

Public Document Pack

JOHN WARD

Director of Corporate Services

Contact: Democratic Services

Email: democraticservices@chichester.gov.uk

East Pallant House

1 East Pallant

Chichester

West Sussex

PO19 1TY

Tel: 01243 785166

www.chichester.gov.uk



A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 3 March 2020 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr M Bell, Mr R Briscoe, Mrs N Graves, Mrs P Plant and Mr P Wilding

AGENDA SUPPLEMENT - APPENDICES

- 6 **Housing Strategy 2020-25** (Pages 1 - 25)
Appendix.
- 9 **Senior Staff Pay Policy Statement 2020-2021** (Pages 27 - 38)
Appendices – Policy Statement, 1, 5 and 6.
- 10 **Tangmere Strategic Development Location - Chichester District Council (Tangmere) Compulsory Purchase Order 2020** (Pages 39 - 114)
Public appendices - 1, 2, 4, 5 and 6.
- 11 **Report of the Independent Remuneration Panel** (Pages 115 - 146)
Appendix.

This page is intentionally left blank

Chichester District Housing Strategy 2020-25

Cabinet Member's Foreword

Housing is a major issue for many of our residents and a key priority for the Council. Our strategy sets out a range of actions in order to address the issues residents face.

Over the past ten years the Council has had a strong record of delivery in housing and we're proud of a number of things we've achieved. The redevelopment of Graylingwell and the Roussillon Barracks are both exemplars of urban regeneration which provide attractive affordable homes. We've also been successful in delivering new homes in several rural villages; helping to maintain the sustainability of local communities through small scale, sympathetic development.

Chichester has a strong record in supporting its most vulnerable residents including those who are homeless and young people growing up in local authority care. Changes we've introduced in the light of the Homelessness Reduction Act have been successful, but the challenges in this area, exacerbated by wider issues far beyond our control, continue to grow.

As local housing becomes less and less affordable, new ideas are required. Our strategy maintains a strong commitment to approaches that have been successful in the past but also reflects fresh thinking in a number of areas.

Chichester is a District of great diversity and when it comes to providing the new homes we need there is no 'one size fits all'. In some rural areas we are working with newly formed Community Groups and on larger sites with national housebuilders. To meet the specific need for temporary accommodation for homeless families we are developing directly ourselves and this is an option we will consider for more schemes in due course. And in an area where the population of households aged 85 or over is expected to double we want to increase the provision of specialised housing where residents with care needs can remain active and independent.

The District Council has, and will play, an important role in all of this. But success in meeting residents' needs will also depend heavily on the effectiveness of the partnerships we can build with a range of other agencies and providers. The housing strategy provides the basis for building the kind of effective partnerships on which our success depends.

Councillor Norma Graves, Cabinet Member for Housing and Communities

Executive Summary

The purpose of the housing strategy is to set out the key housing issues affecting residents in the Chichester District and to set out a vision for tackling these issues over the next five years. The relatively high cost of local housing creates difficulties in a number of areas and the Council is committed *to improving the provision and access to affordable housing* as one of its key priorities.

The starting point for this is an analysis of the local housing market which - in terms of the relationship between earnings and housing costs - is one of the least affordable in England. Housing affordability has continued to decline in the last five years and with it opportunities for first time buyers to enter the property market have receded. As a result more households now rely on the private rented sector on a long term basis. For households on low incomes, including those eligible for means tested benefits, private rents can be unaffordable, which leaves newly forming households with very few options. In such circumstances affordable housing, provided in different forms by Registered Providers, plays a critical role.

The Homelessness Reduction Act (HRA) which came into effect in 2018 resulted in significant new duties to assist anyone at risk of homelessness. This involves specific 'prevention' duties which are owed 56 days prior to homelessness and 'relief' duties beyond this.

The geography and demography of Chichester District provides some particular challenges. The District is large and predominantly rural with much of the northern part of the District forming part of the South Downs National Park. The District's attractiveness as a place to live provides a strong 'pull' to relatively wealthy, older households. This has important implications for the District's housing market and wider economy, particularly in rural areas. At the same time as addressing the need for smaller, more affordable, homes for younger households, the District also faces huge pressure to meet needs of a growing number of ageing households who require care and support to maintain their independence.

Against this background, our Housing Strategy defines eight long term objectives to address this challenge. They are as follows:

1. Prevent homelessness through early intervention and support
2. Reduce the number of placements into Bed and Breakfast
3. Tackle rough sleeping
4. Maintain and improve the condition of housing in the District
5. Optimise the use of social rented/affordable housing in the District
6. Deliver 1,000 new affordable homes by 2025
7. Increase the capacity to meet rural housing needs through community led housing initiatives
8. Address the need for specialised housing for those with care needs

The strategy identifies benchmarks for assessing progress against these objectives which are measurable. These targets are ambitious but with collaboration of the many partners and stakeholders who are involved in the delivery of local housing, they should also be achievable.

Introduction: Improving the Provision of and Access to Affordable Housing

Improving the provision of and access to affordable housing is one of five key corporate objectives defined in the District Council's Corporate Plan for 2018-2021. The District Council is the strategic housing authority and has a range of statutory responsibilities which include:

- Preventing homelessness and managing housing need
- Regulating the physical standards of homes and supporting adaptations
- Defining the need for new development to meet local housing needs.

Over the next five years the need to prevent and reduce homelessness and to maintain the supply of genuinely affordable housing are key priorities for the Council.

The scope for action reflects both national and local policy drivers. Much of what the Council does is framed by statutory responsibilities, by government policies and availability of public funding. Policy options are also framed by the reality of what is viable within the framework of the wider economy and local housing market.

The Role of the Strategy

The purpose of the housing strategy is to set out the Council's approach to meet the key housing issues likely to face our residents over the next five years.

The Council has previously published separate strategies covering Affordable Housing, Homelessness, Private Sector Renewal and the allocation of tenancies. Each of these documents has covered different periods but all are now due for review.

The intention going forward is to adopt a single overarching Housing Strategy which takes a holistic view of the Council's role as a strategic housing authority thus avoiding a degree of duplication that has existed in the past. Our strategic approach to homelessness, private sector renewal and the provision of affordable housing are all reflected within this single overarching Housing Strategy.

To this end the strategy aims to:

- Provide an overview of the key local housing issues
- Define realistic and deliverable ways of responding to these issues
- Set out the basis for partnerships with key stakeholders

The role of partners is especially crucial to the delivery of our plans. We expect partners to influence the development and implementation of the strategy as part of an iterative approach. This includes Registered Providers, as well as a range of voluntary and statutory agencies with whom we work.

The structure of the strategy mirrors the objectives that are set out in the Corporate Plan. The three Corporate Plan objectives for housing are shown in the left hand column of the table below, the right hand column shows how these objectives are translated into the Housing Strategy:

Corporate Plan Priorities for Housing	Housing Strategy Objectives
Provide support for those that need it.	<ol style="list-style-type: none"> 1. Prevent homelessness through early intervention and support 2. Reduce the number of placements into Bed and Breakfast 3. Tackle rough sleeping
Ensure housing is used effectively and is fit for purpose	<ol style="list-style-type: none"> 4. Maintain and improve the condition of housing in the District 5. Optimise the use of social/affordable rented housing in the District
Increase the supply of suitable housing in the right location	<ol style="list-style-type: none"> 6. Deliver 1000 new affordable homes by 2025 7. Increase capacity to meet rural housing needs through 'Community Led' housing initiatives. 8. Address the need for specialised housing for those with care needs

National Policy Context

The Government's approach to housing can be summarised through a brief review of the key recent policy documents:

A New Deal for Social Housing, a Green Paper published in August 2018, articulates a set of guiding principles for the future role of the social housing sector. Published in the aftermath of the Grenfell House tragedy, the Green Paper can be seen as a re-balancing of national housing policy by placing greater emphasis on the role and value of social housing. It can be argued that this contrasts with the previous approach which was focussed more narrowly on the extension of home ownership. In doing so, it echoes a mantra first used in the 1950s which describes housing as the 'first social service'. The green paper sets out five key principles:

- Ensuring resident safety
- Effective resolution of complaints
- Empowering residents and strengthening the role of the regulator
- Tackling stigma
- Expanding supply and supporting home ownership.

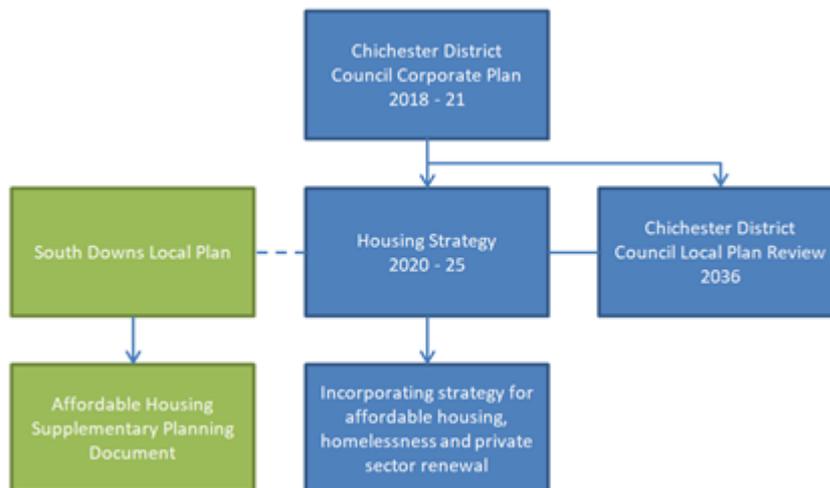
The fourth and fifth of these principles are especially pertinent to the District Council's role and the content of our strategy. The Government's aspirations to expand supply build to deliver 300,000 new homes per year by the mid-2020s are set out in the White Paper *'Fixing our broken housing market'* February 2017. The White Paper offers a blunt assessment of the causes and consequences of failing to maintain housing delivery.

