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A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House East Pallant Chichester West Sussex on **Tuesday 4 September 2018 at 09:30**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

AGENDA

PRELIMINARY MATTERS

1 Chairman's Announcements

The chairman will:

- make any specific announcements for this meeting and
- advise of any late items for consideration under agenda item 15 (a) or (b).

Apologies for absence will be taken at this point.

2 Approval of Minutes (pages 1 to 10)

The Cabinet is requested to approve as a correct record the minutes of its ordinary meeting on Tuesday 3 July 2018, a copy of which is circulated with this agenda.

3 Declarations of Interests

Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests which they might have in respect of matters on the agenda for this meeting.

4 Public Question Time

In accordance with Chichester District Council's scheme for public question time and with reference to standing order 6 in part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, the Cabinet will receive any questions which have been submitted by members of the public in writing by 12:00 on the previous working day. The total time allocated for public question time is 15 minutes subject to the chairman's discretion to extend that period.

RECOMMENDATIONS TO THE COUNCIL

NONE

KEY DECISIONS

5 **Award of Contract for East Beach Outfall Replacement** (pages 11 to 14)

The Cabinet is requested to consider the agenda report and its appendix (which is confidential Part II exempt* material and is printed on salmon-coloured paper for members and relevant officers only) and to make the resolutions set out below:

- (1) That the contract for the East Beach outfall replacement be awarded to Contractor B, the details of which are set out in the exempt appendix to the agenda report.
- (2) That a variation to the capital programme for 2018-2019 be approved by including the replacement of East Beach surface water outfall at a cost of £149,000.
- (3) That the cost of replacing this asset in future years be added to the Asset Replacement Programme.
- (4) That the proposed expenditure be funded from Community Infrastructure Levy funds of £100,000 already approved in the Infrastructure Business Plan 2018-2019 and the balance be funded from revenue resources to the extent that it is not otherwise met from external grant from Southern Water.
- (5) That authority be delegated to the Divisional Manager for Environmental Protection to approve the funding conditions and the detailed spend of any grant funding awarded by Southern Water for the project.

*[Note 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]

6 **Development Site - The Grange Midhurst** (pages 15 to 23)

The Cabinet is requested to consider the agenda report and its three appendices (the second and third of which are confidential Part II exempt* material and are printed on salmon-coloured paper for members and relevant officers only) and to make the resolution set out below:

- (1) That the offer submitted by the preferred bidder for the Grange disposal land be approved in principle, the details of which are set out in the confidential exempt appendix 2 to the agenda report.
- (2) That the Director Growth and Place be authorised, after consultation with the Cabinet Member for Growth and Place, to conclude a freehold sale, initially through a contract subject to planning, at not less than the figure stated in the confidential exempt appendix 2 to the agenda report.

***[Note 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]**

7 Future Funding for the Community Warden Service (pages 24 to 27)

The Cabinet is requested to consider the agenda report and its three appendices within the agenda supplement and to make the resolutions set out below:

- (1) That the Community Warden Service continue to be funded at 50% for three years (as set out in para 5 of the agenda report) subject to match funding being secured by partners.
- (2) That the Senior Community Warden post continue to be funded at 100% for three years (as set out in para 5 of the agenda report) subject to a review should more than one warden patrol fail to be funded.

OTHER DECISIONS

8 'Breathing Better' - West Sussex County Council's Partnership Approach to Improving Air Quality (pages 28 to 30)

The Cabinet is requested to consider the agenda report and its two appendices in the agenda supplement and to make the resolutions set out below:

- (1) That West Sussex County Council's air quality plan 'Breathing Better' be endorsed.
- (2) That the draft terms of reference for the West Sussex County Council proposed Inter-Authority Air Quality Group be endorsed.
- (3) That the Council's participation in the proposed West Sussex County Council Inter-Authority Air Quality Group be supported.

9 Corporate Plan Projects 2018-2019 (pages 31 to 33)

The Cabinet is requested to consider the agenda report and to make the following resolution:

The release of £17,500 allocated by the Cabinet at its meeting on 9 January 2018 to progress the options appraisals identified in the Corporate Plan 2018-2019 for The Old Bakery Petworth and land at Bracklesham Bay be approved.

10 Housing Strategy - Proposed Revised Timetable (pages 34 to 36)

The Cabinet is requested to consider the agenda report and to make the following resolution:

That (a) the life of the existing Housing Strategy be extended to 2020 and (b) a new overarching strategy be developed in accordance with the revised timetable

set out in paragraph 5 of the agenda report.

11 Provision of Vehicle Wash Facility at Westhampnett Depot (pages 37 to 39)

The Cabinet is requested to consider the agenda report and to make the following resolutions:

- (1) That £20,000 be released from capital reserves to fund the appointment of a civil engineering consultant to develop a costed design solution for a new vehicle wash facility and associated works at Westhampnett depot.
- (2) That officers be authorised to appoint the design consultant and to present a project initiation document to the Cabinet at its meeting on 4 January 2019.

12 Section 106 Community Facilities - 5th Chichester Scout Group (pages 40 to 44)

The Cabinet is requested to consider the agenda report and its appendix (which is confidential Part II exempt* material and is printed on salmon-coloured paper for members and relevant officers only) and to make the resolution set out below:

That the release of £62,724.73 Section 106 Community Facilities monies plus interest accrued to the date of release to the 5th Chichester Scout Group for enhancement of the Scout Hut at Whyke Road Chichester be approved.

*[**Note** 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]

13 Tangmere Strategic Development Location - Selection of a Development Partner (pages 45 to 50)

The Cabinet is requested to consider the agenda report and its six appendices (which are confidential Part II exempt* material and circulated within the agenda supplement and printed on salmon-coloured paper for members and relevant officers only) and to make the resolutions set out below:

- (1) That Countryside Properties (UK) Limited be appointed as the Council's development partner to take forward the development of the Tangmere SDL.
- (2) That authority be delegated to the Director of Planning and the Environment following consultation with the Cabinet Member for Planning Services to agree and sign the finalised Development Agreement.
- (3) That officers and the development partner be instructed to continue dialogue with the landowners/site promoters to facilitate development of the site without the need for a compulsory purchase order if possible.
- (4) That the revised timetable be agreed for making the compulsory purchase order, if required, set out at paragraph 6.5 of the agenda report.

*[**Note** 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]

14 2017-2018 Treasury Management Out-turn (pages 51 to 60)

The Cabinet is requested to consider the agenda report with its three appendices and to make the following resolution:

The summary of treasury management activities and performance for 2017-2018 be noted.

FINAL MATTERS

15 Late Items

- (a) Items added to the agenda papers and made available for public inspection
- (b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting

16 Exclusion of the Press and Public

Although there are no fully confidential Part II exempt items in this agenda, the reports for certain agenda items contain Part II appendices. If the Cabinet wishes to discuss all or any of the Part II appendices to agenda items 5 (Award of Contract for East Beach Outfall Replacement) and/or 6 (Development Site – The Grange Midhurst) and/or 12 (Section 106 Community Facilities – 5th Chichester Scout Group and/or 13 (Tangmere Strategic Development Location – Selection of a Development Partner), it will need first of all in each case to pass a resolution to exclude the press and the public from the meeting on the following ground of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

NOTES

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to

do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 of Chichester District Council's *Constitution*]

(4) A key decision means an executive decision which is likely to:

- result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates or
- be significant in terms of its effect on communities living or working in an area comprising one or more wards in the Council's area or
- incur expenditure, generate income, or produce savings greater than £100,000

NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET

Standing Order 22.3 Chichester District Council's *Constitution* provides that members of the Council may, with the chairman's consent, speak at a committee meeting of which they are not a member, or temporarily sit and speak at the Committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should *normally* seek his consent in writing by email in advance of the meeting. They should do this by noon on the day before the meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where he would therefore retain his discretion to allow the contribution without notice.



Minutes of the meeting of the **Cabinet** held in Committee Room 2 at East Pallant House Chichester West Sussex on Tuesday 3 July 2018 at 09:30

Members Present

Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

Members Absent

Officers Present

Mr A Buckley (Corporate Improvement and Facilities Manager), Mrs J Dodsworth (Director of Residents' Services), Mrs L Grange (Divisional Manager for Housing), Miss L Hill (Senior Neighbourhood Planning Officer), Mrs J Hotchkiss (Director of Growth and Place), Mrs A Huggett (Business Development Manager), Mr P E Over (Executive Director), Mrs S Peyman (Divisional Manager for Culture), Mr B Riley (Divisional Manager for Chichester Contract Services), Mrs M Rogers (Benefits Manager), Mrs L Rudziak (Director of Housing and Communities), Mr G Thrussell (Legal and Democratic Services Officer) and Mr J Ward (Director of Corporate Services)

544 Chairman's Announcements

Mr Dignum greeted the members of the public and Chichester District Council (CDC) members and officers, and the two press representatives who were present for this meeting.

He particularly welcomed Karen Dunn, who was attending her first meeting as a recently appointed local democracy reporter with the *Observer* series of newspapers. Ms Dunn's appointment was part of a pioneering project by local media organisations and the BBC to ensure that local politicians were properly held to account.

There were no apologies for absence and all members of the Cabinet were present.

There were no late items for consideration.

Although he had no specific announcements, Mr Dignum said he would provide a narrative overview of the agenda business for consideration at this meeting to demonstrate how the Cabinet's remit today and typically was not a set of disparate

ad hoc matters but was strongly grounded in CDC's policies and the current administration's values.

Agenda item 5 was the annual report for 2017-2018, which summarised the enormous range of work which had been successfully accomplished in the past year by officers in accordance with decisions made by members. The decisions due to be made at this meeting or by the Council later in the month would assist CDC to achieve another range of successes in 2018-2019. He also highlighted: (a) further actions proposed to improve residential housing, in particular to help prevent homelessness and secure higher standards for tenants living in homes with five tenants or more (item 6); (b) seeking to secure substantial cost savings in CDC's business waste disposal costs (item 8), exemplifying the drive to make its services steadily more efficient; (c) demonstrating CDC's priority to look after the most needy by proposing for the seventh consecutive year, unlike almost all other local councils, not to reduce the assistance given to the area's least well-off council tax payers (item 9); (d) the leadership shown by the chief executive in finding a way of providing disabled facilities grants to those needing them more swiftly, more simply and more cost-effectively (item 10); and (e) considering whether The Novium Museum should be retained in-house, having looked unsuccessfully at alternative ways of providing the city's museum service, and for officers to produce a plan to take it forward as one of the four pillars of Chichester's cultural offer to residents and visitors alongside the Pallant House Gallery, the Chichester Festival Theatre and the Cathedral (item 12).

[Note Hereinafter in these minutes CDC denotes Chichester District Council]

[Note Minute paras 545 to 558 below summarise the Cabinet's discussion of and decision on agenda items 2 to 15 inclusive but for full details of the items considered in the public session please refer to the audio recording facility via this link:

<http://chichester.moderngov.co.uk/ieListDocuments.aspx?CId=135&MId=979&Ver=4>

545 **Approval of Minutes**

The Cabinet received the minutes of its ordinary meeting on Tuesday 5 June 2018 and of its special meeting on Friday 8 June 2018, both of which had been circulated with the agenda.

There were no proposed changes to either set of minutes.

Decision

The Cabinet voted unanimously on a show of hands to approve both sets of the aforesaid minutes without making any amendments.

RESOLVED

That the minutes of the Cabinet's ordinary meeting on Tuesday 5 June 2018 and of its special meeting on Friday 8 June 2018 be approved.

546 **Declarations of Interests**

No declarations of interests were made at this meeting.

547 **Public Question Time**

No public questions had been submitted for this meeting.

548 **Council's Annual Report 2017-2018**

The Cabinet received and considered the agenda report and its appendix in the agenda supplement.

This item was introduced by Mr Dignum.

Mr Buckley was in attendance for this matter.

Mr Dignum said that the report and its appendix could be taken as read, leaving the detail to be addressed at the Council meeting on Tuesday 24 July 2018.

The Cabinet supported this approach and so there was no discussion of this item.

Decision

Members voted unanimously on a show of hands to make the recommendation below.

RECOMMENDATION TO THE COUNCIL

That the Annual Report 2017-2018 be received.

549 **Housing Grants and Resources**

The Cabinet received and considered the agenda report.

This item was presented by Mrs Kilby.

Mrs Grange and Mrs Rudziak were in attendance for this matter.

Mrs Kilby prefaced her introduction with a reference to this being rural housing week and she mentioned a very positive and productive community land trust forum meeting which had taken place the previous evening. It had been well attended and she thanked officers for their contribution to it. She summarised the two aspects of the report (sections 3 and 5) relating to the proposed use of (a) the Flexible Homelessness Support Grant and the Homelessness Reduction Act New Burdens Grant and (b) the additional income received from the licensing of houses in multiple occupation (HMO).

