindus, Sikhs, Jains and Buddhists celebrating this year in many countries around the world and here in our local communities.

Also with Hanukah, the Solstice and Christmas next month I'd like to say that I know that this year has been hard for people of faith to celebrate with friends and family and that celebrations have been different from usual. I hope though that the festive season is full of light, happiness and celebration for us all and that we can look ahead to when we can be safely together once more.

To report on Cllr Marianna - my Co-Chair's side of the portfolio:

- M attended the Hove Civic Society AGM and spoke about what the Council and different partner organisations are doing to green our city.
- Attended a meeting with the new owners (Matsim) of the Hippodrome
- Interview on Latest TV to promote encourage participation in the consultation of the Urban Design Framework SPD
- Worked on and submitted the Council's response to the Government's White Paper consultation
- Restarted the cross-party joint Planning Members' Working Group. A group that brings together Councillors who sit on the Planning Committee and those who make Planning Policy. The group will help to better understand how we can work together.
- Like me, M attended the anti-racist training –. It's informative, thought-provoking I encourage all councillors to attend this.

Support for the Arts, Cultural, Events & Hospitality Sector

The Government is giving out grants for small businesses and I encourage all businesses, especially in our hard-hit cultural & hospitality sectors, to apply for these grants and the application portal for the grants is now open so businesses can apply now.

Businesses that had to close during the lockdown can apply for funding of up to £3,000, depending on the rateable value of the business. And for businesses that did not have to close but are nevertheless affected by the pandemic a discretionary grant is being made available. The link is up so please do visit the Council's website to find out more.

We are, of course, painfully aware that businesses in the creative, cultural, events and hospitality sector are in dire need of support to survive the current Covid-19 crisis, and we are therefore writing to the Secretary of State for Digital, Culture, Media and Sport. We are asking for further support, especially for those currently falling through the cracks, amongst them many people on zero-hour contracts and casual workers. We are also asking that Government extends the eviction support which is coming to an end by the end of the year. Many business owners had hoped to rebuild their businesses over the autumn and Christmas period which has sadly been thwarted by the current lockdown. The eviction support is now likely to end at the precise time of year that rent will be due, but with many businesses unable to forecast a sufficient improvement in their revenue over that time. Only with a robust and wide-ranging support package will our many vibrant Arts, Cultural, Events & Hospitality businesses be able to pull through this unprecedented crisis.

Consultation on Urban Design Framework SPD

A reminder that consultation is now taking place on the Draft version of the Urban Design Framework Supplementary Planning Document (UDF SPD). The consultation is running for 7 weeks until 11th December. The Draft UDF SPD looks at opportunities to deliver better design outcomes from new development in the city. This includes showing how good urban design can help to improve existing areas, shape new places and deliver safer, more inclusive, accessible, sustainable and climate-resilient buildings, spaces and places for the city; its residents, businesses and visitors.

Views put forward during the current consultation will feed into the final version of the guidance that will then be submitted to TECC Committee for adoption early 2021. Once adopted, this guidance will guide planning decisions on planning applications. You can view the Draft UDF SPD and its supporting documents on the council website.

Consultation on Sports Facilities

To plan for the future of sport in the city, the council has launched a consultation to find out how residents think sports facilities could be improved and developed. I would like to encourage residents to participate in this consultation. The findings of the survey will be included in the final Sports Facilities Investment Plan which will be presented to this committee and used to help inform the Sport and Physical Activity Strategy. The plan aims to encourage increased participation in sport and physical activity and improve the health and wellbeing of residents across the city. The consultation runs until 17 January 2021. Residents filling in our survey have the chance to enter a prize draw for the chance to win one of ten £25 Love2Shop vouchers!"

39 CALL OVER

39.1 The following items were called:

- 42 Community Safety Strategy Update
- 43 Progress Report on anti-racism Action
- 44 Support for the Charity Sector and Volunteering
- 48 Historic Motor Vehicle Events
- 49 Outdoor Events Madeira Drive

51 Hove Station Area Masterplan

39.2 The Following items were agreed as per the recommendations in the report:

- 45 CIL Infrastructure Funding Statement 2019/2020
- 46 Local Development Scheme Update
- 47 Outdoor Events Parks and Open Spaces
- 50 Brighton Centre Catering Concession

40 PUBLIC INVOLVEMENT

(b) Written Questions

(i) Beach Chalets Report Removal

40.1 Mr Roy Pennington provided the following question:

“Why was the Beach Chalet Letting Report Survey report, due to be discussed 19th November 2020 meeting, removed from the agenda?”

40.2 The Chair gave the following response:

“We received 790 responses to our recent consultation on whether chalet licenses should all move in to fixed term basis. I fully understand how important these chalets are for our residents, for this reason myself and my Committee Co-Chair Councillor Marianna Ebel have decided to take more time to consider how this important amenity should be managed. Officers will bring a report to our January 2021 TECC Committee, we will listen to your concerns and the many valuable points made by people with indefinite licenses. The report will make recommendations on how beach chalet licenses can be managed for the benefit of as many people as possible whilst also respecting previous commitments the Council has made.”

40.3 Mr Pennington gave the following supplementary question:

“Can Brighton Beach Chalet Tenants Association be recognised as an association for all tenants of chalets?”

40.4 The chair stated that this would be considered.

41 MEMBER INVOLVEMENT

(b) Written Questions

(i) Funding Maintenance Plans

41.1 Councillor Nemeth gave the following question:

““The detailing and finishing of exterior surfaces (for example metal cladding, timber cladding, glazed curtain walling, concrete or rendered/painted surfaces) needs to be

carefully considered to avoid requiring onerous maintenance requirements or poor weathering properties. Where appropriate, a funded maintenance plan will be required to demonstrate how the quality of materials used will be secured over time.”

41.2 The Chair gave the following response:

“I can confirm that the agreed change was taken forward into the supporting text (paragraph 2.151) of policy DM18 High Quality Design and Spaces in the Proposed Submission version of City Plan Part Two. The role of supporting text is to help clarify the meaning of a policy and how it is envisaged to be implemented. It should be noted, however, that it does not carry the same weight as policy itself.

City Plan Part Two will not have full weight for decision-making purposes until it is formally adopted which is currently anticipated to be Spring 2022. Submission of the plan to government is planned for March 2021 and examination by an independent Planning Inspector will follow with public hearings likely Summer 2021. This will be followed by the Inspector’s Report, then Council adoption.

The degree of weight that can be given to individual policies at this stage will depend upon the representations received (as part of the recent consultation) and whether soundness objections were received. Policy DM18 has attracted some soundness objections so can only be given limited weight at this point in time.

However, the matter of materials and maintenance is also addressed in the draft Urban Design Framework SPD which is currently out to public consultation until 11th December. This further guidance (at Section 3.5) indicates that in the case of major development the council will require that a maintenance plan and indicative construction details are provided. Once adopted, by summer 2021, this guidance will help to deliver higher quality and better design outcomes from new development in the city.”

41.3 Councillor Nemeth gave the following supplementary:

“Did the chair recognise that getting principled maintainable materials, that installation required pride and love were key to the issue?”

41.4 The chair offered a written response.

(ii) Field Officers

41.5 Councillor Mary Mears gave the following question:

“Would the Chair provide (i) an update on the Field Officer employment and retention situation and (ii) confirm that no council tenant will be charged (through the Housing Revenue Account) for the Field Officer service if, for whatever reason, it is not being provided?”

41.6 The Chair gave the following response:

“The current staffing position for field officers is
One Full Time Manager
4 full time in post

Recruitment for vacant posts took place in October and the following posts were filled and officers will be starting with the team in December
2 part time and 2 full time. The team will then be up to full capacity.

The HRA provides some funding to the field officer service which amounts to 1 FTE and field officers continue to work with housing colleagues investigating noise and nuisance cases relating to housing tenants thus providing services to those tenants. The Field Officers assisted housing colleagues to set up and run the EIB survey and carried out meetings until the meetings had to be cancelled due to Covid.

A full report on Field Officer activity is being reported to TECC Committee in January.”

41.7 Councillor Mears gave the following supplementary:

“The issue was with tenants build up in taking over work from officers who deal with this. Due to a lack of officers, the recent issue of an 18 month old case only just being dealt with.

41.8 The Chair stated that this would be factored in to the report which was due to come in future.

(d) Notices of Motion

(i) Improving Availability of Beach Huts and Chalets

41.9 The Chair notified the Committee that this Notice of Motion was to be deferred to a later date as when the report was brought back to Committee.

(ii) Volk’s Railway Improvements

41.10 The Committee considered a Notice of Motion from Councillor Nemeth and Councillor Mears which sought to:

- (i) Thank the Volk’s Electric Railway Association for the briefing note ‘An Accessible Future for Volk’s Electric Railway’;
- (ii) Note the implications for tourism of successfully improving accessibility to Volk’s Electric Railway; and
- (iii) Call for an Officer Report in how the note’s recommendations may be implemented.

41.11 Councillor Mears formally seconded the motion.

41.12 Councillor Evans moved an amendment which sought:

- (i) To thank Volk’s Electric Railway Association for the proposal document ‘An Accessible Future for Volk’s Electric Railway’;
- (ii) To note the potential positive implications for inclusivity, the tourist economy and community wealth building of successfully expanding, updating and improving accessibility to Volk’s Electric Railway;

- (iii) To call for an Officer Report exploring how these proposals could be considered alongside existing planned works at Black Rock and Madeira Terraces, and be complementary to them; and
- (iv) Notes that due to the Covid-19 pandemic councils across the country are in a difficult financial position and that this council's financial opportunities are just as limited. Committee therefore requests the report also explores options for funding the proposals through external funding, such as the Heritage Lottery Fund, or S106/CiL money.

41.13 Councillor Ebel formally seconded the amendment.

41.14 Councillor Nemeth welcomed the amendment.

41.15 **RESOLVED** – that the recommendations, as amended, be agreed.

(iii) Low-Cost Nature Reserve Conservation Features

41.16 The Committee considered a Notice of Motion from Councillor Nemeth and Councillor Simson which sought to set out a preferred timetable for implementation of the agreement and called for an Officer Report on what conservation features should be included.

41.17 Councillor Simson formally seconded the motion.

41.18 Councillor Ebel stated that there were resources in place to update the guidance and that consultation on the rewilding strategy was to take place in 2021. It was noted that this would include low cost nature preservation features.

41.19 Councillor Evans expressed concern at the prospect of repeating works that had been carried out.

41.20 Councillor O'Quinn expressed concern with regard to the legitimacy of the motion.

41.21 Councillor Nemeth stated that opposition against this was unfair.

41.22 A vote was held and the notice of motion was not passed.

42 COMMUNITY SAFETY STRATEGY UPDATE

42.1 The Committee considered a report of the Interim Director of Housing Neighbourhoods and Communities which sought provide an update on the work undertaken by the Community Safety Partnership in relation to the Community Safety and Crime Reduction Strategy. The report was provided by the Head of Safer Communities.

42.2 The Committee welcomed the report and thanked the officers involved in bringing it forward. Concerns of Antisemitism were expressed and solidarity with Jewish Community was stated with regard to a recent Anti-Semitic graffiti incident. Members

expressed concerns with the rise of crime across Brighton and Hove. Sussex Police representatives gave a brief overview of the current status of crime and in Brighton and Hove City.

42.3 **RESOLVED** – that Committee:

1. Notes the report.
2. Reaffirm the Council's commitment to continued support to the community safety partnership work.

43 PROGRESS REPORT ON ANTI-RACISM ACTION

43.1 The Committee considered a report of Interim Executive Director for Housing, Communities and Neighbourhoods which sought to provide an update on the progress made and identify priorities and next steps with regard to actions taken by the Council towards becoming an anti-racist council. The report was provided by the Equalities Manager.

43.2 The Committee welcomed the report and thanked officers involved in managing the process. Councillors and Co-optee members expressed support of the work being carried out. It was noted that Oxford had made an anti-racism pledge and that this was the intention of BHCC.

43.3 **RESOLVED** – that Committee:

1. That committee notes this update on the council's pledge to become an anti-racist council and requests that further updates on this vital work become a standing agenda item at future TECC committees.
2. That committee notes that the council will continue to work with a range of partners to create an anti-racist city.

44 SUPPORT FOR THE CHARITY SECTOR AND VOLUNTEERING

44.1 The Committee considered a report of the Interim Executive Director of Housing, Neighbourhoods and Communities which sought to provide a response to a notice of motion brought to the previous TECC Committee held on the 18 June 2020.

44.2 The Committee welcomed the report and the officers involved in bringing this forward. Members noted the issues regarding methods in which large organisations operated which could lead to them being further funded by BHCC. Support was expressed for volunteer work, an increase in volunteers had been noted.

44.3 **RESOLVED** – that Committee:

1. Noted the Council's Third Sector Investment Programme (TSIP) as the council's major grant funding support to the Community and Voluntary Sector (CVS)
2. Approved the agile use of the Communities Fund 2021/22 under the guidance of the All-Party Members Advisory Group within the fund's framework.
3. Noted the Council's investment in the Community Works Partnership to provide infrastructure support for the CVS in the City.

4. Noted Officers would explore and report back on development of a policy and process for 'community' tenants to request a rent reduction/break to support their recovery from Covid-19.
5. Noted that officers would explore the opening of council training to CVS organisations.

45 CIL INFRASTRUCTURE FUNDING STATEMENT - 2019/20

45.1 RESOLVED – that Committee:

1. Approved the Brighton and Hove City Council 2019/20 IFS attached as Appendix 1, subject to any minor alterations (numerical, grammatical and spelling) to be agreed by the Head of Planning in consultation of the Chair of TECC Committee
2. Authorised the Head of Planning to publish the statement on the BHCC website and submit the annual return to the MCHLG in accordance with Regulation 121A of the Community Infrastructure Regulations 2010 (as amended)
3. Noted the emerging CIL Advisory Protocol for members to be further reported in 2021.

46 LOCAL DEVELOPMENT SCHEME UPDATE

46.1 RESOLVED – that Committee:

1. Approved the revised Local Development Scheme 2020-2023, attached as appendix 1.

47 OUTDOOR EVENTS - PARKS AND OPEN SPACES 2021

47.1 RESOLVED – That committee:

1. Grant landlord's consent (subject to the execution of a formal agreement) for each of the proposed events listed in Appendix 1.
2. Authorise officers to enter into formal agreements with event organisers to determine conditions, fees and levels of support as appropriate.
3. Authorise the Executive Director, Economy, Environment & Culture, after consultation with the Chair of the committee and opposition spokespersons, to make any alterations to the events programme as necessary including approving new applications in accordance with the Outdoor Events Policy and cancelling events if required.

48 HISTORIC MOTOR VEHICLE EVENTS

- 48.1 The Committee considered a report of the Executive Director of Economy, Environment & Culture which sought to inform the committee of requests of upcoming motor vehicle events. The report was provided by the Head of Sport and Leisure.
- 48.2 The Committee welcomed the report and the work of officers involved in bringing this forward. A member stated the reason for the report in light of a lack of assurance given. A member expressed concern over hosting events which required motor vehicles, it was

stated that Central Government had announced the end of all diesel cars and that such events were obsolete.

48.3 **RESOLVED** – that the committee:

1. Noted the contents of the report.

49 OUTDOOR EVENTS - MADEIRA DRIVE 2021

49.1 The Committee considered a report of the Executive Director for Economy, Environment & Culture which sought landlord's consent for each of the proposed events on Madeira Drive 2021 and the associated road closures. The report was provided by the Head of Sport and Leisure.

49.2 Committee welcomed the report and made enquiries regarding the amount charged. The Head of Sport and Leisure confirmed that the standard charge would apply for arrangement of events and where commercial events were held, this would be negotiated separately in order that BHCC could achieve a return on the event.

49.3 **RESOLVED** – that the committee:

1. Grants landlord's consent (subject to the execution of a formal agreement) for each of the proposed events on Madeira Drive and the associated road closures as listed in Appendix 1.
2. Authorises officers to enter into formal agreements with event organisers to determine conditions, fees and levels of support as appropriate.
3. Authorises the Executive Director, Economy, Environment & Culture, after consultation with the Chair of the committee and opposition spokespersons, to make any alterations to the events programme as necessary including approving new applications in accordance with the Outdoor Events Policy and cancelling events if required.

50 BRIGHTON CENTRE CATERING CONCESSION

50.1 **RESOLVED** – that Committee:

1. Delegated authority be granted to the Executive Director, Economy Environment & Culture to:
 - (i) Procure and award a concession contract for catering at the Brighton Centre with an initial term of 5 years; and
 - (ii) Approve an extension(s) to the contract referred to in 2.1 (i) above for a period of up to two years, subject to satisfactory performance by the contractor.

51 HOVE STATION AREA MASTERPLAN

51.1 The Committee considered a report of the Executive Director, Economy, Environment & Culture which sought to provide an update on the preparation of the Hove Station Masterplan Supplementary Planning Document. The report was provided by the City Regeneration Program Manager.

51.2 Committee welcomed the report and welcomed the consultation due to take place in future. The City Regeneration Program Manager clarified the situation with regard to access siding railway in to the woodyard within Saville Trading Estate.

51.3 **RESOLVED** - that Committee:

1. Approves the draft Hove Station Area Masterplan Supplementary Planning Document (attached as Appendix 1 to this report) for public consultation for 8 weeks and authorises the Executive Director Economy, Environment and Culture to make any necessary minor amendments to the Draft SPD in consultation with the Chair of TECC Committee prior to the public consultation.

52 ITEMS REFERRED FOR FULL COUNCIL

52.1 Nothing was referred to Full Council.

The meeting concluded at 7.20pm

Signed

Chair

Dated this

day of

Please note that the amended portion of the minutes for the meeting which took place on the 19th November 2020 pertains to the Chair's response to Mr Roy Pennington's Public Question regarding Beach Chalets.

Subject:	Items referred from Council - Petitions		
Date of Meeting:	11 March 2021		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name: Mark Wall	Tel: 01273 291006	
	E-mail: mark.wall@brighton-hove.gov.uk		
Wards Affected:	Various		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive any petitions referred from the Council meeting held on the 22 January 2021.

2. RECOMMENDATIONS:

- 2.2 That the Committee responds to the petition either by noting it or writing to the petition organiser setting out the Council's views, or where it is considered more appropriate, calls for an officer report on the matter.

3. PETITION

(i) Save Hove and Portslade Seafront

Lead Petitioner – Andrea Lewis

To receive the following petition signed by 454 people at the time of publication:

“We the undersigned petition Brighton & Hove Council to answer the questions below, so positive action can be taken for the repair of the seafront railings and furniture in Hove and Portslade. 1) Does our local council understand the massive impact of neglect, debris, deterioration of our surroundings on mental health and a general wellbeing of the residents and visitors? 2)What are the reasons for such significant differences in seafront maintenance between Brighton, Hove & Portslade? 3)What is the general maintenance budget for Brighton, Hove and Portslade and what is the key to its allocation among three areas 4)How much had been allocated and spent in the last 5 years in Brighton Hove and Portslade for maintenance of the seafront railings specifically? 5) Who is responsible for the paint job and who does it and when exactly was the last professional paint job done? 6) How can we, the residents help, for example with crowdfunded projects, if council budgets can't cover the full amount of the repair/maintenance bill?”

BRIGHTON & HOVE CITY COUNCIL

COUNCIL

4.30pm 28 JANUARY 2021

VIRTUAL

MINUTES

Present: Councillors Robins (Chair), Mears (Deputy Chair), Allcock, Appich, Atkinson, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Drutt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Henry, Hill, Hills, Hugh-Jones, Janio, Knight, Lewry, Littman, Lloyd, Mac Cafferty, McNair, Miller, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Phillips, Pissaridou, Platts, Powell, Shanks, Simson, C Theobald, West, Wilkinson, Williams and Yates

PART ONE

88 PETITIONS

- 88.1 The Mayor invited the submission of petitions from councillors and members of the public. He reminded the Council that petitions would be referred to the appropriate decision-making body without debate and the person presenting the petition would be invited to attend the meeting to which the petition was referred.
- 88.2 The Mayor noted that one petition had been submitted regarding Hove and Portslade Seafront and invited Ms Andrea Lewis to present the petition.
- 88.3 The Mayor thanked Ms Lewis for presenting the petition and noted that it would be referred to the Policy & Tourism, Equalities, Communities & Culture Committee for consideration.

WRITTEN QUESTIONS

A period of not more than fifteen minutes shall be allowed at each ordinary meeting for questions submitted by a member of the public.

The question will be answered without discussion. The person who asked the question may ask one relevant supplementary question, which shall be put and answered without discussion. The person to whom a question, or supplementary question, has been put may decline to answer it.

The following written questions have been received from members of the public:

(i) Covid Memorial – Jay Butler

“I have designed and now seek permission to install a Covid Memorial set into existing concrete on the undercliff at Ovingdean. This would require incising the design approximately 4cm into the surface then infilling with white concrete incorporating shells from the local beach. I am consulting with local community leaders, including our local vicar, who is in favour. This would be a community project requiring no material, installation or ongoing maintenance costs on the part of the council. Further I intend full consultation on Risk Assessment/ Health & Safety with the relevant authority for the installation period, approximately four days.”

(ii) Minutes at Previous TECC Meeting – Roy Pennington

“Given that the minutes of the TECC 19/11/2020 will be changed to reassure and respect tenants with indefinite agreements (see item 40 PUBLIC INVOLVEMENT (b) Written Questions (i) Beach Chalets Report Removal) and that the qualified decision made 14 January 2021 was thus made on inadequate and misleading data and must still require legal advice before implementation, how could the committee make such a wholly unreasonable and irrational decision to evict tenants with indefinite agreements without not revisiting the matter properly?”

(iii) Libraries – Christopher Hawtree

“Over two years ago I was told at this Committee, in Reply to a Supplementary, that there would be a Report on the current system of selection and allocation of book stock in our libraries. About a year ago I asked at this Committee when this Report would appear but did not receive a Reply. Can the Chair please tell us about securing this Report forthwith, what with the failure of wholesalers Bertrams?”

WRITTEN QUESTIONS FROM COUNCILLORS

A period of not more than fifteen minutes shall be allowed at each ordinary meeting for questions submitted by Members.

The question will be answered without discussion. The person who asked the question may ask one relevant supplementary question, which shall be put and answered without discussion. The person to whom a question, or supplementary question, has been put may decline to answer it.

(1) Sea Swimming – Councillor Robert Nemeth

Given the increase in the number of sea swimmers in recent years, and given the prevalence of troubling safety incidents in West Hove, would the Chair support my call for a new lifeguard station, with associated safety flags and facilities, in Wish Ward?

(2) West Pier – Councillor Robert Nemeth

What is the Administration's position on the future of the West Pier; a much-photographed tourist asset which is of course privately-owned but liable to collapse/deterioration?

(3) King Alfred – Councillor Robert Nemeth

The last two King Alfred Leisure Centre development attempts collapsed through proposals not being financially viable with the principal non-sport-related net cost being 'Affordable' housing. What representations has the Chair of this committee made, in her capacity as head of sports for the City, to ensure that housing development dreams do not trump sports provision once again?

(4) Urgent Call to Address Crime – Councillor Nick Childs

Given the intolerable level of harassment, drug crime and anti-social behaviour outside and around the Coop Supermarket on St James St, what urgent action will be taken by the Council and Sussex Police to prevent the lives of residents, Coop employees and customers being further blighted

(5) Fly-Posting on the Seafront – Robert Nemeth

Would the Chair join community groups, amenity societies and tourist businesses by making a strong and unequivocal statement against fly-posting on the Brighton & Hove seafront, and will she pledge to call on colleagues to investigate and prosecute where possible those participating in fly-posting campaigns in tourist areas?

(6) Funding for Memorial Plaque – Councillor Nick Childs

I was delighted that the Planning Committee agreed to the informative that I proposed to attach a plaque to the new development of the Coop Lewes Rd, in memorial to the 20 residents killed there by a Luftwaffe bomb in Sept 1940. Whilst the developers have agreed to assist with the cost, should there be a shortfall, would the Committee be prepared to consider funding given that the costs are likely to be in the hundreds of pounds only?

(7) Communal Beach Hut – Councillor Bridget Fishleigh

Whilst I appreciate that the council is reviewing its beach chalet and hut strategy, we have an urgent need for a communal beach hut in Saltdean which will provide a base and storage for the fast-growing Saltdean surf and swim club.

Please can we put up a wooden beach hut on the Undercliff. We will pay for everything including insurance. We are also happy to pay ground rent to the council.

It can be moved to a different location if necessary once the beach chalet/hut strategy is agreed.

Dear Geoff;

I am submitting the following letter under Council Procedure Rule 23.3 to be included on the agenda for the Tourism, Equalities Communities and Culture Committee on 11th March.

While it is within my scope as co-chair to request work of this nature, in recognition of the concerns expressed by all parties regarding the recent conclusion of the domestic and sexual violence commission, I wish to ensure through this letter that officers can be instructed to formally bring a report to committee, as this matter is now urgent, and that members can be made aware of the following proposals.

While recognising the strain officers are under, all councillors will now be aware that a proposed members cross party working group (recommended to the then NICE committee, October 2018) was not initiated. While this is unlikely to have had a legal, practical nor technical bearing on the outcome of the independently commissioned process, we are concerned to ensure that members' voice is considered as part of review of the process to date.

I would therefore like to propose that the committee recommends a senior-level officer report be brought to the next meeting of Tourism, Equalities, Communities and Culture Committee on 11th March to enable councillors to explore in detail - and in a public place - the process and decision making surrounding the commission;

- this report to include clear updates on the process, a timeline, and any further detail available to us on the use of MHCLG funding pertaining to domestic abuse provision. Further information on social value should also be included.

I would propose that such a report is also referred to Policy & Resources Committee as TECC does not have oversight of procurement, though may want to be sighted on the issues the report alights upon.

Procurement itself does not fall into the remit of the TECC committee, while the third sector portfolio does. It is vital that commissions affecting the city's third sector are tied into updates given to this committee and I wish to explore with members and officers how this, and conversations surrounding social value, commissioning and impact on third sector organisations in the city can be absorbed into our ways of working in future.

I would therefore propose that the P&R Committee is further recommended to establish a Member Working Group to explore these issues. I would propose that representation from the TECC committee is on this working group, in recognition of the connection between the procurement and third sector/equalities portfolios. I know that all members are committed to trying to respond to concerns so lessons are learned for the organisation.

Sincerely,

Cllr Steph Powell

Subject:	Items referred from the Council meeting held on the 22nd January 2021 – Register of Heritage Assets – Notice of Motion		
Date of Meeting:	11 March 2021		
Report of:	Executive Lead Officer for Strategy, Governance & Law		
Contact Officer:	Name:	Mark Wall	Tel: 01273 291006
	E-mail:	mark.wall@brighton-hove.gov.uk	
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive the following Notice of Motion which was debated at and referred from the full Council meeting held on the 22nd January 2021.

2. RECOMMENDATIONS:

- 2.1 That the Committee responds to the motion concerning Register of Heritage Assets, either by noting it or where it is considered more appropriate, calling for an officer report on the matter as requested, which may give consideration to a range of options.

3. CONTEXT / BACKGROUND INFORMATION

- 3.1 The following resolution from the full council meeting held on the 22 January 2021 for the committee to consider is detailed below:

BRIGHTON & HOVE CITY COUNCIL
COUNCIL (RECONVENED FROM 17 DECEMBER 2020)

4.00pm 22 JANUARY 2021

VIRTUAL

MINUTES

Present: Councillors Robins (Chair), Mears (Deputy Chair), Allcock, Appich, Atkinson, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Henry, Hill, Hills, Hugh-Jones, Janio, Knight, Lewry, Littman, Lloyd, Mac Cafferty, McNair, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Phillips, Pissaridou, Platts, Powell, Rainey, Shanks, Simson, C Theobald, West, Wilkinson and Williams

PART ONE

80 REGISTER OF HERITAGE ASSETS

- 80.1 The notice of motion as listed on the agenda was proposed by Councillor Nemeth on behalf of the Conservative Group and formally seconded by Councillor Mears who reserved her right to speak later in the debate.
- 80.2 Councillor Grimshaw moved an amendment on behalf of the Labour Group which was formally seconded by Councillor O'Quinn.
- 80.3 Councillor Ebel moved an amendment on behalf of the Green Group which was formally seconded by Councillor Littman.
- 80.4 Councillors Peltzer Dunn, Janio, Theobald, Hugh-Jones, Mac Cafferty and Nemeth spoke on the motion and Councillor Nemeth confirmed that he was happy to accept the Labour amendment and he would not accept the Green Group amendment.
- 80.5 The Mayor noted that the Green Group amendment had not been accepted and therefore would need to put each in turn to the vote. He then put the amendment from the Green Group to the vote and called on each of the Group Leaders to confirm their position as well as the Groups in turn followed by the Independent Members:

Councillor Mac Cafferty stated that the Green Group were voting in favour of the amendment and this was confirmed by the Green Group Members;

Councillor Platts stated that the Labour Group were voting against the amendment and this was confirmed by the Labour Group Members;

Councillor Bell stated that the Conservative Group were voting against the amendment and this was confirmed by the Conservative Group Members;

Councillor Brennan confirmed that she was voting for the amendment;

Councillor Fishleigh confirmed that she was voting for the amendment;

Councillor Janio confirmed that he was voting against the amendment;

Councillor Knight confirmed that she was voting against the amendment.

