

# Public Document Pack

## JOHN WARD

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A meeting of **Cabinet** will be held in Committee Room 2, East Pallant House on **Tuesday 5 September 2017 at 9.30 am**

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

## AGENDA

### 1 **Chairman's Announcements**

The chairman will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under agenda item 13(b).

Apologies for absence will be taken at this point.

### 2 **Approval of Minutes** (Pages 1 - 21)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 11 July 2017.

### 3 **Declarations of Interests**

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

### 4 **Public Question Time**

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

## RECOMMENDATIONS TO COUNCIL

### 5 **Approval for Consultation of the Draft Infrastructure Business Plan 2018-2023 with the City, Town and Parish Councils and Key Infrastructure Delivery Commissioners** (Pages 22 - 55)

The Cabinet is requested to consider the agenda report and to make the following recommendation to the Council meeting on Tuesday 19 September 2017 namely that:

The draft Infrastructure Business Plan 2018-23 (Appendix 1) be approved for consultation with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners for a period of six weeks from 2 October to 13 November 2017, subject to amendments recommended by the Development Plan and Infrastructure Panel as set out in the report.

## KEY DECISIONS

### 6 **Development Management Service Delivery** (Pages 56 - 64)

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

Additions and adjustments to the team structure for the Development Management service be agreed as follows:

- 1) One new Development Manager (Applications Team) post at a cost of £65,257.00 per annum initially to be funded from reserves and subsequently from the government's planned increase in planning application fees.
- 2) One new Planning Officer post wef. 1 April 2018 at a cost of £38,327.00 per annum and subject to the introduction of the government's planned increase in planning fees and the council's annual budget process.
- 3) One Planning Assistant/Apprentice post wef. 1 April 2018 at an additional cost of £14,991.00 per annum and subject to the introduction of the government's planned increase in planning application fees and the council's annual budget process.

## OTHER DECISIONS

### 7 **Corporate Debt Recovery Policy and Write-Off Policy** (Pages 65 - 68)

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

The updated Corporate Debt Recovery Policy and new Write-off Policy be approved.

### 8 **Disabled Facilities Grant Project - Phase 3 Integration of Service Delivery** (Pages 69 - 74)

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

- 1) The Project Initiation Document (PID) at Appendix 3 for Phase 3 of the Disabled Facilities Grants project be approved.
- 2) The more flexible and innovative use of Disabled Facilities Grants as detailed in paragraphs 6.2 and 6.3 of the report be approved for the period of Phase 3 of this project and the Head of Housing and Environmental Services, following consultation with the Cabinet member for Housing Services, be authorised to establish and test interim policy and governance arrangements associated with the project.

- 3) The reason for the exception to tender, as detailed in Appendix 4 and as required by the Council's Contract Standing Orders be noted.

9 **Gigabit West Sussex for Districts and Boroughs (Pages 75 - 79)**

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

- 1) Chichester District Council commits in principle to the sites listed in paragraph 6.1 to a 20 year lease of new dark fibre infrastructure as part of a contract between West Sussex County Council and the selected supplier, subject to central government gap funding, lease terms and on a cost neutral basis.
- 2) The Head of Commercial Services be delegated consideration of which option to accept in relation to the CCTV contract award on the basis that whatever option is selected will also be cost neutral.
- 3) The Council informs the Gigabit West Sussex project team of sites, including parish councils, outside the Capita WAN which could be included in the procurement.

10 **Highway Cleansing (Pages 80 - 84)**

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

- 1) An additional allocation of £30,000 wef. 2018-19 be approved, subject to the annual budget process, to support a new cleaning methodology for the A27 and other high risk A&B roads as set out in paragraphs 5.1 – 5.5 of the report.
- 2) A spend of £45,000 from savings in the vehicle replacement programme be approved to purchase a dedicated and compliant traffic management vehicle.

11 **Litter and Fly Tip Action Plan 2017-2019 (Pages 85 - 88)**

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

- 1) The Litter and Fly Tip Action Plan 2017-2019 attached as Appendix 1 to this report be approved and authority to make minor amendments to the Action Plan be delegated to the CCS Service Manager following consultation with the Cabinet Member for Contract Services.
- 2) The intention of the Chief Executive to report to full Council her use of her s.10 (2) constitutional delegation to discharge certain litter enforcement functions to the East Hampshire District Council under powers granted to the authority under s.101 of the Local Government Act 1997 be noted.
- 3) Expenditure of £60,000 be approved, funded from reserves, to enable the appointment of one fte Project Officer for two years to undertake communication initiatives and support enforcement work relating to fly tipping.

- 4) Expenditure of £26,000 be approved, funded from reserves, to provide resources to support publicity campaigns (£6,000) and the refurbishment and re-signing of a proportion of litter and dog bins (£20,000).

12 **Review of Character Appraisal and Management Proposals for Selsey Conservation Areas and Implementation of Associated Recommendations including Designation of a New Conservation Area in East Selsey to be Called Old Selsey** (Pages 89 - 96)

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

- 1) The revised Character Appraisal and Management Proposals for Selsey Conservation Area, attached at Appendix 1 to this report, be approved as a material consideration in planning decisions.
- 2) The recommended changes to the Selsey conservation area, as shown on the maps at Appendix 2 to this report, be approved.
- 3) A new conservation area "Old Selsey" be designated to cover parts of East Street and Albion Road, as shown on the map at Appendix 3 to this report.
- 4) The Character Appraisal and Management Proposals for Old Selsey Conservation Area, attached at Appendix 4 to this report, be approved as a material consideration in planning decisions.
- 5) The proposed responses to representations, attached at Appendix 5 to this report, be approved.
- 6) The implementation of an "immediate" Article 4 Direction to cover minor alterations to the principal elevations of dwellings within the Selsey conservation area, as amended, and the new Old Selsey conservation area, as set out in Appendix 6 to this report, be approved.
- 7) The implementation of a "non-immediate" Article 4 Direction to cover installation of solar panels on the principal elevations of buildings within the Selsey conservation area, as amended, and the new Old Selsey conservation area, as recommended in Section 7 in the report, be approved.
- 8) Decisions to confirm and/or implement, or otherwise, the Directions, referred to in paragraphs recommendations 6 and 7 above, be taken by the Head of Planning Services in consultation with the Cabinet Member for Planning Services and the ward members for each of the conservation areas concerned within six months of the Directions being made.

13 **Late Items**

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

14 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 15 (Framework

Agreement – Agency Staff 2018-2020, Chichester Contract Services) and item 16 (Chichester Football Club, Oaklands Way, Chichester) whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

[**Note** The report and its appendices within this part of the agenda are attached for members of the Council and relevant only (printed on salmon paper)]

15 **Framework Agreement - Agency Staff 2018-2020 Chichester Contract Services** (Pages 97 - 99)

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

A two-year framework agreement (with the option of a further two year extension period) be approved for the supply of temporary staff to Chichester Contract Services, commencing 1 January 2018.

16 **Chichester Football Club, Oaklands Park, Chichester** (Pages 100 - 103)

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

- 1) Officers be authorised to take the action detailed in paragraph 5.1 of the report.
- 2) Officers be authorised to determine, under existing delegation, whether any further action should be taken as detailed in paragraph 5.2 of the report following consultation with the Cabinet member.

## NOTES

1. The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of “exempt information” as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
2. The press and public may view the report appendices which are not included with their copy of the agenda on the Council’s website at [Chichester District Council - Minutes, agendas and reports](#). unless they contain exempt information.
3. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. (Standing Order 11.3).
4. A key decision means an executive decision which is likely to:

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

#### Non-Cabinet member Councillors speaking at Cabinet

Standing Order 22.3 provides that members of the Council may, with the chairman's consent, speak at a Committee meeting of which they are not a member, or temporarily sit and speak at the Committee table on a particular item but shall then return to the public seating area. The Leader of the Council intends to apply this Standing Order at Cabinet meetings by requesting that members should normally seek his consent in writing by email in advance of the meeting. They should do this by noon on the day before the meeting, outlining the substance of the matter that they wish to raise. The word "normally" is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where he would therefore retain his discretion to allow the contribution without notice.

# Public Document Pack Agenda Item 2



Minutes of the meeting of the **Cabinet** held in Committee Room 2 at East Pallant House East Pallant Chichester on Tuesday 11 July 2017 at 09:30

<b>Members Present</b>	Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding
<b>Members Absent</b>	Mrs P Hardwick
<b>Officers Present</b>	Mr M Allgrove (Planning Policy Conservation and Design Service Manager), Mr N Bennett (Legal and Democratic Services Manager), Mr S Carvell (Executive Director), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mrs V Dobson (Neighbourhood Planning Officer), Mrs J Dodsworth (Head of Business Improvement Services), Mrs T Flitcroft (Principal Planning Officer (Local Planning)), Mr L Foord (Licensing Manager), Mr A Frost (Head of Planning Services), Mr A Gregory (Project Manager - Estates), Mr S Hansford (Head of Community Services), Mr P Harrison (Strategic Asset Management Surveyor), Mr D Hyland (Community and Partnerships Support Manager), Mr P Legood (Valuation and Estates Manager), Mr J Mildred (Corporate Policy Advice Manager), Mr S Oates (Economic Development Manager), Mr P E Over (Executive Director), Mr T Radcliffe (Human Resources Manager), Mrs R Rogers (Benefits Manager), Mrs D Shepherd (Chief Executive), Mrs A Stevens (Environment Manager), Mr G Thrussell (Senior Member Services Officer), Mr J Ward (Head of Finance and Governance Services) and Mr T Whitty (Development Management Service Manager)

## 379 **Chairman's Announcements**

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

There was one apology for absence, namely from Mrs Hardwick.

All other members of the Cabinet were present.

The third agenda supplement gave details of one late item for consideration under agenda item 18 (Late Items), namely: Recommendation of the Overview and Scrutiny Committee: Supporting Chichester Business Improvement District. In view of the relationship between this late matter and agenda item 10: Appointment to the BID Board, it would be considered during item 10.

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

### 380 **Approval of Minutes**

The Cabinet received the minutes of its meeting on Monday 19 June 2017, which had been circulated with the agenda (copy attached to the official minutes).

There were no proposed changes to the minutes.

#### *Decision*

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

#### **RESOLVED**

That the minutes of the Cabinet's meeting on Monday 19 June 2017 be approved without amendment.

Mr Dignum then duly signed and dated the final (tenth) page of the official version of the aforesaid minutes as a correct record.

### 381 **Declarations of Interests**

The following declarations of personal interests were made by members of the Cabinet and CDC members present as observers in respect of the stated agenda items:

#### *Agenda Item 5: Approval of the Vision for Chichester City Centre*

- (a) Mrs C M M Apel as a member of Chichester City Council (West Ward)
- (b) Mr A P Dignum as a member Chichester City Council (North Ward)
- (c) Mrs J L Kilby as a member of Chichester City Council (East Ward)
- (d) Mr L Macey as a member Chichester City Council (North Ward)
- (e) Mr Oakley as a member of West Sussex County Council (Chichester East Division)
- (f) Mr R E Plowman as a member of Chichester City Council (West Ward)



(g) Mrs L C Purnell as a member of Selsey Town Council

*Agenda Item 10: Approval of the Vision for Chichester City Centre and*

*Agenda Item 18: Late Item – Recommendation of the Overview and Scrutiny Committee: Supporting Chichester Business Improvement District*

(h) Mr A P Dignum as a CDC appointed member of the Chichester City Centre Partnership

*Agenda Item 11: Chichester Market*

(i) Mr J C P Connor as two of the traders lived close to his address

*Agenda Item 13: Delivery of the Tangmere Strategic Development Location*

(j) Mr S J Oakley as a member of Tangmere Parish Council

*Agenda Item 14: Pallant House Gallery – Revised Articles of Association*

(k) Mr A P Dignum as a Friend of the Pallant House Gallery

*Agenda Item 16: Public Spaces Protection Order – Dog Control*

(l) Mr S J Oakley as a member of West Sussex County Council (Chichester East Division)

**382 Public Question Time**

No questions by members of the public had been submitted for this meeting.

**383 Approval of the Vision for Chichester City Centre**

The Cabinet received and considered the agenda report and its three appendices in the first agenda supplement (copies attached to the official minutes).

The report was presented by Mr Dignum.

Mr Oates was in attendance for this item.

Mr Dignum said that members had agreed in discussion with officers on the need for a vision for the future of the city of Chichester. It was essential such a vision was supported by the city's stakeholders, the three local authorities based in the city, businesses and residents. Accordingly a steering group had been established by a Project Partners Group, developed with many stakeholders and with a number of surveys. This collaborative work had culminated in a six-week public consultation, the results of which revealed overwhelming support for the *Vision*. The aims were to agree a clear definition of 'what do we want Chichester City Centre to be' ie what is to be the future form and function of the city centre. This would include (1) defining Chichester city centre's offer as a vibrant and attractive commercial and cultural

focal point serving residents, workers and visitors, across all demographics; (2) identifying development opportunities realisable without damaging the heritage and in partnership between the private sector and others in the public sector (the Southern Gateway was a prime example aimed at attracting significant new inward investment into the city, thereby generating economic growth and the creation of jobs); and (3) creating a well-managed, well-coordinated, and well promoted city centre to attract visitors.

A central objective had been a drive to generate new ideas and to provide the key data required to take an informed view. The proposals in the *Vision* had, therefore, been shaped by field research, reviews of previous plans and strategies, facilitated workshops attended by representatives of community and business organisations, and a comprehensive range of studies including (a) research into comparable towns and cities and (b) qualitative and quantitative studies into usage of and satisfaction with the city and its facilities among residents, businesses, workers and visitors.

In short the *Vision* aimed to develop the city thus: ' Attractive, distinctive, and successful ...Embracing its heritage and creating opportunity for all, Chichester's City Centre will be inspiring and welcoming, and at the heart of one of the UK's leading visitor destinations.'

Three major themes were established during the development process:

- *'Living' - An Accessible and Attractive City Centre*

To achieve this, Chichester city centre will:

- Be easily accessible but with less traffic, less pollution, further pedestrianisation and well-co-ordinated public transport
- Give more priority for walking and cycling
- Have attractive streets and open spaces
- Be attractive and welcoming to students and young people, while enhancing life for older people
- Encourage more city centre living with a range of accommodation for all demographics
- Be a 'smart' city that is digitally connected ensuring access to digital services to all

- *'Working' - A Vibrant and Growing Economy*

Chichester will have homes for all ages and will be a prestige city where entrepreneurs, employers and employees wish to be. Chichester City Centre will achieve this by:

- Being a city centre that pursues well-co-ordinated development opportunities making better use of public sector land
- Attracting and retaining businesses from a wide range of high earning sectors
- Being a centre of learning

- Retaining graduates and developing a skilled workforce to meet the needs of the city's economy
- *'Visiting' - A Leading Visitor Destination*

Chichester city centre will be a leading centre of artistic, cultural and heritage excellence at the heart of one of the UK's leading visitor destinations, which will by day be bustling with shoppers enjoying the best retail experience in the South.

Once the *Vision* had been approved and adopted, a delivery plan and timetable would be produced and it was proposed to establish a Chichester Vision Delivery Steering Group (CVDSG). The action plan and the governance arrangements for the CVDSG would be brought to the Cabinet for approval in October 2017.

The Cabinet was requested to recommend the final text (appendix 1 to the report) for approval by full Council, which would also have the opportunity to consider a draft colour version of the design and illustrative images for the *Vision*. A similar process of review and approval is taking place in the other local authorities and the Chichester BID.

Mr Oates emphasised that this was a partnership project and he cited the participating partner organisations. He alluded to the significant level of support for the *Vision* project and the detailed review and research work that had been undertaken in producing the draft *Vision*. Chichester City Council had approved the draft *Vision* (with suggested amendments) the previous week.

Cabinet members commended the draft *Vision* as a remarkable collaborative and well-supported project, which was very exciting and ambitious, and they congratulated everyone involved in working on and producing it. The Southern Gateway masterplan would be one very important means of taking forward the *Vision* once adopted.

Mrs Taylor asked about the consultation's low response rate in the 16-24 age group and how the city's University and College including the student unions had been involved in the process. Mr Oates acknowledged the challenge posed generally in society about how to engage young people to participate in consultations but added that whilst the response rate was fairly low and naturally a higher level would have been preferred, it was nonetheless pleasing that it had been that high and there had been an important piece of work undertaken with the 18-21 age group.

Mr Dignum concluded by stating that the *Vision* was not a prescriptive document but espoused a broad aspiration and that specific policies such as those relating to air quality and litter would be developed in the spirit of the *Vision* to have a beneficial impact on the city centre.

#### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the recommendations set out below.

**RECOMMENDED TO THE COUNCIL**

- (1) That the final text for the Chichester Vision document be approved.
- (2) That authority be delegated to the Economic Development Manager following consultation with the Leader of the Council to enable minor amendments to be made to the document after any further comments from project partners.

**384 Chichester District Council Annual Report for 2016-2017**

The Cabinet received and considered the agenda report and its appendix in the first agenda supplement (copies attached to the official minutes).

The report was presented by Mr Dignum.

Mr Mildred was in attendance for this item.

Mr Dignum remarked that whilst it was customary for the Cabinet at this meeting not to review the report in detail, the hard work put into producing it was to be commended. Members were encouraged to familiarise themselves with the report which detailed the wide-ranging work carried out by CDC and the many achievements delivered on behalf of the District's communities. There would be an opportunity to ask questions at the Council meeting later in the month when the report would be formally received. He thanked Mr Mildred and all officers for their extensive efforts in preparing the report.

Mr Mildred alluded briefly to the details in the report regarding the key achievements in 2016-2017 and the performance indicators for 2017-2018.

*Decision*

The Cabinet voted unanimously on a show of hands in favour of making the recommendation set out below.

**RECOMMENDED TO THE COUNCIL**

That the Chichester District Council Annual Report for 2016-2017 be received.

**385 Making the Lavant Neighbourhood Development Plan**

The Cabinet received and considered the agenda report (copy attached to the official minutes).

The report was presented by Mrs Taylor.

Mrs Dobson was in attendance for this item.

Mrs Taylor summarised section 3 of the report and presented the recommendation.

There was no discussion of this matter.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the recommendation set out below.

#### **RECOMMENDED TO THE COUNCIL**

That subject to a successful referendum the Lavant Neighbourhood Development Plan be made part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

#### **386 South Downs National Park Authority - Development Management Agency Agreement**

The Cabinet received and considered the agenda report and its three appendices in the first agenda supplement, the second and third of which were confidential Part II exempt material (copies of the report and the first appendix attached to the official minutes).

The report was presented by Mrs Taylor.

Mr Frost and Mr Whitty were in attendance for this item.

Mrs Taylor summarised the history from 2011 to date of the legal agreements between CDC and the South Downs National Park Authority (SDNPA) for the delivery by CDC of a development management service on behalf of the SDNPA. She explained the principal change relating to how payments would be calculated in the new agreement, which could operate for up to five more years with effect from October 2017. The new arrangements for determining payment levels were set out in paras 6.4 to 6.11 of the report. The draft section 101 agreement was in appendix 1; its four schedules were summarised in para 6.1 of the report, which also mentioned certain matters were still being negotiated and it was expected that these would be satisfactorily resolved. Para 6.7 summarised the details in the two confidential Part II appendices. The justification and benefits for entering into the new agreement were set out in sections 5 and 7 of the report. Section 9 reported the views expressed by CDC's Overview and Scrutiny Committee (OSC) at its meeting on 23 June 2017, which included two recommendations to the Cabinet in paras 9.3 and 9.4.

Mr Frost commented that a very thorough review of the SDNPA's agency arrangements with other authorities had been undertaken during the previous nine months, with the focus being clearly put on the approach to determining payments. The confidential details in appendices 2 and 3 disclosed how much work had been done on examining the cost approach based on case types.

During the debate Mr Frost, Mrs Shepherd and Mrs Taylor responded to members' questions and comments on points of details which included the following matters:

- (a) The accuracy of the costs estimate and the possible need for each party to discuss options in the event that the costs proved to be above or below the estimate.
- (b) The third line in para 4.5 of the report required clarification to say that the SDNPA had made an offer to CDC for CDC to undertake the development management functions on its behalf.
- (c) The use of section 106 monies and Community Infrastructure Levy monies: the former were specifically allocated to a particular development; the latter would be received by the SDNPA for infrastructure anywhere within the SDNP; if there was a concern that the SDNPA was spending monies without consulting the local parish council, then this should be raised with the SDNPA.

The two recommendations by the OSC (para 9.3) were considered by the Cabinet in the light of an overview given by Mr Carvell. Mrs Apel, the OSC chairman, commented on the OSC's rationale for making them. With regard to the second recommendation relating to a task and finish group being established to review the resources allocated for enforcement, Mrs Shepherd advised that it should be borne in mind that the SDNPA was commissioning this service from CDC and the SDNPA was very satisfied with CDC's work. There was an agreed enforcement protocol which should be observed. The SDNPA could not be compelled to have a higher standard of enforcement service merely because CDC required it.

The consensus was in favour of supporting the OSC's first recommendation but not the second, on the basis that the proposed establishment of a task and finish group was considered to be premature.

Mr Dignum said in closing that (a) CDC as the local planning authority was responsible for providing a first class planning service for the Chichester Local Plan area and within the SDNP on behalf of the SDNPA on an agency basis, in the latter case it would deal with the vast majority of those planning applications; (b) the agency agreement would set in place arrangements on a long-term basis; (c) this would enable CDC to continue to be involved in development management matters across Chichester District; and (d) the agreement would enable CDC to recover a proportion of its overhead costs.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the recommendations and resolutions set out below.

### **RECOMMENDED TO THE COUNCIL**

- (1) That a new Agreement be entered into with the South Downs National Park Authority (SDNPA) under section 101 of the Local Government Act 1972 to enable Chichester District Council to continue to provide a development management service to the SDNPA for up to three years initially until 30 September 2020 and, subject to a further report to the Cabinet and the

Council, for a further two years up until 30 September 2022 if the arrangements are working effectively and agreeable to both authorities.

- (2) That the Head of Planning Services be authorised to conclude negotiations on the section 101 Agreement including the Service Level Agreement and related Protocols and complete the Agreement.
- (3) That the proposed basis for payments set out in appendix 1 and 2 for the delivery of a development management service to the SDNPA be agreed.

**RESOLVED**

That having regard to the recommendations made by the Overview and Scrutiny Committee set out in para 9.3 of the Cabinet agenda report:

- (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.

**387 Plot 21 Terminus Road Chichester**

The Cabinet received and considered the agenda report and its two appendices in the first agenda supplement, the second of which was confidential Part II exempt material (copies of the report and the first appendix attached to the official minutes).

The report was presented by Mr Dignum.

Mr Gregory and Mr Harrison were in attendance for this item.

Mr Dignum said this was a redevelopment by CDC of a Council owned brownfield site in Terminus Road, Chichester. In July 2016 CDC had approved allocating £2.083m to the construction of six units ranging from of 230m<sup>2</sup> each. Planning permission had been granted. The proposed contractor had been appointed at a cost just below the budget figure. Subject to the rents achieved the return would be 7.5 to 8.4%. CDC had been advised that there was a strong market for this type of unit and that it was highly likely that if an aggressive marketing campaign was adopted some of the units could go under offer during the build-out period. A key driver behind building the scheme had been to improve the economy of the local area by attracting new employers and/or providing an opportunity for an existing Chichester-based company to relocate to the site and so expand economic activity in Terminus Road. The site represented the upper level of CDC's offer for small businesses, The Woodruff Centre and St James Industrial Estate being the intermediate stage two and the Enterprise Centre which was now under construction being entry stage one. Completion was anticipated for May 2018.

The officers did not wish to add to Mr Dignum's introduction.

There was no discussion of this item.

*Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolution set out below.

**RESOLVED**

That the updated information relating to the capital cost of the project in the confidential appendix 2 and the Return on Investment (ROI) in section 8 of the agenda report be noted and the budget to enter into a contract with the preferred contractor, contractor (A), to deliver the business unit scheme on Plot 21 Terminus Road Chichester be released.

**388 Appointment to the BID Board**

The Cabinet received and considered (a) the agenda report for agenda item 10 and (b) the third agenda supplement, which set out details of a late item (agenda item 18) of a recommendation to the Cabinet about supporting the Chichester Business Improvement District, which had been made by the Overview and Scrutiny Committee (OSC) at its meeting on 13 June 2017 (copies of the report and the third agenda supplement attached to the official minutes).

As advised by Mr Dignum during agenda item 1, the aforementioned late item would be taken as part of agenda item 10 rather than 18 in view of the related subject matter namely the Chichester BID.

The report for agenda item 10 and the third agenda supplement were presented by Mr Dignum.

No officers were in attendance for this item.

Mr Dignum referred to the self-explanatory report on the proposed additional appointment to the BID Board.

There was no discussion of that proposal, which was supported by the Cabinet.

With respect to the OSC recommendation that CDC carry out early consultation with the BID in relation to the city such as transport issues, Local Plan development and Southern Gateway, Mr Dignum advised that he had replied to Mrs Apel (the OSC chairman) saying that he intended to give a full briefing to the BID Board at its meeting on 18 July 2017 about the *Vision*, the Chichester Local Plan Review etc insofar as they affected the city centre.