In relation to (a), Mrs Grange queried the accuracy of the outstanding figure of £218,200 in para 3.2 of the report. This was cross-checked during the discussion

and the sum was verified to be correct. She advised that an appointment had now been made to the new post of a Rough Sleepers Outreach Worker (RSOW) and the successful candidate would start in the first week of September 2018, working primarily in Chichester city but also elsewhere in Chichester district.

Members spoke in support of the proposed use of the grants and resources to help address homelessness.

Mrs Kilby and Mrs Grange responded to questions about (i) how CDC would become aware of people who were at risk of encountering housing problems, not only to assist them but also to help prevent homelessness; (ii) the fees to be levied when applying to license properties for HMO status; and (iii) where the new RSOW would be based.

Decision

The Cabinet voted unanimously on a show of hands to make the recommendations below.

RECOMMENDATION TO THE COUNCIL

- (1) That delegated authority be given to the Director of Housing and Communities, following consultation with the Cabinet Member for Housing Services, to spend the Flexible Homelessness Support Grant set out in para 3.2 of the agenda report and the Homelessness Reduction Act New Burdens Grant set out in para 3.3 of the agenda report in line with the government guidance issued with the notification of the grants.
- (2) That the additional income received from the licencing of Houses in Multiple Occupation be used to fund the additional staffing and IT resources required to implement the new government regulations as set out in para 5.2 of the agenda report.

550 Making the Petworth Neighbourhood Development Plan

The Cabinet received and considered the agenda report.

This item was presented by Mrs Taylor.

Mrs Hill was in attendance for this matter.

Mrs Taylor summarised section 3 of the report and gave the headline figures for voting and the overall referendum result (para 3.3) for the Petworth Neighbourhood Development Plan (PNDP).

Mrs Hill advised that the South Downs National Park Authority would make the PNDP on Thursday 12 July 2018.

In reply to Mr Dignum, Mr Ward said that the turnout was 36% of the total electorate.

Decision

The Cabinet voted unanimously on a show of hands to make the recommendation below.

RECOMMENDATION TO THE COUNCIL

That the Petworth Neighbourhood Development Plan be made part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

551 Award of Contract for Business Waste and Recycling Disposal

The Cabinet received and considered the agenda report and its confidential Part II exempt appendix (which was circulated to members and relevant officers only).

This item was presented by Mr Barrow.

Mrs Huggett and Mr Riley were in attendance for this matter.

Mr Barrow summarised with reference to section 3 of the report the financial imperative for CDC to seek and secure an alternative less expensive disposal provider for its business waste and recycling collection service. The outcome of an EU tendering exercise in terms of the recommended supplier, the financial benefits to CDC (savings compared with the current contract and avoidance of land fill tax) and the use of an environmentally sustainable energy from waste facility near Heathrow to dispose of non-recyclable waste were set out in sections 4, 5 and 7 of the report and in the confidential Part II exempt appendix.

Members commended the proposed outcome as a very satisfactory solution and the excellent work undertaken by Mr Riley and Mrs Huggett.

Mr Barrow and Mrs Huggett replied to questions about (i) the environmental credentials of transporting to and incinerating trade waste at the depot near Heathrow: low emissions and up-to-date technology and (ii) the predicted uptake by businesses of the option to recycle trade waste (further details could be supplied if required).

At the close of this item Mr Barrow paid tribute to Bob Riley who was soon to retire after working for 23 years at CDC. He praised Mr Riley's sterling service in so many ways, not least in his significant contribution (a) in helping to achieve and maintain CDC's exemplary recycling rate and (b) in earning the external consultants' praise of CDC's record and reputation for efficiency and excellence in operating its waste collection service. Mr Dignum seconded Mr Barrow's encomium of Mr Riley. The Cabinet, CDC members who were observing the meeting and officers endorsed these sentiments with appreciative applause and an audible assent.

Decision

The Cabinet voted unanimously on a show of hands to make the resolutions below.

RESOLVED

- (1) That the contract for the disposal of business waste and recycling for the period 1 September 2018 to 31 August 2023 be awarded to Supplier A.
- (2) That authority be delegated to the Director of Residents Services to:
 - (a) make any minor contractual changes during the contract term and
 - (b) extend the contract by mutual agreement, for up to five years should the contract remain economically advantageous and the supplier perform satisfactorily.

552 Council Tax Reduction Scheme 2019-2020

The Cabinet received and considered the agenda report and its appendix.

This item was presented by Mr Barrow.

Mrs Rogers was in attendance for this matter.

Mr Barrow summarised section 3 of the report with particular reference to the introduction and development of CDC's council tax reduction scheme since 2013 and the advent in 2018 of a banded scheme for Universal Credit claimants, although the full impact of that scheme could not yet be meaningfully assessed because of the delay in rolling out the Universal Credit Full Live Service in Chichester district (para 3.5 of the report). The banded scheme was designed to support the most economically vulnerable in the community. CDC was not proposing any significant changes to the banded scheme but the annual consultation would *inter alia* seek views on minor changes as set out in paras 3.6 and 3.7 of the report. He emphasised that since the introduction of its local scheme CDC had not reduced the level of support provided, which compared strikingly with a large proportion of other councils which had made reductions.

Mrs Rogers did not add to Mr Barrow's introduction.

Members spoke in support of CDC's proven record to devise and deliver a local scheme which supported the most disadvantaged in the community.

Decision

The Cabinet voted unanimously on a show of hands to make the resolutions below.

RESOLVED

- (1) That the Director of Residents Services after consultation with the Cabinet Member for Residents Services be authorised to prepare and consult on a Council Tax Reduction (CTR) Scheme for 2019-2020 with the final proposed scheme being brought back to the Cabinet in November 2018.

- (2) Following a review of the current CTR scheme officers have identified some minor amendments that are required in order to ensure that the scheme provides the same level of support that it has in previous years. It is proposed that consultation on this and the general principles of the scheme remaining the same be carried out.

553 Disabled Facilities Grants - Appointment of County Adaptations Manager

The Cabinet received and considered the agenda report and its appendix.

This item was presented by Mrs Kilby.

Mrs Rudziak was in attendance for this matter.

Mrs Kilby summarised the report with particular reference to sections 3, 4, 5 and 7. She outlined the proposals by the relevant West Sussex local authorities and clinical commissioning groups to secure improvements to the disabled facilities grants (DFG) process. The objective was to enable residents to remain independent in their own homes for longer. CDC had adopted a more flexible DFG policy in September 2017 to permit a more innovative use of DFG and to reduce bureaucracy for customers. In order to ensure the most efficient use of resources, it had been proposed by the project steering group to appoint a dedicated County Adaptions Manager to oversee the county-wide service and manage the pooled budget. The funding arrangements for the post were set out in section 7 of the agenda report. The post-holder would be employed by CDC. One of the key aims was to speed up delivery of adaptations in homes to help and improve the health and well-being of disabled people. The Cabinet would receive a further report in December 2018 on the proposals for having a pooled budget and a single, flexible county-wide policy. She thanked Mrs Shepherd for taking the lead on this project.

Mrs Rudziak commented on the success of the project to date, the benefits it had brought to eligible residents, the advantages afforded by the funding and policy reforms, a year-on-year budget increase and partnership working.

The Cabinet commended the project and the ongoing programme of improvements which would be a great advantage to residents. Mrs Shepherd, as one of the county's chief executives who were consulted on the project, was commended for her tenacity in helping to achieve these outcomes.

Mrs Rudziak answered a question about the proposed publicity for the project.

Decision

The Cabinet voted unanimously on a show of hands to make the resolution below.

RESOLVED

That a County Adaptations Manager be appointed funded equally by all district and borough councils in West Sussex from their Disabled Facilities Grant funding.

554 **Section 106 Sport and Leisure Facilities - Selsey Sports Dream**

The Cabinet received and considered the agenda report.

This item was presented by Mrs Lintill.

Mrs Peyman was in attendance for this matter.

Mrs Lintill summarised the report with reference in particular to sections 3, 5, 7 and 8 of the report, outlining the background to the scheme and the main milestones passed during the past five years in order to have reached the point now of implementing the scheme. She commended for approval the release of the £89,916 section 106 sport and leisure monies with accrued interest to enable the construction of a multisport pavilion/clubhouse.

Mrs Peyman did not add to Mrs Lintill's introduction.

Mr Connor expressed his appreciation at the scheme now coming to fruition.

Decision

The Cabinet voted unanimously on a show of hands to make the resolution below.

RESOLVED

That the release of £89,916 Section 106 Sport and Leisure monies, plus interest accrued to the date of release, to Selsey Sports Dream for the construction of a multisport pavilion/clubhouse be approved.

555 **The Novium Museum**

The Cabinet received and considered the agenda report.

This item was presented by Mrs Lintill.

Mrs Peyman was in attendance for this matter.

Mrs Lintill summarised the report with reference in particular to sections 3, 5 and 6 of the report. She recounted the main aspects of the options appraisal process for The Novium Museum and explained how the process had resulted in the recommendation in favour of option 3 (which, after a robust debate, had been supported by the Overview and Scrutiny Committee).

Mrs Peyman commented on the amount of work undertaken during the procurement exercise and commended the enthusiasm and expertise of the new Novium and Tourist Information Manager, Stephanie Thorndyke, who was now in post and was present as an observer at this meeting. Ms Thorndyke was currently overseeing an exhibition programme and work had begun on a business plan, which would be submitted to the Overview and Scrutiny Committee and the Cabinet in due course.

Mr Dignum remarked that it was important to assess afresh the display and space options for the artefacts. He felt that revenue and capital investment was justified in order to turn The Novium Museum, the reputation of which was improving, into a real success story. He assured Ms Thorndyke of the Cabinet's support for her endeavours.

Mr Wilding and Mrs Lintill endorsed Mr Dignum's remarks. Mr Wilding advocated making use of the potential for introducing a restaurant/café.

Decision

The Cabinet voted unanimously on a show of hands to make the resolution below.

RESOLVED

- (1) That due to the limited interest received from the soft market testing, the procurement process for the management of the museum and tourist information service not be pursued further at this time.
- (2) That option 3, namely to Review the Novium Museum and TIC Business Plan to identify potential opportunities for generating additional income and/or reducing expenditure, be approved.
- (3) That the Task and Finish Group be tasked to oversee progress with the review of the business plan.

556 Late Items

As announced by Mr Dignum during agenda item 1, there were no late items for consideration at this meeting.

[**Note** After this item there was a short adjournment between 10:20 and 10:28]

557 Exclusion of the Press and Public

In order to consider the Part II confidential exempt matter listed as agenda item 15 (Award of a Services Concessions Contract) Mr Dignum first read out the resolution set out below.

Decision

On a vote by a show of hands the Cabinet approved unanimously the following resolution.

RESOLVED

That in accordance with section 100A of the Local Government Act 1972 (the Act) the public and the press be excluded from the meeting during the consideration of agenda item 15 (Award of a Services Concessions Contract) for the reason that it is likely in view of the nature of the business to be transacted that there would be

disclosure to the public of 'exempt information' being information of the nature described in Paragraphs 1 (information relating to an individual) and 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) in Part I of Schedule 12A to the Act and because in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

558 Award of a Services Concessions Contract

The Cabinet received and considered the confidential Part II exempt agenda report and its appendix circulated to members and relevant officers only.

The report was presented by Mrs Lintill.

Mrs Dodsworth and the relevant manager were in attendance for this item.

Mrs Lintill summarised the report.

The matter was discussed.

Decision

The Cabinet voted unanimously to make the resolution set out below.

RECOMMENDATION TO THE COUNCIL

That the Director of Residents Services be given delegated powers to agree the terms of the proposal outlined in section 5 of the agenda report following consultation with the Cabinet Member for Community Services.

[Note The meeting ended at 10:45]

CHAIRMAN

DATE

Chichester District Council

THE CABINET

4 September 2018

Award of Contract for East Beach Outfall Replacement

1. Contacts

Report Author:

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Cabinet Member:

John Connor - Cabinet Member for Environment Services

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2. Recommendations

- 2.1 That the contract for the East Beach outfall replacement be awarded to Contractor B, the details of which are set out in the exempt appendix to the agenda report.**
- 2.2 That a variation to the capital programme for 2018-2019 be approved by including the replacement of East Beach surface water outfall at a cost of £149,000.**
- 2.3 That the cost of replacing this asset in future years be added to the Asset Replacement Programme.**
- 2.4 That the proposed expenditure be funded from Community Infrastructure Levy funds of £100,000 already approved in the Infrastructure Business Plan 2018-2019 and the balance be funded from revenue resources to the extent that it is not otherwise met from external grant from Southern Water.**
- 2.5 That authority be delegated to the Divisional Manager for Environmental Protection to approve the funding conditions and the detailed spend of any grant funding awarded by Southern Water for the project.**

3. Background

- 3.1 The existing outfall at East Beach in Selsey conveys surface water drainage and combined sewer overflows (CSO) to sea. The pipe and support structure are reaching the end of their serviceable life, requiring regular repairs, with failure as a result of full blockages experienced on a number of occasions.**
- 3.2 The surface water outfall was originally constructed by the local authority in the 1940s, replacing an existing outfall which had failed. It is a culverted ordinary watercourse which means there is a legal requirement on the landowner (the District Council) to maintain the free flow of water at all times. Failure to do so could leave the Council liable for damage from any subsequent flooding. There are also increased health and safety risks in respect of the failing asset.**

- 3.3 The Community Infrastructure Levy (CIL) Infrastructure Business Plan (IBP) for 2018-2019, approved by Council on 6 March 2018 includes an allocation of £100,000 of CIL funding for this project.
- 3.4 A replacement outfall has been designed by Royal Haskoning DHV Consulting Engineers and is based on a like-for-like replacement.
- 3.5 The works were tendered under the Eastern Solent Coastal Partnership Minor Works Framework to which the Council is a signatory. The process involved a “mini bid” whereby all previously approved contractors from a select list were invited to submit a tender for the proposed works.
- 3.6 Three contractors approved for minor works under the Framework submitted qualifying tenders. Each tender application was scored against the criteria specified in the Framework and scoring was split 75:25 between price and quality.
- 3.7 The results of the tender assessment are set out in the table below with further details of the assessment, including the tendered prices included in the confidential Part 2 exempt appendix. It is recommended that the Cabinet awards the East Beach outfall replacement contract to Contractor B.