80.6 The Mayor noted that the Green Group amendment had been lost.

80.7 The Mayor noted that the Labour amendment had been accepted and that the Council was happy to move to a vote on the motion as amended, and therefore put the revised motion to the vote:

This Council:

1. Expresses regret over recent incidents relating to the loss of historic lanterns from the Brighton seafront;
2. Praises the actions of local investigative journalists for identifying said missing items; and
3. Calls for an officer report to the Tourism, Equalities, Communities & Culture Committee to explore options for setting up an independent group of volunteers to assist the relevant officers in the work of establishing a list of all heritage assets – including those in situ, in storage and undergoing repair elsewhere – for which the Council has responsibility;
4. For that report to explore:
 - the option of valuing and certifying items that for any reason would require replacing, first offering them to Brighton or Hove Museum, then either for display in an alternate Council setting or for sale via a dedicated Council website;
 - for local residents to be offered a prior chance to purchase these items before they go on general sale;
 - the enhanced value that certification of these items can ensure;
 - ring-fencing the funds raised from these sales to be allocated for the restoration of items in the public domain and to fund the storage space for such items and items which may be put up for sale.

80.8 The Mayor then called on each of the Group Leaders to confirm their position as well as the Groups in turn followed by each of the Independent Members:

Councillor Mac Cafferty stated that the Green Group were in favour of the motion as amended and this was confirmed by the Green Group Members;

Councillor Platts stated that the Labour Group were in favour of the motion as amended and this was confirmed by the Labour Group Members;

Councillor Bell stated that the Conservative Group were in favour of the motion as amended and this was confirmed by the Conservative Group Members;

Councillor Brennan confirmed that she was voting for the motion as amended;

Councillor Fishleigh confirmed that she was for voting for the motion as amended;

Councillor Janio confirmed that he was voting for the motion as amended;

Councillor Knight confirmed that she was voting for the motion as amended.

80.11 The Mayor confirmed that the motion as amended had been carried.

**TOURISM, EQUALITIES,
COMMUNITIES & CULTURE
COMMITTEE**

11 MARCH 2021

Agenda Item 74 (d)

Brighton & Hove City Council

Subject: Items referred from the Council meeting held on the 22nd January 2021 – Commitment to Helping Those with Hidden Disabilities – Notice of Motion

Date of Meeting: 11 March 2021

Report of: Executive Lead Officer for Strategy, Governance & Law

Contact Officer Name: Mark Wall Tel: 01273 291006

E-mail: mark.wall@brighton-hove.gov.uk

Wards Affected All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To receive the following Notice of Motion which was debated at and referred from the full Council meeting held on the 22nd January 2021.

2. RECOMMENDATIONS:

- 2.1 That the Committee responds to the motion concerning the Commitment to Helping Those with Hidden Disabilities, either by noting it or where it is considered more appropriate, calling for an officer report on the matter as requested, which may give consideration to a range of options.

3. CONTEXT / BACKGROUND INFORMATION

- 3.1 The following resolution from the full council meeting held on the 22 January 2021 for the committee to consider is detailed below:

BRIGHTON & HOVE CITY COUNCIL

COUNCIL (RECONVENED FROM 17 DECEMBER 2020)

4.00pm 22 JANUARY 2021

VIRTUAL

MINUTES

Present: Councillors Robins (Chair), Mears (Deputy Chair), Allcock, Appich, Atkinson, Bagaeen, Barnett, Bell, Brennan, Brown, Childs, Clare, Davis, Deane, Druitt, Ebel, Evans, Fishleigh, Fowler, Gibson, Grimshaw, Hamilton, Heley, Henry, Hill, Hills, Hugh-Jones, Janio, Knight, Lewry, Littman, Lloyd, Mac Cafferty, McNair, Moonan, Nemeth, Nield, O'Quinn, Osborne, Peltzer Dunn, Phillips, Pissaridou, Platts, Powell, Rainey, Shanks, Simson, C Theobald, West, Wilkinson and Williams

PART ONE

82 COMMITMENT TO HELPING THOSE WITH HIDDEN DISABILITIES

82.1 The Notice of Motion as listed in the agenda was proposed by Councillor Powell on behalf of the Green Group and Labour Group and formally seconded by Councillor Williams.

82.2 Councillors Simson and Brennan spoke on the motion and Councillor Powell thanked them for the comments and hoped that the motion would be supported.

82.3 The Mayor then put the motion as listed to the vote:

This Council calls upon:

- All Councillors to officially recognise the Hidden Disabilities Sunflower logo, and to officially promote what it stands for, and its importance in breaking stigma;
- To ask the city council to promote the Hidden Disabilities Sunflower logo, and to promote the message to local businesses to encourage them to formally recognise the scheme;
- To illustrate that the council is supportive of this initiative and that it is 'Hidden Disability Friendly', by promoting the Sunflower logo on its buildings so that residents and visitors can identify the council as 'Hidden Disability Friendly';

- That further to continued work to ensure improved engagement and support for people with disabilities, to request that TECC commissions an action plan to ensure that the city council sets a strong standard of support for those with disabilities.

82.4 The Mayor called on each of the Group Leaders to confirm their position as well as the Groups in turn and each of the Independent Members:

Councillor Mac Cafferty stated that the Green Group were in favour of the motion and this was confirmed by the Members of the Green Group;

Councillor Platts stated that the Labour Group were in favour of the motion and this was confirmed by the Members of the Labour Group;

Councillor Bell stated that the Conservative Group were in favour of the motion and this was confirmed by the Members of the Conservative Group;

Councillor Brennan confirmed that she was voting for of the motion;

Councillor Fishleigh confirmed that she was voting for the motion;

Councillor Janio confirmed that he was voting for the motion;

Councillor Knight confirmed that she was voting for the motion.

82.5 The Mayor confirmed that the motion had been carried.

NOTICE OF MOTION

CONSERVATIVE GROUP

PAVILION GARDENS SUMMER CONCERTS

This Council

1. Reaffirms support for the popular annual summer band concerts in Pavilion Gardens; and
2. Calls on Officers to draw up plans to fund the small cost of the event (thought to be in the region of £2,600) if it is not funded by the Royal Pavilion or Dome.

Proposed by: Cllr Mears

Seconded by: Cllr Nemeth

Supporting Information:

Subject:	Prevent (preventing terrorism and extremism)		
Date of Meeting:	Thursday the 11th Of March 2021		
Report of:	Rachel Sharpe (Interim Director: Housing, Neighbourhoods and Communities)		
Contact Officer:	Name:	Nahida Shaikh, Prevent Coordinator	Tel: 01273 290584
	Email:	Nahida.Shaikh@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE.

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 [‘Prevent Duty’](#) created by the Counter Terrorism and Security Act, 2015 has been effective since 1st July 2015 on the local authority and other statutory partners. The Counter Terrorism and Border Security Act, 2019 enabled local authorities, in addition to the police, to refer an individual at risk of being drawn into terrorism for discussion at a Channel Panel. This report updates on the legislative and policy context, risks nationally and locally, actions to manage risks and achieve compliance.
- 1.2 The report relates to the Prevent Strategy, the Action Plan, and the work of the Prevent Board which is an extension of the Community Safety Partnership. The priorities and performance indicators need to be reflected within the corporate plans of all specified authorities.
- 1.3 The actions outlined here help achieve compliance with statutory Prevent and Channel duties, improve our responses to reduce risks and harm caused to individuals and communities and increase resilience to extremism and terrorism. The report is a continuation of our work to promote transparency and confidence in the Prevent delivery in the City.

2. RECOMMENDATIONS:

- 2.1 That the Committee notes the requirements of the Prevent Duty, the actions required by partners to achieve compliance and role of the Prevent Board.
- 2.2 That the Committee notes that the City is identified as a Prevent Priority Area and within this context concerted partnership actions are required to reduce risks and community tensions, especially following critical incidents.

3. CONTEXT/ BACKGROUND INFORMATION

National Policy

- 3.1 Prevent is one of the four strands of [CONTEST](#), the Government’s Counter Terrorism Strategy. The ‘Prevent’ Strategy is to reduce the threat to the UK from

terrorism and aims 'to safeguard and support those vulnerable to radicalisation, to stop people becoming terrorists or supporting terrorism'. The Prevent delivery is grounded in early intervention and safeguarding to protect individuals and communities from the harms of terrorism. It is focused on providing support and re-direction to individuals at risk of, or in the process of being groomed /radicalised into terrorist activity before any crime is committed. Through a broad range of initiatives Prevent work tackles both the causes and risk factors that can lead an individual to become radicalised and building resilience in communities.

- 3.2 The National '[Prevent Strategy](#)' addresses all forms of terrorism. Currently the **most significant threat** comes from terrorist organisations associated with *Al-Qaida*, *Daesh*, terrorists associated with extreme right-wing ideologies and lone actors inspired by such organisations.
- 3.3 On 4th June 2018, the national Counter Terrorism Strategy (CONTEST) was updated to respond to the heightened threats. This has led to changing one of the three objectives. The national Prevent Strategy has three main objectives:
1. Tackle the causes of radicalisation and respond to the **ideological challenge** of terrorism;
 2. **Safeguard and support those most at risk of radicalisation** through early intervention, identifying them and offering support; and
 3. Enable **those who have already engaged in terrorism to disengage and rehabilitate** (changed in 2018).

These objectives are also described as: challenging **Ideology**, supporting vulnerable **Individuals**; and enabling **disengagement and rehabilitation**.

- 3.4 'Prevent' work in the City is delivered in partnership with our communities and residents considering community concerns and establishing agreed practices with our communities. The local response to Prevent is focused on and proportionate to risks, with clear commitment amongst the statutory partners to take decisions in an informed, transparent and open manner, with clear accountability to local communities. Our purpose is to reach the small number of people who are vulnerable to being drawn into terrorist related activities and help mobilise and empower our communities to challenge terrorism.
- 3.5 The Prevent Strategy and Duty support other existing freedoms and rights. For example, in Brighton and Hove, Prevent Action plan explicitly states that the Prevent Duty should drive and support Equality outcomes and Prevent Duty is to be promoted within the context of Equality Duty by all partners. The positive duties of freedom of speech and academic freedom on educational sector is upheld and positively supported by Prevent Duty. Similarly, children's welfare and best interest of the Child principles enshrined in law guide Prevent delivery and decision making.

Threat Level to the UK and Risks

- 3.6 On 4th February 2021, the UK national terrorism threat level was lowered from 'SEVERE' to **SUBSTANTIAL** (meaning 'a terrorist attack is likely')¹. The Joint

¹ The terrorist threat level had remained at '**Severe**' for five years since 29th August 2014 and was lowered only on 4th November 2019 to 'Substantial'. The increased threat in 2014 was driven by

Terrorism Analysis Centre (independent of ministers) assesses that there is a significant reduction in the momentum of attacks in Europe since those seen between September and November 2020. Communities and partners are advised of the changed threat level and residents are encouraged to report any suspicious activity to the police as **SUBSTANTIAL** continues to indicate a high level of threat.

- 3.7 The terrorist threat is evolving and has become more complex, diffused and diverse. A step change in terrorist threat was noted in 2017 with five terrorist incidents in the UK, and seven more terrorist incidents since, three of those in 2020. Additionally, twenty-seven terrorist plots (sixteen international terrorism plots and eight extreme right-wing plots) were successfully disrupted by the police, security and intelligence agencies in the UK since March 2017. Four i.e. half of the extreme right-wing plots were disrupted in 2019 evidencing an increase in this threat. There are higher number of arrests and counter terrorism investigations.
- 3.8 International terrorism continues to pose the greatest threat to the UK. Territorial losses of Daesh and the death of its leader have changed the group narrative from success to survival (steadfastness i.e. commitment and patience to re-emerge). However, within the reframed worldview, Daesh's social media capability and calls to inspire lone actor attack continues. In the contestation to claim a dominant position, increased communication/activities are also noted from the Al-Qaida (AQ).
- 3.9 Right-wing terrorism threat has grown and there is internationalisation of right-wing threat. The right-wing groups/causes, despite sharing many similarities have significant ideological divergences with contestations abound. For instance, groups/ influencers broadly identified as promoting 'cultural nationalism' use 'anti-Salafi-Jihadist' views to promote a wider anti-Muslim narrative, whereas some of the 'White-supremacist' groups popularised the term 'White Jihad' and 'admire Daesh's recruitment strategies'. The Government has proscribed three right-wing terrorist groups – 'National Action', 'Sonnenkrieg Division' (SKD) and 'Feuerkrieg Division' (FKD). A 16-year-old young man from Cornwall was sentenced on Monday 8th February 2021 for terror offences after setting up a UK branch of the FKD. [He is the youngest person to commit a terrorist offence in the UK](#), the first of which he committed aged thirteen. A significant increase is noted in intentional reach to the young.
- 3.10 Online space has also provided a major platform in the growth of right-wing terrorism. Online-networked social movements, including forums (e.g. 'Stormfront') and imageboard platforms (e.g. '4chan' and '8chan' in 2019 reconfigured as '8kun' on the dark web) are essential in understanding right-wing terrorist threat. The 'Alt-right' has created a change in communication style whereby extremist content is positioned as 'entertaining'. This style exploits comedy/humour to communicate offensive material creatively (e.g. school

developments in Syria and Iraq. The threat level was raised again to 'Severe' on 3rd November 2020 as a precautionary measure, following several attacks in Nice, Paris, Saudi Arabia and Vienna (October - November 2020). There were also two brief periods (3-5 days) when the threat to the UK was at the highest level '**Critical**' following Manchester Arena and Parsons Green Incidents in May and September 2017 respectively. Threat levels are subject to change as new information becomes available. See up to date information at: <https://www.mi5.gov.uk/threat-levels>

shooting) and includes satirical 'meme culture' which has expanded reach effectively with 'gamer' communities. There is a 'gamification of violence' noted with high scores etc.

- 3.11 The internet has emerged as a key resource in facilitating the radicalisation process with some direct personal contact. Young people are found to be at an increased risk as digital content is made very attractive and persuasive and can be quickly and widely shared.
- 3.12 Many terrorist incidents globally, across Europe and the UK, have used crude and less sophisticated methods, vehicle borne attacks in public or crowded places, using bladed weapons, many carried out by lone actors or smaller cells. The unpredictable and unconstrained operation of lone actors makes prevention even more difficult.
- 3.13 During the pandemic, conspiracy theories about Covid-19 and anti-vaccination content were shared amongst many communities, however, the right-wing extremist narratives are tailored to cohere with a conspiratorial worldview, such as the 'Great Replacement' or 'White genocide' and have also co-opted the term 'Great Reset'. The narratives intersect with anti-establishment, anti-Semitic, anti-Islam, anti-left and anti-migrant tropes and often include call for violence. Online risks have emerged prominently during the lockdown period, extremists have exploited pandemic to spread disinformation and misinformation. During Covid-19 increased vulnerabilities to radicalisation are reported with reduced protective circles around vulnerable individuals which could be exploited by groomers.
- 3.14 An emerging threat is from '[Mixed, Unclear, or Unstable](#)' ideology where individuals do not adhere to a clearly defined, well-known ideology, are inclined towards use of violence or glorifying violence. Personal grievances and victimisation are framed in the larger wider political context and collective victimisation. [Incel](#) – involuntary celibate and school shooting are other emerging risks noted nationally and locally.

Brighton & Hove Context: Prevent Priority Area and Risks For the City

- 3.15 The Brighton and Hove City was identified as a Prevent priority area in December 2014 following a revised risk-assessment and continues to remain a priority area presently, benefitting from dedicated resources (posts and projects) and support from the Home Office to reduce strategic risks in the City and support long term resilience.
- 3.16 The City's risk profile has changed over these years with some newer trends and nuances. Currently, all the national risks outlined above are evidenced in the City. The right-wing terrorism threat has grown with online space providing a major platform for this growth. The threat from lone actor attacks continues from various extremist perspectives, with Daesh, Al-Qaida and right-wing terrorist propaganda continuing to inspire lone actor attacks. Increased risks are noted from accessing online materials, forums and influencers, social media, online and gaming platforms.
- 3.17 With continuation of anti-Prevent lobby, and circulation of anti-Prevent reports, perception of public and communities, especially some minority communities

about Prevent may fluctuate and needs to continually be engaged with. Nationally, increased transparency is being achieved through publication of Channel data annually. There is high value on communication to maintain professionals and communities trust and confidence in Prevent.

- 3.18 Additionally, international, national and local events impact on communities in the City. Work to monitor and reduce community tensions and fear of crimes, jointly with police and partners, especially following critical incidents, is crucial in reassuring communities and sustaining trust and confidence, particularly of the minority communities. These Developments will continue to present risks for the inter-community relations and community cohesion and managing these will be important to effectively deliver Prevent strategy in the City.

4. Prevent Duty

- 4.1 The Counter Terrorism and Security Act, 2015, had created a new general 'Prevent Duty' that required specified authorities to have due regard to the need to prevent people from being drawn into terrorism. The Statutory Prevent Duty had commenced from 1st July 2015 on all partners and from 18th September 2015 on further and higher education sectors. A new sector specific statutory ['Prevent Duty Guidance'](#) has been issued to elaborate on the Duty.
- 4.2 The [Prevent Duty Toolkit](#) for Local Authorities and Partner Agencies published in September 2018 provides practical information and examples of best practice to support work to implement the Prevent Duty.

Channel Duty: Information Sharing, Assessment and Support

- 4.3 The Counter Terrorism and Security Act, 2015 has also placed 'Channel' i.e. arrangements to support people from being drawn into terrorism on a statutory footing. The Channel Duty on local authorities has commenced from 12th April 2015. All partners have a '**Duty to Co-operate**' as far as compatible with their legal responsibilities in respect of their functions. A new statutory [Channel Guidance](#) has been issued in November 2020 following wide consultation.
- 4.4 Channel provides early support for anyone who is vulnerable to being drawn into any form of terrorism or supporting terrorist organisations, regardless of age, faith, ethnicity or background. Individuals can receive support before their vulnerabilities are exploited by those who want them to embrace terrorism, and before they become involved in criminal terrorist-related activity. Cases adopted onto Channel have a vulnerability to being drawn into terrorism.
- 4.5 Support from Channel is voluntary and confidential i.e. support is provided with the consent of the individual or legal guardian. This support is bespoke based on the needs identified for an individual, and varied: addressing educational, vocational, mental health and other vulnerabilities and Ideological mentoring. The role of the Channel panel is to coordinate new activity through statutory partners and/or Channel commissioned Intervention Providers (IPs), or oversee existing activity depending on what is most appropriate and proportionate for the case.
- 4.6 National Channel data published annually by the Home Office revealed that there was an increase of 10% in 2019/20 with 6,287 individuals referred due to

concerns that they were vulnerable to being drawn into terrorism compared to the record low in 2018/19 (with 5,737 individuals referred - lowest number of referrals since 2015/16). In 2019/20, 697 people received Channel support, the highest recorded compared with previous years (highs of 1,328 and 556 respectively, in the year ending March 2019). The proportion of individuals who received Channel support due to right-wing extremism has increased steadily over the years reaching 45% in 2018/19 and continued with 43% in 2019/20. Majority of individuals referred to Channel and who consented to receive support were aged 20 years or under, and male. The full publication of 'individuals referred to and supported through the Prevent programme, England and Wales, April 2019 to March 2020' can be found [here](#).

- 4.7 The national data/ evidence suggests that on average right-wing referrals are adopted more frequently and supported as Channel cases – i.e. have a higher rate of conversion. This reassures the Board and local delivery in scrutinising if there were any biases seen.

Prevent and Channel Duties: Summary of Key Issues

- 4.8 The Community Safety Partnership (CSP) and the Community Safety Team has led on the delivery of Prevent work since 2009 and this is reflected as a priority in the Community Safety Strategy and action plan. The Prevent workstream follows the three years and annual cycle of strategic assessment, consultation, Strategy and action plan.
- 4.9 Prevent Delivery in the City is about reaching the small number of individuals who are vulnerable to being drawn into terrorism and empowering Communities and partners via an anti-racist approach. This has been the agreed approach, with those principles since 2009 in partnership with our communities and residents. This has also meant openly engaging with our communities continuously on any concerns and addressing them jointly.
- 4.10 A Prevent Board (part of the CSP) was set up in June 2015 to regularly assess threats, risks and vulnerabilities referenced in the Counter Terrorism Local Profile² (created by Sussex Police) and through local engagement with partners and communities. The Prevent Board, led by the Chief Executive of the council, is the co-ordinating and oversight body, tasked with ensuring full compliance with these duties and managing risks. The Board sets strategic direction, monitors the progress on action plan, performance and impact in the City.
- 4.11 The Prevent Partnership Action Plan is annually refreshed and responds to all identified risks for the City and is flexible to respond to any emerging risks and threats. The Prevent Board discusses and approves the plan. The local response to Prevent is focused on and proportionate to risks, with clear commitment amongst the statutory partners to take decisions in an informed, transparent and open manner, with clear accountability to local communities.
- 4.12 The 'Channel' programme provides a structure and process in the City to identify, assess and support individuals vulnerable to being drawn into terrorism. Our Channel arrangements are already in place and comply with the legal (statutory

² Strategic risks for the City are identified through the Counter Terrorism Local Profile (CTLP) annually and updated periodically.

guidance) and best practice requirements. The Channel meetings are held monthly chaired by the local authority, with a good buy-in and co-operation from partners. The nature of threat and our responses to them are wide and varied.

- 4.13 Channel arrangements sit alongside and are integrated with the wider safeguarding (children and adults) arrangements, as necessary.
- 4.14 With additional resources from the Home Office, Prevent team delivers and coordinates Prevent activity in the City in support of the Action Plan. Projects that respond to identified strategic needs and engage with young people, women and institutions have been delivered.
- 4.15 We continue to deliver training and briefings to improve communities and professionals understanding of the City picture in terms of risks, threats and vulnerabilities, understanding the signs and vulnerabilities to being drawn into terrorism and support available.
- 4.16 Monitoring and oversight responsibilities for Prevent form part of local governance arrangements within the local authority (e.g. TECC and Full Council). Prevent and Channel now feature within a range of inspection regimes too. Thus, creating a system of scrutiny and accountability.
- 4.17 The Prevent Board is satisfied that we comply with the legal duties and are carrying out all actions required of us in partnership with our communities within the adopted anti-racist approach.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 One Voice Partnership name was formally adopted in June 2013, in meetings with communities following 'Lee Rigby murder'. 'One Voice' was re-launched in 2015 with an aim to provide a structure for statutory organisations to work with a broad spectrum of BME, faith and interfaith individuals, third sector organisations and participating members of the public to deliver the objectives of 'Prevent'. The engagement and partnership work encourage an open and transparent dialogue on the Prevent Duty with our communities.
- 5.2 The quarterly meetings are chaired by the CEO of the BHCC and have proved to be effective in engaging and involving communities. Following terrorist incidents in [France](#) and Saudi Arabia on 29th October and [Vienna](#) on the 2nd November 2020, engagement with communities were undertaken to understand sentiments and reassure communities to prevent any escalations of tensions. One Voice Statements were issued following each incident with faith leaders and communities and disseminated widely across the City.
- 5.3 In addition to the One Voice meeting, other specific meetings with communities are held in response to specific issues/ concerns.
- 5.4 There are opportunities to explore some of the community concerns through dialogue. There have been Prevent Community Roundtables that offers the opportunity for community members to ask direct questions about Prevent with the Home Office. Additionally, two of our Muslim community members in Brighton have been members of the National Counter Terrorism Advisory Group

for at least five years. Furthermore, there remain regular 'briefings' for community members.

- 5.5 The Prevent Strategy has been reviewed periodically in the past to address community concerns. A national Independent Review of Prevent had begun in August 2019, this was stopped in December 2019 due to legal complications. Following an open competitive process, in January 2021 William Shawcross was announced as the new Independent Reviewer of Prevent. The aim of the Review is to look at the effectiveness of present strategies to protect vulnerable people from being drawn into terrorism and make recommendations for the future. Prevent Review will be an opportunity to engage with the public and partners, including critics, understand where the programme can be improved, and also capture best practice in our work to protect the vulnerable and ultimately keep the public safe. The new terms of reference and timescale will be published shortly. Partners and communities will be advised of opportunities to feed into the review to influence national policy, as appropriate.

6. CONCLUSION

- 6.1 The approach and actions outlined here help achieve compliance with statutory Prevent and Channel duties, improve our responses to reduce risks and harm caused to individuals and communities and increase resilience to extremism and terrorism.
- 6.2 The BHCC and partnership resources will continue to be harnessed to effectively deliver Prevent action plan and projects to address identified and emerging risks in a proportionate manner in partnership with communities.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations made in this report. Existing provisions such as 'best value duties' (Local Government Act) can be used to monitor and enforce actions to comply with the Prevent Duty. The monetary assistance and support from the Home Office is subject to an annual process of prioritisation and may cease from April 2022.

Finance Officer Consulted: Michael Bentley

Date: 17/02/21

Legal Implications:

- 7.2 The Prevent duty is the duty in the Counter Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. This report sets out the actions being taken to ensure the Council complies with this duty.

Lawyer Consulted: Alice Rowland

Date: 16.2.21

Equalities Implications:

- 7.3 Equalities and Prevent duties are incorporated together in existing policies, commissions and contracts. A separate equality impact assessment has not been carried out.

Sustainability Implications:

- 7.4 Actions to achieve compliance are also expected to mainstream Prevent work and increase consistency in our responses.

Brexit Implications:

- 7.5 Discussions around 'Brexit' had been characterised by the use of divisive language, with right-wing audiences in particular expressing a stronger 'Betrayal' narrative further emphasising anti-establishment and anti-mainstream media narrative. Current political and economic landscape and local grievances are often exploited by the terrorist groups causes and ideologies and 'Brexit' has seen emboldening of prejudices towards minorities, political elite, establishment, refugees, and migrants, amongst others.

Crime & Disorder Implications:

- 7.6 Supporting individuals at an early stage and diverting them from risk and illegality is likely to have positive impact on reduction of crime and anti-social behaviour and increase trust and confidence.

SUPPORTING DOCUMENTATION

Appendices:

None

Background Documents

None

Subject:	Oxford Court Public Space Protection Order 2021 (Gating Scheme)		
Date of Meeting:	11th March 2021		
Report of:	Interim Executive Director Housing Neighbourhoods and Communities		
Contact Officer:	Name:	Simon Bannister	Tel: 01273 293925
	Email:	Simon.bannister@brighton-hove.gov.uk	
Ward(s) affected:	St Peters and North Laine		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 Public Spaces Protection Orders (PSPOs) are intended to deal with a particular nuisance or problem in an area that is detrimental to the local community's quality of life by imposing conditions on the use of that area, and may include highway restrictions to limit access to some areas which may be affected by crime and antisocial behaviour.
- 1.2 At the Tourism, Equalities and Culture Committee of 24th September 2020, a PSPO restricting access to the Oxford Court Alleyway was approved, however, it was recognised that this would need to be amended to take account of the planned redevelopment of the Oxford Court carpark and extension of the St Peters Medical Practice.
- 1.3 The TECC meeting of 24th September 2020 approved the recommendation: "That the committee agrees for officers to work with residents to consider amendments to the Oxford Court gating PSPO and to bring a proposed amended Order back to Committee for approval." This report details the proposed amendments

2. RECOMMENDATIONS:

- 2.1 That the committee approve the amended Oxford Court Public Space Protection Order 2021 (See appendix 1)

3. CONTEXT/ BACKGROUND INFORMATION

3.1 Public Space Protection Orders (PSPOs) and access restriction.

The Oxford Court Public Space Protection Order (PSPO) was first approved by the Neighbourhoods, Inclusion, Communities and Equalities Committee in March 2018. The Order was subject to a further review in September 2020 at the Tourism, Equalities and Culture Committee.