Mr Carvell confirmed that CDC had specific arrangements in place to consult the Chichester BID with regard to relevant planning policy matters.

Mr Dignum invited the Cabinet to support the OSC recommendation, which met with a consensus of approval without the need to discuss the matter. It was noted, however, that insofar as the OSC's reference to 'transport issues' was concerned,



that was a matter which fell within the remit of West Sussex County Council and so ought to be omitted from the text of the Cabinet's resolution.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the two resolutions set out below.

### **RESOLVED**

- (1) That Jane Kilby be appointed as the 'Alternative Director' (substitute member) to serve as Chichester District Council's representative on the BID's Board.
- (2) That having regard to the recommendations made by the Overview and Scrutiny Committee set out in para 9.3 of the Cabinet agenda report, Chichester District Council carries out early consultation with the BID in relation to proposals which affect the city such as Local Plan development and Southern Gateway.

### **389 Chichester Market**

The Cabinet received and considered the agenda report and its two appendices in the first agenda supplement, the second of which was confidential Part II exempt material (copies of the report and the first appendix attached to the official minutes).

The report was presented by Mr Connor.

Mr Legood and Mr Foord were in attendance for this item.

Mr Connor said the first anniversary of the Chichester Wednesday market being held in North Street and East Street would be on 16 August 2017. The inception of the Wednesday market in the city centre precinct area of North and East Streets on a one-year trial basis was in response to a reported decline in the use of the traders' market located in the Cattle Market (the Saturday market remained there). An associated Street Trading Consent (covering for example detailed operational practices and health and safety matters) was negotiated by officers with the market operator.

In March and May 2017 a Traders' Market Task and Finish Group (TFG) met to assess the success or otherwise of the city centre trial market. This included a six-week public consultation carried out by CDC's Communities team and it addressed city centre businesses, market traders and customers/visitors with the aim of assessing the operation of the market. The market operator also commissioned its own survey and separately arranged for city centre retailers to complete a short questionnaire. The Chichester BID was consulted. The TFG held a question and answer session attended by BID representatives and the market operator. A summary of the mixed consultation responses was in appendix 1 in the third agenda supplement. Residents were generally positive about the market eg that it was convenient and livened up the city and interest was expressed in having more fresh food outlets. There was also negative feedback eg the market 'obstructs shop fronts and similar goods are sold on the market to high street retailers'. Some retailers

outside the precinct area considered the market had had a negative impact on their business although retailers on the pedestrianised streets tended to think that they benefitted from the presence of the market in proximity to their shops. In view of concerns expressed by businesses about quality, position (location of market) and presentation, the TFG agreed that these points needed further consideration with the market operator. The traders who responded were unanimous in the view that they would continue to attend the market as long as it stayed in the city centre.

The report's recommendations in section 3 were based on the TFG's recommendations ie that officers be authorised to renew the Street Trading Consent held by the current market operator for the running of a Wednesday market for a further period of two years. Officers would continue to work with the operator to ensure that the improvements identified by the TFG as a result of the consultation exercise were addressed as recommended in para 3.2 of the report. Para 3.3 made provision with regard to Christmas markets.

The officers did not wish to add to Mr Connor's introduction.

In the discussion the positive impact of having a city centre market in terms of variety and vibrancy was acknowledged while expressing the hope that the presentation issues would be satisfactorily addressed.

In response to members' points about the appearance of the stalls, Mr Legood and Mr Foord said that notwithstanding the obvious benefits of the market being centrally located and offering goods which could not be purchased elsewhere, clearly issues such as the height of stalls and the extent to which they were obscuring shop fronts were key presentation matters to be addressed. Officers would be working closely with the operator and individual traders to address three particular issues, namely the need for (a) consistent stall skirts, (b) clear plastic canopies to avoid obscuring shop façades and (c) hand-made direction signs for the shops behind the stalls. Meat traders were welcome in principle but it was not currently possible to deliver products via a modest-sized vehicle.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

### **RESOLVED**

- (1) That officers be authorised to renew the Street Trading Consent held by the current market operator for the running of the Wednesday Market for a further period of two years.
- (2) That improvements to the presentation of the market be obtained in accordance with the recommendations of the Task and Finish Group.
- (3) That the Street Trading Consent shall make provision for a Christmas Market to be held in the precinct for nine days in 2017 and 2018 (affecting one Wednesday market each year) and account shall be taken of this in the grant of a new Street Trading Consent with the possibility of an alternative trading day to be offered in lieu of the lost Wednesdays.

390 **Council Tax Reduction Scheme for 2018-2019**

The Cabinet received and considered the agenda report and its appendix (copies attached to the official minutes).

In the absence of Mrs Hardwick the report was presented by Mr Dignum.

Mrs Rogers was in attendance for this item.

Mr Dignum said that the *Welfare Reform Act 2012* and the *Local Government Finance Act 2012* abolished the national council tax benefit scheme and put in place a framework for local authorities to create their own local council tax reduction (CTR) schemes from April

2013 for working age claimants. Pensioners would still receive support based on national rules, so local schemes applied to working age claimants only. Since its introduction CDC's local scheme had broadly followed the rules of the pre-April 2013 CT benefit scheme and the current housing benefit (HB) scheme. Accordingly applicants were being supported as much as they had been under the previous scheme arrangements, which was unlike a significant number of local authorities which had amended their schemes so that most CTR claimants had to pay some CT. CDC's CTR scheme had remained unchanged since April 2013, apart from the annual uprating of applicable amounts and state benefits in line with the HB scheme. Consequently people on the lowest incomes in Chichester District were being protected and could still claim a reduction to cover the full cost of their CT. In 2013 Universal Credit (UC) was introduced in pathfinder local authorities and after a very slow implementation the full roll-out in CDC for all new claimants was scheduled for April 2018. This would necessitate dealing with possible monthly adjustments to recipients' benefit income, which would in turn affect their CTR entitlement. Since this would cause CDC's administrative costs to increase when the government's contribution to those costs had been cut, officers proposed using a banding scheme. This would make CTR changes for minor income variations unnecessary and keep the cost of administration to a minimum while providing maximum support for those on the lowest incomes. The Cabinet was now requested to approve a consultation on the existing scheme and the proposed banded scheme.

Mrs Rogers did not wish to add to Mr Dignum's introduction.

In the Cabinet's discussion members welcomed the roll-out of UC but also emphasised the importance of the banded scheme to ensure that there would be no significant losers in the community and to achieve administrative simplicity to assist claimants.

*Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolution set out below.

**RESOLVED**

That the Head of Finance and Governance Services be authorised following consultation with the Cabinet Member for Finance and Governance Services to prepare and consult upon a draft 2018-2019 council tax reduction scheme options as proposed in appendix 1, to be brought back to the Cabinet in November 2017 for recommendation to the Council.

**391 Delivery of the Tangmere Strategic Development Location**

The Cabinet received and considered the agenda report and its two appendices (copies attached to the official minutes).

The report was presented by Mrs Taylor.

Mrs Flitcroft, Mr Allgrove and Mr Bennett were in attendance for this item.

Mrs Taylor summarised the report, which addressed how CDC proposed to secure via the use of compulsory purchase powers the delivery of one of the key strategic development location sites required to deliver the housing numbers stipulated in the *Chichester Local Plan: Key Policies 2014-2029* (CLP) and thereby ensure that CDC was able to demonstrate an ongoing five-year housing land supply. In doing so she referred in the report to paras 4.2 to 4.8 and the details of the complex CPO process as set out in section 6 (the indicative timescale was given in paras 6.19 to 6.21). Appendix 2 delineated the extent of the land currently expected to be the subject of a CPO. The public interest test which CDC must (and believed it would) satisfy and the relatively recently reissued government guidance on seeking a CPO were covered in paras 6.15 to 6.18. Appendix 1 identified the benefits of CDC contracting with a development partner. Sections 7, 8 and 10 considered the alternatives to the CPO process and the case for CDC now actively to pursue a CPO.

The officers did not wish to add to Mrs Taylor's introduction.

Mr Dignum drew attention to paras 6.4 (member briefing session) and 6.12 (reference to the Cabinet and the Council as progress was made). He said that notwithstanding the complexity of the process CDC was determined to secure the delivery of 1,000 homes and the associated infrastructure and development envisaged in the CLP.

There was no discussion but members supported the proposed use of the CPO process.

*Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

**RESOLVED**

- (1) That the use of Chichester District Council's compulsory purchase and associated powers (which at this stage are anticipated as likely to include but

not be limited to those under the Town and Country Planning Act 1990 and the Local Government Act 1972) to facilitate comprehensive development at Tangmere SDL be supported in principle, subject to Chichester District Council being satisfied that the acquisition of each interest or right to be acquired is justified in the public interest.

- (2) That in conjunction with the appointed CPO advisors, work shall commence on the selection process to identify a suitable development partner (master developer) to deliver a masterplan for the Tangmere SDL and a subsequent scheme that delivers the comprehensive development of the Tangmere SDL in accordance with the adopted Chichester Local Plan and 'made' Tangmere Neighbourhood Development Plan.
- (3) That it be approved that Knight Frank (CPO Advisor), Citicentric (CPO Surveyor/non-legal advice) and Davitt Jones Bould (legal advice) be retained to assist Chichester District Council in carrying out the above steps subject to remaining within the overall approved budget provision for the project.
- (4) That the officers be authorised to undertake the next steps as set out in section 6 of the agenda report.

[**Note** At the end of this item there was a short adjournment between 10:43 to 10.54]

### 392 **Pallant House Gallery - Revised Articles of Association**

The Cabinet received and considered the agenda report and its appendix in the first agenda supplement (copies attached to the official minutes).

The report was presented by Mrs Lintill.

Mr Hansford and Mr Hyland were in attendance for this item.

Mrs Lintill summarised the governance changes which had taken place within the Pallant House Gallery (PHG), in consequence of which there would need a revision of the PHG's articles of association. The draft document for approval was in appendix 1 and had been carefully scrutinised by officers (sections 5 and 8).

The officers did not wish to add to Mrs Lintill's introduction.

There was no discussion of this item.

Mr Dignum pointed out that the PHG had recently received a significant vote of confidence in being awarded £89,119 for a four-year period by the Arts Council England.

#### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolution set out below.

## **RESOLVED**

That the revised Articles of Association for the Pallant House Gallery in the appendix to the agenda report be approved.

### **393 Pay Policy**

The Cabinet received and considered the agenda report and its two appendices (copies attached to the official minutes).

The report was presented by Mr Wilding.

Mrs Dodsworth and Mr Radcliffe were in attendance for this item.

Mr Wilding said that in order to deliver efficient, effective yet affordable services to its customers CDC needed to be able to recruit and retain good quality staff. At its meeting on 6 September 2016 the Cabinet considered an options appraisal aimed at achieving that outcome. A number of factors were taken into account in considering each of the options:

- CDC's existing grading structure had not been reviewed for 29 years.
- The need to include the national living wage rate within the grading structure.
- The results of a recent salary benchmarking exercise across the public and private sector.
- The need to ensure CDC had a fair and consistent salary structure.
- The need to remain an attractive and competitive employer

Section 6 of the report set out the options considered by the Cabinet. As a result of the options appraisal, the Cabinet authorised officers to undertake a comprehensive review of posts against a set of agreed principles on a service-by-service basis. The new pay policy was now before the Cabinet. It stipulated CDC's principles which would be applied when evaluating a job role and associating a salary to that role. It set out the legal statutory requirements and commitment to the national salary framework and was designed to give staff an understanding of the factors which were taken into account in determining a salary grade for any job role.

The Joint Employee Consultative Panel (JECF) received a report at its meeting on 22 August 2016, setting out the benchmarking data and options appraisal and it had continued to have regular updates at each subsequent meeting. The JECF considered the proposed pay policy and proposals at its meeting on 26 June 2017. Minor changes were incorporated into the Pay Policy Statement as a result of that consultation. The staff representatives had requested at the JECF's recent meeting that there should be no reductions in staff salaries as a result of the pay review and that CDC's longer-term aspiration should be to achieve the median public sector pay level for all posts. Those points were not supported by the CDC councillor JECF members because the option of aiming to achieve median public sector pay for all posts was considered as part of the options appraisal but not supported as it was unaffordable when costed. The primary objective of undertaking a comprehensive review of all posts was not about saving money but ensuring a fair and consistent approach.

Mrs Dodsworth advised that there was one minor change to the Job Profiles para in the Employment Policy Statement in appendix 1 (page 67) namely that the words 'in consultation with the relevant staff member if applicable' would be added after 'the service manager' and before 'and this will be used'. This change was made at the request of the JECF and was supported by officers; it reflected current practice in any event.

The amended text is highlighted in yellow in the first of the Cabinet's resolutions below.

This amendment was noted and accepted by the Cabinet.

In a brief discussion the work in producing the new pay policy was commended.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolution set out below.

### **RESOLVED**

- (1) That the proposed Pay Policy Statement as outlined in appendix 1 to the agenda report be approved subject to the following amendment highlighted in yellow in the 'Job Profiles' para namely:

#### **'Job Profiles**

In order to ensure consistent evaluation and to focus authors of job documentation to consider the three factors required to evaluate a post, a new Job Profile template has been developed (see Appendix 1 Job Profile template). This combines the job description and person specification into one document and is also used where necessary for recruitment advertising and contracts of employment. This new Job Profile will be used by future Hay panels when evaluating posts. Each council post will have a Job Profile written for it by the service manager **in consultation with the relevant staff member if applicable** and this will be used to commence the evaluation process. Service managers should refer to the re-evaluation process managers' guide and will receive support as necessary from the HR or Corporate Improvement teams.'

- (2) That a comprehensive review of posts based on the Pay Policy Statement be authorised to ensure a consistent and fair pay structure.
- (3) That the release of £25,000 from reserves be authorised to fund temporary staffing within the Human Resources service to support the implementation of this project.

### **394 Public Spaces Protection Order - Dog Control**

The Cabinet received and considered the agenda report and its five appendices in the first agenda supplement (copies attached to the official minutes).

The report was presented by Mr Connor.

Mrs Stevens and Mrs Rudziak were in attendance for this item.

Mr Connor explained that as a result of the repeal of dog control orders on 1 October 2017 CDC would be replacing them with public space protection orders (PSPO) and the statutory power to do so, the nature of PSPOs and the procedure for introducing them including public consultation was set out in sections 3 and 8 of the report. The consultation responses were detailed in appendices 3 and 4. The consequential amendments made as a result of those responses were detailed in appendix 5. The outcomes to be achieved by the new PSPOs were set out in section 4 of the report.

Mrs Stevens said that all of the consultation response received, which varied widely in favour of fewer or stricter controls, had been carefully considered.

During the debate Cabinet and other CDC members expressed their support for the proposed new PSPOs, recognising that the majority of dog owners acted responsibly and there were benefits to people in having a dog. Mrs Stevens, Mrs Rudziak and Mr Connor responded to their questions and comments on various matters which included:

- (a) The public was welcome to contact CDC with information about dog fouling incidents; indeed local residents and visitors were seen as CDC's eyes and ears in enforcing these powers.
- (b) The Friends of Priory Park were contacted as part of the consultation but there was no response to the point about whether dogs on leads should be allowed there. This park and the Bishop's Palace Gardens were two enclosed public recreation areas in the city where dogs were prohibited and in significantly minimising public health risks associated with dog fouling as a result, children could play safely and enjoy family picnics. The rest of the city had a range of public open spaces where dogs could be exercised.
- (c) The enforcement by CDC officers would be undertaken by two dog wardens and the foreshore officers. This was considered to be a reasonable level of control to encourage people to respond in the right way and to achieve an even greater consensus by the public that irresponsible care of dogs in public places was socially unacceptable. In view of the aggressive behaviour by some dog owners and their dogs, the use of body cameras was being considered for the dog control enforcement officers. Such cameras in particular were shown to be particularly effective in lowering aggression. Proposals to consider such measures were due to be brought to the Cabinet later in 2017.
- (d) The concerns which led to the response submitted by the National Farmers Union (pages 260 to 261) were explained.
- (e) The PSPO would not apply to people with disabilities who required a dog.



- (f) The need, if required, to clarify (a) the meaning of 'public open space' in the second line of para 6 in Schedule 1 in appendix 1 to the agenda report so as to read for example 'publically accessible land' and (b) whether CDC's car parks should be included in para 3 of the aforesaid Schedule 1 would be investigated by officers after this meeting. If appropriate such amendments would be made under the use of a delegated authority which ought to be included in the resolutions to be made by the Cabinet.

**[Note** Following the meeting, the points raised in (f) above by Mr Oakley were duly considered and the advice of CDC's Legal Services was sought, as a result of which it was not considered necessary to amend the PSPO]

The Cabinet supported the making of a second resolution conferring a delegated authority.

#### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

#### **RESOLVED**

- (1) That the making of the Public Spaces Protection Order - Dog Control relating to the behaviours and geographical areas as set out in appendices 1 and 2 to the agenda report be authorised.
- (2) That the Head of Housing and Environment Services be authorised following consultation with the Cabinet Member for Environment Services to enable minor amendments to be made to the documents in (1) above.

#### **395 Treasury Management 2016-2017 Out-turn Report**

The Cabinet received and considered the agenda report and its four appendices (copies attached to the official minutes).

The report was presented by Mr Dignum.

Mr Catlow was in attendance for this item.

Mr Dignum said that this item principally reported on CDC's overall treasury management performance and provided a summary of activity for the last financial year and also information on CDC's capital expenditure and financing and prudential indicators for the same period. CDC continued to manage a cash portfolio of between £50m and £60m, depending on the collection and payment cycles for local taxation and council expenditure. The overall return for 2016-2017 was 1.25%, of which the primary driver was CDC's £10m investment in the Local Authority Property Fund which continued to produce a revenue return in line with its long-term average of just over 4%. CDC's shorter term investments produced a return of 0.76% across the year, slightly above the peer comparative group. The disparity between those two returns showed the importance of evolving CDC's treasury strategy to maximise revenue return while avoiding losses and defaults and

ensuring that CDC's bills could be paid on time. Para 4.2 summarised how the treasury function had evolved over the last 12 months by focussing on diversifying into alternative forms of approved investment and improving CDC's monitoring and reporting of activity by using benchmarks and red/amber/green reporting. CDC's improved ability to forecast cash flows both in the short-term and across a longer time horizon would continue to drive effective investment, especially given the continuing economic and regulatory background (summarised in appendix 3). Despite some uncertainty on the timing of CDC's capital programme (appendix 2), the improved cash flow forecasting developed to date had allowed CDC to invest a further £8m in 2017-2018 in external multi-asset and other pooled funds. These were expected to generate an improved return of 3 to 4%. As to CDC's estates portfolio (paras 8.1 and 8.2), CDC continued to manage a substantial portfolio of income generating properties, to which was recently added 2 to 3 East Street in Chichester. Overall those properties produced an income in excess of £2.5m per annum.

Mr Catlow referred to para 3.3 of the report and advised that the Corporate Governance and Audit Committee had not made any key comments.

There was no discussion of this item.

#### *Decision*

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

#### **RESOLVED**

That (a) the review of Treasury Management activity and performance for 2016-2017 and (b) the final Prudential Indicators for 2016-2017 to 2021-2022 as detailed in appendix 2 to the agenda report be noted.

#### **396 Late Items**

Save for the item the subject of the third agenda supplement (Recommendation of the Overview and Scrutiny Committee: Supporting Chichester Business Improvement District) being taken as part of agenda item 10 above instead of during this item, there were no late items for consideration at this meeting.

#### **397 Exclusion of the Press and Public**

There were no substantive Part II items listed on the agenda for this meeting and the confidential Part II appendices for agenda items 8 (South Downs National Park Authority – Development Management Agency Agreement), 9 (Plot 21 Terminus Road Chichester) and 11 (Chichester Market) were not discussed. Accordingly no resolution to exclude the press and the public was required to be made at this meeting.

**[Note** The meeting ended at 11.35 am]

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CHAIRMAN

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DATE:

## Chichester District Council

THE CABINET

5 September 2017

### **Approval for consultation of the Draft Infrastructure Business Plan 2018-2023 with the City, Town and Parish Councils and Key Infrastructure Delivery Commissioners**

#### **1. Contacts**

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#### **2. Recommendations**

##### **2.1. That Cabinet recommends to Council:**

**Approval for consultation of the draft Infrastructure Business Plan 2018-23 (Appendix 1) with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners for a period of six weeks from 2 October to 13 November 2017, subject to amendments recommended by the Development Plan and Infrastructure Panel as set out in the report.**

#### **3. Background**

- 3.1 The draft Infrastructure Business Plan (IBP) appended to this report prioritises the strategic and local infrastructure projects from the Infrastructure Delivery Plan (IDP) necessary to deliver the growth identified in the Chichester Local Plan, particularly within the five year period 2018- 2023. It has been compiled by the joint CDC/WSCC (Infrastructure and Growth) officers group and was recently considered by the Development Plan and Infrastructure Panel.
- 3.2 The projects were identified by CDC and WSCC, key infrastructure delivery commissioners and city, town and parish councils. The IBP sets out the methodology for selecting which infrastructure projects have been prioritised for funding from the Community Infrastructure Levy (CIL), which ones will be funded from S106/S278 agreements and which infrastructure projects are, or would need to be funded from other sources.

- 3.3 S106 projects have been identified as 'committed', this is because the required infrastructure is directly related to providing mitigation related to a site specific proposal (up to five separate planning obligations can be pooled). These do not need to be prioritised as there is more certainty that they will be provided alongside the development.
- 3.4 Projects to be funded from the CIL should relate to the cumulative growth of the area, and are not restricted by pooling. These need to be prioritised because the CIL will be insufficient to fund all the projects that have been put forward.
- 3.5 The criteria for prioritising projects are set out in Appendix C of the IBP. The CIL projects relate to the cumulative impact of development associated with the Local Plan, or help to unlock growth. The IBP provides a strategy to ensure that a balanced approach has been taken in selecting the projects to be funded from CIL. It should be noted that the total cost of projects capable of being funded from the CIL exceeds the amount of CIL expected to be collected.
- 3.6 Since last year, the amount requested by West Sussex County Council (WSCC) for school places has increased by 50%, and WSCC has advised that it expects that this will continue to increase by around 10% each year. WSCC does not know which schools will be expanded at present, so cannot provide more accurate costings. Appendix 2 shows the amount of unspent S106 contributions collected for education infrastructure, WSCC will need to show how these historic contributions, together with other sources of funding available to them including the Department for Education Basic Needs Grant will be used to offset their requests for CIL.
- 3.7 A number of new projects have been put forward for funding by Sussex Police for the year 2018/19: IBP/705; IBP/706; IBP/707. The police have explained that they cannot fund these out of their existing budgets and have set out a case for funding from CIL in some detail. The Council's legal team has confirmed that these projects constitute 'infrastructure' for CIL purposes. The police have stated that the automatic number plate recognition (ANPR) cameras would be additional cameras to serve some of the sites coming forward as part of Chichester's five year housing land supply. Officers sought clarification from Sussex Police regarding the possibility to fund these from the growth in Council Tax receipts that flows from new development, and whether the assets are in addition to the Police's existing approved capital budgets. The police have confirmed that these projects cannot be funded from the growth in Council Tax receipts, and confirmed that the assets are in addition to their existing approved capital budgets.
- 3.8 The Development Plan and Infrastructure Panel considered the police projects to be premature, as the level of strategic growth upon which their justification was based has not yet taken place. For this reason the projects have been removed from the CIL spending plan for the time being. Officers will write to the police to explain why the projects have not been selected for CIL funding this year and will be invited to resubmit their proposals once the growth in population has materialised.
- 3.9 The Real Time Passenger Information (RTPI) screen project IBP/355 in years 2019/20 and 2020/21 was previously considered and rejected by Members for CIL spend (as the technology is available as an app on mobile phones), the County Council now request that this project is reconsidered. The Development and Infrastructure Plan Panel has reconsidered this project and now support it for CIL

spend because it is an important part of the strategy to encourage the level of modal switch upon which the Local Plan depends, and to encourage new residents to make sustainable choices from the outset.

- 3.10 The Infrastructure Joint Member Liaison Group (IJMLG) met on 12 July 2017, and the CIL spending plan (IBP Section 4, table 11 page 26) reflects their views about which projects should be selected for funding within the next five years. It should be noted that only the projects identified for funding in 2018/19 can be guaranteed, this is because the amount of money to be collected from the CIL in future years is a best estimate, and will not be certain until the CIL monies have been collected.

#### **4. Outcomes to be achieved**

- 4.1 The approval of this IBP for consultation relies on the collaboration of all three tiers of local government, and provides the opportunity for formal comments from stakeholders. The IBP provides a framework to promote closer working relationships with the infrastructure providers and results in a move away from reactive planning (once a planning application is received) to a more proactive approach to infrastructure provision.
- 4.2 The IBP provides a transparent methodology to show how projects have been selected. It also identifies other potential sources of funding in order to make best use of the CIL.
- 4.3 Once the consultation has ended, officers will take any suggested amendments back to the CDC/WSCC Joint Member Liaison Group for consideration, before the IBP is further considered by Cabinet in February 2018 and Council for approval in March 2018.

