

Public Document Pack

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A meeting of the **Cabinet** will be held in Committee Room 2, East Pallant House Chichester on **Tuesday 7 February 2017 at 09:30**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mrs P Hardwick, Mrs G Keegan, Mrs P Plant, Mrs S Taylor and Mrs C Purnell

SUPPLEMENT TO AGENDA

APPENDIX BUNDLE FOR AGENDA ITEMS 5, 6, 7, 8, 11, 12, 14, 15, 16 & 19

- 5 **Budget Spending Plans 2017-2018** (pages 1 to 48)
- 6 **Draft Treasury Management Strategy for 2017-2018** (pages 49 to 80)
- 7 **Initial Project Proposals 2017-2018 and Corporate Plan** (pages 81 to 95)

Appendix 6 is Part II exempt by virtue of Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the *Local Government Act 1972*.
- 8 **Revised Local Development Scheme 2017-2020** (pages 96 to 108)
- 11 **Historic Environment Strategy and Action Plan** (pages 109 to 207)
- 12 **Selsey Haven** (pages 208 to 252)
- 14 **Developing a New Strategy for the Visitor Economy** (pages 253 to 259)
- 15 **Public Spaces Protection Order - Control of Dogs Consultation Exercise** (pages 260 to 278)
- 16 **Chichester Contract Services Efficiency Review** (pages 279 to 301)
- 19 **The Novium Museum Options Appraisal** (pages 302 to 368)

All the appendices are Part II exempt by virtue of Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the *Local Government Act 1972*.

Chichester District Council



Draft Budget Spending Plan 2017-18

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INTRODUCTION

This document contains details of the Council's revenue and capital budget spending plans for the financial year 2017-18. The spending plans are formulated in accordance with the financial principles of the Financial Strategy as adopted by Council that results in a robust financial estimate of the resources needed to deliver Council Services in 2017-18.

The Council has a statutory duty to prepare a balanced annual revenue budget. It is also good financial management to do so within the context of the 5 year Financial Strategy taking into account the impact of the capital programme on the revenue budget.

2017-18 represents the seventh consecutive year of government funding cuts. In September 2016, members of the Council agreed a deficit reduction plan, and delegated authority to the Head of Finance and Governance to take up the government's multi-year funding offer. On 16 November the Council received confirmation from the Department for Communities and Local Government (DCLG) that the four year funding offer was agreed and that the Council "*can expect to receive the allocations published as part of the 2016-17 local government finance settlement in 2017-18, 2018-19 and 2019-20.*" The funding set out in the Council's 5 year Financial Strategy is therefore not expected to change.

Council Spending – Revenue Budget

The Council's revenue budget requirement for 2017-18 is £12.363m (£9.288m excluding NHB). This represents a spending decrease of 19.3% (or a 20.3% decrease when excluding the NHB) over the base budget for 2016-17.

The budget requirement is calculated after deducting income from fees and charges. It has to be financed from Council Tax, Retained Business Rates, Revenue Support Grant and other Government Grants.

The proactive financial management of the council's medium term financial position, efficiencies made during the year, and progress with the deficit reduction programme, have placed the Council in the position of once again being able to balance the forthcoming financial year's budget. This is another major step towards the objective of securing the Council's financial stability over the medium term.

The revenue budget for 2017-18 is shown in the summarised Comprehensive Income and Expenditure statement. This summary provides the net cost of each Cabinet portfolio and also for the main services within each portfolio area.

The detailed budget preparation allows for some variations between budget centres which, when aggregated for the whole of the General Fund, have a neutral effect. These adjustments include:

- Approved virements between or within service budgets. The detailed estimates include some minor virements, requested by Executive Directors, which have no significant impact on the overall level of service provision.
- Movement in recharges from support services, represented by a reallocation of officer time in response to the changing priorities of the Council.
- Notional capital charges for the use of assets included in individual budgets, for proper accounting standards purposes. For council tax setting purposes, these charges are neutralised as an adjustment between reserves.

An analysis and explanation of the major budget movements is also included in the pages that follow the summarised Comprehensive Income and Expenditure statement.

Council Spending – Capital Budget

The 2017-18 budget includes a Capital Programme of £12.903m. Of this sum the following major schemes have been provided for:

- £5.7m for Plot 12 Terminus Road – Enterprise Gateway;
- £2.5m for various housing grants including Disabled Facilities Grants and Affordable Housing Grants,
- £2.1m for the Asset Replacement Programme; and,
- £0.8m for Plot 21 Terminus Road Development.

Further details can be found in the Capital and Projects Programme and Asset Replacement Programme sections of this document.

Council Tax

The Government have confirmed that they will continue with the requirement for any “excessive” Council Tax increases to be determined by local referendum. Excessive is generally deemed to be 2% or £5 whichever is greater for all authorities. They have also confirmed that a tax freeze grant will not be available for 2017-18. For Chichester District Council we are permitted to increase our Council Tax by £5 before triggering a referendum. This equates to a 3.43% increase, or less than 10 pence per week.

For 2017-18 Chichester District Council is proposing a council tax charge of £150.81, an increase of £5 on the charge for 2016-17.

Further information

Further information about the budget spending plans may be obtained from the Accountancy Services Team at the Council headquarters at East Pallant House, 1 East Pallant, Chichester PO19 1TY.

If you have any questions on any of the information included in the Council’s budget spending plans please contact the Accountancy Services Team on 01243 785166 or email finance@chichester.gov.uk.

J. Ward CPFA
Head of Finance and Governance Services



Summarised Comprehensive Income and Expenditure

Draft Summarised
Comprehensive Income and Expenditure Account

	Original Budget 2016/17 £	Estimated Budget 2017/18 £
Leader		
Corporate Management	896	952
	896	952
Community Services		
Careline	163	159
Community Engagement and Development	1,025	791
Culture and Arts Support	462	431
Family Intervention and Community Safety	380	385
Health and Wellbeing	167	160
Foreshores	122	142
	2,319	2,068
Commercial Services		
Car Parks	-4,303	-4,098
CCTV	214	203
Economic Development	-48	186
Leisure and Sports Development	60	40
Leisure Centres	1,859	794
Museums and Tourist Information Centres	851	900
Property Services	152	204
	-1,216	-1,771
Finance and Governance		
Car Loans	1	1
Democratic Representation	830	824
Elections	378	406
Housing Benefits	379	309
Non Distributed Costs	-36	-22
Revenues Services	1,068	1,006
Strategic Financial Management	246	339
	2,866	2,863
Business Improvement Services		
Council Magazine	25	29
	25	29
Planning Services		
Arts Development	0	0
Building Control	167	89
Design and Implementation	4	-4
Development Management	1,299	1,101
Planning Policy	513	583
	1,983	1,769
Housing and Environment Services		
Coast Protection and Land Drainage	521	438
Commercial and Public Safety	521	484
Environmental Protection	507	521
Environmental Health Licencing	86	12
Emergency Planning	66	86
Environment Policy	171	171
Pest Control	30	27
Housing Options	551	562
Housing Investments	2,140	1,765
Land Charges	-22	-39
Street Naming and Numbering	47	44
	4,617	4,071
Contract Services		
Cemeteries	99	142
Grounds Maintenance	620	636
Parks and Open Spaces	211	193
Public Conveniences	489	477
Waste, Cleansing & Recycling Services	3,199	3,127
	4,618	4,575
Cost of Services	16,109	14,556

Draft Summarised
Comprehensive Income and Expenditure Account

	Original Budget 2016/17 £	Estimated Budget 2017/18 £
Other Operating Expenditure		
Internal Drainage Board Levy	49	49
Gain (-) or Loss on the disposal of non current assets	0	0
Financing and Investment Income and Expenditure		
Interest payable and similar charges	0	0
Interest and investment income	-246	-633
Interest received on finance leases (lessor)	-84	-95
Interest payable on finance leases (lessee)	10	6
Interest adjustments relating to soft loans	0	0
Investment Properties	-546	-717
Other Income	-30	-30
	15,261	13,137
<u>ITEMS NOT FUNDED BY COUNCIL TAX</u>		
Notional transactions for comparative and Accounting Code of Practice purposes	-5,691	-4,053
<u>Net transfer to or from earmarked reserves</u>		
Asset Replacement Reserve	1,437	1,254
Capital Projects Reserve	231	-18
Restructuring Reserve	0	0
Housing Reserve	0	0
Investment Opportunities Reserve	1,296	471
New Homes Bonus Reserve	3,229	2,800
New Homes Bonus Grants Reserve	0	0
Theatre and Gallery Reserve	-395	-239
Insurance Fund	0	0
Elections Reserve	30	30
Policy Initiatives & Performance Improvement Fund	0	0
Planning Delivery Grant	0	0
Local Authority Business Incentive Scheme (LABGIS) Reserve	0	0
Local Development Framework Reserve	0	0
Energy Efficiency Reserve	-21	0
Other Reserves	-54	-1,020
	5,755	3,278
DISTRICT COUNCIL REQUIREMENT	15,325	12,363

Budget Spending Plans 2017-18

The Council's estimated budget requirement for 2017-18, as shown in Appendix 1, is £12.363m (£9.288m excluding NHB). This represents a spending decrease of 19.3% (or a 20.3% decrease when excluding the NHB) over the base budget for 2016-17. The movement can be analysed as follows:

<u>Major Variations</u>	£000
Base Budget 2016-17	15,325
<u>Budget increases (+7.8%)</u>	
1. Pay Settlement	193
2. Chichester Festival Theatre and Pallant House Gallery	156
3. Inflation on Prices	147
4. Pension Contributions	124
5. Car Park Income	106
6. Business rates on Council owned property	90
7. Housing Benefits (net of Subsidy)	88
8. New posts of Recycling Project Officers	60
9. National Insurance	58
10. Tourism Support	50
11. Courts Costs	48
12. ICT Staffing	36
13. Reduction in Housing Benefit Administration Grant	17
Other variations (net)	22
	1,195
<u>Budget decreases (-5.0%)</u>	
14. Return on investments	-420
15. Removal of temporary funding for two posts	-106
16. Recycling credits	-65
17. Museum Service trading activities	-63
18. Inflation on fees and charges	-52
19. Estates rental and licence income	-39
20. Council Tax Reduction Scheme grant to Parish Councils	-29
	-774
<u>21. Service Efficiencies (-5.3%)</u>	
Net savings arising from outsourcing of Westgate Leisure	-571
Housing and Environment Services efficiencies	-70
Restructuring of Revenues and Benefits Service	-64
New Insurance and Banking contracts	-44
Planning Advertising	-35
Contribution to Selsey Town Council	-21
	-805
<u>22. Contributions to/from reserves - subject to Final Settlement (-13.0%)</u>	
Contribution to the Investment Opportunities Reserve (net) movement)	-825
Revenue contribution to the provision for future asset renewals	-183
Business Rates Equalisation Reserve	-1,139
Creation of a Local Plan Reserve	160
	-1,987
Budget Requirement (excluding decrease in NHB)	12,954

<u>Major Variations</u>	£000
NHB (movement in year) (-3.8%)	-591
Budget Requirement 2017-18	12,363
Financed By:	
<u>Financial Settlement</u>	
Revenue Support Grant	189
Settlement related grants	245
	<u>434</u>
<u>Council Tax</u>	
Council Tax payers	7,830
Collection Fund surplus (Council Tax)	30
	<u>7,860</u>
<u>Business Rates Retention Scheme (BRRS)</u>	
Retained Business Rates	17,827
Business Rate Tariff payable to central government	-16,244
BRRS grants from central government	1,047
Business Rates Levy payable to central government (or to the West Sussex coastal pool)	-239
Collection Fund deficit (NDR)	-1,397
	<u>994</u>
Funding excluding NHB	9,288
NHB	3,075
Total Funding	12,363

An explanation of each of the major variances shown in the table above can be found in the following paragraphs:

Budget Increases

1. Pay Settlement (budget increase of £192,900)
The 2017-18 base budget includes provision for a 1% pay increase.
2. Chichester Festival Theatre and Pallant House gallery (budget increase of £156,000)
The agreement to provide annual funding contributions to the Chichester Festival Theatre and Pallant House Gallery from an earmarked reserve will end during 2017-18. This funding is required to meet the Council's commitment for 2017-18. New agreements that will provide funding to both organisations for four years from the Council's base budget with effect from April 2018 were recommended to Council by Cabinet in December 2016.
3. Inflation on prices (budget increase of £146,900)
This takes into account cost inflation at £89,600 and the impact of incremental drift on Council salaries amounting to £57,300. General inflation has been estimated 1% apart from utility payments which range from a reduction of 5% for gas and no increase for electricity.
4. Pension Contributions (budget increase of £124,000)
The Council's pension contribution will be increased by 1% from 1 April 2017.
5. Car Park Income (budget increase of £106,000)
The 2016-17 base budget was increased by £300,000 to reflect demand based on 2015-16 projections. Unfortunately this increase in volume has not been sustained.

In January 2017, the Cabinet approved an increase in parking charges that will generate £148,500 of income from season tickets (£50,000) and the introduction of evening charges at the Northgate and New Park Road Car Parks in Chichester on a trial basis for one year (£98,500).

In addition to this, income of £45,000 generated from a fee increase in 2016-17 that will be used to fund the introduction of new and additional electric charging points in Council car parks on a non-recurring basis is now available to fund the base budget in 2017-18.
6. Business Rates on Council owned properties (budget increase of £90,000)
It is forecast that there will be an overall increase in business rates payable on council owned properties. This is mainly as a direct result of the impact of a new rating list that comes into effect from 1 April 2017.
7. Housing Benefits net of subsidy (budget increase of £87,900)
The net impact of Housing Benefit payments after the receipt of government subsidy is extremely difficult to predict as it is influenced by caseload volume, changing economic conditions and also government initiatives that affect the value of payments made and also the levels of subsidy provided. In the original budget for 2016-17, it was estimated that the Council would receive government subsidy at a rate of 98.18% of total Housing Benefit payment expenditure, the latest forecast suggests that this will reduce to 97.71%. This forecast additional cost represents 0.3% of the Housing Benefit expenditure budget.
8. New posts of Recycling Project Officers (budget increase of £60,000)
The appointment of two Project Recycling Officers to support the Council's Recycling Action Plan was approved by Cabinet in April 2016. The Action Plan provides a framework to support the achievement of a 50% recycling rate by 2020.
9. National Insurance (budget increase of £58,000)
The government has introduced a new Apprenticeship Levy with effect from 6 April 2017, that is payable by all large employers (including public sector) operating in the United Kingdom. This new charge will fund the government's target of creating three million new apprenticeships by 2020.

The levy is charged at a rate of 0.5% on an employer's gross annual pay, however, each employer will receive a £15,000 allowance per year to offset against the levy, meaning that only those with pay bills of more than £3million will pay the levy, regardless of whether they have apprentices or not. For the Council the levy that will be collected by the HMRC through employers' Pay As You Earn is estimated to be £58,000.

The levy will be placed in a new digital apprenticeship service account that CDC will have access to and will be able to use to pay for training costs of approved apprenticeships schemes. Funds will expire 18 months after being entered into the digital account, unless they are spent on apprenticeship training.

10. Tourism Support (budget increase of £50,000)
At their meeting on 17 January 2017, the Overview and Scrutiny recommended to Cabinet that a growth bid of £50,000 be included in the base budget 2017-18 as an annual allocation of partnership funding for five years from April 2017 to assist the development a new strategy for the visitor economy in the district. A report on this proposal can be found elsewhere on the agenda.
11. Court Costs income (budget increase of £48,200)
Reduction in income from Court costs awarded as result of council tax recovery proceedings based upon previous two financial year's outturn figures. The introduction of additional instalment dates and also the option to spread the council tax demand over twelve months has resulted in a reduced need to take court action for non/late payments. In contrast this has had a positive effect on the council tax collection rate.
12. ICT Staffing (budget increase of £35,700)
A balance of funding is required to finance a post and staff regradings within the ICT Service. The total cost of £57,700 has been funded in part from a reduction in the cost of IT Support and Maintenance Agreements. As a result of the cessation of the Shared Services project, savings equalling this sum will also need to be found on top of the target set for the future review of the ICT Service.
13. Reduction in Housing Benefit Administration Grant (budget increase of £16,800)
Reduction in the government grant provided for the administration of Housing benefits for 2017-18.

Budget decreases

14. Return on investments (budget decrease of £420,000)
The Council has invested £10million in the Local Authority Property Fund as per the approved Treasury Management Strategy. It is anticipated that the average net yield will be some £420,000 per annum. The Council's updated budget principles incorporate this income into the revenue account due to the long term stable nature of this investment.
15. Removal of temporary funding for two posts (budget decrease of £106,400)
Two new posts were incorporated into the base budget for 2016-17 on a non-recurring basis.

The base budget funding for these posts has therefore been removed from the 2017-18 base budget. Any continued funding requirements will be considered as part of a restructure at Chichester Contract Services.
16. Recycling credits (budget decrease of £65,000)
Recycling credits have increased due to growth in the volume of items being recycled and also the quality of the materials.
17. Museum Trading Activities (budget decrease of £62,500)

The Museum Service estimates that it will generate an additional £62,500 of income in 2017-18. This will be derived from hosting weddings at the Guildhall in Priory Park, Chichester (£35,000), external hire of the space in the Novium Museum building (£20,000), growth in

income from the Museum's learning business (£19,700), and income as a direct result of hold the Tim Peake Exhibition (£10,000). However, it is also anticipated that there will be a reduced income from its other trading activities i.e. theatre, hotel and coach bookings (£22,200).

18. Inflation on fees and charges (budget decrease of £51,700)

Inflation on general fees and charges for Council services, excluding car parks.

19. Estates rental and licence income (net budget decrease of £39,300)

Overall increase in rental and licence income based on 2016-17 forecast rent schedule includes:

- The completion of Phase 1B of the Barnfield Drive development will generate additional income of £147,800;
- Insurance costs recovered from tenants that was not previously budgeted for will provide an additional £33,000 income;
- Reduction in rental income at St. James Industrial Estate mainly due to voids as a result of the pending site redevelopment project (£69,000); and,
- Other changes to Estates rental forecasts. A reduction in income of £72,500 which mainly relates to income from Plots 4a and 4b Terminus Road that was entered into the base budget for 2016-17 twice in error as these properties are classed as Investment Properties.

20. Council Tax Reduction Scheme (CTRS) grant to Parish Councils (budget decrease of £29,400)

Reduction in CTRS grant paid to Parish Councils as agreed by Cabinet in December 2016.

Service Efficiencies

21. Service Efficiencies (budget decrease of £805,600)

Savings arising from Year 2 of the contract to outsource Westgate Leisure of £571,300.

There has been a restructure in the Revenues and Benefits team which has resulted in a decrease of staff to reflect the reorganisation of responsibilities. This has produced cost savings of £64,000.

The five year financial strategy provides for an estimated £250,000 of savings to be delivered from a Procurement Review from 2018-19 onwards. The following cost reductions have been offered up as part of the 2017-18 budget process in support of this target amount:

- The Housing and Environment service has identified savings of £70,300 following a review of costs across its service areas; and,
- The Planning Service identified a budget providing for costs of advertising can be reduced by £35,000.
- The contract for the Council banking arrangements was retendered and the annual insurance renewals renegotiated by the Finance Team resulting in total savings of £43,800.

As part of the Customer Services Review, an agreement with Selsey Town Council to provide an area office service has been renegotiated provided a saving of £21,200.

Contributions to/from reserves

22. Contributions to/from reserves - subject to Final Settlement (a decrease of £1,987,000)

A contribution to reserves of £471k has been set aside for new investment opportunities. This represents a £825k decrease on the base budget contribution from 2016-17. Use of this

reserve will follow the normal project approval process via Cabinet and Council (depending on value).

The contribution towards asset replacement has been reduced by £183k net of inflation following a review of the 25 year Asset Replacement Programme. These changes ensure that the 25 year programme is fully funded based on current expected profiles. Although included in the Financial Strategy, this reduction was not forecast to be built into the base budget until 2018-19.

The budget for 2017-18 also includes a £1.139m contribution from the Business Rates Equalisation Reserve. This reserve is used to account for the net effect of timing differences between funds recognised in the Council's General Fund in accordance with accounting rules and the timing of cash payments received from Central Government.

The Financial Strategy approved by Cabinet in December 2016 provides for an annual contribution of £160k to a new Local Plan Reserve to support the funding of the Council's Local Plan Submission.



Cabinet Portfolios

LEADER OF THE COUNCIL PORTFOLIO

Council Leader



Cllr Mr A (Tony) Dignum

Tel: 01243 538585

Email: tdignum@chichester.gov.uk

Summary

	£000
Employee costs	379
Other running costs	583
Capital charges	3
Income	-13
Net Cost	952

Area of Responsibility included in Summary:

Corporate Management

Employee costs	379
Other running costs	583
Capital charges	3
Income	-13
	952

Full details of Cabinet Member Responsibilities can be found in the Council Website at <http://chichester.moderngov.co.uk/mgCommitteeDetails.aspx?ID=135>.

COMMUNITY SERVICES PORTFOLIO

Deputy Leader and Cabinet Member for Community Services



Cllr Eileen Lintill
 Tel: 01798 342948
[Email: elintill@chichester.gov.uk](mailto:elintill@chichester.gov.uk)

	£000
Summary	
Employee costs	1,746
Other running costs	1,951
Capital charges	181
Income	-1,810
Net Cost	2,068

Area of Responsibility included in Summary:

Careline	
Employee costs	754
Other running costs	362
Capital charges	14
Income	-971
	159

Community Engagement and Development	
Employee costs	259
Other running costs	776
Capital charges	8
Income	-252
	791

Culture and Arts Support	
Employee costs	0
Other running costs	494
Capital charges	9
Income	-72
	431

Family Intervention and Community Safety	
Employee costs	441
Other running costs	7
Capital charges	138
Income	-201
	385

COMMUNITY SERVICES PORTFOLIO

	£000
Health and Wellbeing	
Employee costs	217
Other running costs	228
Capital charges	4
Income	-289
	160
Foreshores	
Employee costs	75
Other running costs	84
Capital charges	8
Income	-25
	142

Full details of Cabinet Member Responsibilities can be found in the Council Website at <http://chichester.moderngov.co.uk/mgCommitteeDetails.aspx?ID=135>.

COMMERCIAL SERVICES PORTFOLIO

Cabinet Member for Commercial Services



Cllr Mrs Gillian Keegan

Tel: 01798344084

Email: gkeegan@chichester.gov.uk

	£000
Summary	
Employee costs	1,252
Other running costs	4,026
Capital charges	1,351
Income	-8,400
Net Cost	-1,771

Area of Responsibility included in Summary:

Car Parks

Employee costs	538
Other running costs	1,693
Capital charges	120
Income	-6,449
	-4,098

CCTV

Employee costs	16
Other running costs	188
Capital charges	14
Income	-15
	203

Economic Development

Employee costs	316
Other running costs	709
Capital charges	316
Income	-1,155
	186

Leisure and Sports Development

Employee costs	24
Other running costs	8
Capital charges	8
Income	0
	40

COMMERCIAL SERVICES PORTFOLIO

	£000
Leisure Centres	
Employee costs	64
Other running costs	294
Capital charges	615
Income	-179
	794
Museums and Tourist Information Centres	
Employee costs	294
Other running costs	606
Capital charges	218
Income	-218
	900
Property Services	
Employee costs	0
Other running costs	528
Capital charges	60
Income	-384
	204

Central Support Services included within the responsibilities of this Portfolio:

Estates Services	
Employee costs	452
Other running costs	39
Capital charges	5
Income	-79
	417

As Support Services, the costs of these services are recharged across all Council services based upon an appropriate apportionment basis and appear within 'Other running costs' in the other Portfolio areas of responsibility.

Full details of Cabinet Member Responsibilities can be found in the Council Website at <http://chichester.moderngov.co.uk/mgCommitteeDetails.aspx?ID=135>.

FINANCE AND GOVERNANCE PORTFOLIO

Cabinet Member for Finance and Governance



Cllr Mrs Philippa Hardwick
Tel: 01428 661866
Email: phardwick@chichester.gov.uk

Summary

	£000
Employee costs	1,925
Other running costs	38,199
Capital charges	59
Income	-37,320
Net Cost	2,863

Area of Responsibility included in Summary:

Car Loans

Employee costs	0
Other running costs	3
Capital charges	0
Income	-2
	1

Democratic Representation

Employee costs	305
Other running costs	634
Capital charges	15
Income	-130
	824

Elections

Employee costs	185
Other running costs	216
Capital charges	5
Income	0
	406

Housing Benefits

Employee costs	521
Other running costs	36,423
Capital charges	16
Income	-36,651
	309

FINANCE AND GOVERNANCE PORTFOLIO

	£000
Non Distributed Costs	
Employee costs	0
Other running costs	-32
Capital charges	10
Income	0
	-22
Revenues Services	
Employee costs	914
Other running costs	616
Capital charges	13
Income	-537
	1,006
Strategic Financial Management	
Employee costs	0
Other running costs	339
Capital charges	0
Income	0
	339

Central Support Services included within the responsibilities of this Portfolio:

Finance and Legal Services Management	
Employee costs	110
Other running costs	5
Capital charges	1
Income	0
	116
Audit Services	
Employee costs	182
Other running costs	14
Capital charges	2
Income	0
	198
Financial Strategy and Accounting	
Employee costs	541
Other running costs	51
Capital charges	7
Income	-1
	598
Legal Services	
Employee costs	311
Other running costs	80
Capital charges	4
Income	-5
	390
Revenues Services	
Employee costs	141
Other running costs	25
Capital charges	5
Income	0
	171

FINANCE AND GOVERNANCE PORTFOLIO

As Support Services, the costs of these services are recharged across all Council services based upon an appropriate apportionment basis and appear within 'Other running costs' in the other Portfolio areas of responsibility.

Full details of Cabinet Member Responsibilities can be found in the Council Website at <http://chichester.moderngov.co.uk/mgCommitteeDetails.aspx?ID=135>.

BUSINESS IMPROVEMENT SERVICES PORTFOLIO

Cabinet Member for Business Improvement Services



Cllr Penny Plant
 Tel: 01243 575031
[Email: pplant@chichester.gov.uk](mailto:pplant@chichester.gov.uk)

Summary

	£000
Employee costs	0
Other running costs	55
Capital charges	0
Income	-26
Net Cost	29

Area of Responsibility included in Summary:

Council Magazine

Employee costs	0
Other running costs	55
Capital charges	0
Income	-26
	29

Central Support Services included within the responsibilities of this Portfolio:

Business Improvement Management

Employee costs	95
Other running costs	4
Capital charges	1
Income	0
	100

Corporate Policy Advice

Employee costs	140
Other running costs	8
Capital charges	2
Income	0
	150

Building Services

Employee costs	239
Other running costs	19
Capital charges	3
Income	0
	261

BUSINESS IMPROVEMENT SERVICES PORTFOLIO

	£000
Administrative Buildings	
Employee costs	132
Other running costs	465
Capital charges	87
Income	0
	684
Customer Services	
Employee costs	442
Other running costs	60
Capital charges	9
Income	-2
	509
Information and Communication Technology	
Employee costs	827
Other running costs	1,052
Capital charges	37
Income	-1
	1,915
Human Resources and Payroll	
Employee costs	264
Other running costs	31
Capital charges	4
Income	0
	299
Procurement	
Employee costs	42
Other running costs	3
Capital charges	0
Income	0
	45
Health and Safety	
Employee costs	88
Other running costs	9
Capital charges	1
Income	0
	98

As Support Services, the costs of these services are recharged across all Council services based upon an appropriate apportionment basis and appear within 'Other running costs' in the other Portfolio areas of responsibility.

Full details of Cabinet Member Responsibilities can be found in the Council Website at <http://chichester.moderngov.co.uk/mgCommitteeDetails.aspx?ID=135>.

PLANNING SERVICES PORTFOLIO

Cabinet Member for Planning Services



Cllr Mrs Susan Taylor

Tel: 01243 514034

Email: staylor@chichester.gov.uk

Summary

	£000
Employee costs	2,803
Other running costs	1,328
Capital charges	35
Income	-2,397
Net Cost	1,769

Area of Responsibility included in Summary:

Arts Development

Employee costs	0
Other running costs	50
Capital charges	0
Income	-50
	0

Building Control

Employee costs	403
Other running costs	154
Capital charges	5
Income	-473
	89

Conservation and Design

Employee costs	116
Other running costs	106
Capital charges	2
Income	-228
	-4

Development Management

Employee costs	1,814
Other running costs	871
Capital charges	24
Income	-1,608
	1,101

PLANNING SERVICES PORTFOLIO

	£000
Planning Policy	
Employee costs	470
Other running costs	147
Capital charges	4
Income	-38
	583

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HOUSING AND ENVIRONMENT SERVICES PORTFOLIO

Cabinet Member for Housing and Environment Services



Cllr Mrs Carol Purnell

Tel: 01243 605927

Email: sttaylor@chichester.gov.uk

	£000
Summary	
Employee costs	2,384
Other running costs	4,333
Capital charges	276
Income	-2,922
Net Cost	4,071

Area of Responsibility included in Summary:

Coast Protection and Land Drainage

Employee costs	109
Other running costs	149
Capital charges	221
Income	-41
	438

Commercial and Public Safety

Employee costs	369
Other running costs	118
Capital charges	5
Income	-8
	484

Environmental Protection

Employee costs	418
Other running costs	223
Capital charges	7
Income	-127
	521

Environmental Health Licencing

Employee costs	247
Other running costs	120
Capital charges	4
Income	-359
	12

HOUSING AND ENVIRONMENT SERVICES PORTFOLIO

	£000
Emergency Planning	
Employee costs	34
Other running costs	52
Capital charges	0
Income	0
	86
Environment Policy	
Employee costs	163
Other running costs	144
Capital charges	2
Income	-138
	171
Pest Control	
Employee costs	0
Other running costs	27
Capital charges	0
Income	0
	27
Housing Options	
Employee costs	485
Other running costs	556
Capital charges	30
Income	-509
	562
Housing Investments	
Employee costs	433
Other running costs	2,836
Capital charges	5
Income	-1,509
	1,765
Land Charges	
Employee costs	95
Other running costs	94
Capital charges	1
Income	-229
	-39
Street Naming and Numbering	
Employee costs	31
Other running costs	14
Capital charges	1
Income	-2
	44

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CONTRACT SERVICES PORTFOLIO

Cabinet Member for Contract Services



Cllr Mr Roger Barrow

Tel: 01243 601100

Email: rbarrow@chichester.gov.uk

	£000
Summary	
Employee costs	3,431
Other running costs	3,908
Capital charges	693
Income	-3,457
Net Cost	4,575

Area of Responsibility included in Summary:

Cemeteries

Employee costs	33
Other running costs	178
Capital charges	18
Income	-87
	142

Grounds Maintenance

Employee costs	319
Other running costs	302
Capital charges	19
Income	-4
	636

Parks and Open Spaces

Employee costs	50
Other running costs	243
Capital charges	85
Income	-185
	193

Public Conveniences

Employee costs	29
Other running costs	377
Capital charges	99
Income	-28
	477

CONTRACT SERVICES PORTFOLIO

	£000
Waste, Cleansing and Recycling Services	
Employee costs	3,000
Other running costs	2,808
Capital charges	472
Income	-3,153
	3,127

Full details of Cabinet Member Responsibilities can be found in the Council Website at <http://chichester.moderngov.co.uk/mgCommitteeDetails.aspx?ID=135>.



Capital and Projects Programme 2017-18

Programme of Capital Projects - 2016/17 (revised) to 2021/22

Capital Financing Summary	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£	£
Capital Receipts						
Capital Receipts Reserve	1,452,100	53,000	2,712,600	1,184,600	816,900	500,000
Revenue Financing						
Capital Projects Fund / General Revenue Reserves	2,112,600	8,601,500	0	0	0	0
Asset Replacement Fund	2,453,700	1,982,600	778,000	961,000	1,153,000	1,155,000
Commuted Payments (S106)	244,800	953,000	210,000	76,300	0	0
New Homes Bonus	298,300	270,600	250,000	300,000	300,000	354,700
Community Infrastructure Levy	67,100	20,000	950,000	1,105,000	2,425,000	930,000
Capital Grants						
Disabled Facilities Grants	600,000	665,000	665,000	665,000	665,000	665,000
Environment Agency coastal grants	597,800	212,500	212,500	212,500	212,500	0
Other Contributions	59,100	144,900	0	0	0	0
Funding Totals	7,885,500	12,903,100	5,778,100	4,504,400	5,572,400	3,604,700

Project	Total Approved Budget	Total Prior Years Payments	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£	£	£	£
Leader								
Chichester City - Preparing a Vision for the City	65,000	3,700	46,300	15,000	0	0	0	0
Southern Gateway LEP consultation	125,000	0	35,000	90,000	0	0	0	0
Leader Totals	190,000	3,700	81,300	105,000	0	0	0	0
Commercial								
Leisure Contract - Capital Works	1,500,000	0	1,500,000	0	0	0	0	0
Plot 12 Terminus Road - Enterprise Gateway	6,245,900	152,200	383,000	5,710,700	0	0	0	0
Plot 21 Terminus Road Development	2,083,000	53,200	153,000	760,300	1,116,500	0	0	0
The Novium Museum - Option Appraisal	55,000	0	55,000	0	0	0	0	0
Asset Realisation and Development	145,000	76,100	48,300	20,600	0	0	0	0
New Employment Land - Attracting Businesses	40,000	0	40,000	0	0	0	0	0
Tower Street	6,905,000	6,867,000	38,000	0	0	0	0	0
The Guildhall - Heating & Lighting	30,000	0	30,000	0	0	0	0	0
St. James Industrial Estate - Development Options	25,000	0	12,500	12,500	0	0	0	0
Leisure Management Review	110,800	100,900	9,900	0	0	0	0	0
Investment Opportunity 2 (Crane Street)	1,650,000	1,618,000	8,800	23,200	0	0	0	0
Access Road to Florence Park from Pound Farm Road	8,700	0	8,700	0	0	0	0	0
Developing a New Strategy for the Visitor Economy	65,000	0	0	65,000	0	0	0	0
The Novium Museum - Market testing (*)	25,600	0	0	25,600	0	0	0	0
Commercial Totals	18,889,000	8,867,400	2,287,200	6,617,900	1,116,500	0	0	0
Business Improvement								
Upgrade of Heating and Ventilation Systems - EPH	186,300	9,800	176,500	0	0	0	0	0
NWOW - Electronic Document Management	38,000	7,400	30,600	0	0	0	0	0
CRM Stage 2 – Temporary IT Analyst Post	40,000	10,900	29,100	0	0	0	0	0
CRM Stage 2 Rollout	54,400	37,600	16,800	0	0	0	0	0
Shared Services Consultation	10,000	0	10,000	0	0	0	0	0
EPH - Asset options appraisal (*)	10,000	0	0	10,000				
Business Improvement Totals	338,700	65,700	263,000	10,000	0	0	0	0
Community								
New Homes Bonus Scheme Awards	2,056,900	352,200	250,000	250,000	250,000	300,000	300,000	354,700
Grants Portal	1,525,000	616,900	175,000	183,000	183,000	183,000	184,100	0
Bracklesham Bay – Use of S106	1,986,700	1,937,500	49,200	0	0	0	0	0
Gypsies and Travellers Transit Site	151,400	72,600	0	78,800	0	0	0	0
Petworth Leisure Facilities (Skate park)	811,900	741,900	0	70,000	0	0	0	0
Careline - Business plan (*)	10,000	0	0	10,000				
Community Totals	6,541,900	3,721,100	474,200	591,800	433,000	483,000	484,100	354,700

Project	Total Approved Budget	Total Prior Years Payments	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£	£	£	£
<u>Finance & Governance</u>								
Finance Management System (FMS)	268,300	195,800	72,500	0	0	0	0	0
Northgate Information at Work	56,100	0	56,100	0	0	0	0	0
Finance & Governance Totals	324,400	195,800	128,600	0	0	0	0	0
<u>Housing & Environment</u>								
Mandatory Disabled Facilities Grants	8,942,500	5,017,500	600,000	665,000	665,000	665,000	665,000	665,000
Beach Management Plan Works	2,613,500	1,179,100	584,400	212,500	212,500	212,500	212,500	0
Discretionary Private Sector Renewal Grants and Loans	1,769,300	994,400	208,100	150,000	150,000	150,000	116,800	0
Affordable Housing Grant Fund	1,371,300	0	135,000	950,000	210,000	76,300	0	0
Chichester Warm Homes Initiative	257,200	53,900	99,400	52,900	51,000	0	0	0
Rural Enabler Post (Home finder scheme)	105,000	66,100	35,900	3,000	0	0	0	0
Coast Protection at Lifeboat Way, Selsey	175,000	161,600	13,400	0	0	0	0	0
Homeless Prevention Fund	50,000	7,400	8,500	8,500	8,600	8,500	8,500	0
Under-Occupied HydeMartlet Properties	66,000	40,200	2,500	5,000	5,000	5,800	7,500	0
Affordable Housing Capital Fund	2,980,400	480,400	0	500,000	500,000	500,000	500,000	500,000
Rural Housing Fund	1,500,000	1,040,500	0	200,000	259,500	0	0	0
Electric Vehicle Charging Points	143,900	0	0	143,900	0	0	0	0
Home Extensions & Conversions (for Hyde properties)	200,000	42,700	0	35,000	35,000	87,300	0	0
Selsey Haven - Contribution towards feasibility study (*)	25,000	0	0	25,000	0	0	0	0
Housing & Environment Totals	20,199,100	9,083,800	1,687,200	2,950,800	2,096,600	1,705,400	1,510,300	1,165,000
<u>Planning</u>								
Tangmere Strategic Development Location	100,000	0	30,000	50,000	20,000	0	0	0
Development Plan	1,081,400	836,200	11,200	100,000	134,000	0	0	0
Local Plan	800,000	0	50,000	250,000	250,000	250,000	0	0
Planning Totals	1,981,400	836,200	91,200	400,000	404,000	250,000	0	0
<u>Contract</u>								
Northgate Car Park - "Changing Place"	25,000	300	24,700	0	0	0	0	0
Priory Park - Phase 1 options appraisal (*)	30,000	0	0	30,000	0	0	0	0
Closed Cemeteries - Essential structural repairs (*)	65,000	0	0	65,000	0	0	0	0
Contract Totals	120,000	300	24,700	95,000	0	0	0	0

Project	Total Approved Budget	Total Prior Years Payments	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£	£	£	£
<u>Infrastructure Business Plan - funded from CIL</u>								
CIL Parish payments	22,100	0	22,100	0	0	0	0	0
Ambulance (project 533)	45,000	0	45,000	0	0	0	0	0
Enhancements to Lavant Biodiversity Area (proj 184)	50,000	0	0	10,000	40,000	0	0	0
Brandy Hole Copse (project 196)	10,000	0	0	10,000	0	0	0	0
School places E-W Chichester (project 330)	800,000	0	0	0	800,000	0	0	0
School access improvements - Chi (657)	50,000	0	0	0	50,000	0	0	0
Smarter choices Bike It Project (project 350)	290,000	0	0	0	60,000	75,000	75,000	80,000
School Places Bourne (331)	800,000	0	0	0	0	800,000	0	0
School access improvements - Bourne (660)	50,000	0	0	0	0	50,000	0	0
School places north of district (536)	80,000	0	0	0	0	80,000	0	0
School access improvements - north of district (661)	50,000	0	0	0	0	50,000	0	0
Sustainable transport corridor - Portfield (656)	500,000	0	0	0	0	25,000	50,000	425,000
Sustainable transport corridor - Westhampnett (353)	500,000	0	0	0	0	25,000	50,000	425,000
School places Manhood Peninsula (332)	800,000	0	0	0	0	0	800,000	0
School access improvements - Manhood (659)	50,000	0	0	0	0	0	50,000	0
Medical Centre West of Chichester (398)	1,300,000	0	0	0	0	0	1,300,000	0
Local land drainage East Beach Sea Outfall (293)	100,000	0	0	0	0	0	100,000	0
IBP Totals	5,497,100	0	67,100	20,000	950,000	1,105,000	2,425,000	930,000
Asset Replacement Programme	0	0	2,781,000	2,112,600	778,000	961,000	1,153,000	1,155,000
Asset Replacement Programme Total	0	0	2,781,000	2,112,600	778,000	961,000	1,153,000	1,155,000
Total Capital Projects	54,081,600	22,774,000	7,885,500	12,903,100	5,778,100	4,504,400	5,572,400	3,604,700

Projects marked with (*) are subject to separate reports on this agenda



Asset Replacement Projects Programme 2017-18

Asset Replacement Programme 2016-2022

Project	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£	£
Commercial						
ADC Refurbishment	327,300	130,000	0	0	0	0
ADC - Structural Replacement	280,000	0	0	0	0	0
Pay and Display Machine replacement	191,000	0	0	0	0	109,000
ADC - Lighting replacement	120,000	40,000	0	0	0	0
Westgate - Carbon Trust 2014	103,000	0	0	0	0	0
Westgate - Oriel Window Replacement	20,000	0	0	0	0	0
Westgate - New pool heat exchangers	19,900	0	0	0	0	0
CCTV - Camera Replacement Costs	15,000	15,000	15,000	15,000	15,000	15,000
Public Convenience Demolition - Priory Road	7,700	0	0	0	0	0
ADC - Concrete Repairs and Protection Works	0	250,000	0	0	0	0
Westgate LC - Auto & manual door replacement	0	30,000	0	0	0	0
Bourne LC - Air conditioning replacement	0	20,000	0	0	0	0
Novium - Lighting replacement	0	20,000	0	0	0	0
Novium - Internal floors & ceilings	0	13,000	0	0	0	0
Westgate LC - Pool hall refurbishment	0	0	50,000	0	0	0
Westgate LC - Replace curtain walling	0	0	0	40,000	0	0
Novium - Flat roof repairs	0	0	0	8,000	0	0
Novium - Mechanical pumps	0	0	0	0	6,000	0
ADC Pump Replacement	0	0	0	0	0	10,000
Commercial Totals	1,083,900	518,000	65,000	63,000	21,000	134,000
Business Improvement						
Telephone System	283,900	0	0	0	0	0
Oracle Server Rationalisation	34,800	34,800	0	0	0	0
Website Gateway Infrastructure	33,500	33,400	0	0	0	0
Laptop Replacement	39,000	62,000	62,000	62,000	62,000	62,000
EPH Lift Replacement	35,000	0	0	0	0	0
Exchange upgrade	30,000	0	0	0	0	30,000
Exchange 2010	26,300	0	0	0	0	0

Project	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£	£
Network Hardware	24,000	24,000	24,000	24,000	24,000	24,000
Citrix Upgrade	20,700	15,000	0	0	15,000	0
Software Application Upgrades (IDOX upgrade)	20,000	20,000	20,000	20,000	20,000	20,000
Sharepoint	20,000	0	0	0	0	0
Remote Access VPN	15,000	15,000	15,000	15,000	15,000	15,000
SAN Additional Storage	15,000	0	0	0	15,000	0
EPH - Auto door replacement	12,000	8,000	0	0	0	0
EPH Air Conditioning Replacement	11,200	20,000	0	0	0	0
EPH Internal Floors & Ceilings	10,000	130,000	0	0	10,000	0
Lagan Upgrade	10,000	10,000	10,000	10,000	10,000	10,000
EPH Office Furniture and Chairs	10,000	10,000	10,000	10,000	10,000	10,000
CMS upgrade	10,000	0	0	10,000	0	0
EPH Lighting Replacement	10,000	0	0	0	0	0
VM Ware (Virtual Servers)	9,000	9,000	9,000	9,000	9,000	9,000
PSN / Compliance Health Checks	7,000	7,000	7,000	7,000	7,000	7,000
Scanners	6,000	0	0	0	0	0
EPH LGF Toilet Refurbishment	5,000	0	0	0	0	0
Printers	0	15,000	0	0	0	0
Website Enhancements - Channel Shift	0	11,400	0	0	0	0
Relocation of Relate/CAB from Theatre Lane	0	38,000	0	0	0	0
EPH - Access / door control system	0	35,000	0	0	0	0
Upgrade active directory	0	25,000	0	0	0	0
EPH Members Kitchen Refurbishment	0	12,000	0	0	0	0
EPH CCTV Upgrade	0	10,000	0	0	0	0
Website Enhancements / Astun / NDL Hardware	0	10,000	0	0	0	0
EPH - Flat roof repairs	0	10,000	0	0	0	0
SAN Infrastructure	0	0	55,000	0	0	0
iWorld (SUN Server)	0	0	53,000	0	0	0
Uniform (SUN Server)	0	0	53,000	0	0	0
CRM (SUN Server)	0	0	53,000	0	0	0
Contact Centre Switch	0	0	25,000	0	0	0
ICT Business Continuity	0	0	20,000	0	0	20,000
SQL Server Licences	0	0	15,000	0	0	15,000
Wireless Servers	0	0	15,000	0	0	0
EPH - UPS batteries	0	0	12,000	0	0	12,000

Project	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£	£
Website upgrade	0	0	0	130,000	0	0
GIS Intranet Mapping Licences	0	0	0	30,000	0	0
Corporate Backups	0	0	0	20,000	0	0
VoIP Handsets	0	0	0	10,000	10,000	0
Network Monitoring Equipment	0	0	0	10,000	0	0
EPH - Folding machine	0	0	0	10,000	0	0
EPH - Breakout area TV's	0	0	0	1,000	0	0
EPH - Fire alarm & electric lighting	0	0	0	0	60,000	0
EPH - New boiler plant	0	0	0	0	50,000	0
EPH - Electricity distribution boards & cables	0	0	0	0	40,000	0
EPH - Internal floors	0	0	0	0	10,000	0
EPH - Pitched roof repairs	0	0	0	0	0	20,000
Business Improvement Totals	697,400	564,600	458,000	378,000	367,000	254,000
Community						
MUGA Whyke - Resurface	15,000	0	0	0	0	0
Careline UPS System - Batteries	6,000	0	0	0	0	0
Careline - Air conditioning	0	6,000	0	0	0	0
Careline - Floor finishes	0	5,000	0	0	0	0
Foreshores - Floatation suits	0	0	3,000	0	0	0
Careline - UPS System Complete replacement	0	0	0	8,000	0	0
MUGA Florence Road - Resurface	0	0	0	0	25,000	0
Play area and Leisure facilities	0	0	0	0	0	40,000
South Pond - Revetments replacement	0	0	0	0	0	20,000
Community Totals	21,000	11,000	3,000	8,000	25,000	60,000
Housing & Environment						
Air Quality Station, Orchard Street	20,000	0	0	0	0	0
Farmers Market Canopies	10,000	0	10,000	0	10,000	0
Sound Level Meter	9,000	0	9,000	0	9,000	0
Air Conditioning Unit Orchard Street	1,000	0	0	0	0	1,000

Project	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	£	£	£	£	£	£
Air Conditioning Unit A27	0	0	2,000	0	0	0
Westward House - Fire alarm & emergence lighting	0	5,000	0	0	0	0
Westward House - Laundry equipment	0	0	5,000	0	0	0
Photometer	0	0	0	1,000	0	0
PM10 TEOM Analyser	0	0	0	0	10,000	0
Ozone Analyser - Lodsworth	0	0	0	0	10,000	0
Housing & Environment Totals	40,000	5,000	26,000	1,000	39,000	1,000
Contract						
CCS / Non CCS Vehicle Replacement	846,700	480,000	104,000	356,000	579,000	689,000
Westhampnett Depot Refurbishment	90,000	98,000	0	0	0	0
Vehicle Workshops - Equipment Replacement	2,000	2,000	2,000	2,000	2,000	2,000
Bracklesham Bay Public Convenience	0	325,000	0	0	0	0
Tower Street Chichester Public Convenience	0	80,000	0	0	0	0
Marine Drive Selsey Public Convenience	0	12,000	0	0	0	0
Fuel Tank Replacement	0	10,000	0	0	0	15,000
Vehicle workshop - Vehicle pit covers	0	7,000	0	0	0	0
Northgate Chichester Public Convenience	0	0	120,000	0	0	0
Market Road Chichester Public Convenience	0	0	0	120,000	0	0
Depot refurbishment - Air heaters	0	0	0	22,000	0	0
Vehicle workshop - Vehicle pit jacks	0	0	0	6,000	0	0
Vehicle workshop - Smoke / Emissions tester	0	0	0	5,000	0	0
Bosham Public Convenience	0	0	0	0	120,000	0
Contract Totals	938,700	1,014,000	226,000	511,000	701,000	706,000
Total Asset Replacement Fund	2,781,000	2,112,600	778,000	961,000	1,153,000	1,155,000

Statement of Resources 2016-17 to 2021-22

Position as at January 2017

Position as at	Jan 2017
	£m
Reserves at April 2016	39.9
Contribution to Asset Replacement Fund	7.6
Repayment of SLM advance	1.1
Less Commitments:	
- Revenue Budget Support	-1.3
- Provision for one-off costs of future service reductions	-1.0
- Cultural Grants	-0.6
- Housing Reserve	-1.0
- Minimum level of reserves	-5.0
- Other Earmarked Funding (incl. 17/18 NHBS £3.1m)	-21.7
Non committed reserves	18.0
New Resources	
○ Right to Buy (RTB) receipts	0.4
○ Asset Sales	7.6
○ Interest on Investments	1.2
○ New Homes Bonus Scheme	6.7
Other Reserves (grants, s106, revenue contributions etc)	12.6
Available Resources	46.5
Current Capital & Projects Programme	-31.3
Current Asset Replacement Programme	-8.9
Uncommitted Resource	6.3

CHICHESTER DISTRICT COUNCIL

Statement of Reserves

Reserves	Balance at 31 st March 2016 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
REVENUE RESERVES					
General Fund Balance	11,951	This general reserve is used to fund non-recurring expenditure such as the capital programme, Policy Initiatives and emergencies. The reserve is used to finance any general fund deficits and is conversely credited with any surplus.	Use of this general reserve is reviewed by the Head of Finance & Governance and Senior Leadership Team as part of the annual budget setting process and a 5 year Financial Strategy. Approval for non-recurring expenditure to be funded from this reserve must be sought from the Cabinet.	The Council and delegated powers granted to the Head of Finance & Governance.	Annually as part of the 5 year Financial Strategy and as part of the budget process i.e. funding the capital programme.
Revenue Budget Support Reserve	1,300	The Council's 5 year Financial Strategy and plan includes the earmarking of £1.3m as available to support the revenue budget over the next five years should conditions dictate.	Approval to spend subject to reports to the Cabinet.	The Council	Annually as part of the 5 year Financial Strategy.