- 3.2** The purpose of the Oxford Court PSPO as approved is to restrict access along an alleyway which linked Oxford Street with the Oxford Court Carpark, and the restriction relates to all people except for those with property adjoining the affected area, and is operational 24/7
- 3.3** Since the existing Order was developed, the Oxford Court Carpark has been permanently closed and has been acquired on behalf of St Peters Medical Practice to be redeveloped as an extended medical provision. Because of this change, the existing Order needs to be amended to reflect the changed physical layout, and also the change in access requirements for those with properties which adjoin the former carpark site.
- 3.4** The amended Order (see appendix 1) has been developed with local stakeholders, including Medical Centre Holdings Ltd who manage the site on behalf of the St Peters Medical Practice. The key changes to the Order are that:
- Reference to the Oxford Court Carpark is removed and replaced by the St Peters Medical Practice.
 - Those permitted to access the gated area covered by the PSPO now includes residents of properties which back on to the St Peters Medical Practice site as marked on the site plan in appendix 2.
 - The Community agreement which accompanies the proposed Order has been amended to reflect this, and now places lead responsibility for the management and upkeep of the gate on Medical Holdings Ltd
- 3.5** In all other ways the purpose and impact of the proposed Order remains unchanged – a measure to reduce the incidence of criminal and antisocial behaviour in the alleyway and immediately surrounding area, including drug use and dealing, street fouling, alcohol misuse and flytipping.
- 3.6** As the evidence and basis for this intervention has been reviewed by members as recently as September 2020, and this proposal follows a process of amendment agreed at that time, it has not been felt necessary to revisit the need for the PSPO as a crime reduction measure in detail at this time. This will be reviewed in full according to statutory requirements during the life of the Order
- 3.7** A statutory consultation has been carried out relating to these proposed changes however, which has included key stakeholder engagement, presentation at the London Road Local Action Team and publication on their website, a postal drop to all affected properties and publication on the BHCC website.

The following Offices have also been informed

- Sussex Police
 - BHCC Highways
 - BHCC Parking Services
 - Sussex Police & Crime Commissioner
 - BHCC Community Safety Team
 - St Peters & North Laine Ward Members
- 3.8** Consultation responses have not suggested local opposition to or concern around this proposal, and key local stakeholders have shown support.

Responses have been received from those affected by access changes for clarification, which has been provided. The changes 'on the ground' effect very few people and this is reflected in the number of responses. There have been no responses in opposition to this proposal

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The recommendation of this report is to update the existing Oxford Court PSPO to meet changed circumstance in land use and access brought about by the redevelopment of the Oxford Court Carpark. If the existing PSPO were not updated, it could leave the order open to challenge as it would no longer be accurate, and it would cause access problems for residents with properties backing on to the former Oxford Court carpark, and for the extended St Peters Medical Practice. The only rational alternative to an amendment of the existing PSPO would be its revocation – this is something which has not been requested by any stakeholders and would be likely to compromise public safety in the area.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The local community, via the Local Action Team and a letter drop to all affected properties have been informed and engaged in developing this amendment, and other agencies including the police ward councillors and council officers have been consulted. The draft Order has been posted on the London Road Local Action team website and on the BHCC website.

6. CONCLUSION

- 6.1 Before the existing PSPO was granted, significant reported incidences of crime and antisocial behaviour taking place in the Oxford Street/Oxford Court area had been linked to the alleyway – either as an access route or a venue. The nature of activities reported were detrimental to public safety and impacted upon those using the carpark or local shops on Oxford Street, and this impact was such that it is felt to justify the restrictions imposed by the Order. The proposed amendments to the existing Order maintain these restrictions as a helpful response to crime, antisocial behaviour and public safety.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The council has no identified resources to manage interventions of this nature, and if this amendment to the existing PSPO is granted, the community will be responsible for funding the cost of upgrading the gate and its future maintenance and upkeep. This is detailed in the Community Agreement which form appendix 2

Finance Officer Consulted: Michael Bentley

Date: 12/02/21

Legal Implications:

- 7.2 A PSPO may be used to restrict the public right of way over a highway in order to prevent anti-social behaviour and may authorise the installation, operation and maintenance of barriers for enforcing the restriction.

The alleyway linking Oxford Street and Oxford Court car park does not fall within the category of highway over which the public right of way may not be restricted under the Anti-Social Behaviour Crime & Policing Act 2014 (ASBCPA)

A PSPO may be varied or discharged so that it applies to a different area to that which was originally set out in the PSPO provided that the necessary conditions are met as set out in paragraph 1.1 of this report. The impact of the amended restriction has been considered as detailed in this report.

The consultation detailed in this report fulfils the statutory requirements of the ASBCPA and conscientious consideration must be given to the responses to the consultation.

Lawyer Consulted: Stephanie Stammers *Date:* 15 February 2021

Equalities Implications:

- 7.3 The impact of this proposal will be to amend the existing access restriction along the Oxford Court alleyway, and as a part of this process we are obliged to consider the impact of this restriction on the population generally and upon those with a disability which is identified as a protected characteristic under the terms of the Equality Act 2010.

Since the permanent closure of the Oxford Court carpark, the alleyway no longer leads to a public destination and the amended restrictions will not have any impact upon the public at large. The amendments increase access within the affected area by permitting additional residents – those with properties adjoining the former car park site – to make use of the alleyway, which was not permitted under the existing restrictions

Sustainability Implications:

- 7.4 This proposal was initially developed following issues raised by small businesses based on Oxford Street, concerned that the level of criminal and antisocial behaviour taking place within and around the alleyway was having a significant impact upon the trading environment. This proposal will contribute to community safety and support the development of a sustainable trading environment for independent traders on Oxford Street and supporting safe pedestrian use of the area.

The operation of the scheme will be carried out by local traders/residents bordering the alleyway and the outcome of this, including the funding arrangements, aims at maximising community ownership and ongoing community management increasing longer term operational sustainability

SUPPORTING DOCUMENTATION

Appendices:

1. Oxford Court Public Space Protection Order 2021 DRAFT
2. Oxford Court Community Agreement 2021 DRAFT

OXFORD COURT PUBLIC SPACE PROTECTION ORDER (PSPO) 2021

NOTICE OF CONSULTATION

Notice is hereby given that Brighton & Hove City Council (“the City Council”) proposes to make the above-mentioned Public Space Protection Order under Section 59, 64 and 72 of the Antisocial Behaviour, Crime and Policing Act 2014. This is an amendment of the existing Oxford Court Public Space Protection Order 2020 and is being proposed because the changes to the layout and use of the area following the closure of the Oxford Court Carpark and the redevelopment of the St Peters Medical Practice. The order will amend the existing restriction to one gate rather than two, and will amend the access requirements to include additional properties adjoining the former Oxford Court Carpark site

The restriction will not affect the occupiers of properties adjoining the affected area, as they will be given access to the gates or those identified on Plan A (below).

Because the carpark has been redeveloped to form the extended St Peters Medical Centre, there is no requirement to provide alternative access to the site.

A copy of the notice, draft order and the map contained in it may be inspected and obtained free of charge at City Direct situated at Bartholomew House, Bartholomew Square, Brighton and Hove Town Hall, Ground Floor, Norton Road, Hove between 9.00 am – 4.30 p.m.

Monday to Friday or can be viewed on the City Councils website <https://www.brighton-hove.gov.uk/content/parking-and-travel/roads-and-highways/public-space-protection-orders-pspos-and-gating-orders> or on the London Road Area Local Action Team website at <https://londonroadlat.wordpress.com/oxford-court-public-space-protection-order/> Any written representations or objections to the draft order should be sent to Simon Bannister, Brighton & Hove City Council, Communities Team, Bartholomew House, Bartholomew Square, Brighton BN1 1JP or by e-mail to simon.bannister@brighton-hove.gov.uk no later than 28th February 2021. Please state the grounds on which they are made.

Date xxxxxxxxxxxxxx

Executive Director Neighbourhoods, Communities and Housing

Brighton & Hove City Council

Hove Town Hall

Norton Road

Hove BN3 3BQ

DRAFT ORDER

BRIGHTON AND HOVE CITY COUNCIL (Oxford Court) PUBLIC SPACES PROTECTION ORDER 2021

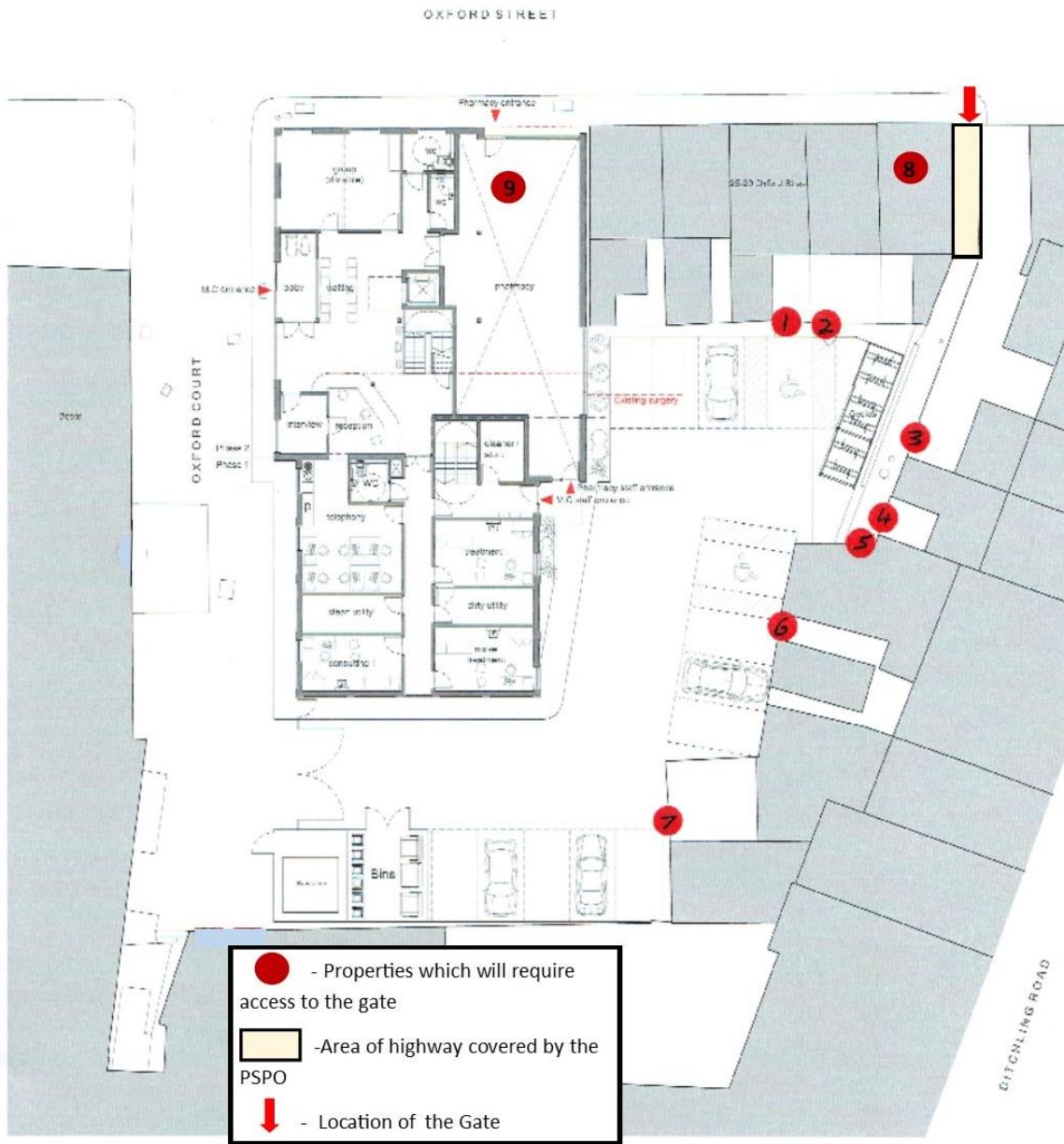
Brighton & Hove City Council in exercise of its powers under Section 59, 64 and 72 of the Antisocial Behaviour, Crime and Policing Act 2014 ("the Act") hereby makes the following Order:-

1. This Order shall come into operation on on xxxxxxxxxxxx and shall have effect for a period of 3 years thereafter, unless extended by further orders under the Council's statutory powers.
2. This Order relates to the footpath linking Oxford Street with the rear of the St Peters Medical Practice (formerly Oxford Court Carpark) as shown on the attached Plan A.
3. The effect of this Order is to restrict the public right of way over the highway shown on the attached plan A at all times except for owners or authorised occupiers of property adjoining the highway affected by this order needing pedestrian access to their property and those requiring passage for pedestrian access to the properties as marked 1 – 9.

This Order authorises the installation lockable gates at the junction of the affected highway with Oxfords Street, as shown on the attached plan A.

4. As the Oxford Court carpark no longer exists, there is no requirement for an alternative route to be identified.
5. Responsibility for the maintenance of the gates will lie with the residents requiring access and the owners of St Peters Medical Centre and will be governed by a management agreement which will be put in place before this order is enacted.
6. The Council is satisfied that the conditions set out in Sections 59, 64 and 72 of the Act have been satisfied and that it is in all the circumstances expedient to make this Order for the purposes of reducing crime and antisocial behaviour in and around the affected area. The Council makes the Order because criminal and antisocial behaviour in and around the affected area has had a detrimental effect on the quality of life of those in the locality. The effect or likely effect of this is of a persistent or continuing nature such as to make this unreasonable, and justifies the restrictions imposed by this Order.
8. If any interested person desires to question the validity of this Order on the grounds that the Council had no power to make it or that any requirement of the Act has not been complied with in relation to this Order, he or she may apply to the High Court within six weeks from the date on which this Order is made.

Plan A – Site plan, affected highway, and gate location and location of additional properties which require access.



Ground Floor / Site Plan
Scale 1:100

Scale 1:1000
0 2 4 6 8 10 12

DEACON + RICHARDSON ARCHITECTS
75 D3 2
1100 g A1
Oxford Street M.C.
Bristol

1100 g A1
3685 FT.01

THIS AGREEMENT is made the day of Two thousand and twenty one
BETWEEN (*Medical Centre Holdings Ltd on behalf of themselves and residents with access requirements over the affected highway*) (hereinafter together called “the Residents and Medical Centre Holdings Ltd”) of the one part and **BRIGHTON & HOVE CITY COUNCIL** of Hove Town Hall, Norton Road, BN3 3BQ acting by the officer who has signed this document (hereinafter called “the Council”) of the other part

WHEREAS

(1) The Council is the highway authority for Brighton and Hove for the purposes of the Highways Act 1980 (“the 1980 Act”) and is empowered to make a public space protection order pursuant to Section 59, 64 and 72 of the Antisocial Behaviour, Crime and Policing Act 2014 restricting access into Oxford Court Alley for the purposes of reducing crime or anti-social behaviour

(2) The Council has resolved to make the Oxford Court Public Space Protection Order (PSPO) 2021 permitting the maintenance of the gate at the junction of Oxford Court Alley and Oxford Street (the Gate) subject to the provision and day to day operation of the Gate being operated by the Residents and the St Peters Medical Centre

(3) The Residents and Medical Centre Holdings Ltd have agreed to operate the Gate in accordance with the provisions hereinafter appearing

WITNESSETH

1. **THE** Residents and Medical Centre Holdings Ltd hereby jointly and severally agree as follows:

- (i) To maintain the Gate to the satisfaction of the Council. This will include maintaining the appearance of the Gate and ensuring it continues to function.

- (ii) To upgrading the existing locking mechanism to a secure PIN operated entry lock, and an easy release mechanism to prevent any person from becoming trapped in an emergency, and to maintain this in good working condition
- (i) To maintain and replace when necessary the locking mechanism, Gate or any part requiring replacement
- iii) To ensure that the footway beyond the Gate remains free of litter and debris, liaising with the Council's Cityclean where necessary
- iv) To ensure that the Council's Highways, Cityclean and out of hours service are informed of any change to the combination code or access arrangements
- (iv) To remove the Gate within 14 days of the termination of this Agreement pursuant to paragraph 3. below

2. **IT IS HEREBY AGREED AND DECLARED** that all costs associated with this Agreement (and which for the avoidance of doubt include the installation maintenance and removal of the Gate) shall be borne by the Residents and Medical Centre Holdings Ltd jointly and severally

3. **THE** Council reserves the right to terminate this Agreement should there be any default by the Residents and Medical Centre Holdings Ltd in the terms of the same or should the Council be satisfied that the restriction imposed by the Public Space Protection Order is no longer expedient in all the circumstances for the purpose of reducing crime or anti-social behaviour

SIGNED by the said

SIGNED by the said

Subject:	Anti-racism pledge update		
Date of Meeting:	11th March 2021		
Report of:	Executive Director Housing, Neighbourhoods, Communities		
Contact Officer:	Name:	Sarah Tighe-Ford	Tel: 01273 292301
	Email:	sarah.tighe-ford@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The initial report on actions being taken by the council towards becoming an anti-racist council was presented at TECC committee on 29th July 2020 and an update was presented on 19th November. At this meeting officers were instructed to provide brief updates as a standing item at every TECC committee meeting. This report provides an update on actions since the progress report to TECC committee meeting 14th January 2021.

2. RECOMMENDATIONS:

- 2.1 That committee note the report.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The report to TECC Committee on 19th November contains the full background and details of actions taken up to that date and this report should be read in that context.

- 3.2 Updates are noted where specific activities or progress has been made. Other actions from the pledges, Notices of Motion and petitions continue to be in progress and updates will be provided as progress develops.

3.3 Engagement with communities

- 3.3.1 The third meeting of the Community Advisory Group took place on 4th February 2020, with the first of a series of thematic discussion and 'challenge' sessions. The meeting was focused on the council's Fair & Inclusive Action Plan and its actions relating to race and racism. It was attended by the Head of Human Resources along with the co-ordinator for council's BME workers forum as well the BME standing invitees from the TECC and Policy & Resources committees. The meeting's discussion centred on recruitment, retention and progress of Black, Asian and ethnic minority staff.

3.3.2 The process for agreeing an independent BME facilitator for the Community Advisory Group was agreed and work will start, with CAG members, to agree and circulate an invitation for expressions of interest. The CAG is open to BME-led community and voluntary groups in the city and active BME community activists. Groups/activists interested in joining can email equalities@brighton-hove.gov.uk.

3.3.3 A plan for wider engagement with individuals and communities that experience racism is being developed to involve more people in this work. United action against racism, that includes white allies, is important however, the council recognises that people and communities experience of racism is different depending on their ethnicity, culture, language and colour of their skin. Therefore, the council is keen to engage with communities to understand their unique experiences and issues, for example, anti-Black racism, anti-Semitism, and prejudice towards people of South-East Asian heritage.

3.3.4 The co-chair of the TECC committee and the Administration's Lead for communities and equality continues to meet with members of different communities in the city having recently met with members of the Jewish community to hear their concerns which included (but not exclusively):

- The explicit recognition of and engagement on anti-Semitism in the council's anti-racism work
- More emphasis and prominent celebration of Jewish culture and faith
- Engagement of school leaders on anti-Semitism as part of the anti-racism strategy in schools

3.4 **Education and young people**

3.4.1 Progress the Notice of Motion from June 2020 CYPS committee: The council's draft Anti-Racist Schools Strategy was agreed by Committee in November 2020. The funding proposals to support the strategy will be presented to budget Council in February 2021 for approval. An engagement process, supported by members of the Brighton & Hove Educators of Colour Collective seconded for this purpose from their schools is going. If the funding is agreed, posts will be recruited to and the five year implementation of the strategy will begin.

3.4.2 Children's Safeguarding and Care Anti-Racist project: An experienced Black social worker and manager is now in post as the anti-racist lead practitioner within the service. The service's anti-racist project board continues, focussing on experience of workforce, improving practice with families and enhancing the capturing and response to the voices of BAME service users. We have also been chosen, along with Health and Adult Social Care, to be one of the pilot sites for the [Workforce Race Equality Standards for Social Care](#) from April 2021.

3.4.3 Ensuring BAME voices inform the SEND Strategy: The strategy got cross party endorsement at children, young people and skills committee in November 2020 and Health & Wellbeing Board in January 2021. The presentation at committees highlighted the work that had been put in place to better engage with the BAME SEND community in the city and work continues to progress that commitment.

3.5 Community Safety

- 3.5.1 A bid to the Home Office for support to develop social media and communications assets for the 'Upstanders' group has been successful, this will include messaging to tackle racist hate.

3.6 COVID19 response

- 3.6.1 The recruitment of a Community Engagement Officer to engage with different ethnic communities to ensure support to residents during C19 is in progress. Deadline for applications was 14th February.

3.7 Civic leadership

- 3.7.1 Funding for a civic leadership programme was agreed at Full Budget Council 25th of February. Discussions continue with Operation Black Vote - <https://www.obv.org.uk/> - on a tailored approach in Brighton & Hove that will build local capacity to deliver the programme in the longer term.

3.8 Fair & Inclusive Action Plan (FIAP) anti-racism actions

- 3.8.1 HR have appointed 2 part-time staff into the HR Diversity Recruitment Consultant post: 2 x 0.6 FTE positions (equivalent of 1.2 FTE) for 12 months. They will each work 3 days per week. starting in early April. The role is focused on delivering the actions in the Recruitment, Retention and Progression workstream of the council's Fair and Inclusive Action Plan.

3.9 Council Workforce Learning and Development

- 3.9.1 Nine anti-racism training sessions have been held for specific teams, three open session (for all staff) and one for elected Members. Nine further team and open sessions will run before 31st March.
- 3.9.2 A further anti-racism session for members is planned for 17th March. Details are on the Learning Gateway [View Details | Brighton & Hove CPD Online \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk) This training will include a focus on the different forms that racism can take, including anti-Semitism, anti-Blackness and other forms of prejudice.
- 3.9.3 27 Mandatory staff briefings have been delivered to date via MS Teams. 3000 staff have attended or are due to attend and work is in progress with directorate management teams, teams and staff to make sure they can access one of the remaining sessions. A recording of the briefing is being made available to services where on-line delivery isn't possible. In addition, around 60 Operational Managers attended a network session in January, to consider their next steps following the mandatory briefing. A repeat session will be delivered in March.
- 3.9.4 25 eLearning Equality and Diversity modules are available for all staff, on the Learning Gateway.
- 3.9.5 The council is participating in the national Workforce Race Equality Scheme (WRES) pilot, with a focus on Social Workers in HASC & FCL, but with wider application. Plans include a better understanding of the experiences of BME in

Social Care services - via gathering of data around people's experiences, exploring key actions from findings and set of indicators for measures of success. This work will link closely to the anti-racism Strategy and Fair & Inclusive Action Plan as it develops.

3.10 Statues and Monuments review

3.10.1 Since the anti-racism pledges were made in the summer an initial review of road and place names in the city has been completed, as well as a review of Blue Plaques, artworks and statues. To better understand our past and its legacy, the council is planning more detailed research, working with the Royal Pavilion and Museums Trust, local universities and historians.

3.10.2 While historically the city's wealth has connections to the slave trade, Brighton & Hove also has a strong history of support for human rights and abolitionism. There are few public monuments and plaques which memorialise slavery. However, there are street names and places associated with other aspects of colonialism and there are very few public displays celebrating the city's diverse history.

3.10.3 There are a number of processes by which road and place names can be changed, some of which must be led by residents and some of which mean residents may incur costs. For example the changing of a street name has a prescribed process and would require property owners to change the legal documents associated with the property, from utility bills through to title deeds. The council must ensure that changes are made following national and legal guidance. Other local authorities in the UK are exploring this too and links are being made to identify how any changes can be completed most effectively.

3.10.4 Commemorative statues continue to be commissioned, so this is an opportunity to recognise more local people. For example, a campaign is currently underway to commission a statue to the memory of Mary Clarke, a suffragette active in Brighton. The council is keen to hear residents' and groups' suggestions for physical displays that celebrate BME residents of the city past and present. Contact equalities@brighton-hove.gov.uk. There are currently around 130 Blue Plaques across the city. The most recent include those made to the memory of Sake Dean Mohammed and Ernest Beale VC.

3.10.5 Action already taken or in progress across the city (by council and others):

- Gladstone Court: this is a council-owned building where re-naming is entirely within the council's control. The intention is to engage with the local school to identify a new name for the building, as well as to increase awareness of the diversity of the city's history.
- Seeking opportunities to work within the public art strategy, including a commission for work in the Lewes Road area, using as its start point our colonial past and legacy of slavery commemorated by items named for WE Gladstone and streets named for the second Boer War. This will be used as a pilot for the wider public art strategy to develop a stronger understanding and reflection of diversity and inclusion.

- The Blue Plaque for Admiral Sir Edward Codrington was removed voluntarily by the freeholder in June 2020.
- In Rottingdean (burial ground at St Margaret's), June 2020 the Diocese removed the headstones of music hall performers G H Elliott and Alice Banford where inscriptions referred to their 'blackface' act and stage names.
- Brighton & Hove Bus Company have an established tradition of naming their buses for local people of note. They are shortly to launch a new naming campaign on the theme of 'Local Heroes' which is an opportunity to reflect the city's values and population.

3.10.6 Next steps:

- More detailed review of road and place names to inform decisions, working with the Royal Pavilion and Museums Trust and other partners.
- Ongoing links with other authorities working on this topic to share best practice.
- Further work with partners working on public arts and culture strategy to identify opportunities for new commissions and work with local BAME communities as partners.
- Re-naming of Gladstone Place and review opportunities to rename other council-owned buildings.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The progress outlined above is on actions undertaken in response to the council's pledge to become an anti-racist council, anti-racism Notices of Motion and petitions accepted by full council/committees and previously Member agreed work under the Fair & Inclusive Action Plan.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Engagement is as outlined in the TECC report of 19th November.

6. CONCLUSION

- 6.1 TECC committee requested a standing item on every agenda updating on progress towards the council's anti-racism commitments.
- 6.2 This report updates on progress and the contents are for Members to note.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 Project management and leadership of the work is being carried out as part of core business of the Communities, Equality and Third Sector (CETS) team. A budget of £10,000 has been allocated from the CETS initiatives budget to support the work. Financial implications arising from the other actions identified in

the report will be considered by the relevant service as part of their standard budget management processes and decisions on allocation of funding will be made in line with council's budget setting process.

Finance Officer Consulted: Michael Bentley

Date: 08/12/20

Legal Implications:

- 7.2 There are no legal implications arising from this report which is for noting. All of the actions proposed are in line with the Council's powers and duties, in particular under the Equality Act 2010.

Lawyer Consulted: Alice Rowland

Date: 10/12/20

Equalities Implications:

- 7.3 The intention of this work is to address identified racial inequalities and racism experienced by people who live in, work in and visit the city. The range of engagement planned with people who share other characteristics in addition to their ethnicity will ensure that perspectives are heard from a wide range of people. This will enable the development of tailored and bespoke actions to address all forms of racism, where it is based on ethnicity, skin colour or any other attribute.
- 7.4 The work is central to the council's legal duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations between communities, as well as to encourage civic engagement by under-represented groups. It also complements and supports the council's Fair & Inclusive Action Plan in addressing the findings of the review of race diversity by Global HPO.

Sustainability Implications:

- 7.5 No implications arising from this report

Brexit Implications:

- 7.6 No implications arising from this report

Any Other Significant Implications:

None

Subject:	Libraries Strategy – Process for Consultation, Engagement and Development		
Date of Meeting:	11th March 2021		
Report of:	Executive Director for Housing, Neighbourhoods and Communities		
Contact Officer:	Name:	Sally McMahon	Tel: 01273 296963
	Email:	sally.mcmahon@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The report is seeking agreement from the Committee to the process for the development of a Libraries Strategy for Brighton & Hove City Council. This report sets out:
- Some general principles that will inform the development of a Libraries Strategy
 - Process of consultation and engagement as part of the development of a Libraries Strategy
- 1.2 The last Libraries Plan ended in 2020, and the consultation to inform the development of a new plan was halted in March 2020 because of the Covid 19 pandemic. A Libraries Strategy is needed because public libraries are highly valued in the city and are integral to the delivery of council and city-wide priorities. The Strategy will be based on clear principles as set out in this report and will be informed by comprehensive public and stakeholder consultation and engagement.
- 1.3 The Libraries Strategy will be considered by full Council in accordance with the current constitution, as an important strategic document. It will be a succinct high-level document that will inform the more detailed actions of the annual business plans created by Libraries Services.