Contractor A	Contractor B	Contractor C
84 Points	91 Points	77 Points

4. Outcomes to be Achieved

- 4.1 A functioning outfall to facilitate surface water drainage in Selsey, mitigate surface water flood risk and to achieve compliance with legal obligations.
- 4.2 Once constructed the asset will be inspected by the Council on a quarterly basis within an existing inspection programme to ensure continued satisfactory operation.

5. Proposal

- 5.1 The replacement of the failing seaward section of the surface water outfall at East Beach, Selsey.
- 5.2 Once constructed, Selsey will benefit from a functioning outfall, facilitating drainage of surface water and combined sewer overflows from existing and new developed areas, whilst also reducing the occurrence and impact of flooding from surface water.
- 5.3 If approved, construction is scheduled to commence in mid-September 2018 and will last for approximately eight weeks.

6. Alternatives Considered

- 6.1 Do Nothing – The outfall pipe/structure is likely to fail in the short term and the associated flood risk to property and the additional costs of emergency works / recovery should full failure occur would be significant.
- 6.2 Patch Repair – This has been the approach for the past ten years. The outfall's condition has continued to deteriorate and this is not considered a viable or reliable

approach going forward.

7. Resource and Legal Implications

- 7.1 Finance: the CIL IBP approved by Council on 6 March 2018, approved £100,000 of CIL funding for the project in 2018-2019. The balance of the cost of the project (approximately £49,000) can be met from existing revenue budgets available for ordinary watercourse infrastructure. However, negotiations are on-going with Southern Water in relation to a possible contribution in recognition of the asset being used for storm overflow, which if received will reduce the revenue spend from the Council.
- 7.2 The outfall will need to be incorporated into the asset replacement programme which can be addressed as part of the next budget setting process.
- 7.3 Staffing implications: Appropriate Council staff will supervise the construction phase. Management of the project can be met from within existing staffing budgets.

8. Consultation

- 8.1 None.

9. Community Impact and Corporate Risks

- 9.1 Given the objectives of the project, it is expected to have a positive community impact. There is not considered to be any significant corporate risk for the Council unless the project is not approved.
- 9.2 Timely intervention to carry out repairs reinforces the community's sense of security and wellbeing.

10. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity		X
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Other		X

11. Appendices

- 11.1 Tender Assessment

12. Background Papers

- 12.1 None

Document is Restricted

Chichester District Council

THE CABINET

4 September 2018

Development Site - The Grange Midhurst

Contacts

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Cabinet Member

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1. Recommendation

- 1.1. That the Cabinet considers the offers received for the Grange disposal land and approves in principle the offer submitted by the preferred bidder, the details of which are set out in appendix 2 (exempt) to the agenda report.**
- 1.2. That the Director for Growth and Place be authorised, after consultation with the Cabinet Member for Growth and Place, to conclude a freehold sale, initially through a contract subject to planning, at not less than the figure stated in the exempt appendix 2.**

2. Background

- 2.1.** At its meeting on 1 November 2016 the Cabinet resolved that none of the offers presented was acceptable in their current form and that officers be authorised to take the site back to market and then to bring a further report to the Cabinet. The site was duly remarketed on an 'open ended' basis, including sending particulars of the site to those who had previously expressed an interest in the site.
- 2.3** Thirteen offers have been received since marketing recommenced. Of these, ten are for residential use with two of those for retirement homes. One offer is for a food store and one is described as being 'either residential or retail dependent on planning and demand.' The remaining offer for care home use is the preferred bid.

3. Outcomes to be Achieved

- 3.1** The Council is seeking to achieve the successful disposal at best consideration of Council owned land at The Grange Midhurst for appropriate development.

4. Proposal

- 4.1. It is recommended that the Cabinet accepts in principle the offer submitted by the preferred bidder for the development of a care home, the details of which are set out in appendix 2 (exempt).
- 4.2. It is further recommended that the Director for Growth and Place be authorised, after consultation with the Cabinet Member for Growth and Place, to conclude a freehold sale, initially through a contract subject to planning, at not less than the figure stated in the exempt appendix 2.

5. Alternatives Considered

- 5.1. A non-residential based development of the site is still considered to be both the most valuable and beneficial use to the community and has the potential to bring additional benefits such as local employment. It is considered that residential development would not give best value from the disposal and would bring fewer wider benefits.
- 5.2. There has been some suggestion of considering an 'enterprise hub' in the Midhurst area, which is a concept that requires further investigation and research. There has been no interest shown from potential bidders for this use, which is a strong indicator that there is no current demand for such a facility in this location.
- 5.3. No accepting any offers and returning the site to the market will entail additional officer time in coordinating enquiries and considering offers. There is a risk that returning the site to the market for a third time will be detrimental to its value as prospective purchasers may feel there are issues with the site causing the delay in disposal.
- 5.4 Two retail based bids have been received neither of which would generate the level of capital receipt offered by the preferred bidder. In addition neither of these bids provided sufficient supporting evidence to suggest they are viable.

6. Resource and Legal Implications

- 6.1. Details of the independent valuation of the site and the impact on the Council's financial position of accepting the preferred bidder's offer are set out at appendix 3 (exempt).
- 6.2. If the preferred bidder is able to demonstrate that their proposal is sound in all areas the Council has the prospect of receiving a capital receipt of the figure shown in appendix 2 (exempt)
- 6.3. There are existing internal resources from the legal and estates team that will be utilised to complete the sale transaction.

7. Consultation

- 7.1. External consultation on the development of the site was facilitated through the planning application process in respect of the residential development option.

7.2. Members have been consulted on the general proposals for this area via previous reports to the Executive Board and the Cabinet. Planning officers at the Council are to be consulted by way of a pre-planning enquiry that the preferred bidder is to submit.

7.3. Internal consultation with the Economic Development team provided feedback that this development will provide jobs to local people who will not need to travel out of Midhurst. The team further commented that it is possible that wider benefits will be felt by local businesses and shops as these employees may choose to shop locally. In addition, there is likely to be a benefit to local shops selling products which visitors to the care home may wish to purchase when visiting. Many care homes also encourage visits to the home by hairdressers, chiropodists etc. for the residents.

8. Community Impact and Corporate Risks

8.1. As part of the disposal process, consideration needs to be given to parking requirements to ensure the Grange Road car park has sufficient space for all categories of user. The development of the Grange Centre has provided a car park with 303 spaces and whilst the indicative scheme from the preferred bidder would bring some additional 'peak time' parking demand, most of the parking requirements would be outside of those times.

8.2. The preferred bid does not have contractual certainty at this stage and if it is decided to proceed with this bidder there is a risk that the bidder does not agree detailed terms or obtain planning permission for their proposed development.

8.3. Deciding not to proceed with the preferred bidder will result in a further delay in a capital receipt from this site.

9. Other Implications

	Yes	No
Crime and Disorder		x
Climate Change		x
Human Rights and Equality Impact		x
Safeguarding and Early Help		x
GDPR		x
Health and Wellbeing		X

10. Appendices

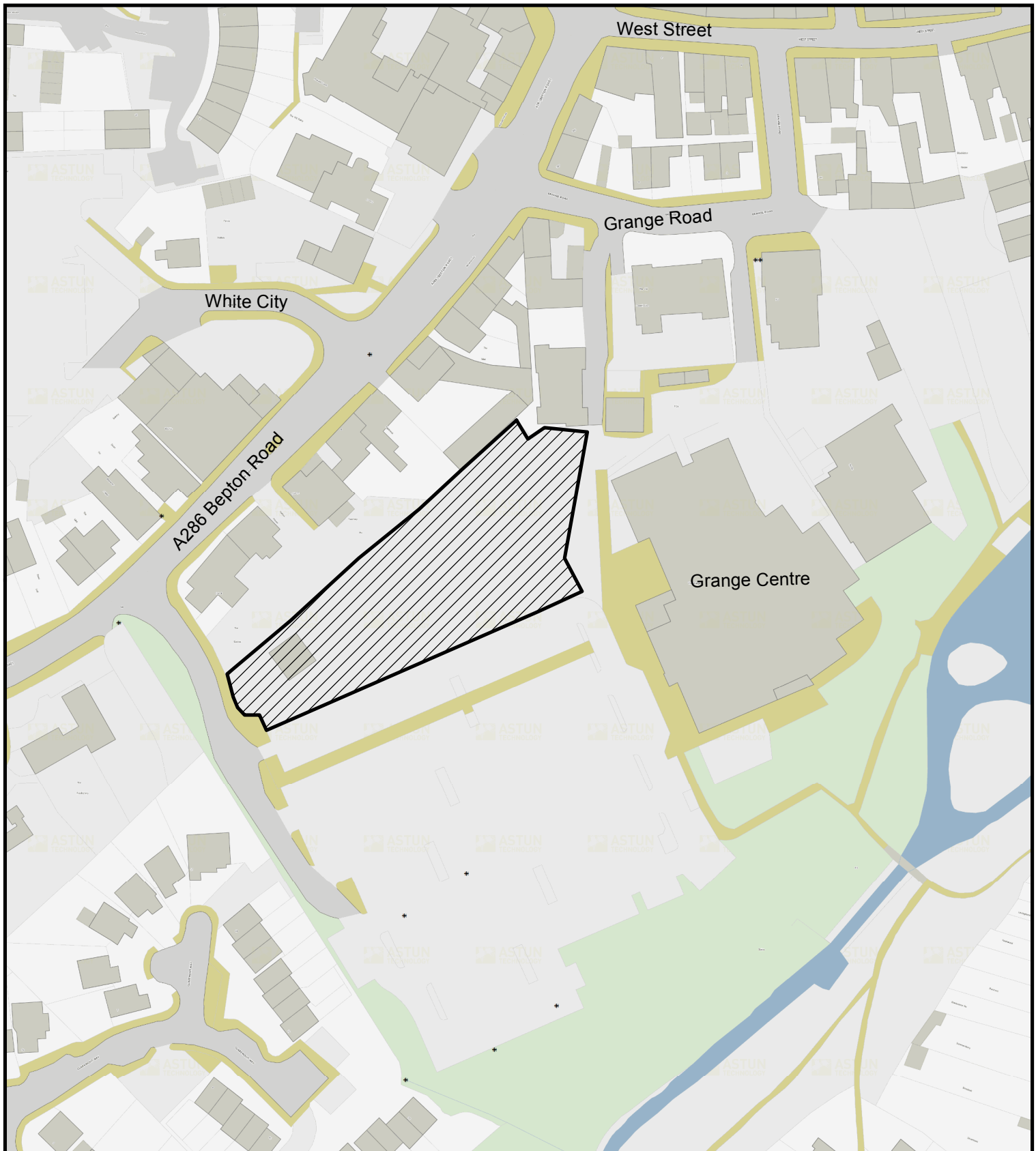
10.1 Appendix 1 – Site plan (Drawing no. 5274)

10.2 Appendix 2 – Financial detail of offer from preferred bidder [Part II exempt]

10.3 Appendix 3 – Council financial information [Part II exempt]

11. Background Papers

None.



CHICHESTER DISTRICT COUNCIL

Paul E.Over BSc (Hons), MBA, FRICS
Executive Director



Indicative Development Site at The Grange, Midhurst

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Chichester District Council

THE CABINET

4 September 2018

Future Funding for the Community Warden Service

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2. Recommendation

- 2.1 That the Cabinet agrees to continue to fund 50% of the Community Warden Service for three years (as set out in para 5 of the agenda report), subject to match funding being secured from partners.
- 2.2 That the Cabinet agrees to continue to fund 100% of the Senior Community Warden post for three years (as set out in para 5 of the agenda report), subject to a review should more than one warden patrol fail to be funded.