Reserves	Balance at 31st March 2016 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Housing Reserve	1,000	A reserve set aside to fund housing investment projects.	Approval to spend subject to reports to the Cabinet.	The Council	Annually as part of the 5 year Financial Strategy.
Theatre & Gallery Reserve	633	A reserve to provide ongoing financial support to the Chichester Festival Theatre and Pallant House Gallery.	Subject to funding agreements that are approved by the Cabinet.	The Council	Annually
Restructuring Reserve	966	A reserve earmarked to cover the potential one-off costs of future service reductions.	Approval to spend subject to approval by Cabinet and the Executive Director.	Delegated powers to the Executive Director.	Annually
Capital Projects Fund	6,255	This reserve is earmarked to support the funding of the Council's approved capital programme. Interest generated from the council's treasury management activities is credited to this account.	As determined by the Head of Finance & Governance when formulating the financing of the capital programme as part of the 5 year Financial Strategy.	The Council	Annually

Reserves	Balance at 31 st March 2016 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Asset Reserve	7,054	To provide for the future replacement of plant and equipment, vehicles and information technology. The fund is replenished by repayments from revenue.	Approval to spend subject to reports to the Cabinet.	The Council	Annually
Carry Forwards Reserve	89	A reserve containing the funds to finance approved carry forwards from the previous financial year.	Funds approved by the Cabinet to finance carry forwards from the previous financial year.	Corporate Governance & Audit Committee ↓ The Council	Annually
New Homes Bonus Reserve	6,412	A reserve containing the funds received under the New Homes Bonus Scheme.	Funds approved by the Cabinet to finance carry forwards from the previous financial year.	The Council	Annually
Grants and Contributions Reserve	719	A reserve to hold external funds the Council has received where the condition(s) of the grant or contribution has been met but not all the expenditure has been incurred.	Funds held in this reserve are released once the qualifying expenditure relating to the grant or contribution is incurred.	Head of Finance & Governance	Annually

Reserves	Balance at 31st March 2016 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Rent Deposits Reserve	207	A reserve to hold external funds the Council has received and revenue contributions the Council has made to fund the award of rent deposits to housing applicants	Applications received under the Rent Deposit Scheme are considered by Councils' Housing Team.	Head of Housing & Environment	Annually
Pump Prime Initiative	168	A one-off reserve created as part of the approved 2013-14 budget, to help fund pump prime initiatives where the primary objective is to help reduce the base budget in future years	Approval to spend subject to reports to the Cabinet as per approved delegation authority.	For individual initiatives <£20,000 – delegated to the Chief Executive and Cabinet Member for Finance. For individual initiatives >£20,000 – Cabinet	Annually
Investment Opportunities Reserve	822	A one-off reserve created as part of the approved 2015-16 budget, to principally fund investments that aim to generate increased income. Its aim is to generate higher returns than currently available for alternative cash investments.	Approval to spend subject to reports to the Cabinet.	The Council	Annually

Reserves	Balance at 31st March 2016 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Insurance Fund	266	A reserve to provide for a mechanism of self-insurance to meet potential liabilities arising from uninsured losses i.e. policy excesses and where external insurance cover is not available or uneconomic. The reserve is replenished by premium contributions from the Council's revenue budget.	As determined by the Head of Finance & Governance	Head of Finance & Governance provided the fund are used for the purpose that the reserve was created.	Annually
New Homes Bonus Grants Reserve	159	Grant funding of projects to reward those communities taking new housing growth	Applications made by Parish Councils for funding are considered by the Grants and Concessions Panel.	Grants and Concessions Panel	Annually
Elections Reserve	89	To provide for the funding of future District Council Elections. The reserve is replenished by annual contributions from the Council's revenue budget.	As determined by the Head of Finance & Governance.	Head of Finance & Governance provided the fund are used for the purpose that the reserve was created.	Annually

Reserves	Balance at 31st March 2016 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Retained Business Rates Equalisation Reserve	762	A reserve set up to account for timing differences relating to the accounting transactions required under the Business Rates Retention Scheme.	Funds held in this reserve are released annually when the Business Rates Collection Fund is closed at the end of the financial year.	Head of Finance & Governance	Annually
Grants and Concessions Reserve	197	To provide for the future funding of the Grants and Concessions Panel. This reserve receives an annual contribution from the Council's revenue budget.	As determined by the Head of Finance & Governance when formulating the financing of the capital programme as part of the 5 year Financial Strategy.	The Council	Annually
Chichester Warm Homes Initiative Reserve	122	A reserve that received the repurposing of the balance remaining in the former Carbon Reduction Fund. The purpose of the reserve is to provide funding to the most vulnerable residents living in the poorest housing in the district with an adequate and efficient heating system.	Applications for funding are assessed by the Council's existing Energy Visiting officers to ensure they meet the qualifying criteria of the scheme.	Head of Housing & Environment	Annually

Reserves	Balance at 31 st March 2016 £000	Purpose of the Reserve	How and when can reserve be spent	Authorisation required for use of reserve	Frequency of review for reserve adequacy
Other Reserves	789	Minor reserves and funds earmarked to be used for specific items of future expenditure.	These reserves and funds are earmarked for specific items of future expenditure.	Head of Finance & Governance provided the funds are used for the purpose that the reserve was created.	Annually
Total Revenue Reserves	39,960				

CAPITAL RESERVES					
Usable Capital Receipts Reserve	177	These receipts have arisen due to the sale of Council assets. These resources are used to finance the majority of the Council's capital programme.	All scheme proposals are considered as part of the Capital Strategy and funding allocated to schemes based upon the Council's capital prioritisation process.	The Council	Annually
Total Capital Reserves	177				
Total Reserves	40,137				

Appendix 1: Key amendments made to 2017-18 strategy

Ref	Item	Amendment	Reason
Page 1	“Generation of investment income...”	Added a sentence relating to the Local Authority Property Fund (LAPF).	To reflect updated budget principles. Income from the Council’s investment in the LAPF is now within the Council’s resource projections.
Page 2	“in accordance with CLG guidance..”	Added new paragraph starting “In accordance with CLG guidance..”	On advice of Arlingclose Ltd
Page 2	Risk appetite statement	Removed sentence “The investment returns are generally used to fund one-off expenditure or capital investment”	To reflect updated budget principles. Income from the Council’s investment in the LAPF is now within the Council’s resource projections.
Page 3	Economic background	Moved Economic background section to Appendix 1	General presentation.
Page 7	Table 5	Added “(excludes pooled funds)” to Credit Rating (None) row	To accommodate the Council’s investment in unrated pooled funds, including the Local Authority Property Fund.
Page 8	Table 5	Provided more specific limits for pooled funds, increased overall limit on MMF investments to £20m.	To update for investments in pooled funds and to implement advice given by Arlingclose Ltd.
Page 9	Corporates	Added paragraph starting “for corporate bonds...”	Amended following advice from Arlingclose Ltd on the definition of principal for a Corporate Bond.
Page 10	Pooled funds	Added paragraph starting “Where investments in pooled funds...”	To clarify that investment limits can accommodate subsequent increases in asset values without breaching

			the Treasury Strategy limits.
Page 11	Specified Investments	Added sentence "For clarity, under this Strategy, no sovereign rating criteria for investments made with institutions domiciled in the UK is required"	Advice from Arlingclose Ltd
Page 12	Table 6	Increased limits to account for investments in the Local Authority Property Fund and planned investments in pooled funds during 2017-18.	To allow the implementation of strategy objectives. The total non-specified and Medium/ long term investments does not sum to the total of £50m as investments in the LAPF £10m and up to £10m in other pooled funds are counted in both categories.
Page 12	Table 7	Clarified specific limits on Property Fund investments (£10m) and also that MMF and LAPF investments are excluded from pooled fund limits as they have separate limits. Added Note (1) to clarify	To ensure clarify over the limits available for pooled funds: <ul style="list-style-type: none"> - MMF total £20m - LAPF/ Property £10m - Any other pooled fund £5m/ £10m total
Pages 13-14	Performance indicators	Updated to latest style of benchmark reporting used from Quarter 2 2016-17	Update to match current practices
Page 13	7.2 Liquidity	Removed requirement to maintain £10m within a three month rolling period.	Explanation included in section 7.2
Page 15	Table 10	Increased in line with general increase in funds subject to Treasury Management	To allow the implementation of strategy objectives.
Page	Table 11	Increased amounts allowed at longer durations	To accommodate the Council's investment in Pooled funds ;eg, £10M LAPF, up to £10m in other pooled

15			funds
Page 17	8.4	Added paragraph	Advice from Arlingclose Ltd
Page 18	10	Added paragraph starting "The Cabinet member for Finance and Governance.."	To reflect current practice

Appendix 2 - Treasury Management Strategy - updated

Treasury Management Policy Statement, Treasury Management Strategy Statement and Annual Investment Strategy for 2017-18

1. Treasury Management Policy Statement

Chichester District Council defines its treasury management activities as:

- The management of the organisation's financial investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.
- The Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.
- The investment policy objective for this Council is the prudent investment of its treasury balances. The Council's investment priorities are security of capital and liquidity of its investments so that funds are available for expenditure when needed. Both the CIPFA Code and the DCLG guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield..
- The Council's borrowing objective, being debt free and with relatively substantial resources still available for its capital investment spending plans, means that it does not intend to borrow any monies, except for short term cash flow purposes for revenue and capital commitments.
- The generation of investment income to support the Council's spending plans is an important, but secondary objective. Other than the income from the Council's investment in the Local Authority property Fund or other long term pooled funds, returns are generally used to fund one-off expenditure or capital investment.

2. Treasury Management Strategy Statement

In February 2012 the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year.

The Department for Communities and Local Government (CLG) has also issued revised *Guidance on Local Authority Investments* in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.

This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the CLG Guidance.

The Treasury Management Strategy Statement including the Annual Investment Strategy are underpinned by the CIPFA Code of Practice and Treasury Management Practices (TMPs) which provide prescriptive information as to how the treasury management function should be carried out.

In accordance with CLG guidance, the Council will be asked to approve a revised Treasury Management Strategy should the assumptions on which this report is based change significantly. Such circumstances would include, for example, a large unexpected change in interest rates, or in the Council's capital programme or in the level of its investment balances.

3. Risk Appetite Statement

As a debt free authority with substantial balances to invest the Council's highest priority in its treasury management function is the security of those investments in accordance with the priorities set out in the CIPFA Code. However, whilst fundamentally risk adverse, the Council will accept some modest degree of risk

The use of different investment instruments and diversified high credit quality counterparties along with country, sector and group limits, as set out in this Strategy, enables the Council to mitigate the nature and extent of any risks. Relevant risks are described in Treasury Management Practices (TMP) 1.

When investing surplus cash, the Council will not necessarily limit itself to making deposits with the UK Government and local authorities, but may invest in other bodies including certain unrated building societies and money market funds. The Council may also invest surplus funds through tradable instruments such as gilts, treasury bills, certificates of deposit, corporate bonds and pooled funds. The duration of such investments will be carefully considered to limit that risk of them having to be sold (although they may be) prior to maturity, mitigating the risk of the capital sum being diminished through price movements.

4. Local Context

On 30 November 2016, the Council held £60.1m of investments, which comprised a diversified range of investments as set out in table 1, below

Table 1: Investment Portfolio Position – 30 November 2016.

Investments	£000	Annualised Return %
Short term Investments (cash, call accounts, deposits)	33,788	0.89
Money Market Funds	7,350	0.43
Corporate Bonds	3,949	0.68
Total Liquid Investments	45,087	0.79
Medium and Long term Investments	5,000	1.48
Pooled funds – Local Authority Property fund	10,000	4.86
TOTAL INVESTMENTS	60,087	1.27

The Council monitors the return on its treasury investments against that achieved by other English non-met District Councils. This information is included within the Council's performance management suite of key performance indicators (KPI) maintained on Covalent.

The figure of £60.1m is expected to fall over the next six months due to:

- The Council's projected 2016-17 capital programme (£13.1m)
- Reduced local taxation receipts in February and March.

The Council's latest resource projection (December 2016), projects the following movements in resources, including funds available for investment, over the medium term.

Table 2: Resource projection to 31 March 2021

	31.3.16 Actual £m	31.3.17 Estimate £m	31.3.18 Estimate £m	31.3.19 Estimate £m	31.3.20 Estimate £m	31.3.21 Estimate £m
Reserves:						
<i>Earmarked and specific reserves</i>	14.3	10.7	8.7	8.2	8.0	8.0
<i>New Homes Bonus</i>	6.4	9.4	9.0	8.7	8.4	8.4
<i>Asset Replacement</i>	7.0	4.7	4.5	4.8	4.9	4.8
<i>General Fund</i>	11.9	9.5	5.9	9.8	9.6	9.4
<i>Capital Receipts</i>	0.2	0.1	0.1	0.1	0.1	0.1
Section 106 balances	3.5	3.3	3.1	2.9	2.8	2.8
Working capital	4.7	4.1	3.4	3.7	3.7	3.7
Total Resources	48.0	41.8	34.7	38.2	37.5	37.2

Represented by:

Internal investments	43.0	31.8	24.7	28.2	27.5	27.2
Local Authority Property Fund	5.0	10.0	10.0	10.0	10.0	10.0
Total Investments	48.0	41.8	34.7	38.2	37.5	37.2

	31.3.16	31.3.17	31.3.18	31.3.19	31.3.20	31.3.21
Capital financing requirement	(1.38)	(1.41)	(1.44)	(1.47)	(1.48)	(1.48)
Debt	(0.1)	(0.1)	(0.1)	(0.05)	0	0

Apart from a small lease liability for the Council's multi-function printer/copiers, the Council is currently debt free and its capital expenditure plans do not currently imply any need to borrow over the forecast period. Investments are forecast to fall over the medium term as existing investments are used to finance capital expenditure.

For the purposes of this resource projection, Community Infrastructure Levy (CIL) receipts are not included as they are assumed to be spent in the year of receipt. For Treasury management purposes any timing differences between receipt of sum and payment of planned expenditure is included within the Council's cash-flow forecast and calculation of sums available for short term investment.

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. As the Council does not expect to incur any debt (other than for temporary cash management purposes) over the next three years, table 2 demonstrates that the Council expects to comply with this recommendation.

5. Borrowing Strategy

The Council is currently debt-free and has no borrowing other than that which might occur as part of routine working capital management. This section describes the Council's policy should the need arise for any borrowing to be undertaken.

The Council's Financial Strategy confirms that:

Borrowing could be used for "invest to save" projects providing the cost of servicing the debt is contained within the revenue savings/income the project generates. The payback period for invest to save projects should be shorter than the life of the asset.

There are no plans to borrow to finance new capital expenditure in the current 5 year plan but this remains an option if deemed to be prudent. Short term internal borrowing (for schemes that pay back within the 5 year time frame of the capital programme) can be accommodated without incurring external interest charges, provided the resulting savings are recycled into reserves. Longer term pay back periods will have to accommodate both the external interest and a minimum revenue provision (MRP) in accordance with the Council's MRP policy, which links repayment of the debt to the life of the asset.

Borrowing would add pressure on the revenue budget as MRP and interest would become payable. The capacity to make these payments would need to be identified in advance, namely the further efficiency savings generated by the investment in the assets."

5.1 Borrowing Objective

If it considers it necessary to borrowing money, the Council's chief objective is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.

5.2 Borrowing Sources

The Council may need to borrow money in the short term to cover unexpected cash flow shortages, (normally up to one month) within the limits shown in tables 3 and 4.

The approved sources of long-term and short-term borrowing are:

- Public Works Loans Board (PWLB) and any successor body
- Any institution approved for investments (see below)
- Any other bank or building society authorised to operate in the UK
- UK public and private sector pension funds (except the West Sussex Pension Fund)

In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- Operating and finance leases
- Hire purchase
- Private Finance Initiatives
- Sale and leaseback

5.3 Operational Boundary for External Debt

The operational boundary is based on the Authority's estimate of most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Authority's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring.

Table 3: Operational boundary for external debt

Operational Boundary	2016/17 Revised £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m	2020/21 Estimate £m	2021/22 Estimate £m
Borrowing	5	5	5	5	5	5
Other long-term liabilities	0	0	0	0	0	0
Total Debt	5	5	5	5	5	5

5.4 Authorised Limit for External Debt

The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Authority can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Table 4: Authorised limit for external debt

Authorised Limit	2016/17 Revised £m	2017/18 Limit £m	2018/19 Limit £m	2019/20 Limit £m	2020/21 Limit £m	2021/22 Limit £m
Borrowing	10	10	10	10	10	10
Other long-term liabilities	0	0	0	0	0	0
Total Debt	10	10	10	10	10	10

6. Investment Strategy

The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the 12 months to 30 November 2016, the Council's financial investment balance has ranged between £47.3m and £66.3m, but this is expected to reduce to lower levels in the forthcoming year due to the anticipated capital spending programme including any property investment commitments.

6.1 Investment Objective

The Council has a duty to safeguard the public funds and assets it holds on behalf of its community. Both the CIPFA Code, and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to comply with the principles stated in this strategy document, striking an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk receiving unsuitably low investment income.

6.2 2017-18 Strategy

Given the increasing risk and remaining low returns from short-term unsecured bank investments, the Council will continue to diversify using secure and/or higher yielding asset classes. To achieve this, the Council may invest its surplus funds with any of the counterparties in table 5 below, subject to the cash limits (per counterparty) and time limits shown.

Table 5: Approved Investment Counterparties

Sector Limits/ Credit Rating	Banks Unsecured £20m	Banks Secured Unlimited	Government Unlimited	Corporates £10m
UK Govt	n/a	n/a	£ Unlimited 15 years	n/a
AAA	£2.5m 5 years	£5m 10 years	£5m 10 years	£2.5m 10 years
AA+	£2.5m 5 years	£5m 7 years	£5m 7 years	£2.5m 7 years
AA	£2.5m 4 years	£5m 5 years	£5m 5 years	£2.5m 5 years
AA-	£2.5m 3 years	£5m 4 years	£5m 4 years	£2.5m 4 years
A+	£2.5m 2 years	£5m 3 years	£2.5m 3 years	£2.5m 3 years
A	£2.5m 13 months	£5m 2 years	£2.5m 2 years	£2.5m 2 years
A-	£2.5m 6 months	£5m 13 months	£2.5m 13 months	£2.5m 13 months
BBB+	£1m 100 days	£2.5m 6 months	n/a	£1m 6 months
None (excludes pooled funds)	£1m 6 months	n/a	£5m 10 years	£2m 5 or 10 years
Council's own bank	£2.5m/ 7 days	n/a	n/a	n/a
Pooled Funds	£5m per money market fund (MMF), subject to a maximum of 2% of MMF fund value and a total limit of £20m across all MMF £5m per pooled investment fund, to a maximum of £10m (excludes the Local Authority Property Fund). £10m in the Local Authority Property Fund			

This table must be read in conjunction with the details notes below and the limits stated in table 6

Credit Rating: Investment limits are set by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the

counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Current Account Bank: The Council's current accounts are held with National Westminster Bank plc which is currently rated above the minimum rating in table 5.

Banks Unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail.

Banks Secured: Covered bonds and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

Government: Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

Corporates: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.

For corporate bonds, the limits referred to in table 5 will apply to the sum of bond principal (par value) and any premium or discount paid to acquire the bond in the secondary market. The limit will exclude the accrued interest element paid to secure a secondary bond as this is recoverable on maturity of the Bond.

Pooled Funds: Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Council to diversify into asset classes

other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.

Where investments in pooled funds or other financial assets have prices or values that can vary according to fund performance and other factors, the investment limits in table 7 will operate to regulate the initial purchase cost (total initial investment) only.

Risk Assessment and Credit Ratings: Credit ratings are obtained and monitored by the Council's treasury advisors, who will notify changes in the ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

If in the case of a decision to recall or sell an investment at a cost which is over the approved investment limits, the Council's urgent action procedure in its Constitution would be invoked by officers.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn in a timely manner will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other Information on the Security of Investments: The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high

credit quality are available to invest the Council’s cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

Specified Investments: The CLG Guidance defines specified investments as those:

- denominated in pound sterling,
- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:
 - the UK Government,
 - a UK local authority, parish council or community council, or
 - a body or investment scheme of “high credit quality”.

The Council defines “high credit quality” organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AAA. For clarity, under this Strategy, no sovereign rating criteria for investments made with institutions domiciled in the UK is required. For money market funds and other pooled funds “high credit quality” is defined as those having a credit rating of A- or higher.

Non-specified Investments: Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to medium and long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in table 6 below.

Table 6: Non-Specified Investment Limits

	Cash limit
Total medium and long-term investments	£35m
Total investments without credit ratings or rated below A-	£35m
Total non-specified investments	£50m

Investment Limits: The Council’s uncommitted revenue reserves available to cover investment losses are forecast to be £26.5m on 31st March 2017. These uncommitted reserves include the following items; General Fund Balance (£9.5m), working capital (£4.1m) and New Homes Bonus (£9.4m). as stated in the current estimated Resources Statement. In order that no more than 25% of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation

(other than the UK Government and LAPF) will be £5 million. A group of banks under the same ownership or a group of funds under the same management will be treated as a single organisation for limit purposes. Limits will also be placed on investments in brokers' nominee accounts, foreign countries and industry sectors as set out in Table 7. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 7: Investment Limits

	Cash limit
Any single organisation, except the UK Central Government and the Local Authority Property Fund	£5m each
UK Central Government	unlimited
Any group of organisations under the same ownership	£5m per group
Any group of pooled funds (excluding MMF and LAPF) under the same management	£5m per manager (other than the Local Authority Property Fund), to a maximum of £10m in total
Negotiable instruments held in a broker's nominee account	£10m per broker
Foreign countries	£5m per country
Unsecured investments with Building Societies	£5m in total
Loans to unrated corporates	£2m in total
Money Market Funds	£5m per money market fund (MMF), subject to a maximum of 2% of individual MMF fund value and £20m in total
Property Funds (1)	£10m in total

(1) The limit on Property Funds in table 7 does not apply to any element of a multi-asset pooled fund which is subject to the separate limit under 'any group of pooled funds'

Liquidity Management: The Council uses purpose-built cash flow forecasting software to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Council's medium term financial plan and cash flow forecast.

7. Treasury Management Indicators

The Council measures and manages its exposures to treasury management risks using the following indicators. All comparative data is taken from benchmarking exercises conducted by the Council's Treasury Management advisors.

7.1 Security

The Council will use the following voluntary measures of its exposure to credit risk to monitor and assess overall security

Table 8: Security management indicators

Measure	Target
Average Credit Score (time-weighted)	Less than the average of other District Councils (AAA=1, D=24)*
Average Credit Rating (time weighted)	Maintain below the time weighted average of other District Councils
Proportion Exposed to Bail-in (%)	Less than the average of other District Councils

7.2 Liquidity

The Council has in prior years adopted a voluntary measure of its exposure to liquidity risk by ensuring that £10m is available within a rolling three month period. Following the introduction of specialised treasury management software during 2015-16, this target is no longer considered necessary as the cashflow forecast identifies the Council's cash liquidity requirements.

The Council has, previously, also sought to maintain its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments and minimising the use of its overdraft facility of £350,000. Over the last 12 months, the Council has, in conjunction with its banker, implemented automated balance sweeping arrangements to ensure that, at the close of each business day, surplus funds are automatically moved into an interest bearing account or funding transferred into accounts that are overdrawn. As a result of these arrangements, the voluntary targets referred to above are obsolete when taken together with the specific limits on funds with the Council's banker set out in table 5, above.

Officers will continue to manage the Council's treasury management investments ensuring that sufficient cash is available to accommodate known payments. In the unlikely circumstance that a large unexpected cash payment is required and the

Council does not have sufficient liquidity immediately available, the Council will use its facility to borrow temporarily for cash management purposes as set out in paragraph 5.3.

The Council will use the following voluntary measures of its exposure to liquidity risk

Table 9: Liquidity management indicators

Measure	Target
Proportion of investments available within 7 days (%)	Compare and explain against the average of other District Councils
Proportion available within 100 days (%)	Compare and explain against the average of other District Councils
Average days to maturity	Compare and explain against the average of other District Councils

7.3 Interest Rate Exposures

This indicator is set to control the Council's exposure to interest rate risk. Under the TM Code the upper limits on fixed and variable rate interest rate exposures, should be expressed as the amount or proportion of net principal borrowed or interest payable, with investments counting as negative borrowing. As the Council is debt free and to provide a meaningful indicator the limits on fixed and variable rate interest rate exposures are expressed as an amount in £ and percentage of net principal invested. Any borrowing would count as negative investment. Strictly this is contrary to the TM Code definition.

Table 10: Interest rate exposure management indicators

	2017/18	2018/19	2019/20
Upper limit on fixed interest rate exposure	£28m or 40%	£24m or 40%	£22m or 40%
Upper limit on variable interest rate exposure	£70m or 100%	£60m or 100%	£55m or 100%

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

7.4 Maturity Structure of Borrowing

As the Council is debt free it currently holds no fixed long term borrowing for which a maturity profile exists.

7.5 Principal Sums Invested for Periods Longer than 364 days

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments in response to adverse economic or market conditions or credit rating downgrades. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

Table 11: Limits on investment periods

	2017/18	2018/19	2019/20
Limit on principal invested beyond year end	£35m	£30m	£25m

8. Other Items

There are a number of additional items that the Council is obliged by CIPFA or CLG to include in its Treasury Management Strategy.

8.1 Policy on Use of Financial Derivatives

Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

8.2 Investment Training

Member and officer training is an essential requirement in terms of understanding roles, responsibilities and keeping up to date with changes and in order to comply with the CIPFA Treasury Management Code of Practice.

The training needs of the officers involved on treasury management are identified through the annual performance and development appraisal process, and additionally when the responsibilities of individual members of staff change. Staff attend relevant training courses, seminars and conferences.

To address the training need of members, training will be provided to members of both Cabinet and the Corporate Governance and Audit Committee in advance of them considering the forthcoming year's strategies. The training was provided by the Council's treasury adviser in January 2017.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations.

8.3 Investment Advisers

The Council currently contracts with Arlingclose Limited as its treasury management adviser and receives specific advice on investment, debt and capital finance issues. However, responsibility for final decision making remains with the Council and its officers.

The quality of this service is controlled and monitored against the contract by the Accountancy Services Manager, which is in place until the 30th June 2018.

8.4 Investment of Money Borrowed in Advance of Need

Although not envisaged at this stage, the Council may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks.

The total amount borrowed will not exceed the authorised borrowing limit of £5 million. The maximum period between borrowing and expenditure is expected to be two years, although the Council is not required to link particular loans with particular items of expenditure.

9. Financial Implications

The budget for investment income in 2017/18 is shown below.

Table 12: Investment income budget

	2017/18 average	Return %	Budget (£k)
Internally managed investments	£27.8m	0.55	153
Local Authority Property Fund	£10.0m	4.20	420
Total	£37.8m	1.38	573

The above are based on cash flow projections from the Council's resource statement and on the assumption that the base interest rate is maintained at 0.25% during the period. This assumption is the central case scenario projected by the Council's treasury management advisors. Further information about these projections can be found in Appendix 1. If actual levels of investments and actual interest rates differ from those forecast, performance against budget will be correspondingly different.

10. Reporting

The Council/Cabinet will receive as a minimum:

- An annual report on the strategy and plan to be pursued in the coming year and on the need to review the requirements for changes to be made to the Treasury Management Strategy Statement.
- A mid-year review
- An annual report on the performance of the treasury management function, on the effects of decisions taken and the transactions executed in the past year, by 30th September in the next financial year, including any circumstances of non-compliance with the organisation's treasury management policy statement and Treasury Management Practices.

The body responsible for scrutiny, Corporate Governance and Audit Committee has responsibility for the scrutiny of treasury management policies and practices. Monitoring reports on Treasury performance and compliance with this strategy will be prepared and presented to this Committee as a minimum for the half year to September and the full year to March.

The Cabinet member for Finance and Governance, and the members of the Corporate Governance & Audit Committee receive weekly monitoring reports of the investments held. Corporate Governance & Audit Committee will receive half yearly monitoring reports.

Appendix 1 – Arlingclose Economic & Interest Rate Forecast September 2016

External Context

Economic background: The major external influence on the Council's treasury management strategy for 2017/18 will be the UK's progress in negotiating a smooth exit from the European Union. Financial markets, wrong-footed by the referendum outcome, have since been weighed down by uncertainty over whether leaving the Union also means leaving the single market. Negotiations are expected to start once the UK formally triggers exit in early 2017 and last for at least two years. Uncertainty over future economic prospects will therefore remain throughout 2017/18.

The fall and continuing weakness in sterling and the near doubling in the price of oil in 2016 have combined to drive inflation expectations higher. The Bank of England is forecasting that Consumer Price Inflation will breach its 2% target in 2017, the first time since late 2013, but the Bank is expected to look through inflation overshoots over the course of the next few years when setting interest rates so as to avoid derailing the economy.

Initial post-referendum economic data showed that the feared collapse in business and consumer confidence had not immediately led to lower GDP growth. However, the prospect of a leaving the single market has dented business confidence and resulted in a delay in new business investment and, unless counteracted by higher public spending or retail sales, will weaken economic growth in 2017/18.

Looking overseas, with the US economy and its labour market showing steady improvement, the market has priced in a high probability of the Federal Reserve increasing interest rates in December 2016. The Eurozone meanwhile has continued to struggle with very low inflation and lack of momentum in growth, and the European Central Bank has left the door open for further quantitative easing.

The impact of political risk on financial markets remains significant over the next year. With challenges such as immigration, the rise of populist, anti-establishment parties and negative interest rates resulting in savers being paid nothing for their frugal efforts or even penalised for them, the outcomes of Italy's referendum on its constitution (December 2016), the French presidential and general elections (April – June 2017) and the German federal elections (August – October 2017) have the potential for upsets.

Credit outlook: Markets have expressed concern over the financial viability of a number of European banks recently. Sluggish economies and continuing fines for pre-crisis behaviour have weighed on bank profits, and any future slowdown will exacerbate concerns in this regard.

Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the European Union, Switzerland and USA, while Australia and Canada are progressing with their own plans. The credit risk associated with making unsecured bank deposits has

therefore increased relative to the risk of other investment options available to the Council; returns from cash deposits however continue to fall.

Interest rate forecast: The Authority's treasury adviser Arlingclose's central case is for UK Bank Rate to remain at 0.25% during 2017/18. The Bank of England has, however, highlighted that excessive levels of inflation will not be tolerated for sustained periods. Given this view and the current inflation outlook, further falls in the Bank Rate look less likely. A negative Bank Rate is currently perceived by some policymakers to be counterproductive but, although a low probability, cannot be entirely ruled out in the medium term, particularly if the UK enters recession as a result of concerns over leaving the European Union.

Gilt yields have risen sharply, but remain at low levels. The Arlingclose central case is for yields to decline when the Government triggers Article 50. Long-term economic fundamentals remain weak, and the quantitative easing (QE) stimulus provided by central banks globally has only delayed the fallout from the build-up of public and private sector debt. The Bank of England has defended QE as a monetary policy tool, and further QE in support of the UK economy in 2017/18 remains a distinct possibility, to keep long-term interest rates low.

Underlying assumptions:

- The economic trajectory for the UK has been immeasurably altered following the vote to leave the European Union. The long-term position of the UK economy will be largely dependent on the agreements the government is able to secure with the EU and other countries.
- The short to medium-term outlook is somewhat more downbeat due to the uncertainty generated by the result and the forthcoming negotiations (notwithstanding the Olympic and summer feel-good effects). The rapid installation of a new Prime Minister and cabinet lessened the political uncertainty, and the government/Bank of England have been proactive in tackling the economic uncertainty.
- Purchasing Managers Index data, and consumer and business confidence surveys presented a more positive picture for August following the shock-influenced data for July, in line with expectations for an initial overreaction. However, many indicators remain at lower levels than pre-Referendum.
- Over the medium term, economic and political uncertainty will likely dampen investment intentions and tighten credit availability, prompting lower activity levels and potentially a rise in unemployment. These effects will dampen economic growth through the second half of 2016 and in 2017.

- UK Consumer Price Index inflation (currently 0.6% year/year) will rise close to target over the coming year as previous rises in commodity prices and the sharp depreciation in sterling begin to drive up imported material costs for companies.
- The rise in inflation is highly unlikely to prompt monetary tightening by the Bank of England, with policymakers looking through import-led CPI spikes to the negative effects of Brexit on economic activity and, ultimately, inflation.
- There is a debatable benefit to further interest rate cuts (particularly with regard to financial stability). Negative Bank Rate is currently perceived by policymakers to be counterproductive, but there is a possibility of close-to-zero Bank Rate. QE will be used to limit the upward movement in bond yields.
- Following significant global fiscal and monetary stimulus, the short term outlook for the global economy is somewhat brighter than a few months ago. However, financial market volatility is likely at various points because the stimulus has only delayed the fallout from the build-up of public and private sector debt (particularly in developing economies, e.g. China).

Forecast:

- The likely path for Bank Rate is weighted to the downside. The Arlingclose central case is for Bank Rate to remain at 0.25%, but there is a 25% possibility of a drop to close to zero, with a very small chance of a reduction below zero
- Gilt yields will be broadly flat from current levels, although there will likely be much volatility as reports of negotiations between the UK and the remaining EU affect market perceptions of both parties' economic growth potential.

	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19	Dec-19	Average
Official Bank Rate														
Upside risk	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.25	0.25	0.25	0.25	0.25	0.12
Arlingclose Central Case	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Downside risk	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.40

Appendix 2 – Benchmarking Definitions

The benchmarking compares various measures of risk and return, which are calculated as follows:

Investment Value

For most investments the value is the sum initially invested. For external pooled funds (eg; the LAPF), the value is the fund's bid price on the quarter end date multiplied by the number of units held.

Rate of Return

For most investments the return is the effective interest rate, which is also the yield to maturity for bonds. For external funds (LAPF) this is measured on an offer-bid basis less transaction fees. For external pooled funds the income only return excludes capital gains and losses.

Average returns are calculated by weighting the return of each investment by its value. All interest rates are quoted per annum.

Duration

This is the number of days to final maturity. For instant access money market funds, the number of days to final maturity is one.

Average duration is calculated by weighting the duration of each investment by its value. Higher numbers indicate higher risk.

Credit Risk

Each investment is assigned a credit score, based where possible on its average long-term credit rating from Fitch, Moody's and Standard & Poor's. This is converted to a number, so that AAA=1, AA+=2, etc. Higher numbers therefore indicate higher risk. Unrated local authorities are assigned a score equal to the average score of all rated local authorities.

Average credit risk is measured in two ways. The value-weighted average is calculated by weighting the credit score of each investment by its value. The time-weighted average is calculated by weighting the credit score of each investment by both its value and its time to final maturity. Higher numbers indicate higher risk.

TREASURY MANAGEMENT PRACTICE NOTES

TMP 1 – RISK MANAGEMENT

General Statement

The Section 151 Officer will oversee the design, implementation and monitoring of all arrangements for the identification, management and control of treasury management risk. The Section 151 Officer will ensure that reports are presented at least annually, on the adequacy/suitability thereof and will report, as a matter of urgency, the circumstances of any actual or likely difficulty in achieving the Council's objectives.

In respect of each of the following risks, the arrangements that seek to ensure compliance with these objectives are set out in this document and take into account the risk appetite statement in the Council's Treasury Management Strategy Statement, available via the following link:

<http://www.chichester.gov.uk/article/24169/Treasury-Management-Strategy>

This document is integral to the Council's treasury management practices and all staff involved in treasury management activities should familiarise themselves with its contents.

[1] Credit and Counter party risk management

This risk is the risk of a third party failing to meet its contractual obligations (for example, to pay any investment money or interest back in full, on time)

Statutory guidance restricts the types of investments that local authorities can use and forms the structure of the Council's policy, which is contained in the Council's treasury management strategy.

The Council's key objective is to invest prudently, giving priority to security, then liquidity before yield.

The Council also has regard to the CIPFA publications Treasury Management in Public Services: Code of Practice and Cross-Sectoral Guidance Notes and the sector specific guidance; Guidance Notes for Local Authorities including Police Authorities and Fire Authorities.

The Council adopted the revised 2011 TM Code in February 2012 and ensures that its counter party lists and limits;

- reflect a prudent attitude towards organisations with whom funds may be deposited, and
- limit its investment activities to the instruments, methods and techniques referred to in [TMP4](#) and in the Council's Treasury Management Strategy, published at the link above.

The Council also maintains a formal counter party policy in respect of those organisations from which it may borrow, or with whom it may enter into other financing or derivative arrangements. This is contained within the Council's Treasury management policy statement and approved each year by the Council.

Monitoring Investment Counterparties

The assessment of credit worthiness or credit rating of investment counterparties will be monitored regularly.

The Council obtains credit rating information from its treasury advisers who monitor all 3 credit ratings (FITCH, Moody's and Standard and Poor's), and notify the Council of any changes in ratings as they occur. This includes and takes account of changes, ratings watches and rating outlooks as necessary.

The Council has established counterparty limits by sector and credit rating and compliance with these limits is reviewed before any investment decision is made.

In considering credit rating, the lowest rating issued by three main agencies (above) is used, unless an investment-specific rating is available when this will be used.

The Council considers other possible sources of information available to assess the credit worthiness of counterparties. This includes information direct from brokers, the Financial Times, news agencies and its treasury advisers monitoring the Credit Default Swaps (CDS) market.

On occasions ratings may be downgraded after an investment has been made, however, the criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest.

Any counterparty failing to meet the criteria or due to adverse information in the public domain, will be removed from the approved list immediately by the Section 151 Officer, and if required new counterparties which meet the criteria will be added to the list.

[2] Liquidity Risk Management

This risk is the risk that cash will not be available when needed

The Council ensures it has adequate though not excessive cash resources, borrowing arrangements, overdraft facilities to enable it at all times to have a level of funds available to it which are necessary for the achievement of its business/service objectives.

The Council will only borrow in advance of need where there is a clear business case for doing so and will only do so for the current capital programme.

To maintain flexibility and liquidity the Council determines a maximum amount of principal that can be invested for periods longer than 364 days and closely monitors known future cash demands. The Council has also set an operational boundary for external debt that can be used on a short term basis for daily cash management purposes.

[3] Interest rate risk management

This risk is the risk of fluctuations in interest rates creating unexpected and unbudgeted burdens on Council finances

The Council will manage its exposure to fluctuations in interest rates with a view to containing its interest costs, or securing its interest revenues, in accordance with the amounts provided in its budgetary arrangements as amended in accordance with TMP6 (Reporting requirements and managing information arrangements).

The effects of varying levels of inflation, so far as they can be identified, will be controlled by the Council as an integral part of its strategy for managing its exposure to inflation.

It will achieve this by the prudent use of its approved financing and investment instruments, methods and techniques, to create stability and certainty of costs and revenues, whilst retaining a sufficient degree of flexibility to take advantage of unexpected, potentially advantageous changes in the level or structure of interest rates.

To achieve this objective the following specific policies are followed:

- maintaining the Council's debt free position and undertake no new borrowing unless the business case is proven for 'invest to save' projects
- retaining an appropriate minimum level of reserves in order to maintain flexibility in the use of interest earned from deposits
- lending surplus funds only to approved counterparties as specified by the Council's Treasury Management Strategy
- minimising short term borrowing by efficient cash flow management
- ensuring that the use of any hedging tools such as derivatives are only used for the management of risk and prudent management of the financial affairs of the council, as set out in the Council's Treasury Management Strategy

[4] Exchange rate Risk Management

The Council does not invest in foreign denominations but does occasionally make payments to foreign suppliers. In so doing we will manage our exposure to fluctuations in exchange rates to minimise any detrimental impact on budgeted income expenditure levels.

Any large contracts let by the Council must be denominated in £Sterling and the Section 151 Officer consulted on any proposed departure from this policy.

[5] Refinancing risk management

The Council ensures that any borrowing, private financing and partnership arrangements are negotiated, structured and documented, and the maturity profile of the monies are managed, with a view to obtaining offer terms for renewal or refinancing, which are competitive and as favourable to the Council as can reasonably be achieved in the light of market conditions prevailing at the time.

The Council will actively manage its relationship with counter parties in these transactions in such a manner as to secure this objective, and will avoid over reliance on any one source of funding if this might jeopardise achievement of the above.

Capital Prudential Indicators and MRP Statement 2017-18

1. Capital Prudential Indicators 2017-18

The Local Government Act 2003 requires the Council to have regard to the Chartered Institute of Public Finance and Accountancy's *Prudential Code for Capital Finance in Local Authorities* (the Prudential Code) when determining how much money it can afford to borrow, if necessary. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

The prudential indicators in this report are supplemented by the Council's operational boundary and authorised limit for external debt (table 3 and 4 of the Council's Treasury Strategy).

(a) Estimates of Capital Expenditure: The Council's planned capital expenditure and financing may be summarised as follows. Further detail will be provided in the Council's Budget Spending Plans to be reported to Cabinet on the 7 February 2017 and to be considered by Council on 7 March 2017.

Capital Expenditure and Financing	2016/17 Original £m	2016/17 Revised £m	2017/18 Estimate £m	2018/19 Estimate £m	2019/20 Estimate £m	2020/21 Estimate £m	2021/22 Estimate £m
Capital Expenditure	9.239	7.885	12.587	5.628	4.314	5.637	3.250
Financed By:							
Capital Receipts	6.434	1.452	0.053	2.463	0.935	0.817	0.500
Government Grants	0.528	1.198	0.878	0.878	0.878	0.878	0.665
Other contributions	0.080	0.371	1.118	1.160	1.181	2.425	0.930
Reserves	1.772	4.516	10.168	0.778	0.971	1.162	1.155
Revenue	0.425	0.348	0.370	0.349	0.349	0.355	-
Total Financing	9.239	7.885	12.587	5.628	4.314	5.637	3.250

(b) Estimates of Capital Financing Requirement: The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purposes.

Capital Financing Requirement	31.03.16 Actual	31.03.17 Revised	31.03.18 Estimate	31.03.19 Estimate	31.03.20 Estimate	31.03.21 Estimate	31.03.22 Estimate

	£m	£m	£m	£m	£m	£m	£m
CFR	-1.38	-1.41	-1.44	-1.47	-1.48	-1.48	-1.48

The CFR is not expected to change significantly over the next five years as capital expenditure is anticipated to be financed by the Council's available capital and revenue resources. The movement in CFR above reflects the impact of MRP set aside in respect of a finance lease for Multi-function devices acquired in 2014/15.

In principle the CFR should equal zero, as the Council has fully funded its capital investment programme since becoming debt free following its Large Scale Voluntary Transfer (LSVT) of its housing stock in 2001, however a negative balance post LSVT is relatively common. To bring the CFR back to a more meaningful figure i.e. zero, there is the option to leave part of capital expenditure unfinanced or effectively financed from internal borrowing which will increase the CFR to zero.

(c) Gross Debt and the Capital Financing Requirement: Now included within TMPS

(d) Operational Boundary for External Debt: Now included within TMPS

(e) Authorised Limit for External Debt: Now included within TMPS

(f) Ratio of Financing Costs to Net Revenue Stream: This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2016/17 Revised %	2017/18 Estimate %	2018/19 Estimate %	2019/20 Estimate %	2020/21 Estimate %	2021/22 Estimate %
General Fund	-2.18	-1.65	-1.00	-1.60	-1.65	-1.59

The estimates of financing costs reflect the Budget Spending Plans for 2017-18 to be reported to Cabinet on 7 February 2017 and considered by Council on 7 March 2017. These indicators have been updated to reflect the current phasing of the capital programme and the effect on the cash flow forecasts for investments.

The fact that the percentages remain negative shows that the investment interest remains an income source to the Council. To date investment interest has been used to fund one off projects/capital spending rather than balance the revenue budget. With effect from 2017-18 the investment return earned on the council's property investments (projected at circa £400,000 per annum) will be applied as part of the deficit reduction plan considered by Cabinet in December 2016 and recommended for approval by full Council.

(g) Incremental Impact of Capital Investment Decisions: This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax levels.

The incremental impact is the difference between the total revenue budget requirement of the current approved capital programme and the revenue budget requirement arising from the capital programme proposed to Cabinet and Council as part of the Council's spending plans.

Incremental Impact of Capital Investment Decisions	2016/17 Estimate £	2017/18 Estimate £	2018/19 Estimate £	2019/20 Estimate £	2020/21 Estimate £	2021/22 Estimate £
General Fund - increase in annual band D Council Tax	-2.60	-3.5	-3.56	-4.94	-4.49	-4.84

(h) Adoption of the CIPFA Treasury Management Code: Now included within TMPS

Annual Minimum Revenue Provision Statement 2017-18

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Council to have regard to the Department for Communities and Local Government's *Guidance on Minimum Revenue Provision* (the CLG Guidance) most recently issued in 2012.

The broad aim of the CLG Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The CLG Guidance requires the Council to approve an Annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP. The following statement only incorporates options recommended in the Guidance:

Whilst the Council's General Fund Capital Financing Requirement is expected to remain negative as at 31st March 2017, if the CLG Guidance is adhered to there should be no MRP charge in 2017-18. However, as identified whilst preparing the 2014-15 statutory accounts a finance lease for the Multi-functional devices was identified which adjusted the negative CFR position, and as such an MRP charge of £29k will be required in 2017-18 in accordance with the Council's MRP policy.

The Council's MRP policy for all borrowing after 31st March 2008 is based on the asset life method.

For new borrowing whether supported by the Government or not, MRP provision will be made over the estimated life of the asset for which the borrowing is undertaken. This will be done on a straight line basis in-line with the asset life determined for depreciation purposes and the MRP provision will commence in the financial year following the one in which the asset becomes operational.

MRP is payable in the financial year following that in which the capital expenditure was incurred. The guidance allows for an important exception to this rule. In the case of expenditure on a new asset, MRP would not have to be charged until the financial year following the year in which the asset became operational. In respect of major schemes, this would enable an "MRP Holiday" delaying the on-set of the revenue charge for possibly up to 2 or 3 years.

Based on the Council's estimate of its Capital Financing Requirement on 31st March 2017, the budget for MRP has been set is set at £29k for 2017-18 due to the MRP required for the MFD finance lease.

Project Documentation - Initial Project Proposal Document

Project: Priory Park - Phase One Option appraisal.

Author: Vicki McKay/Jane Hotchkiss

Version: v3 9.12.16

1. Purpose of Document

The purpose of this document is to set out the requirements for the first phase of the Priory Park Project. In this phase an option appraisal will be undertaken to review the community and commercial buildings within the park including the café, Bowls Club, Cricket and Hockey Club, White Pavilion, public conveniences and the depot buildings. The bylaws may need to be reviewed to ensure they meet the expectations of park users and fit in with the Chichester Vision once approved.

2. Project Description

This project will look at the opportunities available to the Council to be able to deliver both a commercial and community orientated scheme within Priory Park.

3. Background

The lease granted to Chichester Priory Cricket and Hockey Club expired on 31st December 2016 and the club has chosen not to renew the lease and are in the process of vacating the building as its main venue. The park's depot is also in urgent need of replacement and presents an opportunity to rationalise the facilities. This has prompted the need for the Council to review the use of all buildings in the Park with a view to considering the following identified needs:

- Alternative uses of the former Cricket and Hockey clubhouse – these include the Bowls Club for short mat bowls and could also be used, subject to consents, for a variety of other leisure, community or commercial purposes.
- The existing bowls clubhouse could be considered for other commercial or community purposes should it be vacated.
- The current café in the park has planning permission to operate until 31st December 2020 and there is a desire to see a more permanent café facility in the park.
- A possible community space within the park, which could be linked to the need for function space to support the commercial activity of weddings at the Guildhall in the park.
- The parks depot buildings are beyond the end of their useful life. There is potential to demolish the parks depot buildings, refurbish the compound area and provide a much smaller storage/welfare facility.
- The public conveniences in the Park require refurbishment.
- Alternative users for the “white pavilion”.
- The bylaws were last reviewed in 1974.

This proposal supports the Corporate Plan 2015-18 priorities to promote commercial activity and economic growth, to be healthy and maintain clean, safe, pleasant public spaces.

4. Outcomes to be Achieved

- increased income (from commercial activity);
- enhanced community space;
- Improved satisfaction levels from park users;
- reduced revenue costs
- better quality buildings within the park setting
- resolution of concerns about parks depot buildings

5. Timescales

There is no specific timescale for this project and whilst the Bowls Club are keen to progress their plans to expand their facilities in the Park and the Cricket and Hockey Club have vacated the Clubhouse building, it is important to undertake a full option appraisal of all the buildings rather than develop piecemeal. The café operator has agreed terms for a new lease to expire, alongside the expiry of their planning consent, in 2020.

Any proposal for alternative facilities in the Park would include discussion of terms and lease arrangements. However, no long term agreements will be entered into with anyone until the Cabinet has determined this review.

6. Project Costs and Resources

Costs (£)		Source
One-Off Phase one	Up to £30,000 to employ a Consultant to undertake an options appraisal/design work required. The capital costs of implementation are unknown until the option appraisal is completed.	CDC reserves
Revenue	The Council currently receives rent from the café and bowls club which will be reviewed as part of any options considered.	
Savings	Smaller depot facilities and alternative public convenience provision will reduce revenue costs.	
Services to be involved in the project delivery	The project will be led by the Estates Service supported by CCS, Legal Services, Community Services, Sport and Leisure, Planning Services, PR, Building Services and external consultants.	

7. Benefits vs. Cost

The Council will need to consider and balance the community and commercial benefits of the options and will be informed by the option appraisal.

8. Identify Risks

Pressure to proceed piecemeal; the capital costs may be prohibitive or the returns unattractive; costs associated with a void period and accommodating a variety of differing and varied interests which might be mutually exclusive.

Project Documentation - Initial Project Proposal Document

Project: East Pallant House- Asset Options Appraisal

Authors: Jane Dodsworth/John Bacon - Business Improvement Services
Version: 3

1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

This project will undertake a review and options appraisal (OA) of the Council's use and need for East Pallant House (EPH) as CDC's main HQ.

The key outputs for this project include:

- A review of occupancy levels against New Ways of Working (NWOW) targets
- Consideration of future use opportunities for all or part of EPH.
- Analysis of building data against recognised benchmarks
- An investigation of alternative locations for EPH functions.
- Consideration of the needs of staff, members, visitors and partners
- Consideration of the North extension where the lease expires in 2024.

In scope:

EPH including the private car parking areas and the North Wing extension. There is a separate review of CCTV underway and the outputs from this review will feed into this appraisal if appropriate.

Out of scope:

Careline¹, Contract Services or Novium premises.

3. Background

Direct running costs for EPH are currently £411,578² per annum and it provides a net internal floor area of 3,570m². The current desk to person ratio in EPH is 8.5 desks to 10 people. This OA will appraise the current spatial provision and future administrative accommodation needs of CDC. The shared services evaluation recently concluded found that CDC accommodation costs were more expensive. The OA will evaluate data to establish service need, as well as examine the options for relocating services, in addition to providing an appraisal for the future use of EPH taking account of the buildings listed status, quality and location potential.

¹ A separate review of Careline is currently underway

² The Council saved over £200k per annum (income and saved associated running costs) by letting the North Wing.

This OA will explore initiatives to save money without diminishing the quality of service provided. This project, if approved, will contribute to the Council's Deficit Reduction Plan and will be managed by the NWO Project group reporting to the Business Improvement Programme Board.

4. Outcomes to be Achieved

The OA will identify options that:

- Generate income from the sale or leasing of part or the whole of EPH.
- Provide a workable solution to subdivide or separate the space.
- More cost effective accommodation better suited to supporting a flexible work force with a reduced footprint.
- Resolve accessibility issues relating to the internal layout of the current location
- Be accessible to our customers, staff and Members.

5. Timescales

The OA will identify programme timescales and governance for each option.

6. Project Costs and Resources

Costs (£)		Source
One-Off	£10,000 external consultancy in relation to architectural, M&E, planning and commercial property market advice	Capital reserves
Revenue	TBC as part of the study	
Savings	TBC as part of the study	
Services to be involved in the project delivery	Internal staff resources be required from Building and Facilities, Estates management, Legal, Accountancy and Planning services. Subject to agreement on the scope of the project, supplementary external consultancy services required these will include Architectural, M&E possibly fire safety engineers/consultants and Planning Consultants.	

7. Benefits vs. Cost

Benefits and costs would be identified within the OA

8. Identify Risks

There are no risks associated with the initial OA. However, there might be risks associated with the resultant detailed proposals including: Planning restrictions related to change of use; the cost of the physical works could outweigh the benefits or not provide an acceptable ROI; rental values / sale prices may not be achieved; suitable offices for relocation may be unavailable or cost prohibitive and staff/member/public concerns might be raised relating to any proposed changes.

Project Documentation - Initial Project Proposal Document

Implementing Chichester Vision

Author: Steve Oates, Economic Development

1. **Purpose of Document**

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. **Project Description**

Following completion and adoption of the final Chichester Vision, the next phase will be to work with partners to produce a plan for implementation and delivery.

Work will include preparation of a schedule of initial projects and potential longer-term projects, together with outline proposals for funding and timescales. Additionally, the mechanism for integrating the Vision and its themes into local economic, planning, and other relevant policies will be established.

The project will also establish a Delivery Team and/or appoint a Delivery Executive.

3. **Background**

Working with partners in the public and private sectors, Chichester District Council has led the development of the new Chichester Vision. This is nearing completion and is currently timetabled for final approval and adoption by CDC, WSCC, CCC, and other partners in June 2017.

New projects and proposals for the City will emerge and the Vision will guide future economic and planning policy for the City, how future budgets and resources are allocated and will help attract inward investment.

