

# Public Document Pack

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A meeting of the **Cabinet** will be held in Committee Room 1 at East Pallant House Chichester on **Tuesday 6 December 2016** at **09:30**

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

## **SUPPLEMENT TO AGENDA**

### **APPENDIX PACK FOR AGENDA ITEMS 5, 7, 10, 11 AND 16**

#### **5 Financial Strategy and Plan 2017-2018 (pages 1 to 10)**

- Appendix 1 – pages 1 to 8
- Appendix 2 – page 9
- Appendix 3 – page 10

#### **7 Determination of the Council Tax Base for 2017-2018 (pages 11 to 18)**

- Appendix 1 – page 11
- Appendix 2 – pages 12 to 13
- Appendix 3 – pages 14 to 16
- Appendix 4 – pages 17 to 18

#### **10 Authority's Monitoring Report 2015-2016 (pages 19 to 114)**

[NB Seven pages, namely 28, 65, 80, 81, 87, 113 and 114 are reproduced in colour for members of the Cabinet and certain officers only; for those with black and white copies, reference should be made to the online version of this appendix in order to view pages in colour]

#### **11 Report of the Planning Task and Finish Group (pages 115 to 125)**

- Appendix 1 – pages 115 to 121

- Appendix 2 – page 122
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- Appendix 4 – pages 124 to 125

16 **Cultural Grants Review** (pages 126 to 147)

**[Note** As stated on the accompanying agenda these appendices are **confidential** documents and **exempt** from being made available to the press and public]

- Appendix 1 – pages 126 to 134
- Appendix 2a – page 135
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- Appendix 3 – pages 138 to 147

Principle	Narrative	Actions
Key Financial Principles		
<p>1. All key decisions of the Council should relate back to the Corporate Plan</p>	<p>The Corporate Plan is the driver for our decision making, including the allocation of resources, and sets the Council’s work plan. Each year the Corporate Plan is reviewed. The affordability role of finance in the corporate planning process has evolved into an assessment of what resources are required to deliver the emerging Corporate Plan projects, whilst maintaining high quality provision of services wherever possible.</p> <p>So far, major service reductions have been largely avoided. However, with finite resources that are predicted to continue to reduce in the immediate future, the Council may not be able to deliver all of its aspirations whilst maintaining existing services to the current level provided. Members may have to make difficult decisions in the future about service provision and competing priorities.</p>	<p>Members and the Senior Leadership Team (SLT) have developed a strategy to eliminate the current projected budget deficit over the next 5 years. This was reported and agreed at full council earlier in the year as the “Deficit Reduction Plan”. The challenge now is to see that plan delivered on time and achieving the level of savings required. Regular monitoring and reporting against the plan will be undertaken by officers &amp; reported to members during the months ahead.</p>
<p>2. Ensure the revenue budget and capital programme remain balanced and sustainable over a rolling 5 year period.</p>	<p>There is a legal requirement to set a balanced revenue budget and ensure the capital programme is fully resourced. Over the last seven years 2010/11 to 2016/17 the Council took action to balance the revenue budget without drawing on general reserves.</p> <p>The Statement of Resource Allocation (Appendix 3) demonstrates that the capital programme remains affordable. Within this, £1.3m has been earmarked as available to support the revenue budget should conditions dictate. Whilst the intention is to set a balanced budget over the medium term, this finite resource remains available to smooth the impact should there be any unanticipated adverse changes to our funding, or where service savings have been unavoidably delayed.</p> <p>The 5 year financial risk model has been updated as our current best estimate of the budget for the next five years, and is attached as Appendix 2. This indicates that, subject to all the uncertainties set out in part 4 of the covering report, and assuming that the deficit reduction programme is delivered on schedule, the budget for 2017/18 and beyond should be balanced.</p> <p>The Resources Allocation statement has been updated to reflect the current capital</p>	<p>The five year financial model will continue to be monitored and updated, and Cabinet is given regular briefings on this throughout the year. Senior managers will monitor delivery of the approved deficit reduction plan.</p> <p>Budget monitoring for revenue and capital schemes is completed quarterly by budget managers, and reported to cabinet.</p>

	<p>programme and is attached as Appendix 3. The Corporate Governance and Audit Committee (CGAC) will be asked to consider the appropriateness of the minimum level of reserves at their meeting in November. Their recommendations will be made available to the Cabinet meeting.</p>	
<p>3. Over the next five years maintain a position of non-dependency on reserves.</p>	<p>Appropriate funding needs to be built into the revenue and capital budget, taking into account the whole life cost of the assets. With reserves being largely committed, the revenue budget will need to make an appropriate contribution to reserves to fund any future capital commitments.</p> <p>Base budgets incorporate repairs and maintenance to council buildings, thereby removing dependency on reserves for what is a recurring revenue cost. Similarly, other recurring items still funded from reserves must be built into future revenue budgets.</p> <p>Building Services have undertaken a full review of the existing asset base of the council and identified with service managers the need to reinvest in our existing essential assets. This is updated annually to ensure the current asset base remains affordable over the long term.</p> <p>Since 2010-11 the degree to which the revenue budget was supported by interest on investments was removed. This eliminated a key risk to the authority that large variances on interest receipts could have put immediate pressure on the revenue budget. Instead all interest receipts were recycled into funding the capital programme (interest receipts on S106 balances are ring-fenced to those funds). Any change in interest rates has still impacted the overall position of the Council, but has a less immediate impact than it has had for authorities that continue to rely on interest receipts to fund day to day activities. Last year it was reported that officers were investigating is the ability to invest a proportion of the Council's cash balances in long term property funds. This would provide a more predictable return which could be incorporated into the base budget to help narrow the budget deficit without creating volatility and risk. This review has been concluded and the Treasury Management policy amended by Council to permit this type of investment. The Council currently has £10m invested in a Local Authority Property</p>	<p>To build future demands for recurring expenditure into the five year Financial Model, and thereby into any potential savings target.</p> <p>To avoid funding recurring expenditure from reserves as a key financial principle.</p> <p>To determine annually an amount of revenue income to set aside for property investment.</p>

	<p>fund generating returns of approximately 4.5%. This investment return was identified in the deficit reduction report to assist with funding the revenue budget.</p> <p>Recent investment decisions in the Council's own property portfolio will also generate further revenue receipts for the Council. It is proposed that some of this additional income is recycled via council reserves to enable further investment going forward, rather than taking all of the income into the revenue budget. The precise amount to be recycled in this way will be determined as part of the detailed budget proposals brought to Cabinet in February 2017. The 5 year financial model takes into account income from historic investment decisions such as Barnfield Drive, Crane Street and the Enterprise Hub as part of the Commercial Programme Board.</p>	
<p>4. In order to maintain a balanced budget in a climate of reduced funding, savings in the revenue budget or external funding will need to be identified before any new revenue expenditure, including capital expenditure that has revenue consequences, is approved.</p>	<p>The Council needs to have certainty about capital and revenue funding before entering into new commitments. This will require robust project management processes to ensure the full consequences; both revenue and capital, of embarking on particular projects are known and understood from the outset. The whole life costs of the project must be considered.</p> <p>Where projects are dependent on match funding, the funding partner may impose certain conditions. The Council needs to clearly understand what those conditions are and their possible financial consequences. Projects should only proceed once all funding has been secured, and the conditions have been assessed and evaluated. The relevant service should also consider, in advance, any costs that may arise at the end of the project and prepare an exit strategy so that the full consequences are known in advance. Whole life costing should be used. Copies of all funding agreements should be copied to financial services to ensure all possible future liabilities are considered and documentation retained.</p>	<p>All Project Initiation Documents (PIDs) are to be based on whole life costs, and include an exit strategy.</p>
<p>5. Review costs in response to changes in service demands.</p>	<p>The call upon Council services is fluctuating more during a period of economic and financial uncertainty. Whilst short-term variances in demand can be accommodated, any longer term trends, i.e. beyond one year, will require the Council to respond by redirecting its resources in line with changes in demand. This is a key principle as future changes in demand on services are bound to occur.</p>	<p>Essential services that experience an increase in demand will be recognised and supported. However, where there is an on-going reduction in demand beyond one year they should be reviewed in order to realign resource</p>

	<p>Prioritising the Council’s services will enable scarce resources to be directed to areas of need and priority over the medium term.</p>	<p>allocation.</p>
<p>6. Where the Council has discretion over charging for services, consideration needs to be given as to the extent to which service users should bear the costs, and the proportion, if any, that should be met by Council Tax.</p>	<p>The Council has limited discretion to set fees and charges for some services. Clearly, the setting of charges should have regard to community needs for those services as well as affordability. Traditionally, many fees and charges have increased in line with inflation. The Council has a Fees &amp; Charges Policy. This requires services that have discretion to charge, to attempt to at least break even, unless there is a clear approved policy reason for not doing so. The underlying principle is that the service user should pay the full cost of the services received.</p>	<p>Service managers need to consider their fees &amp; charges in advance of the start of each financial year. Any individual services operating at a deficit should aim to break even unless there is an approved policy to support their on-going subsidy. This should be based on the whole cost of delivering the service, including use of assets.</p>
<p>7. Continue to review the Council’s costs in order to find further savings.</p>	<p>The Council has already achieved significant savings over recent years. However, the Council will continue to seek further efficiencies to help free up resources, ensure services are as efficient and effective as possible and support the community. The focus is to ensure services are delivered to an appropriate standard at a competitive unit cost.</p> <p>Three programme boards (Infrastructure, Business Improvement and Commercialisation) have been set up to co-ordinate the various projects that the council is engaged in. This enables the council to direct resources to higher priority projects, and enables senior management to intervene to assist projects to remain on track to deliver their planned objectives. The programme boards also track efficiencies as part of their process which aids corporate financial planning. These boards are incorporated in the 5 year financial model.</p> <p>Future service reviews will consider the most efficient ways of working, including working with partners, channel shift, sharing assets, shared services and outsourcing to deliver the best and most effective solutions for services and the community.</p> <p>Aside from formal service reviews, service managers should normally be considering the best, most cost effective procurement methods in their service areas.</p>	<p>In order to assist the budget process for future periods, further efficiencies should be identified. Officers will need to review service costs to determine whether unit costs are appropriate and report back to members where service reviews are deemed necessary to reduce unit costs to an acceptable level.</p> <p>The council is currently investigating whether to deliver a number of services via a shared service arrangement with other authorities. A full report incorporating detailed business cases is due to be reported to Cabinet in February 2017.</p>

<p>8. Match Council Tax increases to a realistic and affordable base budget.</p>	<p>The objective is to limit increases in Council Tax to modest and affordable levels over the next 5 years, whilst accepting that such an objective may be impacted by national government policy.</p> <p>For 2016/17 the requirement to hold a referendum for council tax increases over 2% was relaxed slightly so that the referendum was only required if the proposed increased was both in excess of 2% and £5. In effect that rule change permitted this council, since it has one of the lowest Council Tax levels, to increase its Council Tax by £5. The government have confirmed that the same rules will apply for 2017/18 and a £5 increase is assumed in the 5 year financial model for next year only. The decision regarding the referendum limits is taken annually, and so the model assumes just 2% each year from 2018/19 onwards.</p>	
<p>9. Budgets should be pooled with other service providers to achieve more effective and cost efficient outcomes for the community.</p>	<p>It is likely that in future the Council will become more involved in new ways of working, including greater partnership working, devolved budgets and pooling resources with other agencies. It is important that the Local Strategic Partnership strategic objectives and community outcomes are agreed from the outset when partnerships are formed so that the achievement of results can be measured and reported to members to ensure public funds are being used in the most efficient way to achieve greatest impact for the community.</p>	<p>Where appropriate we should commission services with other service providers and pool our budgets to provide more effective and efficient outcomes for the customer.</p>
<p>10. New Homes Bonus (NHB) This should be allocated annually, and only committed once received.</p>	<p>The NHB is not new funding. This is paid from local government funding that would otherwise have been distributed to councils. The grant is not ring-fenced, and as such the Council can choose how it wants to use this source of funding, although the previous coalition Government pointed out that it expected it to be used to help “reward” communities that have taken housing growth. Further, the Government also stated that it expects councils to consult their communities on its use, and in areas where there is a national park as the planning authority, to also consult with the park authority.</p> <p>The funding is paid as a grant in respect of each new domestic dwelling coming into the tax base (net of any long term empty properties) of the whole District, including the area within the National Park. The amount paid is based on the</p>	<p>The NHB to be reserved for community and other uses after it has been received. It remains important, however, to allocate this funding taking into account the legal requirement to set a balanced budget for the council. As such this will be reviewed annually.</p>

	<p>national average council tax, and is paid for the following six years, split 20% to the County Council and 80% to the Housing authority, i.e. CDC.</p> <p>It was flagged in previous years that that there is a risk that, NHB may be amended or replaced following the parliamentary elections. NHB should not, therefore, be relied upon long term to resolve our budget position, and should only be committed after it is received. The government have earlier this year embarked on a review of the NHB scheme with an objective to reduce the overall cost of the scheme by two thirds. Although we still await the final outcome of this review, the decision not to rely upon it to fund core services has proven to be prudent.</p> <p>In previous years we have not used the NHB to assist in balancing our revenue budget, and have instead used this source of funding to help reward communities by funding one off projects. With the introduction of CIL, and given the uncertainty surrounding the future of NHB as we await the detail of the 2015 spending review the grants and concessions panel are currently undertaking a review of the use of NHB, along with other grant funding that the council makes available to individuals and groups.</p>	
11. Localisation of Business Rates. We should review the decision to pool our business rates annually after receipt of the government draft settlement to ensure that the Council is in the best possible financial position.	A business rates pool in West Sussex has been created, thereby enabling us to retain more of the NDR growth locally for investment jointly with other pool member authorities. Full localisation of business rates which is expected by the end of this parliament may in effect do away with the need to form pools to retain this growth. Until then it is recommended that we continue with the current pooling arrangements.	The existing pooling arrangement will continue into 2017/18 unless the council opts out of this arrangement. Once the draft settlement has been announced the council will have an option to withdraw from the pool, however, until NDR is fully localised it would remain beneficial to retain the current pooling arrangements.
Resources and Capital Programme Principles		
1. Capital receipts, reserves and interest on investments (other than property investment) will	This is a long-established principle whereby non-recurring resources are used to meet non-recurring expenditure. The revenue budget is no longer reliant on reserves. Interest receipts are, with the exception of property related income, diverted to support the capital programme.	Temporary sources of funding should not be relied upon to fund recurring revenue costs. Budget managers embarking on new projects that involve

<p>primarily be available for new investment of a non-recurring nature, thereby minimising the overall financial risk.</p> <p>Income earned from property investments, both directly owned and managed property, and the Local Authority Property Fund, can be used to support revenue as the income streams earned are much less volatile.</p>		<p>temporary funding must design an exit strategy from the outset to ensure the council is not left with unfunded costs at the end of the funding stream.</p>
<p>2. Ensure that a sufficient level of reserves are maintained, as informed by the Financial Strategy, so that the Council can remain flexible and is able to respond to a changing local government environment.</p>	<p>The objective is to offer resilience against the unexpected and provide resources for new initiatives including one off costs to assist with reshaping the organisation.</p> <p>The Capital Programme is an estimate of the capital schemes' likely cost and the funding resources likely to be available to meet that need. This is always subject to amendment if, for example, a scheme cost is higher than anticipated or an anticipated capital receipt is less than expected. The capital programme is by its nature constantly changing and the resource position will be continuously monitored to ensure it remains affordable. The Resources Statement reflects the current level of reserves, anticipated receipts, and commitments, and this is attached at Appendix 3. This currently indicates a surplus of resource of £4.9m.</p> <p>The Resources Statement assumes a minimum level of general fund reserves of £5m as agreed by members in 2009 and reaffirmed in subsequent years.</p> <p>Although the Resources Statement indicates £5.3m as being available, further projects, possibly to supplement CIL or projects that produce revenue income to assist with the Council's revenue budget may be funded from the residual balance of this fund.</p>	<p>Routine monitoring of the capital schemes and the overall resources position will continue to ensure the capital programme remains affordable.</p> <p>All earmarked reserved were reviewed at the end of last year. These will be reviewed annually with service managers to ensure that they remain relevant and essential, otherwise the funds should be returned to available balances.</p>



## 5 Year Financial Model

## Appendix 2

11/11/2016

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Budget (including NHB)	15,325	14,683	14,688	14,693	14,098	14,603
NHB (assumed to reduce beyond 2016/17)	3,666	3,600	3,100	2,600	1,500	1,500
<b>Budget (excluding NHB)</b>	<b>11,659</b>	<b>11,083</b>	<b>11,588</b>	<b>12,093</b>	<b>12,598</b>	<b>13,103</b>
<i>(expenditure less fees from income)</i>						
<b>Funding:</b>						
Revenue Support Grant	(830)	(190)	-	-	-	-
Rural Grant	(188)	(152)	(117)	(152)	-	-
RSG Transition Grant	(93)	(93)	-	-	-	-
Retained Business Rates (National Non-Domestic Rates or NNDR)	(3,013)	(2,100)	(2,160)	(2,230)	(2,300)	(2,370)
NNDR tariff adjustment	-	-	-	620	620	620
<b>Total Government Settlement (excluding NHB)</b>	<b>(4,124)</b>	<b>(2,535)</b>	<b>(2,277)</b>	<b>(1,762)</b>	<b>(1,680)</b>	<b>(1,750)</b>
Council Tax	(7,535)	(7,791)	(8,024)	(8,266)	(8,512)	(8,769)
Council Tax Freeze Grant	-	-	-	-	-	-
Council Taxbase Growth (@ 1%)	-	(75)	(80)	(80)	(85)	(85)
<b>Deficit after Gov. Funding &amp; Council Tax</b>	<b>-</b>	<b>682</b>	<b>1,207</b>	<b>1,985</b>	<b>2,321</b>	<b>2,499</b>
<b>Policy Decisions</b>						
Increased Recycling Targets			400	800	800	800
Grants funding (putting grants into base after reserve exhausted)					175	175
Tourism Support		50	50	50	50	50
Staffing cost pressures		300	300	300	300	300
<b>Deficit after policy &amp; cost pressures</b>	<b>-</b>	<b>1,032</b>	<b>1,957</b>	<b>3,135</b>	<b>3,646</b>	<b>3,824</b>
<b>Planned Savings</b>						
Business Improvement Board		(50)	(50)	(50)	(50)	(50)
Commercial Board (excluding Leisure)		(210)	(332)	(505)	(647)	(647)
- Westgate - (balance of savings in addition to £304k in 16/17)		(728)	(1,070)	(1,143)	(1,119)	(1,076)
Infrastructure Board	-	-	-	-	-	-
Temporary funding (16/17 only) for management posts x2 at Depot		(104)	(104)	(104)	(104)	(104)
Depot Management restructure				(50)	(50)	(50)
Green Waste Expansion			(50)	(100)	(100)	(100)
Property Fund (assuming £10m @ 4%)		(400)	(400)	(400)	(400)	(400)
Guildhall income		27	(10)	(17)	(25)	(40)
Procurement Review (based on high spend contracts)			(250)	(250)	(250)	(250)
ARP review			(198)	(198)	(198)	(198)
Succession Planning			(109)	(109)	(231)	(231)
Novium Review			(50)	(100)	(150)	(200)
Support costs (target for shared support services - 10% of cash items)			(200)	(408)	(408)	(408)
Withdrawal of Parish CTR grant		(43)	(86)	(128)	(128)	(128)
<b>Total Planned Savings</b>	<b>-</b>	<b>(1,508)</b>	<b>(2,909)</b>	<b>(3,562)</b>	<b>(3,860)</b>	<b>(3,882)</b>
<b>Projected deficit / (surplus)</b>	<b>-</b>	<b>(476)</b>	<b>(951)</b>	<b>(427)</b>	<b>(214)</b>	<b>(58)</b>

## Statement of Resources 2016-17 to 2021-22

	<b>£000</b>
<b>Reserves at April 2016</b>	<b>39,871</b>
Contribution to Asset Replacement Fund	6,393
Less Commitments:	
- Revenue Budget Support	-1,300
- Provision for one-off costs of future service reductions	-966
- Cultural Grants	-633
- Housing Reserve	-1,000
- Minimum level of reserves	-5,000
- Other Earmarked Funding	-17,241
<b>Non committed reserves</b>	<b>20,124</b>
<b>New Resources</b>	
o Right to Buy (RTB) receipts	300
o Asset Sales	7,528
o Interest on Investments	815
o New Homes Bonus Scheme	3,666
Other Reserves (grants, s106, revenue contributions etc)	8,222
<b>Available Resources</b>	<b>40,655</b>
<b>Current Capital &amp; Projects Programme</b>	<b>-26,724</b>
<b>Current Asset Replacement Programme</b>	<b>-9,046</b>
<b>Uncommitted Resource</b>	<b>4,885</b>



Determination of Taxbase by Parish 2017-18

Appendix 2

Parish	Basic Taxbase Second Homes 50%	Second Homes additional 50%	Basic Taxbase for 2016-17	Additional income from Empty Homes Premium	Taxbase deduction for Council Tax Support	Total Taxbase	Adjusted for assumed collection rate of 99%
Appledram	91.0	4.1	95.1	0.0	-4.1	91.0	90.1
Barlavington	53.2	2.7	55.9	0.0	-0.5	55.4	54.8
Bepton	149.6	2.3	151.9	0.0	-2.1	149.8	148.3
Bignor	66.4	7.9	74.3	0.0	-0.9	73.4	72.7
Birdham	820.0	30.2	850.2	0.0	-40.3	809.9	801.8
Bosham	1,604.8	120.1	1,724.9	0.0	-81.5	1,643.4	1,627.0
Boxgrove	485.8	6.6	492.4	0.0	-51.4	441.0	436.6
Bury	372.8	13.3	386.1	1.0	-15.0	372.1	368.4
Chichester City	11,919.1	197.0	12,116.1	8.3	-1,300.9	10,823.5	10,715.1
Chidham	991.5	7.6	999.1	0.0	-69.5	929.6	920.3
Cocking	225.9	4.4	230.3	0.0	-13.8	216.5	214.3
Compton	219.5	13.4	232.9	0.0	-5.9	227.0	224.7
Donnington	1,058.8	5.6	1,064.4	0.0	-46.5	1,017.9	1,007.7
Duncton	225.9	8.6	234.5	0.0	-4.6	229.9	227.6
Earnley	308.4	84.2	392.6	0.0	-9.9	382.7	378.9
Eartham	49.7	2.6	52.3	0.0	-1.5	50.8	50.3
Easebourne	999.2	17.3	1,016.5	1.4	-63.7	954.2	944.7
East Dean	120.6	5.7	126.3	0.0	-11.7	114.6	113.5
East Lavington	120.3	10.1	130.4	0.4	-1.6	129.2	127.9
E.Wittering & Bracklesham	2,145.1	136.5	2,281.6	1.9	-251.7	2,031.8	2,011.5
Ebernoe	130.7	7.5	138.2	0.0	-0.4	137.8	136.4
Elsted & Treyford	164.5	9.8	174.3	1.0	-6.2	169.1	167.4
Fernhurst	1,392.1	22.8	1,414.9	0.9	-77.9	1,337.9	1,324.5
Fishbourne	1,116.3	8.9	1,125.2	0.6	-55.2	1,070.6	1,059.9
Fittleworth	538.3	14.1	552.4	0.0	-19.9	532.5	527.2
Funtington	826.5	21.7	848.2	1.8	-36.7	813.3	805.2
Graffham	321.2	17.1	338.3	0.5	-9.6	329.2	325.9
Harting	730.9	25.8	756.7	1.3	-50.3	707.7	700.6
Heyshott	156.7	15.8	172.5	0.0	-10.6	161.9	160.3
Hunston	481.4	3.8	485.2	0.0	-73.1	412.1	408.0
Kirdford	516.9	18.7	535.6	1.6	-24.3	512.9	507.8
Lavant	743.2	15.8	759.0	0.0	-75.5	683.5	676.7
Linch	38.8	2.8	41.6	0.0	-0.2	41.4	41.0

Determination of Taxbase by Parish 2017-18

Appendix 2

Parish	Basic Taxbase Second Homes 50%	Second Homes additional 50%	Basic Taxbase for 2016-17	Additional income from Empty Homes Premium	Taxbase deduction for Council Tax Support	Total Taxbase	Adjusted for assumed collection rate of 99%
Linchmere	1,075.8	8.6	1,084.4	0.0	-36.6	1,047.8	1,037.3
Lodsworth	378.6	19.9	398.5	0.8	-9.0	390.3	386.4
Loxwood	795.4	9.0	804.4	0.0	-32.9	771.5	763.8
Lurgashall	327.7	21.1	348.8	0.6	-8.1	341.3	337.9
Marden	54.1	4.1	58.2	0.0	-0.9	57.3	56.7
Midhurst Town	2,458.8	39.7	2,498.5	0.0	-249.5	2,249.0	2,226.5
Milland	477.4	25.4	502.8	0.6	-10.0	493.4	488.5
North Mundham	616.8	13.9	630.7	0.0	-49.0	581.7	575.9
Northchapel	357.4	2.9	360.3	1.1	-33.0	328.4	325.1
Oving	464.6	8.4	473.0	1.0	-39.6	434.4	430.1
Petworth	1,384.9	26.3	1,411.2	4.9	-132.5	1,283.6	1,270.8
Plaiستow & Ifold	1,116.0	16.2	1,132.2	0.0	-24.0	1,108.2	1,097.1
Rogate	807.5	19.1	826.6	1.2	-35.9	791.9	784.0
Selsey Town	4,635.4	188.7	4,824.1	0.4	-536.6	4,287.9	4,245.0
Sidlesham	616.9	21.6	638.5	0.0	-41.9	596.6	590.6
Singleton	257.2	11.5	268.7	0.0	-19.5	249.2	246.7
Southbourne	2,532.0	41.8	2,573.8	2.9	-197.5	2,379.2	2,355.4
Stedham with Iping	432.7	15.3	448.0	0.9	-27.9	421.0	416.8
Stopham	50.8	0.5	51.3	0.0	-2.1	49.2	48.7
Stoughton	346.2	12.3	358.5	0.0	-16.2	342.3	338.9
Sutton	120.3	11.9	132.2	0.0	-2.1	130.1	128.8
Tangmere	1,137.6	4.2	1,141.8	0.5	-115.2	1,027.1	1,016.8
Tillington	307.7	10.8	318.5	0.6	-14.5	304.6	301.6
Trotton with Chithurst	166.1	3.2	169.3	0.0	-10.3	159.0	157.4
Upwaltham	14.4	1.7	16.1	0.0	0.0	16.1	15.9
West Dean	222.1	10.6	232.7	0.9	-13.6	220.0	217.8
West Itchenor	356.7	56.7	413.4	1.0	-4.3	410.1	406.0
West Lavington	165.8	3.1	168.9	0.0	-1.7	167.2	165.5
West Thorney	224.8	0.0	224.8	0.0	0.0	224.8	222.6
West Wittering	1,660.9	220.8	1,881.7	0.0	-92.7	1,789.0	1,771.1
Westbourne	1,002.9	12.2	1,015.1	0.0	-89.4	925.7	916.4
Westhampnett	391.5	6.2	397.7	0.0	-21.4	376.3	372.5
Wisborough Green	761.2	14.0	775.2	0.6	-32.3	743.5	736.1
Woolbeding with Redford	93.5	3.7	97.2	0.0	-5.7	91.5	90.6

<b>Totals</b>	<b>54,996.8</b>	<b>1,730.2</b>	<b>56,727.0</b>	<b>38.7</b>	<b>-4,322.9</b>	<b>52,442.8</b>	<b>51,918.4</b>
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Determination of taxbase 2017-18