3. Background

- 3.1 The Chichester District Community Warden Service has been in operation since 2005 and currently consists of seven Community Wardens and one Senior Community Warden. They are based and operate in the wards of Chichester East, West, South (part); Selsey North and South; Tangmere and Oving; plus East and West Wittering.
- 3.2 The wardens are involved in the development of communities and offer support to voluntary groups in their areas, such as the Oving tea party, which supports both the elderly and isolated in their area and also a number of Community Watch schemes.
- 3.3 The service operates on a partnership basis funded by various local partners. Chichester District Council (CDC) hosts the Service and contributes 50% of the service costs and 100% of the supervisor costs. A Steering Group of all partners provides strategic direction and oversight.
- 3.2 At their meeting of 3rd November 2015 Cabinet resolved to fund 50% of each existing warden patrol for 3 years subject to partner match funding being secured and 100% of the Senior Community Warden post for 3 years subject to review should more than one warden patrol fail to be funded.

4. Outcomes to be Achieved

- 4.1 That Cabinet agree three years funding for the Community Warden Service so that partner funding can be sought and agreed to ensure the future delivery of the service and its contribution to the corporate priority to “support our communities.

5 Proposal

- 5.1 Cabinet is recommended to approve the CDC commitment to the Community Warden Service by approving, 50% of the service funding at £126,113 per annum together with 100% of the Senior Community Warden post at £41,434 per annum for a period of 3 years. Both figures include a 2% increase to offset pay awards and general inflation. Partners have also agreed to consider an annual 2% uplift of their contributions through the Partner Memorandum of Understanding (MOU) (Appendix 3) which was revised in April 2018.

6 Alternatives Considered

- 6.1 There is an option to have a reduced or no Community Warden Service, however the funding review in 2012/13 explored a range of options and identified savings which were achieved. Results from the recent partner survey (Appendix 2) showed 100% of the respondents agreed or strongly agreed that the Community Wardens were a valuable service and provided value for money and 78.1 % of the public surveyed felt they had a positive impact on their communities. Any significant reduction in the service would have a negative impact on those communities and partners.

7 Resource and Legal Implications

- 7.1 The projected total annual cost (excluding the Senior Community Warden salary) is £252,226. This is based on a cost per Community Warden of £36,032 which on a 50/50 basis requires a partner contribution of £18,016 per post. Therefore a total partner contribution of £126,113 is required. At the steering group held in April 2018 there was broad in principle commitment from partners that this would be agreed subject to CDC agreeing their 3 year commitment. CDC's proportion of the Community Warden expenditure is already included within the base revenue budget.
- 7.2 Management overheads of the service are absorbed in an existing management role which ensures that CDC has oversight of the service and benefits from the positive outcomes achieved by the Service.
- 7.3 An MOU has been signed by partners and was reviewed in April 2018 to ensure on-going commitment and refresh mutual expectations.

8 Consultation

- 8.1 Online surveys (Appendices 1&2) were undertaken via CDC's website during July and August 2018 for both the public and partners to seek their views on the Community Warden Service. The public survey had an excellent response rate of 182 which was 119 responses higher than the previous survey in 2015. Partner responses were down at only 7 which was 26 less than before. It may be that partners decided to do a collective response in which case 7 would represent the majority of partners, however there is no way of knowing this from the survey.

- 8.2 Over 75% of the public rated the effectiveness of the Community Wardens at 7/10 or above and over 72% felt the Community Wardens made their areas safer. Of the public respondents 95% felt the Community Wardens were very easy to contact suggesting the service is very accessible to the public. Over 80% of the partner responses rated the Community Wardens 9/10 and above in all areas including effectiveness, positive impact on the environment and overall.
- 8.3 The public survey includes a comment stating “the wardens are a good alternative to the Police when reporting petty crimes.....and they connect the community, reduce anti-social behaviour and their presence makes the area feel safer.” The Community warden database shows a 13% increase since 2015 in reports to Community Wardens for crime and anti-social behaviour suggesting the public trust them to deal with low level issues and supports the previous comment from the survey. Wardens still regularly engage with Police and pass on vital intelligence to support the local Police Prevention team.
- 8.4 Both the public and partners felt strongly that Community Wardens should have enforcement powers namely those for littering and dog fouling. This is being explored further with Environmental Health and may be brought to a future Cabinet meeting.

9 Community Impact and Corporate Rks

- 9.1 The corporate risk remains the partial or total withdrawal of funding by one or more partner(s) where no replacement funding can be found which makes one or more warden posts financially unviable. This risk is mitigated by partner agreements to fund for a specified period and to provide a significant notice of withdrawal of funding. The service also holds a reserve to cover salaries for the period of notice and redundancy costs.
- 9.2 Since 2005 Community Wardens have dealt with nearly 40,000 incidents, the majority of which 41% relate to crime and disorder, however in the last 3 years there has been a 5% increase in community development (14%) which reflects a shift towards more community based interventions.
- 9.3 Community Wardens provide a visible presence which offer reassurance to those communities. The Senior Community Warden has provided a highly visible presence in the City centre and has dealt with over 150 issues since January 2018 including cycling in the precinct, engaging with rough sleepers and dealing with ASB. They carry a chiBAC radio so are linked to the shops and can therefore offer a quick time response to incidents.
- 9.4 If funding for the Community Warden Service is not secured the areas in which they currently operate could be further exposed to crime and anti-social behaviour, vulnerable individuals may not be identified and opportunities to refer for support missed. Demand on other CDC services could increase resulting in additional financial cost to CDC.

10 Other Implications

	Yes	No
Crime and Disorder The Community Warden Service has a positive reduction influence of crime and disorder through patrol and prevention education	x	
Climate Change and Biodiversity		x
Human Rights and Equality Impact Positive impact in supporting vulnerable people.	x	
Safeguarding and Early Help Positive impact in identification and referral of issues	x	
General Data Protection Regulations (GDPR) Community Wardens will collect and store personal data for the investigation, prevention and detection of crime. Retention is limited to the timescales related to evidential purposes and will be no longer than 12 months.	x	
Health and Wellbeing Community Wardens support community watch schemes that have a positive impact on vulnerable and elderly residents. They also support corporate projects like dementia friendly communities and social prescribing.	x	

11 Appendices

11.1 Public Consultation

11.2 Partner Consultation

11.3 Partner MOU

12 Background Papers

None

Chichester District Council

THE CABINET

4 September 2018

‘Breathing Better’ - West Sussex County Council’s Partnership Approach to Improving Air Quality

1. Contacts

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2. Recommendation

- 2.1 That West Sussex County Council’s air quality plan ‘Breathing Better’ be endorsed.**
- 2.2 That the draft terms of reference for the West Sussex County Council proposed Inter-Authority Air Quality Group be endorsed.**
- 2.3 That the Council’s participation in the proposed West Sussex County Council Inter-Authority Air Quality Group be supported.**

3. Background

- 3.1 Since December 2017 West Sussex County Council (WSSCC) has been working with West Sussex District and Borough councils to produce a plan to detail a partnership approach to improving air quality in West Sussex. The resulting ‘Breathing Better’ Plan (Appendix 1) details the legislative, public-health, policy and strategic context for tackling poor air quality. Furthermore it proposes an Inter-Authority Air Quality Group (IAAQ) for the development and governance of the Plan.
- 3.2 The main statutory obligation with regard to air quality, known as the Local Air Quality Management regime (LAQM), is borne by district and borough councils. This Council’s work under the LAQM regime has led to the statutory declaration of three ‘Air Quality Management Areas’ for failure of a National Air Quality Standard and Objective for Nitrogen Dioxide in Chichester city. The dominant local source of Nitrogen Dioxide is vehicle tailpipe emissions and, as such, WSSCC’s involvement as the highway authority, in tackling the issue is important. Likewise poor air quality is a significant public health issue and so West Sussex Public Health’s involvement is also welcomed.
- 3.3 Air pollution and poor air quality has risen up the political agenda due to a number of issues (VW scandal, EU Infraction proceedings against the UK,

Client Earth High Court judgments against the UK government and an ever increased metrification and association of exposure to poor air quality with human health effects from womb to grave)

4. Outcomes to be Achieved

- 4.1 The Plan's proposed approach should ensure a more integrated multi-authority approach to projects helping to tackle air pollution across all of West Sussex. The approach should bring greater visibility to such work and add weight to any funding bids through a demonstrably more developed governance structure involving WSCC as both the Highway Authority and West Sussex Public Health in air quality work.
- 4.2 It is likely that tackling air pollution will involve related infrastructure to support low emission vehicles and to encourage non-car mode journeys.
- 4.3 Outcomes will be measured through projects delivering infrastructure that remove and reduce car journeys and through air quality metrics and their trends. Suitable measures will be developed as part of the annual action plan which it is anticipated will be reported to Cabinet in due course.

5. Proposal

- 5.1 The proposal is to support WSCC's Breathing Better Plan and endorse their draft IAAQ so as to facilitate the Council's involvement in the development and delivery of annual action plans. These will seek to tackle pollution and improve air quality.
- 5.2 The draft terms of reference for the IAAQ are attached as appendix 2.
- 5.3 There are no identified disadvantages to participating in WSCC's proposed IAAQ.
- 5.4 This Council will continue to participate with all East and West Sussex authorities in Sussex-air which will remain a knowledge sharing and best practice forum that holds a contract for the management of air quality monitoring data and a health alert system providing alerts for pollution and excessive hot and cold weather. The IAAQ will be a more project based group and so has a distinct identity and purpose.

6. Alternatives Considered

- 6.1 The alternative is that the Council does not endorse the Plan or participate in the proposed IAAQ. Such a course of action would potentially result in the Council not benefitting from projects and resources that would flow from participation and, given the current high profile of air quality, might pose a reputational risk.

7. Resource and Legal Implications

- 7.1 The Council's participation in the IAAQ and related projects will require officer and member (Cabinet Member for Environment Services) time attending the

quarterly meetings and contributing to the air quality actions agreed as part of an annual action plan. It is anticipated that this work can be managed within existing resources.

7.2 The Council will continue to carry out its statutory duties under the Local Air Quality Management regime of Part IV of the Environment Act 1995.

7.3 There are no other significant identified issues.

8. Consultation

8.1 None carried out by this Council on the Breathing Better Plan, the preparation of which was led by WSCC.

9. Community Impact and Corporate Risks

9.1 At this time there are no specific identified impacts on people or places. Impacts will be better understood once the draft (annual) action plan is produced by the IAAQ. In any case the actions agreed by the IAAQ should be positively seeking to tackle air pollution sources, improve public health and encourage greener forms of transport.

9.2 No significant corporate risks have been identified other than that identified in paragraph 6 above.

10. Other Implications

	Yes	No
Crime and Disorder		✓
Climate Change and Biodiversity Reducing emissions to atmosphere as intended by WSCC's proposal will largely have a positive impact for Climate Change and biodiversity.	✓	
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Other (please specify) Reducing ambient pollution concentrations will reduce human exposure to pollution. As such the approach outlined should improve public health.	✓	

11. Background Papers

11.1 None.

12. Appendices

12.1 Appendix 1: WSCC, Breathing Better, a partnership approach to improving air quality in West Sussex.

Appendix 2: WSCC, Draft Terms of Reference, Inter-Authority Air Quality Group 2018.

Chichester District Council

THE CABINET

4 September 2018

Corporate Plan Projects 2018-2019

1. Contacts

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Report Author

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2. Recommendation

- 2.1. The Cabinet approves the release of £17,500 allocated at its meeting on 9 January 2018 to progress the options appraisals identified in the Corporate Plan 2018-2019 for The Old Bakery Petworth and land at Bracklesham Bay.**

3. Background

- 3.1. At the 9 January 2018 meeting Cabinet approved the new Corporate Plan project proposals for 2018-2019 subject to full Project Initiation Document (PID) approval.
- 3.2. Some 8 new projects were proposed that had been assessed for their viability to proceed alongside the Corporate Plan priorities whilst taking into account existing projects that had already been started.
- 3.3. Of the 8 projects proposed, two included The Old Bakery, Petworth and land at Bracklesham Bay. Approval was given for funding of £7,500 and £10,000 respectively in order to progress the high level option appraisal work necessary to develop the projects. In doing so, Cabinet acknowledged that with the IPPD's for each proposal agreed (background papers 1 and 2) further reports, including PID's, would come forward to Cabinet as more detail on each proposal was developed.

4. Outcomes to be Achieved

- 4.1. The Corporate Plan 2018-2021 (background paper 3) contains a full list of outcomes to be delivered for the plan period. It also enables the Council to manage its resources effectively and ensure that projects can be delivered by services and that enough capacity is available to deliver them. The corporate planning process also helps in creating a Work Plan for the Council ensuring timescales are managed in a way that allows sufficient input from Members at an early stage.