2. RECOMMENDATIONS:

- 2.1 That the committee approve the general principles that will inform the development of the libraries strategy as outlined in para 3.3
- 2.2 That the committee approve the process of consultation and engagement as outlined in paras 5.1 to 5.9

3. CONTEXT/ BACKGROUND INFORMATION

3.1 Public libraries are a statutory service under the [Public Libraries and Museums Act 1964](#). The Act requires library authorities to provide a “comprehensive and efficient service” for people who live, work or study within the authority area. A comprehensive independent review of public libraries in England was carried out in 2014 and the [Libraries Taskforce](#) was established to implement the [Independent Library Report for England](#), providing leadership and helping to reinvigorate the public library service. It is led jointly by the Department for Culture, Media and Sport, and the Local Government Association. In 2016, the Libraries Taskforce published ‘[Libraries Deliver: Ambition for Public Libraries in England 2016-2021](#)’ in which it sets out the strategic vision and commitment to public libraries in England, recognising the challenging times that councils are facing running library services, calling for radical thinking to protect frontline library services and acknowledging the need for councils to work in ‘new and different ways’ to ‘thrive and not just survive’.

3.2 The Libraries Taskforce recognises that local libraries provide a unique ‘cradle-to-grave service’, offering significant reach into local communities and a cost-effective way of ensuring that people are connected to local services. The report sets out an ambition for everyone to:

- Choose to use libraries, because they see clear benefits and positive outcomes from doing so;
- Understand what library services offer, and how they can make the most of what’s available to them;
- Be introduced to new ideas and opportunities, then given confidence and quick and easy access to tools, skills and information they need to improve their quality of life;
- Receive trusted guidance through the evolving sources of information and build the skills needed to thrive in a changing world.

3.3 The proposed guiding principles for the development of Brighton & Hove’s Libraries Strategy are based on the Libraries Taskforce’s ‘common design principles’ so that public libraries:

- meet legal requirements
- are shaped by local need
- focus on public benefit and deliver a high-quality user experience
- support the delivery of council priorities
- meet agreed access criteria
- make decisions informed by evidence, building on success
- support the delivery of the national Universal Library Offers
- promote partnership working, innovation and enterprise
- use public funds effectively and efficiently

3.4 The proposals for consultation and engagement are set out in section 5 below.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

4.1 The last Libraries Plan covered 2016 to 2020. The ‘do nothing’ option of not producing a new library plan would leave the Libraries Service without any

strategic framework for its operation or development and would fail to meet the council's constitution which requires a council approval for library development plans. This option has been discounted for these reasons.

- 4.2 The option to further delay the development of a Libraries Strategy until libraries are fully open again after recovery from the pandemic would miss the opportunity to learn lessons from the last year, and plan effectively for the future.
- 4.3 The current proposals are to restart the consultation process while libraries are likely to be recovering from the effects of the pandemic and there is uncertainty about when they will be able to open fully again. However, this enables the service to consider the lessons from the last year and to engage with as many stakeholders as possible through the various innovative ways in which the service has communicated with residents. The disadvantages of starting the consultation with users online can be overcome by extending the consultation period to more than double the usual period, so enabling those who prefer a paper-based consultation to also give their views.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 It is proposed that the consultation and engagement period will run for 15 weeks, starting Monday 22nd March to Sunday 4th July. The primary consultation tool will be detailed surveys of library users and non-users using three age related questionnaires:
 - Libraries Survey for adult 20 years old and over
 - Libraries Survey for young people 13 to 19 years olds
 - Libraries Survey for children 12 years old and under
- 5.2 The surveys will be online and will also be available in hard copy in libraries once they are open again for public use. The surveys are seeking people's views on detailed aspects of the full range of libraries services, including asking why people do not use these services. They include detailed questions on library stock in all formats from books and newspapers to digital resources.
- 5.3 Working with the council's Communications team, the surveys will be extensively promoted through the website, social media, community-based publications, and other ways of messaging so that Brighton & Hove residents know that the consultation is happening and how to engage. Libraries will work with local partner organisations to encourage people complete the survey and promote the consultation through other council services and councillors.
- 5.4 Libraries Services work with over 200 partner organisation and a short questionnaire on collaboration and partnership working will be sent to each of them, so that libraries can gather the views of these key partners as well as asking them to promote the survey to their clients or members. These organisations cover for instance:
 - Community and third sector organisations and local groups
 - Organisations working with specific client groups
 - Schools, colleges and universities, and other learning organisations
 - Creative and cultural organisations
 - Other public service providers including other council services

- 5.5 Some targeted focus group work will be held, either online or in person if this is possible within the timeframe. These groups will be focused on the priorities for the council and Libraries Services, such as BAME communities; people experiencing deprivation or isolation; those with poor mental health; children and young people as surveys less effective with this age group. The final list of focus groups will be agreed at a later stage following advice from Communities and Equalities Team.
- 5.6 Members will be engaged through focused workshops to identify a vision and priorities for Libraries Service, and how libraries can help deliver the wider council priorities, in collaboration with other service providers and the community.
- 5.7 Staff and volunteers will be engaged through a series of group discussions on specific subjects of library service provision, and through an anonymous survey to gather their ideas for development and change. Unions will be informed of the consultation and engagement processes and offered the chance to give their views via the partner questionnaire.
- 5.8 A report on the results of the consultation and engagement process will be produced in July 2021 and will inform the development of the Libraries strategy.
- 5.9 The feedback on libraries' stock, coupled with data about issue trends from the Library Management System, will inform a new Libraries Stock Policy giving more detailed information on Libraries' stock purchasing and the maintenance of collections.

6. CONCLUSION

- 6.1 The approval of the guiding principles for the development of the Libraries Strategy will ensure library services in Brighton & Hove are focused on the best possible outcomes for the city and that they are consistent with good quality public library services in other authorities
- 6.2 The approval of the procedure for consultation and engagement will enable the service to systematically gather the views of as many people as possible, including library users and non-users; staff, councillors; partner organisations – especially those working with disadvantaged members of the community.
- 6.3 The Libraries Strategy will be brought to the committee for approval in November 2021.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 The costs of the consultation and engagement and the production of the Libraries Strategy will be managed from within the current budgets for Library services.

Finance Officer Consulted: Monica Brooks

Date: 12/02/21

Legal Implications:

- 7.2 The relevant statutory framework is set out in the body of the report.

Lawyer Consulted:

Alice Rowland

Date: 12/02/21

Equalities Implications:

- 7.3 An Equalities Impact Assessment will be carried out as part of the development of the Libraries Strategy, following this consultation and engagement process.

Sustainability Implications:

- 7.4 The surveys and questionnaires will be carried out online as far as possible to reduce the use of paper, but paper versions will be made available where needed for equalities reasons. Any sustainability implications of changes to libraries services will be assessed as part of the development of the Libraries Strategy following this consultation and engagement process.

Brexit Implications:

- 7.5 None.

Any Other Significant Implications:

Crime & Disorder Implications:

- 7.5 None.

Risk and Opportunity Management Implications:

- 7.6 None.

Public Health Implications:

- 7.7 Support to health and wellbeing is a key Libraries Universal Offer: To promote healthy living, provide self-management support and effective signposting and information to reduce health, social and economic inequalities. To offer a range of creative and social activities which engage and connect individuals and communities, reduce stigma, combat loneliness and improve wellbeing.

Corporate / Citywide Implications:

- 7.8 Libraries are a highly valued statutory service in the city and protecting libraries is a current administration commitment. Libraries support the delivery of corporate and city-wide priorities in many ways:
- Libraries new Business and IP Centre supports local small business and entrepreneurs to start and develop their businesses and recover from the economic impacts from Covid and austerity
 - Libraries continue to provide essential resources for adult and community learning, and have essential free digital access
 - Libraries have a long track record of supporting children and young people's learning and development
 - Libraries support to health and wellbeing has been outlined in 7.7 above
 - Libraries can promote environmental and sustainability awareness through information, events and exhibitions

SUPPORTING DOCUMENTATION

Appendices: None.

Background Documents: None.

Subject:	Brighton & Hove's Re-accreditation as a City of Sanctuary		
Date of Meeting:	11th March 2021		
Report of:	Executive Director of Housing, Neighbourhoods and Communities		
Contact Officer:	Name:	Lucy Bryson	Tel: 01273 292572
	Email:	Lucy.bryson@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The report informs the committee about the city council's current status with regard to the national City of Sanctuary movement and outlines the steps that need to be taken to become 're-accredited' as a city of sanctuary.
- 1.2 The city council's Corporate Plan 2020-2023 includes the following commitment: "*We will continue to play our part in the international refugee crisis and promote our status as a proud City of Sanctuary*". Also, a recommendation in the International Migrants Needs Assessment, accepted by the Neighbourhoods, Inclusion, Communities and Equality (NICE) committee in January 2018 is for the council to '*maintain and develop local commitment to City of Sanctuary status.*'

2. RECOMMENDATIONS:

That the Tourism, Equalities, Communities & Culture Committee:

- 2.1 instructs officers to progress an application to City of Sanctuary UK for the council's reaccreditation as a City of Sanctuary as per outlined in appendix 2.
- 2.2 recommends to Full Council that it endorses the City of Sanctuary Charter (appendix 1).
- 2.3 instructs officers to work with the local city of sanctuary Group – Sanctuary on Sea – to support the group and the council's commitment to Brighton & Hove being a place of sanctuary.
- 2.4 approve the council joining the City of Sanctuary Local Authority Network and being a member of the Network's steering group (paragraph 3.5)
- 2.5 note the City of Sanctuary application process will be carried out as part of the council's development of its Inclusive Cities Action Plan agreed at TECC committee September 2019.

That Full Council:

2.6 endorses the City of Sanctuary Charter (appendix 1).

3. CONTEXT/ BACKGROUND INFORMATION

3.1 Since 2007, City of Sanctuary UK, (a national umbrella organisation), has supported the development of a network of ‘groups’ in villages, towns and cities across the UK to encourage places to become ‘cities of sanctuary’. Brighton & Hove’s City of Sanctuary group – called [Sanctuary on Sea](#) – has existed since 2013. Brighton & Hove was designated as a City of Sanctuary in June 2015.

3.2 While City of Sanctuary UK started with a narrow focus on people seeking sanctuary, welcoming people fleeing persecution and violence, it has widened to a welcome ‘for all’, albeit with an emphasis on offering sanctuary.

3.3 At the City of Sanctuary UK AGM in June 2020 the membership voted to discontinue the ad-hoc recognition process for local authorities and to establish a UK wide City of Sanctuary Local Authority Network, as a way of designating and assessing ‘City of Sanctuary’ status. Any local authority can apply to become a member of the network. There are two types of membership: ‘Awarded’ member and ‘Non-awarded’ member. As Brighton & Hove City Council had already been awarded City-wide recognition, the city will be classed as an ‘awarded member’ but will be expected to submit an application form for re-accreditation within six months of its membership application.

3.4 In applying for membership of the Local Authority Network, the city council is pledging:

- To support the ‘City of Sanctuary’ vision that *the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution.*
- To endorse the City of Sanctuary Charter (appendix 1) and agree to act in accordance with City of Sanctuary values, applying the network principles within its work (as far as the Brighton & Hove context enables this).
- To recognise the contribution of people seeking sanctuary, welcoming, including and supporting them within the Brighton & Hove context. The council is also expected to support Sanctuary on Sea in their work.
- To add the city council’s name to a list of supporters of City of Sanctuary and a list of members of the Local Authority Network on the national website.
- To agree to work towards a City of Sanctuary Local Authority Award with the aim of becoming a recognised Council of Sanctuary.

3.5 Given the longstanding nature of its commitment to supporting sanctuary seekers, Brighton & Hove City Council has also been invited to join the Steering Group of the Local Authority Network, alongside the Brighton & Hove Sanctuary on Sea group. This smaller group oversees the above membership process for

the local authority network and makes decisions about the city of sanctuary movement – as it applies to local government – at a national level.

- 3.6 The procedure to be followed by a local authority in applying for a City of Sanctuary Award is included as Appendix 2 to this report. Publicly agreeing to be a member of the Local Authority Network and endorsing the City of Sanctuary charter is the first requirement of the application process.
- 3.7 Thereafter local authorities are expected to produce an action plan describing how the criteria will be met. These criteria (outlined in Appendix 2) follow the principles of 'Learn, Embed and Share'. Once the plan is developed, the city council can apply to become a city of sanctuary, with the endorsement of the Sanctuary on Sea group.
- 3.8 The criteria also include participating in collective representations to national government on relevant policy issues and the production of a written strategy (either an independent strategy or as part of a broader strategy) which is publicly available and sets out commitment for at least three years. The intention is for this to be part of the council's Inclusive Cities Action Plan. The Inclusive Cities programme is focused on areas' making a step change in their welcome and settling of 'newcomers'. TECC committee approved the council's participation in the programme in September 2019. The work on this was paused due to the Covid pandemic and has recently restarted with the first meeting of the local task force on 8th February 2021, chaired by the TECC co-chair Cllr Powell.
- 3.9 Given the work on the two action plans (for City of Sanctuary and Inclusive Cities) is running concurrently and is intrinsically linked, to maximise resources and avoid duplication the City of Sanctuary action plan will become a part of the Inclusive Cities action plan. Newcomers arriving seeking sanctuary from violence and persecution are a particularly vulnerable sub-set of the wider population of newcomers to the UK. Therefore, the actions required to advance the city's welcoming approach to seekers of sanctuary will enhance the wider work on inclusivity for all newcomers. The chair of Sanctuary on Sea has therefore been invited to join the Inclusive Cities Task Force to facilitate this joint working.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

In light of the corporate plan commitment "*We will continue to play our part in the international refugee crisis and promote our status as a proud City of Sanctuary*". and the council's involvement in the Inclusive Cities programme no other alternative options have been considered.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The local City of Sanctuary group (Sanctuary on Sea) has been consulted about the council pursuing re-accreditation and joining the Network. The group has agreed to work with and support the council's application for re-accreditation.
- 5.2 The creation of the wider Inclusive Cities action plan (within which the City of Sanctuary actions will be embedded) will include a programme of community engagement with newcomers and longstanding residents, to include sanctuary seekers.

6. CONCLUSION

Given the city council's commitment to being a city of sanctuary within the 2020-23 corporate plan, these recommendations represent the best way of achieving this ambition.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations made in report. The application process will be taken forward from within existing staffing resources.

Finance Officer Consulted: Michael Bentley Date: 12/02/21

Legal Implications:

- 7.2 The Council's Constitution requires decisions to endorse, approve or otherwise commit the Council to any charter, alliance or pledge are taken by Full Council.

Lawyer Consulted: Alice Rowland Date: 15/2/21

Equalities Implications:

By analysing its own policies, procedures and work as part of the City of Sanctuary reaccreditation process, the city council will be enhancing its work to counteract discrimination against Black, Asian and minority ethnic residents and its anti-racism work.

Sustainability Implications:

- 7.3 None

Brexit Implications:

- 7.4 It is not yet clear what implications post Brexit changes to the immigration rules will have on Brighton & Hove's migrant population and the risk of migrants in precarious situations becoming more numerous or more marginalised.

Any Other Significant Implications:

Crime & Disorder Implications:

- 7.5 None

Risk and Opportunity Management Implications:

- 7.6 Assets based approach to diverse city, welcoming refugees and migrants from across the globe.

Public Health Implications:

- 7.7 Multi- agency work to consider the needs of the city's most vulnerable migrant and refugee residents helps fulfil the council's duty to promote the public health and wellbeing of our residents. For example it is more likely that those with a sense of belonging to the local area and who have a good understanding of local services will register with a GP and seek timely medical advice, follow public health advice and take up vaccinations when offered to them.

Corporate / Citywide Implications:

SUPPORTING DOCUMENTATION

Appendices:

1. City of Sanctuary Charter
2. Council of Sanctuary Award – Procedure and Criteria

Background Documents

[Inclusive Cities Project](#) -report to meeting of the Tourism, Equalities, Communities and Culture Committee 26th September 2019

City of Sanctuary Charter

Purpose of the charter

This charter describes what City of Sanctuary is and what it does. It will form the first section of our organisational strategy and can also be used as a stand-alone document to build internal cohesion and external profile.

Our vision

We hold the vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution.

Values

The organisation and network will be guided and informed by commitment to the following values:-

Inclusiveness — *We welcome and respect people from all backgrounds, place the highest value on diversity and are committed to equality.*

Openness - *We are committed to a culture of working collaboratively within the network and in partnership with others.*

Participation — *Those who support our vision work together with people seeking sanctuary. We value and recognise the contribution of all involved. We aspire to ensure people seeking sanctuary are fully involved in decision making processes and supported to become leaders within the City of Sanctuary organisation and network as well as within the wider movement.*

Inspiring — *We work with enthusiasm and positivity and are determined to surpass what has already been achieved to welcome refugees and people seeking sanctuary. We act as a catalyst for change by being open to new and innovative ideas and through sharing knowledge gained with others and working in partnership.*

Integrity — *We aspire to high standards of honesty and behaviour, and always to act in the interests of people seeking sanctuary.*



City of Sanctuary

Definitions

The Movement

A movement is a loose collection of independent groups and individuals united by a common purpose but with no one leader.

City of Sanctuary contributes to building an ever broader social movement to ensure that all people seeking sanctuary within the UK are made welcome in our countries and that the aspirations of the Birmingham Declaration become a reality. The Birmingham Declaration was launched at the first Sanctuary Summit in 2014 and has since been endorsed by more than 320 organisations. The core principles in the Declaration are:

1. All asylum seekers, refugees and migrants should be treated with dignity and respect.
2. A fair and effective process to decide whether people need protection should be in place.
3. No one should be locked up indefinitely.
4. No one should be left sick or destitute in our society.
5. We should welcome the stranger and help them to integrate.

The Organisation

City of Sanctuary UK is an organisation that provides a focus for coordination and development of the network. This contributes to building a wider sanctuary movement. In addition to undertaking City of Sanctuary activities and initiatives at a UK level, the role of the organisation is to ensure that there is good communication across the network, to coordinate decision-making and to help raise the profile of City of Sanctuary overall.

The Network

Our network includes groups, and others engaged in Streams of Sanctuary work, that are focused on bringing about both local and national social change. Groups, and others engaged in streams of sanctuary work who are aligned with the network principles, have flexibility to develop local, regional and national responses to local, regional and national challenges (e.g. developing Wales as a Nation of Sanctuary). Together such networks affirm and achieve our overarching vision.

Network principles

The City of Sanctuary network is part of a mainstream, grassroots movement working towards achieving the overall vision. Whilst there is flexibility in determining how best to work towards the vision, the following principles apply to all groups, networks and streams operating under the name of City of Sanctuary:-

- ◇ Offer a positive vision of a culture of welcome and hospitality to all;
- ◇ Create opportunities for relationships of friendship and solidarity between local people and those seeking sanctuary;
- ◇ Recognise and encourage partnership working and network development across localities;
- ◇ Identify opportunities for practical action and work on common cause issues to effect change within and across communities (turning empathy into action);
- ◇ Celebrate and promote the welcome and contribution of people seeking sanctuary;
- ◇ Engage people seeking sanctuary in decision making processes at all levels and in all activities;
- ◇ Promote understanding of asylum and refugee issues, especially by enabling refugee voices to be heard directly.

City of Sanctuary Groups

When a group first registers with City of Sanctuary UK they agree to:-

- ◇ Work towards making their city, town or area into a City, Town, Region or Area of Sanctuary by creating a culture of welcome and hospitality for people seeking safety.
- ◇ Work to connect people seeking sanctuary with other local people and to celebrate their contribution to our communities, towns and cities.
- ◇ Seek to be inclusive in generating a culture of welcome, involving different sectors such as education, local government, health, sports and arts, as well as refugee organisations.
- ◇ Work as an alliance between local people and sanctuary seekers to run the group wherever possible and appropriate.
- ◇ Be prepared to share successes, ideas and learning with other groups and the network.
- ◇ Join in regional events where possible.
- ◇ Avoid bringing the name of City of Sanctuary into disrepute, in particular by not engaging in abusive, racist, discriminatory, exclusionary, offensive or dangerous behaviour.
- ◇ Identify between three and five contacts to enable the City of Sanctuary to keep in touch and keep the team updated when changes to these contact details occur, providing full name, telephone and email details for each contact where possible

There is no single formula for developing a successful and effective City of Sanctuary group. In general terms groups should work towards undertaking the following actions:-

1. Develop a strategy, agreed by the main supporting organisations, for how the city, town or area is to continue working towards greater inclusion and equality for refugees and people seeking sanctuary, as well as greater public awareness, through a range of initiatives, projects and activities;
2. Gather resolutions of support from a significant and representative proportion of groups and organisations;
3. Encourage supporting organisations (whether formally pledged or not) to turn their commitment into actions;
4. Engage with other groups across the network, in the expectation that such a conversation will lead to a mutually beneficial sharing of good practice;
5. Support and work alongside refugees and people seeking sanctuary in the City of Sanctuary group, including representation on its steering group or committee;
6. Wherever possible sustain engagement with the local authority or other relevant authorities.

Groups may, if they wish, apply to City of Sanctuary UK for sanctuary recognition for their city, town or region by submitting an application for appraisal.



Streams of Sanctuary

A Stream of Sanctuary encourages professionals within 'communities of practices or interests' to come together to embed the concepts of welcome, safety and inclusion within their professions, sectors and organisations, together with other interested individuals (including people seeking sanctuary), groups and organisations.

Any individual or organisation working within a Stream of Sanctuary must be committed to the vision and values of City of Sanctuary. The development of new activities, projects and initiatives within a Stream must be aligned with City of Sanctuary network principles. A Stream will also enable the sharing of best practice, resources and ideas.

Organisations that fall within a Stream of Sanctuary may wish to apply for a Sanctuary Award (see below) following specific criteria which have been developed by City of Sanctuary UK.

Sanctuary Awards

Sanctuary Awards are used to recognise exemplary work in this field. These can be organisations which fall within a Stream of Sanctuary, or not.

A Sanctuary Award is given to an organisation that is able to demonstrate commitment to our values and vision of welcome, and that has applied our network principles within the organisation and its projects or activities.

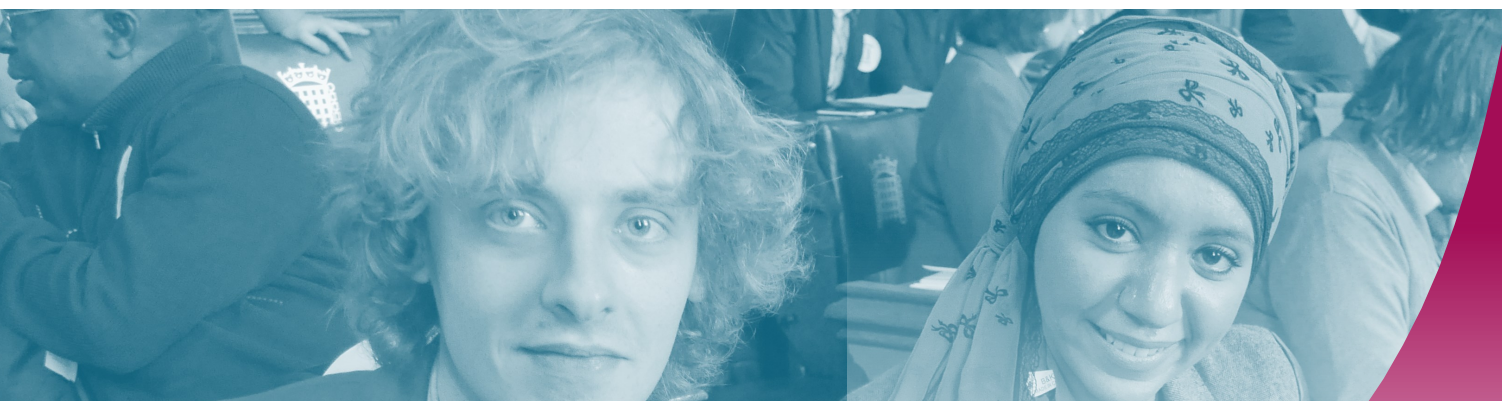
An appraisal committee is nominated to undertake the process either locally, regionally or nationally (depending on the circumstances). At least one person on the committee must be a sanctuary seeker. We encourage groups to actively review awards every three years.

Asylum Matters

City of Sanctuary UK hosts the advocacy and campaigns project, Asylum Matters. Asylum Matters is a project that works in partnership locally, regionally and nationally across the UK to improve the lives of people seeking sanctuary through social and political change. It incorporates and builds on the work of the Still Human Still Here coalition and the Regional Asylum Activism (RAA) Project. It provides opportunities to increase collective impact. Whilst Asylum Matters is independent in setting its objectives and remit, City of Sanctuary UK is responsible for its delivery and, through the project, demonstrates its commitment to movement building.

The mandate of the project is to drive forward and secure the eight goals identified at the Sanctuary Summit in November 2014, which were endorsed by more than 320 organisations as part of the Birmingham Declaration.

The project works very closely with the City of Sanctuary network, as well as working across the UK on a collaborative basis. Through engagement with Asylum Matters staff, City of Sanctuary groups can access additional opportunities to engage in advocacy activities. The kinds of initiatives groups can take part in vary depending on the influencing opportunity and can include things like collecting case studies and evidence to inform policy-making, lobbying MPs, AMs and local councillors on our issues, or supporting people seeking sanctuary to ensure their voices are heard on a range of public platforms.



Council of Sanctuary¹ Award

Procedure and Criteria

Introduction

City of Sanctuary UK holds the vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. In order to realise this vision, City of Sanctuary UK supports a [network of groups](#), which includes cities, towns, villages, boroughs and regions across the UK, and others engaged in Streams of Sanctuary, Sanctuary Awards and activities intended to welcome people seeking sanctuary¹. For more information see our [Charter](#).

In June 2020 the City of Sanctuary Network voted at the AGM to dispense with the city-wide recognition process and to establish a local authority network. Any local authority can apply to become an awarded or non-awarded member of this network –to join click [here](#).

What are Sanctuary Awards?

Sanctuary Awards are provided by the network of local groups and City of Sanctuary UK to recognise and celebrate commitment to our values and vision of welcome and inclusivity and enabling them to become active participants in the City of Sanctuary network. This document is specifically guidance for local authorities to apply for a Council of Sanctuary award.

Any local authority who has previously been awarded as part of a City of Sanctuary group city-wide recognition process, or awarded by a group as part of their self-recognition process, will not need to follow all the steps below but will need to submit an application form within six months of joining the network (step 4). Similarly any local authority which has made significant progress towards becoming a welcoming place of sanctuary may be in position to go straight to step. Please liaise with your local group and/or regional coordinator to discuss further.

The procedure

Award applications usually start with a conversation with your [local City of Sanctuary group](#) or a City of Sanctuary UK [officer](#) if no local group is available.

Here is a step by step guide:-

¹ We use the term 'local authorities' to include all types of local government from across the whole of the UK e.g. county councils, districts, boroughs or city councils, unitary councils, London boroughs, combined authorities, metropolitan boroughs as well as parish and town councils]

Step 1 – Contact your local group to pledge support and connect with their / your shared vision

Step 2 – Join the local authority network. In joining the network you are committing to work towards the Council of Sanctuary Award and are agreeing to sign up as a Supporting Organisation (this includes an endorsement of the [City of Sanctuary Charter](#))

Step 3 – Produce an Action Plan using the 'LEARN, EMBED, SHARE' criteria. Include how you will meet the City of Sanctuary UK Local Authority Network criteria within the plan.

Step 4 – Then when ready apply for recognition. You can submit a written application for an award using the generic [Awards Application form](#).

Step 5 – The nomination will be appraised by a Sanctuary Recognition panel which will normally include as a minimum, a local member of City of Sanctuary, someone who has lived experience of seeking sanctuary and a member of the City of Sanctuary Local Authority Steering Group. The panel may request a visit to the nominated organisation during the appraisal, and will usually involve a conversation between councillors, officers and the panel.

Step 6 - When a local authority is able to demonstrate they have met all the criteria they would be given the right to use the Council of Sanctuary logo to recognise their commitment accompanied by the wording “X....*is a recognised County/District/Borough/City/Unitary/Parish/Town [delete as appropriate] Council of Sanctuary*”²;

Step 7 – Once the award is agreed, a plan should to be made for its presentation to include a celebratory event/ media statements etc. You are making a public declaration of support for people seeking sanctuary and City of Sanctuary.

Step 8 –The conversations begun during appraisal will continue throughout the three year award period and will inform a review at the end of the three years. A new application has to be submitted to renew the award after three years and if successful an updated certificate of recognition can be issued.

² Whilst this is the recommended terminology we acknowledge the need for flexibility due to the differing local government contexts, although in all cases we would encourage local authorities to discuss with their local group with the aim of achieving agreement between the two.

What is the Award criteria?

This guidance document aims to outline the criteria required for the award. We would encourage local authorities to build on the criteria in a way that best reflects their specific context.