'Since 1998, the ratio of average house prices to income has more than doubled, And that means that the most basic of human needs – a safe, secure home to call your own – isn't just a distant dream for millions of people. It's a dream that's moving further and further away.'

Housing affordability is the key theme which runs through our housing strategy and to a large extent the objectives contained within it aim to mitigate the consequences of this for local residents.

The Local Policy Context

The diagram below shows the relationship between the housing strategy and other key Council policies and plans. The Council has a duty to publish a strategy showing how it will promote affordable housing, private sector renewal and reduce homelessness. The Housing Strategy 2020-25 incorporates each of these elements and fulfils this duty.



The relationship with the Local Plan Review is particularly important. Chichester's Local Plan was adopted in 2015 but must be reviewed within five years. The plan sets out a strategy and policies for managing and facilitating development in the area. It also makes clear what types of development will be permitted where. The housing strategy compliments this by describing in more detail the approach the Council plans to take in relation to specific housing issues.

A large part of the north of the District, which is mainly rural but includes the towns of Midhurst and Petworth, lies within the South Downs National Park. The relevant planning authority for this part of the District is the South Downs National Park Authority. The South Downs Local Plan was adopted in 2019 and contains policies which aim to achieve a step change in the delivery of affordable housing.

An Overview of Housing Need in our District

Demographic Profile

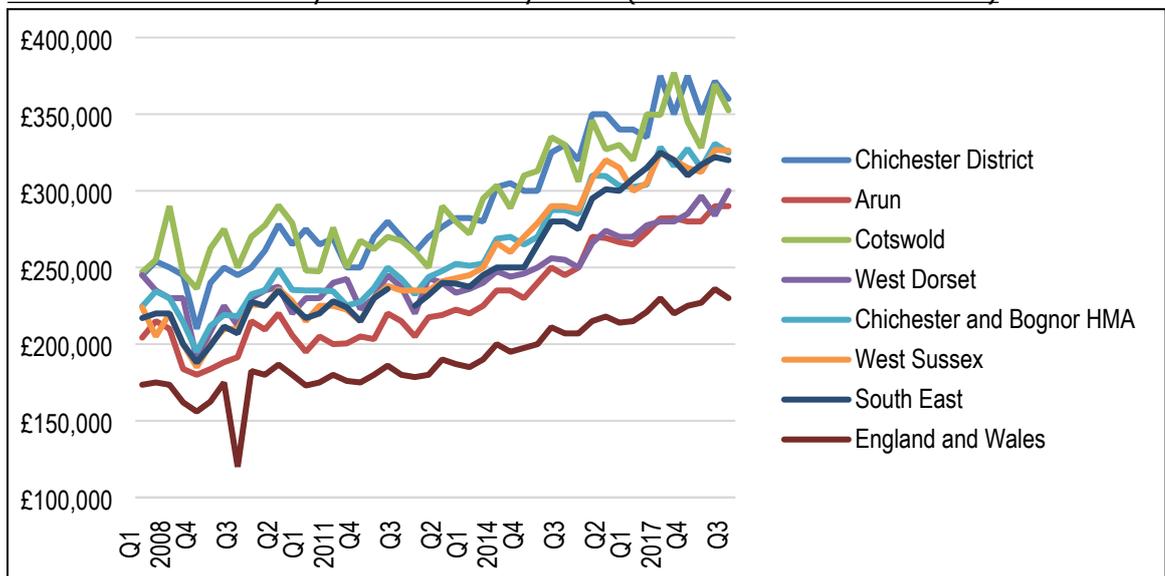
- The population of Chichester District was approximately 120,000 in 2018. This has grown by almost 20% over the past 30 years at an annual average rate of 0.6% p.a. This is slightly higher than the level for England as a whole but less than the regional figure for the South East.
- The District's age structure is skewed towards older groups. The proportion of residents in every cohort from 55 upwards is higher than the national average. There is a small spike in the population of those aged 20-24 which reflects the presence of students in the City. Conversely, compared to the rest of the region the District has relatively low numbers of children under the age of 10 and adults in the early stage of their working life.

- Net migration is one of the key determinants of the District’s demographic profile. Chichester attracts many older, relatively wealthy households. Younger households either single or with young families find it harder to find homes in the District.

Housing Market Affordability

- Chichester is a geographically large and diverse District stretching from the South Coast to the Surrey border. From a housing and planning perspective five distinct sub-areas can be identified as follows:
 - Chichester City
 - East West Corridor stretching from Tangmere to Southbourne (but excluding Chichester City)
 - The Manhood Peninsula including Selsey and the Witterings
 - South Downs National Park Area (SDNP)
 - Plan Area North: a relatively small area of the north east of the District including Kirdford, Loxwood and Wisborough Green.
- The nature of the housing markets and the potential for development within these sub areas differ markedly.
- House prices across the District have grown strongly since the 2008 recession at a similar rate to the regional average albeit at a higher level. Median house prices for different property types are shown in the table below from which it will be evident that most property types in Chichester are more expensive than regional comparators.

Median House Prices by Local Authority 2018 (Source: DCLG Live Tables)



- Chichester’s most recent Housing and Economic Development Assessment (HEDNA) undertook a number of tests of housing market affordability. Affordability ratios test the relationship between earnings and housing costs, this can be done using either a ‘workplace’ measure (incomes of those working in the District) or a residence based measure (using incomes of residents in the District). Calculating these ratios both at the lower quartile and at the median

provides an indication of the level of housing market affordability at different price points within the market.

- The HEDNA shows that housing market affordability has deteriorated since 2012.
 - The key analysis shows that median house prices stand at 13.1 times median earnings for those working in the District
 - At the lower quartile the ratio is 14.5 indicating severe affordability pressures for those seeking entry level housing.
- Rental costs in Chichester are slightly lower than the regional average but notably more expensive than the national average

Housing Tenure and Trends in Occupation

- A combination of deteriorating affordability and tighter lending criteria has inhibited households' ability to purchase homes since the recession. At a national level this has contributed to an increase in overcrowded and shared households, including where young people remain living with their parents for longer. This trend is replicated in Chichester and evidenced by an increase in over-occupied properties.
- This has been accompanied by strong growth in the private rented sector reflecting the lack of access to either social housing or owner occupation. Anecdotal experience suggests that many households including older adults and families with children now view private renting as a long term option, irrespective of the relatively insecure nature of the tenancies available.
- Conversely, Chichester has also seen a growth in under-occupied properties. Typically this is associated with older households living in family homes whose children have left home and relatively wealthy households purchasing larger homes.
- Second home ownership is also an important feature of the housing market especially in parts of the Manhood Peninsula and South Downs National Park. Across the District some 7% of properties are second homes.

The Need for Affordable Housing

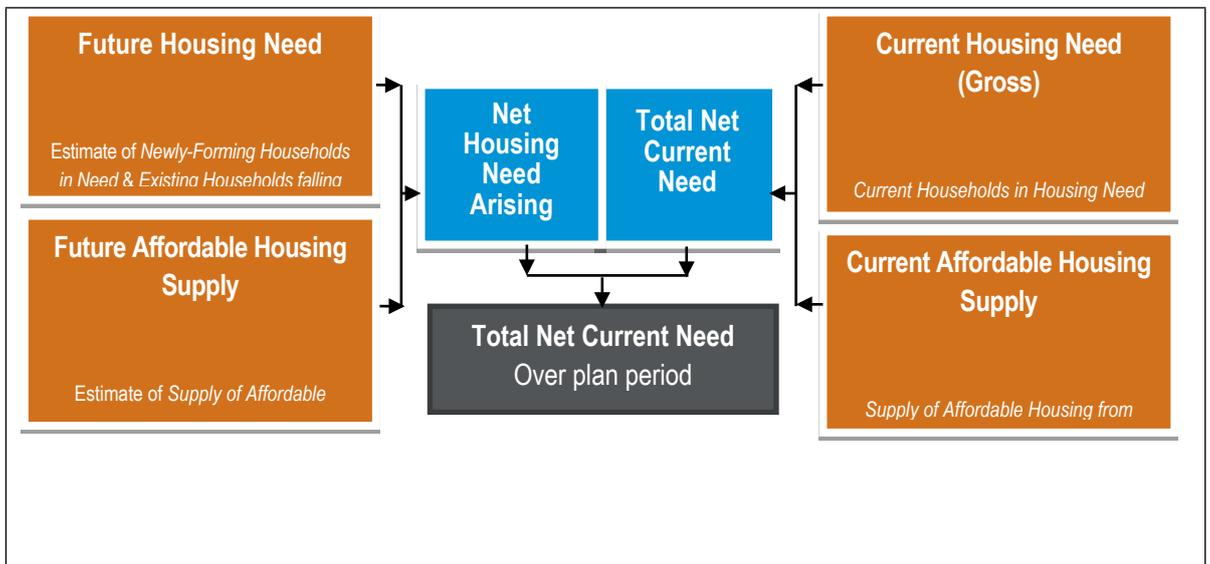
- The most straightforward measure of housing need is the local Housing Register. The Housing Register is administered by the Council and provides the portal through which applicants may 'bid' for vacant social housing properties. Applicants on the Housing Register are prioritised using a banding system which reflects nationally defined 'reasonable preference' criteria. The figures below show the number of applicants in the top three bands (A,B and C). All applicants within these bands are deemed to have current needs reflecting the fact that their existing accommodation is unsuitable.

