

Report to	<b>Governance Committee</b>
Date	<b>23 February 2015</b>
By	<b>Performance and Project Manager</b>
Title of Report	<b>Quarter 3 Performance Report</b>
Purpose of Report	<b>To report performance for Quarter 3 of 2014/15</b>

**Recommendation: The Committee is recommended to:**

- 1) Note and approve the Quarter 3 Performance Report**
- 2) Consider if it wishes to make any recommendations to Policy and Programme Committee arising from the report.**

**1. Introduction**

- 1.1 The South Downs National Park Authority (SDNPA), as a publicly accountable body, is responsible for monitoring its performance. The Governance Committee has terms of reference which include "... to ensure the robustness of risk management and performance management arrangements"...and " to monitor and review the performance, including financial performance, of the Authority in the context of it business delivery".
- 1.2 The purpose of this report is to update the Governance Committee on performance during Quarter 3. This report should be read in conjunction with the Budget Monitoring Report elsewhere on this agenda.

**2. Background**

- 2.1 This report is for performance against delivery of actions in the Corporate Plan. It also provides an overview of progress on our major projects. Performance measures for the 2014-17 Corporate Plan will be reviewed at the end of Quarter 4. Evaluations of a number of projects are reported separately on this agenda.
- 2.2 The tables at **Appendix 1** show progress on deliverables and measures. Progress on projects is shown at **Appendix 2**. The RAG (Red, Amber, and Green) status shows if a deliverable or project is on track or not. The RAG status is entered manually by staff and is based on an assessment including key deliverables and achievement of targets as well as whether the budget is on or off track. The arrows within the coloured sections show the direction of travel from the previous Quarter. Items with a RAG status that is red or amber for the first time, or is worse than last quarter are set out in the exception report at paragraph 3. The table below shows what the arrows in the table mean.

↓	Downward arrow indicates that performance is lower or worse than the previous reporting period
—	A dash indicates no change from the previous reporting period
↑	Upward arrow indicates that performance is higher or better than the previous reporting period

- 2.3 For the first time, this report includes extra information about the performance of the planning service. For this report the extra information is in a separate appendix. Once Members are content with the performance data it will be incorporated into Aspireview and will form part of the regular reporting to this Committee. The information is complex and relates to the performance of the SDNPA for called in applications; the performance of

SDNPA for the recovered services and the performance of host authorities who deliver planning services on our behalf. Details of the extra measures are in **Appendix 3**.

2.4 For information the Corporate Plan objectives are set out at **Appendix 4**.

### 3. Exception report

3.1 The exception report covers the measures and actions in the corporate plan. Details are in Appendix 1. Members will note that some actions or measures are not due to be measured this year, or this quarter.

3.2 Five measures are amber and four measures are red.

- For item 1.3a (page 1 of Appendix 1) the RAG is red because the project completed was over budget by £3,000. The project is the cultural heritage overview audit. The detailed explanation for this is on page 1 of Appendix 2. Two of the red measures are due to the way in which the RAG status for these measures is generated. The measures are the number of projects completed in time and the proportions of those finished which delivered all of their outcomes. For items 2.5a&b (page 2 of Appendix 1) the RAG is red because there were no projects completed in the quarter for this objective.
- The other red item relates to action 4.3.1 (page 4 Appendix 1), the development of an external funding strategy for the SDNPA. This area of work has been significantly delayed due to the unavoidable absence, for significant periods during the year, of the member of staff responsible for this area of work. The staff member is now back at work and this is a priority area of work for them.
- Of the amber items 1.10a (page 1 in Appendix 1), the number of conservation areas with management plans formally adopted is the same as last report however, progress has been made and a number of plans are now out for consultation. There has been no change in the status of this measure from the previous quarter.
- Item 3.2a (page 3 in Appendix 1), influencing superfast broadband is dependent on the pilot work starting. Coast to Capital LEP agreed in January to fund a rural broadband pilot. Feasibility work to support the pilot will be carried out before the pilot starts later in the year. There has been no change in the status of this measure from the previous quarter.
- Item 4.5.2 (Page 4 in Appendix 1), the percentage of minor applications dealt with in 13 weeks is worse than last quarter.
- Item 4.2.2 (Page 4 in Appendix 1), introduction of a set of customer service standards is worse than last quarter. It has been delayed due to Managers seeking further clarification on the methods for measuring some of them.

3.3 **Appendix 2** sets out detailed information for current projects over £5,000 and for the Local Plan evidence projects. Two projects are red and 15 are amber (a total of 17 out of 46 ongoing projects), two projects were closed during the quarter, the cultural heritage audit overview and the Weald and Downland Gateway stage 1. Two projects have an amber status because they are on track but under budget. They are in Living Landscapes; the Chalk Streams Mapping project and in Sustainable Futures; the Water Efficiency Pilot.

3.4 Both of the red projects are part of the Local Plan evidence base (details page 10 of Appendix 2). And both have slipped further since the last quarter. For the settlement hierarchy Update there have been delays while the final data is being collected. For the Strategic Housing Market Assessment Update was delayed by the consultant delivering late and in delays in providing feedback to responses given by the SDNPA.