Appendix 3

Parish	2016-17 Precept	4% of precept	2016-17 Grant	Residual Grant recipients	2017-18 Grant	2018-19 Grant	2019-20 Grant	2020-21 Grant
Appledram	£1,800.00	£72.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Barlavington	£2,183.96	£87.36	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bepton	£3,700.00	£148.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bignor	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Birdham	£44,913.00	£1,796.52	£671.20	£0.00	£0.00	£0.00	£0.00	£0.00
Bosham	£59,596.92	£2,383.88	£403.08	£0.00	£0.00	£0.00	£0.00	£0.00
Boxgrove	£29,737.00	£1,189.48	£2,263.40	£2,263.40	£2,172.86	£1,455.82	£0.00	£0.00
Bury	£20,932.00	£837.28	£487.91	£0.00	£0.00	£0.00	£0.00	£0.00
Chichester City	£509,315.00	£20,372.60	£42,984.88	£42,984.88	£41,265.48	£27,647.87	£13,617.61	£0.00
Chidham	£32,619.06	£1,304.76	£396.13	£0.00	£0.00	£0.00	£0.00	£0.00
Cocking	£13,000.00	£520.00	£459.17	£0.00	£0.00	£0.00	£0.00	£0.00
Compton	£12,000.00	£480.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donnington	£23,270.46	£930.82	£311.54	£0.00	£0.00	£0.00	£0.00	£0.00
Duncton	£8,000.00	£320.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Earnley	£14,810.00	£592.40	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Eartham	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Easebourne	£39,575.64	£1,583.03	£424.36	£0.00	£0.00	£0.00	£0.00	£0.00
East Dean	£1,170.48	£46.82	£29.52	£0.00	£0.00	£0.00	£0.00	£0.00
East Lavington	£3,300.00	£132.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
E.Wittering & Bracklesham	£137,800.00	£5,512.00	£9,638.78	£9,638.78	£9,253.23	£6,199.66	£3,053.56	£0.00
Ebernoe	£1,788.00	£71.52	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Elsted & Treyford	£2,883.00	£115.32	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Fernhurst	£73,418.82	£2,936.75	£1,665.66	£1,665.66	£1,599.03	£1,071.35	£0.00	£0.00
Fishbourne	£37,788.00	£1,511.52	£1,226.53	£1,226.53	£1,177.47	£0.00	£0.00	£0.00
Fittleworth	£17,800.00	£712.00	£203.03	£0.00	£0.00	£0.00	£0.00	£0.00
Funtington	£19,894.21	£795.77	£105.79	£0.00	£0.00	£0.00	£0.00	£0.00
Graffham	£12,000.00	£480.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Harting	£42,239.00	£1,689.56	£760.98	£0.00	£0.00	£0.00	£0.00	£0.00
Heyshott	£5,250.00	£210.00	£42.76	£0.00	£0.00	£0.00	£0.00	£0.00
Hunston	£40,000.00	£1,600.00	£4,266.90	£4,266.90	£4,096.22	£2,744.47	£1,351.75	£0.00
Kirdford	£59,997.87	£2,399.91	£531.27	£0.00	£0.00	£0.00	£0.00	£0.00
Lavant	£22,769.00	£910.76	£1,645.59	£1,645.59	£1,579.77	£1,058.45	£0.00	£0.00
Linch	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Linchmere	£60,469.89	£2,418.80	£532.34	£0.00	£0.00	£0.00	£0.00	£0.00

Determination of taxbase 2017-18  
Appendix 3

<b>Lodsworth</b>	£16,081.00	£643.24	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
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Determination of taxbase 2017-18

Appendix 3

Parish	2016-17 Precept	4% of precept	2016-17 Grant	Residual Grant recipients	2017-18 Grant	2018-19 Grant	2019-20 Grant	2020-21 Grant
Loxwood	£37,843.00	£1,513.72	£863.88	£0.00	£0.00	£0.00	£0.00	£0.00
Lurgashall	£14,500.00	£580.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Marden	0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Midhurst Town	£164,951.43	£6,598.06	£8,520.57	£8,520.57	£8,179.74	£5,480.43	£2,699.32	£0.00
Milland	£30,017.00	£1,200.68	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
North Mundham	£33,216.24	£1,328.65	£1,730.76	£1,730.76	£1,661.53	£1,113.23	£0.00	£0.00
Northchapel	£27,573.00	£1,102.92	£2,427.18	£2,427.18	£2,330.09	£1,561.16	£0.00	£0.00
Oving	£35,429.00	£1,417.16	£783.20	£0.00	£0.00	£0.00	£0.00	£0.00
Petworth	£106,200.00	£4,248.00	£3,484.48	£3,484.48	£3,345.10	£2,241.22	£1,103.88	£0.00
Plaiستow & Ifold	£40,850.00	£1,634.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Rogate	£30,337.05	£1,213.48	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Selsey Town	£290,496.00	£11,619.84	£24,637.63	£24,637.63	£23,652.13	£15,846.93	£7,805.20	£0.00
Sidlesham	£25,072.96	£1,002.92	£847.04	£0.00	£0.00	£0.00	£0.00	£0.00
Singleton	11,800.00	£472.00	£593.74	£593.74	£569.99	£0.00	£0.00	£0.00
Southbourne	£122,625.00	£4,905.00	£4,474.58	£4,474.58	£4,295.60	£2,878.05	£1,417.55	£0.00
Stedham with Iping	£16,950.00	£678.00	£626.11	£0.00	£0.00	£0.00	£0.00	£0.00
Stopham	£1,451.22	£58.05	£48.78	£0.00	£0.00	£0.00	£0.00	£0.00
Stoughton	£9,000.00	£360.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Sutton	£5,196.04	£207.84	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Tangmere	£60,000.00	£2,400.00	£6,209.28	£6,209.28	£5,960.91	£3,993.81	£1,967.10	£0.00
Tillington	£15,902.35	£636.09	£97.65	£0.00	£0.00	£0.00	£0.00	£0.00
Trotton with Chithurst	3,000.00	£120.00	£49.43	£0.00	£0.00	£0.00	£0.00	£0.00
Upwaltham	0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
West Dean	£10,555.00	£422.20	£171.51	£0.00	£0.00	£0.00	£0.00	£0.00
West Itchenor	£21,300.00	£852.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
West Lavington	£1,200.00	£48.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
West Thorney	0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
West Wittering	£96,713.00	£3,868.52	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Westbourne	£59,235.00	£2,369.40	£4,182.16	£4,182.16	£4,014.87	£2,689.96	£1,324.91	£0.00
Westhampnett	£20,500.00	£820.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Wisborough Green	£54,963.39	£2,198.54	£36.61	£0.00	£0.00	£0.00	£0.00	£0.00
Woolbeding with Redford	£4,530.00	£181.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

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	<b>£2,721,508.99</b>		<b>£128,835.41</b>	<b>£119,952.12</b>	<b>£115,154.04</b>	<b>£75,982.41</b>	<b>£34,340.88</b>	<b>£0.00</b>
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## Summary of locally defined discounts

- 1.1. **Local discounts:** The Local Government Finance Act 2003 (2003 Act) provided devolved powers for billing authorities to make decisions on council tax discounts for certain dwellings based on local circumstances such as second homes and long term empty dwellings. Additional freedoms have been added by the Local Government Finance Act 2012 (2012 Act): extending the range of discounts that can be awarded to second homes, allowing for an 'empty home premium', and allowing charging up to 100% Council Tax for some properties that were previously exempt. It is recommended that some of these additional freedoms to raise the level of Council Tax on some properties are used in order to meet the additional cost of the local Council Tax Reduction Scheme.
- 1.2. The 2003 Act provided for three "prescribed classes" (A, B and C) of dwelling for which billing authorities may vary the discount awarded. The 2012 regulations expanded the range of discounts which may be given to these prescribed classes.
- 1.3. Prescribed classes A and B relate to unoccupied, furnished properties, i.e. second homes. Between 2004/5, when the 2003 regulations came into force, and 2012/13, the Council set the discount for second homes at the minimum permissible i.e. 10%. The discount was reduced to nil for 2013/14 and each subsequent year since then. At its meeting on 1 November 2016 Cabinet resolved to set the discount to nil for 2017/18 as the Council does not accept that there is a valid reason for treating second homes more favourably than first homes.
- 1.4. Prescribed class C relates to substantially unfurnished and unoccupied properties for which the discount may be between 50% and nil. Since 2004/5 the Council has set the discount for these empty properties at nil and it is proposed to continue this. The old Class C exemption included vacant (unoccupied and substantially unfurnished) properties up to a maximum of 6 months which now fall into Prescribed class C. The Council has set the discount at nil for these empty properties since April 2013/14 and each subsequent year since then. On the 1 November 2016 the Cabinet resolved that for the 2017/18 financial year a zero discount should continue to apply for unoccupied and unfurnished properties, meaning that the full council tax will be payable, in order that owners are encouraged to bring their properties back into full occupancy as swiftly as possible.
- 1.5. In addition to these local discounts, the 2012 Act gave Councils the power to impose an Empty Homes Premium on properties that have been vacant for more than 2 years. At its meeting on 3 June 2014 the Cabinet resolved that for the 2014/15 financial year the Empty Homes Premium should be levied on all eligible properties that had remained vacant for two years or more. This continued for the financial years 2015/16 & 2016/17. On the 1 November 2016 Cabinet resolved that for the 2017/18 financial year the

Empty Homes Premium should continue to be levied on all eligible properties that had remained vacant for two years or more. Bringing empty properties back into use forms part of the Council's 2013-18 Housing Strategy and the extra cost of an Empty Homes Premium may encourage owners of long term empty properties to bring them back into use.

- 1.6. A local discount (Prescribed class D) of between nil and 100% replaced Class A exemptions, from 1 April 2013. Prescribed class D relates to properties in need of or undergoing major repair to render the property habitable or which were structural alterations, or less than six months has elapsed since the completion of such works. On the 1 November 2016 Cabinet resolved that for the 2017/18 financial year the discount for this type of property be set at zero %. This will encourage owners to bring properties back into the available housing stock as quickly as possible by refurbishing properties in need of major repair in a timely manner. In terms of structural alterations the Council does not accept that those property owners who are making this type of alteration should be treated more favourably than other property owners in the district.
- 1.7. Section 13A(1) of the Local Government Finance Act 1992, as amended by the 2012 Act, allows the Council to set a class of person who will have their council tax reduced. It is not recommended that any such classes should be set.

# **Chichester District Council Authority's Monitoring Report 2015-2016**



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

**December 2016**

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## 1. Executive Summary

1.1. The Authority's Monitoring Report has been prepared by the Council and provides information and data relating to the performance, implementation and outcomes of the Local Plan.

1.2. The main outcomes for the monitoring year are outlined below.

- **Local Plan Progress:** The Chichester Local Plan: Key Policies 2014-2029 was adopted by the Council in July 2015. The Site Allocation Development Plan Document and Water Resources and Water Management Supplementary Planning Document (subsequently renamed Surface Water and Foul Drainage Supplementary Planning Document) were also progressed.
- **Neighbourhood Planning:** During the monitoring period the Neighbourhood Development Plans of Loxwood, Southbourne and Fishbourne were 'made'.
- **Community Infrastructure Contributions:** The Community Infrastructure Levy Charging Schedule and the Planning Obligations and Affordable Housing Supplementary Planning Document were adopted by the Council in January 2016 and took effect in February 2016.
- **Duty to Cooperate:** The Council has continued to cooperate with neighbours and other bodies, particularly relating to strategic planning and infrastructure issues regarding transport and wastewater.
- **Policy Indicator - Economy:** In the year to 31 March 2016, the total additional employment floorspace completed in 2015-16 was 12,413sq.m (gross), or 8,096sq.m (net). Progress was made towards meeting the Local Plan target to provide 25 hectares of additional employment land, through planning permissions granted for a new managed workspace business centre at Terminus Road, Chichester and new industrial and warehousing floorspace at the Former Fuel Depot, Bognor Road, Chichester; and further employment sites proposed for allocation in the Site Allocation Development Plan Document.
- **Policy Indicator - Housing:** A total of 507 net dwellings were completed in the year to 31 March 2016, which exceeds the Local Plan housing requirement of 435 net dwellings per year. There remains a cumulative shortfall of 373 net dwellings since the Plan monitoring base date of 1 April 2012, but this is expected to be addressed through projected housing delivery from outstanding planning permissions and allocated sites over the next 2-3 years. The five year housing land supply position for the period 2017-2022 shows a surplus of 480 net dwellings, equivalent to 5.8 years of supply.

## **2. Introduction**

2.1. The Authority's Monitoring Report (AMR) has been prepared by the Council and provides information and data relating to the performance, implementation and effects of the Local Plan. This AMR covers the period 1 April 2015 to 31 March 2016; however, significant events occurring since 31 March 2016 are also noted.

2.2. The introduction of the Localism Act 2011 and Town and Country Planning (Local Planning) (England) Regulations 2012 removed the requirement for local authorities to send an Annual Monitoring Report to the Secretary of State. However, Section 113 of the Localism Act 2011 retains the overall duty to monitor the implementation of the Local Development Scheme and the extent to which the policies set out in Local Plans are being achieved. Part 8 Section 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out what should be included within the monitoring report and is set out below.

### **Purpose of the Report**

2.3. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 the purpose of this AMR is to report on a range of matters including:

- Progress made against meeting the timetable specified in the Local Development Scheme (including reasons for any delay and the date of any adopted or approved documents);
- Details of any neighbourhood development order or neighbourhood development plan within the Plan area;
- Details on all Community Infrastructure Levy receipts or expenditure;
- Actions taken to meet the statutory Duty to Cooperate;
- The annual number of net additional dwellings and net affordable units delivered each year in the plan period;
- Any up to date information the local planning authority has collected for monitoring purposes.

2.4. The requirements set out in the Regulations are addressed in this AMR. The AMR has been divided into the following topic areas:

- **Local Plan Progress:** This section monitors the progress of the Council in meeting the timetable set out in the Local Development Scheme.
- **Neighbourhood Planning:** The section summarises the progress being made by the Parish Councils to produce their Neighbourhood Development Plans.

- **Community Infrastructure Contributions:** This section monitors the number of CIL receipts and Section 106 financial contributions collected by the Authority, and the amount of expenditure on infrastructure.
- **Duty to Cooperate:** This section explains the work undertaken by the Council and the surrounding authorities to address the strategic planning issues relevant to the area.
- **Policy Indicators:** This section assesses the performance of indicators identified in the monitoring framework of the Local Plan.

### **Policy Monitoring**

2.5. On 1 April 2011, the South Downs National Park Authority (SDNPA) became the local planning authority for the South Downs National Park (SDNP) area, which covers a large area in the north of Chichester District. This AMR covers the Chichester Local Plan area only and does not cover the part of the District covered by the National Park. Map 1 shows the sub-division of the District between the Chichester Local Plan area and the SDNP.

2.6. In order to monitor policy indicators, this report uses the monitoring framework of the Chichester Local Plan: Key Policies 2014-2029 (Chichester Local Plan) and those indicators in the Local Plan 1999 which were not included in the monitoring framework of the Chichester Local Plan. This is because Chichester Local Plan was adopted in July 2015 and therefore the indicators within the monitoring framework of the Chichester Local Plan and Local Plan 1999 both apply to this monitoring period.

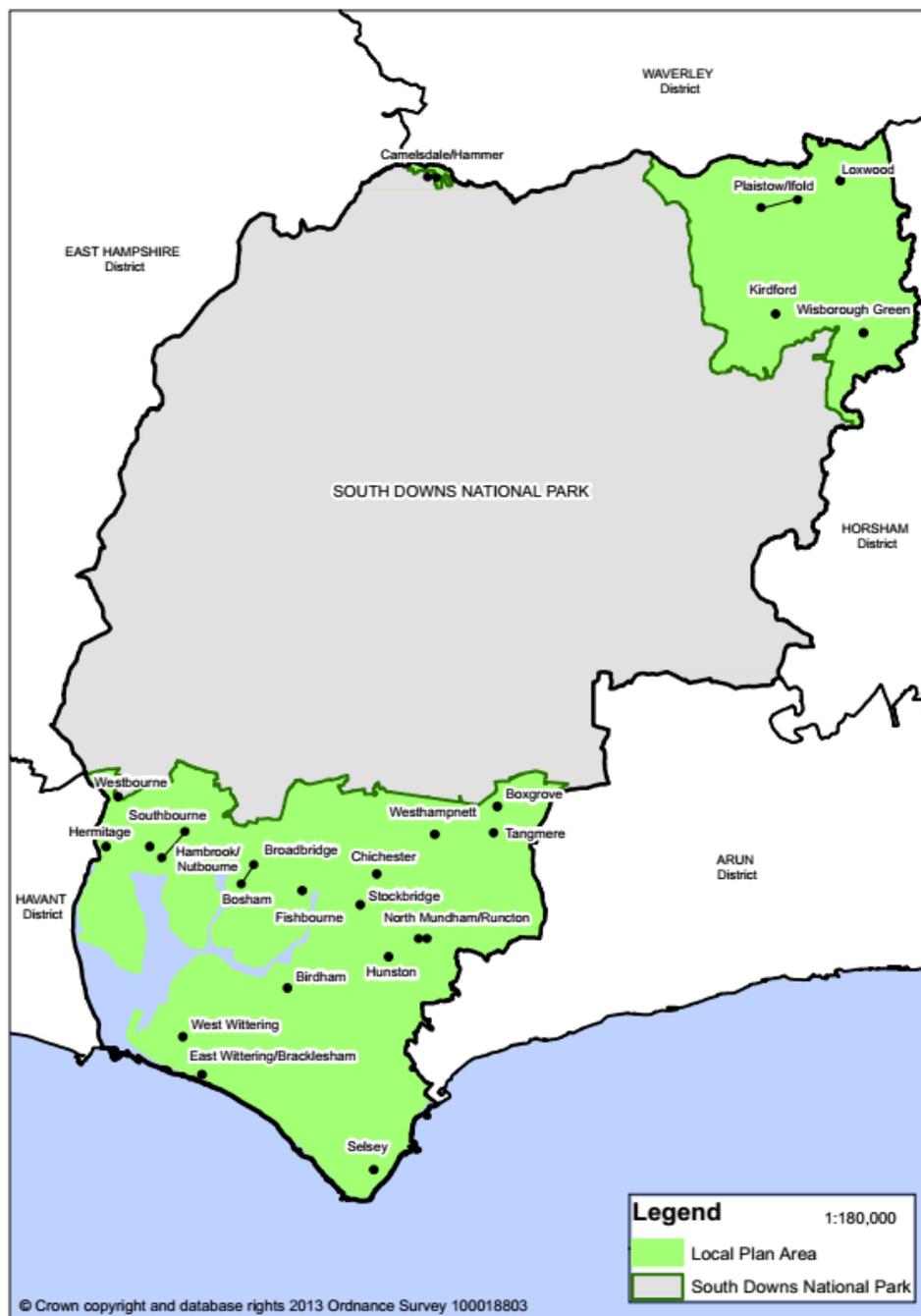
2.7. For three policy indicators in the environment section (EN1, EN6 and L7) of the AMR, the data presented relates to the whole of Chichester District (including the SDNP) rather than the Chichester Local Plan area. In addition one of the indicators in the environment section (EN3) covers the Solent shoreline, including the north shore of the Isle of Wight, Portsmouth, and Chichester and Langstone Harbours. This is highlighted in the relevant text.

### 3. Context and Headline Issues

#### Context for Local Plan area

3.1. The Local Plan covers Chichester District excluding the area within the SNDP. The South Downs National Park Authority is the Local Planning Authority for the SDNP area.

**Map 1: Chichester District – showing the extent of the Chichester Local Plan area and South Downs National Park**



## Headline Issues for Local Plan area

### *Transport and Access*

- 3.2. Road congestion is a major issue affecting parts of the Plan area, particularly within Chichester city and the junctions on the A27 Chichester Bypass. The problems are most acute during peak travel periods, and this causes knock-on effects in terms of delays and diversion onto less suitable roads, and road safety issues. Congestion at the A27 junctions and the level crossings on the Coastway West rail line act as a barrier to movement around the city, and between the city and the Manhood Peninsula to the south. Transport movements and traffic congestion have a detrimental impact on air quality in the city, which has resulted in the designation of three Air Quality Management Areas (AQMAs).
- 3.3. To support the Local Plan, the Council, working with West Sussex County Council (WSCC), the Highways Agency (now Highways England) and the promoters of the major development sites proposed in the Chichester Local Plan, commissioned the Chichester Transport Study (Jacobs, 2013) to assess the impacts of planned development on the A27 and local road network. Following the study conclusions, the Local Plan and accompanying Infrastructure Delivery Plan (IDP) has identified a £20 million package of measures, including improvements to the junctions on the A27 Chichester Bypass and key junctions within Chichester city, as well as improvements to public transport and local cycling and pedestrian routes. It is intended that these measures will be funded by the developers. The Transport Study can be viewed on the Council website under [Supporting Documents - Infrastructure](#).
- 3.4. It is intended that developer funding towards transport and access improvements will be secured through a combination of planning obligations and Community Infrastructure Levy (CIL). The Council will use planning obligations linked to planning permissions to fund the identified mitigation scheme to the A27 junctions (see below) and to secure other specific works and improvements needed to mitigate the direct impact of proposed developments (this may include improvements to road junctions, provision of traffic signals, traffic calming, walking and cycling measures, public transport enhancements, etc). These development specific transport works will normally be provided during delivery of the relevant development scheme.
- 3.5. In addition, developer contributions from CIL will be used to help fund wider improvements to local transport and accessibility that are not directly related to specific developments. This may include improvements to key congestion points within Chichester city, improvements to public transport, and provision of improved cycling and pedestrian routes.

3.6. The measures in the 2013 Transport Study included an indicative package of small scale improvements to the six junctions on the A27 Chichester Bypass. These works, which were costed at £12.8 million, would be sufficient to mitigate the cumulative impact of development proposed in the Chichester Local Plan, but do not seek to address the wider issues of traffic congestion on the A27. Following adoption of the Chichester Local Plan, the Council, with Highways England and WSCC, commissioned further transport modelling work to establish a methodology to apportion the cost between the major housing developments identified in the Chichester Local Plan, based on the predicted level of traffic impact that each development will have on the A27 junctions. Based on this work, a formula has been developed to calculate the amount of the A27 contribution to be sought from each housing development. Contributions from the relevant developments will be secured on grant of planning permission through Section 106 agreements which require the developers prior to commencing development to enter into a Section 278 agreement with Highways England for the payment of the specified sum. Following public consultation undertaken over the period 29 January to 11 March 2016, the methodology and approach for securing A27 contributions was formally adopted by the Council on 19 July 2016 and incorporated in the Planning Obligations and Affordable Housing Supplementary Planning Document.

3.7. In June 2013, central Government announced that the A27 Chichester improvement scheme had been included in its list of spending priorities for the 2015-2019 period. Highways England is currently undertaking work to evaluate options and identify a scheme for the A27 Chichester improvement and undertook an extensive public consultation on proposed options over the period 14 July to 22 September 2016. Five alternative scheme options were published for consultation together with a range of supporting data relating to traffic modelling and provisional assessment of potential economic and environmental impacts. All the consultation options involved predominantly online improvements, although offline options (including routes to the north of the City) had been considered but rejected by Highways England at an earlier stage of assessment. At its meeting on 20 September 2016, the Council resolved to provide qualified support for Option 2, based on the information published at this stage, but only provided that Highways England gives serious consideration to a number of potential alterations to the scheme. These points together with detailed comments on the consultation options were submitted as the Council's formal response to the consultation.

3.8. Highways England's proposed timetable for taking forward the A27 Bypass improvement indicates that a preferred route announcement will be made by the Government Minister for Transport before the end of 2016. Highways England will then develop detailed proposals for the scheme and undertake further public consultation (currently expected to be in 2017). They will then submit a formal application for a

Development Consent Order which will be examined independently by the Planning Inspectorate. They will make a recommendation to the Secretary of State for Transport, who will make the final decision on the scheme. Currently the A27 improvement works are expected to start in 2019, with the scheme being completed sometime in the period 2021-2023, depending on which option is chosen. Further information about progress on the A27 Chichester improvement is available on the [Highways England](#) website.

- 3.9. The Council and WSCC have committed a combined sum of up to £20 million towards the A27 Chichester improvements. Assuming that Highways England progress a major proposal, the Council will use developer contributions collected towards A27 mitigation to help fund Highways England's preferred scheme when this is announced.

#### *Waste Water*

- 3.10. A number of Wastewater Treatment Works (WwTW) in the District are limited by capacity and environmental factors. This is a particular issue in the south of the District where development pressures are greatest. The Council is continuing to work as part of the Chichester Water Quality Group (alongside the Environment Agency, Southern Water, Natural England, WSCC and Chichester Harbour Conservancy) on the issues relating to WwTW.
- 3.11. The Apuldram WwTW, which serves Chichester city and the surrounding area, discharges to the head of Chichester Harbour, an area which is internationally designated for wildlife. Sewage is treated to a high standard and there are strict limits on the discharge consent to protect sensitive and important estuary environments and to comply with legal obligations under the Habitats Regulations. With current and proposed consent limits set at Best Available Technology to meet European standards, growth at Apuldram WwTW is restricted to the current available headroom.
- 3.12. The Council consulted on a draft Surface Water and Foul Drainage Supplementary Planning Document (SPD) for 6 weeks from 10 March to 21 April 2016, which was then adopted in September 2016. This SPD provides additional guidance on water management and infrastructure requirements to support planning applications and development proposals. It provides practical advice for applicants and will assist coordination between regulatory authorities and enable the timely delivery of any necessary water-related infrastructure.
- 3.13. The expansion of the Tangmere WwTW to provide additional wastewater capacity to help accommodate the additional housing identified in the Chichester Local Plan is expected to be completed by Southern Water by December 2017.

## 4. Planning Context

### National Planning Policy Framework

- 4.1. The National Planning Policy Framework (NPPF) was published in March 2012 and sets out consolidated national planning policy that must be considered when planning for new development. In 2014, the Government published Planning Practice Guidance (PPG) to support the NPPF.
- 4.2. The NPPF and other national planning guidance can be found on the Communities and Local Government website under [Planning Practice Guidance](#).
- 4.3. The Local Plan and other development plan documents must be consistent with the principles and policies set out in the NPPF.

### Chichester in Partnership Community Strategy

- 4.4. The Sustainable Community Strategy, 'Chichester District: A Very Special Place', which informed the preparation of the Chichester Local Plan, was replaced in July 2016 by the 'Chichester in Partnership Community Strategy'. The Strategy sets out the vision and priorities of the partnership to plan for the future of the District from 2016-2021. Its priorities are to improve outcomes for:
  - The Economy;
  - Health and Wellbeing;
  - Housing and Neighbourhoods;
  - Environment; and
  - Transport and Access.
- 4.5. The Strategy will inform the preparation of the Chichester Local Plan Review, which provides one of the primary means of delivering the spatial elements of the Community Strategy.

### Strategic Planning in Coastal West Sussex and Greater Brighton

- 4.6. The Council is a member of the Strategic Planning Board (SPB) for the Coastal West Sussex and Greater Brighton area. The SPB comprises lead councillors from the district councils of Adur, Arun, Chichester, Mid Sussex, Horsham, Lewes and Worthing together with Brighton & Hove City Council, West Sussex County Council and the South Downs National Park Authority.

4.7. The Board is an advisory body with the following remit:

- To identify and manage spatial planning issues that impact on more than one local planning area across the Coastal West Sussex and Greater Brighton area; and
- To support better integration and alignment of strategic spatial and investment priorities in the Coastal West Sussex and Greater Brighton area.

4.8. The Board has signed a Memorandum of Understanding and agreed Terms of Reference which has established a framework for co-operation.

4.9. In October 2013, the SPB agreed the Coastal West Sussex and Greater Brighton Local Strategic Statement (LSS) which was prepared by the SPB member planning authorities as a non-statutory strategic planning document to provide the context for delivering sustainable growth over the period 2013-2031. The LSS focuses on strategic issues that are shared across the Coastal West Sussex and Greater Brighton area or that will impact on the long term sustainability of the area, providing an overlay for local plans and the business priorities of key stakeholders. It is the main vehicle for taking forward the SPB's work on behalf of the local planning authorities. A refresh of the LSS was agreed by the member planning authorities in 2016.

4.10. Further information about the LSS is provided on the Coastal West Sussex webpages under [Coastal West Sussex and Greater Brighton Strategic Planning Board](#).

## **5. Local Plan Progress**

- 5.1. This section provides a summary of work undertaken in the Chichester Local Plan area towards preparation of development plans and other related planning policy documents.
- 5.2. The Council is the local planning authority for Chichester District outside the South Downs National Park (referred to as the Chichester Local Plan area) following its creation on 1 April 2011. The South Downs National Park Authority is preparing its own separate local plan which will cover the parts of the District within the National Park boundary.