- 4.2. For the project at The Old Bakery, specific outcomes of the appraisal work will be developing a high level cost/benefit analysis of the options available for the future of the property, having regard to both current and potential future commercial use and/or other opportunities. For the land at Bracklesham Bay, the outcomes will similarly be at a high level and will look at possible opportunities for the land and property including income generation, satisfying service needs and improving customer satisfaction.
- 4.3. The option appraisal work will be used to develop a detailed PID for each project, identifying the specific nature of the plan for delivery including estimated costs and resources, programme and associated risks.
- 4.4. The report now seeks the release of the funding agreed at the Cabinet meeting in January in order to progress the high level option appraisal work necessary to inform the development of a detailed PID.

5. Proposal

- 5.1. It is proposed that the funding released will enable an option appraisal to be completed, following this the PIDs for each project will be prepared and reported to Cabinet for approval.
- 5.2. The projects will be monitored on the corporate performance and project monitoring system and reported to Members and the Senior Leadership Team by exception.

6. Alternatives Considered

- 6.1. The output from the initial high level work proposed will identify the options available for each project and any alternatives that should be considered in developing the detailed PIDs for their subsequent delivery.

7. Resource and Legal Implications

- 7.1. The IPPD's for each project include an indication of the resources required for their delivery, including those services that will be required to input into but not lead the project. This allows for all teams, including support services, to plan their resources for the coming year effectively. In addition to internal resources, the project costs identified in each IPPD include allowances for specialist resources to be engaged.
- 7.2. As the details of the two resulting PIDs are finalised, they will be reported to Cabinet for consideration along with any additional resource requirements identified.
- 7.3. The resources for the Estates Service to support the optional appraisal work for the Old Bakery and Bracklesham Bay was agreed by Cabinet at its meeting in February 2018 as part of its consideration of the Budget Spending Plans 2018-2019 and the temporary project officer will commence in September.

8. Consultation

- 8.1. Internal consultation on the IPPDs has already been carried out and further consultation with appropriate stakeholders will form part of the option appraisal work to be undertaken and will be included in the PIDs.

9. Community Impact and Corporate Risks

- 9.1. Clear and effective project planning ensures that projects are given the best chance of succeeding with coherent business cases providing Members with the right information to make informed decisions about the best use of the Council's resources.

10. Other Implications

	Yes	No
Crime and Disorder Not at this stage but will continue to be assessed as the project develops.		x
Climate Change Not at this stage but will continue to be assessed as the project develops.		x
Human Rights and Equality Impact Not at this stage but will continue to be assessed as the project develops.		x
Safeguarding Not at this stage but will continue to be assessed as the project develops		x
General Data Protection Regulations (GDPR) Not at this stage but will continue to be assessed as the project develops		x
Health and Wellbeing Not at this stage but will continue to be assessed as the project develops		x

11. Appendices

None.

12. Background Papers

- 12.1. Appendix 5 to the Cabinet report 9 January 2018: Revised Corporate Plan 2018-2021 (published on Chichester District Council's website*)
- 12.2. Appendix 6 to the Cabinet report 9 January 2018: Revised Corporate Plan 2018-2021 (published on Chichester District Council's website*)
- 12.3. Chichester District Council's Corporate Plan 2018–2021 (published on Chichester District Council's website*)

[**Note** *A link to the relevant page on Chichester District Council's website to view these background papers which are appendices to agenda item 6]

Chichester District Council

THE CABINET

4 September 2018

Housing Strategy - Proposed Revised Timetable

1. Contacts

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2. Recommendation

- 2.1 That the life of the existing Housing Strategy is extended to 2020 and a new overarching strategy is developed in accordance with the revised timetable set out in paragraph 5 of the agenda report.**

3. Background

- 3.1 The existing Housing Strategy expires at the end of the year and a new Housing Strategy is due to be developed. Chichester District Council (CDC) has a statutory obligation to have a Homelessness Strategy and a Private Sector Renewal Strategy but there is no legal requirement to have a Housing Strategy. The timetables for the current strategies are as follows:

- Housing Strategy 2013-2018
- Homelessness Strategy 2015-2020
- The Private Sector Renewal strategy 2016-21

- 3.2 Before a Homelessness Strategy can be developed a formal Homelessness Review needs to be undertaken as set out in the Homeless Reduction Act Guidance. This requires considerable resources and usually takes approximately six months.

4. Outcomes to be Achieved

- 4.1 A new overarching housing strategy which incorporates and brings into line the current three separate strategies. This will set out the current housing issues and priorities for CDC and actions to be taken to address these issues.

5. Proposal

- 5.1 It is proposed that the timetable of the Housing Strategy is revised. This will allow sufficient time for a full review of all aspects of each sub-strategy and allow one overarching strategy to be developed taking into account:

- the recently published Social Housing Green Paper
- the new National Planning Policy Framework
- the findings of the new HEDNA
- the findings of the Task & Finish group (Housing Standards)
- the findings of the CDC/Hyde Asset Management group

5.2 The priorities in the existing Housing Strategy still remain valid in the short term and it is proposed that its life should be extended until 2020. The suggested revised timetable for the new overarching Housing Strategy is as follows:

- Research and review – Spring/Summer 2019
- Develop new strategy and consultation - Autumn 2019
- SLT/Cabinet session on Strategy – December 2019
- Draft Strategy to OSC – January 2019
- Draft Strategy to Cabinet – February 2020
- New Strategy adopted by Council – March 2020

5.3 The action plan associated with the existing Housing Strategy will continue to be reviewed by the Overview and Scrutiny Committee on an annual basis.

6. Alternatives Considered

6.1 To not update the Housing Strategy. However, the existing strategic direction does need to be reassessed to reflect changing legislation and the environment. The demand for this service is not expected to decrease and a strategic approach to longer term provision is recommended.

6.2 To retain three separate strategies. A streamlined integrated strategy will result in a more focused approach which covers the wider context.

7. Resource and legal implications

7.1 Developing new strategies takes up significant staffing resources. Encompassing the three strategies in one document will rationalise the process, whilst ensuring CDC meets its statutory responsibilities and makes the most effective use of resources.

8. Consultation

8.1 Comprehensive consultation will be undertaken with all relevant stakeholders as set out in the proposed timetable.

9. Community Impact and Corporate Risks

9.1 The priorities of the existing strategy still remain valid and the adoption of a comprehensive Housing Strategy will have a positive impact on local people and communities.

10. Other Implications

	Yes	No
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Crime and Disorder		x
Climate Change and Biodiversity		x
Human Rights and Equality Impact A well-researched and integrated Housing Strategy will have a positive impact on our communities.	x	
Safeguarding and Early Help		x
General Data Protection Regulations (GDPR)		x

11. Appendices

None.

12. Background Papers

None.

Chichester District Council

THE CABINET

4 September 2018

Provision of Vehicle Wash Facility at Westhampnett Depot

1. Contacts

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Cabinet Member

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2. Recommendation

- 2.1 That £20,000 be released from capital reserves to fund the appointment of a civil engineering consultant to develop a costed design solution for a new vehicle wash facility and associated works at Westhampnett depot.**
- 2.2 That officers be authorised to appoint the design consultant and to present a project initiation document to the Cabinet at its meeting on 4 January 2019.**

3. Background

- 3.1 The Council's Contract Services depot at Westhampnett has been the subject of a major phased refurbishment and redevelopment programme of works lasting several years. This programme has included improvements to the office and workshop accommodation, mechanical and electrical improvements, a demolition and asbestos removal programme and enhanced perimeter security works. In 2015 a half acre area of the site was redeveloped to form a Gypsy and Traveller Transit Site (G&TTS) in addition to a new service road to provide an exit from the site via the West Sussex County Council's (WSCC) Waste Transfer Station to create a one way road network. More recently, in 2016 the east side vehicle park was upgraded to include improved drainage. The west side of the site is also in need of improved drainage and resurfacing to prevent flooding and to repair uneven surfaces following the demolition works.
- 3.2 At its meeting on 9 January 2018 the Cabinet approved, in principle, an initial project proposal (IPPD) for the provision of a vehicle wash facility and associated drainage at the site. As this facility would be located on the west side of the site, the drainage and resurfacing works would be undertaken on completion of the wash facility project and would be subject to a separate IPPD and PID.
- 3.3 Indicative costs of £126,000 were included in the IPPD for the wash facility. A significant proportion of these costs were attributed to the associated drainage to ensure the safe disposal of accumulated waste products and detergents into the water system. In order to more accurately identify these costs and the budget needed for the PID, a civil engineer will be required to provide a design solution.

This report requests that £20,000 be made available from reserves to appoint a civil engineering consultant to provide a design solution. The design solution will also take the opportunity to accurately cost the drainage and resurfacing works required to the west side of the site to inform the IPPD and PID associated with this final phase of the refurbishment programme.

4. Outcomes to be Achieved

- 4.1 The services' large freighters and vehicles are primarily used for the collection of recycling, domestic and garden waste. Freighters are used for both recycling and domestic waste collection on an alternate weekly basis and it is therefore necessary to ensure the vehicle hopper is clean and free from contaminants following a domestic waste round to ensure CDC recyclables meet the quality threshold when loads are sent to the recycling plant. Currently staff use a hand-held water pressure washer to remove as much food waste as possible. However, it is not possible to use any detergents as the existing drainage system is not capable of cleansing the contaminated water.
- 4.2 When a vehicle is inspected for MOT it is a requirement that the engine bays and chassis are clean. Currently the service pay a third party contractor to provide the cleaning required prior to an MOT. This project will enable the service to undertake this on site, saving revenue of £5,000 per annum and staff time and transport costs to Havant.
- 4.3 Having an on-site facility will enable the Council's 68 vehicles to be washed more frequently which maintains what are expensive assets and provides a more professional appearance of the Council's fleet of vehicles.

5. Proposal

- 5.1 That the Cabinet authorises the release of £20,000 from reserves to appoint a design consultant to provide accurate costs for the PID for a vehicle wash facility and associated drainage at Westhampnett depot.
- 5.3 That officers provide a fully costed PID to the Cabinet at its meeting on 9 January 2019 for this project.

6. Alternatives Considered

- 6.1 The provision of this facility is a new one and therefore officers have considered the option of not providing it and continuing with their current practice of using an off-site facility. Whilst the off-site facility is not particularly expensive, there are other opportunities that may be available with an on-site facility. These could include gaining additional income by providing the vehicle wash to external organisations and/or linking the improved drainage to the G&TTS which currently operates a cesspit drainage system. WSCC manage the G&TTS on behalf of the West Sussex Districts and Boroughs and currently pay a contractor to empty the cesspits. If the West Sussex partners were willing to fund any capital costs associated with connecting the foul water discharge from the GTTS to the drainage system installed for the wash facility to dispose of their foul water directly into the Southern Water mains sewer and to provide some contribution to CDC Southern Water utility costs, both CDC and the West Sussex partners could achieve revenue savings.

7. Resource and Legal Implications

- 7.1 The design consultant will provide the management of this project. Internal resources will be required for contractual and procurement elements of the project. Contract services staff will be required to work with the Council's Health and Safety Manager and the design consultant to manage the logistics of the scheme to ensure the depot remains safe and operational during the works.
- 7.2 The procurement process will be carried out in compliance with the Council's standing orders and following advice from both Procurement and Legal Services.
- 7.3 The design will meet planning and industry water standards for the disposal of accumulated waste products and water disposal.

8. Consultation

- 8.1 Corporate Health and Safety will be consulted prior and during the works to ensure a safe working environment for the Council's staff and contractors.

9. Community Impact and Corporate Risks

- 9.1 The project will include a soil test to identify any ground contamination and a trial pit will be dug to identify any underground structures. The project costs will include a contingency fund to accommodate these potential issues associated with a project of this nature.

10. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity The proposed contract will ensure the safe disposal of contaminated water	X	
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Other (please specify)		X

11. Appendices

None

12. Background Papers

None

Chichester District Council

THE CABINET

4 September 2018

Section 106 Community Facilities – 5th Chichester Scout Group

1. Contacts

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2. Recommendation

- 2.1. That the Cabinet agrees the release of £62,724.73 Section 106 Community Facilities monies plus interest accrued to the date of release to the 5th Chichester Scout Group for enhancement of the Scout Hut at Whyke Road Chichester.**

3. Background

- 3.1. In January 2013 the Council received £64,834.73 in Section 106 Community Facilities contribution from the development of land at the former allotments at Hay Road Chichester.
- 3.2. The contribution was secured 'towards the cost of providing and enhancing community facilities in the area of the development'. At the time of the receipt the Whyke Estate Community Association aspired to create a community building within the Estate; however, that proposal did not gain wider support. Modest enhancements to a community orchard within the Estate were achieved using £2,110 of the receipt.
- 3.3. Subsequently officers have worked with the 5th Chichester Scout Group ('the Scouts'), owners of the Scout Hut on Whyke Road, the closest community facility to the development site, to determine how the venue could be further improved to meet the needs of the local community.
- 3.4. Designs for an extension to the Hut were developed and the Scouts submitted a planning application in January 2018, and a permission was secured (CC/18/00212/FUL) in June 2018. The Scouts were then able to secure final quotes from potential contractors to determine the costs of construction. Details of quotes received are included in the appendix (which is confidential Part II exempt material).