3.5 Of the amber projects five have changed for the worse since the last Quarter:

- Green Infrastructure phase 2 GI Strategy Overview (page 6 Appendix 2)
- Community Land Trust (page 7 Appendix 2)
- Water Cycle Overview (page 8 Appendix 2)
- Gypsy and Traveller sites East Sussex (page 9 Appendix 2)

- 3.6 The following themes emerge as the main reasons for delays in the projects:
- In some instances delays have been due to waiting for information from partners.
  - Other reasons for delays have been around revised priorities and clarifications about starting times for projects. This is particularly the case with regard to some of the evidence projects for the Local Plan.
- 3.7 Members are asked to note Q3 performance, and whether they wish to make any recommendations to staff to implement as a result of this report.
- 4. Resources**
- 4.1 There are no direct resource implications from reporting on performance. The Committee should note that financial monitoring is part of the budget monitoring process. Any financial implications arising from any additional recommendations made at Committee would require funding to be identified.
- 5. Risk management**
- 5.1 There are no specific risks associated with reporting performance information, indeed not to report performance could pose a reputational risk to the organisation.
- 6. Human Rights, Equalities, Health and Safety**
- 6.1 There are no implications arising from this report.
- 7. Sustainability**
- 7.1 Reporting performance information will contribute to the fourth sustainability principle set out in the SDNPA Sustainability Strategy; promoting good governance by providing information to which members of the public have access, contributing to transparency and openness. It also contributes to principle five using evidence to support proposals. Evidence about performance can potentially be used to justify developing alternative policy options or different approaches. There may also be some minimal impact in terms of reduction in use of paper as Officers get used to using the Aspireview system to record information.
- 8. External Consultees**
- 8.1 None.

**ANNE REHILL**

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- Appendices
1. Performance Report
  2. Project progress update
  3. Planning figures
  4. Corporate Plan Objectives

SDNPA Consultees Chief Executive Officer, Director of Corporate Services; Director of Planning, Director of Strategy and Partnerships; Director of Operations; Chief Finance Officer, Deputy Monitoring Officer; Legal Services, Audit Manager & Heads of Team.

Background Documents Quarter 2 performance report (Gov28/14)

## Agenda Item 8 Report GOV2/15 Appendix 3

### Planning Performance information cumulative data for Quarter 3

This table contains additional performance information that is not yet incorporated into Aspireview.

Measure/data	Number	Proportion
Number of applications	3,609	
Number of decisions made	2,972	
Number of applications approved	2,506	84%
Number of applications refused	81	9%
Number determined within relevant timescale	2085	70%
Number of pre application requests received	1,915	
Number of cases where it was recorded that value was added	1,570	53%
Enforcement cases in recovered service	Information to be provided when the relevant module in IDoX is up and running	

Income	Estimate 2014-15	Actual 2014-15
Planning fee income	971,000	
Fee income target to meet estimate	733,000	790,000
Section 106 value of contributions held		841,074
Section 106 potential contributions secured in the period		854,736***
Section 106 sum released from Obligations in the period		25,336

\*\* Includes pre - application advice fees

\*\*\* Over half the total contribution amount S106 (£553,218) for an application relating to 'the land to the south of The Causeway' in Petersfield. This is a Residential development comprising 71 dwellings including new access, open space and associated landscaping. The remaining £301,518 was made up of 12 separate S106 agreements

Corporate Plan 2014-17 Objectives

Objective	Page reference for indicators
<p><b>Objective - 1 A thriving living landscape</b></p> <p>We will work with a range of major projects and partnerships to deliver key outcomes which conserve and enhance the landscape, biodiversity and heritage assets in the South Downs National Park. We will also manage the impacts of large-scale and cumulative small-scale developments.</p>	
<p><b>PMP 1</b> The landscape character of the South Downs, its special qualities and local distinctiveness have been conserved and enhanced by effectively managing the land and the negative impacts of development and cumulative change.</p>	17
<p><b>PMP 3</b> A well managed and better connected network of habitats and increased population and distribution of priority species now exist in the National Park.</p>	17
<p><b>PMP 4</b> The condition and status of cultural heritage assets and their settings (including monuments, buildings, towns and buried remains) is significantly enhanced, many more have been discovered and they contribute positively to local distinctiveness and sense of place.</p>	17
<p><b>Objective 2 - People connected with places</b></p> <p>We will promote opportunities for awareness, learning and engagement, seek to ensure quality access management and accessibility and support the development of sustainable tourism.</p>	
<p><b>PMP5</b> Outstanding visitor experiences are underpinned by a high quality access and sustainable transport network, supporting improved health and wellbeing.</p>	19
<p><b>PMP6</b> Widespread understanding of the special qualities of the National Park and the benefits it provides.</p>	19
<p><b>PMP 7</b> The range and diversity of traditional culture and skills has been protected and there is an increase in contemporary arts and crafts that are inspired by the Special Qualities of the National Park.</p>	19
<p><b>PMP 8</b> More responsibility and action is taken by visitors, residents and businesses to conserve and enhance the special qualities and use resources more wisely.</p>	19
<p><b>Objective 3 – Towards a sustainable future</b></p> <p>We will provide information and support to help communities better understand their environment and the impact of their action on it and make sure they are engaged in the design and development of their local surroundings. We will support the growth of sustainable local businesses.</p>	
<p><b>PMP9</b> Communities in the National Park are more sustainable with an appropriate provision of housing to meet local needs and improved access to essential services and facilities.</p>	21
<p><b>PMP10</b> A diverse sustainable economy has developed that provides a wide variety of business and employment opportunities, many of which are positively linked to the special qualities of the National Park.</p>	21
<p><b>PMP 11</b> Local people have access to skilled employment and training opportunities.</p>	21
<p><b>Objective 4 – An efficient and effective organisation that supports partnership working</b></p> <p>We will manage our own resources to deliver high levels of customer services and value for money. We will seek to reduce the environmental impact of our activities. We will support and develop staff, Members and Volunteers to enable them to perform effectively</p>	
<p><b>4.1</b> Deliver an effective development management service that achieves high levels of customer satisfaction.</p>	23
<p><b>4.2</b> Develop project governance mechanisms that increase the capacity of the organisation to deliver outcomes and seek to maximise external funding opportunities.</p>	23
<p><b>4.3</b> Staff, Members and Volunteers feel valued and have access to training and development opportunities.</p>	23
<p><b>4.4</b> Develop strong relationships that allow partners to increase their capacity to effectively deliver the shared outcomes in the PMP.</p>	23