#### **5. Proposal**

- 5.1 The purpose of this report is to recommend approval for consultation of this IBP with those who were invited to identify necessary infrastructure projects and their own infrastructure plans for inclusion within the IBP, and to offer them an opportunity to influence which projects are selected to be funded from the CIL. Those consulted are asked to consider whether the Council has correctly categorised the projects within each phase, according to the methodology within the IBP, to ensure the project will be delivered on time with the correct infrastructure provider.

#### **6. Alternatives that have been considered**

- 6.1 The alternative is not to have an IBP, or not to have a formal process for selecting projects to be funded from the CIL, or to fund different CIL projects. Many local authorities that have been collecting the CIL, allocate funds to projects on their Regulation 123 list without having a formal process for doing so. The disadvantage of this approach is that it does not provide 'up front' certainty about which infrastructure projects will be funded, and no guarantee that the infrastructure delivery commissioner will be able to provide the infrastructure in time to accompany the growth of the area. It may also reduce the opportunity of working in partnership with the County Council, neighbouring local planning authorities and parish councils.

## 7. Resource and legal implications

7.1 The projects selected for CIL funding must be in accordance with the Council's published Regulation 123 list. This is to comply with the CIL Regulations.

## 8. Consultation

8.1 The projects within this IBP were identified through informal consultation with West Sussex County Council; key infrastructure providers, and the City, Town and Parish Councils. In the case of the latter, workshop sessions were held on 7, 19, 20 and 21 April 2017 for those that wanted to attend, and were followed up with reminders via email. This report is to approve the draft IBP for further consultation with those who were invited to contribute (particularly given that parish priorities may have changed or projects progress needs to be updated) to give them a further chance to influence and comment on the IBP before it is finalised.

## 9. Community impact and corporate risks

9.1 Once approved, this IBP will provide transparency about which projects will be funded from the CIL between years 2018/2023. It will enable the Council to have more control over the timely delivery of infrastructure. The risks are as follows:

- That changes are made to the CIL regime, resulting in less money being collected than identified in this IBP;
- That other sources of funding fail to materialise;
- That consensus is not reached over CIL projects prioritisation;
- That infrastructure delivery commissioner(s) funding priorities change;
- That identified sources for part-funding are withdrawn;
- That the infrastructure to be provided is insufficient to mitigate the impact of development.

## 10. Other Implications

<b>Crime &amp; Disorder:</b>	None
<b>Climate Change:</b>	None
<b>Human Rights and Equality Impact:</b>	None
<b>Safeguarding:</b>	None

## 11. Appendices

Appendix 1– Draft Infrastructure Business Plan 2018/2023 (Note that the Appendices to this draft Infrastructure Business Plan have not been printed with these agenda papers, but are available electronically or in hard copy in the Members room).

Appendix 2- Education money collected through S106

# Chichester District Council Infrastructure Business Plan

**2018/2023**



2nd draft July 2017

[www.chichester.gov.uk/planningpolicy](http://www.chichester.gov.uk/planningpolicy)



## Contents

## Page No.

Foreword	3
1. Purpose of the Infrastructure Business Plan	4
2. Infrastructure Projects	5-17
3. CIL Implementation Plan	18-22
4. CIL Cash flow and Spending Plan	23-26
5. Conclusions	27

## Appendices

A. Full Infrastructure Project list	
City, Town & Parish Projects	29-66
Chichester District Council Projects	67-81
West Sussex County Council Projects	81-99
Infrastructure Commissioners Projects	100-107
B. CIL Applicable Housing Trajectories	108-114
C. Infrastructure Prioritisation Process, Monitoring & Governance	115-121
D. Funding Source Review	122-138
E. Project Pro-forma	139
F. Regulation 123 list	140-141
G. IBP Glossary	142

## Foreword

This Infrastructure Business Plan (IBP) covers the Chichester Local Plan area, it excludes parts of the district that fall within the South Downs National Park because the South Downs National Park Authority is responsible for this area.

Local communities are frequently concerned that the provision of infrastructure (by which we mean roads, flood defences, schools, doctors' surgeries, children's playgrounds etc.) does not keep pace with the rate of new house building. One purpose of the IBP is to ensure that infrastructure is provided at the right time and in the right place so that this problem does not get worse in the future.

Infrastructure can be paid for in several different ways, for example:

- Customer bills – to telephone and broadband companies and water companies to supply fresh water and to take away and treat wastewater.
- Government grants, to help provide school places (or other grant sources from Europe or the Local Economic Partnership).
- Planning obligations – S106/S278 (infrastructure that provides site specific mitigation).
- Community Infrastructure Levy (*a levy on certain types of new development which creates net additional floorspace*)

Sometimes different funding sources have to be combined to pay for new infrastructure. The IBP shows which funding sources will contribute to each infrastructure project. It also identifies funding shortfalls, and the appendix contains the method for prioritising the infrastructure which could be funded from CIL.

CIL eligible projects relate to the cumulative growth of the area. In the early years from the introduction of CIL there will be little money collected, so fewer, or less expensive projects will be funded from the CIL (this does not negate the importance of prioritising these). As the years progress, and development gets underway, the amount of money collected from CIL will steadily increase, which will enable more substantial infrastructure projects to be delivered.

The IBP can never be precise about the amount of money that will be available; it is just the best estimate at any given point in time. Because of this it is a 'living' document which will be kept under review, and updated and rolled forward each year to reflect how much money has been collected, and for future years how much CIL is predicted to be collected from future development.

Some of the CIL will be passed to the parish councils to be spent on infrastructure of their choice. Parishes which don't have a Neighbourhood Plan will get 15% of the CIL collected from new development in the parish (capped at £100 per existing Council tax dwelling each year). This increases to 25% (uncapped) for those that have made Neighbourhood Plans.

I would like to thank all the organisations who provided the information to help put this document together, and hope that you will find it useful.

Councillor Susan Taylor  
Cabinet Member for Housing and Planning

# 1 Purpose of the Infrastructure Business Plan

## Introduction

1.1 This Infrastructure Business Plan (IBP) sets out the current understanding of infrastructure required to support the delivery of the Chichester Local Plan to 2029, and sets out a method for prioritising the projects to be funded from Chichester's Community Infrastructure Levy (CIL), which was implemented on 1 February 2016.

1.2 The IBP has been prepared by officers from Chichester District Council and West Sussex County Council with input from the Parish and Town Councils and Ward Members within the Local Plan area; nominated County Councillors; and relevant Infrastructure Delivery Commissioners.

1.3 The IBP prioritises infrastructure via a five year rolling programme for its delivery, and identifies other possible sources of funding. The CIL Regulation 123 list identifies which types of infrastructure could be funded from CIL. Funding from S106 sources and provided entirely from infrastructure delivery partners is considered within this IDP to be committed.

1.4 The IBP identifies the extent of the funding gap. CIL will help to bridge the gap, but won't completely fill it. There will therefore be a need for prioritisation along with exploration of external funding opportunities and innovative approaches to financing which will require strong partnership working arrangements with infrastructure providers.

1.5 Prioritisation will be informed by the Local Plan housing trajectory (the phasing of development and its supporting infrastructure). This will ensure infrastructure delivery is aligned with growth. The governance arrangements which have been put in place to prioritise and ensure the timely delivery of projects are set out in Appendix C.

1.6 The IBP five year rolling programme is updated each year to reflect the most up to date housing trajectory and infrastructure requirements across the plan area. It is thus a 'living' document.

## 2 Infrastructure Projects

### Introduction

2.1 Before prioritising infrastructure it is necessary to consider infrastructure needs across the plan area in their totality. Consequently, the IBP identifies all strategic infrastructure requirements necessary to support the anticipated growth in the Local Plan to 2029. The project list will evolve as further details are known, but will reflect the best information available at the time.

2.2 An Infrastructure Delivery Plan (IDP), October 2014 identified the original infrastructure requirements associated with the planned growth across the Chichester Plan area to 2029. This IDP was submitted as supporting evidence to both the Local Plan and CIL Charging Schedule examinations.

2.3 The IDP has subsequently been kept up to date through the IBP. The projects presented in this chapter were reviewed by the IBP Officers Group between April and June 2017. The projects were reviewed in light of the following key factors and, therefore, the project list included within this IBP reflects current understanding and must not be taken to represent an exhaustive list of requirements through to 2029:

- Infrastructure demand levels and adequacy of the infrastructure project list based on the latest understanding of housing and other development proposals
- The timing of project delivery based on the latest housing trajectory (November 2016)
- Best information currently available for existing or planned infrastructure capacity across the plan area

2.4 It should be noted that costs identified for a project are indicative as, in many cases, full design and implementation costs have not yet been determined. The indicative project cost is based on 2017 figures and will be reviewed where necessary as part of the annual update of the Infrastructure Delivery Plan.

2.5 A summary of all strategic infrastructure projects (excluding Parish Projects) from all funding sources, categorised by Local Plan spatial area, is provided in table 2. The S106 projects are linked to specific planning applications, whereas the CIL and other funding source projects relate to cumulative growth of the Local Plan area. The total list of projects including those put forward by the City, Town and Parish Councils is provided in appendix A.

## Potential Projects and Spending Profile for IBP from all funding sources

Key to colour coding	Funding Sources
	Mainly CIL
	Other
	Mainly S106
	Mainly government grant with S278 and other
	Unknown at present

**Table 2: List of strategic infrastructure projects from all funding sources (this excludes City Town and Parish projects, which is shown in Appendix A)**

### Short term projects (2018-2023)

IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/680	District Wide	Transport	S106		Smarter choices Bike It project		Developers / WSCC / CDC	£75,000	£75,000.00
IBP/350	District Wide	Transport	S106		Smarter choices Bike It project		Developers / WSCC / CDC	£60,000	£60,000.00
IBP/679	District Wide	Transport	S106		Smarter choices Bike It project		Developers / WSCC / CDC	£75,000	£75,000.00
IBP/288	District Wide	Green Infrastructure	Other		Local Drainage - Local watercourse network improvements identified on the West Sussex Local Flood Risk Managements Priority List.	WSCC	PC, CDC & WSCC	£250k	£250,000.00
IBP/705	District Wide	Public Services	CIL		2 Additional vehicles to increase Chichester fleet capacity		Sussex Police	£63,360	£63,360
IBP/706	District Wide	Public Services	CIL		Fixed site ANPR (with no infrastructure in place)		Sussex Police	£24,000	£24,000
IBP/707	District Wide	Public Services	CIL		Mobile ANPR camera to be fitted into fleet vehicle		Sussex Police	£14,000	£14,000
IBP/580	District Wide	Utility Services	Other		Broadband roll out to 13,452 premises (100% of premises) of these 9,429 (70%) connected to enable superfast fibre broadband connection. 2,372 (17.6%) connected to enable basic (between 2 and 24Mbps) fibre broadband connection. 726 premises (5.4%) built by commercial roll out or other county (cross border)	Public and commercial funding	Openreach/WSCC		£0.00
IBP/678	East West Corridor	Transport	CIL		Improve the surface of the Chichester Canal towpath for walkers and cyclists		WSCC	£170,000	£170,000.00
IBP/676	East West Corridor	Transport	CIL		Improve links between the communities of Hambrook and Woodmancote by upgrading FP251 to brideway			£120,000	£120,000.00
IBP/670	East West Corridor	Transport	CIL		Provision of cycle route between Whitehouse Farm development (west of Chichester) and Salthill Road		WSCC	£65,000	£65,000.00

IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/660	East West Corridor	Transport	CIL		School access improvements - Bourne. Drop off/pick up arrangements at expanded schools.		WSCC	£50,000	£50,000.00
IBP/353	East West Corridor	Transport	CIL		Westhampnett Road/ St Pancras/ Spitalfield Lane/ St James Road double mini roundabouts junction improvement. To include improvements to sustainable transport facilities along Westhampnett Road.	CIL & other	WSCC / CDC	£1.8m - £2.1m	£2,100,000.00
IBP/655	East West Corridor	Transport	CIL		Following recent Road Space Audit, area-wide parking management required in West Chichester.		WSCC	250,000	£250,000.00
IBP/665	East West Corridor	Transport	CIL		Following recent Road Space Audit, area-wide parking management in Chichester City.		WSCC		£0.00
IBP/654	East West Corridor	Transport	CIL		Following recent Road Space Audit, area-wide parking management required in North East Chichester.		WSCC	250,000	£250,000.00
IBP/355	East West Corridor	Transport	CIL		RTPI screens at key locations		WSCC	£120,000 (12 screens)	£120,000.00
IBP/658	East West Corridor	Transport	CIL		City Centre cycle parking.		WSCC	£250,000	£250,000.00
IBP/657	East West Corridor	Transport	CIL		School access improvements - Chichester. Drop off/pick up arrangements at expanded schools.		WSCC	£50,000	£50,000.00
IBP/656	East West Corridor	Transport	CIL		Sustainable Transport Corridor - City Centre to Portfield and improvements to sustainable transport facilities on Oving Road corridor.		WSCC	£500,000	£500,000.00
IBP/669	East West Corridor	Transport	CIL		Provision of public bridleway from B2145 along public footpath 190 to new A27 foot and cycle bridge		WSCC	£100,000	£100,000.00
IBP/348	East West Corridor	Transport	S106	O/11/05283/OUT	Shopwyke Road diversion	S106	Developer	Directly providing	£0.00
IBP/344	East West Corridor	Transport	S106	CC/08/03533/OUT	Kingsmead Avenue / Palmers Field Avenue traffic management	S106	Developer	Directly providing	£0.00
IBP/347	East West Corridor	Transport	S106	O/11/05283/OUT	Shared footway / cycleway along south side of A27 to new access to Shopwyke site	S106	Developer	Directly providing	£0.00
IBP/343	East West Corridor	Transport	S106	CC/08/03533/OUT	Westhampnett Road / Portfield Way (nr Sainsbury's) junction improvement	S106	Developer	Directly providing	£0.00
IBP/342	East West Corridor	Transport	S106	CC/08/03533/OUT	Toucan crossing on Oaklands Way	S106	Developer	Directly providing	£0.00
IBP/341	East West Corridor	Transport	S106	CC/08/03533/OUT	Graylingwell cycle route 2 along north side of Westhampnett Road (opp St James' Road to connect with existing footpath rear of Story Road)	S106	Developer	Directly providing	£0.00
IBP/340	East West Corridor	Transport	S106	CC/08/03533/OUT	Graylingwell cycle route 1 Wellington Road – Oaklands Way	S106	Developer	Directly providing	£0.00
IBP/346	East West Corridor	Transport	S106	O/11/05283/OUT	Foot / cycle bridge across the A27 to Coach Road	S106	Developer	Directly providing	£0.00
IBP/539	East West Corridor	Transport	S106	O/11/05283/OUT	Extension/diversion of number 55 bus route	S106	Developer		£0.00

IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/345	East West Corridor	Transport	S106	O/11/05283/OU T	Foot / cycle bridge across the A27 south of Portfield Roundabout	S106	Developer	Directly providing	£0.00
IBP/682	East West Corridor	Transport	S106		Smarter choices Bike It project		Developers / WSCC / CDC	£80,000	£80,000.00
IBP/681	East West Corridor	Transport	S106		Smarter choices Bike It project		Developers / WSCC / CDC	£80,000	£80,000.00
IBP/339	East West Corridor	Transport	S278		A27 improvements to six junctions: Fishbourne (£2,5m), Stockbridge (£3.8m), Whyke (£3.2m), Bognor Road (£1.8m), Portfield (£891,360) and Oving Road (£660,960).	S278 developers, WSCC and Highways England.	Highways England	£12.8m	£12,800,000.00
IBP/330	East West Corridor	Education	CIL	SB/14/02800/O UT	Expansion of existing primary school(s) across the Chichester locality by up to 1/2 Form Entry	Basic Needs Grant will need to be secured to reduce the funding required from CIL.	WSCC / academy provider	£3 million for half form entry Subject to feasibility & site assessment	£3,000,000.00
IBP/331	East West Corridor	Education	CIL		Expansion of existing primary schools across the Bourne locality in excess of 1/2 Form Entry	Basic Needs Grant will need to be secured to reduce the funding required from CIL.	WSCC / academy provider	£3 million for half form entry Subject to feasibility & site assessment	£3,000,000.00
IBP/378	East West Corridor	Education	Other		Music Teaching Building	University funded	University	ca £3.5m	£3,500,000.00
IBP/377	East West Corridor	Education	Other		Academic Teaching Building	University funded	University	ca £5.9m	£5,900,000.00
IBP/327	East West Corridor	Education	S106		School site and provision of a new primary school for the West of Chichester SDL; 1 Form Entry initially but the site should be expandable to 2Form Entry to accommodate the latter phases of development	S106 &WSCC (including Basic Need Grant)	WSCC / academy provider	£5.4 - £6m (1Form Entry) £9.5-£10,6m (2Form Entry)	£10,600,000.00
IBP/328	East West Corridor	Education	S106		School site and provision of a new 1Form Entry primary school for the Tangmere SDL; the site should be expandable to 2Form Entry	S106 &WSCC (including Basic Need Grant)	WSCC / academy provider	£5.4 - £6m (1Form Entry) £9.5-£10,6m (2Form Entry)	£10,600,000.00
IBP/329	East West Corridor	Education	S106		Site for a 1 Form Entry primary school expandable to 2Form Entry with contributions towards a new 1Form Entry primary school from Graylingwell site	S106 & Basic Need Grant	WSCC / academy provider	£5.4 - £6m (1Form Entry) £9.5-£10,6m (2Form Entry)	£10,600,000.00
IBP/398	East West Corridor	Health	CIL		NHS Medical Centre West of Chichester SDL	£3,300,000 total NHS sources/LIFT/third party development (£2m expected to be funded by LIFT)	Coastal West Sussex Clinical Commissioning Group	3,300,000	£3,300,000.00
IBP/189	East West Corridor	Social Infrastructure	S106	O/11/05283/OU T	Shopwhyke – Temporary community Facilities	Provide by Developer under S106	Developer, will require a community lead either Oving PC, or other nominated or new group	Unknown	£0.00
IBP/190	East West Corridor	Social Infrastructure	S106		West of Chichester – Temporary community facilities	Provided by Developer under S106	Developer, will require a community lead either Chichester City Council, or other nominated or	Unknown	£0.00

IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
							new group		
IBP/171	East West Corridor	Social Infrastructure	S106	WH/04/03947/O UT; WH/15/03524/O UTEIA	Parish Hall	S106 (historic receipt). S106 to be secured. New Homes Bonus	To be delivered by developer in partnership with Westhampnett PC	£1,500,000 (Scale of building still to be determined based on complexity of bringing)	£1,500,000.00
IBP/291	East West Corridor	Green Infrastructure	CIL		Local Drainage - The Avenue, Hambrook Watercourse re-construction	None	CDC, WSCC	£10k	£10,000.00
IBP/305	East West Corridor	Green Infrastructure	CIL		Provision of Artificial Grass Pitch/MUGA (Southbourne) (links with 304 & 306)	Bourne Community College, WSCC, Developer contributions and Sport England		£700k - £1m From WSCC, Developer contributions, Sport England, Bourne Community College	£1,000,000.00
IBP/196	East West Corridor	Green Infrastructure	CIL		Brandy Hole Copse – restoration and enhancement works at Brandy Hole local Nature Reserve	CIL	CDC, BHC Management Board	£10,000	£10,000.00
IBP/302	East West Corridor	Green Infrastructure	CIL		Resite football club (Bosham)	Parish Council		£500k	£500,000.00
IBP/194	East West Corridor	Green Infrastructure	CIL		Enhancements to the Lavant Biodiversity Opportunity Area – enhancements to the stretch of the Lavant, north of the Westhampnett strategic development site, connecting to the SDNP.	Cost unknown, grant funding, local fundraising.	EA, CDC, Goodwood Estates (Landowner), Sussex Wildlife Trust, Contractor, SDNPA, Southern Water.	50,000	£50,000.00
IBP/304	East West Corridor	Green Infrastructure	CIL		Provision of Youth facilities (Southbourne) (links with 305 & 306)	WSCC and developer contributions		£? From WSCC, Developer contributions	£0.00
IBP/306	East West Corridor	Green Infrastructure	CIL		Youth skate park (Southbourne) (links with 304 & 305)	WSCC, Developer contributions and Parish Council		£80k - £120k From WSCC, Developer contributions, Parish Council	£120,000.00
IBP/303	East West Corridor	Green Infrastructure	CIL		New Sports pitch (Bosham)	Parish/WSCC		£100k From WSCC	£100,000.00
IBP/307	East West Corridor	Green Infrastructure	CIL		Establishment and maintenance of an accessible Green Ring around the village of Southbourne, providing a variety of green infrastructure assets, including informal open space, allotments, a playing field, a footpath/cycleway network, children's play areas	Cost unknown, Sport England, Sustrans, WSCC, Parish Council		£? From Developer contributions, Sport England, Sustrans, WSCC	£0.00
IBP/308	East West Corridor	Green Infrastructure	S106		Amenity tree planting Harbour SPA Solent Disturbance & mitigation Project	Parish Council		£? From Developer contributions, WSCC, CDC	£0.00



IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/397	East West Corridor	Utility Services	Other		Upgrade to Tangmere Wastewater treatment Works (WWTW)	Investment by Southern Water	Southern Water		
IBP/391	East West Corridor	Utility Services	Other		Water, drainage and power to support the above developments	University, utility companies and private	University	Not known as yet The cost and allocation of costs to the University, private partners and utility companies is still to be determined	£0.00
IBP/379	East West Corridor	Housing	Other		Student Residential - Redevelopment of Havenstoke (252 new units) and redevelopment of Hammond (77 new units)	University/private funded	University	ca £15m	£15,000,000.00
IBP/659	Manhood Peninsula	Transport	CIL		School access improvements - Manhood. Drop off/pick up arrangements at expanded schools.		WSCC	£50,000	£50,000.00
IBP/349	Manhood Peninsula	Transport	CIL		A286 Birdham Road / B2201 (Selsey Tram Roundabout) junction improvement		WSCC / Developer	£150,000	£150,000.00
IBP/667	Manhood Peninsula	Transport	CIL		Green Links across the Manhood. (GLaM project). North Selsey to Medmerry Trail - provision of public bridleway route from Paddock Lane, along Golf Links Lane to access track that circles the new Environment Agency tidal bund		WSCC	£100,000	£100,000.00
IBP/666	Manhood Peninsula	Transport	CIL		Green links across the Manhood (GLaM project) Bracklesham to Medmerry trail - provision of public bridleway route between B2198 and access track that circles the new Environment Agency tidal bund.		WSCC	£190,000	£190,000.00
IBP/672	Manhood Peninsula	Transport	CIL		Provision of footpath linking East Bracklesham Drive to beach (opposite FP4)		WSCC	£10,000	£10,000.00
IBP/544	Manhood Peninsula	Transport	S106	HN/15/03489/FUL	Hunston Road cycle scheme - shared use pedestrian/cycle path to link the proposed Highways England footbridge at Whyke roundabout with the south of the A27	S106	Developer		£0.00
IBP/376	Manhood Peninsula	Transport	S106		Green links across the Manhood. (GLaM project). Pagham to Medmerry Trail - provision of public footpath and permissive cycle route to B2145 to access track that circles the new Environmental Agency tidal bund.	WSCC Integrated Works Programme 2017/18 & S106	WSCC and RSPB	£200,000	£200,000.00
IBP/332	Manhood Peninsula	Education	CIL		Expansion of existing primary schools across the Manhood locality in excess of 1/2 Form Entry	Basic Needs Grant will need to be secured to reduce the funding required from CIL.	WSCC / academy provider	£3 million for half form entry Subject to feasibility & site assessment	£3,000,000.00
IBP/193	Manhood Peninsula	Social Infrastructure	S106	D/07/04732/FUL	Donnington Church Hall – extension	Local fundraising and private donations,	Donnington PCC through Management	£250-300k	£300,000.00

IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
				D/11/01198/FUL ; D/12/04410/FUL		S106, NHB or grants?	Committee (although are identifying some capacity issues or lack of relevant experience to project manage)		
IBP/289	Manhood Peninsula	Green Infrastructure	CIL		Local Drainage - Crooked Lane, Birdham Surface Water Drainage Improvements	FDGIA/WSCC	WSCC	£100k	£100,000.00
IBP/290	Manhood Peninsula	Green Infrastructure	CIL		Coast Protection -Selsey – Wittering Beach Management 2016-2021	FDGIA est. £750k CDC est. £250k	CDC	£1,000,000	£1,000,000.00
IBP/293	Manhood Peninsula	Green Infrastructure	CIL		Local land Drainage - East Beach Sea Outfall	FDGIA / LA contributions	CDC	£250k	£250,000.00
IBP/197	Manhood Peninsula	Green Infrastructure	Other		FLOW Project (Fixing and Linking Our Wetlands) – improving and enhancing the wetlands habitat on the Manhood Peninsula	Heritage Lottery Funding (tbc - deadline October 2016)	MWHG and FLOW Project Board (including CDC)	£465,500	£465,500.00
IBP/319	North of the District	Transport	CIL		Improve local footpaths, cycle tracks & equestrian ways (Kirdford)				£0.00
IBP/661	North of the District	Transport	CIL		School access improvements - North of the District. Drop off/pick up arrangements at expanded schools.		WSCC	£50,000	£50,000.00
IBP/536	North of the District	Education	CIL		Expansion of existing primary school provision by 5 places per year of age in the Billingshurst locality falling within Chichester District.	Basic Needs Grant will need to be secured to reduce the funding required from CIL.	WSCC / academy provider	£200,000	£200,000.00
IBP/321	North of the District	Social Infrastructure	CIL		Village Social & Recreational Hub (Kirdford)				£0.00
IBP/318	North of the District	Green Infrastructure	CIL		New footpaths & Community Amenity Space (Kirdford)				£0.00
IBP/322	North of the District	Green Infrastructure	CIL		Improvements or rebuild of Sports Association Pavilion to create community sports facility	CIL and other	Sports Association/Parish Council	£500,000	£500,000.00
IBP/320	North of the District	Green Infrastructure	CIL		New Road, Parking area and SUDS pond and play area (Kirdford)				£0.00

