

Public Document Pack

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A meeting of **Overview & Scrutiny Committee** will be held in Committee Room 2, East Pallant House on **Tuesday 14 November 2017 at 9.30 am**

MEMBERS: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Mrs P Plant, Mr H Potter, Mr J Ransley, Mr A Shaxson, Mrs J Tassell and Mr N Thomas

AGENDA

- 1 **Chairman's announcements**
Any apologies for absence that have been received will be noted at this point.
- 2 **Minutes** (Pages 1 - 22)
To approve as a correct record the minutes of the Overview & Scrutiny Committee meeting held on 12 September 2017.
To receive an update on progress against the committee's recommendations to Cabinet and Council.
- 3 **Urgent Items**
The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to Late Items.
- 4 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 5 **Public Question Time**
The procedure for submitting public questions in writing no later than 12:00 on Monday 13 November 2017 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **Business Improvement Services Portfolio Holder address**
The committee has invited the Support Services Portfolio Holder to present his priorities and areas of focus over the next year and to answer questions on progress towards achieving the aims and targets of the Council's Corporate Plan priorities.
- 7 **Consultation Review 2017** (Pages 23 - 36)
Further to minute 179 of 12 September 2017 the committee is requested to consider the council's public consultation procedures and to make any comments or suggestions for its improvement.
- 8 **Communications between CDC and South Downs National Park Authority (SDNPA) - Update** (Pages 37 - 44)
Further to minute 163 of 13 June 2017, the committee is requested to note and comment on the outcomes of the meeting with the SDNPA pursuant to the

recommendations of the committee on 13 June 2017 and Cabinet on 11 July 2017 to the SDNPA, and to comment on whether the concerns previously raised have been satisfactorily addressed.

- 9 **Corporate Plan Task and Finish Group - Final Report** (Pages 45 - 46)
Further to minute 178 of 12 September 2017 the committee is requested to note this report from the Corporate Plan Task and Finish Group and to confirm that it is satisfied that the Council is achieving satisfactory levels of performance against the targets and activities in the 2017-18 Corporate Plan mid-year progress report.
- 10 **Budget Review 2017** (Page 47)
The committee is requested to consider and agree the Terms of Reference for this task and finish group and to nominate three members to take part in this review.
- 11 **Forward Plan** (Pages 48 - 61)
Members are asked to consider the latest Forward Plan (attached) and to consider whether it wishes to enquire into any of the forthcoming decisions.
- 12 **Late Items**
Consideration of any late items as follows:
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 reported at the meeting.
- 13 **Exclusion of the Press and Public**
There are no restricted items for consideration.

NOTES

1. The press and public may be excluded from the meeting during any item of business where 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. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
 - a) Members of the Overview & Scrutiny Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
 - b) The press and public may view this information on the council's website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
4. 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 intention 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.



Minutes of the meeting of the **Overview & Scrutiny Committee** held in The Assembly Room - The Council House (Chichester City Council), North Street, Chichester on Tuesday 12 September 2017 at 9.30 am

Members Present: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Mrs P Plant, Mr H Potter, Mr A Shaxson, Mrs J Tassell and Mr N Thomas

Members not present: Mr J Ransley

In attendance by invitation: Mr S Mills (Everyone Active)

Officers present: Mrs J Hotchkiss (Head of Commercial Services), Mr D Hyland (Community and Partnerships Support Manager), Mrs B Jones (Principal Scrutiny Officer), Mrs S Peyman (Sport and Leisure Development Manager), Mrs D Shepherd (Chief Executive) and Ms A Stevens (Environment Manager)

170 **Chairman's announcements**

The Chairman welcomed all to the meeting, particularly to officers and to Mr Stuart Mills, Contract Manager of Everyone Active.

She referred to a recent note out to members of the committee seeking those interested in attending a regional scrutiny networking seminar which was taking place at East Pallant House on 12 October 2017. Mrs P Plant and Mrs C Neville indicated that they would like to attend.

171 **Minutes**

The committee considered the minutes of the last meeting held on 30 June 2016.

RESOLVED

That the minutes of the meeting held on 30 June 2016 be agreed as a correct record.

Matters arising:

Mrs Jones updated the committee on progress against the recommendations made at the last meeting. At minute 163 the recommendation to the South Downs National Park Authority had resulted in a meeting being arranged with the South Downs National Park Authority on 3 October 2017 at 2.00pm. Mr Shaxson, referring to the

recommendation to Cabinet, suggested that a report be brought back to the committee for consideration. Mrs Jones advised that she would discuss with officers the possibility of preparing an update report for the committee at its November meeting.

172 Urgent Items

There were no urgent items.

173 Declarations of Interests

No interests were declared at this meeting.

174 Public Question Time

No public questions had been received.

Referring to the low number of public questions received by this committee, Mr Shaxson asked how this was advertised to residents in the district. Mrs Jones advised that there was currently a push to advertise our audio recorded meetings to the public and that she would investigate the inclusion of advice to the public on how to raise public questions at meetings.

175 Environment Services Portfolio Holder address

The Chairman welcomed Mr John Connor, the Cabinet Member for Environment Services, to the meeting.

Ms A Stevens, Environment Manager, was present to support Mr Connor and to answer any questions.

Mr Connor gave a presentation on his priorities and areas of focus over the coming months and on progress achieved over the last six months on projects within his portfolio which appear in the council's Corporate Plan.

The committee made the following comments and received answers to questions as follows:

- Areas which are designated as air quality management areas are monitored constantly. A monthly assessment of pollution levels is taken by diffusion tube in other areas. There had been a slight decrease in nitrogen dioxide figures however it was anticipated that there would be no overall improvement in air quality. Actions are being taken which are consistent with what the government would expect local authorities to be taking to manage air quality such as modal shift initiatives. A move to car clubs, improvement in technology with introduction of electric vehicles and cleaner petrol and diesel engines will improve the figures in the long term.
- Mr Galloway had been asked to be a member of the Air Quality Working Group. Mr S Morley is Midhurst's representative on the group.
- Issues of pollution, traffic jams and highway repairs at Midhurst and the possible solutions: Traffic and congestion such as is found at Rumbolds Hill,

which results in pollution, is outside of local authority control. Monitoring has been undertaken on Rumbolds Hill and results showed that it could possibly be declared an 'air quality area'. Further modelling is required to support the monitoring and as such this problem is on the Air Quality Working Group agenda. If an air quality management area (AQMA) was put in place it would allow the council more influence in areas such as local transport planning with WSCC, encouraging initiatives such as hybrid buses (which could be fitted with devices to allow them to automatically go electric once they hit certain areas). Emissions from diesel engines were constantly improving. The next generation would see more car sharing, more use of electric bikes and cars and a subsequent reduction in emissions. Routing lorries elsewhere was a regional transport issue. It was not possible to declare an area as an air quality management area immediately. We would need to undertake modelling, would need to consider possible mitigating actions and it would be a Cabinet and Full Council decision. Ms Stevens undertook to take this away as a matter of priority.

- The vulnerability of our coastline to a 1:100 year flooding event: Coastal defences are robustly maintained however the risk of storm surge at any time cannot be predicted. Within 20-30 years we would need to look at raising coast defences by about half a metre. The Medmerry Realignment Scheme was built to reduce that risk to the coastline around Selsey.
- LPG gas leakages in commercial site tanks (issue raised after explosion in Scotland recently): The council is actively investigating this area.
- Increased use of lorries at Pendean Sandpit: Environment officers provide advice and recommend planning conditions through the planning system from an air quality, pollution and noise viewpoint. The problem of numbers of lorries would be investigated and reported back to OSC.
- Public toilets: Falls within the responsibilities of the Cabinet Member for Contract Services.
- Cycle paths: Officers have good relationships with WSCC officers and cycle lobby groups to ensure Chichester's interests are integrated into the local transport planning system which is WSCC remit. Officers are consulted on the WSCC road space audit and transport planning policies. Officers are also feeding into the Local Plan Review process to ensure that there are relevant policies within the council's Local Plan. Chichester Vision has been shaped to ensure that we have an integrated alternative transport route. There has been an increase in cycles in the district with increased demand for cycle routes.
- Caravan site licenses - the layout and spacing between caravans and boundaries applying equally to private and gypsy sites: It was thought this had more to do with the welfare of visitors to a caravan site and may not apply in domestic situations. Ms Stevens undertook to respond to members with more information.
- Concern about activities taking place under permitted development rights and the increase in camping/tents at Tinwood Lane, Chichester and The White Horse, Chilgrove and music temporary event licences. Ms Stevens undertook to investigate this and respond to members.
- Uber licencing: All drivers are treated as private hire. There had been an increase in out of area drivers coming into the Chichester area to get a licence. A knowledge test had been introduced to manage expectations in line with London authorities. Mrs Jones undertook to circulate information which had appeared in the Members' Bulletin recently.

- Increase in numbers of cafes and restaurants in the area: The team was fully resourced to ensure food hygiene checks were undertaken.

A copy of Mr Connor's presentation will be appended to the minutes of this meeting.

RESOLVED

That the Environment portfolio holder's oral report be noted.

176 Leisure Services Performance Review

The committee considered the report circulated with the agenda.

Mrs S Peyman presented the report. Mr S Mills, Everyone Active Contract Manager, was in attendance to answer questions.

This report covered the period 1 May 2016 to 31 March 2017, a period of 11 months and considered the outcomes of the Leisure Services Post Project Evaluation. A corporate Leisure Task and Finish Group had been constituted to consider performance during the project and a representative of this committee had been assigned to that group.

Mrs P Plant reported back that she had been on the task and finish group and had made a point of going to visit all three centres. At the last meeting of the group the annual report was considered and performance against the project outcomes was noted as having been met.