In summary the Vision sets out agreed aspirations to:

- better serve all demographics and enrich the lives of residents, workers and visitors
- welcome people to Chichester
- ensure Chichester is open for business
- make better use of the city's impressive heritage and cultural base
- encourage all development and growth proposals to fit within a clearly articulated objective for the next 20 years
- provide clear objectives to guide investment into the city, so that all current and future development proposals, policies, strategies, ideas and opportunities have due regard as to how they might relate to each other, to the wider City and to adjoining areas

4. Outputs and Outcomes to be Achieved

Outputs

- New projects and proposals prepared and further appropriate research, consultancy, options appraisals and planning work undertaken to take proposals forward
- New projects and proposals implemented to fulfil the Vision

Outcomes

- Chichester City Centre has a successful and growing local economy, and is a vibrant and attractive commercial and cultural focal point serving residents, workers and visitors, across all demographics
- The identification of development opportunities to meet identified needs
- Regeneration of under-utilised land and new businesses established
- The City has a diverse and inter-connected range of businesses and business sectors
- Significant economic growth and the creation of jobs, including higher value jobs
- Partnership working with the private sector and others in the public sector
- A well-managed, well-maintained, well-coordinated, and well promoted City
- Increasing profile of the City and the District
- Clear guidance and, where appropriate, direction for future economic and planning policy for the City, and on how future budgets and resources are allocated
- The economic, planning and related policies and projects undertaken by CDC, WSCC, CCC and other partners are relevant to, and meet the agreed aspirations of, the Vision
- New inward investment and funding into the City

5. Timescales

Work will begin after adoption of the Vision by all partners. It is anticipated this will be from July 2017.

Work towards fulfilling the Vision will be undertaken over a number of years. This IPPD has been produced to establish the requirement to begin allocating resources to projects and proposals emerging under the Vision and to begin implementation.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	Project costs and resources required are unknown at this stage and further reports will be produced for each scheme and will be considered on their merits	Anticipated Internal resources
Revenue	Unknown	
Savings	Unknown	

Services to be involved in the project delivery	Economic Development Service Estates Environment Planning Policy Licensing Legal Housing PR
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7. Benefits vs Cost

This project seeks to ensure that the agreed aspirations of the Vision are planned and implemented.

The project will link to the Employment Land/Inward investment project and the new strategy for the visitor economy.

The long term benefits to the District include the retention and regeneration of business stock, new higher-value businesses and employment, and new inward investment into the City and the District.

8. Identify Risks

There is a risk that partners may change their views and priorities, and choose not to fully support the aspirations of the Vision.

There is a risk that adequate funding streams are not forthcoming.

Project Documentation - Initial Project Proposal Document

Project: Freeland Close

Author: Linda Grange, Housing and Environmental Services

Version: 1

1. Purpose of Document

The purpose of this document is to justify the purchase of a property in Freeland Close and explain how the property could be used to more effectively deliver our housing service and meet our corporate objectives, based on the estimated cost of delivery and the anticipated benefits to be gained.

2. Project Description

The purchase of the Freeland Close property, comprising 3 self-contained 1 bedroom flats with shared communal lounge and an office, together with associated works to provide additional short term accommodation for homeless families and single vulnerable persons.

3. Background

The Welfare Act 2015 has introduced a number of changes to benefit payments which makes it more difficult for the council to find housing for single people under 35 and for larger families. The housing interventions team is already being presented with increasing levels of homelessness and are having particular problems finding temporary housing for larger families. Over the last 12 months Westward House has been operating at almost full capacity. The council has become increasingly reliant on bed and breakfast for temporary accommodation which cannot be met in Westward House and has consequently incurred significant costs.

Local authorities owe a statutory duty under Part 7 of the Housing Act 1996 (as amended) to secure suitable accommodation for unintentionally homeless households who are in a priority need category. The use of bed and breakfast accommodation for families is considered unlawful by DCLG, except in an emergency and for a maximum of 6 weeks.

Registered providers have become increasingly commercial and more risk adverse, increasingly looking for economically active households who can pay their rent. This is restricting the availability of social housing for homeless people and those at risk of homelessness

The Corporate Plan focuses on “providing support for communities and individuals who are vulnerable”. The 2015 Homeless Review identified the need for appropriate support for vulnerable groups through partnership working to provide effective services to meet their changing needs. The council’s requirement for larger temporary accommodation is included in the council’s acquisition programme, as set out in the approved Asset Management Plan.

This property is adjacent to the Council’s homeless hostel. It was vacated in July 2016 and has been offered to the Council. Access and parking is owned by the council but shared between the two properties. Ownership of the whole site would provide the council with greater control and flexibility over the future use of the site. Should the council not purchase the site, it will be offered for sale on the open market. The most likely future use would be for private rented or student accommodation with potential conflicts between residents and those in Westward House.

4. Outcomes to be Achieved

- Additional temporary accommodation to meet the Council's statutory duty in respect of larger homeless families and vulnerable single people.
- Reduced costs to the Council, by providing cheaper accommodation than bed and breakfast.
- Investment in a flexible property asset with potential for future development.
- On-site support for families and vulnerable single people.
- Potential income for the Council, exceeding the interest earned on capital reserves.

5. Timescales

- Negotiate purchase of property – February/March
- Report to Cabinet April 2017 with a Project Implementation Document
- Legal acquisition June/July 2017
- Tender works Sept/Oct 2017
- Works commence – Nov 2017
- Units completed and available to let - April 2018

6. Project Costs and Resources

It is anticipated that the overall costs of the project (purchase price, conversion costs and fees) will be approximately £600,000 based on an option which would provide one 1-bedroom flat and two 4-bedroom flats, with the option of using the 4-bedroom flats as shared accommodation.

Homes & Communities Agency grant funding may be available towards the capital costs, though this would be subject to conditions and restrictions. There may also be additional government funding to support homelessness if further homeless prevention duties are introduced.

The tenancy support team based at Westward House has capacity to take on additional clients and staff if required.

7. Benefits vs. Cost

It is projected that the scheme would result in revenue generation of £26k per annum and would potentially save up to £20k per annum on the cost of placing households in bed and breakfast. A payback period table has not been included but will be undertaken once the acquisition costs are known and a detailed analysis of the projected running costs undertaken.

8. Identify Risks

- The vendor is not prepared to negotiate and sells on the open market.
- The property is purchased and the need for homeless accommodation declines resulting in high void levels and loss of income. This could be mitigated by offering the accommodation to WSCC and other local authorities to meet their statutory duties. Alternatively, it could be used accommodate asylum seekers as part of the Government's dispersal programme. The Council could also consider leasing the building, using it for offices (assuming planning consent) or selling it on the open market.

Project Documentation - Initial Project Proposal Document

Project: Investigation of Roman buildings in Priory Park

Author: James Kenny, Archaeology Officer, Conservation and Design

Version: 1.1

1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

The project aims to investigate through archaeological excavation a series of Roman buildings recently identified by geophysical survey in Priory Park. The project will be undertaken in two phases: Phase one - an initial excavation of modest scale using volunteers from Chichester and District Archaeology Society (CDAS), in order to evaluate the archaeology and to encourage community engagement. Phase two - a bid for external funding to secure a further series of community excavations on a larger scale.

In scope:

- Initial exploratory excavation using community archaeology volunteers.
- The compilation of a high quality record of the remains in order to ensure suitable public interpretation.
- Opportunities for engagement of general public through site tours, displays of finds, including associated commercial opportunities etc.
- Events/display programme in collaboration with The Novium Museum, to coincide with Roman week.
- The formulation of funding proposals for further investigation of the area, culminating in a bid to HLF *Our Heritage* programme.

Out of scope:

- Permanent display of the in-situ remains. This would be too onerous.
- Any excavations beyond the proposed study area. The excavation would take place in the area immediately south of the Guildhall, which is not an area that is used for specific activities.

3. Background

In 2015 a ground-penetrating radar (GPR) survey was undertaken in Priory Park by an amateur archaeologist, which revealed a number of significant features in the Park including, in the triangular area to the south of the Guildhall, a complex of what appear to be three separate buildings.

In 2016 a further GPR survey and a small trial trench located a portion of one of the buildings and revealed, at a depth of about 45cm, a series of masonry walls and a mortar floor, all of Roman date.

Further archaeological investigation would be necessary to establish the exact date and purpose of the buildings and to evaluate their importance. This provides a unique opportunity to establish a community archaeology project to investigate the site further and to engage the community in exploring and understanding the heritage of their city.

This project proposal will expand on the investigative work that has already been undertaken involving the excavation of a further trial trench. The excavation would be undertaken by the local volunteer archaeology group, Chichester and District Archaeology Society, who have been excavating a Roman villa site near Emsworth.

The excavation could be coordinated with the Chichester Roman Week organised by The Novium Museum, in order to maximise public interest and awareness of this unique discovery. There is good potential to involve the general public, including both residents and visitors, in site tours and displays of finds possibly at the Novium Museum or The Guildhall.

Should the results be favourable, a bid for external funding (probably from HLF Our Heritage Programme) will be made. If successful this will secure a further series of larger community excavations and a temporary exhibition at The Novium Museum. The first of the larger digs could coincide with the centenary of Priory Park in 2018.

The site lies in a part of the park that is not regularly used for any specific purpose; therefore potential disruption to park users would be minimal. However, careful liaison would take place with users to ensure that any negative impacts are mitigated.

Link to Corporate Plan objectives

- Contributes to effective management of the historic built environment.
- Contribute to the objectives of the Chichester Vision Project
- Promotes better community engagement with the historic environment, which can have mental and physical health benefits

Consequences of not doing it

- The loss of the opportunity to understand the resource, to engage the community and to secure proper management of it.

4. Outcomes to be Achieved

The project will help contribute to our understanding of the City's history and has potential to raise its profile and it should achieve the following outcomes

1. The engagement of the community of Chichester and beyond in exploring the archaeology of the Roman town.
2. Increased visitor numbers to the City, including The Novium Museum.
3. Local and national PR potential.
4. Engagement with organisations, such as universities and schools.

5. Timescales

Stage in process	Date
Set up a Project Steering Group	March 2017
Preparations for initial excavations, including access arrangements/equipment hire agreements/health and safety and agreement with CDAS	April 2017
Excavation to coincide with Chichester Roman Week.	May/June 2017
Report on excavations, including specialist consultant reports into pottery, animal bones, etc.	End July 2017
Meeting of Steering Group to review of outcomes and agree options for phase 2 including potential for an HLF Bid	July/August 2017
Head of Service and Cabinet Member for Planning to approve Phase 2 HLF Bid (PID required if significant)	August 2017
Bid preparation for submission to HLF in September 2017 in order to secure funding for a three-year programme of further excavations.	5th September 2017
HLF Decision on Bid	December 2017

6. Project Costs and Resources

Costs (£)		Source
One-Off	Temporary fencing; machine hire; Specialist reports; sundry expenses and consumables and contingency £2500	Existing resources
Revenue	Unknown at this stage	
Savings	Not applicable although there might be income from tours etc.	
Services to be involved in the project delivery	Chichester Parks staff to help with access and to ensure proper reinstatement of the ground after excavation. Staff members of Project Steering Group (Planning, Novium Museum and Parks). Councillor membership of Project Steering Group	

7. Benefits vs. Cost

To be established at the Phase Two Stage in relation to the preparation of the HLF Funding Bid.

8. Identify Risks

Heritage crime; Loss of personnel; Significant weather event; Potential health and safety issues and a significant discovery. Appropriate mitigation will be put in place including risk assessments for the proposed dig.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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1 . Introduction

1.1 The Local Development Scheme (LDS) identifies and timetables the planning documents that the Council will prepare to plan for development in its area. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish an LDS. This enables local communities and stakeholders to find out which planning documents are to be prepared for the area within a rolling three year timeframe. This LDS covers the period from 2017–2020, and updates the previous LDS published in May 2016.

1.2 This LDS reflects the progress made in preparing the Local Plan. It provides information on the future Development Plan Documents (DPD) and Supplementary Planning Documents (SPD) that the Council intends to produce and the timetable for their production.

1.3 The LDS has two purposes:

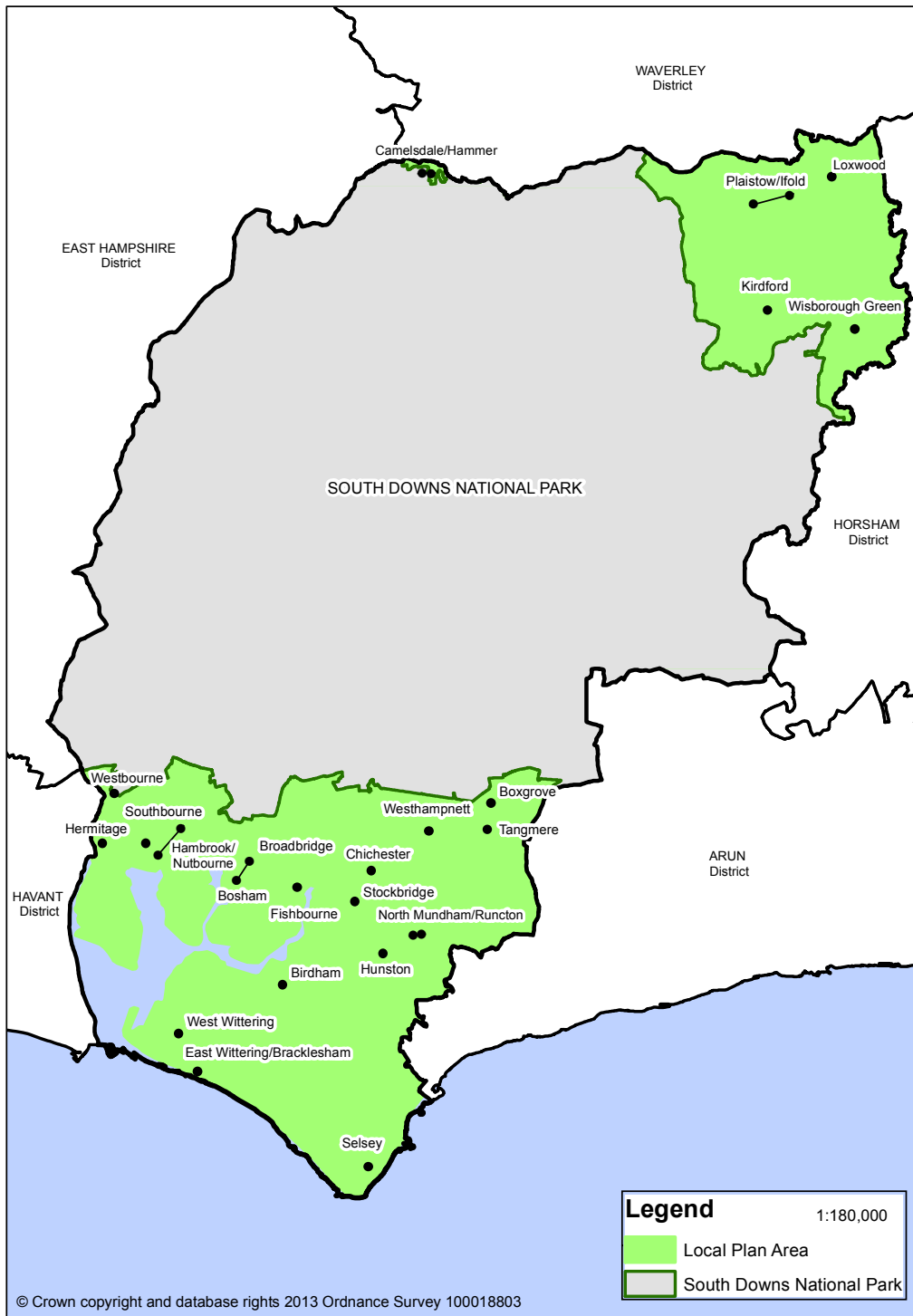
- It enables the local community and stakeholders to find out about the planning policies for their area; and
- It sets out the timetable for the production of DPDs and SPDs, including key production and public consultation stages.

1.4 The LDS will be published and kept up to date on the Council's website: www.chichester.gov.uk/planningpolicy.

2 . Geographical Coverage of the Chichester Local Plan

2.1 The Local Plan covers Chichester District excluding the area within the South Downs National Park (SNDP) (see map 2.1). The South Downs National Park Authority is the Local Planning Authority for the SDNP area.

Map 2.1 Local Plan Area



3 . The Planning System

3.1 The National Planning Policy Framework (NPPF) was published on 27 March 2012 and came into immediate effect.

3.2 Whilst the NPPF is a material consideration in decision making, the weight given to it relative to the Development Plan is left to the decision taker. The NPPF confirms that the planning system is “plan-led” which means that planning applications have to be determined in accordance with the Development Plan unless material considerations indicate otherwise.

3.3 The NPPF also confirms that the policies in emerging plans will gather more weight as development plans progress towards adoption.

3.4 The Planning Practice Guidance web-based resource was launched online by the Department for Communities and Local Government on 6 March 2014. The guidance is an indication of the Secretary of State's views and is intended to assist practitioners.

4 . The Current Development Plan

4.1 On publication of this LDS in March 2017, the Development Plan comprises:

- Chichester Local Plan: Key Policies 2014-2029
- West Sussex Waste Local Plan April 2014
- The 'saved policies' of the West Sussex Minerals Local Plan 2003
- Kirdford Parish Neighbourhood Plan 2014
- Loxwood Parish Neighbourhood Plan 2015
- Southbourne Parish Neighbourhood Plan 2015
- Fishbourne Parish Neighbourhood Plan 2016
- Birdham Parish Neighbourhood Plan 2016
- Tangmere Parish Neighbourhood Plan 2016
- Wisborough Green Parish Neighbourhood Plan 2016
- Chidham and Hambrook Parish Neighbourhood Plan 2016
- Bosham Parish Neighbourhood Plan 2016

4.2 West Sussex County Council (WSCC) is the local planning authority for minerals and waste planning. A new Minerals Plan is progressing towards adoption. In the meantime the weight given to the 'saved policies' of the West Sussex Minerals Local Plan 2003 will depend upon the degree to which they conform with the NPPF. For more information please visit the WSCC website at the following link: [New Minerals Local Plan](#).

4.3 The preparation of Neighbourhood Development Plans (NDP) is not compulsory, however, when 'made', they are a statutory document which forms part of the Development Plan. NDPs put in place policies to guide the future development of the neighbourhood plan area. They can be produced by town and parish councils in consultation with their communities. The Council has a legal duty to support the preparation of any NDP which must generally conform with the NPPF and 'strategic policies' in the Local Plan. Prior to its adoption, it must be subject to a referendum. If over 50% of the votes are in favour the local planning authority has a duty to 'make' the NDP.

4.4 Following the publication of the revised LDS in May 2016, the Birdham, Tangmere, Wisborough Green NDPs were made by the Council in July 2016. The Chidham and Hambrook NDP was made by the Council in September 2016 whilst the Bosham NDP was made by the Council in November 2016.

4.5 As at May 2017 there are 21 Neighbourhood Plan Designated Areas in the District. Further information on neighbourhood planning can be found via www.chichester.gov.uk/neighbourhoodplan.

5 . Interim Statements

5.1 The Council has produced a number of Interim Statements. These are non-statutory planning documents that set out the Council's updated position on aspects of policy set out in the Local Plan 1999 and are treated as a material consideration when determining planning applications. They are:

- Affordable Housing; and
- Development and Disturbance of Birds in Special Protection Areas and Identified Compensatory Habitats.

5.2 In the Chichester Local Plan area, excluding those parts of the District within the SDNP, both Interim Statements have been withdrawn. The Interim Statement on Affordable Housing was withdrawn upon adoption of the Chichester Local Plan: Key Policies 2014-2029 whilst the Interim Statement on Development and Disturbance of Birds in Special Protection Areas and Identified Compensatory Habitats was withdrawn upon the adoption of the Planning Obligations and Affordable Housing SPD 2016.

5.3 Both Interim Statements remain a material consideration when determining planning applications in those parts of the District within the SDNP.

6 . Development Plan Documents - Timetable

6.1 The following tables set out the DPDs and SPDs that the Council will prepare over the next three years to 2020.

6.2 A profile for each document is provided below, setting out the scope of the document and the proposed timetable for preparation. It is difficult at the outset to be precise about the timetable for the production of various stages of work, and thus the timings should be regarded as indicative. The timetable will be kept under review and will be regularly updated.

Chichester Local Plan Review

Overview	
Role and Subject	The Chichester Local Plan Review document will provide the overall planning framework for the District for the period to 2034. It will set out the overall strategy for the whole Plan area; area-based strategic policies; and strategic delivery policies. It will provide the policy context for neighbourhood and other community-led planning documents. A revised Policies Map will be submitted with the Chichester Local Plan Review document.
Geographical Area	Chichester District, except for the area covered by the South Downs National Park.
Status	Development Plan Document

Key milestones:	Dates
Approval of consultation on strategy options	Cabinet - 9 May 2017 Council - 16 May 2017
Consultation on strategy options	Consultation: May - July 2017 (6 weeks)
Approval of Preferred Approach DPD for consultation	Under review
Consultation on Preferred Approach (Reg 18)	Under review
Approval of Statutory Public Consultation DPD for consultation (Pre-Submission)	Under review
Statutory Public Consultation document (Reg 19) (Pre-Submission)	Under review
Submission to Secretary of State	Under review
Examination Hearing	Under review
Adoption	Under review

6 . Development Plan Documents - Timetable

Site Allocation Development Plan Document

Overview	
Role and Subject	The Site Allocations DPD will identify non-strategic sites such as housing, employment, Settlement Boundaries and other development requirements in conformity with the Chichester Local Plan. It will cover those parts of the Plan area where local communities have not chosen to identify sites through neighbourhood plans over the lifetime of the Plan.
Geographical Area	Chichester District, except for the area covered by the South Downs National Park.
Status	Development Plan Document

Key milestones:	Dates
Approval of Preferred Approach DPD for consultation	Cabinet - 1 December 2015 Council - 15 December 2015
Consultation on Preferred Approach (Reg 18)	Consultation: 7 January - 18 February 2016 (6 weeks)
Approval of Further Consultation Site Allocation DPD for consultation	Cabinet - 7 June 2016 Council - 19 July 2016
Further Consultation Site Allocation DPD consultation	Consultation: 28 July - 22 September 2016 (8 weeks)
Approval of Statutory Public Consultation DPD for consultation (Pre-Submission)	Cabinet - 1 November 2016 Council - 22 November 2016
Statutory Public Consultation document (Reg 19) (Pre-Submission)	Consultation: 1 December 2016 - 26 January 2017 (8 weeks)
Submission to Secretary of State	March 2017
Examination Hearing	July 2017
Adoption	December 2017

6 . Development Plan Documents - Timetable

Joint Chichester Harbour AONB Supplementary Planning Document

Overview	
Role and Subject	<p>The Chichester Harbour SPD is being produced in conjunction with the Chichester Harbour Conservancy and Havant Borough Council. All the authorities have an interest in planning within the Chichester Harbour Area of Outstanding Natural Beauty (AONB). The SPD provides further detail as to how policies in the local plans will be applied and expands on the aims of the Chichester Harbour AONB Management Plan 2014-2029. As the SPD goes through a consultation process it gains more weight in planning decisions.</p> <p>This document will be in conformity with the Chichester Local Plan.</p>
Geographical Area	Chichester Harbour Area of Outstanding Natural Beauty
Status	Supplementary Planning Document

Key milestones:	Dates
Approval of SPD document for consultation	Cabinet - 1 November 2016
Consultation on SPD (Reg 12 Public Participation)	Consultation: 10 November - 22 December 2016 (6 weeks)
Approval of document for adoption	Cabinet - 4 April 2017 Council - 16 May 2017
Adoption (Reg 14)	May 2017

Southern Gateway Masterplan Supplementary Planning Document

Overview	
Role and Subject	<p>The Southern Gateway Masterplan SPD expands upon and provides further guidance as to how Policy 10 (Chichester City Development Principles) of the Chichester Local Plan: Key Policies 2014-2029 will be applied. The Southern Gateway area forms part of the southern approach to Chichester City where there are opportunities to regenerate the area. The overall objective of the SPD is the production of a masterplan for the area. The delivery of the masterplan will facilitate development including new homes, jobs, retail and other facilities.</p>
Geographical Area	The Southern Gateway area forms part of the southern approach to Chichester City
Status	Supplementary Planning Document

6 . Development Plan Documents - Timetable

Key milestones:	Dates
Approval of SPD document for consultation	Cabinet - 9 May 2017 Council - 16 May 2017
Consultation on SPD (Reg 12 Public Participation)	Consultation: 25 May - 6 July 2017 (6 weeks)
Approval of document for adoption	Cabinet - 5 September 2017 Council - 19 September 2017
Adoption (Reg 14)	September 2017

Policies Map

7.1 The Policies Map forms part of the adopted Chichester Local Plan: Key Policies 2014 - 2029.

7.2 The Policies Map, which is available online, identifies policy designations, proposals, and sites allocated for particular land uses in the Chichester Local Plan. It will be updated when the following documents are adopted or made:

- Chichester Local Plan Review;
- Site Allocations DPD;
- West Sussex Minerals DPD;
- West Sussex Waste DPD; and
- Neighbourhood Development Plans.

Community Infrastructure Levy

7.3 A brief description of the role, coverage and relevant planning documents relating to the Community Infrastructure Levy (CIL) and the Planning Obligations and Affordable Housing SPD are outlined below.

7.4 The CIL Charging Schedule sets out standard charge(s) that the Council levy on specified types of development to contribute towards required infrastructure. It applies to Chichester District with the exception of the area covered by the SDNP. It is supported by the Infrastructure Delivery Plan, which shows what infrastructure is needed within the Plan area over the lifetime of the Plan, when it is needed and how much it will cost.

7.5 The CIL Charging Schedule and Planning Obligations and Affordable Housing SPD were adopted by the Council in January 2016 and came into force on 1 February 2016.

Statement of Community Involvement

7.6 The Statement of Community Involvement (SCI) was adopted by the Council in January 2013. It sets out the methods of consultation to be used for the various public consultation stages in the preparation of local plan documents and for development management consultations. This document will be reviewed and updated to take account of changes in Government legislation and guidance.

Overview	
Role and Subject	The SCI sets out the timing and methods of consultation to be used for the various public consultation stages in the preparation of Development Plan Documents, Supplementary Planning Documents and for development management consultations.
Geographical Area	Chichester District, except for the area covered by the South Downs National Park.
Status	Local Development Document

7 . Other Documents

Key milestones:	Dates
Approval of SCI for consultation	Cabinet - 9 May 2017 Council - 16 May 2017
Consultation on SCI	Consultation: 25 May - 6 July 2017 (6 weeks)
Approval of document for adoption	Cabinet - 7 November 2017 Council - 21 November 2017
Adoption	November 2017

Sustainability Appraisal incorporating Strategic Environmental Assessment

7.7 A Sustainability Appraisal (incorporating Strategic Environmental Assessment) will be undertaken for all DPDs, and where required for SPDs. This will ensure that the social, economic and environmental effects of policies are understood and fully taken into consideration. This is particularly important in the appraisal of reasonable options. A Sustainability Appraisal report will accompany each published stage of a DPD, including the final Submission version.

Appropriate Assessment

7.8 A Habitats Regulations Assessment (HRA) is undertaken during the production of a DPD to assess whether the policies and proposals will have a significant effect on integrity of sites of European importance. The HRA is updated to assess any fundamental changes or amendments to the DPD and will be published at each stage of the production of a DPD.

Monitoring and Review – The Authority’s Monitoring Report

7.9 Local planning authorities are required to publish a report that monitors the implementation of the LDS and whether adopted planning policies are delivering their objectives. The current version is published on the Council’s website at the following link: [Local Plan Monitoring](#).

Evidence Base

7.10 A number of studies will be prepared to support the evidence base for the Chichester Local Plan Review. Other evidence is being or will be prepared to support DPDs as relevant. These will either be published on the Council’s website or where too large to be published this way, will be made available in an alternative format. Studies are available at www.chichester.gov.uk/studies.

Duty to Cooperate

7.11 Procedures/protocols are being put in place under the ‘duty to cooperate’, which show how local authorities and other public bodies have cooperated with each other in the production of DPDs, particularly where the issues span across district council boundaries. The Council will work in conjunction with the other members of the Coastal West Sussex and Greater Brighton Strategic Planning Board on strategic planning issues, particularly focusing around housing, economic growth and infrastructure. In addition, it will collaborate with other authorities on specific issues as necessary.

Council Procedures and Reporting Protocols

7.12 The preparation of DPDs will be informed and monitored by the Council through:

- The Council’s Corporate Management Team, headed by the Chief Executive;
- The Council’s Development Plan and Infrastructure Panel, which comprises, the Leader of the Council, the Planning Portfolio holder, and other councillors;
- The Council’s Cabinet; and
- The full Council, including formal consideration of the the submission version of the Local Plan and other DPDs; to agree submission to the Secretary of State, and to adopt following receipt of the Inspector’s report.

Resources

7.13 The following officers of the Council are preparing the Local Development Documents:

- Planning Policy Conservation and Design Service Manager
- 3 Principal Planning Officers
- 3 Planning Policy Officers (two full time and one part time)
- Neighbourhood Planning Officer

Risk Assessment

7.14 Contingency arrangements will be put in place in the event that insufficient resources are available to progress the DPDs in line with this LDS. For example, staff shortages may occur through sickness, or through job turnover. Contingency actions are as required:

- Additional legal resources may be required to be procured in periods of heavy workload;
- Consultants may be appointed on short-term contracts to undertake specialised technical studies;
- Joint working will take place with neighbouring authorities, where deemed appropriate which will help spread the workload;
- Staff from elsewhere in the Council may be required to help out with matters for example publicity and consultation, and inputting responses to public consultations;
- Advice on procedural matters may be sought from the Planning Advisory Service and the Planning Inspectorate; and
- Implementation of the Council’s Business Continuity Plans.



CHICHESTER

Historic Environment Strategy and Action Plan



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Chichester Historic Environment Strategy and Action Plan - Overview ~~Consultation Draft~~

Chichester's historic environment is one of our greatest assets. It makes a very real contribution to our quality of life and the quality of our places, providing a sense of identity and a connection to the past; it is highly valued by residents and visitors. It is also an important asset that can help attract inward investment and provides a focus for tourism; evidence of, and information about, our past constitutes a powerful educational tool; and it can provide opportunities for improving public health and well-being through encouraging positive engagement with the historic environment as well as its contribution to maintaining familiar and stable environments.



*The pParish cChurch, Earnley - Grade II**

The Strategy defines some key objectives and priorities to inform our policies and target our resources and sets out our approach to achieving these. It is structured into four broad sections:-

- Part One: Introduction, and Objectives
- Part Two: Context (Policy and Chichester's Historic Environment)
- Part Three: Heritage Assets
- Part Four: Action Plan with a list of prioritised actions which will be refreshed regularly.

The Strategy and Action Plan has been drafted to **support** ~~set out a~~ **the Local Plan to inform the** positive strategy for the Historic Environment as recommended by the NPPF. It applies to the Chichester District Local Plan area. Whilst the Strategy does not apply to those areas of the District that are within the South Downs National Park, the Action Plan covers the specialist planning services we provide to the National Park Authority in relation

to the historic environment under the terms of a delegation agreement in respect of planning authority functions. It does not cover other aspects of Historic Environment Actions within the National Park, such as conservation area appraisals, for which the National Park Authority has responsibility. Throughout this document references to Chichester District relate specifically to the Chichester District Local Plan Area, unless otherwise stated.



Chichester District

KEY

- Chichester District – Local Plan Area
- South Downs National Park Area

Part One – Introduction and Objectives

Background

This Strategy has been prepared by the Conservation and Design Team as part of Chichester's commitment to ensuring that the benefits of our heritage are fully realised and that changes to the city and the wider district are guided and managed in a way that is informed, strategic and shared and understood by all. It sets out our approach to achieving these aims to inform our policies and target our resources.

The production of this strategy is intended to enable a clear understanding of District's historic environment and the Council's approach to its management and conservation. It is seen as contributing to delivering the locally specific spatial vision for a quality environment, envisaged in the Council's Design Protocol to ensure that in meeting the needs of our current and future communities the contribution the historic environment makes is understood and appreciated

The document has been written to promote greater awareness of the historic environment, and understanding of the pressures that it faces. It identifies the opportunities that it provides and sets out the Council's role in its conservation and enhancement, including actions that are required to ensure that Chichester's historic environment is conserved for future generations.

The strategy will ensure that Chichester's historic environment is valued and understood, protected, conserved, cared for and where appropriate enhanced. The historic built environment requires broad public support and understanding, and this strategy will promote the important contribution it makes to the District's special environmental qualities and underpin the Council's commitment to its proper management for the benefit of future generations.

In Neighbourhood Plan areas, Parish or Town Councils will have an important role in protecting and conserving the historic environment within their areas. The District Council will provide support and advice to help communities achieve this objective.

Purpose of the Strategy

The Government attaches great importance to the protection and enhancement of the historic environment as one of key dimensions of sustainable development as identified within the National Planning Policy Framework (NPPF). Conserving heritage assets in a manner appropriate to their significance, so they can be enjoyed for their contribution to the quality of life of this and future generations is identified as one of the core planning principles on the Framework.

The Historic Environment Strategy and Action Plan set out to define the character and special significance of the historic environment within the Local Plan Area of Chichester District and the Council's approach to its protection conservation and management. It underpins our commitment to achieving sustainable development as set out in National Policy and Chichester's Local Plan. This strategy sets out how we will ensure that the special qualities of the buildings, features, places, spaces and the networks that make up our city and towns and rural areas contribute to the quality of our environment, both now and in the future.

This Strategy and associated Action Plan will guide the Council's approach, in association with the South Downs National Park Authority, where appropriate, to positively managing

change within the district's historic environment and ensure that available resources are put to best use.

The Strategy identifies priorities for action to ensure resources are directed to best effect. It will assist the making of bids for resources, including partnership funding, to deliver regeneration projects that respect the historic environment and a quality conservation service. It will be consistent with and help achieve the council's corporate goals and commitments set out in the New Local Plan through the environment, social and economic dimensions of sustainable development including cultural infrastructure.

The **Strategy** and **Action Plan** will:

- Clarify the council's responsibilities and reaffirm its commitment towards the conservation of Chichester's historic environment;
- In particular, the Strategy sets out the processes and tools available for protecting and maintaining the historic environment to ensure Chichester's distinctive historic and natural environment is conserved and enhanced. The Action Plan sets out the Council's approach to the use of these processes and tools to secure appropriate planning decisions that facilitate constructive conservation and management of the historic environment;
- Seek to make best use of this considerable asset, and to drive forward projects for the continued preservation and enhancement of this heritage;
- Define a series of key principles for management and protection of the historic environment; and
- Include a programme of action for the future management of the district's historic environment and cultural heritage.

Why the Historic Environment is Important

Evidence from the historic environment is important for its potential to increase future knowledge and for its value as a cultural, social, leisure, education and tourism resource. These survivals are finite and non-renewable, and are vulnerable to loss and damage from development activities and also by cumulative erosion through small scale change.

The historic environment represents tangible evidence of the District's past and is what defines our district. There are also sound economic reasons why the historic environment is important to Chichester in terms of making an attractive location to live and work and many visitors are keen to visit and learn more about the District's history and heritage. Understanding how the district has historically developed over time can help inform how it should grow in the future whilst conserving or enhancing these special characteristics.

Objectives and Priorities

To ensure a clear and consistent approach to the management of Chichester's historic environment it is necessary to take a strategic and holistic approach to its management. It is, therefore, helpful to define an underpinning set of objectives and priorities, however, they are not fixed and will be re-examined and reviewed regularly to ensure they remain current and relevant.

Objectives: The Chichester Historic Environment Strategy and Action Plan will:-

- Promote the sustainable management of the historic environment;

- Promote local community participation in the management of the historic environment resource.
- Promote greater awareness of the historic environment amongst decision makers;
- Provide a strategic overview of the historic environment resource in the district;
- Identify the key issues and opportunities facing the historic environment in the district;
- Identify the key priorities for action to improve the management of the historic environment;
- Produce a targeted action plan;
- Promote a partnership approach to the management of the historic environment;
- Promote public understanding and enjoyment of the historic environment.

These objectives and priorities recognise that:

- All aspects of Chichester's environment, rural and urban, are 'historic' and its diversity is recognised;
- Change is inevitable and frequently necessary therefore all plans, policies and proposals affecting the historic environment should be based on a thorough understanding of the significance of any assets affected.
- Opportunities to better reveal or enhance significance can help our understanding of the historic environment to ensure that it is valued.
- The processes of historic land use and management and building craft traditions enshrined within the district's historic environment are what gives the area its local distinctiveness and special character;
- The historic environment belongs to the whole community, residents and visitors alike, and has great social value in the way it contributes to sense of place and through that to individual, communal and regional identity.
- Some features of the historic environment are of such significance that their conservation should be an overriding concern
- In delivering change, working with the historic environment can provide more sustainable and long term solutions for communities;
- that there are real economic benefits to be gained from the conservation of the historic environment

This Strategy and associated Action Plan will guide future work programmes, influence investment decisions and ensure the District's historic built environment is managed in a co-ordinated, structured and corporate way. It will be subject to widespread consultation and involvement in its development and delivery.

Part Two – Context

Definition of the Historic Environment

The term historic environment represents the material and natural remains of the past as shaped by people's activities through time and perceived by people now and, therefore, covers "all aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora" (**National Planning Policy Framework (NPPF) Annex 2 – Glossary**). The historic environment, therefore, provides the context for our everyday lives, comprising the places and buildings in which we live or work or which we enjoy to visit in our leisure time. It helps to define a sense of place that in turn promotes civic pride. As such the interpretation of the historic environment is different for everyone and can be very diverse.

In formal terms the historic environment comprises ~~protected~~ **designated** heritage assets such as listed buildings, registered parks and gardens, scheduled monuments, conservation areas, World Heritage Sites, protected wrecks and registered battlefields. **The National Planning Policy Framework (NPPF) Paragraph 132 identifies heritage assets of the highest significance, including scheduled monuments, grade I and II* buildings, protected wreck sites and grade I and II* registered parks and gardens.** But these designated assets represent only a small proportion of the historic environment that also includes, the countryside, towns and villages and the city itself all of which have physical evidence for past human activity, over thousands of years.

Therefore, the historic environment also includes this wider landscape and the various individual features of places which give them their special character. Anything which has over time been influenced by the activities of humans can form part of our historic environment: for instance historic settlements; farmsteads; street and field patterns; the walls, ancient trees and hedgerows, footpaths and numerous things which adorn our streets like finger posts and milestones, post boxes and telephone kiosks. These features all come together to create the historic environment that people recognise and relate to.

In addition **to the** physical expression of the historic environment, there is also valuable documentary evidence in the form of collections, archives and hidden evidence of people's stories, photographs and memories, and artefacts that help us to understand how and why the historic environment was created. However we view our historic environment, it is a record of the past and a resource we should manage carefully for future generations.

Protecting the Historic Environment

The District Council has a statutory duty to protect the Historic Environment in the exercise of its planning functions. With respect to Listed Buildings and Conservation Areas this is set out in the Planning (Listed Buildings and Conservation Areas) Act 1990.

With respect to Listed Buildings

S.16 subsection (2) states:-

*"In considering whether to grant listed building consent for **any works** the local planning authority or the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses".*

And, Section 66 Subsection (1) provides:

“In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.”

With respect to Conservation Areas

S.69 Subsection (1) states:-

“ Every local planning authority—

(a) shall from time to time determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and

(b) Shall designate those areas as conservation areas.”

And Subsection (2)

It shall be the duty of a local planning authority from time to time to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as conservation areas; and, if they so determine, they shall designate those parts accordingly.

S.71 Subsection (1)

“It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are conservation areas.”

S.72 Subsection (1) Imposes a general duty on local planning authorities in the exercise of its planning functions, with respect to any buildings or other land in a conservation area, to pay special attention to the desirability of preserving or enhancing the character or appearance of that area.

With respect to Archaeology and Scheduled sites, the Ancient Monuments and Archaeological Areas Act 1979 (as amended) enables the Secretary of State for Culture, Media and Sport, normally acting on the advice of Historic England, to provide legal protection for nationally important ancient monuments. Other provisions of the 1979 Act enable Historic England and local authorities to give grants, enter into management agreements and take monuments into guardianship.

Part II of the Ancient Monuments and Archaeological Areas Act 1979 (as amended) introduced measures for archaeology planning control through the creation of Areas of Archaeological Importance, and the Act makes provision for investigation, preservation and recording of matters of archaeological or historical interest and for the regulation of operations or activities affecting such matters.

Some large-scale developments are covered by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 which require that the potential environmental impacts of development are assessed prior to any decisions being made. The Regulations may apply to developments which fall outside the remit of local planning authorities, such as trunk roads and other infrastructure developments pursued under the Transport and Works Act and major pipeline schemes.

Policy Context

National Policy

The Government's planning policy is set out in a single unified document known as the National Planning Policy Framework (NPPF). The NPPF requires each Local Planning Authority to produce a local plan for its area which includes a positive strategy for the conservation and enjoyment of the historic environment taking into account: the desirability of putting heritage assets to a viable use and sustaining and enhancing their significance; the contribution that the historic environment makes to wider sustainability aims; the desirability of new development to contribute to local character and; the opportunities to draw on the contribution that the historic environment makes on the character of a place (NPPF, paragraph 126).

Local Plan Policy

Chichester's Local Plan sets the Vision for the sort of place that the District should be by 2029.

The Vision for Places recognises the area's unique strengths and opportunities, including its valued and cherished historic environment, that have contributed to its success and which will underpin its future prosperity. Aspects of the Vision specifically relating to the Historic Environment include:-

By 2029, Chichester will be a place where people can:

- Enjoy a vibrant historic city, thriving towns and villages and areas of attractive, accessible and unspoilt harbours, coast and countryside;
- Have a quality of life that is enriched through opportunities to enjoy our local culture, arts and a conserved and enhanced heritage
- The conservation and enhancement of the historic environment, the high quality landscapes and the agricultural and other rural activities that support it will remain paramount

The Plan embraces all aspects of the historic environment including the built environment, archaeological remains or features and man-made landscape and recognises that it is dynamic and changes over time. The aim of the plan is to manage change by ensuring that development or change affecting the historic environment is appropriate in terms of its impact and to ensure appropriate policies and programs of work are developed and put in place for its management

The Plan contains policies that are consistent with the policies in the NPPF setting out how we will deliver sustainable development within our area. The Local Plan sets out the strategic policy necessary to deliver conservation and enjoyment of the historic environment To support these more strategic policies this Strategy sets out in greater detail how these policies will be implemented in practice including information on the procedures that we adopt, the more detailed advice on management of development affecting the historic environment of the district. The Action Plan sets out a programme of key activities the Council will undertake to ensure good management of the historic environment including the approach to preparing and reviewing character appraisals for the Districts conservation areas, the identification and management of heritage at risk,

the making of Article 4 Directions to control small scale incremental changes within conservation area, and the processes and procedures we employ in identifying undesignated heritage assets.

Alongside the NPPF and the new Local Plan the Localism Act (2011) has given powers to local communities and parish and town councils to produce their own Neighbourhood Plans. The NPPF sets out the Government's concept for Neighbourhood Plans which are intended to give local people an opportunity to become involved in shaping a shared vision for their community and to ensure that the right types of development are delivered locally.

Historic Context - Geology

Chichester District, which is divided by the area within the National Park, is unusual in including significant areas of each of the dominant geographical zones of its region: coastal plain, chalk downland, Greensand belt and Weald. **The geology of the area is often reflected in local architecture in terms of building materials and associated construction techniques.** Each zone has been utilised by mankind in different ways and each contains specific relics of settlement pattern and ritual activity. **The variety of geology and of vernacular building materials needs to be understood whenever designing new buildings or extensions to existing ones, wherever they may be located.**

The coastal plain

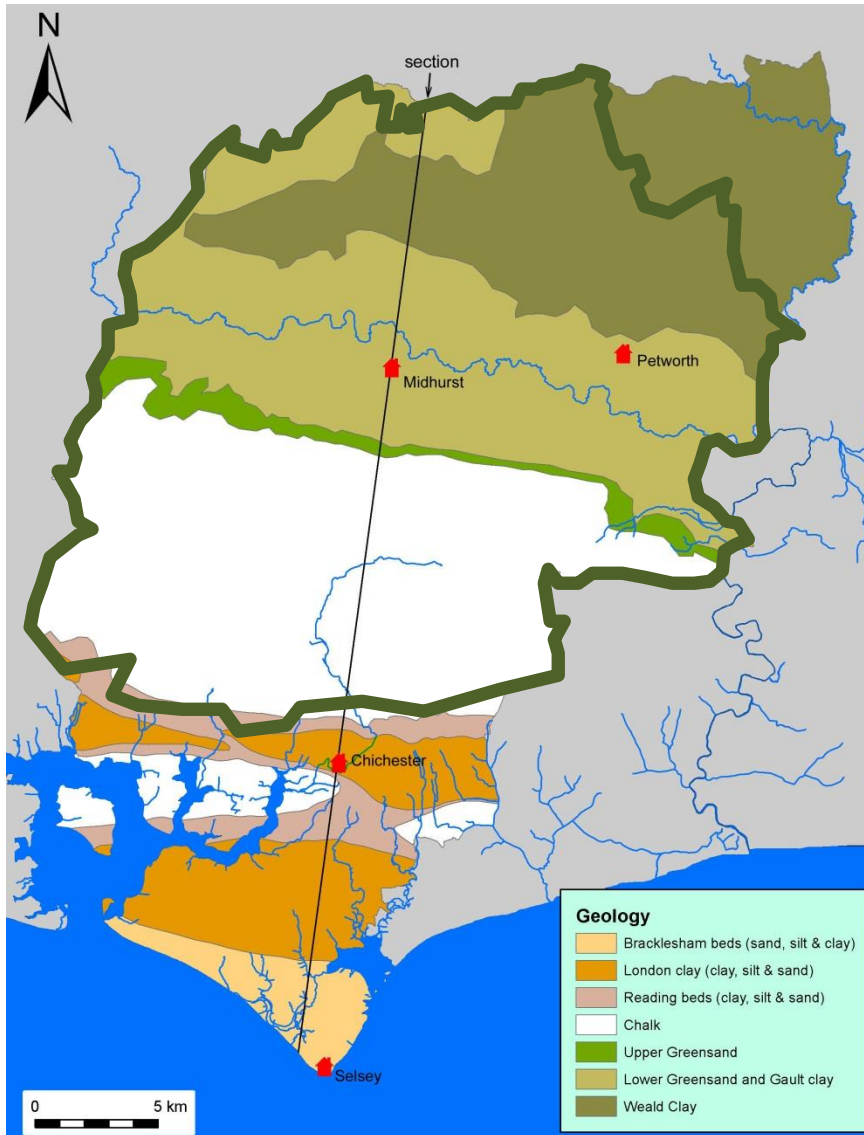
The dip slope of the chalk Downs and the clays at its base were flattened **by a succession of** during the last Ice Ages **or glaciations and** by marine erosion and regression, leaving a series of 'raised' beaches backed by "cliffs". These were then covered by a variety of sediments including gravels and clays as well as alluvial deposits from former streams.

The South Downs Dip Slope

The gentle, dip slope of a prominent chalk escarpment, the southern remnant of a vast dome that once covered the whole Weald blends into the coastal plain along the southern fringes of the South Downs National Park. The dip slope is interrupted by a series of valleys formed by streams, mostly now dry with the (intermittent) exception of the Rivers Lavant and Ems.

The Weald, underlying most of the North-East part of the District, outside the National Park

The Western Weald is dominated by the clays with occasional outcrops of sandstone that underlie the Greensands. This has produced a rolling landscape with considerable surface water draining into meandering valleys.



South Downs National Park Area



Figure 1: Geology Plan

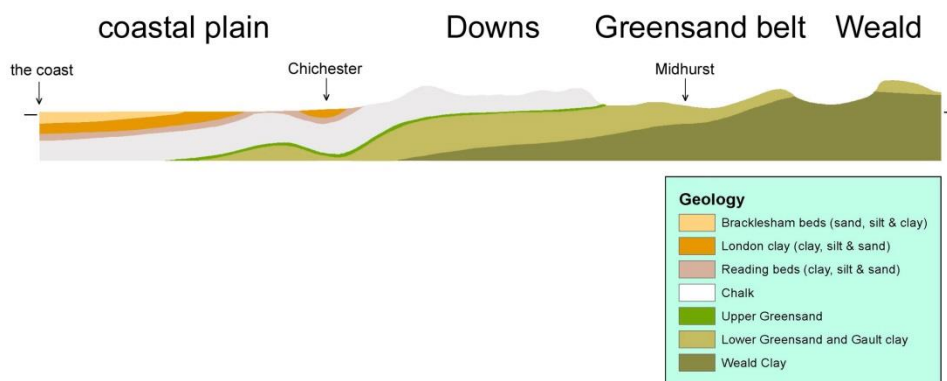


Figure 2: Geology Section

The extent to which these zones have been utilised at different times has depended on topography, abundance or scarcity of food, water and raw materials, soil fertility, drainage, climatic effects and technological change.

Historic Context - Chichester District Timeline

Palaeolithic - Mesolithic (c. 500 000 – 4500BC)

The Palaeolithic marks the first inhabitation of Britain by humans and the people of the Palaeolithic and Mesolithic periods hunted and gathered wild food using simple stone, bone and wooden implements. The environment varied considerably during this period, from frozen tundra to warmer than present. The degree of human activity is likely to have varied in relation to the environmental conditions. Sea levels rose and fell in relation to the advance and retreat of the ice sheets, and for the majority of this period Britain was connected to the continent, allowing the ingress and egress of the small, migrant human population. They were probably highly mobile, living in temporary structures leaving little trace. Their management of the environment may have been limited to the clearance of woodland to create hunting vistas.

Archaeological evidence indicates that the coastal plain was a wooded environment that was extremely rich in plant and animal resources. Early hunters and hunter-gatherers used flint tools to hunt for food and to process other natural materials.

Remains of the earliest known inhabitants of Britain, dating from 500 000 BC, have been found at Boxgrove, where early humans came down onto the beach to hunt large animals such as horse and rhinoceros.

Neolithic - Bronze Age (c. 4500 – 800BC)

The Neolithic period saw ~~arguably~~ some of the most important advances in human history, with the cultivation of cereal crops and the adoption of animal husbandry and ~~with it came the utilisation of the kinder soils and climate of the coastal plain and the need to settle permanently nearby.~~ The benefits of agriculture and a sedentary lifestyle led to changes in technology, society, and economics, notably the ~~vast increase in the use~~ **introduction of pottery, the appearance of communal monuments and the systematic exploitation and trading of raw materials such as flint.** The area was **dominated both physically and spiritually by the chalk downland, with its burial mounds, flint-mining complexes and ritual enclosures.** Of the latter the most important was the causewayed enclosure at The Trundle, which seems to have been a place where people came together to make and reinforce relationships, to exchange food and special materials and to swap ideas. The evidence of Neolithic settlement on the coastal plain is restricted to individual and small groups of pits, often containing placed 'ritual' deposits, which presumably represent houses made from flimsy material that leaves no other trace.

The Bronze Age saw an increase in the size and social complexity of communities, and, ~~notably,~~ the first use of metalworking in Britain. The expanding population and the advent of metal tools allowed forests to be cleared on a larger scale to provide land for agriculture, **and there is the first evidence for the development of social hierarchies.** Large parts of the coastal plain seem to have been exploited in an organised way, with integrated systems of farming and the exploitation of fluvial and marine resources, and the landscape was peopled with communities in small

groups of round-houses. The dead were generally cremated and their remains were buried in urns in cemeteries and burial mounds, but most of the latter clustered along the downland ridge.

Cleared land was often divided up into field systems, reflecting the increasing social complexity that was developing and specialisation of food production allowed more time for social gathering, leading to the appearance of the first ritual monuments, and the systematic exploitation and trading of raw materials such as flint.

Iron Age - Roman (c. 800BC – AD400)

The Iron Age sees **saw a series of technological and social advances. As well as** the development of iron-working technology, ~~Social relations become more complex and the development of new technologies and trade routes led to an increase in the range of goods people had access to. It was not until the Iron Age that the using minerals~~ **exploited in resources of the Weald began to be exploited, and a system of coinage based on those in use in the Mediterranean, there was a rapid growth in the use material culture and the development of a tribal system including rulers and a military elite.** ~~by which time organised commerce and political control resulted in the development of a tribal centre in the Chichester-Fishbourne area. The long distance trade routes, both maritime and insular, that this encouraged persuaded the Romans to annexe Britain and to impose their own sophisticated consumer economy. Sophisticated farms utilised the coastal plain. Major roads crossed the region from the only major town, at Chichester, to Winchester, Silchester and London. Other roads connected with the ports.~~ **This resulted in the need for fortified settlements, such as The Trundle hillfort, which served as the capitol, the royal palace, the religious centre and the place where food and grain and other riches were stored. In the late Iron Age the hillforts declined in importance and were replaced by a ‘territorial oppidum’, a sort of disparate proto-urban centre, on the coastal plain in the Chichester/Fishbourne area. This was defined and protected by a vast series of linear earthworks known as the Chichester Entrenchments and would have relied upon a major port at Fishbourne for the trade in raw materials to and luxury goods from the fledgling Roman Empire. Ordinary communities also seem to have coalesced into larger settlements than before, and most of the countryside was probably filled with small fields employing an arable/pastoral rotation system. The local tribe seem to have been called the Regini, which means something like ‘the proud people’.**

The sophisticated economy, rich mineral resources and the political advantage to be gained from a quick military victory made Britain too tempting a prospect to be ignored, and the Romans successfully invaded in AD43. Within a fairly short space of time they had established an urban centre, Noviomags Reginorum, the ‘new market of the Regini’, at Chichester, and a palatial residence, presumably for their chieftain who would have had the status of a client king, at Fishbourne.