The Process: Learn, Embed & Share

Any local authority contributing towards the vision of welcome can apply for the award by signing up to our charter, values and principles and demonstrating their commitment by providing evidence that they have integrated the following:

- **Learn:** learning about what it means to be seeking sanctuary, both in general, and specifically.
- **Embed:** taking positive action to embed concepts of welcome, safety and inclusion. To take steps to ensure this progress remains sustainable.
- **Share:** sharing your vision, achievements, what you have learned, and good practice with other local authorities, the local community and beyond.

The Criteria

- Join the City of Sanctuary Local Authority Network which includes a pledge to support the vision of City of Sanctuary and an endorsement of its charter
- Pass a council motion setting out commitment to being a place of sanctuary
- Commit to working with the local City of Sanctuary (which could be via a specific local pledge) (and/or other refugee networks)
- Show evidence of the work with the local City of Sanctuary group (and/or other refugee networks) and receive the endorsement from those groups for the award application
- Commit to work with partners to identify national policy issues in order to make collective representations to government to encourage and enable change
- Produce a written strategy (either an independent strategy or as part of a broader strategy e.g. equality, migration etc) which is publicly available and sets out commitment for at least three years.

The 'Learn, Embed and Share' criteria are outlined below. Please provide evidence of meeting each of the criteria in the relevant section of the generic award application.

Learn

In this section of the application, we will be looking for examples of work which signals the commitment of the local authority to learn about what it means to be seeking sanctuary. It is also important that include people seeking sanctuary in those learning opportunities if at all possible. We recognise that this may be challenging in certain locations and situations, and City of Sanctuary UK and via its local groups will try to assist.

To receive an award, the local authority must meet the following LEARN criteria:

- Criterion 1: **Awareness raising opportunities** are provided, and opportunities for discussion around the theme of welcome and sanctuary are facilitated.
- Criterion 2: **Evidence of refugee/asylum/migration awareness raising** is included into everyday business of the local authority e.g. staff induction/training.
- Criterion 3: Commitment to supporting **the voices of people seeking sanctuary to be heard.**

Embed

The second process used by City of Sanctuary UK for its awards is Embed. For City of Sanctuary UK, embedding means that the local authority is taking positive action to implement welcome, safety and inclusion. City of Sanctuary UK would like details on how the local authority will ensure a continuation of support for sanctuary on an ongoing basis.

To receive an award, the local authority must meet the following Embed criteria:

- Criterion 4: The local authority **must demonstrate how it has embedded** the concept of welcome and inclusion at all levels of the organisation. This should show how the local authority will continue to develop and sustain a culture of welcome beyond the award.
- Criterion 5: **Commitment to supporting initiatives** that **embeds welcome and fosters solidarity** between receiving communities and people seeking sanctuary e.g. participation in Refugee Week, more information about the annual event can be found here: <http://refugeeweek.org.uk>.

Share

The third and final process in the City of Sanctuary UK model is Share. City of Sanctuary UK will be seeking evidence that the place is seeking to share its experience of sanctuary and welcome with the wider community, local organisations and spreading the word about their welcoming efforts.

To receive an award, the local authority must meet the following criteria:

- Criterion 6: A **public commitment** to the City of Sanctuary vision of welcome
- Criterion 7: The **local authority publicly highlights its work** in support of welcome and inclusion by making it visible on its website and noticeboards *NB. Once the sanctuary award is received, we would expect the logo and a link to the webpage on the website.*
- Criterion 8: Commitment to **on-going engagement with the City of Sanctuary Local Authority Network**. This may include sharing resources, ideas and achievements via the network and City of Sanctuary UK website.
- Criterion 9: Work with the network to identify national policy issues in order to make **collective representations to government to encourage and enable change**

How to complete your application form?

Your written application needs to include:

- Evidence which demonstrates how the local authority has used the three step process of learn, embed and share and how through following the process the values and principles in the charter are being upheld.
- Evidence can be collected in a variety of ways and can include self-evaluation, photos and testimony, strategic plans, training records, policies and procedures and through consulting with people seeking sanctuary.
- Applications should be no longer than 4 pages, including supporting evidence. Only photos or organisational documents can be submitted in addition to these 4 pages.

Q: Please provide a summary of how the local authority engages with people seeking sanctuary.

In this section, outline the ways the local authority has engaged with people seeking sanctuary. How has the local authority sought to build relationships with local people seeking sanctuary? Has it formed partnerships with the City of Sanctuary group and/or local support organisations?

Q: Using the 3 processes of the sanctuary award, please reflect on how you have achieved these principles attaching evidence to support your answer.

Here we are looking for evidence of initiatives, projects, policies and progress. Even if something is ongoing, include it as it helps to build a picture of how the local authority is developing its culture of welcome. Try to

be concise but don't assume that the appraisal panel have the requisite knowledge (so please explain all acronyms and give context where necessary).

Q: Please identify how people seeking sanctuary have been involved in helping you achieve these principles.

All applications for a Sanctuary Award are expected to involve people seeking sanctuary in the planning, delivery and/or evaluation of activities for each of the principles, where appropriate. Building on the examples you have given, identify the ways in which people seeking sanctuary have contributed to these successes.

Q: How do you intend to build on your achievements over the next 3 years in order that your award is renewed?

We want to acknowledge and celebrate a local authority which shows a commitment to the principles in the long-term and which have a forward-looking approach; receipt of the sanctuary award is just the beginning! Each award is valid for 3 years and renewal will be required. So, use this section of the application form as an opportunity to share information about your planning.

Questions to think about include: Has the local authority demonstrated a sustainable commitment to sanctuary in the long-term? How will the local authority re-evaluate and adapt to continue to demonstrate sanctuary, welcome and inclusion? Can you provide evidence that this commitment will continue after the award is granted?

ⁱ A term used to describe people predominantly categorised as either a refugee or an asylum seeker (including those who are appeal rights exhausted)

Subject:	Royal Pavilion and Museums Trust Annual Report 2021-22		
Date of Meeting:	11th March 2021		
Report of:	Executive Director Economy, Environment and Culture		
Contact Officer:	Name:	Donna Chisholm	Tel: 01273 292571
	Email:	Donna.Chisholm@Brighton-Hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The city council's museums service was transferred to The Royal Pavilion and Museums Trust on 1st October 2020. The museum buildings, collections and staff were transferred to this independent organisation to enable them to attract additional funding and operate on a commercial footing.
- 1.2 The Trust are obliged to provide an annual plan for approval by the Tourism, Equalities, Communities and Culture Committee (TECC) each year. Attached to this report is the first plan produced during an unprecedented time for the Trust.

2. RECOMMENDATIONS:

- 2.1 That Councillors note the difficult circumstances facing the Trust as it moves forward into 2021/22 as a result of successive lockdowns and visitor restrictions over the course of the past year.
- 2.2 That Councillors approve the annual service plan for 2021/22.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The Policy and Resources Committee agreed to the transfer of the Royal Pavilion and Museums on 5th December 2019. This was due to take place on 1st April 2020 but was delayed due to the pandemic. It was also agreed that the TECC Committee would consider an Annual Plan at the beginning of each calendar year for the term of the services contract between the city council and the Trust.
- 3.2 The Policy and Resources Committee approved a revised financial offer to the Trust on 30th July 2020 which enabled the assets to transfer on 1st October.
- 3.3 Hedley Swain the new Chief Executive Officer began on Monday 2nd November 2020 and since then the Trust has had to cope with limited trading conditions and

a lockdown from 27th December, which is still in place. This means all of the museum buildings are closed and 145 staff remain on furlough.

- 3.4 The continuing uncertainty linked to re-opening has greatly limited the ability of the Trust to plan ahead, in terms of major public events and exhibitions during 2021-22. Their programme can take many months to assemble and other institutions also have key staff on furlough, so the ability to collaborate is limited.
- 3.5 The Trust have reached agreement on retaining key items from the Royal Collection in the Pavilion and they will have the David Bowie exhibition in Brighton Museum until the end of 2021. These highlights will help to drive visitor numbers as soon as the buildings can re-open.
- 3.6 Through 2020-21 new web content produced has been used by about 50,000 people. Online content continues to be used by between 2-3000 people a month. Examples of microsites / specific campaigns include:
 - **100 First Women / Ocrea Blues / Queer the Pier / Fashioning Africa** - were collectively viewed by 22,000 unique users from 1 April 2020 to date, through 30,000 visits.
 - **Bite-size content**
The Discover section of the RPMT website (where most of the online engagement sits) had 98,000 users from 1 April 2020 until the date of this report, with over 124,000 visits. Traffic comes from Google searches picking up old evergreen content.
- 3.7 The total number of visitors across all museum sites in 2019/20 was 426,422. In contrast, the anticipated total visitor numbers for 2020/21 figure is 36,800. At 9% of the previous year, this indicates a great reduction in physical access to buildings and collections.
- 3.8 In terms of earned income, in 2019/20 this was £4.094M compared with the anticipated 2020/21 total of £0.49M. This steep drop is caused by loss of visitor entry fees combined with low ancillary income.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The city council's museum assets and staff have been transferred to Trust and the new organisation is preparing to optimise use of all resources to generate income.
- 4.2 The plan in Appendix 1 outlines the approach the Trust propose to take during the next year to ensure their future is secure. The alternative option is that the buildings and collections come back to the city council, which is not considered reasonable. Despite the tremendous uncertainty and financial challenges faced by the Trust, it remains the case that the assets are best placed in an independent organisation which is supported by the city council.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The transfer of the museums took place five months ago. Prior to this the city council undertook extensive consultation with staff and communities on whether the proposed transfer was best for the future of the service. The focus of the Trust is on service development and driving income to reduce its financial losses and to enable longer term planning. Although the Trust requires to have an internal focus over the course of 2021/22, as a major heritage organisation in the city, they will be an active community partner and stakeholder as they plot a course through the next twelve months. Sections 6.1 and 6.2 of the annual service plan covers the steps proposed for 2021/22 to ensure that the Trust is a socially-just organisation.

6. CONCLUSION

- 6.1 The Trust has faced unprecedented circumstances in terms of loss of income and closure of buildings, since the transfer of the Royal Pavilion and Museums on 1st October 2020.
- 6.2 This first annual plan reflects the uncertainty faced by the Trust in relation to re-opening, likely visitor numbers and all associated areas of community and commercial activity. The plan provides the best prediction possible for the 2021-22 year at this early stage.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from this report. The council has approved a £4.0m cash flow facility with the Trust as part of the transfer agreement to support financial resilience. It is anticipated this facility will be used in part during 2021/22 in recognition of the ongoing financial impact of the pandemic. The agreement includes repayment of this loan facility over a ten-year period.

Finance Officer Consulted: James Hengeveld

Date: 17/02/21

Legal Implications:

- 7.2 The Services Agreement between the Council and the RPMT requires the Trust to produce an Annual Service Plan in an agreed form for approval by the Council. The Council's TECC Committee is the appropriate committee to grant this approval.

Lawyer Consulted:

Alice Rowland

Date: 12/02/21

Equalities Implications:

- 7.3 There are no specific equalities implications arising. All staff transferred from the city council to the Trust continue to be employed on pre-existing terms and conditions. Before and after transfer, large numbers of staff have been on furlough. Since the transfer the Trust have arranged staff meetings and the new CEO has sought to meet many people online, but it has not been possible to

meet everyone. The reopening of museums over the course of 2021 will enable staff to return to work.

Sustainability Implications:

- 7.4 The museum buildings are historic and high maintenance. They consume energy through environmental management systems and also inefficient building structures which were not designed to retain heat. However, the Trust is fully committed to environmental sustainability and doing all it can to minimise its carbon footprint. As an Arts Council England National Portfolio organisation the Trust submits a sustainability action plan annually as part of their funding agreement. Examples of work to-date include:
- A new Environmental Sustainability Policy was written for the Trust in September 2020.
 - Royal Pavilion & Museums is zero waste to landfill - all non-recyclable waste is sent to the Energy Recovery Facility in Newhaven.
 - A 'Green Team' of environmental champions have been appointed to encourage best practices and share ideas across the organisation.
 - Energy consumption is regularly checked to identify potential issues and savings. e.g. by not turning gallery lights on until opening. This has reduced hours of lighting by up to three hours a day for some sites.
 - LED lights are installed when suitable and an audit of all lighting to identify remaining opportunities is planned.
 - Sustainable and organic principles are applied in the Royal Pavilion garden.
 - Consideration is given to the environmental impact when discussing overseas loans and initial research has been done into adopting carbon offsetting for loans. Consideration to be given to the requirements (and environmental impact) of current and future care when discussing potential new acquisitions.
 - The Booth Museum shop was used in 2019 as a pilot for transitioning to sustainable product ranges which the Trust aims to replicate across all retail outlets once we reopen.
 - The amount of retail stock produced in-house and by local traders to improve sustainability, environmental footprint and Fairtrade issues is being increased.

Brexit Implications:

- 7.5 There are no direct Brexit implications.

Any Other Significant Implications: None

Crime & Disorder Implications:

- 7.5 There are no crime and disorder implications.

Risk and Opportunity Management Implications:

- 7.6 Risk and opportunity management is laid out in the Annual Plan 2021-22 provided as Appendix 1.

Public Health Implications:

- 7.7 There are no Public Health implications

Corporate / Citywide Implications:

- 7.8 Brighton and Hove is a major UK tourism destination and the upcoming summer season may see substantial visitor numbers for all of the attractions in the city. The Royal Pavilion and Brighton Museum both successfully managed to re-open last year in a COVID-safe way. In the period from Easter 2021, if allowed by government, these venues could again welcome visitors and have a reasonable summer season, supporting the local economy and Brighton's reputation as a cultural city.

SUPPORTING DOCUMENTATION

Appendices:

1. Royal Pavilion and Museums Trust Annual Plan 2021-22

Annual Service Plan 2021/22

1. Foreword

This report is the first to Brighton and Hove City Council (BHCC) since the Royal Pavilion and Museums Trust became an independent entity. Clearly this has been and remains an incredibly difficult time for the Trust. Nevertheless, we remain confident that with BHCC support we will undertake the necessary evolution and development to be a strong independent organisation that brings real value to the people of Brighton and Hove. We are already looking to use our independent status to plan and work differently, maximising opportunities and plan strategically for the future. We are also conscious that we are a key asset for Brighton & Hove, in its planned recovery from COVID and its long-term success as a place. We are pleased to be part of the Destination Experience Group for the City and continue to meet regularly with BHCC officers to ensure we are aligned with their planning. In these extremely challenging days it is sometimes difficult to remember what a wonderful resource we have in the Royal Pavilion and museums, so it was uplifting to recently see two national TV appearances in very different programmes: a Royal Pavilion themed costume on RuPaul's Drag Race UK on BBC3 and two of our paintings taking centre stage on BBC4 Britain's Lost Masterpieces. We look forward to having the Royal Pavilion and Museums playing their full part in continuing to make Brighton such a special place.

Hedley Swain

Michael Bedingfield

Chief Executive

Chair of Trustees

2. Background

The Royal Pavilion and Museums Trust (RPMT) came into being on 1 October and the new CEO took up post on 2 November. The process of setting up independent management and leadership mechanisms continues. Our key relationships with BHCC remain important and under development in terms of day-to-day processes.

Following Government guidance all sites were closed to the public in November and again at the end of December. As many staff as possible were sent home and the government's furlough scheme was employed during the November lock-down and again from the end of December. We are currently working on the assumption that our venues will remain closed until at least the end of March 2021 and are planning and budgeting on that basis.

Despite the current situation we continue to undertake short and long-term strategic planning. We have held a series of initial meetings with key stakeholders: Brighton & Hove City Council, Visit Brighton, Arts Council England, National Lottery Heritage Fund (in relation to the Pavilion Gardens project), the James Henry Green Trust, the CEO of Brighton Festival and Dome, and Brighton & Hove Destination Experience Group.

We have also been in contact with other key stakeholders. We have written personally to each of our patrons and sent a message to all our members. We have also been in touch with Brighton's three MPs and with the vice chancellors of our two universities. We have had an initial meeting with our trade union representatives.

Internally we have formalised the leadership team of the RPMT as an executive board with formal meetings and a decision-making process that we are now communicating to staff to help formalise procedures.

3. Forward Strategic Planning

3.1. Our Approach

The Executive is taking a three-strand approach to all our strategic planning:

- What we need to do in the next **five weeks** – our immediate day-to-day response to the current crisis and its unpredictability.
- What we plan to do in the next **five months** – how we can best manage the organisation in the medium term with some level of forward planning. This strand is currently dealing with our work from now through to what we hope will be an easing of restrictions in the Spring.
- What we plan to do in the next **five years** – what is our long-term strategy that will transcend the current situation and ensure long-term success.

This approach is already proving valuable in helping us focus our thinking and planning. Strand One has seen us deal with the most recent lockdowns, tiering and restrictions. However, it is Strand Two which is currently being focused on as we think about maximising visitors and revenue when we exit from the current lockdown. In terms of visitor engagement in the immediate future we can perhaps begin to see the following blocks of time emerging:

Now until Easter/Spring. Lockdown. Venues will stay closed. We will make maximum use of the government furlough scheme to minimise expenditure while continuing to do essential work and planning for the future. We will stay in touch with the different community groups we work with and ensure our digital output is relevant and reaching as many people as possible. We will launch a series of Spring initiatives to maintain awareness of the service, try new ways of working and raise funds. The current proposed strands include:

- An on-line retail drive.
- An on-line fundraising initiative.
- An on-line events programme.
- A marketing campaign aimed at local audiences.
- A health and wellbeing initiative to see how the Trust can contribute helping the overall health and wellbeing of residents.

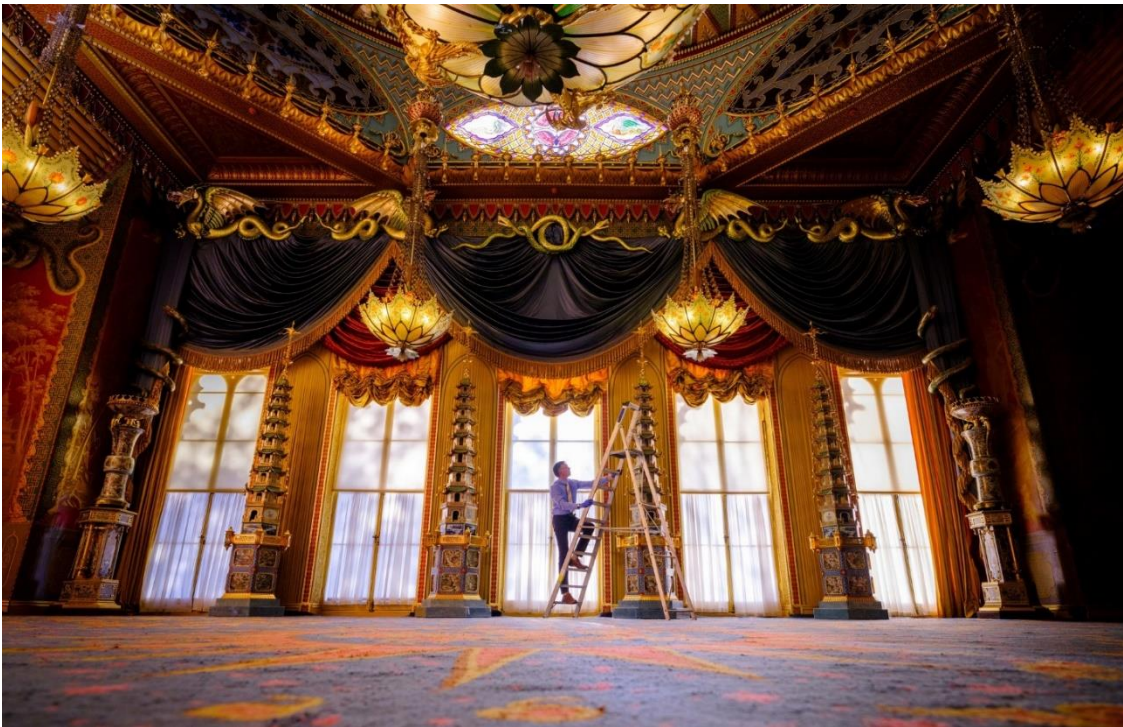
Summer 2021. Hopefully the end of strict restrictions but only a slow return to normal visitor patterns with few foreign visitors and very few groups. We will look to re-open all venues and have new programming to highlight our offer and focus on local audiences. We will continue to invest in a marketing strategy specifically focusing on local visitors. We hope to be able to welcome volunteers back and start working again with our community groups.

We have managed to negotiate an extension for our two key visitor offers: The Royal Loan of objects at the Royal Pavilion and the David Bowie exhibition (73-76 rock'n'roll with me) at Brighton Museum. Both will now run until the end of 2021.

We may not re-open Preston Manor, Booth and Hove immediately, but we will hold events at these sites to illustrate our long-term commitment to them.



Image from the exhibition “73-76 rock’n’roll with me” at Brighton Museum.



The installation of the Chinese Pagodas in the Music Room. Part of the royal treasures loan at the royal Pavilion.

Autumn 2021-Winter 2022. Again, a concentration on local audiences and a slow return of European adult visitors.

Summer 2022 onwards. Hopefully the return to more-or-less normal patterns where we can put more emphasis on building our visitor base, particularly foreign groups.

3.2. Review, Reset, Relaunch: A Working Strategy for the First Year of RPMT

For our strand 3 long term planning we now want to set ourselves ambitious targets and goals for our first five years. In five years time we aim to be the best Civic Museum Service in the country, with at its heart an Estate of world Heritage site status and an attraction on the must-see list for international visitors to the UK. In addition we want to be a museum service that is bringing true value to all the people of Brighton & Hove who feel a real sense of ownership and involvement in its work.

This cannot be achieved without a major review of the organisation to ensure it not only emerges from the unparalleled impact of COVID, and the challenges it has presented, with a successful business model, but also that it emerges from the long term uncertainty and working practices of local authority service to become a confident independent and forward facing business

We therefore plan to undertake a “review, reset, relaunch” working strategy for the first year of the Trust.

3.2.1. Timetable

Despite the huge uncertainties currently facing us our plan is to work to the following ambitious timetable:

February-May – Staff engagement, preparatory work, quick wins, and a series of Spring initiatives (see above). Although most staff remain on furlough, we are engaging with all through a series of all staff meetings, sharing the vision, outlining the journey, requirements and expectations over the coming months. We are making some immediate changes and launching a series of initiatives to maintain our profile, raise funds, experiment with new ways of working and ensure sites are ready to reopen as swiftly as possible when we are allowed to.

We will begin the strategic work including consultations prioritising commercial, marketing, stakeholders and wider communities that will lay the groundwork for later projects.

February-September – A review of all aspects of the business and scoping of future requirements to ensure the organisation has the necessary capacity for growth. Resetting the way it does business not just internally but with stakeholders and partners

June-September – structural/organisational changes. As each business review is completed organisational change will be implemented.

From September we will plan to have structural and organisational changes in place for delivering the business.

October – Business planning for 2022 and beyond. We will launch a refreshed strategy informed by our reviews, consultation, restructures and a new assessment of the working environment as we hopefully emerge from COVID. The resulting Strategy will enable us to seek increased funding as an NPO

3.2.2. An Outcomes Framework and KPIs

Our first set of KPIs will be the delivery of our reviews and restructures and the income and visitor targets we have set in our budget. We will review these and set a more ambitious set in the autumn.

3.2.3. Strategic Framework

Initially we have identified three head-line priorities as benchmarks for a successful service with a series of sub-priorities and three meta- or overarching priorities. We have shared these with staff. We have identified a suite of projects to undertake in this first phase of work that will allow us to put changes in place to deliver on our priorities and set a benchmark for future planning.

3.2.4. Our priorities

We will

1. Be a brilliant museum service for the people of Brighton & Hove:

- 1.1. Be inclusive and equitable in all we do, and occasionally be unconventional and disruptive.
- 1.2. Have galleries, exhibitions, programmes, on-line content, and events that are expert, exciting, innovative and relevant to all the people of Brighton & Hove and make their lives richer.
- 1.3. Reflect the values of Brighton & Hove and do all we can to be environmentally sustainable; to source our services locally, be ethical and socially responsible.
- 1.4. Managing our collections dynamically and looking after our collections, buildings and green spaces to the very highest standards.

2. Offer world class visitor venues:

- 2.1. Ensure as many people as possible know about our venues and as many people as possible visit them.
- 2.2. Ensure that our venues and everything that goes on in them offer great value for money, are well received and commented on, that people want to come back to them and recommend them to others.

3. Well run, dynamic, resilient and sustainable:

- 3.1. Be enterprising, dynamic and fleet-of-foot in looking for opportunities to build our business model.
- 3.2. Professionally manage our finances, maximising every opportunity to raise funds for the wellbeing of the service. We will work within our financial means.
- 3.3. Be receptive to all our stakeholders, most importantly Brighton & Hove City Council.
- 3.4. Have excellent staff, look after them and make sure they are diverse and reflect the population of contemporary Brighton & Hove. We will take personal and collective responsibility for what we do. We will be kind to each other and those we come into contact with.

4. Meta priorities:

- 4.1. Be excellent in everything we do and will innovate in museum practice, being part of global museum debates and supporting the museum sector regionally.
- 4.2. Have a world class reputation for excellence that enhances the position of Brighton nationally and internationally.
- 4.3. Be a listening and learning organisation. We will always seek to listen to what others have to say. We will always seek to learn from each other and others, so we become a better organisation.

We have currently identified 29 strands of activity or projects that need undertaking to deliver on the strategy in the first year.

These three propositions are interrelated, overlapping and support each other. By achieving them we will be a strong, loved, trusted and respected organisation that others will invest in and brings real value to Brighton & Hove.

There is much here that is self-evident and would fit any progressive museum service. The elements that we think are particular to RPMT and important for our future success and sustainability are the importance of the Royal Pavilion and Brighton Museum as visitor attractions which have the ability to be major sources of revenue for the trust and the city. We recognise this, celebrate it and maximise its value. But equally important is the recognition that we are the service of the people of Brighton and Hove and we should be aligning ourselves with their values and doing all we can to bring value to their lives. Brighton & Hove is a unique place – we need to be a unique museum service. In return it is hoped that local people will wish to invest in (emotionally and economically) the service.

Part of this developing strategic approach will recognise the value that different parts of the service and different venues bring. The Booth, Hove Museum and Preston Manor will contribute as income earning visitor venues, but most of that role will fall on the Royal Pavilion estate. However, the other venues can play a vital role in building our relationship with and bringing value to the people of Brighton & Hove. In all cases they have the ability to build strong relationships with their local communities and each can play an important role in delivering elements of our strategy (for example Booth on environmental issues, Hove in being a true community and making space and Preston as a young people's learning space).

3.3. Consultation

It's important that our long-term strategy is owned by all the staff and understood by all our key stakeholders. What we will now do is make sure all our teams get the opportunity to input into this thinking. And as it develops, we will also share it more widely with key stakeholders and communities.

3.4. Financial imperative

It is important that we plan ambitiously for the long-term. We have no doubt that the core resources available to us are what we need to build a successful sustainable service. However, we must recognise the difficult financial circumstances we find ourselves in. Like all independent museum services that rely heavily on non-public income we are facing a very difficult year ahead. At the very best this will delay our ability to deliver on our proposed strategy. At its worst it will require us to take strong mitigating actions before we can begin to deliver on the strategy. Most importantly as quickly as possible we will make sure we have real-time financial information and are planning with as much predictability as possible so we can make necessary decisions in a timely manner.

4. Business Modelling

We are currently finalising budget and cashflow for the remainder of 2020-21. On current projections this will provide a break even for the year while allowing us to maintain our restricted reserves and maintain a level of unrestricted reserves. We are grateful to and remain heavily reliant on the Government's furlough scheme for this period. We are also grateful for grants from Arts Council England and the funding settlement from BHCC.

We have prepared a working budget for 2021-2. Clearly this will be a difficult financial year because of far lower than normal visitors and commercial revenue from our venues, most particularly the Royal Pavilion. And secondly the unpredictability of planning because of the ongoing situation (we do not know when we will be able to fully re-open sites, the nature of any future restrictions and the behaviours of visitors and others once we can re-open fully).

Nevertheless, we have constructed a business plan and budget which we believe is conservative but realistic in nature.