### Medium to long term projects (2024-2029)

IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/334	District Wide	Education	CIL		New 6Form Entry secondary school may be required within the Plan period or expansion of existing	CIL & WSCC (including Basic Need Grant)	WSCC / academy provider	£27 - £30.6m	£30,600,000.00

IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
					provision				
IBP/629	East West Corridor	Transport	Unknown		Construction of chord to enable trains to run directly between Bognor Regis and Chichester, rather than via an interchange at Barnham.		Network Rail		£0.00
IBP/358	East West Corridor	Transport	CIL		Gap-filling to complete the Chichester Cycle Network: Whyke, Stockbridge, Summersdale, City Centre, south-west of the City Centre, east of the City Centre.	CIL	WSCC	£500,000	£500,000.00
IBP/671	East West Corridor	Transport	CIL		Provision of cycle route between Summersdale and East Lavant		WSCC	£150,000	£150,000.00
IBP/668	East West Corridor	Transport	CIL		Green Links across the Manhood. (GLaM project). Public bridleway connection between bridleways 192_1 and 2792 across Vinnetrov Road. A user controlled crossing of Vinnetrov Road is possible but likely will be determined by Highways England review of A27 and associated local network		WSCC	£250,000	£250,000.00
IBP/359	East West Corridor	Transport	CIL		Portfield cycle route	CIL	WSCC	£120,000	£120,000.00
IBP/351	East West Corridor	Transport	CIL		Chichester bus / rail interchange improvements (Cross reference IBP/206)	CIL	WSCC / CDC / Stagecoach / Network Rail	TBC	£0.00
IBP/360	East West Corridor	Transport	CIL		Summersdale cycle route	CIL	WSCC	£230,000	£230,000.00
IBP/356	East West Corridor	Transport	CIL		Variable Message Signing (VMS)	CIL	WSCC	£8,000	£8,000.00
IBP/354	East West Corridor	Transport	CIL		Bus lane along A259 approaching Bognor Road Roundabout	CIL	WSCC / CDC / bus operators	£1.2m	£1,200,000.00
IBP/352	East West Corridor	Transport	CIL		Northgate Gyrotory junction improvement	CIL	WSCC / CDC	£986,000 - £1.6m	£1,600,000.00
IBP/357	East West Corridor	Transport	CIL		Southgate Gyrotory junction improvement	CIL	WSCC	£200,000	£200,000.00
IBP/369	East West Corridor	Transport	S106		Sherborne Road traffic calming	S106	Developer	TBC	£0.00
IBP/365	East West Corridor	Transport	S106		Road link between A27 / A285 junction and Tangmere Road	S106	Developer		£0.00
IBP/366	East West Corridor	Transport	S106		North / south link road and improvements to nearby roads connecting with southern access to West of Chichester SDL	S106	Developer	TBC	£0.00
IBP/368	East West Corridor	Transport	S106		Parklands cycle route	S106	Developer	£440,000	£440,000.00

IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/364	East West Corridor	Transport	S106	TG/07/04577/ FUL; TG/11/04058/ FUL, TG/12/011739 /OUT, TG/14/00797/ FUL	Chichester - Tangmere cycle route	S106	Developer	£630,000	£630,000.00
IBP/370	East West Corridor	Transport	S106		Sherborne Road / St Paul's Road junction improvement	S106	Developer	£540,000	£540,000.00
IBP/371	East West Corridor	Transport	S106		Cathedral Way / Via Ravenna junction improvement	S106	Developer	£170,000	£170,000.00
IBP/367	East West Corridor	Transport	S106		St Paul's cycle route	S106	Developer	£140,000	£140,000.00
IBP/192	East West Corridor	Social Infrastructure	CIL	SB/14/02800/ OUT	Southbourne – replacement of Age Concern Building (multi-use community building)	Contributions to be sought form a number of Southbourne permissions	Age Concern Southbourne, hopefully with the support of the PC and NP group.	£500k broad estimate (assuming tenure of land secured without purchase)	£500,000.00
IBP/336	East West Corridor	Social Infrastructure	CIL		Library provision as part of a new community centre for the Tangmere SDL; to include shelving and a self-service terminal	CIL	WSCC & developer	£75,000 - £100,000	£100,000.00
IBP/335	East West Corridor	Social Infrastructure	CIL		Library provision as part of a new community centre or school for the West of Chichester SDL; to include shelving and a self- service terminal	CIL	WSCC & developer	£75,000 - £100,000	£100,000.00
IBP/396	East West Corridor	Green Infrastructure	CIL		Bosham Harbour new inland defences.	FCRM GiA/Contributions	Environment Agency	460,000	£460,000.00
IBP/361	Manhood Peninsula	Transport	CIL		Chichester – Selsey cycle route	CIL	WSCC	TBC	£0.00
IBP/363	Manhood Peninsula	Transport	CIL		B2145 / B2166 junction improvement	CIL	WSCC / Developer	£100,000	£100,000.00
IBP/675	Manhood Peninsula	Transport	CIL		Provision of bridleway link between South Mundham and Birdham, possibly along existing public footpaths		WSCC	£400,000	£400,000.00
IBP/673	Manhood Peninsula	Transport	CIL		Provision of public bridleway along public footpaths 75 and 3662		WSCC	£60,000	£60,000.00
IBP/674	Manhood Peninsula	Transport	CIL		Provision of cycle and equestrian link between Keynor Lane and Highleigh along public footpath 64		WSCC	£50,000	£50,000.00
IBP/362	Manhood Peninsula	Transport	CIL		Selsey – Witterings cycle route	CIL	WSCC	£200,000	£200,000.00

IBP Id	Location	Category	CIL S106 Other	Planning app.	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/570	Manhood Peninsula	Green Infrastructure	CIL		Coast Protection - Selsey – Wittering Beach Management 2021-2026	FDGIA est. £750k CDC est. £250k	CDC	£1,000,000	£1,000,000.00
IBP/287	Manhood Peninsula	Green Infrastructure	CIL		Coast Protection - Selsey East Beach – Raising of the Sea Wall	FDGIA, a contribution likely to be required (shortfall)	CDC	£5m	£5,000,000.00
IBP/586	Manhood Peninsula	Green Infrastructure	Other		New visitor centre at Pagham Harbour Local Nature Reserve	to be confirmed	RSPB		£0.00
IBP/333	North of the District	Education	CIL		Further expansion of existing primary schools across the Billingshurst locality by up to 1/2 Form Entry. Wisborough Green primary school will be expanded by 5 places per year of age in September 2017. It is planned for Loxwood primary school to be expanded by 5 places per year of age in September 2018. Further places may be needed at Rudgwick primary school in 2019-2020	CIL & WSCC (including Basic Need Grant)	WSCC / academy provider	£3 million for half form entry Subject to feasibility & site assessment	£3,000,000.00

## Unphased projects

IBPId	Location	Category	CIL S106 Other	Plan App	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/372	District Wide	Transport			Air Quality Action Plan measures – still investigating				£0.00
IBP/543	East West Corridor	Transport	S106		Regular bus services between Westhampnett SDL and the City centre.	S106	Developer		£0.00
IBP/199	East West Corridor	Transport	CIL		Boxgrove - Improvements to pedestrian safety and reducing traffic speeds in Boxgrove, whilst protecting the special character of the conservation area		Boxgrove Parish Council, CDC & WSCC		£0.00
IBP/213	East West Corridor	Transport	CIL		Halnaker - Improvements to pedestrian safety and reducing traffic speeds in Halnaker, particularly along the A286, whilst protecting the special character of the conservation area		Boxgrove Parish Council, CDC, WSCC		£0.00

IBPId	Location	Category	CIL S106 Other	Plan App	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/206	East West Corridor	Transport	CIL		Chichester -Southern Gateway Area should be properly masterplanned to include the provision of a bus/rail interchange and proposed improvements to traffic and pedestrian circulation (Cross reference IBP/351)				£0.00
IBP/210	East West Corridor	Transport	CIL		Fishbourne - Improve pavements		WSCC, Fisbourne Parish Council		£0.00
IBP/211	East West Corridor	Transport	CIL		Fishbourne -Traffic Calming Measures		Fishbourne Parish Council, CDC, WSCC		£0.00
IBP/538	East West Corridor	Transport	S106	O/11/05283/O UT	Oving Road crossroads closure	S106	Developer		£0.00
IBP/540	East West Corridor	Transport	S106	O/11/05283/O UT	Oving cycle route	S106	Developer		£0.00
IBP/542	East West Corridor	Transport	S106		Regular bus services between west of Chichester SDL and the City centre.	S106	Developer		£0.00
IBP/388	East West Corridor	Transport	Other		Multi level Car Park	University to fund	University	tbc	£0.00
IBP/386	East West Corridor	Transport	CIL		Cycle route/Footway with lighting extension from the University central area to Graylingwell North	University to fund part with Local Authority CIL	University	ca £0.1m	£500,000.00
IBP/384	East West Corridor	Transport	Other		New Internal Campus Road and Link to Eastern Access Road	University to fund but there is a significant funding gap	University	ca £0.5m	£500,000.00
IBP/387	East West Corridor	Transport	S106		College Lane Traffic Calming/Change - One Way access and Public Realm works to College Lane and Spitalfield Lane	No funding by University defined	WSCC	ca £300k	£300,000.00
IBP/383	East West Corridor	Transport	CIL		Cycle route/Footway with lighting to the centre of the Campus	University to fund part with Local Authority CIL	University	ca £0.1m	£500,000.00
IBP/385	East West Corridor	Transport	S106		Eastern Access Road	Assumed to be funded by HCA and Linden LLP as a part of planning consent and S106	HCA and Linden LLP	provided by HCA/Linden LLP	£0.00
IBP/541	East West Corridor	Transport	S106		Direct and frequent bus services between Tangmere and Chichester City.	S106	Developer		£0.00
IBP/593	East West Corridor	Education	CIL		For the west of Chichester SDL 40 new nursery places to be provided as part of new primary school.		WSCC		£0.00
IBP/382	East West Corridor	Education	Other		Other Academic and Support facilities - Learning Resource Extension, Sports Building, Gymnasium, Students Union building extension	No detail as yet	University	Not known at present	£0.00

IBPId	Location	Category	CIL S106 Other	Plan App	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/208	East West Corridor	Social Infrastructure	CIL		Chichester - Re-introduction of natural stone paving within the City centre, particularly for The Pallants, Westgate, Northgate, Southgate and Eastgate Square, as funds permit.				£0.00
IBP/204	East West Corridor	Social Infrastructure	CIL		St Martin's Street/ Crooked S Twitten, Chichester This is a popular pedestrian route currently poorly maintained and detailed. Area should be redesigned to include the provision of new paving and new street furniture, as well as a new retail unit.		CDC, WSCC		£0.00
IBP/259	East West Corridor	Social Infrastructure	CIL		Halnaker - General Public Realm improvements to include adoption of a common palette of products and materials for a consistent design of street furniture including public seats, litter bins, street lights, and street name plates		District Council in collaboration with the relevant Parish Councils and West Sussex County Council.		£0.00
IBP/214	East West Corridor	Social Infrastructure	CIL		Halnaker - Improvements to area of green space to the south west of Rose Cottage		Boxgrove Parish Council, WSCC		£0.00
IBP/207	East West Corridor	Social Infrastructure	CIL		Chichester - Preservation and maintenance of traditional stone flagged streets, which must be protected. To ensure that all of these surfaces are protected and repaired as necessary, using traditional techniques and materials.				£0.00
IBP/295	East West Corridor	Green Infrastructure	CIL		Development of water based Artificial Grass Pitch for hockey and associated pavilion/clubhouse	CPPHC Club Fundraising, England Hockey, Sport England, CIL	CPPHC	£1.3m	£1,300,000.00
IBP/301	East West Corridor	Green Infrastructure	CIL		Store and toilet facility at New Park Road (Chichester)	S106, CDC Capital		£100k?	£100,000.00
IBP/298	East West Corridor	Green Infrastructure	CIL		Completion of 400m running track at University of Chichester.	University of Chichester, CR&AC, CIL, NHB, Sport England	University of Chichester/CR&AC	£1.365m	£1,365,000.00
IBP/297	East West Corridor	Green Infrastructure	CIL		3G football pitches at Chichester City United FC (Chichester)	Football Foundation, CDC grant, Club funds	Chichester City United FC		£0.00
IBP/324	East West Corridor	Green Infrastructure	CIL		Improvements to sports pavilion (Boxgrove)				£0.00
IBP/300	East West Corridor	Green Infrastructure	CIL		Improved sports pitches and pavilion at the Southern end of Oaklands Park.	S106, Football Foundation, ECB		£200k?	£200,000.00
IBP/296	East West Corridor	Green Infrastructure	CIL		Development of new clubhouse for Chichester Bowmen to incorporate an indoor shooting range (Chichester)	Sport England Grants/Loans, Club reserves, CDC grant	Chichester Bowmen	£150k	£150,000.00

IBPId	Location	Category	CIL S106 Other	Plan App	Scheme	Funding Sources	Delivery Lead	Cost Range	Total Max Cost £
IBP/299	East West Corridor	Green Infrastructure	CIL		Permanent indoor tennis courts (Chichester)	Lawn Tennis Association, Club funds, CDC grant	Chichester Racquet and Fitness Club		£0.00
IBP/294	East West Corridor	Green Infrastructure	CIL		Development of a new cricket pavilion for Chichester Priory Park Cricket Club	Sport England Grants, Club fundraising	CDC	£350k	£350,000.00
IBP/212	East West Corridor	Utility Services	CIL		Fishbourne - Relocating overhead services underground		Utility Companies		£0.00
IBP/314	Manhood Peninsula	Social Infrastructure	CIL		Soft play area/indoor play area for children (Selsey)				£0.00
IBP/313	Manhood Peninsula	Social Infrastructure	S106	SY/14/02186/ OUTEIA; SY/15/00490/ FUL	Extension to Selsey Centre				£0.00
IBP/309	Manhood Peninsula	Social Infrastructure	CIL		Public space enhancements by East Beach green (in addition to skate park, better play facilities, all weather sports courts) (Selsey)				£0.00
IBP/113	Manhood Peninsula	Green Infrastructure	CIL		Development of better facilities at East Beach (showers, changing, restaurant/café, water sports)		Selsey Town Council, CDC		£0.00
IBP/315	Manhood Peninsula	Green Infrastructure	CIL		Access improvements to and establishment of coastal path with way finding (Manhood Peninsular)				£0.00
IBP/325	Manhood Peninsula	Green Infrastructure	CIL		Watersports Centre at Bracklesham Bay (East Wittering and Bracklesham)				£0.00
IBP/114	Manhood Peninsula	Green Infrastructure	CIL		Football and Cricket clubhouse		Sports Dream	£400,000 match funding available	£400,000.00
IBP/326	Manhood Peninsula	Green Infrastructure	CIL		Outdoor Gym (East Wittering and Bracklesham)				£0.00
IBP/323	North of the District	Green Infrastructure	CIL		Reserve football and cricket pitches	CIL and other	Sports Association/Parish Council	£150,000	£150,000.00



### 3 CIL Implementation Plan

3.1. Table 3 below sets out all of the strategic projects put forward, which could be funded in whole or in part by the CIL for the short term. These have been prioritised using the methodology set out in Appendix C.

**Table 3: List of the strategic infrastructure projects put forward for CIL funding in the short term (to 2023)**

Prioritisation	Location	Project Type	Project Name	Project Status	Est Cost Funding Sources	Requested CIL	Amount to be granted from CIL by year
1 Critical	No CIL Projects						
2 Essential IBP/353	East West Corridor	Local road network	Westhampnett Road/ St Pancras/ Spitalfield Lane/ St James Road double mini roundabouts junction improvement. To include improvements to sustainable transport facilities along Westhampnett Road. Chichester City Transport Strategy – to reduce traffic congestion and improve safety at key junctions		£1.8m - £2.1m	£500,000.00	£500,000 in year 2019-2020
2 Essential IBP/349	Manhood Peninsula	Local road network	A286 Birdham Road / B2201 (Selsey Tram Roundabout) junction improvement Chichester City Transport Strategy – to reduce traffic congestion and improve safety at key junctions		£150,000 With £39,000 from historic S106	£111,000.00	
2 Essential IBP/654	East West Corridor	Transport	Following recent Road Space Audit, area-wide parking management required in North East Chichester. To better manage demand for parking and network management aspirations (ie sustainable mode priority) for key routes in the area).		250,000	£250,000.00	
2 Essential IBP/655	East West Corridor	Transport	Following recent Road Space Audit, area-wide parking management required in West Chichester. To better manage demand for parking and network management aspirations (ie sustainable mode priority) for key routes in the area).		250,000	£250,000.00	
2 Essential IBP/656	East West Corridor	Transport	Sustainable Transport Corridor - City Centre to Portfield and improvements to sustainable transport facilities on Oving Road corridor. To increase sustainable transport mode share. Considering improvements to road space allocation.		£500,000	£500,000.00	£25,000 in year 2019-2020 and £50,000 in year 2020-2021 and £425,000 in year 2021-2022
2 Essential IBP/657	East West Corridor	Transport	School access improvements - Chichester. Drop off/pick up arrangements at expanded schools. To increase sustainable travel choice and modal shift for the journey to and from school.		£50,000	£50,000.00	£50,000 in year 2019-2020
2 Essential IBP/658	East West Corridor	Cycle infrastructure	City Centre cycle parking. To increase cycling for the short trips to the City Centre.		£250,000	£250,000.00	

Prioritisation	Location	Project Type	Project Name	Project Status	Est Cost Funding Sources	Requested CIL	Amount to be granted from CIL by year
2 Essential IBP/659	Manhood Peninsula	Transport	School access improvements - Manhood. Drop off/pick up arrangements at expanded schools. To increase sustainable travel choice and modal shift for the journey to and from school.		£50,000	£50,000.00	£50,000 in year 2022-2023
2 Essential IBP/660	East West Corridor	Transport	School access improvements - Bourne. Drop off/pick up arrangements at expanded schools. To increase sustainable travel choice and modal shift for the journey to and from school.		£50,000	£50,000.00	£50,000 in year 2021-2022
2 Essential IBP/665	East West Corridor	Transport	Following recent Road Space Audit, area-wide parking management in Chichester City. To better manage demand for parking and network management aspirations (ie sustainable mode priority) for key routes in the area).				
2 Essential IBP/661	North of the District	Transport	School access improvements - North of the District. Drop off/pick up arrangements at expanded schools. To increase sustainable travel choice and modal shift for the journey to and from school.		£50,000	£50,000.00	£50,000 in year 2019-2020
2 Essential IBP/536	North of the District	Primary, Secondary, sixth form and special educational needs	Expansion of existing primary school provision by 5 places per year of age in the Billingshurst locality falling within Chichester District. To meet statutory duty to ensure sufficient supply of school places for pupils arising from new development (mitigation)	Select for CIL match funding as the WSCC has a statutory duty to provide school places, subject to match funding.	£200,000 Basic Needs Grant will need to be secured to reduce the funding required from CIL.	£200,000.00	£80,000 in year 2019-2020
2 Essential IBP/332	Manhood Peninsula	Primary, Secondary, sixth form and special educational needs	Expansion of existing primary schools across the Manhood locality in excess of 1/2 Form Entry To meet statutory duty to ensure sufficient supply of school places for pupils arising from new development (mitigation)	Select for CIL match funding as the WSCC has a statutory duty to provide school places, subject to match funding.	£3 million for half form entry Subject to feasibility & site assessment Basic Needs Grant will need to be secured to reduce the funding required from CIL.	£3,000,000.00	£1,200,000 in year 2022-2023
2 Essential IBP/330	East West Corridor	Primary, Secondary, sixth form and special educational needs	Expansion of existing primary school(s) across the Chichester locality by up to 1/2 Form Entry To meet statutory duty to ensure sufficient supply of school places for pupils arising from new development (mitigation)	Select for CIL match funding as the WSCC has a statutory duty to provide school places, subject to match funding.	£3 million for half form entry Subject to feasibility & site assessment Basic Needs Grant will need to be secured to reduce the funding required from CIL.	£3,000,000.00	£1,200,000 in year 2019-2020
2 Essential IBP/331	East West Corridor	Primary, Secondary, sixth form and special educational needs	Expansion of existing primary schools across the Bourne locality in excess of 1/2 Form Entry To meet statutory duty to ensure sufficient supply of school places for pupils arising from new development (mitigation)	Select for CIL match funding as the WSCC has a statutory duty to provide school places, subject to match funding.	£3 million for half form entry Subject to feasibility & site assessment Basic Needs Grant will need to be secured to reduce the funding required from CIL.	£3,000,000.00	£1,200,000 in year 2021-2022
2 Essential IBP/398	East West Corridor	Community healthcare, primary care facilities & improvements	NHS Medical Centre West of Chichester SDL To amalgamate Chichester practices to cover 20 years ahead and to accommodate new residents/patients from planed developments	Select for CIL funding if the majority of money is match funded. This project can demonstrate it can assist the growth of the area.	3,300,000 £3,300,000 total NHS sources/LIFT/third party development (£2m expected to be funded by LIFT)	£1,300,000.00	£1.3m in year 2020-2021

Prioritisation	Location	Project Type	Project Name	Project Status	Est Cost Funding Sources	Requested CIL	Amount to be granted from CIL by year
3 Policy High IBP/705	Districtwide	Police and Emergency Services	2 additional vehicles to increase Chichester fleet capacity		£63,360	£63,360	
3 Policy High IBP/706	Districtwide	Police and Emergency Services	Fixed site ANPR (with no infrastructure in place)		£24,000	£24,000	
3 Policy High IBP/707	Districtwide	Police and Emergency Services	Mobile ANPR camera to be fitted into fleet vehicle		£14,000	£14,000	
3 Policy High IBP/355	East West Corridor	Smarter Choices and promote sustainable modes of transport	RTPI screens at key locations Chichester City Transport Strategy – to reduce short car trips to and from the city centre	Consider selecting if match funding is identified as this project supports the growth of the area provided it is for genuine community use.	£120,000 (12 screens)	£120,000.00	£60,000 in year 2019-2020 and £60,000 in year 2020-2021
3 Policy High IBP/194	East West Corridor	Biodiversity measures	Enhancements to the Lavant Biodiversity Opportunity Area – enhancements to the stretch of the Lavant, north of the Westhampnett strategic development site, connecting to the SDNP. To comply with NPPF 109, 114 and 117 and Draft Local Plan Policy 49: Biodiversity		50,000 Cost unknown, grant funding, local fundraising.	£50,000.00	£10,000 in year 2017-2018 and £40,000 in year 2018-2019.
3 Policy High IBP/293	Manhood Peninsula	Flood and coastal erosion risk management	Local land Drainage - East Beach Sea Outfall Policy 10 of Draft Local Plan "Mitigating and adapting to climate change" West Sussex Local Flood Risk Management Strategy 2015	Select for CIL funding if the majority of money is match funded. This project can demonstrate it can assist the growth of the area.	£250k FDGIA / LA contributions	£100,000.00	£100,000 in year 2020-2021
3 Policy High IBP/291	East West Corridor	Flood and coastal erosion risk management	Local Drainage - The Avenue, Hambrook Watercourse re-construction West Sussex Local Flood Risk Management Strategy 2015	Not selected for IBP years 2016-2021 as little planned development in this cycle.	£10k None	£10,000.00	
3 Policy High IBP/307	East West Corridor	Public open space	Establishment and maintenance of an accessible Green Ring around the village of Southbourne, providing a variety of green infrastructure assets, including informal open space, allotments, a playing field, a footpath/cycleway network, children's play areas NPPF Section 8 Promoting Healthy Communities, CDC Open Space, Sport & Recreation Facilities Study 2013-2029. SPNP Pre-Sub Plan Policies 2,3,7,8 and 9 and proposal 2. Provision of alternative informal recreation/leisure facilities	Consider selecting if match funding is identified as this project supports the growth of the area provided it is for genuine community use.	£? From Developer contributions, Sport England, Sustrans, WSCC Cost unknown, Sport England, Sustrans, WSCC, Parish Council	£0.00	
3 Policy High IBP/290	Manhood Peninsula	Flood and coastal erosion risk management	Coast Protection -Selsey – Wittering Beach Management 2016-2021 Policy 10 of Draft Local Plan "Mitigating and adapting to climate change"	Select for CIL funding if the majority of money is match funded. This project can demonstrate it can assist the growth of the area.	£1,000,000 FDGIA est. £750k CDC est. £250k	£0.00	
3 Policy High IBP/289	Manhood Peninsula	Flood and coastal erosion risk management	Local Drainage - Crooked Lane, Birdham Surface Water Drainage Improvements West Sussex Local Flood Risk Management Strategy 2015	Not selected for CIL funding because this project does not support the growth of the area.	£100k FDGIA/WSCC	£100,000.00	
3 Policy High IBP/196	East West Corridor	Biodiversity measures	Brandy Hole Copse – restoration and enhancement works at Brandy Hole local Nature Reserve NPPF policy 117. As above. Policy 15. West of Chichester Strategic Development Site (draft Local Plan)	Consider selecting if match funding is identified as this project supports the growth of the area provided it is for genuine community use.	£10,000 CIL	£10,000.00	£10,000 in year 2017-2018
4 Desirable IBP/319	North of the District	Cycle and pedestrian infrastructure	Improve local footpaths, cycle tracks & equestrian ways (Kirdford) Parish-wide	Parish may wish to consider funding from their CIL		£0.00	