Current Households on the Housing Register and 'in need' - by sub-area.

	Total in Need	% of households
Chichester City	189	35%
East- West Corridor	73	14%
Manhood Peninsula	125	23%
Plan Area North	23	4%
SDNP	131	24%
Chichester District	541	100%

Source Chichester Housing Register 2019

- Although useful as a 'sense check', the Housing Register has limitations as a proxy for estimating long term housing need. The Register will not reflect the needs of households who feel that their needs are never likely to be met through the social housing sector, nor those who cannot meet the eligibility criteria perhaps because they have savings or do not have sufficient 'local connection'. Chichester's draft HEDNA 2019 uses the nationally prescribed methodology to provide an indication of the need for new housing within the District which is used to inform the Local Plan. This approach produces a dynamic model of housing need which combines an estimate of existing need with forecasts of the number of households who will move into housing need during a given period as well as the supply from existing stock. As part of this process the HEDNA also suggests appropriate levels of new affordable housing that are required. A diagram of the approach used is shown below. At the time of writing the draft HEDNA is still being finalised and therefore there may be some changes to these figures. Any necessary updates will be undertaken once the HEDNA is finalised. Overview of affordable housing needs model: Source GL Hearn



The table below shows the estimated need for affordable housing (social and rented) by sub-area. The analysis is based on the lower quartile rented costs. This is because the income threshold for such housing is lower than for buying a home. For these purposes 'rental affordability' is assumed at a level where households spend no more than 31% of their total income on rent. The model shows a net need across the District for 348 additional social/affordable rented properties per year. This can be broken down into the geographical areas described earlier as shown below.

Estimated level of Social/Affordable Rented Housing Need per annum (Source: GL Hearn)

	Current need	Newly forming households	Existing households falling into need	Total Gross Need	Supply from existing stock	Net Need
Chichester City	16	115	62	193	96	97
East-West Corridor	9	80	24	113	39	74
Manhood Peninsula	14	82	24	120	36	84
Plan Area North	3	31	7	41	11	30
SDNP	13	75	49	137	75	62
Chichester District*	55	383	167	605	257	348

- Using a similar approach it is possible to provide a similar estimate of the need for affordable home ownership this is shown in the table below.
Estimated level of Affordable Home Ownership Need per annum (Source: GL Hearn)

	Current need	Newly forming households	Existing households falling into need	Total Gross Need	Supply (50% LQ +AHO resales)	Net Need
Chichester City	9	83	26	117	63	55
East-West Corridor	5	65	14	83	61	22
Manhood Peninsula	5	57	15	76	63	14
Plan Area North	1	21	3	24	18	6
SDNP	7	55	22	84	51	33
Chichester District	26	280	79	385	255	130

- The HEDNA analysis indicates a clear need for affordable housing. There is an identified need for 348 social affordable rented homes and 130 affordable home ownership properties per annum through to 2036. Separately the HEDNA identifies that in accordance with the Government’s standard methodology, the housing need for the plan area is 628 p.a. (if the plan is submitted after 14th July 2020). Together with the housing need, which is identified within the area of the district in the Southdowns National Park, of 125 dwellings p.a. this gives an overall housing need of 753 dwellings p.a.
- Turning to the CDC local plan area, the identified need for affordable housing of 478 dwellings p.a. as set out above. This is higher than the affordable housing policy requirement in the current Local Plan which seeks, subject to viability, 30% affordable housing on sites where there is a net increase of 11 or more dwellings and in all developments with a net increase of 6-10 dwellings in rural areas. Affordable housing quota levels for the forthcoming Local Plan are subject to review and have yet to be finalised.

Corporate Plan Objective: Provide Support for those that need it

Preventing homelessness is a fundamental priority for the Council because of the negative impacts which result from people losing their home. Homelessness is traumatic for those that experience it with negative effects on physical and mental health. The lack of settled accommodation can be particularly harmful to children for whom support networks and schooling may be disrupted. The consequences of dealing with homelessness also present significant challenges, both financial and logistical, for the District Council.

For most people homelessness involves moves between temporary accommodation or other insecure short term arrangements such as 'sofa surfing'. In extreme cases, for a relatively small number of adults, homelessness may involve sleeping rough. Sleeping rough is potentially dangerous; it destroys people's health and ruins lives. The Government's National Rough Sleeping Strategy aims to halve rough sleeping by 2022 and eliminate it by 2027, at a local level the Council is working with a range of partners towards this objective.

The lack of affordable rented accommodation in Chichester makes it especially hard for residents in housing need to secure alternative rented property. The impact of welfare reform since 2012 has made this even harder and in the current market very few privately rented homes are available at or below the Local Housing Allowance rate and are thus unaffordable for households who are on low incomes. The volume of homeless applications doubled between 2014 and 2018, when there were 265 applications. There has also been a significant reduction in funding for housing related support services which were previously commissioned by West Sussex County Council. This has resulted in service reductions and closures of some services from the Autumn of 2019. In Chichester this is affecting providers such as Stone Pillow as well as others providing specialist support to other vulnerable groups.

The Homelessness Reduction Act (HRA) which came into effect in 2018 resulted in significant new duties to assist anyone at risk of homelessness. This involves specific 'prevention' duties which are owed 56 days prior to homelessness and 'relief' duties beyond this.

To comply with the HRA, the Council has introduced a new system of recording activity which makes it hard to make comparisons with previous years. However the overall position suggests that the additional emphasis in this area is preventing an increase in homelessness that might otherwise have taken place. An analysis of the Council's performance under the HRA is provided in the Homelessness Review 2019.

Corporate Plan Objective: Ensuring Housing is fit for purpose and is used effectively

This theme embraces the general duty which the Council has to address poor housing standards in homes of all types and a more specific interest in the management and use of homes in the social sector with a view to ensuring that the use of these homes is optimised to meet local housing need; both now and in the future.

The Council has a general duty to review the condition of housing stock in the District and a specific responsibility to identify any hazards under the Housing Health and Safety Rating System (HHSRS). The Council's role is especially important in relation to the private rented sector where residents may find it harder to effect solutions to problems with their home. The links between poor housing conditions and health outcomes are well established. Housing risks contribute to poor health and avoidable demands on the NHS in a variety of ways, the most dramatic expression of which is the rate of excess winter mortality. Use of energy in homes is a significant source of CO2 emissions. Improving thermal efficiency of older homes through more efficient heating systems and better insulation can significantly reduce the carbon footprint of individual homes whilst addressing problems of fuel poverty and excess cold for low income residents.

Optimising the use of the District's social housing sector means that the sector can meet a wider range of needs and ultimately reduces the number of homeless households placed in temporary accommodation. The Council has an important role to play in making sure that vacant homes are allocated effectively and fairly in ways which meet needs and promotes sustainable communities. The Council's relationship with Hyde Housing is especially important. Hyde own over 6,000 rented homes in Chichester, three quarters of the District's social/affordable rented housing stock. This includes the Council's former stock of Council Housing. In some cases there may be issues regarding the long term suitability of some of these homes which may provide potential for stock rationalisation, regeneration and provision of new homes.

Corporate Plan Objective: Increase the supply of suitable housing in the right location

We need to make sure that the local housing market meets the needs and financial capacity of the District's residents. Improving the supply of affordable housing, by providing the right type of homes in the right places, supports the Council's overall objectives for a more sustainable community.

The relatively high cost of housing makes it harder for newly forming households to secure homes locally. This fuels a pattern in which younger, newly forming households and skilled graduates tend to leave Chichester for less expensive areas. This inhibits our economy and contributes to recruitment and retention issues for local employers.

The lack of affordable housing means that many families bring up children in insecure privately rented accommodation at relatively high rents. Families in such circumstances face a greater risk of becoming homeless and may then experience poorer outcomes in terms of health and educational attainment.

Increasing the supply of suitable housing in the right location requires a range of different approaches; it is not simply a question of numbers. Addressing changing demographic needs is one element of this. In an area as geographically diverse as Chichester there are also specific rural housing needs. Effective partnership working with the South Downs National Park Authority as the Planning Authority for much of the rural area to the north of Chichester is critical.

Conclusion

The preceding issues identified have been the determinants of the following action plan which provides a summary of the proposed actions divided into the three corporate priorities with each of the eight long term objectives.

The eight objectives were identified following a public consultation and the detailed action plan has been consulted upon with all key stakeholders and partners.

The action plan will be a working document over the term of the strategy which may change subject to the local and national context.

Corporate Plan Objective: Provide Support for those that need it:
Our strategy to prevent homelessness and rough sleeping

Housing Strategy Objectives	Action Plan
<p>1. Prevent homelessness through early intervention and support</p> <p>Where are we now?</p> <ul style="list-style-type: none"> - The main causes of homelessness in Chichester: Loss of accommodation with Friends and Family, Relationship Breakdown and loss of private tenancies. - Declining affordability, access to private renting and welfare reform combine to make it harder for younger and newly forming households to secure suitable accommodation. - From 2019 a number of housing support services commissioned by WSCC have been reduced or decommissioned. <p>Where do we want to get to?</p> <ul style="list-style-type: none"> - A key aspect of the Homelessness Reduction Act is the ‘Duty to Refer’ which is designed to improve the way agencies identify and engage with households at risk at an earlier stage. To compliment this we aim to build on links which have been built up with statutory agencies in the health and social care sector in order to improve outcomes for service users. - Working alongside many of the same partners we aim to mitigate the reduction in commissioning of housing related support. Our aim will be to map where the most serious risks will arise and find creative ways of managing this, building on strength based approach. This will be reflected in new services to be jointly commissioned with WSCC and other District and Borough Councils during 2020. - Access to private rented accommodation is one of the key ways in which homelessness can be prevented. We want to extend opportunities for potentially homeless households with private landlords wherever possible, including through the Council’s Homefinder scheme. 	<p>1.1 Support residents to access welfare benefits</p> <ul style="list-style-type: none"> - Optimise use of Discretionary Housing Payments to meet shortfalls between housing benefit and rent in appropriate cases. - Proactive approach and early identification of households where welfare reform may impact on housing affordability. - Specialist role of housing welfare officer providing targeted intervention for households at risk. <p>1.2 Building networks to support residents ‘at risk’</p> <ul style="list-style-type: none"> - Strengthen links to the NHS mental health and acute services, especially where residents are at risk of homelessness at discharge. - Extend access to housing advice via the Chichester Foodbank. - Develop the role of CDC’s Social Prescribing initiative to identify and support residents facing housing related risks. <p>1.3 Embedding the Homelessness Reduction Act</p> <ul style="list-style-type: none"> - Making the Duty to refer work better through training and improved liaison with key statutory partners. - Mitigating the loss of Housing Related Support services: Joint Commissioning Pathways from Homelessness service targeting ‘at risk’ groups e.g. Offenders, Vulnerable adults, victims of Domestic Abuse and young people.

<p>Benchmark Measure:</p> <ul style="list-style-type: none"> - % of successful interventions under the HRA Prevention Duty - % of successful interventions under the HRA Relief Duty 	<p>1.4 Support to access different housing options</p> <ul style="list-style-type: none"> - Use the Homefinder & Rent Deposit scheme to help residents secure privately rented accommodation. - Use the Homelessness Prevention Fund to provide discretionary assistance to help residents avoid homelessness.
<p>2. Reduce the number of households placed into Bed and Breakfast; especially into accommodation which is non self-contained or outside of the District</p> <p>Where are we now?</p> <ul style="list-style-type: none"> - The Council owns 51 flats which provide the principal source of temporary accommodation for homeless households who require placement. - These flats are directly managed by the Council and support is offered to assist residents who might struggle to maintain a tenancy. - Placements in emergency ‘nightly paid’ accommodation are sometimes necessary where no other suitable alternatives exist. Unfortunately the number of these placements has increased from 35 to 87 in the last five years. This reflects greater pressure in the temporary accommodation market with falling supply and rising demand from local authorities including London Boroughs. - In 2019 the Council agreed a new protocol on ‘Out of Area’ placements and is preparing to increase the amount of Council owned temporary accommodation to provide a better long term solution for this need. <p>Where do we want to get to?</p> <ul style="list-style-type: none"> - We aim to ensure that, as far as possible, we use temporary accommodation which is local and self-contained with the capacity to support households experiencing homelessness. - Using commercial ‘nightly paid’ accommodation represents a poor use of public money which we wish to minimise. - We want to ensure that homeless households do not lose access to 	<p>2.1 Providing an effective source of temporary and emergency accommodation</p> <ul style="list-style-type: none"> - By providing a tenancy sustainment offer to residents in CDC’s temporary accommodation we aim to help residents to take on and sustain their own accommodation. <p>2.2 Investment in additional provision of temporary accommodation</p> <ul style="list-style-type: none"> - We have acquired a new site at Freeland Close which will provide a further 17 new units of temporary accommodation which CDC will own and manage. <p>2.3 Increasing access to other housing options</p> <ul style="list-style-type: none"> - Support for new development of affordable housing which is accessible to households at risk of homelessness. - Giving homeless households reasonable priority to bid for social housing through the Homemove system for the allocation of social housing. - Facilitate provision of basic furniture packs for homeless households through an arrangement with Stone Pillow.

<p>existing social and support networks if placed in temporary accommodation.</p> <ul style="list-style-type: none"> - Maintain our existing service at Westward House and provide new built accommodation at a newly acquired site at Freeland Close. <p>Benchmark Measure: No. of placements of families with children or pregnant women which are outside Chichester/non self-contained.</p>	
<p>3. Tackle Rough Sleeping</p> <p>Where are we now?</p> <ul style="list-style-type: none"> - Chichester’s city centre is one of a number of rough sleeping ‘hot spots’ within West Sussex. Monthly reviews of the numbers of rough sleepers vary but the overall trend over the past five years is upward. The last official count undertaken indicated 31 rough sleepers, which is the highest for several years. - The Council is actively involved in a range of initiatives to prevent rough sleeping. This includes the co-ordination of monthly Rough Sleeper Panel, commission a Severe Weather Emergency Provision, employment of a specialist Outreach worker. - Rough sleeping is not just about housing and the Council supports a partnership approach with other stakeholders in the statutory and voluntary sector to meet the wider needs of rough sleepers many of whom have complex needs. - The Council has worked with partners across West Sussex to take advantage of various government funding initiatives to address rough sleeping. Although this has been successful, the short term nature of most of these schemes is resource intensive and inhibits long term planning by delivery partners. <p>Where do we want to get to?</p> <ul style="list-style-type: none"> - Ultimately the aim must be to eliminate rough sleeping. This will require long term partnership approaches which enable those at risk of rough 	<p>3.1 Providing targeted intervention and support</p> <ul style="list-style-type: none"> - Multi-agency approach to provide a co-ordinated response & improve the collation of information about individual rough sleepers. - CDC Outreach worker’s role: identifying individuals and co-ordinating action and engagement with different agencies. <p>3.2 Building effective partnerships across a range of agencies</p> <ul style="list-style-type: none"> - Hospital Admission Reduction Pathway (HARP): will provide additional support both within the NHS and at street level following a successful bid to Public Health England, this will commence in February 2020. - Rough Sleeper Initiative partnership: support for ‘Navigator’ and Supported Lettings Officer role to support users to engage with services and into accommodation. - Stone Pillow partnership: role of the Hub (Day Centre) and scope for additional move on accommodation. - Working with other voluntary agencies through the Chichester City Homelessness Forum. <p>3.3 Engage public in ways of providing constructive assistance</p> <ul style="list-style-type: none"> - Developing scope for charitable activity via ‘Diverted Giving’ e.g. Greater Change. <p>3.4 Mitigating the most harmful consequences of Rough Sleeping</p>

<p>sleeping to get the support they need.</p> <ul style="list-style-type: none"> - Develop partnerships to mitigate some of the most harmful impacts of rough sleeping; both for individuals and for the community. - Engage the public in supporting constructive ways of providing help to vulnerable rough sleepers. <p>Benchmark Measure: Annual rough sleeper count</p>	<ul style="list-style-type: none"> - Severe weather provision, Winter Provision and assessment beds. - Day services from StonePillow’s Chichester Hub. - Action plan with partner agencies to minimise anti-social behaviour associated with rough sleeping and limit impact on City Centre businesses. <p>3.5 Improving access to ‘move on’ accommodation for single homeless adults</p> <ul style="list-style-type: none"> - Make sure hostel residents are not disadvantaged from bidding through the Homemove system. - Seek opportunities to increase the stock of supported move on accommodation.
---	--

**Corporate Plan Objective: Ensuring Housing is fit for purpose and is used effectively:
Our Strategy for Private Sector Renewal and the future use of the Social Rented Sector**

Housing Strategy Objectives	Action Plan
<p>4. Maintain and improve the condition of housing in the District</p> <p>Where are we now?</p> <ul style="list-style-type: none"> - 1,844 or 22% of the District’s privately rented homes had Category 1 hazards under the Housing Health and Safety Rating System (HHRS). Such hazards are deemed likely to have an adverse effect on residents’ health and safety. - 14% of privately owned homes have a Category 1 hazard for excess cold. This is twice the rate for England as a whole. - Privately owned homes in the District tend to be less energy efficient than the average for England. The Standard Assessment Procedure (SAP) assesses domestic energy efficiency on a scale of 0 (worst)-100 (best). The English average for privately owned homes is 55, whereas equivalent figures for Chichester show indicate rates of 51 for owner-occupied homes and 49 for the private rented sector. - In 2017/18 there were 176 excess winter deaths in the District. Although in line with the English average this nonetheless gives cause for concern. - The propensity for disrepair and Category 1 Housing Risks in the privately rented accommodation is higher than in other types of housing - A growing number of households, 15% of all households in the District, now live in privately rented homes. Besides an increased student population, this includes a growing number of families with children and older people who rely on private renting <p>Where do we want to get to?</p> <ul style="list-style-type: none"> - The government has acknowledged that local authorities require more powers to enforce against rogue landlords and tenants need increased redress against such landlords, consequently increased enforcement tools 	<p>4.1 Private Rented Sector:</p> <ul style="list-style-type: none"> - Assistance provided to encourage landlords to bring property up to accreditation standard and empty properties back into use. - Expansion of the Landlord Accreditation Scheme to reach more private rented properties and revision of current financial assistance policy used to determine eligibility. - Introduction of a new Enforcement Policy to address poor standards. <p>4.2 Home Repair Assistance:</p> <ul style="list-style-type: none"> - Reducing the level of hazards in the private housing stock. - Review ceiling for assistance. - Review range of scheme to incorporate wider range of works criteria. <p>4.3 Chichester Warm Homes Initiative: Addressing fuel poverty and excess cold in private housing:</p> <ul style="list-style-type: none"> - Rebrand and Re-Launch of the Warm Homes Initiative. - Review eligibility criteria through revisions to the Financial Assistance Policy. - Review ceiling on assistance provided. <p>4.4 Disabled Adaptations</p> <ul style="list-style-type: none"> - The Council’s budget for Disabled Facility Grants (DFGs) has significantly increased in recent years, over and above that required for mandatory grants.

<p>have been introduced.</p> <ul style="list-style-type: none"> - Effective enforcement measures are in place to address poor housing standards. - Improved identification of those most at risk through wider promotion of the Chichester Warm Homes Initiative. - Partnership working across a range of stakeholders to make 'every contact count'. - Adoption of a Countywide approach to Disabled Adaptations allowing for more flexible use of funding to meet residents' needs and avoiding delayed discharges from hospital. This will include adaptations, relocation or even extension of homes. - Ensure that the four major forms of assistance are based on relevant and appropriate criteria and are accessible to those in greatest need. <p>Benchmark Measure: No. of homes that have been improved via renewal activity or adaptations.</p>	<ul style="list-style-type: none"> - Consequently a countywide Discretionary DFG Policy is being developed across West Sussex which is expected to be introduced in 2020. - We will introduce fast track procedures for minor adaptations and broadening the use of DFGs. <p>4.5 Monitoring the Condition of the Private Housing Stock</p> <ul style="list-style-type: none"> - We plan to commission a housing stock condition modelling survey and private rented sector identification project in conjunction with several local authority partners which will aid us to appropriately direct our future resources.
<p>5. Optimise the use of social rented housing in the District Where are we now?</p> <ul style="list-style-type: none"> - Registered Providers own some 8,000 rented homes in the District which, in the main, are allocated to applicants through the Council's Housing Register via the Homemove choice based lettings scheme. - Nomination agreements with Registered Providers are designed to ensure that social housing is allocated fairly and meets locally defined needs. In rural areas this means giving priority to applicants with local connections. - Hyde Housing has undertaken a major review of its stock in Chichester. Much of this stock is ageing and will require investment to meet the standards which future residents will expect and government regulation will be expected to require. This is already true of some types of property for which there is limited demand. Over the long term the approach to this may involve significant investment in estate based regeneration schemes. 	<p>5.1 Review and revise the housing allocations scheme and Choice Based Lettings (CBL) process</p> <ul style="list-style-type: none"> - Reviewing current income and savings eligibility thresholds. - Review criteria used for eligibility and local connection. - Complete the transition of the Homemove Lettings system to a new provider. <p>5.2 Collaborate with Hyde on a long term strategy for the future of their Chichester housing portfolio</p> <ul style="list-style-type: none"> - Identify areas where regeneration can optimise the use value of the stock to local residents. - Where and if, necessary revise the stock transfer agreement with Hyde to facilitate long term regeneration opportunities and future commitment. - Agree protocols for stock rationalisation or regeneration

<p>Where do we want to get to?</p> <ul style="list-style-type: none"> - Ensure the Social Housing allocation process is seen to be fair, transparent and promotes the efficient use of the limited stock of homes; for example by improving mobility and reducing ‘under occupation’. - Social housing in the District is well maintained and meets contemporary needs, and in the future will meet carbon reduction target standards. - The Council’s stock transfer agreement with Hyde will expire in 2031. We wish to explore the scope to review this agreement in ways which facilitate new investment by Hyde in areas where they own existing housing or land. <p>Benchmark Measure: Secure substantive progress through collaboration with Hyde Housing</p>	<p>where disposal or redevelopment may provide a better means of meeting long term needs.</p> <p>5.3 Ensure effective engagement with all affordable housing providers:</p> <ul style="list-style-type: none"> - Build links with Almshouses and charitable housing providers. - Maintain relationships with Registered Providers and Community Land Trusts through our forums. <p>5.4 Revise the 2013 Tenancy Strategy</p> <ul style="list-style-type: none"> - Setting out guidelines for the use of fixed term tenancies by Registered Providers.
---	---

Corporate Plan Objective: Increase the supply of suitable housing in the right location

Our strategy for the provision of affordable housing

	Housing Strategy Objectives	Action Plan
	<p>6. Deliver 1000 new affordable homes by 2025.</p> <p>NB This includes anticipated delivery during 2019/20 and five following years, and applies to the Chichester District Area i.e. including the part of the District which is within the South Downs National Park. It equates to an average of 167 additional homes p.a.</p> <p>Where are we now?</p> <ul style="list-style-type: none"> - CDC’s capacity to both increase and vary the mix of affordable housing is heavily constrained by development viability. Homes England funding isn’t available for planning ‘quota’ sites and the Council has limited ability to determine how the required affordable housing is brought forward. In some cases this involves reliance on ‘for profit’ providers. - Since 2011 government housing policy has placed increasing emphasis on the extension of home ownership and until recently, funding for new rented development has focused on delivering homes at ‘affordable’ rather than ‘social’ rents; the former being linked to market prices rather than local earnings. - CDC’s current approach to the provision of new affordable housing is based on partnership working with RPs: however different approaches to delivery, including the potential for a locally owned housing company are under consideration. In addition to negotiating new affordable housing through quotas on larger market sites, CDC aims to enable new provision through the use of rural exception sites, grant funding and support for the development of 100% affordable housing schemes by Registered Providers. - The actual average number of affordable housing completions achieved over the last five years was 183. This exceeded the target of 140 which had been set. The revised target of 167 p.a. remains some way below the theoretical need established in the latest Housing and Economic 	<p>6.1 Delivery of new affordable housing</p> <ul style="list-style-type: none"> - Bringing forward quantum of new development on strategic sites including Tangmere, Shopwyke, Westhampnett, West of Chichester and the Southern Gateway. - Prioritising the provision of affordable housing as part of the redevelopment of the Portfield FC site which is owned by CDC. - Use commuted sums to bring forward new affordable housing, currently approximately £1m is available to support suitable schemes. <p>6.2 Implementing an effective affordable housing planning policy</p> <ul style="list-style-type: none"> - Review current policy approach in light of recent market intelligence: 2019 Housing and Economic Development Appraisal (HEDNA). - Working with the SDNPA to support the implementation of their planning policy to boost provision of new affordable homes in the national park. <p>6.3 Evaluate performance of current home ownership models in light of affordability and contribution to need</p> <ul style="list-style-type: none"> - Appraise the suitability of different home ownership models; discounted sales, shared ownership. - Review requirements re: tenure mix affordable rent/home ownership as informed by the 2019 HEDNA. <p>6.4 Review current approach to affordable housing delivery</p> <ul style="list-style-type: none"> - Explore potential for alternative delivery models for affordable housing which might include the potential for establishing a local housing company directly

	<p>Development Appraisal (HEDNA) but is considered realistic given anticipated levels of development, viability and the potential to enable RP developments.</p> <ul style="list-style-type: none"> - Affordable housing is also a key priority for the South Downs National Park Authority which is the planning authority for much of the northern part of the District. The South Downs Plan which was adopted in 2019 seeks to deliver a step change in the delivery of affordable housing in the National Park and CDC works closely with the SDNPA to facilitate this and the target figure mentioned above relates to the whole of Chichester District, including the area which falls within the National Park. <p>Where do we want to get to:</p> <ul style="list-style-type: none"> - A more balanced housing market with a wider range of options for households in local employment at or below median earnings. - A range of delivery options with the capacity to respond to different needs and opportunities. - A stronger emphasis on social rented units within the mix of new affordable homes supported by use of strategic funding from Homes England. <p>Benchmark Measure: No. of affordable housing completions, target = 1,000 by 2025 (average = 167 p.a.)</p>	accountable to CDC.
	<p>7. Increase capacity to meet rural housing needs through ‘Community Led’ housing initiatives</p> <p>Where are we now?</p> <ul style="list-style-type: none"> - Sustainability of villages and rural communities across the District is threatened by the lack of affordable housing. Local housing is frequently out of reach of those in local employment with significant numbers of homes occupied by retired households, second home owners or those who work outside the District. - Development of new affordable housing is challenging partly due to constraints on new development and lack of sites, also because of the 	<p>7.1 Support local research to provide a clear picture of the extent of local housing need within rural communities</p> <ul style="list-style-type: none"> - Deliver Housing Needs surveys where appropriate and feed into local Neighbourhood Plans. <p>7.2 Make Effective use of the Community Led Housing Fund</p> <ul style="list-style-type: none"> - £1.3m has been made available within the District to be used to support capacity building, identification of sites and feasibility studies for the development of affordable housing via Community Groups. <p>7.3 Establish a sustainable source of support for local Community Led Housing groups</p>