4. Outcomes

- 4.1. In receiving the section 106 Community Facility contribution outlined in para 3.1, the Council should consider how to achieve improvements to community facilities in the area of the development (which is located in the South Ward of

Chichester). Any proposal for spend should create additional built capacity for community activity, as close to the housing development as can reasonably be achieved.

- 4.2. In designing enhancements to their Scout Hut, the Scouts were keen to create additional accommodation that increases the capacity and flexibility of the existing building, to meet the needs of their own and visiting uniformed groups, the Children's Nursery (regular user) as well as further community use of the building.

5. Proposal

- 5.1. The Scouts would like to proceed with the construction of its proposed extension to the Scout Hut. The proposed layout provides an additional meeting room with a separate entrance and toilet facilities to enable this additional space to be used independently of the main hall, plus further smaller internal improvements to the kitchen and existing toilet facilities. The Hall enjoys good open space to the rear of the building, which is well used by uniformed groups and the children's nursery. A glazed extension to the rear is anticipated to provide year round space where weather prevents outdoor activity.
- 5.2. With an approval secured for the funding of the project, the Scouts can then plan ahead to ensure the works are completed at a time and in a way that has the minimum impact on the continued function of this well used community building.

6. Alternatives Considered

- 6.1. Significant effort was undertaken by the Whyke Estate Community Association to determine the potential for a new community building in the centre of the Whyke Estate. Three potential sites were identified but ultimately could not be agreed locally. The identification of a site notwithstanding, the development of a new building would necessitate funding far in excess of the contribution identified here.
- 6.2. Whyke Estate is at the very south of the city, but enjoys good pedestrian links with the City centre. The further enhancement of other community venues in the city were considered, but the proximity to the housing development is an important consideration. Whilst the Scout Hut is not within the Whyke Estate, it is immediately adjacent. The Scout Hut has been well used for a wider range of community activity, and accessed by Estate residents as a Polling Station and children's nursery.

7. Resource and Legal Implications

- 7.1. As with other spends of this type, the implementation of the proposed project is a community led endeavour, in this instance 5th Chichester Scout Group. The Scouts have successfully implemented other improvements to the building in the past (most recently, disabled access to the front of the building). The funding and the implied endorsement of their efforts will enable the Scouts to commission the works, but implementation will be monitored by officers and monies released on evidence of spend.

- 7.2. While the section 106 agreement did not specify a timescale in which the contribution was to be spent, Officers aim to have monies allocated and spent within five years. Although these monies have been earmarked for this proposed use in regular reporting to Corporate Governance and Audit Committee, approval for spend necessarily awaited the recent planning decision.
- 7.3. The proposal is to release the principal sum plus interest at the time when it is needed by the Scouts. The interest accumulated by this section 106 receipt has been estimated by Finance as £3,643.86 (as at 1 September 2018).

8. Consultation

- 8.1. The need for enhancements to the Scout Hut to meet the demands of current and future users has previously been identified through the Council's Community Facilities Audit.
- 8.2. The Scouts have considered their own needs but have also engaged closely with key users, particularly the children's nursery, in designing the extension.
- 8.3. Chichester South Ward Members have been asked for comment on the proposals. Mr Galloway suggested this is '...an excellent use of S106 monies', Mrs Dignum and Mr Macey are also in support.

9. Community Impact and Corporate Risks

- 9.1. The proposed allocation of Section 106 Community Facilities contribution demonstrates direct benefit both to residents of the Whyke Estate in which the new housing has been built, as well as neighbouring residential areas in Chichester South. The Hall is well managed by a thriving Scout Group and facilities should remain available to the local community for many years.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		X
Climate Change		X
General Data Provision Regulations		X
Human Rights and Equality Impact Positive – improved provision of public space to existing community and new residents	X	
Safeguarding		X

11. Appendices

- 11.1. Summary of quotes received, sources of funding. [**Note** Part II exempt restricted material printed on salmon paper for the information of members and relevant officers only: Para 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]

12. Background Papers

- 12.1. None

Document is Restricted

Chichester District Council

THE CABINET

4 September 2018

**Tangmere Strategic Development Location -
Selection of a Development Partner**

1. Contacts

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Cabinet Member

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2. Executive Summary

This report seeks the Cabinet's approval of a development partner to deliver the Tangmere Strategic Development Location (SDL) as identified in the adopted Local Plan and seeks delegated authority to enable completion of the associated Development Agreement with the selected development partner that will enable delivery of the SDL through recourse to a Compulsory Purchase Order (CPO) if required.

The report also proposes revisions to the timetable for a potential CPO.

3. Recommendation

3.1 That the Cabinet resolves to:

- (1) Appoint Countryside Properties (UK) Limited as the Council's development partner to take forward the development of the Tangmere SDL.**
- (2) Delegate authority to the Director of Planning and the Environment following consultation with the Cabinet Member for Planning Services to agree and sign the finalised Development Agreement.**
- (3) Instruct officers and the development partner to continue dialogue with the landowners/site promoters to facilitate development of the site without the need for a compulsory purchase order if possible.**
- (4) Agree the revised timetable for making the compulsory purchase order, if required, set out at paragraph 6.5 of the agenda report.**

4. Background

- 4.1 The process to begin the selection of a development partner was agreed at Cabinet (11 July 2017) as an appropriate route to enable the delivery of the Tangmere SDL. The Cabinet decision supported work on the Compulsory Purchase Order (CPO), a budget was allocated and CPO advisors were retained to help facilitate this process. Further background to the CPO process is set out in a previous report to Cabinet (7 June 2016). These reports explain the background to the issues relating to development of the Tangmere SDL and the CPO process. It should be noted that the existing landowners have still made no progress to bring the site forward for development.
- 4.2 An update report was considered by Council (6 March 2018) when it was resolved to allocate additional funding to enable a CPO (if required) and commence a process to select a development partner for the whole of the Tangmere SDL. It is intended that the development partner be appointed before the Council makes a CPO, in order for the Council to minimise its exposure to the financial risks. The Council is anticipating that the development partner will prepare a development masterplan and make a planning application for the whole site, but also underwrite the costs of the CPO, on the basis that the developer should then make profit on the eventual sale and disposal of the site.
- 4.3 **Selection of a development partner:** Officers in conjunction with the Council's advisors, Knight Frank and Citicentric, have been undertaking the selection of the development partner. This has involved the assessment of initial expressions of interest and inviting the best potential development partners to make a full submission. The selection process for the development partner is set out at appendix 1 and appendix 2 includes the initial marketing information.
- 4.4 Initially 13 companies expressed an interest in becoming the Council's development partner for the Tangmere SDL, the initial scoring is included in appendix 4. Three of the submissions met the criteria and scored much higher than the others and so were taken forward to detailed assessments and interviews. Appendix 3 of this report contains the questions which the selected bidders were expected to answer as part of the detailed submissions.
- 4.5 The assessment of the detailed submission was conducted in two work streams: Legal and Commercial. The Legal work stream focused on the Heads of Terms document issued with the Invitation to Submit. This is a document that provides the basis for the detail in the Development Agreement. The draft Heads of Terms document is included in Appendix 6. The Commercial work stream considered the bidders' proposals for the development opportunities, specifically looking at the delivery strategy.
- 4.6 The selection process for the development partner was therefore on the basis of the understanding of the Council's requirements, ability to work in partnership, strength of their delivery team and their financial offer. The selection of a development partner is not based on a scheme, but a partner who the Council believes can best deliver the comprehensive development of the Tangmere SDL, in accordance with the Local Plan and Neighbourhood Plan policies.
- 4.7 Countryside Properties scored the highest in the selection process and accordingly, is, in the opinion of officers and those external professionals who assisted in the

selection process, the preferred development partner for the Council to progress the development of the Tangmere SDL. The final scores are detailed in appendix 5.

- 4.8 The process of selecting a development partner is, subject to approval by Cabinet, complete. Following the Cabinet decision the selected development partner will be notified and work commenced to complete a Development Agreement.
- 4.9 The appendices to this report contain financial information which impact on commercial confidentiality about the Development Partner bidders. They also contain the scoring of the proposed bidders and the draft Heads of Terms and are therefore in Part II and not for publication.

5. Outcomes to be Achieved

- 5.1 Development of the Tangmere SDL, in accordance with the policies and concept design guidance set out in the Chichester Local Plan and Tangmere Neighbourhood Plan which will enable delivery of a significant number of new homes, community facilities, open space and a new school.

6. Proposal

- 6.1 This report proposes that Cabinet appoints Countryside Properties as the Council's development partner and that delegated authority is granted to enable the negotiation and completion of the associated Development Agreement.
- 6.2 Work on a masterplan by the selected developer partner will begin following the Cabinet's decision. This will include consultation with and input from Tangmere Parish Council and the local community. Detailed designs and a planning application for the whole site will be made following the masterplan work. Public consultation will be undertaken on planning applications as they come forward.
- 6.3 Although there are willing landowners who wish to develop the site at Tangmere SDL, the development partner will need to assess how the land required to progress the Tangmere SDL can be assembled by a process of negotiated acquisition. As advised in previous reports, if this cannot be achieved in an affordable and timely manner, the Council is prepared to use its Compulsory Purchase Powers to facilitate the land assembly process. In order to deliver the Tangmere SDL in accordance with Government guidance¹ on the use of CPO powers, work on the CPO will continue in tandem, while negotiations take place.
- 6.4 **Timetable:** It is proposed to amend the timetable as shown below. Changes have occurred due to the selection process for a development partner commencing in June 2018. This was due to the need for the advisors to be under contract to continue work and to ensure the process was carried out in a transparent way in order to avoid any grounds for a legal challenge.
- 6.5 The timetable if extended as proposed, provides the selected development partner with sufficient opportunity to attempt to negotiate delivery of the SDL with existing landowners without recourse to a CPO. For a CPO to be successful it has to be demonstrated (along with a number of other factors) that all reasonable efforts to progress the chosen scheme without recourse to CPO powers have been made. It is considered that the extra time afforded to the development partner to seek to bring

¹ Guidance on Compulsory Purchase Process and The Crichel Down Rules for the disposal of surplus land acquired by, or under the threat of, compulsion", published by Department for Communities and Local Government and any further relevant advice issued by the Government during the period of the project.

the land forward through negotiation will assist with demonstrating this, should CPO powers be required. It should also be noted that based on experience, it is considered likely that the CPO Inspector's decision will be 12 months from the start of the Inquiry, rather than 4 months.

Revised timetable:

Project	Previous completion date (end of)	Proposed completion date (end of)
Signing of development agreement	July 2018	October 2018
Masterplan completed	August 2018	April 2019
Statement of reasons (necessary for CPO – Davitt Boulton leading)	Statement of Reason (necessary for CPO – Davitt Jones Boulton leading) – August 2018	April 2019
Council resolution to make CPO	September 2018	May 2019 (Council 23 May)
Planning application submitted	January 2019	October 2019
CPO inquiry to start	March 2019	December 2019
Resolution to grant planning permission	April 2019	March 2020
CPO Inspector decision	July 2019	December 2020
Vacant possession secured	November 2019	December 2020
Start on site	January 2020	December 2021

6.6 As part of the bidding process the development partner was required to comment on the timetable outlined by the Council. Countryside Properties has agreed in principle that the timetable as revised can be met. The project will be managed at Countryside Properties by a Project Manager with oversight by a Principal Planning Officer within the Planning Policy Team of the Council, with assistance from Knight Frank, Citicentric and Davitt Jones Boulton.

6.7 **Project Management:** In order to progress the partnership effectively, a Project Team will be formed to ensure that the project is meeting its objectives. A monthly update will be provided by the Project Manager. It is proposed that delegated authority is given as outlined in the recommendations to enable the completion of the Development Agreement.

7. Alternatives Considered

7.1 The alternative to use of CPO powers is that development of the site by the consortium of landowners and developers takes place voluntarily. However, the Council has been working with the consortium for several years to facilitate a comprehensive development but without meaningful progress being made, including any evidence of effective collaborative working to deliver the scheme.

8. Resource and Legal Implications

8.1 Finance Implications: There are significant financial and resourcing implications arising from a potential CPO. However the preferred development partner has indicated they will reimburse the Council's costs, although these will be capped at a figure to be agreed, as part of the Development Agreement. The CPO process, if required, will be managed internally and will require use of the existing staff resources within the Planning Policy and Legal Teams.

8.2 Legal Implications:

- a) Tangmere SDL is an important element of the Council's Local Plan and previous reports have dealt with the risk of this site not proceeding and the impact that would have on the Council. The recommendations proposed are considered appropriate to progress the delivery of the Tangmere SDL and ensure the best chance of success for its delivery.
- b) There is a risk that the unsuccessful bidders will challenge the decision to appoint Countryside Properties. However, to mitigate the prospects of such challenge and provide the Council with a robust position to defend any such challenge, the Council has engaged external advisers to advise on any issues likely to arise and, following that advice, Knight Frank has designed and managed a robust selection exercise.
- c) The intention is to enter into a Development Agreement with Countryside Properties. Until such an agreement is completed, Countryside Properties is not formally committed to its role in delivering the Tangmere SDL. Officers and the Council's external advisers are engaged to progress this workstream, assuming the recommendations in this report are agreed.