# Corporate Plan Quarterly Reporting 2014/15



## Objective 1: Thriving Living Landscapes

### Quarterly Reporting 2014/15 - Quarterly Measures

Title	Actual	Target	RAG	Comment
1.10a Number of Conservation Area Management Plans formally adopted	16.00	38.00	–	A number of appraisals and management plans are now ready or almost ready to go out to consultation and a process with the Support Services team has been developed. The consultation period is for 6 weeks and then the documents may need to be amended. Formal adoption at Planning Committee will be the final stage and completion will depend on committee timetables.
1.2a % of SDNPA-led projects completed on time or on track for year three milestones	100.00	90.00	↑	7 projects; 1 completed, 6 on track.
1.3a % of SDNPA-led projects completed to or under original budget	0.00	90.00	–	1 project completed over budget £33,000, compared to original budget £30,000
1.4a % of desired outcomes achieved for projects completed in the period	100.00	100.00	↑	1 project completed in this quarter, Cultural Heritage Audit, with outcomes achieved.
1.8a % of planning application appeals determined in favour of SDNPA	83.33	80.00	↑	This is a sound level of appeal performance for the quarter, although it can vary from quarter to quarter and in different parts of the National Park. All appeal decisions are carefully scrutinised and there have been no significant adverse appeal decision during this quarter
1.9a Number of partners actively engaged in delivering projects against Objective 1 in the Delivery Framework of the PMP				Note that this is a yearly measure

### Quarterly Reporting 2014/15 - Quarterly Action: 1.5 Prepare for submission of SDNPA Local Plan in accordance with the timetable

Period	RAG	Comment
Q3 14/15	↑	Progress is on track to meet the next deadline (consultation on Preferred Options in September 2014). This is in line with the latest timetable (agreed in November 2014).

### Quarterly Reporting 2014/15 - Yearly Actions

Title	RAG	Comment
1.1a Heritage Coast Partnership and plan adopted and being implemented by partners		<p><b>Note that Yearly actions will be reported on at the end of Quarter 4</b></p>
Pilot PES proposals and approach with partners		
Produce qualitative report on improved quality of applications as a result of Design Review Panel Y1		
Produce qualitative report on improved quality of applications as a result of Design Review Panel Y2		
Produce qualitative report on improved quality of applications as a result of Design Review Panel Y3		
Produce qualitative report on improved quality of applications as a result of pre-app advice Y1		
Produce qualitative report on improved quality of applications as a result of pre-app advice Y2		
Produce qualitative report on improved quality of applications as a result of pre-app advice Y3		

# Corporate Plan Quarterly Reporting 2014/15

## Objective 2: People Connected With Places

### Quarterly Reporting 2014/15 - Quarterly Measures

Title	Actual	Target	RAG	Comment
2.2a Total number of volunteer days undertaken by the South Downs Volunteer Ranger service	1475.00	1472.00		This represents an increase from 1,282 in Quarter 1
2.5a % of SDNPA-led projects completed to or under original budget	0.00	90.00	-	No projects completed in this quarter.
2.6a % of desired outcomes achieved for projects completed in the period	0.00	100.00	-	No projects completed in this quarter.
2.8a Number of local tourism businesses promoting the National Park and encouraging visitors to visit multiple venues	167.00	180.00		No business promotion undertaken apart from video in Q3. Therefore, no real increase this quarter. Hopefully with a little bit of a push in February it will rise again as we have a series of planned farmer's breakfasts and food portal meetings that should be a great opportunity to promote. Aim is for a target of 225 businesses to be established for 2015/16.
2.4a % of SDNPA-led projects completed on time or on track for year three milestones	100.00	90.00	-	2 projects, Cycling Ambition and Art Exhibition Towner Art Gallery, both on track.
2.7a % of visitors/residents recognising and responding to identity key themes and visuals.	0.00			
2.9a Number of partners actively engaged in delivering projects against Objective 2 in the Delivery Framework of the PMP				Note that this is a yearly measure
Percentage of schools within a 5km radius of the National Park boundary using the National Park for learning outside of the classroom experiences at least once a year				Note that this is a yearly measure
Proportion of visits by public transport				Note that this is a yearly measure