Saxon (c. AD400 – 1066)

~~Following the withdrawal of the Roman army from Britain c. AD 410, the eastern areas of Britain began to be settled by peoples from northern Germany and southern Scandinavia, namely the Angles, Saxons, and Jutes. The collapse of the Roman economy there was a reversion to an agricultural subsistence reminiscent of the later prehistoric period. The intermingling of significant numbers of Germanic immigrants with the native population eventually resulted in a village society that remained in place until the agricultural revolution of the seventeenth and eighteenth centuries. Towns~~

~~developed either as reused ancient defensive sites (Chichester) or through commercial enterprise in previously underutilised areas.~~

By the end of the 4th century AD, following a series of disastrous barbarian invasions and civil wars, the economy of the Empire was close to collapse. The last units of the army had been shipped out and Roman administration ceased by AD 410. Commercial activity had virtually ceased, Chichester was abandoned and the countryside reverted to self-sufficiency. At the same time large numbers of settlers from northern Germany and southern Scandinavia were arriving on the east and south coasts of Britain. They brought with them a vibrant social system much more suited to a subsistence economy and soon either exterminated or subsumed what was left of the Romano-British population, ultimately into a Kingdom of the South Saxons. The intermingling of significant numbers of immigrants with the native population eventually resulted in a village society that remained in place until the agricultural revolution of the seventeenth and eighteenth centuries.

The Anglo-Saxons were pagans at first, and the South Saxons were amongst the last to be converted to Christianity, in the 7th century by Wilfrid, who established what became a cathedral at Selsey. At about the same time that the kingdom was being absorbed into Wessex and came under the rule of its royal house, from which sprang the first kings of all England. It was under the most dynamic of these, Alfred the Great and Athelstan, that urban centres were redeveloped as bulwarks against the Vikings in ancient defensive sites such as Chichester.

Medieval (c. 1066 – 1485)

~~Most of the landscape was formed in the medieval period, as small Saxon settlements grew into larger villages and towns. Following the Norman Conquest there was an increased focus on architecture created by the military and for religion. Thus many small wooden Saxon churches were rebuilt in stone, some on a monumental scale. The church became very powerful during this period, and held land and properties across the country. Towns developed either as reused ancient defensive sites (Chichester) or through commercial enterprise in previously underutilised areas.~~

The Norman invasion brought a new ruling class protected by a series of castles, not only dominating the populations of the old urban centres, like Chichester, but also to protect strategically important ports and new commercial centres. They also brought a new religious architecture and had the financial resources to rebuild many of the existing churches and to endow new monasteries. The cathedral at Selsey was closed and a replacement was built in Chichester in 1070. Throughout the middle ages the principal landowners were the Crown, the Church and major lords such as the Earl of Arundel.

But for most people in the countryside a change of landlord made very little difference; the small hamlets and villages that had developed in the late Saxon period mostly continued to do so until the arrival of the Black Death in the 14th century.

Post medieval Tudor to Victorian (c. AD 1485 – 1837)

The post-medieval period sees ~~saw~~ a rapid and extensive growth of the population and an increased strain on the agricultural resources needed to support them. ~~and~~

~~subsequently their impact on the landscape.~~ **The dissolution of the monasteries enabled a redistribution of property and the rise of a new landed class, and encouraged an increase in commercial activity. Increased literacy and interest in science, the arts and exploration encouraged ambition.**

In the wider landscape the enclosure of open fields began to take place and landowners accumulated large estates. Shipbuilding was a major industry and would have been supported by local coppices and woodlands. Dell Quay was the official quay for the port of Chichester at this time and exports included wheat and malt. Mills were built to mill corn for export as flour. Major iron and glassworking production sites developed out of medieval cottage industries in the Weald.

~~In the 18th century the population of Chichester City was around 4,000. It started to rise towards the end of the period but was still less than 5,000 at the time of the first census in 1801.~~ **By the 18th century Chichester had dwindled to being a quiet market town with population of around 4,000. It started to rise towards the end of the period but was still less than 5,000 at the time of the first census in 1801.** In 1724 Daniel Defoe wrote that Chichester was: 'not a place of much trade, nor is it very populous'. The City was largely rebuilt during this century. ~~Many houses~~ **the medieval timber framed buildings** were either rebuilt in brick, or faced up with brick in the **Georgian style** made from local clay and brick making became an important local industry.

In addition to a vast increase in settlement size, there has been a great increase in industry, while other institutions, such as the church, have declined in importance. Georgian Chichester was a town of craftsmen working in their own workshops with an apprentice including carpenters, bricklayers and glaziers, blacksmiths, wheelwrights, coopers, saddlers, tailors and shoemakers.

Enclosures of the medieval open fields, commons and wastes were a feature of Chichester's landscape setting – many brought about by Parliamentary Enclosure Act. The Portfield and Guildenfields which had been the Medieval open fields were enclosed and consolidated into one ownership. At this time Chichester was a remarkably compact city with views of the city dominated by the cathedral due to the absence of perimeter development beyond the walls and the open nature of the surrounding land.

The 18th and 19th Centuries saw the development of **new schools and** new transport links, most notably increases in the road network and the construction of canals. Commercial use of the canals was short-lived and the arrival of railways during the 19th Century led to a decline in commercial canal traffic resulting in their eventual closure and abandonment during the late 19th and early 20th Centuries.

George Loaders survey of the city in 1812 shows a city which is still substantially within the Roman walls. All north-south traffic passed through the centre of the town, although it was possible for east-west traffic to travel via lanes around the north walls. Changes since Nordens map of 1595 are principally the developments within the south-east and north-west quarters of the city, which had been largely undeveloped in the 16th century. Additional development had occurred to the east along the side of the river Lavant in St Pancras, St James and the Hornet. The Chichester Ship canal was built in 1822, to designs by John Rennie, coming in from the south, joining the turnpike road which led to the Manhood Peninsula and Dell Quay. At this time Chichester Harbour still provided an important transport link, as well as remaining a source of fish and other goods.

Victorian to Modern (c AD 1837 – 1935)

In 1846 the first Railway to Chichester opened linking the City to Brighton following on from the opening of the London to Brighton Line in 1841. The relatively short lived Chichester Line, linking Chichester and Midhurst was eventually opened in 1881 but closed to passenger traffic in 1935. Parts continued to be used for goods traffic and the section from Lavant to the Junction with the South Coast Line remained in operation until 1991 serving gravel workings and before that for the transport of sugar beet. Other railways in the District included the even shorter lived West Sussex Railway which opened in 1897 as the Hundred of Manhood and Selsey Tramway, running from Chichester to Selsey. It gradually declined in the face of competition from road traffic and eventually closed in 1935.

Chichester City



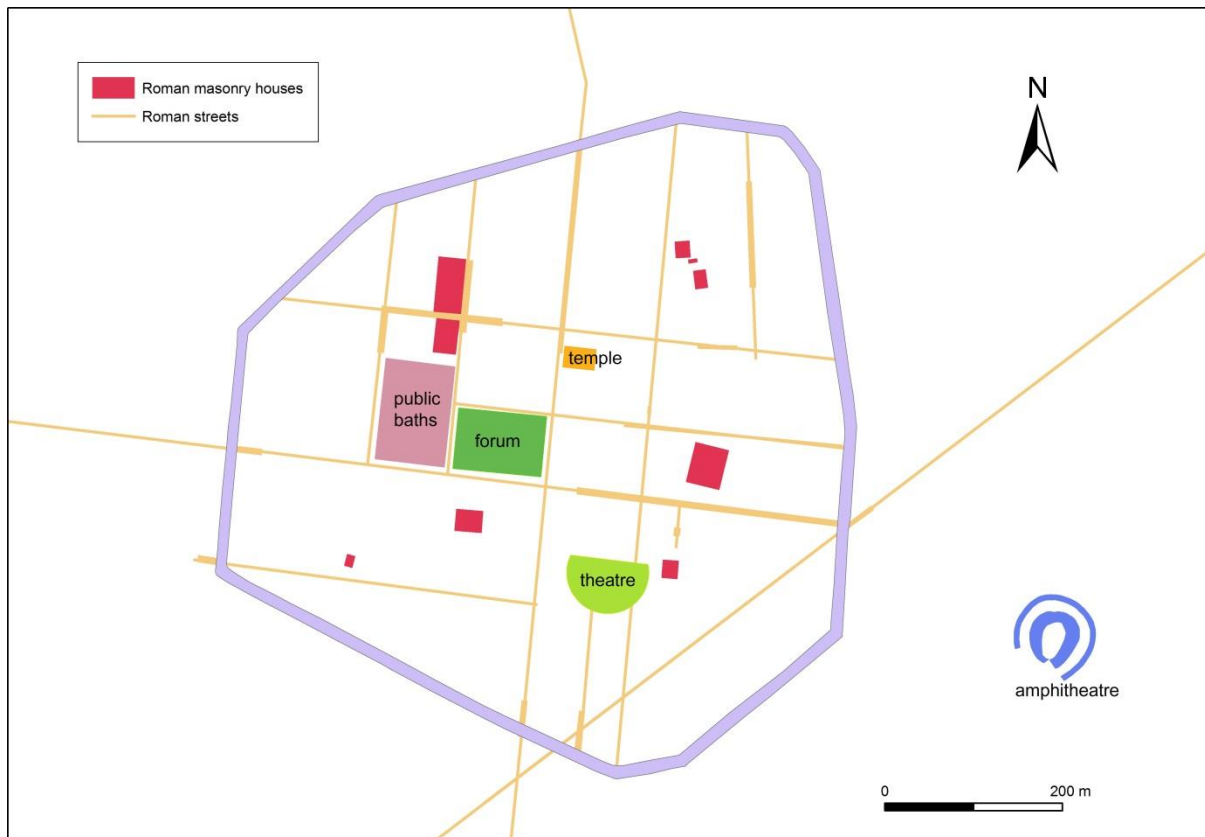
Chichester - John Norden 1595

The Roman and medieval city of Chichester lies at the heart of a rural District containing fine examples of archaeology from half a million years ago to the birth of the Industrial Revolution and historic buildings from the Anglo-Saxon period to the 1960s. **Of particular interest are the almost complete circuit of Roman City Walls, the Norman Cathedral, the medieval Market Cross and examples of unspoilt Georgian town planning.**

Roman Chichester was founded **one of a network of military roads that had been built for the invasion and soon converted to general use. These connected it to local ports and to other Roman centres at Winchester, Silchester and London, as well as to the palace at Fishbourne.** near the site of an Iron Age royal centre. It was the principal Roman town on the south coast between ~~Clause~~ **Clause** ~~tum~~ (near Southampton) and Dubris, or Dubrae (Dover) and became a stronghold against the Vikings and the only cathedral city in Sussex. ~~Of particular interest are the almost complete circuit of Roman City Walls, the Norman Cathedral, the unique Market Cross and examples of unspoilt Georgian town planning.~~ **It was provided with a series of public buildings including a court-house and town hall (the forum basilica) a large public bath-**

house (the *thermae*), a theatre and an amphitheatre, a series of temples to house the gods and, eventually, a protective town wall. The better houses were of masonry and had mains water and sewers, but poorer people had to make do with wells and cess-pits, and continued to live in fairly basic timber-framed houses.

For around 350 years Chichester was the principal administrative and market centre of the region, the focus for Roman culture and commerce. It was surrounded by a wealthy agricultural area containing many small farms and villas and occasional wayside temples.



Conjectural plan Plan of Roman Chichester –SE Winbolt, 1928

Chichester was designated as a fortified burgh by Alfred the Great in 875. The walls were rebuilt and by 895, the Anglo Saxon chronicle tells us that the people of Chichester were able to defeat a band of marauding Danes. In 928, the city had a mint, and in 930 the south gate is mentioned. A charter mentions a monastery in 956. During this time surrounding villages also thrived.

The most significant and symbolic change in Chichester was the relocation of cathedral church of the diocese, at that time occupying the extent of the old kingdom of the South Saxons from Selsey to Chichester, following the Norman Conquest. The building of the new cathedral church within the town, probably on the site where the monastery mentioned in 856 was located in the south west quadrant of the city close to the junction of the four streets which divided the walled city into quarters. The whole quadrant was set out at this time for the houses of the bishop, dean and chapter officials (together with the establishment of the castle in the north east quadrant) reinforced the fact that Chichester was

reviving and on the map. Had this not been the case it might have suffered the same fate as Silchester.

Medieval Chichester was not a conspicuously prosperous or well-populated town. Its port was limited, and the cloth trade never brought the wealth enjoyed by other provincial towns. **It developed as a moderately successful market and religious centre. By the 15th century it had two religious orders: the Grey Friars in what became Priory Park and the Black Friars in the south-east quadrant. It also had at least eight churches in addition to the Cathedral and the Bishop's Palace and six hospitals, two within the walls to house the poor and four beyond the suburbs for lepers. Trade depended largely on agricultural produce, especially grain and wool, but also timber, and there were regular specialist livestock meat and fish markets in the streets.** For most of the period from 1100-1500 the population stayed below 2,000.

In 1501 Bishop Storey erected the market cross in Chichester **at the intersection of the four main streets to provide shelter for people selling butter, fowls and vegetables. During the same period (late 1400s or early 1500s) the buildings of Dell Quay were built by the Lord Fitzwilliam of Cowdray.**

In 1538 Henry VIII closed the friaries in Chichester and sold their property. **This freed up a large amount of the land within the city which had been owned by two religious orders, the Greyfriars, and the Dominicans, allowing further development of trade.** A mansion was built on the site of the **Blackfriars Friary** in East Street and the surrounding land became its gardens. The **Greyfriars Friary** was demolished but its church survived and in 1541 it was sold to the corporation and made the guildhall. During the 16th century Chichester declined in importance. The wool trade declined. The main exports became wheat and malt. Other industries in Chichester were ~~brewing~~ **malting** and tanning. In 1578 the streets of Chichester were paved for the first time by an Act of Parliament.

John Norden's 1595 map of Chichester shows very little housing beyond the old walls. Both these and the main street layout are relics of the first Roman city layout some 1500 years earlier. A cluster of housing lies outside both the west and the east gates, and housing also straddles the River Lavant next to the Southgate. At this stage the course of the River Lavant is seen to flow alongside the southern city walls. The western half of the city is relatively undeveloped apart from the cathedral and some houses along West and Tower Streets.

The Civil War (1625-1649) caused considerable damage to the city, which was divided over the cause. It was twice besieged and buildings were burnt down. The contents of the cathedral were also damaged. It took many years before the city was fully revived.

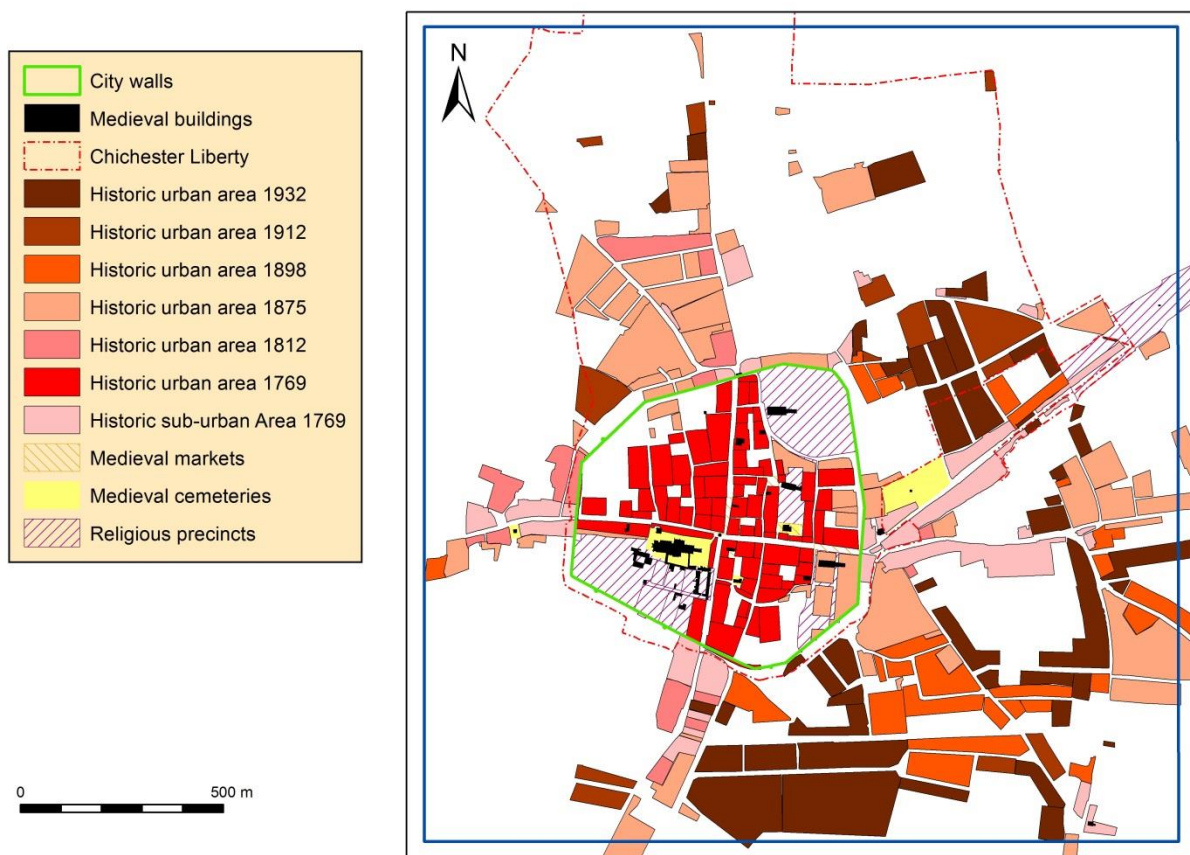
Most of the houses in Chichester in the early 17th century were timber-framed **mostly with tiled or slate roofs with a variety of outbuildings comprising kitchens, barns, bake-houses and stores mainly with thatched roofs.** In the late 17th century people in Chichester began to build houses in brick. **Notable early C18th buildings are John Edes House was built in 1696 in West Street, and Pallant house in The Pallants. Edes house was marked as Westgate House on 19th century Ordnance Survey mapping.** ~~(It is sometimes known as Wren House. In fact Wren did not build it).~~ **By the 20th Century it became, incorrectly, called known as Wren House.**

The council house in North Street was built in 1731 and extended with assembly rooms in 1783. At this stage various industrial processes were still taking place within the city walls, e.g. brick furnaces in East Pallant. The increasing population and changing social structure had led to the building of a workhouse, and hospital. New turnpikes were being built to allow better road traffic. Chichester was on a coaching route between Brighton and Portsmouth, and coaches stopped at either the Dolphin or Anchor opposite the cathedral.

In the early nineteenth century the marketing of butter, fish, poultry and vegetables moved to the butter market in North Street and the sale of corn moved into the new corn exchange. Cattle and pigs continued to be sold in North and East Streets until the market was built in 1871.

Graylingwell Hospital and the Roussillon Barracks were also established in the 19th Century – Graylingwell Hospital was built 1894-97 as the West Sussex pauper asylum with an extensive, purpose-built designed landscape.

At the beginning of the 20th Century terrace development had already spread along radial routes beyond the city walls engulfing the former hamlets of Whyke and Portfield. Considerable growth occurred about a mile to the north of Chichester in the spacious suburb of Summersdale. Interwar suburban growth occurred around Cedar Drive (to the west), Stockbridge, Summersdale and infill in Whyke and St. Pancras. Meanwhile development of Graylingwell Hospital continued. Incremental growth occurred until the 1940s when town and country planning legislation was introduced.



The development of Chichester from the Middle Ages to the 1930s

Chichester's District's Historic Environment

The district, including the South Downs National Park, has a very fine historic environment and as a whole contains a large number of "Heritage Assets", both designated and undesignated, including over 200 scheduled monuments, over 3,200 Listed Buildings, 86 conservation areas, 17 registered parks and gardens and the Chichester Harbour Area of Outstanding Natural Beauty; significant areas within the District have been identified as having archaeological potential. There are also a number of other buildings, which have been identified through a process of appraising the character of the District's conservation areas as making a positive contribution to their special character and appearance and a number of which have been included on a "local buildings list" currently focused on Chichester city. These combine to define the character and quality of the District as a whole and provide a rich and varied environment providing a highly desirable place in which to live, work and study and also to visit. 70% of the District falls within the South Downs National Park for which the South Downs National Park Authority is the planning authority. Within this area of the national park, Chichester District Council provides a service under a delegation agreement, this service includes advice on planning related historic environment issues, and we work closely with the Park Authority historic environment officers. This Strategy, therefore, makes reference to the historic environment of the national park within Chichester District in terms of the wider context of Chichester historic environment and also our working relationship with the National Park. The historic environment is central to Chichester's cultural heritage and sense of place therefore the resource should be managed for the benefit of present and future generations.

The local distinctiveness in the historic built environment of the District is largely derived from the historic use of locally sourced materials, reflecting the changing geology and landscape across the district and the vernacular craft traditions employed in the construction of buildings and more recently access to different materials from further afield through the growth in transport infrastructure. This distinctiveness is further defined by the characteristic ways in which people have occupied the landscape over millennia. Understanding the influences of topography, historic movement routes, responses to natural resources, the characteristic qualities of historic streets and spaces, building types and materials and settlement growth patterns should inform how and where development occurs in the future.

As well as locally sourced materials, material has always been imported for prestigious buildings: Caen stone from Normandy, Quarr from the Isle of Wight and Ventnor greensand for the Bell Tower to Chichester Cathedral. West Country slate could be shipped to Sussex for roofing material in the middle ages but it is the availability of Welsh slate from the railway age onwards that would transform the appearance of many roofs in terms of texture and colour. Understanding these characteristics and influences can help to shape our modern communities, giving them a sense of history and distinct local identity whilst supporting sustainable development.

However, the value of the historic environment is by no means confined to the most important places. Outside statutorily designated areas a diversity of historic settlements, townscapes and landscapes make up the remainder of the district, containing buildings, structures and features of historic and/or architectural value. In the rural areas, there are a number of estates, villages, farmsteads and historic houses of exceptional conservation importance and some highly valued landscapes. These different character areas warrant protection in their own right. Once lost, the historic environment is irreplaceable and therefore every effort should be made to ensure appropriate protection and enhancement.

The Significance of Chichester's District's Historic Environment

The historic environment is one of the main contributing factors that define our sense of place contributing to regional and local distinctiveness. The value of the historic environment is defined by way people engage with the places in which they live and work or visit. The sense of place and strong cultural identity provided by the historic environment plays a crucial part in the sustainability of communities and in promoting a positive image of our District.

The historic environment is important in its own right, providing key evidence of the lives and creativity of our ancestors. It also makes an important contribution to our physical and social wellbeing and the District's economy including tourism and culture. It also facilitates public participation, and lifelong learning. It is dynamic and ever-changing and that dynamism lies at the heart of the need for sound principles of stewardship.

For the benefits of the historic environment to be fully realised it needs to be understood, valued and championed. This requires a strategy for its management, and a series of coordinated actions by a range of players from the public, private and the third sector through which this strategy can be delivered.

As **Both individually and as** a group, the heritage assets in Chichester District are considered to be of outstanding significance. The District's archaeology, monuments, earthworks, hill-forts, historic buildings and historic landscapes are of national and international importance. Discoveries ranging from Boxgrove man and Racton man burial and major projects including the managed realignment of the coast at Medmerry have helped to improve our understanding of the movement of peoples, ideas and goods in the prehistoric period. Major heritage sites such as Fishbourne Roman palace have been known about for much longer, but nevertheless are likely to contain important evidence that could further improve our understanding of key events and periods in British history evidenced within our District.

Significant Components and Themes of the Historic Environment in Chichester

- **Early Occupation.** A number of excavations on the coastal plain-have significantly increased our understanding of this area which was densely populated.
- **Roman Occupation** and the building of the walled City of Chichester and associated infrastructure.
- **Rural villages and hamlets** defined by historic settlement patterns, manorial groups, vernacular buildings and rural churches.
- Isolated **farmsteads**
- Development of rural **Market Towns**
- **Enclosure** and impact on field patterns, farmsteads and villages
- Medieval and Georgian **City of Chichester**
- Growth in **transport infrastructure**
- **Urbanisation** and growth of the city and market towns

Within the National Park, additional components include

- The large, post Norman Conquest, rural **manorial estates** of Cowdray,

Goodwood, formerly Halnaker, West Dean and Leconfield (Petworth).

- **Medieval Deer Parks**

Part Three – Heritage Assets

Definition of a heritage asset

A heritage asset is a building, monument, site, place or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage assets include designated heritage assets and assets identified by the Local Planning Authority (including Local Listing) (NPPF Annexe 2).

In planning terms the concept of 'heritage assets' was a key feature of Planning Policy Statement 5 which unified previous planning policy guidance. This principle of considering the historic environment in a holistic manner is continued in the Government's National Planning Policy Framework (NPPF) and the concept of heritage assets remains a key building block of the framework. Elements of the historic environment that are worthy of consideration in planning matters were termed 'heritage assets'.

A heritage asset will hold meaning to individuals and groups of individuals beyond their purely functional utility. Heritage assets have been shaped by people responding to their local environment, but will also help to shape that environment in the future. They have a significant role to play in creating a sense of place and acting as a catalyst for regeneration. The District's heritage assets add distinctiveness, meaning and identity to the place and are an exceptionally valuable local resource.

It is therefore important that the significance of the District's heritage assets, both designated and undesignated, is taken into account as part of any future development management, regeneration or maintenance decisions and opportunities are sought, wherever possible to enhance the District's heritage assets.

Types of assets and designations

The term heritage assets encompasses all sorts of features, including buildings, structures and features, parks and gardens, standing and buried remains, areas, sites and landscapes. Some heritage assets possess a level of significance that justifies designation.

Designated Heritage Assets: The following statutory designations covering heritage assets exist within Chichester:-

- Scheduled Monuments
- Listed Buildings
- Conservation Areas
- Registered Parks and Gardens

Full details of designated heritage assets can be found on the National Heritage List for England (NHLE) a searchable online resource which covers all listed buildings, scheduled monuments, protected wrecks and registered parks, gardens and battlefields, see link below.

<https://www.historicengland.org.uk/listing/the-list>

Scheduled Monuments

Chichester District, including the South Downs National Park has over 200 Scheduled Monuments. These are sites (which may include sub-surface remains and standing ruins or buildings) that are protected under the Ancient Monuments and Archaeological Areas Act 1979 and are included in a schedule compiled and maintained by Historic England for the Secretary of State for Culture, Media and Sport. The monuments are considered to be of national importance and worthy of statutory protection and preservation in situ. Any proposal which may affect a Scheduled Monument requires an application to be made to

Historic England (who advises the Secretary of State) for Scheduled Monument Consent.



Chichester - City Walls

Listed Buildings

Significant historic buildings or structures are provided with statutory protection by being placed upon the Statutory List of Buildings of Special Architectural or Historic Interest. Buildings which have been placed upon this statutory list are known as Listed Buildings and are graded using the following criteria:

- Grade I buildings are of exceptional interest, sometimes considered to be internationally important; **nationally** only 2.5% of Listed Buildings are Grade I, **2.5% in Chichester, including the South Downs National Park.**
- Grade II* buildings are particularly important buildings of more than special interest; **nationally** 5.5% of Listed Buildings are Grade II*, **3.7% in Chichester District, including the South Downs National Park**
- Grade II buildings are nationally important and of special interest; 92% of all Listed Buildings **nationally** are in this class, **93.8% within Chichester District, including the South Downs national Park**, and it is the most likely grade of listing for a home owner.

Chichester District, including the area covered by the South Downs National Park, has 3296 buildings on its List of Buildings of Special Architectural or Historic Interest. Of these, 206 are Grade I or II* or equivalent. Within the Chichester Local Plan area Listed Buildings include the Cathedral, Market Cross and Chichester City Walls, country houses such as Rymans, Apuldram, through Parish Churches like those at Wisborough Green, Oving and Westbourne through to humble village telephone boxes. Many Listed Buildings are in everyday residential and commercial use.



*Shillinglee House, Plaistow - Grade II**

Conservation Areas

Conservation Areas are designated where a place is of special historic or architectural interest, and where it is desirable to preserve or enhance the character and appearance. Conservation Areas are mostly designated by the Local Planning Authority. Owners or users of a property in a Conservation Area require permission to carry out certain types of alterations to that property, to demolish or substantially demolish a building and to notify their intention to cut down or prune trees in the area. Additional restrictions on small scale development and alterations within a Conservation Area can be secured through the application of Article 4 Directions which can be used to remove permitted development rights.

Chichester District, including the area covered by the South Downs National Park, has 86 Conservation Areas, of which 61 are in the National Park and 2 shared between the District and the National Park. They range from the internationally important Chichester City Conservation Area to those in the town of Selsey and villages such as Bosham in the South and Kirdford in the North.

A list of the Conservation Areas within the Chichester District Local Plan area is attached at Appendix 1.



Bosham

Registered Parks and Gardens

Since 1983 Historic England (formerly English Heritage) has maintained a Register of Historic Parks and Gardens of special historic interest in England. This Register is specifically concerned with gardens, grounds and planned open-spaces and the emphasis is on the significance of the place as a designed landscape, rather than its botanical importance. Although inclusion on the Register brings no additional statutory controls, registration is a 'material consideration' in the planning process, meaning that planning authorities must consider the impact of any proposed development on the landscape's special character. As with Listed Buildings, the Registered Parks and Gardens are graded as per the following criteria:

- Grade I sites are of exceptional interest
- Grade II* sites are particularly important, of more than special interest
- Grade II sites are of special interest, warranting every effort to preserve them

Chichester District, including the area covered by the South Downs National Park has 17 such entries on the list, of which just 2 are within the Chichester District Local Plan Area ranging in scale from the recreated Roman formal gardens within the Fishbourne Roman palace complex to the landscaped grounds of the former Graylingwell hospital. Sites are graded Grade I, II* or II. They are not afforded any Statutory protection but registration is a material consideration in planning terms. There are also a number of gardens recorded on the Parks and Gardens UK database including Priory Park and a number of private gardens including Rymans, Apuldram and Itchenor Park House

A list of Historic Parks with the Chichester District Local Plan Area is attached at Appendix 1.



Fishbourne Roman Palace

Areas of Outstanding Natural Beauty (AONB)

Natural England is responsible for formally designating AONBs and advising on policies for their protection. Designation seeks to protect and enhance natural beauty whilst recognising the needs of the local communities and economies within the areas designated. Heritage assets may form an important part of what makes an AONB special and great importance is attached to the conservation of archaeological, architectural and vernacular features within the landscape, therefore providing heritage assets with a degree of indirect protection. Within Chichester there is one AONB encompassing Chichester Harbour.

National Parks

National Parks are protected areas which are designated by Government under the National Parks and Countryside Act 1949. Under the Environment Act 1995 each is managed by its own national park authority, which acts as the local planning authority for their area. The South Downs National Park was designated in shadow form on 31st March 2010 and assumed its duties in April 2011 and extends over about 70% of Chichester District.

Non-designated Heritage Assets

There are many assets that are widely recognised for their heritage importance such as un-registered historic parks and gardens such as Priory Park in Chichester City, historic graveyards and burial grounds and streetscape features such as street signs, fingerposts, hedgerows, lamp standards and historic paving which are afforded little protection outside designated conservation areas, unless statutory listed, but nonetheless contribute significantly to the character of our city, towns, villages and the rural area.

The majority of **these** heritage assets will not be designated. Some heritage assets may be of a level of significance which would not warrant formal designation, whilst other assets may not currently be designated either because their significance has only recently been revealed or has never been formally considered. Some of the undesignated heritage assets are of equivalent significance to those that are designated.

Local Non-Statutory Designations – Local Buildings List

Some assets may have a locally-defined designation; these do not have any statutory framework underpinning them but represent recognised heritage assets of local significance or value. This includes the local list of buildings in Chichester City and positive buildings identified within conservation area character appraisals and could extend to locally significant Historic Parks and Gardens.

These comprise buildings which are important in a local context but not nationally important enough to have a statutory listing. The local buildings list is made up of buildings with historic or architectural associations which are particular to the City of Chichester. These include buildings by local architects, local landmarks or a buildings associated with a locally important persons or event. They also include buildings which contribute to the local character of the area in their identity and distinctiveness and help to promote a greater sense of place.



A locally Listed Building - The Chapel, University of Chichester, Bishop Otter Campus

Details of the buildings on the local buildings list can be found by following the link below:-

<http://www.chichester.gov.uk/article/24655/List-of-locally-important-buildings>

Non-designated heritage assets

Non-designated heritage assets are all those recognised elements of the historic environment not covered by one of the above designations. These include standing

buildings, below-ground archaeology and archaeological findspots, earthworks, maritime features and aircraft crash sites (though most of the latter are covered by the Protection of Military Remains Act 1986). **Details of non-scheduled archaeological remains can be found by consulting the District's Historic Environment Record, details can be found by following the link below:-**

<http://www.chichester.gov.uk/article/25592/Historic-Environment-Record-HER>

Non designated assets are often identified as a result of the planning process, either through archaeological investigation or closer inspection of historic buildings or structures, including curtilage structures and through the process of appraising conservation areas. With respect to buildings, this is often the case in Chichester due to the fact that the Statutory List covering West Sussex was compiled many years ago and comprised a less than comprehensive survey of the area resulting in many buildings being overlooked. The significance of a building may not be obvious and it is only following closer inspection, particularly of the roof structure and interior that the true significance of a building or structure is revealed.

While there are unlikely to be resources made available in the immediate future for a complete review of the Statutory List for West Sussex, where opportunities arise the Council will work with Historic England to undertake area reviews, through the conservation area appraisal process, to identify further buildings for assessment for potential inclusion in the Statutory list. Historic England also provide charged for enhanced services including "Fast Track Listing" and "Listing Enhancement" to give greater clarity over the extent of statutory protection within a guaranteed timeframe. There is also the possibility for applying for a Certificate of Immunity from Listing (COU), which will allow the significance of a building or structure to be formally assessed.

Historic Places and Landscape

The historic character of local landscapes outside the National Park and the Chichester Harbour Area of Outstanding Natural Beauty, are also important aspects of Chichester's historic environment. This character is defined by historic settlements and farmsteads, landed estates, the mosaic of historic field boundaries, rural roads, sunken lanes, canals, railways and street patterns, historic land-use patterns and the relationship of buildings and settlements to the wider landscape as well as more designed and formalised landscapes in the form of parks and gardens. These dynamic, living landscapes do not lend themselves to normal statutory designation regimes. In response techniques of Historic Landscape Characterisation has developed as a methodology for spatial historic analysis which has been developed as a tool for historic environment management. Historic Environment Characterisation of Chichester District was undertaken by West Sussex as part of a County HLC project, which in itself was part of a larger project for Characterisation of England and information is held on the District's and County's Historic Environment Records.

Other assets

~~There are many assets that are widely recognised for their heritage importance such as un-registered historic parks and gardens such as Priory Park in Chichester City, historic graveyards and burial grounds and streetscape features such as street signs, fingerposts, hedgerows, lamp standards and historic paving which are afforded little protection outside of designated conservation areas, unless statutory listed, but nonetheless contribute significantly to the character of our city, towns, villages and the rural area.~~

Part Four – Action Plan for the Management of the Historic Environment

Introduction

The Historic Environment Action Plan sets out the Council's approach to deliver the Strategy's Objectives, to help positively manage change within the District's Historic Environment in a way that promotes understanding, conserves special interest and enhances the way it is valued by the people who live, work or visit Chichester District. It brings together the various strands of heritage management identified above into a prioritised program of work.

While much of the onus for implementation rests with the Planning Service, the historic environment impacts on most aspects of local life. It is clear, therefore, that everyone has a part to play in positive management of the historic environment. Successful management will require commitment by all Council services and their partners to ensure the sensitive exercise of controls, such as planning permissions, listed building consents, enforcement, building control, fire regulations and highways standards. Likewise, it is important that when resources are deployed, they should be coordinated to ensure that the investment is in the best interests of the historic environment. This will, therefore, be a shared commitment to define, understand and manage the special character of the area in a way that ensures its contribution to sustainable development and to promote interest in the historic environment by all sectors of society including architects, planners, developers, property owners, amenity groups and members of the public.

Action Plan Approach

The previous sections of this document have set out the background to and the context for the historic environment of Chichester District. It shows that the resource is varied and extensive, and that it includes many elements that are highly significant. There are a range of issues facing the resource and its management and the Action Plan provides real opportunities to ensure future long-term management.

The Plan identifies necessary, appropriate and realistic actions that will help deliver the sustainable management of the historic environment resource. It is also important to establish what the priorities should be for the coming years. The action plan that follows is an attempt to define the Council's priorities and to suggest mechanisms for how those priorities could or should be met.

Council's roles and responsibilities in respect to historic environment

The main focus of the Council's responsibilities in respect of the Conservation and Design Service is in relation to planning in terms of formulating policies for positive management of the historic environment within the Chichester Local Plan area and provision of specialist technical and design advice in relation to development proposals affecting the historic environment.

Services and Activities provided by Chichester District Council

1. Identifying opportunities for promoting and protecting the historic environment through advice in relation to policy documents including, masterplans, development briefs,

planning concept statements and development management functions.

2. Provision of specialist technical advice on all aspects of the historic environment including archaeology, including site visits and meetings through the Council's HEPE and PE schemes
3. Support for the Council's enforcement service to investigate and resolve planning contraventions harming the special interest of heritage assets
4. Maintaining the District's Historic Environment Record as a publicly accessible resource for the purposes of planning, conservation, research, education and general interest. There is a ~~charged for~~ **chargeable** HER enquiry service which provides information from the HER and specialist interpretation of that information
5. Preparing and publishing guidelines to assist owners and applicants on **the implications of owning and/or managing heritage assets** and how to assess significance and prepare heritage impact statements to help streamline the planning application process
6. Managing its own historic environment assets
7. Signposting of sources of information and research relating to the historic environment
8. Where opportunities arise help secure funding for projects for conservation and enhancement of the historic environment

This work includes preparation of guidance and advice notes, review and appraisal of conservation areas, monitoring of heritage at risk and specialist policy advice including on heritage aspects of neighbourhood plans. The Council also has responsibilities in respect of the management of its own heritage estate and doing so in a way that sets an example to other heritage asset owners.

Main Areas of Work:-

- Providing advice on heritage issues in relation to major developments including masterplans, major infrastructure projects, area action plans and other policy documents
- Providing specialist advice on development proposals through the preliminary enquiry schemes and in response to consultations on planning applications
- Designating and reviewing conservation areas;
- Commissioning, preparing and reviewing conservation area character appraisals;
- Maintaining and rolling out a Local List of Buildings of Special Architectural or Historic significance;
- Maintaining and providing access to information held on the District Historic Environment Record;
- Assessing the need for additional planning controls to preserve the special character of conservation areas through the use of Article 4 Directions;
- Contributing to heritage crime initiatives
- Advice on management of heritage assets
- Provide specialist advice in relation to enforcement and where appropriate use of Statutory powers
- Monitoring heritage at risk and liaising with owners to find solutions to bring heritage

assets at risk back in to viable economic use

- Advising on enabling development
- Preparation of technical advice and guidance notes
- Preparing and/or contributing to funding bids

The Action Plan provides an opportunity to balance these varied priorities in a managed way. The action plan sets out a broad list of objectives that builds on the assessment contained in sections 3 and 4 above, structured under three main themes.

Action Plan Themes

Protecting the Historic Environment

- Providing Advice on proposals affecting the Historic Environment, including major developments, infrastructure projects and other policy documents
- Advising on Heritage Significance
- Advising on enforcement issues
- Advising on the use of Statutory Powers
- Proactive action in relation to heritage at risk
- Advising on up-to-date policies for the protection of the historic environment
- Guidance notes on good practice in relation to proposals affecting the historic environment or their setting

Managing the Historic Environment

- Ensuring the historic environment is sustained for the enjoyment of future generations
- Promote care and protection of the designated and non-designated historic environment
- Advise on the Management of Heritage Assets
- Preparation of Guidance on maintaining heritage assets
- Maintaining up to date Character Appraisals and Management Proposals for all Conservation Areas
- Promoting the contribution that the historic environment makes to our sense of place
- Facilitate positive change in the Historic Environment

Engaging with the Historic Environment

- Working in close partnership with the South Downs National Park Authority and other partners such as local amenity societies, Sussex Archaeological Society, **Sussex Industrial Archaeology Society** and the **Sussex Gardens Trust**.
- Public engagement on heritage projects and initiatives,, including character appraisals and the local buildings list
- Identification of opportunities to better reveal the historic environment
- Promoting access to the historic environment and information about the historic environment
- Supporting local communities in managing their local historic environment

Protecting the Historic Environment

The Conservation and Design Team, is responsible for assisting the development of heritage protection policies and providing advice to the Council's Development Management Service, property owners and agents and the South Downs National Park Authority on the potential impact of development on heritage assets including archaeological deposits, historic

buildings and areas and provides advice on appropriate forms of development and/or intervention to minimise potential harm and where necessary recommends appropriate mitigation strategies.

We will, therefore, ensure the highly valued historic environment is protected by:-

- A. Developing robust **Local Plan** policies for the protection and conservation of the historic environment **in accordance with the NPPF** and advising on and providing input into the preparation of policy documents including masterplans and site development/planning briefs
- B. Ensuring the historic environment is given appropriate and proportionate consideration in major and strategic developments
- C. Encouraging applicants/agents to use the Council's pre-application advice schemes
- D. Providing pre-application advice to applicants/agents in a timely manner
- E. Providing professional advice to the Development Management Service in response to consultations on development proposals
- F. Providing specialist advice to the Enforcement Service in relation to breaches of planning control
- G. Providing advice to the Council's property service in relation to heritage assets the Council owns and manages.
- H. Providing advice to planning and other services on use of statutory powers in relation to listed buildings or other assets in a poor state of repair and/or buildings/sites the condition of which harms the visual amenity of the historic environment including setting of listed buildings and conservation areas
- I. Actively seek solutions with asset owners in respect of heritage at risk

Advice on policy development and on proposals affecting the Historic Environment, including major developments, infrastructure projects and other policy documents

Masterplanning for Delivering Strategic Growth and Regeneration

Masterplanning provides a means to shape a site, area or whole town centre often within a specific time frame. The historic environment provides a good opportunity to contribute to successful place-making. The adopted Design Protocol sets out the Council's approach to the preparation of masterplans. In terms of the historic environment we will ensure that they take full account of the historic environment, including protection of heritage assets, including buildings, important views, from within or across the site, or other features within or within visible proximity to the site and their settings.

Our approach to the protection of the Historic Environment through the preparation of Planning Policy Documents

The Council's Design Protocol sets out the Council's overall approach to Masterplanning, and the preparation of Planning Concept Statements, Development Briefs and Design Codes in Chichester District. The Council will provide information and advice on the existing

historic environment to contribute to the scoping evidence and site appraisals. Advice will also be provided on issues relating to particularly sensitive assets and features and the potential impact on their settings.

Where design codes are prepared the Council will advise on appropriate design approaches that respect the areas historic character and setting, including landscape setting, taking into account other influences, such as the aspirations of the site promoters.

Planning Policy Development

Chichester's Local Plan contains robust policies for protection and conservation of the historic environment. It is important that future reviews of the local plan, other planning documents and also local neighbourhood plans maintain firm policies and that these are based on a sound evidence base and informed by this Historic Environment Strategy.

Our approach to the review and maintenance of robust planning policy for the Historic Environment

1. Review emerging Local Plan Policy ensuring that it reflects up to date national policies, guidance and advice and is relevant and effective
2. Encourage Neighbourhood Plan groups to address the Local Historic Environment in their plans
3. Provide information from the Historic Environment Record and advice on the historic environment to Parish Councils preparing local **Neighbourhood Plans**

This strategy explains why the historic environment should be considered as one of the District's most valuable assets. It therefore has a significant role to play in the future growth and regeneration agenda for the District. It should be used in a positive and proactive way to realise our District's potential, including its role in the sustainable development agenda promoted by the Government in the NPPF and Historic England's General Practice Advice Note: Historic environment in local plans. We will ensure that local plan policies promote the role of the historic environment in making positive improvements to people's quality of life and contributes to the local economy, for example, through potential growth of cultural and heritage tourism.

Specialist Advice on Development Proposals

Specialist pre Application Advice

To assist in the planning process the Council provides chargeable pre-application advice including on matters relating to the historic environment. This provides developers and property owners with access to specialist expertise to advise on any proposals affecting heritage assets.

The Pre application advice service provides the opportunity to discuss proposals at an early stage so that any issues or concerns can be identified and the capacity of the building to accept the level of change proposed and where appropriate alternative solutions identified, before plans are too advanced.

The District Archaeology Officer can advise on:

- Whether or not **a development site has** ~~there is known~~ potential for significant deposits to be present in the vicinity of an application site **depending upon past land use and extent of disturbance.**
- **Whether this potential translates into actual evidence of heritage assets so that the appropriate options for protecting them or** ~~The mitigation~~ **mitigating** measures **for damage can be considered and** ~~that are likely to be applied~~ (but not on the cost of such measures) **at the planning application determination stage.**
- Provide, for a charge, information from the Historic Environment Record and advise on interpretation of the information to assist applicants in understanding the heritage assets subject to proposals.

It is recommended that the developers of sites where archaeology is likely to be significantly affected should employ archaeological consultants at an early stage.

The District Historic Buildings Advisors can advise on:

- The significance of historic buildings and important features, whether designated or not, and their setting contributing to a building's significance based on desk based research and/or through a site visit
- Whether the works require Listed Building Consent
- Appropriateness of proposals affecting an historic building or area
- Use of appropriate materials, details and methodology for works affecting the existing fabric of historic buildings

Information required to support applications for planning permission or Listed Building Consent if proposals are to be pursued

The most common advice given includes:

- That a desk-top assessment should be supplied by the developer with their application for planning consent
- That a Heritage Statement should be supplied by the developer setting out the significance of the heritage assets affected by the proposals, a justification for the proposals and assessment of the impact of their proposals on the heritage asset
- Encouraging those preparing a Heritage Statements to consult the Historic Environment Record.
- That the site should be evaluated (normally by trial trenching) and that a report on the results of this should be supplied by the developer with their application for planning consent
- Identification of the level of harm to arising from the proposals on heritage assets, including their setting and whether or not the harm is considered to be substantial.
- Identify potential alternative design approaches that could be considered to avoid or minimise potential harm, without providing alternative design solutions

It is recommended that owners/agents proposing works likely to affect heritage assets or their settings consult Historic England General Practice Advice and Advice Notes, Particularly General Practice Advice Note 3: Setting of Heritage Assets and Advice Note 2:

making Changes to Heritage Assets and also the Councils published Guidance relating to the historic environment .

Advice on development proposals (Applications for Planning Permission and Listed Building Consent)

Specialist advice on applications for Listed Building Consent and Planning Applications, including Lawful Development Certificates, impacting on the historic environment is provided to the Development Management Service who will ultimately make recommendations on the determining of applications balancing this advice with other planning matters and considerations.

The advice of ‘in house’ archaeological and historic building expertise is invaluable in managing the impact of development and land use proposals upon the historic environment. It takes many years to acquire a level of understanding which leads to an instinctive approach to caring for the environment of a specific locality. This is based on a breadth of knowledge founded on personal experience of individual sites, buildings and case histories, local topography, geology, local building traditions and detailed factual information gained through experience of working in a particular geographical area. It is possible for external consultants to produce their own assessments of environmental impact but the quality and value of such work needs to be judged by in-house expertise.

The most common advice provided include;-

- There are no objections from an historic environment point of view to the proposals
- Recommendations with respect to any conditions that should be attached should permission be granted.
- Recommendations on how the proposals could be modified to avoid or mitigate harm to heritage assets.
- That there are objections to the proposals because of the perceived harm to heritage asset(s) **or its/their setting** and explanation of the harm identified.
- Where harm is less than substantial, advice on perceived public benefit in terms of securing optimum viable use of the asset to mitigate the harm in accordance with National Planning Policy Framework (NPPF) Paragraph 134.

The latter two are likely to apply when it can be demonstrated that nationally important archaeological deposits, or their settings, are threatened or proposals would be harmful to the character and/or setting of a designated or non-designated heritage asset.

Managing change within the settings of heritage assets, including archaeological remains, historic buildings, sites, areas, and landscapes is an important aspect of heritage protection. Setting is separate from the concepts of curtilage, character and context and the NPPF makes it clear that the setting of a heritage asset is the surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral (NPPF glossary). Historic England's General Practice Advice Note 3: Setting of Heritage Assets includes a stepped approach to assessing impact on setting and this underpins the Council's approach to advice on proposals within the setting of heritage assets.

The Council ~~supports~~ **makes an annual grant to** the Chichester Conservation Area Advisory Committee **who support the Council's officers by reviewing and** ~~that provides~~ **specific comments on planning applications in relation to development** within the Chichester Conservation Area **and providing specialist advice.** This helps utilise knowledge and expertise within the local community.

Use of Statutory Powers and Enforcement of Planning Control

Carrying out works that affect the character and special interest of a listed building without obtaining formal consent is a criminal offence. Where unauthorised works to listed buildings are reported these will be investigated accordingly. Where breaches of listed building controls occur the Conservation and Design Service will provide advice and support to the Council's Planning Enforcement Team in dealing with planning and listed building contraventions in relation to the historic environment and will discuss appropriate enforcement action and if appropriate progressing a listed building prosecution.

When it becomes evident that a listed building is being allowed to deteriorate, the District Council may take action to secure repairs through its powers under the Planning (Listed Buildings and Conservation Areas Act) 1990 to issue Urgent Works Notices and/or Repairs Notices. If your property is falling badly into disrepair the Council's Historic Buildings Advisers will provide both practical and technical advice. However, if the property remains neglected the Council has powers to serve a Repairs specifying what work needs to be done. Failure to comply with the Notice would allow the Council to compulsorily acquire the property.

If a listed building is unoccupied the Council can carry out the work itself to make a building wind and weatherproof and can then recover the cost from the owner. Historic England has similar powers with respect to unoccupied Council owned listed buildings and the Secretary of State also has similar powers in relation to unlisted buildings in conservation areas.

There are occasions where the condition of a particular site or property deteriorates to a point that it is considered harmful to local amenities. Where this occurs the District Council has powers through the issue of a S215 Notice to require an owner to undertake works to improve the appearance of the site. Where the site concerned comprises a listed building or is within a conservation area or the condition of the site has an adverse impact on the setting of a heritage asset the Conservation and Design service will liaise with the enforcement team to secure improvements through the use of these powers. Where an owner fails to comply with a S215 Notice the Council may itself pursue implementation of the works by undertaking it, following set procedures.

Heritage at Risk

Historic England undertakes an annual national survey and produces a Register of Heritage at Risk in relation to Scheduled Monuments and Grade I and Grade II* Listed Buildings, **Grade II Listed places of worship, all grades of Registered Historic Parks and Gardens and Conservation Areas.** In addition the District Council also maintains a register of Heritage at Risk **which** includes Grade II Listed Buildings as well as some undesignated heritage assets which is regularly monitored. This comprises a schedule of vacant or partially occupied listed buildings at risk, or vulnerable from neglect, based on an assessment of their condition and occupancy.

Our Approach to Heritage at Risk

We will record and monitor Heritage at Risk in Chichester District and publish it on our website. We will, where possible, work with the owners of heritage assets at risk to find solutions and secure repairs to bring them back into active use, including where appropriate viable new uses and/or proposals for enabling development so they are preserved for future generations.