The committee made the following comments and received answers to questions as follows:

- Have the savings in the first year been achieved? The savings reported are the overall savings agreed between the council and the contractor to be achieved over the ten year contract period. A risk to the council in the future would be if the contractor wasn't able to deliver the set savings to the council and in this instance the contractor would be subject to penalties under the contract.
- The financial information had been included in a confidential report to Cabinet in January 2016. This had been noted in the report as a background paper and members had access to this information.
- IFI relates to the Inclusive Fitness Initiative which allows people with disabilities to fully access and use the fitness facilities.
- There is a concessionary rate for older people. It was aimed at 65 and above but this had been changed to 60 and above.
- A swimming loyalty scheme had been replaced with a new swim only membership which had worked out better value to the customer than the loyalty scheme.
- Who do Chichester residents go to Bourne when they have everything at the Westgate Centre? Some customers prefer Bourne which is a quieter site. Everyone Active customers can use any similar site in the country.
- A virtual class is a class without a coach but with a video screen.
- A Quest assessment is a national quality standard scored through mystery customers, mystery phone calls and email.

- Work on the changing rooms has been carried out. A report setting out customer comments is considered monthly to assess dissatisfaction levels.
- Community sports and development plan is under way and initiatives will be discussed with the task and finish group
- Clarification was sought on the three different companies under Sports & Leisure Management (SLM). Our contract is with SLM Sport and Development Limited; however there are three separate companies – SLM Fitness, SLM Community and SLM Food & Beverage – within the SLM group. When nearing completion of the contract in early 2016 the advice had been to transfer elements of the business to the three separate companies. The pension outcome would be the same.
- The issue with the replacement engines had been resolved with a report to Cabinet – Mrs Jones would send of this decision to the committee.

The committee **RESOLVED**

That it was satisfied that the contractor was achieving satisfactory levels of performance against the outcomes set out at paragraph 3.0 in the annual report.

177 **Southern Gateway, Chichester - Implementation**

The committee considered the report circulated with the agenda.

Mrs Hotchkiss presented the report. Mrs Shepherd was in attendance to answer questions.

The committee was reminded that the purpose of this report was not to consider the content of the Masterplan, which was going through a separate approval process via the Development Plan & Infrastructure Panel, Cabinet and Council, but to consider the draft Southern Gateway Implementation Plan and whether there were any gaps. This draft plan was being brought to the committee to consider in advance of the Masterplan being agreed. A workshop on the Southern Gateway Masterplan, to which all members had been invited, was being held on 4 October 2017. The committee was also asked to nominate a member to sit on the Growth Board as an observer.

Mrs Hotchkiss drew members' attention to amendments on page 67 – Mrs J Kilby replaced Mrs C Purnell as Cabinet Member for Housing Services; Mrs E Lintill has been added as Cabinet Member for Community Services and the representative from this committee would also be added once appointed.

The project outcomes, outputs, constraints, costs and governance arrangements were presented to the committee as well as the proposed project plan and proposals to develop a communications plan. This would be a phased project with some sites coming forward sooner than others. Key stakeholders would be kept informed and consultation carried out during the implementation phase. At all stages in the project the risks would be reviewed and rescored.

Mrs Apel referred to various questions submitted prior to the meeting by Mr J Ransley and the responses given by Mr P Over.

The committee made the following comments and received answers to questions as follows:

- The law courts are to be closed and the courts will be handed over to the Homes and Communities Agency (HCA) which is a key partner in the project.
- Significant new funding streams - Housing Infrastructure Fund (HIF) and the Local Enterprise Partnership (LEP): Bids are currently being developed.
- Closure of the Kingsham building sited on the current High School: This area and the astro turf area is included in the Masterplan.
- Current land owners have supplied us with letters of support for the project (required for the LEP application). We have also signed a Memorandum of Understanding with our key partners like WSCC and the HCA.
- We currently own the land at Basin Road car park and at the bus station and bus depot.
- Total cost of the loss of the car park and revenue from Stagecoach totals just under £80,000. That loss of revenue would be picked up when we work with the developer to mitigate this loss. The council would need to assess whether it wanted to be an investor in the project going forward or whether it just wanted to mitigate the loss.
- How much spent so far? Cabinet had agreed £75,000 in January 2017 and from this and other partnership money we had funded initial appointments for legal and property advice. The contracts we have with these companies are staged so at any point we could pull out.
- Mr Over is sponsor for this project and Mrs Hotchkiss is support. The project details in this report include the top level milestones. At present implementation is set for June 2019 with the appointment of a developer for the site. There is a gross development cost of £180m and once the developer is appointed it could take at least a further 5 years to develop all the sites in the plan. As individual projects are developed then reports would come forward to Cabinet for approval. All funding to date and approval to commence the masterplan process had previous Cabinet approval. As and when sites come forward further Cabinet approval would be sought. At that point Cabinet/Council would have the option to decide whether to invest directly in the schemes.
- How do we assess the need for student accommodation? A consultant had carried out this work. We were trying to address some aspects of our Vision for young people. There is currently a planning application for units at Shopwyke so we need to continuously analyse what is coming through from the market and adjust the need for new homes and care homes (for which there is also a demand). Each of the site areas would have a range of development opportunities identified in the Masterplan. Until a developer was on board it would be difficult to pinpoint specifics.
- The bus station and the train station would not need to be sited together as there would be an interchange to allow people to access either. This was linked to the Masterplan.
- The property tour arranged for members on 10 October would allow members to understand the area and buildings involved in the Southern Gateway area.
- The proposals for a bridge in the city would be considered as part of consultation on the Masterplan.
- Short timescale issues: We are in the process of applying to the HIF and LEP funds so the timescale is linked to getting those applications in. If the

Masterplan was not adopted then this timescale would move. If there was a significant change then advice would be sought on the viability of the project going forward. The risk was that the market could change, however we were mitigating this by analysing viability at key stages of the project.

- A risk would be added to the PID – the risk of relocation sites not being identified.
- The risks mentioned in the implementation plan are weighted as to the vulnerability of these risks to the project. As the project progresses the risks will be reassessed and advice sought regarding risks like the Compulsory Purchase Order (CPO) if we need to go down that route.
- Funding is a high risk to cover the relocation costs. If we were unsuccessful with these two funding bids then we would have to investigate alternative funding sources. If these additional funding sources fail then we would have to look at what aspects of the Masterplan could go forward or not.
- Occupancy of properties: Mrs Hotchkiss undertook to add this under Outcomes in the document.
- The Masterplan would be a live flexible document. If there is no adopted masterplan a number of the sites are likely to be developed anyway so it was better to have a masterplan so that a coordinated approach to development in this area could take place. We did not have all answers yet but at each phase of this project there would be reports back to Cabinet and/or Council and members would receive those reports and would be able to question them. This PID sets out the steps needed to secure ownership of the properties within the development area and to appoint a developer.
- There were a number of drivers to this project such as the sites available for development such as the law courts, the funding streams available and support from major partners such as WSCC and the HCA.
- WSCC and this Council will agree a joint document about the priority projects and growth in certain areas. The Growth Board will be set up to consider how to allocate resources to those priority project areas.

Mrs Hotchkiss undertook to update the Implementation Plan with the two amendments raised above.

At the conclusion of the debate the committee voted on a show of hands unanimously in favour of the resolutions.

RESOLVED

- 1) That the suggested amendments be made to the draft Southern Gateway Implementation Plan and the revised plan be presented to Cabinet once the Masterplan has been approved.
- 2) That Mr N Galloway be appointed to the Chichester Growth Board as an observer.

178 Corporate Plan Mid-Year Review - Terms of Reference

The committee considered the Terms of Reference for this Task and Finish Group. The Chairman had received positive responses from two previous members of the group and was awaiting responses from the other two members. Mrs P Dignum had agreed to chair the group.

RESOLVED

- 1) That the Terms of Reference for the Corporate Plan Task and Finish Group be agreed.
- 2) That members be confirmed as Mrs P Dignum and Mr N Galloway, and Mr S Morley and Mr L Hixson, should they respond in the affirmative.
- 3) That Mrs P Dignum be agreed as the Chairman of this group.
- 4) That the Task and Finish Group report back to this committee at its November 2017 meeting.

179 Forward Plan

The committee considered the Council's latest Forward Plan (Oct 2017- Jan 2018) for items to raise for scrutiny. The following issues were discussed:

- Air quality – during a previous agenda item at this meeting officers agreed to keep members informed on this topic.
- East Pallant House Options Appraisal – this was due to be considered by the committee at its January 2018 meeting.
- S106 Allocation – Westhampnett Community Hall – Mr Hyland offered to update Mr Potter after the meeting.

The Chairman raised the issue of the council's consultation process as there had been a number of concerns from members of the public and councillors following consultations on Southern Gateway, The Vision, Local Plan and recently the Street Audit. Members of the committee agreed that this item should also be added to the committee's work programme.

RESOLVED

That a review be carried out on the council's consultation process and this review be added to the committee's work programme.

The meeting ended at 12.13 pm

CHAIRMAN

Date:

Environment Portfolio Holders Report

Page 9

John Connor



Minute Item 175

Environment Team's work and the Corporate Plan

The teams work, public health and environment crosses all the Corporate Plan priorities but in particular;