Note that there are no quarterly or yearly actions for Objective 2



# Corporate Plan Quarterly Reporting 2014/15

## Objective 3: Towards a Sustainable Future

### Quarterly Reporting 2014/15 - Quarterly Measures

Title	Actual	Target	RAG	Comment
3.10a % satisfied with the quality of advice and support for Community led plans				Note that this is a yearly measure
3.1a Number of apprentices supported by SDNPA	2.00	2.00	—	SDNPA has two apprentices in place. One is office based working in Corporate Services. The second apprentice works with the Western Area Team at QECP.
3.3a Stakeholders aware of and using shared identity to raise the profile of the National Park in their venues or communities	10.00			
3.4a Number of the target audience reached by our sustainable behaviour campaigns	0.00			The next stage of the sustainable behaviour campaign "getting a fresh perspective" has been delayed until February due to the departure of staff
3.5a % of SDNPA-led projects completed on time or on track	100.00	90.00	—	1 project completed and 2 on track.
3.6a % of SDNPA-led projects completed to or under original budget	100.00	90.00	—	1 project completed in this quarter.
3.7a % of desired outcomes achieved for projects completed in the period	100.00	100.00	—	1 project completed in this quarter, Green Infrastructure Phase 2 Evidence, with outcomes achieved.
3.9a Number of partners actively engaged in delivering projects against Objective 3 in the Delivery Framework of the PMP				Note that this is a yearly measure
Number of community led plans submitted that are endorsed by the SDNPA				Note that this is a yearly measure




### Quarterly Reporting 2014/15 - Quarterly Actions

Title	RAG	Comment
Produce a charging schedule	—	Original target date was Q1 2015-16. the Charging Schedule will be delivered during 2015 and published on the SDNPA website.
Produce an infrastructure delivery plan	—	Method for developing the IDP will be going to P&P committee on 29th January.
3.2a Influence increasing superfast broadband coverage across the SDNP	—	When pilot(s) confirmed and delivered data will be obtained to demontstate the increased coverage resulting. This will not be until 2015/16.







# Corporate Plan Quarterly Reporting 2014/15

## Objective 4: An Efficient and Effective Organisation That Supports Partnership Working

### Quarterly Reporting 2014/15 - Quarterly Measures

Title	Actual	Target	RAG	Comment
4.5.3 % valid applications validated in 5 working days	76.39	90.00		Validation has varied across the National Park as some host authorities (and the SDNPA itself) have experienced staffing and/or restructuring issues which have adversely affected performance. Officers are working with host authorities and on recruitment issues internally to seek early improvement
4.5.2 % minor and other applications determined within 8 weeks	73.59	80.00		As for 4.5.3, these same issues have also had some impact on general performance and these are also being addressed in the same way
4.5.1 % of major applications dealt with in 13 weeks	62.50	50.00		Performance has been satisfactory and only a relatively small number of major applications are received within the National Park. This level of performance has been achieved by extensions of time being agreed with applicants and agents and then being adhered to
4.4.4 % of staff who feel enabled to communicate about the SDNP and the work of the SDNPA				After consideration this indicator is more appropriate for the Communications Team to monitor but will be reviewed as part of the development of indicators for 2015-18
4.4.3 % of staff who feel positive about the organisation		80.00		The staff survey will not now be carried out until Q1 2015-16. As a result, it will not be possible to measure it in this financial year.
4.4.1 % of staff with completed training and development plan		95.00		On target
4.2.1 Increased satisfaction from Planning service users	64.19	65.00		A baseline figure for overall satisfaction of 65% has been established for 2015/16. The intention is to increase this to 70% for 2016/17 and then 75% for 2017/18. A further customer survey will be carried out in 2017/18 to assess how well the target for that year is being met.
4.1.3 Number of partners using the shared identity toolkits	10.00	4.00		

### Quarterly Reporting 2014/15 - Quarterly Actions

Title	RAG	Comment
4.4.2 Carry out and implement recommendations for a staff survey		Staff Survey postponed until budget identified in 2015/16
4.3.2 Establish project governance process		Revised project governance processes have been introduced and guidance provided for staff.
4.3.1 Develop External Funding Strategy		A revised draft is being prepared. There has been significant delay in this area of work due to the the unavoidable absence of the member of staff carrying it out. This is now a priority area of work and it is anticipated that the strategy will be produced by the end of Q4.
4.2.2 Put in place formal customer service standards		This is behind as additional work was required to further clarify some of the proposed standards following discussion by Heads of Team.
4.1.2 Finalise implementation of the recommendations from information management review		On track to implement agreed recommendations by the end of Q4.
4.1.1 Embed information management processes and procedures		Policy framework in place . DPA and FOI obligations met - project now complete

# Living Landscapes



## RAG rating explained

**Green:** on track and on budget

**Amber:** 'off' on one

**Red:** 'off' on both

## SDNPA led projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Actual End Date	Updater	Comment
Cultural heritage audit-overview	Q3 14/15	Project complete, evaluation in progress.			33000	30000	33000	01 Mar 2014	31 Dec 2014	Anne Bone	Report completed, submitted and accepted. Report to go to Local Plan Members Working Panel as evidence for Local Plan and for Infrastructure Delivery Plan, possibly in March 2015 due to agenda for February being very full. Overspend of just over 10% of contract value due to consultants needing to undertake additional work - robust process agreed with Business Manager at SDNPA and additional money was negotiated and agreed. Evaluation underway.
Historic landscape of Hampshire-overview	Q3 14/15	Green	On Track	On Budget	2805	29000	29000	12 May 2014		Anne Bone	On time and in budget. Next milestone late January with review at mid-point of data creation. Progressing well.
Secrets of the High Woods Overview	Q3 14/15	Green	On Track	Under Budget	16957	130000	790000	01 Oct 2013		Rebecca Bennett	Q3 has been tremendously busy but extremely successful for the High Woods team with a focus on the recruitment and training of volunteers and the scheduling of the winter field survey season.