The proposed budget for the year 2021-22 is constructed making the following assumptions:

- A balance of £948,138 being carried forward from 2020-21 (a mix of restricted and unrestricted amounts).
- RPMT additional reserves of £571,585 (designated and unrestricted) carrying forward from 2020-21.
- Royal Pavilion and Museum Foundation reserves of £479,420 (designated, unrestricted, and restricted) carrying forward from 2020-21.
- Being successful in a bid for £450k to Arts Council England.
- RPMT drawing down £2m of loan facility from BHCC.
- In the first six months of the year the trust making an addition investment of £250k in undertaking strategic reviews and making new appointments in fundraising and commercial staff, and these investments covering their costs in the second half of 2021-22 with a view to them making a net contribution to income in 2022-3.
- As part of strategic reviews, the Trust making savings of £355k during the second part of the year.
- Visitor and trading income are based on achieving 30% of 2019 figures during the first half of the year and 50% of 2019 figures in the second half of the year.
- Because of the high level of uncertainty for the year it is agreed that the budget will be formally reviewed and revised monthly until such time as a stronger level of predictability exists.
- Introduction of a fundraising campaign enhanced on-line retail offer and on-line events programme in the immediate future. These will see a net contribution that has not yet been costed.
- Introduction of a marketing campaign to target local audiences.

Based on these assumptions the draft budget shows an end of year deficit of - £1,432,596. This is off-set by the balance of £948,138 carried forward from 2020-21 leaving an overall deficit of -£484,458. With the BHCC working capital facility of £2m being drawn down, this leaves us with a figure of £1,515,542 funds available at 31 March 2022. In addition, we will still hold carried forward c. £1,000,000 of Trust reserves of which c. £365,000 is unrestricted (the remainder being designated or restricted). This would allow us to meet the trust's agreed reserves policy.

Because of the levels of uncertainty about income generation in 2021-2 we feel it would be imprudent at this stage to make more large-scale changes at this time. However, a wholesale strategic review of all Trust activity is planned for the first 4-6 months of the financial year aimed at long term business effectiveness. This will also prepare the trust for 2022-3 budget setting and the application to Arts Council England for the next round of National Portfolio Organisation funding.

5. Governance

The Board of trustees for RPMT have met three times since the Trust came into being on 25 October, 11 December and 19 February. As part of a commitment to diversify governance a decision was made to appoint one new trustee to an existing vacancy and create a post of a "young shadow trustee". See below under Creative Case for more details.

6. Creative Case for Diversity

The service continues to be committed to deliver of the Creative Case (Arts Council England's initiative to ensure all voices have a place in the creative output of funded organisations). This is already embedded in much of our practice (see below). However, we recognise there is more to do. It is noted that our current governance and staff structure are not representative of the diverse population of Brighton & Hove. As noted above we have already advertised for one

new trustee and one new shadow trustee with the intention of diversifying the board. We will commit ourselves to continuing this process as vacancies on the board become available.

As is recognised it takes a longer to see major changes in staff diversity. However, to start this process we have committed to a holistic review of equality and diversity across the trust to take in everything we do from collecting and curating through to staff recruitment and training. We are currently calling this initiative “Culture Change” and we outline the proposed approach here:

6.1. Culture Change: Making RPMT a socially just organisation

RPMT is committed to becoming a brilliant museums service for the people of Brighton and Hove. As part of this aspiration we wish to be inclusive and equitable in all we do, and occasionally be unconventional and disruptive.

Building on the long-standing investment of the James Henry Green Charitable Trust in a socially-engaged and progressive museum practice and by work undertaken by RPMT in partnership with a range of partners and communities *Culture Change* will seek to embed, extend and amplify this work so that it becomes a core operational principle and deliver to our strategic aims. As a major regional museum service with iconic and historic buildings, collections of international importance and which is embedded in its community, RPMT can make an important and distinctive contribution to the sector’s efforts in this area, as well as to the lives and experiences of its staff, partners and publics.

Where previously activity in this field has been undertaken on a project-by-project basis, by different departments and individuals, *Culture Change* will draw together our staff, our buildings and collections, our resources, our communities and strategic partners to promote holistic organisational change. As a whole-organisation initiative this work will involve:

- Publicly publishing our ambitions against deliverable, measurable targets (with identified resourcing) and reporting on this at pre-agreed intervals.
- Building critical friendships and strategic partnerships to inform and provide rigour and accountability for our work (this will include working with a specially formed oversight group to ensure transparency, as well as scrutiny of our practice against our ambitions).
- Undertake a programme of organisation-wide training and development so that all staff are skilled and invested in an anti-racist and socially-just practice.
- Investing in key staff appointments and ensuring that these roles are developed, framed and advertised in ways which ensure a diverse recruitment field. Also continuing to develop initiatives which promote career development (for example through RPMT’s Workforce Development programme)
- Continuing to support the University of Brighton’s Change Studentship (fees waiver) attached to the MA Curating Collections & Heritage course to promote diversity within the wider museum/heritage sector workforce.
- Ringfencing budget to ensure that diverse voices can contribute to our planning, strategy-setting, activity delivery, monitoring and evaluation and be paid a professional fee for their work and expertise.
- Researching the histories of our buildings and collections so that we can reflect on the legacies of these and develop strategic initiatives in response (including, for example, sharing collections inventories with countries of origin, developing new interpretation, writing a returns policy).
- Reviewing our policies and practices to ensure they reflect our commitment to an anti-racist and socially-just ethos.

As well as undertaking greater scrutiny of our collections, our working practices and policies, and developing structures and mechanisms for ensuring greater organisational equity, *Culture Change* will also seek to recognise and celebrate the achievements of our communities in the past and the present. We will look for opportunities to do so in every aspect of our work, and across all our sites. A major focus and outcome for the ways of working described above will be the re-development of the central gallery at Brighton Museum & Art Gallery which will draw on the richness of our collections

and the diverse experiences of our communities to present compelling new narratives which excite, engage and resonate with our audiences in and beyond the museum.

In terms of ongoing work, The *Queer the Pier* exhibition at Brighton Museum, the culmination of two year of work with and by Brighton-based LGBTQI+ volunteers was revamped for COVID safety having been open for two weeks prior to the first lockdown.

6.2. Other Diversity Work

Access Advisory Group members visited Preston Manor in October to provide helpful feedback on the experience since the building reopened in September. Work has begun on implementing recommendations.

Remix the Museum worked with Young Carers to begin the delivery of an animation project to be delivered solely through zoom sessions. The Museum Collective for young people have met twice via Zoom and Museum Mentors group for adults with significant support needs moved to postal contact as the COVID risks rose in November and the lockdown, sending out a Christmas activity for member and offering opportunity for social interaction by phone. Prior to this, individuals in the group visited their exhibition at Brighton Museum after ID membership cards were developed to remove their need to use the booking systems and help them follow the Track and Trace rules with our support. Volunteers have been put on hiatus as the pandemic worsened, as part of our duty of care for their wellbeing.

Core members of Brighton & Hove Black History Project and long-term RPMT partner/collaborator Suchi Chatterjee was awarded the University of Brighton Change Studentship attached to the MA Curating Collections & Heritage course (which RPMT is an institutional partner of). Suchi started the course in October 2020.

On 30 November 2020, loaned objects from RPMT (collected as part of the HLF-funded initiative *Fashioning Africa*) went on display at the National Gallery of Zimbabwe in Bulawayo as part of *Dreams & Realities: An exhibition exploring Zimbabwe's 40 years of independence* (<http://www.nationalgallerybyo.com/gallery-news/>).

Photographs by James Henry Green taken in northern Burma in the 1920s on loan to RPMT from the James Henry Green Charitable Trust were featured in a display created as part of the Yangon Photo Festival held at the Manau festival grounds in Shatapru, Myitkyina, Kachin State, Burma in December 2020 (<https://www.facebook.com/yangonphotofestival>).

The *Making African Connections* international project team met with steering group members (including Michael Cooke (ACE), Julie Hudson (British Museum) and Caroline Bresssey (The Equiano Centre, UCL)) on 24 November 2020. Their feedback will inform final revisions of a set of project briefings which seek to provide reflection and guidance in respect to 'decolonising' initiatives and which will be disseminated to the UK museum and heritage sector.

Cultural Heritage Network activities have been in abeyance given recent circumstances but will restart in late January 2021 with an online event to mark the achievements of the Windrush generation and the launch of associated online content.

7. Environmental Sustainability

The trust is fully committed to environmental sustainability and doing all it can to minimise its carbon footprint. This is enshrined in our working strategy for the future and we will undertake a review of our working in summer 2021. As an Arts Council England National portfolio organisation, we submit a sustainability action plan annually as part of our funding agreement. Examples of work to-date include:

- A new [Environmental Sustainability Policy](#) was written for the Royal Pavilion & Museums Trust in September 2020.
- Royal Pavilion & Museums is zero waste to landfill - all non-recyclable waste is sent to the Energy Recovery Facility in Newhaven.

- A ‘Green Team’ of environmental champions have been appointed across teams to encourage best practices and share ideas across the organisation.
- Energy consumption is regularly checked to identify potential issues and savings. e.g. by not turning gallery lights on until opening we have reduced hours lighting per day by up to three hours a day in some sites.
- LED lights are installed when suitable and an audit of all lighting to identify remaining opportunities is planned.
- 100% recycled paper is used and reduced print runs for any marketing to avoid waste.
- We have Successfully trialled card-based graphics, text panels and labels.
- We continue to follow sustainable and organic principles in the Royal Pavilion garden.
- Exhibitions and displays are designed to re-use up to 50% of existing set & staging stock.
- Consideration is given to the environmental impact when discussing overseas loans and initial research has been done into adopting carbon offsetting for loans. Consideration to be given to the requirements (and environmental impact) of current and future care when discussing potential new acquisitions.
- The Booth Museum shop was used in 2019 as a pilot for transitioning to sustainable product ranges which we aim to replicate across all retail outlets once we reopen.
- The amount of retail stock produced in-house and by local traders to improve sustainability, environmental footprint and Fairtrade issues is being increased.

8. Individual Sites

8.1. Royal Pavilion

We used the second lockdown as an opportunity to re-carpet one of upstairs galleries which involved decanting rooms. The carpet was purchased pre-transfer and was being held by the supplier for a suitable opportunity to lay.

We are currently in discussions with The Royal Collections Trust on an extension of our current loan and acquiring some additional items. These objects on loan from Buckingham Palace but originally acquired specifically for the Royal Pavilion have made a major enhancement to the Pavilion visitor offer.

With support from BHCC we continue to undertake remedial repairs to the fabric of the Royal Pavilion. These works currently concentrating on the North East wing include repairing or replacing damaged stonework, ensuring the roof is waterproof and re-painting.

8.2. Royal Pavilion Garden

We have met with BHCC and The National Heritage Lottery Fund (NHLF) to discuss re-starting the development project for the garden, currently called “A Garden Fit for a king”. This received a £214k phase one grant from NHLF in December 2019 but COVID and then the move to trust mean the project is yet to start. Both BHCC and NHLF have welcomed our wish to get going with this project and it fits well with other initiatives – the current redevelopment of the Dome (NHLF and ACE funded) and the council work on neighbouring open spaces. It also has the potential to make a major difference to the surroundings of the Pavilion and museum for the benefit of us but also everyone in Brighton. We will report back more fully on this project as it develops. It will be an important part of the trust’s early work.



The Royal Pavilion Garden, the subject of a major project part funded by the National Heritage Lottery Fund.

8.3. Brighton Museum and Art Gallery

The temporary exhibition “Rock n Roll With Me: Bowie/MacCormack 1973-6” opened on 17 October following a soft opening on 14 October. It is primarily a set of photographs taken by David Bowie’s close friend Geoff MacCormack. Demand for tickets has remained high with most days selling out. We have had very positive feedback from visitors to the exhibition. It has been interesting to see how galleries and other shops in Brighton have responded with Bowie merchandise.

BMAG also has a redisplay in the Prints & Drawings gallery on Crace (interior designers for George IV at the royal Pavilion), and a redisplay in the Fine Art gallery showcasing the Spencer Gore acquisition.

Country Life Magazine published an article by Geoffrey Munn on newly discovered Fabergé pieces at Brighton Museum, to go on display at the museum from February 2021

<https://www.countrylife.co.uk/luxury/art-and-antiques/in-focus-the-forgotten-masterpieces-ofaberge-220709>

In November at the annual Society of Museum Archaeology annual awards – The Elaine Evans Archaeology Gallery – was selected as the winner of the Exhibition, Display or Interpretation Project.

8.4. The Booth

The remains of new flying reptile species were identified in the collection at the Booth Museum and the findings have recently been published. The fossil is the tip of the beak of a new species of pterosaur (“winged lizard”), which lived 228-66 million years ago, and the earliest vertebrate known to have evolved powered flight. The fossil will feature in our reopening plans and the story has been reported on widely in the press.

The Argus <https://www.theargus.co.uk/news/18888360.new-species-prehistoric-reptile-discovered-brighton-museum/>

The Guardian https://www.theguardian.com/science/2020/nov/10/remains-new-species-flying-reptile-uk-museum-drawer-terosaur?CMP=Share_iOSApp_Other

In The meantime, we are undertaking a major operation to rid the Booth of insect infestation.

8.5. Digital

RPMT increased its posting of regular bite-size content and long reads over the closure period e.g. ‘What’s the Connection’ quiz and Midweek Draw. An example of the uptake in interest can be highlighted using the blog statistics which show that the blog was viewed 34,462 times in Q2 - up 17% on the previous year.

5 elements of development for online exhibitions have been:

‘Ocean’s Blue’ oceanblues.brightonmuseums.org

‘Fashioning Africa’ fashioningafrica.brightonmuseums.org

‘Then & Now’ then-now.brightonmuseums.org

‘Heritage Open Days’ <https://brightonmuseums.org.uk/discover/category/heritage-open-days/>

‘Queer the Pier’ <https://brightonmuseums.org.uk/discover/home-activities/online-exhibitions/queer-the-pier-online/>

A Royal Pavilion audio guide has been developed in-house and launched when Royal Pavilion reopened. This has been used by almost 8,000 users in Q2. Survey data shows that 97% of users are ‘very satisfied’ or ‘satisfied’ with it.

Page views of the online shop were 19,539 for the period - up 24% on the previous year. This reflects changes to improve navigation on the website to make the shop more visible. Gross sales for the period were £2,204.94 compared to £718 in Q2 2019-20.

The video explainer for move to Trust has been viewed over 22,000 times on Facebook and over 1,000 times on YouTube. It has also been recognised in the sector as an outstanding example of communicating a governance change and has been cited in recent Culture 24 and Digital Things newsletters to that effect.

9. Visitor Services, Enterprises & Business Operations

The entire team were furloughed from November and brought back on reduced hours where appropriate. They are once more on furlough with the new lockdown.

Tickets went back on sale on 27 November for the period up to 3 January and as of end of play on 2nd over 800 tickets sold and £6,000 of admissions income taken for December.

The online shop has been doing well £3,386 worth of sales 132 transactions October – November compared to £576 sales & 28 transactions same period last year.

The marketing team are negotiating several commercial filming and photography bookings at the moment.

Weddings booked were in October £4,985 and in December £3,425.

10. Collections & Conservation

The majority of the team have been furloughed throughout the period.

Prior to lockdown the main focus was on core collections care work, pest management at the Booth Museum, collections documentation backlog work and digital engagement.

External decoration works to the Royal Pavilion north and east elevations are ongoing (see above). Importantly maintenance work on the port cochere (main entrance) is now complete and scaffolding removed.

11. Engagement & Programming

The majority of the team have been furloughed since November 2020.

Museum Collective (young people's group) have continued to meet virtually, providing a social lifeline for the members.

Museum Mentors (adults with varied critical social needs) have opened a small exhibition of their work across the summer in Brighton Museum. They have been supported virtually by staff throughout 2020 and this will continue.

Due to COVID restrictions we stopped volunteers coming to our sites. We will continually review this situation. We have been able to provide some limited volunteer opportunities in our gardens.

We have also been exploring the new Museums Association Learning Manifesto and ways the schools programme can support delivery of this as well as exploring a new model of delivery for schools - a more accessible offer for disadvantaged schools, a more bespoke offer for each school and more blended learning options.

12. 2020/21 Visitor Data

Royal Pavilion

	Actual Visits	Actual Income	19/20 Visits	19/20 Income	% Visits to 19/20	% Income to 19/20	20/21 Visits Predicted pre covid	20/21 Income Predicted pre covid	% income to 20/21 Predicted pre covid
July opened 27th	1030	£12,822	46,616	£450,047	2%	3%	51,166	£411,203	3%
Aug	9,673	£121,725	33,808 *	£359,067	29%	34%	37,100	£352,857	34%
Sep	7,454	£98,623	20,980	£222,352	36%	44%	23,028	£211,158	47%
Oct	7,225	£85,765	22,756	£228,587	32%	38%	24,977	£213,937	40%
Nov	554	£6,673	11,774	£124,900	.5%	0.6%	12,923	£119,471	0.05%
Dec	1,459	£15,433	10,347	£99,081	1%	15%	10,340	£102,801	15%
Jan	0	0	11,236	£78,267	0%	0%	6,800	£77,795	0%
Feb	0	0	12,600	£122,610	0%	0%	11,400	£133,363	0%
Mar	0	0	5,190	£51,974	0%	0%	12,000	£225,050	0%

Brighton Museum

	Actual Visits	Actual Income	19/20 Visits	19/20 Income	% Visits to 19/20	% Income to 19/20	20/21 Visits Predicted pre covid	20/21 Income Predicted pre covid	% income to 20/21 Predicted pre covid
Oct	4,543	£17,479	8,054	£16,520	56%	105%	6,798	£18,269	96%
Nov	942	£4,273	6,882	£12,118	14%	35%	4,775	£12,809	14%
Dec	2,722	£13,179	4,753	£9,117	58%	144%	5,100	£12,599	104%
Jan	0	0	7,232	£12,114	0%	0%	4,200	£14,699	0%
Feb	0	0	7,473	£14,818	0%	0%	5,780	£15,749	0%
Mar	0	0	4,391	£5,188	0%	0%	5,440	£14,699	0%

Preston Manor visitor data

	Actual Visits	Actual Income	19/20 Visits	19/20 Income	% Visits to 19/20	% Income to 19/20	20/21 Visits Predicted pre covid	20/21 Income Predicted pre covid	% income to 20/21 Predicted pre covid
Sep	295	£1,253	1,067	£4,367	28%	29%	1,070	£4,420	28%
Oct	584	£2,297	1,117	£1,406	52%	163%	1,121	£1,423	161%
Nov	34	£153	1,477	£3,377	2%	0.4%	1,477	£3,377	0.5%

Dec	210	£641	3250	£8,236	0.6%	0.7%	670	£8,337	0.7%
Jan	0	0	255	£801	0%	0%	250	£811	0%
Feb	0	0	773	£693	0%	0%	1168	£701	0%
Mar	0	0	285	£759	0%	0%	510	£768	0%

Performance against revised COVID Financial Model July 2020

	Opening Assumptions	Predicted Admissions £	Actual Admissions £	Variation £	Predicted Retail £	Actual Retail £	Variation £
July		0	12,822	12,822	0	3,733	3,733
Aug	Based on RP Open only	111,364	121,725	10,361	16,832	27,820	10,988
Sep	Based on PM Opening 11 Sept	141,082	99,876	-41,206	20,919	22,216	1,297
Oct	Bowie opens 17 Oct	206,368	105,541	-100,827	29,324	24,141	-5,183
Nov	Closed 5 Nov lockdown	135,025	11,099	-123,926	20,187	4,444	-15,743
Dec	Reopen 3 Closed 25 Lockdown	123,566	29,253	-119,175	17,723	14,857	-2,866
Jan	Closed	78,566	0	-78,566	12,809	500	-12,308
Feb predicted	Closed	132,886	0	-132,886	21,122	4,000est	-17,122
Mar predicted	Closed	135,250	0	-135,250	21,681	4,000 est	-17,681

13. Forecasts and targets for 2021/22

These targets are linked to our proposed budget and are currently for the whole service rather than individual sites as do not yet have enough certainty as to when individual sites will be allowed to re-open and under what circumstances. They will be reviewed constantly and developed as we have clarity on re-opening.

	Assumptions against pre Covid visits 19/20	Predicted Admissions 21/22	Actual Admissions 20/21	Actual 19/20 pre Covid Admissions	Predicted Admissions Income 21/22 (£)	Actual Admissions Income 20/21 (£)	Actual 19/20 pre Covid Admissions Income (£)
Apr	Operating at 30%	15,624	0	46,872	40,000	-	342,356
May	Operating at 30%	15,992	0	47,977	50,000	-	363,389
Jun	Operating at 30%	14,722	0	44,167	50,000	-	345,502
July	Operating at 50%	31,015	31,015	62,029	235,000	12,822	488,816
Aug	Operating at 50%	26,149	26,149	52,298	173,000	121,725	406,345
Sep	Operating at 50%	16,159	16,159	32,317	105,500	99,876	247,677
Oct	Operating at 50%	18,153	18,153	36,306	122,500	105,541	246,513
Nov	Operating at 50%	11,782	11,782	23,563	113,000	11,099	139,538
Dec	Operating at 50%	10,250	10,250	20,499	100,000	29,253	116,452
Jan	Operating at 50%	11,228	11,228	22,455	50,000	-	91,182

Feb	Operating at 50%	13,049	13,049	26098	100,000	-	138,121
Mar	Operating at 50%	20,220	20,220	40440*	180,000	-	239,353 *
Total		204,341	158,003	455,021	1,319,000	380,316	3,165,244

*N.B. March pre Covid fig. is March 2018

14. South East Museum Development

RPMT delivers the regional museum development programme (SEMDP) funded by Arts Council England. It has been fully operational throughout the COVID crisis (i.e. working remotely, no furloughing) and have recruited an Equality, Diversity and Inclusion consultant, Isilda Almeida, to help shape our EDI programming for 2021-23.

Training: Between 1 October – 30 November, we ran 8 free virtual training events (23 events since April 2020; 398 participants). Topics include: Marketing, Fundraising, Preventive Conservation, Audience Engagement, and Income Generation.

Grants: Since April 2020, SEMDP ran four COVID-response grant schemes to support museums across the South East of England. 70 grants have been issued totalling £158,583 with funding partners ACE, Art Fund and South Downs National Park Authority.

Annual Museum Survey 2020: The survey is now closed for submissions and data is being analysed with the aim to release findings in Spring 2021.

Organisational Health Checks: SEMD team are currently running Organisational Health Check audits with over 30 museums to support Forward Planning.

Projects: Currently development projects include: Growing Volunteering, Audience Champions, Unincorporated Museums, Banish the Backlog and Family-Friendly Museums

Subject:	Brighton Dome Brighton Festival Report 2020/21/22		
Date of Meeting:	11 March 2021		
Report of:	Executive Director Economy, Environment and Culture		
Contact Officer:	Name:	Branwen Lorigan	Tel: 01273 292571
	Email:	Branwen.lorigan@brighton-hove.gov.uk	
Ward(s) affected:	All		

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The Brighton Dome and Brighton Festival is a key cultural asset which enhances the city's reputation national and internationally. The organisation is recognised for artistic excellence as well as for supporting a wide range of creative initiatives for young people and communities across Brighton and Hove.
- 1.2 The organisation has been greatly affected by the pandemic, which has fundamentally shifted the operation of the Dome and its associated services over the past twelve months. The Council provides annual funding for Brighton Dome and Brighton Festival as part of the lease arrangements. This report provides detail on the delivery of alternative actions by the organisation over the period of closure, in addition to plans for reopening in 2021/22.

2. RECOMMENDATIONS:

- 2.1 That the Committee note the impact of the pandemic on Brighton Dome and Brighton Festival.
- 2.2 That the Committee agrees that a report on the operations and benefits for the city of this organisation be presented annually to this Committee.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 Funding to Brighton Dome and Brighton Festival (BDBF) is one of the principal investments Brighton & Hove City Council (BHCC) makes in arts and culture. Brighton Dome is a Grade I listed buildings owned by BHCC. It provides a programme of work across all art forms and delivers the annual Brighton Festival in May. There are three spaces within Brighton Dome: the Concert Hall, the Corn Exchange and the Studio Theatre. Brighton Dome hosts Brighton & Hove Music & Arts Service and East Sussex Music Service.
- 3.2 BDBF has an annual turnover of £12.5m and is a registered charity. A recent economic impact study indicates the organisation's activities support 1125 FTE jobs in the city centre and, together with the Royal Pavilion & Museums, contributes £60m per year to the local economy.

- 3.3 This report describes the impact of COVID-19 on BDBF along with some principles governing its future planning.

Legal Structure & Funding

- 3.4 BDBF was established as a registered charity 'Brighton Festival Limited' in 1999, its predecessor Brighton Festival Society having been formed in 1966.
- 3.5 In 1999 BHCC partnered with BDBF to secure a major National Lottery Capital investment to refurbish the Brighton Dome Concert Hall and Brighton Museum & Art Gallery. The refurbishment was completed in 2003. A condition of the £22m capital investment towards Brighton Dome Concert Hall was the establishment of the charitable trust to act as the custodian and operator of the Concert Hall, Corn Exchange and Studio Theatre. On 30th April 1999 the council set up a 50-year lease agreement with annual revenue funding to BDBF linked to the lease, whilst retaining freehold ownership of the buildings. There are 29 years remaining.
- 3.6 Councillors are appointed to serve three-year terms as Trustees (currently Cllr McCafferty and Cllr O'Quinn) with BHCC officers observing board meetings and finance committee meetings. The Lease determines the obligations on BDBF and requires the city council to provide funding to support the activity of both Brighton Dome and Brighton Festival. In 2020/21 this funding amounted to £1,766,531.
- 3.7 In 2019/20 (the last full operating year) the charity earned 63% of its operating income from ticket sales, sponsorship, catering and the private event income channelled through the trading company (Brighton Dome and Festival (Trading) Limited) and 37% of its income through grants and donations. 31% of income comes from the Charity's two public funders: BHCC and Arts Council England (ACE). The Charity is a long-standing ACE National Portfolio Organisation with just over £4,500,000 of committed funding in the period from 1 April 2018 to 31 March 2022.
- 3.8 Creative Learning programmes, principally for children & young people, have been significantly enhanced since the addition of the Brighton & Hove Music Service in 2017 and the East Sussex Music Service in 2019. Total expenditure on Creative Learning activities totalled £2,817,673.
- 3.9 BDBF is a Living Wage Employer and has 143 permanent employees, 84 casual music teachers and around 200 casual staff working across venue operations. Existing close working relationships with trade unions BECTU and NUTs have been furthered strengthened during 2020 in the common (and successful) aim to protect jobs.

2019/20 Programme outcomes

- 3.10 Total occupancy at Brighton Dome Concert Hall during 2019/20 was 83%. Across the year where the Concert Hall, Corn Exchange and Studio Theatre have been in operation the organisation's audience reach is in excess of 650,000. With one space in operation, during the redevelopment of the Corn Exchange and Studio Theatre, audience reach achieved has been just over 60% of that total, at 400,000.

- 3.11 2019/20 saw an extensive programme of free open days and events attracting a attendance of 18,022, including a Pride Open Day in August 2019 which attracted over 3,000 attenders, International Women’s Day in partnership with Brighton Women’s Centre (Mar) and Black History Month Family Day (Oct) both attracted over 4,000 attenders. Other events and regulars included Heritage Open Day (Sep), Christmas Open Day (Dec), Disabled Access Day (Feb) and Refugee Week Community Day (June). An expanding programme of assisted performances included two Audio Described, 15 BSL and four relaxed Performances as well as four touch tours across the programme of year-round events.

Royal Pavilion Estate Phase One: Capital Project

- 3.12 Phase one of the Royal Pavilion Estate masterplan currently on site sees the restoration and redevelopment of the Council’s Grade I listed Corn Exchange and Grade II listed Studio Theatre, protecting at-risk heritage buildings, lowering environmental impact and operating costs and providing new space for community and artist rehearsals.
- 3.13 Managed by BHCC’s Major Projects team, the project has attracted over £20.1m of investment from ACE, National Lottery Heritage Fund, Coast to Capital LEP and private fundraising. Project costs have increased since works began on site in February 2017 due to finds on site including a former Quaker burial ground, significant structural defects in the 200 year old Corn Exchange timber roof and wall frame, and the former Main Contractor leaving site and entering administration. The project is now scheduled for completion at the end of 2021.