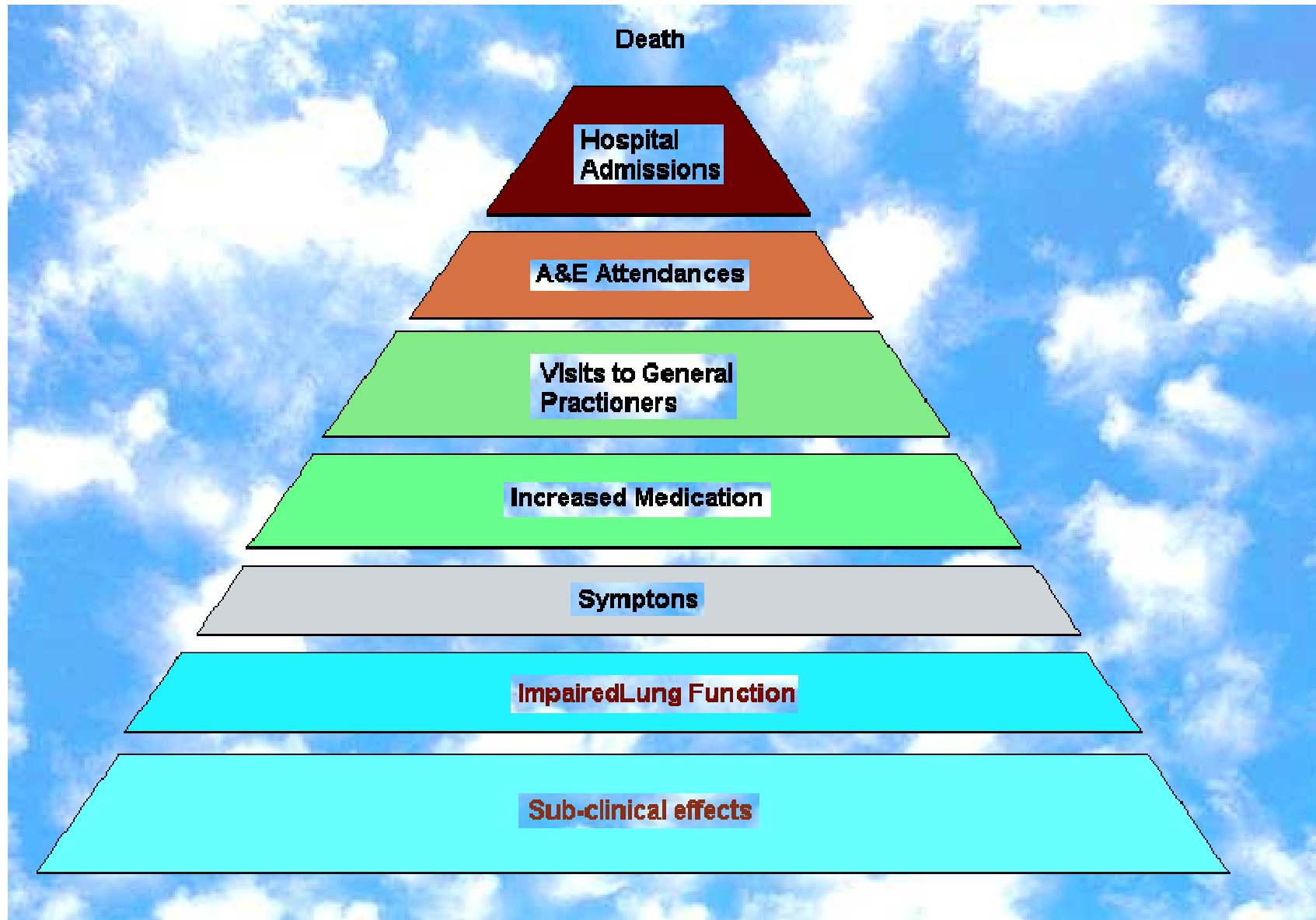
- Manage our built and natural environment
- Improve and support the local economy

Manage our built and natural environment

Environmental Protection Priority - **Air Quality**

- Nationally priority
- Health impacts of particulates and nitrogen dioxide

Impact of air pollution on Public Health





A scandal in the motor industry

Dirty secrets

Volkswagen's falsification of pollution tests opens the door to a very different car industry



8

2016 Friday

News

Small diesels more toxic than big cars

Ben Webster Environment Editor

Small diesel cars pump out more toxic air pollutants than large gas guzzlers, according to independent tests. The results confound the popular assumption that bigger cars must be worse for the environment.

Recent models with an engine size below 15 litres emit on average 9.3 times the legal limit of nitrogen oxides (NOx) in road tests by Emissions Analytics, which supplies independent data on the real-world emissions produced by cars.

Cars with engines bigger than 2 litres emit on average 5.8 times the legal limit, which manufacturers are only required to meet in laboratory tests, despite admitting that those tests do not reflect how cars are driven on the road.

A 3-litre BMW 5 Series and 4-litre Porsche Panamera both met the legal limit of 80 milligrams per kilometre (mg/km) of NOx in the Emissions Analytics road tests, which involve realistic

Hazard warning

Large and clean (meets the legal limit for nitrogen oxides) Porsche Panamera 4-litre BMW 5 Series 530d 3-litre



Small and dirty (emits 6-8 times the legal limit) Toyota Auris 1.4-litre Volkswagen Polo 1.4-litre



speed and acceleration. In the same tests, a 1.4-litre Volkswagen Polo and 1.4-litre Toyota Auris produced from six to eight times the legal NOx limit.

Nick Molden, founder of Emissions Analytics, said part of the reason why bigger cars tended to produce less NOx was because they were more expensive and yielded more profit for manufacturers, who were therefore more willing to spend a little extra fitting effective pollution controls.

Larger cars also had more space for pollution controls, meaning there was less pressure on manufacturers to use smaller, less effective systems or risk reducing their effectiveness by squeezing them into a tight space.

Mr Molden said: "There is a physical packaging issue. In a small car you have not got a lot of space to work with unless you cut into the boot, which then makes it a less attractive product."

He said that larger diesels were more likely to have selective catalytic reduction systems, which involve injecting

urea into the exhaust to neutralise the NOx emissions. From September, any new models being put on the market for the first time will have to meet a tougher official "type approval" test which will include on-road testing.

Lorries and buses have been subject to road tests of randomly selected vehicles since 2014 and as a result new ones typically produce less than half the NOx of the average new car.

Tests by Germany's vehicle testing agency and a Finnish research centre revealed that the latest diesel lorries and buses produced an average of 210mg/km of NOx compared with 500mg/km for new diesel cars.

The European Automobile Manufacturers Association has said that, from September, a new test "will introduce much more realistic testing conditions, including higher speeds, more representative driving behaviour and stricter measurement conditions, than the current lab test".

Letters, page 28

Enter Shak anti-

Nadeem Bar

Two envoys invaded the stage before the year's environmental protest group before the Cleopatra theatre in London.

The activists portrayed the oil and gas industry as the villain in the play.

Darragh who played the company spokesman for the play.

Letters, page 28

Britain receives final warning on 'shameful' air pollution levels



Strategic Policies

- Chichester Vision
- Local Plan
- Southern Gateway

Operational Policies

- Greening the fleet – low/zero emission vehicles
- Electric vehicle charging points
- Enlarge Co-Wheels Club

AQ Working Group to support officers work

Manage our built and natural environment

Environmental Protection Priority - Litter and Fly Tip Strategy

- Sending clear messages
- Cleaning up the District
- Improving enforcement

Manage our built and natural environment

Other Environmental Protection Priorities

- **Selsey Bathing Water Enhancement Project**
- **Your Energy Sussex (YES)**
- **Beach Management Plan 2016-21**

Improve and support the local economy

Health Protection Priority – **Food Rating Scheme**

Target of improving % of premises that score a national food hygiene rating of 3 or more to 95%.

Last year = 96%, early indications this will increase this year

Future of Food Regulation

- FSA are revising the way food inspections are carried out.
- Earned Recognition for businesses
- Inspections by external accredited contractors

Emergency Planning

- Emergency preparedness for an incident
- “Critical” status
- Review of housing and commercial stock – fire precautions

Other areas

- Licensing – night time economy, review of taxi licensing system
- H&S – LPG tanks

Questions

Let me know if there is anything else:

- We should be doing?
- We should not be doing?

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

14 November 2017

Public Consultation

1. Contacts

Report Author:

Dave Hyland, Community and Partnerships Support Manager
Tel: 01243 534864 E-mail: dhyland@chichester.gov.uk

2. Recommendations

The committee is requested to consider the council's public consultation procedures and to make any comments or suggestions for its improvement.

3. Background

- 3.1. For many years, Chichester District Council has retained dedicated officer resource for consulting residents or other parties affected by Council policy or practise, to better inform decision making.
- 3.2. Within the Community and Partnerships Support Team there is currently a single Community Engagement Officer to respond to the calls for assistance from other departments to assist in the design, implementation, results analysis and reporting of consultations. The team also maintains a license for specialist survey software, SNAP, which aids in the design of surveys, and analysis of responses.
- 3.3. Members of Overview and Scrutiny had asked to consider public consultations as a matter for a future agenda.

4. Outcomes to be achieved

- 4.1. In retaining dedicated resource for public consultation, the Council aims to:
 - (a) Reduce the need for services to retain specialist staff within teams for occasional use, or commission externally.
 - (b) Learn from the ongoing experience of local public engagement for continuous improvement
 - (c) Coordinate consultation activity to both aid timely decision making and to avoid simultaneous consultations.

5. Support provided

- 5.1. The support available to departments is set out in the "Consultation Charter" available on the staff Intranet. Last updated in 2014, the Charter is an essential guide to consultation, outlining the reasons why the Council should be consulting with those affected by decisions, principles of the consultation

process, example methodologies, and a project checklist which helps refine the Services areas needs and starts defining the support required and the appropriate methodology/ies for consultation.

- 5.2. The Charter emphasises the benefits of early identification of the need for consultation and consulting at an early stage, typically prior to the development of new policy or strategy.
- 5.3. Given the breadth of council services, the work of the team can be very diverse, and the types of consultation projects undertaken reflect that. A summary of projects undertaken by, or with the support of the team, can be found at Appendix 2.
- 5.4. It is also worth bearing in mind that some of the consultation undertaken by the council is prescribed by relevant statute or regulation. This might be the publication of a draft document for comment by relevant stakeholders, for example the Air Quality Action Plan. While promoted to the general public for their consideration and comment, it tends to be of more interest to professional partners and interest groups, and the methodology is less discursive. The team can provide limited support for this type of activity (the collation of responses, assisting with identifying potential respondents or interest groups, or promoting through the “Current Consultations page” on the Council’s website) but as a result this type of consultation may be initiated without any reference to the team.
- 5.5. Perhaps the most complex area is Planning. The process for consultation and public comment on planning applications is clearly defined and is embedded within the Planning Application process. In terms of Planning Policy, how the council consults on the development of the Local Plan has been developed through the Statement of Community Involvement which has been approved by the Development Plan and Infrastructure Panel.
- 5.6. Given that this is policy development, consultation by necessity involves the development of draft documentation for comment. As a result, the Planning Policy team use specialist software (“Objective”) which allows for commentary paragraph by paragraph, allowing people to support or challenge very specific elements of policy. The system requires people to create a login, so while it’s not quickly accessible to people wanting to make a very specific or brief comment, it is well suited to those who would want to make a considered response over a period of time, or stay engaged with the evolving development of the Local Plan.