Managing the Historic Environment

Through the Council's planning functions we will ensure that our policies acknowledge the contribution the historic environment makes towards creating places attractive to live and work, for its historic and cultural interest. We will ensure planning policies promote the historic environment as a facet of place making and ensuring that opportunities to enhance the understanding of the historic environment are maximised through the Council's planning functions and promote the value of heritage as a driver for economic regeneration. The Council recognises that heritage and development are not mutually exclusive and will promote a conservation dimension to other strategies and policy documents including Area Action Plans, the Vision for Chichester and Neighbourhood Plans.

Review, designation and management of conservation areas

The Council is committed to a programme for reviewing our conservation areas and where appropriate will identify new areas that have a special character that would merit designation. We will use these regular reviews to identify issues facing conservation areas and any actions needed for their management; we will also identify the need for further planning controls in the form of Article 4 Directions.

Our Approach to Conservation Area Review, Designation and Management

1. We will undertake regular reviews and, where appropriate revise the boundaries to the existing conservation areas and ensure they have an up to date appraisal and management plan. **An outline programme for the review of conservation areas is attached as an Appendix to the Action Plan.**
2. We will examine potential new areas for designation as new conservation areas in association with the review of existing conservation areas within the locality
3. We will regularly review, prepare and publish Conservation Area Appraisals and Management Proposals for all existing and proposed conservation areas
4. We will identify the need for additional planning controls and recommend potential Article 4 directions in conjunction with the regular reviews of conservation areas and appraisal of proposed new conservation areas.

Compilation of the Local Heritage List

The Council has recognised that there are many buildings in the District that whilst not meeting the national criteria for statutory listing are, nevertheless, of considerable local architectural interest and/or significant townscape merit and within Chichester City has compiled, in consultation with local amenity groups, a local buildings list. The ongoing review of conservation areas has also identified important local buildings and other features of architectural or historic interest and that would potentially merit local listing.

The approach to the local list also needs reviewing, including the selection criteria, to ensure it reflects current best practice and Historic England advice and provides for adequate

transparency and consultation with owners and other stakeholders in the listing process. The list also focuses on buildings, while local heritage assets can include a wide range of other structures and features such as walls, monuments, milestones, finger posts, local historic parks and archaeological features. This would suggest that there would be merit in overhauling and renaming the list as a Local Heritage List for Chichester District, as a supporting document to this Historic Environment Strategy or as a possible future Supplementary Planning Document (SPD) as recommended in the Historic England Advice.

Our Approach to compiling and maintaining a local list of buildings of architectural or historic significance:-

1. We will review the local buildings list, as a Local Heritage List, and extend it to other areas of the District, outside the South Downs National Park, through the programme of review of the District's conservation area and also in consultation with Parish Council's preparing neighbourhood Plans.
2. The Council will periodically review the Local Heritage List Criteria and nomination procedures to ensure they are consistent with National Guidance.
3. The Council will seek the retention and sensitive alterations to buildings included on the local buildings list

Identification and Recording and of the Historic Environment

Where, as a consequence of development proposals, the significance of a building, structure, feature or site becomes better understood the Council will if appropriate identify them as non-designated heritage assets and record them on the Historic Environment Record and advise on any proposal affecting them or their setting in accordance with the relevant planning policies within the Local Plan and the NPPF. If the significance is such that they would merit potential formal designation we will refer them for consideration by the relevant designating authority.

Our Approach to Identification of new heritage assets and recording of the historic environment

1. The Council will secure archaeological advice when determining applications for development affecting areas of known archaeological **sensitivity potential** and also in relation to potential national and local designations.
2. The Council will (where appropriate) take the opportunity to place conditions requiring the accurate recording of built fabric, archaeological remains or landscaping that will be altered, concealed or lost through the implementation of approved works.
3. The Council will maintain the Historic Environment Record as a digitised record of all known heritage assets in Chichester District supported by a much larger collection of paper based, map-based and photographic information.

Management of Historic Environment Assets

We support and advise owners and managers of heritage assets on the preparation of management plans to promote positive management of assets including management plans for scheduled sites, designated buildings and sites and other historic assets such as farmstead complexes or larger estates comprising groups of assets both designated and non-designated to ensure that future generations can enjoy them.

Advice is provided to owners and developers on how to maintain and repair heritage assets and the team will prepare, maintain and make publicly accessible a suite of guidance notes

on best practice for the maintenance and repair of heritage assets. and advice provided on the management of the historic environment.

We also provide input into public realm and other improvements and this can often provide opportunities to promote understanding of the historic environment by restoring historic spaces using appropriate materials and details.

Our Approach to Managing Heritage Assets

1. Provision of advice to land owners and agents on the management and policy for the protection of archaeological sites and landscapes.
2. Providing advice and guidance to Parish Councils and the Council's property management service on management, acquisition and/or disposal of heritage assets.
3. Development of strategic policy documents including public realm strategies in partnership with other stakeholders
4. Maintain good working relationships and contacts with local amenity groups, West Sussex County Council, Parish Councils and voluntary sector organisations
5. Maintain good working relationships and contacts with strategic partners at regional and national level including with Historic England
6. Prepare and regularly **review** detailed design guidance, good practice guidance and design briefs for identified sites, and publish on our website.
7. Develop our approach to tackling Heritage Crime through and working with local Parish Councils and/or other local groups and providing resources on our website.

Engaging with the Historic Environment

We actively consult on documents such as Conservation Area Character Appraisals and provide advice to Parish Councils and local groups on historic environment aspects of neighbourhood plans and other policy documents such as Village Design Statements. We encourage local involvement in heritage including nomination of buildings for local listing

We support proposals that would result in improving our understanding of the historic environment including reversal of inappropriate changes and extensions, providing access to information on the historic environment and supporting groups and asset owners with projects involving and improving access to the historic environment and information about it.

Services and Activities provided by Chichester District Council

1. Engaging with local communities and providing advice on historic environment content for Neighbourhood Plans, including advice on local assets of heritage value and Village Design Statement and possible additions to the Local Heritage List.
2. To promote local archaeology and history as a resource for education and enjoyment. In this way we can encourage a greater understanding and appreciation of the district's rich cultural heritage and promote greater public participation in its exploration.
3. Providing advice from the District's Historic Environment Record to local communities
4. Signposting of sources of information to help local groups understand and evaluate aspects of their historic environment
5. Identifying and supporting opportunities to better reveal our knowledge of the historic environment, including working with and supporting partners and community groups on

projects, through the development management process.

6. We will secure opportunities to provide greater access to information on the historic environment.
7. Involve local communities in heritage projects, such as reviewing and upgrading our Conservation Area Character Appraisals and developing the local buildings list.
8. Engage with local communities on heritage crime initiatives.
9. Provide training to officers and members on the significance of the historic environment and approaches to managing change.

We will work with Heritage Gateway, The Council's Museum Service, West Sussex County Council, the West Sussex Records Office and other groups and partners to promote greater access to information on the Districts Historic Environment.

Action Plan Programme

The Action Plan will prioritise the identified actions to the short, medium and long term timescales under a series of headings/action areas as and when they are included in this Strategy. The delivery of long term actions is dependent on the availability of resources.

The Action Plan provides a means of utilising stretched resources so they are effectively targeted at the prioritised actions. Decisions are often made on allocation of resources and the challenge is to ensure that those investments are made in ways that benefit the historic environment of the District. Similarly, there are areas of decision making where the exercise of discretion, such as planning controls, can have a major effect without any additional cost.

While significant and visible advances can be made by implementing high-profile projects for building repair and enhancement, these are heavily dependent on funding bids, such as from the Heritage Lottery Fund, which can be demanding on staff resources. More fundamental and of lasting value can be achieved through the development of sound policy and guidance. The adopted Local Plan emphasises the importance of the historic environment as a driver for quality, social cohesion and economic stability. There may be opportunities for securing project funding from, for example, the Heritage Lottery Fund and having sound policies for the protection and management of the historic environment will increase chances of attracting funding to give confidence that investment can be maintained and protected into the future.

The A full programme of prioritised actions will be reviewed and refreshed each year as part of the Planning Services Service Plan. The **detailed** Action Plan for 2016/17 is ~~set out below~~ **attached at Appendix 3 to the Strategy.**

Chichester District Historic Environment Strategy and Action Plan

Appendix 1 – Designated Conservation Areas and Historic Parks and Gardens

Conservation Areas

There are 25 Conservation Areas in Chichester District which are listed in table 1 below.

Table 1 – Conservation Areas

No	Area	Date Designated	Extended	CA Appraisal and Management Proposals
1	Bosham	06.10.69	10.06.08 30.05.2013	May 2013
2	Boxgrove	14.01.81	16.12.10	November 2010
3	Camelsdale and Hammer	14.11.84		No: Conservation Area shared with Waverley BC (Springhead) and South Downs NP. Joint approach required
4	Chichester	16.03.70		November 2016
	[Westgate and Other]		14.01.81	
	[Canal Basin]		25.09.90	
	[College Lane]		15.11.94	
			10.06.08	
	[Various]		12.2016	
5	Dell Quay (Appledram)	04.02.76	10.06.08	September 2006
6	Donnington	02.06.76	10.06.08	September 2006
7	Earnley	04.02.76	10.06.08 30.05.2013	May 2013
8	Fishbourne	14.01.81	10.06.08	March 2007
9	Graylingwell (Chichester)	20.11.90		
10	Halnaker (Boxgrove)	14.01.81	16.12.2010	November 2010
11	Hunston	02.06.76	10.06.08	September 2006
12	Kirdford	14.11.84	16.12.2010	November 2010

No	Area	Date Designated	Extended	CA Appraisal and Management Proposals
13	Oving	14.01.81	10.06.08	September 2007
14	Plaistow	14.11.84	30.05.2013	February 2013
15	Prinsted (Southbourne)	14.01.81		March 2007
16	Runcton (North Mundham)	02.06.76	10.06.08	March 2007
17	Selsey	21.05.75	10.06.08	January 2007
18	Sidlesham Church (Sidlesham)	04.02.76	10.06.08	September 2006
19	Sidlesham Quay (Sidlesham)	04.02.76	10.06.08	September 2006
20	Somerley (Birdham, East Wittering & Earnley)	04.02.76	10.06.08 30.05.2013	May 2013
21	Tangmere	14.01.81	10.06.08 26.03.15	December 2014
22	Westbourne	14.01.81	10.06.08	March 2007
23	West Itchenor	04.02.76	16.12.2010	November 2010
24	West Wittering	04.02.76	21.03.84 10.06.08	September 2006
25	Wisborough Green	14.11.84	16.12.2010	November 2010

Further information can be found, as follows:-

Chichester District Council

<http://www.chichester.gov.uk/conservationareas>

<http://www.chichester.gov.uk/article/24659/Conservation-Area-Character-Appraisals>

Historic England

<https://historicengland.org.uk/advice/planning/conservation-areas/>

Historic Parks and Gardens

There are 2 Registered Historic Parks and Gardens in Chichester District which are listed in table 2 below.

Table 2 – Registered Parks and Gardens

No	Name	Grade	Register Entry
1	Graylingwell Hospital	II	https://www.historicengland.org.uk/listing/the-list/list-entry/1001555
2	Fishbourne Roman Palace	II*	https://www.historicengland.org.uk/listing/the-list/list-entry/1001211

Further information can be found, as follows:-

Historic England

<https://historicengland.org.uk/listing/what-is-designation/registered-parks-and-gardens/>

The Gardens Trust

<http://thegardenstrust.org/>

The Sussex Gardens Trust

<http://www.sussexgardenstrust.org.uk/>

Parks and Gardens UK – Online Database

<http://www.parksandgardens.org/>

Chichester Historic Environment Strategy and Action Plan

Appendix 2: Glossary of Terms

Alteration

Work intended to change the function or appearance of a place

Adaptation

The process by which an asset might be changed to a new use to ensure its survival. Such uses should be sympathetic to original use and pose no, or only minimum, threat to longevity by intensification of use.

Ancient Monument

Building place or structure designated as of national importance and protected in the UK under Ancient Monuments and Archaeological Areas Act 1979. See Historic Scotland Memorandum of Guidance 1998. Currently there are some 19,500 entries in the lists covering Schedule Monuments with approximately 35,000 sites ranging from standing stones to telephone kiosks. Scheduled Monument Consent is required before undertaking any work to a scheduled monument.

Anglo-Saxon

The main inhabitants of Britain before the Norman Conquest in 1066. The Angles and the Saxons were Germanic peoples that migrated to eastern England during the 5th and 6th Centuries from Northern Europe, after the end of Roman rule.

Appraisal

A brief review, often within the planning framework, of the SMR, Historic Maps and other sources to establish whether a proposed development has the potential for archaeology. The appraisal may or may not become a condition.

Archaeology

The scientific study of past human life and change through analysis of material remains that humans have left behind (from the Greek root archaeo, meaning ancient and logos, meaning study)

Archaeological interest

There will be archaeological interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.

Artefact

An object or part of an object which has been used or created by a human and provides physical clues to the activity carried out by humans in the area of discovery (This can range from Pottery, Metalwork, Woodwork, Worked Stones through to mortar samples)

Article 4 Directions

A direction made by a local planning authority which limits the scope of permitted development rights granted by the Town and Country Planning Act (General Permitted Development) Order 1995, as amended.

Asset

Building, structure, landscape, object or artefact that helps a society to recall its history by reference as a primary source: Contributing by its presence, in authentic form through conservation and preservation and allowing society to form an opinion about that society's historic development and influences.

Bronze Age

The first period in which metal implements and ornaments were made. (C.2000-c.700BC)

Building archaeology

The process of investigation of an asset, often standing buildings, without the stripping down required by pure archaeology. It will use methods and principles that will allow recording and investigation/analysis without loss of fabric or damage to structure. It will involve non-invasive, none destructive methods of investigation/understanding that may include:

- Analysis of the asset itself as a primary source
- Analysis of documentation providing record of the asset and its development/history
- May involve other methods of investigation such as: dendrochronology, ultra sound, photogrammetry, rectified photography, infra-red scanning, etc

Building recording

A system of recording a building which may involve similar methods to those defined in building archaeology above: the aim being to provide a set of data from which judgements may be made to assist understanding of an asset. Data thus provide should be stored in easily accessible archives for future reference. Data may involve historical analysis of an asset as well as information relating to contemporary methods of intervention and reasons for such intervention in order to inform future generations.

Burra Charter

Australian ICOMOS charter originating in 1981, revised to 2004. First to establish definition of cultural significance: "...means aesthetic, historical, scientific or social values for past, present and future generations." It also defined the fact that conservation should be tailored to suit "local need". It set down a total of 29 Articles including: Definitions, Conservation Principles, Conservation Processes and Conservation Practice.

Conservation

The process of managing change to a significant place in its setting in ways that will best sustain its heritage values, while recognising opportunities to reveal or reinforce those values for present and future generations.

Conservation Area

'An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance', designated under

what is now s69 of the Planning (Listed Buildings and Conservation Areas) Act 1990

Conservation Management Plan

A plan that identifies how an asset or site might respond to future development or need: probably a dynamic process that identifies significance, vulnerabilities and how these are to be addressed in any future plan to develop, adapt or change a site without loss of significance, authenticity or originality.

Conservation Plan

A document which sets out the significance of a site and how that significance will be retained in any future use, alteration, repair, management or development.

Context (In relation to Archaeology)

The position of an archaeological find in time and space. Established through studying and recording an artefacts relationship to its surroundings, this is important in order to develop an understanding of events that happened to artefacts before and since their deposition in the ground.

Context (in relation to planning)

Any relationship between a place and other places, relevant to the values of that place.

Cultural Heritage

Defined in 1972 by the World Heritage Convention as including monuments, groups of buildings (“ensembles”) and sites. It included historic buildings, historic areas and towns, archaeological sites and the contents therein, as well as historic and cultural landscapes. It will also encompass historic artefacts, art and culture.

Cultural significance

“...means the aesthetic, historic, scientific or spiritual value for the past, present and future generations.” Burra Charter.

It can also attach to emotional value: why and how society uses an asset to reinforce its understanding of history, development and influence. In simple terms it is the perceived value of an asset, established as a result of its continuity of presence and worth to society.

Designated heritage asset:

A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Designation

The recognition of particular heritage value(s) of a significant place by giving it formal status under law or policy intended to sustain those values

Desk-based assessment (DBA)

An assessment of both the known and potential archaeological resource within a specified area. A study is carried out on available sources such as SMRs, Map Evidence, Documentary Sources and Aerial Photographs. The study will provide a background for a decision to be reached on the potential

archaeological resource in a local, regional, national context within the review area.

Excavation

Intrusive fieldwork with a clear purpose, involving The digging of archaeological sites during which the soil is methodically removed to reveal archaeological features and finds, the positions of which are recorded in 3 dimensions. This will lead to both a further programme of Post Excavation and Publication and perhaps further excavation.

Evaluation

A limited programme of non-intrusive and/or intrusive fieldwork, which determines the presence or absence of archaeological features, structures, deposits, artefacts, or ecofacts, within a specified area. This may take the form of an intrusive investigation of a percentage of the site, geophysical or topographical survey. The results of this investigation will establish the requirements for any further work. (see also Field Survey)

Fabric

The material substance of which places are formed, including geology, archaeological deposits, structures and buildings, and flora

Feature

An archaeological find that cannot be removed from the site, such as a pit, ditch, hearth or building.

Field survey

A multi-disciplinary study of the long-term settlement history of a region and its environmental setting; closely related to landscape archaeology.

Geophysical survey

A method of seeing beneath the ground surface using a number of methodologies, including Ground Penetrating Radar (GPR), Resistivity and Magnetometry. It takes a specialist to both uses the field equipment and interpret the data. When used with Topographic survey the results can be very effective, though it is very dependent on soil and geological conditions within the site area.

GIS (Geographical Information System)

A range of techniques using the graphic capabilities of computers for an integrated analysis of maps, images, sites and finds. GIS has rapidly become essential in the interpretation of fieldwork data and is used within Units and County archaeological offices to interpret the landscape to asses potential for archaeology within an area.

Harm

Change for the worse, here primarily referring to the effect of inappropriate interventions on the heritage values of a place

Heritage asset

A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic Environment

All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora. Such assets may be physical in the form of the built environment, structures, landscapes, vehicles, artefacts, etc as well as spiritual/emotional in the form of knowledge, beliefs and understanding about the factors that have shaped and influenced history and may influence the present and the future.

Historic England

The government agency charged with the protection and care of the monuments and heritage resources of England

Historic environment record (HER)

A database/index that provide[s] access to systematically organised information relating to the historic environment of a defined geographic area for public benefit and use. It is maintained and updated for public benefit in accordance with national and international standards and guidance.” Review of Heritage Protection: The way forward LINK NEEDED Department of Culture Media and Sport 2004.

ICOMOS

Acronym for International Convention on Monuments and Sites formed in 1965 following the Venice Charter of the previous year, which charter was adopted by ICOMOS as its own formative response to conservation ethics and principles.

In situ

Archaeological evidence that is in its original location.

Intervention

Any work[s] to change, modify, repair or maintain the historic environment, which has a physical effect on the fabric of a place.

Iron Age

The first period in which iron was used to make weapons and tools, in Britain the Iron Age lies between the Bronze Age and the Roman invasion (c.700 BC-AD 43). This period is distinctive for its strong tribal societies who defended their settlements in hillforts, usually located on a natural promontory and defended by a series of banks and ditches.

Local Development Order

An Order made by a local planning authority (under the Town and Country Planning Act 1990) that grants planning permission for a specific development proposal or classes of development.

Local Plan

The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act

Object

Anything not (now) fixed to or incorporated within the structure of a place, but historically associated with it

Medieval

Traditionally the period 1066 – c.1500 AD

Mesolithic

The 'Middle Stone Age': Representing a period of transition from the Paleolithic hunter-gathers of the last glaciation, to the Neolithic farmers of the post-glaciation period.

Middle Ages

See Medieval.

Neolithic

The 'New Stone Age': A period in history beginning at the end of the last Ice Age, when people cultivated plants and kept animals but still used stone rather than metal tools. In northern Europe this period also sees the first pottery production. (c.4000-2000BC)

Norman

The period in Britain following the defeat of Harold at The Battle of Hastings in 1066 AD, after which William of Normandy (William the Conqueror) was proclaimed King of England. Also a descriptive term for the architectural style of this period, traditionally considered to continue until the 12th Century, the architecture is characterised by round headed arches which are often highly decorated.

Palaeolithic

'The Old Stone Age': The period before the end of the last Ice Age when people lived as hunter-gathers, using stone tools, without agriculture or pottery.

Patina

The acquisition, through time, of a coating or, change to an original surface of a material that may add authenticity and reinforce age by its accretion.

Preservation

Action taken to maintain an asset in a stable, existing form or state and to stop or slow the process of deterioration and to maintain integrity.

Public Benefit

Anything that delivers economic, social or environmental progress as described in the National Planning Policy Framework. Public benefits should flow from the proposed development. They should be of a nature or scale to be of benefit to the public at large and should not just be a private benefit. However, benefits do not always have to be visible or accessible to the public in order to be genuine public benefits.

Public benefits may include heritage benefits, such as:

- sustaining or enhancing the significance of a heritage asset and the contribution of its setting
- reducing or removing risks to a heritage asset
- securing the optimum viable use of a heritage asset in support of its long term conservation

Rebuilding

Remaking a building, part of a building or artefact based on recorded drawings or known previous state of a place, building or artefact following damage or destruction. For example, the new roof and stairs at Uppark . New material may be required as part of this process, such new work not be easily obvious to a casual observer and it will be necessary, in order to avoid deceit, for the new work to be discretely labelled or made obvious.

Reconstruction

“...returning a place as near as possible to a known earlier state and is distinguished by the introduction of materials (new and old) into the fabric.”
Burra Charter.

“Re-establishment of what occurred or what existed in the past, on the basis of documentary or physical evidence.” B.S.7913: 1998

Repair

Work beyond the scope of maintenance, to remedy defects caused by decay, damage or use, including minor adaptation to achieve a sustainable outcome, but not involving restoration or alteration

Restoration

To return a place as near as possible to a known earlier state by removing accretions or by reassembling existing components, on the basis of compelling evidence, without conjecture or introduction of new material.”

Restoration (period)

That period in history which involved the re-establishment of the Stuart Monarchy in Great Britain and Ireland in 1660.

Reversibility

A defining principle in conservation work; dictating that works of intervention should be capable of being removed and returned to a former state without further damage in the event of future work or research determining that an improved form of intervention becomes available.

Setting of a heritage asset:

The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance (for heritage policy):

The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset’s physical presence, but also from its setting.

Significance [of a place]

The sum of the cultural and natural heritage values of a place, often set out in a statement of significance

Site & Monument Records (SMR)

Nationally available record data base offering simple information specific to a

site, building or asset: normally available from local planning authorities or National Monument Records Office. See also HERs.

Society for the Protection of Ancient Buildings (SPAB)

Formed as a reaction to the restorationist principles of subjective/conjectural intervention affecting much medieval church architecture in the mid 19th century. Also known as the anti-scrape movement: a fashionable practice of removing rendered finished on stone structure buildings to expose the texture of the underlying stone. The SPAB manifesto of 1877 set down the principles of the society and is considered the genesis of the conservation movement in the UK. Founder members of the SPAB included William Morris, John Ruskin, et al.

Sustainable

Capable of meeting present needs without compromising ability to meet future needs

Test pits

A series of small (usually 1m x 1m) excavations to give an indication of the underlying soil /deposit profiles. These may take place prior to full evaluation, or may be all that is required on the site.

Topographic survey :

A detailed analysis of the ground surface of the site, a contour plan (from a flat 2D plan to a 3D computer model) is produced and can help to recognise buried landscape features or features that are too slight or too large to see with the naked eye.

Value

An aspect of worth or importance, here attached by people to qualities of places

Value, aesthetic

Value deriving from the ways in which people draw sensory and intellectual stimulation from a place

Value, communal

Value deriving from the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory

Value, evidential

Value deriving from the potential of a place to yield evidence about past human activity

Value, historical

Value deriving from the ways in which past people, events and aspects of life can be connected through a place to the present

Venice Charter 1964

Prepared by a second (first in Paris in 1957) Congress of Architects and Specialists of Historic Buildings in Venice in 1964: It agreed that, "It is essential that the principles guiding the preservation of ancient buildings...be agreed and be laid down on an international basis..." It defined 16 Articles including Definitions, Aim, Conservation, Restoration, Historic Sites, Excavations and Publication.

Vernacular architecture

May be traditional in form, built with traditional materials using traditional methods, may be peculiar to an area and generally small in scale: unpretentious, simple, indigenous and generally using local materials, generally, agricultural, domestic and local industrial buildings; following a local tradition and style.

Watching brief

A formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons within a specified area or site on land or underwater, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive.

Written Scheme of Investigation

A document detailing the approach to meeting the requirements of the Brief. Can also be called Project Outline.

Chichester Historic Environment Strategy and Action Plan

Appendix 3: Action Plan Programme

Action Plan Summary April 2016 – March 2017 February 2017 - March 2018					
No	Action	Priority	Responsibility for Delivery	Outcomes	Target Date
1	Adoption of the Historic Environment Strategy	H	Planning Policy, Conservation and Design Manager	Adopted Historic Environment Strategy to support the Local Plan and prioritised approach to guide future work	Feb 2017
2	Completion of the Review of the Chichester Conservation Area Appraisal	H	Conservation and Design Manager	Up to date character appraisal for Chichester and identification of need for boundary changes and additional planning controls	Sept 2016
2	Completion of the Selsey Conservation Area Appraisal	H	Conservation and Design Manager Historic Environment Team	Up to date character appraisal for Selsey and identification of need for boundary changes and additional planning controls	Mar 2017
4	Further consultation in respect of additional extensions to Chichester conservation area	H	Conservation and Design Manager	To inform final decision on changes to Chichester conservation area boundary	Oct 2016
5	Final approval of boundary changes to Chichester Conservation Area and Article 4 Directions	H	Conservation and Design Manager	Authority to proceed with implementation of conservation area boundary changes and making of Article 4 Directions	Nov 2016

Action Plan Summary ~~April 2016 – March 2017~~ February 2017 - March 2018

No	Action	Priority	Responsibility for Delivery	Outcomes	Target Date
3	Implement designation of extensions to Chichester and Selsey Conservation Areas following further consultation and boundary changes to Selsey conservation area.	H	Conservation and Design Manager Historic Environment Team	Implementation of decision above	Nov 2016 June 2017
4	Implementation of Article 4 Directions for Chichester and Selsey	H	Conservation and Design Manager Historic Environment Team/ Committee Services	Additional planning controls to conserve the character and appearance of the conservation areas from small scale alterations.	Dec 2016 Feb 2017
5	Confirm immediate and make non-immediate Article 4 Directions for Chichester Conservation Area	H	Historic Environment Team/ Committee Services	Additional planning controls to conserve the character and appearance of the conservation areas from small scale alterations.	July 2017
6	Implementation of Article 4 Directions for Selsey and Old Selsey	H	Historic Environment Team/ Committee Services	Additional planning controls to conserve the character and appearance of the conservation areas from small scale alterations.	June 2017
7	Confirm immediate and make non-immediate Article 4 Directions for Selsey and Old Selsey Conservation Areas	H	Historic Environment Team/ Committee Services	Additional planning controls to conserve the character and appearance of the conservation areas from small scale alterations.	November 2017

Action Plan Summary ~~April 2016 – March 2017~~ February 2017 - March 2018

No	Action	Priority	Responsibility for Delivery	Outcomes	Target Date
8	Commence Complete Review of Fishbourne and Westbourne Conservation Areas	H	Conservation and Design Manager Historic Environment Team	Up to date character appraisals for Fishbourne and Westbourne and identification of need for boundary changes and additional planning controls	October 2016 September 2017
9	Complete Review of Westbourne Conservation Area	H	Historic Environment Team	Up to date character appraisal for Westbourne and identification of need for boundary changes and additional planning controls	February 2018
10	Publish Guidelines on making good listed building consent and planning applications affecting the historic environment and preparing heritage statements.	M	Historic Buildings Advisors	To encourage better applications and to speed up the planning application process by avoiding the need to ask for additional information/clarification	Nov 2016 June 2017
11	Prepare a short owners guide explaining implications of owning a listed build for distribution to Estate Agents and Building Owners	H	Historic Buildings Advisors	To set out the basics of what owning a heritage asset means to improve understanding of what they can and cannot do without formal consent and advice on good practice.	March 2018
12	Prepare a validation checklist/process for Heritage Statements	M	Historic Building Advisors	A means for overcoming problems of validation of applications with very poor quality heritage statements	Nov 2016 April 2017

Action Plan Summary ~~April 2016 – March 2017~~ February 2017 - March 2018

No	Action	Priority	Responsibility for Delivery	Outcomes	Target Date
13	Complete suite first tranche of listed building guidance notes (Windows/Common types of work that require/may not require Listed building Consent) and publish on web	M	Historic Buildings Advisors/ADC	Wide range of advice and guidance for agents and planning officers to reduce enquiries and formal advice from HBAs.	Nov 2016 July 2017
14	Complete second tranche of listed building guidance notes (Shop fronts/Pointing/ Flint walls and flint wall repair) and publish in web	M	Historic Buildings Advisors	To encourage better applications and to speed up the planning application process by avoiding the need to ask for additional information/clarification	November 2017
15	Complete third tranche of listed building guidance notes (External fixtures and fittings/External elevations/External doors and windows/ Architectural features/ Roofs/Interiors and finishes) and publish in web	M	Historic Buildings Advisors	To encourage better applications and to speed up the planning application process by avoiding the need to ask for additional information/clarification	March 2018
16	Commence Reviews of Hunston, Donnington and Prinsted Conservation Areas	L	Historic Environment Team	Up to date character appraisal for Chichester and identification of need for boundary changes and additional planning controls	March 2018

Chichester Historic Environment Strategy and Action Plan

Action Plan Programme

Appendix: Conservation Area Character Appraisal Programme for Review

Year	Conservation Area	Notes
Year 1: 2017-18	Westbourne Review	
	Fishbourne Review	
Year 2: 2018-19	Hunston Review	
	Donnington Review	
	Prinsted Review	
Year 3: 2019-20	Graylingwell – New Appraisal	Anticipated completion of development in 2017
Year 4: 2020-21	West Wittering Review	
	Siddlesham Church Review	
	Siddlesham Quay Review	
Year 5: 2021-22	Oving Review	
	Runcton Review	
	Dell Quay Review	
Year 6: 2022-23	West Itchenor Review	
	Boxgrove	
	Halnaker	
Year 7: 2023-2024	Kirdford Review	
	Wisborough Green Review	
	Plaistow Review	
Year 8: 2024-2025	Bosham Review	
	Earnley Review	
	Somerley Review	
Year 9: 2025-2026	Tangmere Review	
	Selsey Review	
	Old Selsey Review	
Year 10: 2026-2027	Chichester Review	

**Historic Environment Strategy and Action Plan
Consultation Representations**

No.	Name	Comment
1	Ben Kirk (Agent)	<p>In general I think the action plan is a good document that identifies a logical approach to managing the historic environment within the district.</p> <p>I don't necessarily have any specific comments on the document but more general comments on the approach to managing heritage assets within the District that we, as agents, often come across. I hope some of these will be of use in informing the way the council approaches the management of the historic environment.</p> <ol style="list-style-type: none">1. Our general experience of the public's understanding of listed buildings is that it is very limited. Many people buy listed buildings with no real understanding of what that means and what they can and cannot do. Many think that if parts of the building are not what they would consider "old" they can do what they want. I could spell out many common misconceptions that we often come across.2. The main issue with the above is that too often people take on a listed building assuming they can do works which may never be permitted. I have firmly believed for many years that homeowners should be given a basic "listed building owner's manual" before they purchase a listed building. This would set out the basics of what owning a listed building means. Such a concept might be hard to manage, but I believe education is key and this will make the whole process much less confrontational. I appreciate funds are tight but a mailshot of a well worded "manual" to all listed building owners in the District would pay huge dividends3. The council, like most, has a heavy workload and stretched resources. However this has led to a feeling among many applicants and agents that pre application advice is simply not worth bothering with as it takes too long to get a response. If there was a way of providing simple pre application advice in a short timescale (3-4 weeks) then this would be a route used more often and would save significant resources when dealing with formal applications.

4. We are often asked to come in half way through the process of an application to provide specialist reports, details etc where a more general architect or consultant has failed to make progress with a scheme. The importance of applicants engaging the right consultants from the outset is clear. Not only does it lead to smoother applications but it also ensures less workload with the “back and forth” approach that many applications go through and a specialist will often be able to manage an applicant’s expectations from the outset ensuring schemes are more well considered, justified and realistic. I appreciate the council cannot recommend consultants and for fear of sounding like I am trying to drum up some free advertising, other authorities carry a list of local specialists, available to applicants, which is caveated with the fact the council don’t explicitly recommend them.

5. The setting of listed buildings is often overlooked, purely by process. Often new developments (outside of the curtilage of a listed building, such as neighbouring properties) that are not within conservation areas but are adjacent to listed buildings are not considered properly in context of the listed building by the fact the process does not require proper consideration of the impact on listed buildings. Too often poor quality design which is seen as appropriate on a modern house is accepted or worse still a pastiche attempt at a vernacular style that does not sit well with adjacent listed buildings. I appreciate planning officers have to consider design but the process seems to avoid consideration of neighbouring listed buildings as a default process.

I hope the above does not come across as too critical. These are just observations of the process that we see across most local authorities, not just Chichester and hope they can inform the way the council deal with the historic environment in the future.

2 Genesis Town Planning

We note the intention to prepare a validation checklist/process for Heritage Statements and a suite of Listed Building guidance notes, both of which we welcome and look forward to their publication.

We note the intention to review Conservation Areas and their boundaries and formulate and publish proposals for the preservation and enhancement of CA's. The provisions of the Planning (Listed Building and Conservation Area) Act 1990 set out the duty to undertake reviews 'from time to time'. Historic England's CA Designation, Appraisal and Management Advice Note 1 (2016) advises that appraisals are reviewed regularly as part of the management of Conservation Areas so that they can be developed into management plans. As such it would be useful to see a projected plan for the review of all Conservation Areas in the District as many appraisals appear to be out of date or lack full Appraisals and Management Plans.

3 Historic England

We very much welcome the Council's initiative in producing this Strategy and Action Plan and are pleased to make the following comments.

1. On page 1, reference is made to the positive strategy for the historic environment as recommended by the NPPF. In fact, the requirement of paragraph 126 of the NPPF is for local plans to set out a positive strategy for the conservation and enjoyment of the historic environment (as noted on page 7 of the Strategy), which is a separate and distinct matter from a stand-alone heritage strategy such as that on which the Council is now consulting
2. We welcome and support the purposes of the Strategy and Action Plan set out on page 4 and the objectives and priorities on pages 4 and 5.
3. In the first line of the second paragraph of page 6, we suggest "designated" rather than "protected".
3. In the Historic Context – page 11 onwards the timeline is not very specific to Chichester i.e. it is a broad brush statement of prehistoric South East England. The inclusion of some examples of sites to illustrate the different periods under discussion would help.

4. We are aware that Chichester was not covered by the Extensive Historic Town Surveys – perhaps as it was thought a candidate for the more intensive approach of an Urban Archaeological Database (UAD). This may be something that we could usefully revisit. Some reference to actions to enhance understanding and management of the archaeological resource of the historic city would be good.

5. In the Iron Age to Roman section there are some classes of monument which are typical of Chichester and its surrounds i.e. the systems of dykes and these do seem to be worthy of discussion. Similarly the Roman palace at Fishbourne is an outstanding site and should therefore be highlighted.

6. The Saxon and Medieval sections are very general and should be made more relevant to Chichester. The same criticism can be levelled at the next sections on post medieval and Victorian. The statement “By the 18th century Chichester had dwindled to being a quiet market town” begs the question from what status did it decline ? The medieval section does not make this clear.

7. Some examples in the Chichester City section page 13 would help. What physical evidence is there of a stronghold against the Vikings ? Why is the market cross considered unique as a monument type they are not that rare ? A low key medieval status is recorded here and sits oddly with the earlier statement about an 18th century decline – decline from what ?

8. On page 15 there are some examples given of specific sites but these could be worked in earlier in the document. The statement that as a group the heritage assets can be considered to be of outstanding significance may be so, but what assistance will this be when considering an individual heritage asset, including undesignated examples? The text box of significant themes and components is helpful but we suggest could be expanded and or signposting to other sources of information.

9. We consider that it would be helpful to specifically identify the Conservation Areas and Registered Historic Parks and Gardens in the area covered by the Strategy, perhaps in an Appendix with an indication where more information about these can be found and a reference to the National Heritage List for England.

10. The NPPF identifies only two types of heritage asset: designated and non-designated, as set out at the top of page 16. The latter includes those identified by a local authority on a "local list", but the NPPF does not accord any greater weight to assets on a local list to those that are not. It is therefore confusing and misleading to suggest that the local buildings list has "designated" assets on it on page 20 and that these are different to non-designated assets on page 21.

11. Non-designated heritage assets are not only archaeological remains, but include unlisted buildings and non-registered parks and gardens. We are therefore not clear why there is a separate sub-section headed "other assets" on page 22, as many of the examples given are non-designated heritage assets.

12. If "other assets" is intended to refer to elements of the historic environment that do not fall within the definition of a "heritage asset" (i.e. which are not a building, monument, site, place or landscape), then referring to them as "assets" is confusing and the examples cited of such assets needs to be revised to actually exclude non-designated assets.

13. It would be helpful to include a signpost to where an up to date version of the list is to be found and to the Historic Environment Record for non-scheduled archaeological remains.

14. We welcome the reference to historic landscape character on page 22.

15. The Heritage at Risk Register, to which reference is made on page 30, also includes Grade II places of worship, all grades of Registered Historic Parks and Gardens and Conservation Areas, the information for the latter coming from an annual survey undertaken by Council Conservation Officers and collated by Historic England.

16. We welcome and support the action plan as set out on pages 35-36 but, whilst we appreciate that an Action Plan is a list of time-specific actions, we feel it might be helpful to include some medium to longer term aspirations or targets beyond December 2016. We also suggest that the actions include engagement with the 2017 Conservation Areas at Risk Survey, which is normally undertaken between February and May/June each year.

4 West Itchenor Parish Council

West Itchenor Parish Council supports the Draft Historic Environment Strategy. It welcomes the enthusiasm to produce an Action Plan and offers its help to the District insofar as this village is concerned.

In particular it welcomes the proposal to compile the "Local Heritage List".

The Parish Council will ensure that the Itchenor Society is made aware of all the proposals and will offer its support to the success of completing this Strategy.

5 Martin Chritchley Architects

Whilst we have respect for your conservation staff, experience has shown that, they are very busy people and difficult for us to access.

Will the staff be increased to cope with the additional responsibilities of the new strategy ?

6 West Sussex County Council

P3 Part 1 Intro & Objectives, para 3, line 3 – sense - ...Council's role in its conservation and enhancement etc

P3 purpose of the Strategy, para 1, line 3 'a' missing from end of line

P6 Definition of the Historic Environment, final para of this section, text missing..."In addition (?to the) physical expression..." etc

P13, 2nd para 'Clausetum' vs Clausentum

P14, 1st para, 2nd line "...as (a) whole..."

P23, Introduction (Part Four) 1st para, 3rd line enhances vs 'enhance', 2nd para, 9th line, last word 'it' vs its

P24 (highlighted box) item 4 – “There is a charged for...” perhaps use 'chargeable' as below in discussion of pre-application charges

P24 (2nd highlighted box) 7th bullet point “...use (of) Article 4...”

P25 'Engaging with the Historic Environment' - suggest 'Sussex Gardens Trust' in full

P27 highlighted text (last para) “...the Council will advice...” vs advise and “areas historic character...” vs area's

P32, 2nd highlighted box, item 7. – remove apostrophe from “Council's”

P33 (Highlighted box: Services and Activities) item 2, last line “...in it exploration.” vs 'in its exploration'; item 7. “...communities if” vs 'communities in'

Specific comment

- ?Contents page/ glossary of terms (perhaps useful also for explain terms like Palaeolithic, Mesolithic, Neolithic etc

- Under 'Objectives' (p4-5) it implies that a further document may be intended in 'identifying key issues and opportunities' but perhaps a link to part Four would cover this

- The Definition of the Historic Environment (beginning on page 5) uses quotation marks in the third line of this paragraph but it is not stated what is being quoted (and no obvious point where the quotation marks are closed) ?NPPF definition in Annexe 2 Glossary any help

- NPPF 132 includes scheduled monuments in heritage assets of the highest significance along with grade I and II* buildings, protected wreck sites and grade I and II* registered parks and gardens

- P9 reference to the impact of the last Ice Age on the coastal plain – surely the processes were the result of a succession of Ice Ages or glaciations

- Timeline – Saxon period – Chichester re-fortified in the 9th and 10th centuries because there were unsettled times with regular threat of Danish raids. In the ‘Medieval’ period the most significant (and symbolic) change in Chichester would be the relocation of cathedral church of the diocese (the diocese itself occupying the extent of the old kingdom of the South Saxons – therefore superfluous to say that it is the “...only cathedral city in Sussex”) from Selsey to Chichester. The building of the new cathedral church within the town and the setting out of the whole south west quadrant for the houses of the bishop, dean and chapter officials (together with the establishment of the castle in the north east quadrant) reinforced the fact that Chichester was reviving and on the map. Had this not been the case it might have suffered the same fate as Silchester.

- Did most of the houses in Chichester in the early 17th century have thatched roofs? (see p13 5th para) . Roy Morgan ‘Chichester a documentary history’ says, p64, of the small rented houses in Chichester in the previous century that “The roofs were mainly tile or slate, but the outbuildings were often thatched and include kitchens, barns, bakehouses and stores.” If the more modest houses were largely tiled or slated then it seems likely that grander houses would also have been (and much less of a fire risk). NB John Ede’s House was marked as Westgate House on 19th century OS mapping but had become ‘Wren’s House’ by the early 20th century.

- As well as locally sourced materials (see p 15) material has always been imported for prestigious buildings: Caen stone from Normandy, Quarr from the Isle of Wight (and Ventnor greensand for the Bell Tower). West Country slate could be shipped to Sussex for roofing material in the middle ages but the availability of Welsh slate from the railway age onwards would transform the appearance of many roofs in terms of texture and colour.

- Do the statistics (in the highlighted box at the bottom of p17) reflect the situation in the Chichester Plan area outside of the SDNP or in Chichester District as a whole? Do the bullet point facts reflect a national 'rule of thumb', the situation in Chichester District overall or just the Chichester Plan area? – it would be helpful to clarify

- The shortcomings of the Statutory List are well known (see p21) but with resourcing issues both with Historic England and local authorities what is the way forward to redress the problem?

- The support for the Chichester District HER is welcome and reflect NPPF paragraphs 128 and 169 – will historic landscape characterisation be incorporated into development management and will additional resource be made available to the District Archaeological Officer to maintain the HER (since the loss of the HER officer post a couple of years' since)?

- P 26 perhaps objective A. in the highlighted box should be to apply the Local Plan policies in accordance with NPPF – the section on Planning Policy Development (p27 below) already states that the Local Plan contains robust policies for protection and conservation of the historic environment.

- Is there such a thing as 'known' potential – either a development site does or does not have potential depending upon past land use and disturbance (or lack of it). The key is to establish sufficiently whether the potential of a site translates into actual evidence of heritage assets so that the appropriate options for protecting the assets or mitigating damage can be considered and applied at the planning application determination stage.

- The advice of 'in house' archaeological expertise is invaluable in managing the impact of development and land use proposals upon the historic environment. It takes many years to acquire a level of understanding which leads to an instinctive approach to caring for the environment of a specific locality. This is based on a breadth of knowledge founded on personal experience of individual case history, the people involved, local topography, geology and detailed factual information. It is possible for external consultants to produce their own assessments of environmental impact but the quality and value of such work can only really be judged by in-house expertise.

General/ concluding remarks:

Should the issue of setting be discussed more fully? The reference to GPA3 is included but can general principles be spelled out or does each proposal have to be taken on its individual merits/ demerits?

7 Chichester Conservation Area
Committee

CCAAC welcomes such a Strategy for managing the considerable historic heritage we have here in Chichester, and the additional protection that it should be able to afford

The Strategy is comprehensive and included some particularly welcome aims such as promoting greater awareness amongst decision makers and building owners of the importance of respecting the historic environment

The aim to publish guidelines to assist owners of historic buildings when making planning applications is laudable. CCAAC have seen suites of guidance issues by other LPAs and the set from Portsmouth was particularly impressive

It is noted that owners are to be encouraged to make more use of the Council's pre-app advice service and to work with officers to achieve satisfactory solutions. However, the fact that it is a chargeable service might prove a deterrent to the small householder. Also, this increased level of service will require more work by already stretched Conservation and Design staff. Will there be adequate resources to deal with this.

Masterplanning is seen as the way to achieve successful placemaking and there is no argument with that, but will masterplan requirements be enforced? There is for all to see the unfortunate example of where an existing masterplan - that for the Southern Gateway - was flagrantly flouted when developments of the Osbourne site at the Canal basin was permitted with disastrous results

Some minor typos

- Page 8 6th Para, 7th line "program" should read "programme"
- P12 last para, the railway to Chichester opened in 1846 not 1844
- P13, 4th para "black friary" should read "Blackfriars Friary" and grey friary should read "Greyfriars Friary"
- P22, last para, 4th line delete "of" after "outside"
- P 25, 2nd grey panel 'Engaging with the Historic Environment' first bullet point - gardens Trust should have a capital G and add "Sussex Industrial Archaeology Society"
- P29, 4th para regarding CCAAC. The wording of this could give the wrong impression of its function and relationship with the Council. I would suggest it be reworded as follows: *The Council makes an annual grant to the Chichester Conservation Areas Advisory Committee who support the Council 's officers by reviewing and commenting on planning applications within Chichester conservation area and providing specialist advice. This helps utilise knowledge and expertise within the local community.*
- P33 "The West Sussex Records Office" should read "West Sussex Record Office"

The Chichester Society welcomes this comprehensive Historic Environment Strategy for all aspects of the heritage of the District in the light of the major changes which will inevitably occur during the lifetime of the Chichester District Local Plan. Development does however provide funding which should be channelled to the protection and enhancement of the heritage of the District.

We endorse the objectives of the strategy and the need to publicise it to developers and to the general public. The definition of Heritage Assets in part 3 explains that these are not only 'identified heritage assets' (i.e. conservation areas, listed or locally listed buildings, ancient monuments, and historic parks and gardens) but also 'non-identified heritage assets.' We are particularly concerned that the Statutory List of Buildings of Architectural or Historic Interest for Chichester City has not been systematically revised since the 1950's and that the descriptions of many listed buildings are extremely sparse and in some cases the importance of a specific listed building is not clarified (e.g. where an early 19th century dwelling is part of a listed terrace.). This makes it all the more necessary for the Council to update its non-statutory List, and also to produce Article 4 Directions for non-listed dwellings in conservation areas.

The variety of geology and of vernacular building materials needs to be understood whenever designing new buildings or extensions to existing ones, wherever they may be located.

The Action Plan for the Management of the Historic Environment is welcomed. However this will place an immense strain on the existing resources of the Council's Conservation and Design service whose staff already provide a high level of expertise. Adequate human resources are essential if the Action Plan is to be implemented within the intended timescale. Protecting, managing and engaging with the historic environment must be carried out in participation with voluntary bodies such as the CCAAC, Chichester Society and residents' associations. The historic environment of the District belongs to us all.

In approving the revised Character Appraisal and Management Proposals for the Chichester Conservation Area, CDC's Cabinet on 6 September 2016 resolved that an assessment of the Summersdale area to assess its potential for conservation area designation be undertaken in connection with the future review of the Graylingwell conservation area. However, we consider that the central part of Summersdale is worthy of designation as a conservation area in its own right. This is particularly desirable in view of the growing development pressures on its early 20th century dwellings and the redevelopment of large properties along the tree lined Lavant Road which is a mature landscaped link between the city and the South Downs National Park. We suggest that priority should be given to assessing Summersdale alone as a conservation area, with the participation of Summersdale Residents' Association who some years ago submitted a character appraisal of the area.

Response

Noted

Noted

Noted

Agreed

Noted

Noted - agree that problems often arise due to lack of appropriate advice at an early stage of developing proposals

Generally impact on setting is taken into consideration where proposals are in close proximity to heritage assets. Consideration of design needs to be objective and local plan policies do require design of development to be based on an understanding of context.

Noted and comments are welcomed.

Noted

Noted and Agreed.

Noted

Noted.

Noted

Agreed

Agreed

Noted: There was never any intention to provide EUS for Chichester because it was to be covered by an IUS, which was to include UAD plus assessment plus a strategy. Because EH funded Chichester's UAD but declined to fund either of the follow-ups they were never done. The UAD is comprehensive, and is included in the HER.

The UAD comprises an intensive database of archaeology and archaeological interventions, to which we added the built heritage.

In order to secure part funding to complete the UAD (from WSCC) we promised to do some basic characterisation of the historic development of Chichester, and this resulted in a series of GIS polygons showing the development of the city from the middle-ages to the early modern period.

We could consider revisiting EUS for the city, but this would require funding and additional staff resources.

Agreed

Noted. Some additional text to be incorporated

Noted. Some additional text to be incorporated

Noted.

Noted

Noted. The local list is clearly within the non-designated assets section. Could clarify further by adding non-statutory to heading

Agreed

Noted

Noted

Noted

Agreed

Noted - The Action Plan sets out a wide range of ongoing work, both long and shorter term and is not time limited. The Action Plan program is mainly a work program for the current year and is proposed to be refreshed annually. We could consider including longer-term projects within the program, when they come forward. For example if funding/resources were made available to pursue an Extensive Historic Town Survey for Chichester City. Longer term work, for example a program for review of conservation areas has been introduced.

Noted

Noted

Noted

It should be possible to access advice from specialist staff via the Council's various and soon to be consolidated pre-application advice schemes. These are described in the Strategy document

The document is not intended to justify budgetary growth in this area. The aim of the strategy is to identify how we can use limited resources in a positive way, for example the provision of more written advice and guidance in relation to the historic environment for both agents and planning officers

Noted

Noted

Noted

Noted

Noted

Noted

Agreed

Agreed

Agreed

Agreed

Agreed

Agreed

Noted. A Contents page will be incorporated and agreed that a Glossary would be useful.

Agreed - is the definition from the NPPF

Agreed add reference to NPPF Para 132

Noted

Noted

Noted

Agree

The box clearly states-"Chichester District, including the area covered by the South Downs National Park". The statistic in the bullet points above relate to national percentages. This has been clarified and the District percentages are added, but include the area of the District covered by the National Park.

Issue is understood. We can work with HE to review Statutory Lists in connection with Conservation Area Reviews, as was done in Midhurst. HE also now have enhanced services for spot listing buildings, which could be referenced.

Unlikely

Agreed - Local plan is subject to review so robust policies need to be maintained and developed.

Noted

Agreed and applies equally to in-house historic building advice

Noted

Noted

Noted

Noted. We are preparing our guidance jointly with Arun DC and it should be short and concise, similar to Portsmouth, but specific to Chichester and Arun.

The householder charges are very small compared with building costs to implement changes to historic buildings. And advice on repairs is still provided free. The aim of the Pre-app service is to iron out issues at an early stage in the process and should help reduce time required at the application stage. The aim of the strategy is to identify better ways of working with limited resources.

Noted - hopefully future masterplans will be subject to robust evaluation and public consultation to attach sufficient weight for assessing future applications. The HE Strategy aims to ensure the interests of the historic environment are taken into proper consideration in the preparation of masterplans.

Noted

Noted. Reference is to use of CIL income towards the Historic Environment. The Localism Act allows CIL to be used for maintenance and on-going costs, of relevance to a range of heritage assets, for example, transport infrastructure such as historic bridges or green and social infrastructure such as parks and gardens. This is something that could be pursued through the Infrastructure Delivery Plan

Noted. We could approach Historic England to see if a review could be undertaken of the Statutory List in relation to the City, using information from the character appraisal. Support for Article 4 Directions is noted and will be implemented for the Chichester Conservation Area

Agreed, reference to understanding of geology and materials added to Geology Context.

The purpose of the Action Plan is to help address issues of strains on resources by developing a process for prioritising actions within available resources. The ongoing review of the Action plan can allow priorities to be tailored to the resources available and in response to particular demands on the service.