# Living Landscapes



## SDNPA led projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Actual End Date	Updater	Comment
Chalk streams mapping study-Overview	Q3 14/15	⬆️	On Track	Under Budget	5000	10000	10000	01 Mar 2014		Nick Heasman	Discussions have begun with Dr Holmes' family/estate concerning the release of the material completed (and any appropriate final payment) in. Agreed slippage in completion date to 31st March 2015.
Radiotracking bats-Overview	Q3 14/15	⬆️	On Track	On Budget	8500	10000	10000	15 Apr 2014		Emily Brennan	The study was unable to pick up female bats and therefore the project team are currently exploring the option of rolling the study over into 2015-16, to allow for this vital element to be captured. An appropriate interim payment will be agreed. This is an agreed slippage in end date from Sep. 14 to Sep. 15
Chalk Grassland survey-Overview	Q3 14/15	⬆️	On Track	On Budget	11000	21750	54250	01 Nov 2013		Emily Brennan	This is a park-wide survey, in partnership with Natural England and Sussex Biodiversity Record Centre. Natural England have now agreed to a cash match contribution, although this is less than stated in the original PID and will be spread over 2014-15 and 15-16. As a consequence the work programme has been adapted. Minimal impact on overall project delivery.
Heathland reunited project overview HLF stage 1	Q3 14/15	⬆️	On Track	On Budget	11500	7000	56100	01 Apr 2014		Jonathan Mycock	This is a stage 1 HLF development project, with key objectives designed to provide up to date accurate information to inform the project delivery in stage 2. Key activities this quarter include; dog walkers workshop, assessment of learning and participation needs workshop, interpretation / key messages and themes workshop. Agreed slippage that the HLF application is submitted in June 2015 rather than March 2015, hence corresponding change in agreed end date.

# Living Landscapes



## Partnership Led Projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Actual End Date	Updater	Comment
Arc field trip-Overview	Dec 14	⊖	On Track	On Budget	14000	20000	20000	08 May 2014		Luke Geoghegan	Progress stalled over the Christmas break but otherwise the project is going well. The app is now available on Android devices and will be available on Apple mobiles and tablets as soon as it is approved by the Apple Store. The ARC project team (led by RSPB) will be launching marketing communications as soon as this happens.
Stanmer Park People and Places stage 1 - project overview								01 Jan 2015		Anne Bone	This project commences in Q4.
Strategic stones study-Overview	Q3 14/15	⊕	On Track	On Budget	0	20000	105500	01 Mar 2014		Anne Bone	English Heritage tender process completed and consultants (Geckoella and TMcConsulting) being appointed. Start-up meeting arranged for 22nd January and West Sussex will be first area of the study to meet deadline for draft West Sussex Mineral Plan. Project on track with revised and agreed timelines.
Weald and downland Gateway project STAGE 1- Overview	Q3 14/15		Project complete. An evaluation is in progress.		8000	8000	146651	01 Mar 2013	30 Sep 2014	Anne Bone	Museum seeks improved visitor facilities, more use of sustainable transport to museum and new introductory gallery, including interpretation of the National Park, and improvements to generate more income to sustain ongoing maintenance of historic buildings and other collections. Stage 2 application was successful in autumn 2014. Museum likely to seek further grant from SDNPA after planning application resolved.

# People and Places



## SDNPA Led Projects

Title	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Actual End Date	Updater	Comment
Art Exhibition - Towner Gallery Project Overview	🟢	On Track	On Budget	0	7000	7000	01 Jul 2014		Amanda Elmes	This project will select key pieces of artwork from artists inspired by the South Downs and interpret these through teachers' notes and resources. Teachers will be trained to integrate this into schools curricula; the teachers launch event has been held and site visits are underway.
Cycling Ambition- Overview	🟢	On Track	On Budget	49000	100000	3810000	01 Oct 2013		Allison Thorpe	Costs to be updated: pending partners' claims in Qtr 3. Progressing within timescales however, several schemes remain high risk due to outstanding landowner agreements/licences. Mitigating actions in place.
SDNP Geotour - general project overview	🟢	On Track	On Budget		3600	3600	04 Oct 2014		Hannah Norton	The main aim is to promote understanding and enjoyment of the South Downs through the use of geocaching; to deliver key messages to facilitate behaviour change. Geocaching is an outdoor recreational activity, in which the participants use a Global Positioning System receiver or mobile device and other navigational techniques to hide and seek containers, called "geocaches." This project will disseminate best practice within the geocaching community by working with landowners to sensitively place quality caches that suit the environment, minimise impacts and offer the opportunity to engage geocachers in the work of landowners to conserve their sites. The geotour caches are gateways to discovering other caches, places to eat and stay in the National Park. They enable us to support partnership projects e.g. the Brighton Biosphere project and provide an incentive to take people to a wider range of sites across the National Park.