6. Co-ordination

- 6.1. There are benefits to the council in coordinating consultation activity. With an internal resource it is fairly pragmatic in terms of managing workload, but it can also provide opportunities for collaboration and cost sharing between commissioning services. From an external perspective it aids with the transparency of decision making, and it is particularly advantageous to try and avoid multiple consultations running simultaneously, particular where those most affected by the issues are the same.

- 6.2. To try and build a forward plan of consultations, the team typically start by requesting that Heads of Service identify any projects within their Service Plans that might require public consultation in the coming year. This typically identifies the major projects, which by default other projects need to fit around. Thereafter projects tend to be identified in a more reactive manner. While planning consultations to a calendar is always attempted, the reality is that the timing of consultations is necessitated by the timeline for decision making.
- 6.3. Coordination with other statutory bodies or local bodies is more challenging. There is often willingness to, and appreciation of the benefits of, scheduling consultations to avoid conflict – but it isn't always pragmatic or possible to do so (on both sides).

7. Alternatives that have been considered

- 7.1. While the support necessary to complete the typical range of consultations undertaken across the council can and is provided in-house, it is not impossible that specialist resource might need to be found or bought in from other partners or consultants. For example, when the Chichester Vision was first proposed at Project Initiation stage, the view was that specialist consultancy might need to be identified. In the event many elements of the consultation process were developed in-house in collaboration between the Economic Development Team and the Community and Partnerships Team, although there was significant resource in the promotion of the consultation and the staffing required to support so many public events.

8. Resource and legal implications

- 8.1. One of the drivers to consult is the potential challenges to decision making if people affected have not had the chance to have their say. While the risk of Judicial Review should not in itself be a key driver in the development of a good consultation methodology, there are some key principles (The "Gunning Principles" which extend from case law) that determine whether a consultation exercise is lawful:
 - (a) Consultation must be undertaken at a time when proposals are still at a formative stage.
 - (b) It must include sufficient reasons for particular proposals to allow those consulted to give intelligent consideration and an intelligent response.
 - (c) Adequate time must be given for this purpose.
 - (d) The product of consultation must be conscientiously taken into account when the ultimate decision is taken.

9. Appendices

- 9.1. Appendix 1 - Consultation Charter 2014
- 9.2. Appendix 2 - Summary of recent consultation projects

Chichester District Council's Essential Guide to Consultation

Consult v. 1 *tr.* Seek information or advice from (a person, book, watch etc.). 2 *intr.* (often followed by *with*) refer to a person for advice, an opinion, etc. 3 *tr.* seek permission or approval from (a person) for a proposed action. 4 *tr.* take into account; consider (feelings, interests, etc.).

Why consult?

There are often occasions when services at Chichester District Council (CDC) will need to find out what people think. This could include the evaluation of projects, feedback on new ideas and measuring customer satisfaction. The people whose opinions we need could be users of our services, non-users and stakeholders. Effective, meaningful consultation is the best way to find out what people think.

Sometimes consultation is a statutory requirement and services have little choice about whether to consult and how to do it. But even when it is not prescribed, it is still a useful insight into the views of local residents, which is difficult to achieve any other way. Asking for public views as part of decision making will help you successfully tailor services to meet local needs - how can you find out what people want from a service without asking them? Consultation is a key part of involving local people in the decisions that affect them. It informs local decision making and underpins the Council's commitment to listen and respond to the needs of the community we serve.

It is important that the public have confidence in our consultations. They need to trust that we are carrying out effective consultations and listening to the results. This guide is designed to help you as you begin a consultation project. It should give you some things to think about in the very early stages of project planning and some ideas about how the Communities Team can help you deliver a consultation project.

Consultation at CDC

The Communities Team at CDC includes officers who can offer a complete consultation support package. There are two Consultation Officers working on a job share basis:

Rachel Lord (Thursdays and Fridays)

Email: rlord@chichester.gov.uk

Phone: 01243 53 (4623)

Jenny Westbrook (Mon, Tues and Wed)

Email: jwestbrook@chichester.gov.uk

Phone: 01243 53 (4623)

As well as consultation support the Communities Team can also offer support with local information including statistics and information gathered from the Parishes in the district. These are often useful as background information when undertaking consultation projects. Below are the officer contacts for these areas:

Statistics - Matt Gover

Email: mgover@chichester.gov.uk
Phone: 01243 53 (4730)

Community Facilities Audit - Shona Turner

Email: sturner@chichester.gov.uk
Phone: 01243 53 (4796)

All these functions are managed by the Community and Partnerships Support Manager:

David Hyland

Email: dhyland@chichester.gov.uk
Phone: 01243 53 (4864)

How can the consultation officers help you?

If you think you might need to consult and are starting a project that impacts on the community or specific sector please come and talk to us first. This guide gives details of how we can help you plan, deliver and analyse your consultation project and make sure it meets your requirements and reflects best practice. Part of our role is also to co-ordinate consultation projects across CDC. This avoids duplication of effort, encourages services to work together where possible and stops residents being consulted multiple times over a short period of time.

Some things to think about before you start:

Existing consultation results – Before you start planning a consultation, you should check what consultation on your subject has been done before. The consultation officers have a database of all consultation carried out by CDC since 1998 and we can help you find any information we already have that is relevant to your project.

Who to consult with – Stakeholder mapping is important to make sure the right people get to have their say. Consultations should be tailored to your target audience and you should consider the needs of groups that are harder to reach. Consultation Officers can advise on this and help you reach the right people.

Time planning – Designing and testing a consultation will take at least 2-3 weeks. In most cases, the consultation should be open to the public for a minimum of 4 weeks and should make allowance for holiday times (summer, Christmas, Easter etc.). The analysis of results and writing of reports will also take a minimum of 2-3 weeks and the more time there is available for this, the more detailed the final report can be. Come and chat to us as early as you can to avoid rushing the consultation and give people enough time to respond.

Complete a consultation checklist –The checklist will help you think through every aspect of your consultation project carefully. It also provides us with the information we need to help you plan and deliver your project. A copy of this can be found at the end of this guide.

Have an open mind –There is no point in consulting when decisions have already been made. Be honest about what you can deliver; in some circumstances, it is better to 'inform' people about something that will have to change rather than raising their expectations by

'consulting' them about something they cannot influence. Consultation works best when those consulting have a genuinely open mind and can be influenced and informed by what their consultees have to say. On page 6 of this guide, you will find further information about what can go wrong if you don't keep an open mind.

The Consultation Process

The Consultation Officers can help with the entire consultation process. This section gives you a quick overview of common consultation techniques and key milestones in the life of a consultation project from designing the project to analysing results.

1) Selecting a consultation methodology – There are many different consultation methods to consider, we can help you choose the best one for your target audience.

- **Postal surveys** – We can help you design an attractive and engaging questionnaire, which asks the right questions. We have Snap Survey Software to help us produce professional looking paper questionnaires and a freepost envelope licence to encourage responses.
- **Web Surveys** – Snap Survey Software can generate a link to an electronic survey that can be placed on any website. We have a central place on the CDC website where all current, electronic consultations are placed. This page has a 'friendly URL' that we use in all promotion of the survey (www.chichester.gov.uk/consultations). Web based surveys designed in Snap can include interactive question styles using graphics, images and maps to make questionnaires more interesting and user-friendly. Take a look at our demonstration survey here: <https://www.snapsurveys.com/wh/surveypreview.asp?k=139203182949>
- **Email Surveys** – Snap can also help deliver surveys by email – ideal if you know email addresses for your intended audience (those who have signed up for a service for example). Invitations to complete the survey can be sent by email and responses coded to allow us to track who has responded and send reminders to those who haven't. An email survey can include the same interactive question styles used in web surveys.
- **Poll surveys** – A quick and simple one question poll on the CDC website homepage. Talk to us if you would like a question added.
- **Focus groups** – Focus or discussion groups can be targeted at specific groups on specific issues. They are not representative of the whole community but can give a lot more detail than surveys. We can help design the discussion questions, attend events and facilitate groups to make sure the discussion stays focused and you get the answers you need.
- **Interviews / Vox Pops** – Vox Pops are brief interviews with people selected at random, usually taking place in the street, asking for views about a particular issue. Respondents are either filmed or photographed along with a quote from the individual about the subject matter. This type of method is particularly fun for young people to take part in or to deliver themselves. The Interview technique can also be used for one-to-one interviews carried out in a more formal, pre-arranged setting.

2) Promotion of consultation – It is important to promote your consultation exercise as widely as possible so you get a good response level. This is particularly important with web based survey, or any methodology where potential respondents are not personally invited to take part (i.e. by being sent a postal survey or being invited to join a focus group). We can help promote your survey by:

- Sending details to a list we hold of more than 200 residents who are happy to take part in consultation and can be contacted by post and email.
- Emailing details to members of West Sussex County Council's E-Panel with a connection to Chichester District.
- Promoting your survey on CDC's social media accounts (Facebook and Twitter).

3) Analysis – Once a consultation has happened, we can offer support with the processing of the responses received. For an electronic survey, this can be as simple as clicking a button to download responses but for many methodologies the data gathered can be complex and often in vast quantities. We can offer support with most forms of data entry.

Once all data has been input, our Snap Survey Software helps us to review and analyse results in a timely and efficient manner. Analysis can be tailored to your requirements and we are happy to chat through what you would like. If you need to find out the views of a particular age group, gender, and/or those living in a certain area of the district, we can help you ask the right questions to get the analysis you want.

4) Reporting - We can offer headline results, summary reports or full, detailed analysis reports including recommendations for next steps and Power Point presentations. It is important to decide on what style of report you need. Talking to the Consultation Officers will help you determine what is best for your project.

5) Feedback - Once the project is finished, you will need to feedback results and outcomes to the various interested parties. We can help you with this. People who take the time to respond to our consultations will be put off doing so in the future if they don't feel that their responses have been listened to.