Noted. The review of Graylingwell conservation area will provide the framework for deciding the configuration of both the existing and any potential new conservation area based on Summersdale. The difference in character between the two area, is understood

Appendix 2

Action

No Change

No Change

Scope to improve information on website. Add preparation of a short guide that could be distributed to Estate Agents to explain implication of owning a listed building to Action Plan.

Add preparation of a short owners guide to Action Plan tasks, add " the implications of owning and/or managing heritage assets and" to point 5, page 24.

Pre-Application Advice Service is being reviewed and consolidated into a single service which should hopefully address response time. Need some clearly designed/explained ground rules to overcome pre-application advice being tied up with lengthy exchanges between agent/applicant and authorities. Also clearer guidance on minimum information to ensure proposals are clearly explained

Short owners guide should emphasis the importance of obtaining advice where proposals likely to have a significant affect on an asset are being considered.

No Change

No Change

No Change

Schedule of CA Reviews should be attached as an Appendix to the Action Plan

No Change

Revised text to confirm the document as supporting/providing the evidence base to support the Local Plan.

No Change

Amend protected to designated first line of paragraph 2 on page 6.

Additional text to be added to timeline

Some of the characterisation evidence has been incorporated within the Chichester City Section with the maps.

Should a viable funding/resource proposal come forward, an EUS project could be introduced into the Action Plan as part of its regular review.

Further information on the dykes and Roman Palace incorporated within Iron-Age to Roman Section

Add some additional text, specific to Chichester, within Saxon to Medieval section.

Amend Section on Chichester to include more evidence to support statements and also incorporate characterisation evidence and maps as recommended above.

Some additional text to be incorporated in the timeline sections and sentence regarding group of assets re-worded to "Both individually and as a group"

Add Schedules of Conservation Areas and Historic Parks and Gardens with links to further information as an Appendix. Add reference to NHLE and a link under designated Heritage assets on page 16.

Re name sub heading "LocalDesignations – Local Buildings List" to "Local, Non-Statutory Designations – Local Buildings List"

Relocate text under "other assets" to start of section on non-designated heritage assets.

Relocate text under "other assets" to start of section on non-designated heritage assets.

Add reference to NHLE and a link under designated Heritage assets on page 16, and add links to the local building list and HER under the relevant sections.

No Change

Add "Grade II Listed places of worship, all grades of Registered Historic Parks and Gardens and Conservation Areas", after Grade I and Grade II Listed Buildings, first paragraph under Heritage at Risk on page 30.

No Change

No Change

No Change

No Change

No Change

No Change

Text corrected

Text corrected

Text corrected

'Clausetum' corrected to Clausentum
missing "a" added

Text corrected

Text amended

Text corrected

Sussex added before Garden's Trust

Text corrected

Text corrected

Text corrected

Contents Page introduced. Add a Glossary as an Appendix to the Strategy

Add close quotation mark after "flora" and add reference to NPPF - Annexe 2 Glossary.

Add reference to NPPF Para 132 to second paragraph on page 6

Ice age replaced with "a succession of ice ages or glaciations". Could add a referenceto presence of historic sink holes identified in the LiDAR survey photography.

Additional text added to sections on Saxon and medieval periods.
Reference added regarding relocation of Diocesan Church Page 13
"Chichester City", second paragraph.

Text amended to refer to tile and slate roofs and to the presence of a variety of outbuildings, many with thatched roofs. Reference to Edes House amended to include reference to Westgate House and the fact it became known as Wrens House in the 20th century.

Reference to use of imported materials added to paragraph 2 under Chichester District's Historic Environment

Add District data to bullet points on page 18

Add an additional paragraph to refer to opportunities to review statutory listing in connection with CA Appraisals., and to mention availability of HE enhanced services for fast track listing and enhanced listing.

Add reference to Local Plan and "in accordance with the NPPF to objective A.

First two bullet point under "The District Archaeology Officer can advise on, reworded

Add a paragraph on the value of in-house expertise - under advice of development proposals.

Add a short paragraph relating to advice on proposals within the setting of heritage assets under section on "Advice on development proposals (Applications for Planning Permission and Listed Building Consent)".

No Change

No Change

No Change

No Change

No Change

All typos corrected

No Change

No Change

Reference added to first paragraph under Historic Context to tgeh way local geology is reflected in building materials and traditions and sentence added on the importance of understanding local geology and vernacular building materials when designing development.

No Change

No Change

Selsey Haven – Background Briefing Paper

The construction of a small harbour for Selsey has been discussed many times in the past and was included in Selsey Neighbourhood Plan.

An initial technical feasibility study by Haskoning DHV examined various options and identified a preferred option along with estimated costs of construction. The report recommended further work to understand various technical issues relating to the preferred option and the wider local implications of such a project. In order for the project to progress it is vital to understand the potential income generation of the project and ongoing costs to see if it is financially viable and also to understand the various models of how a haven might be delivered and managed.

The Council's Economic Development Service support a haven to protect Selsey's fisheries in a similar manner achieved by ventures in Ventnor and Ryde, Isle of Wight.

A haven is likely to bring many direct and indirect benefits such as;

- **Fisheries protection** - providing safety, security and protection for the fishing community. Fishermen and their livelihoods will be protected from bad weather and poor working conditions by building a small harbour in which to moor boats in bad weather, and providing a place to unload catch easily and safely.
- **Fisheries economy**. Providing storage facilities for fish catch will allow greater flexibility for fish sales and allow more revenue from the valuable Selsey catch to be retailed and circulated in the local economy. A working haven will support a fishing industry worth £1,523,000 (MMO landings data 2014); lead to job creation, apprenticeship opportunities will encourage young people to take part in fisheries leading to a sustainable future.
- **Selsey economy**. The economy of Selsey will be improved, particularly in the maritime sector, by providing a platform that encourages improvements to the visitor economy and marine based businesses. These could include a destination point for tourism and business opportunities within the local economy such as a fish landing stage with fishery outlet; fish restaurant and harbour café; aquaculture; retail outlet; diving facilities and other initiatives. Property values in existing housing adjacent to the proposed site for the Haven are likely to increase.
- **Visitor economy**. A haven will provide a focus for tourism and visitors from across the Manhood Peninsula. By providing a new visitor attraction adjacent to coastal paths and environmental attractions such as Pagham Harbour, visitors to the peninsula will be encouraged to stay longer on the peninsula increasing cash flow in the local economy. Advantage can be taken of the economic opportunities provided by the small boat sailing community that currently bypasses Selsey. These include food and drink sales, accommodation, cycling and walking attractions on the peninsula and access to the wider attractions of Chichester and West Sussex.
- **Peninsula economy**. A haven will provide new business start-up opportunities for the marine, visitor economy and sailing sectors.

- **Visitor safety.** The safety of visitors to East Beach will be improved by eliminating winch wires and other working activities on the beach.
- **Coast protection.** Constructing a small harbour will improve coast protection for Selsey by protecting the current sea wall, and reducing costs associated with its maintenance. 388 properties in Selsey are at risk from flooding from the sea during a 1 in 75yr event. These properties are currently protected by a concrete sea wall and shingle beach. Sea levels are predicted to rise, which means the sea wall will need to be raised to maintain the current level of protection. The Haven will remove the need to raise approximately 100m of the existing sea wall, and the Haven walls will be designed in accordance with anticipated sea level rise. This will lead to a saving in maintenance costs of the sea wall. Alongside this the removal of 2 or 3 groynes will provide a maintenance saving and reduction in capital cost of future schemes to protect this area.

REPORT

Selsey Harbour Preliminary Consultation Document

Client: Chichester District Council

Reference: PB3800/RDC/R004

Revision: 04/Final

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Appendices

Executive Summary

This Selsey Harbour Preliminary Consultation document mainly reviews technical and environmental matters that will have an impact on planning permission and associated licences necessary to build a small harbour near East Beach Green, Selsey and identifies the most favourable option.

Three options are presented, though none can be viewed as a final solution until further technical, environmental and economic assessments have been undertaken.

A workshop for regulators and key stakeholders was held on the 3rd December 2015. This document has been informed by the conclusions drawn from the workshop, which focussed on 3 key areas in the following order of priority:

1. Issues that relate to obtaining the necessary permissions and licences.
2. Issues that relate to the viable function and operation of the harbour.
3. Issues that relate to the viable construction and maintenance of the harbour.

Of the 15 or so topics considered in the workshop, coastal processes, and in particular sediment transport, were found to be by far the most critical, especially in respect of obtaining the necessary permissions and licences. The major concern is the interruption of sediment transport from the south to the north and its impact on Pagham Harbour which is a very important nature conservation area.

With regards to the other topics such as land impacts, silting-up and ground conditions, these are far less critical and should be manageable.

The most favourable option is the land based harbour because it has the lowest impact on sediment transport. It was also identified that:

- Regular beach by-passing will almost certainly need to be an essential part of the operation of the harbour.
- The southern boundary is limited by the fisheries factory unit.
- The landward boundary will need to be reasonably clear of the adjacent residential properties in order to keep impacts to an acceptable level.
- The northern boundary may need to encroach into the green area in front of the car park.
- The seaward boundary will need to be kept within the footprint of the groyne field and ideally kept as far landward as possible.

1 Introduction

The construction of a small harbour for Selsey has been discussed many times in the past, however the feasibility, costs and implications of such a project have not been investigated.

The construction of a small harbour at Selsey will generate economic opportunities for the town bringing benefits to fishing and recreational boat users, whilst also benefitting the sea defences. It will build on the traditional small boat fishing industry in Selsey, a core economic activity for many generations of fishermen both here and in other coastal towns, while providing a focus for tourism on the Manhood Peninsula.

Benefits and economic opportunities:

- *Fisheries protection* - providing safety, security and protection for the fishing community. Fishermen and their livelihoods will be protected from bad weather and poor working conditions by building a small harbour in which to moor boats in bad weather, and provide a place to unload catches easily and safely.
- *Visitor safety* - the safety of visitors to East Beach will be improved by eliminating winch wires and other working activities on the beach.
- *Selsey economy* - the economy of Selsey will be improved, particularly in the maritime sector, by creating a destination point for tourism and the local economy in the form of a fish landing stage with fishery outlet; fish restaurant and harbour café; aquaculture; retail outlet; and other initiatives.
- *Sea defences* - Constructing a small harbour will improve coast protection for Selsey by protecting the current seawall, and reducing costs associated with its maintenance.

A regulator and key stakeholder workshop was held on the 3rd December 2015 in Selsey to discuss some preliminary conceptual ideas for the development of a small harbour in Selsey. This document summarises the contributions of the regulators and key stakeholders who have explored together the feasibility, opportunities and constraints of constructing such a harbour, especially in respect of gaining the necessary consents. The attendees are listed in Table 1-1 below.

This document presents three preliminary conceptual options that provide a framework for identifying the key issues and assessing their potential impacts, particularly with regard to obtaining the required approvals and licences. The options also provide a basis for assessing the function and operation of the harbour, and its construction and maintenance.

None of the options necessarily represent a final solution but between them they provide a broad basis for evaluation and comparison. Their purpose is to convey the main principles involved without necessarily representing working general arrangements. Later stages will develop outline designs which will give closer attention to positioning, configurations and forms of construction.

The three options are based on best judgement using readily available data. Key aspects of the options are discussed in brief commentaries that are likewise based on best judgement.

This section (**Section 1**) comprises the introduction to the following sections:

- **Section 2:** General description of the preliminary conceptual options, upon which the potential issues, opportunities and constraints are then based;
- **Sections 3-8:** Issues that mainly relate to permissions and licences;
- **Sections 9-15:** Issues that mainly relate to function and operation of the harbour;
- **Sections 16-19:** Issues that mainly relate to construction and maintenance; and
- **Section 20:** Conclusions realised from the workshop, including identification of further work.

There is also an **Appendix**, which comprises the drawings of the three options.

Name	Organisation
Uwe Dornbusch	Environment Agency
Nick Tomline	Natural England
David Lowsley	Chichester District Council
Dominic Henly	Chichester District Council
Roger Spencer	Arun District Council
Christopher Harvey	Selsey Fishermen's Association
John Reeves	Selsey Fishermen's Association
Robert Greenwood	Selsey Fishermen's Association
John Connor	Chichester District Council Cllr. Selsey North
Chris Dean	Selsey Town Council
Michael Bapty	Crown Estate
Steve Harris	Chichester District Council Planning
Andy Perry	Marine Management Organisation
Gordon Chittenden	Marine Management Organisation
Chris Russell	Marine Architect
Iain Shepherd	Coastal West Sussex Partnership
George Smith	Chichester District Council
Jane Cunningham	Manhood Peninsula Partnership
Simon Howard	Royal HaskoningDHV
Thomas Green	Royal HaskoningDHV
Elizabeth Jolly	Royal HaskoningDHV

Table 1-1: List of key stakeholders consulted within the workshop.

The typical top level of the harbour piers and breakwaters is 5 metres above Ordnance Datum which coincides with the promenade level of the adjacent seawall. This is seen as a reasonable minimum level, again in order to reduce impacts and costs.

2.2 Option 1

This option straddles the land and foreshore in respect of its cross-shore location. Its working principle is to remain within the influence of the groyne field and not encroach any further seaward, with the intention of restricting its additional impact on the natural coastal processes.

Its southern boundary is limited by a fisheries factory unit, its landward boundary is governed by its proximity to the residential area, but its northern boundary has a measure of freedom to encroach into the East Beach green area in front of the car park. Also there may be a case for some seaward realignment of the seawall on the north side of the harbour.

This option involves a deep excavation between the seafront road and the seawall, the removal of the seawall and the re-location of many of the buildings in the fisheries' compounds. The harbour walls are in vertical sided structures, piled into the underlying ground. The excavated materials are used to locally raise ground levels to accommodate quayside facilities.

This option is the most compact of the three and provides a quay wall facility around its full perimeter. It is also the lowest cost option due in part to the use of vertical sided solid piers throughout. These are considerably less expensive than rock breakwaters and although they have a poorer hydraulic performance they may be acceptable in this situation due to the presence of the existing groyne field. In addition this option generates surplus excavation and demolition materials which could be used beneficially elsewhere, such as for improving the sea defences elsewhere along the East Beach frontage.

However, the harbour is particularly close to the residential area, and it involves a significant land take with the need to divert the promenade footpath.

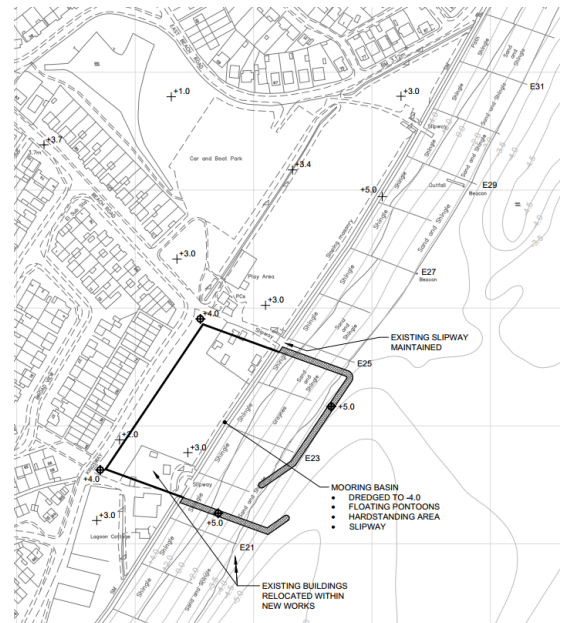


Figure 2: Option 1 Plan

2.3 Option 2

This option straddles the foreshore and nearshore in respect of its cross-shore location. Its working principle is to represent a 'classic' artificial harbour on an open coastline.

Its southern, northern and seaward boundaries have some degree of freedom. There may be a case for some seaward realignment of the seawall immediately to the north of the harbour.

This option involves the enclosure of a length of the frontage and the strengthening of the seawall.

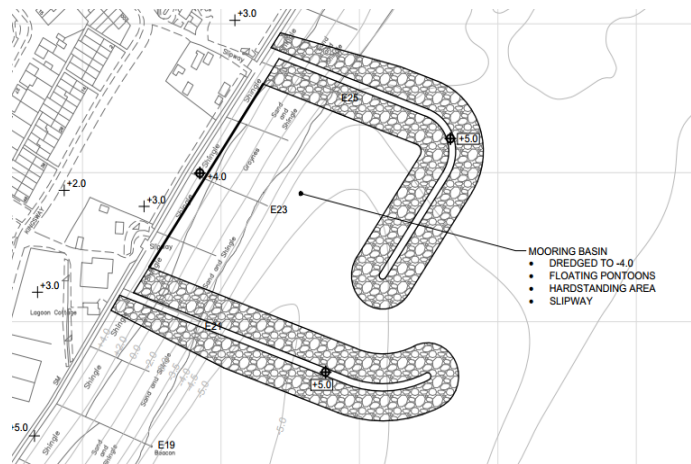


Figure 3: Option 2 Plan

The enclosure is achieved by means of two rock breakwaters, and the wall strengthening by means of a vertical quay wall installed in front of the seawall.

The option provides the best balance between accessibility and low impact on the existing infrastructure and land area.

However, it does represent the biggest impact on the coastal processes which in turn affects the conservation areas.

2.4 Option 3

This option is entirely situated within the nearshore zone in respect of its cross-shore location. Its working principle is to allow the longshore inter-tidal sediment transport to continue unhindered.

All of its boundaries have a degree of freedom in their final location and would be adjusted to eliminate any significant impacts on the inter-tidal sediment transport.

This option involves the enclosure of an area of seabed offset from the shoreline, and an access link to the shoreline.

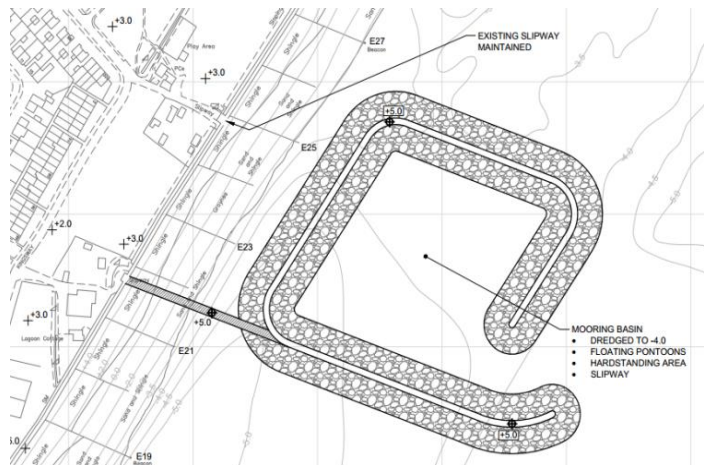


Figure 4: Option 3 Plan

The enclosure is achieved by means of a rock breakwater, and the shoreline link by means of an open pier structure that allows free movement of the foreshore beach material.

The option represents the least impact on the land area, infrastructure and foreshore.

However, it is the least accessible of the three options, it is the most expensive and has the biggest potential impact on the nearshore zone.

3 Coastal Process Impacts

3.1 All Options

The coastal processes along this frontage are dominated by a net longshore sediment transport from south to north. With the existing groyne field in place the average net transport rate is estimated to be about 10,000 cubic metres per year, and without the groyne field, 30,000 cubic metres per year. Although designed to hold the beach in place, the groynes do allow some transport of sediment over them and around them.

It is widely accepted that the littoral drift is a major characteristic of this frontage and that the beaches are continually changing due to a very dynamic environment. Also it is recognised that there are still unknowns about the behaviour of this frontage, especially in the nearshore zone and in respect of onshore / offshore sediment movement which may be very significant. In addition there are some uncertainties about the bathymetry, particularly in the proposed area for the harbour.

The frontage is also influenced by pulses of shingle that are believed to emanate from Kirk Arrow Spit, near Selsey Bill, and by very strong tidal currents in the nearshore zone. Also the possibility of some circulatory patterns of shingle movement in the nearshore zone cannot be ruled out. Again, there are unknowns concerning these processes.

Due to the different cross-shore extents of the potential harbour, each of the options is likely to have a different impact on coastal processes, in particular, sediment transport.

All options must consider how the potential impacts can be avoided or mitigated, especially the risk of sediment 'starvation' to the north which would be critical to both Pagham Harbour as an important environmental designated site (see Section 5) and the coastal defences to the north and onwards to the east. For this reason it is likely that these potential impacts will be the main factor in gaining approvals for the proposed works.

It is recognised that avoidance of sediment 'starvation' will be unrealistic and that at least some mitigation measures will be necessary. Based on similar situations elsewhere in the country, notably Shoreham Port, routine beach by-passing should be feasible. Such an approach would include careful and ongoing monitoring of the beaches to the south and north of the harbour in order to determine the correct frequencies and quantities of beach by-passing. In the event of evidence of permanent losses to the nearshore zone the need for some beach recharge from external sources may be necessary.

3.2 Option 1

For Option 1 the additional impact to the wider coastal processes is likely to be modest because the piers are largely contained within the groyne field and do not extend by any significant amount into the nearshore zone.

However, due to their height they will form a greater barrier to sediment transport along the beach. Sediment will build up in the lee of the south pier, until at some point it will be deflected into the nearshore zone in front of the harbour, allowing it to eventually naturally bypass the harbour mouth. The barrier presented by the harbour will therefore initially result in some beach starvation to the north. Once bypass has started, it is anticipated that the majority of the sediment will continue to feed the beaches to the north. However, there is a risk that a shingle bar will form across the harbour entrance and a proportion of the material will be lost to the nearshore zone.

Notwithstanding the potentially modest impact of Option 1 it will almost certainly be necessary to carry out artificial beach by-passing post-construction which may in the event prove to be a significant undertaking. However, beach monitoring will allow this process to be optimised in terms of frequency and quantities.

The vertical nature of the piers has the potential to cause local beach drawdown due to wave reflection but this could be attenuated by using semi-porous structures or by adding localised wave absorbing rock revetments.

Subject to the amount of available land, this option has the potential to further reduce its impacts on coastal processes by moving its seaward boundary closer to the line of the existing seawall. However, the entrance would still need to extend to the nearshore zone and therefore such impacts cannot be eliminated altogether.

3.3 Option 2

For Option 2 the impact on sediment transport is likely to be very significant. Due to the height and length of the breakwaters there would be a major build-up of beach sediment to the south of the harbour, in a similar fashion to Option 1 but on a larger scale. However, given the additional length of the southern breakwater, it is likely to form a total barrier to sediment transport to the north. This would result in a long-term interruption in the sediment feed to the beaches to the north and a significant risk of long term permanent sediment loss.

Regular artificial beach sediment by-passing by excavating beach sediment from south of the harbour and placing it to the north would significantly reduce the impact on sediment transport. However, this option still has a significant impact on the nearshore zone and this represents a significant risk due to the complexities and uncertainties of the coastal processes. Even with further investigations and studies it may prove difficult to identify mitigation measures that would satisfy the regulators.

3.4 Option 3

For Option 3 the impact on sediment transport has the potential to be minimal provided the harbour is carefully positioned and orientated to suit. This is because the predominant sediment transport along the beach will not be interrupted by the open pier structure, and sediment will be able to move freely along the foreshore from south of the harbour to the north, although it may be necessary to also carefully manage the groyne field in order to facilitate this movement.

However, this option has a major impact on the nearshore zone being further offshore than Option 2 and this represents a significant risk due to the complexities and uncertainties of the coastal processes, especially currents. Even with further investigations and studies it may prove difficult to identify mitigation measures that would satisfy the regulators.

4 Numerical Modelling

4.1 All Options

Numerical modelling is a key tool in developing a better understanding of the performance of the design and impacts on physical and ecological environment of the various options.

For numerical modelling, basic input data such as bathymetry, offshore wave heights, wave periods, wind speeds, and type of boundaries would be required. It is important that all of the datasets used are the most up to date. Additional surveys may be required to update existing datasets, for example the local bathymetry.

It is possible to simulate the growth, decay and transformation of wind-generated waves and swells in offshore and coastal areas. Various physical phenomena can be captured, these include but are not limited to; wave growth by action of wind, on-linear wave-wave interactions, dissipation due to white capping, dissipation due to bottom friction, dissipation due to depth-induced wave breaking and refraction and shoaling due to depth variations. Typical numerical modelling software to use for this would be Mike 21-SW.

It is possible to determine and assess wave dynamics within the harbour and understand the disturbance within for each option. This can help determine the optimum harbour layout in relation to predefined criteria for acceptable wave disturbance, vessel movements, mooring arrangements and handling down-time for example. The following combined effects of all important wave phenomena of interest in harbour engineering can be captured. These include but are not limited to; shoaling, refraction, diffraction, wave breaking, bottom dissipation, wave transmission and directional spreading. Typical numerical modelling software to use for this would be Mike 21-BW – Boussinesq Wave Module.

Wave overtopping assessment can be undertaken in order to identify a required crest level of the harbour breakwaters and piers in terms of pedestrian safety, vehicle safety and property safety (including buildings and boats) for all options. Overtopping assessment can be undertaken for both vertically faced pier structures and breakwaters with side slopes.

Hydrodynamic modelling can be undertaken to help understand complex applications within coastal environments such as the assessment of hydrographic conditions for design, construction and operation of structures in waters. Typical numerical modelling software to use for this would be Mike 21 Flow Model FM.

It is possible to simulate littoral drift and coastline evolution (including subtidal transport) in which the flow and transport can be assumed to be in mainly one direction. Therefore, it would be possible to model each option to help understand the relative potential impacts on sediment transport. Typical numerical modelling software to use for this would be LITPACK. To improve certainty additional site investigations would be necessary (such as a tracer study).

4.2 Option 1

There are no unique numerical modelling techniques that can be applied specifically to this option alone.

4.3 Option 2

There are no unique numerical modelling techniques that can be applied specifically to this option alone.

4.4 Option 3

There are no unique numerical modelling techniques that can be applied specifically to this option alone.

5 Environmental Designations

5.1 All Options

The following issues are applicable to all three options.

Conservation Areas

The proposed location of the new harbour does not lie within the boundary of any areas currently designated for the protection of nature conservation (see Drawing Number PB3807/0001 in the Appendix). The intertidal area comprises of a shingle beach interspersed with timber groynes. It should be noted there is no known vegetated shingle along the foreshore within the proposed footprint or within 250m either side. Vegetated shingle is a UK Biodiversity Action Plan (BAP) habitat, and can be used by Little Terns (as designated Special Protection Area (SPA) / Ramsar feature) for nesting (see below for further information).

The proposed harbour is located within the **proposed Solent and Dorset Coast SPA**, which has been designated for foraging habitat used by internationally important bird species, notably little and common terns. The supporting habitats include mudflats, sandflats, marshes and shallow water over intertidal areas and shingle beach. It is likely that the footprint of the proposed harbour is unlikely to support significant quantities of such birds, as the habitat i.e. shingle / sand beach is likely to be highly disturbed by fishing and tourism activities. It will need to be assessed as part of an EIA, as required to gain the necessary consents and approvals – this applies to all the designations given below.

The nearest site of conservation importance is **Pagham Harbour**, which lies approximately 2.2km to the north east of the proposed development. Pagham Harbour is a highly designated site, with varying levels of designations for different features:

- An **SPA** designated due to the numbers of breeding, over-wintering and migratory bird species that qualify for protection under the European Birds Directive (79/409/EEC).
- A **Ramsar** site, recognised as a wetland of international importance under the Ramsar Convention;
- A **Site of Special Scientific Interest (SSSI)** designated for its wetland habitats, vegetated shingle community, woodland, over wintering birds, sand invertebrates and its geomorphology and geological outcrops.

For all options, it will be necessary to ensure there are no significant impacts (most importantly from indirect changes to coastal processes) upon this designation and its features otherwise it will be very difficult to get consent unless there is an 'Imperative Reason of Overriding Public Interest' that would stand up in court – which is unlikely for this scale of project.

In addition, approximately 1km to the south west of the proposed harbour location is **Selsey East Beach SSSI**. The site at Selsey East Beach should be seen in conjunction with Selsey West Beach (to be included within the **Bracklesham Bay SSSI**). Together they form a key Quaternary site for a sequence of freshwater and estuarine deposits of Ipswichian Interglacial age. The deposits at Selsey East Beach are of unique importance in providing Pleistocene vertebrate faunas from the very early part of the Ipswichian Interglacial.

Further to this is **Bognor Reef SSSI**, which is designated for its variety of geological, geomorphological and biological features, but is believed to be at some distance, and the key would be to ensure that there are no significant indirect impacts from any potential changes in coastal processes. The exact location of the reef should be identified.

The land behind the beach at Selsey, as well as part of the foreshore is characterised as 'South Coast Plain' **The South Coast Plain National Character Area (NCA)** is a flat, coastal landscape with an intricately indented shoreline lying between the dip slope of the South Downs and South Hampshire Lowlands and the waters of the English Channel, Solent and part of Southampton Water.

The **Selsey Bill and The Hounds recommended Marine Conservation Zone (rMCZ)** is situated approximately 1km to the south of the proposed harbour location encompassing the coastline around Selsey Bill and into Bracklesham Bay. Situated to the south-east of Selsey Bill is an area known as the Mixon Hole. Thought to be a segment of an ancient river gorge, this almost vertical 20 metre high clay cliff has numerous ledges and crevices which provide homes for many marine species. Species include short-snouted seahorses, squat lobsters and crabs along with red algae and kelp in the shallower parts. Selsey is a foraging area for three species of tern and seals also regularly use this area for foraging. Bottlenose dolphins have also been recorded here (Wildlife Trusts, 2014). There are no known reef features immediately off of Selsey. In order to gain consent, it would need to be investigated and shown as part of the EIA process, that the features of this designation would not be significantly indirectly impacted by any changes to coastal processes, construction impacts (e.g. sediment plumes from dredging and emplacement of harbour arms) and future operations (e.g. increase in fishing activity, pollution and decrease in water quality, etc).

Finally, the **Utopia Marine Conservation Zone**, designated as of January 2016, is situated approximately 8km to the south of the proposed harbour location off the east coast of the Isle of Wight. The site covers an area of just under 3km² and is designated for rock and sediment features as well as fragile sponge communities. As the proposed harbour is at some distance from the site the potential impact to the site is very low.

Important Habitats

UK BAP priority habitats were those that were identified as being the most threatened and requiring conservation action under the UK Biodiversity Action Plan (UK BAP). The original list of UK BAP priority habitats was created between 1995 and 1999, and was revised in 2007.

Two types of BAP habitat are dominant on the stretch of coastline at the location of the proposed harbour: 'coastal vegetated shingle' and 'maritime cliff and slope'.

The communities in '**coastal vegetated shingle**' depend on the amount of finer materials mixed in with the shingle, and on the hydrological regime. Shingle structures may support breeding birds including gulls, waders and terns. Diverse invertebrate communities are found on coastal shingle, with some species restricted to shingle habitats. *It should be noted that there is no vegetated shingle at the proposed site for the development at Selsey or up to 250m either side as the foreshore is backed by a hard seawall.*

'**Maritime Cliffs and Slopes**' is also listed as a habitat of Principal Importance for Biodiversity in England. Comprising sloping to vertical faces on the coastline where a break in slope is formed by slippage and/or coastal erosion, 'Maritime Cliffs and Slopes' constitutes a cliff with the zone defined as cliff-top extending landward to at least the limit of maritime influence (i.e. limit of salt spray deposition), which in some exposed situations may continue for up to 500 m inland. Maritime cliffs are often significant for their populations of breeding seabirds, many of which are of international importance. *There are no 'cliffs or slopes' at the proposed project site.*

The entire stretch of coastline around the proposed harbour location is identified by the Joint Nature Conservation Committee (JNCC) as '**potential reef**' habitat. These are areas where JNCC believe, from the best available evidence, that Annex I reef (as defined under the Habitats Directive) might be present.

However, it is believed that there are no known reefs off of Selsey town in the location of the harbour, as it is all sedimentary.

Water Framework Directive

The Water Framework Directive (WFD) was introduced in 2000. Its purpose is to establish a framework for the protection of inland surface waters (rivers and lakes), transitional waters (estuaries), coastal waters and groundwater, and to ensure that all aquatic ecosystems and, with regard to their water needs, terrestrial ecosystems and wetlands meet 'good status' by 2015.

The coastal waters in and around the proposed location of the new harbour lie within the Sussex Coastal water body (waterbody ID GB640704540003). Classified as 'heavily modified', the Sussex coastal water body is currently considered to be at 'good' status for chemical parameters and at 'moderate potential' status for ecological parameters.

There are no protected shellfish waters in the vicinity of the proposed harbour location, the nearest being within Chichester Harbour.

Bathing Waters

The proposed harbour location sits within the Selsey Bathing Water which extends between Pagham Harbour and Selsey Bill. The bathing water faces southeast and is primarily a groyned, shingle beach but with some sand exposed at low water. To the north of the bathing water there are underwater rock formations which are exposed at low water. Between 2012 and 2015 this bathing water was assessed as being either 'sufficient' or 'good' in terms of quality. There is a storm overflow just north of the proposed harbour called East Beach Road storm overflow. Also, the Bognor Long Sea Outfall (6 km offshore) is now a storm overflow. Discharges occur when heavy rainfall overwhelms the sewerage system but are designed not to affect bathing water compliance.

For all three options consideration will need to be given to implications for the WFD Coastal Waterbody as well as the nearby Bathing Water. Should regular dredging be required to maintain the depth of the new harbour this will need to be explored to demonstrate WFD compliance.

Fisheries Interest

Data available from the Centre for Environment Fisheries and Aquaculture Science (Cefas) indicate that in 2010 the waters off of the Selsey frontage were used as spawning grounds for cod, plaice, sandeel and sole. Data from 1998 indicate that Lemon sole and sprat were also spawning in this location.

As well as fish spawning grounds, this area is also used as nursery areas for fish; the 2010 data indicates that plaice, sole, thornback ray and undulate ray made use of the area, whilst in 1998 Lemon sole was also present.

5.2 Option 1

As identified in **Section 3**, this option is likely to result in some beach starvation to the north of the harbour and possibly some permanent sediment loss in the nearshore zone; however the majority of sediment is considered likely to continue to be deposited on the beaches to the north, complemented by artificial beach by-passing as necessary. Implications for the designated sites to the north and south of the proposed harbour location are therefore considered to be minor but cannot be ignored.

Due to its location on the foreshore this option could possibly result in the indirect loss of some of the SPA mudflat and sandflat habitat that extends southwards from Pagham Harbour due to changes in coastal

processes. Consideration will need to be given to the implications of this in relation to the management of Pagham Harbour SPA. Impacts on coastal vegetated shingle at Pagham will also need to be considered.

In addition, the loss of any intertidal habitat would be of potential concern to the Environment Agency and Natural England as it has implications for their targets of no net loss of intertidal habitats. However, it should be noted that the available intertidal habitats at the proposed harbour location are unlikely to support any significant features or, if they do, not in any significant quantities.

This option would require an EIA to be undertaken as part of the planning process and application for consents and approvals.

5.3 Option 2

As this option (without artificial beach by-passing) will significantly impact on sediment supply to the north of the proposed harbour location (see **Section 3**), there is a strong potential for impacts on the sediment supply to Pagham Harbour. A significant risk has also been identified in relation to the long term permanent loss of sediment from the nearshore zone which could have implications for invertebrates in the sediment and larger fauna that may be foraging around this location.

Loss of intertidal habitat (including the proposed SPA) could also be an issue with this option within the footprint of the breakwaters, quay wall and the dredged area, although the available sand / shingle beach quality is thought to be minimal at this location.

This option would require an EIA to be undertaken as part of the planning process and application for consents and approvals.

5.4 Option 3

This option is likely to have a lower potential impact (than Option 2) on the designated sites to the north in the short term due to a minimal anticipated impact on inshore sediment transport. However, it is clear that there are a number of unknowns in this system in terms of both the nearshore, offshore and cross-shore sediment transport pathways, and would be very difficult to ascertain with certainty that there would be little or no indirect impacts in the long term, which is what would be required to gain consent. The loss of infralittoral is likely to be an impact, and consideration will need to be given to the potential for impact on any nearby reef features.

This option would require an EIA to be undertaken as part of the planning process and application for consents and approvals.

6 Land Impacts

6.1 All Options

Due to their different cross-shore locations each of the options have a different impact on the land.

It is recognised that for a viable and thriving harbour ample space is required for quayside developments and at the outset allowance should be made for future growth. Often it takes many years for a harbour of this nature to become fully developed.

For any land encroachment north of the existing slipway, land use would have to be balanced with other demands:

- Green recreational area
- 'Buffer' zone for wave overtopping
- Car and boat park
- Drainage pond

For planning permission from the Council (with jurisdiction down to low water) the following matters would need to be taken into account:

- Land take (e.g. CDC, fishermen's areas, 'public' foreshore)
- Coastal footpath
- Public footpaths
- Traffic & parking
- Flood risk
- Noise
- Light

As owners of the seabed, the Crown Estate is an important stakeholder but would not be part of the regulating process. The Crown Estate will in principle enable the development and would need to lease the footprint of the structures on the foreshore (from below Mean High Water Springs) by way of a lease. The current arrangements with existing tenants / licensees will be taken into account in any new lease. Any lease is granted on the basis that all consents and approvals are in place for the development. The lease can be granted to Chichester District Council as head tenant.

It is vital that the local residents and general public are made aware of any reasonably firm proposed plans as soon as possible so that potential misunderstandings can be avoided and early 'buy-in' can be achieved. Such plans would need to be well presented in order to give a clear representation of the likely impacts, including the positive impacts of having a small harbour and its associated economic benefits.

6.2 Option 1

Of the three options this option has by far the largest impact both in terms of land take and in creating a discontinuity in the 'green' zone immediately behind the seawall.

In terms of land take, the physical proximity of the quayside and mooring basin to the residential area is a critical matter but it should be possible to find an offset distance that would suit all parties involved. Also this option involves the relocation of many of the existing fisheries buildings but this was not seen to be a problem but rather an opportunity for improvement.

The coastal footpath is an important feature and this option would involve a short diversion around the harbour. However, this has the potential to enhance the footpath and coastal access, and should be considered at an early stage.

There are potential issues of noise, odour, light, and vehicle disruption to the local residents from fisheries activities. Careful design and management of the harbour should be able to mitigate these issues. The design of the harbour and the location of its constituent parts should be based on rigorous assessments which should in turn be underpinned by establishing current baseline levels.

6.3 Option 2

This option in effect has a positive impact due to the additional quayside area created in front of the seawall.

6.4 Option 3

This option has a neutral impact as it neither decreases nor increases the available land area. However, the landward approach to the access pier may involve some land take.

7 Visual Impacts

7.1 All Options

The existing ground levels behind the seawall are typically 3 metres above Ordnance Datum. The approximate top level of the existing seawall is 6 metres AOD and the typical proposed top level of the harbour works is 5 metres AOD. Therefore, from behind the seawall at ground level none of the options have a significant visual impact, however there would be an impact on the views from the upstairs of the seafront properties.

When viewed from the seaward side of the seawall all of the options have a significant visual impact although at Mean High Water Spring tide level (2.4 metres above Ordnance Datum) the impact is considerably reduced.

A visual impact assessment would be required to obtain planning permission. This is not perceived to be a major issue but does require the appropriate planning into the programme.

It is vital that the local residents and general public are made aware of any reasonably firm proposed plans as soon as possible so that potential misunderstandings can be avoided and early 'buy-in' can be achieved. Such plans would need to be well presented in order to give a clear representation of the likely impacts.

7.2 Option 1

This option to some extent blends in with the existing topography and existing groyne field. However, the landward quay wall is close to and approximately 2 metres above the road level and is therefore visually intrusive.

7.3 Option 2

This option represents a major change to the foreshore landscape. At high tide the visual impacts would be modest. At low tide the harbour structure would protrude upwards and seawards resulting in a considerable visual impact. However, the side slopes and surface texture of the breakwaters could soften the visual impact.

7.4 Option 3

This option represents a major change to the nearshore landscape. At high tide the visual impacts would be modest. At low tide the harbour structure would protrude upwards resulting in a considerable visual impact. However, the side slopes and surface texture of the breakwaters could soften the visual impact.

8 Sea Defence Impacts

8.1 All Options

The sea defences along East Beach comprise a shingle beach controlled by timber groynes with a concrete seawall at the back of the foreshore. For the frontage in question the land behind is low lying and therefore the sea defences act as a flood defence.

Drainage of the low lying area is managed by a pond and tidal outfall located to the north of the harbour.

Although the current defences are performing satisfactorily their structural factor of safety and standard of protection are borderline. Under extreme conditions the seawall can overtop. The green area immediately behind the seawall currently acts as a 'buffer' zone during such incidents.

The Coastal Defence Strategy for this frontage is 'Hold the Line' to a 'Sustain' standard which involves raising and strengthening the defences to suit sea level rise thereby maintaining the same level of protection against flooding.

Each of the options provides a net improvement to the local sea defences both by virtue of their presence and the opportunities they bring for including modest additional measures to improve the situation. Such improvements may well go beyond what is required or fundable from Flood Defence Grant in Aid.

8.2 Option 1

For this option the piers act as an outer defence thereby creating more sheltered conditions at the land interface. This option also generates surplus excavation material that could be used to improve the sea defences elsewhere along this frontage.

Although the piers are largely contained within the existing groyne field, and will perform in a similar way, there is still likely to be some natural reduction in the beach levels to the north of the harbour. Also the vertical nature of the piers has the potential to cause local beach drawdown due to wave reflection but this can be attenuated as discussed in Section 3. It is anticipated that beach by-passing will be necessary to compensate for the increased disruption to the sediment transport.

This option encroaches into the low lying area and therefore due consideration will need to be given to land drainage matters.

8.3 Option 2

For this option the rock structures act as both an offshore breakwater and a substantial groyne. These will create more sheltered conditions at the land interface of the harbour and result in a larger beach, and therefore improved defences, to the south of the harbour.

However, the rock structure will also give rise to a natural reduction in the beach levels to the north of the harbour, which in turn will reduce the performance of the sea defences. To maintain the sea defences it will be necessary to artificially recharge the beach probably by by-passing beach material from south of the harbour to north of the harbour.

8.4 Option 3

For this option the rock structure acts as an offshore breakwater which creates more sheltered conditions at the adjacent coastline. Due to its detached nature it has less effect on the beach levels to the north and south of the harbour, and by careful positioning of the harbour and careful management of the local groyne field it should be possible to keep these effects to a minimum.

9 Silting Up

9.1 All Options

The existing bathymetry of the mooring basin within the harbour will be deepened to a level of 4 metres below Ordnance Datum. The depression formed by the dredge will create extra accommodation space and a potential sink for deposition of sediment. Given the enclosed nature of the harbour and its relatively small entrance, and the lower energy environment created by this enclosure, it means that siltation is more likely to occur as a result of deposition of sediment settling out of suspension (rather than as bedload transported sediment). The magnitude of siltation will depend on suspended sediment concentrations in the water entering the harbour and the settling velocity that is achieved within the harbour.

Siltation rates on the intertidal areas in Pagham Harbour (the much larger natural tidal embayment north of Selsey) have been between about 4mm/year and 8mm/year over the 20th century. Sediment is imported into Pagham Harbour from offshore during the flood tide and storm events, after which deposition takes place within the landward sheltered environments. It is possible that accretion rates of this magnitude could take place in the proposed harbour at Selsey if the conditions dictate. Given the similar orientations and sizes of the three options, the siltation rates in each are likely to be similar.

For later studies Brighton Marina may be a useful reference for siltation rates.

9.2 Option 1

In terms of silting up there are no significant unique issues that apply to this option.

9.3 Option 2

In terms of silting up there are no significant unique issues that apply to this option.

9.4 Option 3

In terms of silting up there are no significant unique issues that apply to this option.

10 Seaweed Pollution

10.1 All Options

This stretch of coast is prevalent to receiving large quantities of decaying seaweed deposited on the beaches due to a combination of the high biodiversity of infralittoral and, strong currents and wave action (Jolley, 2008¹). This is a natural phenomenon and typically the seaweed is deposited along what is known as the 'strandline' along the high water mark. In small quantities this is not regarded as an issue as it is usually washed back offshore in the next few tidal cycles. If longshore drift and wave action are interrupted, i.e. by defences or other man-made structures, this can result in the trapping of seaweed on beaches, as the wave and tidal action is not strong enough to remove the algae. This thereby results in the stagnation of decaying seaweed on the beach, and if this occurs during the summer and autumn months, the summer temperatures increase the rate of decay, which can then cause an excessive release of sulphurous gas and natural oils as the seaweed decays and the underlying sediments on the beach become anoxic, resulting in a very unpleasant odour. Depending on the proximity of residential or commercial properties this could be a serious nuisance and impact upon local activities.

The relevance of this natural phenomenon to this consultation is ensuring that detailed planning and design takes into consideration the risk of enhancing seaweed deposition and entrapment, and also considers any necessary measures to reduce this risk.

Seaweed pollution has been a problem at a number of harbours, such as Ventnor Harbour on the Isle of Wight and Elizabeth Harbour on Jersey. If this occurs, it can cause significant unpleasant odour in often tourist areas, result in the requirement of difficult and sometimes expensive removal techniques and the requirement to dispose of the waste in a licensed manner. It may not be possible to prevent this phenomenon, however if it is known to be a problem during the design and planning phase, the risk can be factored in by modifying the harbour's design and understanding the costs for any removal requirements to ensure the harbour is cost effective.

As stated in **Section 9**, the options have the potential to attract deposition of silt, and therefore this will be the same for deposition of detached seaweed. However, based on the modest rate of siltation at Pagham Harbour the problem of seaweed pollution should be reasonably manageable. The degree of the problem is not likely to be that different between the three options, as the main difference is the cross-shore location, rather than the orientation or any difference in function. Therefore these options, if there is an existing seaweed pollution problem in the area already, is likely to result in some build-up of seaweed on the basin floor.

The potential for seaweed deposition is not thought to be a problem as there is little knowledge of Selsey beach suffering (presently or historically) from significant deposits of seaweed, nor around the Selsey Lifeboat Station either. It is however advised that there are significant deposits west of Selsey and around Pagham, and further to the east towards Bognor Regis and Littlehampton. Furthermore, there are no reefs immediately offshore of Selsey, and the only seaweed that was commented upon was large brown algae such as kelp and oarweed. It would seem that this is not a factor that requires significant consideration as part of the design process. It would be prudent though to undertake a small amount of research (through a data review) to determine whether what has been discussed through consultation has been documented for evidence.

¹ Jolley, E.C. (2008). *The Role of Coastal Defence Structures in Channeling Production in Coastal Ecosystems. Thesis for the degree of Doctor of Philosophy. University of Southampton. June 2008.*

10.2 Option 1

Of the three options this would have had the potential to be the least effected by any build-up of seaweed because of the use of vertical sided piers rather than rock breakwaters. They are likely to increase the flushing effect of the ebb tides and they lack horizontal surfaces and local recesses where seaweed can be trapped.

10.3 Option 2

For this option there are more significant changes to the longshore drift, and therefore this could result in the deposition of algae along and within the outside edges of the breakwaters.

10.4 Option 3

Although this option allows longshore drift to continue, the reduction of waves allowed to reach the beach behind the harbour may result in the trapping of seaweed between the existing groynes as it is washed in. If the currents and waves are not strong enough to pick up and carry off any deposited materials, there would be the potential for seaweed pollution effects to occur.

11 Internal Wave Heights

11.1 All Options

The wave heights occurring within the harbour are mainly a function of the incoming wave energy through the harbour entrance and the reflective nature of the internal harbour walls, although the shape of the harbour also has some influence, where asymmetrical harbours tend to produce less resonance. For each of the three options the incoming wave energy is similar but the reflected waves would differ.

In order to allow for the safe mooring, loading and unloading of vessels, wave heights within the harbour need to be kept as small as possible and probably to a maximum of 300mm.

It is not anticipated that achieving the required internal wave heights will be an insurmountable problem as the configuration of the harbour, its entrance and internal surfaces can be designed to minimise wave heights.

11.2 Option 1

For this option the potential degree of wave reflection is likely to be high due to the presence of vertical sided structures along each edge of the harbour. However, the problem can be reduced by using an asymmetrical configuration and structures with a porous face which reduce the amount of wave reflection by partially absorbing wave energy.

11.3 Option 2

For this option the problem of reflected waves is considerably reduced due to the use of porous rock breakwaters with side slopes which would have the capacity to absorb most of the incident wave energy. However, the vertical quay wall along the landward edge would result in some wave reflection.

11.4 Option 3

For this option there is likely to be a negligible problem with wave reflection due to the full construction in rock breakwaters.

12 Sea Access

12.1 All Options

For the harbour entrances, the orientation, minimum width and seabed levels are identical or very similar for all three options.

From experience of launching from the frontage it has been found that sea conditions from the South / South East can be particularly difficult and therefore the harbour entrance should avoid facing this direction. A harbour entrance facing North East is probably the best solution especially when taking into account sediment transport issues.

However it is accepted that there are still likely to be prevailing conditions that prevent safe negotiation of the harbour entrance regardless of its orientation. If access is restricted by approximately 40 days a year this would be acceptable to the local fishing industry.

It is recognised that a relatively narrow harbour entrance, as currently shown, can be more demanding for recreational users.

During low tides, if access into the harbour is restricted for a maximum of between 2-3 hours this would be acceptable to the local fishing industry.

To accommodate access issues the local fishermen would probably maintain their 'offshore' moorings.

12.2 Option 1

The entrance is between two vertically sided pier structures, and the entrance width remains constant for all states of the tide. The pier structures will give rise to some wave reflection which may well make navigation of the entrance more difficult under certain wave conditions. Also proximity to the shoreline will make wave conditions more difficult to negotiate.

It is recognised that wave absorbing features at the entrance will almost certainly be necessary in order to achieve the required level of all-year round accessibility.

12.3 Option 2

The entrance is between two rock breakwaters with side slopes. Although the entrance width at seabed level is the same for all options, with the rock breakwaters the effective width increases with higher tide levels. Also due to their porous nature the breakwaters will absorb wave energy and considerably reduce any local wave reflection.

12.4 Option 3

The harbour entrance arrangements are very similar to Option 2. Although the entrance for Option 3 is further offshore, the seabed levels on the approach remain very similar and therefore conditions at the entrance are also likely to be very similar.

13 Land Access

13.1 All Options

In terms of access to the seafront through the town there is no difference between the three options.

There is a potential issue with traffic flow and access to the harbour along the local roads as the presence of the harbour will increase usage. Also there is a general need for an improved access to the harbour facility especially to accommodate heavy goods vehicles.

In addition, holding facilities and manoeuvring space will be required for heavy goods vehicles using the processing plant. Only 10% of the throughput is directly from the sea via the Selsey fishermen, the rest is brought in by road from elsewhere.

With regards to the on-site issues it is anticipated that the harbour can be designed so that potential problems can be dealt with. This may include moving the preliminary concept boundaries.

13.2 Option 1

By virtue of the landward encroachment of the harbour this is the most accessible of all the options, both for fisheries and recreational purposes.

13.3 Option 2

This option allows ongoing use of the two access routes alongside the fisheries compounds. This may give rise to issues with residential neighbours and early consultation with the residents is important.

13.4 Option 3

Of the three options this option has the most restricted access due to the need for a pier structure from the shoreline to the harbour.

Also there may be issues with the height of the pier above the foreshore and it may prove necessary to raise its level to improve foreshore access. However, this could lead to further complications with the pier structure.

14 Renewable Energy

14.1 All Options

The ability to utilise renewable energy to 'self-power' the harbour is a key objective for the operation of the harbour.

In terms of being able to harvest energy from tidal water entering and leaving the harbour, the available energy largely depends on the size of the tidal storage of the harbour and the tidal range. At Spring tide the total energy (assuming 100%) extraction of tidal water would be less than 300 kWh per day given the relatively small size of the harbour. The energy consumption of a typical UK family is 12 kWh per day. Assuming 10% energy can be extracted from the tidal water, it means a tidal turbine would provide energy for 2.5 households. Although this is not significant it may well be sufficient to 'self-power' say the lighting requirements of the harbour.

The ability to harvest wave energy may be feasible and would need further investigation.

The ability to harvest solar energy would be possible, but it will probably be necessary to use rooftops to avoid land take.

The ability to harvest wind energy would be possible but there would be a significant visual impact and an adverse impact on birds. This would most likely not be acceptable to the regulators.

The ability to harvest geothermal cannot be ruled out and would need further investigation.