### **Chichester Local Plan: Key Policies 2014-2029**

- 5.3. In May 2015 the Inspector's Report was published and found the Chichester Local Plan: Key Policies 2014-2029 (Chichester Local Plan) 'sound' subject to a number of modifications. These included a Council commitment to undertake an early review of the Chichester Local Plan to aim to ensure that objectively assessed housing needs for the Plan area are met in full. The Chichester Local Plan Review will enable full and detailed consideration of this issue in light of proposed Government funding for upgrading of the A27.
- 5.4. Subsequently the Chichester Local Plan was formally adopted by the Council on 14 July 2015 and now forms part of the statutory development plan for Chichester District outside the SDNP. It provides the broad strategy and planning policy framework to manage development, protect the environment, deliver infrastructure and promote sustainable communities.

### **Local Development Scheme**

- 5.5. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish a Local Development Scheme (LDS). The LDS identifies which Local Development Documents are to be prepared for the Chichester Local Plan area within a rolling three year time frame, including setting out the key production and public consultation stages.
- 5.6. The LDS relevant to the monitoring period was published in July 2015 and set out the Council's intended timetable for the planning policy documents associated with the Chichester Local Plan area over the period to 2018. This version has now been replaced with the most recent LDS dated May 2016, and includes the timetable for the Chichester Local Plan Review, which can be viewed on the Council's website at

[Timetable - Local Development Scheme: Chichester District Council](#). However, for the purposes of this AMR the progress of planning policy documents will be assessed in line with the LDS published in July 2015. Details and timetables for the documents included in the LDS July 2015 are presented below. The key milestones highlighted in bold show the stages to be undertaken during the monitoring period (1 April 2015 to 31 March 2016). Significant milestones occurring since 31 March 2016 are also noted.

## Development Plan Documents

### *Site Allocation Development Plan Document*

5.7. The Site Allocation Development Plan Document (DPD) identifies non-strategic sites for housing, employment and other development requirements in conformity with the Chichester Local Plan. It covers those parts of the Plan area where local communities have not chosen to identify sites through neighbourhood plans over the lifetime of the Chichester Local Plan.

**Table 1: Site Allocation DPD timetable in the LDS July 2015**

Key Milestone	Date in LDS	Date Achieved
Approval of Preferred Approach DPD for consultation	<b>December 2015</b>	<b>Yes</b>
Consultation on Preferred Approach (Reg 18)	<b>January - February 2016</b>	<b>Yes</b>
Approval of Statutory Public Consultation DPD for consultation (Pre-Submission)	May 2016	November 2016
Statutory Public Consultation document (Reg 19) (Pre-Submission)	May - July 2016	No
Submission to Secretary of State	September 2016	No
Examination Hearing	January 2017	
Adoption	May 2017	

5.8. The Site Allocation DPD met its milestones during the monitoring period. Subsequently, however, the Site Allocation DPD was delayed by approximately six months in order to enable a further consultation stage to be undertaken prior to Regulation 19 (Pre-Submission). This was due to changes in the progress of some neighbourhood plans and the provision of further information on a previously discounted site. In November 2016 the Council approved the plan for pre-submission consultation and submission to the Secretary of State for examination.

*Gypsy Traveller and Travelling Showpeople Site Allocation Development Plan Document*

5.9. Policy 36 in the Chichester Local Plan identifies the number of pitches and plots for gypsies, travellers and travelling showpeople which are required in the Plan area by 2027. This was informed by the need identified in the Gypsy, Travellers and Travelling Showpeople Accommodation Assessment 2013. The Gypsy, Traveller and Travelling Showpeople Site Allocation DPD sought to allocate sufficient sites to satisfy the local need for accommodation.

**Table 2: Gypsy, Traveller and Travelling Showpeople DPD timetable in the LDS July 2015**

<b>Key Milestone</b>	<b>Date</b>	<b>Date Achieved</b>
Approval of Preferred Approach DPD for consultation	<b>December 2015</b>	<b>No</b>
Consultation on Preferred Approach (Reg 18)	<b>January - February 2016</b>	<b>No</b>
Approval of Statutory Public Consultation DPD for consultation (Pre-Submission)	May 2016	No
Statutory Public Consultation document (Reg 19) (Pre-Submission)	May - July 2016	No
Submission to Secretary of State	September 2016	No
Examination Hearing	January 2017	
Adoption	May 2017	

5.10. Since the publication of the LDS July 2015, the Council has agreed to delay production of the Gypsy, Traveller and Travelling Showpeople Site Allocation DPD. This is due to additional background evidence being required following changes to the Government guidance in Planning Policy for Travellers which was published on 31 August 2015. These revisions amended the planning definition of travellers to limit it to those who have a nomadic habit of life, meaning that where someone has given up travelling permanently they should be treated no differently from the settled population.

5.11. Subsequently the Gypsy, Traveller and Travelling Showpeople Site Allocation DPD has been removed from the most recent LDS which was published in May 2016. The Council will re-evaluate the need for Gypsy, traveller and travelling showpeople accommodation and an appropriate policy approach as part of the Local Plan Review.

## Supplementary Planning Documents

### *Water Resources and Water Management Supplementary Planning Document (Subsequently renamed Surface Water and Foul Drainage SPD)*

- 5.12. The Water Resources and Water Management Supplementary Planning Document (SPD), which is known as the Surface Water and Drainage SPD in the LDS May 2016, provides supplementary guidance to enable the proper management of water resources and ensure that the increased demand resulting from development proposed in the Chichester Local Plan can be delivered sustainably and in a timely manner.

**Table 3: Water Resources and Water Management SPD timetable in the LDS July 2015**

Key Milestone	Date	Date Achieved
Approval of SPD for consultation	<b>March 2016</b>	<b>Yes</b>
Consultation on SPD (Reg 12)	<b>March - April 2016</b>	<b>Yes</b>
Approval of document for adoption	September 2016	Yes
Adoption	September 2016	Yes

- 5.13. The Water Resources and Water Management SPD met its milestones during the monitoring period. The SPD also met its subsequent milestones and was adopted by the Council in September 2016.

### *Joint Chichester Harbour AONB Supplementary Planning Document*

- 5.14. The Joint Chichester Harbour AONB SPD is being produced in conjunction with the Chichester Harbour Conservancy and Havant Borough Council. All the authorities have an interest in planning within the Chichester Harbour Area of Outstanding Natural Beauty (AONB). The SPD provides further detail as to how policies in the local plans will be applied and expands on the aims of the Chichester Harbour AONB Management Plan 2014-2019.

**Table 4: Joint Chichester Harbour AONB SPD timetable in the LDS July 2015**

Key Milestone	Date	Date Achieved
Approval of SPD for consultation	<b>March 2016</b>	<b>November 2016</b>
Consultation on SPD (Reg 12)	<b>March - April 2016</b>	<b>November - December 2016</b>
Approval of document for adoption	September 2016	No
Adoption	September 2016	No

- 5.15. The Joint Chichester Harbour AONB SPD did not meet its milestones during the monitoring period. The timetable for the SPD has been revised since the publication of the LDS July 2015 to take into account of the continued joint working and collaboration with the Chichester Harbour Conservancy and Havant Borough Council.

*Planning Obligations & Affordable Housing Supplementary Planning Document*

- 5.16. The Council has prepared a Planning Obligations & Affordable Housing SPD to provide guidance for planning applicants on the Council's intended approach to using planning obligations (S106 and S278 contributions) to mitigate the impacts of proposed development on infrastructure and to deliver affordable housing. The SPD has been designed to supplement policies within the Chichester Local Plan and to reflect the proposed introduction of the Community Infrastructure Levy (CIL).
- 5.17. The Planning Obligations and Affordable Housing SPD was adopted by the Council in January 2016, and took effect from 1 February 2016 at the same time as the CIL Charging Schedule. The SPD replaced the 'The Provision of Service Infrastructure Related to New Development in Chichester District' adopted in 2004. Some categories of infrastructure currently funded from planning obligations will be funded through the CIL. The SPD explains the relationship between the CIL and planning obligations.
- 5.18. The Planning Obligations and Affordable Housing SPD was formally amended by the Council on 19 July 2016 to include provision to secure developer contributions towards mitigation of traffic impacts from major housing developments on the A27 Chichester Bypass junctions (see 'Transport and Access' in Section 3 of this AMR).

**Other Documents**

*Community Infrastructure Levy*

- 5.19. The CIL Charging Schedule sets out standard charge(s) that the Council will levy on specified types of development to contribute towards required infrastructure. It was prepared concurrently with the Chichester Local Plan and is supported by the Infrastructure Development Plan.
- 5.20. The Draft Charging Schedule, together with the consultation comments received, and all accompanying evidence were submitted to the Planning Inspectorate on 12 March 2015. A CIL examination hearing was held on 9 June 2015, following which the examiner requested further evidence from the Council and other interested parties. The Council received the CIL examiner's final report on 23 November 2015. This concluded that the

Draft Charging Schedule provides an appropriate basis for the collection of the levy in the Chichester Local Plan area. The CIL Charging Schedule was adopted by the Council on 26 January 2016 and took effect from 1 February 2016.

**Table 5: CIL Charging Schedule timetable**

<b>Key Milestone</b>	<b>Date</b>	<b>Achieved</b>
Preliminary consultation	March – April 2014	Yes
Draft schedule consultation	November 2014	Yes
Submission to the Secretary of State	March 2015	Yes
Examination Hearing	<b>June 2015</b>	<b>Yes</b>
Receipt of CIL Inspector’s report	<b>November 2015</b>	<b>Yes</b>
Adoption of CIL	<b>January 2016</b>	<b>Yes</b>
Implementation of CIL	<b>February 2016</b>	<b>Yes</b>

*Policies Map*

5.21. The Policies Map forms part of the adopted Chichester Local Plan. It identifies policy designations, proposals and sites allocated for particular land uses. The Policies Map will be updated when the following documents are adopted or made:

- Site Allocation DPD;
- West Sussex Minerals DPD;
- West Sussex Waste DPD; and
- Neighbourhood Development Plans.

*Sustainability Appraisal incorporating Strategic Environmental Assessment*

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

*Appropriate Assessment*

5.23. A Habitats Regulations Assessment (HRA) is undertaken in the production of a development plan document. The HRA is updated at each stage subject to any

fundamental changes or amendments to the development plan document. A HRA will accompany each published stage of a DPD, including the final Submission version.

*Interim Statements*

- 5.24. In the Chichester Local Plan area the Interim Statement on Affordable Housing was withdrawn upon adoption of the Chichester Local Plan whilst the Interim Statement on Development and Disturbance of Birds in Special Protection Areas and Identified Compensatory Habitats was withdrawn upon the adoption of the Planning Obligations and Affordable Housing SPD.

## **6. Neighbourhood Planning**

- 6.1. The Localism Act 2011 introduced Neighbourhood Planning as a new way for communities to decide the future of their areas. It gave powers to local communities and parish and town councils to produce neighbourhood plans. The Neighbourhood Planning (General) Regulations 2012 set out the stages of producing a neighbour plan.
- 6.2. Neighbourhood plans can be produced by town or parish councils in consultation with their communities, but must conform to the NPPF and strategic policies of the Local Plan. Neighbourhood plans can include planning policies and allocations of land for different uses.
- 6.3. Preparation of a neighbourhood plan initially requires designation of a neighbourhood plan area, followed by stages of evidence gathering and local community consultation. The draft neighbourhood plan is then submitted to the Council for formal consultation and then submitted for independent examination. If the independent examiner recommends the Plan should proceed to referendum, the community will then vote in a referendum on the neighbourhood plan. If the referendum indicates a majority of community support (more than 50% of the turnout), the neighbourhood plan is 'made' following agreement by the Council. Decisions on future planning applications must then be in accordance with the neighbourhood plan unless material considerations indicate otherwise.
- 6.4. Further information on neighbourhood planning in the Chichester Local Plan area, and for each parish with a designated neighbourhood area, is provided on the Council's website at the following link: <http://www.chichester.gov.uk/neighbourhoodplan>.

### **Neighbourhood Plan Area Designation**

- 6.5. The first stage in the neighbourhood planning process requires a town or parish council to submit to the local planning authority an application for the designation of the area to be covered by the neighbourhood plan. At 1 April 2016, a total of 21 parishes within, or partly within, the Chichester Local Plan area were subject to Neighbourhood Plan Area designations. No further areas were designated during the period April 2015 to March 2016.

### **Neighbourhood Plans Progress**

- 6.6. Table 6 shows the progress of neighbourhood plans by parish. The key milestones highlighted in bold show the stages that have been undertaken during the monitoring period (1 April 2015 to 31 March 2016). Significant milestones occurring since 31 March

2016 are also noted. More detailed information of individual neighbourhood plans can be found on the Council's website at the following link: <http://www.chichester.gov.uk/neighbourhoodplan>.

**Table 6: Neighbourhood plans progress**

<b>Parish</b>	<b>Key milestones</b>	<b>Date achieved</b>
Birdham	Pre-submission Consultation Submission Consultation <b>Examiner's report published</b> Referendum Made	June - July 2014 December 2014 - February 2015 <b>November 2015</b> May 2016 July 2016
Bosham	Pre-submission Consultation <b>Submission Consultation</b> <b>Examiner's report published</b> Referendum Made	November - December 2014 <b>August 2015 – October 2015</b> <b>January 2016</b> November 2016
Chidham & Hambrook	Pre-submission Consultation <b>Submission Consultation</b> <b>Examiner's report published</b> Referendum Made	July - September 2014 <b>August – October 2015</b> <b>December 2015</b> September 2016 September 2016
Fishbourne	Pre-submission Consultation Submission Consultation <b>Examiner's report published</b> <b>Referendum</b> <b>Made</b>	December 2013 - January 2014 May - July 2014 <b>October 2015</b> <b>February 2016</b> <b>March 2016</b>
Loxwood	Pre-submission Consultation Submission Consultation Examiner's report published <b>Referendum</b> <b>Made</b>	November - December 2013 Jan - Feb 2014; Oct - Dec 2014 February 2015 <b>June 2015</b> <b>July 2015</b>
Selsey	Pre-submission Consultation Submission Consultation <b>Examiner's report published</b> <b>Withdrawn</b>	October - December 2014 April - June 2015 <b>February 2016</b> <b>February 2016</b>
Southbourne	Pre-submission Consultation Submission Consultation <b>Examiner's report published</b>	April – June 2014 September - October 2014 <b>May and August 2015</b>

Parish	Key milestones	Date achieved
	<b>Referendum Made</b>	<b>November 2015</b> <b>December 2015</b>
Tangmere	Pre-submission Consultation <b>Submission Consultation</b> <b>Examiner's report published</b> Referendum Made	October - November 2014 <b>April - June 2015</b> <b>October 2015</b> May 2016 July 2016
Westbourne	<b>Pre-submission Consultation</b> Submission Consultation Examiner's report published Referendum Made	<b>February - April 2016</b>
Wisborough Green	Pre-submission Consultation <b>Submission Consultation</b> <b>Examiner's report published</b> Referendum Made	January - February 2015 <b>April - June 2015</b> <b>November 2015</b> May 2016 July 2016
<b>Other parishes with a Neighbourhood Plan Area designation</b>		
Boxgrove, East Wittering and Bracklesham, Hunston, Lynchmere, Plaistow and Ifold, West Itchenor, West Wittering and Westhampnett		

### Neighbourhood Plans Made

- 6.7. Following a successful referendum a Neighbourhood Development Plan (NDP) is brought into legal force ('made'), and will form part of the statutory development plan for the Chichester Local Plan area.
- 6.8. NDPs that have been made by the Council are listed in table 7. The parishes highlighted in bold have had neighbourhood plans made during the monitoring period. To date four further NDPs have been made since 31 March 2016.

**Table 7: Neighbourhood plans made**

Parish	Date Neighbourhood Plan Made
Kirdford	July 2014
<b>Loxwood</b>	<b>July 2015</b>
<b>Southbourne</b>	<b>December 2015</b>
<b>Fishbourne</b>	<b>March 2016</b>
Birdham	July 2016

<b>Parish</b>	<b>Date Neighbourhood Plan Made</b>
Tangmere	July 2016
Wisborough Green	July 2016
Chidham and Hambrook	September 2016

### **Monitoring of Made Neighbourhood Development Plans**

6.9. The following made neighbourhood development plans have now undertaken a period of monitoring up to 31 March 2016. Each parish listed below has provided a commentary and these are included at Appendix 1.

- Fishbourne Neighbourhood Development Plan
- Kirdford Neighbourhood Development Plan
- Loxwood Neighbourhood Development Plan
- Southbourne Neighbourhood Development Plan

### **Neighbourhood Development Orders**

6.10. Neighbourhood development orders allow the community to grant planning permission for development that complies with the order. This removes the need for a planning application to be submitted to the local authority.

6.11. No neighbourhood development orders have been made during the monitoring period, or up to the date of publication of this AMR.

## 7. Community Infrastructure Contributions

### Community Infrastructure Levy

7.1. The Council adopted a Community Infrastructure Levy (CIL) Charging Schedule on 26 January 2016, which took effect from 1 February 2016. The money generated through the levy will contribute to the funding of infrastructure to support growth within the Local Plan area. (The South Downs National Park Authority will be implementing its own CIL for that part of the district within the SDNP). It is applied as a charge per square metre as set out in table 8.

**Table 8: CIL charging schedule**

Use of Development	Levy (£per square metre)
*Residential - South of the National Park	£120
*Residential - North of the National Park	£200
Retail (wholly or mainly convenience)	£125
Retail (wholly of mainly comparison)	£20
Purpose Built Student Housing	£30
Standard Charge (applies to all development not separately defined)	£0
<p>* This charge applies to the creation of one or more dwellings, and residential extensions or annexes which are 100 square metres or more gross internal area which are not for the benefit of the owner/occupier. This charge does not apply to residential institutions (C2).</p> <p>Note: The CIL rates will be index linked from the base year to the date when permission is granted using the 'All-in Tender Price Index' published by the Building Cost Information Service of the Royal Institute of Chartered Surveyors.</p>	

7.2. The CIL Regulations require a proportion of CIL receipts to be handed to the local town or parish council for the area where the development takes place. The CIL share to be handed to the parish council is set at 15% of the relevant CIL receipts with a cap of £100 per existing council tax dwelling each year. Where a NDP has been 'made' the share of CIL share will be 25% (uncapped).

7.3. CIL collecting authorities are required to publish a short report on the levy on their website by 31 December each year, for the previous financial year. This report covers the period from 1 February 2016 (the date CIL came into effect in Chichester Local Plan area) to 31 March 2016.

7.4. Section 4 of Regulation 62 of the Community Infrastructure Levy Regulations 2010 (as amended) outlines the information that should be included in the report. Table 9 below provides the information required by the regulation for the 2015/16 financial year and in the left hand column reference is made to the CIL Regulations 62 (3) and (4). More details on CIL can be found on the council's website under [Community Infrastructure Levy](#).

**Table 9: CIL receipts for the financial year 2015-2016**

<b>Regulation 62 Reference</b>	<b>Description</b>	<b>Amount Collected/ Project Title</b>
(3)	Land payments made in respect of CIL charged by the District Council, and CIL collected by way of a land payment which has not been spent if at the end of the reported year-	
	(a) Development (within the meaning of the TCPA 1990) consistent with a relevant purpose has not commenced on the acquired land; or	£0
	(b) The acquired land (in whole or in part has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of Regulations 73(9) has not been spent	£0
4(a)	Total CIL receipts for the reported year	£0.00
4(b)	Total CIL expenditure for the reported year	£0.00
4(c)(i)	Summary details of CIL expenditure (other than in relation to CIL to which regulation 59E or 59F applied) including: The items of infrastructure to which CIL (including land payments) has been applied	n/a as no CIL has been collected or spent in the reporting period.
4(c)(ii)	Amount of CIL expenditure on each item	£0.00
4(c)(iii)	Amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part)	£0.00
4(c)(iv)	Amount of CIL applied to administrative expenses pursuant to Regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation.	£0.00 5%
4(ca)(i)	Amount of CIL passed to any local council under	£0.00

<b>Regulation 62 Reference</b>	<b>Description</b>	<b>Amount Collected/ Project Title</b>
	Regulation 59A or 59B	
4(ca)(ii)	Amount of CIL passed to any person under Regulation 59(4)	£0.00
4(cb)(i)	Summary details of the receipt and expenditure of CIL to which regulation 59E and 59F applied including: The total receipts that regulation 59E and 59F applied to	n/a
4(cb)(ii)	The items to which the CIL receipts that regulations 59E and 59F applied have been applied	n/a
4(cb)(iii)	The amount of expenditure on each item	n/a
4(cc)(i)	Summary details of any notices served in accordance with regulation 59E, including: Total value of CIL receipts requested from each local council	£0.00
4(cc)(ii)	Any funds not yet recovered from each local council at the end of the reported year	n/a
4(d)(i)	Total amount of CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied	n/a
4(d)(ii)	CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied	n/a
4(d)(iii)	CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year	£0.00
4(d)(iv)	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year	£0.00
4(e)	In relation to any infrastructure payments accepted by the District Council as charging authority) i) The items of infrastructure to which the infrastructure payments relate ii) The amount of CIL to which each item of infrastructure relates	£0.00 £0.00

## Section 106 financial contributions

- 7.5. New development often creates a need for additional infrastructure or improved community services and facilities, without which there could be a detrimental effect on local amenity and the quality of the environment. Planning obligations are used by the Council to obtain financial contributions to provide for any necessary infrastructure needed to support the development (which may also include provision for affordable housing). Financial contributions are typically secured through Section 106 (S106) agreements linked to the planning permission granted. In February 2016 the CIL charge schedule came into effect and will, in future, fund some of the infrastructure listed in these tables.
- 7.6. Between 1 April 2015 and 31 March 2016, a total of 62 separate S106 agreements and unilateral undertakings were signed related to planning permissions granted in the Chichester Local Plan area. These provided for contributions to the District Council services totalling £2,631,161.30. Further contributions were also obtained towards West Sussex County Council services such as education and transport.
- 7.7. Table 10 provides a breakdown of the financial contributions secured through S106 agreements including unilateral undertakings. The table includes agreed developer contributions towards District Council and County Council infrastructure. In financial terms, the largest contributions are to provide for education, community facilities and transport/highways mitigation. Such contributions are generally only sought from larger developments. However, the greatest number of signed S106 agreements are for small developments providing contributions to offset recreational disturbance impacts on the Chichester Harbour and Pagham Harbour Special Protection Areas (SPA).

**Table 10: Financial contributions by infrastructure category secured via S106 agreements including unilateral undertakings 2015-2016**

To Chichester District Council	Number of planning permissions contributing	Payments Due
Public art	7	£206,539
Leisure	3	£322,114
Community facilities	8	£974,926
Public open space	1	£7,500
Affordable housing	5	£297,600
Primary Care Trust	3	£179,868
Transport	1	£205,665
Recreation Disturbance	53	£106,664

<b>To Chichester District Council</b>	<b>Number of planning permissions contributing</b>	<b>Payments Due</b>
Sussex Police	2	£64,794.30
Pagham Harbour	10	£265,511
CDC Total	62	£2,613,161.30
<b>To West Sussex County Council</b>	<b>Number of planning permissions contributing</b>	<b>Payments Due</b>
Transport (Total Access Demand - TAD)	12	£1,528,951.72
Education	9	£1,857,889
Libraries	7	£109,264
Fire and Rescue	10	£197,167
WSCC Total	13	£3,693,271.72

7.8. Table 11 shows the detailed breakdown of S106 financial contributions agreed for developments, including payment towards the Solent Recreation Mitigation Partnership and Pagham Harbour. An affordable housing requirement is the most common form of non-financial contribution. The table excludes sites where a unilateral agreement was signed for payments towards mitigation of recreational disturbance and Pagham Harbour.

**Table 11: S106 agreements signed with financial contributions and non-financial contributions secured 2015-2016**

Application number	Site	Development	Financial contribution to CDC	Financial contribution to WSCC	Non-financial contribution
12/04005/FUL	Co-operative Retail Services Ltd, 81-83 High Street, Selsey	5 dwellings	£4,000	£0	No
13/01977/FUL	Martletts, Peerley Road, East Wittering	4 dwellings	£0	£0	Yes
13/03775/OUT	Land Between Westhampnett Road and Barnfield Drive, Chichester	Erection of one Class A1 retail warehouse building, two ancillary Class A3/A5 units, a petrol filling station, car parking and access arrangements.	£84,744	£183,000	Yes
14/00911/FUL	Land On The North Side Of Long Copse Lane, Westbourne	16 dwellings	£79,972	£105,154	Yes
14/01344/FUL	The Heritage, Winden Avenue, Chichester	2 dwellings	£348	£0	No
14/01354/FUL	Chidham Garage & Service Station, Chidham	5 dwellings	£152,566	£51,157	Yes
14/01721/FUL	Chichester Food Park, Bognor Road, Chichester	Horticultural glasshouse, pack house, offices and reservoir development.	£0	£135,061	
14/01806/FUL	Land south of Clappers Lane, East Wittering	110 dwellings	£224,585	£39,250	Yes
14/02186/OUTEIA	Park Farm, Park Lane, Selsey	139 dwellings	£566,009	£627,486	Yes

Application number	Site	Development	Financial contribution to CDC	Financial contribution to WSCC	Non-financial contribution
14/02300/FUL	Natures Way Food Limited, Chichester Food Park, Bognor Road, Chichester	Horticultural packhouse incorporating ancillary uses including changing rooms, hygiene areas, ancillary offices with parking and loading areas.	£0	£244,768	No
14/02326/FUL	Land East Of 181 Main Road, Southbourne	20 dwellings	£45,994	£119,800	Yes
14/02800/OUT	Land north of Main Road & West of Inland Road, Southbourne	157 dwellings	£655,597.30	£785,539	Yes
14/02930/FUL	5-9 High Street, Selsey	10 dwellings	£7,200	£0	No
14/03827/OUT	Land west of Abbots Close, Prior Acre, Westbourne	22 dwellings	£0	£0	Yes
15/00368/FUL	Medmerry Chalet Park, Stoney Lane, Earnley	3 dwellings	£3,852	£0	No
15/00490/FUL	Land north west of Park Road, Selsey	110 dwellings	£493,470	£507,563	Yes
15/00743/OUT	Land South Of Graylingwell Drive/Lower Graylingwell	160 dwellings	£142,208	£636,628.72	Yes
15/00891/FUL	Roussillon Barracks, Broyle Road, Chichester	1 dwelling	£15,174	£0	No
15/02120/FUL	Land east of No. 181, Southbourne	20 dwellings	£45,994	£139,157	Yes
15/02331/FUL	Land To Rear Of Romans Mead Estate, Mosse Gardens	24 dwellings	£75,417	£118,348	Yes

## 8. Duty to Cooperate

- 8.1. The Localism Act sets out a 'Duty to Co-operate', which applies to all Local Planning Authorities, County Councils, National Park Authorities and a number of public bodies including the Environment Agency and Highways England.
- 8.2. The Duty to Co-operate requires councils and public bodies to "engage constructively, actively and on an ongoing basis" to develop strategic policies. It relates to sustainable development or use of land that would have a significant impact on at least two local planning areas or on a planning matter that falls within the remit of a county council.
- 8.3. The NPPF at paragraph 156 provides details regarding the expectations of LPA's to co-operate on strategic issues and highlights those policies that should be considered as strategic priorities. Paragraphs 178-181 go on to list evidence that will be required to prove that a Submission plan has been subject to effective co-operation.
- 8.4. The Town and Country Planning (Local Planning) (England) Regulations 2012 require that the local planning authority's monitoring report must give details of what action has been taken during the monitoring period to satisfy the Duty to Co-operate.
- 8.5. The Council has engaged activity with neighbouring local authorities, both individually and as part of planning groups and forums on a sub-regional basis. Statutory bodies, public and private bodies and the local residential and business communities have also been engaged and consulted throughout the plan-making process. In particular during the preparation of the Chichester Local Plan, which was adopted in July 2015, the Council engaged extensively with West Sussex County Council, SDNPA, neighbouring local authorities, statutory bodies including the Environment Agency, Natural England and Highways England, and key infrastructure providers.
- 8.6. A considerable proportion of Duty to Cooperate activity has involves collaborative working on strategic issues with other West Sussex authorities (and wider authorities) and statutory bodies. Further details area set out below.

### *Coastal West Sussex and Greater Brighton Strategic Planning Board*

- 8.7. In July 2015, the Strategic Planning Board (SPB) agreed to undertake an update ('Refresh') of the LSS in order to reflect a change in strategic area covered (which had been expanded to include Horsham and Mid Sussex), and also to take account of local plan progress and implementation of the Greater Brighton City Deal which was at an early stage when the LSS was initially prepared. The updated LSS (LSS2) was formally

agreed by the SPB on 18 January 2016 and was subsequently approved by Chichester District Council's Cabinet on 8 March 2016.