We have a regular slot in 'Initiatives' magazine where we tell residents what we have done with consultation results and our pages of the website include a regularly updated summary of things we have learned from consultation over the last year. We also publish results of individual consultations on our website; this could be full reports, lists of representations or executive summaries.

It is important to show how the results have influenced decision making. Although you don't need to implement every suggestion made through consultation, you should be prepared to back up any decision taken that goes against the majority view. It is therefore important to be open and transparent throughout the whole process.

Demographic and Equality Monitoring

Collecting demographic or equality information is essential for many consultation projects and, at the very least, is useful for analysis of responses. This information includes, but is not limited to, the age, gender and ethnicity of respondents. A full list of demographic questions (based on Census questions and the 'Protected Characteristics' given in the Equality Act 2010) can be found at the end of this guide.

There are 4 main reasons why you should consider including these questions when planning your project:

- Consultation projects are an opportunity for services to collect demographic information about their service users, or those who do not use their services. How would you know that a particular group has trouble accessing your service if you don't ask for this information?
- Collecting this information and comparing it to Census data helps determine whether your consultation respondents are representative. For example, Census data will tell you that the gender split in Chichester District is 47.8% male and 52.2% female. If your consultation is aimed at all Chichester District residents and responses to demographic questions tell you that your respondents are 70% male, you will know that the opinions of males are over-represented in your sample.
- Collecting this information allows other responses to be analysed according to demographic groups. For example, if a survey about leisure centre usage also captures information about a respondent's age, provided you have enough responses, you will be able to analyse your results to find out how a particular age group are most likely to use leisure centres.
- You may need to focus on a particular need and audience; therefore certain demographic questions are important to answer your questions. For example, if you need to find out the opinions of people with a disability, you will need to ask your respondents whether or not they have a disability in order to identify which opinions have come from your target group.

You will not usually need to include all the equalities monitoring questions in every consultation project. You should think carefully about what is relevant for your service, what information you will use and who your target audience is. Responses to equalities monitoring questions are always treated anonymously and individual respondents must never be identified. The questions are optional for respondents. The Consultation Officers can help you with some standard wording to include reassuring potential respondents about how their information will be used.

More information about the Equality Act and the duties it places on Local Authorities can be found here:

<http://intranet.chichester.gov.uk/index.cfm?articleid=10246>

What can go wrong?

If consultation good practice is not followed, at worst CDC could be at risk of Judicial Review. This is where the Council's decisions are subject to review (and possible invalidation) by a Judge. Judicial Reviews can be focused on the consultation exercise itself and / or the process of Equality Impact Assessment.

Below are the Gunning Principles; the criteria against which a consultation's lawfulness is often assessed:

1.	Consultation must be undertaken at a time when proposals are still at a formative stage
2.	It must include sufficient reasons for particular proposals to allow those consulted to give intelligent consideration and an intelligent response
3.	Adequate time must be given for this purpose
4.	The product of consultation must be conscientiously taken into account when the ultimate decision is taken

If you involve the Consultation team in your project as early as possible we will help to ensure your project meets the required criteria.

And finally...

Whenever we need to seek the views of the public, good quality, meaningful consultation is the best solution. A well designed consultation project will make it as easy as possible for people to give their views and feel confident they are being listened to. It will also ensure that the information services need is collected in the best way, leading to data that is reliable and informative. The Communities Team can help you with every stage of your project and have access to practical tools to make things much easier. We look forward to working with you on your consultation projects soon.

Consultation Project Checklist

Please think about these questions before starting your consultation project with the Communities Team.

Name:	
Service:	
Consultation Title:	
Consultation deadline:	

1. Why are you doing this consultation?	
2. Who do you want to consult with?	
3. What are your main objectives for this consultation?	
4. Have you checked existing consultation results that relate to this project (Please ask Communities Team for more information)	
5. Is this consultation a statutory requirement and do you have certain guidelines to adhere to?	
6. What do you plan to do with the consultation results?	
7. How are you going to feedback the results?	

Suggested demographic questions

Are you...?

Male Prefer not to say
Female

What is your age group?

Under 16	45 – 54
16 - 24	55 – 64
25 – 34	65 +
35 – 44	Prefer not to say

How would you describe your ethnic group?

White – English / Welsh / Scottish / Northern Irish / British
White – Irish
Gypsy or Irish Traveller
Any other white background (please state):

Mixed - White & Black Caribbean
Mixed - White & Black African
Mixed - White & Asian
Any other mixed / multiple ethnic background (please state):

Asian or Asian British – Indian
Asian or Asian British – Pakistani
Asian or Asian British – Bangladeshi
Asian or Asian British - Chinese
Any other Asian background (please state):

Black or Black British – Caribbean
Black or Black British – African
Any other Black background (please state):

Arab

Prefer not to say
Any other ethnic group (please state):

What is your religion?

Buddhist	Jewish
Hindu	Sikh
Muslim	No religion
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	Prefer not to say
Other religion (please state):	

What is your sexual identity?

Heterosexual	Gay – woman
Gay – man	Other
Bisexual	Prefer not to say

Do you have any long-term illness, health problem or disability, which limits your daily activities?

Yes	Prefer not to say
No	

If you are female, are you currently pregnant or have you been on maternity leave within the last 12 months?

Yes	Prefer not to say
No	

Is your gender identity the same as the gender you were assigned at birth?

Yes	Prefer not to say
No	

What is your legal marital or same-sex civil partnership status?

Never married and never registered a same-sex civil partnership
Married
In a registered same-sex civil partnership
Separated but still legally married
Separated but still legally in a same-sex civil partnership
Divorced
Formerly in a same-sex civil partnership which is now legally dissolved
Widowed
Surviving partner from a same-sex civil partnership

Is there anything else about your personal circumstances that we would need to know about to better understand your answers?

Summary – recent consultation projects

Chichester Vision Consultation - February/March 2017

Commissioned by Economic Development

A survey was devised for use in a number of ways: The consultation was well promoted including a letter sent to 39,866 households in various Chichester postcode areas. People were directed to the Council's 'Current Consultations' webpage and paper copies were given when requested. Respondents had the opportunity to complete the survey on an iPad with the help of Officers at any of the six public exhibitions. In total 507 responses were received during the six week consultation period.

The results were used to inform revisions to the draft Chichester Vision document.

PSPO Dog Offences Consultation- February/March 2017

Commissioned by the Environment Team

Following Cabinet approval, a survey was developed to capture views on the proposed changes. Parish Councils for affected areas were contacted encouraging responses, as well as other interest groups ("Friends of" parks and open spaces, Residents Associations). The survey was promoted via social media, and all respondents directed to the Council's website to complete on line or request hard copy. 167 responses were received during the four week consultation period.

The report was appended to the Environment Team's Cabinet report, which led to the implementation of the PSPO in October.

General Market Trial Consultation - March/April 2017

Commissioned by the Estates Team

To assess the impact of the trial traders market in the city centre, three individual surveys were developed, each designed to gather the views of a different group - residents/visitors, city businesses and traders. The surveys were available on the Council's 'Current Consultations' webpage and paper copies were given when requested. All three surveys were promoted on social media, and businesses were contacted by Chichester BID. Face to face interviews were also conducted with all respondent groups. In total 483 responses were received over the six week consultation period.

The report was appended to the Estates Team's Cabinet report and led to the continuation of the General Market.

Community Led Housing Survey - March/April 2017

Commissioned by the Housing Delivery Team

A survey was designed to find out what stands in the way of communities taking part in the Community Led Housing project. The survey was emailed to relevant stakeholders (Parish Councils, community groups etc.) and 24 responses were received.

The results helped the Housing Delivery Team understand how to get more communities involved and how to tackle the obstacles which stand in their way.

Southern Gateway Masterplan Consultation - June-August 2017

Commissioned by the Planning Policy Team

The Council sought comment on a draft Masterplan document. To try and aid public understanding of the issues, two methodologies were used:

In line with other Local Plan consultations, respondents could access 'Objective' to comment line by line on the 60 page consultation document.

A shorter survey was devised that covered the main development opportunities and proposed public realm improvements, and sought respondents views. Those looking to make more detailed comment were signposted to the above process.

The survey was available on the Council's 'Current Consultations' webpage and paper copies were given when requested. The consultation was widely promoted through local media and social media. There was also a leaflet drop to certain postcode areas. There were three public events where people were able to complete the survey on an iPad if they wished to, signposted to either consultation option as detailed above, or provided with a hard copy of the survey to take away for completion and return. Over the six week consultation period 350 responses were received to our survey.

Priory Park Initial User Consultation - July/August 2017

Commissioned by the Estates Team

To inform the development of a Masterplan for Priory Park, the Consultation Team were asked to develop a methodology to identify what Park users like and dislikes were. Using a simple survey format, Officers spent time interviewing park users in the first week of the school holidays. Paper copies were left with Fenwicks café for potential completion, and a childrens colouring competition was devised to capture young people's views and encourage family participation. An email link to the survey was also sent to user groups of the park (eg cricket club).

Over the four week consultation period we received 116 responses either online or via paper copies. The survey was not promoted through the Council's social media channels or made available on the 'Current Consultations' webpage because during this early stage of consultation we targeted people who actively use the park. It is anticipated that the masterplan process will undertake more detailed public consultation in due course.

Council Tax Reduction Scheme Consultation -August/September 2017

Commissioned by the Revenues and Benefits Team

Following a process adopted over recent years, a survey was made available on the Council's 'Current Consultations' webpage detailing the issues and options under consideration his year. Paper copies were given when requested. The survey was promoted via social media and leaflets sent out with all Council Tax correspondence, and Benefits and Reception staff promoted the consultation to visitors and encouraged response.

71 responses were received during the seven week consultation period.

The report was used to inform the Revenues and Benefits Team's Cabinet report.

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

14 November 2017

Communications between CDC and South Downs National Park Authority (SDNPA) - Update

1. Contacts

Report Author:

Tony Whitty – Development Management Service Manager
Tel: 01243 534875 Email: twhitty@chichester.gov.uk

2. Recommendation

The committee is requested to note and comment on the outcomes of the meeting with the SDNPA pursuant to the recommendations of the committee on 13 June 2017 and Cabinet on 11 July 2017 to the SDNPA, and to comment on whether the concerns previously raised have been satisfactorily addressed.