<p>difficulty of attracting Registered Providers to deliver small developments.</p> <ul style="list-style-type: none"> - Community led housing schemes are seen as a pragmatic and effective response to bring forward new affordable housing development in rural communities. - CDC has established a dedicated role to support this and several groups have been established. <p>Where do we want to get to?</p> <ul style="list-style-type: none"> - The level of new housing delivery from the community led sector in the UK is much lower than in comparable countries in Europe or North America where several per cent of overall housebuilding is not unusual. - We wish to foster a growing network of community based providers with the appetite and capacity to identify and deliver new homes where there is a proven need. - Although progress is expected to be slow and numbers small we aspire Chichester to be seen as an exemplar of best practice in Community Led Housing. <p>Benchmark Measure: No. of active community led housing partners, pipeline of schemes in progress.</p>	<ul style="list-style-type: none"> - Provide training and networking opportunities for existing and emerging groups. - Use dedicated funding to subsidise and build capacity within the sector.
<p>8. Address the needs of increasing number of households who require specialised housing</p> <p>Where are we now?</p> <ul style="list-style-type: none"> - WSCC's Adult Social Care strategy 2019-21 highlights that within the next 20 years the number of people aged 65 and over living in West Sussex will increase by more than 100,000. People aged 85 and over will make up a third of this increase. The strategy focusses on increasing independence and helping people to help themselves. - Although there are two existing extra care housing (ECH) schemes in Chichester District, Leaholme in Chichester, and Lapwing Court in Selsey, there is still by the available measures, an undersupply of ECH and therefore room for further development in Chichester District. Chichester District covers a large geographical area, and there may be demand for two schemes of 60 homes each, in the timescale of this strategy. 	<p>8.1 Support development of new extra care housing (ECH)</p> <ul style="list-style-type: none"> - Identify an appropriate site for additional ECH - Work with WSCC to support the development of a partnership with the capacity to deliver ECH scheme <p>8.2 Undertake an appraisal of the needs for other kinds of specialised accommodation</p> <ul style="list-style-type: none"> - Explore potential with WSCC/NHS partners to support specialist housing provision which reduces reliance on high dependency care settings - Potentially ECH can offer an all age housing solution so ideally barriers (such as aged over 55) should be removed from the criteria for this type of housing going forward.

<p>-</p> <p>Where do we want to get to?</p> <ul style="list-style-type: none">- Supporting working-age adults who have care and support needs to be as independent as possible is equally important. ECH can again contribute to meeting the housing and care requirements of some of these adults.- As well as providing an attractive option for those requiring Care and Support, ECH can provide the incentive to move home, for those occupying larger family sized affordable homes, who need care. This can result in a better use of housing stock and may if developed and used wisely contribute towards meeting Objective 5 of the Strategy: Using the Districts affordable housing as effectively as possible. <p>Benchmark Measure: Progress on delivery of specialised housing</p>	
---	--

Glossary and Background Sources

Affordable Housing: housing for sale or rent, including social housing, for those whose needs are not met by the market.

Almshouses: Accommodation provided by charitable providers and let exclusively to residents in accordance with the charity's purpose.

Choice Based Lettings: a lettings system for social housing which gives applicants the opportunity to bid for properties which they would like to be offered.

Community Land Trust: a non-profit organisation for the ownership and/or management of assets such as housing for the benefit of the local community.

Disabled Facility Grant: a means tested system of grants to provide residential adaptations for people with disabilities.

Diverted Giving: a charitable giving scheme which encourage members of the public to support rough sleepers through indirect financial contributions, rather than giving cash to individuals.

Excess Winter Mortality: the difference between the number of deaths in the four 'winter' months (December to March) and the average of the numbers of deaths in the rest of the year.

Green Paper: a consultation document produced by the Government.

Homefinder: a Chichester District Council scheme to assist residents into privately rented accommodation.

Homelessness Reduction Act 2017: An Act of Parliament which creates new duties for local authorities to manage and prevent the incidence of homelessness in their areas.

Housing Health and Safety Rating System: a risk based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from deficiencies identified in dwellings.

Housing Register: a statutorily defined system which local authorities use to define eligibility and priority for the allocation of social housing.

Local Housing Allowance: a scheme applicable in the private rented sector, which limits the maximum amount of Housing Benefit or the Housing Cost Element of Universal Credit to an applicable rate, based on household size and Broad Market Rental Area.

Local Plan: a plan that sets out detailed policies and specific proposals for the development and use of land in a local district.

National Planning Policy Framework: a framework that sets out the Government's planning policies for England and how these are expected to be applied.

Private Sector Renewal: publicly supported initiatives which are designed to address poor housing standards in the privately owned housing.

Registered Provider: a landlord that is registered with the Regulator of Social Housing, this includes private registered providers such as housing associations.

Severe Weather Emergency Provision: temporary arrangements through which local authorities or partners establish emergency overnight accommodation for use by rough sleepers.

Shared ownership: an affordable home ownership scheme that allows residents to purchase a share of a property and then pay a subsidised rent on the remaining share.

White Paper: a policy document produced by the government that sets out proposals for future legislation.

Background Sources

- Chichester District Council: Homelessness Review 2019
- Chichester District Council: Tenancy Strategy 2020-25
- Chichester District Council: draft Housing and Economic Development Appraisal 2020 (not yet published)

This page is intentionally left blank

Senior Staff Pay Policy Statement Report – Appendix A



Chichester District Council Senior Staff Pay Policy Statement

This statement was approved by Cabinet on the x.

1. In line with the requirement to publish an annual policy statement for Chief Officers this statement outlines the Council's approach to senior staff pay. The statement includes reference to the relationship and ratio between the pay for the highest paid staff and the lowest paid staff in the Council. This statement is effective from the 1st April 2020.
2. The attached Appendices to this statement contain Council policies and other documents that determine elements of senior officer rewards and remuneration.
3. The Localism Act 2011(The Act) seeks to examine the pay and benefits of statutory and non-statutory Chief Officers and senior staff immediately reporting to them.
4. This statement focuses on the items and obligations outlined in chapter 8 of the Act.
5. The Council has six Chief Officers in terms of the Act, comprising the Chief Executive, four Directors including the Section 151 Officer, and the Monitoring Officer. The Chief Executive and Directors are paid in line with pay awards determined by the Joint Negotiating Committee (JNC) for Chief Executives and JNC for Chief Officers of Local Authorities as applicable. With the exception of apprentices on an official apprenticeship course, all other staff in the Council are paid in line with National Joint Council for Local Government Services (NJC) pay awards. Base salaries for all NJC staff are decided by the Hay grading system (see section 8 below) however this does not include Chichester Contract Services (CCS) which is not part of NJC.
6. The lowest paid NJC member of staff is paid Salary Point A1, £9.00 per hour minimum, which is £17,364 p/a*, and the highest paid member of staff (the Chief Executive) is paid within 10 times this amount at £63.05 per hour which is £121,649 p/a. The Chief Executive's pay has been within this 10 times multiple over the last 10 years. In 2010 the Chief Executive earned a total of £59.86 per hour which was £115,488 (inclusive of £5,712 p/a car allowance). This compared to the lowest paid NJC staff member who earned £6.2951 per hour (£12,145 p/a). The Council considers this a reasonable and justifiable

ratio to maintain. The ratio between the median paid employee of the Council at £23,644 p/a and the Chief Executive's salary is 5.14

**figures exclude the National Employers (NJC) pay offer for April 2020 as not yet agreed*

7. The four Directors below Chief Executive are paid on the basis of comparative salary data for local authority chief officers of similar sized councils in this region and advice from Hay Group reward consultants. Directors do not receive a separate car allowance. Their salaries increase in line with JNC awards for Chief Officers.
8. Staff, other than the Chief Executive and Directors, are graded in line with the Hay Job Evaluation scheme. A new grading structure developed by the Council in conjunction with Hay reward consultants applied from the 1st April 2019 and embraces 10 grades from A to J incorporating a salary range starting at £9.00 per hour minimum (£17,364 p/a) rising to £32.59 per hour (£62,867 p/a) and a spinal column range starting at A1 and rising to J3*. Every grade consists of 3 steps (spinal points). Future spinal point progression within grades is subject to staff demonstrating a consistently good standard of job performance as documented by the appraisal process. .
**figures exclude the National Employers (NJC) pay offer for April 2020 as not yet agreed*
9. In order to ensure that pay equality is maintained across the Council, particularly for staff with a Protected Characteristic as defined by the Equality Act, the Council regularly produces reports reviewing and analysing equalities data.
10. The Council currently have 21 staff that fall under the Act's definition of senior staff and their direct reportees. Of these 13 are female. This group currently constitutes the Chief Executive, four Directors including the Section 151 Officer (Director of Corporate Services), the Monitoring Officer (Democratic Services Divisional Manager) and senior officers who report to any of the aforementioned (see Appendix 1, Chief Officers and Deputies Pay & Benefits Schedule).
11. Staff on any grade may be awarded an Honorarium payment (see criteria shown in Appendix 4). The Section 151 Officer and Deputy and Monitoring Officer and Deputy receive additional statutory officer responsibility allowances.
12. Payments made to staff working during local, parliamentary and other elections or a national referendum are made in line with the pay scales set by the Electoral Commission and applied equally to all staff irrespective of their grade.
13. Premia payments are paid in response to market forces and are paid as market supplements. A Premia payment can be paid to staff at any grade if there is clear evidence that without it suitable staff cannot be recruited and / or retained for a given post. Once a Premia payment has been allocated it does

not increase in line with pay awards. All Premia payments are reviewed every two years.

14. The Chief Executive and 4 Directors are not entitled to any performance related payments or bonuses. The Council may, however, make performance related payments to some other staff in the year 2020/2021 or honoraria in accordance with its approved scheme.
15. The Council operates one car allowance scheme which is the Essential User scheme.
16. The Council will normally pay one professional subscription per staff member on an annual basis if membership of the professional body concerned is either a pre-requisite of the job or viewed as necessary to fulfill the role. Exceptionally however more than one may be paid where the role justifies this and membership of the professional body is judged as being integral to the job. This must be agreed by the staff member's line manager in each case.
17. Where appropriate senior staff, in the same way as other Council employee's, may be offered the opportunity to undertake relevant professional qualification training where there is a strong business case for doing this (see Appendix 9).
18. When senior staff are recruited they will be paid at a rate commensurate with the agreed rate for the job and wherever possible they will commence on the first spinal column point of the grade for the post where a pay grade applies. Rarely however a market supplement (Premia payment) may be paid with Senior Leadership Team approval, if it is necessary to secure the appointment (see section 13 above). The provisions of the Relocation Package are potentially available to staff at all grades and those of the Assisted House Purchase Scheme to staff on grade F and above. Where the overall remuneration package of the officer is over £100,000, approval will always be subject to agreement by Full Council.
19. On termination, redundancy payments and any discretion exercised in relation to retirement or redundancy will be paid in line with the LGPS & Early Termination of Employment Discretions Policy that applies equally to staff at all grades. Where the overall severance costs are over £100,000 approval of the employment termination will always be subject to approval by Full Council. Where this applies all components making up the total severance costs will be set out clearly in the report provided to Members.
20. This statement explains the Council's policy on staff remuneration, particularly for staff categorised as senior staff. The statement will be updated annually but may be amended during the year, with agreement by Council, if the need arises.

Appendices

1. Chief Officers and Deputies Pay & Benefits Schedule

2. Salary tables for grades A to J
3. Hay Job Evaluation process – summary
4. Honorarium Payments criteria
5. Car Allowance Table (Essential User scheme)
6. Relocation Policy
7. Assisted House Purchase Scheme
8. LGPS & Early Termination of Employment Discretions Policy
9. Training & Development Policy section 11 Qualification Training

Chief Officers & Deputies Pay & Benefits Schedule for 1st April 2020

Job Title <i>(full-time unless hours shown)</i>	Salary	Car Allowance	Responsibility Allowance/ Market Supplement	Total
Chief Executive	121,649			121,649
Director of Corporate Services	85,000		5,423	90,423
Director of Planning and the Environment	85,000			85,000
Director of Housing and Communities	85,000			85,000
Director of Growth and Place Services	85,000			85,000
Business Support Divisional Manager	60,955			60,955
Communications, Licensing & Events Divisional Manager	55,167			55,167
Communities Divisional Manager	53,263			53,263
Contract Services Divisional Manager	62,867			62,867
County Adaptations	55,167		1	55,167

Manager				
Culture & Sport Divisional Manager	50,593			50,593
Democratic Services Divisional Manager	62,867		5,254	68,121
Development Management Divisional Manager	60,955		6,000	66,955
Environmental Protection Divisional Manager	55,167			55,167
Financial Services Divisional Manager	62,867		2,739	65,605
Housing Services Divisional Manager	60,955			60,955
Place Divisional Manager	55,167			55,167
Planning Policy Divisional Manager	60,955		6,000	66,955
Principal Solicitor	54,904		2,627	57,531
Property & Growth Divisional Manager	60,955			60,955
Revenues & Benefits Divisional Manager	55,167			55,167

Excludes for all posts any National Employers (NJC) and JNC for Chief Executives and JNC for Chief Officers pay offers for April 2020 as not yet agreed.

This page is intentionally left blank

Senior Staff Pay Policy Statement – Appendix 5

Appendix 5 – Car Allowances Table – April 2020

Monthly Cash Alternative or Essential User Payments – new appointments		
	Gross Monthly Amount Payable	Mileage Rate (pence per mile)
Chief Executive	Nil	46.9p
Chief Officers (Directors)	Nil	46.9p
Grades 10 - 12	Nil	46.9p
Grade 9	Nil	46.9p
Essential Users	£103.25	46.9p

This page is intentionally left blank



RELOCATION PACKAGE

REMOVAL AND DISTURBANCE ALLOWANCES

Expenses	Allowances for Approved Expenses
1. Removal of Furniture and Effects (including insurance of goods in transit)	100%
2. (a) Sale of Residence Legal, house agent's and mortgage redemption fees (b) Purchase of Residence Legal, mortgage and survey fee	} Up to a maximum of £4,520 (exclusive of VAT)
(c) Purchase of Residence Only Legal, mortgage and survey fee	Up to a maximum of £2,259 (exclusive of VAT) payable in Special Circumstances only . Subject to approval in advance by the HR Manager in consultation with the appropriate Divisional Manager.
3. Disturbance Allowance Alteration or replacement of curtains, carpets etc.	Up to £1,098 (exclusive of VAT)
4. Lodging Allowances etc	Up to £138 per week for a period not exceeding six months. Plus standard Class rail fare from Chichester to home every second week.
5. Travelling Allowance Under special circumstances to be agreed by the HR Manager and the relevant Divisional Manager, a travelling allowance of up to £110.00 per week may be payable in lieu of lodging allowance for a maximum of six months.	

Conditions

The total allowance paid to any officer shall not exceed £7,877 (exclusive of lodging allowance, rail fare, travelling allowance and VAT).

For item 1, three competitive quotations to be sought with the lowest being selected. The officer is entitled to choose other than the lowest contractor if he pays the difference in cost. For item 3, receipted accounts to be produced.

The HR Manager/HR Officer, to examine all receipts and quotations prior to authorising reimbursement.

NB: If the officer leaves the service of the Council before the expiry of three years, the following recoupment scales apply*:

Length of Stay	Recoupment
• Up to and including 12 months	100%
• 13 to 24 months	66%
• 25 to 36 months	33%

*the Director of Corporate Services may review special cases in extenuating circumstances

The application of the Scheme (which may be applied in whole or in part) is subject to **prior approval** by the HR Manager **in consultation** with the relevant Divisional Manager.

NB: ALL AMOUNTS ARE EXCLUSIVE OF VAT

These amounts will be adjusted annually in April in line with the Consumer Process Index (CPI).

This scheme is applied regardless as to whether the applicant benefits from the **restricted** Assisted House Purchase Scheme.

If you presently live more than 25 miles away from the office where this vacancy is based the Council will consider offering a relocation package to assist you in moving to the area. To obtain support under the scheme you would normally need to move to a location within a 15 mile radius or half hour travelling distance of your new office base.

The above information is a broad guide to the Removals Scheme and is subject to interpretation by the HR Manager, and any enquiries relating to this scheme should be directed to the HR Manager.

At management's discretion the Relocation Package may still be offered to a new staff member if requested for up to 12 months after their start date if budget remains available.