9. Consultation

- 9.1 The Council's Legal Service team and external advisors, including the CPO Solicitor have been consulted extensively about this complex matter.
- 9.2 The Local Member and Cabinet Member for Planning Services have been made aware of the work being undertaken in relation to the selection of the development partner.
- 9.3 The owners of the land within the Tangmere SDL boundary have been kept aware of the Council's intentions and given opportunities to make submissions as part of the process. The Council continues to engage with these owners with a view to bringing forward the Tangmere SDL voluntarily and, if appointed, Countryside Properties will continue this work.
- 9.4 The Development Plan and Infrastructure Panel considered this report at its meeting on 30 August and any comments will be reported to Cabinet.

10. Community Impact and Corporate Risks

10.1 Community Impact: The development of the Tangmere SDL has the capacity to create a significant number of new homes of different tenures, as well as sport and leisure opportunities and a new school.

- 10.2 **Corporate Risks:** Under the proposal the Council will enter into a Development Agreement with Countryside Properties as the development partner. The Development Agreement will be finalised in accordance with the Heads of Terms (set out at Appendix 6), following advice from the Council's solicitor and external advisors.
- 10.3 **Risk Management:** Risk management has been a key consideration in the selection process for the development partner. Countryside Properties demonstrated their approach to risk management through a robust risk management strategy. Whilst this will be put in place and owned by the development partner, risk management will form a standing item on the Project team meetings and therefore will be fully monitored and managed throughout the delivery of the Tangmere SDL development.

11. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder: The proposals in the masterplan and planning applications should ensure that at the very least there is no negative impact on the potential for crime and disorder and that there should be a positive impact in reducing the potential for crime and disorder.	x	
Climate Change: Any masterplan or planning application should ensure that at the very least there should be no negative impact for climate change and that there should be a positive impact by including mitigation or adaption measures.	x	
Human Rights and Equality Impact: An equalities impact assessment will need to be undertaken on the proposals in any CPO process and masterplan.	x	
Safeguarding and Early Help		x
General Data Protection Regulations (GDPR)		x
Health and Wellbeing		x
Other (please specify)		x

12. Appendices – Confidential Part II Exempt Material Not for Publication

- 12.1 Appendix 1: Summary of Development Partner Selection Process
- 12.2 Appendix 2: Initial marketing information
- 12.3 Appendix 3: Questions and confidence scoring (blank)
- 12.4 Appendix 4: Letter (28 June 2018) from Knight Frank to Mike Allgrove containing the initial scoring assessment
- 12.5 Appendix 5: Tangmere SDL Stage 2 Score Sheets (summary)
- 12.6 Appendix 6: Draft Heads of Terms which are subject to further amendment in conjunction with the selected development partner

13. Background Papers

- 13.1 None

Chichester District Council

THE CABINET

4 September 2018

2017-2018 Treasury Management Out-turn

1. Contacts

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2. Recommendation

The Cabinet is requested to note this summary of treasury management activities and performance for 2017-2018.

3. Background and Outcomes

- 3.1. This report provides the Cabinet with a summary of Treasury Management activity for 2017-2018 in accordance with the Council's approved Treasury Strategy and Policy statement. The aim is to provide the Cabinet with assurance over the effectiveness of Treasury activities undertaken during the last financial year.

4. Treasury Position at Year End

- 4.1. On 31 March 2018, the Council had investments of £53.9m with no external borrowing.

Table 1: Treasury Management Summary

Investments £000	Balance 01/04/2017	Movement	Balance 31/03/18
Short term Investments	24,305	(3,305)	21,000
Money Market Funds	11,000	(1,200)	9,800
Corporate Bonds	2,020	193	2,213
Total liquid investments	37,325	(4,312)	33,013
Long term Investments	5,000	(2,000)	3,000
Pooled Funds – External	-	7,950	7,950
Pooled funds – Local Authority	10,000	-	10,000
Property fund			
TOTAL INVESTMENTS	52,325	1,638	53,963

Note: the figures in the table above exclude any movements in Market value.

- 4.2. To help the Council manage risk, benchmarks and red/ amber/ green risk ratings are used across a series of indicators focussed on measuring security, liquidity and return. These are shown at appendix 2 with a short commentary against each.
- 4.3. During 2017-2018, due to the increased risk and low returns from short-term unsecured bank investments, the Authority made greater use of Local Authority counterparties for short term investing and made further investments in long term external pooled funds with the aim of generating a steady income stream from classes of investment assets that are, by design, diversified.
- 4.4 The Council's internal investment return reduced very slightly over the final quarter of the year as the average duration of new investments was maintained below 6 months in anticipation of the Monetary Policy Committee's (MPC) decision on 2 August to raise the official bank rate. Following this decision, officers are now looking to rebalance the short term portfolio towards six to 12 month durations.
- 4.5 Since the end of 2017 our investments in non-property pooled funds have been affected by weaknesses on the global bond markets, driven by investor reactions to the prospects of higher inflation, interest rates and concerns about global trade and tariffs. due to market expectations of interest rate rises. More information on the individual movements in these funds can be found in appendix 1.

Table 2: Gains and losses from external pooled funds (August 2018)

Fund	Type of fund	Investment (£)	Capital gain (loss)	Market Value	Current return (Income)
Local Authority Property Fund	Property	10,000,000	(234,289)	9,765,711	4.3%
Investec Diversified Income Fund	Multi Asset	3,650,000	(52,340)	3,597,660	4.0%
Columbia Threadneedle Strategic Bond Fund	Bonds	2,650,000	(76,346)	2,573,654	3.0%
M&G Optimal Income Fund	Bonds	1,650,000	(9,883)	1,640,117	2.5%

- 4.6 Officers continue to monitor the market value of the funds, as well as the wider income return. The importance of this has been highlighted by the implementation from 1 April 2018 of IFRS9, which has the potential to increase volatility in revenue budgets if movements in fair values are required to be charged against the Council's General Fund.
- 4.7 On 29 July the Ministry of Housing, Communities and Local Government (MHCLG) released a consultation on statutory overrides relating to the introduction of IFRS9, Financial Instruments. The implications of which have previously been reported to the Cabinet.
- 4.8 The consultation recognises that the requirement that IFRS 9 may introduce more income statement volatility, impact upon balanced budget calculations and could mean less money available to fund services. It is also mindful not to be

“incentivising riskier investments”. The government therefore proposes introducing a time limited statutory override, requiring local authorities to reverse out fair value movements recognised on pooled investment funds to unusable reserves for a period of three years to 1 April 2021.

- 4.9 Officers intend to respond to this consultation before the 28 September deadline. In particular, officers do not presently see why the reasons outlined in the consultation requiring a statutory override would cease to be relevant after three years and intend to make representations to this effect to MHCLG.

5. Other Non-Treasury Holdings and Activity

- 5.1. Although not classed as treasury management activities, the 2017 CIPFA Code now requires the Authority to report on investments for policy reasons outside of normal treasury management.
- 5.2. The Authority holds £11.8m of investments in directly owned property. This increased during 2017-2018 due to the purchase of 2-3 East Street, Chichester.
- 5.3. These non-treasury investments generated £901k of investment income for the Authority after taking account of direct costs (but excluding fair value movements), representing a rate of return of 7.7%. This is higher than the return earned on treasury investments but reflects the additional risks to the Authority of holding such investments.

6. Compliance Report

- 6.1. How Treasury activities complied with the Council's main 2017-18 Treasury limits is disclosed at Appendix C.

7. Other Developments during 2017-2018

Revised CIPFA codes

- 7.1. CIPFA published revised editions of the Treasury Management and Prudential Codes in December 2017. The required changes from the 2011 Code are being incorporated into Treasury Management Strategies and monitoring reports.
- 7.2. The 2017 Prudential Code introduces the requirement for a Capital Strategy which provides a high-level overview of the long-term context of capital expenditure and investment decisions and their associated risks and rewards along with an overview of how risk is managed for future financial sustainability. The Council expects to prepare a draft strategy in time for approval alongside the 2019-2020 Treasury Management Strategy early in 2019.

MiFID II

- 7.3. As a result of the second Markets in Financial Instruments Directive (MiFID II), from 3rd January 2018 local authorities were automatically treated as retail clients but could ‘opt up’ to professional client status, providing certain criteria was met. The Council has met the conditions to opt up to professional status

and has now done so where required.

8. Resource and Legal Implications

- 8.1. The Council is required by the Accounts and Audit Regulations to comply with CIPFA's Code of Practice for Treasury Management and the Prudential Code for Capital Finance.

9. Consultation

- 9.1 A report on these matters was made to Corporate Governance and Audit Committee on 26 July 2018.

10. Community impact and corporate risks

- 10.1 None

11. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity		X
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X

12. Appendices

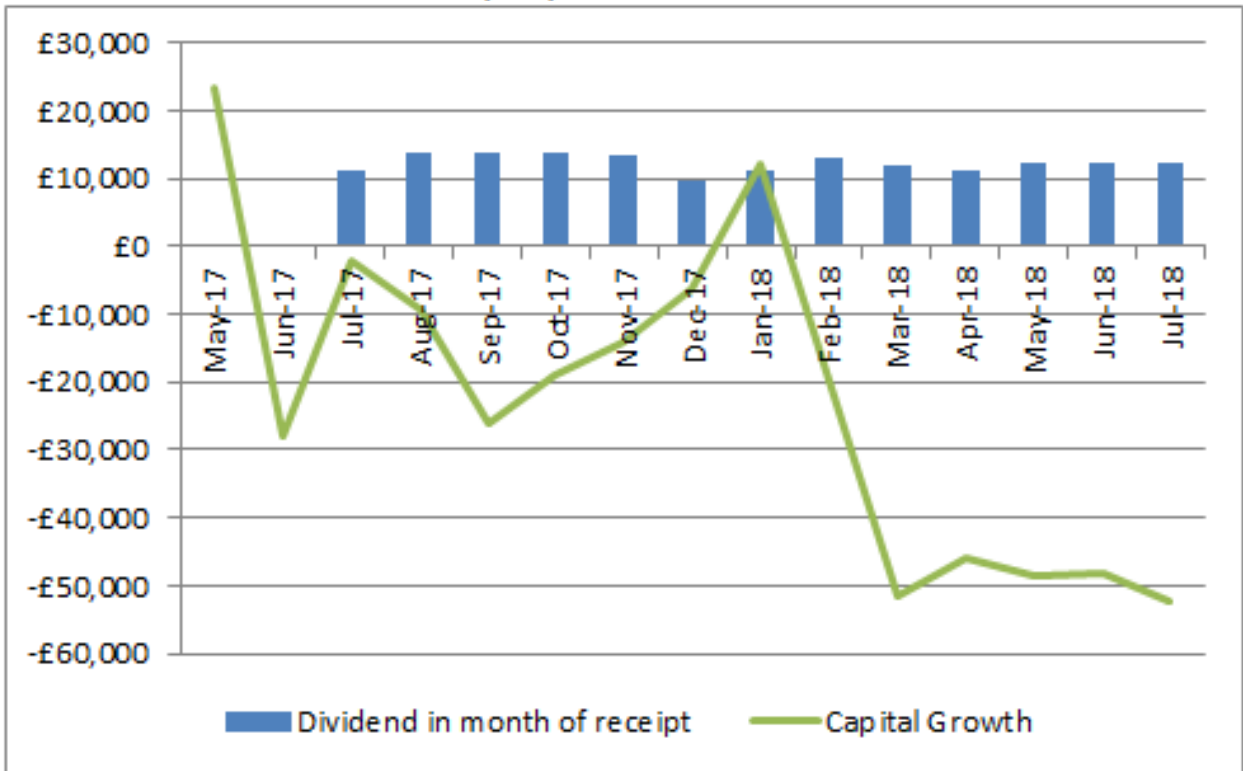
- 12.1. A - Movements in Fund fair values and income – Pooled Funds
12.2. B - Benchmarking indicators
12.3. C – Compliance report