3. Background

3.1 At the meeting of the Overview and Scrutiny Committee (OSC) on 13 June 2017 officers presented a report setting out the proposed new agency arrangements for CDC to deal with the planning application, appeal and enforcement work of the SDNPA (now in operation as of 1 October 2017). Whilst progress on the draft S101 agreement at that time was noted, the OSC made the following recommendations:

Recommendation to South Downs National Park Authority:

That the Authority considers the preparation of a Communications Protocol (with district and parish councillors) with the local authorities to whom it contracts development management matters, for inclusion within the agency arrangements.

Recommendation to Cabinet:

1) If the response from the SDNPA on the above recommendation is not favourable, to develop a Communications Protocol (with district and parish councillors) with the SDNPA and to bring it back to the Overview and Scrutiny Committee for consideration within six months.

2) That a corporate task and finish group be set up to review the resources allocated to enforcement in relation to the SDNPA Enforcement Protocol and the Council's Enforcement Strategy and that membership includes a representative from this committee.

3.2 The Cabinet considered the recommendations of the OSC at its meeting on 11 July 2017 and made the following resolution:

1) Officers be authorised to work with the South Downs National Park Authority to develop (with district and parish councillors) a communications protocol.

2) A corporate task and finish group to review the resources allocated to enforcement in relation to the SDNPA Enforcement Protocol and Chichester District Council's Enforcement Strategy should not be established at the present time.

3.3 A meeting was subsequently held between members and officers of both the SDNPA and CDC on 3 October 2017 (Note of meeting attached as Appendix 1). The meeting, which followed an agenda based around topics suggested by CDC officers as issues previously raised by CDC members, was broadly welcomed by members of both the SDNP and CDC. The discussion focused on the following key subject areas;

- i) Issues raised by CDC officers with regard to CDC/SDNPA relationship
- ii) Involvement of CDC members in called-in applications and access to SDNPA case officers
- iii) SDNP Local Plan updates
- iv) Use of SDNPA CIL funds
- v) Involvement of CDC Members in Whole Estate Plans

The outcome of the discussion on these issues is set out below.

4. Outcomes

4.1 That members of wards within the Chichester part of the South Downs National Park are engaged and able to contribute where appropriate to planning related matters to ensure the effective operation of the agency arrangement between CDC and the SDNPA in relation to the delivery of the development management service.

i) Issues raised by CDC officers with regard to CDC/SDNPA relationship

4.2 Key concerns raised by CDC Members related to information being received by Parish Councils (PCs) that had not also been sent to the relevant District Councillor and that CDC Members felt that they were not kept sufficiently informed of important issues and updates from the SDNPA.

4.3 In response, both SDNPA Members and officers set out that there had been an effort to particularly engage with Parish Councils, although it was acknowledged that this had not necessarily extended to District Councillors. The communication concerns raised by CDC Members were acknowledged by SDNPA representatives and it was proposed that the appropriate District Councillor would, in future, be copied into relevant correspondence between the SDNPA and Parish Councils and that District Councillors would now also be sent the SDNPA e-newsletter. It is suggested that Member Services officers are asked to ensure that the SDNPA has an up to date list of contact details for all members who represent wards in the South Downs National Park together with

the Cabinet Member for Planning Services and the Chairman of the Planning Committee.

ii) Involvement of CDC members in called-in applications and access to SDNPA case officers

4.4 At the meeting, CDC Members asked how they can influence applications that were called-in by the SDNPA and what access they had to SDNPA case officers. SDNPA officers reassured members that the process should be the same as they experience when CDC deal with applications on behalf of the SDNPA. That is that case officers would be available to discuss application proposals with CDC Members, who could also attend the SDNPA Planning Committee and register to speak at that meeting.

4.5 Whilst it was acknowledged that CDC Members were unable to direct an application to be determined by the SDNPA Planning Committee as they can do by lodging a red card in cases handled by CDC; the mechanism in place to seek consideration of an application by the SDNPA Planning Committee was to raise the matter with the CDC appointed SDNPA Member who could consider such a request and take this forward with the SDNPA if appropriate.

iii) SDNP Local Plan updates

4.6 SDNPA officers set out the timetable for the consultation on the SDNP Pre Submission Local Plan (LP) and noted the meeting arranged for parish councils and CDC members to be held the following evening as part of the consultation exercise. CDC officers explained that the proposed response to the consultation would be presented to the Development Plan and Infrastructure Panel, which would offer the opportunity for CDC members to input into the formal response from CDC to the consultation. Members asked a number of questions in relation to proposed policies; including affordable housing, SDNPA/CDC housing requirements and the requirement for the use of local materials within proposed developments. No specific concerns with regard to communications from the SDNPA in relation to the emerging LP were raised by CDC Members.

iv) Use of SDNPA CIL funds

4.7 CDC Members queried the ability for them to influence the allocation of SDNPA CIL receipts to particular projects. SDNPA officers advised that the allocation of CIL funds to infrastructure projects was a function of the SDNPA Planning Committee and that spending plans were informed by a consultation exercise which CDC Members could participate in. In response to some concerns raised by CDC Members that they were unaware of the consultation exercise; SDNPA officers undertook to ensure that their database was up to date in relation to interested parties.

v) Involvement of CDC Members in Whole Estate Plans

4.8 SDNPA officers explained that Whole Estate plans (WEPs) were not planning policy documents and that the responsibility for consultation during their formation was that of the Estate producing the plan. However an undertaking was given to CDC Members that in future when a plan is submitted for

endorsement by the SDNPA, parish councils and CDC Members will be notified of the relevant Committee responsible for consideration of the matter.

5. Next Steps

- 5.1 As a result of the meeting on 3 October, the SDNPA made the following commitments with regard to communication with CDC members:
- a) That the relevant District Councillor(s) will be 'copied' in to all relevant correspondence from the SDNPA to Parish Councils;
 - b) That District Councillors will be sent a copy of the SDNPA newsletter on a routine basis;
 - c) That access to and communication with SDNPA planning officers is available and provided on an identical basis to that between CDC Members and the CDC SDNP Team officers;
 - d) That the appropriate process for a member to request that a called-in application be considered by the SDNPA Planning Committee is through the CDC SDNPA Member; and that verbal representations on a planning application may be made to the SDNPA Planning Committee in a similar manner to the CDC Planning Committee;
 - d) That SDNPA officers in conjunction with CDC Member Services will ensure that the database of contacts for CDC Members is up-to-date; and
 - e) That SDNPA officers will in future notify parish councils and CDC Members of the relevant Policy and Resources Committee at which a Whole Estate Plan within Chichester District is to be considered.
- 5.2 It is proposed that the above undertakings by the SDNPA form a protocol on which to improve communications between CDC and the SDNPA and the OSC is requested to consider the outcomes of the meeting of 3 October and whether the concerns previously raised have been satisfactorily addressed.

6. Appendices

Appendix 1 – Note of the meeting of 3 October 2017 - Discussion of Communications between SDNPA and CDC

Discussion of Communications between SDNPA and CDC SOUTH DOWNS CENTRE

Note of meeting held on Tuesday, 3 October 2017

Present:

Members		Officers	
SDNPA	Margaret Parn (MP) [Co-Chair]	SDNPA	Trevor Beattie (TRB)
CDC	Susan Taylor (ST) [Co-Chair]	SDNPA	Tim Slaney (TS)
SDNPA	Alun Alesbury (AA)	SDNPA	Mike Hughes (MH)
SDNPA	Tim Burr (TB)	SDNPA	Chris Patterson (CP)
CDC	Clare Apel (CA)	SDNPA	Nat Belderson (NB)
CDC	Andrew Shaxson (AS)	CDC	Andrew Frost (AF)
CDC	Henry Potter (HP)	CDC	Tony Whitty (TW)
CDC	Norma Graves (NG)		
CDC	Gordon McAra (GM)		
CDC	Peter Wilding (PW)		
CDC	Caroline Nevile (CN)		
CDC	Janet Duncton (JN)		
CDC	Bob Hayes (BH)		

Introductions

Meeting opened by MP – asked the group to note that ST was co-chairing the meeting

Those present at the meeting introduced themselves

MP suggested that item (g) on the agenda be brought forward and discussed first *[Item related to issues that Councillors wished to raise regarding relationship with SDNPA]*

g) Issues raised by CDC officers with regard to CDC/SDNPA relationship

Concern expressed by CDC Members that Parish Councils (PCs) were often better informed and had access to more up to date information than District Councillors

- MP responded by setting out that a concerted effort had been made to engage and improve communication with PCs. It was acknowledged that it was also needed to similarly improve communications with CDC Members of the host authorities (HAs)
- CDC Members suggested that the relevant District Councillor should be copied into any communication with a Parish Council.
- SDNPA officers commented that this seemed reasonable but that where SDNPA advise CDC as a District Council it is for CDC to distribute as appropriate.

SDNPA officers suggested that a currently produced newsletter on SDNPA current issues could be circulated to HA Members.

- CDC Members welcomed such a proposal. SDNPA explained that this newsletter has to be signed up to electronically; SDNPA officers can assist if required with this.