# People and Places



## Partnership Led Projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Actual End Date	Updater	Comment
Local Sustainable Transport Fund-Overview	Q3 14/15	🟢	On Track	On Budget	744469	150000	1063915	01 Oct 2012			A range of projects aimed at delivering modal shift in visitor travel. Agreed profiling of SDNPA spend towards the end of this DfT funded partnership. Agreed carry forward of £50k (of SDNPA spend) into 15/16. LSTF2, new tranche of DfT revenue funding to fund new projects 15-16; project initiation documents for proposed new projects currently being completed by officers. The internal LSTF project board will review all proposals.
Bramber walk for all - Project Overview	Q3 14/15	🟢	On Track	On Budget	15500	15500	50000	01 Sep 2014		Tim Squire	Only top dressing and final touches to be completed when weather improves. Renegotiated target date end of Qtr 4.
Lessons of the Landscape-Overview	Dec 14	🟢	On Track	On Budget	0	5000	5000	01 Mar 2014		Amanda Elmes	School visits still running until March 2015; agreed slippage to project end of Sep. 14-March 2015 due to staff illness in provider service.
Health and wellbeing pilot programme-general progress overview	Q3 14/15	🟢	On Track	On Budget	0	49000	119996	01 Jun 2014		Andy Beattie	The overall aim of this project is to establish a sustainable delivery model which will improve the health and wellbeing of residents living in and outside the National Park by encouraging use of the natural resources (open space, tranquillity, breathtaking views and a range of healthy activities) the National Park has to offer. Current activity is focusing on taking the learning forward from the pilot projects into the planning and development on further pilots to commence in Spring 2015. Project on track to being delivered fully by March 2016.

## Sustainable Futures



### SDNPA Led Projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Actual End Date	Updater	Comment
Local Plan Sustainability Appraisal-Overview	Q3 14/15	🟢	On Track	On Budget	9841	25747	25747	31 Jan 2014		Ray Drabble	Next phase of contract work due early May 2015
Green Infrastructure-Phase 2, evidence - Overview	Q3 14/15	Project complete.			6900	6900	6900	01 Feb 2014	31 Jul 2014	Ray Drabble	PPG data scoping final report produced July 2014.
Green Infrastructure Phase 2 – part 2: GI Strategy-Overview	Q3 14/15	🟡	Behind	On Budget	6680	11375	11375	01 Sep 2014		Ray Drabble	GI Framework rescheduled as priority given to Open Space Sports and Recreation Study required for Local Plan evidence.



## Sustainable Futures



### Partnership Led Projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Actual End Date	Updater	Comment
South Downs Food and Drink Portal-Overview	Q3 14/15	🟢	On Track	On Budget	7250	30500	49500	20 May 2014		Conal Stewart	Portal website build on track. Launch will be Spring 15/16.
Sediment and Mitigation actions for river rother-Overview	Q3 14/15	🟢	On Track	On Budget	21377	31403	60037	01 Nov 2013		Chris Manning	The SDNPA is providing £31,403 match funding to this PhD study - this is the forecast total cost. To date the SDNPA has paid £10,660 (2013/14), £10,717 (2014/15) and will pay £10,260 (2015/16). Therefore, the actual cost so far is £21,377.
Lewes Information Points-project overview	Q3 14/15	🟡	Behind	Awaiting action by Lewes DC, delayed start.				01 Nov 2014		Conal Stewart	Expression of interest proposal approved by SMT - recommended to be funded by s106. Awaiting action by Lewes DC on allocating s106 and following up with them. Start delayed.
LEADER transition Sussex Downs and Low Weald 2014-Overview	Q3 14/15	Project complete			10000	10000	130000	01 Jan 2014	31 Dec 2014	Angie Blowman	Transition year completed. Local Development Strategy bid submitted September 2014 and announcements by Defra likely February 2015.
Fieldfare LEADER project transition-Overview	Q3 14/15	Project complete			10000	10000	87000	01 Jan 2014	31 Dec 2014	Angie Blowman	Transition year completed. Local Development Strategy bid submitted September 2014 and announcements by Defra likely February 2015.
Engaging with river restorations-Overview	Q3 14/15	🟢	On Track	On Budget	16513	22013	22013	01 Sep 2013		Chris Manning	The SDNPA has purchased the equipment for this project (that remains the property of the SDNPA) and has provided budget for fieldwork expenses. This will assist the completing of an associated PhD study - this research is still in progress.
Community land trust AiRs-Overview	Q3 14/15	🟡	Behind	On Budget	9000	49000	156000	01 Oct 2013		Angie Blowman	Useful work undertaken to identify pipeline of CLT schemes. However the potential to complete six CLT schemes in SDNP to planning application stage has not been realised, with none having planning applications submitted so far.