Prioritisation	Location	Project Type	Project Name	Project Status	Est Cost Funding Sources	Requested CIL	Amount to be granted from CIL by year
4 Desirable IBP/676	East West Corridor	Cycle and pedestrian infrastructure	Improve links between the communities of Hambrook and Woodmancote by upgrading FP251 to bridleway Upgrading FP251 to bridleway would provide cyclists and equestrians a safer alternative to the local road network and safer access to and from the South Downs National Park. WSLAF ambition.		£120,000	£120,000.00	
4 Desirable IBP/678	East West Corridor	Cycle and pedestrian infrastructure	Improve the surface of the Chichester Canal towpath for walkers and cyclists The canal towpath is a popular route for access to/from Chichester for walkers and cyclists. It is also designated part of NCN2. The pressure on the surface has increased greatly from extra use and needs improvement.		£170,000	£170,000.00	
4 Desirable IBP/672	Manhood Peninsula	Pedestrian infrastructure	Provision of footpath linking East Bracklesham Drive to beach (opposite FP4) Secure a new public access to beach, which otherwise is only lawfully accessible from the car park at southern point of B2198. An ambition West Sussex Local Access Forum (WSLAF)		£10,000	£10,000.00	
4 Desirable IBP/670	East West Corridor	Cycle infrastructure	Provision of cycle route between Whitehouse Farm development (west of Chichester) and Salthill Road Provide a largely off-road cycle link between Chichester and entry to the South Downs National Park east of A286. A known ambition of SDNPA, who may be able to find funding to develop and deliver		£65,000	£65,000.00	
4 Desirable IBP/669	East West Corridor	Cycle and pedestrian infrastructure	Provision of public bridleway from B2145 along public footpath 190 to new A27 foot and cycle bridge Will provide NMUs with greater connectivity in local network. Route will also allow horse riders access to bridleways east of B2145 which are currently inaccessible		£100,000	£100,000.00	
4 Desirable IBP/667	Manhood Peninsula	Cycle and pedestrian infrastructure	Green Links across the Manhood. (GLaM project). North Selsey to Medmerry Trail - provision of public bridleway route from Paddock Lane, along Golf Links Lane to access track that circles the new Environment Agency tidal bund Part of route already agreed via planning consent to be dedicated bridleway. Remainder of route is already public footpath and needs uplifting to bridleway status.		£100,000	£100,000.00	
4 Desirable IBP/666	Manhood Peninsula	Cycle and pedestrian infrastructure	Green links across the Manhood (GLaM project) Bracklesham to Medmerry trail - provision of public bridleway route between B2198 and access track that circles the new Environment Agency tidal bund. Development already consented on land north-east of Beech Avenue. Use of Clappers Lane for access to/from Medmerry is not attractive due to lane being narrow and carrying increasing vehicle traffic volume.		£190,000	£190,000.00	
4 Desirable IBP/321	North of the District	Community facilities	Village Social & Recreational Hub (Kirdford) On land south east of Townfield	Parish may wish to consider funding from their CIL		£0.00	

Prioritisation	Location	Project Type	Project Name	Project Status	Est Cost Funding Sources	Requested CIL	Amount to be granted from CIL by year
4 Desirable IBP/320	North of the District	Public open space	New Road, Parking area and SUDS pond and play area (Kirdford) Butts Common	Parish may wish to consider funding from their CIL		£0.00	
4 Desirable IBP/318	North of the District	Landscaping, planting and woodland creation and public rights of way	New footpaths & Community Amenity Space (Kirdford) Development Site North of Village	Parish may wish to consider funding from their CIL		£0.00	
4 Desirable IBP/302	East West Corridor	Playing fields, sports pitches, related build and children's play areas	Resite football club (Bosham) Shared use of recreation ground public/school/FC unsatisfactory & prohibitive to promotion/advancement	Not selected for IBP years 2016-2021 as little planned development in this cycle.	£500k Parish Council	£500,000.00	
4 Desirable IBP/303	East West Corridor	Playing fields, sports pitches, related build and children's play areas	New Sports pitch (Bosham) Improve public spaces and allow football to meet safety standards	Not selected for IBP years 2016-2021 as little planned development in this cycle.	£100k From WSCC Parish/WSCC	£100,000.00	
4 Desirable IBP/304	East West Corridor	Playing fields, sports pitches, related build and children's play areas	Provision of Youth facilities (Southbourne) (links with 305 & 306) CDC Open Space, Sport & Recreation Facilities Study 2013-2029. SPNP Pre-Sub Plan Proposal 2	Consider selecting if match funding is identified as this project supports the growth of the area provided it is for genuine community use.	£? From WSCC, Developer contributions WSCC and developer contributions	£0.00	
4 Desirable IBP/306	East West Corridor	Playing fields, sports pitches, related build and children's play areas	Youth skate park (Southbourne) (links with 304 & 305) SPNP Pre-Sub Plan Proposal 2	Consider selecting if match funding is identified as this project supports the growth of the area provided it is for genuine community use.	£80k - £120k From WSCC, Developer contributions, Parish Council WSCC, Developer contributions and Parish Council	£120,000.00	
4 Desirable IBP/322	North of the District	Playing fields, sports pitches, related build and children's play areas	Improvements or rebuild of Sports Association Pavilion to create community sports facility Community social and health improvements Current sports pavilion inadequate – needs updating	Parish may wish to consider funding from their CIL	£500,000 CIL and other	£500,000.00	
4 Desirable IBP/305	East West Corridor	Playing fields, sports pitches, related build and children's play areas	Provision of Artificial Grass Pitch/MUGA (Southbourne) (links with 304 & 306) CDC Open Space, Sport & Recreation Facilities Study 2013-2029. SPNP Pre-Sub Plan Policy 8 and Proposal 2	Consider selecting if match funding is identified as this project supports the growth of the area provided it is for genuine community use.	£700k - £1m From WSCC, Developer contributions, Sport England, Bourne Community College Bourne Community College, WSCC, Developer contributions and Sport England	£885,522.20	

## 4 CIL Cash flow and Spending Plan

### Introduction

4.1 The IBP identifies the prioritised strategic infrastructure project requirements within the Chichester Local Plan area and the potential cost of delivering it, including exploration of potential funding streams that could fill the funding gaps. An estimation of CIL receipts has been included based on the current housing site trajectory and the current CIL charging rates.

4.2 The identification of likely cash flow provides an opportunity to review the projects which require priority funding through the CIL income stream.

### Estimated CIL Receipt Income

4.3 For the purposes of this IBP an estimation of CIL receipts between 2017 and 2029 has been calculated. This information will be updated as further information becomes available. Until the CIL is actually demanded, it can only ever be a best estimate, and it has been based on the following assumptions:

- The trajectory of November 2016 has been used.
- An average residential unit has been applied at 90sqm internal floorspace
- An affordable housing rate of 30% has been applied to all developments.
- Calculations are based on a CIL rate of £120sqm for development in the south of the plan area and £200sqm in the north of the plan area. No index linking has been applied to account for inflation over time.
- It does not take into account the payment by instalment policy, so in practice there will be a time delay in the CIL money being collected, particularly for larger schemes.
- No account has been taken for CIL receipts that might be collected from windfall housing sites, student housing or retail developments, this is because these projects are speculative in nature and as such do not have a timeframe attached to them. Once such projects and their phasing are known they will be included in the CIL spending plan.
- It also does not take account of the 5% allowed to be used for administration of the CIL.

4.4 Table 4 in Appendix B shows the housing trajectory for planned housing sites for 6 or more houses on a geographical and parish basis, and identifies how much CIL is likely to be collected in each parish area. The table shows that the CIL is expected to raise approximately **£27m** over the lifetime of the plan.

4.5 Table 5 in Appendix B shows the estimated amount of CIL to be passed to the City, Town and Parish Councils. The City, Town and Parish Council should use this information to inform their CIL spending priorities. It shows that the Parishes are projected to receive **£5,282,820** of the **£27,385,920** over the lifetime of the plan.

4.6 Table 7 in Appendix B shows the total potential CIL receipts by geographical sub area by phase, before administrative costs of up to 5% are deducted. This identifies that:

- **£7,068,600** is available to contribute to the priorities identified during this third IBP period (2018-2023) inclusive of parish proportion or

- £5,705,910 without parish proportion

4.7 Table 10 below shows the total cost of short term projects by priority category, which were put forward for CIL funding. This identifies a funding gap which means that the projects need to be prioritised for CIL funding.

**Table 10: Total cost of projects by priority category put forward for CIL funding**

	Short Term (2018-2023)	Medium Term (2023-2029)	Total of Short & Medium Term projects (Local Plan period)
Critical Project Costs	£0	£0	£0
Essential Project Costs	£12,561,000	£35,620,000	£48,181,000
Policy High Project Costs	£390,000	£8,798,000	£9,188,000
Desirable Project Costs	£2,860,522.20	£1,147,645.15	£4,008,167.35
<b>Total Project Costs</b>	<b>£15,811,522</b>	<b>£45,565,645.15</b>	<b>£61,377,167</b>
<b>Assuming CIL Income*</b> <b>This includes the Parish proportion, and includes a 5% deduction for the administration of the CIL.</b>	£7,068,600 less £353,430 = <b>£6,715,170</b>	£20,317,320 less £1,015,866 = <b>£19,301,454</b>	£27,385,920 less £1,369,296 = <b>£26,016,624</b>
<b>Additional Funding Required to meet shortfall</b>	<b>£9,096,352</b>	<b>£26,264,191</b>	<b>£35,360,543</b>

4.8 The ability to identify appropriate funding sources is therefore essential given the anticipated funding gap. CIL receipts should only be considered as one source that is available to fund infrastructure and not the only tool. Appendix D provides a review of funding sources but the onus must be on individual stakeholders to explore opportunities for cost efficiencies under delivery and/or funding sources that will reduce the call upon CIL Monies.

**CIL received since the CIL was implemented on 1February 2016 to date (27 June 2017), and CIL projects delivered.**

4.9 Since the implementation of the CIL on 1 February 2016, £1,093,745.15 has been collected to date. Of this amount £61,625.69 (5%) has been allocated for monitoring, and £120.399.79 has been transferred to the parishes to be spent on CIL projects of their choice. £18.368.90 has been spent on projects, leaving the current balance of £929,612.40 to be spent on projects.

4.10 Project IBP/533 – the Chichester South Ambulance Community Response Post was the first CIL project to be delivered. £45,000 was allocated to this project in the approved 2016 – 2021 IBP for delivery in 2016. However, it came in under budget at £18,368.90. The balance (£26,631.10) has been rolled forward into year 2017/18 (see table 11 below).

4.11 In addition to IBP/533, the following projects have been delivered, via funding from other sources:

- IBP/421 A285- Halnaker Speed limit reduction and traffic calming measures;
- IBP/416 footpath, cycleway, bridleway improvements Whyke roundabout A27 – pedestrian/cycle link from Highways England Bridge to link Chichester City with the south of the A27;
- IBP/532 Chichester North Ambulance Community Response Post;
- IBP/67 Soundproofing of small hall at Fishbourne Centre;
- IBP/395 Itchenor Ditch Outfall Flapvalve;

- IBP/316 Elevation of footpath to North Hall, Loxwood;
- IBP/112 Concrete Skate Park, Selsey;
- IBP/393 Development and implementation of the Selsey, Bracklesham and East Wittering Beach Management;
- IBP/591 Provision of new footway and dropped kerbs - Malcolm Road junction with Tangmere Road;
- IBP/156 Outdoor recreation area, Tangmere;
- IBP/146 Skate Park, Tangmere;
- IBP/394 West Wittering Flood Banks
- IBP/462 Speed limit B2179, Piggery Hall Lane, Witterings.
- IBP/292 Hunston Local Drainage, Pelleys Farm.
- IBP/376 Green Links across the manhood, Pagham to Medmerry.
- IBP/534 Part refurbishment of Chichester police Station.

4.12 Table 11 below shows the projects selected to be funded from Chichester's proportion of the CIL in this third five year IBP period by year.



**Table 11: Projects selected for CIL funding from the long list in table 3**

Year 2016/17	Year 2017/18	Year 2018/19	Year 2019/20	Year 2020/21	Year 2021/22	Year 2022/23
Actual CIL collected 1 April 2016 – 31 March 2017 = £775,847.84		Expected CIL income £435,960	Expected CIL income £2,139,480	Expected CIL income £1,990,800	Expected CIL income £2,502,360	Expected CIL income £xxxxx
Less parish share £120,392.28 = £655,455.56		Less 25% = £326,970	Less 25% = £1,604,610	Less 25% = £1,493,100	Less 25% = £1,876,770	Less 25%= £xxxxx
Less admin share £38,792.39 = £616,663.17		Less 5% = <b>£305,172</b>	Less 5% = <b>£1,497,636</b>	Less 5% = <b>£1,393,560</b>	Less 5% = <b>£1,751,653</b>	Less 5%= £xxxxxx
<b>Amount available to CDC for CIL spend once 25% Neighbourhood proportion and 5% admin costs are deducted</b>						
<b>£616,663.17</b>	<b>CIL received &amp; available to spend £929,612.40 – 27/6/17.</b>	<b>£305,172 + *£909,612.40 = £1,214,784.40</b>	<b>£1,497,636+ *£1,174,784.40= £2,672,420.40</b>	<b>£1,393,560+- *£707,420.40= £2,100,980.40</b>	<b>£1,751,652 + *£590,980.40= £2,342,632.40</b>	<b>£xxxxx - * £667,632.40 = £xxxxxx</b>
<b>Projects selected for funding</b>						
			Primary School places E-W project 330 Chichester £1,200,000 (subject to detail & evaluation)		Primary School places Bournes. Project 331 £1,200,000 (subject to further detail & evaluation)	Primary School places Manhood Peninsula. Project 332 £1,200,000 (subject to detail & evaluation)
			School access improvements at expanded primary school(s) Chichester. Project 657 £50,000		School access improvements at expanded primary school(s) Bournes. Project 660 £50,000	School access improvements at expanded primary school(s) Manhood. Project 659 £50,000
Ambulance response post, Chichester south project 533 Delivered October 2016 £18,368.90						
Page 51			Primary School places north of district. Project 536 £80,000 (subject to further detail & evaluation)	Medical Centre W of Chichester. Project 398 £1.3m (subject to further detail & evaluation)		
			School access improvements at expanded primary school(s) North of District. Project 661 £50,000	Sustainable transport corridor – City Centre to Portfield part of project 656 £50,000		
	Enhancements to the Lavant Biodiversity Opportunity Area - stretch of Lavant north of Westhampnett SDL. Project 194 £10,000	Enhancements to the Lavant Biodiversity Opportunity Area - stretch of Lavant north of Westhampnett SDL. Project 194 £40,000	Sustainable transport corridor – City Centre to Portfield part of project 656 £25,000		Sustainable transport corridor – City Centre to Portfield. Part of project 656 £425,000	
			6 RTPi screens at Chichester City Project 355 £60,000	6 RTPi screens at Chichester City Project 355 £60,000		
			Sustainable transport corridor – City Centre to Westhampnett. Project 353 £500,000			
				Local land drainage East Beach Sea Outfall. Project 293 £100,000		
	Brandy Hole Copse project 196 £10,000					
*Balance to be banked and carried forward into year 2017/18 <b>£598,294.27</b>	*Balance to be banked and carried forward into year 2018/19 <b>£909,612.40</b>	*Balance to be banked and carried forward into year 2019/2020 <del>£68,461.01</del> <b>£1,174,784.40</b>	*Balance to be banked and carried forward into year 2020/21 <b>£707,420.40</b>	*Balance to be banked and carried forward into year 2021/22 <b>£590,980.40</b>	*Balance to be banked and carried forward into year 2022/23 <b>£667,632.40</b>	

## 5 Conclusions

### Introduction

8.1 This IBP has set out the current understanding of infrastructure required to support the anticipated levels of growth during the second IBP period relating to the Local Plan 2018- 2023. Projects have been summarised by spatial area and project type with a clearly defined approach to project classification and prioritisation.

8.2 This IBP is critical in establishing the agreed focus for spend during the first five years, and provides vital information for all infrastructure providers, to assist their spending plans, as well as providing assurance to the public about what infrastructure will be provided within this period.

### The Current Situation

8.3 It has been the purpose of this IBP to capture the current understanding of all infrastructure projects considered necessary to support the delivery of the Chichester Local Plan, and set out an approach to prioritising projects from the full list as candidates for funding support through the Chichester Community Infrastructure Levy (CIL), which came into force on 1 February 2016.

Despite a clear approach to infrastructure prioritisation being set out and an initial attempt to model infrastructure both by level of priority and timeframe for delivery there remains a significant funding gap in the short, medium and long term. This is detailed across chapter 4 which presents the current cash flow and spending plan. Whilst the deficit is not unexpected, future iterations of the IBP will need to scrutinise the cost breakdown of infrastructure projects and their ability to meet the legal tests set out for CIL funding. This will be facilitated by a more refined development trajectory as time progresses as further details of project delivery is known. This greater level of detail will benefit future decision-making as it will show more detail on the candidate projects for funding support, the ways in which the project will be delivered and managed, and any link between CIL funding support and leveraging in other private/public funding sources.

8.4 This document therefore provides the means to further define and inform the next steps, guiding the approach towards management of CIL receipts across the third five year rolling IBP programme.

8.5 In exceptional circumstances, some projects might be funded from other sources, in advance of sufficient CIL reserves, whilst other projects may have to wait until sufficient CIL reserves have been collected. All CIL receipts will be put into an interest bearing account until they are spent. However, the costs associated with the administration of the CIL (up to 5%) will be drawn upon as needed, and the City, town and parish councils' portion will be handed over bi-annually in accordance with the CIL regulations.

## APPENDIX 2

### Education money collected from S106 with monies still to be spent

Parish	Planning Application	Site Address	Limitation Date	Amount Paid but Unspent	Amount Allocated to Schemes	Unallocated Funds
Lavant	LV/3912/11	Hunters Rest, Lavant Road, Chichester, West Sussex, PO19 5RD	31-Dec-25	£60,136	£0	£60,136
<b>Lavant Totals</b>				<b>£60,136</b>	<b>£0</b>	<b>£60,136</b>
Birdham	BI/4147/12	Land At Tawny Nurseries, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	20-Sep-26	£53,981	£0	£53,981
<b>Birdham Totals</b>				<b>£53,981</b>	<b>£0</b>	<b>£53,981</b>
Chichester	CC/2034/10	The Heritage, Winden Avenue, Chichester, West Sussex	14-Mar-23	£28,369	£28,744	-£375
	CC/106/12	The Regnum Club, 45A, South Street, Chichester, West Sussex, PO19 1DS	18-Jun-24	£8,004	£0	£8,004
	CC/743/15	Street Record, Graylingwell Drive, Chichester, West Sussex	15-Apr-2026	£365,456	£0	£365,456
	CC/4181/13	The Chequers, 203, Oving Road, Chichester, West Sussex, PO19 7ER	-	£22,745	£22,745	£0
	CC/3533/08	Graylingwell Hospital, College Lane, Chichester, West Sussex		£59,018	£0	£59,018
	CC/3490/10	Roussillon Barracks, Broyle Road, Chichester, West Sussex, PO19 6BL		£27,778	£27,778	£0
				£108,579	£108,579	£0
				£12,500	£0	£12,500
				£27,057	£0	£27,057
<b>Chichester Totals</b>				<b>£659,506</b>	<b>£187,846</b>	<b>£471,660</b>
Chidham and Hambrook	CH/1013/10	Land At, 30, The Avenue, Hambrook, Chichester, West Sussex, PO18 8TY	01-Jan-2019	£1,000	£0	£1,000
	CH/4314/09	Marshalls Mono Limited, Broad Road, Hambrook, Chidham, West Sussex, PO18 8RG	02-Apr-2025	£141,689	£0	£141,689
	CH/1354/14	Chidham Garage & Service Station, Main Road, Chidham, Chichester, West Sussex, PO18 8TP	15-Aug-2026	£20,065	£0	£20,065
				£23,421	£0	£23,421

	CH/4778/12	Land West Of Broad Road, Broad Road, Hambrook, Chidham, West Sussex	-	£35,262	£0	£35,262
				£32,762	£0	£32,762
<b>Chidham and Hambrook Totals</b>				<b>£254,199</b>	<b>£0</b>	<b>£254,199</b>
Donnington	D/4732/07	Stockbridge Garage, 1, Birdham Road, Donnington, Chichester, West Sussex, PO19 8TA	11-Feb-2025	£22,859	£0	£22,859
	D/4410/12	Land At Southfields Close, Stockbridge, West Sussex	22-Oct-2025	£278,071	£0	£278,071
	D/4410/12	Land At Southfields Close, Stockbridge, West Sussex	22-Oct-2026	£64,691	£0	£64,691
				£256,953	£0	£256,953
<b>Donnington Totals</b>				<b>£622,574</b>	<b>£0</b>	<b>£622,574</b>
East Wittering	EW/2986/01	Land at Silver Way &, Farm Road, Bracklesham Bay, West Sussex	30-Jun-2016	£53,960	£53,960	£0
	EW/2986/01	Land at Silver Way &, Farm Road, Bracklesham Bay, West Sussex	28-Jul-2016	£48,646	£48,646	£0
	EW/4016/05	Land north of, Middleton Close, Bracklesham Bay, East Wittering, West Sussex	08-Mar-2017	£109,940	£0	£109,940
	EWB/2461/12	Land North East Of, Beech Avenue, Bracklesham Bay, Chichester, West Sussex	30-Oct-2025	£87,622	£0	£87,622
<b>East Wittering Totals</b>				<b>£300,169</b>	<b>£102,607</b>	<b>£197,562</b>
Fishbourne	FB/2278/13	Land East & South-East of, Follis Gardens, Fishbourne, West Sussex	26-Feb-2026	£40,954	£0	£40,954
	FB/2431/09	Land At, Salthill Road, Fishbourne, West Sussex	17-May-2026	£42,849	£0	£42,849
<b>Fishbourne Totals</b>				<b>£83,803</b>	<b>£0</b>	<b>£83,803</b>
Hunston	HN/2692/12	Northmark, Felbridge Drive, Outram Way, Hunston, Chichester, West Sussex, PO20 1NR	20-Dec-2023	£7,228	£0	£7,228
				£28,668	£0	£28,668
				£30,855	£0	£30,855
<b>Hunston Totals</b>				<b>£66,751</b>	<b>£0</b>	<b>£66,751</b>
Selsey	SY/490/15	Land North West Of, Park Road, Selsey, Chichester, West Sussex	-	£109,049	£109,049	£0
<b>Selsey Totals</b>				<b>£109,049</b>	<b>£109,049</b>	<b>£0</b>
Southbourne	SB/2120/15	Land East of, 181, Main Road, Southbourne, West Sussex	09-Jan-2027	£44,773	£0	£44,773

				£44,389	£0	£44,389
<b>Southbourne Totals</b>				<b>£89,162</b>	<b>£0</b>	<b>£89,162</b>
Tangmere	TG/4058/11	RAF Tangmere, City Fields Way, Tangmere, Chichester, West Sussex, PO20 2WU	20-Oct-2025	£5,995	£0	£5,995
	TG/797/14	Land To North East Of, Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, Chichester, West Sussex	25-Nov-2025	£416,188	£416,188	£0
	TG/1739/12	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	13-Sep-2026	£130,818	£0	£130,818
<b>Tangmere Totals</b>				<b>£553,001</b>	<b>£416,188</b>	<b>£136,813</b>
West Wittering	WW/3286/13	Land North Of, Chaucer Drive, West Wittering, West Sussex	05-Feb-2026	£98,626	£0	£98,626
<b>West Wittering Totals</b>				<b>£98,626</b>	<b>£0</b>	<b>£98,626</b>
<b>Grand totals</b>				<b>£2,950,957</b>	<b>£815,690</b>	<b>£2,135,267</b>

## Chichester District Council

THE CABINET

5 September 2017

### Development Management Service Delivery

#### 1. Contacts

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#### 2. Executive Summary

Whilst government performance criteria for delivery of the Development Management Service has been met by the Council as local planning authority in recent years, it is considered that there is scope for further improvement in relation to determination times and customer service/care issues. This report details proposals to enhance development management service delivery, customer care and application performance following the government's announcement in relation to planning application fees through adjustments to the staffing structure of the Development Management Service.