2020 / 2021 Covid-19 Impact

- 3.14 On 17 March 2020 Brighton Dome closed as a result of Covid-19 restrictions and the following day Brighton Festival 2020 was cancelled. 67% of its self-generated income was at immediate risk.
- 3.15 BDBF required additional support to retain staff and meet its other obligations because of the loss of earned income. £445,000 was secured in ACE Emergency Funds for costs through to 30 September; £493,000 and £348,000 (for music services) from Culture Recovery Fund for activity October 2020 – March 2021 alongside other fundraising activity, notably BDBF’s crowdfunder which raised £71,000 to ‘Bring Back Brighton Dome’ from 963 donors.
- 3.16 BDBF employees undertook to work together to ensure the organisation’s survival and committed to avoiding compulsory redundancies, so sadly prevalent across theatres and cultural venues elsewhere. The organisation has utilised the government’s Coronavirus Job Retention Scheme with over 80% of staff furloughed at some points in the year. Staff have additionally agreed variations to hours and pay if required until August 2021.
- 3.17 Across the remainder of 2020 BDBF continued to deliver experiences online for audiences (theatre, spoken word, literature and music events both live-streamed and made for online) and engagement with children and young people. The two music services developed an entirely online offer and continued to teach around 3000 students a week as well as creating a Virtual Music Centre for extra-

curricular activity and special performance projects across genres, leading to some remarkable achievements by teachers and young people; a testament to their resilience and adaptability.

- 3.18 In the periods when socially distanced performances were permitted, Brighton Dome partnered with Brighton's grass-roots music venues to deliver 'Live is Alive', a series of gigs in support of live music in the City and raising funds (over £13,000) for grass-roots venues, and with Brighton Philharmonic Orchestra and Strings Attached for chamber music performances.
- 3.19 The Charity has also established a partnership with Brighton Artists Network to offer space for artists to develop work and rehearse behind closed doors while public performances are not possible. The Dome foyer reopened in partnership with social enterprise charity Team Domenica operating a weekday café.
- 3.20 BDBF has provided administrative and financial management support for the scoping, consultation and design phases of the city's Recovery Plan for Culture. The management committee for this phase of the Plan includes the CEO of BDBF, the MD of The Brighton Event Producers Independent Committee (EPIC), the Co-Chairs of What Next, a national movement that seeks to champion and strengthen the role of culture in our society, and BHCC officers. The initial consultation process involved over 100 representatives from the sector, both freelance and salaried.

Looking Ahead into 2021 – 2022

- 3.21 Between April and June 2020 the Trustees and Executive team developed a plan for managing the impact of Covid-19 and ensuring the organisation's future sustainability. Titled 'Recovery, Renewal, Reopening', the plan demonstrates financial viability through the two financial years 20/21 and 21/22, assuming significantly reduced activity through until October 2021. It also sets out principles to guide planning throughout the pandemic and for the future:
 - engage and connect with audiences and residents
 - be an open and porous organisation for artists and partners, facilitating and brokering new ways of working
 - reflect and celebrate the international outlook of Brighton & Hove
 - prioritise artistic work that enhances our distinctiveness and that of the city through:
 - a focus on marginalised voices, on inclusivity and social justice
 - a sense of physical location and scale
 - fostering partnerships nationally and internationally
 - exploring new technologies (specifically 5G) and developing our online offer
 - having a clearly curated, artist-led identity
 - develop artists of the future and deliver creative opportunities for all children & young people
 - protect jobs wherever possible and retain vital talent and skills in our permanent workforce
 - ensure the organisation's long-term financial and environmental sustainability

- 3.22 Brighton Festival 2021 will take place from 1-23 May with a full programme launch in March 2021.
- 3.23 Lemn Sissay returns as Guest Director with a substantially new programme along with some elements from the cancelled 2020 Festival. The Festival has been planned on a prudent basis with allowances for Covid-19 restrictions and social distancing but with the ability to scale up audience capacities across events if circumstances allow.
- 3.24 Initial testbed investment in 5G infrastructure (through partnership with Wired Sussex and Digital Catapult) has received a significant financial boost from the Department for Digital, Culture, Media & Sport via the 5G Create awards. This will deliver a 5G Powered Festival concept working with industry leaders Warner Music, O2 (Telefonica UK), Digital Catapult, Mativision, Metropolis and Sonosphere. The initiative will enable artists to collaborate creatively and audiences to engage and connect both remotely and live, using cutting edge technology.
- 3.25 The 5G Festival in late-2021 will engage with the music and events industry in the city and invest in talent and idea development so that Brighton can continue to be at the cutting edge of art and technology, combining to create new cultural experiences.
- 3.26 Through support from the Cultural Recovery Fund BDBF have implemented the Artist in House scheme. There are three awards of £10,000 to sustain an artists' creative practice and contribute their voice to Brighton Dome and Brighton Festival team and its ways of working and planning. BDBF received 55 applications with 69% of applicants identifying as diverse in one or more ways. The selected artists will be announced at the beginning of March.
- 3.30 Future Creators, as the delivery partner for BDBF, have been approved as a Kickstart Gateway Organisation. As a Kickstart Gateway Organisation BDBF are supporting young people into employment in the creative industries.
- 3.31 Kickstart Gateway organisations apply for Kickstart Scheme grants on behalf of employers. The grants provide funding to create new job placements for 16- to 24-year-olds on Universal Credit who are at risk of long-term unemployment. Employers of all sizes can apply for funding which covers 100% of the National Minimum Wage for 25 hours per week for a total of 6 months. Employers are required to provide additional support beyond on the job training, such as writing a CV, interview preparation and job searching skills.
- 3.32 To date 18 organisations have secured 100 Kickstart Job placements, providing opportunities for young people to secure work experience and build their confidence and resilience to move on to sustainable work. As a Kickstarter organisation, Future Creators have made a successful bid to the Governments Flexible Support Fund (FSF). This has enabled 180 young people to receive pre-employment support over a 6-month period. FSF is intended to help Jobcentre Plus Service (JCP) Leaders deliver elements of their support services in the way they see fit for their Districts.

- 3.35 Future Creators have developed sector specific provision to address this gap, designed to enable JCP customers aged 18 to 24, receiving Universal Credit, (including those furthest from opportunities) and with an interest in the Cultural and Creative industries, to explore and prepare for the opportunity to secure employment within this sector, including applications for Kickstart placements that have been secured through BDBF Gateway provision.

4 ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 There are no alternative options to consider. BDBF is a well-established Charity operating successfully. Whilst the Pandemic has caused the venue to be closed for 12 months, it is fully anticipated that it will re-open and return to normal operations by the end of 2021.

5 COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 BDBF has a positive and proactive approach to community engagement. The free Open days referred to in point 3.11 above is an example of this. The community initiative 'Our Place' involves local steering groups of Hangleton and Knoll and East Brighton together with Brighton People's Theatre curating two days of Festival programming is embedded in local communities. For the third year in 2019 'Pay It Forward' invited regular Festival audiences to donate a Festival ticket to someone unable to afford the opportunity. 725 donations for 'Pay It Forward' enabled 996 tickets distributed via 44 community organisations.

6. CONCLUSION

- 6.1 BDBF has been able to weather the pandemic without redundancies over the course of 2020/21 because of the public funding it has received, both from BHCC and from ACE. Private funds have also been raised. This means the organisation is able to emerge quickly when the government permits large indoor gatherings in venues to resume.
- 6.2 The Charity is able to sustain a low level of performance until October 2021 when it is anticipated that the Dome will return to full operation as a public venue with a full theatre programme. The Corn Exchange capital project is scheduled for completion at the end of this year, resulting in the entire venue once again making a significant contribution to cultural life for Brighton and Hove residents.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations of this report.
- 7.2 The Council has a contractual arrangement to provide funding to BDBF of £1.766m including support for the annual Brighton Festival which is built into the council's budget. In addition, the council provides an annual contribution to a sinking fund to support the high maintenance costs of the Grade 1 listed building.

This contribution is £0.221m in 2020/21 and forms part of the council's Planned Maintenance Budget.

Finance Officer Consulted: James Hengeveld

Date: 17/02/21

Legal Implications:

- 7.3 The contractual arrangements with BDBF are described in the body of the report. There are no legal implications arising directly from the recommendations.

Lawyer Consulted:

Alice Rowland

Date: 18/2/21

Equalities Implications:

- 7.3 BDBF continues to receive a rating of 'strong' from ACE for its Creative Case for Diversity, appraising both the inclusivity of its public-facing programme, audience accessibility and the organisation's work to increase the diversity of its workforce and its trustee body. An Equality Action Plan is monitored by an action group made up of representatives from all levels of the organisation and describes the partnerships across the community that help to achieve set targets.
- 7.4 The focus of recent work has been to improve the number of applications during recruitment from Black and Minority Ethnic people and from people with disabilities (by 10%). In the autumn of 2019, the organisation recruited a number of new Trustees to its board with a wealth of valuable experience and who are more representative of the local community. The board is currently chaired by Danny Homan, formerly Chief of Staff for the Big Lottery Fund and part of the leadership team at Historic Royal Places.

Sustainability Implications:

- 7.5 There are no sustainability implications.

Brexit Implications:

- 7.6 There are no Brexit implications.

Any Other Significant Implications: None

Crime & Disorder Implications:

- 7.5 There are no crime and disorder implications. However, the Creative Learning strand of BDBF which works with over 5,000 young people each week, engages young people in the arts and creativity and provides meaningful activities during the evening and at weekends.

Risk and Opportunity Management Implications:

- 7.6 There are no risk and opportunity management implications for the Council. The Arts Fund is managed via the lease with BDBF and this is fixed. The Charity is a professionally managed and governed organisation which assesses risk and opportunity carefully to ensure it is able to fulfil its obligations under the lease.

Public Health Implications:

- 7.7 There are no public health implications.

Corporate / Citywide Implications:

- 7.8 BDBF is a major employer and a catalyst for creative collaborations which enhance the city's reputation for leading the arts in England. A return to full operation in 2021/22 is important for generating community wealth and as positive contributor to mental health and well-being for residents. Brighton and Hove has one of the highest levels of arts participation in the UK. Should government guidance allow the Brighton Festival to take place in any form, it will be a visible signal that the arts and culture are ready to restart and livelihoods can begin to be restored.

SUPPORTING DOCUMENTATION

Appendices: None

Subject:	Review Assessment for City Plan Part One		
Date of Meeting:	11 March 2021		
Report of:	Executive Director, Economy, Environment and Culture		
Contact Officer:	Name:	Steve Tremlett	Tel: 01273 29(2108)
	Email:	Steve.tremlett@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 Local planning authorities are required to undertake an assessment review of local plans at least once every five years to ensure that policies remain relevant and effective. City Plan Part One (CPP1) was adopted five years ago in March 2016 and a review assessment of its policies is therefore required.
- 1.2 This report sets out the outcome of the required assessment process to determine whether policies in the CPP1 require updating. It also provides commentary on recent government planning reforms and changes. This includes changes to planning for housing needs and a review of what will affect the preparation of the review and expected timescale for the updating of the Plan.

2. RECOMMENDATIONS:

- 2.1 That the Committee notes the conclusions of the City Plan Part One review assessment as set out in Appendix 1 to the report.
- 2.2 That the Committee agrees that officers commence work on a full review of City Plan Part One in accordance with the timetable set out in the Local Development Scheme approved at the November 2020 meeting of Tourism, Equalities, Communities & Culture Committee (as set out in paragraph 3.12 of this report).

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 CPP1 forms a key part of the adopted development plan for the city. It was adopted in March 2016 and sets out the long-term vision, strategic objectives and a strategic planning policy framework to guide the new development required across the city to 2030¹.
- 3.2 CPP1 has successfully supported the delivery of a number of key regeneration development schemes in the city (e.g. Circus Street, Preston Barracks, Valley Gardens), as well as ensuring that key priorities such as the delivery of

¹ The City Plan Part Two which is currently at a late stage of preparation sets out detailed Development Management policies and additional site allocations to support the implementation and delivery of CPP1.

affordable housing and employment floorspace have been delivered through planning applications. It has also provided a policy framework to support a more sustainable approach to development in the city, for example through the sustainable buildings and biodiversity requirements set out in Policies CP8 and CP10 respectively.

3.3 Under regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), and as further provided by the National Planning Policy Framework (NPPF)², local planning authorities are required to review their local plans at least once every five years to ensure that policies remain relevant and effectively address the needs of the local community. Such assessments should be completed no later than five years from the adoption date of a plan and policies should then be updated as necessary. A review of the policies in CPP1 has been undertaken to coincide with the fifth anniversary of the adoption of the Plan's adoption on 24th March 2016, and the results are described in this report.

3.4 The NPPF indicates that the review assessment should take into account changing circumstances affecting the area and any relevant changes in national policy and further guidance is provided in Planning Practice Guidance. The guidance explains that reviews should be proportionate and sets out the matters which authorities may consider when determining whether a plan or policies within a plan should be updated. The council's review has been undertaken in accordance with legislation, policy and guidance as well as considering changes to local circumstances and current council priorities. Each policy within CPP1 was considered against the issues listed below:

- Whether a policy is still required. This may be relevant where a site has been delivered or is in the process of being delivered (applies particularly to some strategic site allocations in Development Areas, for example Circus Street in Policy DA5.
- Compliance with the revised 2019 National Planning Policy Framework;
- Compliance with other government policy changes or expected changes (see below);
- The need for amendments to reflect changes or expected changes to the Use Classes Order and Permitted Development Rights;
- The ability to support the delivery of the Council Plan and other corporate objectives;
- The ability to support the delivery of the Council's climate change and zero carbon agenda;
- The ability to support delivery of other current or emerging Council plans or strategies (e.g. the Local Transport Plan, Housing Strategy, etc);
- Whether the evidence base supporting the policy is still current;
- Whether there any changed circumstances which may require the policy to be revised, to include whether the policies will help support Covid19 recovery;
- Whether the policy or supporting text can be streamlined;
- Consideration of any opportunities to consolidate policies with policies in City Plan Part Two to facilitate a more coherent approach to an issue;
- Consideration of the effectiveness of application of the Policy.

² Paragraphs 31- 33

- 3.5 The broad scope of these issues has allowed for consideration of not only technical planning reasons for reviewing CPP1, but also the ability of a revised CPP1 to positively reflect the new wider corporate priorities of the City Council, such as the zero-carbon agenda and other elements of the recently published Corporate Plan, as well as other updated Council plans and strategies.
- 3.6 The outcome of this process has been summarised for each policy and the results are presented in Appendix 1. The process has concluded that a comprehensive review of CPP1 is the preferred way to take the project forward. Whilst the policies remain generally in compliance with the updated NPPF and relevant for decision making, the recommendation is that a review of the Plan should be initiated to ensure that the strategic policy framework for the city can continue to help deliver the objectives set out in the Corporate Plan and remains a sound basis for decision-making in the future.
- 3.7 There is also a need to update the evidence base supporting some policies, to respond to and reflect government changes to the planning system (e.g. the changes to the Use Classes Order) and the change to the standard method for assessing housing need - see below) and prepare for further changes likely to be introduced to the planning system.

Government Changes to Planning System and Implications for an Update of CPP1

Planning for Housing Needs

- 3.8 Under the government's planning rules introduced through the 2019 revision to the NPPF, CPP1's Policy CP1 'Housing Delivery', which sets the minimum housing target for 660 homes per annum, will be deemed out of date for the purposes of assessing the five-year housing land supply position once the Plan is five years from the date of adoption (March 24th 2021). From this date the Plan's housing requirement will increase to 924 dwellings p.a. as set by government using their standard method for calculating housing need³. The most immediate impact of this change is likely to be on the council's ability to demonstrate an up to date five-year supply and satisfy the government's annual housing delivery test. This could have implications for appeal decisions
- 3.9 In December 2020 the Government announced a change to this standard method approach through the introduction of a new 'cities and urban centres uplift'. This will add 35% to the housing need figure as derived under the existing standard method for England's 20 biggest cities and towns, effective from June 21st 2021. As Brighton & Hove is included in that list as the 20th biggest urban centre, the city's housing need figure will increase from 924 homes per year to 1250 homes per year from this date. This provides a further incentive for the council to progress the update to City Plan Part One as soon as possible
- 3.10 In terms of taking forward a review and update of CPP1, the housing need figure is the starting point for considering the amount of planned housing delivery and the city's physical, environmental and heritage constraints will need to be factored against this, as was the case when the CPP1 was first prepared. With

³ The standard method uses a formula to identify the minimum number of homes expected to be planned for by local planning authorities.

the 2016 Plan, detailed consideration of these issues in the examination process led to the adopted plan setting a minimum requirement of 13,200 new homes which represented 44% of the objectively assessed housing need (which was 30,000 at that point).

Planning reforms

- 3.11 The 'Planning for the Future' White Paper proposes significant changes to the plan-making process and was subject to consultation in autumn 2020. Any proposals taken forward will not be implemented until primary and secondary legislation has passed through Parliament and updates made to the National Planning Policy Framework. The outcome of this process may affect the timetable, process and scope for the review of City Plan Part One but is not considered a reason to delay the review.

Timetable

- 3.12 The production of a revised CPP1 was included in the Local Development Scheme (LDS) 2020-23 which was approved at the November meeting of TECC. The LDS sets out an indicative timetable as follows:

• Assessment of Scope of Review	March 2021
• Early evidence gathering phase	Late 2021-22
• Early engagement and scoping	2022-23
• Preferred Strategy Consultation (Reg 18)	Winter 2023-24
• Pre-Submission Consultation (Reg 19)	tbc
• Submission of Plan to Government	tbc
• Adoption	tbc

- 3.13 The timing of the commencement of substantive work on City Plan Part One Review may be impacted by the nature of the forthcoming changes to the planning system stemming from the 'Planning for the Future' White Paper published in August 2020 as noted above. It may also be impacted by the progress of the City Plan Part Two Examination process. The LDS will be updated accordingly to provide clarity as the process moves forward.

- 3.14 The process detailed above has included consideration of any opportunities to consolidate CPP1 policies with policies in City Plan Part Two. Consideration will therefore be given to the benefits of consolidating the future planning policy framework for the city into a single document.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The alternative option is a more focussed update of CPP1 specifically addressing those policies which are clearly out-of-date due to changes in national policy or legislation. It is considered that this would represent a missed opportunity to bring forward a revised policy framework that better reflects current council priorities particularly around issues such as addressing climate change.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The process of preparing an updated City Plan Part One would follow the statutory process for preparing a Development Plan Document which currently involves a minimum of two stages of public consultation. The consultation processes will be undertaken in line with the council's adopted Statement of Community Involvement.

6. CONCLUSION

- 6.1 The City Plan Part One will reach five years since adoption in March 2021 and in line with legislation and current national planning policy an assessment of the need to review to the Plan has been completed. The assessment has concluded that a comprehensive review should be undertaken.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations of this report.
- 7.2 It is assumed that the full review of City Plan One, recommended in paragraph 2.2, will be contained within existing service resources. This will be reviewed and confirmed as part of monthly budget monitoring and reporting.

Finance Officer Consulted: Name: Jess Laing Date: 25/02/2021

Legal Implications:

- 7.3 As noted in the body of the report, the Town and Country Planning (Local Planning) (England) Regulations 2012 require that a LPA must complete a review of its local plan every five years, starting from the date of adoption of the plan.
- 7.4 A revision of a local plan follows the same statutory procedure as the preparation of the plan, including consultation, publication and examination by an inspector.

Lawyer Consulted: Name Hilary Woodward Date: 15/2/21

Equalities Implications:

- 7.5 A HEQIA assessment would be carried out to inform an updated City Plan Part One to ensure that the policies are co-ordinated to address health and well-being outcomes throughout the city.

Sustainability Implications:

- 7.6 The proposed update to City Plan Part One would enable revised policies which will contribute towards achieving the key sustainability areas of action set out in the Corporate Plan, including becoming a carbon neutral city by 2030

Brexit Implications:

7.7 None directly related to this report.

Any Other Significant Implications:

7.7 None directly related to this report

Corporate / Citywide Implications:

7.8 Policies in an updated City Plan Part One will contribute to delivering the Corporate Plan, Plans and Strategies across the city council directorates and the Sustainable Community Strategy.

SUPPORTING DOCUMENTATION

Appendices:

1. Summary of Review Assessments of City Plan Part One Policies.

Background Documents

1. City Plan Part One.
2. Proposed Submission City Plan Part Two.

Policy	Assessment
DA1 - Brighton Centre and Churchill Square Area	Policy needs reviewing to take account of changing retailer demand, trends, economic situation and an updated evidence base. Rewriting of policy likely in light of economic uncertainty.
DA2 - Brighton Marina, Gas Works and Black Rock Area	Policy should be retained but will need revised to reflect any progress with strategic site allocations, changes to the use class order and to ensure compliance with other council strategies. Some evidence base documents will need reviewing which may result in adjustments to the policy.
DA3 - Lewes Road Area	Consider whether policy is still required in light of major site allocations being delivered and few other major development sites. If policy is retained the deliverability of remaining site allocations can be assessed, Policy SSA7 in CPP2 incorporated, amendments due to UCO changes and consideration of revised priorities to reflect of Council Plan and national legislation. Also consideration of any specific measures needed to maintain health of the Lewes Road district centre.
DA4 - New England Quarter and London Road Area	A number of strategic allocations are still to be delivered. If policy is retained the deliverability of remaining site allocations should be assessed, and how to secure protection of employment sites in light of amendments to UCO / proposed PDR changes. Consideration of revised priorities to reflect of Council Plan and national legislation. Consideration of any specific measures needed to support the ongoing regeneration of the London Road Town centre and potential development opportunities.
DA5 - Eastern Road and Edward Street Area	Policy appears compliant with NPPF. Policy needs reviewing to update the current context, reflect changes in the UCO, and remove some site allocations.
DA6 - Hove Station Area	The policy is still relevant and should be retained but will need to be updated to reflect changed circumstances (Masterplan, Neighbourhood Plan & planning permissions now granted). The DA6 area has potential to accommodate a much higher level of development than indicated in the current policy. Sites not covered in detail in the masterplan should also be reviewed in terms of policy & development potential – e.g. Clarendon Ellen Estate, Newtown Road area & Goldstone Retail Park.
DA7 - Toad's Hole Valley	The whole site is likely to be subject to planning permission very soon, therefore it is not considered necessary to carry forward a DA policy for this area.
DA8 – Shoreham Harbour	The Development Area is entirely within the recently adopted Shoreham Harbour Joint Area Action Plan which sets out a detailed planning policy framework for the regeneration of the entire Shoreham Harbour area. It is not necessary to retain an additional specific policy for the area in a reviewed City Plan.
SA1 – The Seafont	Coordinated policy approach is still considered a valuable approach. Policy needs to be updated to take into account changes to council's seafont/waterfront projects/ regeneration priorities and align with consideration of sports facilities review. Strategic Allocation may need updating. Streamlining of supporting text and consolidation with CPP2 policies DM15, DM39, SSA5 and SSA6 could be considered.
SA2 – Central Brighton	Policy needs reviewing to take account of changing retail trends, economic situation and an updated evidence base. In particular the evolution of city centres post-covid will need careful consideration. Streamlining of supporting

Policy	Assessment
	text and consolidation with CPP2 policies DM12 and DM13 could be considered.
SA3 – Valley Gardens	Assess need for policy in due course depending on status of the Valley Gardens project.
SA4 – Urban Fringe	The basic policy principles will remain largely unchanged, but the policy wording & supporting text need to be updated to better reflect new and emerging national & BHCC priorities (see above). As part of the City Plan review, the UFA evidence on potential sites for housing (and any other strategically important development) will need to be reviewed and updated. Also, the updated policy will need to address the NPPF requirement to allow for exception sites for first time buyers/First Homes.
SA5 - The Setting of the South Downs National Park	Policy remains relevant but consideration should be given to consolidating with the urban fringe policy.
SA6 - Sustainable Neighbourhoods	Policy needs an update as it refers to outdated strategies and studies produced by the council, as well as to reflect the revised UCO and COVID effect.
CP1 - Housing Delivery	CP1 is the pivotal policy in the Plan in terms of setting the overall level & broad strategy for development, so it connects directly or indirectly to most other policies in the Plan. In terms of evidence, it will require an updated housing need assessment/ SHMA (which will also inform the updated Housing Mix and Affordable Housing policies). The key evidence for housing provision/delivery will come from the SHLAA, but this will need to be informed by many other studies/evidence looking at housing densities, urban fringe, requirements for other uses (employment, town centre etc), infrastructure, constraints and viability.
CP2 - Sustainable Economic Development	CP2 is a spatial planning policy setting out a supportive policy to help deliver the council's priorities, so it sets the framework for more detailed employment policies in the Plan related to safeguarding existing sites/ allocating new site. In terms of evidence, it will need to reflect Greater Brighton Economic Plan, Coast to Capital Industrial Strategy and Circular Economy Routemap as well an updated Employment Land study either combined with Housing land availability assessment and/or broadened out to other commercial uses (given changes to Use Classes).
CP3 - Employment Land	CP3 is the most pivotal policy in the Plan in terms of setting the overall level & broad strategy for employment land, so it sets the framework for safeguarding strategic employment land and site allocations. In terms of evidence, it will need to be underpinned by an updated Employment Land study either combined with Housing land availability assessment and/or broadened out to other commercial uses (given changes to Use Classes). The impact of the widened use classes and permitted development rights will impact on its effectiveness.
CP4 - Retail Provision	Policy needs reviewing to take account of changing retail trends, economic situation and an updated evidence base. The introduction of class E has affected the ability of planning policies to manage retail uses. Streamlining of supporting text and consolidation with CPP2 policies DM12 and DM13 could be considered.
CP5 - Culture and Tourism	The thrust of the policy is still relevant and only minor amendments are likely to be necessary to consider how policy could aid Covid-19 recovery, link to the

Policy	Assessment
	new Brighton & Hove Visitor Economy Strategy and consider some streamlining and consolidation with CPP2 Policy DM9.
CP6 - Visitor Accommodation	Policy needs reviewing to take account of changing circumstances in the visitor accommodation market and an updated evidence base. Streamlining of supporting text and consolidation with part of City Part Two Policy DM17 should also be considered.
CP7 - Infrastructure and Developer Contributions	Policy requires reviewing to reflect the introduction of CIL in Brighton & Hove. Future reforms to S106 and CIL resulting from proposals set out in the Planning for the Future White Paper may also need to be considered in a revised policy.
CP8 - Sustainable Buildings	An updated policy will be better able to support corporate priorities such as the zero carbon agenda and the Circular Economy roadmap. The policy is compliant with the current NPPF but will need updating to be reflect Future Homes Standard. The FHS may constrain the ability of the council to require net zero carbon in new developments by 2030 aspirations for whole carbon life cycle assessments or to introduce carbon offsetting requirements for when standards are not met. The Urban Design Framework SPD will provide guidance that supports CP8.
CP9 - Sustainable Transport	Review required to reflect updated corporate transport objectives set out in the latest Local Transport Plan and Local Cycling and Walking Infrastructure Plan. Streamlining of policy and consolidation with some CPP2 policies should also be considered.
CP10 - Biodiversity	The policy is compliant with the NPPF but will need updating to be reflect emerging legislation within the Environment Bill and the various resulting requirements, such as mandatory 10% net gain and Nature Recovery Networks. Some policy criteria could be deleted once CPP2 adopted and there is scope to integrate green infrastructure and nature conservation requirements which is currently set out in CPP2 Policy DM37. Unclear how Nature Recovery Networks will sit with existing landscape-scale approaches, already designated under the NIA, therefore further clarity required in this regard. Some evidence which supports the Green Network and NIA designation is not up to date and may need updating, however if NRN will replace the NIA it could be premature to update this evidence at review stage.
CP11 – Flood Risk	The policy is compliant with the current NPPF but will need updating to be reflect any changed guidance (government indicated flooding advice will be updated). Policy could be strengthened re: assessment requirements and to reflect DM43 SUDs
CP12 – Urban Design	Policy needs reviewing to reflect adoption of the UDF, and to update the tall building aspects and strategic views information. Supporting text can be streamlined.
CP13 - Public Streets and Spaces	Policy does not need reviewing. Supporting text should be simplified and reference in the last paragraph to CP8 Sustainable Building policy (or its replacement) should be added to strengthen links with overarching sustainability policy.
CP14 - Housing Density	The policy remains necessary and compliant with national policy but the minimum density targets will need to be reviewed (and possibly raised) following an assessment of an updated evidence base of recent permissions and densities achieved.