## Sustainable Futures



### Partnership Led Projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Actual End Date	Updater	Comment
Water cycle study-overview	Q3 14/15	⬇️	Behind	On Budget	10172	24997	24997	10 Feb 2014		Chris Manning	Project behind schedule due to delay in the production of the SDNP SHLAA. Further slippage from revised end date of Nov. 14.
West Sussex Rural Partnership-Overview	Q3 14/15	⬆️	On Track	On Budget	0	50000	105000	01 Apr 2014		Angie Blowman	This partnership is an area partnership of Coast to Capital LEP - SDNPA a member. Lot of focus on broadband: submitted responses to recent government consultation on broadband/mobile making rural case; working closely with SDNPA to input into C2C digital connectivity business case to include a rural broadband pilot.
Water Efficiency Pilot-Overview	Q3 14/15	⬇️	On Track	Under Budget	7224	10000	10000	01 Jun 2014		Chris Manning	A water efficiency pilot supporting small businesses across the SDNP. The project involves water audits and water efficiency retrofits. The cost of the project has come in under budget as there is less retrofitting to carry out than originally thought.
Visit Midhurst Marketing - Project Overview	Q3 14/15	⬇️	Behind	On Budget	0	2500	5000	01 Oct 2014		Conal Stewart	Project started although awaiting milestones from Midhurst Tourism Partnership. The Visit Midhurst website will be updated to use the new Visit Midhurst brand and re-designed so that visitors can easily find the information they need to plan a visit to Midhurst and the surrounding area. The site will promote things to do and places to stay in Midhurst, alongside the National Park key messages, it will also promote the South Downs Centre as a place to learn more about the National Park. The total project cost is £5,000, with Chichester District Council contributing £2,500.
Broadband Innovation Fund Pilot Hants CC - general project overview	Project commencement TBC.							01 Jan 2015		Angie Blowman	
Broadband Rural Pilot Coast 2 Capital LEP - general project overview	Project to commence in Q4.							01 Jan 2015		Angie Blowman	

# Local Plan - Evidence Projects



## SDNPA Led Projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Baseline Start Date	Actual End Date	Baseline End Date	Updater	Comment
CIL viability assessment UPDATE						5000			01 Aug 2015		31 Jan 2016	Gareth Giles	<b>PROJECT TO COMMENCE IN Q2 2015-16</b>
Gypsy and traveller site assessments Hampshire	Dec 14	⊖	Behind	On Budget	0	10000	10000	01 Apr 2014	01 Apr 2014		30 Aug 2014	Richard Ferguson	Delays due to not receiving consultee responses
Employment Land Review Update	Dec 14	⊖	Behind	On Budget	12246	25000	25000	01 Jul 2014	01 Jul 2014		30 Sep 2014	Dan Ashe	Final draft received 12/01/15 and aim to be finalised by end of Jan
Gypsy and traveller accommodation assessments Coastal West Sussex	Dec 14	⊖	Behind	On Budget	0	0	0	01 Mar 2014	01 Mar 2014		30 Aug 2014	Richard Ferguson	Final draft received, comments due from sdnpa and joint authorities. The delay has been caused by the need for a number of corrections to the original report that was submitted in 2014. Due to complete by end of February.
Futures Study - Hotels, visitor accommodation	Dec 14	⊖	Behind	On Budget	100000	20000	20000	01 Jun 2014	01 Jun 2014		31 Jul 2014	Anna Ludford	Project delayed due to need to ensure a good response rate on visitor accommodation survey and avoid busy summer months. Comments on final draft to be sent to consultants 16th January 2015. Final report due end of January 2015.
Gypsy and traveller site assessments Horsham	Dec 14	Projects not required						01 Jul 2014	01 Jul 2014		30 Nov 2014	Richard Ferguson	PROJECT NOT REQUIRED
Gypsy and traveller site assessments Mid-Sussex	Dec 14	Projects not required						01 Jul 2014	01 Jul 2014		30 Sep 2014	Richard Ferguson	PROJECT NOT REQUIRED
Habitat Connectivity	Dec 14	⊕	On Time	On Budget	0	18400	18400	01 Nov 2014	01 Nov 2014		31 Mar 2015	Emily Brennan	Start up meeting was held on 6/11 with Thomson Ecology. The contractor implied that they may be able to deliver early, but will definitely have it done within the given time frame.
East Sussex Gypsy and Traveller Accommodation Assessment	Dec 14	⊖	Behind	On Budget	0	10000	10000	01 Jan 2014	01 Jan 2014		30 Jun 2014	Richard Ferguson	The final report has been received. Comments on the report are being collected and will be signed off by end of January.
Gypsy and traveller site assessments East Sussex	Dec 14	⬇	Behind		0	0	0	01 Mar 2014	01 Jul 2014		30 Nov 2014	Richard Ferguson	This report has not yet been started. The need for the work is currently under review. A decision will be made in February.