#### 3. Recommendation

**That Cabinet approves the following additions and adjustments to the team structure for the Development Management service, comprising the following;**

- 3.1 One new Development Manager (Applications Team) post at a cost of £65,257.00 per annum initially to be funded from reserves and subsequently from the government's planned increase in planning application fees.**
- 3.2 One new Planning Officer post wef. from 1 April 2018 at a cost of £38,327.00 per annum and subject to the introduction of the government's planned increase in planning fees and the council's annual budget process.**
- 3.3 One Planning Assistant/Apprentice post wef. 1 April 2018 at an additional cost of £14,991.00 per annum and subject to the introduction of the government's planned increase in planning application fees and the council's annual budget process.**

#### 4. Background

- 4.1 In April 2013 Cabinet agreed a new staffing structure for the Development Management (DM) service (excluding enforcement). This involved replacing the

North and South area teams with three new teams: a CDC Majors and Business applications team, a CDC Minor Applications team, and a dedicated National Park team.

- 4.2 One of the objectives of the review of the staffing structure was to address performance and customer service issues at that time. The adjustments made to the staffing structure included a team manager and principal officer in each team (with managers carrying a small caseload) and two additional case officers to provide improved case handling capacity and enhanced customer satisfaction. One of these, a senior officer post, was to be dedicated to dealing with pre-application enquiries, an area of work that was in need of further improvement at that time. The post was originally temporary for one year, funded from additional fee income but was subsequently made permanent. In 2015, it was agreed to add a further senior planning officer post to the Major Applications team due to the significant increase in major and large-scale applications being submitted.
- 4.3 The table below sets out the changes in planning application workloads over the last 5 years. It is notable that for the CDC area there has been a significant increase in applications over the five year period including majors (54% increase) and minors (23% increase) applications.

<b>Planning Applications submitted in last 5 years</b>					
(Source PS1 DCLG Returns & Uniform Database)					
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
Majors	44	53	66	63	68
Minors	321	399	412	432	394
Others	952	930	1068	1044	1041
DOC	211	294	264	310	324
Pre-Apps	218	241	213	229	256
Prior Approvals	50	78	72	80	71
Lawful Dev Certs	133	137	166	111	116
DINPP (averaged)	-	-	-	-	114
Tree Applications	192	226	256	320	243
<b>CDC Total</b>	<b>2121</b>	<b>2358</b>	<b>2517</b>	<b>2589</b>	<b>2627</b>
<b>SDNPA Total</b>	NO RELIABLE DATA	NO RELIABLE DATA	<b>1679</b>	<b>1707</b>	<b>1763</b>

- 4.4 Notwithstanding the increased volume of major and other categories of application being submitted to the Council, performance for 2013/14, measured against the national 8 and 13-week periods showed a significant improvement on the previous year with two of the three national targets being met and one missed by only 2% (67% majors; 67% minors; 78% others). A report to Cabinet in July 2014 advised that it was evident that the improved levels of planning performance at that time were directly attributable to the new staffing structure and to the more efficient use of the staff resources.
- 4.5 Since then, performance has remained generally strong with the 3 national criteria being met for each of the last 2 years. For 2016/17, 92% of major applications were determined within 13 weeks (or an agreed extension of time); 75% of 'minor' and 86% of 'other' (mainly domestic) applications were determined within 8 weeks (or an agreed extension of time). Appeal performance was also above the national average with less than 29% of all appeals in the year being allowed. It should be acknowledged however that the

use of 'agreed extensions of time' is now widespread and enables decisions to be made over a longer period provided the applicant formally agrees. As a result of the increased amount of major applications work, an additional senior planning officer post was added in 2015.

- 4.6 Planning application and pre-application work together with planning appeals and discharging conditions are high volume, often technical and frequently complex. The development management process generates a high level of community interest and involvement and Parish Councils (PC's) play an active, statutory role, frequently seeking reassurance from officers that their views have been fully taken into account.
- 4.7 The DM teams are generally at workload capacity and there is consequently little, if any, slack in the system. In accordance with government advice, officers are expected to try to find solutions to identified concerns with applications wherever possible and to consider whether amendments might overcome any objections raised. It is not unusual therefore for straightforward applications to take up to 8 weeks and for those where amendments are sought to take longer. Major applications can take considerably longer. Elements of the development management process have become more complex with the introduction of 'prior approval' applications and the breadth of the 'Development Plan' has increased as further Neighbourhood Plans have been 'made'. Additionally, applications involving heritage considerations, and therefore consultation with the Historic Building Advisors, also tend to take longer to reach a decision due to the technical nature of these cases.
- 4.8 Recent years have seen a loss of some of the more experienced planning officers due to retirement, market demand and opportunities for progression elsewhere. Whilst these posts have been filled, it has resulted in a large number of junior and inexperienced staff (including Apprentices) in the CDC Applications team and National Park team, requiring high levels of supervision and guidance. Additionally, the CDC Applications Team does not have a dedicated Team Manager (currently staff are managed by the DM Service Manager who has responsibility for the whole of the DM Service) which has put pressure on management capacity and levels of staff supervision.
- 4.9 Within this context and in the last 12-18 months, levels of dissatisfaction about the performance of the service and customer care issues appear to have increased, principally in relation to minor CDC applications and applications handed by the national park team. In particular, complaints from applicants/agents expressing concern about communication with officers and the speed of decision making have become more frequent. Such concerns appear to have come to the attention of some members who in turn have raised it with senior officers.
- 4.10 Dissatisfaction levels also appear to be reflected to some extent in the number of formal (Stage 1 and 2) complaints made to the Council so far this year compared to the previous 4 years as set out in the table below. A number of these complaints relate to concerns regarding the availability of officers and the time taken to determine applications and react to comments.



	Total Complaints Received	Stage 1	Stage 2	Ombudsman
April 13-March 14	34	20	7	7
April 14 - March 15	53	48	4	1
April 15 - March 16	75	49	17	9
April 16- March 17	52	40	8	4
April 17 – 22 Aug 17	34	23	9	2

- 4.11 It should be noted that a proportion of these complaints are from residents who may feel aggrieved by planning decisions made by the Council but the increase is nevertheless notable.
- 4.12 Planning application performance is, in the majority of cases, very good and it is not considered that there is any evidence of a fundamental failing within the service. However, application workloads have clearly risen in the last 4 years since the service review and whilst it is acknowledged that staffing levels have also been increased, there do appear to be a minority of cases where complaints arise due to either the time taken to determine them or as a consequence of customer care concerns. Whilst performance in relation to planning applications has improved significantly over the last four years, discharge of condition performance is not consistent and often suffers from competing priorities amongst staff in determining planning applications. Given Government expectations regarding the efficient operation of this key stage in the development management process and the expectations of applicants as they seek to implement their planning permission, this is an area of the service meriting further consideration.
- 4.13 In addition, whilst there been a notable improvement in the efficiency of the Council's Pre Application Advice service since the introduction of the revised scheme in February 2017, the service is mainly provided by one senior officer and lacks resilience.
- 4.14 It is also becoming apparent that PC's and especially those with 'made' neighbourhood plans expect greater engagement with planning case officers and influence in the development management process.

## **5. Outcomes to be achieved**

- 5.1 Enhanced management capacity within the Development Management 'Applications' team will enable improved management supervision and guidance of the team leading to improved customer satisfaction and speed of decision making.
- 5.2 Additional staff resources within the Development Management teams including increased support for the pre-application advice process will enable an increase in the speed and quality of pre-application advice for minor and householder enquiries and facilitate more efficient determination of applications for the discharge of planning conditions.
- 5.3 The above measures will also enable improved levels of customer service to be provided, including increased visibility and availability of officers to engage with Parish Councils, applicants and third parties which should result in fewer complaints being received.

## 6. Proposal

- 6.1 It is proposed to create a new Development Manager (Applications Team) post, reporting to the DM Service Manager. The addition of this post will allow for improved management of staff in the Development Management Applications Team who handle the majority of the planning applications submitted to the Council each year. Along with the existing Principal Planning Officer in the team, this post would enable greater experienced day-to-day supervision of junior members of the team and facilitate an increase in workload capacity of other senior officers. This is expected to result in improved customer service and fewer service complaints which should in turn, improve the reputation of the service.
- 6.2 The addition of this post to the establishment will also allow the DM Service Manager to focus on management of the wider DM Service, corporate and service projects, including greater engagement with stakeholders, including Parish Councils.
- 6.3 It is also proposed to create a new planning officer post to assist with minor and householder pre-application enquires and deal with discharge of condition applications. This would ensure that pre-application workload levels would be manageable and provide service resilience for this area of work in addition to facilitating the efficient discharge of discharge of condition applications. It is anticipated that these measures will not only facilitate more expedient delivery of development but also increase customer satisfaction and the reputation of the DM service.
- 6.4 The third element of these proposals is to redesignate two existing planning apprentice posts as planning assistant/apprentice posts – one of which is to be funded by the council with the other funded via the development management agency agreement with the South Downs National Park Authority. The apprentices are already funded from the service budget and these roles create a pathway for inexperienced but suitable candidates to enter a career in planning with the Council. Whilst such posts require a high degree of management supervision and guidance there have been clear tangible benefits in recruiting good quality calibre candidates to the roles, who have been effective in supporting efficient delivery of the service. However the nature of the apprenticeship is that after two years it finishes and without a substantive post for the apprentices to move into, their employment with the Council would come to an end. This would run counterintuitive to the aims of developing and growing the Council's own planning professionals.
- 6.5 It is therefore proposed that the planning apprentice posts are redesignated and funded to become flexible planning assistant/apprentice posts. The roles, responsibilities and salary level of the current postholders would remain unchanged for the duration of their apprenticeship. However upon successful completion, the postholders would move to the substantive grade 3. It is envisaged that with further training over the following 3 years, the postholders would be suitably qualified to be considered for a planning officer position within the service, as vacancies arise. This would then enable the service to seek new apprentices and repeat the recruitment process again. This approach accords with the government's emphasis on the use of apprentices and would improve staffing resilience for planning officers.

## **7. Alternatives Considered**

- 7.1 To either leave the DM service unchanged or part implement these proposals. However, this would not address the issues identified in section 4 above and would be likely, given current workloads to lead to further customer dissatisfaction and increased complaints. It would also result in the loss of the two existing apprentices at the end of their 2 year qualification period.

## **8. Resource and Legal Implications**

- 8.1 Overall, the addition of a new Development Manager (Applications Team) and Planning Officer will result in a cost to the Council of £103,584 per annum and is reliant upon the government's proposed increase in planning fees and subject to the council's annual budget process. The additional funding required to redesignate the Planning Assistant/Apprentice post would be £14,991 (effective from September 2018) when the current apprentice in the CDC Applications Team will have completed her apprenticeship qualification.
- 8.2 As part of the Housing White Paper published in February 2017 it was announced that the Government intended to increase planning application fees by 20% but that for authorities to benefit from the higher fee levels, they had to commit to the additional fee income being spent on planning services. This is anticipated to result in an annual increase in planning application fees to the Council of approximately £150,000. The Government has indicated that legislation will be laid before parliament in autumn 2017 to enable implementation of the fee increase. Consequently it is unlikely that fees will increase before spring 2018.
- 8.3 The proposed changes to the DM Service as outlined above are considered essential to ensure the Council provides an effective service that meets the needs of the community whilst safeguarding the environment and economy of Chichester District. The intention is that the additional resources recommended in the report will be funded from the additional planning fee income. However, there may be a delay between recruitment to the DM (Applications Team) manager post and the fee income being increased. It is therefore proposed that any temporary shortfall (est. £30,000 during 2017/18) be funded from reserves.

## **9. Consultation**

- 9.1 None

## **10. Community Impact and Corporate Risks**

- 10.1 Important considerations are that the DM Service delivers a service that is respected by the community and facilitates the delivery of expedient and quality decisions on planning applications and associated functions. It is also noted that the expected 20% increase in planning application fees is to be ring fenced to provide for improvements to Planning Services and greater capacity to deliver growth.

## **11. Other Implications**

- 11.1 None.

## **12. Appendices**

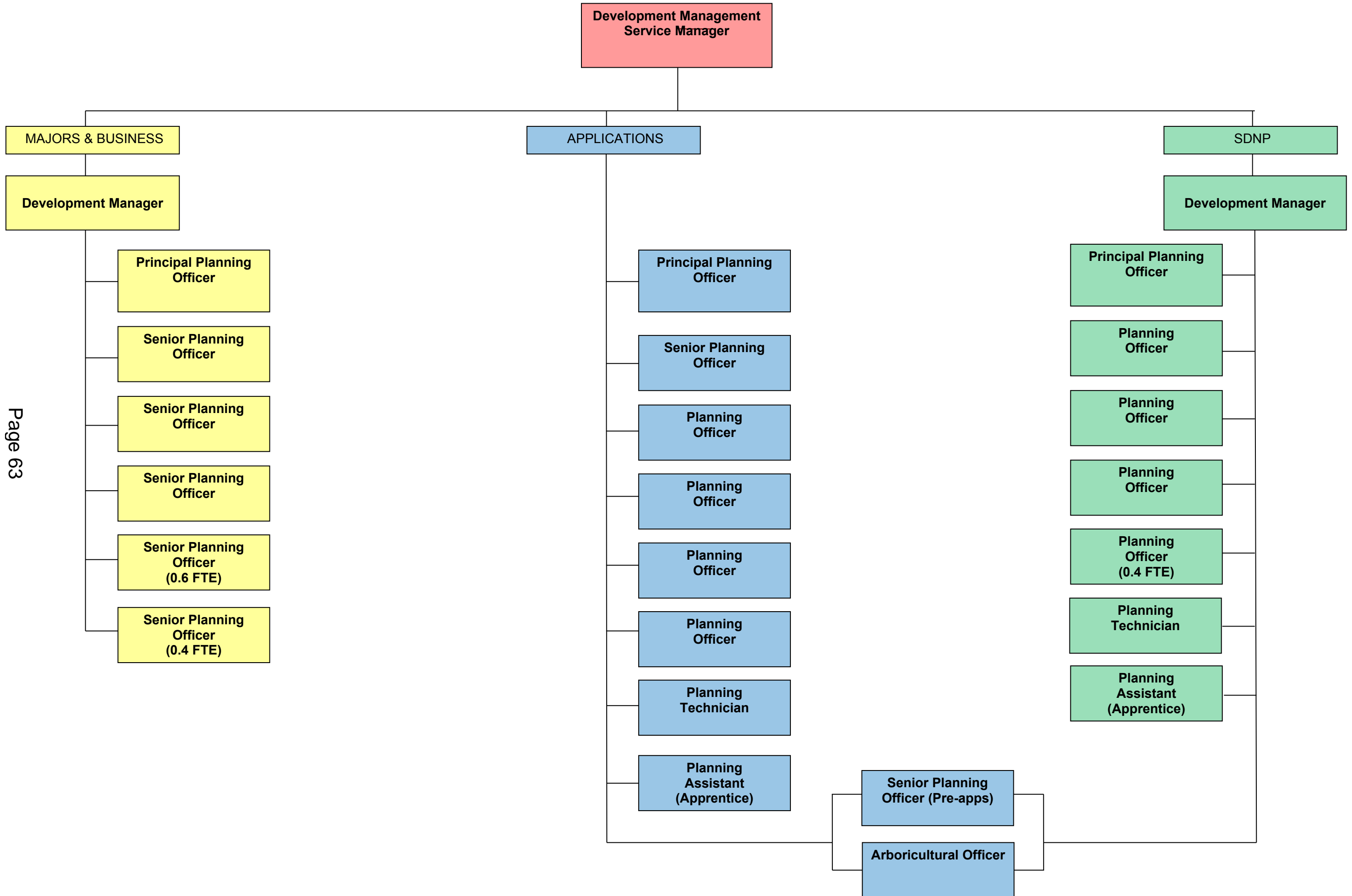
12.1 Appendix 1 – Development Management Service - Existing Staffing Structure

12.2 Appendix 2 – Development Management Service - Proposed Staffing Structure

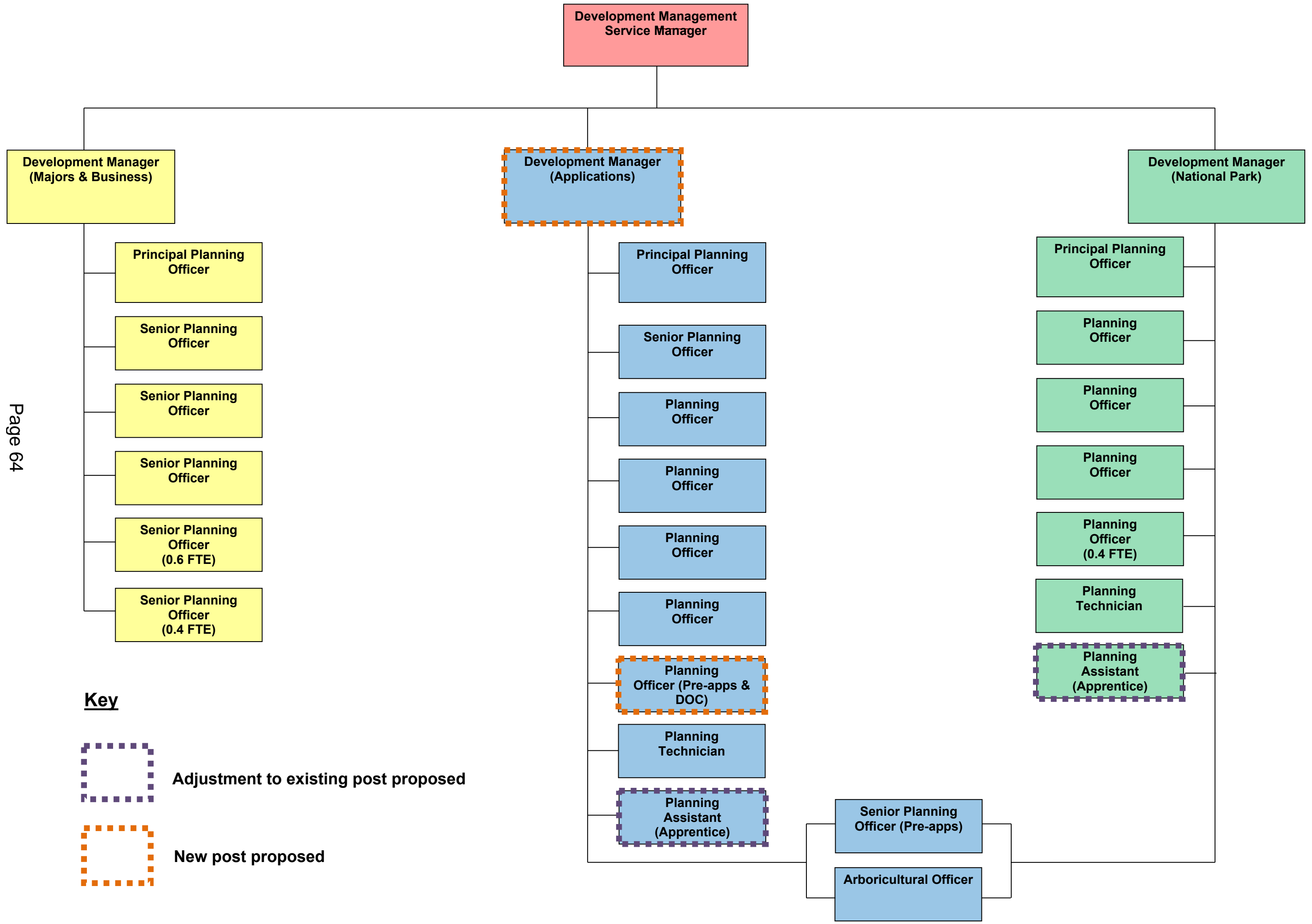
## **13. Background Papers**

13.1 None

# Development Management Service – Existing Staffing Structure



# Development Management Service – Proposed Staffing Structure



**Chichester District Council**

**THE CABINET**

**5 September 2017**

**Corporate Debt Recovery Policy and Write-Off Policy**

**1. Contacts**

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**2. Recommendation**

- 2.1. That the Cabinet approves the updated Corporate Debt Recovery Policy and new Write-off Policy.**

**3. Background**

- 3.1. In October 2014 the Cabinet approved the Council's Corporate Debt Recovery Policy which was drafted following the Taking Control of Goods (Fees) Regulations 2014 coming into force on 6 April 2014. The aim of this Government legislation was to clarify the law, introduce a transparent fee structure and regulate the enforcement industry.
- 3.2. As a result of the legislation, debtors (who owe money to a third party) and creditors (who are owed money) should now easily understand their rights and be assured that there is no scope for unlawful force when enforcing debts. Standards of behaviour are guaranteed by a mandatory training regime and there are now appropriate standards for entering the enforcement profession (previously known as the bailiff profession). The public now get better information and guidance, so that they know where to go for help when in financial difficulties, and what their rights are when something goes wrong.
- 3.3. In view of the legislation, the Corporate Debt Recovery Policy was developed to promote a co-ordinated approach in the Council at an early stage in the recovery process so that debtors are better able to manage multiple debts to the Council, and it also acknowledged that vulnerable people may need extra assistance in dealing with their financial affairs.
- 3.4. To ensure a consistent approach the Revenues Recovery Team manages the recovery and enforcement of all unpaid corporate debts with the exception of parking fines, which are subject to the Civil Enforcement of Parking legislation and managed by the Car Parking Service. The parking fines are normally due for payment within 28 days of being issued, but the service operate a payment plan policy for individuals where exceptional circumstances apply, which is consistent with the Council's Corporate Debt Recovery Policy.

- 3.5. The Council raised invoices of over £141.2m in the year (£132.5m in 2015-16), and wrote off debts of £686,944 in 2016-17 (£753,443 in 2015-16), and as at 31 March 2017 the Council held the following provisions for bad debts:

	£'000
Business Rates including costs	365
Council Tax including costs	408
Housing	309
Sundry Debtors	161
Housing Benefit Overpayments	2,026
<b>Total</b>	<b>3,269</b>

#### **4. Outcomes to be Achieved**

- 4.1. That the Corporate Debt Recovery Policy remains up to date and relevant.
- 4.2. That the Council has a clear and transparent policy for the write off of debt which is deemed to be uncollectable.

#### **5. Proposal**

- 5.1. As the Corporate Debt Policy has been unchanged since it was approved in 2014, some relatively minor amendments have been made and these are tracked in the document attached in Appendix 1.
- 5.2. The Corporate Debt Policy does not consider what happens to any debt that is considered to be uncollectible and in order to address this gap and improve transparency, a new Write-off Policy has now been developed. The aim of this policy is to clearly set out when a debt can be determined as uncollectible, and so considered for write off.
- 5.3. The Council's Constitution states, (under Part 3, Item 6 Page 73), that the Head of Finance & Governance Services has the delegated authority to "Write-off of outstanding accounts, which are considered to be irrecoverable, subject to members being informed of the total amount of such write-offs". Members are informed of debts written off in the annual debt write off report posted on Modern.gov, and the report for the financial year 2016-17 is available now.
- 5.4. The proposed Write-off Policy is detailed in appendix 2, the aim of which is to clearly set out under what circumstances a debt is deemed to be irrecoverable so that the Revenue Recovery Team can submit the debt for write off approval by the Head of Finance & Governance Services, or specific officers authorised to approve smaller debts for write off.

#### **6. Alternatives Considered**

- 6.1. It is considered that having in place corporate wide policies for both the recovery process for money owed to the Council, and a write off policy are essential to ensure that there is clear and transparent process for debtors to understand, and when a debt is considered to be irrecoverable and so can be written off. This ensures that the approach is fair and consistent for all income streams as debtors may have arrears with more than one service department of the Council.



## 7. Resource and Legal Implications

- 7.1. The adoption of the amended policy, does not in itself have any resource implications, but aids transparency and understanding about the procedures and processes relating to debt recovery and write off protocols within the Council. This is because, as part of the Council's budget process the bad debt provision is reviewed for all its aged debt and the provision is adjusted as necessary. Provisions are also reviewed during the production of its statutory final accounts, to consider the debts written off during the year and whether the bad debts provisions remain sufficient or not.
- 7.2. Both these policies will promote good practice and a consistent approach in the recovery of debts and when the Revenue Recovery Team consider it is appropriate to recommend the write off any debts that are considered to be irrecoverable, after any necessary consultation with Legal Services.

## 8. Consultation

- 8.1. Consultation has been carried out with a number of services to update the existing Corporate Debt Recovery Policy and the drafting of the new Write off Policy. These included the exchequer team, revenues and benefits service, estates, and legal Services, plus the Head of Community Services from a financial inclusion viewpoint.
- 8.2. The Corporate Governance and Audit Committee considered the documents at their meeting on 29 June 2017, and made a number of recommendations which have been reflected in the documents now for the Cabinet to consider and approve.

## 9. Community Impact and Corporate Risks

- 9.1. The Corporate Debt Policy has provided debtors with the assurance that the Council recognises that some individuals and commercial organisations can have problems paying and that the Council aims to provide assistance to help them meet their obligations.
- 9.2. This Policy in no way promotes a two tier system, as there will always be customers who pay their bills on time and those who don't. The policy was established to support individuals and commercial organisations to deal with their debts, as they would still be expected to pay what is due.
- 9.3. The aim of the write off policy is to set out clearly when the Council will consider writing off debts it considers to be irrecoverable. However, should a debt need to be re-instated because the reason for write-off is no longer valid e.g. absconded debtor is subsequently found or assets identified, then the Council will reinstate the debt if appropriate to do so and within any time limitations.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change</b>		X

<b>Human Rights and Equality Impact</b> An updated Equalities Impact Assessment has been carried out and has concluded that these policies will have a positive impact on some individuals with protected characteristics and a neutral effect on other groups.	X	
<b>Safeguarding</b>		X

## 11. Appendices

- 11.1. Appendix 1 – Amended Corporate Debt Recovery Policy
- 11.2. Appendix 2 – Write-off Policy

## 12. Background Papers

- 12.1. None

Chichester District Council

THE CABINET

5 September 2017

**Disabled Facilities Grants – Phase 3 Integration of Service Delivery**

**1. Contacts**

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**2. Executive Summary**

A county-wide project is underway to explore innovative new ways of delivering disabled facilities grants (DFGs). Phases 1 and 2 of the project have been completed and reports on Phase 2 are included at Appendices 1 and 2. It is proposed that Phase 3 proceeds as set out in the Project Initiation Document (PID) at Appendix 3. In order for the project team to innovate it is necessary to use DFGs more flexibly, which is in line with current government thinking, to support people to stay in their own homes for longer. It is therefore proposed, that for the duration of Phase 3 of the project, the Council use discretionary grants in a flexible way in lieu of a detailed policy to be adopted county-wide at the end of Phase 3.

**3. Recommendations**

**That the Cabinet:**

- 3.1. Approves the Project Initiation Document (PID) at Appendix 3 for Phase 3 of the Disabled Facilities Grants project.**
- 3.2. Approves more flexible and innovative use of Disabled Facilities Grants as detailed in paragraphs 6.2 and 6.3 below for the period of Phase 3 of this project and that the Head of Housing and Environmental Services, following consultation with the Cabinet member for Housing Services, be authorised to establish and test interim policy and governance arrangements associated with the project.**
- 3.3. Notes the reason for the exception to tender, as detailed in Appendix 4 and as required by the Council's Contract Standing Orders.**

**4. Background**

- 4.1. Disabled Facilities Grants (DFGs) provide funding to older and disabled people in owner-occupied, privately rented and registered provider properties, to make changes to their home environment, such as the installation of

showers, stair lifts and ramps, to help them live as independently and safely as possible.

- 4.2. DFGs may be mandatory or discretionary. Mandatory DFG's are available nationally, are subject to a means test, and are available for essential adaptations to give disabled people better freedom of movement into and around their homes, and to give access to essential facilities within the home. Discretionary DFGs are subject to local policy arrangements. Currently the Council only allows mandatory DFG's.
- 4.3. The statutory responsibility for providing DFGs falls on the local housing authority (LHA) (District and Borough Councils) in two-tiered areas. However, County Councils, via their Occupational Health teams, are required under their authorising legislation to assess an individual's need. They then send the assessment to the LHA, which assesses financial eligibility for the grant before authorising and undertaking the adaptations. This split in responsibilities can cause long delays in hand-overs between organisations and can often cause confusion for the customer.
- 4.4. Since the introduction of the Better Care Fund (BCF) in 2015, capital funding for DFGs is paid directly to upper tier authorities, while the statutory responsibility continues to sit with the LHA. Currently, however, upper tier authorities must allocate funding to their respective housing authorities based on perceived need and in line with the "Integration and Better Care Fund planning requirements 2017-19".
- 4.5. The Government's expectation around BCF policy is that public services are expected to integrate health and social care to deliver better outcomes for the service users. A recent letter from the DCLG stated that it is actively encouraging local authorities to use the BCF money in a more innovative manner to improve outcomes for service users.
- 4.6. In 2016 the County Council, all of the West Sussex District and Borough councils and the Clinical Commissioning Groups (CCGs) within West Sussex, agreed to investigate how to improve the DFG process so that people could remain independent in their own homes for longer.
- 4.7. Phase 1 of the investigation was completed in July 2016 and consisted of a high level review looking at the current system for DFGs. This phase identified that the services involved in the DFG process were not effectively joined up; that there was a lot of waste in the system; and that the customer had long waiting times for the adaptations to be completed. The WS Chief Executives and Leaders felt that the current system was less than satisfactory and it was agreed to move to Phase 2 which piloted potential solutions.
- 4.8. Phase 2 consisted of a test and learn pilot in the Chichester area with the aim of developing a new operating model for the service, which put the customer at the heart of it. The project team was hosted by CDC and included support from Occupational Therapists (OTs), CDC's DFG team, consultants from iESE and support from Crawley Borough Council (CBC). It was also supported by an independent expert from Foundations, a national body set up by DCLG to provide advice and innovative practice in the field of DFGs.

- 4.9. During the pilot the project team learned that: by co-locating the teams; putting the right resources at the first point of contact; undertaking joint visits, when appropriate, with OTs/Grant Officers; introducing simplified paperwork and IT systems; arranging contractor visits on site with customers; and waiving the means test, the following results were achieved:
- 40% less waste (duplicated effort, unnecessary hand-overs, rework, failure demand) in the system;
  - End-to-end times reduced by at least 83 days; and
  - The customer received a much better experience
- 4.10 A draft good practice guide was produced at the end of Phase 2 which will be used as a model for Phase 3 and details of the outcomes from Phase 2 can be found in Appendices 1 and 2.
- 4.11 In recent years due to budget constraints the Council has not offered discretionary DFGs. However due to changes in how the Government allocates the funding there has been a significant increase in the funding given to local authorities nationally, along with guidance encouraging more flexible use of the funds. However, within the county allocations and spending is variable and this is one driver for this project. In order to support this, and to allow innovation in the project, proposals in this report include additional flexibilities e.g. the introduction of discretionary grants, for use of funds.

## **5. Outcomes to be Achieved**

- 5.1. Working together with public sector providers to deliver better quality care in order to help and improve the health and well-being of disabled people and to make the more efficient use of resources in line with the outcomes described in para 4.9 above.
- 5.2. A more flexible approach to the use of DFGs, including the award of discretionary grants to allow people to stay in their homes for longer.
- 5.3. This project should ultimately create a single budget pot and common policies across the county.

## **6. Proposal**

- 6.1. To implement Phase 3, in accordance with the PID attached as Appendix 3, which is to test the new model (see para 4.9) in a live environment based on the findings of the test and learn pilot. The aim is to test the new model, initially across two locations (Chichester and Crawley) with the aim of rolling it out across all West Sussex authorities. During this phase new policies will need to be approved, teams will need to be co-located, staffing issues considered and a formal service level agreement will need to be agreed. At the end of this phase, estimated to be July 2018, any new policies and the SLA will need to be approved by each local authority and, in CDC's case, will need the final approval of Cabinet and Council.

- 6.2. In the meantime the project team wish to adopt a more flexible approach to DFGs including the award of discretionary grants to maximise the outcomes set out at 4.9 above. Discretionary grants could be used, for example, to top up mandatory grants, to make homes dementia friendly, to assist people coming home from hospital or for a handyman service to make homes safe. Discretionary grants could also be given without the need for means testing.
- 6.3. As the project is adopting a “test and learn” approach it is not possible to adopt a detailed policy at this time as flexibility and innovation is key to the success of the project. It is therefore proposed that Cabinet note and approves a more flexible use of discretionary grants during this phase and authorise the development of policy. This will enable policies to be amended through time but also give transparency to persons applying for discretionary grants and to make the policy legally defensible. At the end of Phase 3 it is anticipated that a new common DFG policy will be adopted by all Districts and Borough’s in West Sussex.

## **7. Alternatives that have been Considered**

- 7.1. Keep the status quo. Phases 1 and 2 of the project have identified that this would not be in the best interests of the customer. There is an expectation from Government that health and social care should become more integrated.

## **8. Resource and Legal Implications**

- 8.1. Following a tender exercise, iESE was appointed as consultant to Phases 1 and 2 of the project, at a cost of £39,385. This cost was shared amongst WSCC and the 7 WS District and Borough councils. The cost to date to CDC, therefore, is £4,923.
- 8.2. iESE has been appointed to manage this final phase of the contract at a cost of £45,000. An additional £85,000 is required for a project manager and £30,000 contingency for legal costs, etc. It has been agreed by the WS Chief Executives’ Forum that the total cost of this project will be funded from underspends on the Better Care Fund.
- 8.3. It should be noted that, originally, one of the councils was going to provide the project management for this third phase but, unfortunately, this person is no longer available to perform the role. Therefore, the Chief Executive has agreed that iESE will undertake that role and has appointed a project manager from within their organisation.
- 8.4. Although there is no direct budget implication for CDC for this phase, being the lead authority means we are required to follow our procurement rules. The total contract amount payable to iESE now exceeds £50,000 because they will be carrying out the project management role. Following advice from the Monitoring Officer and the S151 Officer, an exception to tender form has been completed (Appendix 4). It is a requirement to report the reason for the exception to Cabinet for noting.
- 8.5. In phase 3 of the project it is intended that staff administering DFGs will be temporarily seconded to WSCC in order to co-locate with OTs.

8.6. The flexibility added to allow discretionary DFG's will not impact directly on the Council's budgets as DFG's are paid for out of the Better Care Fund. In addition the proposed amendments clearly state any discretionary grants will be subject to funding being available and mandatory grants will take priority.

## 9. Consultation

9.1. A communications plan has been agreed and affected staff (WSSCC, all District and Borough councils, Clinical Commissioning Groups within WS and Health providers) and service users will be consulted throughout the project. This is detailed in the PID at Appendix 3.

## 10. Community Impact and Corporate Risks

10.1. Partners not agreeing on policy approach to delivering the DFG service. This project already has the support of the Chief Executives and Leaders of the District & Borough councils in West Sussex, the CCGs and the Strategic Commissioning Board. The Steering Group has all the key partners represented and the project group has been tasked to work with partners in developing new policies and ways of working.

10.2. The statutory responsibilities for DFGs rest with the local housing authority (District and Borough councils). A Service Level Agreement / Partnership Agreement and any county wide policy on DFGs will need to be signed by all partners to protect the financial and legal position of the local housing authority. For Chichester, the SLA will need to be approved by Council.

10.3. The impact on the community is intended to be positive as the process for applying for a DFG will be less onerous and delivery will be speeded up.

10.4. In order to ensure there is adequate funding within the Better Care Fund for mandatory grants they must take priority for funding and any discretionary grant will, therefore, be subject to budgetary checks and constraints.

## 11. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change</b>		X
<b>Human Rights and Equality Impact</b> The aims of this project are to ensure that, by working with partners, disabled people will receive a more responsive and tailored service.	X	
<b>Safeguarding and Early Help</b> The project will help identify and address the needs of disabled children.	X	
<b>Other</b> (please specify) None		X

## 12. Appendices

12.1 Appendix 1 – Phase 2 report to WS Chief Executives

12.2 Appendix 2 – Phase 2 report to WS Leaders

- 12.3 Appendix 3 – Project initiation document for Phase 3
- 12.4 Appendix 4 – Exception to Tender form

**13. Background Papers**

None.



**Chichester District Council**

**THE CABINET**

**5 September 2017**

**Gigabit West Sussex for Districts and Boroughs**

**1. Contacts**

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**2. Recommendation**

- 2.1 That Chichester District Council commits in principle to the sites listed in paragraph 6.1 to a 20 year lease of new dark fibre infrastructure as part of a contract between West Sussex County Council and the selected supplier, subject to central government gap funding, lease terms and on a cost neutral basis.**
- 2.2 That the Cabinet delegates to the Head of Commercial Services consideration of which option to accept in relation to the CCTV contract award on the basis that whatever option is selected will also be cost neutral.**
- 2.3 The Council informs the Gigabit West Sussex project team of sites, including parish councils, outside the Capita WAN which could be included in the procurement.**

**3. Background**

- 3.1 West Sussex County Council is planning a step change in wide area network (WAN) site connectivity in Worthing, Shoreham, Chichester, Bognor Regis, Horsham, Haywards Heath, Burgess Hill and Crawley as part of the Gigabit West Sussex programme. A WAN comprises data lines in the ground connecting local authority sites in West Sussex e.g. East Pallant House to Careline, Depot and Novium. CDC pays WSCC for this service. It is currently provided by WSCC via their Capita Contract. A procurement of new gigabit capable dark fibre<sup>1</sup> networks, connecting local authority sites in these locations, will commence in early October. District and borough councils have been invited to join, taking advantage of Department of Culture, Media and Sport (DCMS) Local Full Fibre Networks (LFFN) Programme funding, which has been applied for.**

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<sup>1</sup> Dark Fibre is essentially fibre infrastructure that is not in use. When fibre optic cables are laid, many companies will, in order to future-proof their networks, overestimate the amount of infrastructure required. This means that many fibre networks have extra capacity that is not being used and Dark Fibre networks have developed to take advantage of this extra capacity.

- 3.2 The procurement will deliver new end-to-end dark fibre networks through a 20 year lease agreement with a single supplier. The selected towns provide the required site density for viable builds, following a detailed modelling exercise of all sites across the county by specialist consultants.
- 3.3 In the scheme, sites will be connected at 1000mb (gigabit) speeds, compared to our current speed of 10mb. West Sussex County Council is prepared to make the required initial capital investment on behalf of all councils, charging partners annually without any increases in costs, as a result of, and subject to, LFFN gap funding.

#### *Capita WAN*

- 3.4 Dark or passive fibre relates to the infrastructure in the ground, not active network services, which will continue to be provided by Capita. Capita will switch services to the new fibre networks as they become available, with the cost of change factored in to the bid for central government funding.
- 3.5 In the future, any new WAN provider will be required to use the leased fibre infrastructure, and councils will have the ability to make their own arrangements for active services at contract renewal points should they wish to. There will also continue to be the existing flexibility to add or remove sites from the dark fibre lease agreement.

#### *CCTV*

- 3.6 There is also an opportunity to ensure our CCTV systems also benefit from gigabit fibre from 2019. A contract is currently being let for CCTV network services. This includes an option which allows a switch to the new fibre network in Sept 2019. The Council is encouraged to take this option to secure central funding for these sites (deadline 1st October 2017), but more importantly to set up these CCTV locations for a future which promises ultrafast public wifi and other smart digital services in our town and city centres. Officers have not completed their assessment of the options and delegation is requested as part of this report to accept the most advantageous option.

### **4. Outcomes to be achieved**

- 4.1 To secure improved connectivity for Council sites at no additional cost by October 2019.

### **5. Proposal**

- 5.1 To proceed with the procurement of an end to end dark fibre network for: Community Care Line; East Pallant House; The Novium and Westhampnett Depot, subject to securing £4.66m of funding from the DCMS, which will ensure no increase in charges to the District Council for its connectivity.
- 5.2 Those other public services, including parish councils are informed of and given the opportunity to join the programme.

## **6. Alternatives that have been considered**

- 6.1 Not to proceed with the procurement of an end to end fibre network. The Councils will lose the anticipated £4.66m funding from DCMS and will not be able to avail of an opportunity to improve existing connectivity between Council owned buildings. Whilst the current band width is sufficient for the Councils current needs the improved connectivity proposed will future proof the functionality. It will also enable improved service to others who choose to join the programme on a cost basis. This is not therefore the recommended option.

## **7. Resource and legal implications**

### *DCMS Funding*

- 7.1 In late July 2017, the DCMS wrote to all council Chief Executives and Leaders to promote their Local Full Fibre Networks (LFFN) Programme which aims to support different approaches to stimulating investment in full fibre networks.
- 7.2 The Gigabit West Sussex project has been in development for some time, and following central government's announcements to support full fibre networks as the fastest and most reliable broadband, the Gigabit West Sussex project has engaged with the LFFN Programme. The project seeks £4.66m gap funding to enable the dark fibre procurement to take place. West Sussex County Council is working closely with DCMS to ensure we are in a position to satisfy funding requirements.

### *Local Project Funding*

- 7.3 The project work is funded by the West Sussex Chief Executive's Forum through the business rate pool, along with additional resources provided by the County Council and Adur & Worthing Councils. Specialist consultants are supporting the finalisation of the procurement specification and approach, having undertaken detailed business case development with the local team.
- 7.4 The project is therefore cost neutral to the District Council in terms of initial set up and ongoing revenue costs on the basis of a 20 year commitment.
- 7.5 There are no known IT or Property implications flowing from this project.
- 7.6 Whilst there are no direct staffing implications for CDC we may wish to promote the gigabit vouchers to businesses.

## **8. Consultation**

- 8.1 The project has been developed via the West Sussex Chief Executive's Forum and progressed via a Project Group on which the Council's Head of Business Improvement Services represents the Council.

## **9. Community impact and corporate risks**

- 9.1 Outside of this current phase of the Gigabit West Sussex project, there are further opportunities to work with the DCMS Local Full Fibre Networks Programme including

considering opportunities to connect schools and other public sector sites e.g. parish councils. There may be scope for DCMS funding if Parishes engage quickly.

- 9.2 West Sussex County Council will be submitting an “Expression of Interest” to the Challenge Fund to outline these additional opportunities to potentially extend the reach of the current project.
- 9.3 The contract established with the supplier will allow for all public sector bodies to access the scheme, spreading the benefits of ultrafast to hospitals, schools, GPs and others over time. Brighton & Hove City Council will also be named in the contract.
- 9.4 Officers will ensure via the terms of the lease that appropriate safeguards are in place to secure the standard of service, cost neutrality and exit strategy should the project not deliver the outcomes set out in this report.

## 10. Other Implications

<b>Are there any implications for the following?</b>		
	Yes	No
<b>Crime &amp; Disorder:</b> The proposals in relation to CCTV will improve connectivity and reliability of this service in terms of its use to discourage and detect crime.	X	
<b>Climate Change:</b> Increased use of internet based services reduces travel and emissions associated therewith	X	
<b>Human Rights and Equality Impact:</b>		X
<b>Safeguarding and Early Help:</b>		X
<b>Other (Please specify):</b> eg Biodiversity		X

## 11. Appendices

12.1 Site list

## 12. Background Papers

13.1 None

## Appendix 1: Site List

Worthing	Connaught Theatre Worthing Pavilion Theatre Worthing Police Station Worthing Town Hall Crematorium Commerce Way
Shoreham	Lancing Housing Office Shoreham Centre
Chichester	Community Care Line (x2) East Pallant House The Novium (x2) Westhampnett Depot (x2)
Horsham	Hop Oast Depot Horsham Museum Parkside
Haywards Heath	Oaklands (x2)
Crawley	Town Hall (x2)
Bognor Regis	Bognor Town Hall

## Chichester District Council

THE CABINET

5 September 2017

### Highway Cleansing

#### 1. Contacts

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**Cabinet Member:**

Roger Barrow, Cabinet Member for Contract Services,

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#### 2. Recommendations

**2.1. That the Cabinet agrees an additional allocation of £30,000 wef. 2018/19 and subject to the annual budget process, to support a new cleaning methodology for the A27 and other high risk A&B roads as set out in paragraphs 5.1 – 5.5 of this report.**

**2.2. That the Cabinet approves a spend of £45,000, from savings in the vehicle replacement programme, to purchase a dedicated and compliant traffic management vehicle.**

#### 3. Background

3.1. The Environmental Protection Act 1990 (EPA) prescribes district councils as Principal Litter Authorities; with a duty to ensure that all land in their direct control is kept clear of litter and refuse, as far as is practicable.

3.2. The specific responsibilities and requirements are detailed in the EPA Code of Practice on Litter and Refuse. With regard to highways, district councils are not responsible for cleaning motorways but are responsible for other, publicly maintained roads, including trunk roads such as the A27.

3.3. In recent years the cleaning and litter picking operation has been undertaken partly by the Council's Green Spaces and Street Scene team and partly via a contractor.

3.4. Working on, or alongside, a live carriageway has inherent dangers and across the country there have been cases of operatives being struck by vehicles. This prompted an industrywide review and subsequently the production of the Waste Industry Safety and Health (WISH) Forum Formal Guidance Document: Safe cleansing on the highway managing the risks associated with manual and mechanical cleaning. Councils must now produce road specific risk assessments that consider the need for traffic management (i.e. signs, cones,

traffic lights or road closures).

- 3.5. In the past a contractor was employed to litter pick the A27 verges six times a year. This was limited to accessible areas and completed without traffic management. It did not include the central reservation or any road sweeping activity. It aimed to address the highly visual litter hot spots only. Therefore it was not a thorough cleaning solution.
- 3.6. In response to the WISH guidance, CCS staff have been trained to deploy traffic management on A and B roads (this does not extend to the A27). Signs have been purchased and road/site specific risk assessments are being produced. In order to comply with traffic management legislation a dedicated vehicle with illuminated directional arrows is required. This will enable the newly formed CCS team to install its own traffic management solutions on most A and B roads. However in some cases the only way to clean safely will require road or lane closures, diversions and the involvement of specialist contractors.
- 3.7. In the case of the A27, CCS is not qualified or equipped to deploy traffic management. There are just a handful of companies in the country that are able to do so. Therefore a trial involving a deep clean of the A27 from Crockerhill to Emsworth was completed between January and March 2017. This was undertaken by a specialist contractor and entailed over-night working (20 night shifts), to clean the verges, channels and central reservations. The cost of this work was £3k per night shift (£60k overall).
- 3.8. The effectiveness of the clean was maximised by completing the task during the winter, when the vegetation had died back thereby exposing the otherwise hidden litter. Although fresh litter started to return within a few weeks the vegetation soon started to grow and hide the offending items. At the time of writing this report (August) the vegetation is so thick it is difficult to see any litter, which makes litter picking at this time of year an unproductive exercise. The trial showed that a deep clean between January and March is highly effective and that it should take place on an annual basis.
- 3.9. In respect of other A & B roads the requirement for traffic management controls has significantly reduced the area that can be covered within a set time. In many cases it takes longer to deploy the traffic management than it does to litter pick the area within it. There are also limits to the length of permissible traffic management so the whole set up has to be broken down and moved along in stages on longer roads.
- 3.10. Previously A&B roads were litter picked four times a year. Again trials show that a deep clean between January and March is most effective as a scheduled exercise. However there are occasions when incidents occur; a lorry sheds its load or verges are cut mid-summer exposing fresh litter. In these cases CCS needs to react quickly, which it can with its newly formed team. However in some cases (Bury Hill for example) specialist input is again required.
- 3.11. Officers are seeking to develop a collaborative partnership with Highways England, their contractor and the other Districts and Boroughs within West Sussex to deliver a cost effective solution. However attempts to work

collaboratively have proved challenging to date as parties work to different priorities.

#### **4. Outcomes to be achieved**

- 4.1. An approved highway cleansing methodology and funding to ensure the council is taking reasonably practicable steps to maintain a satisfactory standard of cleanliness on the A27 and other A & B roads in compliance with the EPA and published guidance.

#### **5. Proposal**

- 5.1. To work with other relevant organisations to develop a partnership approach and find a cost effective solution to highway cleansing where it is realistic to do so.
- 5.2. To appoint specialist contractors to complete a deep clean of the A27 between January and March on an annual basis.
- 5.3. If necessary to provide additional cleansing to specific areas of the A27 and other A & B roads throughout the year.
- 5.4. To purchase a dedicated traffic management vehicle and continue to train, develop and support the CCS team. This will enable them to safely clean high speed A & B roads between January and March then reactively as necessary throughout the year.
- 5.5. CCS and the PR team will develop a campaign to highlight the cost of litter clearance to both residents and visitors to the area.

#### **6. Alternatives that have been considered**

- 6.1. Officers within the West Sussex Waste Partnership are currently in discussion with Highways England and the WSCC Highways team in an attempt to provide an efficient cleansing operation. Any solutions are unlikely to be realised in 2017/18. Should an alternative more efficient and effective option present itself, officers will report back to Cabinet.

#### **7. Resource and legal implications**

- 7.1. The existing budget earmarked for cleaning the A27 is £60,000, which is enough to commission one deep clean a year including Jan – March 2018.
- 7.2. The CCS in house team is equipped to deal with the majority of the remaining A & B roads in the district. However a dedicated traffic management vehicle is required for this at a cost of £45,000. This can be funded from savings in the approved vehicle replacement programme.
- 7.3. An additional £30,000 is required to cover reactive cleans on the A27 or for specialist contractor input on a handful of particularly dangerous A & B roads.



- 7.4. Failure to comply with the legislation listed in this report could result in legal action being taken against the council.

## 8. Consultation

- 8.1. Discussions are ongoing with WISH, Highways England's contractor Aone+, and the West Sussex Waste Partnership with the aim of producing a joined up approach to highway cleansing that will provide efficiency and effectiveness.