8.8. It should be noted that LSS2 has been prepared as an interim strategic policy position. The SPB member authorities recognise that there is a need to undertake a full review of the LSS to address the changing strategic context relating to Government policy and the outcome of devolution proposals. The updated LSS will need to address the continuing gap between objectively assessed housing needs and housing delivery in the sub-region and the challenges around supporting sustainable economic growth and infrastructure investment. At its meeting on 18 July 2016, the SPB agreed to support the principle of preparing a revised Local Strategic Statement (LSS3), but postponed any decision to proceed until 2017 at the earliest to allow more time to consider the form, content and coverage of an LSS3, the extent of required evidence base and appropriate budget provision. However, the Board agreed to support the commissioning of a study to review the boundaries of the housing and economic market areas in the sub region. Chichester District Council is leading this work, which is being undertaken by consultants, GL Hearn. The study is expected to be completed in early 2017 and will assist the Council in its work on the Chichester Local Plan review as providing the basis for the future work LSS3.

#### *Solent Recreation Mitigation Partnership*

8.9. The Solent is internationally important for its wildlife interest and there are various protective designations including three Special Protection Areas (SPAs); two of which are located within the Plan area. A substantial amount of house building is planned around the Solent and this could have potential impacts on the SPAs. One of which is increased recreational activity at the coast resulting from population increases associated with the new homes. Such disturbance reduces the birds' opportunities to feed, potentially resulting in a reduction in the bird population. In order to comply with the Habitat Regulations and ensure that potential harm to the integrity of the protected habitats is mitigated, the Council has entered into a partnership with the other local planning authorities around the Solent to deliver a strategic mitigation package.

8.10. In the monitoring period the key achievement was the establishment of the Partnership's ranger team. The rangers, who began work in December 2015, aim to encourage responsible visitor behaviour by helping visitors to better understand the over-wintering birds and their vulnerability to disturbance.

8.11. In addition the Partnership commissioned two pieces of consultancy work to help identify appropriate and effective initiatives. The first was a comprehensive review of initiatives which have been successfully deployed elsewhere. The second was market

research to establish which initiatives would secure the desired behavioural change and would be broadly acceptable to the majority of dog walkers.

- 8.12. Monitoring of the effectiveness of the mitigation measures is essential. To ensure robust monitoring, a specialist consultancy was commissioned to provide advice on what to survey and where, and how to do that in the most economical way. The consultancy presented their advice in early 2016, which enabled the Partnership to draw up a monitoring programme for the next five years.

*Coastal West Sussex Partnership*

- 8.13. Coastal West Sussex is a public/private sector partnership that have joined together to champion the sustainable development of the coastal communities. In particular it is a key partner in designing and contributing to our Local Enterprise Partnership's Strategic Economic Plan, managing the Coastal West Sussex and Greater Brighton Strategic Planning Board and for initiating and assisting the delivery of collaborative projects in the Coastal West Sussex.

- 8.14. During the monitoring period the work of Coastal West Sussex has included, but is not limited to, the following:

- supported development of projects in preparation for bids for Local Growth Fund 3;
- through the Strategic Planning Board refreshed the 'Local Strategic Statement';
- continued development of the Strategic Planning Board which is now supported by 10 LPAs including Chichester District; and
- been recognised by the Department for Communities and Local Government as a Coastal Community Team, to help bring jobs, growth and prosperity into the local area.

- 8.15. As part of the Chichester Local Plan Review the Council is currently exploring a number of options for future joint working with neighbouring authorities on matters such as housing and Gypsy and traveller needs. The Council expects to report some further progress for 2016-2017.

## 9. Policy Indicators

9.1. The monitoring period for this AMR is 1 April 2015 to 31 March 2016. In July 2015 the Chichester Local Plan replaced those parts of the Chichester District Local Plan 1999 that applied. The indicators of the Local Plan 1999 and Chichester Local Plan therefore both apply to this monitoring period.

9.2. The following section, therefore, provides commentary on the indicators identified in the monitoring framework of the Chichester Local Plan (key indicators) and those indicators in the Local Plan 1999 (local indicators) which were not included into the monitoring framework of the Chichester Local Plan. The indicators are assessed against the targets outlined in the monitoring framework of the Chichester Local Plan. In particular the key indicators are assessed against the targets outlined in the monitoring framework of the Chichester Local Plan. At this stage, however, the data and information for each of the key indicators reported in this AMR effectively form the baseline for monitoring the progress of the Chichester Local Plan policies in future years. At the present time, therefore, further actions have not been considered necessary as a result of monitoring the Chichester Local Plan policies.

9.3. In line with the monitoring framework this section is divided into four parts; economy, housing and neighbourhoods, environment and strategic infrastructure.

### Economy

#### Key Indicator: E1

Amount of additional employment land (B uses) developed by type

9.4. Table 12 shows that the total additional employment floorspace completed in 2015-16 were 12,413sq.m (gross), or 8,096sq.m (net). The annual completions figure showed an increase compared to the 2014-2015 figure. Overall a total of 32,178sq.m gross (24,341sq.m net) has been completed in the Local Plan area over the period 2012-2016.

**Table 12: Employment floorspace (sqm) developed by type 2012-2016 (Source: WSCC)**

Employment type	2012-13		2013-14		2014-15		2015-16	
	Gross	Net	Gross	Net	Gross	Net	Gross	Net
B1a: Offices	231	231	656	274	70	70	615	363
B1b: Research & Development	150	0	0	0	0	0	0	0

B1c: Light Industry	0	0	843	763	1,296	762	3,799	249
B1: Mixed Uses	67	67	4,660	4,660	0	0	1,206	1,206
B2: General Industry	3,866	2,183	371	90	182	182	515	0
B8: Storage & Distribution	1,160	750	1,880	1,880	4,333	4,333	6,278	6,278
Total	5,474	3,231	8,410	7,667	5,881	5,347	12,413	8,096

*Delivery of new employment land and floorspace*

9.5. Policy 3 of the Chichester Local Plan makes provision to bring forward around 25 hectares of new employment land suitable for Business Use Classes (B1-B8) uses, to comprise around 5 hectares office space and around 20 hectares of industrial/warehousing space. Table 13 shows the current progress towards achieving this target. As shown in the table, the employment land requirement is being met from three sources - existing undeveloped employment allocations carried forward from the previous Local Plan 1999; strategic employment land allocated in the Chichester Local Plan; and further employment sites proposed for allocation in the Site Allocation DPD. In combination these sites provide over 20 hectares of employment land. It is expected that the remaining requirement will be met through additional unallocated employment floorspace coming forward during the Plan period, although the employment land supply will continue to be monitored.

9.6. During the past year there has been significant progress on several of the allocated sites. Planning permission has been granted for a new managed workspace business centre at Terminus Road, Chichester (Chichester Enterprise Zone); new industrial and warehousing floorspace at the Former Fuel Depot, Bognor Road, Chichester; and on allocated land at Tangmere Business Park and Donnington Park, Stockbridge. Construction of the first phase of development at the Glenmore Business Park, Portfield is now largely complete and partly occupied, and detailed permission has also now been granted for the second phase.

**Table 13: Employment land availability - progress against Local Plan target (Source: CDC)**

Location	Comments	Site area (hectares)	Development progress	Remaining area not yet developed (hectares)
<b>Employment allocations carried forward from Chichester District Local Plan 1999</b>				
Portfield Quarry (Glenmore Business Park) <sup>1</sup>	Land included in Local Plan Policy 16 - Shopwhyke Strategic Development Location. At start of Local Plan period, site already had outline planning permission for 17,468sq.m floorspace for B8 distribution uses.	(4.2)	Hybrid application (13/02190/FUL) granted January 2014 comprising full planning permission totalling 7,469sq.m floorspace for B1c/B2/B8 uses and outline permission for up to 10,107sq.m additional floorspace for B1c/B2/ B8. First phase of 7,469sq.m is complete and partly occupied. Reserved matters (16/02315/REM) approved October 2016 for remaining development comprising 9,324sq.m.	(2.1)
Ellis Square, Selsey	Remaining undeveloped area. Site has outline planning permission (00/00837/OUT) part implemented for B1 mixed uses.	2.2	B1 office unit (223sq.m) completed during year.	2.2
Land at Tangmere Business Park	Remaining undeveloped area. Part of site subject to previous planning permission now expired.	1.7	No recent planning applications.	1.7
Donnington Park, Birdham Road, Stockbridge	Remaining undeveloped area without planning permission.	0.23	Planning permission (16/00622/FUL) granted in August 2016 for 5 two-storey business units totalling 1,055sq.m floorspace for use classes B1, B8 (with ancillary trade counter use).	0.23
<b>Total</b>		<b>4.13</b>		<b>4.13</b>

<sup>1</sup> Treated as an extant planning permission, so not counted towards the Local Plan requirement for 25 hectares additional employment land.

Location	Comments	Site area (hectares)	Development progress	Remaining area not yet developed (hectares)
<b>New employment land allocated in Chichester Local Plan: Key Policies 2014-2029</b>				
West of Chichester SDL (Policy 15)	Suitable for B1 (specific mix of B1 office/light industry floorspace to be determined at masterplanning /detailed planning stage)	6.0	Planning application (14/04301/OUT) for first phase of development proposes 2,513sq.m B1a office floorspace (0.82 ha) within planned local centre. Remaining employment to be provided in second phase (limited to B1c light industrial use to avoid unacceptable traffic impacts).	6.0
Tangmere Strategic Employment Land (part) (Policy 19)	New land allocated in addition to 1.7 hectares carried forward from Chichester District Local Plan 1999. Suitable for B1-B8 uses.	2.8	Plot 7 (0.8 ha) now developed as Make Ready Centre for South East Coast Ambulance Service (14/01413/FUL). Plot 10 (1.0 ha) granted planning permission September 2016 for 4,013sq.m flexible B1(c) and/or B8 uses with ancillary office space (16/02035/FUL).	2.0
<b>Total</b>		<b>8.8</b>		<b>8.0</b>
<b>Employment allocations proposed in Site Allocation DPD</b>				
High School, Kingsham Road, Chichester (Policy CC6)	Proposed for B1 employment uses subject to confirmation that the land is surplus to requirements for education purposes.	1.07	Site still in education use.	1.07
Plot 12 Terminus Road (Chichester Enterprise Zone) (Policy CC7)	Proposed for B1, B2 and B8 employment uses. Total site area is 2.4 ha (net increase excluding existing developed area is 0.42 ha).	0.42 (net increase)	Planning permission (15/03419/REG3) granted February 2016 for redevelopment of 0.71 ha plot for 3,288sq.m (2,469sq.m net) of managed business space.	0.42

Location	Comments	Site area (hectares)	Development progress	Remaining area not yet developed (hectares)
Fuel Depot Site, Bognor Road, Chichester (Policy CC8)	Proposed for B1, B2 and B8 employment uses on 3.8 ha within overall site area of 4.8 ha (allowing remaining 1 ha to be developed for waste uses as identified in West Sussex Waste Local Plan 2014.	3.8	Hybrid permission (14/04284/OUT) granted July 2016 for allocated site (3.8 ha) including outline permission for B2/B8/ Trade uses (7,830sq.m) and 2 ancillary roadside catering units (420sq.m), and detailed permission for a discount food retail unit (2,431sq.m).	3.8
Springfield Park (adjacent to Fuel Depot) (Policy CC9)	Proposed for B1, B2 and B8 employment uses.	2.2	No recent planning applications	2.2
<b>Total</b>		<b>7.49</b>		<b>7.49</b>
<b>Grand Total</b>		<b>20.42</b>		<b>19.62</b>

**Key Indicator: E2**

Amount of large scale glasshouse developments permitted

9.7. In the monitoring year the Council permitted two planning applications in relation to major development for glasshouses. As such 100% of applications relating to large scale glasshouse development were permitted in accordance with Policy 32. The Council is working with landowners and growers to facilitate the development of the horticultural development area at Tangmere.

**Table 14: Planning applications for large scale glasshouse development**

<b>Application Number and Location</b>	<b>Description</b>	<b>In accordance with Policy 32</b>	<b>Council Decision</b>
NM/14/01721/FUL  Chichester Food Park, Bognor Road Chichester	Horticultural glasshouse, pack house, offices and reservoir development.	Yes	Application permitted with S106.
TG/15/01600/FUL  Tangmere Airfield Nurseries, The Old Airfield, Tangmere Road	Replacement glasshouse.	Yes	Application permitted.

**Key Indicator: E3**

Percentage Chichester city primary and secondary frontages in non-retail uses

9.8. Key indicator E3 seeks to ensure that no more than 25% and 75% of the primary and secondary shopping frontages in Chichester shopping centre are in non-shopping uses (A1), respectively.

9.9. The primary and secondary shopping frontages in Chichester shopping centre were not surveyed during the monitoring period. However, prior to the current monitoring period the survey was undertaken in February 2015. This survey demonstrated that 23.63% of the primary shopping frontages and 51.88% of the secondary shopping frontages were in non-shopping uses.

9.10. Whilst outside the current monitoring period, the survey was also undertaken in July 2016. This survey found that 24.42% of the primary shopping frontages and 52.92% of the secondary shopping frontages were in non-shopping uses. Therefore between February 2015 and July 2016 the percentage of primary and secondary shopping frontages in non-shopping uses increased by 0.79% and 1.04%, respectively.

9.11. In July 2016 the percentage of primary shopping frontages in non-shopping uses is close to exceeding the target of 25%. Nonetheless, the percentage of primary and secondary shopping frontages in Chichester shopping centre that are in non-shopping uses is currently in accordance with Policy 27 of the Chichester Local Plan.

**Local Indicator: L1**

Total amount of employment floor space on previously developed land by type

9.12. The percentage of gross employment floorspace completed on previously developed land (PDL) in 2015-16 was 73%, which was a similar proportion to that recorded in the two previous years.

**Table 15: Employment floorspace developed on previously developed land by type 2015-2016 (Source: WSCC)**

Employment type	Gross floorspace completions (sq.m)				
	Total	PDL	% of total	Greenfield	% of total
B1a: Offices	615	392	64%	223	36%
B1b: Research & Development	0	0	0%	0	0%
B1c: Light Industry	3,799	3,624	95%	175	5%
B1: Mixed Uses	1,206	1,206	100%	0	0%
B2: General Industry	515	515	100%	0	0%
B8: Storage & Distribution	6,278	3,344	53%	2,934	47%
Total	12,413	9,081	73%	3,332	27%

**Local Indicator: L2**

Employment floorspace with planning permission by use class

9.13. Table 16 shows that at 1 April 2016, employment floorspace with planning permission for B1-B8 uses totalled 46,471sq.m (gross) or 43,731sq.m (net)<sup>2</sup>. The largest extant planning permissions were at Portfield Quarry (Glenmore Business Park) and Ellis Square, Selsey (which is covered by a part implemented outline permission). Since the 1 April monitoring date, further significant planning permissions have been granted at the Fuel Depot site, Bognor Road and at Tangmere Business Park (the complete position with regard to planning permissions on the allocated employment sites is set out in table 15 above.

**Table 16: Employment floorspace commitments by type at 1 April 2016 (Source: WSCC)**

Employment type	Floorspace with planning permission	
	Gross (sq.m)	Net (sq.m)
B1a: Offices	4,391	3,948
B1b: Research & Development	0	0
B1c: Light Industry	4,474	3,477
B1: Mixed Uses	32,180	32,180
B2: General Industry	1,785	1,785
B8: Storage & Distribution	3,641	2,341
Total	46,471	43,731

<p><b>Local Indicator: L3</b></p> <p>Total amount of floor space for 'town centre uses'</p>
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9.14. Table 17 shows that during the year to 31 March 2016, a small total of only 2,566sq.m gross floorspace (2,240sq.m net) was completed for retail (A1), office (A2 or B1a) and leisure (D2) uses in the Local Plan area.

9.15. However, a substantial quantity of new retail floorspace was under construction on a 5.09 ha site at Barnfield Drive, Chichester. Phase 1A of the development consisting of 5,390sq.m retail space comprising 3 individual units was well underway at the monitoring date and was completed in autumn 2016 (now occupied by Wickes, Halfords and Iceland). Phase 1B comprising a 1,729sq.m discount retail store (to be occupied by Aldi) was also under construction.

<sup>2</sup> It should be noted that the employment floorspace commitment figures monitored against Indicator BD3 in previous AMRs also included some allocated employment land without planning permission, and are therefore not directly comparable with these figures.

**Table 17: Completed retail, office and leisure development 2015-2016 (Source: WSCC)**

Town centre uses	Gross floorspace (sq.m)	Net floorspace (sq.m)	Site area (ha)
A1: Retailing	1,500	1,500	0.25
A2: Financial/ Professional Services	377	377	0.04
B1a: Offices	615	363	0.29
D2: Leisure	74	0	0.01
Total	2,566	2,240	0.59

9.16. National and local planning policy seeks to direct development for main 'town centre' uses such as retail, office and leisure facilities towards town centres or other accessible locations. Table 18 shows the location of the retail and office floorspace completed in the Plan area during 2015-2016, with the majority of development being located within defined town centres. However, the completion of the Barnfield Drive retail development is expected to increase the proportion of out-of-centre development in the coming year.

**Table 18: Town centre uses - gross floorspace completed by location of development 2015-2016 (Source: WSCC)**

Town centre uses	Town centre (sq.m)	Inside settlement boundary (sq.m)	Outside settlement boundary (sq.m)	Total (sq.m)
A1: Retailing	1,128	75	297	1,500
A2: Financial/ Professional Services	377	0	0	377
B1a: Offices	120	223	272	615
D2: Leisure	0	74	0	74
Total	1,625	372	569	2,566

## Housing and Neighbourhoods

### Key Indicator: H1

New homes built each year (net)

9.17. The Chichester Local Plan makes provision to deliver a total of 7,388 net additional homes over the period 2012-2029, equivalent to an average of 435 homes per year.

9.18. Housing completions in the Chichester Local Plan area over the year to 31 March 2016 totalled 507 net dwellings as shown in table 19. This represents a considerable increase compared to the three previous years and this is the first year since the Local Plan base date that housing completions have exceeded the Plan housing target. As a result, the cumulative housing delivery shortfall since 1 April 2012 has fallen to 373 net dwellings.

**Table 19: Net additional dwellings completed 2012-2016 (Source: CDC/WSCC)**

Monitoring year	Local Plan requirement	Net dwellings completed	Housing surplus/shortfall
2012/13	435	307	-128
2013/14	435	202	-233
2014/15	435	351	-84
2015/16	435	507	72
<b>Total 2012-2016</b>	1,740	1,367	-373
<b>Average per year</b>	435	342	

### Local Indicator: L4

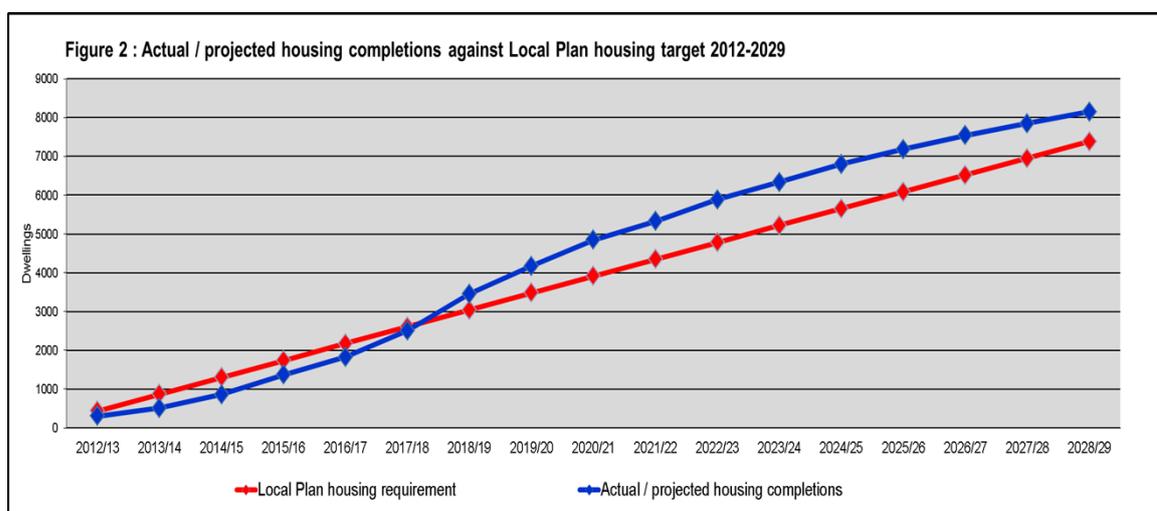
Net additional dwellings in future years and managed delivery target

9.19. Appendix D in the Chichester Local Plan provides a housing trajectory which shows projected housing delivery and phasing over the period to 2029. Appendix 3 of this AMR presents an updated version of the trajectory, taking account of housing completed to 31 March 2016 and planning permissions granted to the end of October 2016.

9.20. The updated trajectory shows that a combination of housing completions since April 2012, identified housing commitments (e.g outstanding planning permissions) and additional housing allocated in the Chichester Local Plan and neighbourhood plans are expected to deliver a total of 8,152 net dwellings over the period to 2029. This comfortably exceeds the Chichester Local Plan requirement of 7,388 dwellings.

9.21. Figure 1 compares actual and projected annual housing completions against the Local Plan housing requirement. As noted above, cumulative housing completions since 1 April 2012 have so far fallen short of meeting the annual Local Plan requirement of 435 dwellings per year. However, as a result of planning permissions recently granted and progress on bringing forward sites allocated in the Local Plan and neighbourhood plans, it is expected that housing delivery will overcome this delivery shortfall within the next 3 years.

**Figure 1: Actual/projected housing completions against Local Plan housing target 2012-2029**



*Five year supply of deliverable housing sites*

9.22. The NPPF sets a requirement to maintain a five year supply of deliverable housing sites. Table 20 summarises the five year housing land supply for the Chichester Local Plan area for the period 2017-2022, based on the annualised Local Plan housing target of 435 homes per year. The information on housing supply is taken from West Sussex County Council development monitoring data for 1 April 2016, updated to include further changes to the housing supply in the period to the end of October 2016.

9.23. The table shows a requirement to deliver a total of 3,023 net dwellings over the period 2017-2022. The requirement has been adjusted to take account of the housing delivery shortfall from previous years and includes a 20% buffer as required in the NPPF. Set against this, there is a current supply of 3,503 net dwellings comprising sites with outstanding planning permission and other sites expected to come forward during the 5-year period, including sites allocated in the Local Plan and neighbourhood plans. There is also an allowance for small windfall sites. When compared to the five year housing requirement, this gives a surplus of 480 net dwellings, equivalent to 5.8 years of housing supply.

**Table 20: Five year housing land supply 2017-2022 (Source: CDC/WSCC)**

<b><i>Housing requirement 2017 – 2022</i></b>	<b><i>Net dwellings</i></b>
Chichester Local Plan housing requirement	2,175
Shortfall against Local Plan housing requirement 2012-2016	373
Projected shortfall against Local Plan requirement 2016-2017	-29
<b><i>Adjusted housing requirement 2017-2022</i></b>	<b><i>2,519</i></b>
Additional 20% buffer	504
<b><i>Adjusted housing requirement (inc buffer) 2017-2022</i></b>	<b><i>3,023</i></b>
<i>Adjusted housing requirement per year 2017-2022</i>	<i>605</i>

<b><i>Projected housing supply 2017 – 2022</i></b>	<b><i>Net dwellings</i></b>
Sites of 6+ dwellings with planning permission, resolution to permit or prior approval	2,643
Sites allocated in Local Plan 2014-2029 and neighbourhood plans <sup>3</sup>	559
Other identified deliverable sites within defined settlement areas with potential for 6+ dwellings	37
Projected housing from permissions on small sites (less than 6 homes)	123
<b><i>Total identified housing supply</i></b>	<b><i>3,362</i></b>
Windfall allowance on sites of under 6 dwellings	141
<b><i>Total projected housing supply</i></b>	<b><i>3,503</i></b>

<b><i>Housing supply surplus / deficit</i></b>	<b><i>Net dwellings</i></b>
<b><i>Projected housing surplus/shortfall 2017-2022</i></b>	<b><i>480</i></b>
<b><i>Projected years housing supply</i></b>	<b><i>5.8</i></b>

<sup>3</sup> Includes projected delivery from Strategic Development Locations allocated in the Local Plan and housing sites allocated in neighbourhood plans that have been made or reached the Submission (Regulation 16) stage.

**Key Indicator: H2**

New homes built each year (net) by strategic sites and Settlement Hubs

- 9.24. The Chichester Local Plan allocates land to deliver a total of 3,250 homes at Strategic Development Locations (SDLs) at West of Chichester, Shopwyke, Westhampnett/ North East Chichester and Tangmere (Policies 15-18), and provides for a further 630 homes on strategic sites to be identified at the settlement hubs of East Wittering/ Bracklesham, Selsey and Southbourne (Policies 20, 23 and 24). Table 21 shows housing completions on strategic sites to date against the indicative phasing show in Table 7.2 in the Local Plan. During the year to 31 March 2016, a total of 38 dwellings were completed on sites at Beech Avenue, Bracklesham Bay (Pebble Reach) and Drift Road, Selsey (East Beach Walk). In total since 1 April 2012, a total of 69 dwellings have been completed on strategic sites. This relatively small total to date is a reflection of the longer planning lead times needed to bring forward larger housing developments.
- 9.25. However, as shown in table 22, considerable progress is being made towards future housing delivery on the majority of the strategic sites. Of the SDLs, development of 398 dwellings has now commenced at Shopwyke Lakes, with the remainder of the total of 585 dwellings having outline permission or a resolution to grant outline permission subject to a S106 agreement. Outline permission has also been granted for up to 300 dwellings on land between Stane Street and Madgwick Lane, Westhampnett comprising the first phase of development at Westhampnett/North East Chichester. There is a Council resolution to grant outline planning permission for the first phase of the West of Chichester development (750 dwellings). The Council is working with the landowners and developers to facilitate the Tangmere SDL in accordance with Local Plan and neighbourhood plan policies. As part of this the Council is considering making a Compulsory Purchase Order (CPO) to ensure delivery.
- 9.26. At the Settlement Hubs, all of the remaining strategic housing requirement now has planning permission, with development now underway at 181 Main Road, Southbourne (Sussex Grange), and continuing on the East Beach Walk scheme in Selsey.

**Table 21: Net housing completions on strategic sites to 31 March 2016**

Location	Local Plan policy	Local Plan phasing	No. of homes planned to 2029	Net housing completions 2015/16	Total net completions since 1 April 2012	Remaining housing yet to be delivered
<b>SDLs</b>						
West of Chichester	Policy 15	Post-2019	1,250	0	0	1,250
Shopwhyke	Policy 16	From 2015	500	0	0	500
Westhampnett/ North East Chichester	Policy 17	Post-2019	500	0	0	500
Tangmere	Policy 18	Post-2019	1,000	0	0	1,000
SDL total			3,250	0	0	3,250
<b>Settlement Hubs</b>						
Southbourne (village)	Policy 20	Pre-2019	300	0	0	300
Selsey	Policy 23	Pre-2019	150	19	19	131
East Wittering/ Bracklesham	Policy 24	Pre-2019	180	19	50	130
Settlement Hubs total			630	38	69	561
Total			3,880	38	69	3,811

**Table 22: Progress towards future housing delivery**

Location	Planning permission under construction	Detailed planning permission not yet started	Outline planning permission granted or agreed subject to S106	Outstanding housing requirement not yet permitted
<b>SDLs</b>				
West of Chichester	0	0	0	1,250
Shopwhyke	398	0	187 <sup>1</sup>	0

<b>Location</b>	<b>Planning permission under construction</b>	<b>Detailed planning permission not yet started</b>	<b>Outline planning permission granted or agreed subject to S106</b>	<b>Outstanding housing requirement not yet permitted</b>
Westhampnett/ North East Chichester	0	0	300	200
Tangmere	0	0	0	1,000
SDL total	398	0	487	2,450
<b>Settlement Hubs</b>				
Southbourne (village)	20	0	282	0
Selsey	91	0	139	0
East Wittering/ Bracklesham	0	26	110	0
Settlement Hubs total	111	26	531	0
<b>Total</b>	<b>509</b>	<b>26</b>	<b>1,018</b>	<b>2,450</b>
<sup>1</sup> Includes outline planning permission for 85 additional dwellings bringing the total planning housing at Shopwhyke SDL to 585 dwellings. The additional 85 dwellings are also counted towards the parish requirement for Chichester under Indicator H3.				