# Local Plan - Evidence Projects



## SDNPA Led Projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Baseline Start Date	Actual End Date	Baseline End Date	Updater	Comment
Built Environment Characterisation study-project overview	Dec 14	🟢	On Track	On Budget				08 Aug 2014	04 Aug 2014		29 Jun 2015	Chris Fairbrother	One settlement has been presented in draft form. RD has commented on this and amendments are being made
Gypsy and traveller site assessments B&HCC	Dec 14	🟡	Behind			0		01 Jul 2014	01 Jul 2014		30 Sep 2014	Richard Ferguson	This report has not yet been started. The need for the work is currently under review. A decision will be made in February.
Habitats Regulations assessment	Dec 14	🟡	Behind			9000	9000	01 Nov 2014	31 Oct 2014		31 Jul 2016	Ray Drabble	Commencement of contract delayed until publication of SHLAA
Landscape Viewshed Study	Dec 14	🟢	On Track	On Budget		30000		01 Apr 2014	01 Apr 2014		30 Nov 2014	Veronica Craddock	Final list of views for study to be agreed w/c 19/1/2015
Produce an infrastructure delivery plan	Q3 14/15	🟢	On Track		0			01 Apr 2014	01 Apr 2014		31 Mar 2015	Gareth Giles	Method for developing the IDP will be going to P&P committee on 29th January.
Settlement hierarchy Update	Dec 14	🔴	Behind			0		01 Jun 2014	01 Oct 2014		31 Dec 2014	Anna Ludford	Final data being collected.
Strategic Housing Land Availability (SHLAA)	Dec 14	🟢				0		01 Oct 2013	01 Oct 2013		30 Jun 2014	Anna Ludford	Completed. Publication date 21st January 2015.
Strategic Housing Market Assessment Update & Housing requirements	Dec 14	🔴	Behind		8000	25000		01 Apr 2014	01 Apr 2014		30 Oct 2014	Richard Ferguson	The final draft report was received 21/01/15. There were delays in the delivery of this report from the consultant as well as responses to feedback given by SDNPA. Comments are due w/c 2nd Feb.
Syngenta viability assessment	Dec 14	Project complete			4400	4400		01 Apr 2014	01 Apr 2014	31 May 2014	31 May 2014	Gareth Giles	COMPLETED
Tranquillity analysis	Dec 14	🟢	On Track	On Budget	8000	15000	15000	01 Mar 2014	01 Mar 2014		30 Sep 2015	Chris Fairbrother	Additional training sessions run for the West of the Park. Volunteers are out surveying over the Xmas period.

# Operations - Major Projects



## SDNPA Led Projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Actual End Date	Updater	Comment
Overall NIA project progress and expenditure	Q3 14/15	🟢	On Track	On Budget	68562	160000		01 Apr 2012		Ayla Forbes	The purpose of the NIA is to improve ecological connectivity and reverse the decline in biodiversity, by restoring connectivity between wildlife sites, creating new sites and integrating the surrounding land use to buffer the sites over significantly large areas. Key objectives of the South Downs Way Ahead NIA are to restore 1,000 hectares of chalk grassland and encourage the return of the Duke of Burgundy butterfly and several species of farmland birds. External evaluators contracted in Dec.14, due to provide report in March 2015.
Woodland and forestry- general project overview	Q3 14/15	🟢	On Track	On Budget		71470	151470	29 Oct 2012		Nina Williams	<p>The project is 75% through the 3 year project term with 8 months remaining. It has exceeded all of its original objectives and is delivering measurable increases in woodland management, with a 91% increase in the area in active management and an 85% increase in the number of English Woodland Grant Scheme applications. The project has established a "trusted, impartial advisor" relationship with both woodland owners, local businesses and various public bodies and Charitable Trusts that is delivering real enduring change in a relatively short timeframe.</p> <p>This quarter time has been spent highlighting project success to date to key partners, including the CEO of the Woodland Trust, a delegation from DEFRA, the senior management board of the Forestry Commission and a full NPA meeting. The project has also delivered a Woodland and Water Workshop to an audience of 50 landowners within the River Rother Catchment Area.</p> <p>Finally the project has started to identify future workstreams to build on the success of the current project. Key areas identified at this early stage for potential work are:</p> <ul style="list-style-type: none"> <li>-Delivering local landscape cooperatives between landowners to access the new Countryside Stewardship Scheme.</li> <li>-Developing a landmark woodland and water initiative in partnership with water companies to identify areas of nitrate pollution and remedy with woodland creation</li> <li>-Developing the LIFE+ potential bid for a Woodland Bats project and using the networks and relationships established with the current Forestry Partnership to deliver practical forestry management changes that will benefit rare bat populations.</li> </ul>
Rampion-overall progress and expenditure	Q3 14/15	🟢	On Track	On Budget	0		27000	01 Dec 2014		Jeremy Burgess	Phase one is the Discharge of consents under the Planning Performance agreement. This began in Early January and is on track, budget released to fund this activity is £27,000

Awaiting finance up date from BHCC

# Operations - Major Projects



## Partnership Led Projects

Title	Period	RAG	Progress Status	Cost Status	SDNPA spend to date	SDNPA £	Total Project Cost	Actual Start Date	Baseline Start Date	Actual End Date	Baseline End Date	Updater	Comment
Heritage Coast initiative Birling Gap - Overview	2014/15		Project Complete		45000	45000	492000	01 Nov 2012	01 Nov 2012	04 Apr 2014	31 Mar 2014	Jeremy Burgess	Project complete. Total SDNPA spend £45,000. Additional external contribution £447,000 (project total £492,000).
Alice Holt-Overview	Q3 14/15	⊖	On Track	On Budget	70000	80000	4140000	24 Jul 2012	24 Jul 2012		01 Apr 2015	Nick Heasman	The outstanding element is support for the volunteering, mtgs have occurred between the SDVRS, SDNPA and the Alice Holt Community group to develop this work so the 10k will be used to support this development.