## 9. Community impact and corporate risks

- 9.1. There are a limited number of contractors equipped to deploy traffic management on high speed dual carriageways and motorways. However demand from local authorities for such services continues to grow. Therefore there is a risk that costs may increase and availability may reduce. To mitigate this it may be prudent for the council to secure a contractor through a framework agreement or offer a long term contract. If this is the case it may at the present time require an OJEU compliant procurement exercise. It is recommended that a contractor be appointed for a deep clean in January 2018 to allow time for the above options to be explored further.

## 10. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime &amp; Disorder:</b> Section 87 of the EPA states that it is a criminal offence for a person to drop, throw down, leave or deposit litter in a public place.	X	
<b>Climate Change:</b>		X
<b>Human Rights and Equality Impact:</b>		X
<b>Safeguarding and Early Help:</b>		X

## 11. Appendixes

### 11.1 None

## 12. Background Papers

- 12.1. Waste Industry Safety and Health (WISH) Forum Formal Guidance Document: Safe cleansing on the highway managing the risks associated with manual and mechanical cleaning. <http://www.hse.gov.uk/waste/wish-guidance>
- 12.2. Chapter 8 of the Traffic Signs Manual – Traffic Measures and Signs for Road Works and temporary Situations part 1 and 2, 2009 (revised 2010) <http://www.dft.gov.uk/publications/traffic-signs-manual>
- 12.3. Safety at Streets Works and Road Works: A Code of Practice <https://www.gov.uk/government/publications/safety-at-street-works-and-road-works>

12.4. Interim Advice Note 115/08 revision 1: Guidance for Works on the Hard Shoulder and Road Side Verges on High Speed Dual Carriageways  
<http://www.dft.gov.uk/ha/standards/ians/pdfs/ian115.pdf>

**Chichester District Council**

**THE CABINET**

**5 September 2017**

**Litter and Fly Tip Action Plan 2017-2019**

**1. Contacts**

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**2. Recommendation**

- 2.1 That the Cabinet approves the Litter and Fly Tip Action Plan 2017-2019 attached to this report and that authority to make minor amendments to the Action Plan is delegated to the CCS Service Manager following consultation with the Cabinet Member for Contract Services.**
- 2.2 That the Cabinet note the intention of the Chief Executive to report to full Council her use of s.10 (2) constitutional delegation to discharge certain litter enforcement functions to the East Hampshire District Council under powers granted to the authority under s.101 of the Local Government Act 1997.**
- 2.3 That the Cabinet approves £60,000 funded from reserves to enable the appointment of one fte Project Officer for two years to undertake communication initiatives and support enforcement work relating to fly tipping.**
- 2.4 That the Cabinet approves expenditure of £26,000 funded from reserves to provide resources to support publicity campaigns (£6,000) and the refurbishment and re-signing of a proportion of litter and dog bins (£20,000).**

**3. Background**

- 3.1 The Council is a Principal Litter Authority and has a duty to keep relevant land in the open air, to which the public have access, clear of litter and debris (as per the Environmental Protection Act 1990).**
- 3.2 Littering and fly tipping consumes considerable Council resources both in terms of officers and budget. The Council's street cleaning budget is currently £1,030,000 pa. This covers road sweeping, litter picking, litter bin and dog bin emptying, fly tip and abandoned vehicle removal. Fly tips have increased from 618 in 2015/16 to 988 in**

2016/17 with incidents continuing to increase year on year. Littering and fly tipping is avoidable and expensive to deal with, and so a reduction could allow this budget to be spent on other essential services.

- 3.3 The impact of littering and fly tipping also has environmental and social impacts, and these are detailed in more information in appendix 1. Some might not recognise that Chichester District is afflicted by litter and fly tips however, this is perhaps a reflection on the commitment by Chichester Contract Services to cleaning and clearing up . Nevertheless there are definite hotspots, particularly for fly tipping where residents feel their local environment is blighted.
- 3.4 In April 2017 Central Government produced a Litter Strategy for England, encouraging action from local authorities and other organisations to improve the environment; using communication campaigns, targeted enforcement and a review of infrastructure.
- 3.5 As identified in the Highway Cleansing report also submitted to this Cabinet meeting, the requirement to deploy traffic management infrastructure on the major roads within the district has made litter picking more complex and costly.
- 3.6 A Member/Officer group was set up to discuss opportunities from the National Litter Strategy and which resulted in the development of the attached Litter and Fly Tip Action Plan (LAFTAP) for Chichester District (Appendix 1) and the officer recommendations in this report.

#### **4. Outcomes to be Achieved**

- 4.1 The proposals within the strategy will support the maintenance of clean streets in accordance with the Council's priorities.
- 4.2 It is expected that by developing a comprehensive programme of anti-litter and fly tipping campaigns, initiatives and enforcement, behaviours can be changed and that ultimately the resources spent on clearing up could be reduced to provide savings for the council or potentially be used on other priorities.

#### **5. Proposal**

- 5.1 There is an expectation from the public for the Council to maintain and improve the local environment. The National Crime Survey found that 81% of people are *'angry and frustrated by the amount of litter lying over the country'*.
- 5.2 Existing anti-litter messages have not solved the problem, and therefore the member/officer working group suggested that a three pronged action plan of preventative measures; namely awareness, infrastructure and enforcement, should be attempted to significantly change accepted behaviours and social norms.
- 5.3 The proposed LAFTAP (Appendix 1) has three themes and aims to be both innovative and balanced to achieve a real improvement in the local environment. The themes are:
  - Sending clear and consistent anti-litter and fly tip messages and engaging with residents and organisations to improve the local environment

- Cleaning up the District which includes reviewing current infrastructure
- Improving enforcement

5.4 Under the litter enforcement trial, proposed in the LAFTAP, the following enforcement functions will be delegated to East Hampshire District Council (EHDC); the offence for a person to drop, throw, leave or deposit litter in a public place (s87 & s88 of the Environmental Protection Act 1990) and breach of a PSPO (s67 & s68 of the Anti-social Behaviour, Crime and Policing Act 2014).

5.5 The delivery of LAFTAP will require collaboration between external partners and internal departments, primarily with CCS and Environment Protection, but will also impact other sections. The success of the action plan will require positive contributions from Town and Parish Councils, voluntary community groups, the West Sussex Waste Partnership, WSCC Highways and Highway England.

## **6. Alternatives that have been considered**

6.1 Officers are working with colleagues across the county to develop joint initiatives where appropriate, e.g. campaign messaging on highway signs and using CCTV to capture fly tippers.

6.2 Doing nothing is not an option due to the ever increasing revenue costs of clearing litter and fly tips. The cost of fly tip clearance in 15/16 was £52,000, including £9,900 for hazardous waste. This increased to £75,000 for 16/17, including £21,000 for hazardous waste. There is an expectation from the public that the Council takes action and targets offenders.

## **7. Resource and legal implications**

7.1 The LAFTAP identifies several requirements for budgetary resource:

- £30,000 per year for two years, for one fte. fixed term Project Officer to deliver the promotional campaigns detailed in the action plan and undertake activity related to fly tip investigations and enforcement.
- £6,000 to provide suitable publicity material for the various awareness initiatives, including making it easier to report offences
- £20,000 to allow for the refurbishment/replacement of litter bins and dog bins throughout the district.
- The Litter Enforcement Trial will require back office support for taking Fixed Penalty Notice (FPN) payments, making payments to EHDC, contract management, legal action for non-payment of FPNs, dealing with complaints.

## **8. Consultation**

8.1 The LAFTAP has been developed following the recommendations of the Member / Officer working group. There have been detailed discussions with EHDC about the policies and practices of their Enforcement Trial (see Appendix 2). Also the other local authorities within the West Sussex Waste Partnership have been involved.

## **9. Community impact and corporate risks**

- 9.1 The Action Plan will enable the Council to tackle litter and fly tip related offences by either education and awareness, enforcement or improvement to infrastructure.
- 9.2 The risk of proceeding with powers which are beyond those which the public considers are required are that those powers are seen to be unfair or unreasonable to the detriment of the reputation and effectiveness of the Council.

## 10. Other Implications

	Yes	No
<b>Crime &amp; Disorder:</b> If supported the enforcement trial will directly address littering and the confirmation of corporate officer resource will enable investigation and enforcement of fly tipping to continue.	Yes	
<b>Climate Change:</b>		No
<b>Human Rights and Equality Impact:</b> Impact of enforcement action for people found to be littering, not cleaning up dog fouling or fly tipping – see Appendix 3	Yes	
<b>Safeguarding and Early Help:</b>		No

## 11. Appendices

Appendix 1 - Litter and Fly Tip Action Plan for Chichester District 2017-2019  
 Appendix 2 - Briefing note on East Hampshire District Council Litter Enforcement Trial

## 12. Background Papers

Equality Impact Assessment - Litter and Fly Tip Action Plan

**Chichester District Council**

**THE CABINET**

**5 September 2017**

**Review of Character Appraisal and Management Proposals for Selsey Conservation Area and Implementation of Associated Recommendations including Designation of a New Conservation Area in East Selsey to be Named Old Selsey**

**1. Contacts**

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**2. Executive Summary**

This report seeks approval of the revised conservation area character appraisal and management proposals for the existing Selsey Conservation Area, changes to the conservation area boundary, designation of a new conservation area "Old Selsey" in east Selsey, approval of the conservation area character appraisal for "Old Selsey" and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the character of Selsey and the proposed Old Selsey conservation areas.

**3. Recommendations**

- 3.1. That the revised Character Appraisal and Management Proposals for Selsey Conservation Area, attached at Appendix 1 to this report, be approved as a material consideration in planning decisions;**
- 3.2. That the recommended changes to the Selsey conservation area, as shown on the maps at Appendix 2 to this report, be approved;**
- 3.3. That a new conservation area "Old Selsey" be designated to cover parts of East Street and Albion Road, as shown on the map at Appendix 3 to this report;**
- 3.4. That the Character Appraisal and Management Proposals for Old Selsey Conservation Area, attached at Appendix 4 to this report, be approved as a material consideration in planning decisions;**
- 3.5. That the proposed responses to representations, attached at Appendix 5 to this report, be approved;**
- 3.6. That the implementation of an "Immediate" Article 4 Direction to cover minor alterations, as set out in Appendix 6 to this report, to the principal elevations of dwellings within the Selsey conservation area , as amended, and the new Old Selsey conservation area be approved;**

- 3.7. That the implementation of a “non-immediate” Article 4 Direction to cover installation of solar panels on the principal elevations of buildings within the Selsey conservation area, as amended, and the new Old Selsey conservation area be approved, as recommended in Section 7 below be approved; and
- 3.8. That decisions to confirm and/or implement, or otherwise the Directions referred to in paragraphs 3.6 and 3.7 above be taken by the Head of Planning Services in consultation with the Cabinet Member for Planning Services and the ward members for each of the conservation areas concerned within six months of the Directions being made.

#### 4. Background

- 4.1. The Council has a duty under present legislation to designate those areas of Chichester District considered to have outstanding historic or architectural interest as conservation areas and keep those designations under review. This is in accordance with the Council’s *Historic Environment Strategy and Action Plan*.
- 4.2. The work on the appraisal review for Selsey was completed in 2016, including an appraisal of a potential new conservation area covering part of East Street and Albion Road.
- 4.3. The recommendation to approve the new appraisal and management plans for Selsey and designation of a new conservation area in East Selsey was considered by Cabinet on 4 October 2016.
- 4.4. Cabinet resolved to defer the item following comments from Selsey Town Council which sought de-designation of the conservation area and requested that further dialogue between officers and the Town Council was undertaken to establish whether the Town Council’s concerns could be addressed. The Town Council raised no objection to the new conservation area to be known as ‘Old Selsey’.
- 4.5. A meeting was held between officers and members of Selsey Town Council on Monday 6 March 2017 and a further site visit and walkabout took place on Tuesday 2 May to discuss the specific issues raised.
- 4.6. Following these meetings a formal written response to Selsey Town Council was provided which recommended retention of the conservation area status and included evidence of planning applications that had benefitted from its status as well as further comments on potential beneficial action that could be taken due to the status of the conservation area. The letter is attached at Appendix 7.
- 4.7. The Conservation Area map for Selsey was reconsidered in light of comments from the Town Council and two areas removed which had been proposed for designation previously. These are the southern extension and the addition around the school. The area around the library was retained as this was not contentious. The original appraisal map is attached at Appendix 8.
- 4.8. The Town Council has responded to the formal response from officers with further clarification also being provided. This maintained a concern for some of the issues raised, though there was general agreement with the boundary



changes and it also sought greater cooperation with CDC to make sure policies were adhered to. The letter is attached at Appendix 9.

## **5. Outcomes to be Achieved**

- 5.1. Up-to-date Conservation Area Character Appraisal documents will provide a sound basis for protecting the character of conservation areas appraisal and give greater confidence in decision making. They also provide a useful evidence base that will be available to local communities who wish to take forward their own proposals such as Village Design Statements, Community Led Plans and Neighbourhood Plans.
- 5.2. The implementation of Article 4 Directions will ensure that the special character of the existing and proposed conservation areas will be protected from incremental harm arising from small scale changes and loss of special features, arising from the exercise of permitted development rights, by bringing these changes within the scope of normal planning control.

## **6. Proposal**

- 6.1. The original Conservation Area Character Appraisal for Selsey was published in January 2007. Historic England's guidance recommends that conservation area appraisals should be subject to review to ensure that they are up to date and relevant as planning policy documents.
- 6.2. The appraisal has been reviewed in compliance with the National Planning Policy Framework (NPPF) and in accordance with guidance contained in Historic England advice note 1: Conservation Area Designation, Appraisal and Management (February 2016). The revised appraisal document is attached at Appendix 1 and the appraisal of the proposed new conservation area at East Selsey is attached at Appendix 4. The final published documents will be illustrated with photographs and historic maps in a similar way to the original appraisal documents.
- 6.3. As part of the appraisal process, the existing conservation area boundary was reviewed and a number of suggestions for changes to the boundaries of both conservation areas to include additional areas and in some cases remove areas were made.
- 6.4. The need for additional planning controls was also reviewed and recommendations for additional controls through the implementation of Article 4 Directions were made in respect of both areas.
- 6.5. The suggested boundary changes and recommendations for use of Article 4 Directions were included in the public consultation exercise and they are now recommended, with some amendments, to the Cabinet for approval.
- 6.6. These amendments include further adjustments and removal of two proposed extensions following dialogue between officers and Selsey Town Council. The amended map is attached at Appendix 2.
- 6.7. Details of the proposed boundary changes including justification for the proposed changes are included within the appraisal documents and shown on

the Townscape Analysis maps at Appendices 2 and 3 to this report. Details of the Article 4 Directions are attached at Appendix 6 to this report.

- 6.8. Once approved by the Council the revised conservation area appraisal will replace the existing appraisal document and be used as a material consideration in planning decisions, and if approved the boundary changes and Article 4 Directions will be implemented in accordance with statutory procedures including advertisement in the local press and London Gazette.
- 6.9. This report now seeks approval of the revised appraisal document for Selsey Conservation Area and a new appraisal for the proposed Old Selsey conservation area and for the implementation of the recommendations in respect of changes to the conservation area boundary, designation of the new conservation area and implementation of Article 4 Directions.

## **7. Article 4 Directions**

- 7.1. The former Executive Board previously agreed an approach to the implementation of Article 4 Directions in which the need for additional planning controls is assessed when reviewing conservation areas and their appraisals and management proposals.
- 7.2. In accordance with this approach the need for additional planning controls over minor alterations to buildings within the conservation area was identified and also for the proposed new conservation area. Directions can be immediate or non-immediate; the former comes into immediate effect when made and is specific to conservation areas and only applies to a limited range of permitted development rights in respect to the fronts of residential buildings within conservation areas. A non-immediate Direction is one which does not come into force at the point at which it is made – rather, it comes into force on a date to be determined by the Council.
- 7.3. Prior to April 2010, non-immediate directions required confirmation by the Secretary of State. However, the Council can now confirm such directions after taking certain procedural steps, which include undertaking publicity, public consultation and consideration of any representations received as a result, subject to the Secretary of State coming to the view that he does not wish to decide whether the direction should be confirmed.
- 7.4. Advice on the use of Article 4 Directions is included in the national Planning Practice Guide (PPG) and this indicates the use of Article 4 should be limited to situations where this is necessary to protect local amenity or the wellbeing of the area. The potential harm that the direction is intended to address should be clearly identified.
- 7.5. Following an amendment to Part 40 of the General Permitted Development Order (GPDO) in December 2011 the provision of solar panels on any roof slope of a dwelling house became permitted development within a Conservation Area. However, Part 40 is not included within the limited range of permitted development rights that can be controlled through an immediate Article 4 Direction. It is therefore necessary to make separate non-immediate Article 4 Directions to withdraw permitted development rights under Part 40, Class A of the GPDO in order to protect the character of the roof slopes from inappropriate

development of solar panels. This does not mean that solar panels will not be permitted within the Conservation Area, just that a planning application would be required in order to assess their position and their impact upon the special character and amenity of the area, seeking where possible the best alternative.

- 7.6. In response to consultation on the use of Article 4 Directions within the existing and proposed conservation areas, there was general support for the proposals and no objections were received. Therefore, it is recommended that the Council proceeds to implement immediate and non-immediate Article 4 Directions as set out in Appendix 6 to this report and those decisions on whether to confirm the immediate Directions and implement the non-immediate Directions be taken in light of any further representations received during the formal consultation period.

## **8. Alternatives Considered**

- 8.1. The alternative would have been to do nothing and rely on the existing appraisal document and issue errata sheets to cover any inaccuracies in the document. As a result the existing appraisal document would gradually become increasingly out-of-date which could weaken the Council's case in negotiating improved design or defending against inappropriate proposals that could potentially harm the character of the conservation area. Not implementing Article 4 Directions could lead to gradual erosion of character of the conservation area through small scale alterations to unlisted buildings within these areas.

## **9. Resource and Legal Implications**

- 9.1. The review of the appraisals has been undertaken in-house with existing staff resources. There will be costs in relation to advertising the conservation area changes and issuing notices in relation to the Article 4 Directions which will be met from existing budget resources.
- 9.2. The Planning (Listed Buildings and Conservation Areas) Act 1990 imposes duties on local planning authorities to designate Conservation Areas and from time to time to formulate and publish proposals for their preservation and enhancement.
- 9.3. Article 4 of the Town and Country Planning (General Permitted Development) Order 2015 provides the Council (or the Secretary of State for Communities and Local Government) with the power to make a direction in a specified area which can remove some or all of permitted development rights which would otherwise be available.

## **10. Consultation**

- 10.1. The preparation of the documents involved area surveys including a walkabout with representatives of the Town and Council.
- 10.2. The draft appraisal and management proposals and recommendations for modification of the existing conservation area boundary, designation of the new conservation area and Article 4 Directions were the subject of public consultation between 1 April and 13 May 2016. A public exhibition was held on 1 and 2 April within the Selsey Town Hall, and copies of all the appraisal documents, including maps and exhibition displays were also made available on

the Council's website. Questionnaires were provided on which comments could be recorded.

- 10.3. In response to the consultation, Selsey Town Council wrote to advise that at the meeting of their Planning Committee on 17 August 2016, Selsey Town Council resolved to respectfully request the de-designation of the conservation area at High Street, Selsey. Their reasons were that they consider the important buildings are listed and have protection in any event and that there are a number of other buildings of little architectural merit. They also raised concerns about some inconsistent planning decisions; that conservation area designation restricts the appearance of other buildings in view of the High Street and that because of the contrasting quality of buildings in the High Street, developers have no clear understanding of what is acceptable.
- 10.4. In response, officers considered that the special character of the conservation area, which was designated in 1975 because of its special architectural or historic interest, has not deteriorated to a point where it has fallen below the standard for conservation area designation. The Character Appraisal document explains in detail the historic interest and architectural qualities of the area. While there are a large number of listed buildings in the conservation area, there are also several other historic buildings which make a positive contribution to the character and appearance of the conservation area. These have been identified on the townscape appraisal map and are described in the appraisal document. De-designating the conservation area would remove protection from these buildings. The appraisal acknowledges that there are a number of negative buildings and sites and actively encourages redevelopment. This should present an opportunity to introduce some high quality new development. The view of officers is that conservation area designation is not a bar to good contemporary design, indeed it would be actively encouraged and there are many examples of exemplar modern buildings in sensitive historic contexts.
- 10.5. Following the decision of Cabinet on 4 October 2016, further consultation with Selsey Town Council has been undertaken in the form of a meeting and site visit to discuss specific issues. A formal response to the Town Council was made following the visit and each of the concerns explained. This is attached at Appendix 7. Officers have concluded that the Conservation Area status is not the cause of the issues raised and that it should be retained. The Conservation Area boundary has however been amended following further consultation. This is attached at Appendix 2 and supersedes the previous proposal which is attached at Appendix 8.
- 10.6. The Town Council responded to CDCs formal response on 29 June 2017 with further clarification being provided in a letter of 19 July 2017. This maintained the Town Council's concern for what it believed was inconsistencies in decisions and cited two cases, but was generally positive about the changes to the Conservation Area boundary. Further clarification of the addition around the library was asked for. The Town Council also requested that CDC adopt further procedures to ensure officers enforce policy with 'diligence and consistency' and that they would welcome the opportunity for further cooperation with CDC to facilitate this.
- 10.7. Officers replied to the Town Council on 24 July 2017 to explain that the perceived inconsistencies were due to the application of different legislation to

individual cases. Officers welcomed agreement with the boundary changes and provided further qualification for the extension around the library. Officers also welcomed the opportunity to work closely with the Town Council to preserve and enhance the character of the Conservation Area.

- 10.8. A number of changes to the documents have been made in response to the representations received, including from Historic England. Approval is now being sought for the amended version of the documents attached as Appendices 1 and 4 to this Report. Details of the representations received the responses to them and changes made to the documents as a result are included at Appendix 5 to this report.

## **11. Community Impact and Corporate Risks**

- 11.1. The main implications arising from this report and potential risks to the Council achieving its objectives are assessed to be as follows:-
- a) Positive (Opportunities/Benefits): Delivery of corporate objectives; raise the quality of development in rural areas; meet statutory obligations in relation to conservation area management.
  - b) Negative (Threats): Raised expectations, as whilst the appraisal will be a material consideration in the development management process, it will not carry the full weight of a supplementary planning document.
- 11.2. Withdrawal of permitted development rights by Article 4 may give rise to potential compensation claims against the Council if an application is refused or approved with conditions other than those imposed by the Permitted Development Order. Under Section 108 of the Town and Country Planning Act 1990, any person who has an interest in the land in question may, after planning permission has been refused, which would normally have been permitted development before the Article 4(2) direction was introduced, seek compensation for abortive expenditure, or for loss or damage directly attributable to the withdrawal of permitted development rights.
- 11.3. Members should be aware that a local authority's liability to pay compensation where they make Article 4 Directions is as follows:
- With respect to non-immediate Directions where 12 months' notice is given in advance of a direction taking effect there will be no liability to pay compensation; and
  - With respect to immediate Directions, compensation will only be payable in relation to planning applications which are submitted within 12 months of the effective date of the direction and which are subsequently refused or where permission is granted (and is subject to more limiting conditions than the General Permitted Development order allows).
- 11.4. Compensation claims have been extremely rare. RPS Planning undertook a study for the Historic Towns Forum following amendment to the Town and Country (General Permitted Development Order) 1995 that came into force in October 2008. This study found no evidence for any compensation payments actually being made.

- 11.5. The Council is in a position to control its exposure to the risk of claims at the time it deals with the planning applications, rather than at the time it makes the Direction, by negotiating or ultimately granting planning permission.
- 11.6. It should be noted that Article 4 Directions implemented in respect of Tangmere, South Harting, Wisborough Green, Boxgrove, Halnaker, West Itchenor, Bosham, Earnley and Somerley have now been in place for a number of years and there have been no significant problems.

## 12. Other Implications

<b>Crime and Disorder</b>	None
<b>Climate Change</b>	None
<b>Human Rights and Equality Impact</b>	None
<b>Safeguarding and Early Help</b>	None
<b>Other</b>	None

## 13. Appendices

- 13.1. Appendix 1: Suggested text of the reviewed Selsey conservation area appraisal and management proposals (Appendix 1 is available in electronic form in the Committee Papers section of the Council's website and a hard copy is in the Members' Room)
- 13.2. Appendix 2: Townscape Analysis Map showing extent of proposed new conservation area at the High Street.
- 13.3. Appendix 3: Townscape Analysis Map showing extent of proposed new conservation area at "Old Selsey".
- 13.4. Appendix 4: Draft text of the conservation area and management proposals for the proposed Old Selsey Conservation Area. (Appendix 4 is available in electronic form in the Committee Papers section of the Council's website and a hard copy is in the Members' Room)
- 13.5. Appendix 5: Details of representations received in response to the public consultation exercises and responses to them.
- 13.6. Appendix 6: Details of proposed Article 4 Directions.
- 13.7. Appendix 7: Letter to Selsey Town Council, 15 May 2017.
- 13.8. Appendix 8: Townscape Analysis Maps showing extent of previously proposed boundary changes to Selsey conservation area.
- 13.9. Appendix 9: Response from Selsey Town Council, 19 July 2017.

## 14. Background Papers

- 14.1. Nil

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

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# Agenda Item 16

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of the Local Government Act 1972.

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