**Key Indicator: H3**

New homes built each year (net) by Parish

9.27. Table 23 shows housing completions counting towards the indicative parish housing numbers set out in Policy 5 of the Chichester Local Plan. During the year to 31 March 2016, a total of 153 net dwellings were completed on parish housing sites. This brings the total completions on parish sites since the start of the Local Plan period to 267 net dwellings, with a total of 659 dwellings remaining to be delivered<sup>4</sup>.

9.28. As shown in Table 24, a further 108 dwellings are currently under construction on parish housing sites (comprising 3 sites in Chidham & Hambrook, and sites in Fishbourne and Birdham). The majority of the remaining parish requirement now has planning permission, with further sites allocated in neighbourhood plans. The Council's Site Allocation DPD which is due for submission in early 2017 identifies sites to meet the

<sup>4</sup> It should be noted that housing completions in Donnington have already exceeded the identified Local Plan figure and completions are also set to do so in some other parishes such as Chidham & Hambrook where several sites are now under construction.

outstanding requirement in Bosham, Hunston, Lynchmere and Plaistow & Ifold parishes.

**Table 23: Parish net housing completions to 31 March 2016**

<b>Parish</b>	<b>Number of homes planned to 2029</b>	<b>Net housing completions 2015/16</b>	<b>Total net completions since 1 April 2012</b>	<b>Remaining parish housing yet to be delivered</b>
<b><i>East-West Corridor</i></b>				
Bosham	50	0	0	50
Boxgrove	25	0	0	25
Chichester city	235	8	17	218
Chidham & Hambrook	25	19	24	1
Fishbourne	50	25	25	25
Southbourne (excl village)	50	0	0	50
Westbourne	25	0	0	25
<b>E-W Corridor total</b>	<b>460</b>	<b>52</b>	<b>66</b>	<b>394</b>
<b><i>Manhood Peninsula</i></b>				
Birdham	50	0	0	50
Donnington	50	41	116	0
Hunston	25	0	18	7
North Mundham	25	15	15	10
West Wittering	50	45	50	0
<b>Manhood Peninsula total</b>	<b>200</b>	<b>101</b>	<b>199</b>	<b>67</b>
<b><i>Plan Area (North)</i></b>				
Kirdford	60	0	0	60
Loxwood	60	0	0	60
Lynchmere	10	0	0	10
Plaistow & Ifold	10	0	0	10
Wisborough Green	60	0	2	58
<b>Plan Area (North) total</b>	<b>200</b>	<b>0</b>	<b>2</b>	<b>198</b>
<b>Parish housing total</b>	<b>860</b>	<b>153</b>	<b>267</b>	<b>659</b>
<sup>1</sup> Parish target allows for the inclusion of suitable sites adjoining the Chichester city Settlement Boundary in neighbouring parishes (including sites separated from the Settlement Boundary by the A27).				

**Table 24: Parish progress towards future housing delivery**

<b>Parish</b>	<b>Planning permission under construction</b>	<b>Detailed planning permission not yet started</b>	<b>Outline planning permission granted or agreed subject to S106</b>	<b>Additional sites allocated in neighbourhood plans</b>	<b>Outstanding housing requirement not yet allocated</b>
<b><i>East-West Corridor</i></b>					
Bosham	0	0	0	0	50
Boxgrove	0	0	22	0	3
Chichester city	0	222	85 <sup>1</sup>	0	0
Chidham & Hambrook	54	16	8	0	0
Fishbourne	24	0	0	15	0
Southbourne (excl village)	0	0	0	50	0
Westbourne	0	16	0	0	9
<b>E-W Corridor total</b>	<b>78</b>	<b>254</b>	<b>115</b>	<b>65</b>	<b>62</b>
<b><i>Manhood Peninsula</i></b>					
Birdham	30	40	0	0	0
Donnington	0	0	21	0	0
Hunston	0	0	0	0	7
North Mundham	0	0	33	0	0
West Wittering	0	0	0	0	0
<b>Manhood Peninsula total</b>	<b>30</b>	<b>40</b>	<b>54</b>	<b>0</b>	<b>7</b>
<b><i>Plan Area (North)</i></b>					
Kirdford	0	0	0	60	0
Loxwood	0	0	43	17	0
Lynchmere	0	0	0	0	10
Plaistow & Ifold	0	0	0	0	10
Wisborough Green	0	8	55	11	0
<b>Plan Area (North) total</b>	<b>0</b>	<b>8</b>	<b>98</b>	<b>88</b>	<b>20</b>
<b>Parish housing total</b>	<b>108</b>	<b>302</b>	<b>267</b>	<b>153</b>	<b>89</b>
<p><sup>1</sup> Additional 85 dwellings granted outline planning permission at Shopwhyke SDL (within Oving parish) in addition to the 500 dwellings already allocated under Policy 16 in Local Plan Key Policies 2014-2029.</p>					

**Key Indicator: H4**

Windfall housing developed: New homes built each year (net)

9.29. The Chichester Local Plan housing provision figure includes an allowance for 'windfall' housing expected to come forward in small developments of less than 6 dwellings (arising mainly through change of use, conversions, and small infill sites). Taking account of small sites that already had planning permission at the time of Plan adoption, the windfall allowance equated to 48 net dwellings per year across the Plan area. Table 25 shows that actual recorded net completions on sites of less than 6 dwellings since 1 April 2012 have averaged 55 dwellings per year, which is slightly above the Plan target. The breakdown by sub-area shows that small site completions are meeting the Plan figures in the East-West Corridor and Manhood Peninsula areas, but are slightly below the projected level in the North of the Plan area.

**Table 25: Net dwellings completed on sites of less than 6 dwellings 2012-2016 (Source: CDC/WSCC)**

	East-West Corridor	Manhood Peninsula	North of Plan Area	Plan Area total
Small sites windfall allowance	326	171	87	584
Small sites windfall allowance per year	27	14	7	48
Net dwellings completed on sites of less than 6 dwellings				
2012/13	46	22	0	68
2013/14	31	16	8	55
2014/15	29	16	4	49
2015/16	31	10	8	49
Total 2012-2016	137	64	20	221
Average per year	34	16	5	55

**Local Indicator: L5**

New and converted dwellings on previously developed land

9.30. Table 26 shows that in 2015-16, 55% of gross housing completions were on previously developed land (PDL) sites, with 45% on greenfield land. The proportion of housing development on greenfield land has increased over the past two years, following a number of planning permissions granted on edge of settlement sites in the period since

2012. Several greenfield sites were completed during the year including schemes at Southfields Close, Donnington (Canal Walk), Chaucer Drive, East Wittering (Sandpiper Walk), Beech Avenue, Bracklesham Bay (Pebble Reach), Fishbourne (The Oaks) and Lavant Road, Chichester (Roman Fields).

9.31. Despite this, the majority of housing completions during the year were on PDL, reflecting the major housing developments underway in the north of Chichester city at Graylingwell Park and Roussillon Park and also a large housing association scheme of 94 flats completed at The Heritage in Chichester. Over the next few years, the proportion of greenfield development will increase further as a result of permissions recently granted, together with sites allocated in the Local Plan and neighbourhood plans.

**Table 26: Gross additional dwellings completed 2012-2016 (Source: CDC/WSCC)**

Monitoring year	Total gross completions	PDL gross completions	% of total	Greenfield gross completions	% of total
2012/13	327	281	85.9%	46	14.1%
2013/14	286	263	92.0%	23	8.0%
2014/15	418	265	63.4%	153	36.6%
2015/16	541	299	55.3%	242	44.7%
Average per year	393	277	70.5%	116	29.5%

**Key Indicator: H5**

Affordable homes built each by type and as a percentage of all homes built

9.32. Tables 27 and 28 show gross and net affordable housing completions in the Local Plan area as reported by West Sussex County Council (WSCC). During 2015-2016, affordable housing completions totalled 171 net dwellings. Policy 34 of the Chichester Local Plan sets a requirement for 30% affordable housing to be provided as part of residential development schemes above specified size thresholds (11 dwellings in larger settlements and 6 dwellings in rural parishes). The Plan also sets an overall target that 30% of total completions to 2029 should comprise affordable housing (excluding rural exception sites).

9.33. Excluding rural exception sites, a net total of 156 affordable dwellings were completed during 2015-2016. This represents around 31% of total net completions, which is slightly above the Local Plan target. In the Local Plan period to date since 1 April 2012, a

net total of 361 affordable dwellings have been built representing around 26% of all net dwellings completed.

**Table 27: Gross affordable housing completions as a percentage of total housing completions 2012-2016 (Source: WSCC)**

Monitoring year	Total completions (gross)	Affordable housing completions (gross)	Affordable housing completions excluding rural exception sites (gross)	Percentage (%)
2012/13	327	66	51	15.6%
2013/14	286	86	81	28.3%
2014/15	418	187	159	38.0%
2015/16	541	171	156	28.8%
Total 2012-2016	1,572	510	447	28.4%

**Table 28: Net affordable housing completions as a percentage of total housing completions 2012-2016 (Source: WSCC)**

Monitoring year	Total completions (net)	Affordable housing completions (net)	Affordable housing completions excluding rural exception sites (net)	Percentage (%)
2012/13	307	66	51	16.6%
2013/14	202	27	23	11.4%
2014/15	351	159	131	37.3%
2015/16	507	171	156	30.8%
Total 2012-2016	1,367	423	361	26.4%

9.34. The Council's Housing Strategy 2013-2018 sets an objective to maximise the supply of local homes to meet the needs of local people. This includes maximising delivery of affordable housing on market sites and boosting affordable housing delivery through the use of Council and partner assets. The Council has set a new minimum target of 550 affordable homes to be delivered on market sites through the Local Plan over the 5 year Housing Strategy period, with an additional 150 affordable homes to be delivered through its housing delivery partnership. These targets have been incorporated into the Corporate Plan which sets targets to deliver 110 affordable homes each year on market sites, with an additional 30 affordable homes to be enabled by the Council each year. It

should be noted that these targets apply to the whole of Chichester District, including the area within the SDNP.

9.35. Table 29 shows affordable housing completions within the Local Plan area (excluding completions in the National Park area), as recorded by the Council's Housing Delivery team. The figures show affordable housing units at the date on which they become available for occupation. It should be noted that these figures differ from the completions figures recorded by WSCC. This is mainly due to the date at which the housing has been recorded as completed.

**Table 29: Affordable housing completions 2012-2016 (Source: CDC Housing Delivery Team)**

Gross affordable housing completions	Delivered on market sites (Section 106 agreements)	Rural exception sites	Additional affordable housing	Total affordable housing (gross)
2012-13	43	15	31	89
2013-14	91	0	0	91
2014-15	139	17	78	234
2015-16	107	15	62	184
Total 2012-2016	380	47	171	598

9.36. The majority of affordable housing built was provided in association with market housing developments, where the affordable housing was delivered through a planning obligation (S106 agreement). There is a presumption that no Government grant will be available to assist the delivery of affordable housing on market sites and therefore delivery of affordable housing is generally now directly dependent on subsidy from private housing developments. The most significant quantities of affordable housing were delivered at The Heritage, Chichester (redevelopment of an outdated sheltered housing scheme), Graylingwell Park, Roussillon Park, Chaucer Drive, East Wittering (Sandpiper Walk) and Beech Avenue, Bracklesham Bay (Pebble Reach). Development was also completed on a rural exception site on Land east of Palmers Place, North Mundham (Canal Mead). Additional affordable housing included redevelopment of existing stock at Prinsted Court, Southbourne.

*Tenure mix of affordable housing*

9.37. In planning for new affordable housing, the Council's Housing Delivery team aims to achieve an overall tenure split of 70% affordable/social rented housing and 30% intermediate forms of tenure (i.e shared ownership or shared equity). These

percentages are based on the assessment of the net need for different types of affordable homes for Chichester District (including the National Park area) identified in the Coastal West Sussex Strategic Housing Market Assessment 2012.

9.38. Table 30 shows that in the monitoring year to 31 March 2016, 54% of affordable housing completions were intermediate housing (mostly shared ownership) with only 46% affordable/social rented. This reflects the time lag between the 70/30 policy being introduced and the dwellings built under that policy being completed, in particular, the developments at Graylingwell Park and Roussillon Park, where planning permissions were granted before the current 70/30 policy was introduced. In future, the proportion of intermediate housing is likely to increase due to development viability considerations caused by the introduction of the Government’s rent reduction policy and a reduction in the availability of affordable housing grant.

**Table 30: Tenure mix of affordable housing completions 2015-2016 (Source: CDC Housing Delivery Team)**

	<b>Affordable / social rented</b>	<b>Intermediate housing</b>	<b>Total</b>
Affordable housing mix - SHMA policy target	70%	30%	100%
Affordable housing completions 2015/16 (gross)	85	99	184
% of total affordable housing completed	46%	54%	100%

**Local Indicator: L6**  
Dwelling completions by size

9.39. The Local Plan does not set specific policy requirements regarding the size and type of housing units in new developments, as this will vary over time and by site location. The Plan does however indicate that the mix of both market and affordable housing should be informed by evidence in the Strategic Housing Market Assessment (SHMA) and other relevant local evidence. The Coastal West Sussex SHMA Update: Chichester District Summary Report (November 2012) provides the following broad recommendation on the dwelling size mix that should be sought for new market and affordable housing development.

	Market housing size mix	Affordable housing size mix
1 bed	35%	10-15%
2 bed		30-35%
3 bed	50%	35-40%
4+ bed	15%	15-20%

9.40. Analysis of completions by size of dwelling in tables 31 to 33 shows a fairly even distribution between 1 to 4+ bed units. The proportion of 1-bed units built was higher than in previous years, boosted particularly by the mainly flatted scheme at The Heritage in Chichester. However, a sizeable proportion of houses completed (around one-third) had 4 or more bedrooms.

9.41. For market housing, the proportion of 1-2 bed completions was similar to the figure recommended in the SHMA, but the proportion of 4+ bed completions was significantly higher than the SHMA figure. However, many of the 4+ bed completions were on sites that gained planning permission before the 2012 SHMA was published, such as Graylingwell Park, Roussillon Park and Southfields Close, Stockbridge (Canal Walk). Since the 2012 SHMA, Council planning officers have been in a stronger position to negotiate with housing developers on dwelling size mix, and this is reflected in the completions on more recently permitted sites such as Chaucer Drive, East Wittering (Sandpiper Walk) and Drift Road, Selsey (East Beach Walk) where there is a much higher proportion of 3-bed compared to 4-bed dwellings. For affordable housing, completions over the past year have been strongly biased towards 1-2 bed units, whereas the SHMA is seeking a higher proportion of family housing. This largely reflects the large number of affordable units delivered at The Heritage which is exclusively 1 and 2 bed units. For all housing developments, it should be emphasised that the mix of dwelling sizes negotiated by the Council may vary from the SHMA figures to reflect the character and location of the site or take account of specific issues of development viability.

**Table 31: Gross dwelling completions by number of bedrooms for houses/bungalows 2015-2016 (Source: WSCC)**

Number of bedrooms	Market housing		Affordable housing		Total housing	
	Gross completions 2015/16	%	Gross completions 2015/16	%	Gross completions 2015/16	%
1 bed	3	1%	44	36%	47	12%
2 bed	50	18%	44	36%	94	23%
3 bed	99	35%	31	25%	130	32%
4+ bed	132	46%	3	2%	135	33%
Total	284	100%	122	100%	406	100%

**Table 32: Gross dwelling completions by number of bedrooms for flats/maisonettes 2015-2016 (Source: WSCC)**

Number of bedrooms	Market housing		Affordable housing		Total housing	
	Gross completions 2015/16	%	Gross completions 2015/16	%	Gross completions 2015/16	%
1 bed	34	40%	23	47%	57	42%
2 bed	47	55%	26	53%	73	54%
3 bed	0	0%	0	0%	0	0%
4+ bed	5	6%	0	0%	5	4%
Total	86	100%	49	100%	135	100%

**Table 33: Gross dwelling completions by number of bedrooms for all dwellings 2015-2016 (Source: WSCC)**

Number of bedrooms	Market housing		Affordable housing		Total housing	
	Gross completions 2015/16	%	Gross completions 2015/16	%	Gross completions 2015/16	%
1 bed	37	10%	67	39%	104	19%
2 bed	97	26%	70	41%	167	31%
3 bed	99	27%	31	18%	130	24%
4+ bed	137	37%	3	2%	140	26%
Total	370	100%	171	100%	541	100%

**Key Indicator: H6**

Net additional Gypsy, traveller and travelling showpeople pitches and plots granted planning permission each year

9.42. Policy 36 in the Chichester Local Plan identifies that 59 pitches for Gypsy and travellers and 18 plots for travelling showpeople are required in the Plan area by 2027. It also specifies that 37 of the 59 pitches and 11 of the 18 plots are required by 2017. Policy 36 was informed by the need identified in the Gypsy, Travellers and Travelling Showpeople Accommodation Assessment (GTAA) 2013, which has a base date of September 2012.

9.43. During the monitoring period two sites were granted permanent planning permission for 13 Gypsy and traveller pitches. A total of 35 Gypsy and traveller pitches have therefore been granted permanent planning permission in the Plan area between September 2012, which is the base date of the GTAA, and 31 March 2016 (end date of this monitoring period). It should be noted that since March 2016 a further 9 pitches

have been granted permanent planning permission. Therefore in accordance with Policy 36 the requirement to provide 37 pitches by 2017 has been achieved.

9.44. In the monitoring period one site was granted temporary planning permission for 1 Gypsy and traveller pitch. However, it should be noted that Gypsy and traveller pitches granted temporary planning permission do not count towards meeting the requirement of 59 pitches by 2027.

**Table 34: Net additional Gypsy and traveller pitches**

Pitches granted permanent planning permission in monitoring period	13
Existing pitches lost as a result of development or closure in monitoring period	0
Net additional pitches in monitoring period	13
Total number pitches granted permanent planning permission between September 2012 and March 2015	35

9.45. Two sites were granted permanent planning permission for 5 travelling showpeople plots in monitoring period. A total of 12 travelling showpeople plots have therefore been granted permanent planning permission in the Plan area between September 2012, which is the base date of the GTAA, and 31 March 2016 (end date of this monitoring period). In accordance with Policy 36 the requirement to provide 11 travelling showpeople plots by 2017 has been achieved.

**Table 35: Net additional travelling showpeople plots**

Plots granted permanent planning permission in monitoring period	5
Existing plots lost as a result of development or closure in monitoring period	0
Net additional plots in monitoring period	5
Total number plots granted permanent planning permission between September 2012 and March 2015	12

## **Environment**

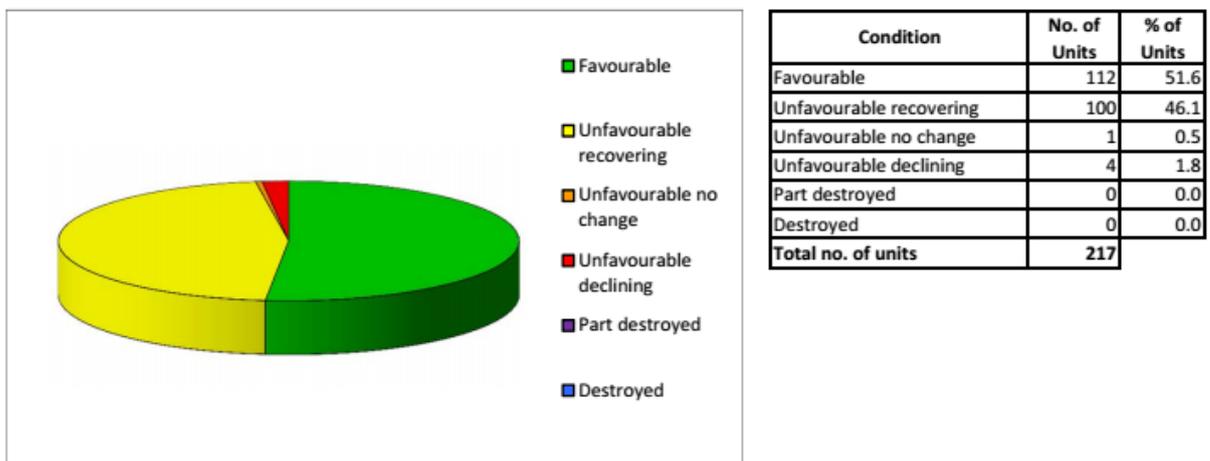
9.46. The data for the key indicators EN1 and EN6, and local indicator L7 covers the whole of Chichester District, including the SDNP. In addition key indicator EN3 covers the Solent shoreline, including the north shore of the Isle of Wight, Portsmouth, and Chichester and Langstone Harbours.

**Key Indicator: EN1**

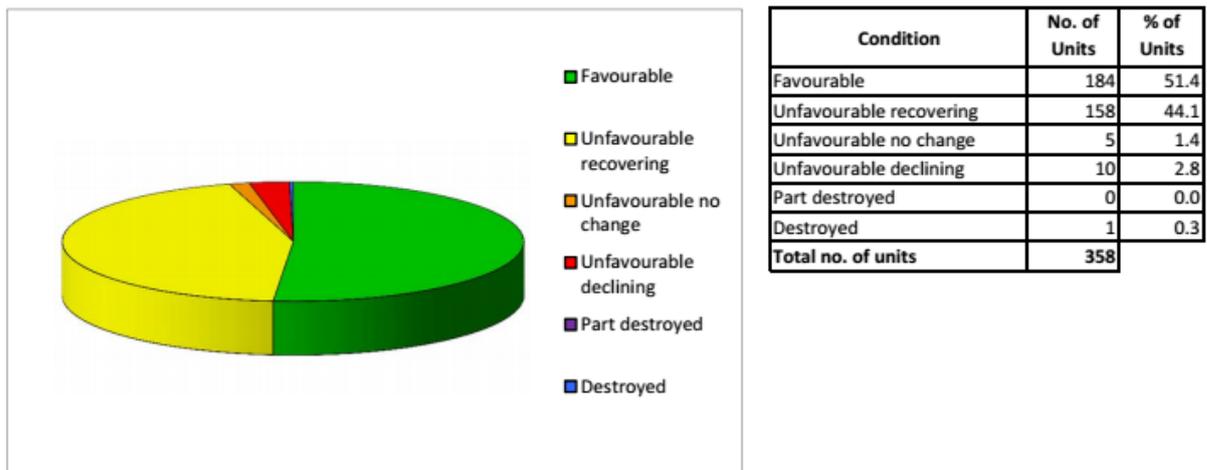
Proportion of SSSIs in favourable or unfavourable recovering condition.

- 9.47. The Natural Environment and Rural Communities Act 2006 aims to make biodiversity a consideration in policy and decision making processes. This is reinforced in the NPPF, which sets out that the planning system has an environmental role to play that is fundamental to achieving sustainable development.
- 9.48. The Council's planning policies seek to protect designated sites and habitats from the harmful effects of development and to ensure that development proposals protect, manage and enhance the local network of ecology, biodiversity and geological sites, including designated sites (statutory and non-statutory), priority habitats, wildlife corridors and connections between them.
- 9.49. The Sussex Biodiversity Record Centre (SNRC) provides information on the condition of Sites of Special Scientific Interest (SSSI) based on condition assessment undertaken by Natural England. Figures 2 and 3 show the condition of SSSI units in Chichester District (including the SDNP) and West Sussex as a whole.
- 9.50. In Chichester District, 51.6% of SSSI units are considered to be in a favourable condition, which is similar to the overall County figure of 51.4%. Of the SSSI units in the District assessed as being in unfavourable condition, 100 are categorised as recovering against only 4 assessed to be declining, with 1 unit showing no change. These figures (97.7%) meet Natural England's target that 95% of the SSSI area should be in favourable or recovering condition.

**Figure 2: Chichester District SSSI Unit Condition (Source: SBRC)**



**Figure 3: West Sussex SSSI Unit Condition (Source: SBRC)**



**Key Indicator: EN2**

Preparation of Green Infrastructure Strategy by 2014

9.51. The Chichester Local Plan was adopted in July 2015. Policy 52 of the Chichester Local Plan sets out the expectations for new development to contribute to the network of green infrastructure across the Plan area. Paragraph 19.69 of the Chichester Local Plan states “A more detailed Strategy will be produced as a SPD which will identify a range of more specific requirements to improve and maintain links into and between settlements, open spaces, natural assets and the biodiversity networks. The Strategy will also provide guidance on the protection, enhancement and management of the defined “Green Network”, identify any deficits of green infrastructure in the surrounding area, advise on mitigation and the financial contributions required and will be a tool for Development Management in considering planning applications.”

9.52. One of the priorities for the SPD was to identify the potential for creation of new or enhanced green infrastructure (GI) in relation to the strategic sites. However, this aspect has now been covered within the Concept Statements prepared by the Council for the West of Chichester and Westhampnett/North East Chichester Strategic Development Locations, the Tangmere neighbourhood plan and subsequent master plans prepared by the developers, for instance Shopwyke and West of Chichester.

9.53. The overarching Green Infrastructure Delivery Document is available on the Council’s website (<http://www.chichester.gov.uk/policyguidance#green>) and is guidance rather than formal policy. Therefore the delivery document does not have the same status or weight as an SPD; however, it brings together all the mechanisms and documents which provide guidance for planning applications for the delivery of GI as part of new

development in the Local Plan area. The Green Infrastructure Delivery Document will be updated as new information becomes available.

**Key Indicator: EN3**

Visitor numbers and activities impacting on recreational disturbance within Chichester Harbour SPA, Pagham Harbour SPA and Medmerry compensatory habitat

9.54. Chichester and Langstone Harbours and Pagham Harbour are designated as internationally important wildlife sites (Special Protection Areas). The Council has a legal duty to protect designated bird populations and consider whether development may have a 'likely significant effect' on the Harbours.

9.55. The data for key indicator EN3 covers the Solent shoreline, including the north shore of the Isle of Wight, Portsmouth, and Chichester and Langstone Harbours.

*Chichester Harbour SPA*

9.56. Evidence collected during the Solent Disturbance and Mitigation Project (now renamed Solent Recreation Mitigation Partnership (SRMP)) indicates that bird species in Chichester and Langstone Harbours SPA are being adversely affected by disturbance with human activity a major influence.

9.57. The Phase II On-site visitor survey results from the Solent region report sets out the results of the on-site visitor survey component of the Solent Disturbance and Mitigation Project. The on-site visitor surveys were conducted over the winter 2009/2010 along the Solent shoreline, including the north shore of the Isle of Wight, Portsmouth, Chichester and Langstone Harbours.

9.58. Table 36 provides a summary of statistics from the visitor monitoring of 20 sections along the Solent shoreline during the winter 2009-2010. Four of these sections are located within the Chichester Local Plan area and include The Promenade, Emsworth, Southbourne/Prinsted, West Itchenor and Fishbourne.

9.59. The highest number of visitors was recorded along the Promenade at Emsworth (137 people in the groups interviewed) and the lowest number of visitors was noted at the location near Lymington (Boldre/Pylewell) (20 people in the groups interviewed). In comparison the number of visitors recorded at Southbourne/Prinsted, West Itchenor and Fishbourne in terms of people in the groups interviewed was 62, 78 and 49, respectively.