	<p>CDC Members asked whether this was the first time HAs had raised concern with the SDNPA about communication issues</p> <ul style="list-style-type: none"> • MP responded that there had not been a great deal of concern raised previously. Some HAs ask for more communication, some for less <p>The potential for a six monthly meeting was suggested by SDNPA members (<i>this was not commented on further by the group</i>)</p> <p>CN asked if the SDNPA had an enforcement service separate to that operated by the HAs on their behalf</p> <ul style="list-style-type: none"> • TS confirmed that the SDNPA enforcement team only handled issues in those parts of the park where the planning function had been fully recovered and not the CDC area • AS suggested that this resulted in a 'gap' which issues fell into. • MP explained that she did not consider that there was a gap as a result, the definitions between where the SDNPA took enforcement action were clear. It was commented that minerals and waste enforcement issues would be handled by the SDNPA as they were part of the service recovered from WSCC.
b)	<p>SDNP Local Plan (LP) Updates</p> <p>TS advised that the SDNPA LP was now out for consultation – SDNPA hosting meeting for PC's and HA members on 4 October</p> <ul style="list-style-type: none"> • AF set out that CDC Development Plan and Infrastructure Panel will consider the Council's proposed response to the consultation document in due course – CDC Members able to comment and feed in to this process. <p>HP asked if issues in relation to light-spill from temporary events such as glamping at Chilgrove been addressed within the draft LP?</p> <ul style="list-style-type: none"> • TS responded that as many such events were undertaken in accordance with Permitted Development Rights there was limited influence the LP could have on the impact from these events. <p>CDC Members raised the concern expressed by some PCs regarding the provision of affordable housing, the tenure and what affordable is defined as.</p> <ul style="list-style-type: none"> • TS responded that the draft LP is seeking 50% affordable housing on sites of 10+ dwellings and a sliding scale on smaller sites. Whilst shared equity would be considered there would be an emphasis on social rented. <p>Some concern was raised by CDC Members that existing local (young) people did not meet criteria to be on housing register and that the affordable housing may not benefit them. Questions were raised regarding the viability of seeking 50% when the viability of providing 30% currently sought by CDC was continually challenged by developers.</p> <ul style="list-style-type: none"> • TS responded that the threshold of 50% had been robustly reached in consultation with expert advisers. The SDNPA's view was that this would eventually reduce residual land values to compensate for the higher requirement. <p>CN queried whether the draft LP would place an emphasis on the use of local materials in proposed development</p> <ul style="list-style-type: none"> • MP & AA stated that this would be an important policy consideration within the

	<p>draft LP</p> <p>The group had a general discussion regarding the interplay between SDNPA and CDC housing numbers</p>
c)	<p>. Involvement of CDC members in called-in applications</p> <p>CDC Members questioned on what basis were applications ‘called-in’ and how District Councillors could get access to SDNPA officers when this occurred.</p> <ul style="list-style-type: none"> • NB & TS set out that the decision is based upon strategic significance, taking account of local context which means it could range across developments of all scales. • TS made it clear that access to SDNPA officers and involvement in ‘called-in’ planning applications should be the same as for applications dealt with by CDC on behalf of the SDNPA. Officers were available to contact and District Councillors could attend the SDNPA Planning Committee to make representations. • GM stated that he had not had any issues communicating with the SDNPA on ‘called-in’ applications.
d)	<p>Member/PC involvement and access to case officers</p> <p>No members of the group raised any issues beyond those noted in the previous agenda item</p>
e)	<p>Use of SDNPA CIL funds</p> <p>GM questioned the involvement CDC (and its Members) can have in determining what CIL receipts within the national park are spent on.</p> <ul style="list-style-type: none"> • SDNPA officers commented that CIL funds can be spent across the SDNP but that as they were ‘new’ to CIL there was currently only approximately £55,000 collected so far. • Spending would be informed by SDNPA corporate projects and an annual consultation exercise. This is currently being undertaken (consultation started July and was being extended to 27th October). All consultees on the Local Plan database including the Chairs and/or the parish clerk of all parish councils in the Park were directly notified of this, as were all District and Borough Councils. PW and CN noted that they had not received this notification in their parishes and MH undertook to send the email to them direct. Final spending plans for CIL will be determined by the SDNPA Planning Committee
f)	<p>Involvement of CDC Members in Whole Estate Plans (WEP)</p> <p>TS commented that WEPs were not planning policy documents but are more appropriately termed countryside management plans. They are not considered by the SDNPA Planning Committee but by the SDNPA Policy & Resources Committee. They had proved very successful but any consultation during their conception was left to the estate in question to decide.</p> <ul style="list-style-type: none"> • JD commented that District Councillors could attend the P&R Committee and make comments. • NG questioned whether or not there was consultation or notification on these

	<p>plans</p> <ul style="list-style-type: none"> • TS stated that the SDNPA would notify PCs and relevant District Councillors when WEPs go before the P&R Committee (to date no WEP has been endorsed in CDC area)
h)	<p>AOB</p> <p>HP asked whether the SDNPA would issue a public statement as to its views on the potential for a northern bypass of the A27 around Chichester.</p> <ul style="list-style-type: none"> • MP commented that the SDNPA had issued a holding objection to Highways England with regard to the proposals

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

14 November 2017

Report from the Corporate Plan Task & Finish Group

1. Contacts

Mrs P Dignum, Chairman of the Corporate Plan Task and Finish Group
Tel: 01243 538585 Email: pdignum@chichester.gov.uk

2. Recommendation

The committee is requested to note both the written and oral report from the Corporate Plan Task and Finish Group and confirm that it is satisfied that the Council is achieving satisfactory levels of performance against the targets and activities in the 2017/18 Corporate Plan mid-year progress report.

3. Background

- 3.1 The Task and Finish Group met on 30 October 2017 to consider the Corporate Plan mid-year progress report from April to September 2017. The aim was to review the Council's performance, identifying individual areas where performance was below that expected, and to reduce risks to an acceptable level.
- 3.2 Members were Mrs P Dignum (Chairman), Mr N Galloway, Mr L Hixson and Mr S Morley.
- 3.3 Members used the Council's Covalent performance indicators to examine areas of the Corporate Plan that had not reached their targets (red) or required further progress (amber).

4. Monitoring and Review

- 4.1 All Reported Crime – Chichester. Members requested a breakdown of the type of crime committed including the percentage of cybercrimes. Officers agreed to circulate the information to the Group by email.
- 4.2 Percentage of people who are maintaining positive lifestyle changes as a result of referral to the Wellbeing Hub after 3 months. Members requested further statistics detailing the take up and success of each wellbeing service. Officers agreed to circulate the information to the Group by email.
- 4.3 Members discussed the following red indicator projects with officers but had no further concerns:
- Working Days Lost Due to Sickness Absence
 - 9 Conservation Area Appraisals to be completed by 2018
 - Masterplanning of Strategic Sites

- Southern Gateway Masterplan SPD
- Tower Street – Overall Scheme – Defects period
- Improvements to the Guildhall
- NWOW Phase 2 – Relocation of Citizens Advice Bureau to East Pallant House
- NWOW – Flexible Working

4.4 Members noted all amber indicator projects and agreed that no additional information would be required at this time.

5. **Outcomes**

The group considered that there were good explanations for areas of the Corporate Plan where targets had not been met; some were outside our control, others showed great council input making a difference, some needed a little more time.

While requests were made for further scrutiny or information, there was a feeling that the limited number of concerns raised from a huge range of projects showed the Council's high standards and care in carrying out its Corporate Plan priorities.

6.0 **Appendices**

None

7.0 **Background papers**

Corporate Plan 2017-18 mid-year progress report

BUDGET REVIEW

TERMS OF REFERENCE AND SCOPING

Review Topic	Budget 2018-19
Membership (and Chairman)	3 members of Corporate Governance & Audit Committee and 3 members of Overview & Scrutiny Committee to be sought at their meetings in November 2017.
Terms of Reference	To consider the proposed variances on the 2018-19 budget. To comment on these in advance of Cabinet consideration of the Budget 2018-19 in February 2018.
Scope	5 Year Financial Model Statement of Resources 2017-18 to 2022-23 Projected Revenue Budget Variations 2018-19.
Review Period	December 2017
Officer support	Mr J Ward, Mr D Cooper, Mrs H Belenger and Miss L Higenbottam
Frequency of Meetings	One meeting to be held on 12 December 2017
Report back to	OSC on 16 January 2018 and CGAC on 25 January 2018

Agenda Item 11

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 November 2017 to 28 February 2018**

An outline of the decisions expected to be made by the Council's Cabinet

Published 27 September 2017

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 NOVEMBER 2017 TO 28 FEBRUARY 2018

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 November 2017 to 28 February 2018. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

The meetings of the Cabinet due to be held during this period are 7 November 2017, 5 December 2017, 10 January 2018, and 6 February 2018 to be held at the offices of Chichester District Council, East Pallant House, East Pallant, Chichester.

Parts of these meetings may be held in private if the Cabinet considers it likely that there will be disclosure of confidential information or exempt information of a description specified in Part 1 of Schedule 12A to the Local Government Act 1972.

The Forward Plan includes key decisions, which are those which if taken by the Cabinet will have significant financial implications or significant impact in the District, and other decisions which may be of interest to the public.

The Forward Plan includes information on the person to contact to inspect relevant documents.

The Cabinet may also consider other documents or items which are not included in the Forward Plan due to changing circumstances.

The Membership of the Cabinet is currently as follows:

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

The Forward Plan will be revised each month and rolled forward to the next four monthly period.

Any person who wishes to make representations about any matter in the Forward Plan should contact the report author or Democratic Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail democraticservices@chichester.gov.uk) at least a week before the meeting at which the decision is to be made. Any person who wishes to receive a copy of any document relevant to the matters listed in the Forward Plan should contact the same people.