13. Background Papers

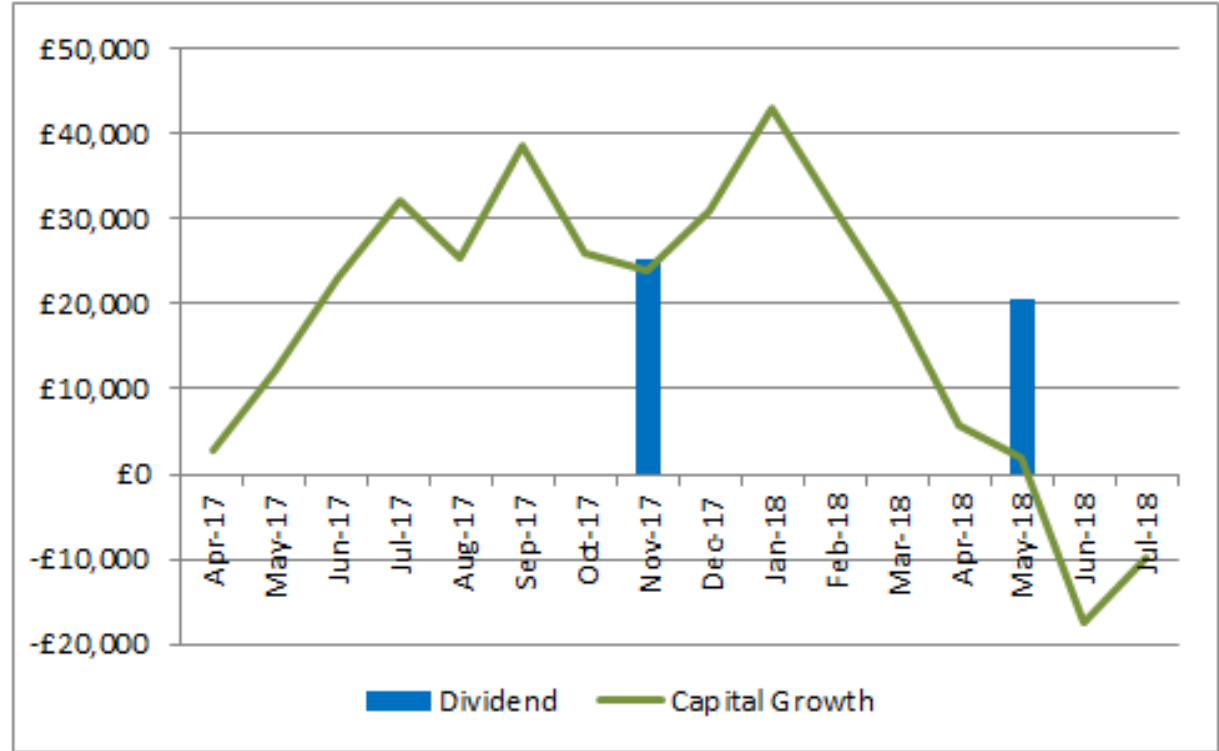
- 13.1. None.

Appendix A: Movements in Fund fair values and income – Pooled Funds

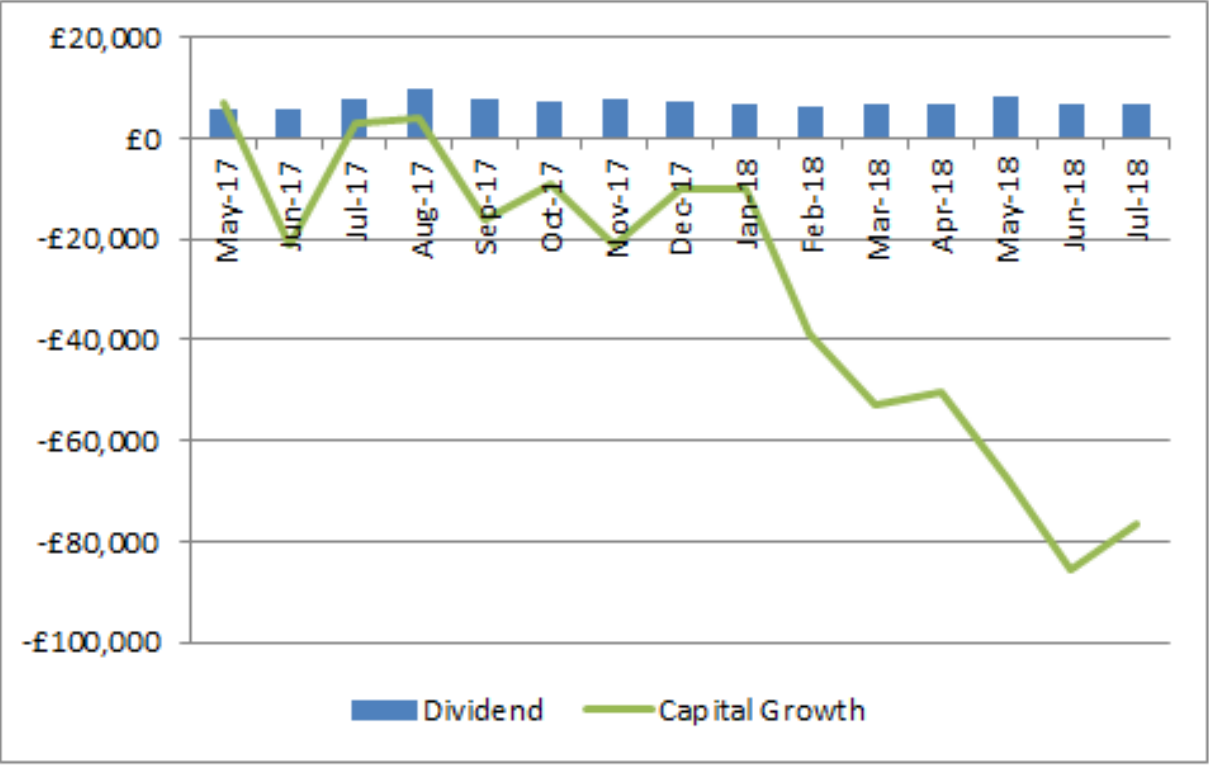
Investec: Total investment £3,650,000



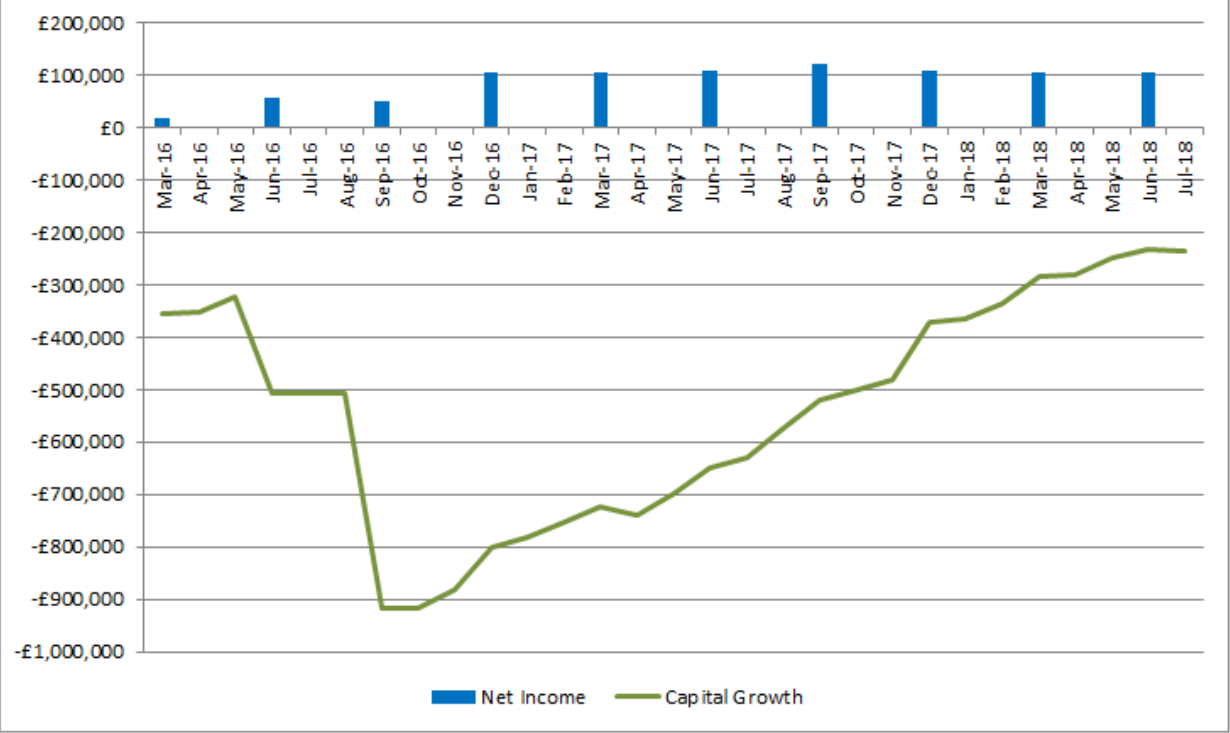
M&G: Total Investment £1,650,000



Columbia Threadneedle: Total investment £2,650,000



LAPF: Total Investment £10,000,000



Appendix B: Treasury Management – Benchmarking indicators

Return

Measure	Qtr 1 17-18	Qtr2 17-18	Qtr 3 17-18	Qtr4 17-18	Non-met districts Q4 average	Rating
Internal investment return %	0.65	0.52	0.57	0.70	0.71	GREEN
External funds – income return %	4.35	4.38	4.54	4.31	3.39	GREEN
External funds – capital gains/losses %	(0.81)	2.19	2.48	1.90	0.07	AMBER
Total treasury Investments – income return %	1.29	1.62	1.71	1.88	1.41	GREEN

The Council's internal investment return has reduced very slightly over the final quarter. Following the Bank of England's Monetary Policy Committee (MPC) February Inflation report which indicating that the MPC was keen to return inflation to the 2% target over an 18-24 month horizon, the Council has not sought to invest for periods over 6 months duration which has reduced returns slightly. Following the subsequent May MPC meeting this stance is now under review

Security

Measure	Qtr1 17-18	Qtr2 17-18	Qtr 3 17-18	Qtr 4 17-18	Non-met District average	Rating
Average Credit Score (time-weighted)	4.18	4.27	3.95	3.88	4.08	GREEN
Average Credit Rating (time weighted)	AA-	AA-	AA-	AA-	AA-	AMBER
Proportion Exposed to Bail-in (%)	54	60	41	41	53	GREEN

The amber rating is not considered significant, but is reported here as, strictly, the formal target is to maintain the average credit rating below the time weighted average of other District Councils.

Liquidity

	Qtr1	Qtr2	Qtr 3	Qtr 4	Non-met districts	Rating
--	------	------	-------	-------	----------------------	--------

Measure	17-18	17-18	17-18	17-18	(average)	
Proportion available within 7 days (%)	17	18	14	18	32	GREEN
Proportion available within 100 days (%)	48	38	46	50	59	GREEN
Average days to maturity	177	161	137	116	109	GREEN

There are two main drivers for the reduction in average days to maturity seen above.

- The Council has actively maintained a short term position following the Bank of England's Monetary Policy Committee (MPC) February Inflation report indicating that the MPC was keen to return inflation to the 2% target over an 18-24 month horizon.
- In advance of bank ring-fence restructuring, Arlingclose advised in May 2017 adjusting downwards the maturity limit for unsecured investments to a maximum of 6 months for many counterparties.

Appendix C – Compliance report

Compliance with investment limits

	2017/18 Limit	Complied/ Exception Ref
Banks unsecured, total	£20m	3
Corporates, total	£10m	✓
Local Authority property fund, total	£10m	✓
Other pooled investment funds, total	£10m	✓
Council's own bank, total max 7 days	£2.5m	2, 4
Money market Funds, total	£20m	✓
Counterparty ratings	various	1

The four reportable exceptions in the financial year were as follows;

Reference	Exception	Action taken
1.	£2m was invested with National Counties Building Society. This amount exceeded the limit for unsecured building society deposits (£1m). The Council's Treasury system alerted officers to this exception but unfortunately the deal had already been confirmed with the broker and the Council was committed to honour it. The deposit was repaid in full on 13 October 2017	This issue was reported to Cabinet in December 2017 and following this meeting, procedures now require discussion with senior officer prior to verbal agreement of deals.
2	The Council's bank account was overdrawn by £54,000 overnight as a redemption requested from Standard Life did not arrive until the following day.	This issue was reported to Cabinet in December 2017. Interest paid was recovered from the third party.
3	The limit on unsecured investments (£20m) was exceeded twice during the year. Once by £1m for 7 days and by £0.5m for just under a month in October and November 2017.	This issue was reported to Cabinet in December 2017 and following this meeting, the Council's daily investment was amended to include a specific check is carried out against this limit going forward
4	The Council's bank account was left overdrawn by £585,000 as funds were not brought back from Money market funds to cover expenditure.	The Council's daily processing checklist was not fully complied with. Further training and guidance has been provided to the member of staff.

Interest rate exposure

This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures are as follows, expressed as amounts of principal.

	31.3.18 Actual	2017/18 Limit	Complied
Upper limit on fixed interest rate exposure*	£3m	£28m	✓
Upper limit on variable interest rate exposure	£33m	£70m	✓

Principal Sums Invested for Periods Longer than 364 days

The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2017/18	2018/19	2019/20
Actual principal invested beyond year end	£20.95m	£20.95	£17.95m
Limit on principal invested beyond year end	£35m	£30m	£25m
Complied	✓	✓	✓