**Table 36: Summary of statistics from the visitor monitoring of 20 sections along the Solent shoreline during the winter 2009-2010**

Section	Site name	Grid reference of survey location	Number of interviewed visitors	Number of visitors in interviewed groups	Mean interviewed group size	Number of dogs with interviewed groups	Number of dogs per interviewee	Number of people recorded entering and leaving or using the site (see section 2.3)	Number of dogs recorded on site	Percentage of interview refusals	Percentage of dogs recorded on interviews	People interviewed as percentage of those using the site
4	Lymington (Boldre/Pylewell)	SZ 3470 9516	10	20	2.0	4	0.4	33	7	9%	57%	30%
12	Calsiot	SU 4854 0165	21	40	1.9	8	0.4	169	32	22%	25%	12%
18	Eling	SU 3680 1256	31	44	1.4	31	1.0	130	92	11%	34%	24%
24	Weston Shore	SU 4459 0944	47	91	2.0	29	0.6	255	53	32%	55%	18%
26	Hamble Spit	SU 4786 0610	42	61	1.5	37	0.9	134	53	11%	70%	31%
32	Hookwith Warsash Nature	SU 4979 0430	56	78	1.4	46	0.8	216	92	3%	50%	26%
34	Salterns Park	SU 5465 0186	72	119	1.7	32	0.4	454	228	6%	14%	16%
37	Alverbank East	SZ 5914 9868	64	116	1.8	26	0.4	401	71	23%	37%	16%
44	Salterns Quay	SU 5805 0521	39	48	1.2	50	1.3	129	120	25%	42%	30%
48	Hilsea	SU 6479 0388	46	70	1.5	37	0.8	359	86	49%	43%	13%
53	Milton	SU 6770 0057	33	64	1.9	28	0.8	260	82	31%	34%	13%
58	Langstone	SU 7078 0500	24	33	1.4	23	1.0	65	31	14%	74%	37%
61	Hayling Billy Trail	SU 7122 0056	34	70	2.1	26	0.8	151	69	23%	38%	23%
64	Mengham	SZ 7398 9910	20	27	1.4	14	0.7	49	29	17%	48%	41%
69	The Promenade, Emsworth	SU 7489 0536	80	137	1.7	24	0.3	1088	157	10%	15%	7%
72	Southbourne / Prinsted	SU 7661 0507	31	62	2.0	32	1.0	182	92	6%	35%	17%
75	West Itchenor	SU 7968 0148	34	78	2.3	27	0.8	206	60	8%	45%	17%
82	Fishbourne	SU 8405 0412	28	49	1.8	27	1.0	80	45	10%	60%	35%
89	Newtown	SZ 4199 9095	21	35	1.7	6	0.3	129	23	19%	26%	16%
100	Ryde	SZ 6047 9251	51	80	1.6	43	0.8	817	279	24%	15%	6%
	Total		784	1322	1.7	550	0.8	33	7	9%	57%	30%

9.60. Table 37 provides a summary of the information gathered in relation to the range of activities undertaken at 20 sections along the Solent shoreline. Walking was the most popular activity (44% of people interviewed); followed by dog walking (42% of interviews) and together these activities accounted for 86% of the interview responses. This trend is also reflected in the four sections (The Promenade, Emsworth, Southbourne/Prinsted, West Itchenor and Fishbourne), which are located within the Chichester Local Plan area.

**Table 37: Range of activities undertaken at each site from interview responses of visitors to the Solent shoreline during winter 2009-2010. (Note: Visitors were able to select more than one activity)**

Section	Site Name	Dog Walking	Walking	Jogging/Power Walking /Nordic Walking	Outing with Children /Family	Cycling	Bird watching/Wildlife Watching	Kite surfing	Boating	Bait Digging / Cockling	Fishing	Short cut	Total
4	Lymington (Boldre/Pylewell)	3	4	0	0	1	1	0	0	0	0	0	9
12	Calshot	8	9	0	5	0	1	1	0	0	0	0	24
18	Eling	24	7	0	1	0	1	0	0	0	0	0	33
24	Weston Shore	18	31	1	3	1	4	0	0	0	2	0	60
26	Hamble Spit	29	22	1	1	0	1	0	0	0	0	0	54
32	Hookwith Warsash Nature Reserve	37	36	0	0	1	6	0	0	1	0	0	81
34	Salterns Park	26	52	1	0	1	1	0	0	1	0	1	83
37	Alverbank East	17	46	0	1	2	0	0	0	0	0	0	66
44	Salterns Quay	36	5	0	0	0	0	0	1	0	0	0	42
48	Hilsea	25	17	3	1	3	1	0	0	0	1	0	51
53	Milton	20	10	0	1	2	2	0	0	1	0	0	36
58	Langstone	14	8	0	1	1	5	0	0	4	0	0	33
61	Hayling Billy Trail	21	20	3	3	5	5	0	0	0	0	0	57
64	Mengham	13	8	0	1	0	0	0	0	0	0	0	22
69	The Promenade, Emsworth	24	61	1	1	0	2	0	1	0	0	0	90
72	Southbourne/Prinsted	27	26	2	1	0	0	0	0	0	0	0	56
75	West Itchenor	13	22	0	3	1	2	0	2	0	0	0	43
82	Fishbourne	16	13	1	1	0	2	0	1	0	0	0	34
89	Newtown	6	11	0	0	0	9	0	0	0	0	0	26
100	Ryde	31	18	0	6	0	0	0	0	0	0	0	55
	Total	408	426	13	30	18	43	1	5	7	3	1	955

9.61. The SRMP is currently tendering for a contractor to undertake the monitoring of levels and types of use by coastal visitors in the Solent (including Chichester Harbour). The data gathered for the 2016/2017 winter will form a new baseline for Chichester Harbour and then there will be annual on-going monitoring.

#### *Pagham Harbour SPA and Medmerry*

9.62. The Pagham Harbour Visitor Survey was commissioned by the Council to inform the Habitat Regulations Assessment of the Chichester Local Plan. The main issue of concern being the potential links between increased development leading to increased access and disturbance impacts to the SPA/Ramsar interest features within the harbour.

9.63. The Pagham Harbour Visitor Survey report sets out the results of on-site visitor surveys of Pagham Harbour SPA. It was carried out to establish how the harbour and surrounding area is currently used by visitors for recreation during the winter and summer months. The visitor surveys were conducted in January and February 2012 and were repeated in June and July 2012 at three locations on the western side of the harbour including the Visitor Centre, the Church Norton car park and the foot access point at Greenlease Farm.

9.64. Table 38 provides a summary of statistics from the three survey locations around Pagham Harbour during the winter and summer months. A total of 575 visitors were

recorded entering and leaving the survey locations and 273 visitor groups were interviewed (126 in winter and 147 in summer). Overall the busiest location in terms of people entering the site was Church Norton where visitor numbers were 34% higher than at Greenlease Farm. The difference between the numbers of people entering the sites was greatest in the winter with twice as many visitors to Church Norton compared to Greenlease. In addition 73% of the winter interviewees stated they visit the area equally all year compared to 43% in the summer.

**Table 38: Summary statistics from the three survey locations around Pagham Harbour**

Survey period	Winter				Summer				Combined results			
	Visitor Centre	Church Norton	Greenlease Farm	Total	Visitor Centre	Church Norton	Greenlease Farm	Total	Visitor Centre	Church Norton	Greenlease Farm	Total
Number of interviewed groups	47	46	33	126	43	56	48	147	90	102	81	273
Number of visitors in interviewed groups	81	94	50	225	98	102	83	283	179	196	133	508
Median group size	2	2	1	2	2	2	2	2	2	2	1	2
Number of groups with dogs	17	10	26	53	13	20	19	52	30	30	45	105
Number of dogs recorded	22	13	37	72	21	27	34	82	43	40	71	154
Percentage of groups with dogs	36	22	79	42	30	36	40	35	33	29	56	38
Number of people entering the site	100	116	56	272	104	111	88	303	204	227	144	575
Number of groups entering the site	53	56	37	146	52	51	62	165	105	118	88	311
Percentage of interview refusals from approached visitors	7.8	2.1	5.7	6	15.7	12.5	14.3	14	11.8	8.1	11	10.2
Percentage of people interviewed who entered the site	81	81	89	83	94	92	94	93	88	86	92	88

9.65. Table 39 provides a summary of the information gathered regarding the main activities undertaken at the harbour. The most popular main activity undertaken by interviewed visitors during their visit was dog walking (35% across the two survey periods). The second most popular activity specified by 33% of the visitors was walking. The main activities stated by interviewees at the different three survey locations show that in the winter, the majority of dog walking occurs at the Visitor Centre and Greenlease Farm. The Visitor Centre is the most popular summer location for wildlife watching (23%) and Church Norton attracts the most winter wildlife watchers (43%).

**Table 39: The main activity undertaken at each site expressed as a percentage in brackets of the number visitors to each survey location stating their main activities.**

Activity	Winter				Summer				Combined			
	Visitor Centre	Church Norton	Greenlease Farm	Total	Visitor Centre	Church Norton	Greenlease Farm	Total	Visitor Centre	Church Norton	Greenlease Farm	Total
Dog Walking	19 (40)	8 (17)	24 (73)	51 (40)	13 (30)	11 (20)	20 (42)	44 (30)	32 (36)	19 (19)	44 (54)	95 (35)
Walking	10 (21)	14 (30)	4 (12)	28 (22)	16 (37)	27 (48)	18 (38)	61 (41)	26 (29)	41 (40)	22 (27)	89 (33)
Jogging etc	2 (4)	1 (2)		3 (2)	1 (2)	3 (5)	3 (6)	7 (5)	3 (3)	4 (4)	3 (4)	10 (4)
Cycling			1 (3)	1 (1)	1 (2)	1 (2)	2 (4)	4 (3)	1 (1)	1 (1)	3 (4)	5 (2)
Wildlife watching/bird watching	16 (34)	20 (43)	2 (6)	38 (30)	10 (23)	9 (16)	2 (4)	21 (14)	26 (29)	29 (28)	4 (5)	59 (22)
Fishing		1 (2)		1 (1)		2 (4)	2 (4)	4 (3)		3 (3)	2 (2)	5 (2)
Photography		1 (2)		1 (1)	1 (2)	1 (2)		2 (1)	1 (1)	2 (2)		3 (1)
Other						1 (2)	1 (2)	2 (1)		1 (1)	1 (1)	2 (1)
No response		1 (2)	2 (6)	3 (2)	1 (2)	1 (2)		2 (1)	1 (1)	2 (2)	2 (2)	5 (2)
<b>Total</b>	<b>47</b>	<b>46</b>	<b>33</b>	<b>126</b>	<b>43</b>	<b>56</b>	<b>48</b>	<b>147</b>	<b>90</b>	<b>102</b>	<b>81</b>	<b>273</b>

9.66. Pagham Harbour lies outside the geographic area of the Solent and therefore Arun District Council are not members of the SRMP. Nonetheless, negotiations are ongoing to integrate Pagham Harbour into the SRMP scheme; however this will not happen before 2017 at the earliest. In the meantime an outline of a strategic package of mitigation was agreed by the Council and Arun District Council in January 2016.

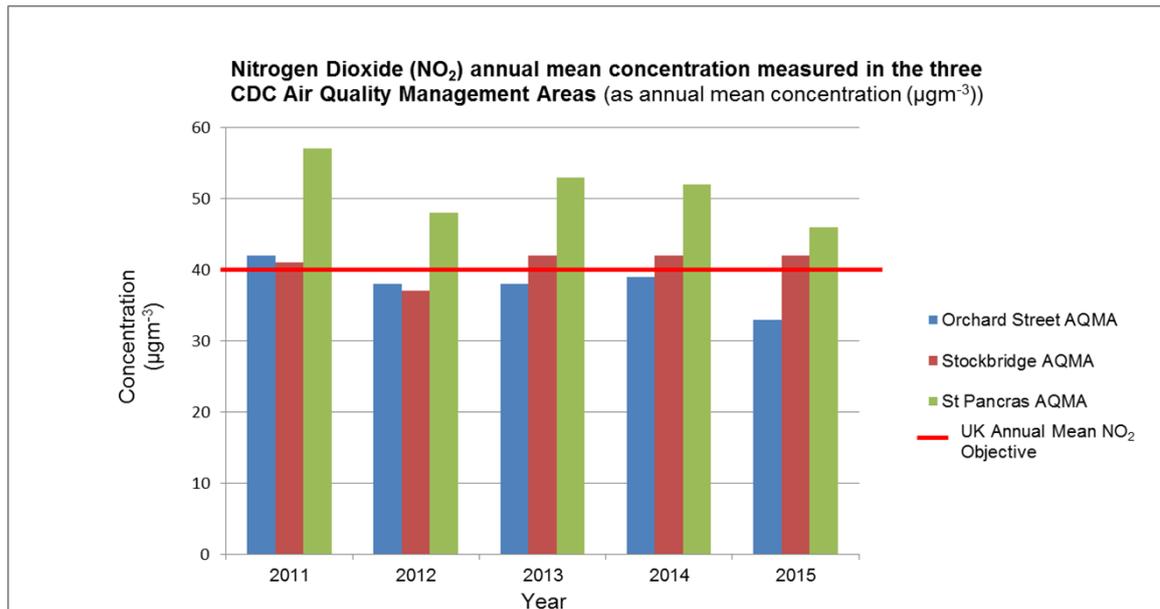
**Key Indicator: EN4**

Air Quality Management Areas Nitrogen Dioxide levels

9.67. Air Quality Management Areas (AQMAs) exist where air quality fails or is likely to fail an Air Quality Objective prescribed in regulations. In Chichester city transport movements and traffic congestion have a detrimental impact on air quality, which has resulted in the designation of three AQMAs. The three AQMAs are in parts of St Pancras, Orchard Street and Stockbridge roundabout.

9.68. Figure 4 indicates that the nitrogen dioxide annual mean concentration ( $\mu\text{g}\text{m}^{-3}$ ) in the AQMAs of Orchard Street, Stockbridge and St Pancras was  $33 \mu\text{g}\text{m}^{-3}$ ,  $42 \mu\text{g}\text{m}^{-3}$  and  $46 \mu\text{g}\text{m}^{-3}$ , respectively, in 2015. These figures will effectively form the baseline for monitoring nitrogen dioxide levels within the AQMAs over a three year period. It is noted that in 2015 the air quality limit for nitrogen dioxide within the Stockbridge and St Pancras AQMAs were above the UK annual mean nitrogen dioxide annual mean Objective.

**Figure 4: Nitrogen dioxide levels in the air quality management areas**



**Key Indicator: EN5**

**Conservation Areas with Character Appraisals**

9.69. The aim of a Conservation Area Character Appraisal (CACA) is to improve the understanding of the history and historical context of the area and to increase awareness of exactly what it is about the conservation area that makes it special. In addition it helps shape future developments and planning policies, as well as giving residents an idea of what enhancements could be made.

9.70. This key indicator seeks to review three CACAs per year during an eight year rolling programme. However, in the monitoring period between 1 April 2015 and 31 March 2016 no CACA reviews were completed. Nonetheless, it should be noted that since April 2016 the Chichester and Selsey CACA reviews have been progressed and it is anticipated that both will be completed by the end of the year.

**Key Indicator: EN6**

**Carbon dioxide emissions - Total and by sector per capita**

9.71. Table 40 below provides a breakdown of CO<sub>2</sub> emissions across the whole of Chichester District, including the SDNP.

9.72. The Department of Energy and Climate Change published figures for carbon emissions for local authorities for 2014 in June 2016. There is a two year time lag in terms of the Department of Energy and Climate Change reporting carbon emissions data. However, the most recent publication shows the per capita local CO<sub>2</sub> emission estimates; industry and commercial, domestic and transport sectors for the years 2005 to 2014. The table below indicates that from 2011 levels there has been an overall decline in carbon emissions over the four years in Chichester District.

**Table 40: Carbon emissions estimate (kilotonnes CO<sub>2</sub>) (Source: Department for Energy and Climate Change)**

Year	Industry and Commercial	Domestic	Transport	Total
2011	341.6	274.4	318.0	921.5
2012	356.3	297.5	311.1	949.8
2013	346.2	287.3	306.3	924.5
2014	274.5	243.1	312.1	810.8

**Local Indicator: L7**

**Changes in areas of biodiversity importance**

9.73. The data for local indicator L7 covers the whole of Chichester District, including the SDNP.

9.74. Monitoring of change in areas of biodiversity importance by the Council is supported by the work of the Sussex Biodiversity Record Centre (SBRC). This information will continue to be reviewed annually to identify any changes in priority habitats and species, and any change in designated areas.

9.75. Figures 5 and 6 provide a measure of the impact that permitted planning applications during the 2014-2015 monitoring period had on designated sites and habitats within Chichester District (including the South Downs National Park).

9.76. As this is a measure of change against permitted planning applications, habitats are not necessarily affected in a detrimental way. Some permitted development included will be of very minor impact, and other development may indeed serve to enhance the habitat either directly or through the operation of planning agreements signed in conjunction with the planning permission.

9.77. In terms of the change in overall size of various habitats, it is not possible to draw conclusions on a yearly basis as the habitat areas are only surveyed periodically. In addition, several of the designations overlap with each other and therefore it is not possible to use this data to calculate any 'total' quantity of protected sites, or indeed the total area of impact.

**Figure 5: Statistical breakdown of planning applications within designated sites and reserves in Chichester District between 1 April 2015 and 31 March 2016**

Chichester District area (ha)		81187.3	Area of commenced planning applications (ha)		34.7	(94 applications)		
West Sussex area (ha)		202361.6	% of Chichester infringed by planning applications		0.04			

Table 1. Designated sites and reserves		Area of designation / reserve in West Sussex (ha)	% of West Sussex	Area of designation / reserve in Chichester (ha)	% of Chichester	Area of designation / reserve in Chichester infringed by planning applications (ha)	% of designation / reserve in Chichester infringed by planning applications	Number of planning applications within or abutting designation / reserve
Inter-national	Ramsar	3723.9	1.8	3065.2	3.8	0.0	0.0	0
	Special Area of Conservation (SAC)	3671.0	1.8	3189.3	3.9	0.0	0.0	0
	Special Protection Area (SPA)	3745.2	1.9	3086.5	3.8	0.0	0.0	0
National	Area of Outstanding Natural Beauty (AONB)	25957.8	12.8	5959.5	7.3	1.5	0.0	11
	National Nature Reserve (NNR)	221.8	0.1	221.8	0.3	0.0	0.0	0
	National Park	81247.9	40.1	54613.7	67.3	2.1	0.0	20
	Site of Special Scientific Interest (SSSI)	8309.5	4.1	5681.1	7.0	0.0	0.0	0
Local	Country Park	320.5	0.2	88.7	0.1	0.0	0.0	0
	Local Geological Site (LGS)	1573.9	0.8	828.2	1.0	0.0	0.0	0
	Local Nature Reserve (LNR)	2077.0	1.0	1516.2	1.9	0.0	0.0	0
	Local Wildlife Site (LWS formerly SNCI)	10569.1	5.2	4643.4	5.7	0.0	0.0	0
	Notable Road Verge	136.1	0.1	77.2	0.1	0.0	0.0	0
Reserve/Property	Environmental Stewardship Agreement *	73985.8	36.6	31889.7	39.3	0.0	0.0	2
	National Trust	5107.6	2.5	2371.2	2.9	0.0	0.0	0
	RSPB Reserve	1367.5	0.7	853.5	1.1	0.0	0.0	0
	Sussex Wildlife Trust Reserve	742.2	0.4	606.2	0.7	0.0	0.0	0
	Woodland Trust	67.9	0.03	15.0	0.02	0.0	0.0	0

\* This only applies to 'live' Environmental Stewardship Agreements. Environmental Stewardship Agreements include: Entry Level Stewardship, Entry Level plus Higher Level Stewardship, Higher Level Stewardship, Organic Entry Level plus Higher Level Stewardship and Organic Entry Level Stewardship.  
All statistics are based on information held at the Sussex Biodiversity Record Centre as at 17/10/16. Note that designated sites may overlap therefore the totals shown in the designated site table do not necessarily reflect the total percentage of the district covered by designated sites. Please inform us if you believe the data shown to be inaccurate.

**Figure 6: Statistical breakdown of planning applications within designated habitats in Chichester District between 1 April 2015 and 31 March 2016**

Table 2. Habitats *	Area of habitat in West Sussex (ha)	% of West Sussex	Area of habitat in Chichester (ha)	% of Chichester	Area of habitat in Chichester infringed by planning applications (ha)	% of habitat in Chichester infringed by planning applications	Number of planning applications within or abutting habitat
Ancient woodland	21377.0	10.6	10559.9	13.0	0.02	0.0	1
Coastal & floodplain grazing marsh	4388.8	2.2	1346.2	1.7	0.0	0.0	0
Coastal saltmarsh	357.0	0.2	329.3	0.4	0.0	0.0	0
Coastal sand dunes	31.5	0.02	20.9	0.03	0.0	0.0	0
Coastal vegetated shingle	76.8	0.04	24.3	0.03	0.0	0.0	0
Deciduous woodland	30110.4	14.9	14404.6	17.7	0.3	0.0	4
Ghyll woodland	1992.7	1.0	0.0	0.0	0.0	0.0	0
Intertidal chalk	0.0	0.0	0.0	0.0	0.0	0.0	0
Intertidal mudflat	1758.9	0.9	1479.9	1.8	0.0	0.0	0
Lowland calcareous grassland	2736.0	1.4	1032.8	1.3	0.0	0.0	0
Lowland fen	194.7	0.1	54.9	0.1	0.0	0.0	0
Lowland heathland	1499.4	0.7	1024.5	1.3	0.0	0.0	0
Lowland meadow	193.4	0.10	134.9	0.17	0.0	0.0	0
Maritime cliff and slope	0.0	0.0	0.0	0.0	0.0	0.0	0
Reedbed	60.1	0.03	39.0	0.05	0.0	0.0	0
Saline lagoon	44.2	0.02	28.9	0.04	0.0	0.0	0
Traditional orchard	139.7	0.1	62.2	0.1	0.0	0.0	0
Wood-pasture & parkland	7057.9	3.5	4226.3	5.2	0.0	0.0	1

Table 3. Species Data # (1980 onwards)	Number of records in West Sussex	Number of records in Chichester	No. of planning applications with species records within 200m buffer	% of planning applications with species records within 200m buffer
European Protected species	14922	5058	47	50.0
Wildlife & Countryside Act species	30097	11869	62	66.0
Section 41 species	59307	29974	62	66.0
Bats	11383	4474	47	50.0
Notable birds	67990	33040	30	31.9
Rare species (excludes bats and birds)	43112	20357	61	64.9
Invasive alien species	6608	2182	33	35.1
Ancient Tree Hunt	1002	337	6	6.4
Tree Register	378	201	2	2.1
Black Poplar	16	8	1	1.1

\* Changes in habitat extent year on year may well be a reflection of improved datasets and should not be assumed to be habitat expansion or contraction. Many habitat datasets overlap with one another, e.g. lowland meadow may be classed as grazing marsh and recorded in both inventories. \*Badger and otter records are not included. Rare species does not include bat or bird records. Some species appear in more than one category. The Sussex Notable Bird Inventory is based on a list of 56 bird species that are particularly scarce or vulnerable to development in Sussex. Please see species list at end of report for more information. Ancient Tree Hunt and Tree Register of the British Isles datasets include a degree of overlap (i.e. on occasion the same tree may be recorded in both datasets).

## Strategic Infrastructure

9.78. The Environment Agency has been consulted throughout the monitoring year on all relevant planning applications submitted to the Council for consideration.

### Key Indicator: S1

Number of planning applications approved contrary to advice given by the Environment Agency on flood risk issues.

9.79. In the monitoring year the Environment Agency objected to twelve planning applications on flood risk grounds. Table 41 sets out details of the Environment Agency objections and how they were addressed. Consequently the Council did not grant permission for any planning applications contrary to the advice of the Environment Agency on flood risk grounds during the monitoring period.

9.80. Notwithstanding the above it should be note that two planning applications (SB/15/01837/FUL and SI/14/04058/COU), which were refused by the Council, were allowed at appeal by the Planning Inspectorate. The Inspectors in each case took into account flood risk issues; however, it was concluded that other material considerations outweighed harm arising from other issues, including flood risk.

**Table 41: Planning applications where the EA has objected on flood risk grounds**

<b>Application Number and Location</b>	<b>Description</b>	<b>EA Objection Reason</b>	<b>Council Decision</b>
CC/15/00848/FUL  Xavier House 5 Etrick Road Chichester	Two storey rear extension to create one bedroom dwelling following demolition of existing single storey extension.	Unsatisfactory FRA/FCA submitted.	Application refused for reasons including that the site is located within EA Flood Zone 2 and a sequential test had not been provided.
E/15/00368/FUL  Medmerry Park Stoney Lane Earnley	Overnight and daytime use of existing holiday accommodation at any time during the year.	Risk to life and/or property.	EA objection related to the site lying within Flood Zone 3 and the risk of a breach to the coastal defence causing a rapid tidal inundation. EA subsequently withdrew the objection following the submission of further information and an amendment to the proposal description. Application was then permitted with S106.
E/15/02888/FUL  Land north of Hawthorn Nursery Batchmere Road Almodington	Construction of 2 no. four-bedroom chalet style houses.	Culverting (Flood Risk).	EA objection related to the absence of an acceptable FRA and the proposed culverts would cause a restriction of flow in the watercourse so that flooding would be more likely. Application withdrawn.
KD/15/01798/COU  Bridgefoot Cottage Glasshouse Lane	Change of use of studio to B and B accommodation.	Unsatisfactory FRA/FCA submitted.	EA objection related to the site lying within Flood Zone 3 and the absence of an acceptable FRA. Application withdrawn in May 2016.
NM/15/02157/FUL  North Honer Farm Honer Lane South Mundham	1 no. replacement dwelling.	Unsatisfactory FRA/FCA submitted.	EA objection related to the absence of an acceptable FRA. Following the submission of further information the EA set out that the development would only meet the

Application Number and Location	Description	EA Objection Reason	Council Decision
			requirements of the NPPF if measures detailed in the FRA were implemented and secured by planning condition. Application was permitted with the appropriate condition.
<p>O/16/00633/DOM</p> <p>Merston House Marsh Lane Merston</p>	<p>Internal alterations and refurbishment of ground, first and mezzanine floor levels. Taking down and rebuilding of existing free standing courtyard storeroom. Taking down and rebuilding of courtyard brick lean-to shed to accommodate re-located oil tank. Removal of concrete block lean-to attached store shed, and replacement with free-standing timber artist's studio. Installation of free-standing timber garden room to north west of site. Removal of a section of courtyard brick wall.</p>	<p>Unsatisfactory FRA/FCA submitted.</p>	<p>EA objection related to the absence of an acceptable FRA. EA subsequently withdrew the objection following the submission of amended plans and amendments to the FRA. Application was then permitted.</p>
<p>SB/15/01837/FUL</p> <p>Thornham Products Thornham Lane Southbourne</p>	<p>Retrospective grant of planning permission to station the existing single mobile home.</p>	<p>Risk to life and/or property.</p>	<p>Application refused for reasons including that the site is located within EA Flood Zone 2 and 3, and a sequential test and exceptions test has not been provided. Appeal allowed and temporary permission was granted for three years. The Inspector found that the residential occupation of the site would lead to an unacceptably high risk of harm to the future occupiers of this site from flooding. Nonetheless,</p>

Application Number and Location	Description	EA Objection Reason	Council Decision
			temporary permission was granted to give sufficient time for the appellants to find alternative accommodation.
SI/14/04058/COU  Field south of Green Lane Piggeries, Ham Road, Sidlesham	Change of use of land as private gypsy and traveller caravan site.	Sequential test: Vulnerability not appropriate to flood zone.	Application refused for reasons including that the site is located within EA Flood Zone 3, and applicant had failed to provide a sequential test and exceptions test. Appeal allowed and temporary permission was granted in April 2016. The Inspector was satisfied that flood risk could be effectively managed and minimised on the appeal site over a finite and temporary period. It was concluded that, with measures in place, factors in the Appellants favour were sufficient to outweigh other concerns, including flood risk.
SI/15/01961/PA3Q  Bakers Farm Selsey Road Sidlesham	Change of use of agricultural building from agriculture to 1 no. dwelling (C3 Use Class).	Unsatisfactory FRA/FCA submitted.	EA objection related to the site lying within Flood Zone 3 and that the Flood Risk Assessment (FRA) failed to take the impacts of climate change into account. EA subsequently withdrew the objection following the submission of further information. Application was then permitted.
SI/15/04070/PA3Q  Great Ham Farm Ham Road Sidlesham	Change of use of agricultural barn to 2 no. residential units (class C3).	Unsatisfactory FRA/FCA submitted.	EA objection related to the absence of an acceptable FRA. Application withdrawn.
SY/15/01078/FUL  113 East Beach Road Selsey	Erection of pair of semi -detached, contemporary, sustainable, eco homes to replace derelict bungalow.	Unsatisfactory FRA/FCA submitted.	Application withdrawn.

<b>Application Number and Location</b>	<b>Description</b>	<b>EA Objection Reason</b>	<b>Council Decision</b>
WE/16/00033/FUL  Rose Cottage Commonside Westbourne	Sub divide detached house in to 2 semi-detached dwellings, construction of additional 2 no. single storey extensions and the creation of 3 additional new parking spaces and dropped kerb.	Request for FRA/FCA.	EA objection related to the absence of an acceptable FRA. Following the submission of further information the EA set out that the development would only meet the requirements of the NPPF if measures detailed in the FRA were implemented and secured by planning condition. Application was permitted with the appropriate condition in June 2016.
WT/15/04115/FUL  Baker Barracks Emsworth Road West Thorney	Laffan House relocation, Thorney Island to provide additional accommodation for 16 Regiment to meet Army 2020 requirements.	Unsatisfactory FRA/FCA submitted.	EA objection related to the absence of a FRA. Following the submission of further information the EA set out that the development would only meet the requirements of the NPPF if measures detailed in the FRA were implemented and secured by planning condition. Application was permitted with condition relating to flood risk.
WW/15/00363/FUL  Land to the rear of Tanglewood, Briar Avenue, East Wittering	Proposed 6 pitch static caravan site with wardens caravan for holiday proposes only.	Unsatisfactory FRA/FCA submitted.	Application refused (flood risk not included as a reason for refusal). Appeal allowed and permission was granted in February 2016. Inspector noted that the positions of the proposed caravans as shown in the appeal proposal are as subsequently agreed with the Environment Agency and that there is no evidence to establish that they should be regarded as unacceptable on the grounds of flood risk.

**Key Indicator: S2**

Number of planning applications approved contrary to advice given by the Environment Agency on water quality issues.

9.81. In the monitoring year the Environment Agency objected to two planning applications on water quality grounds. Table 42 sets out details of the Environment Agency objections and how they were addressed. Consequently the Council did not grant permission for any planning applications contrary to the advice of the Environment Agency on water quality grounds during the monitoring period.

**Table 42: Planning applications where the EA has objected on water quality issues**

<b>Application Number</b>	<b>Description</b>	<b>EA Objection Reason</b>	<b>Council Decision</b>
FU/15/02504/FUL  Land south of the Stables, Scant Road East, Hambrook	Change of use of land from equestrian use to half equestrian and residential gypsy and traveller site with the erection of barn and 2 no. stable buildings.	Non-mains drainage. Unacceptable risk to groundwater/surface water.	Application refused for reasons including that it had not been demonstrated the development would not pose an unacceptable risk of groundwater pollution through the use of a package sewerage treatment plant. The application is currently at appeal.
E/15/02888/FUL  Land north of Hawthorn Nursery Batchmere Road Almodington	Construction of 2 no. four-bedroom chalet style houses.	Non-mains drainage proposed in sewered area.	EA objection related to the installation of private sewage treatment facilities within sewered areas. Application withdrawn in December 2015.

## 10. Appendices

### Appendix 1 – Monitoring Reports from Parish Councils with Made Neighbourhood Plans

#### 1. Fishbourne Neighbourhood Plan (2014-2029)

##### Monitoring Report - Made Neighbourhood Plans (1 April 2015 to 31 March 2016)

#### FISHBOURNE NEIGHBOURHOOD PLAN (2014-2029)

##### BACKGROUND

In **April 2015** we were still waiting for the Examiner to start work on the examination of the plan.

On Thursday **11 February 2016** the Referendum on the Plan was held and the following result was declared:

FOR 530 AGAINST 35 Spoilt: 1 Turnout: 30.2%

On **31 March 2016** the Plan was “made” at a full meeting of the District Council.

On **19 April 2016** at the Annual Parish Meeting, the Chairman made his first report on “Our Neighbourhood Plan and its Implementation.”

##### IMPLEMENTATION

If we had waited for the bureaucratic process to be completed before we started on the implementation programme, we would have had nothing to report.

However, the projects through which the policies would be implemented were genuine priorities identified by the community and would need to be addressed whatever the outcome of the Plan.

As part of the examination process, it was agreed that the Plan would contain only those policies which could be seen as being intrinsically related to the Planning policies although the community-related policies were seen as being equally important. There are, therefore, two implementation programmes and we strongly believe the holistic approach is needed in order to maximise the effect of the Plan.

The Neighbourhood Plan has become intrinsic to all our development work as a Parish Council and it has a regular slot on the agenda of all Parish Council meetings including reports from the Implementation Team which includes councillors but also draws on the wider community.

An immediate consideration was the matching of funding to each of the programmes. This has been made difficult by the constraints and time limits of many of the funding sources. The Finance Committee of the Parish Council met on 6<sup>th</sup> October and made the following recommendations which were subsequently approved by the Parish Council at its October meeting.

Funding: 2015-16 and 2016-2020 ,:'''

Following their meeting on 6th October 2015, the Finance Committee made the following Recommendations on how to finance the Fishbourne Neighbourhood Plan (FNP) and the Village Identity Programme (VIP).

**Financial Year 2015-16** (This would require ring-fencing of £25,000 from FPC Reserves)

#### **FNP**

Welcome Signs and roundels: £12,239 NHB (2014)  
Vehicle-Activated Speed Sign: £15,000

#### **Village Identity Programme**

Parish Office: £4,629 NHB (2015)  
Community Projects: £5,000 FPC  
5,000FPC  
Contingency (FNP and/or VIP) £5,000 FPC  
**TOTAL from FPC (Earmarked Reserves) £25,000**

*In addition, groups/charities will run their own programmes using their ability to seek funding from sources for which PCs are not eligible.*

#### **Financial Years 2016-2020**

Progress will depend on availability of relevant funding. Most likely sources:

Small increase in annual precept;  
S.106/CIL  
Underspend from 2015-16  
NHB (if it continues)  
WSCC Infrastructure Funding  
Successful applications to outside funding.

### **PROGRESS IN IMPLEMENTING THE PROGRAMME**

#### **Key Areas and Policies.**

#### **HOUSING, PLANNING & DESIGN (Policies SD1, SD2,SD3 & D1)**

##### **1. Identify sites and specific development constraints**

**Pallant Homes:** Development fully agreed with developer using FNP as a checklist.

**Taylor Wimpey:** FNP used to persuade developers that access from Mosse Gardens would not be sustainable.

Failure of **Bethwines Farm** development proposals are the result of their planning application failing to meet FNP requirements, including retention of buffer zones and preservation of top quality/versatile farmland.

**Affordable Sustainable** housing: proportion agreed with Pallant Homes and Taylor Wimpey: Affinity Sutton development all affordable.

**Policy D I:** This guidance is followed by councillors when considering new build or extension applications and this helps with openness and consistency.

## 2. Local Economy and Tourism (Policies E1 & E2)

Because of the need to prioritise, this has not progressed in the first year of FNP, apart from support for a building extension at the Bosham Clinic in Main Road, Fishbourne.

## 3. Environment (Historic, Built & Natural) (Policies ENV 1-4 & H1)

Policies in place but no action needed.

## 4. Travel & Transport (Policies T1 & T2)

After months of discussion with the Neighbourhood Plan Infrastructure Team, Residents' Associations, WSCC Highways and with the police, we have come up with a proposal for an integrated travel plan designed to make Fishbourne a safe and pleasant village in which to live, work and travel.

Here is what has happened so far:

**40**

Our proposal for a 40 mph limit in the Funtington Parish Council part of Salthill Road (north of the A27 flyover) is being considered by Highways and they are carrying out checks on current speeding which is one of their criteria.

Our proposal for a 40 mph limit along the currently unrestricted part of Clay Lane has been turned down by Highways but we are contesting their interpretation of the criteria.

**30**

Roundels and white-lining on the A259 have been refurbished and small 30 mph reminder signs have been temporarily installed.

**20**

Following an initial request from the Flavian Fields Residents' Association, the Parish Council is now seeking Residents' views on whether we should seek to make Fishbourne a 20 mph village (with the exclusion of the A259 which would not be eligible). The 6 week consultation period ends on 3 October 2016.

Decisions about the siting of new village signs and a vehicle-activated speed indicator have been postponed pending the outcome of the 20 mph survey.

## **A SENSE OF COMMUNITY PROGRAMME.**

This is a complementary scheme to the FNP but is regarded as underpinning the other main areas of the Plan. Investigation and/or progress have been made on several fronts.

- Village Shop. Investigations have shown that this would not be viable in Fishbourne on either a commercial or community basis.
- Improved Communication. Our KIT (Keeping in Touch) List enables instant communication between issues of Village Voice for all those who are willing for us to send them emails.
- Greater range of topics covered on the Parish Council website.
- Greater participation in decision-making process by consultations (e.g. the 20 mph proposal).
- Support for Residents' Associations ( Flavian Fields RA for 20 mph survey; Mosse Gardens RA for negotiations with Taylor Wimpey).
- Support for Fishbourne Playing Field Association (writing of 5 Year Plan) + finding appropriate funding sources for some of the projects).
- Finding funding as a contribution towards for the new Church Hall.
- Supporting the Pre-school in its plans for developing the service it provides to the local community (described by OFSTED as Outstanding).
- Opening of the Parish Office in the Fishbourne Centre.

## **MONITORING AND REVIEW**

The progress is monitored by reports/recommendations to the full Parish Council at its monthly meetings with a major report to the Annual Parish Meeting. Updated information appears on the Parish Council website, in Village Voice and via the KIT newsletters.

Geoff Hand  
Chairman, Fishbourne Parish Council

14 August 2016

## **2. Kirdford Parish Neighbourhood Development Plan 2014**

This Council has engaged with a number of developers in a positive manner to address delivery of the objectives of the KPNP 2014. Notable projects have included:

Policy KSS1 – Land to the north of Kirdford Growers – whilst the Council has been supportive in its meetings with two separate developers who have come forward with proposals, based on their having an option to purchase the land, they have been consistent in failing to want to adhere to the policy, especially in terms of the volume of units and the phased delivery. Given the significant import of this site in terms of the sustainability in delivering growth in the Plan Area the Parish Council has not been able to support such proposals in the pre-application stage or the current application 15/03367/FUL, submitted last year, that is currently still before the Local Planning Authority (LPA) for determination.

The Parish Council and its Housing Association partner, Greenoak has previously endeavoured to deal direct with the landowner, via its agent, without the benefit of a response.

Policy KSS2a and KSS2b Land at Townfield – The Parish Council has responded positively to Think Villages, a development company with an option on the land who is seeking to deliver the proposals, within the policy objectives, in conjunction with the Parish Council, its Housing Association partner and CDC Housing Dept. It is hoped that proposals will be developed and a pre-application submission made in due course.

Policy CP.2 – The village commercial hub – the Parish Council's CLT has made a number of approaches to agent acting for the landowner with a view to procuring or jointly delivering the objective of the policy. So far the landowner has failed to respond with a commercially justified response.

General Policies – the general policies in the plan have been cited by the LPA and Planning Inspectorate in their determination of applications and appeals and appear to have been reasonable and appropriate when referenced as justification for the decisions made.”

### **3. Loxwood Neighbourhood Plan**

#### **Monitoring report**

**1 April 2015 to 31 March 2016.**

**Note]: The Plan was made on the 14 July 2015**

##### General-1

The NP was written before the CDC Local Plan was Made and the text of the NP refers to the “emerging” CDC Local Plan. At a suitable point in time, the NP will be subjected to review to correct minor editorial changes.

##### General-2

There is no legislation or guidance material that defines the working relationship between a parish and the district council when the parish has a Made NP. It is incumbent on both parties to work together to formulate agreement on planning applications and compliance with the policies of the NP. In that respect, LPC would encourage CDC to develop a procedure which officers and parish councils could follow, thus ensuring each officer and parish council work together in a consistent manner.

##### General-3

In a number of instances, the Decision Notice issued by CDC did not cross refer to relevant valid NP policies which are unique to the NP This This precludes the applicant having to comply with the specific policies in the NP. See text of report for details.

##### Policy 1- Housing Allocation

This policy allocates a minimum of 60 houses on allocated and windfall sites within the Settlement Boundary (SB) . The two allocated sites within the SB currently have planning consent for 60 houses. The allocation has also been challenged at a planning public enquiry and a Judicial Review and found to be compliant with district and national planning policies.

##### Policy 2- Settlement Boundary (SB)

The SB is defined in figure 6 of the NP. Within the SB there is a presumption of sustainable development as defined in district and national planning policies. This policy has also been challenged at a planning public enquiry and a Judicial Review and found to be compliant with district and national planning policies.

##### Policy 3-Sites Assessments and Allocation of Sites

Policy 3 is an enabling policy and allocates two sites within the SB for development. These sites are defined in policies 4 and 5. Both now have planning consent for 60 houses. The policy requires that any development on allocated and windfall sites must also comply with policies 7, 8,9,10,15,16,17 and 18. LPC’s experience with these policies is defined later in the report.

#### Policy 4- Land at Farm Close

This policy allocates 17 houses at Farm Close. The policy also makes provision for community benefits to include a Community Parkland, additional car parking for the doctor's surgery, community green and a contribution towards traffic calming. Appendix 1 and 2 of the NP define the allocation. The site was granted full planning consent as per appendix 1 and 2 in September 2014. Since planning consent was granted, the site has been sold to another developer and no activity has taken place. After initial contact with the developer, further efforts by both CDC and LPC to contact the developer have been unsuccessful.

#### Policy 5- Land at Nursery site

This policy allocates 43 houses on the Nursery site. The policy also makes provision for community benefits to include a small retail development, car parking for shoppers, village green, small business premises and designs to incorporate village traffic calming. The site gained outline planning consent in July 2016

One aspect of the policy which has not worked well is the traffic calming obligations of the policy and those of policy 16, which specifically address traffic calming. Despite the stated safety objectives of both policies, in the view of LPC, the objectives of both these policies have not been met. This, in part, was due to WSCC at the consultation stage, insisting that none of the traffic calming measures requested by LPC could be conditioned in the S106, as they allegedly did not meet national guidance in terms of the defined requirement under the Road Traffic Regulations for the provision of mini roundabouts and pedestrian crossings or did not deliver a perceived safety benefit. It would appear that despite the intent of a policy, national guidance takes precedent of a policy which has been the subject of consultation and a referendum. It is clear that further national NP guidance is necessary to clarify which takes precedent, an NP policy or guidance material issued at district and/or national level.

With hindsight, it would have been better if the traffic calming policies had defined a specific calming measure rather than an objective.

In addition, due to the lack of a formal procedure at CDC Planning for the inclusion of local parish council representation where a NP is in place, agreement with the developer at reserved matters stage resulted in a much reduced level of traffic calming for this development without the agreement of the LPC. This has reduced the ability of LPC to negotiate a suitable level of traffic calming contribution with this developer.

The irony of this experience is that WSCC later agreed that one of the traffic calming measures requested by LPC, a pedestrian crossing, could actually be supported if it were funded locally by LPC. However, LPC's ability to fund this level of traffic calming has been substantially undermined by the prior agreement with the developer as per the above paragraph.

#### Policy 6- Local green Spaces

This policy designates land within the parish as Local Green Spaces. As defined in the NP, it is the intention once the development has been completed to designate the Community Parkland within the Farm Close development as a Local Green Space. This will be done when the NP is next updated.

#### Policy 7-Street Lighting

This policy requires that any new road built as part of a housing development should not feature street lighting, unless required for health and safety reasons. This will be applicable to the Farm Close and Nursery developments.

However, the Nursery site outline planning consent S106 paragraph 12 planning obligations addresses the standard CDC planning constraints with respect to street lighting and fails to mention policy 7 of the NP.

LPC will work with the developer and CDC to ensure that compliance with the policy is delivered during reserved matters.

#### Policy 8 –Foul Water

This policy seeks to ensure that any new connection to the sewer network is only made if sufficient capacity exists in the network and that any new connection does not increase the risk of system backup or flooding.

LPC oversight of the policy has proven to be difficult as Southern Water are not statutory consultees and only give advice when asked by the planning authority. This has led to communication difficulties with Southern Water who has refused to respond to LPC requests for information concerning the Nursery site development. CDC planning officers are not sewerage engineers and are thus only able to follow Southern Water's advice and stated requirements.

In the instance of the Nursery site, it does not appear that Southern Water is aware of the NP policy. LPC will endeavour to work CDC on the reserved matter to ensure to its satisfaction that the NP policy is met. In general, LPC would expect that CDCs own planning requirements adequately embrace the issue of sewage infrastructure by engaging with the appropriate water authorities at the consultation phase to ensure that provision is made in the planning conditions or reserved matters for the implementation of the sewer infrastructure in relation to future developments before planning consent is given.

Currently, the LPA and Water Authorities defer to each other as to who carries the responsibility for the adequate design and implementation of this vital infrastructure. Southern Water's own internal organisation is not connected in this respect to ensure that there is adequate capacity, not just in the immediate vicinity of a development, but for the whole of the surrounding system. Once planning consent is granted the developer only has to comply with the minimum requirements as stated by Southern Water's planning department.

#### Policy 9 – Housing Density

This policy requires that housing density be in character with the surrounding area and give an impression of spaciousness.

Experience with the planning applications for both the allocated sites in the NP has delivered a housing density which fits well with that of the surrounding area.

#### Policy 10- Build Environment Vernacular

This policy seeks to ensure that all new developments continue to reflect the character and historic context of existing developments within the parish

LPC have been active in discussions with the Nursery site developer to influence the final exterior design of the houses to one that better fits the vernacular of the village. The lesson learnt from this engagement is that the policy is working and LPC need to be vigilant and work with both CDC and developers to deliver the “vision” of the policy.

#### Policy 11- Wey and Arun Canal

This policy seeks to protect the green corridor along the canal and support the expansion of the Wey and Arun Trust tourism activities.

No planning applications have come before LPC which impact the green corridor of the canal. LPC has actively sought to support the Wey and Arun Canal Trust and invited them to attend the annual parish meeting and village fete.

#### Policy 12-The Rural Area

This policy requires that any development in the rural area will be in accordance with district and national planning policy, to support the re-use of farm buildings in the rural area as housing for agricultural workers and to support new agricultural or business development in the rural area.

The overall objective of this policy was to restrict unwanted housing development in the rural area to only that allowed by overarching local and national policy and to stimulate agricultural and business development and thus employment in the rural area, which makes up a large proportion of the parish.

Housing development in the rural area will always be a contentious issue and, on one occasion, LPC decided to recommend refusal of a planning application for a single dwelling whereas the CDC planning officer was minded to permit. This resulted in the planning application being taken to the planning committee for consideration. LPC were not informed about this decision and the officer did not contact LPC to discuss the issue (see the general paragraphs at the beginning of this report for comment on the need for consultation protocol with LPC).

So far, in the time since the NP was Made, no applications have come forward to promote business development or agricultural workers housing in the rural area. However there have been several instances of applications for the conversion of farm buildings to residential properties, most of which have been granted by CDC in the face of objection from LPC under this policy and in contravention of their Policy 45 and supporting paras 19.21 and 19.22 and Policy 46.

#### Policy 13-Housing Extensions

This policy works in tandem with policy 10 and seeks to ensure that housing extensions follow the style of the original building.

The majority of planning applications which come before LPC each month fall into this category. The policy is working well and requires an element of judgement when considering the “bulk” of an extension compared to the original footprint.

#### Policy 14- Economy and Business

This policy seeks to support new business/retail start-ups either as stand-alone buildings or as part of a new development.

So far no new retail/business development planning applications have come before LPC. However, the Nursery site development features provision for a small retail development and LPC have actively supported this development and worked with the agent for the development to agree what type of retail facility will be provided. This work is ongoing and hopefully will benefit the village with expanded shop and post office facilities.

#### Policy 15- Telecommunications and Connectivity

This policy seeks to ensure that new developments should demonstrate how they will contribute to and be compatible with existing fibre and internet connectivity and enable the highest broadband speeds to be achieved. The policy states that this could be demonstrated by means of a “Connectivity Statement”.

Review of a number of Decision Notices has established that the conditions imposed have not referenced the Policy and thus, to date, developers have not been required to comply with this policy.

#### Policy 16- Traffic Calming

This policy seeks to ensure that, by means of developer contributions, traffic calming will be introduced to bring about a safer environment for pedestrians and road users within the parish.

Experience with this policy has been disappointing and it is not working as a planning policy. This is explained in more detail under policy 5 above.

Equally, during the planning application phase of the Farm Close development, extensive discussion took place with the developer and an agreement was reached with respect to a traffic calming contribution from the development. LPC sought to have this agreement written into the S106 agreement but this could not be achieved for legal reasons put forward by CDC.

Following planning consent being granted, the site was sold to a new developer who, is refusing to honour the previous agreement with LPC. See policy 4 for further comment.

LPC experience so far is that it is impossible to introduce traffic calming measures by developer contributions as part of the planning process and that the only way to achieve the objectives of the policy will be by means funding separately negotiated with the developer

or provided directly by LPC and the community. For small parishes such as Loxwood, the ability to raise the necessary funds for such projects is difficult at best and a more formal planning requirement in line with the NP policy should be considered.

#### Policy 17- Environmental Characteristics

This policy seeks to encourage developers to use the highest standards of energy saving techniques in their designs of any new development. This policy has synergy with CDC Local Plan policy 40- Sustainable Design and Construction in as much as they are both encouraging the use of renewable energy sources.

Review of a number of Decision Notices established that the conditions imposed have not referenced either the Local Plan or NP policies and thus, to date, developers have not been required to comply with the policy

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When the policy was originally written by LPC it included a sentence with required compliance with the Sustainable Code for Homes level 4 or level 5. This sentence remained in the policy through the first Referendum and Independent Examination. At the second Independent Examination, the examiner recommended removal of the sentence with no substitute wording added. As a result the policy has lost some of its objectiveness and thus during the next review, the policy will be re worded.

#### Policy 18-Flood Risk

This policy seeks to ensure that the risk of flooding from any new development is minimised. To some extent, this policy has the same objectives as CDC Local Plan policy 42. Any future reviews of the NP will need to take this into account in order to minimise duplication of policy.

Loxwood Parish Council

October 2016

#### 4. Southbourne Neighbourhood Plan 2014-2019

##### Southbourne Parish Neighbourhood Plan (SPNP) 2014 – 2029

##### First Monitoring Report – period 1 April 2015 to 31 March 2016

“The SPNP will be monitored by the local planning authority and Southbourne Parish Council on an annual basis as part of the Chichester District Annual Monitoring Reports. ” (SPNP para.3.3).

The SPNP was not “made” until December 2015 and therefore had been formally approved for only 3 months by the end of March 2016. However, the Plan was instrumental in the consideration of planning applications prior to that date because it carried and gained weight during the preparation process. Therefore, all development directly influenced by the SPNP has been included in this note to provide a more accurate picture of progress reached by 31 March 2016.

Unidentified housing sites of up to 6 dwellings have not been included. Un-allocated windfall sites (redevelopment within the Settlement Boundaries) have been included and are expected, in line with District Council estimates, to contribute a further 10% of dwellings over and above the 350 allocated during the Plan period.

#### POLICIES

##### Policy 1 : Development within the Settlement Boundaries and compliance with other provisions of the Plan.

Period up to 31 March 2015

Total dwellings : 177 approved on allocated sites, 30 windfalls, 296 refused

By February 2015, some 10 months before the SPNP was “made”, 177 (over half) of the 350 dwellings required within the SPNP Settlement Boundaries were approved on allocated sites (Loveders and Gosden Green in Southbourne). Developer consultations with local residents for a further 125 dwellings on the third and last allocated site in Southbourne took place during March/April 2015 (Land north of Alfrey Close). By January 2015, 296 dwellings had been refused or applications withdrawn on sites not allocated in the SPNP, 184 of which were the subject of appeals. This demonstrates the intense pressure from developers at that time.

Table 1

Sites approved	Details	Plan provision
Land behind Stein Road and Manor Way, Southbourne	Permitted 9/1/14 10 dwellings	Not allocated / windfall site within Southbourne Settlement Boundary
Longlands Road, Southbourne	Permitted 14/2/14 20 dwellings	Not allocated / windfall site within Southbourne Settlement Boundary
Loveders Mobile Home Park, Southbourne	Outline approval 10/12/14	SPNP allocated site

	157 dwellings	150 dwellings allocated (+7 dwellings over allocation)
Gosden Green, Southbourne	Permitted 4/2/15 20 dwellings	SPNP allocated site 25 dwellings allocated (-5 dwellings under allocation)
<b>Sites refused/withdrawn</b>		
Land south side of Cooks Lane, Southbourne	Withdrawn 30/6/14 112 dwellings	Not allocated and outside Southbourne Settlement Boundary
Breach Avenue, Southbourne	Refused 22/12/14 Up to 34 dwellings Appeal lodged	Not allocated and outside Southbourne Settlement Boundary
Land North of Four Acre Nursery, Southbourne	Refused 9/1/15 150 dwellings Appeal lodged	Not allocated and outside Southbourne Settlement Boundary

Period 1 April 2015 to 31 March 2016

Total dwellings : None approved, 125 current, 76 refused.

An application for the land North of Alfrey Close was submitted in August 2015. A further 76 dwellings on two large sites were refused in May and June 2015, and one of the previous appeals withdrawn (150 dwellings). The Examiner's Report supporting the housing strategy was published in May and an Addendum checking compliance with the newly adopted Chichester Local Plan was published in August. The second previous appeal (34 dwellings) was withdrawn in September 2015. The Plan headed towards its Referendum in November.

Table 2

<b>Sites approved</b>	<b>Details</b>	<b>Plan provision</b>
None	-	-
<b>Current</b>		
Land North of Alfrey Close	Developer consultations March/April 2015  125 dwellings proposed (submitted August 2015)	SPNP allocated site  125 dwellings
<b>Sites refused/withdrawn</b>		
Hamcroft, Nutbourne	Refused 16/6/15 21 dwellings	Not allocated and outside Nutbourne West Settlement Boundary

Former Four Acre Nursery	Refused 18/5/15 Up to 55 dwellings	Not allocated and outside Southbourne Settlement Boundary
Land North of Four Acres Nursery	Appeal withdrawn June 2015 150 dwellings	(see Table 1)
Breach Avenue, Southbourne	Appeal withdrawn Sept 2015 Up to 34 dwellings	(see Table 1)

## **Policy 2 : Housing Site Allocations (as at 31 March 2016)**

All three of the housing site allocations in Southbourne have progressed towards implementation. Construction has started at Gosden Green, Loveders has an outline permission, and an outline application has been submitted for the third site (North of Alfrey Close). The two approvals met all the SPNP requirements and were accompanied by 106 Agreements which secured local benefits. The current application north of Alfrey Close complies with the principles set out in the SPNP.

**I Loveders Mobile Home Park, Southbourne (150 dwellings)** Outline permission was granted for 157 dwellings 10/12/14 which provided all the detailed SPNP requirements (Policy 2, a to f), with free land transfers to the Parish Council and financial contributions to local infrastructure under a Section 106 Agreement. (1 April 2015 to 31 March 2016 - Awaiting submission of full details).

**II Land north of Alfrey Close, Southbourne (125 dwellings)** The developer consulted local residents March/April 2015. An outline application was submitted in August 2015 and is in general accordance with the SPNP detailed requirements (Policy 1, a to d). WSCC Highways did not consider a second access from the A259 via the Gosden Green development was necessary, and therefore it could not be included as a Policy requirement in the SPNP. The application has not included this second access (as shown in the SPNP concept plan E) but the developer proposes transferring the land required to the Parish Council land and it could be built at some future date should the need and funding be found. (see also : Transport Proposal 3) (1 April 2015 to 31 March 2016 – Current application awaiting decision).

**III Gosden Green, Southbourne (25 dwellings)** – Detailed application for 20 Dwellings approved 4/2/15 which provides all the detailed SPNP requirements (a to e) and with financial contributions to local infrastructure under a Section 106 Agreement. (1 April 2015 to 31 March 2016 - Work commenced on site)

**IV Nutbourne West (50 dwellings)** (1 April 2015 to 31 March 2016 - Awaiting local resident consultation and submission of application)

### **Policy 3 : The Green Ring**

#### **Administration** (1 April 2015 to 31 March 2016)

The Green Ring Partnership Group was inaugurated in May 2015 to initiate and co-ordinate proposals for the Green Ring. Membership includes a wide section of the community with representatives invited from the Parish Council, Chichester District Council (including the Wildlife Officer), Tuppenny Barn, the Breach Avenue Conservation Group, the Neighbourhood Plan Environment Group, all three local Schools, the Mens' Shed, Age Concern, Connecting Southbourne, the Neighbourhood Plan Steering Group.

With the support of the Parish Council the Partnership has established a Charitable Incorporated Organisation (CIO), the Southbourne Development Trust, to implement and manage the Green Ring. Grants have been secured from COMA (Community Assets and Management of Assets – a government funded advice service) to further this. Initial investigations have been sought and are continuing in relation to land acquisition, design and routeing, integration with new development and the urban area, together with some legal and taxation advice which is informing the creation and articles of the CIO.

Green Ring implementation to date arises from development sites in the Parish as follows:-

#### **Gosden Green** (1 April 2015 to 31 March 2016)

Construction began early in 2016 to include a small new piece of Public Open Space in the south east corner of the Gosden Green development. This is intended to include a landscaped attenuation pond, bug houses and a signed footpath entry point at its northern end from the existing adjoining public footpath. This area will form part of the Green Ring and is being provided either by the developer as part of the approved plans for the site or from funds for local infrastructure required in the associated Section 106 Agreement. The Parish Council, with advice from the District Council, is discussing with the developer the provision of a usable sculpture in the form of a story telling ring for local children to be sited between the Green Ring entrance to the site and the attenuation pond, which will form a wildlife meadow in the summer.

#### **Loveders** (as at 31 March 2015) (1 April 2015 to 31 March 2016 – nothing further)

This site will provide the new section of the Green Ring from the A259 to the railway line. While it will not be connected directly to the rest of Southbourne until the footbridge over the railway is built, it will provide a circuit route within the site and link both to Inlands Road and the A259.

The approved outline planning permission includes a significant central area of landscaped public open space. It will contain a fully equipped childrens' play area and provide the background to the new footpath links through the site from the entry point on the A259 to the north west corner next to the railway line. A specified area of land at this north west corner is to be transferred to the Parish Council to provide for the southern landing pad of the proposed footbridge over the railway and the start of a potential footpath to the eastern end of the railway platform. This will be provided by the developer either as part of the

development or under the related Section 106 Agreement. Other funds from a 106 Agreement have been earmarked to investigate new footpaths in this vicinity. A “public art” contribution is also included within the 106 Agreement for Loveders but it has not yet been decided how it might be spent. The land transfers and financial payments start to be made when the development reaches the stages set out in the Agreement.

#### **Land North of Alfrey Close** (1 April 2015 to 31 March 2016)

The developer’s plans for the land north of Alfrey Close include a substantial strip of landscaped Public Open Space with footpath along the western boundary of the housing site and a new footpath through the development linking to Garsons Road. The draft proposals also include a fully equipped childrens’ play area and allotments. An attenuation pond at the southern end of the open space is shown as both a practical drainage and ecological feature. The landscaped area along the western side of the development would, if approved, provide a substantial part of the Green Ring up to the railway line on the eastern side of the village. (The proposed transfer of additional land to the Parish Council for the provision of a new western road is referred to under Proposal 3 below).

#### **Policy 5 : Employment and Policy 6 : Village Centre and local Shops** (1 April 2015 to 31 March 2016)

No significant applications have been submitted for new business related development. Permission was granted on 15/10/14 for the demolition of the Southbourne Garage (fuel and repairs) and its replacement by a new Co-Operative store. Work on site began earlier this year. The petrol filling station at Nutbourne West remains. While the loss of the garage has probably involved some reduction of jobs, on balance its replacement with a new shop complies with SPNP policy seeking to retain a mix of local shops and services. It is not known what is proposed for the existing Co-Op building.

#### **Policy 7 : Environment** (1 April 2015 to 31 March 2016)

An Environment Group first met in February 2016. It intends to initiate and support green initiatives in the Parish. It continues to investigate a number of local projects ranging from promoting wildlife to concern about litter, local footpaths, pollution from traffic fumes, and tree planting. With the support of the Parish Council a temporary tree nursery was created at the Recreation ground to receive 420 small trees supplied by the Woodland Trust in November 2015. These were planted on sites related to the Green Ring by a wide range of community volunteers, a substantial number being planted at the Bourne College with the help of the students. It has also secured the planting by West Sussex County Council of 10 more substantial trees during the winter of 2015/16 on residential highway verges within Southbourne. Tree planting is likely to become an annual event. A number of courses have been run by Tuppenny Barn (a member of the Green Partnership), including hedge laying, bat and butterfly recognition, which have been attended by Environment Group members.

#### **Policy 8 : Education** (as at 31 March 2016)

A substantial contribution has been included in the Loveders 106 Agreement to assist funding an all-weather pitch within the Parish (10/12/14). Financial

contributions for the funding for new school places to meet the needs of new residents have been secured.

**Policy 9 : Community Buildings** (1 April 2015 to 31 March 2016)

Proposals for the replacement of the outworn Age Concern building in New Road have been under discussion for some time with the landlord, West Sussex County Council. Substantial contributions from developers' 106 Agreements are earmarked for this project. Discussions about alternative sites continue.

**PROPOSALS**

**Proposal 2 : Financial Contributions from Development**

As at 31 March 2016 it is estimated that the developments at Gosden Green and Loveders are due to contribute a total of some £1.5 million pounds towards local infrastructure. The payments start to be made when the developments reach the stages set out in the Section 106 Agreements.

A list of proposed infrastructure projects has been passed by the Parish Council to the District Council for inclusion in the District Infrastructure Business Plan. These relate to the new system of infrastructure contributions to be made under CIL which in future will allow the Parish Council to allocate some developers' funds to these local projects.

**Proposal 3 : Transport** (1 April 2015 to 31 March 2016)

The developer's planning application for the land north of Alfrey Close includes land identified for the new link road to the west of Southbourne included as Project 3 in the SPNP. The developer is not proposing to build the road, and is not required to do so by the SPNP, but the application sets out the developer's intention to transfer this land to the Parish Council for that purpose. This was included in the planning application after earlier consultations with the Parish and District Councils and the developer maintained this offer even though the status of the project was downgraded in the final version of the SPNP due to the lack of any formally approved and funded road building scheme. It is a considerable achievement for the SPNP because it leaves the door open for the Parish Council to pursue the project. The acquisition of the land would be the fundamental starting point.

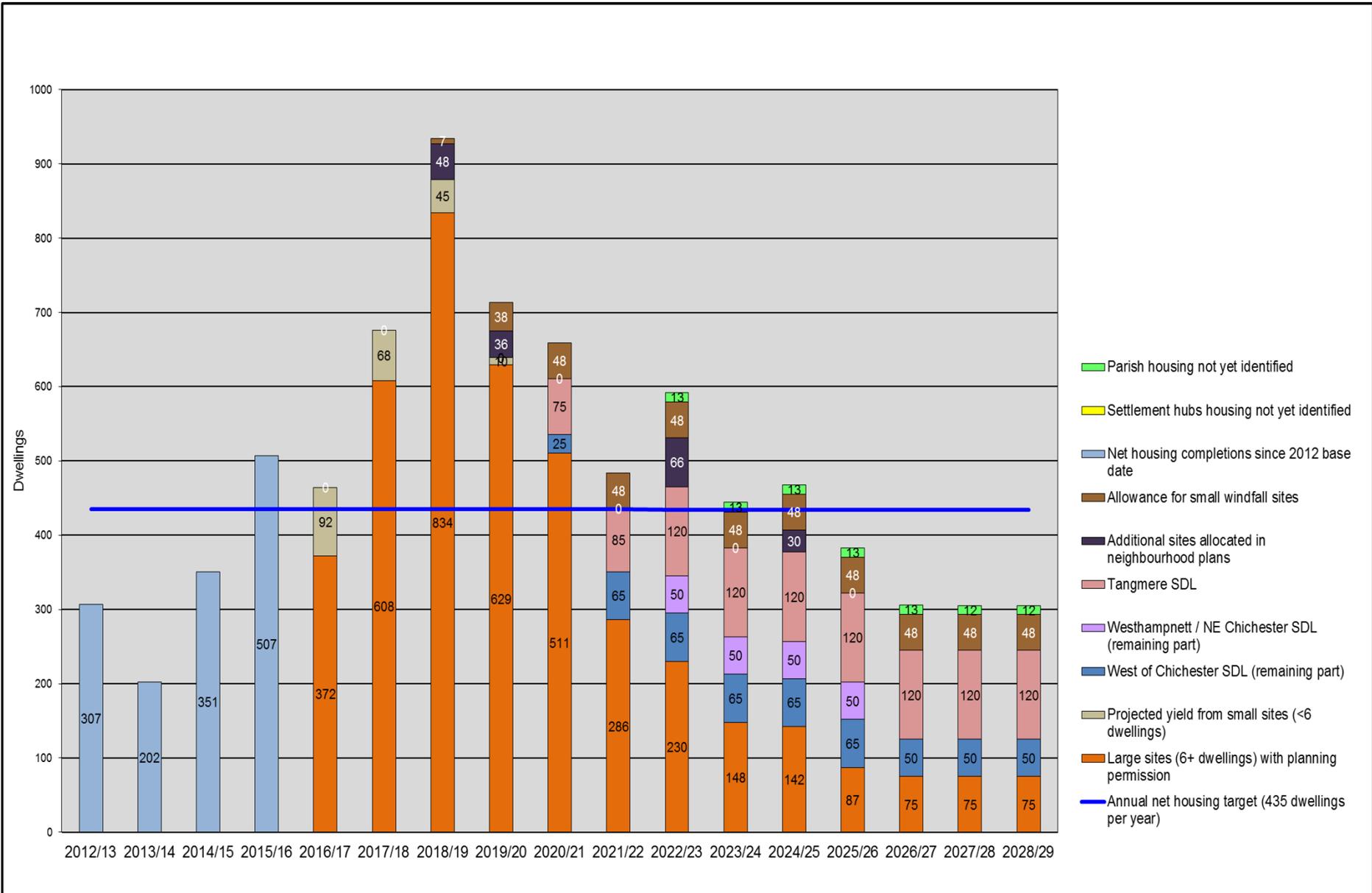
**Southbourne Parish Council**

**13 September 2016**

## Appendix 2 – Indicative Housing Delivery and Phasing 2012-2029

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2012-19	2019-29	2012-29
<b>Local Plan Area net housing requirement</b>																				
Annual net housing target	435	435	435	435	435	435	435	435	435	435	434	434	434	434	434	434	434	3045	4343	7388
Cumulative net housing requirement	435	870	1305	1740	2175	2610	3045	3480	3915	4350	4784	5218	5652	6086	6520	6954	7388			
<b>Local Plan Housing Provision</b>																				
<b>Existing Housing Provision</b>																				
Net housing completions since 2012 base date	307	202	351	507														1367	0	1367
Large sites (6+ dwellings) with planning permission					372	608	834	554	436	211	155	73	67	12				1814	1508	3322
Projected yield from small sites (<6 dwellings)					92	68	45	10										205	10	215
Sites allocated in Local Plan & neighbourhood plans comprising:							48	111	175	225	341	310	340	310	295	245	245	48	2597	2645
West of Chichester SDL							75	100	140	140	140	140	140	140	125	125	125	0	1250	1250
Westhampnett / NE Chichester SDL (remaining part)										50	50	50	50					0	200	200
Tangmere SDL								75	85	120	120	120	120	120	120	120	120	0	1000	1000
Additional sites allocated in neighbourhood plans							48	36	0	0	81	0	30	0				48	147	195
Other identified sites within settlement boundaries							16		21									16	21	37
Allowance for small windfall sites					0	0	7	38	48	48	48	48	48	48	48	48	48	7	470	477
<b>Total Projected Housing Supply</b>					464	676	950	713	680	484	544	431	455	370	343	293	293	2090	4606	6696
<b>Additional Housing Provision - Sites not yet identified</b>																				
Settlement hubs housing not yet identified																		0	0	0
Parish housing not yet identified											13	13	13	13	13	12	12	0	89	89
<b>Total Net Housing Delivery</b>	307	202	351	507	464	676	950	713	680	484	557	444	468	383	356	305	305	3457	4695	8152
<b>Housing Supply Position</b>																				
Cumulative net completions	307	509	860	1367	1831	2507	3457	4170	4850	5334	5891	6335	6803	7186	7542	7847	8152			
Monitoring position above/below housing requirement	-128	-361	-445	-373	-344	-103	412	690	935	984	1107	1117	1151	1100	1022	893	764			
<b>Five Year Housing Land Supply</b>																				
Adjusted five year housing requirement (+ buffer)	2764	3043	3144	3058	3023	2732	2113	1778	1483	1423	1276	1264								
Projected five year housing supply	2200	2948	3310	3483	3503	3384	2878	2633	2336	2208	1956	1817								
<b>Five Year Housing Surplus/Shortfall</b>	-564	-95	166	425	480	652	765	855	853	785	680	553								

### Appendix 3 - Housing Trajectory 2012-2029



## Pre Application Advice Charging Scheme (Revised February 2017)

### Why make a pre application enquiry?

The Council has operated a pre application advice scheme since 2010 and this has demonstrated the value of early discussions with agents and developers as part of the development management approach to facilitating acceptable development. The National Planning Policy Framework also encourages engagement with Local Planning Authorities and local communities to achieve early consideration of fundamental planning issues and improved outcomes. Discussions about schemes before they are formally submitted as a planning application can help steer proposals into a form that are more likely to be acceptable whilst leading to the reworking or dropping of proposals that appear to be fundamentally unacceptable. Entering into pre application discussions may help save time, wasted expense and avoid frustration.

Further benefits include:

- Avoiding incomplete applications that cannot be registered
- Reducing the number of unsuccessful applications
- Reducing confrontation in the planning process
- Raising the quality of development
- Gaining community acceptance
- Securing satisfaction with the process

We will expect that guidance given by the Council's officers is taken into account in the preparation and working up of your proposals. Where it is evident that pre application advice has not been sought or taken into account in a subsequent planning application, the Council may not be able to negotiate significant amendments on a scheme.

### What is covered by the Charging Scheme?

The charging scheme covers all requests for pre application and planning advice. The scheme includes the ability to seek further specialist advice linked to the submission of a planning application such as historic building or environmental health advice for an additional fee.

The following exemptions apply:

- General planning advice given by the duty officer or Customer Service Centre
- Incidental advice or information given by telephone
- Where the works are required to meet the needs of a registered disability
- Discussions in relation to enforcement matters

In addition, the charging scheme will not apply to advice given to the following organisations:

- Parish Councils
- West Sussex County Council
- Housing Associations (where the development is solely affordable)

We expect developers to seek advice on management of trees from arboricultural consultants and will not therefore generally provide advice on tree matters.

Advice in relation to the highways aspects of development is available from West Sussex County Council as the Highway Authority, this may be accessed via the following link; <https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/pre-application-advice-for-roads-and-transport/>. Advice in relation to flood risk and environmental impacts is available from the Environment Agency/Natural England via the following link; <https://www.gov.uk/guidance/developers-get-environmental-advice-on-your-planning-proposals>.

### How do I obtain advice?

All requests for **written pre application advice** or 'Do I Need Planning Permission' enquiries must be submitted via the relevant form (link provided in table below) by e-mail to [dcplanning@chichester.gov.uk](mailto:dcplanning@chichester.gov.uk) with a subject heading of *Pre Application Advice*. Alternatively, you may wish to complete and send to us the Pre Application Advice form which is available on our website. This form sets out the information required for a request to be accepted.

Upon receipt of your request for pre application advice, we will aim to contact you within 3 working days either to request further details or to confirm that your request has been allocated to a Case Officer for action.

Advice from the **Duty Planning Officer** may be obtained by visiting the Council Offices between 9am and 1pm, Monday, Tuesday, Thursday and Friday and between 9am and 5pm on Wednesdays. There is no need to book an appointment, however if we are particularly busy their may be a short wait to be seen. If you are unable to visit the Council Offices in person you e-mail your query to [dcplanning@chichester.gov.uk](mailto:dcplanning@chichester.gov.uk). You will receive a response within 10 working days.

You may make an appointment for the **Pre-application Surgery** up to 48hrs prior to the allocated sessions. These run from 9am to 12pm on a Tuesday and Thursday morning and are bookable as a 30 minute slot. You will need to complete a form to enable us to accurately identify the site and provide some basic information on what you might be proposing.

**Listed building advice** is offered by one of our specialists with the Conservation and Design Team. Once you have submitted the relevant form you will be contacted to arrange a site visit meeting within 10 working days. A summary note of the meeting will be provided (normally by e-mail) after the site visit has taken place.

### What will it cost me to obtain advice from Chichester District Council?

Enquiry/Advice Service	Time scale	Fee	Fee for <u>additional</u> advice/meetings
<b>ADVICE IN PERSON</b>			
<b>Duty Planning Officer Service</b>  <i>9am to 1pm Monday, Tuesday Thursday &amp; Friday; 9am to 5pm on Wednesdays</i>  <i>Appointments limited to 15 minutes</i>	Instant	Free	N/A
<b>Pre-application surgery</b>  <i>Service operates on Tuesday and Thursday mornings</i>  <i>30mins per appointment</i>	Set days per week (48hrs notice req.)	£150	N/A
<b>Listed Building Advice (on site)</b>  <i>Site visits are arranged within 10 working days of receipt of application form</i>	10 working days	£245	N/A
<b>WRITTEN ADVICE</b>			
<b>Do I Need Planning Permission</b> (DINPP) – <i>Permitted development enquiries</i>	15 working days	£97	N/A
<b>Listed building advice on minor works/maintenance</b>	10 working days	£95	N/A
<b>Householder</b>	20 working days	£100	£80 (up to 30 mins)
<b>Adverts</b>	20 working days	£120	£80 (up to 30 mins)
<b>Other</b> e.g. replacement dwellings, changes of use, variation and removal of conditions	20 Working Days	£220	£80 (up to 30 mins)

<b>Small Scale Minor</b> e.g. 1-3 dwellings, non-residential (less than 500m2 gross floor space)	20 Working Days	£350	£120 (up to 30 mins)
<b>Large Scale Minor</b> e.g. 4-9 dwellings, non-residential (500-1000m2 gross floor space)	20 Working Days	£550	£200 (up to 45 mins)
<b>Small Major</b> e.g. 10-49 dwellings, non-residential (1000m2 - 2499m2 gross floor space)	Bespoke service/timetable to be agreed	£2,000 <i>Where a PPA is sought we will agree a bespoke fee</i>	£250 (up to 1hr)
<b>Major</b> e.g. 50-99 dwellings, non-residential (2499m2 - 5000m2 gross floor space)	Bespoke timetable to be agreed	£2,500 <i>Where a PPA is sought we will agree a bespoke fee</i>	£250 (up to 1hr)
<b>Large Major</b> e.g. 100+ dwellings, non-residential (more than 5000m2 gross floor space)	Bespoke timetable to be agreed	£4,500 or 10% Planning Application Fee (whichever is greater) <i>Where a PPA is sought we will agree a bespoke fee</i>	£400 (up to 2hrs)
<b>Advice from CDC Technical Specialists</b>	Within timescales of written pre-app response	£75	N/A

The relevant fee must be paid by Debit Card to the Councils Customer Services Team. All fees are inclusive of VAT.

For the most significant schemes or strategic scale development, a Planning Performance Agreement (project management plan) may be appropriate in which the process of dealing with the proposal in accordance with a timetable, principles and procedures are agreed together. A Planning Performance Agreement would be drawn up at the pre application stage which would lead the process through the application stage and ensure sufficient resources are available to meet identified targets and commitments (please see the [National Planning Practice Guidance](#) for further information). This will involve agreeing a bespoke fee to ensure the aims of the Planning Performance Agreement can be achieved.

### **What do I need to do before advice can be given by the Council?**

We will expect the following to be provided to enable your request to be actioned:

- Payment of relevant fee (by debit card only)
- Completion of the relevant Pre Application Advice form
- Location and site plans

- Relevant photographs to provide the case officer with a n appreciation of the site and its surroundings

Where formal written advice is sought the following material will normally be expected:

- Sketch or indicative plans of the proposal
- Supporting studies/information (for major schemes)

To ensure that requests for pre application advice are as productive as possible, applicants or their agents will be expected to provide sufficient information and plans to describe and explain their proposals including:

- An assessment of the character of the area
- An analysis of the opportunities and constraints of the site in its context.

These details will be used to promote a design led approach to the scheme and will enable the Council to assess whether a development team including specialist officers should be brought together.

### **What can I expect from the process?**

Requests for advice will be allocated to officers according to the level of advice requested and the complexity of the proposal. Major schemes will normally be dealt with by a senior officer.

The Duty Planning Officer and general enquiries service will only answer the most basic of queries. The service is primarily aimed at assisting applicants and the public to understand the planning process and to direct them to relevant legislation and policies. The Pre-application Surgery is designed to provide a forum for discussion of proposals that have not been significantly advanced, whereby applicants would value a face to face discussion about the broad principles of developing a site.

The various 'Written Advice' services are designed to provide more detailed feedback on specific proposals. The DINPP Service will provide you with an informal opinion as to whether planning permission is required for your proposal within 15 working days. In most other pre-application advice cases we will aim to provide a written reply or arrange a meeting within 20 working days from the date your request is accepted as complete, except for the more complex proposals where we may need to agree a longer timescale with you. We will endeavour to reply to householder enquiries quicker than this where possible. Where a meeting is held, a written account of the main points will be sent within 10 working days of the meeting. Our preferred method of written communication is via e-mail and this will be used where possible.

In the case of major development proposals, it may (at the officer's discretion) be necessary to consult statutory consultees and other groups prior to providing advice, In such cases, the pre application process may take longer in order that we are in a position to provide a comprehensive response.

The case officer (and development team where applicable) will assess the submitted information and will aim to provide you with constructive comments on the scheme in relation to the following so far as they are relevant:

- Relevant development plan policies and other Council strategies that may have a bearing on the proposal
- Site constraints, e.g. statutory designations such as conservation areas, AONB's, Tree Preservation Orders and other constraints including listed buildings, flood zones and rights of way.
- Relevant planning history
- The details of the proposal, i.e. the acceptability of the land use, design and amenity considerations and highways and access issues where appropriate
- Infrastructure requirements, including CIL, the need for affordable housing, open space, community facilities and ecological mitigation. Any other contributions that may be required by West Sussex County Council will need to be established directly with that Authority.

We will indicate the likely information requirements (plans and supporting details/studies) to assist with the validation of any subsequent planning application. We will also explain how the development management process operates, the consultation process, decision making arrangements including committee information and the likely timetable for assessment of a planning application.

A summary of the key elements to each part of the scheme is provided as guidance notes to the relevant application form.

### **What if a subsequent decision on an application does not follow the advice I was given?**

Advice given will be based on the case officer's professional judgement and assessment of the information provided. Pre application advice whether favourable or not is given on a 'without prejudice' basis since the Council must on submission of an application go through the statutory procedures and formal consultations and assess the outcomes before a decision can be made. Whilst advice will be given in good faith, we cannot guarantee that a subsequent planning application will be successful. We nevertheless believe that pre application advice is an extremely important part of the planning process. Fees for pre application advice will not be refunded and do not affect any statutory planning application fee subsequently required.

### **What if I disagree with the advice received?**

We recognise that you may not agree with the advice you receive and it remains open to you to reject the advice and submit a formal application for determination. You may pay a further reduced fee for an additional meeting in relation to advice previously given on a previous proposal. However, significant changes to a submitted enquiry may need to be the subject of a new enquiry and may require a further full fee.

## **Confidentiality and Freedom of Information**

The advice we provide under this service is generally confidential until a related planning application is submitted and development proposals are publicly available. Under the Freedom of Information Act 2000 or Environmental Information Regulations 2004 we often receive requests to disclose advice we have provided, so from February 2017 we will automatically publish any submitted documentation and advice we have provided once the related planning application is submitted. At that point there is normally no reason under the legislation to insist the pre application advice or related documentation is confidential.

We may continue to receive requests for advice to be disclosed at earlier stages, which will need to be assessed individually under the legislation. If you think there are sufficient reasons under the legislation that your request and advice should remain confidential at those earlier stages please advise us in writing of the reasons at the time of your request. We will not respond at the time of your request but will take it into account when deciding whether to release information earlier than usual.

## APPENDIX 2

Comparison of current scheme and proposed scheme based upon pre-apps received 2014/15 & 2015/16

Dwelling Units (du) & non-residential floor space	2014/15			2015/16		
	No. of Pre-Apps	Current Scheme (£)	Proposed Scheme (£)	No. of Pre-Apps	Current Scheme (£)	Proposed Scheme (£)
Householder	87	7,830	8,700	85	7,650	8,500
Other (not including replacement dwellings)	25	4,500	5,500	27	4,860	5,940
Replacement Dwellings	20	9,600	4,400	9	4,320	1,980
1-3 du (less than 500sqm)	39	18,720	13,650	39	18,720	13,650
4-9 du (500-1000sqm)	22	10,560	12,100	19	9,120	10,450
10-49 du & 1000sqm - 2499sqm	17	30,600	34,000	11	19,800	22,000
50-99 du (2499sqm - 5000sqm)	3	5,400	7,500	4	7,200	10,000
100+ du & (more than 5000sqm)	9	37,800	55,300	3	12,600	13,500
<b>Total</b>	<b>222</b>	<b>125,010</b>	<b>141,150</b>	<b>197</b>	<b>84,270</b>	<b>86,020</b>

### APPENDIX 3

#### Cost of providing service against proposed fee income (based on 2015/16)

	No. of Pre-apps / enquiries	Estimated cost of providing Service	Income from Proposed Charge	Variance
Duty Planning Officer Service	333	£9,823.50	£0.00	-£9,823.50
Pre-application surgery	Unknown*	£150.00	£150.00	£0.00
Listed Building Advice (on site)	Unknown*	£245.00	£245.00	£0.00
DINPP	Unknown*	£97.00	£97.00	£0.00
Listed building advice on minor works/maintenance	Unknown*	£95.00	£95.00	£0.00
Householder	85	£14,535.00	£8,500.00	-£6,035.00
Adverts	Unknown*	£120.00	£120.00	£0.00
Other	36	£10,800.00	£7,920.00	-£2,880.00
Small Scale Minor	39	£17,589.00	£13,650.00	-£3,939.00
Large Scale Minor	19	£10,507.00	£10,450.00	-£57.00
Small Major	11	£12,254.00	£22,000.00	£9,746.00
Major	4	£5,248.00	£10,000.00	£4,752.00
Large Major	3	£6,360.00	£13,500.00	£7,140.00
			Total Variance	-£1,097

\* Where number of cases are unknown the figure is provided on the basis of a single case

### **Use and Enforcement of Conditions – Suggested Principles**

In response to the comments of the July Task and Finish Group meeting, the Principles have been amended for the purpose of clarity and reordered to reflect a sequence of events.

#### **Principle 1**

Keep the number of conditions imposed to the minimum necessary to ensure good quality sustainable development.

- Use standard conditions for consistency and supporting enforceability
- Amend conditions to make them appropriate to the proposal
- Rationalise conditions that relate to similar matters
- Don't impose a condition that duplicates stated 'materials of construction' and 'landscaping' detail in the application submission.
- Avoid conflicting conditions

#### **Principle 2**

Discuss matters to be covered by a condition with the applicant/agent so that they are familiar with all the conditions that are being proposed

#### **Principle 3**

Use of prescriptive conditions to set out what would make the detail of a scheme acceptable

- state what would constitute an acceptable detail/method; and
- use of standard conditions that refer to acceptable design approaches where appropriate.

#### **Principle 4**

Planning enforcement to be included in discussion of phasing conditions on Major applications

#### **Principle 5**

Conditions requiring the submission of details should take account of development phasing and construction sequencing

### **Principle 6**

Conditions to be set out in the Decision Notice under headings; to group conditions by type;

- to make it clear which conditions relate to which phase of the development, those which relate to the development as a whole, those requiring further details to be approved by the LPA and conditions which require continuing compliance

### **Principle 7**

Wherever practical, a condition will be used to secure a requirement in preference to a planning obligation to save time and cost.

### **Principle 8**

Conditions will be monitored in relation to:

- Major development sites; and
- Sites attracting an enforcement complaint.

### **Principle 9**

The Conditions Monitoring module, in the Uniform database system, to be used by Planning Enforcement to monitor conditions; and conditions discharged to be updated by Development Management in the related DM record;

- DOC decisions to be uploaded to the planning permission to which it relates to complete the site history

### **Principle 10**

Planning enforcement to keep third parties, neighbourhood planning groups, the ward Member and Parish Councils informed of the ongoing monitoring of conditions in relation to its monitoring of Majors and complaints relating to conditions.

# Agenda Item 16

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

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