Policy	Assessment
CP15 - Heritage	The policy itself remains necessary and compliant with national policy, though any heritage regime reform arising from the White Paper will require a further review. The supporting text can be updated and reduced.
CP16 – Open Space	The principles of the policy are likely to remain largely unchanged, however there is a need to update the evidence base (which is now very out of date) and also reflect the introduction of CIL as the means of funding off-site open space provision. There is also scope to integrate LGS policy which is currently set out in CPP2 Policy DM38.
CP17 – Sports Provision	The need to safeguard, expand, enhance and promote access to sports service still remains and reflects current council strategies and plans. The evidence base which underpins the standards for indoor and outdoor sports provision is out of date and a policy review will enable further consideration of more recent national standards and emerging council strategies.
CP18 – Healthy City	The policy is compliant with the NPPF however it is unclear whether the policy will be compliant with emerging proposals put forward in the White Paper in relation to Sustainability Appraisal and Health Impact Assessment. Review of the policy would allow for various updates and edits to the supporting text, including edits to reflect the council’s zero carbon commitment and the impacts of climate change on health, recently adopted council strategies, such as the Health & Well-Being Strategy 2019, evidence within the JSNA, Government’s Obesity Strategy 2020 and publication of guidance provided to support implementation of HIA requirements.
CP19 – Housing Mix	Policy needs updating and potentially consolidating with CPP2 Policy DM1. Stronger emphasis should be given to housing quality (space & accessibility standards, private outdoor amenity space) and statutory requirement to provide for self & custom build housing should be reflected (with references to supporting community-led housing).
CP20 - Affordable Housing	This is a key policy for the Plan, especially given stated council priorities. AH policy requirements will have wider implications for overall housing strategy & delivery, plus knock-on impacts for other developer contributions. AH policy has become more complex due to expanded definition of AH & NPPF requirements at national level, plus emergence of new categories of housing (e.g build to rent, co-living). Policy review will require comprehensive update of evidence covering overall housing needs, need for different types, tenures & sizes of AH, and assessment of AH viability (factoring in housing standards & other required developer contributions inc CIL). More specific evidence could be sought to support expanding AH requirements to cover co-living, self-contained C2 units (e.g. extra care) & possibly also off-campus student accommodation.
CP21 - Student Housing and Housing in Multiple Occupation	Policy needs reviewing to update the context, remove site allocations and consolidate with City Plan Part Two policies. Criterion A6 needs to be re-worded to be effective and some other criteria could be removed to streamline the policy and avoid duplication.
CP22 - Traveller Accommodation	Policy needs revising to reflect updated evidence base documents and revised national planning policy that have been produced since the policy was adopted.

Subject:	Licence for a Christmas Market 2021-2023		
Date of Meeting:	11th March, 2021		
Report of:	Executive Director, Economy, Environment & Culture		
Contact Officer:	Name:	Donna Chisholm / Ian Taylor	Tel: 07717 303344
	Email:	lan.taylor@brighton-hove.gov.uk	
Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The Covid-19 pandemic has had a significant impact on large parts of the city's economy. For example, most of the outdoor events programme for 2020 had to be cancelled, affecting the livelihoods of thousands of people. As the city seeks to recover, it is hoped that outdoor events will play a significant part in boosting tourism and supporting the wellbeing of residents.
- 1.2 With the completion of Valley Gardens (stages 1 and 2) there is the opportunity to attract new events to the city. Christmas Markets have operated successfully in many other cities for a long time, however it is only now that Brighton and Hove as a suitable venue for such an attraction. Applications were therefore invited for a licence to operate over the winter period for the next three years. Operators will require at least eight months of notice to successfully deliver a Christmas Market.
- 1.3 This report seeks approval from the committee for landlord's consent to stage a Christmas Market throughout Valley Gardens during the winters of 2021, 2022 and 2023. In addition, the committee is also asked to approve local business, E3 Events, as the selected licensee for this opportunity.

2. RECOMMENDATIONS:

- 2.1 That the Committee grants consent for the staging of a Christmas Market, throughout Valley Gardens (St Peters Square, Richmond Square, Victoria Gardens North, Victoria Gardens South and Old Steine when available) in the winter months of 2021, 2022 and 2023, to E3 Events (subject to entering into formal annual licences).
- 2.2. That the Committee grants delegated authority to the Executive Director Economy, Environment & Culture to agree the terms of the annual licences.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The completion of Valley Gardens, stages 1 and 2, provides opportunities for new events in the heart of the City. With a purpose-built events square at the north of the site and bespoke facilities – power, access, water and drainage – installed throughout as part of the design, the site lends itself perfectly to open access, free-to-attend events such as markets. Events were always an important part of the development brief for Valley Gardens and it is appropriate for a Christmas Market to become an annual fixture.
- 3.2 The recently released Outdoor Events Strategy identified a gap in the City's Events Calendar. The Strategy stated;
- “A significant vacuum exists during the winter months leading up to Christmas and New Year. The potential exists to build the ‘Winter Festival’ brand....The Winter Festival programme will be essentially framed around high-profile events, (e.g. City Fireworks, Burning the Clocks, Veteran Car Run) but also integrate the City's wider cultural offer promoting theatre shows, seasonal concerts, and distinctive exhibitions.”
- 3.3 A Christmas Market would go a long way towards addressing a gap in the calendar during the festive period. The pandemic has amplified the requirement to grow a year-round set of events which contribute to the visitor economy and reduce reliance on the May to September season. The Events, Retail and Hospitality sectors have suffered well-documented economic losses over the last year. This major event will add value to the city's attractions and draw visitors into the city from across Sussex and beyond.
- 3.4 The Council's outdoor events team produced a document inviting interested parties to bid for a licence. The opportunity was advertised in StandOut magazine (a publication which specialises in commercial event opportunities) in the Brighton Argus, as well as via the Council's social media platforms. Council officers also had a list of parties who had previously expressed an interest in a licence to run a Christmas Market and these companies were contacted. The Invitation to Bid can be seen in Appendix 1. Key points are:
- Suggested open dates for 2021: Friday 26th Nov to Friday 31st Dec
 - Event would build from early November and be expected to be clear of the site by 10th January, 2022.
 - Suggested hours of operation: 1200hrs to 2300hrs daily Monday to Friday, 0900hrs to 2300hrs Saturdays, 1100hrs – 1800hrs Sundays
 - Proposed development for Valley Gardens stage 3 may impact on the southern section of the site in 2022 or 2023 (Old Steine Gardens). Potential operators were advised that Old Steine Gardens may not be available in one of the three years.
- 3.5 The Christmas Market is expected to be a mixture of retail stalls, food and beverage outlets, entertainment and attractions. The operator will have full commercial rights to any revenue generated through sales income, sponsorship, advertising, ticket sales and catering including full bar concession. The area will be open access but control measures put in place to manage security, crowd movement and behaviour. Covid security will be taken into account as required by government regulations. General admission should be free to attend. The

operator will be expected to apply for and gain their own Premises License to cover the event.

- 3.6 Operational plans and, in particular, ground protection measures and re-instatement were a very important part of the application brief, submissions and evaluation. The operators will be expected to maximise the use of the purpose-built hardstanding areas within the site whilst offering mitigation and protection – trackway, matting, tree protection zones, fencing etc – to turfed and planted areas throughout. Any necessary re-instatement work will be undertaken and paid for by the organisers immediately the event has finished.
- 3.7 This is a new, large scale event for the city. There are risks associate with this for the Council and the licence holder. Therefore during year 1 the Council will establish a series of “gateways” with the licence holder, ensuring milestones are reached in relation to the business model for the event.
- 3.8 The agreed fee will be paid in instalments, the first upon signature of the licence in 2021, the second and third by end of September 2022 and 2023 respectively. The licensee shall indemnify the Council against all actions, loss or claims resulting from the use of this land and the operations on it. The Licensee must ensure that they have a suitable Public Liability Insurance for their operations and activities in the sum of £10 million.

Coronavirus

- 3.9 With the uncertainty surrounding the effect that Covid-19 may continue to have on the events industry we recognise there may be implications for any proposed event. For the purposes of making a bid, Council officers asked that operators put forward their full proposals in the understanding that these may need to be tailored to conform with whatever government guidelines are in place as the year progresses.

Criteria for Evaluating Bids for the Licence

- 3.10 All bids received for the licence to operate a Christmas Market were scored using the same criteria. The scoring matrix is included as Appendix 2. Weighting was given to Local Economic Development (30%) Operational Plans including ground protection measures (30%), the Licence Fee Offer (30%) and History of Event Delivery (10%). The scoring panel was made up representatives from the Brighton BID and the Royal Pavilion and Museums Trust with two council officers.
- 3.11 The two highest scoring bidders were requested to attend clarification discussions to enable council officers to seek detailed information on local economic impact and on environmental sustainability. Checks were also carried out on the financial standing of each business because the market will require the ability to cash-flow major costs upfront. From this exercise, the highest scoring bidder has been identified as the preferred operator in this report.
- 3.12 E3 Events were selected because of their previous experience in successfully leading events in Brighton and Hove as well as elsewhere in Sussex. Their bid fully met with the criteria and guaranteed that the events supply chain within the

city would benefit from this market, making a significant contribution to recovery of the sector.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The Council received seven bids for the licence to operate a Christmas Market. These were from national companies with expertise in this area, as well as from businesses located in the city. The scoring process was designed to identify bidders who could successfully deliver an excellent market demonstrated by their experience but who also had a commitment to place-making and community wealth building.
- 4.2 E3 Events submitted an ambitious and imaginative bid which alongside the licence fee also committed the business to a Social Impact Fund for the city and a Valley Gardens Fund raised from a percentage of the profits from the event. Their submission was also clear on environmental protection for the site and on reinstatement. For these reasons, E3 Events have been identified as the preferred licence holder.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 Consultation will take place with Ward Councillors, Sussex Police, East Sussex Fire & Rescue Service, South East Coast Ambulance Service, NHS Trust, Environmental Health & Licensing, City Parks, Civil Contingencies, Sustainability and Highways. Detailed consultation will also follow as the event is developed between the operator and our partner agencies.
- 5.2 The turnaround between advertising this licence, receiving proposals and preparing this report for committee has not allowed for full written consultation responses to be compiled. A verbal update on the consultation responses will be given at the committee meeting.

6. CONCLUSION

- 6.1 The effect of Coronavirus has been devastating for the events, retail and hospitality sectors. A long-running Christmas Market in the centre of the city will support recovery because it will attract additional visitors into the city centre who will also take advantage of retail and hospitality opportunities in the wider area. Extending major events across the year reduces seasonality for businesses, which is particularly important for recovery over the next three years.
- 6.2 A Christmas Market fulfils many of the ambitions set out by the Valley Gardens development and in the Events Strategy for the city. The bidding process has identified a business which can deliver this high-quality event for the city through the granting of a licence from the Council.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 In accordance with the existing Outdoor Events policy, fees are charged for commercial events. In addition, a reinstatement deposit is usually held, and evidence of adequate insurance cover is required. The agreement includes ground protection measures and reinstatement requirements at the operator's expense. In addition, the operator will be responsible for managing security, crowd movement and behaviour and Covid security measures in operation at the time of the event.
- 7.2 The income generated from fees charged for commercial events in parks and open spaces, in a normal financial year, contribute to the costs of the Outdoor Events Team and enables charitable and community events and free public entertainments to be supported at reduced rates across the city.
- 7.3 The licence fee income will initially be used to support the Council's income targets for Outdoor Events and where possible, the recovery of culture and events sector. The income will be built into future budget estimates and included in the medium-term financial plans subject to its success. The proportion of profits raised to support the Social Impact Fund and Valley Gardens fund will be ringfenced for its agreed purpose.

Finance Officer Consulted: James Hengeveld

Date: 24/02/21

Legal Implications:

- 7.4 Brighton & Hove City Council is empowered under the East Sussex Act 1981 to close "parks and pleasure grounds" in its area for up to 28 days a year in order to facilitate the staging of major outdoor events.
- 7.5 The licences granted will set out the terms on which E3 can use the relevant spaces.

Lawyer Consulted: Alice Rowland

Date: 24/2/21

Equalities Implications:

- 7.6 The outdoor events programme caters for people from all sectors of the community as there are a diverse range of events staged in the city each year. Issues such as physical access to an event and designated viewing areas are developed and detailed in event plans where applicable. Major event organisers will be required to complete an Equalities Impact Assessment, new for 2021.

Sustainability Implications:

- 7.7 All events are planned and staged in accordance with the statutory powers and planning obligations as set out in the Outdoor Events Policy.
- 7.8 The nature of outdoor events means that they often involve a range of potential sustainability impacts (both positive and negative) from travel, energy and water use, food, local economic and social impacts, use of outdoor spaces and production of waste. Through the newly introduced Environmental Impact

Assessment and Action Plan event organisers are supported and monitored in their sustainability arrangements, focussing on the areas with the highest potential impact. The programme is certified to the international standard for environmental management ISO 14001.

- 7.9 The preferred licence holder has committed to preventing single use plastics within the Christmas Market and to a range of other measures required by the Council as part of our Outdoor Events Charter.
- 7.10 A new Environmental Impact assessment and Action Plan will be required to be completed by the organisers of this event.

Brexit Implications:

- 7.11 There are no identified implications.

8.0 Any Other Significant Implications

Crime & Disorder Implications:

- 8.1 Sussex Police are involved in both the consultation and planning of all events.

Risk and Opportunity Management Implications:

- 8.2 The City's Safety Advisory Group has an overview of all the events that take place in Brighton and Hove that have the potential to attract significantly large numbers of people. A protocol and good working partnerships between the Council and emergency services is in place in the city and close agency working will be integral to both the planning and delivery of events. Public health advisers are present at the Safety Advisory Group to input on COVID safe practices.
- 8.3 Event-specific Safety Advisory Groups can be convened for all major outdoor events taking place in Brighton and Hove.

Public Health Implications:

- 8.4 Events can contribute to a sense of community, local pride and cultural identity which can have a positive impact on the well-being of those involved. However, events will need to meet Covid safe requirements in accordance with national guidelines.

SUPPORTING DOCUMENTATION

Appendices:

1. Licence Available to Operators – invitation to submit proposals
2. Christmas Market Evaluation Criteria

Background Documents

1. None

VALLEY GARDENS, BRIGHTON
LICENCE AVAILABLE TO OPERATORS FOR
CHRISTMAS MARKET
2021, 2022 and 2023



Brighton and Hove City Council are seeking to licence an area of land throughout the newly developed Valley Gardens to stage a Christmas event for four weeks during 2021, 2022 and 2023. The footprint for the event in 2021 is shown below*. The license will be granted for a maximum of seven weeks per calendar year, this period should include the build and breakdown of the event.

Suggested open dates for 2021: Friday 26th November to Friday 24th December.

Possible hours of operation:

1200hrs to 2300hrs daily Monday to Friday

0900hrs to 2300hrs Saturdays

1100hrs – 1800hrs Sundays

*Proposed development for Valley Gardens stage 3 may impact on the southern section (Old Steine Figure 4.0) of the site in 2022 or 2023. Exact details are not known at the time of issuing this licence but can be discussed with the Councils' contacts prior to application.

Figure 1.0 Valley Gardens

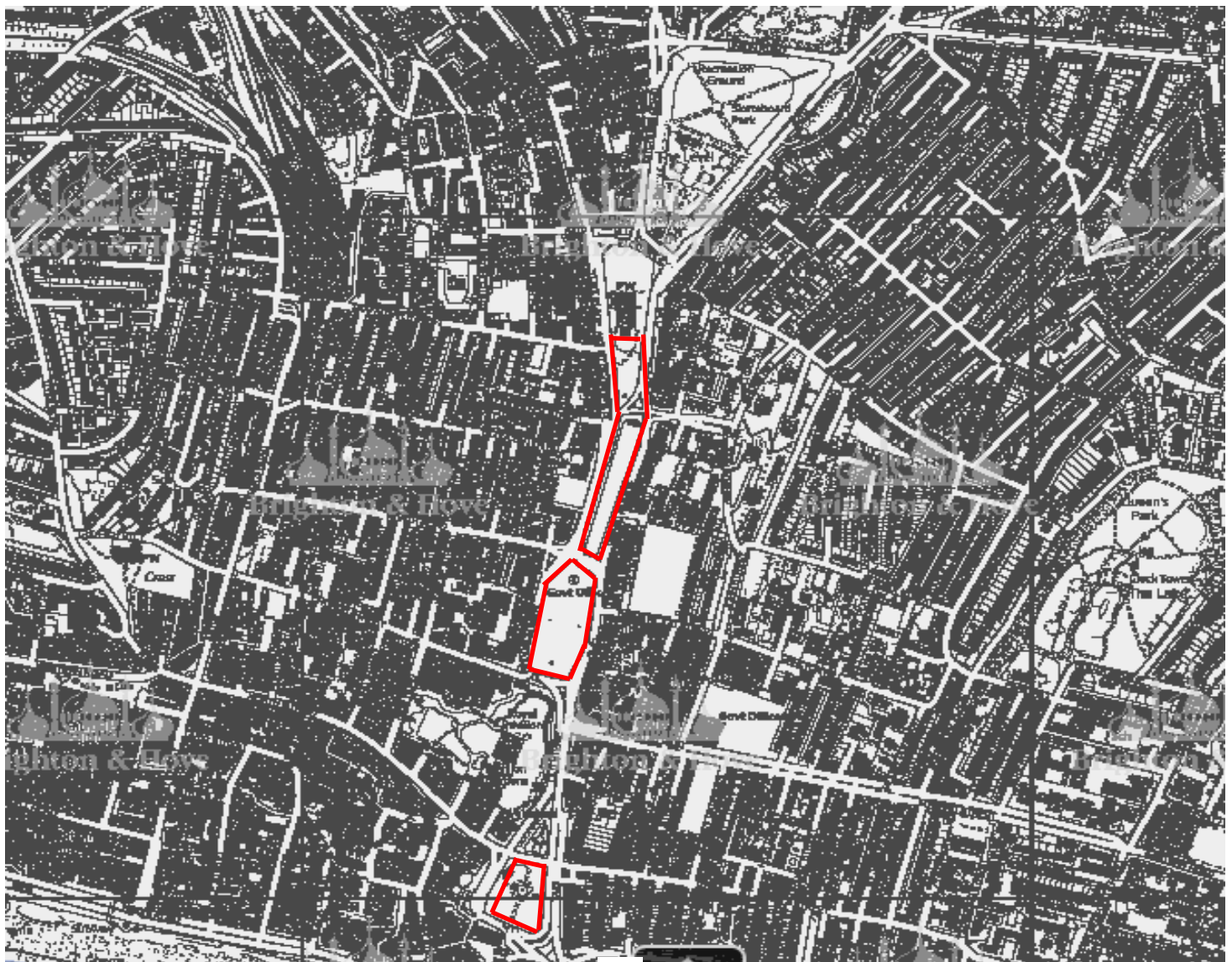


Figure 2.0 St Peters Square, Richmond Square and Victoria Gardens North

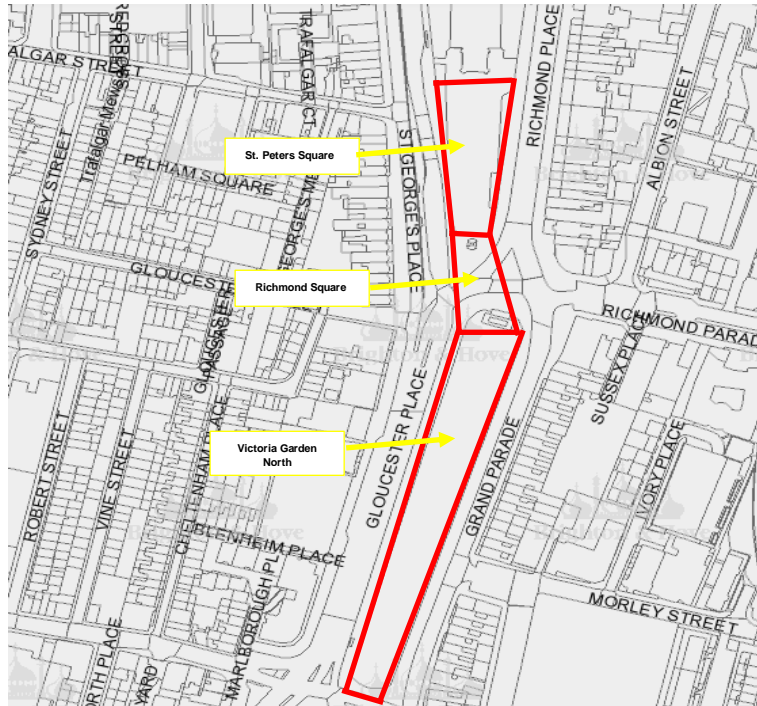


Figure 3.0 Victoria Gardens South

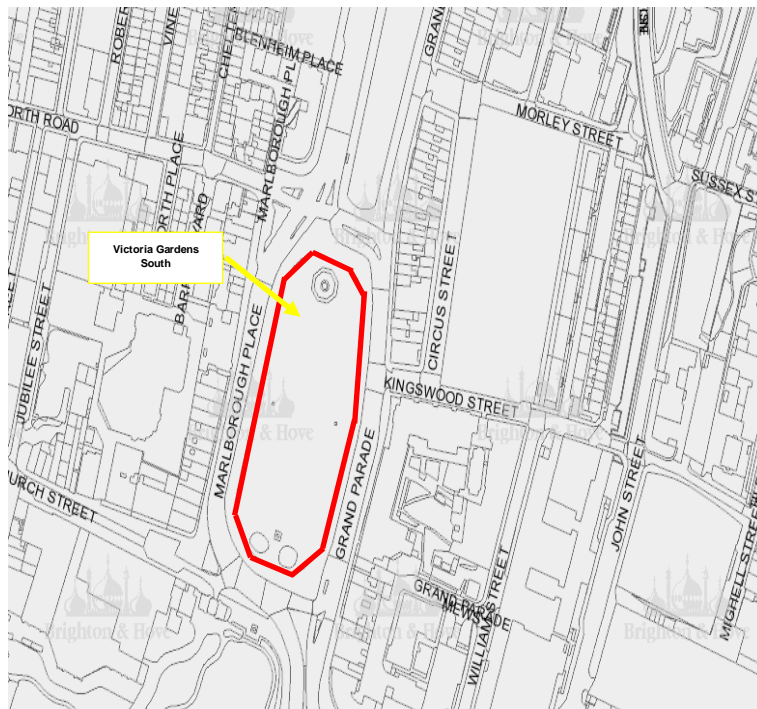
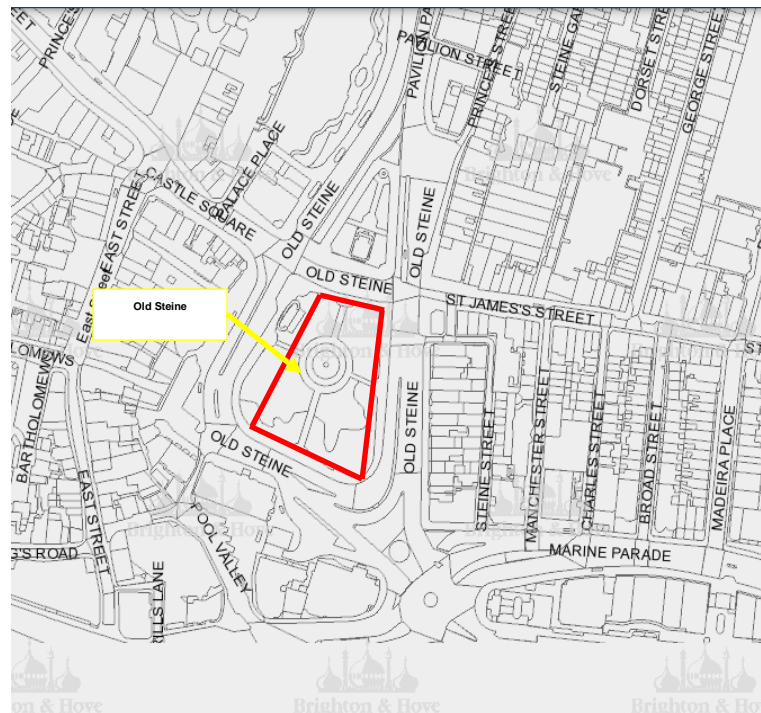


Figure 4.0 Old Steine



TERMS AND CONDITIONS

Permitted Use

The Christmas Market is expected to be a mixture of retail stalls, food and beverage outlets, entertainment and attractions.

The operator will have full commercial rights to any revenue generated through sales income, sponsorship, advertising, ticket sales and catering including full bar concession.

The area will need to be open access but control measures put in place to manage crowd movement and behaviour. General admission should be free to attend.

The hours of operation should not exceed 09:00hrs to 23:00hrs each day. The operator will be expected to apply for and gain their own Premises License to cover the event.

The site has various utilities throughout – power, water and drainage. Full details on request.

All aspects of the event should be governed by the Event Safety Guide.

Licence Fee

The three year licence fee shall be paid in three instalments, the first upon signature of the Licence and the second and third by end of September 2022 and 2023 respectively.

The licensee shall indemnify the Council against all actions, loss or claims resulting from the use of this land and the operations on it. The Licensee must ensure that they have a suitable Public Liability Insurance for their operations and activities in the sum of £10 million.

Coronavirus

With the uncertainty surrounding the effect that Covid-19 will have on the Events Industry by November 2021 we recognise there may be implications to any proposed event. For the purposes of this submission applicants should put forward their full proposals, we understand that these may need to be tailored to conform with whatever Government Guidelines are in place as the year progresses.

Evaluation Criteria

We will be evaluating all applications based on the same aspects so please supply details for the following criteria (weighted in portions out of a score of 100%):

1. History of the provider

- History of the business / organiser
- Experience in events / Christmas Markets and attractions
- Images or videos of events managed in the past
- Professional Endorsements

Evaluation and Assessment criteria weight 10%

2. Operational plans including ground protection measures.

- Events Management Plan including security (indicative)
- Comprehensive approach to sustainability, reuse and recycling
- Comprehensive plans for ground protection and re-instatement
- Cleansing management plan, including outside event footprint
- Locally relevant food and beverage offer
- Demonstration of creative programming and place-making
- Communications plan as a regional attraction

Evaluation and Assessment criteria weight 30%

3. Local Economic Impact

- Opportunity for local trade and employment
- Opportunity for local services, equipment and contractors
- Use of the voluntary sector

Evaluation and Assessment criteria weight 30%

4. Licence Fee Offer

- Proposed fee, covering the three years of the licence.

Evaluation and Assessment criteria weight 30%

Scoring Methodology

Score	Basis for award of score
5	Meets and exceeds criteria
4	Meets the criteria
3	Meets the criteria in most aspects, fails in some
2	Fails to meet the criteria in most aspects, meets it in some
1	Significantly fails to meet the criteria
0	Completely fails to meet the criteria

SUBMISSIONS

A full written tender submission together with a stated Licence Fee Offer is required by 5pm on Thursday 8th February, 2021 by email to Ian Taylor, Events Manager. Full contact details below.

The Council reserves the right not to accept the first, highest or indeed any offer received. The Council will not accept any proposal calculated by reference to another bid e.g. £1 in excess of the highest licence fee submitted.

The Licence may be granted before the end of March 2021. The preferred operator will be agreed by the Council's Tourism, Equalities, Communities and Culture Committee (TECC).

Any questions or queries should be directed to Ian Taylor or Daniel Watson, Events Officer. Any questions should be submitted by Monday 25th January, 2021.

An indicative draft Licence Agreement will be available for viewing, on request, from Monday 18th January, 2021.

Email: ian.taylor@brighton-hove.gov.uk

01273 292711 / 07717 303344

Daniel Watson

Email: Daniel.watson@brighton-hove.gov.uk

01273 293001

The Brighton Centre

Kings Road, Brighton. BN1 2GR

Christmas Market 2021 Evaluation Criteria

We will be evaluating all applications based on the same aspects so please supply details for the following criteria (weighted in portions out of a score of 100%):

1. History of the provider

- History of the business / organiser
- Experience in events / Christmas Markets and attractions
- Images or videos of events managed in the past
- Professional Endorsements

Evaluation and Assessment criteria weight 10%

2. Operational plans including ground protection measures.

- Events Management Plan including security (indicative)
- Comprehensive approach to sustainability, reuse and recycling
- Comprehensive plans for ground protection and re-instatement
- Cleansing management plan, including outside event footprint
- Locally relevant food and beverage offer
- Demonstration of creative programming and place-making
- Communications plan as a regional attraction

Evaluation and Assessment criteria weight 30%

3. Local Economic Impact

- Opportunity for local trade and employment
- Opportunity for local services, equipment and contractors
- Use of the voluntary sector

Evaluation and Assessment criteria weight 30%

4. Licence Fee Offer

- Proposed fee, covering the three years of the licence.

Evaluation and Assessment criteria weight 30%

Scoring Methodology

Christmas Market 2021 Evaluation Criteria

Score	Basis for award of score
5	Meets and exceeds criteria
4	Meets the criteria
3	Meets the criteria in most aspects, fails in some
2	Fails to meet the criteria in most aspects, meets it in some
1	Significantly fails to meet the criteria
0	Completely fails to meet the criteria