If you have any general queries on the contents of the Forward Plan please contact Katherine Jeram, Member Services Officer on 01243 534674 (e-mail kjeram@chichester.gov.uk)

Tony Dignum
Leader of the Council

Topics due to be considered are as follows:

Topic	Page
7 November 2017	
Article 4 Direction - Chichester Conservation Area	5
Barnfield Drive, Chichester - Phase 2 Investment Opportunity	5
Chichester Road Space Audit	5
Chichester Vision - Approval of Action Plan and Delivery Governance Arrangements	6
Careline Review	6
Council Tax Reduction Scheme 2018/2019 - Approval of Scheme	6
Fishbourne Conservation Area Character Appraisal	7
Housing Allocations Scheme Review	7
New Discretionary Rate Relief Scheme	7
Parking Strategy Review and Car Park Charges 2018/2019	7
Provision of a Parking Enforcement Service	8
Section 106 Allocation - Westhampnett Community Hall	8
South Downs National Park Local Plan – Response to Pre-Submission Consultation	8
Southern Gateway – Adoption of Final Masterplan	9
Southern Gateway - Implementation Phase	9
St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild	9
5 December 2017	
Alteration to the Rural Settlement List	10
Determination of the Council Tax Base for 2018-2019	10
Financial Strategy and Plan 2018/2019	10
Strategic and Operational Risks 2017-18	11
Treasury Management 2017-2018 Mid-Year Update Report	11
Westbourne Conservation Area Character Appraisal	12
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Local Plan Review Preferred Approach Consultation	12
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6 February 2018	
Budget Spending Plans 2018-2019	13
East Pallant House Options Appraisal	13
Infrastructure Business Plan - Approval Following Consultation	13
Treasury Management Strategy, Policy and Prudential Indicators 2018-2019	14
6 March 2018	
ICT Strategy Report 2018-2021	14
10 April 2018	
Carry Forward Requests 2018	14

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Article 4 Direction - Chichester Conservation Area On 6 September 2016 Cabinet considered a report called "Review of Character Appraisal and Management Proposals for Chichester Conservation Area and Implementation of Associated Recommendations". Cabinet approved the making of an Article 4 Direction for Chichester Conservation Area to remove a number of permitted development rights. Cabinet is requested to consider a further report so that the correct wording can be used to take into account changes made following Town and Country Planning (General Permitted Development) Order 2015.
3. Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Barnfield Drive, Chichester - Phase 2 Investment Opportunity
3. Report author	Mr Patrick Harrison, Strategic Asset Management Surveyor pharrison@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Chichester Road Space Audit Along with many towns and cities across the UK Chichester faces a number of challenges – it must accommodate significant new development, both residential and commercial, whilst preserving its historic character. Parking is particularly problematic, with high demands and constraints in meeting supply in the area of greatest demand. West Sussex County Council has appointed consultants (WSP Parsons Brinckerhoff) to consider the parking issues and use of road space in Chichester city to consider the challenges and consider how these might be affected by emerging strategies and plans in the area, along with consideration of the changing role of the high street. The work undertaken will set the way for a strategic vision for on-street parking within the city. This report to members will provide an update on the work

	undertaken so far and will request consideration of the proposals which are being put forward.
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Chichester Vision - Approval of Action Plan and Delivery Governance Arrangements To approve the establishment of the 'Chichester Vision Delivery Steering Group' and associated governance arrangements; and to approve the initial delivery action plan and timetable. To agree any funding to commence implementation of initial projects.
3. Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Careline Review Reporting outcomes from stages 1 and 2 of a review of the Chichester Careline Service. Stage 1 providing a financial assessment of the business and the current operating environment and market conditions. Stage 2 providing an appraisal of a range of future business options and subsequent recommendations for the future of the service.
3. Report author	Mr Steve Hansford, Head of Community Services shansford@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Council Tax Reduction Scheme 2018/2019 - Approval of Scheme To agree a local council tax reduction scheme for 2018/19.
3. Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Fishbourne Conservation Area Character Appraisal Approval of the revised conservation area character appraisal and management proposals for the existing Fishbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the character.
3. Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Housing Allocations Scheme Review Three yearly review of the Housing Allocations Scheme. The scheme determines applicants that are eligible and qualify to join the Housing Register and decides the priority that applicants are given on the Register. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	New Discretionary Rate Relief Scheme To agree a new scheme following a number of business rate reforms announced by the Government.
3. Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Parking Strategy Review and Car Park Charges 2018/2019 The Chichester District Car Park Strategy 2010 – 2020 sets out the principles and vision for the provision of parking by the authority. It is considered that now is a good time to

	review and re-fresh this document, to enable changes which have been seen over recent years to be considered and to allow consideration of emerging policies and strategies to be included. Links to other projects – such as the Road Space Audit and Smarter Choices – will also be considered. The document will be considered first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement.
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Provision of a Parking Enforcement Service Consideration of the Agency Agreement with West Sussex County Council for the Provision of a Parking Enforcement Service
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Section 106 Allocation - Westhampnett Community Hall To approve the release of S106 Community Facilities contributions from two development sites to Westhampnett Parish Council for use in the construction of a new Community building.
3. Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	South Downs National Park Local Plan – Response to Pre-Submission Consultation The South Downs National Park Authority will be consulting on its Pre-Submission Local Plan prior to submission to Secretary of State for Examination. Recommendation: To approve the Council's response to consultation on the South Downs National Park Pre-

	Submission Local Plan.
3. Report author	Mr Robert Davidson, Principal Planning Officer (Strategic Planning)
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	Southern Gateway – Adoption of Final Masterplan (Recommendation to Council)
3. Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager, Miss Amy Loaring, Partnerships Officer mallgrove@chichester.gov.uk, aloaring@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Sep 2017 7 Nov 2017
2. Matter in respect of which the decision is to be made	Southern Gateway - Implementation Phase The report will request the approval of the Project Implementation Document (PID) for the implementation of the development which will include approval of the resource plan and timetable. (Recommendation Overview and Scrutiny Committee) (Recommendation to Council)
3. Report author	Mr Paul E Over, Executive Director POver@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Nov 2017
2. Matter in respect of which the decision is to be made	St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild Following submission of an IPPD Cabinet approval was given for consultants to be appointed to produce draft proposals and costings for the refurbishment or redevelopment of the St James Industrial Estate. The options for the Industrial Estate have now been appraised and Cabinet authority is required for the preferred option to be progressed and budget approved for the associated consultants fees and the refurbishment/redevelopment

	works subject to further Cabinet consideration when detailed costings are available. (Recommendation to Council)
3. Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Dec 2017
2. Matter in respect of which the decision is to be made	Alteration to the Rural Settlement List To seek cabinet approval of the creation of a new rural settlement for Rural Rate Relief purposes. Businesses located in rural settlements with a population below 3,000 will not pay business rates if the business is either: <ul style="list-style-type: none"> • The only village shop or post office, with a rateable value of up to £8,500; or • The only public house or petrol station, with a rateable value of up to £12,500
3. Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Dec 2017
2. Matter in respect of which the decision is to be made	Determination of the Council Tax Base for 2018-2019 To set the Council Tax base for 2018/19 The tax base is effectively an estimate of the number of council tax dwellings in the District. This is adjusted for the effect of the discounts and exemptions, and properties being in different valuation bands expressed as the number of band D equivalent dwellings in the district. This figure is then adjusted for the assumed collection rate. (recommendation to Council)
3. Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Dec 2017
2. Matter in respect of which the decision is to	Financial Strategy and Plan 2018/2019 The purpose of the report is to update the Council's medium

be made	<p>term financial strategy and action plan to help guide the management of the Council's finances having signed up to the government's four year settlement in the previous year, and to build upon the work already achieved in the deficit reduction plan in previous years.</p> <p>The key recommendations from this report will help formulate the 2018-19 budget, and level of Council Tax.</p> <p>Cabinet is asked to recommend to Council the following;</p> <p>(1) The key financial principles and actions of the five year financial strategy (2) That the current five year Financial Model is noted (3) That a minimum level of general fund reserves be set, having considered the recommendations from the Corporate Governance and Audit Committee (4) That the current resources position is noted.</p>
3. Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Dec 2017
2. Matter in respect of which the decision is to be made	<p>Strategic and Operational Risks 2017-18 Consideration of the current strategic risk register and internal controls in place, and the current high scoring programme board and organisational risks. (Recommendation from Corporate Governance and Audit Committee)</p>
3. Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Dec 2017
2. Matter in respect of which the decision is to be made	<p>Treasury Management 2017-2018 Mid-Year Update Report To note the Mid-Year progress report for the six months to September 2017. (Recommendation from Corporate Governance and Audit Committee)</p>
3. Report author	Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

submitted to the Cabinet	
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1. Date of Meeting	5 Dec 2017
2. Matter in respect of which the decision is to be made	Westbourne Conservation Area Character Appraisal Approval of the revised conservation area character appraisal and management proposals for the existing Westbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the existing character.
3. Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Jan 2018
2. Matter in respect of which the decision is to be made	Local Plan Review Preferred Approach Consultation The Preferred Approach Consultation is the second stage of the Local Plan Review, which will replace the existing Chichester Local Plan and provide an updated planning framework for the period to 2034. There will be consultation on a draft Local Plan which will include the amount of development and the locations where that will be delivered, alongside other detailed planning policies. It is intended to undertake public consultation over a 6 week period from February to March 2018. Recommendation: To approve the Local Plan Review Preferred Approach for public consultation. (Recommendation to Council)
3. Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Jan 2018
2. Matter in respect of which the decision is to be made	Selsey Haven Project To report back to Cabinet on phase 2 - the findings of the economic and technical feasibility studies. To outline the possible proposals on the way forward of the project. (Recommendation to Council)
3. Report author	Ms Alison Stevens, Environment Manager

	astevens@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Feb 2018
2. Matter in respect of which the decision is to be made	Budget Spending Plans 2018-2019 To set a net budget requirement and the council tax for the Council for the financial year 2018-2019. (Recommendation to Council)
3. Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Feb 2018
2. Matter in respect of which the decision is to be made	East Pallant House Options Appraisal An options appraisal investigating potential future use of East Pallant House by Chichester District Council or release of the site to generate income and relocation of office based staff. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mr John Bacon, Building & Facility Services Manager jbacon@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Feb 2018
2. Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval Following Consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Development Plan and Infrastructure Panel) (recommendation to Council)
3. Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Feb 2018
2. Matter in respect of which the decision is to be made	Treasury Management Strategy, Policy and Prudential Indicators 2018-2019 Treasury Management Strategy, Policy and Prudential Indicators (Recommendation from Corporate Governance and Audit Committee)
3. Report author	Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Mar 2018
2. Matter in respect of which the decision is to be made	ICT Strategy Report 2018-2021
3. Report author	Mrs Jane Ryan, ICT Manager jryan@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	10 Apr 2018
2. Matter in respect of which the decision is to be made	Carry Forward Requests 2018 In accordance with Financial Regulations, at the end of each financial year Cabinet may determine that unspent balances of a specific nature may be carried forward into the following financial year. (Recommendation from Corporate Governance and Audit Committee)
3. Report author	Mr David Cooper, Group Accountant dcooper@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet