

Public Document Pack

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A meeting of the **Cabinet** will be held in Committee Room 2 at East Pallant House Chichester on **Tuesday 9 January 2018 at 09:30**

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

AGENDA SUPPLEMENT

This agenda supplement contains the appendices to the reports for agenda items 6, 7, 8 and 9

6 **Revised Corporate Plan 2018-2021** (pages 1 to 32)

There are nine appendices and appendices 5 and 6 each have a plan.

7 **Revised Local Development Scheme 2018-2021** (pages 33 to 43)

There is one appendix.

8 **Site Allocation - Development Plan Document 2014-2029 - Proposed Modifications Consultation** (pages 44 to 95)

There are two appendices. Four of the pages towards the end of appendix two have been reproduced in colour to assist the reader with interpreting the plans.

9 **Statement of Community Involvement** (pages 96 to 112)

There are two appendices.

DRAFT Corporate Plan 2018-21

Our Vision

Chichester District: a place where businesses can flourish; where communities are active and happy; where residents and visitors can find fulfilling cultural, leisure and sporting activities; and where a good quality of life is open to all.

Our Priorities

- Improve the provision of and access to suitable housing
- Support our communities
- Manage our built and natural environments to promote and maintain a positive sense of place
- Improve and support the local economy to enable appropriate, local growth
- Manage the Council's finances prudently and effectively

Our Objectives

- Improve the provision of and access to suitable housing
 1. Increase the supply of suitable housing in the right location
 2. Ensure housing is used effectively and is fit for purpose
 3. Provide support for those that need it
- Support our communities
 1. Provide support to communities and individuals who are vulnerable
 2. Work together to help people feel safe
 3. Help our communities to be healthy and active
- Manage our built and natural environments to promote and maintain a positive sense of place
 1. Promote quality development and recognise the importance of the natural environment
 2. Encourage sustainable living
 3. Maintain clean, pleasant and safe public places
 4. Support the provision of essential infrastructure
 5. Help make our City and towns accessible and attractive
- Improve and support the local economy to enable appropriate, local growth
 1. Promote commercial activity and economic growth
 2. Promote Chichester District as a leading visitor and cultural destination
 3. Promote the City and town centres as vibrant places to do business
- Manage the Council's finances prudently and effectively
 1. Ensure the prudent use of the Council's resources
 2. Provide value for money through efficient and effective service delivery
 3. Maintain a low rate of council tax while protecting services

Priority	Objective	Actions to achieve the objective
Improve the provision of and access to affordable housing	1. Increase the supply of suitable housing in the right location	1.1 Over 5 years, an average of 140 affordable homes will be built each year.
		1.2 We will expect 35% of market homes to be one or two bedroom and 50% to be three bedrooms.
		1.3 We will maintain a five year supply of housing land.
		1.4 We will maintain a five year supply of Gypsy and Traveller pitches.
		1.5 We will support parish councils in preparing and updating neighbourhood plans.
	2. Ensure housing is used effectively and is fit for purpose	2.1 We will enable 50 homes to be improved each year through the council's landlord accreditation scheme, financial assistance packages and enforcement.
		2.2 We are implementing the Private Sector Housing Renewal Strategy 2016-21 that focuses on working to improve the poorest quality accommodation in the private rented sector and tackling excess cold and fuel poverty, by ensuring properties are provided with whole-house, efficient, controllable heating systems and thermal insulation. The aim is to improve 75 homes over 5 years.
	3. Provide support for those that need it	3.1 As required by the Homelessness Reduction Act 2017 we will seek to prevent homelessness by working with people at risk of becoming homeless; we will endeavour to sustain tenancies wherever possible and provide advice and support on a full range of housing options. A target will be set once the Homeless Reduction act has been implemented and the full implications understood.
		3.2 New Housing Benefit and Council Tax Reduction claims will be processed within 15 working days.
		3.3 In order to minimise the impact of welfare reforms on our most vulnerable households, we will signpost those coming to us for financial and debt management support when receiving the request or identifying the need.

Priority	Objective	Actions to achieve the objective
Support our communities	1. Provide support to communities and individuals who are vulnerable	1.1 We will work in partnership with West Sussex County Council and the voluntary sector to identify six communities that need additional support. We will assist them in identifying the needs of their community and support them to acquire the skills, funding and contacts they need to achieve their goals.
	2. Work together to help people feel safe	2.1 We will prioritise our actions to reflect the community safety outcomes contained within the Community Safety Partnership Action Plan.
		2.2 We will work with partners to maintain low crime levels.
		2.3 We will reduce the incidence of Anti-social behaviour that needs to be reported to the Police, particularly that affecting repeat victims and maintain the level of ASB personal incidents below 200 in the rolling year.
	3. Help our communities to be healthy and active	<p>3.1 We will achieve the outcomes set out in the 'Improving the Health of our Communities and Workforce' action plan, which co-ordinates the Council's resources on four health priorities. These priorities are:</p> <ul style="list-style-type: none"> • Healthy lifestyles – action for the Community • Healthy lifestyles – action for staff • Housing and planning for healthy communities • Mental health and emotional wellbeing
		3.2 Via our Leisure Management Contract with Everyone Active, we will provide access to and encourage increased participation in sport and physical activity through provision of suitable facilities and activities for the community. Specific targets for this will be set annually.
		3.3 80% of clients will maintain a positive lifestyle change after 3 months as a result of referral to the Wellbeing Service.

Priority	Objective	Actions to achieve the objective
Manage our built and natural environments to promote and maintain a positive sense of place	1. Promote quality development and recognise the importance of the natural environment	1.1 Ensure strategic development is completed in accordance with Master Plans.
		1.2 We will use our Authority's Monitoring Report to confirm whether development complies with the policies of our Local Plan.
		1.3 6 Conservation Area Character Appraisals will be completed by 2021.
		1.4 We will conduct a review of our Local Plan and adopt it by 2020.
	2. Encourage sustainable living	2.1 Using targeted communication campaigns, we will encourage a reduction in residual waste of 20kg per household, per year from the current level of 478kg.
		2.2 We will achieve a household recycling rate of 50% by 2020.
		2.3 We will increase the proportion of households using the garden waste collection service from 20% to 30% by 2020.
		2.4 We will encourage an 8.5% reduction per person in CO2 emissions from 6.8 tonnes to 6.2 tonnes by 2021.
	3. Maintain clean, pleasant and safe public places	3.1 90% of fly tips will be removed within 3 working days.
		3.2 Graffiti will be removed within 5 working days.
		3.3 We will use a range of initiatives to reduce the amount of litter dropped across the district with regular monitoring to review effectiveness and in 2018/19 will achieve a 50% reduction in the litter across South Street and West Street, Chichester pedestrian areas as part of a one year trial. .
	4. Support the provision of essential infrastructure	4.1 Facilitate the delivery of prioritised infrastructure in accordance with the approved Infrastructure Business Plan.

		4.2 Work with communities, West Sussex County Council and Highways England to identify an improvement scheme for the A27 to be put forward for the post-2020 Road Investment Strategy (RIS2).
	5. Help make our City and towns accessible and attractive.	5.1 Co-ordinate and where responsible, deliver, the outcomes contained within the Chichester Vision Action Plan and to refresh/develop the Visions for Petworth, Selsey and Midhurst.
Priority	Objective	Actions to achieve the objective
Improve and support the local economy to enable appropriate, local growth	1. Promote commercial activity and economic growth	1.1 Complete the Enterprise Centre to deliver 250 new jobs every three years.
		1.2 Directly support start-up businesses through rent subsidy and monitor the success rate of these companies to ensure survival rates after three years of operation align with the South East actual rates.
		1.3 Promote inward investment and support the economic use and development of existing and newly designated employment land, Horticultural Development Areas and other commercial land. In the area covered by the Chichester Local Plan (not including the South Downs National Park), this will create an additional land / office space of 16,000 sq.m of industrial/warehousing and 2,500 sq.m of office space by 2021, excluding Southern Gateway..
		1.4 Continue to provide the Choose Work scheme with a commitment to engage with at least 80 clients per annum, of which 40% will secure employment at the end of the programme.
		1.5 Implement the Southern Gateway Masterplan in partnership with landowners and developers so as to deliver 365 homes, 1434 new jobs and 21,600sqm of business/retail and leisure floor space by 2021.
	2. Promote Chichester as a visitor and cultural destination	2.1 We will maintain food safety compliance by at least 95% of businesses at a satisfactory rating of 3 or above.
		2.2 80% of visitors surveyed will feel satisfied with our town centres.
		2.3 Work in partnership with the Destination Management Organisation (DMO) to support the writing of a new Destination Management Plan (DMP) for the visitor economy by September 2018.
		2.4 Working in partnership with the cultural sector, complete a cultural strategy and implementation plan.

	3. Promote the city and town centres as vibrant places to do business	3.1 Provide a programme of training and grants to improve shop fronts in order to help create the conditions to maintain the occupancy of our city and town centre shops above the South East average. To provide training for up to 40 business and to distribute over 35 grants.
Priority	Objective	Actions to achieve the objective
Manage the Council's finances prudently and effectively	1. Ensure prudent use of the Council's resources	1.1 Ensure the revenue budget and capital programme remain balanced and sustainable over a rolling 5 year period.
		1.2 Manage the Council's risks, ensuring that corporate risks are controlled and their risk score is brought down to target levels as agreed by the Corporate Risk Group..
		1.3 Have sound governance arrangements in place.
	2. Provide value for money through efficient and effective service delivery	2.1 Maintain a programme of improvement reviews for our services, to ensure that they are delivered effectively and efficiently. These reviews should challenge existing costs, service delivery mechanisms and consider using outside bodies where appropriate.
		2.2 Ensure that where the Council has discretion over charging for services, service users should normally bear the full costs, except where there are important community considerations.
		2.3 Implement an investment strategy to preserve and improve the financial and other resources available to the Council in accordance with the outcomes contained within the Investment Protocol and Treasury Management Strategy.
	3. Maintain low rate of council tax while protecting services.	3.1 Provide services without the use of reserves.
		3.2 Continue to review the Council's costs over the 5 years of the financial strategy, and refine the financial principals in order to maintain a balanced budget.
		3.3 Continue to identify and develop income generating opportunities for the Council.

Our Guiding Principles

We are committed to running an organisation that puts customers at its heart, delivers value for money, and works with our communities and partner organisations to ensure we focus on what is important. We will:

- Put our customers first.
- Take into account user feedback when designing services.
- Help our communities to address issues that are important to them.
- Use our resources well and innovatively.
- Be welcoming to change.
- Be fair, open and transparent.
- Keep our staff skilled, motivated and flexible.
- Work with our partners to respond to customers' needs.
- Provide services that are digital by default.

Project Documentation - Initial Project Proposal Document

Project: CCS Vehicle Wash Project

Author: John Bacon, Building Services
Bob Riley, Contract Services

1. Purpose of Document

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

2. Project Description

To install a vehicle wash facility at the Westhampnett depot to provide the facility to wash all Council commercial vehicles on site, saving time and cost sending vehicles to Havant Borough Council wash facility.

In scope:

- Consultancy appointment for a new topographical survey of the west elevation of the vehicle park following the demolition of adjacent structures and industrial buildings.
- Consultancy appointment for the design of the vehicle wash facility.
- Pre planning advice on the location and height in use of the vehicle wash facility located on the proposed west site boundary.
- Structural design of a prepared reinforced concrete base (approx. 22m x7m) and a steel fabricated wash ramp rising to a min. height of 1.5m above base.
- Design and installation of a semi-automated vehicle wash facility including silt collection, automated filtering and water recycling and foul water drainage connection to the site drainage system.
- Installation of a foul water pumping chamber and drainage system for trade effluent disposal.
- Electrical connections from the main building switch room including provision of local electrical isolation.
- Mains water supply connection.
- Tarmacadam reinstatement following excavations and trenching works.
- Obtain a trade effluent licence and Section 106 approvals with Southern Water for revised drainage discharge to main sewer.

Out of scope:

- Reconstruction and full resurfacing of the west elevation vehicle park extending east-west from the vehicle workshop concrete apron to the west boundary and north south from Stane Street to the boundary with the WSCC waste transfer site.
- All oil separation and surface water systems to the in scope works above and a foul water drainage installation and connection from the Gypsy Traveller Transit site. (The drainage for the in-scope works will be designed to enable connection to the GTTS in the future if required. A future project may be to connect the GTTS to remove the need for cesspits and associated emptying costs from the site. WSCC would be required to fund the capital cost but CDC may have opportunity to have a contribution from WSCC towards CDC Southern Water utility costs).

- New vehicle park lighting installation and signage.

3. Background

All the commercial vehicles operated by CCS need to be cleaned regularly

- prior to servicing
- to maintain satisfactory appearance of Council vehicles
- to thoroughly clean freighters when changing from weekly waste to recycling collections.

Currently HGV vehicles are taken off site for a pre MOT service wash. The operation takes one driver 2/3 hours and the fees paid to an external organisation have recently increased.

The installation of an automatic vehicle wash facility was planned previously as part of the depot refurbishment scheme to accommodate an authorised test facility. Although this project is no longer proceeding, there remains the need for some form of flexible wash facility and the proposed solution will provide an option that is effective but at a reduced cost to that previously proposed.

Without an on-site facility, the Council remain reliant on an expensive third party provider.

A very limited level of vehicle washing takes place at the depot. However, since the current drainage is via a soakaway system, this precludes the use of detergents and is therefore not totally effective. There is also the potential risk that hazardous materials may find their way into the water course with the current facility which requires all of the HGV's with associated contamination to be sent off-site at a cost.

The Driver & Vehicles Standards Agency (DVSA) strongly recommend an on-site vehicle wash facility, to provide an efficient preventative maintenance programme.

4. Outcomes to be Achieved

- Improved effectiveness of vehicle cleaning.
- Reduced revenue costs
- Reduction in staff time
- Secure drainage system
- Introducing mains drainage provides potential significant savings for the traveller site operation (future project).
- Facility will provide opportunity to clean commercial vehicles more regularly, presenting a more professional appearance of the Council's fleet and reducing maintenance costs.
- Potential opportunity to obtain an additional income stream by providing the vehicle wash to external organisations.

5. Timescales

The project will initially proceed in conjunction with the commissioning of Consultants to undertake a topographical survey of the site and subsequent design of the ramp, vehicle wash installation and services infrastructure.

Subject to an agreed programme with CCS for the implementation of the scheme a Cabinet report and PID will include details of the final scheme.

The duration of the site works are expected to be 10/12 weeks following a 6 week tender and evaluation process followed by a 6 week lead in required by the main contractor and suppliers.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	£86,000	Design, construction and commissioning of the new facility.
	£30,000	Purchase and installation of ramp and screening
	£10,000	Contingency
Revenue	TBC as part of the study	
Savings	See S.7	
Services to be involved in the project delivery	CCS, Building Services team, procurement team, legal Services(contracts)	

7. Benefits vs. Cost

Current cost of pre MOT wash (freighters only)	£4,726 pa
Potential cost of pre service wash (freighters only)	£33,082 pa*

* Note that CDC do not currently carry out full pre service washes and therefore this figure does not represent a saving to our existing revenue budget.

Other required vehicle washing i.e. external cab and panels of freighters and smaller vehicles carried out at depot using mains water only. A vehicle wash with recycled water system would permit the use of detergents and therefore be far more effective.

8. Identify Risks

- (a) Ground contamination identified e.g. asbestos. Soil test will be undertaken. Contingency to fund.
- (b) Underground structures identified. Trial pit will be dug. Contingency to fund.
- (c) Planning restrictions. Pre-planning advice will be sought.

Project Documentation - Initial Project Proposal Document
Project: Midhurst Vision
Author: Steve Hill

1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained.

2. Project Description

To work with partners to consult on, review and refresh the Midhurst Vision, adopting the approach taken by the Chichester Vision to ensure full buy-in from all relevant partners.

A key partner will be the Midhurst Town Team Community Interest Company (CIC) (fully functional from Autumn 2017) supported by the Rural Towns Co-ordinator and working closely with Midhurst Town Council.

3. Background

The first Midhurst Vision was published in 2009. The process enabled often disparate groups to work together, establishing a common vision and creating the ability to attract external funding. This helped them to make physical improvements to the town and provided advice for the traders. The project was able to raise funds via SEEDA and more recently as part of the Mary Portas work. Projects which emerged from the Vision have included shop front improvement scheme, retail consultancy advice, developing markets, improved signage, more benches and street furniture, and the development of the first version of Midhurst Town Team.

Since the Midhurst Town Team was constituted in 2013, the town has had an effective forum for local businesses, community groups and local people, to help to bring the town together and develop projects that improve Midhurst's prosperity for all the community.

Results have been:

1) To keep the shop vacancy rate down on the High Street - Midhurst vacancies have reduced from 14% in 2009 to less than 1% now.

2) Making town promotions easier to achieve, for example Christmas street banner and promotional leaflet with traders contributing and helping with distribution.

3) Encouraging new businesses to choose Midhurst, by demonstrating that the town works well together. One business owner, also trading in Chichester, compared the Town Team in Midhurst to having the BID in the city. It gives potential businesses the confidence to set up in Midhurst

4) Developing a baseline of high street data by investing in Noggin foot flow sensors for Midhurst, in partnership with CDC.

5) Influencing trading enhancements in the town. For example, the Town Team invested in Christmas lights in 2016 to include West Street.

Midhurst Town Team has recently established itself as a Community Interest Company, with a board of directors and a local stakeholder consultation group from all over the town. The aim is to fund raise to become a sustainable organisation. Other existing groups and organisations will be working under the broader umbrella of the Midhurst Town Team CIC, for example Visit Midhurst.

Whilst much work has been completed, the changes to people's shopping patterns, the ability to shop online, and the development of newer facilities and amenities in neighbouring towns, have set further challenges. Therefore, many traders in Midhurst continue to find generating footfall and maintaining dwell time in the town a significant issue.

4. Outcomes to be Achieved

Midhurst Vision will help create a new future role for the small market town as a driving force for innovation and self-sufficiency. The town will continue to be a vibrant place to do business and will be more attractive to visitors and will understand clearly how dynamic its future might be.

Outputs and outcomes:

Engaging local people in imagining a positive future for the town, and engendering ownership of the Midhurst Vision approach will be an ongoing process during the first half of the Vision development. It will result in a structure that enables continued involvement in the development of improvements to the town (the Vision process will be used to recruit wider membership of the Town Team stakeholder group). As a result the Stakeholder group attendance will increase and the variety of backgrounds and interests of stakeholder group will broaden.

Retain and create businesses and encourage local employment – by identifying gaps in the market, barriers to progression and barriers to local employment, the Vision will create the vehicle for an ongoing dialogue between the Town Team and Town Council to be receptive to the needs and challenges of the changing role of the market town. Employment and business development will be a central part of the work of the CIC, will create a regular forum and action plan. Regular monitoring of footfall via the 'Noggins' and feedback of results to focus priority on and evaluate business enhancing events.

Present the town in a positive and forward thinking way – demonstrating that engagement in the Vision creation is high – ongoing throughout the process.

- Larger scale complimentary attraction for the town centre will be created, for example a regular market space defined in the Town Centre for larger scale markets, with the infrastructure in place, therefore encouraging bigger and more attractive markets 3 or 4 times a year.
- Responsibilities for infrastructure and development of events in the town will be established.
- Taking full advantage of existing events calendar will be improved, for example MADhurst; Christmas Street party; Cowdray Ruins opening season; Polo.

5. Timescales

The project will commence in April 2018.

It is proposed to conduct surveys with residents and businesses within the first 3 months of the project and to conduct participation workshops in the town to refresh the vision and encompass what has been learnt from the surveys. This will take place in partnership with the Midhurst Town Team CIC's strategic planning process.

It is anticipated that the project will take 12 months to deliver.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	Venue costs in kind from the MTC to be confirmed £10,000 – Audit, workshops, and development of Vision £2,500 – Artwork & Printing	Midhurst Town Council Midhurst Town Team
Revenue		
Savings		
Services to be involved in the project delivery	Economic Development, Community Engagement Team for consultation, Planning Policy, Estates and PR	

7. Benefits vs. Cost

The project will support the continued vitality of the town and sense of place and deliver an action plan to ensure that the appearance, sense of place, vacancy rates remain low and that Midhurst continues to have a mix of retail and small businesses.

The project will also link to the Employment Land/Inward investment project and the new strategy for the visitor economy and Cultural Strategy so that these projects can be mutually supportive in their aims.

The project will enable Midhurst Town Team CIC to develop into a delivery organisation formed of local people and businesses that has a positive impact on the vitality and vibrancy of Midhurst into the future.

8. Identify Risks

Without a refreshed plan the town may suffer from a lack of partnership approach by local government involved in supporting the town. Midhurst is experiencing competition from neighbouring towns and needs to remain competitive to sustain its local community.

Project Documentation - Initial Project Proposal Document
Project: Selsey Vision
Author: Steve Hill

1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained.

2. Project Description

To work with partners to consult on, review and refresh the Selsey Vision. The intention is not to re-tread old ground, but to focus on what Selsey could be. The project will adopt the approach taken by the Chichester Vision project.

Selsey Town Council and Selsey Business Partnership will be key partners. The Vision will be underpinned by the extensive community planning that has taken place in Selsey in recent years including the Neighbourhood Plan.

3. Background

The original Selsey Vision was published in 2007. The process enabled groups to work together, establishing a common vision and creating the ability to attract external funding. This helped them to make physical improvements to the town and provided advice for the traders. The project was able to raise funds via SEEDA and more recently the Mary Portas work. Projects have included shop front improvements, retail consultancy advice, developing markets, improved signage and more street furniture.

However, whilst much of the work has been completed, the change to people's shopping patterns and the ability to shop online has set further challenges. The new edge-of-town ASDA store also poses a challenge.

There is little appetite in the town to go over old ground. However, there is a desire to make a clear case for Selsey as a town for the future, a town with a future. In line with the recently published 'Chichester Vision', the Vision will aim to re-imagine what the town could be, and what role it will take in the future.

Selsey Town Council do not have the means to create a fresh Vision alone, but are keen to work in partnership with CDC to create a positive, inspirational statement about what Selsey could and should be. They have recently established an Economy and Tourism Working Group, made up of Town Councillors, business people and other local authority officers. This demonstrates their commitment to moving the town forward and the new Visioning process will provide further momentum and an overarching direction in which the Working Group could operate and develop.

4. Outcomes to be Achieved

Selsey Vision will complement other community and forward planning work, creating an aspirational environment to develop Selsey into the town it needs to be for economic and community sustainability.

Selsey will have renewed objectives to achieve on which all parties will be agreed with commitment to deliver. The town will continue to be a vibrant place to do business and will be more attractive to visitors.

As a result of this improved confidence Selsey businesses will increase their investment; improve trade; encourage new investment and maintain vacancy rates and increase visitor numbers and tourism spend.

5. Timescales

The project will commence in April 2018.

It is proposed to conduct surveys with residents and businesses within the first 3 months of the project and to conduct participation workshops in the town to refresh the vision and encompass what has been learnt for the surveys. It is anticipated that the project will be delivered in 12 months.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	£1,000 workshop and promotion. Venue hire source STC in kind £7,000 – Facilitator and Audit £2,500 – Artwork & Printing	CDC Selsey Town Council to be confirmed.
Revenue	None	
Savings	None	
Services to be involved in the project delivery	Economic Development Community Engagement Team for consultation Planning, Estates, PR	

7. Benefits vs. Cost

The project will support the continued vitality of the town and put in place an action plan to ensure that the vacancy rate remains low and that Selsey continues to have a mix of retail and small businesses, and the ability to retain and create jobs.

The project will also link to the Employment Land/Inward investment project and the new strategy for the visitor economy and cultural, so that these projects can be mutually supportive in their aims.

The project will assist Selsey Town Council in the development of future planning processes.

8. Identify Risks

Without a refreshed plan the town may suffer from a lack of partnership approach by the local government involved in supporting the town.

Project Documentation - Initial Project Proposal Document

Project: Bracklesham Bay Land/Asset Opportunities

Author: Vicki McKay - Estates Service

Version: 1

1. Purpose of Document

The purpose of this document is to set out the requirement for the instruction of a review of the land and assets owned by the District Council in Bracklesham Bay, as shown on the attached plan edged red.

2. Project Description

This project will look at the options available to the Council to create additional commercial opportunities from its land holdings, incorporating the need to provide operational accommodation to deliver the Foreshores service. The requirement for public conveniences will also be considered with options explored in relation to how those facilities may be provided and potential cost savings available.

3. Background

The Council owns a number of separate facilities, managed by different service areas, Foreshores Office, Public Conveniences, Café Site, Car Park, Kosy Kot Land.

The Foreshores Office and Public Conveniences are effectively part of the same building structure, although divided into individual areas; the café is linked to the CDC building but was constructed, and is owned by, the current café occupiers under a lease from CDC that expires in July 2033. The owners of the café also operate a seasonal mobile catering facility from the car park, with the site licenced to them by CDC.

The public conveniences require refurbishment and repairs to the exterior of the building; current arrangements are for customers of the café to use the public conveniences, with a financial contribution made by the café operators towards the cleaning and repair and maintenance of the facilities. There is money allocated in the Asset Replacement Programme for the refurbishment of the public conveniences. Additional space requirements have been requested on previous occasion by the Foreshores team, and an appraisal of existing and required accommodation would form part of this project.

The 'Kosy Kot' land lies across a beach access road (adopted by WSCC but barrier controlled); the purchase of this land by the District Council was supported financially by the Parish Council and any alternative use of the land, or proposed disposal, would need to take account of agreements made at that time in respect of those potential actions. A Report on Title will form part of the IPPD work but the agreements appear to relate to an obligation to using best endeavours to retain the land as public open space, or in the event of intended disposal of the land refunding the Parish Council's financial contribution or offering the land for purchase by the Parish Council.

The Council has been approached by the current operators of the café, who are keen to expand their business. They have a planning application in place to extend their outdoor seating area and have expressed a desire to develop their business in this location. The café operators hold a lease that runs until

July 2033. This is a protected business tenancy and as such there will be an automatic right to renew, unless the Council is able to demonstrate certain grounds for not doing so; one of those is redevelopment, although it must be noted that to be successful the Council would be required to provide solid evidence of real intent, such as planning permission and contracts being in place.

This proposal directly supports the Corporate Plan 2015-18 priority to “promote commercial activity and economic growth”.

4. Outcomes to be Achieved

- A high level options appraisal of the possible opportunities for the land and property outlined above will identify the detail outcomes for this project which will include: opportunities for income generation; satisfying services’ needs (coastal defence, public convenience, parking); improving customer satisfaction etc.
- A cost / benefit analysis of the options having regard to both commercial and community objectives.
- Likely timescales for putting the possible options into action
- Any risks associated with each options of delivery

5. Timescales

There is no specific urgent timescale for this project, although should the café secure planning permission for their intended works there will be an application for Landlord’s approval that will need considering in the context of the wider issues.

6. Project Costs and Resources

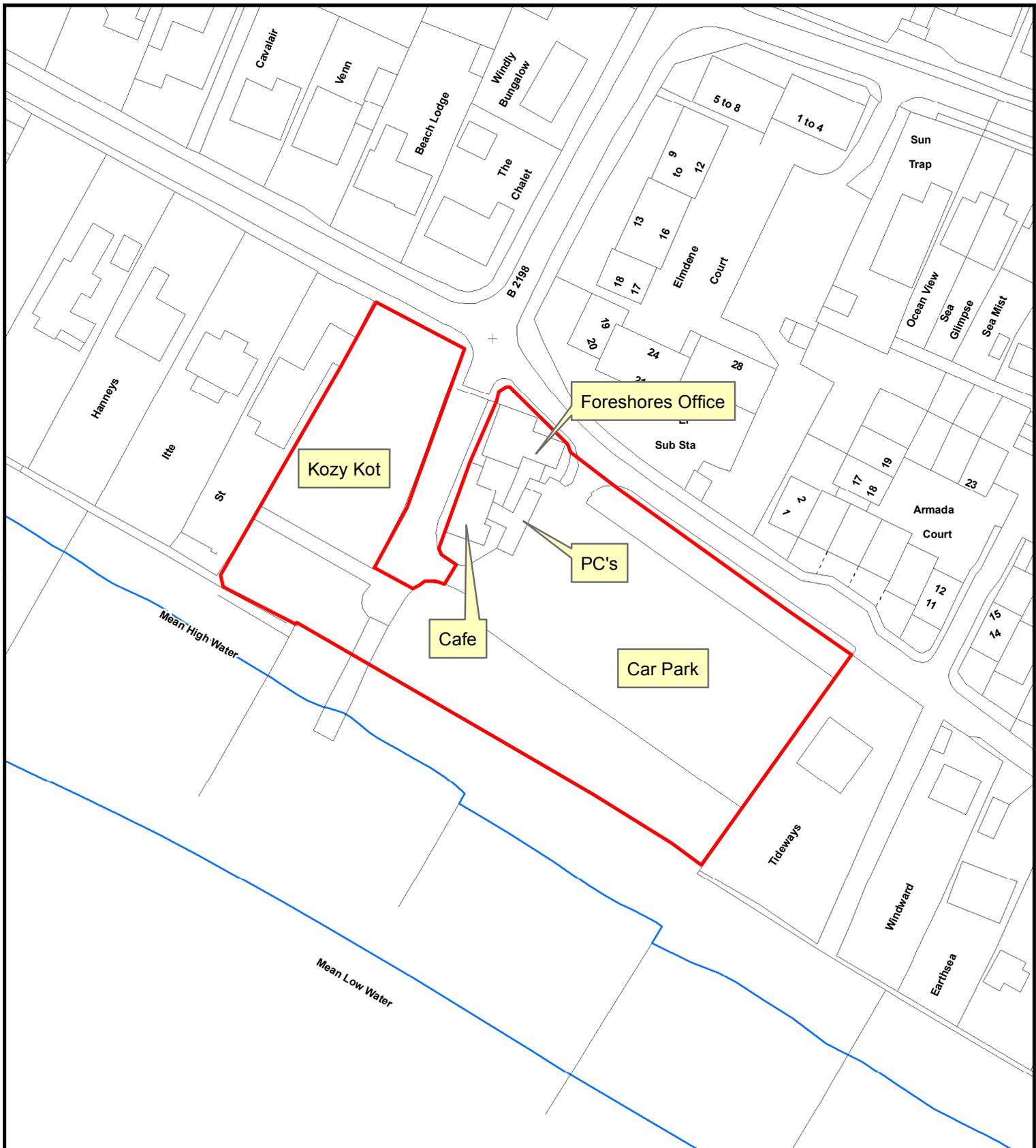
Costs (£)		Source
One-Off	£10,000 (estimate)	Professional fees
Revenue	The Council currently receives annual rent from the café and the mobile catering unit of circa £13,000. There could be potential to identify new income generating opportunities. There will be a requirement for additional staff resources to manage these projects in the Estates Service of £22,500pa for 2 years	
Savings	£31,000 per annum (includes depreciation allowance)	There is a potential saving to be made if the operation of the public conveniences are provided via alternative arrangements.
Services to be involved in the project delivery	Estates team with the support of Parking Services, Chichester Contract Services and the Communities team, plus the appointment of external consultants.	

7. Benefits vs. Cost

The Council will need to consider the operational needs of the Foreshores service and the provision of public conveniences against the potential commercial opportunities available from the site. These issues will be explored by the options appraisal, part of which will highlight what investment would be required by the Council against the likely returns.

8. Identify Risks

The Council runs the risk of losing additional income and continued operating and repair and maintenance costs associated with the facilities. The Council may not receive immediate financial benefit should there be a need identified for capital outlay in respect to refurbishment, conversion or new-build works.



CHICHESTER DISTRICT COUNCIL

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



Kozy Kot & Bracklesham Car Park

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Project Documentation - Initial Project Proposal Document

Project: The Old Bakery, Petworth

Author: Vicki McKay - Estates Service

Version: 2

1. Purpose of Document

The purpose of this document is to consider the options available in respect of the Council's ownership of the Old Bakery in Petworth (shown edged red on the attached plan).

2. Project Description

This project will look at the opportunities available to the Council to be able to deliver maximum benefit and or return from the asset.

3. Background

The District Council purchased the Old Bakery in 1998 for £562,500. The building comprises a mix of retail and office space over ground, first and second floors. The Council has instructed a managing agent to undertake the property management and service charge administration functions. The cost of this is recovered through the service charge paid by tenants or by the Council in the case of vacant units.

Occupation of the ground floor retail units has been stable, all retail units are currently occupied, although two of the tenants are looking to retire and consequently are seeking buyers for their businesses and leasehold interests. The upper floors have been impacted to a greater degree by changes in market conditions, with the office space last fully occupied in 2009. As from mid-October the void rate will stand at 33% based on total unit numbers or 56% based on first and second floor units alone. In terms of area, this equates to 2,689 sqft of floor space. The estimated rental value of those units is in the region of £24,000 per annum, based on office rentals.

The cost of external repairs and maintenance is recovered through the annual service charge; since the most recent appointment of Flude Commercial in 2010 as managing agent, they have produced a rolling five yearly repair and maintenance programme, which has had to incorporate some significant repair works and is still ongoing. Service charges have needed to be set relatively high to cover the works required, with service charges for some of the office accommodation exceeding the rent.

In addition to this, structural movement to one of the end walls to the building was noticed approximately two years ago and since that time has been considered and inspected in detail by structural engineers. The estimate for the repair work required is in the region of £40,000 as a minimum. The repair will necessitate the inclusion of additional beams, which will reduce the lettable area of at least one of the office units.

4. Outcomes to be Achieved

- A cost / benefit analysis of the options relating to this property having regard to both current and potential future commercial/other opportunities will identify potential outcomes to be achieved (this will include investment opportunities; vacancy rates, cost savings, tenant satisfaction etc.).
- Likely timescales for putting the possible options into action

- Any risks associated with each options of delivery

5. Timescales

Whilst there is no specific urgent timescale for this project, the high level of voids is of concern as is the cost of service charge.

In addition to this, the structural movement may need works undertaking at any point should the monitoring show this to be required. In any event, this issue will need rectifying at some point.

Any proposals will need to take into account existing lease agreements.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	£7,500 (estimate)	Professional fees
Revenue	<p>The Council currently receives an annual rent of £86,010 per annum.</p> <p>Total current year service charge CDC liability for voids (Jan-Dec 2017) – £17,298. This liability is expected to rise to around £18,600 for the 2018 calendar year if void levels remain unchanged.</p> <p>Total current year NNDR liability for voids – estimated at £7,000 to include units becoming vacant. This liability is expected to rise to around £10,700 for the 2018/19 financial year if void levels remain unchanged.</p> <p>There will be a requirement for additional staff resources to manage these projects in the Estates Service of £22,500pa for 2 years</p> <p>It is considered there is scope to increase this either through traditional commercial letting or other avenues.</p>	
Savings	There is the potential to save costs to CDC in the region of £29,000 per annum by eliminating voids.	
Services to be involved in the project delivery	Estates Service, Economic Development, Building Services, plus the appointment of an external agent.	

7. Benefits vs. Cost

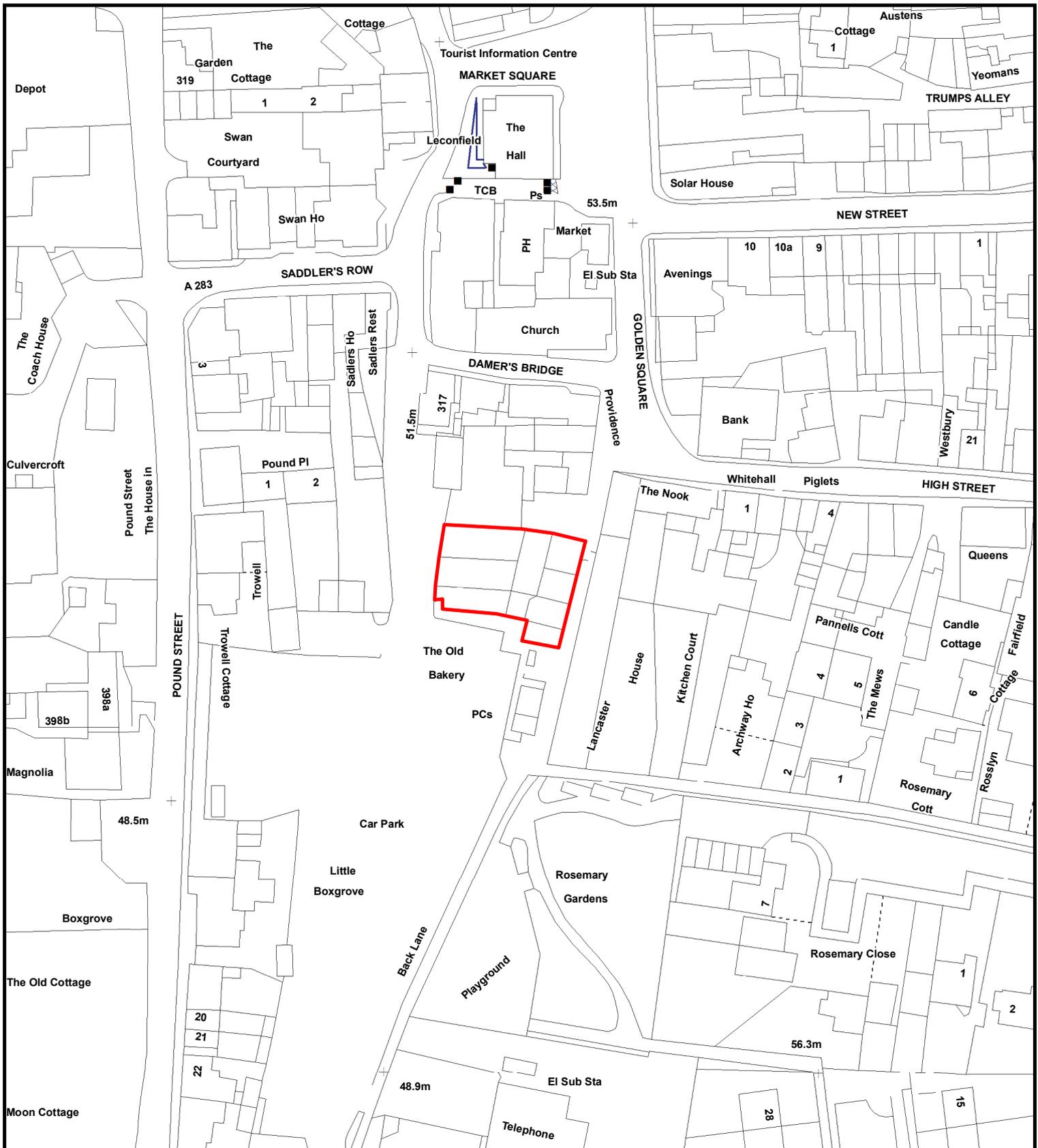
The Council will need to consider the benefit of retaining ownership of the property against the potential capital receipt of disposal. This should be considered against both current rental income levels as well as potential future income generating opportunities.

The wider community benefits, particularly links with the Town Council and Petworth Vision group will need to be considered against the fact there may not be an immediate financial return. There may also be potential to realise financial benefit from other uses of the space; this will need to be weighed against the costs involved in enabling that income to be realised.

8. Identify Risks

By doing nothing, the Council runs the risk of losing additional rental income plus the costs of a further deterioration in the condition of the property.

The Council may not receive immediate financial benefit should a scheme be identified that requires initial capital outlay in respect to refurbishment or conversion works.



CHICHESTER DISTRICT COUNCIL

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The Old Bakery, Petworth

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Project Documentation - Initial Project Proposal Document

Project: Social Prescribing - connecting people to services and support in local places

Author: Elaine Thomas

Version: 1

1. Project Description

Social Prescribing is defined as the skill of connecting people to services and support in local places. It is a service for GPs and other health professionals to access for patients who present with problems that are essentially non-medical and require more holistic community based interventions.

This proposal seeks to develop a service, initially over a 2 year period, in partnership with the Local Community Networks (LCN) in Chichester. Rural North Chichester LCN, covering the GP practices to the north of the downs and South Chichester LCN covering the GP practices in the south of the district.

In scope:

This service will be available to patients across the district via their GP.

Out of scope:

To ensure the service does not get overwhelmed, self-referrals and referrals from other sources will not be accepted.

2. Background

It has been estimated that around 20% of patients consult their GP for what is primarily a social problem (Citizens Advice 2015). 70% of all causes of ill health are impacted by the wider determinants of health eg where we live, our support networks, our housing. Social prescribing recognises that a large proportion of health outcomes are the result of the social and economic determinants of health and acknowledges the need for people to access non-clinical resources to enable them to improve their health and wellbeing.

The top three non-health issues GPs report their patients raising during consultations were problems with personal relationship (92%), housing (77%) and work /unemployment (76%). A recent report, Health Wellbeing in Rural areas (2017) from the Local Government Association (LGA) and Public Health England (PHE) identifies the role of the District and Borough and Parish councils as key to influencing health outcomes in rural areas.

Coastal care

Since 2016 NHS and Local Authority partners have been working on a new model for the integrated care of communities known locally as 'Coastal Care'. This shared plan focuses on whole communities and preventing illness before it takes hold, rather than just the 'sick' people within them. LCNs are the building blocks of the Coastal Care model, there are eight across West Sussex with two in the Chichester District, Rural North Chichester (RNC) and South Chichester.

The LCNs are relatively new and in development stages, however, this is the first time that GPs have come together with a range of partners to make decisions by working together to improve the health outcomes for their community. It is a good opportunity to build new relationships and share resources to address need identified across the whole system.

Going Local

Adur and Worthing Councils are hosting a two year pilot Social Prescribing project called Going Local. This was funded at the end of 2016/17 by Coastal West Sussex Clinical Commissioning Group (WSXCCG), Worthing and Adur Councils and West

Sussex County Council (WSCC). Their first evaluation report identifies the main issues raised as housing and homelessness, transport, finances and loneliness. They are also finding clients often have a range of mental health problems which impact on their ability to cope with life. The early signs are that this work is reducing the frequency of GP appointments and hospital admissions in those people who have used the service. WSCC and WSXCCG are supportive of this work rolling out across the coastal area and are looking at longer term ways to fund these projects in the future.

Chichester

Locally, data and experience of GPs and other partners has identified a need for this type of work.

It has generated a lot of interest particularly within the Community and Voluntary Sector and it is anticipated that there will be a strong partnership approach to this work. The hosting organisation will work with a multiagency steering group made up of funding partners and key service providers to enable the project to evolve and develop over time. This model is used by the councils Community Wardens and works well.

It is important that the existing Wellbeing Service works alongside the Social Prescribing project as there are opportunities for cross referral. There are clear differences between the two areas of work. The Wellbeing Service focuses on reducing and preventing premature death caused by lifestyle factors whereas Social Prescribing will tackle the wider determinants of health that contribute towards quality of life. The Community Referrers will spend more time working with individuals, 'hand holding' if necessary thereby providing a much more intensive service.

3. Outcomes to be Achieved

The project will be subject to both process and client evaluation established from the start. We are working closely with the Public Health research unit at West Sussex County Council who are currently doing similar work with Worthing where there is learning to be shared. It is also important to follow the client journey through the system using a qualitative methodology.

Examples of measurable outcomes, which will be developed further as part of the trial are:

For the individual

- A more appropriate, local route for people to access support in a timely way
- Increases in self-esteem and confidence, sense of control and empowerment
- Increases in sociability, communication skills and making social connections
- Reduction in social isolation and loneliness, support for hard-to-reach communities

For the system

- Capacity to support 2500 individuals each year, based on project outcomes in Worthing and Adur Councils of 4FTE referrers each seeing around 6 people a day.
- Cross system support for Voluntary and Community sector groups who deliver services which support people signposted via the social prescribing project.
- More cost effective and appropriate use of NHS and Council resources
- Reduction in number of visits to a GP, referring health professional, and primary or secondary care services
- Opportunity to build an evidence base to support this type of preventive work and secure longer term funding.

4. Timescales

This proposal seeks to develop Social Prescribing initially over a 2 year period, 1st April 2018 – 31st March 2020.

5. Project Costs and Resources

To cover practices across the district, it is anticipated that the cost of the project will be in the region of £230,000 for two years primarily for 4FTE community referrers across the district (i.e. £115k per annum). Funding and support for the project is being sought from a range of partners and this proposal is subject to their confirmation of funding.

Organisation	Year one funding	Year two funding
Chichester District Council (50%)	£57,000	£57,000
Rural North Chichester GPs	£13,000	£13,000
South Chichester GPs	£13,000 TBC	£13,000 TBC
Housing providers – subject to budget setting processes, there may be a requirement to target areas where their properties are located	£32,000 TBC	£32,000 TBC
Friends of Midhurst Community Hospital (contribution to the north of the district only)	TBC	TBC
Chichester City Council	TBC	TBC
West Sussex County Council – evaluation support	In kind	In kind
Total	£115,000	£115,000

The work of the LCNs in Chichester and this Social Prescribing work links to the councils corporate plan objective to ‘support our communities, particularly those who are vulnerable, to be healthy and active’. The project will be included within the work plan for Chichester in Partnership (CiP) where it is anticipated partners will support and promote the work across their networks.

6. Benefits vs. Cost

Comparing the benefits from purely a financial perspective is very difficult for a project like this because of the cross cutting nature of the work and the complexity of individuals. Evidence points to a reduction on demand for health services for people that engage with social prescribing, particularly those that place the greatest demand on primary care services. Public Health England is developing a new tool to measure return on investment which will be available for use on Social Prescribing projects in the New Year. Returns on investment tools for programmes impacting on mental health identify the following which are relevant to this project;

- Collaborative care for physical health problems – every £1 invested results in an estimated saving to society of £1.52 (over 2 years)
- Older people: tackling loneliness through volunteering and social activities – every £1 invested results in an estimated saving to society of £1.26 (over 5 years)
- Adults: debt and welfare service – every £1 invested results in an estimated saving to society of £2.60 (over 5 years)

From a District Council perspective the return on investment includes:

The provision of better joined up services for individuals and communities. Currently rural or more remote communities are less able to access services and support than those living in the city. This project aims to bring the appropriate services to the individual at the time when they most need it.

Greater support for Voluntary and Community Sector (VCS) groups. Through partnership working within the statutory sector we can potentially have greater influence over the way local services are commissioned or how grant funding is allocated in rural areas to meet need identified through the Social Prescribing project.

A reduction in the number of 'revolving door' customers placing high demand on services. Sometimes residents require more support than we as a council are able to offer and therefore these customers return time after time, or they 'bounce' between agencies looking for solutions that may not exist. The Community Connectors will be able to work intensively with these people until their issues are resolved.

7. Identify Risks

Risks associated with this work relate to securing enough funding to establish the project across the district, engagement from GPs and other key partners, being able to recruit the right people to the Community Referrer role and longer term sustainability. In addition it is important that community groups have capacity to support potential additional referrals. We are currently looking for ways to provide support and sources of funding for development and sustainability. The continued involvement of voluntary and community partners will be vital.

Initial Project Proposal Document

Project: Preparation for 2019 Reduction in Membership

Author: Bambi Jones, Principal Scrutiny Officer

1. Purpose of Document

The Boundary Review Panel on 26 February 2015 considered a report with proposals on council size, which included information on members' roles, demands on their time and information on the current governance, decision making and scrutiny roles. The Council subsequently concluded that the Boundary Commission for England be requested to undertake a review, with the aim of reducing the Council's membership.

The Boundary Commission for England's review concluded in early 2017, and determined that the council be reduced from 48 to 36 members with effect from May 2019.

The purpose of this document is to plan ahead for the reduced membership and to establish an optimum committee structure to take effect from May 2019 to ensure that the council continues to have effective governance and democratic processes.

2. Project Description

The principal outputs will be:-

- Revised committee structure
- Revised Constitution
- Review of members' allowances

A Members' Task and Finish Group, supported by the Legal and Democratic Services Manager, will be set up to inform the project.

It will consider [not necessarily an exhaustive list]:

- Review of the current committee structure, the role and function of members and their workload
- Review of the scheme of delegation and Standing Orders
- Appropriate amendment to the constitution as required
- An appropriate committee structure taking into account the reduced membership

On concluding the work of the Task and Finish group, it will be necessary to reconvene the Members' Remuneration Panel to undertake a review of the members' allowances scheme. This is to make sure the scheme remains fit for purpose following the reduction in number of councillors, and in light of the revised governance arrangements.

3. Reasons

- With the reduced membership from 48 to 36 councillors and with increased workloads in some areas where the number of ward members has reduced, members will have less time to commit to the current requirements placed on

them in terms of membership on committees, panels and forums and task and finish groups.

- The consequences of not doing this could lead to less effective decision making and inappropriate governance arrangements.

4. Outcomes to be Achieved

- The optimum number of committees, panels and forums, boards etc. set up for a reduced membership and the appropriate level of membership on those committees etc. to enable members to fulfil their roles effectively.
- Governance arrangements and decision making which is sustainable at an appropriate level following the reduction in membership.
- An updated members' remuneration policy that reflects the new governance arrangements of the Council.

5. Timescales

Expected key dates are:-

Task and finish group review: June - July 2018

Report to Council for approval: September 2018

Members Remuneration Panel: Sep – Dec 2018

Revised remuneration policy approved Jan 2019

Overall the project needs to be completed by March 2019 to take effect following the elections in May 2019.

6. Project Costs and Resources

Costs (£)		Source
One-Off	Not applicable	
Revenue	Not applicable	
Savings	Some savings may arise following a reduction in the membership of the council, but this will need to be subject to a review of the members remuneration policy, Any savings would apply from the 2019/20 financial year.	Members allowances, mileage & expenses, printing costs.
Services to be involved in the project delivery	Legal and Democratic Services Independent Remuneration Panel	

7. Benefits Against Investment

Savings may arise following the review.

8. Identify Risks

- Less members on committees etc. may lead to instances where a meeting may not be quorate.

4 December 2017

Project Documentation - Initial Project Proposal Document
Project: Preparation for the 2019 Member Induction
Author: Nick Bennett, Legal and Democratic Services Manager

1. Purpose of Document

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

2. Project Description

This project relates to preparations for the new intake of members from the District Council elections in May 2019.

The principal outputs will be:-

- Member Induction programme.
- Member Welcome Pack.

A Members' Task and Finish Group, supported by the Legal and Democratic Services Manager will be set up to inform the project.

It will consider [not necessarily an exhaustive list]:

- The induction and training needs of new members;
- The information needs of new members;
- The mentoring and support needs of new members;
- IT requirements and data protection issues;
- Legislative requirements.

3. Reasons

- Once the election has taken place, it is very important that members, especially those who have no previous experience, should quickly be equipped to fulfil their legal obligations, roles and responsibilities effectively.
- The consequences of not doing this could, at worst, lead to the Council's decisions and actions being overturned through judicial review.
- Members have a key role in devising, approving, owning and directing the delivery of the Corporate Plan.

4. Outcomes to be Achieved

- Members are informed about what they may be taking on and are able to fulfil their responsibilities in an informed manner with the right equipment.
- Members are quickly developed, informed and supported to enable them to fulfil their roles effectively.

5. Timescales

Expected key dates are:-

Formation of T&F group – May 2018.

T&F group proposals / recommendations concluded Sep 2018.

ICT equipment and training plan to be fully worked up with officers by Dec 2018, including budget implications in time for 2019/20 budget.

Nomination period: 29 March – 9 April 2019 (not yet confirmed)
District Council election: 2 May 2019 (anticipated)

The Member Induction programme needs to be devised and printed in time to be sent to candidates in mid April 2019. Its delivery takes place over the period 3rd May to December 2019.

The Member Welcome Pack needs to be handed to newly elected members at the count in May 2019.

Overall the project needs to be completed by December 2019.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	ICT: Supply of equipment, excluding broadband (see note *below) (say £6,000) .	
Revenue	Member training (say £10,000) (one-off cost in addition to usual member training budget).	
Savings	None	
Services to be involved in the project delivery	<p>ICT: Advice on IT and data protection. Supply and installation of ICT equipment. Supporting members in using it.</p> <p>Print: Printing materials for recruitment campaign (if any), welcome pack and induction programme.</p> <p>Legal Services (Monitoring Officer): Some advice on legislative and standards issues.</p> <p>All services: Provision of information for welcome pack and induction programme; participation in delivery of induction programme.</p>	

* Note re Supply of ICT equipment for members: This is difficult to estimate because we have no idea how many new members we will have, nor how many will want CDC equipment as opposed to using their own. The estimate is based upon previous spend of £5400 after last election.

7. Benefits Against Investment

Post-election induction and support: This is impossible to quantify.

8. Identify Risks

Post-election induction and support: Risks include:-

- induction training sessions being poorly presented;
- members failing to attend;
- the reduced number of senior managers failing to give the project sufficient priority;
- resource constraints

20 October 2017

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1 . Introduction

1.1 The Local Development Scheme (LDS) identifies and timetables the planning documents that the Council will prepare to plan for development in its area. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish an LDS. This enables local communities and stakeholders to find out which planning documents are to be prepared for the area within a rolling three year timeframe. This LDS covers the period from 2018–2021, and updates the previous LDS published in June 2017.

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

1.3 The LDS has two purposes:

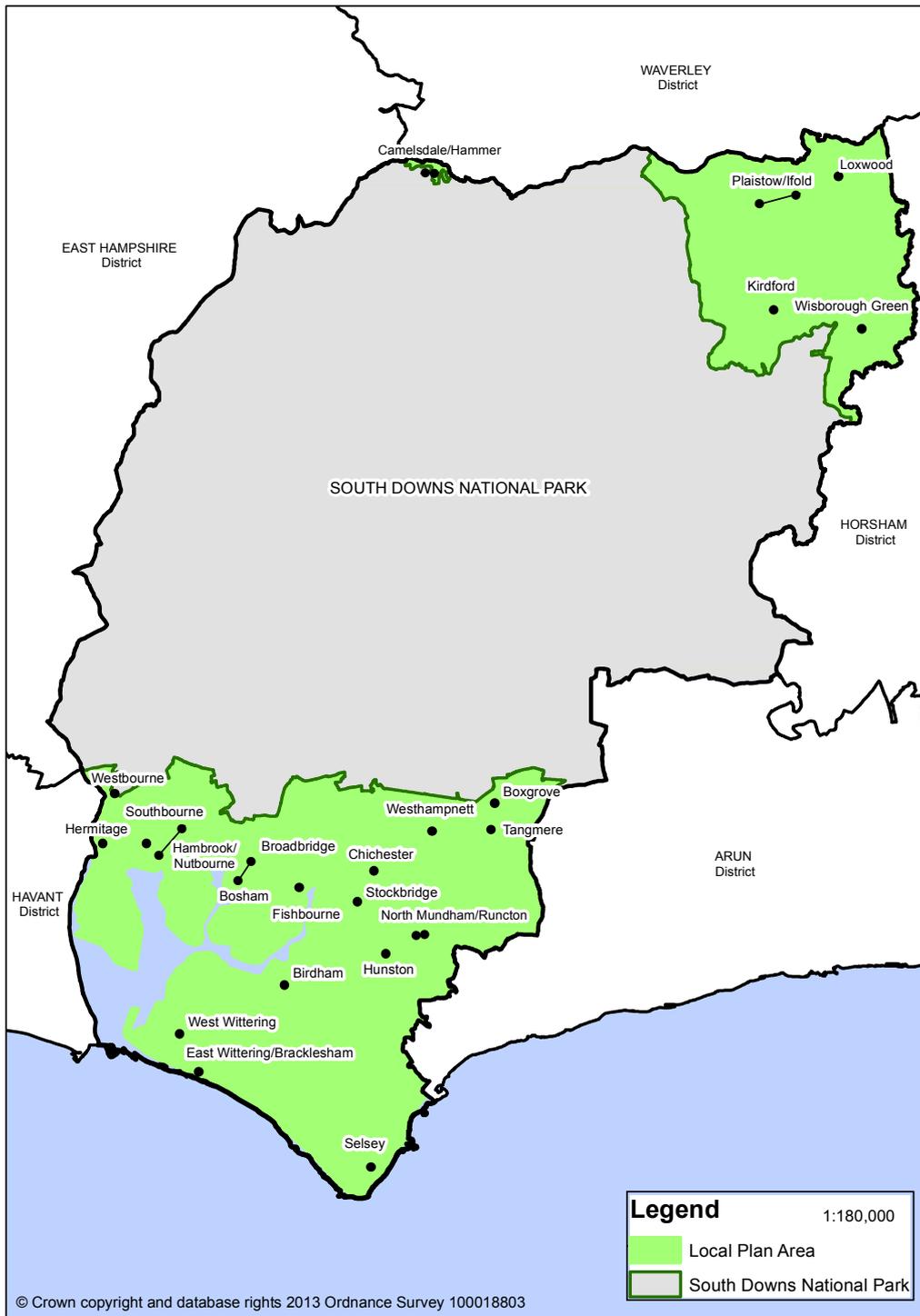
- It enables the local community and stakeholders to find out about the planning policies for their area; and
- It sets out the timetable for the production of DPDs and SPDs, including key production and public consultation stages.

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

2 . Geographical Coverage of the Chichester Local Plan

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

Map 2.1 Local Plan Area



3 . The Planning System

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

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

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

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

4 . The Current Development Plan

4.1 On publication of this LDS in January 2018, the Development Plan will comprise:

- Chichester Local Plan: Key Policies 2014-2029
- West Sussex Waste Local Plan April 2014
- The 'saved policies' of the West Sussex Minerals Local Plan 2003
- Kirdford Parish Neighbourhood Plan 2014
- Loxwood Parish Neighbourhood Plan 2015
- Southbourne Parish Neighbourhood Plan 2015
- Fishbourne Parish Neighbourhood Plan 2016
- Birdham Parish Neighbourhood Plan 2016
- Tangmere Parish Neighbourhood Plan 2016
- Wisborough Green Parish Neighbourhood Plan 2016
- Chidham and Hambrook Parish Neighbourhood Plan 2016
- Bosham Parish Neighbourhood Plan 2016
- Lavant Parish Neighbourhood Plan July 2017

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

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

4.4 There are 21 Neighbourhood Plan Designated Areas in the District. Further information on neighbourhood planning can be found via www.chichester.gov.uk/neighbourhoodplan.

5 . Interim Statements

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

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

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

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

6 . Development Plan Documents - Timetable

6.1 The following tables set out the DPDs and SPDs that the Council will prepare over the next three years to 2021.

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

Chichester Local Plan Review

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

Key milestones:	Dates
Approval of consultation on strategy options	Cabinet - June 2017 Council - June 2017
Consultation on strategy options	June - August 2017
Approval of Preferred Approach DPD for consultation	Cabinet - July 2018 Council - July 2018
Consultation on Preferred Approach (Reg 18)	July - August 2018
Approval of Statutory Public Consultation DPD for consultation (Pre-Submission)	Cabinet - January 2019 Council - January 2019
Statutory Public Consultation document (Reg 19) (Pre-Submission)	February - March 2019
Submission to Secretary of State	April 2019
Examination Hearing	September 2019
Adoption	March 2020

6 . Development Plan Documents - Timetable

Site Allocation Development Plan Document

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

Key milestones:	Dates
Approval of Preferred Approach DPD for consultation	Cabinet - 1 December 2015 Council - 15 December 2015
Consultation on Preferred Approach (Reg 18)	Consultation: 7 January - 18 February 2016 (6 weeks)
Approval of Further Consultation Site Allocation DPD for consultation	Cabinet - 7 June 2016 Council - 19 July 2016
Further Consultation Site Allocation DPD consultation	Consultation: 28 July - 22 September 2016 (8 weeks)
Approval of Statutory Public Consultation DPD for consultation (Pre-Submission)	Cabinet - 1 November 2016 Council - 22 November 2016
Statutory Public Consultation document (Reg 19) (Pre-Submission)	Consultation: 1 December 2016 - 26 January 2017 (8 weeks)
Submission to Secretary of State	March 2017
Examination Hearing	September 2017
Adoption	July 2018

Policies Map

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

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

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

Community Infrastructure Levy

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

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

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

Statement of Community Involvement

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

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

7 . Other Documents

Key milestones:	Dates
Approval of SCI for consultation	Cabinet - May 2017 Council - May 2017
Consultation on SCI	Consultation: 25 May - 6 July 2017 (6 weeks)
Approval of document for adoption	Cabinet - January 2018 Council - January 2018
Adoption	January 2018

Sustainability Appraisal incorporating Strategic Environmental Assessment

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

Appropriate Assessment

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

Monitoring and Review – The Authority’s Monitoring Report

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

Evidence Base

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

Duty to Cooperate

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

Council Procedures and Reporting Protocols

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

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

Resources

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

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

Risk Assessment

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

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

**Schedule of Inspector's Main Modifications to Site Allocation Development Plan Document
For Consultation**

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
Chapter 1: Introduction					
MM1	3	Para 1.13	Amendment to Settlement Boundaries 1.13 The DPD reviews the Settlement Boundaries from the Chichester District Local Plan (adopted 1999), with the exception of parishes where a neighbourhood plan has been undertaken that allocates sites for housing undertaking a neighbourhood plan and parishes with a strategic development location. The Site Allocation Methodology and Assessment Document provide further information on the process.	Clarity and in response to Examination Hearing	Examination hearings
MM2	4	Para 1.15	Local Centres 1.15 The Chichester Local Plan states in paragraph 16.19 that local centres for East Wittering and Selsey will be defined either in a Neighbourhood Plan or Site Allocation DPD. The Selsey emerging Neighbourhood Plan defines local centres and is at an advanced stage of its preparation.	Clarity and in response to Examination Hearing	Examination hearings
MM3	7	Para 1.38	1.38 Where either (a) a parish council has decided not to prepare a neighbourhood plan; (b) a 'made' neighbourhood plan does not identify housing sites or (c) the Pre-Submission stage of a neighbourhood plan has had not yet been reached by January 2017, the DPD includes site(s) for that parish. However, if progress continues to be made on a neighbourhood plan and the Pre-submission stage is undertaken and has been completed by the end of January 2017, then the sites may be removed from the Submission DPD through the Modification process. This will enable neighbourhood plans to take this	Clarity and in response to Examination Hearing	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			process forward. The Council can therefore have confidence that neighbourhood plans are taking the process of delivering housing forward and can also demonstrate a five year housing land supply.		
MM4	7-9	Paras 1.44 / 1.45	<p>1.44 How the housing numbers used within the DPD have arisen: Policy 5 of the Chichester Local Plan seeks delivery of small scale housing sites and includes an indicative parish number of dwellings to be identified within individual for parishes to ensure the delivery of a total of 860 dwellings on parish housing sites of housing in the Plan period. The parish number can be delivered through a neighbourhood plan or the DPD. Where planning applications have been granted permission for 6+ units these are taken off the parish housing number. Table 1.1 indicates how the housing numbers for each parish are being met.</p> <p>Table 1.1 Local Plan housing provision and delivery by parish</p>	Clarity and in response to Examination Hearing	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)				Reasons for modification	Source of modification (inc rep number as appropriate)																												
			<table border="1"> <thead> <tr> <th><i>Parish</i></th> <th><i>Local Plan Parish Indicative housing numbers</i></th> <th><i>Planning permission counting towards parish numbers</i></th> <th><i>Additional housing sites identified in NP</i></th> <th><i>Housing sites proposed in Site Allocation DPD</i></th> <th><i>Total housing provision identified</i></th> <th><i>Current status of NP</i></th> </tr> </thead> <tbody> <tr> <td>Birdham</td> <td>50</td> <td>70</td> <td>-</td> <td>-</td> <td>70</td> <td>Made July 2016</td> </tr> <tr> <td>Bosham</td> <td>50</td> <td>0</td> <td>0</td> <td>50</td> <td>50</td> <td>Made Nov 2016</td> </tr> <tr> <td>Boxgrove</td> <td>25</td> <td>22</td> <td>To be determined</td> <td>22¹</td> <td>22</td> <td>Early stages - not yet submitted to CDC</td> </tr> </tbody> </table>				<i>Parish</i>	<i>Local Plan Parish Indicative housing numbers</i>	<i>Planning permission counting towards parish numbers</i>	<i>Additional housing sites identified in NP</i>	<i>Housing sites proposed in Site Allocation DPD</i>	<i>Total housing provision identified</i>	<i>Current status of NP</i>	Birdham	50	70	-	-	70	Made July 2016	Bosham	50	0	0	50	50	Made Nov 2016	Boxgrove	25	22	To be determined	22 ¹	22	Early stages - not yet submitted to CDC		
<i>Parish</i>	<i>Local Plan Parish Indicative housing numbers</i>	<i>Planning permission counting towards parish numbers</i>	<i>Additional housing sites identified in NP</i>	<i>Housing sites proposed in Site Allocation DPD</i>	<i>Total housing provision identified</i>	<i>Current status of NP</i>																														
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Boxgrove	25	22	To be determined	22 ¹	22	Early stages - not yet submitted to CDC																														

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)							Reasons for modification	Source of modification (inc rep number as appropriate)
			Chichester city	235	245	-	177 ¹	245	No NP in preparation		
			Chidham & Hambrook	25	114	-	-	114	Made Sept 2016		
			Donnington	50	137	NA	-	137	No NP in preparation		
			Fishbourne	50	49	15	-	64	Made March 2016		
			Hunston	25	18	NA	7	25	No NP in preparation		
			Kirdford	60	0	60	-	60	Made July 2014		
			Loxwood	60	43	17	-	60	Made July 2015		
			Lynchmere	10	0	NA	-	0	No NP in preparation		
			North Mundham	25	48	NA			No NP in preparation		
			Plaistow & Ifold	10	0	To be determined	10	10	Early stages - not yet		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)							Reasons for modification	Source of modification (inc rep number as appropriate)		
									submit ed to CDC				
			Southbourne (excl village)	50	55	-	-	55	Made Dec 2015				
			West Wittering	50	50	To be determined	-	50	Early stages - not yet submitted to CDC				
			Westbourne	25	16	12	-	28	Examination in progress (Dec 2017)				
			Wisborough Green	60	57	11	-	68	Made July 2016				
			<p><i>Notes:</i> Table includes parishes where an indicative housing requirement is set in Local Plan Policy 5. ¹ Proposed DPD allocations already have planning permission.</p>										

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>1.45 As shown in the table, the housing requirement has been met in the majority of parishes either in ‘made’ neighbourhood plans, those that have reached an advanced stage or through planning permissions granted. Taking account of the housing already identified from these sources, the Site Allocation DPD allocates sites to meet the outstanding requirements as set out below.</p> <p>Bosham Parish Land at Highgrove Farm - 50 dwellings</p> <p>Boxgrove Parish Land west of The Street – 22 dwellings</p> <p>Chichester City Adjacent Tesco Petrol Station, Fishbourne Road – 134 student flats¹ Bartholomew’s, Bognor Road – 57 dwellings 117 The Hornet – 35 dwellings Shopwyke Strategic Development Location, Oving – 85 dwellings (in addition to 500 already allocated in Chichester Local Plan Key Policies Policy 16)</p> <p>Hunston Parish Land South of Reedbridge Farm – 7 dwellings</p> <p>Plaistow and Ifold Parish Land North of Little Springfield Farm – 10 dwellings</p> <p>¹ These provide specialist accommodation for students and are not counted towards meeting the parish housing requirement for Chichester city.</p>		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>Table 1.1 below provides a schedule of planning permissions and other identified sites of 6 or more net dwellings within the parishes identified in paragraph 1.11. These sites are grouped into three categories:</p> <ul style="list-style-type: none"> • Sites of 6 or more dwellings with an outstanding planning permission, or with a Planning Committee resolution to permit, or prior approval for change of use to residential; • Sites allocated in the adopted Chichester Local Plan, or in neighbourhood plans that have been formally made or have completed the Submission (Regulation 16) stage; and • Other identified deliverable sites within defined Settlement Boundaries with potential for 6 or more dwellings identified in the SHLAA 2014. 		
MM5	9-11	Para 1.45	<p>1.45 There is no allocation for Lynchmere. This is because no suitable sites have been identified in that Parish. However, Chichester Local Plan Policy 5 sets out an indicative housing number only and through neighbourhood plans, planning permissions granted for 6+ dwellings and these allocations, the total number of dwellings required on parish housing sites in the Plan period will be exceeded.</p> <p>1.45 Table 1.1 also shows how parishes which are not producing a neighbourhood plan or are not at Pre-submission stage are contributing to the delivery of housing within the Local Plan area. Further information on overall parish delivery, including neighbourhood plans, is available in the Council's 5 year Housing Land Supply.</p> <p>Table 1.1 Local Plan Housing Provision by Parish – not</p>	Clarity and in response to Examination Hearing	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)												
			<p style="text-align: center;">undertaking a neighbourhood plan or at pre-submission stage (August 2015)</p> <table border="1"> <thead> <tr> <th>Parish</th> <th>Local Plan Housing Figure</th> <th>Planning permissions since 1 April 2012 counting towards parish numbers (number of dwellings indicated)</th> <th>Total housing identified to date</th> <th>Remaining housing to be identified in Site Allocations DPD</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>East Wittering & Bracklesham</td> <td>180</td> <td>Land north east of Beech Avenue (50) 148 Stocks Lane (Cobhams) (26) Land south of Clappers Lane (110)</td> <td>- - - 186</td> <td>- - 0</td> <td>-</td> </tr> </tbody> </table>	Parish	Local Plan Housing Figure	Planning permissions since 1 April 2012 counting towards parish numbers (number of dwellings indicated)	Total housing identified to date	Remaining housing to be identified in Site Allocations DPD	Comment	East Wittering & Bracklesham	180	Land north east of Beech Avenue (50) 148 Stocks Lane (Cobhams) (26) Land south of Clappers Lane (110)	- - - 186	- - 0	-		
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Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)				Reasons for modification	Source of modification (inc rep number as appropriate)
					-			
			Boxgrove	25	Land east of Abbots Close (22)	22	3	-
			Bosham	50			50	-
			Chichester city	235	The Regnum Club, South Street (9) Land north of 20 Otway Road (17) The Chequers, Oving Rd (8) Primrose Cottages, Summersdale Road (8) Boardwalk, Northgate (8) Garages off Sherlock Avenue,	324	201	-

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)				Reasons for modification	Source of modification (inc rep number as appropriate)	
					Chichester (6) Land adjacent Tesco Petrol Filling Station, Chichester (91) 117 The Hornet (35) Bartholomews Specialist Distribution, Bognor Rd (57) Shopwyke Lakes (in Oving Parish – see paragraph 5.7) (85) -				
			Hunston	25	Northmark, Foxbridge Drive (18)	18	7	-	

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)						Reasons for modification	Source of modification (inc rep number as appropriate)
			Lynchmere	10	-	0	10	-		
			North Mundham	25	Land east of Palmer Place (15) Land south of Stoney Lodge (25)	40	0	No sites identified but there is a proposed change to the Settlement Boundary in the DPD		
			Plaistow	10	-	0	10	-		
			West Wittering	50	Land north of Chaucer Drive (50)	50	0	No sites identified but there is a proposed change to the Settlement		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)						
			<table border="1" style="width: 100%; height: 100%;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">nt Boundary y in the DPD</td> </tr> </table>						nt Boundary y in the DPD		
					nt Boundary y in the DPD						
MM6	12	Paras 1.46 / 1.47	<p>Amend to read:</p> <p>1.46 How the employment numbers used within the DPD have arisen: Chichester Local Plan Policy 3 makes provision for around 25 hectares of new employment land suitable for Business Use Classes (B1-B8) uses, comprising around 5 hectares of office space and around 20 hectares of industrial/warehousing space. Local Plan Policy 11 further indicates that around 15-20 hectares of the required total will be allocated within or close to Chichester city, including up to 5 hectares suitable for B1a office uses and 10-15 hectares of land suitable for light industrial/ warehousing uses. Further assessment undertaken by the Council indicates that the outstanding overall B1a office requirement would equate to 5 has, which would be approx 14,000 sq.m if provided as traditional office buildings in a town centre or urban location.</p> <p>1.47 Taking account of outstanding employment sites carried forward from the 1999 Local Plan, strategic employment allocated in the Local Plan and planning permissions already granted, there is a remaining requirement to identify 5.2</p>	Clarity and in response to Examination Hearing	Examination hearings						

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			hectares of land for industrial/warehousing uses and approx 11,500 sq.m B1a office floorspace within or close to the city. The Site Allocation DPD allocates sites to meet these requirements as set out in Paragraph 5.11.		
Chapter 2: Policy SA1					
MM7	13	Policy SA1	<p>Amend Policy to read:</p> <p>Policy SA1 Identified Sites Sites identified for development or redevelopment should be delivered in accordance with the requirements specified in the policy for each site. relevant schedule.</p> <p>All identified proposals and sites that come forward during the lifetime of the Site Allocation Development Plan Document, should comply with relevant policies set out in the Chichester Local Plan: Key Policies 2014-2029. and any other relevant policies and guidance.</p> <p>The delivery of proposals and sites will be monitored in line with the indicators and targets set out in the monitoring framework.</p>	Clarity and in response to Examination Hearing	Examination hearings
Chapter 3: Bosham Parish					
MM8	14	BO1	<p>Amend Policy to read:</p> <p>Policy BO1 Land at Highgrove Farm Land at Highgrove Farm, east of Broadbridge, Bosham is allocated for 50 dwellings on 2ha 2.2ha. The site boundary and settlement</p>	Clarity and in response to Examination Hearing	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>boundary is shown on inset map 1 and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> • ensure the layout, height and mass of buildings respect the character and setting of nearby development provide a scheme of high quality design given its prominent location in the landscape; • provide appropriate landscaping and screening to minimise the impact of development on Broadbridge and the setting of the Chichester Harbour Area of Outstanding Natural Beauty and South Downs National Park including views to and from the wider and the surrounding area; • provide a satisfactory means of access from the A259; and • provide open space and/or green buffer landscaping to the north and east of the new development-; and • provide a connection to the nearest point of adequate capacity in the sewage network, in collaboration with the service provider. 		
Chapter 4: Boxgrove Parish					
MM9	16	Policy BX1	<p>Policy BX1 Land west of the Street</p> <p>Land west of the Street is allocated for residential development for about 25 dwellings on 0.76ha with the site boundary and</p>	Clarity and in response to Examination	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>settlement boundary being shown on inset map 2 and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> • provide a satisfactory means of access from Priors Acre; • provide appropriate landscaping and screening to minimise the impact of development on the setting of Boxgrove and the surrounding area; • be supported by a scheme of archaeological assessment investigation and recording; • provide appropriate noise mitigation measures from the A27; and • provide a connection to the nearest point of adequate capacity in the sewerage network, in collaboration with the service provider.; and • consider the presence of minerals and the impact of sterilisation, as required by National Policy, as set out in the relevant safeguard policy. The Minerals Planning Authority should be consulted on development proposals. 	Hearing	
Chapter 5: Chichester City					
MM10	19	5.9	Amend paragraph 5.9: Minimum 130 134 student bedrooms which is equivalent to 91 35	Clarity and in response to	To reflect the Council's up

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)												
			 dwellings. This is in line with planning application (15/04163/FUL). The scheme only includes a number of cluster and individual student bedrooms which give an equivalent of 91 dwellings..” . The Council acknowledges that, based on current evidence, student accommodation does not currently contribute to the overall housing requirement. However land is identified for student development at land adjacent to Tesco Petrol Station (student accommodation) (CC1) to ensure that the proposal does take place.	Examination Hearing	to date position that student accommodation does not currently contribute to the overall housing requirement												
MM11	19	Table 5.1	Amend table 5.1 – delete reference to student housing allocation adjacent to Tesco Petrol Station. <table border="1" data-bbox="618 863 1570 1315"> <thead> <tr> <th>Location / Address</th> <th>Provision (dwellings)</th> </tr> </thead> <tbody> <tr> <td>Adjacent Tesco Petrol Station (student accommodation)</td> <td>Minimum 130 student bedrooms which is equivalent to 91 dwellings. This is in line with planning application (15/04163/FUL). The scheme includes a number of cluster and individual student bedrooms which give an equivalent to 91 dwellings.</td> </tr> <tr> <td>Bartholomews</td> <td>57</td> </tr> <tr> <td>117 The Hornet</td> <td>35</td> </tr> <tr> <td>Shopwyke SDL</td> <td>85</td> </tr> <tr> <td>Total</td> <td>177</td> </tr> </tbody> </table>	Location / Address	Provision (dwellings)	Adjacent Tesco Petrol Station (student accommodation)	Minimum 130 student bedrooms which is equivalent to 91 dwellings. This is in line with planning application (15/04163/FUL). The scheme includes a number of cluster and individual student bedrooms which give an equivalent to 91 dwellings.	Bartholomews	57	117 The Hornet	35	Shopwyke SDL	85	Total	177	Examination	To reflect the Council’s up to date position that student accommodation does not contribute to the overall housing requirement
Location / Address	Provision (dwellings)																
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Bartholomews	57																
117 The Hornet	35																
Shopwyke SDL	85																
Total	177																
MM12	20	5.11	Delete paragraph 5.11 and replace with the following: There is an outstanding requirement to identify 5.2 hectares of	Clarity and in response to	Officer												

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)														
			land for industrial/warehousing uses and around 5 has or approx. 11,500 sq.m of B1a office floorspace within or close to Chichester city. This takes account of existing Local Plan allocations and planning permissions granted. These requirements will be addressed through the employment allocations listed in Table 5.2 below.	Examination Hearing Session															
MM13	20	Table 5.2	<p>Delete Table 5.2 and replace with the following table:</p> <p>Table 5.2: Chichester Employment Allocations Allocations suitable for industrial/warehousing uses (B1-B8)</p> <table border="1"> <thead> <tr> <th><i>Location/Address</i></th> <th><i>Provision (ha)</i></th> </tr> </thead> <tbody> <tr> <td>Fuel Depot Site, Bognor Road (CC8)</td> <td>3.8 (excluding site identified for waste uses in the Waste Local Plan 2014)</td> </tr> <tr> <td>Springfield Park (adjacent to Fuel Depot) (CC9)</td> <td>2.2</td> </tr> <tr> <td>Total</td> <td>6.0</td> </tr> </tbody> </table> <p>Allocations suitable for B1a office uses</p> <table border="1"> <thead> <tr> <th><i>Location/Address</i></th> <th><i>Provision (sq.m)¹</i></th> </tr> </thead> <tbody> <tr> <td>High School, Kingsham Road (CC6)</td> <td>7,200¹</td> </tr> <tr> <td>Plot 12, Terminus Road (Chichester Enterprise Zone) (CC7)</td> <td>2,400¹</td> </tr> </tbody> </table>	<i>Location/Address</i>	<i>Provision (ha)</i>	Fuel Depot Site, Bognor Road (CC8)	3.8 (excluding site identified for waste uses in the Waste Local Plan 2014)	Springfield Park (adjacent to Fuel Depot) (CC9)	2.2	Total	6.0	<i>Location/Address</i>	<i>Provision (sq.m)¹</i>	High School, Kingsham Road (CC6)	7,200¹	Plot 12, Terminus Road (Chichester Enterprise Zone) (CC7)	2,400¹	Clarity and in response to Examination Hearing Session	Officer
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High School, Kingsham Road (CC6)	7,200¹																		
Plot 12, Terminus Road (Chichester Enterprise Zone) (CC7)	2,400¹																		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)				
			<table border="1"> <tr> <td>Total</td> <td>9,600</td> </tr> <tr> <td colspan="2"><i>¹ B1a office floorspace provision will be subject to detailed assessment at the planning application stage.</i></td> </tr> </table>	Total	9,600	<i>¹ B1a office floorspace provision will be subject to detailed assessment at the planning application stage.</i>			
Total	9,600								
<i>¹ B1a office floorspace provision will be subject to detailed assessment at the planning application stage.</i>									
MM14	20	New paragraph 5.12	As indicated in the table, the B1a office floorspace provision falls slightly short of the identified requirement by just under 2,000 sq.m. However, it is anticipated that further opportunities for B1a office floorspace will come forward through the emerging Chichester Vision and as part of mixed use development proposals on the sites identified in the Southern Gateway Masterplan. These additional sources are expected to make up any shortfall in office space in the city.	Clarity and in response to Examination Hearing	Examination Hearing				
MM15	21	Policy CC1	<p>Policy CC1 Adjacent Tesco Petrol Station, Fishbourne Road Land adjacent to Tesco Petrol Station, Fishbourne Road is allocated for student accommodation to provide at least 130 student bedrooms which is equivalent to 91 35 dwellings on 0.3 ha. (Addendum to Matter 3) The site boundary is shown on inset map 3 and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> ensure the layout, height and mass of buildings respect the character and setting of nearby development provide a scheme of high quality design given its prominent location; 	Clarity and in response to Examination Hearing	Examination Hearing				

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<ul style="list-style-type: none"> • provide a satisfactory means of access; • provide appropriate landscaping and screening to minimise the impact of development on the setting of the city and the surrounding area; • provide appropriate noise mitigation measures to reduce the impact of rail noise; • ensure the height of the buildings takes account of its location in relation to surrounding development and protects views of the cathedral; • investigate the extent and type of any contamination on the site to identify any necessary mitigation measures required; • consider the presence of minerals and the impact of sterilisation, as required by National Policy, as set out in the relevant safeguard policy. The Minerals Planning Authority should be consulted on development proposals. • investigate the extent of any minerals with West Sussex County Council, as Mineral Planning Authority, prior to the commencement of development; • provide a connection to the nearest point of adequate capacity in the sewerage network, in collaboration with the service provider; and • provide for future access to the existing surface water and sewerage infrastructure for maintenance and upsizing purposes. 		
MM16	23	Policy	Policy CC2 Bartholomews, Bognor Road	Clarity and in	Examination

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
		CC2	<p>A site of 1.6 ha of land at Bartholomews, Bognor Road is allocated, for a mixed use form of development to include:</p> <ul style="list-style-type: none"> • about 57 dwellings; and • the retention of the Bartholomews Head Office on the site. <p>The site boundary is shown on inset map 3 and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> • ensure the layout, height and mass of buildings respect the character and setting of nearby development ensure the scale of the new development • retain the Bartholomews Head Office on the site for employment; • provide a satisfactory means of access for office development on to Bognor Road, with the residential access via the Arundel Park Estate on to Florence Road; • provide appropriate landscaping and screening to minimise the impact of development on the setting of the city and the surrounding area; • provide appropriate noise mitigation measures to reduce the 	response to Examination Hearing	Hearing

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>impact of noise from the A27 and adjacent railway;</p> <ul style="list-style-type: none"> investigate the extent and type of any contamination on the site to identify any necessary mitigation measures required; investigate the extent of any minerals with West Sussex County Council, as Mineral Planning Authority, prior to the commencement of development; consider the presence of minerals and the impact of sterilisation, as required by National Policy, as set out in the relevant safeguard policy. The Minerals Planning Authority should be consulted on development proposals; and provide a connection to the nearest point of adequate capacity in the sewerage network, in collaboration with the service provider. 		
MM17	25	Policy CC3	<p>Policy CC3 117 The Hornet Land at 117 The Hornet is allocated for residential development for about 35 dwellings on 0.3 ha. The site boundary is shown on inset map 5 and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> ensure the layout, height and mass of buildings respect 	Clarity and in response to Examination Hearing	Examination Hearing

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>the scale of the new development must respect the character and setting of nearby development;</p> <p>the character and setting of nearby development ensure</p> <ul style="list-style-type: none"> • provide a satisfactory means of access; • provide appropriate landscaping to minimise the impact of development on the setting of the city and the surrounding area; • investigate the extent and type of any contamination on the site to identify any necessary mitigation measures required; • investigate the extent of any minerals in consultation with West Sussex County Council, as the Minerals Planning Authority, prior to the commencement of development; • consider the presence of minerals and the impact of sterilisation, as required by National Policy, as set out in the relevant safeguard policy. The Minerals Planning Authority should be consulted on development proposals; and • provide a connection to the nearest point of adequate capacity in the sewerage network, in collaboration with the service provider. 		
MM18	27	Policy CC4	<p>Policy CC4 Shopwyke Strategic Development Location, Oving</p> <p>In conjunction with Policy 16 Shopwyke Strategic Development Location of the Chichester Local Plan: Key Policies 2014-2029 the site at Shopwyke Lakes is allocated for about 585 homes with the</p>	Clarity and in response to Examination Hearing	Examination Hearing

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>site boundary being shown on inset map 6 of the Site Allocation DPD and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> • ensure the additional dwellings are developed in accordance with the principles established within the existing masterplan and design code for the Shopwyke Strategic Development Location. These include: <ul style="list-style-type: none"> ○ ensure the layout, height and mass of buildings respect the character and setting of nearby development a scheme which is of high quality design given its prominent location; ○ provision of satisfactory means of access; ○ provision of appropriate landscaping and screening to minimise the impact of development on the setting of the city and the surrounding area; ○ that the scheme makes appropriate provision for open space and green space; ○ that the height of the buildings should take account of its location on the edge of the city, and protects 		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>long distance views of the cathedral; and</p> <ul style="list-style-type: none"> ○ investigation of the extent and type of any contamination on the site to identify any necessary mitigation measures required; and ○ provide a connection to the nearest point of adequate capacity in the sewage network, in collaboration with the service provider. 		
MM19	29	Policy CC6	<p>Policy CC6 High School, Kingsham Road Land at High School, Kingsham Road is allocated for B1 employment on 1.07 ha, with the site boundary being shown on inset map 7 of the Site Allocation DPD and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> • be subject to confirmation that the land is surplus to requirements for educational purposes; • include approximately 7,200 square metres of floorspace suitable for B1a office uses; • be a high quality scheme ensure the layout, height and mass of buildings respect the character and setting of nearby development given its prominent location in the 	Clarity and in response to Examination Hearing	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>street scene;</p> <ul style="list-style-type: none"> investigate opportunities to retain the existing building frontage; provide a satisfactory means of access; provide parking requirements within the site; be supported by a Travel Plan and a Vehicle Tracking and Road Safety Audit; provide appropriate landscaping and screening to minimise the impact of development on the setting of the city and the surrounding area; investigate the extent and type of any contamination on the site and verification that where required any contamination can be dealt with by remediation; and investigate the extent of any minerals in consultation with West Sussex County Council, as the Minerals Planning Authority, prior to the commencement of development. consider the presence of minerals and the impact of sterilisation, as required by National Policy, as set out in the relevant safeguard policy. The Minerals Planning Authority should be consulted on development proposals. 		
MM20	31	Policy CC7	Plot 12 Terminus Road (Chichester Enterprise Hub) Land at Plot 12 Terminus Road is allocated for B1, B2 and B8	Clarity and in response to	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>employment on 2.4 ha, with the site boundary being shown on inset map 8 of the Site Allocation DPD and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> • include approximately 2,400 square metres of floorspace should be suitable for B1a office uses; • be a high quality scheme ensure the layout, height and mass of buildings respect the character and setting of nearby development given its prominent location as a Gateway to the city; • ensure any significant negative traffic impact is mitigated on the local and strategic road network; • provide a satisfactory means of access; • provide parking requirements within the site; • be supported by a Travel Plan and Transport Assessment, and include a cumulative impact assessment on local roads; • provide appropriate landscaping and screening to minimise the impact of development on the setting of the city and the surrounding area; • investigate the extent and type of any contamination on the 	Examination Hearing	

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>site and verify that where required any contamination can be dealt with by remediation; and</p> <ul style="list-style-type: none"> • investigate the extent of any minerals in consultation with West Sussex County Council, as the Minerals Planning Authority, prior to the commencement of development. • Consider the presence of minerals and the impact of sterilisation, as required by National Policy, and set out in the relevant safeguarding policy. The Minerals Planning Authority should be consulted on development proposals . 		
MM21	33	Policy CC8	<p>Fuel Depot Site, Bognor Road (adjacent to Springfield Park), Oving</p> <p>Land at Fuel Depot Site, Bognor Road, Oving is allocated for B1, B2 and B8 employment on 3.8 ha within an overall site area of 4.8 ha allowing part of the overall site area (1 ha) to be developed in line with the waste uses identified in the West Sussex Waste Local Plan (2014) with the site boundary being shown on inset map 9 of the Site Allocation DPD and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p>	Clarity and in response to Examination Hearing	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<ul style="list-style-type: none"> ensure any significant negative traffic impact is mitigated on the local and strategic road network; provide a satisfactory means of access onto the A259; provide parking requirements within the site; provide appropriate landscaping and screening to minimise the impact of development on the setting of the city and the surrounding area; ensure that the design of the site takes account of part of the site (1ha), which is identified for waste uses in the West Sussex Waste Local Plan; and investigate the extent and type of any contamination on the site and verification that where required any contamination can be dealt with by remediation. consider the presence of minerals and the impact of sterilisation, as required by National Policy, and set out in the relevant safeguarding policy. The Minerals Planning Authority should be consulted on development proposals. <p>Proposals including enabling non-business uses classes will only be permitted where it has been clearly demonstrated with substantiated evidence, which may include a sequential test, impact assessment and viability assessment, that proposals for only business uses (B1, B2, and B8) are not economically viable.</p>		
MM22	35	Policy CC9	Springfield Park (adjacent to Fuel Depot), Oving Land at Springfield Park, Bognor Road, is allocated for B1, B2 and	Clarity and in response to	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>B8 employment on 2.2 2.4 ha with the site boundary being shown on inset map 10 of the Site Allocation DPD and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> • investigate developing this site either individually or in conjunction with the adjacent Fuel Depot site to deliver a more comprehensive site; • ensure any significant negative traffic impact is mitigated on the local and strategic road network; • provide a satisfactory means of access; • provide parking requirements within the site; • be supported by a Road Safety Audit; • provide appropriate landscaping and screening to minimise the impact of development on the setting of the city and the surrounding area; • investigate the extent and type of any contamination on the site and verification that where required any contamination can be dealt with by remediation; and • investigate the extent of any minerals in consultation with West Sussex County Council, as the Minerals Planning Authority, prior to the commencement of development. • consider the presence of minerals and the impact of 	Examination Hearing	

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			sterilisation, as required by National Policy, and set out in the relevant safeguarding policy. The Minerals Planning Authority should be consulted on development proposals.		
Chapter 6: East Wittering and Bracklesham Parish					
MM23	37	6.4	Amend paragraph to read: A local centre for East Wittering has been identified. below and upon adoption of the DPD will be shown on the Policies Map. The boundary of the local centre is shown on inset map 11 and the Chichester Local Plan: Key Policies 2014-2029 policies map.	Clarity and in response to Examination Hearing	Examination hearings
Chapter 7: Hunston Parish					
MM24	39	Policy HN1	Land south of Reedbridge Farm Land south of Reedbridge Farm is allocated for residential development for 7 dwellings on 0.5ha. The site boundary and settlement boundary is shown on inset map 12 and the Chichester Local Plan: Key Policies 2014-2029 policies map. The site will be developed in accordance with the following site specific criteria. Development shall: <ul style="list-style-type: none"> • provide a satisfactory means of access either through the development to the south or from the access track to the north of the site; • be adjacent to the development to the south and provide open space or green buffer landscaping to the north 	Clarity and in response to Examination Hearing	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>between the development and Reedbridge Farm;</p> <ul style="list-style-type: none"> ensure that any parking spaces lost from the adjacent development to the south, if required to provide a satisfactory means of access, be replaced within the site; safeguard trees protected by a Tree Preservation Order on the site; and provide appropriate landscaping and screening to minimise the impact of development on the setting of Hunston and the surrounding area. 		
Chapter 8: Lynchmere Parish					
MM25	40	Text and Policy LY1	<p>Remove the allocation of Land to the rear of Sturt Avenue and any further references to the allocation of the site within the Site Allocation DPD.</p> <p>8.1 Policy 5 of the Chichester Local Plan identifies an indicative housing number of 10 for Lynchmere Parish.</p> <p>8.2 Lynchmere Parish Council is not working on a neighbourhood plan at the present time.</p> <p>8.3 It was initially concluded that there were no suitable sites with the potential to deliver the indicative housing number identified for the parish of Lynchmere. However, during the consultation stages further information was submitted regarding a site which was previously assessed and discounted using the Site Assessment Methodology. The suitability and deliverability of the site was reconsidered and it is proposed to identify the site for allocation.</p>	At Council on 7 March Members resolved to remove the site from DPD due to unresolved issues relating to flooding and access.	Council Decision – 7 May 2017 and Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>8.4 The number of dwellings shown for the site is indicative and based on known site characteristics such as flooding and protected trees. The access via Sturt Avenue is located within Waverley Borough Council. It is likely that planning permission will need to be sought from Chichester District and Waverley Borough Councils.</p> <p>8.5 The existing Settlement Boundary currently extends beyond the Chichester District boundary. The Settlement Boundary has therefore been redrawn to follow the Chichester District boundary and reflect the proposed allocation.</p> <p>Policy LY1 Land to the rear of Sturt Avenue Land to the rear of Sturt Avenue, Camelsdale is allocated for residential development for 10 dwellings on 0.66ha.</p> <p>The site will be developed in accordance with the following site specific criteria.</p> <p>Development shall:</p> <ul style="list-style-type: none"> • provide a satisfactory means of vehicular and pedestrian access to the site via Sturt Avenue; • be supported by a Biodiversity Enhancement and Mitigation Scheme and include measures to protect key species and habitats on site and measures to improve habitat connectivity between the adjacent Hammer Moor Site of 		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>Nature Conservation Importance;</p> <ul style="list-style-type: none"> provide a design and layout of high quality which respects the characteristics of the site and is supported by a tree survey that includes measures to safeguard and minimise the impact of development on protected trees; and provide a methodology for foundation design of the buildings and structures, including depths, materials and density of piling, if required. 		
MM26	40	8.1	<p>Add new text to read: The settlement boundary is changed to reflect the boundary of the South Downs National Park and the Chichester District Boundary as shown on inset Map 13 and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p>	In response to Examination Hearing	Examination hearings
Chapter 9: North Mundham Parish					
MM27	43	9.3	<p>Paragraph to be amended to read:</p> <p>The Settlement Boundary has been redrawn to reflect the recently built developments at North Mundham. The settlement boundary is shown on inset map 14 and the Chichester Local Plan: Key Policies 2014-2029 policies map.</p>	Clarity and in response to Examination Hearing	Examination hearings
Chapter 10: Plaistow and Ifold Parish					
MM28	44	Policy PL1	<p>Land north of Little Springfield Farm Land north of Little Springfield Farm is allocated for residential development for about 10 dwellings on 0.4ha. The site boundary</p>	Clarity and in response to Examination	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			is shown on inset map 15 and the Chichester Local Plan: Key Policies 2014-2029 policies map.	Hearing	
Chapter 11: West Wittering					
MM29	46	Para 11.2	Amend paragraph to read "... Parish Council is not working on in the early stages of drafting a neighbourhood plan. At the present time. However, the indicative housing provision number for West Wittering has been met (Table 1.1).	Factual update	Officer
MM30	46	Para 11.3	Paragraph to be amended to read: The Settlement Boundary has been redrawn to reflect the recently built development at West Wittering. The settlement boundary is shown on inset map 16 and the Chichester Local Plan: Key Policies 2014-2029 policies map.	Clarity and in response to Examination Hearing	Examination hearings
Chapter 12: Monitoring					
MM31	New	Appendix 3	Add new Appendix 3: Monitoring Framework to read: 3.1 This section sets out how the implementation and effectiveness of the policies and proposals in the Site Allocation Development Plan Document (DPD) will be monitored. 3.2 The Chichester Local Plan: Key Policies 2014-2029 (CLPKP) sets out how much development is intended to happen where and when, and allocates strategic sites. The Site Allocation DPD allocates the smaller, non-strategic sites that will help to deliver the housing and employment requirement. As the Site Allocation DPD reflects the	Clarity and in response to Examination Hearing	Examination hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>development strategy in the CLPKP, its monitoring has been integrated with the CLPKP monitoring.</p> <p>3.3 The CLPKP includes a monitoring framework in Appendix G and is set out in relation to the CLPKP strategic objectives. The indicators and targets enable the Council to assess the extent to which policies and proposals are delivering the CLPKP strategic objectives and the overall vision for the Plan area. The policies and proposals within the Site Allocation DPD will be assessed in relation to these indicators and targets. In particular the housing policies and proposals (BO1, BX1, CC2, CC3, CC4, HN1 and PL1) will be monitored against Key Indicator H3 - New homes built each year (net) by Parish to ascertain whether the target (In line with CLPKP Policy 5) is being met. Employment policies and proposals (C6, C7, C8 and C9) will be monitored against Key Indicator E1 - Amount of additional employment land (B uses) developed by type to determine whether the target (Total 25 ha employment land to include approximately 5 ha office space and 20 ha industrial warehousing space by 2029) is being attained. There are no additional indicators or targets proposed for the Site Allocation DPD.</p> <p>3.4 The Authority's Monitoring Report (AMR) will monitor implementation and effectiveness of the policies and proposals in the Site Allocation DPD. The AMR is produced on an annual basis and provides information and data relating to</p>		

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			the performance, implementation and outcomes of policies in Local Plan documents. The monitoring will indicate whether any changes need to be considered if a policy is not working or if the targets are not being met.		

Appendix 2: Schedule of Minor Modifications to Site Allocation Development Plan Document

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
General					
MM1	All	All	Amend text to reflect any updates/changes required as a consequence of progress of the DPD or changes elsewhere in the DPD.	Clarification and certainty	Examination Hearings
Chapter 1: Introduction					
MM2	2-12	All	<p>Site Allocation: Proposed Submission Development Plan Document</p> <p>1 Introduction</p> <p>Introduction</p> <p>1.1 This is <u>The</u> Site Allocation Development Plan Document (DPD) represents the second part and ‘daughter’ document to the adopted Chichester Local Plan: Key Policies 2014-2029, which the Council intends to formally submit to the Secretary of State for independent examination. Its publication represents a further step in the process which enables anyone who may have an interest in the allocation of housing and employment sites to comment. The DPD does not include relate to that part of the District within the South Downs National Park.</p> <p>1.2 The DPD has evolved through extensive consultation and research to determine help in determining the best the approaches to the allocation of housing and employment sites. Consultation on the draft DPD took place between 7 January and 18 February 2016, following which a further consultation took place between 28 July and 22 September 2016. Comments and information received during these consultations have helped develop the DPD.</p>	Improve clarity	Examination Hearings

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>1.3 Consultation has been guided by the adopted Statement of Community Involvement (SCI) and a summary of the steps undertaken is set out in the Statement of Consultation which is published alongside the Plan.</p> <p>1.4 The purpose of the consultation is to obtain views on the “soundness” of the DPD before it is submitted to the Secretary of State for independent examination. It is not intended to be a consultation stage that results in the Council producing another amended version of the DPD. Instead the purpose of this stage is to enable people to make comments which they want to have taken into account by an Inspector, who conducts an independent examination, based upon issues of soundness. This is whether the DPD:</p> <p>has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and is "sound".</p> <p>1.5 Soundness means:</p> <p>Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed need and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;</p> <p>Justified – the plan should allocate the most appropriate sites, when considered against the reasonable alternatives, based on proportionate evidence;</p> <p>Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and</p>		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework (NPPF).</p> <p>What is the Site Allocation Development Plan Document?</p> <p>1.6 The DPD flows from the adopted Chichester Local Plan: Key Policies 2014-2029 (Chichester Local Plan). The Chichester Local Plan sets out the housing numbers and the amount of employment land required to be delivered over the Plan period.</p> <p>1.7 The primary purpose of the DPD is to deliver non- strategic residential and employment sites as set out in the Chichester Local Plan (Policy 2 - Development Strategy and Settlement Hierarchy; Policy 3 - The Economy and Employment Provision and Policy 5 - Parish Housing Sites 2012-2029), and to set out guidance for the development of these sites.</p> <p>1.8 On adoption The DPD should be read in conjunction with other parts of the development plan which comprises:</p> <p>Chichester Local Plan: Key Policies 2014-2029 (July 2015) West Sussex Waste Local Plan (April 2014) West Sussex Minerals Local Plan (2003 – currently under review) Made Neighbourhood Plans</p> <p>1.9 The sites identified in the DPD <u>comprise</u> will deliver <u>the following</u>:</p> <p>Residential Sites</p> <p>1.10 Sites <u>identified</u> have only been considered where they <u>in the DPD</u></p>		

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			<p>are above 0.25 hectares in size or capable of accommodating at least 5 dwellings. Parishes that have undertaken the Pre-submission consultation of their neighbourhood plan or have a plan in a more advanced stage have not been included in the DPD.</p> <p>1.11 Strategic Development Locations are identified in the Chichester Local Plan and this DPD addresses:</p> <ul style="list-style-type: none"> • Chichester city and sites surrounding the Chichester city Settlement Boundary in neighbouring parishes (including sites separated from the Settlement Boundary by the A27) (in line with the Chichester Local Plan Policy 5 - Parish Housing Sites 2012-2029). Where a site has been identified, if there has been a recent planning application granted, the site has been retained in the DPD, in order to give certainty, until the site is developed; • The parishes of Bosham; Boxgrove; Hunston; Lynchmere; and Plaistow and Ifold (in line with Chichester Local Plan policies 2 – Development Strategy and Settlement Hierarchy, 5 - Parish Housing Sites 2012-2029 and 7 - Neighbourhood Development Plans. <p>Employment Sites</p> <p>1.12 <u>The need to allocate</u> sites within or close to Chichester city is as identified at paragraph 6.7 and Policy 11 of the Chichester Local Plan Policy 3 The Economy and Employment Provision. Where a site has been identified, if there has been a recent planning application granted, the site has been retained in the DPD, in order to give certainty, until the site is developed.</p>		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>Relationship to the adopted Chichester Local Plan</p> <p>1.17 When adopted, The DPD will form part of the development plan for the Chichester Local Plan Area. It will sit alongside the adopted Chichester Local Plan: Key Policies 2014-2029 and those neighbourhood plans which have been 'made'.</p> <p>1.18 The DPD must reflects the development strategy set out in the Chichester Local Plan; it is not an opportunity to re-open debate on the level or general location of development as set out in the Chichester Local Plan.</p> <p>Background Information</p> <p>1.19 The DPD is supported by a number of background documents and reports, which are not fully summarised here. Key documents are specifically referred to within the text.</p> <p>1.20 The DPD has been subject to a Sustainability Appraisal and Habitats Regulations Assessment which considered the anticipated effects of the proposals on the area's environmental, economic and social conditions. The results have informed decisions made in the document.</p> <p>1.21 The background information on the Sustainability Appraisal and Habitats Regulations Assessment are available to download from the Council's website.</p> <p>How to comment</p> <p>1.22 We would like your comments on the soundness of the Site Allocation Proposed Submission Development Plan Document. If you</p>		

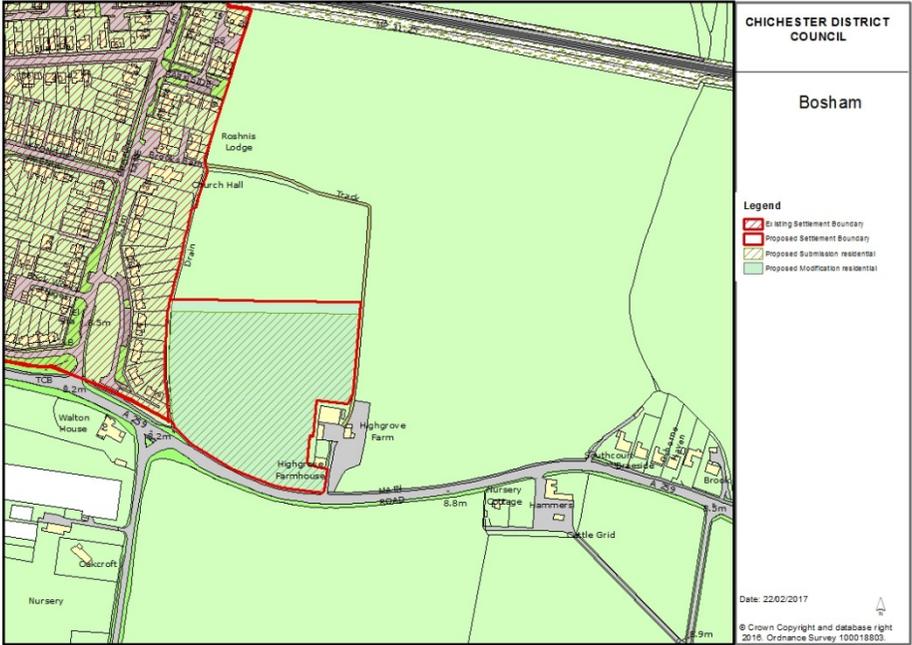
Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>wish to make a representation seeking a change to the DPD you should make clear in what way it is not sound having regard to the four tests, as set out in paragraph 1.4. You should try to support your representation with evidence showing why the DPD should be changed. It will be helpful if you also say precisely how you think it should be changed. When making comments, please make clear reference to the policy or paragraph number and, where appropriate, page number you are commenting on.</p> <p>1.23 Due to the holiday period, the DPD (Regulation 19 Proposed Submission) has been published for an eight week consultation period between 1 December 2016 to 26 January 2017. All comments must be received no later than 17:00 on Thursday 26 January 2017. The Council will be unable to accept any comments that are received after this time.</p> <p>1.24 Where possible we prefer that comments are made electronically, as this is the quickest and easiest way of responding.</p> <p>1.25 Alternatively, there is a comment form for you to send back which is available from the council's offices or by visiting our website www.chichester.gov.uk.</p> <p>1.26 You can email forms to us at planningpolicy@chichester.gov.uk. When commenting please use a separate sheet for each comment, marking each sheet with the paragraph or policy number to which you are referring.</p> <p>1.27 Please be aware that your comments (or a summary) will be publicly available for people to read on the website. The Council acknowledges that this document is lengthy, as the Council has to justify the policy approach it is taking and has to meet various 'tests of soundness' as laid</p>		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p data-bbox="618 384 958 411">down by the Government.</p> <p data-bbox="618 437 775 464">Next Steps</p> <p data-bbox="618 491 1547 724">1.28 Once the eight week Proposed Submission consultation period is completed, the comments will be summarised as part of the submission arrangements. If any fundamental issue of soundness is identified, then further consideration to the progress of the DPD will be given with the advice of the Planning Inspectorate (PINS). Providing no fundamental soundness concerns are raised then the DPD will be formally submitted to the Government in the spring 2017.</p> <p data-bbox="618 750 1563 879">1.29 Following formal submission, an independent examination into the soundness of the DPD will take place. It is expected that the examination will take place in spring 2017. Subject to the Inspector finding the DPD sound, it is programmed to be adopted in autumn 2017.</p> <p data-bbox="618 904 891 932">Any further queries</p> <p data-bbox="618 957 1559 1054">1.30 If you have any further queries regarding any of the issues raised in this document, please contact the Planning Policy Team on 01243 785166 or email planningpolicy@chichester.gov.uk.</p> <p data-bbox="618 1080 837 1107">Data Protection</p> <p data-bbox="618 1117 1547 1278">All documents will be held at Chichester District Council, and representations will be published online. They will be handled in accordance with the Data Protection Act 1998 and kept for three years following adoption of the Site Allocation DPD. Personal contact details will be removed from copies of representations published electronically.</p> <p data-bbox="618 1303 1509 1369">Please be aware that representations made about this document (including your name and address) cannot be treated as confidential.</p>		

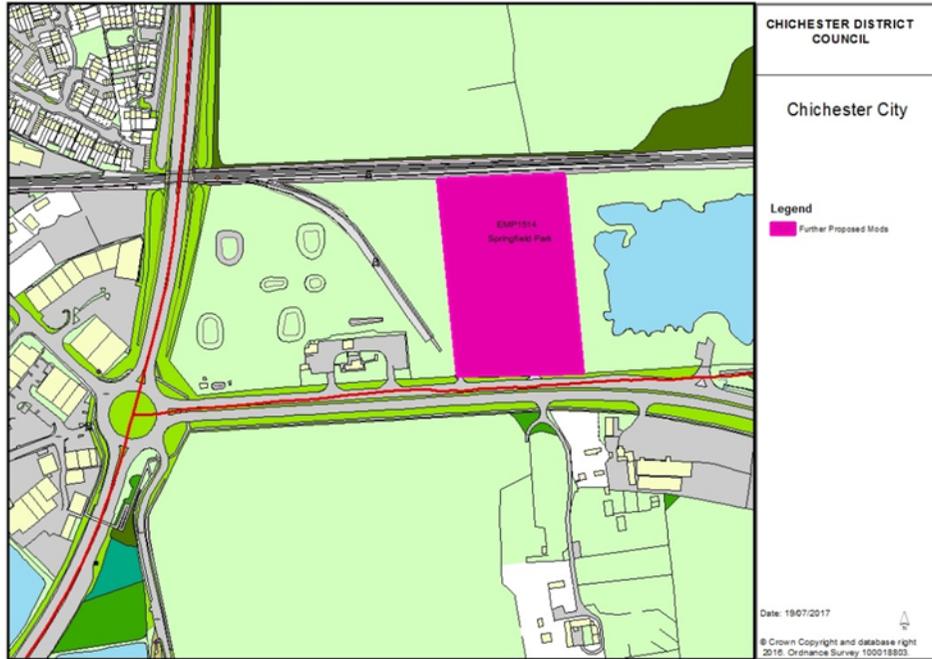
Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>....</p> <p>Local Context</p> <p>Chichester Local Plan</p> <p>....1.35 This DPD identifies sites suitable for development in order to meet the Chichester Local Plan requirements for residential and employment and in so doing make a contribution contributes to delivering the objectives in the Chichester Local Plan. The DPD covers the same plan period as the Chichester Local Plan.</p> <p>1.36 The DPD sets out what type and level of development will be identified within the Local Plan area and provides . The DPD will provide certainty for local communities, landowners, developers and infrastructure providers about the future pattern location of development.</p> <p>Methodology for site assessment</p> <p>1.39 The sections on residential and employment outline the amount of development required through the Chichester Local Plan. The methodology used in assessing the sites is included in the Site Allocation DPD Methodology and Assessment Document.</p> <p>1.40 In general sites have been identified in one of two ways:</p> <ul style="list-style-type: none"> • Promoted by landowners or their agent either through consultation on the adopted Chichester Local Plan or a call for sites as part of the DPD; or • Identified through the Strategic Housing Land Availability Assessment (SHLAA). 		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
			<p>1.41 A full list of all the sites considered for residential can be seen at Appendix 1, sites for employment/mixed use are at Appendix 2 of this DPD. Each site is assessed using a three stage approach; the number of sites are reduced at each stage as sites failing to meet the specified criteria are rejected.</p> <p>1.42 The sites and reasons for their inclusion in the assessment are set out in the residential and employment sections below. The Site Allocation DPD Methodology and Assessment Document contains a list of all sites considered. This approach has allowed a transparent assessment, reflecting the independent site assessments carried out through the Sustainability Assessment process. This in turn enables robust and informed decisions to be made within the DPD.</p> <p>1.43 The role of the assessment is to consider the relative merits of the site and to focus on the locational traits, rather than attempting to provide a detailed assessment of the schemes put forward by landowners and their agents.</p> <p>Proposed Allocations</p> <p>1.48 The following sections set out for each of the parishes the DPD is planning for, site specific proposals to the meet the requirements of the Chichester Local Plan. For each site allocation there is a policy setting out the criteria that subsequent planning applications will need to address. The boundaries of allocated sites, which all greenfield sites beyond existing Settlement Boundaries, will be integrated into a revised Settlement Boundary when the DPD is adopted and shown on the Policies Map.</p> <p>1.49 This DPD has been prepared against a background of increasing pressure to provide sufficient housing to meet increasing needs. This has</p>		

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			<p>led to a number of planning applications across the Local Plan area. Some of these applications have been permitted where they have been regarded as being sustainable development that complies with the NPPE and development plan. In some settlements therefore a part of the parish housing requirement has already been met. It should therefore be noted that as a consequence some site allocations have already been granted planning permission. Such sites, being an important part of the housing and employment land supply, remain in the DPD as an allocation to ensure the site can come forward in the future if the current planning permission is not implemented.</p>		

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
MM3	15	Map for BO1 –	<p>Add title to read: Inset Map 1</p> 	Amend northern boundary north by 10m. In order to facilitate a meaningful layout and design approach.	Officer and following Examination
Chapter 4: Boxgrove Parish					
MM4	17	Map for BX1 – Rename Map 2	Add title to read: Inset Map 2	Map amended to reflect the boundary (BX/14/03827)	Examination

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
MM9	30	Map	Add title to read: Inset Map 7	Clarification	Following Examination
MM10	32	Map	Add title to read: Inset Map 8	Clarification	Following Examination
MM11	34	Map	Add title to read: Inset Map 9	Clarification	Following Examination
MM12	36	Map	Amend map to reflect the amended size area. Add title to read: Inset Map 10	Clarification	Following Examination



Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
Chapter 6: East Wittering and Bracklesham Parish					
MM13		Map	Add title to read: Inset Map 11	Clarification	Following Examination
Chapter 7: Hunston Parish					
MM14		Map	Add title to read: Inset Map 12	Clarification	Following Examination
Chapter 8: Lynchmere Parish					
MM15	41 / 42	Map	Amend Map to show the proposed Settlement Boundary amendment in line with Chichester District Boundary and the South Downs National Park boundary Add title to read: Inset Map 13	Clarification	Following Examination

Modification Number	SD01 Page No.	Para/ Policy	Modified text (deleted text shown as struck through and additional text shown in bold)	Reasons for modification	Source of modification (inc rep number as appropriate)
Chapter 9: North Mundham Parish					
MM16	43	Map	Add title to read: Map 14	Clarification	Officer
Chapter 9: North Mundham Parish					
MM17	45	Map	Add title to read: Map 15	Clarification	Officer
Chapter 11: West Wittering					
MM18	46	Map	Add title to read: Map 16	Clarification	Officer

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Statement of Community Involvement



www.chichester.gov.uk

Revised November 2017

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1 . Introduction

Why get involved in planning decisions?

1.1 Planning affects us all. The homes we live in, the places we work, the open spaces where we relax and the roads we travel on are all a result of planning decisions.

1.2 The way that Chichester District, excluding the area within the South Downs National Park, develops in the future will be affected by planning, and it is important that local people and organisations are able to put across their views by participating in planning decisions.

1.3 This Statement of Community Involvement sets out how Planning Services will involve people in planning decisions. It provides brief guidance to explain how the planning system works and advises on how you can participate in planning decisions, and what you can expect if you choose to get involved.

How does the planning system work?

1.4 There are two key parts to the local planning system - Planning Policy and Development Management.

1.5 **Planning Policy** is concerned with producing the local planning documents and policies that are used to guide development in Chichester District⁽¹⁾. These documents must conform to relevant Government guidance, and there are specific regulatory procedures which must be followed during their preparation.

1.6 **Development Management** is responsible for processing and determining planning applications, along with other applications including works to trees, advertisements and listed buildings. The Development Management team provides pre-application planning advice and investigates and takes appropriate action in respect of breaches of planning control.

Local Planning Documents

2.1 The Council has a strategic vision for Chichester District⁽¹⁾, and the Planning Policy team produces documents containing the planning policies to achieve it.

2.2 They consider a range of different issues such as the provision of new housing, and the delivery of employment, retail and open space, seeking to ensure that these are delivered in the right place at the right time.

2.3 There are two main types of planning document; **Development Plan Documents** (the Local Plan) and **Supplementary Planning Documents**.

2.4 **Development Plan Documents** are formal plans that set out policies for a particular geographical area. They are subject to public consultation and a Sustainability Appraisal (an assessment of the economic, social and environmental impacts of a plan). They must also be considered at independent examination and obtain Council approval before they can be adopted.

2.5 **Supplementary Planning Documents** can expand upon a particular theme covered in a Development Plan Document to provide additional detail and guidance. These are also subject to consultation and may sometimes require a Sustainability Appraisal. Although Supplementary Planning Documents are not subject to independent examination, they need to obtain approval at Council.

2.6 The South Downs National Park Authority became a Local Planning Authority from 1 April 2011. As a result the Chichester District Local Plan, together with the housing and employment requirements identified in the Local Plan, relate only to that part of the District that does not fall within the Park Authority boundary.

2.7 The South Downs National Park Authority will be producing its own Local Plan.

Producing a planning document

2.8 From time to time, the Council will need to produce new planning documents, or update existing documents. The timetable for drafting and consulting on the plans will be kept up to date and published on the Council's website. Full details are found in the Local Development Scheme, available on our website at: <http://www.chichester.gov.uk/article/24662/Timetable---Local-Development-Scheme>

2.9 Depending on whether we are working to produce a Development Plan Document or a Supplementary Planning Document, there will be different preparation and consultation stages to undertake. We will involve people as early as possible and invite feedback on the draft documents. We will also ensure that people are kept informed throughout the document drafting process. The steps involved in Development Plan document production, and opportunities to participate, are summarised on the next page.

2 . Planning Policy

2.10 The process for preparing a Supplementary Planning Document is similar to a Development Plan Document however they are not subject to independent examination by the Planning Inspectorate.

Involve

Stage 1 – Preparation – Issues and Options (early engagement)

- Collecting evidence through various sources
- Notify and work with groups, organisations and residents
- Consider issues and alternatives
- Prepare content of draft document and provide feedback where possible

Consult

Stage 2 – Publication – Preferred approach

- Statutory stage – 6 weeks (minimum) to comment on plan, sustainability appraisal and supporting evidence
- Documents made available for inspection on the Council's website

Inspect

Stage 3 – Submission for Independent Examination

- Representations received at Stage 2 summarised and made publicly available through appropriate channels (please note that the Council is required to provide a summary of the issues made).
- 'Statement of Consultation' produced to demonstrate the Statement of Community Involvement has been followed.
- Consultation on Pre-submission and submission of representations
- Development Plan Documents submitted to Secretary of State for independent examination
- Independent examination (All parties can engage at an examination)
- Planning Inspector issues report. Adopted by Council if agreed as 'sound' by Inspector

Monitor

- Final plan is regularly monitored, where possible, to make sure plan is achieving its aims
- Plan may be reviewed, where necessary

3 . Consulting on Planning Documents

3.1 When the Council consults people and organisations on a planning document, we will be guided by the following five engagement commitments:

1. **Be clear about what we're doing** - From the outset we will ensure that people understand why we are consulting and engaging them, and how their comments will help to inform or influence decisions. Clear timescales will help people understand when and how their input will be used.
2. **Be inclusive** - We will provide opportunities for people to engage with us to ensure that our plans and processes reflect the diverse and varied communities that make up our District. We will actively work to remove barriers to participation.
3. **Be accessible** - We will ensure that people have opportunities to take part, and are made aware of consultation exercises as early as possible, so they are able to participate at the right time in the process to influence decision-making.
4. **Be transparent** - We will make clear how the decision-making process will work and how consultation feedback will be used, thereby giving people the confidence that their input and involvement is actively being used to help shape decisions that affect them. This will mean being clear in stating who makes the decisions and when the decision will be made. At the end of each consultation period, we will undertake an analysis of all the responses received. This will be included in a summary report published on the Council's website, outlining the actions that we propose to take.
5. **Be accountable** - We will let people know how we have reached decisions. This will involve making clear the different types and sources of information that have been considered in reaching a final decision.

3.2 By using a range of methods to inform, consult and involve people at the right time, we will enable them to influence the future planning of Chichester Local Plan Area. The methods are flexible in order to tailor the consultation methods to the individual circumstances and different audiences we are targeting.

3.3 We also have to meet the statutory consultation requirements of the Planning Regulations. To meet these requirements we will:

- Make all consultation documents available to view at Council offices during normal office hours. For a Development Plan Document the statutory consultation stage is a minimum six-week period. For Supplementary Planning Documents, consultation lasts a minimum of four weeks.
- Publish documents and supporting information, including details of where and when copies of the documents can be viewed, and how people can comment, on the Council's website: <http://www.chichester.gov.uk/>

3 . Consulting on Planning Documents

Who do we involve?

3.4 The Council is required to send details of planning document consultations to 'specific consultation bodies'. These are organisations that the Council must consult, as specified in planning regulations⁽¹⁾:

- Environment Agency
- Natural England
- English Heritage
- Coal Authority
- Network Rail
- Highways Agency
- Adjoining local authorities (Havant, East Hampshire, Horsham, Waverley, Arun, South Downs National Park)
- Parish Councils (including those which adjoin the District in neighbouring local authority areas)
- Relevant county authorities (West Sussex County Council, Hampshire County Council, Surrey County Council)
- NHS Sussex
- Sussex Police
- The Homes and Communities Agency
- The Marine Management Organisation
- Relevant electronic communication companies, such as BT and Virgin Media
- Relevant electricity and gas companies, such as EDF and Scotia Gas
- Relevant sewerage and water undertakers, such as Thames Water, Southern Water and Portsmouth Water

3 . Consulting on Planning Documents

3.5 There are many other people, groups and organisations that will have an interest and will want to get involved. These could include individual residents, residents' associations, Conservation Area Advisory Committees, Chichester Harbour Conservancy, employees and employers, members of the Local Strategic Partnership, housing associations, local businesses, the development industry, disability groups, youth groups, faith groups and other stakeholders.

3.6 These people may have a variety of different priorities and interests, and will be able to contribute expertise and knowledge across a range of subject areas.

3.7 If you are interested in finding out more about consultation on planning policy documents, you can email your contact details to us at planningpolicy@chichester.gov.uk, or call us on 01243 785166 and we will add you to our database, to be automatically notified of any new consultations.

3.8 Before a Development Plan Document can be adopted it must be submitted to the Secretary of State for independent examination by the Planning Inspectorate. The examination considers whether the document is sound and legally compliant. The procedure used (written form or to be heard by the Inspector) will depend on the issue and evidence that the Inspector is dealing with and the nature of the representations.

3.9 All written comments made in the six week consultation period at the pre-submission, undertaken within Stage 3, will be considered fully by the Inspector in deciding on the main matters and issues for all types of examination. You will only be able to appear in front of the Inspector if you are seeking a change to the document.

Adopting a planning document

3.10 The last stage in producing a planning document is to present it to the relevant decision makers, who will consider its adoption as Council policy. The decision to adopt will be taken by Council.

3.11 Full Council is made up of all 48 Councillors in the District (36 with effect from May 2019). It is responsible for making all of the major policy decisions including approval of all statutory documents produced for the Local Plan. Members of the public are able to attend meetings of the Council and can ask questions at the start of the meeting.

3.12 If you would like to know more about asking questions at Council, you can view our [Council and Democracy](#) web pages.

Neighbourhood Planning

3.13 Neighbourhood Plans are community-produced statutory planning documents that enable people to take a more direct role in shaping the places where they live.

3 . Consulting on Planning Documents

3.14 A Neighbourhood Plan can build upon the broader policies set out in the Council's local planning documents and represents a chance for people to influence the location, appearance and type of development that comes forward in a neighbourhood/parish.

3.15 The Government encourages communities to get involved in plan production and consultation, either by responding to local plan consultations or by producing a Neighbourhood Plan. This is recognised as requiring a significant commitment from those involved in drafting and producing a neighbourhood plan in terms of time and resources.

3.16 In a parished area like Chichester District it is usually the Parish or Town Council who prepares a Neighbourhood Plan. It can cover all or part of the parish and in some cases may involve a number of parishes. In some areas residents associations or other bodies may be interested in drawing up a Neighbourhood Plan and act as a forum; however this will need to be carried out with the Parish/Town/City Council who initiate and support the project.

3.17 The Council will seek to provide support and advice on a range of issues, including consultation and the process of document production. Further information on this can be found on the Council's website at <http://www.chichester.gov.uk/neighbourhoodplan>

What is Development Management?

4.1 Development Management is the stage at which decisions are made on proposals for the use and development of land and buildings. It is an enabling process involving a positive, problem solving approach taken by the Council to shape and decide proposals for new development. The Development Management Service is responsible for determining the planning applications we receive. The Service also operates an agency arrangement with the South Downs National Park Authority. This means that the majority of applications within that part of the South Downs National Park which fall within Chichester District are dealt with by the Development Management Service.

4.2 Decisions on planning applications must be made in accordance with the development plan, including made Neighbourhood Plans (where these exist), unless other material considerations indicate otherwise.

Consulting on planning applications

4.3 The Council undertakes consultation with statutory and other consultees on the majority of planning applications that are received, for example with West Sussex County Council, English Heritage, Natural England and Highways England (see para 3.4 for further details). Pre-application consultation may also be undertaken by developers.

Pre-application consultation

4.4 This is consultation undertaken by a developer before a planning application is submitted, usually on larger schemes. It can be a helpful stage as discussion between a developer and local residents can help to identify potential problems or improvements that could be made to proposals at an early stage. This can benefit local people by enabling their input into the design of proposals to help ensure development is acceptable, and can also assist developers by reducing the scope for objections at a later stage.

4.5 The Development Management Service strongly recommends that developers undertake pre-application consultation with local residents and organisations, in addition to that undertaken with the Council, prior to submitting any planning application for significant development. Developers undertaking pre-application consultation are asked to address the commitments identified in this document on page 5. In particular we would ask developers undertaking pre-application consultation to:

- Set clear objectives and agree the consultation approach, including who will be consulted, with Development Management
- Let people know what the application is proposing, and be clear about what they can influence by making comments

4 . Development Management

- Use different engagement approaches (as identified in this Statement of Community Involvement) to maximise opportunities for people to influence the proposals. Particular steps should be taken to involve any seldom-heard groups that could be affected by a proposal
- Submit a statement alongside the final planning application outlining the community involvement work that has been undertaken. This should include a summary of any responses received at consultation, and should explain how feedback has influenced the proposals.

Application publicity

4.6 When a planning application is registered there is a statutory period of 21 days during which anyone can comment on the proposal. It is the Council's responsibility to publicise planning applications in a number of ways. Our approach to notification of planning applications will be to:

- Publish details of planning applications online. You can view details of planning applications at the Council's website via <http://www.chichester.gov.uk/viewplanningapplications>. This can be used to see which planning applications have been registered and to access plans and supporting information relating to both current applications and historic planning decisions. Applications can be searched by address or by an individual planning reference.
- Undertake appropriate notification. This will vary according to the type of application and so we will undertake notification as appropriate. This will be by writing to individual neighbours, displaying a site notice, or by a press advertisement.
- Parish and Town Councils and the City Council are consulted on all planning applications as statutory consultees.

Commenting on a planning application

4.7 If you would like to comment on a planning application, your comments must be submitted to the Council in writing, and should be within the 21 day consultation period, although representations received after this will be taken into account up until the point that a decision is made. You will need to provide details of your name and address, which will appear with your comments on the Council's website. Provided your comments relate to planning matters, they will be taken into account by the Council in determining the application. Comments received after the 21 day period will also be taken into account whenever possible, until the application is determined.

4.8 The easiest way to comment on a planning application is to search for it at the Council's website via <http://www.chichester.gov.uk/viewplanningapplications>. You can search for an application by address or by its planning reference number and submit your comments online. You can also view any comments that other people have submitted in this way. You can also write to the Head of Planning Services, or email us at dcplanning@chichester.gov.uk.

4.9 The comments we receive in response to planning applications are a matter of public record. This means that we cannot treat comments as confidential, and they will be made available to view on the Council's website alongside the name and address of the person making the comment. We will not publish telephone numbers, private email addresses or signatures. We reserve the right not to publish any comments or parts of comments that are not considered suitable for public view, including comments that are offensive, personal or defamatory.

What can I comment on?

4.10 If you comment on a planning application it is important that your comments relate to planning matters, as it is only these matters that can be taken into account by the Council when making a decision. Some of the issues that are considered to be planning matters include:

- External appearance and design
- Impact on the street scene or character of the local area
- Issues of noise, privacy, disturbance and amenity
- Loss of trees or impact on conservation issues
- Drainage
- Highway safety, traffic and parking issues
- Loss of light or overshadowing.

4.11 **This list is not exhaustive. There may be other relevant issues that you wish to comment on.**

4.12 Some issues are not normally regarded as planning matters, and are not usually taken account of when reaching a planning decision. These include:

- Loss of private view
- Property value

4 . Development Management

- Other private property matters such as boundary and ownership disputes, or private rights of way
- Moral issues or applicant's motives
- Possible future uses outside the scope of the application
- Matters covered by other legislation, such as building regulations, licensing or restrictive covenants
- Personal matters relating to the identity of the applicant

Making a decision

4.13 There are two main ways in which the Council will reach a decision on a planning application. These are by designated senior officers of the Council (a delegated decision), by the Planning Committee or exceptionally by the Council.

Delegated decisions

4.14 Once the consultation period has been completed, the planning case officer will take into account all material considerations, including relevant local planning policies and national planning guidance. The reasoning behind the case officer's recommendation will be set out in a short report. A decision will then be made in accordance with the Council's Scheme of Delegation by authorised senior officers on behalf of the Head of Planning Services.

Planning Committee (Development Management)

4.15 In some cases, a decision cannot be made under delegated powers and must instead be decided by Councillors at a Planning Committee. The main reasons for referral of a planning application to a Planning Committee are where:

- The officer recommendation is contrary to an objection made by a statutory consultee or the relevant Parish Council (other than for certain minor types of application)
- A District Councillor requests that the application be determined by the Committee
- The decision would significantly conflict with the Council's planning policy
- The applicant is a Councillor or Council employee.

4.16 Please note this is a simplified list – the full text is available in the Council's Constitution on our website at <http://www.chichester.gov.uk/CHttpHandler.ashx?id=26167&p=0>.

4.17 Anyone can speak at Planning Committee meetings provided that they have registered that they or a person acting on their behalf want to do so by no later than 5 pm on the day before the meeting.

4.18 You can register by contacting the Member Services Team at East Pallant House, Chichester on 01243 534684 or 01243 534674.

4.19 Further information on public speaking at Planning Committee meetings can be found on our website at <http://chichester.moderngov.co.uk/ecCatDisplay.aspx?sch=doc&cat=13214>.

4.20 The Council publishes a list of Committee dates and those applications to be considered by the next relevant Committee on the Councils website.

Appeals

4.21 In circumstances where a planning application is refused, or a decision is not made within specified time limits, the applicant may choose to appeal. Where this happens, an independent planning inspector or the Secretary of State will make a final decision on the application, and there may be a further opportunity for public involvement in the process.

How can I find out about planning decisions?

4.22 Once a decision has been made, a decision notice is sent to the applicant and/or agent to inform them of the decision. All planning decisions are published on a public register, which is available to view online at <http://www.chichester.gov.uk/viewplanningapplications>.

Contact us

4.23 If there is a planning application-related issue that you would like to discuss, you can contact the Development Management Service on 01243 785166 or by email at dcplanning@chichester.gov.uk.

Produced by

Planning Policy - Chichester District Council,
East Pallant House, 1 East Pallant,
Chichester, West Sussex PO19 1TY

Appendix 2 – SCI representations and corresponding amendments

The below comments were received on the SCI following the six-week public consultation;

Consultee	Comments (Summarised)	Amendments made to document
Historic England	'English Heritage' should be 'Historic England'	Changes made.
Highways England	'Highways Agency' should be replaced with 'Highways England'. Para 4.3 - Highways England should be listed alongside West Sussex County Council, English Heritage and Natural England.	Changes made.
Mr Adrian Moss	It does not appear to involve the community. Refers in a very minor way to the electors of this District. This is not "Community Consultation" but consultation with other organisations and authorities. It should at the very least make a point about how it consults with Parish Councils, and neighbourhood organisations.	No changes made. It is considered that the SCI sufficiently sets out the Councils approach to engage the public and other stakeholders in all planning policy and development management matters.
Bosham Football Club	Extensive comments made regarding the vision for Bosham Football Club and how to achieve this.	No specific reference made to the SCI document. As such no changes made.