14.2 Option 1

In terms of renewable energy there are no unique aspects that apply to this option.

14.3 Option 2

In terms of renewable energy there are no unique aspects that apply to this option.

14.4 Option 3

In terms of renewable energy there are no unique aspects that apply to this option.

15 Aquaculture

15.1 All Options

Chichester District Council are keen to explore opportunities to co-locate aquarium production within the proposed harbour and therefore maximise the economic return for the local area.

Shellfish is usually farmed in UK waters in one of two ways: suspended on supporting structures or confined in nets or cages in lakes or coastal waters. The type and intensity of farming depends on the species and on market demand. The most commonly cultivated shellfish species are described below:

- **Oysters** are common in the UK in both pacific and native species. Oyster production techniques depend on factors including seed supply, environment and region, and can be either entirely sea-based or rely on hatcheries for seed supply.
- **Mussels** can be harvested from either wild or cultivated stocks. They can be grown either on the seabed or on ropes. Mussels grown in different environments will have different characteristics in terms of meat content, shell strength, shelf life etc.
- **Clams** have so far had limited success as a cultivated species. Only a very small number of Manila clams are grown in the UK.
- **Scallops** are cultivated widely across the UK, particularly in king and queen varieties though this site is unlikely to be suitable due to the lack of water depth and suitable substrate.

The table below summarises the key requirements of the different shellfish species along with an overview of the growing techniques recommended by Seafish (2015)² and key factors for consideration.

Species	Physical Requirements	Growing Techniques	Key Factors
Oyster	Seawater temperature above 8°C for most of the year; salinity above 30ppm; area sheltered from extreme tidal flows and wave action; tidal flow of 1-2 knots preferable	Usually grown on the seabed or on mats laid on very soft substrate; alternatively grown in mesh bags of varying sizes as the oysters grow.	Cannot cope with high silt burden or poor water exchange leading to reduced oxygen levels; prefers high levels of water flow for food supply
Clam	Seawater temperature above 8°C for most of the year; salinity above 25ppm; intertidal and sub-tidal locations are best; tidal flow of 1-2 knots preferable	Clams live buried in the substrate; survival is better in sand or gravel substrates but it is possible to grow them in muddy areas too.	Take at least 3 years to reach harvest size
Mussel	Seawater temperature above 8°C for most of the year; salinity above 20ppm; tidal flow of 1-2 knots preferable	Can be grown on any substrate they can gain anchorage to, on ropes suspended from rafts/pontoons	Water depths in excess of 12 m at extreme low water on spring tides are preferable, although shallower sites can also be utilised.

In reality, the enclosed nature of the harbour would limit any aquaculture to shellfish growth as there is unlikely to be sufficient water movement for the successful farming of mobile fish or crustacean species. More importantly, aquaculture on the scale mentioned above would require considerable planning and consent, and is likely to be a competitive business for the fishermen rather than complimentary. Furthermore,

² www.seafish.org 'Key Documents for Culturists' 2015

it more often than not causes environmental degradation and is unlikely to be accepted in an environmentally sensitive area such as Selsey / Pagham.

Another option is the potential for seaweed aquaculture, which is a large sector in France. This would require further investigation in the future, though due to the environmental designations in the area, it would potentially be quite difficult unless it was shown to be a 'sustainable' business.

In reality the type of business that would be better suited to the proposed development, would be the presence of an education / aquarium centre that was in collaboration with the fishermen (e.g. sourcing species in accordance with legislation). This would bring tourism to the area, alongside education, which would allow various different grants to be sought. This idea is viable and could be investigated further for all the options below.

If it was still regarded as being something Selsey want to invest into then advice should be sought from Seafish on the viability of pursuing aquaculture options within the proposed harbour when more is known about the detailed design. Advice from www.seafish.org recommends avoiding areas close to boatyards, marinas, industrial developments or large urban areas to minimise the risks from pollutants or other anthropogenic inputs. Potential inputs from within the wider water catchment area (eg land-based farming activity, both arable and livestock, forestry, horticulture, chemical industry etc) should also be investigated.

15.2 Option 1

At this stage there are no obvious unique aspects that apply to this option.

15.3 Option 2

At this stage there are no obvious unique aspects that apply to this option.

15.4 Option 3

At this stage there are no obvious unique aspects that apply to this option.

16 Ground Conditions

16.1 All Options

Given the amount of existing works that are performing satisfactorily, including piled structures and gravity structures, it is not anticipated that there will be any major difficulties with the proposed works. Also, the rock breakwaters are in a flexible form of construction and have a large footprint, both of which should reduce the likelihood of geotechnical problems arising.

However, it is known that the ground conditions are variable along the frontage including the presence of made ground and low lying areas. Therefore detailed ground investigations would be advisable before any significant design work is undertaken. For preliminary design work a desk study should be sufficient.

16.2 Option 1

The main potential issue with this option is the relatively close proximity (30 metres) of the landward quay wall to the seafront residential properties along Kingsway (road). However, it is anticipated that careful attention to the detailed design should be able to overcome any difficulties arising. It is believed that the properties are constructed on strip foundations.

16.3 Option 2

The main potential issue with this option is the need to support the existing seawall by means of the new quay wall in order to allow the mooring basin to be dredged down to its design level. However, again it is anticipated that careful attention to the detailed design should be able to overcome any difficulties arising.

16.4 Option 3

The main challenge for this option is the access pier from the shoreline to the rock breakwater. However, a not dissimilar structure has been in operation at the nearby lifeboat station for some decades and therefore no major difficulties are anticipated.

17 Development Costs

17.1 All Options

These costs relate to the development of the scheme from this preliminary consultation stage up to obtaining all of the necessary permissions and licences ready for detailed design and construction.

These costs include the following:

- Initial site investigation;
- Numerical modelling;
- Development of preferred concept option;
- Development of outline design;
- Method statements;
- Environmental reporting;
- Stakeholder consultation; and
- Consent applications.

The initial site investigation would include further data collection in respect of the bathymetry and possibly the commissioning of a new survey. However it is understood that the Channel Coastal Observatory have already planned to undertake a new survey and it may be necessary to ask them to bring it forward to suit this project.

These costs focus on the actual construction of the harbour itself and do not include such matters as the business case, obtaining the necessary funds, and putting in place the management arrangements for the operation of the harbour.

The development costs for each of the options is reasonably similar although Option 2 is likely to be the most costly due to its higher impacts on the environment and the need for a higher level of analysis. For different sizes of mooring basin there is unlikely to be any significant differences in the costs involved.

17.2 Option 1

The development costs are as follows:

- £250K - £500K

17.3 Option 2

The development costs are as follows:

- £300K - £600K

17.4 Option 3

The development costs are as follows:

- £250K - £500K

18 Construction Costs

18.1 All Options

The construction costs relate to the following:

- Further site investigation;
- Detailed design;
- Construction project management;
- Construction works;
- Health and safety management;
- Site supervision, and
- Temporary accommodation works for beach users.

The construction works themselves represent the largest element of the costs. These are heavily influenced by the nature of the works. In particular a rock breakwater compared with a vertical sided solid pier that performs a similar function is very approximately three times more expensive. This is due to a number of factors including a much longer lifespan and a much better hydraulic performance.

For this reason Option 1 is the lowest cost option by a significant margin. Option 3 is the highest cost option due to the full use of rock breakwaters and its 'offshore' location.

For the cost variations of larger and smaller mooring basins it is assumed that 30% of the base-line cost is fixed and the remaining 70% is proportional to the number of berths.

18.2 Option 1

The construction costs are as follows:

- 75 berths £8M - £13M
- 50 berths £6M - £10M
- 100 berths £10M - £16M

18.3 Option 2

The construction costs are as follows:

- 75 berths £15M - £24M
- 50 berths £12M - £19M
- 100 berths £19M - £30M

18.4 Option 3

The construction costs are as follows:

- 75 berths £23M - £37M
- 50 berths £18M - £29M
- 100 berths £28M - £45M

19 Operational Costs

19.1 All Options

These costs relate to the 'technical' operation of the harbour and include:

- Maintenance of the structures;
- Maintenance of the pontoons;
- Artificial bypassing of beach material, and
- Periodic dredging.

The costs relate to the average annual maintenance over the short term (10 years).

Management costs of the harbour such as supervision, administration, services charges, Crown Estate fees etc are not included. Also longer term maintenance costs are not included which could include periodic refurbishment costs especially where steel sheet piling is used.

On balance and within the defined tolerances the operational costs are broadly similar for each option and for each size of mooring basin.

19.2 Option 1

The average annual short term maintenance costs are as follows:

- £150K - £300K

19.3 Option 2

The average annual short term maintenance costs are as follows:

- £150K - £300K

19.4 Option 3

The average annual short term maintenance costs are as follows:

- £150K - £300K

20 Conclusions

Of the various topics discussed in this consultation document coastal processes (in particular sediment transport) is by far the most critical, especially in respect of obtaining the necessary permissions and licences. The main concern is the interruption of sediment transport from the south to the north of the new harbour and the impact on Pagham Harbour which is a very important natural conservation area. Also an interruption in the sediment transport would have an adverse impact on the coastal defences to the north of the new harbour and eventually onwards to the east.

For this reason, the land based harbour is seen as the most favourable option because it has the lowest impact on sediment transport.

In addition, it is recognised that the coastal processes between Selsey Bill and Pagham Harbour are complex with a number of uncertainties, and for this reason it is considered advisable to avoid as far as possible construction in the nearshore zone.

However, it is also recognised that the land based option may still have some impact on sediment transport due to its encroachment into the foreshore zone. Although this can be minimised by reducing the footprint within the groyne field as far as possible, it is still anticipated that regular beach by-passing will be required to avoid any reduction in beach feed to the north.

Beach by-passing may also be required to reduce the risk of beach material building up in front of the harbour entrance thereby reducing its navigable depth.

Any reduction in the footprint of the harbour within the groyne field will involve a greater encroachment into the East Beach Green area and a more elongated mooring basin.

With regards to the other topics under consideration these are seen to be far less critical and those of any significance should be manageable by careful design. Of the more significant, the two most notable are land impacts and sea access.

For land impacts, the landward boundary of the harbour will need to be reasonably clear of the adjacent residential properties in order to keep the impacts to an acceptable level. This should be achievable by leaving sufficient space and by suitable landscaping.

For the sea access, the harbour entrance will need to be carefully designed in order to maximise its accessibility under a range of operating conditions. Beach by-passing may have a critical role to play in this regard.

Having reached the above conclusions there is now a need to examine more closely the key issues especially where there is a degree of uncertainty. A next stage modest feasibility study could include the following:

- A review of the available bathymetric data due to some uncertainties concerning the accuracy of the information currently being used.
- Numerical modelling of the cross-shore sediment transport distribution in order to gain a better understanding of the relative foreshore and nearshore shingle movement.

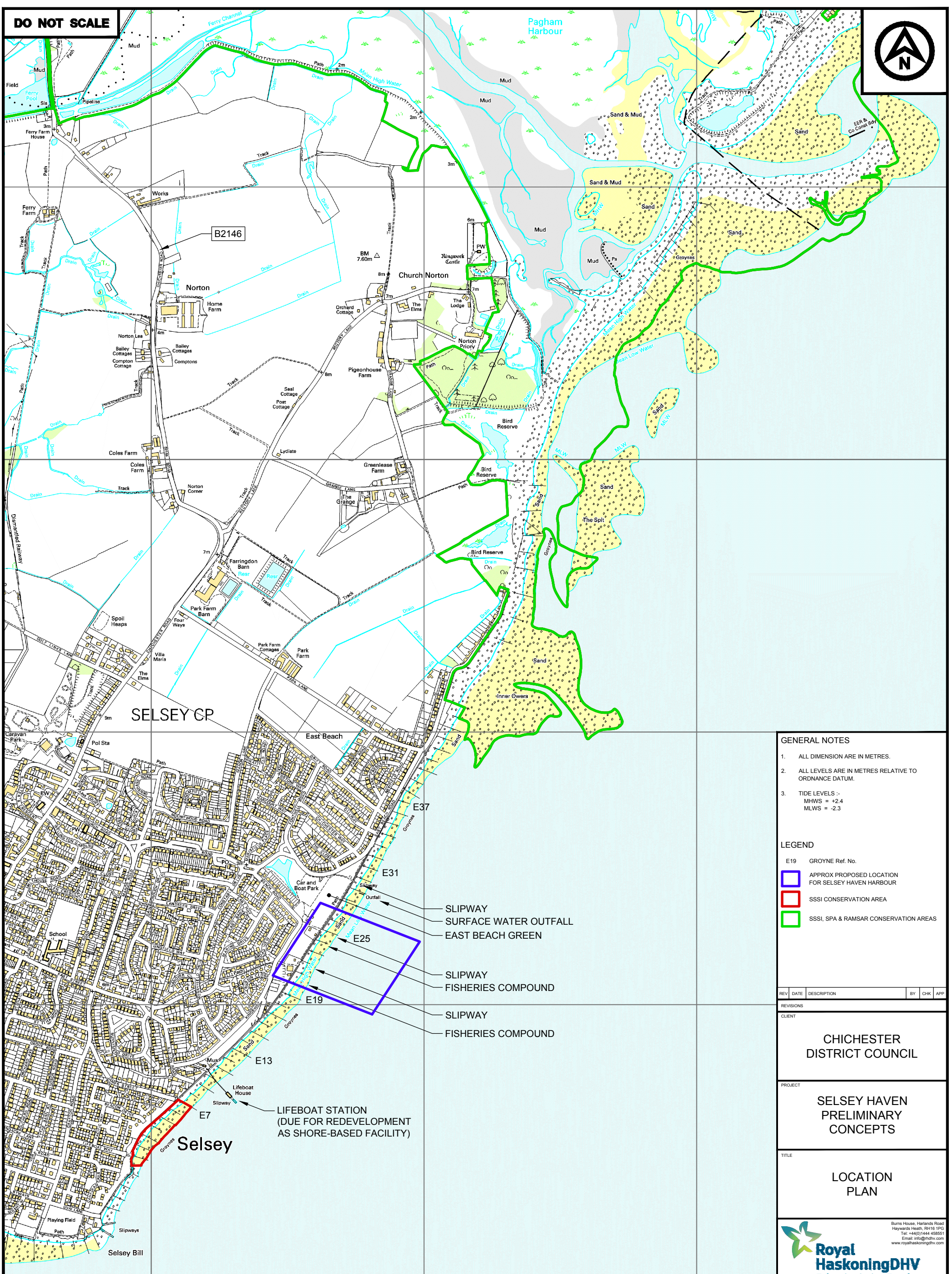
- A review of the location, orientation, configuration and nature of the harbour entrance in order to maximise its accessibility under a range of operating conditions.
- A review of the feasibility and acceptability of regular beach by-passing from the south side of the harbour to the north side.
- A review of the ground conditions due to their variable nature and the impacts of deep excavations for the mooring basin.
- A review of the feasibility and acceptability of constructing the harbour close to a residential area.
- The preparation of a preliminary business case for the development, construction and operation of the harbour in order to determine its optimum size and capacity. The business case would include an update of the costs based on the additional information available. Operational matters would include associated cafés, shops, fish retail outlets and other businesses.
- The preparation of an updated concept layout plan of the harbour taking into account the above investigations.

As far as possible the feasibility study will be based on existing available data. The need to collect new data will be identified in the study with recommendations for the following stage as appropriate. These recommendations will take into account latest developments in this area.

Subject to a satisfactory outcome from the above feasibility study it is anticipated that the following stage would be to proceed to a scoping study and formal consent applications together with supporting technical, environmental and economic reports. This would include the development of an outline design that would go into greater detail and take into account other issues such as sea level rise, internal layouts, and associated infrastructure. It would also take into account long term issues relating to the coastline and the development of the Manhood Peninsula.

It is vital that the local residents and general public are made aware of any reasonably firm proposed plans as soon as possible so that potential misunderstandings can be avoided and early 'buy-in' can be achieved. Such plans would need to be well presented in order to give a clear representation of the likely impacts, both positive and negative.

Appendix - Drawings



DO NOT SCALE



- GENERAL NOTES**
1. ALL DIMENSION ARE IN METRES.
 2. ALL LEVELS ARE IN METRES RELATIVE TO ORDNANCE DATUM.
 3. TIDE LEVELS :-
 MHWS = +2.4
 MLWS = -2.3

- LEGEND**
- E19 GROUYNE Ref. No.
 - APPROX PROPOSED LOCATION FOR SELSEY HAVEN HARBOUR
 - SSSI CONSERVATION AREA
 - SSSI, SPA & RAMSAR CONSERVATION AREAS

REV	DATE	DESCRIPTION	BY	CHK	APP
REVISIONS					

CLIENT
CHICHESTER DISTRICT COUNCIL

PROJECT
SELSEY HAVEN PRELIMINARY CONCEPTS

TITLE
LOCATION PLAN

Royal HaskoningDHV
Enhancing Society Together

DRAWN A.I.K. DATE 15.10.2015 DRAWING No. PB3807/0001	CHECKED TG SCALE AT A3 1:12,500 REF. PB3807-0001	APPROVED SPH REVISION
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SCALE IN METRES
1:12,500

DO NOT SCALE



- GENERAL NOTES**
1. ALL DIMENSION ARE IN METRES.
 2. ALL LEVELS ARE IN METRES RELATIVE TO ORDNANCE DATUM.
 3. FORESHORE AND NEARSHORE LEVELS OBTAINED FROM CHANNEL COASTAL OBSERVATORY.
 4. TIDE LEVELS :-
MHWS = +2.4
MLWS = -2.3
 5. MOORING BASIN TO ACCOMMODATE 25 No. 15m LONG CRAFT AND 50 No. 10m LONG CRAFT.

- LEGEND**
- E27 GROUYNE Ref. No.
 - 3.0 APPROX FORESHORE AND NEARSHORE CONTOUR
 - +3.7 APPROX EXISTING LEVEL
 - +5.0 APPROX PROPOSED LEVEL
 - VERTICAL QUAY
 - VERTICAL SIDED SOLID PIER

PRELIMINARY CONCEPT TO INDICATE GENERAL LOCATION, SIZE AND TYPE OF CONSTRUCTION

CLIENT
CHICHESTER DISTRICT COUNCIL

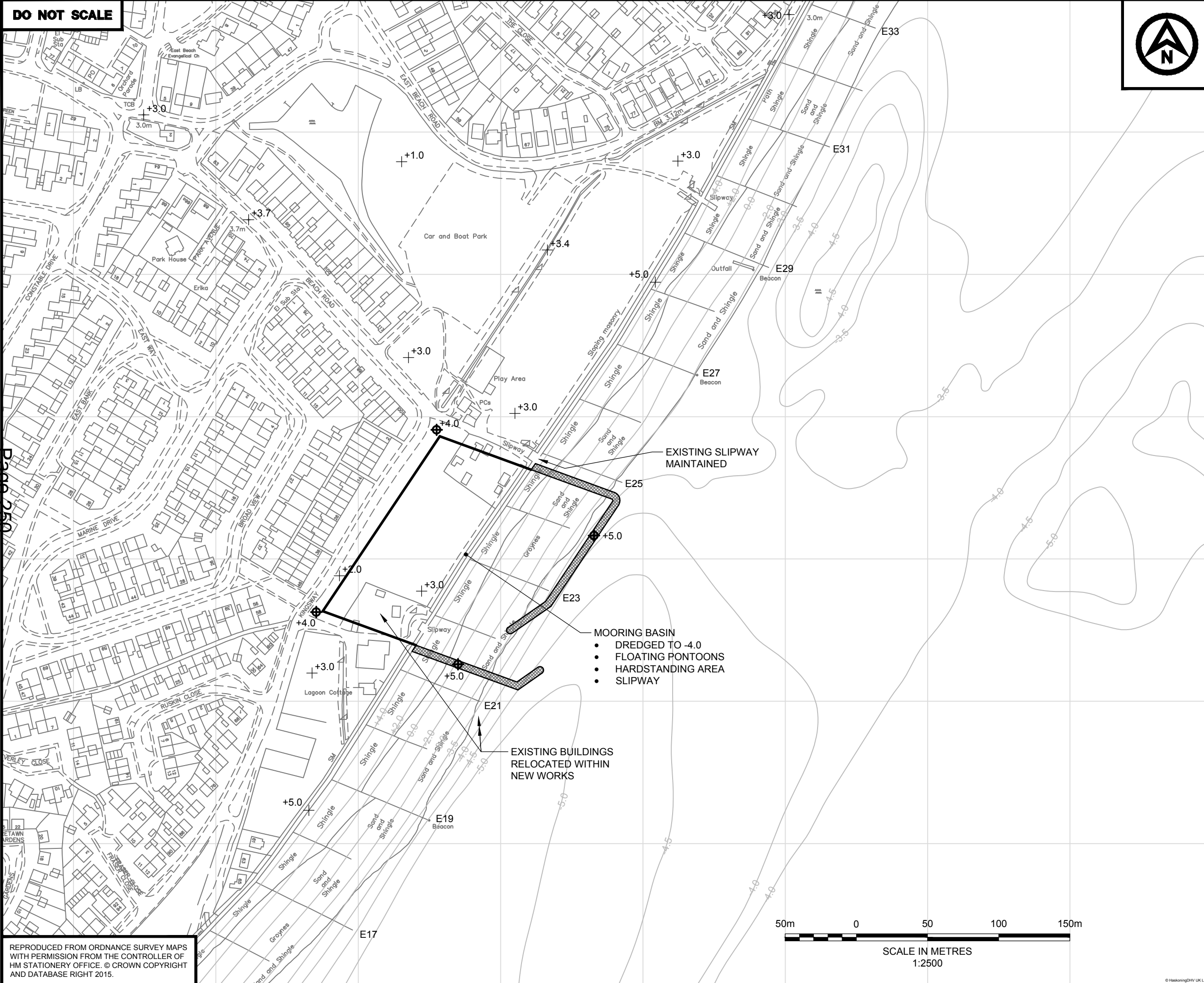
PROJECT
SELSEY HAVEN PRELIMINARY CONCEPTS

TITLE
OPTION 1 PLAN LAND BASED HARBOUR



DRAWN A.I.K	CHECKED TG	APPROVED SPH
DATE 18.11.2015	SCALE AT A3 1:2500	REF. PB3807-0002
DRAWING No. PB3807/0002	REVISION D1	

Page 250



- MOORING BASIN**
- DREDGED TO -4.0
 - FLOATING PONTOONS
 - HARDSTANDING AREA
 - SLIPWAY

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DO NOT SCALE



GENERAL NOTES

1. ALL DIMENSION ARE IN METRES.
2. ALL LEVELS ARE IN METRES RELATIVE TO ORDNANCE DATUM.
3. FORESHORE AND NEARSHORE LEVELS OBTAINED FROM CHANNEL COASTAL OBSERVATORY.
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MHWS = +2.4
MLWS = -2.3
5. MOORING BASIN TO ACCOMMODATE 25 No. 15m LONG CRAFT AND 50 No. 10m LONG CRAFT.

LEGEND

- E27 GROUYNE Ref. No.
- 3.0 APPROX FORESHORE AND NEARSHORE CONTOUR
- +3.7 APPROX EXISTING LEVEL
- +5.0 APPROX PROPOSED LEVEL
- VERTICAL QUAY
- VERTICAL SIDED SOLID PIER
- ROCK BREAKWATER WITH ROCK OR CONCRETE CREST

PRELIMINARY CONCEPT TO INDICATE GENERAL LOCATION, SIZE AND TYPE OF CONSTRUCTION

CLIENT

CHICHESTER DISTRICT COUNCIL

PROJECT

SELSEY HAVEN PRELIMINARY CONCEPTS

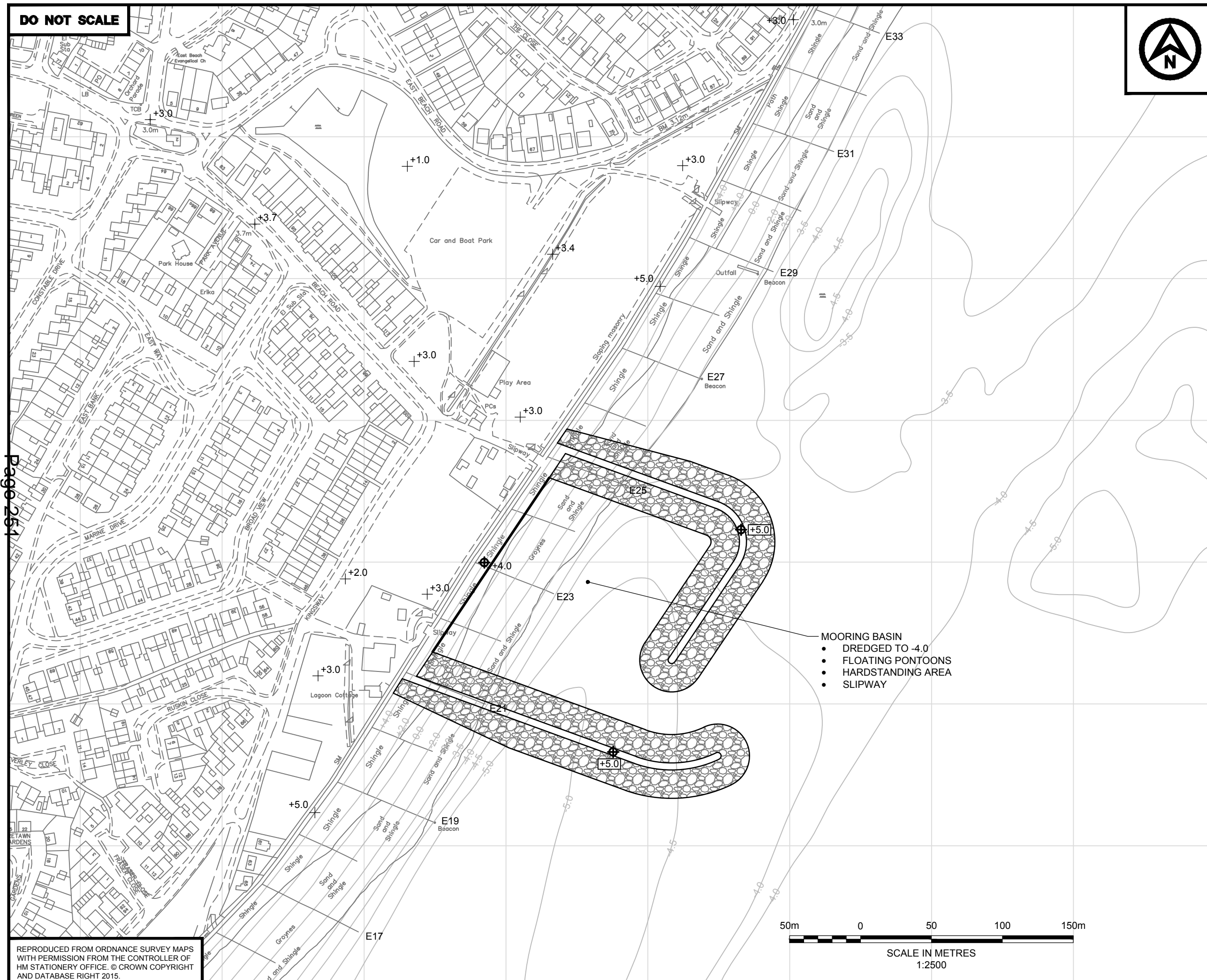
TITLE

OPTION 2 PLAN FORESHORE HARBOUR



DRAWN	A.I.K	CHECKED	TG	APPROVED	SPH
DATE	18.11.2015	SCALE	AT A3 1:2500	REF.	PB3807-0003
DRAWING No.	PB3807/0003			REVISION	D1

Page 251



- MOORING BASIN
- DREDGED TO -4.0
- FLOATING PONTOONS
- HARDSTANDING AREA
- SLIPWAY

REPRODUCED FROM ORDNANCE SURVEY MAPS WITH PERMISSION FROM THE CONTROLLER OF HM STATIONERY OFFICE. © CROWN COPYRIGHT AND DATABASE RIGHT 2015.

DO NOT SCALE



GENERAL NOTES

1. ALL DIMENSION ARE IN METRES.
2. ALL LEVELS ARE IN METRES RELATIVE TO ORDNANCE DATUM.
3. FORESHORE AND NEARSHORE LEVELS OBTAINED FROM CHANNEL COASTAL OBSERVATORY.
4. TIDE LEVELS :
MHWS = +2.4
MLWS = -2.3
5. MOORING BASIN TO ACCOMMODATE 25 No. 15m LONG CRAFT AND 50 No. 10m LONG CRAFT.

LEGEND

- E27 GROUYNE Ref. No.
- 3.0 APPROX FORESHORE AND NEARSHORE CONTOUR
- +3.7 APPROX EXISTING LEVEL
- +5.0 APPROX PROPOSED LEVEL
- VERTICAL QUAY
- VERTICAL SIDED SOLID PIER
- ROCK BREAKWATER WITH ROCK OR CONCRETE CREST
- OPEN PIER (ON PILES)

PRELIMINARY CONCEPT TO INDICATE GENERAL LOCATION, SIZE AND TYPE OF CONSTRUCTION

CLIENT

CHICHESTER DISTRICT COUNCIL

PROJECT

SELSEY HAVEN PRELIMINARY CONCEPTS

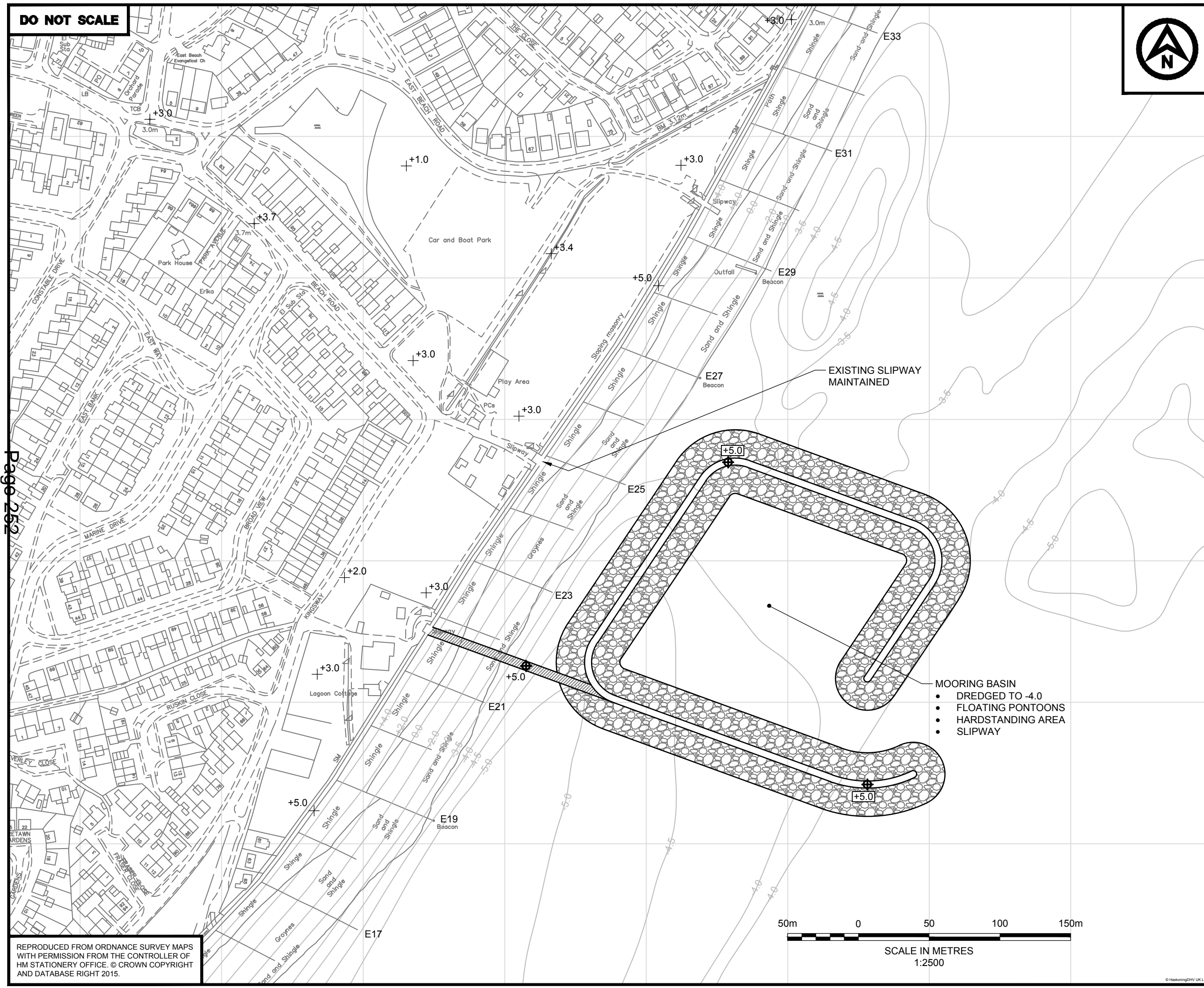
TITLE

OPTION 3 PLAN NEARSHORE HARBOUR

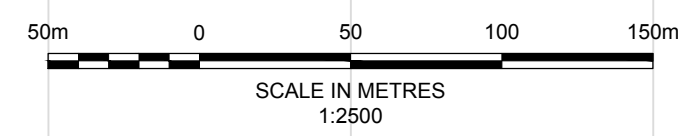


DRAWN	A.I.K	CHECKED	TG	APPROVED	SPH
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Page 252



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7 February 2017

Report to Cabinet - Developing a New Strategy for the Visitor Economy

Appendix 1 – Summary of Research

- 1.1 In January 2015, Cabinet approved in principle an initial project proposal document to undertake Town and City Centre Research to identify visitor satisfaction with the facilities, services, attractions and infrastructure in Chichester and our market towns. This research linked closely with that required for the visitor economy project and, with regard to Chichester City Centre, to the Chichester Vision project.
- 1.2 To avoid duplication of work and expenditure, during 2016 TSE Research (the research arm of Tourism South East) were commissioned to undertake a wide range of visitor research for the Council to encompass the various surveys required. At the same time, TSE also undertook similar research more widely for neighbouring authorities within the Coastal West Sussex Partnership (see below).
- 1.3 Research activities included:
 - **Industry Audit** - audit of accommodation and attractions to assess the scale of tourism supply
 - **Economic impact of tourism** - The Cambridge Model was used to establish the volume and value of tourism in the District
 - **Economic impact appraisals of key city visitor attractions** - A modelling approach was used to establish the economic importance of four key City Centre attractions to the local economy
 - **Business survey** - A telephone survey was carried out with a sample of 252 tourism businesses from across the District to gather data on businesses performance
 - **Visitor survey** - A face-to-face interview survey was undertaken with a random sample of adult visitors at selected locations within Chichester City Centre and our three market towns. This identified visitor profile, perceptions on the characteristics of visits, strengths and weaknesses as a visitor destination, and specific aspects of the visitor experience capturing satisfaction levels and identifying gaps in provision.

The surveys were carried out by during the summer of 2016. In total, 486 adult visitors and 403 adult residents, students and workers participated in Chichester City Centre, 300 visitors participated in Midhurst, 299 in Selsey, and 175 in Petworth.

1.4 Highlights from the draft reports include:

- Tourism-based businesses represent 7.2% of all businesses in Chichester District. Together these businesses generated estimated revenue of £411.4 million in 2015 – equating to c. 15% of the Districts' economy - and supported an estimated 5,810 FTE jobs. Taking into account the part-time and/or seasonal nature of many jobs within this industry sector, this rises to 8,037 total jobs which equates to 14% of jobs in the District.
- Average revenue per head from day visits is £33. Average revenue per head from staying visits is £232. However, the vast majority of visits are day visits. Just 8% of visitors to Chichester stayed overnight in the City, 10% in Petworth and 17% in Midhurst, although a much higher proportion - 78% - stayed overnight in Selsey.
- Expenditure per person per night in Chichester is low compared to other historic cities such as York and Bath.
- 401 accommodation businesses provide almost 19,000 bed spaces but 75% of this is in caravan/camping and chalet sites making this primarily a seasonal provision. In addition, this is concentrated in the PO20 area, explaining the higher figure for overnight stays in Selsey.
- Serviced accommodation accounts for 16% of the total accommodation available. This equates to 3,060 bed spaces, 53% of which is located within the City/PO19 area.
- Bed space capacity is potentially one of the key constraining factors on the District's ability to increase revenue from tourism.
- Visitors to Chichester are primarily from Sussex and Hampshire, accounting for three quarters of all visitors. Only 5% came from Surrey and 3% from London, representing a real opportunity to increase visits from these areas.

- Visitors to Chichester from overseas comprised just 5% of total visitors in 2015 – significantly fewer than other UK heritage cities such as Bath (28%) York (15%).

1.5 **Visitor ratings on vibrancy of destinations**

Visitors were asked to rate the vibrancy of the City and each town on a scale of 1 to 5 where 1 depicts the town as being ‘behind the times/old fashioned’ and 5 depicts the town as ‘vibrant and cosmopolitan’.

- The overall average rating score for Chichester was 3.3 out of 5. For a City Centre such as Chichester, this highlights a potential for development, especially if Chichester is to compete for day trip and short break business originating from London and abroad. By comparison, competing cities such as Canterbury, Bath and Exeter have higher vibrancy ratings
- The overall average rating score for Selsey was 3.2 out of 5 - around the middle of the vibrancy scale, and again, there is room for some development here
- The overall average rating score for Petworth was 3 out of 5 - a relatively average vibrancy score. However, this needs to be set against the context that the town’s older fashioned nature is welcomed by visitors as part of its quaintness and charm
- The overall average rating score for Midhurst was 2.6 out of 5, suggesting an average vibrancy score. Again, there is room for development here but, like Petworth, needs to be set against the context that the town’s ‘heritage’ nature is welcomed by visitors as part of its quaintness and charm

1.6 **Overall visitor satisfaction rates**

Chichester

19% of visitors rated their overall trip enjoyment as ‘Average’, 50% as ‘High’ and 30% as ‘Very High’

Midhurst

11% of visitors rated their overall trip enjoyment as ‘Average’, 59% as ‘High’ and 30% as ‘Very High’

Selsey

1% of visitors rated their overall trip enjoyment as ‘Average’, 49% as ‘High’ and 50% as ‘Very High’

Petworth

6% of visitors rated their overall trip enjoyment as 'Average', 65% as 'High' and 29% as 'Very High'

Other Research and Studies

1.7 In 2014-15 the work of the Tourism T&F Group included much focus on methods of creating a viable and successful destination, on managing destinations, and on funding destination management and marketing. We have therefore undertaken a good deal of work looking at other destination management organisations (DMOs) around the country and associated funding models. This work has included:

- An in-depth analysis of eight destinations during the second half of 2016, involving desk-based research, telephone interviews with key personnel and some face-to-face meetings
- A review of 'The Tourism Landscape' – Team Consulting July 2016
- A desk based review of Destination Business Improvement Districts (DBIDS)

1.8 Visit England and Visit Britain provide regular research studies and activity monitoring and, as part of this project, we have kept abreast of these.

Coastal West Sussex Partnership

1.9 In late 2015 it was agreed that the Council would continue work on growing the value of tourism in the Coastal West Sussex Partnership (CWSP) area. The Partnership established an officer steering group (comprising tourism officers and economic development managers from the CWSP authorities) and, utilising funding from the Pooled Business Rates Fund, commissioned visitor economy research work across the CWSP area. The chosen contactor was TSE Research.

The research work was undertaken throughout 2016 and included:

- **Visitor Survey** – 1,899 interviewed at 6 locations during summer 2016
- **Non Visitor Survey** – online panel of 500 representative of the UK demographics and geographic spread

- **Postcode Segmentation Analysis** – 199,317 postcodes from enquiries received for attractions and visitor centres in West Sussex
- **Tourism Industry Performance** – Cambridge Model and occupancy and attractions data
- **Social Listening Review** – monitoring of social media
- **Keyword Search** – using Google analytics to assess most popular online searches
- **Hotel & Visitor Accommodation Development Opportunities** – review of recent CWS studies and relevant national development trends

While an over-arching summary report is still awaited from TSE, this work provides a very useful supplement to the research work undertaken specifically for us and, as anticipated, shows the comparative strength of Chichester District and the opportunity to better exploit the District's assets and profile to grow our visitor economy.

1.10 The research reveals a visitor economy across the CWSP area worth nearly a £1 billion and employing 14,000 people.

Value by District:

- Chichester 42%
- Arun 33%
- Worthing 19%
- Adur 6%

In summary, across the CWSP area:

- 95% domestic visitors – 52% from Sussex, Surrey and Hampshire. 6% from London
- 5% overseas visitors
- 10% of visits are staying visits, 90% are day visits
- 42% of visitors are aged over 55
- 41% are in families and 32% are couples
- 78% arrive by car
- Accommodation usage is Caravan/Chalet 22%, Hotel 22%, Visiting Friends & Relatives 20%

The review of recent studies on hotel and visitor accommodation development opportunities confirmed that the market across the CWSP area is largely leisure driven and seasonal, and characterised by strong weekend and summer demand with shortages of all forms of visitor accommodation at these times, but weak mid-week and winter demand.

The review included reference to the 'Chichester Hotel Futures Study' commissioned by the Council in 2005, which made a number of recommendations for the Council to:

- Plan positively for hotel growth through the Local Development Framework (now superseded by the Local Plan 2014-2029)
- Introduce a hotel retention policy in the Local Development Framework in order to resist the loss of hotels to alternative uses, in particular residential. (The current Local Plan 2014-2029 includes such a policy)
- Undertake work to identify, bring forward and possibly allocate in the Local Plan suitable sites for hotel development. The lack of hotel sites and pressure on land from alternative uses, especially residential development, was identified as a key barrier to realising the potential for hotel development in Chichester
- Progress work to build a dialogue with potentially interested target hotel companies
- Strengthen the demand for hotel accommodation in the District through attracting companies and business uses that will generate demand for corporate hotel stays and developing off-peak leisure business

WSCC West Sussex Weekends

- 1.11 As part of the CWSP work, West Sussex County Council's 'Beautiful Outdoors' and 'West Sussex Weekends' project has been supported. This has comprised a digital marketing campaign during the summers of 2015 and 2016. Utilising a new website and social media activity developed by a London media agency, the objective was to encourage the London and South-East based 25 to 40 demographic to visit the South Downs area of West Sussex for active weekend breaks (walking, cycling, paragliding, coastal related water sports and so on).

A relatively substantial budget has been allocated so the campaign has gained some traction with the target market with c. 12,000 engaged

and active followers. 2016 post campaign evaluation reveals c.
£1million economic impact to the CWSP local economy.

SMO
19-1-17

Agenda Item 15

Appendix 1 – Draft PSPO - Control of Dogs 2017 and Schedules

CHICHESTER DISTRICT COUNCIL

ANTI SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014

PUBLIC SPACES PROTECTION ORDER - CONTROL OF DOGS 2017

This PSPO shall come into effect on xxxxxxxx 2017.

Chichester District Council (the Council) in exercising of the power under Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 (the Act), being satisfied that the conditions set out in Section 59 of the Act have been met, makes the following order.

Part A – THE FOULING OF LAND BY DOGS

The Order applies to the land specified and shown on the plans in Schedule 1 of this Order (the “Restricted Areas”).

- (1) If a dog defecates at any time on land to which this Order applies and a person who is in charge of the dog at that time, fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless –
 - i. He has a reasonable excuse for failing to do so; or
 - ii. The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

- (2) Nothing in this article applies to a person who –
 - i. is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
 - ii. has a disability which affects his mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

- (3) For the purposes of this article –
 - i. a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
 - ii. placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be a sufficient removal from the land;

- iii. being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
- iv. each of the following is a “prescribed charity” –
 - a. Dogs for the Disabled (registered charity number 700454)
 - b. Support Dogs (registered charity number 1088281)
 - c. Canine Partners for Independence (registered charity number 803680)

PART B - DOGS ON LEAD BY DIRECTION

The Order applies to the land specified and shown on the plans in Schedule 2 of this Order (the “Restricted Areas”).

In this Order “an authorised officer of the Authority” means an employee of the Authority who is authorised in writing by the Authority for the purpose of giving directions under this Order.

- (1) A person in charge of a dog shall be guilty of an offence if at any time, on any land to which this Order applies, he does not comply with a direction given him by an authorised officer of the Authority to put and keep the dog on a lead of not more than 8 metres in length, unless –
 - a) he has a reasonable excuse for failing to do so; or
 - b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) For the purposes of this article –
 - a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
 - b) an authorised officer of the Authority may only give a direction under this Order to put and keep a dog on a lead if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to any other person on any land to which this Order applies or the worrying or disturbance of any animal or bird.

PART C - THE EXCLUSION OF DOGS

The Order applies to the land specified and shown on the plans in Schedule 3 of this Order (the “Restricted Areas”).

- (1) A person in charge of a dog shall be guilty of an offence if, during the periods specified in Schedule 3 he takes the dog onto, or permits the dog to enter or to remain on, any land to which this Order applies unless –
- a) he has a reasonable excuse for doing so; or
 - b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.
- (2) Nothing in this article applies to a person who –
- a) Is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
 - b) Is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which he relies for assistance; or
 - c) Has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance
- (3) For the purposes of this article –
- a) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog; and
 - b) Each of the following is a “prescribed charity” –
 - 1. Dogs for the Disabled (registered charity number 700454)
 - 2. Support Dogs (registered charity number 1088281)
 - 3. Canine Partners for Independence (registered charity number 803680)

PENALTY

A person guilty of an offence under this Order commits an offence and shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale

Date:

Signed:

**Louise Rudziak
Head of Housing and Environment Services**

PSPO – CONTROL OF DOGS

SCHEDULE 1 – FOULING OF LAND BY DOGS

This Public Space Protection Order applies to all land which is open to the air and to which the public are entitled or permitted to have access within the administrative area of the Council, falling within the following descriptions:

1. All adopted roads, highways and carriageways having a designated speed limit of 40mph or less together with any adjoining footpaths or verges constituting highway land.
2. The entire width (including adjoining verges) of any footway, footpath or pedestrianised area to which the public have access.
3. All public parks, pleasure grounds, sports grounds, recreation grounds, playing fields, village greens, cemeteries, closed churchyards and other public open space owned or maintained by the Council and which are not otherwise subject to an order of the Council banning dogs from the use of such land.
4. All beaches foreshores and promenades which are not otherwise the subject of this Public Space Protection Order banning dogs.
5. All public parks, pleasure grounds, sports grounds, recreation grounds, playing fields, village greens, cemeteries, churchyards or other open public spaces owned or maintained by any City, Parish or Town Council within the administrative area of Chichester District Council and which are not otherwise subject to a byelaw of the City, Parish or Town council excluding dogs from the use of such land.
6. All nature reserves established under section 21 of the National Parks and Access to the Countryside Act 1949 and public open space owned or maintained by West Sussex County Council (in this order known as “County”) and which is not otherwise subject to an Order of County excluding dogs from the use of such land.
7. The following specified areas shown edged by black lines on the plans attached to this order being.

Fishbourne Playing Field - Plan No. 2

Fernhurst Recreation Ground - Plan No.3

Camelsdale Recreation Ground (Fernhurst) - Plan No. 4

Quay Meadow (Bosham) - Plan No. 5

Brandy Hole Copse (Chichester) - Plan No. 6

The sports area at the Cowdray Ruins (Midhurst) - Plan No. 7

West Wittering Estate - Plan No. 8

East Head (West Wittering) - Plan No. 9

Cakeham Estate - Plan No. 10

North Mundham Playing Field - Plan No. 11

Petworth Park Sports Ground - Plan No. 12

8. The communal footpaths and communal grassed areas within the ownership or control of Hyde Housing or any successor in title to it.

Provided that this Order shall not apply to land of the following descriptions namely:-

- Land used for agriculture or for woodlands
- Land which is predominantly marshland, moor or heath
- Common land to which the public are entitled or permitted to have access otherwise than by virtue of s193(1) of the Law of Property Act 1925.

(Note: Land placed at the disposal of the Forestry Commissioners is excluded from the Public Space Protection Orders by statute (The Controls on Dogs (Non-application to Designated Land Order) 2006).

PSPO – CONTROL OF DOGS

SCHEDULE 2 – DOGS ON LEAD BY DIRECTION

This order applies to land which is open to the air and to which the public are entitled or permitted to have access within the following description:

The entire width of the available public footpaths at Fishbourne Harbour, the extent of the harbour being shown edged in black on the plan reference, “CDC PSPO – Control of Dogs 2017 – Dogs on Lead by Direction, Fishbourne Channel, Plan No 1”.

PSPO – CONTROL OF DOGS

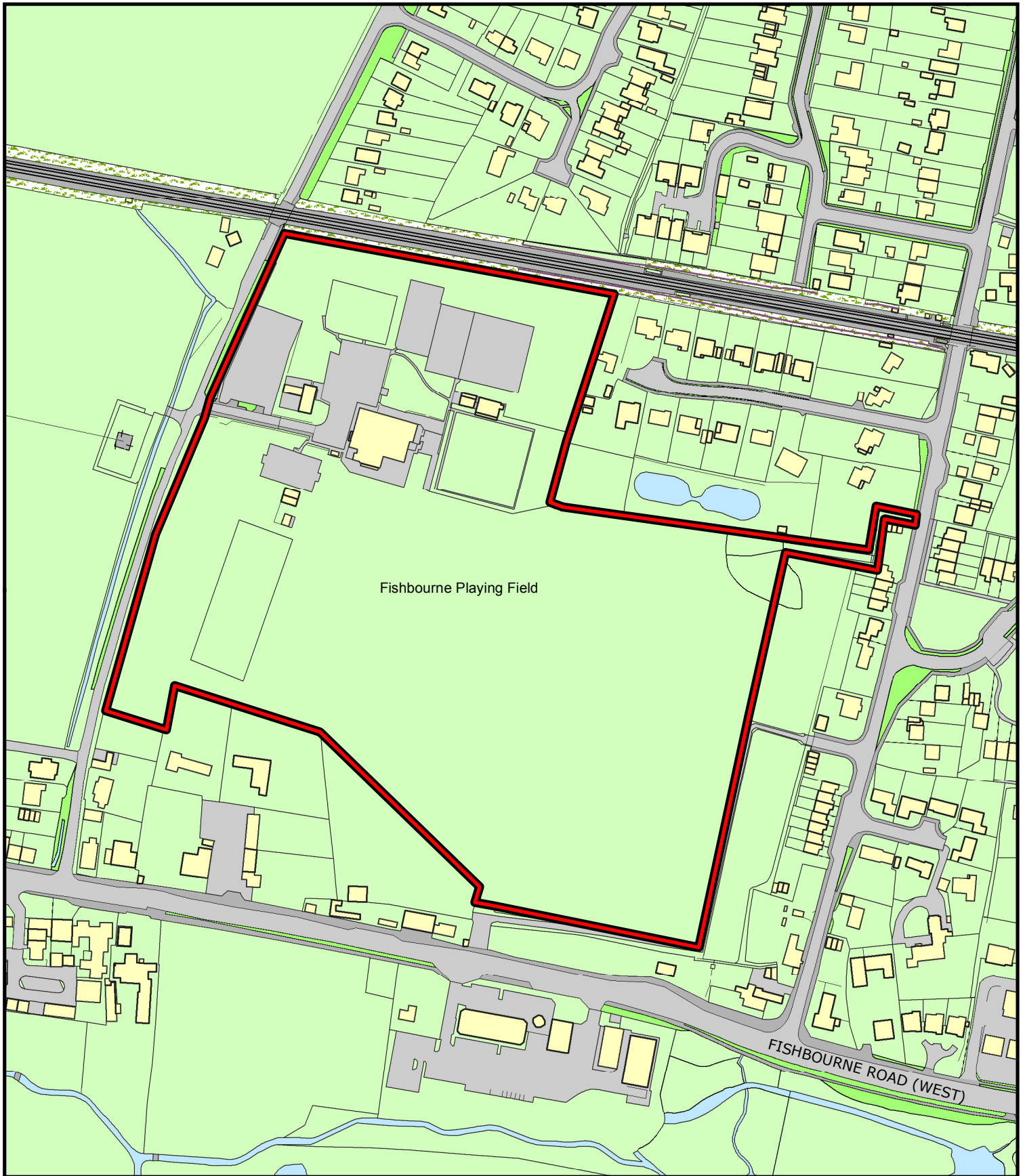
SCHEDULE 3 – EXCLUSION OF DOGS

This order applies to land which is open to the air and to which the public are entitled or permitted to have access within the following descriptions:

1. All children's play areas which are (1) enclosed by means of a fence and/or gate and (2) owned or maintained by Chichester District Council or by any city, parish or town council within the administrative area of Chichester District.
2. Bishop's Palace Gardens (Chichester)
3. Priory Park (Chichester)
4. The foreshore and beach, East Wittering – from groyne A49 to S1
5. The foreshore and beach, Selsey – from groyne E26 to E33
6. The foreshore and beach, Bracklesham – from groyne A22 to A29.

For the areas detailed in paragraphs 1, 2 and 3 of Schedule 3 above, the exclusion of dogs shall apply at all times

For the areas detailed in paragraphs 4, 5 and 6 of Schedule 3 above, the exclusion of dogs shall apply between 1 May and 30 September of each year.



CHICHESTER DISTRICT COUNCIL



Location **Fishbourne Playing Field**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

Scale: 1:2,520

Plan 2

Date: 25/01/2017 **Page 267**

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **Fernhurst Recreation Ground**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

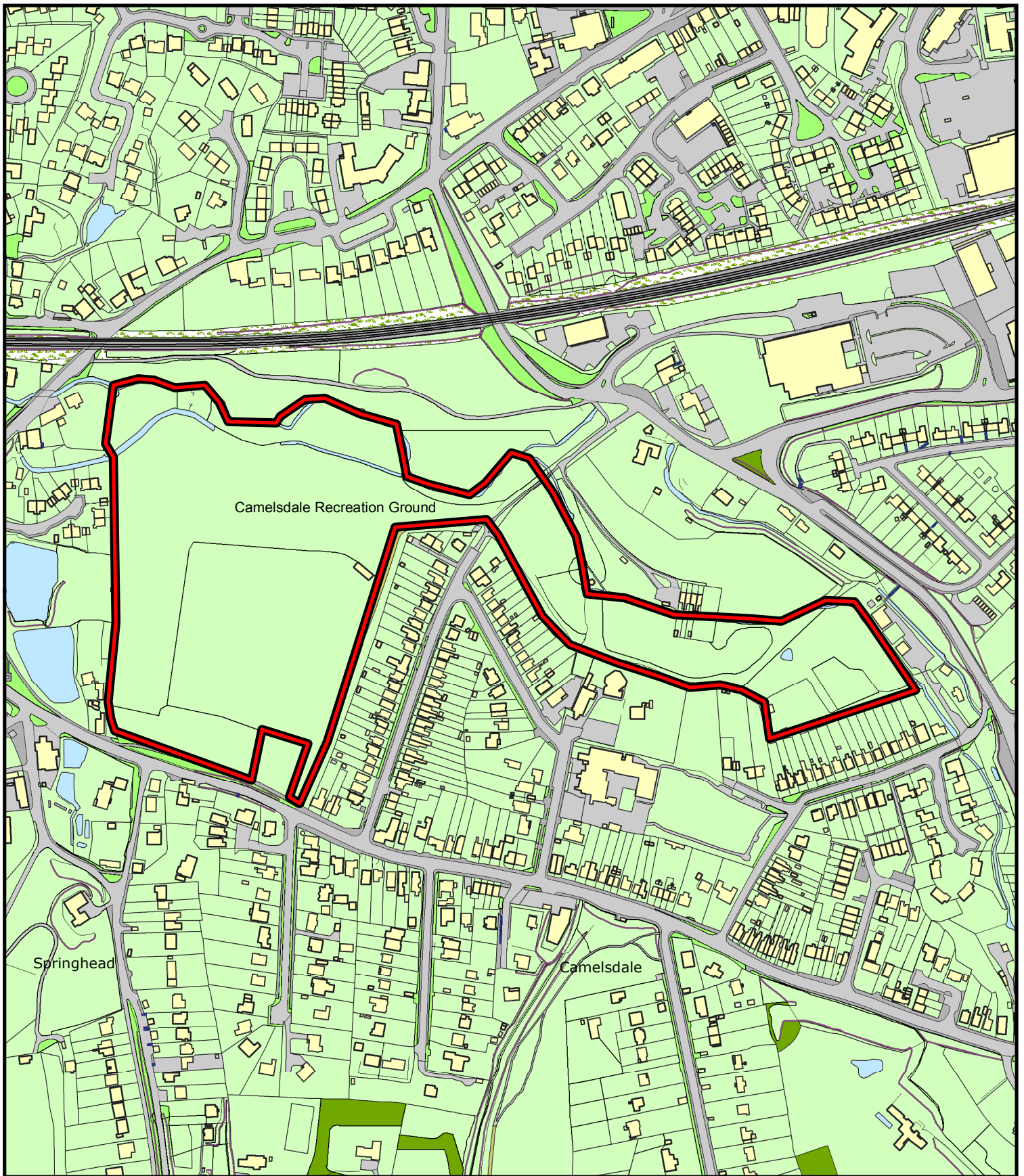
Scale: 1:1,710

Plan 3

Page 268
Date: 25/01/2017

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **Camelsdale Recreation Ground**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

Scale: 1:3,700

Plan 4

Date: 25/01/2017 **Page 269**

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **Quay Meadow**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

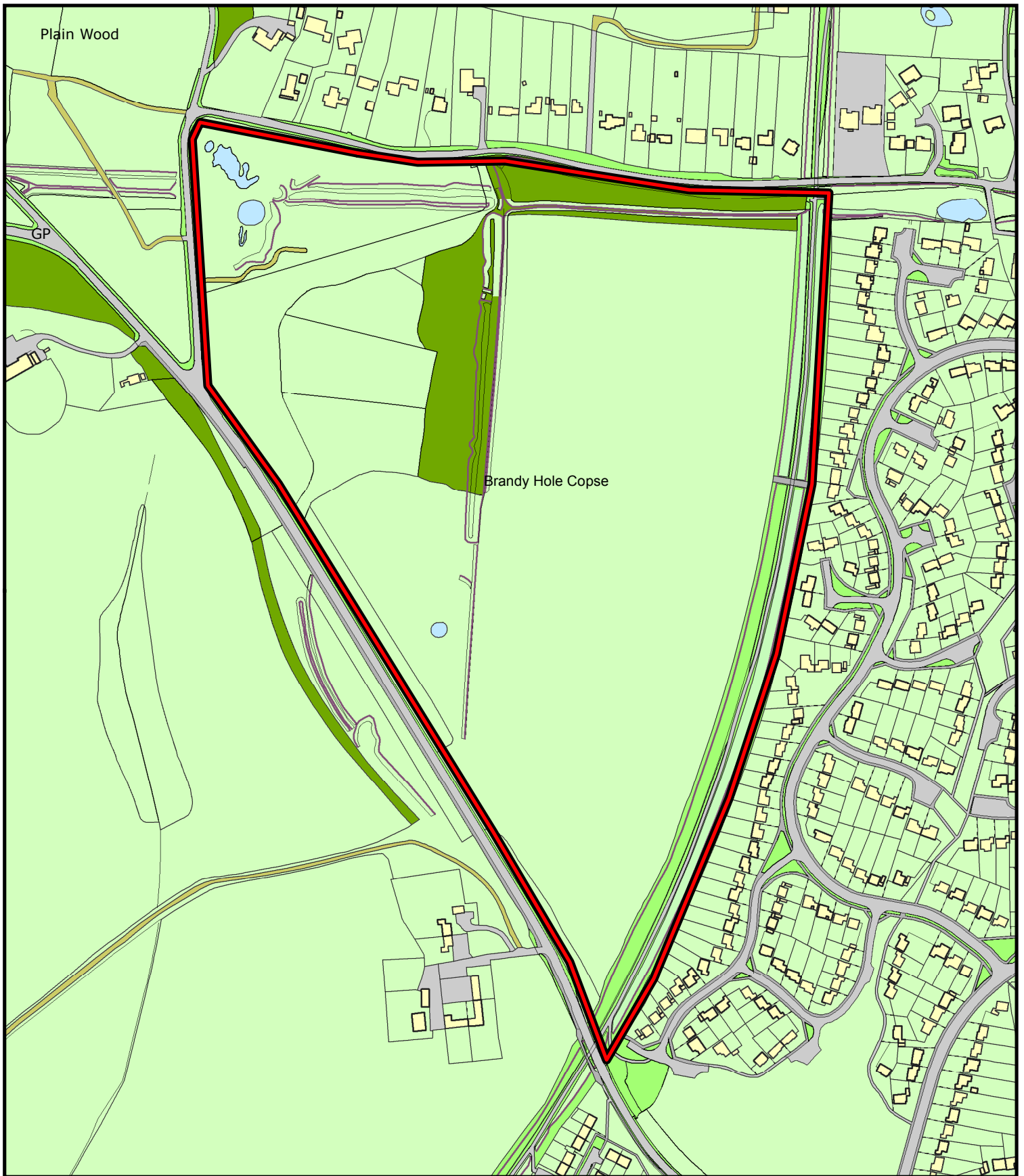
Scale: 1:450

Plan 5

Page 270
Date: 25/01/2017

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **Brandy Hole Copse**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

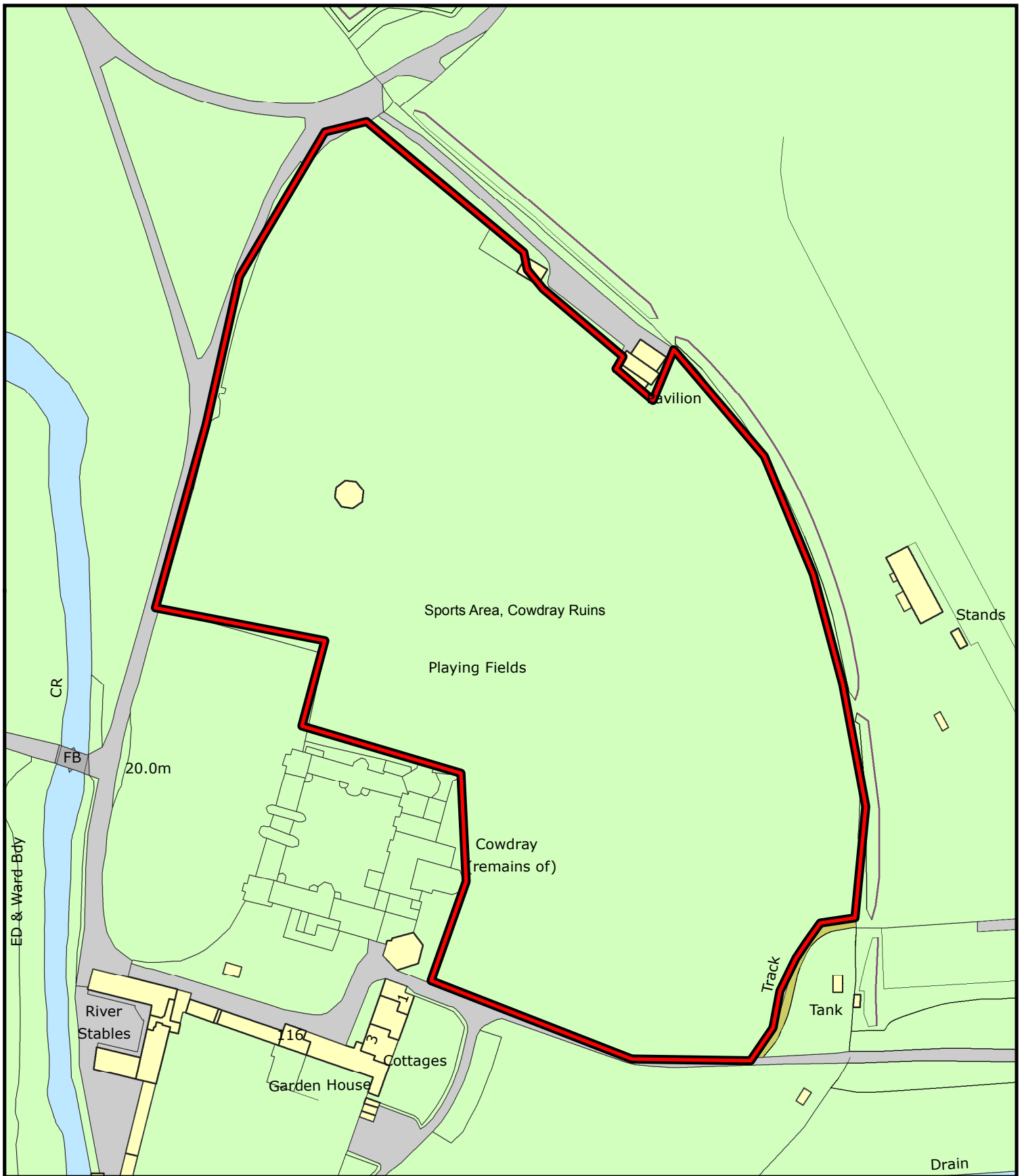
Scale: 1:3,810

Plan 6

Page 271
Date: 25/01/2017

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **Sports Area, Cowdray Ruins**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

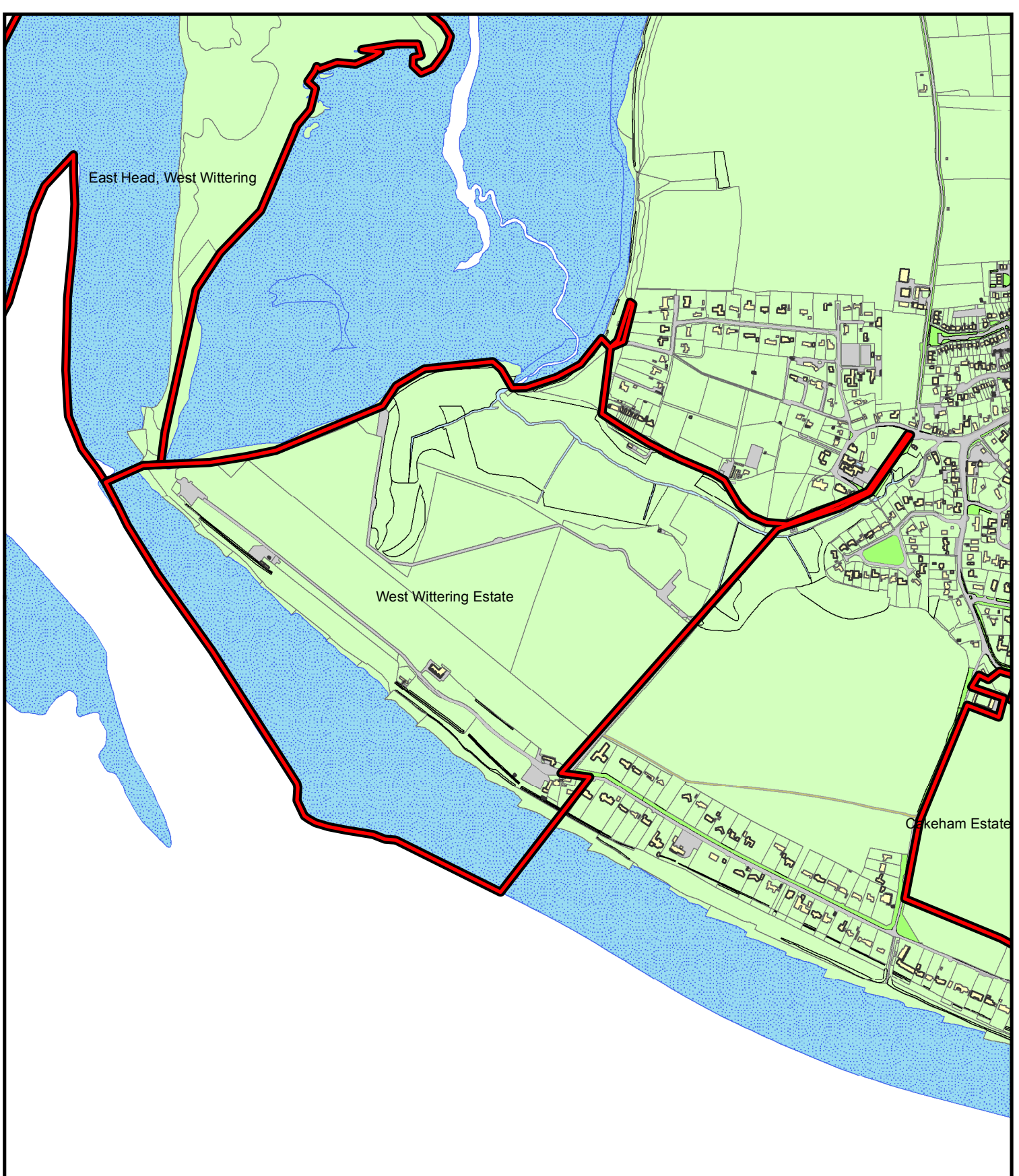
Scale: 1:1,710

Plan 7

Page 272
Date: 25/01/2017

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **West Wittering Estate**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

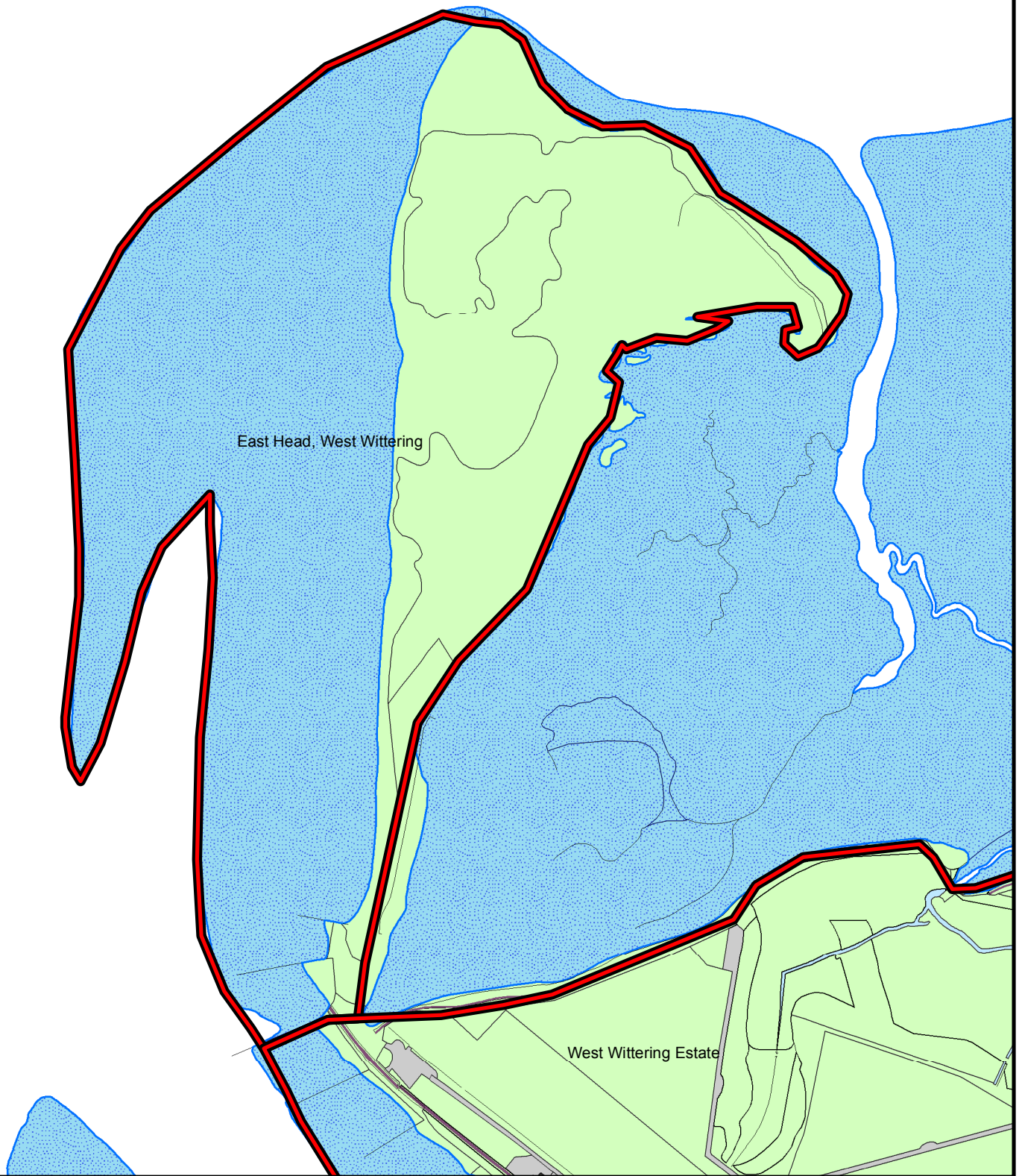
Scale: 1:9,030

Plan 8

Date: 25/01/2017 **Page 273**

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **East Head, West Wittering**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

Scale: 1:5,910

Plan 9

Page 274
Date: 26/01/2017

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **Cakeham Estate**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

Scale: 1:3,970

Plan 10

Date: 25/01/2017 **Page 275**

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **North Mundham Playing Field**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

Scale: 1:1,250

Plan 11

Page 276
Date: 25/01/2017

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **Sports Ground, Petworth Park**

CDC PSPO – Control of Dogs 2017 - Fouling of Land by Dogs

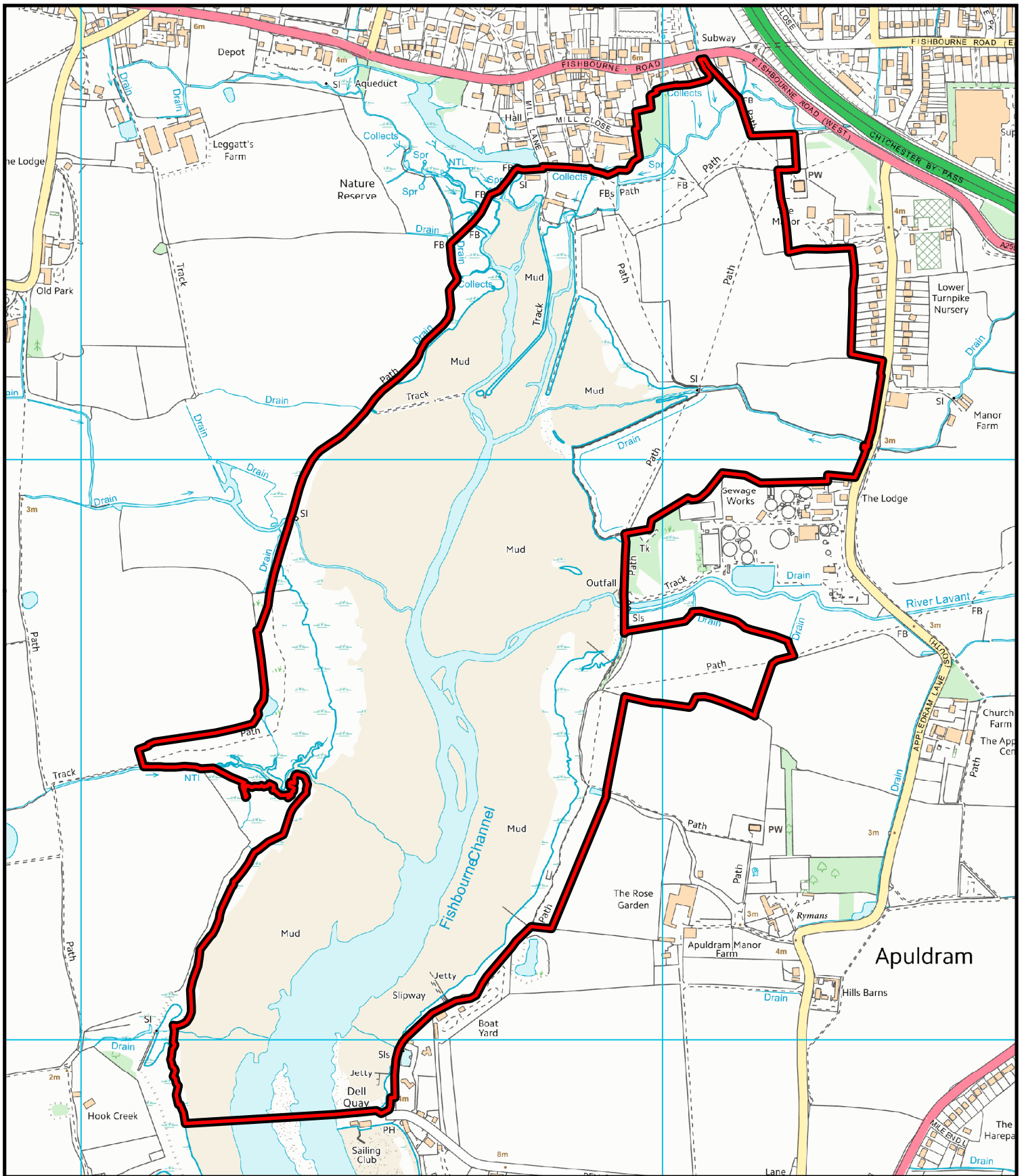
Scale: 1:1,820

Plan 12

Date: 25/01/2017 **Page 277**

Author: Mark Jennings





CHICHESTER DISTRICT COUNCIL



Location **Fishbourne Channel**

CDC PSPO – Control of Dogs 2017 Dogs on Lead by Direction

Scale: 1:8,802

Plan No 1

Page 278
Date: 26/01/2017

Author: Mark Jennings



Chichester District Council

Efficiency Review of Chichester

Contract Services – Concise Report

Waste, Street Cleansing and Grounds

Maintenance

January 2017

The Pavilion, 1st Floor, Botleigh Grange Office Campus, Hedge End, Southampton, Hampshire, SO30 2AF

Tel: 02382 022800

Email: waste.enquiries@wyg.com



Document Control

Project: Waste, Street Cleansing and Grounds Maintenance
Client: Chichester District Council
Job Number: A099696
File Origin: Projects\Chichester DC (08314)\A099696 (Efficiency Review)\Reports

Document Checking:

Prepared by:	Len Attrill, Matt Sellwood, Joanne O'Sullivan	Signed:	 <i>M. Sellwood</i> <i>J. O'Sullivan</i>
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Checked by:	Len Attrill	Signed:	
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Verified by:	Matt Sellwood	Signed:	 <i>M. Sellwood</i>
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Issue	Date	Status
1	November 2016	Final draft
2	November 2016	Final
3	December 2016	Concise Report
4	January 2017	Concise Report v2



Contents Page

1.0	Introduction & Background.....	3
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3.0	Performance – Street Cleansing and Grounds Maintenance.....	16
4.0	Value for Money.....	19
5.0	Looking Forward.....	22



1.0 INTRODUCTION & BACKGROUND

- 1.0.1 Chichester District Council (CDC) is a waste collection authority and serves a population of 115,500 people in approximately 55,140 households. The Council's in-house direct services organisation, Chichester Contract Services (CCS), delivers many of the Council's front-line services including recycling and residual waste collections from both domestic properties and commercial businesses; street cleansing; grounds maintenance; workshop and MOTs; the public convenience service and the cemetery service.
- 1.0.2 A contract for Waste Collection, Recycling and Street Cleansing was let in 2002 for 6 years with an option to extend for a further four years. This was further extended by Cabinet to 2015 at which time the decision was to continue with the in-house service. The grounds maintenance contract was originally let in 1995 and is currently delivered by the council and some private contractors.
- 1.0.3 The Council is currently undertaking an Improvement Programme aimed at modernising the in-house service.
- 1.0.4 Alongside this Improvement Programme, the Council believes that a review with a wider remit would be beneficial. As such WYG has been engaged to carry out the following:
- to provide a high level assessment of the waste collection service, the streets cleansing service and the grounds maintenance service (to the extent of the service currently provided by CCS) and to advise whether the services are operating efficiently and effectively and represent good value for money.
 - to review the waste collection service, street cleansing service and grounds maintenance service and to advise whether the services could be delivered more efficiently and effectively and at lower cost by an alternative service provider.

1.1 Background to Services

- 1.1.1 The waste collection system currently used by CDC is as follows:
- Alternate weekly collection of residual waste from a wheeled-bin and dry mixed recyclables (DMR) from wheeled-bins collecting paper, card, mixed glass, steel and aluminium cans, plastic bottles, plastic pots, tubs and trays, juice cartons and aerosols;



Waste, Street Cleansing and Grounds Maintenance

- Bins for waste and recycling are purchased by the resident, or, in the case of communal properties, by the residents association or management company;
 - Where wheeled-bins cannot be stored, residual waste is collected from plastic sacks;
 - There are some properties serviced by communal bins; and
 - Garden waste collected fortnightly from a 240-litre wheeled bin on a chargeable basis.
- 1.1.2 To reduce residual waste and encourage recycling, CDC has a number of policies on excess waste, whereby excess residual waste should not be collected. Residents are permitted to present excess waste beside their wheeled-bin if the waste is contained within a pre-purchased Council sack. In addition, the Council requires that bins are not overfilled and the lid should be closed.
- 1.1.3 The chargeable service for garden waste currently costs £49 per household per annum and as at the end of December 2016 there were 12,950 customers.
- 1.1.4 Bulky waste is also collected on a chargeable basis, at a rate of £20 for the first item and £15 for each additional item up to eight in total.
- 1.1.5 There is a Commercial Waste operation. It is worth stating that under the EPA (Environmental Protection Act) Waste Collection Authorities have a duty to 'arrange' for Commercial Waste to be collected if requested: but many councils do not directly provide a Commercial Waste service. Further, if a council chooses to provide a Commercial waste service (as CDC does) then there is no obligation for commercial premises in the Collection Authority to use it: and it is only the most successful, well-organised operations which have a sizeable customer base and which operate at a surplus, contributing to Council finances and offsetting household waste costs.
- 1.1.6 All collected materials are delivered to facilities provided by the disposal authority, West Sussex County Council (WSSC). The WSSC MRF (Materials Recycling Facility - operated by Viridor) processes a wide range of dry recyclables as described above.
- 1.1.7 Street cleansing is carried out at a variety of locations within the District. Functions include the sweeping and litter-picking of streets (including the city centre, various town centres, residential streets and industrial areas) and the litter-picking of footpaths and beaches.



There is also a responsibility for the provision and emptying of litterbins and dog waste bins; and for the removal of abandoned vehicles, fly-tips, graffiti and flyposting. A particular challenge is the cleansing of the A27 trunk road, which for much of its length within the District is a high-speed dual carriageway with a small central reservation: this requires special (expensive) measures to cleanse.

- 1.1.8 Some of the grounds maintenance functions are currently outsourced but the Council retains the function of developing and managing such functions. Many of the grounds maintenance services are delivered in-house including at a number of high quality horticultural locations and this includes some of the more highly-skilled operations such as fine turf and high quality floral bedding.

1.2 Focus of this Report

- 1.2.1 The primary focus of this report is to review costs and performance for the current services of waste collection, street cleansing and grounds maintenance: additionally, we will be reviewing options for the Council in terms of improving its recycling / composting performance.
- 1.2.2 We were asked specifically to look at the option of introducing a weekly food waste collection; either as an entirely separate collection using a dedicated fleet or collected at the same time as dry recyclables and/or residual waste via the same vehicle with a separate compartment or pod. With such an option there would need to be a change in the collection fleet and so the timing of any such change needs to be carefully considered in order to reduce as far as possible any amortisation costs from the current fleet.
- 1.2.3 Finally, we consider what the next steps should be for the Council to take in relation to the service areas.

1.3 Methodology

- 1.3.1 To assess CDC's performance in terms of the volumes of waste collected, we have examined the three main waste streams collected and compared these, in terms of kg per household for each stream and in total with comparable authorities. We have also commented on where Chichester's performance fits overall within the statistics for English authorities.



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- 1.3.2 This approach, which takes into account demographic factors and the Index of Multiple Deprivation, gives a more meaningful comparison than the overall WRAP models. We have used the statistics for 2014/15, which are the latest available on a national, audited basis; but we have commented upon changes before and since that date in terms of Chichester's services and tonnages.
- 1.3.3 To assess the quality of street cleansing and grounds maintenance services we have carried out unannounced site inspections at various locations within the District.
- 1.3.4 We presented our interim findings, focussing on current performance in particular, to Council Officers in November 2016.
- 1.3.5 With regard to our headline assessment of efficiency and value for money for all services, we have broken down the operational statistics and costs and provided commentary on them; and then compared these to others in our database. This database includes data from many operations in the South of England in particular, for both in-house operations and those which are contracted out. Our private sector information is regularly updated from the results of recent tenders.
- 1.3.6 In terms of detailed actions to inform parts of our report we have attended at Chichester to discuss current costs and other performance statistics; and we have attended at the depot on two occasions.
- 1.3.7 In this final draft report we have considered both elements together (performance and costs); and set out our findings. This includes consideration of alternative scenarios and the way forward from now.
- 1.3.8 We would like to thank the Officers of Chichester District Council for their assistance in regard to providing data that we have used, which has enabled this report to be completed in a timely fashion.



2.0 Performance – Waste and Recycling

2.1 Overall

2.1.1 As noted in the consultants' brief the "Council's recycling rate has plateaued over the last few years, between 38-40%". This is confirmed by analysing recent publically available data: in 2014/15 Chichester DC achieved an overall recycling/composting diversion of 38.4%, a slight decrease in performance compared to 2013/14 (39.5%). In relation to all other English waste collection authorities (WCAs) Chichester's overall performance is below average, with high performing authorities having a separate food waste collection and, in some cases, a free garden waste service. We understand, however, that during 2016 the Council has put significant efforts into improving its recycling/compost rate which for 2015/16 climbed to just over 40% and reached 42.8% for the first quarter 2016/16. Forecasts for the second and third quarters 2016/17 suggest that this improvement has continued.

2.1.2 Table 1 compares Chichester's performance with its CIPFA Nearest Neighbours (NN), listed in order of socio-demographic similarity to Chichester. This indicates that Chichester's overall performance is the third lowest compared with its Nearest Neighbours, ranging from 60.3% (Stratford-on-Avon) to 32% (Test Valley) in 2014/15 (the latest available year for which data for all English authorities is publicly available).

Table 1: Recycling/Composting (%) for Chichester and its Nearest Neighbours (2014/15)

NN	Authority	Recycling %	Composting %	Total %
(0)	Chichester	27.9	10.5	38.4
(1)	Stratford-on-Avon	25.2	35.1	60.3
(2)	Wychavon	30.8	12.2	43.0
(3)	Cotswold	23.1	34.9	58.0
(4)	Horsham	22.1	22.4	44.5



(5)	South Hams	23.2	30.2	53.4
(6)	Tunbridge Wells	21.2	25.5	46.7
(7)	Winchester	22.4	13.0	35.3
(8)	East Hertfordshire	23.0	26.5	49.5
(9)	Tonbridge & Malling	13.2	29.2	42.4
(10)	Test Valley	24.2	7.8	32.0
(11)	Ashford	31.8	23.5	55.3
(12)	Uttlesford	32.0	18.2	50.3
(13)	East Devon	26.8	19.5	46.3
(14)	Suffolk Coastal	27.0	29.5	56.5
(15)	Mid Sussex	27.9	11.7	39.5

2.1.3 Looking at dry recycling performance only, demonstrates that the Council achieved upper quartile performance compared to other English authorities in 2014/15: it diverted 27.9% recyclable material and is ranked 35th from 229 WCAs. Similarly, amongst the benchmark group Chichester's recycling performance is above average.

2.1.4 In contrast, Chichester collects much less garden and/or food waste than other authorities: its composting rate is 10.5%, which is lower quartile performance in England (at 191st amongst 229 collection authorities). Compared to its benchmark group, Chichester collects the second lowest amount of compostable material. This is entirely understandable given that Chichester operates a chargeable garden waste service and eleven authorities in the benchmark group collected garden waste and/or food waste as part of routine collections (and, therefore, free of any charge) in 2014/15.



2.2 Kerbside Collections

We have used two methods for comparing the relative performance at Chichester:

- Nearest Neighbor Comparison: CIPFA (Chartered Institute of Public Finance and Accountancy) provides a Nearest Neighbor Model which enables an authority to identify the most similar authorities to itself based on a series of default and bespoke variables; this creates a Nearest Neighbor group of similar authorities.
- Comparison with similar authorities: Our experience has shown that looking at the Index for Multiple Deprivation is key in making comparisons, since there is a direct relationship between the score (IMDs) and performance in relation to waste. So we have compared the councils performance with similar authorities based on this.

Chichester Compared with CIPFA Nearest Neighbors

2.2.1 Table 2 compares Chichester’s performance with its CIPFA Nearest Neighbours (NN), listed in order of socio-demographic similarity to Chichester. The table shows Chichester’s kerbside collection performance in kg per household per year (kg/hh/yr) in 2014/15, the latest available year for which data for all English authorities is publicly available.

2.2.2 Compared with its Nearest Neighbours, Chichester has the 5th highest yield in kg/hh/yr for kerbside dry recycling (above the average of 176kg/hh/yr), the 5th lowest yield for kerbside garden waste (or mixed composting), the seventh highest yield for kerbside residual waste and the fifth lowest yield for total kerbside waste. Chichester does not collect food waste compared with ten of its Nearest Neighbours who do.

Table 2: Kerbside Yields (kg/hh/yr) for Chichester and its Nearest Neighbours

NN	Authority	Recycling (exc. rejects)	Food	Garden/ Mixed	Residual +rejects	Total
(0)	Chichester	209	0	81	382	672
(1)	Stratford-on-Avon	232	0	343 [#]	380	955



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(2)	Wychavon	233	0	95	445	773
(3)	Cotswold	186	0	331±	327	844
(4)	Horsham	204	0	211	493	909
(5)	South Hams	119	0	223#	374	715
(6)	Tunbridge Wells	131	0	247#	434	811
(7)	Winchester	144	0	96	422	662
(8)	East Hertfordshire	202	0	243#	425	870
(9)	Tonbridge & Malling	57	0	282#	483	821
(10)	Test Valley	133	0	60	473	666
(11)	Ashford	240	98	86	304	729
(12)	Uttlesford	248	86	28	414	777
(13)	East Devon	142	88	5	316	551
(14)	Suffolk Coastal	147	0	248#	342	737
(15)	Mid Sussex	192	0	80	369	640
<i>Average</i>		<i>176</i>	<i>17</i>	<i>166</i>	<i>399</i>	<i>758</i>

Food and garden waste collected together so reported as combined kg/hh

± Food waste collected separately from garden waste but reported together

Note: Cotswold, East Devon, East Herts, South Hams, Tonbridge & Malling - rejects from DEFRA published statistics

2.2.3 For the same authorities, those that collect fully co-mingled recyclables including glass tend to collect more than authorities with different collection types. The lowest-performing authorities collect materials separately as well as only targeting a small range of materials.



2.2.4 Where dry recyclate is collected co-mingled (with or without glass) it is inevitable that there will be a degree of contamination identified during the MRF process. Contamination rates in the UK have increased sharply following the tightening of regulations in 2014; and also as a result of the MRF operators being more careful in accurately measuring them as a result of a change in regulations and as a result of the fall in material values. Contamination rates in CDC have improved markedly over the last 2 / 3 years. CDC's average contamination for 2016 was 4.9%, which is considerably below the UK national average of ca. 14%.

Chichester Compared with Similar IMD Authorities

2.2.5 We also compared Chichester with authorities with IMDs within 10 points of Chichester (i.e. 3.5 to 23.5) that collect residual waste fortnightly from bins and collect recycling either fully co-mingled or in separate streams.

2.2.6 Chichester has a kerbside recycling yield that is slightly lower than the benchmark for authorities that collect co-mingled including glass using 240 litre bins as standard, but quite a bit lower than authorities with smaller residual waste bins.

2.2.7 3.3.4 Chichester has a significantly higher kerbside recycling yield than authorities that collect recyclate in separate streams, regardless of frequency and container types.

2.3 Garden Waste

2.3.1 Chichester DC operates a chargeable collection service for garden waste which services nearly 13,000 customers. Currently the charge is £49 per household per annum when paying by direct debit (£56.50 if paid by credit/debit card). Collection rounds have been reconfigured in order to absorb future service growth, which the council intends to achieve by March 2017.

2.3.2 We have examined Chichester's Nearest Neighbours to determine which authorities currently operate a chargeable garden waste service. Chichester collects the highest amount of material per household compared to the other authorities and the percentage of householders using the service is about average.

2.3.3 Chichester's annual subscription rate is among the higher in the benchmark group, but this has not limited the number of subscribers, which are about average. The recent initiative to



increase the number of customers is making good progress, and could divert a significant extra tonnage for composting.

2.4 Bulky Waste

- 2.4.1 The Council operates a collection service for bulky household waste, including fridges and freezers. Residents can book a collection at a cost of £20 for the first item and £15 for each additional item up to eight in total. As part of the Council's improvement plan charges have been revised and an online booking system has been introduced which is reducing processing time.
- 2.4.2 We considered the charges levied by Chichester in relation to its Nearest Neighbours, including their indices of multiple deprivation (IMD).
- 2.4.3 The average cost to the customers of these authorities is £26, with Chichester charging less than this at £20.

2.5 Commercial Waste

- 2.5.1 The Council operates a commercial waste service which is accounted for separately in a way which we believe is entirely appropriate. The accounts show that it delivered a healthy surplus in 2015/16.
- 2.5.2 It is rare to find a municipal commercial waste operation as successful as Chichester's, and which keeps its accounts in a format which shows the activity separately and with clear cost centres and operating profit: we commend the Council for these achievements.

2.6 Conclusions/Recommendations

- 2.6.1 Chichester District Council is already performing well in terms of waste minimization, and is reaching upper quartile performance in terms of recycling diversion. However, opportunities to increase recycling/composting performance further and reduce the amount of waste generated are constantly reviewed.
- 2.6.2 The Council performs well in terms of dry recycling and in terms of waste minimisation. This is excellent performance, and the only area for potential improvement might be to look at



how the contamination rate could be further reduced. The Council's overall performance when recycling & composting are combined is however somewhat lower performing.

- 2.6.3 In terms of more significantly improving its performance, there are really only two options: to abandon the current chargeable system for garden waste collection; or to introduce a food waste collection service. We consider that both would mean an exponential increase in costs: the former is more expensive since it involves lost income as well as increased collection costs, giving a combined net increase of ca. £1.25 million per annum plus one-off costs for wheeled-bins.
- 2.6.4 The optimum time to introduce a food waste collection service would be in two to three years' time when the bulk of the current collection fleet comes up for replacement. However, even taking into account this optimisation, the costs would increase by ca. £550,000 per annum plus one-off costs of ca. £365,000 for containers and publicity.
- 2.6.5 Although recycling / composting rates continue to be measured, it is not at all clear what will happen in terms of the UK's overall performance after the UK leaves the EU. With this uncertainty plus the very significant costs, we would urge the Council to be cautious in changing much, unless funding were to be forthcoming for the food waste option from the Disposal Authority. We believe that it would be appropriate for the Council to open discussions on this point with West Sussex County Council.
- 2.6.6 The Council could consider increasing its charges for bulky waste as these are on the low side in comparison with benchmark authorities.
- 2.6.7 With regard to garden waste, we understand that current policy is to retain the customer level of charge and look to increase the customer base: this seems to us to be a sensible policy to go forward with.
- 2.6.8 In summary, the Council is making progress in increasing its customer base whilst retaining its charge: this seems a sensible policy going forward. We understand that in 2016 there has been an increase in customers of over 1,500 following a successful promotional campaign.
- 2.6.9 While the charge levied by Chichester is reasonable on the basis of this benchmarking data we would suggest that there may be merit in considering an increase in bulky waste charges at Chichester.



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2.6.10 The Council has a highly successful Commercial Waste operation which we commend.



3.0 Performance – Street Cleansing and Grounds Maintenance

3.1 Street Cleansing

- 3.1.1 WYG conducted street cleansing inspections (on an unannounced basis) in October.
- 3.1.2 To assess the quality of street cleansing that is currently being delivered, randomly selected transects across a selection of land uses were inspected using the standard NI195 grading system.
- 3.1.3 Particular attention was paid to Chichester city centre and the surrounding recreation areas, as well as to Midhurst, Selsey and Wittering. It is important to note that the survey was conducted during school holidays thus areas of Main Retail and nearby Recreation Areas are expected to have higher footfall and provide more of a challenge to maintaining high standards of environmental quality from a cleansing perspective.
- 3.1.4 Although such a methodology cannot be considered as thorough as a comprehensive performance assessment, it does provide an accurate snapshot of the current situation with regard to street cleansing at the locations visited as well as a useful picture of general performance. In addition to the standard NI195 elements (litter, detritus, graffiti and fly-posting), we also measured the presence of weed growth and observed grounds maintenance.

Chichester

- 3.1.5 Overall Street cleansing in Chichester was of a high standard, particularly in the city centre and other areas of high footfall. Many instances of spotless road channels were observed such as St Martin's Square and Little London. There were some light scatterings of small litter around benches in East Street, but no instances of detritus, graffiti, fly-posting or weeds were observed. In the areas surrounding the city centre cleansing standards again were at a relatively high level, instances of fly-posting and graffiti were few and far between, and road channels were predominantly free from detritus and litter. Car parks in these areas were also observed to be cleansed to a high standard.
- 3.1.6 One a section of the A27 Chichester Bypass had large accumulation of detritus and weeds in the road channel, however we recognise there are severe operational difficulties in cleansing



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high speed roads such as the A27 and cleansing can only be really effected with (expensive) road closures.

Midhurst

- 3.1.7 Overall standards of street cleanliness were very good in the retail areas. In the surrounding residential roads standards of street cleansing dropped slightly particularly for detritus. Improvements could be made by paying particular attention to the backline and road channels with the presence of parked cars and possibly a more regular litter pick of the Holmbush Way Playground.

Selsey

- 3.1.8 Overall standards of street cleanliness were very high especially the residential areas surveyed around Lifeboat Way. The clearance of detritus and increased treatment and removal of weeds would also improve the overall environmental quality of the area

East Wittering and West Wittering

- 3.1.9 Street cleansing performance in Wittering was to a good standard particularly in terms of litter, graffiti and fly posting. More attention could be paid to the removal of detritus in the road channels of the streets mentioned above

3.2 Grounds Maintenance

Chichester

- 3.2.1 Grounds maintenance areas across Chichester appeared to be maintained to a very high standard. The grounds maintenance features around the city centre appeared to be extremely well presented and maintained.
- 3.2.2 A number of gardens such as Bishops Palace Gardens, Jubilee Gardens and New Park Road Memorial Gardens were observed and found to be maintained to a very good standard.
- 3.2.3 A number of other recreation areas and sports pitches were also observed including but not limited to Priory Park, Oaklands Park, New Park Road Park and Sherbourne Road; the majority of which were maintained to a very high standard for litter, detritus, graffiti, fly-posting and weeds.



- 3.2.4 Priory Park had some minor incidences of graffiti on picnic benches and a few pieces of litter scattered around the children's play area but was otherwise very well maintained including the cricket pitch and bowling green.
- 3.2.5 Grounds maintenance across the district appeared to be maintained to a very high standard. Flower beds and gardens around the city centre were aesthetically pleasing; sports pitches and recreation areas were well kept and the majority of children's play areas were in very good condition despite it being a school holiday.

3.3 Conclusions/Recommendations

- 3.3.1 Our site inspections showed the quality of street cleansing and grounds maintenance services delivered by the in-house team to be excellent overall. We know that there are concerns regarding the cleanliness standard of A roads (including but not limited to the A27); if higher standards are desired this almost certainly requires an increased budget owing to changed procedures governed by law which have increased the cost of such operations exponentially.
- 3.3.2 We do not pretend that our site inspections of street cleansing standards are as comprehensive as a full LEQ (Local Environmental Quality) survey, although we use the same methodology in calculating scores. From our sample we note that the failure rate for litter was 2.5%, and for detritus 6%; with no failings for graffiti and flyposting. Contractor performance for shire district councils is generally not set at such a tight level: we know of nearby authorities with targets of 4% for litter, 8% for detritus and 1% each for graffiti and flyposting.
- 3.3.3 Generally street cleansing in and around Chichester city centre is to a very good standard, it is evident that sufficient resources and street cleansing and ground maintenance regimes are used within the city centre focusing on the main retail and heavy footfall areas. As you move away from the city centre towards more residential areas occurrences of primarily detritus and weeds do increase slightly but standards are still very good.



4.0 Value for Money

Waste Services

- 4.0.1 Our brief required a high level assessment of the waste collection service, street cleansing service and grounds maintenance service and to advise whether the services are operating efficiently and effectively and represent good value for money.
- 4.0.2 In this section we also consider whether the services could be delivered efficiently and effectively and at lower cost by an alternative service provider.
- 4.0.3 The waste services that are included in our value for money comparison are refuse, recycling, garden waste and bulky waste service. We do not consider the commercial waste operation as our analysis has indicated a very sound operation.
- 4.0.4 The first stage in terms of estimating the cost of collection for the domestic waste service (refuse and recycling) is to calculate the resources required for an alternate weekly collection of refuse and recycling. Our assessment includes a provision for properties classed as flats and maisonettes which require slightly different collections.
- 4.0.5 Our productivities are based on our understanding of how services would be expected to be delivered, and the rural/urban mix of the district. We also consider the tonnages of waste to be collected, in particular the residual waste tonnages which will be higher than the recycle.
- 4.0.6 We have included a dedicated provision required to undertake bulky waste collections and bin delivery plus other ad-hoc tasks; and a provision for spare resources, used to support the contract in the event of breakdowns.
- 4.0.7 A private sector contractor would be expected to resource the management side of the operation slightly differently to that currently seen, and we have considered the impact on corporate overheads.
- 4.0.8 If the services were outsourced then the Council would require a 'client' side to monitor the contractor's performance, but with all these considerations taken into account, we are clear that the Council would not be financially better off by using a private sector supplier, instead of delivering its own services.



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4.0.9 We should also note at this point that exposing the service to competition would incur one-off costs: and the quality of the outcome might not be as high as is currently delivered. A number of outsourced operations in rural districts currently see high levels of missed collections.

4.0.10 We have calculated private sector costs for the various services: it is important to note that our estimates are based on a broad-brush basis (particularly for street cleansing and grounds maintenance); we have had to ignore relatively minor factors such as depot costs (in a contracted-out situation these costs typically remain with the council), and if we were to include these they would show the costs of the private sector to be higher than our calculations.

Street Cleansing Services

4.0.11 CDC delivers its street cleansing services on an output / outcome basis rather than a frequency basis. We consider the outcomes to be high; and rather higher than are often delivered by private contractors to shire districts.

4.0.12 To calculate a likely private sector cost, we have (as we have for waste) considered the overall level of resource which we believe a private sector estimator would allow for and applied unit rates. In terms of the resource we have assumed that about the same level of quality is required.

4.0.13 We have considered the interactions expected between mechanical and manual resources, and the workloads these resources can manage in a district such as Chichester.

4.0.14 We have considered the resources required to undertake specific tasks such as managing dog bins and cleansing smaller towns such as Midhurst, Petworth, Selsey, the Witterings).

4.0.15 We note that Chichester City centre includes a pedestrianised area: we have therefore allowed specialist resources to tackle these areas and work with the other town centre resources, to deliver the standards required.

4.0.16 We feel that some provision would need to be made for overtime to as well as temporary / agency cover for leaf clearing; so we have added costs to cover this.



4.0.17 Again, it is important to consider that if the service were outsourced then the Council would require a 'client' side to monitor the contractor's performance. We are of the opinion that the Council would not be financially better off by using a private sector supplier.

4.0.18 Our estimate does not include any additional costs associated with road closures for the cleansing of high speed roads: we think that this subject needs careful consideration in terms of budget setting in future years.

4.1 Conclusions/Recommendations

4.1.1 We are quite clear that we see no advantage to the Council in outsourcing or market-testing these services at this point in time: in arriving at this conclusion we have had to consider the costs of the Council undertaking a 'client' function. We have not calculated a cost for market-testing but if this were included it would simply add weight to our conclusions.



5.0 Looking forward

- 5.0.1 Having established that the Council operation is delivering good standards for a price that would be unlikely to be significantly improved by outsourcing, the Council needs to ensure that it is positioned to maintain this situation. The challenge is to future-proof the services.
- 5.0.2 The services that we have reviewed have been well managed and improved in the past and there are clearly some highly skilled people in the team: the challenge for the Council now is to establish a structure that will be resilient for the future.
- 5.0.3 The future of the service will rely on skills being retained and developed, but also investment (money, time, training, personnel) into the organisation to ensure it is able to develop in line with service changes and any legislative changes.

Agenda Item 19

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