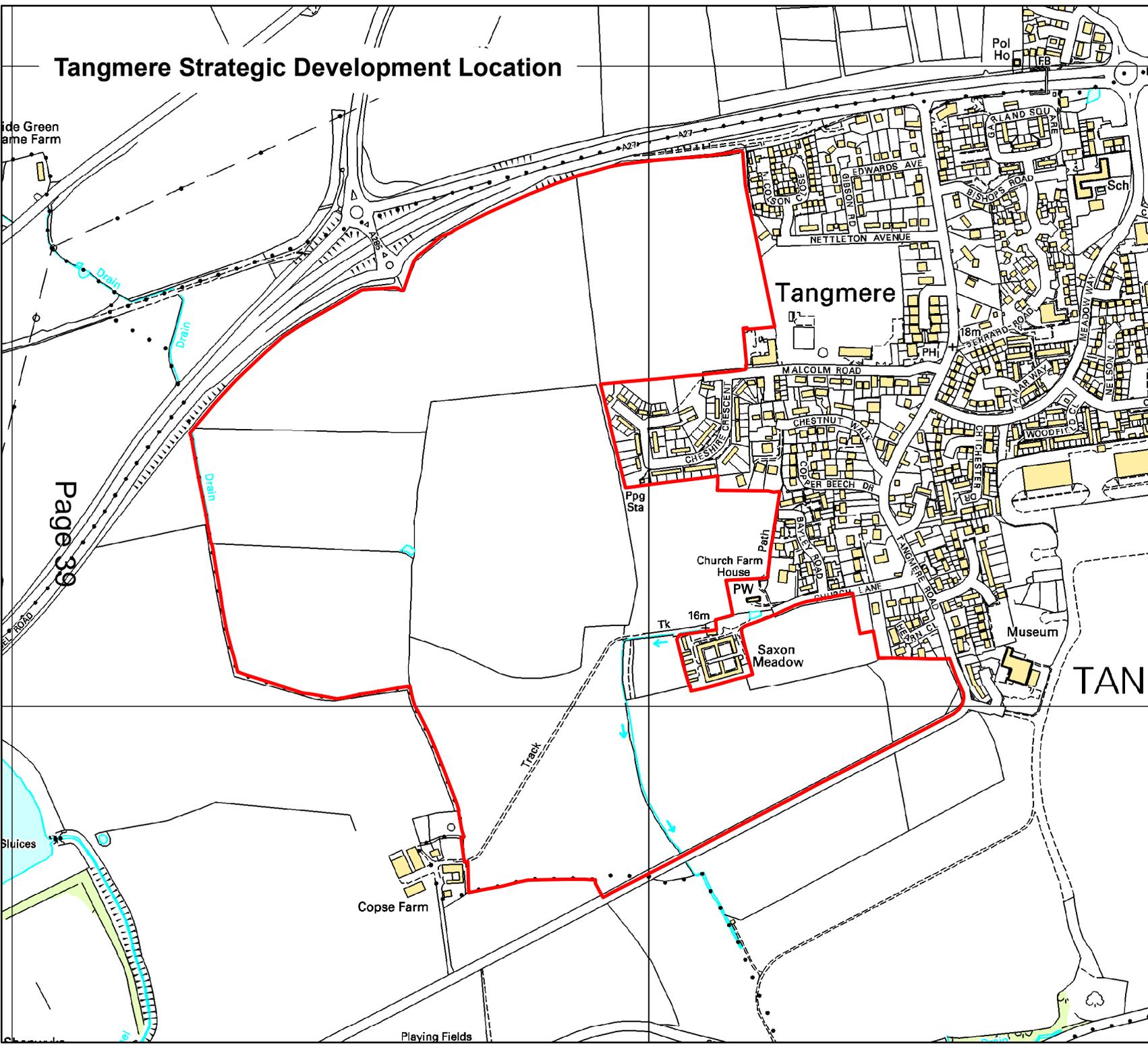
All claim forms are obtainable from the Human Resources office and receipts and invoices must be provided with all claims.

September 2019

Tangmere Strategic Development Location

CHICHESTER DISTRICT COUNCIL

 Tangmere Strategic Development Location



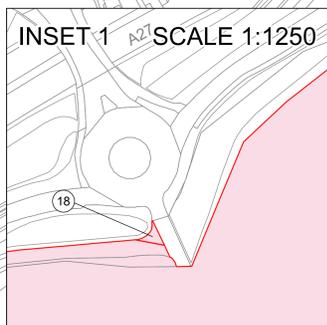
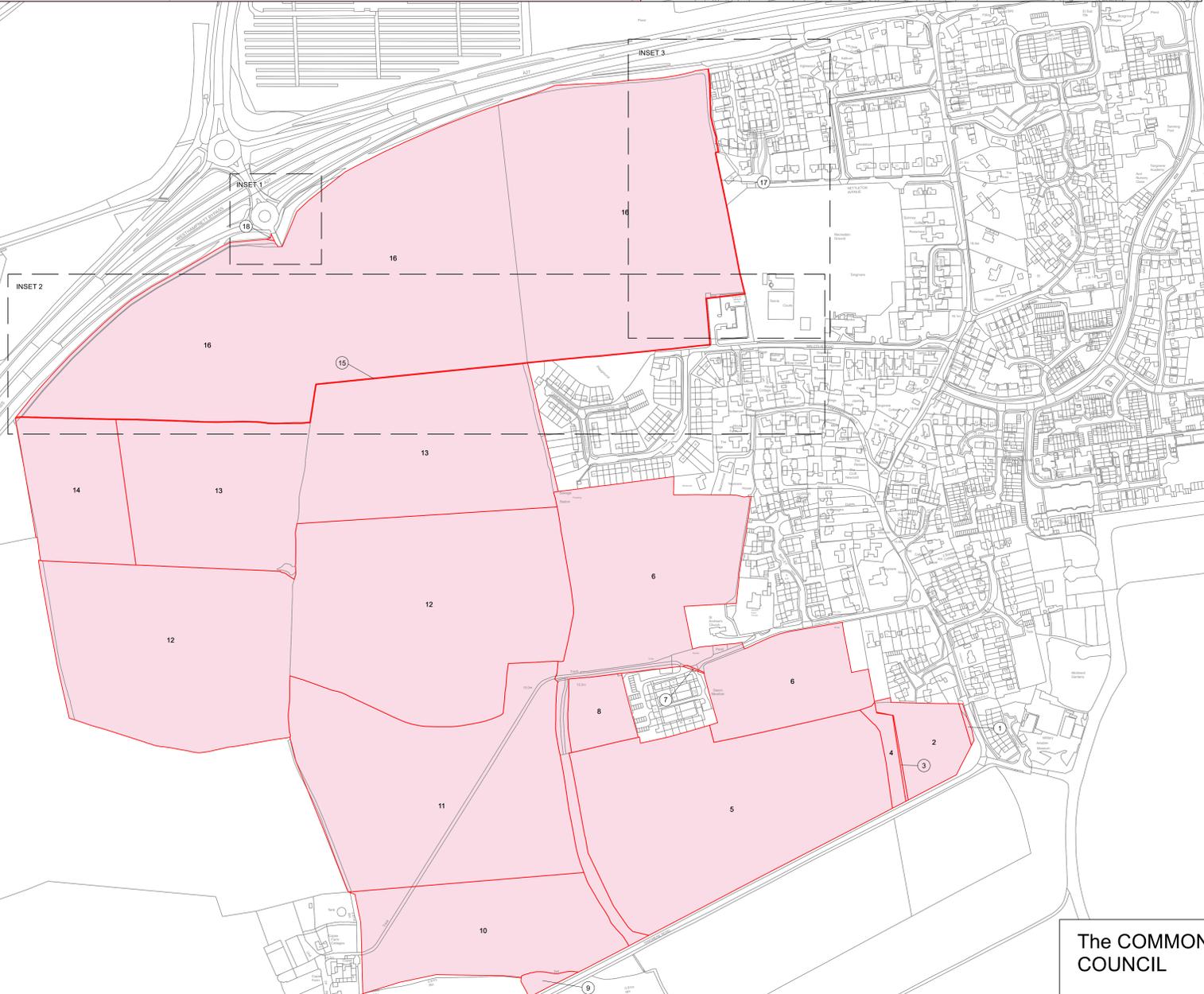
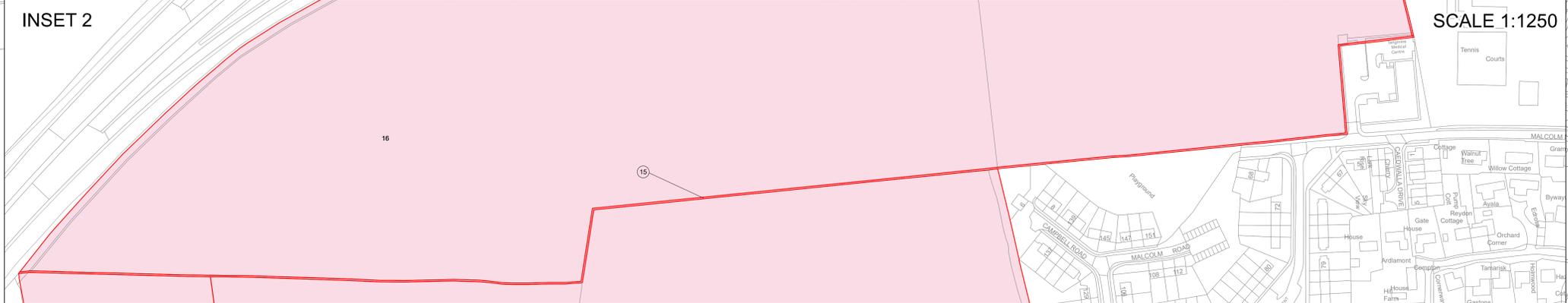
Page 39

TAN

Agenda Item 10 

This page is intentionally left blank

MAP REFERRED TO IN THE CHICHESTER DISTRICT COUNCIL (TANGMERE) COMPULSORY PURCHASE ORDER 2020

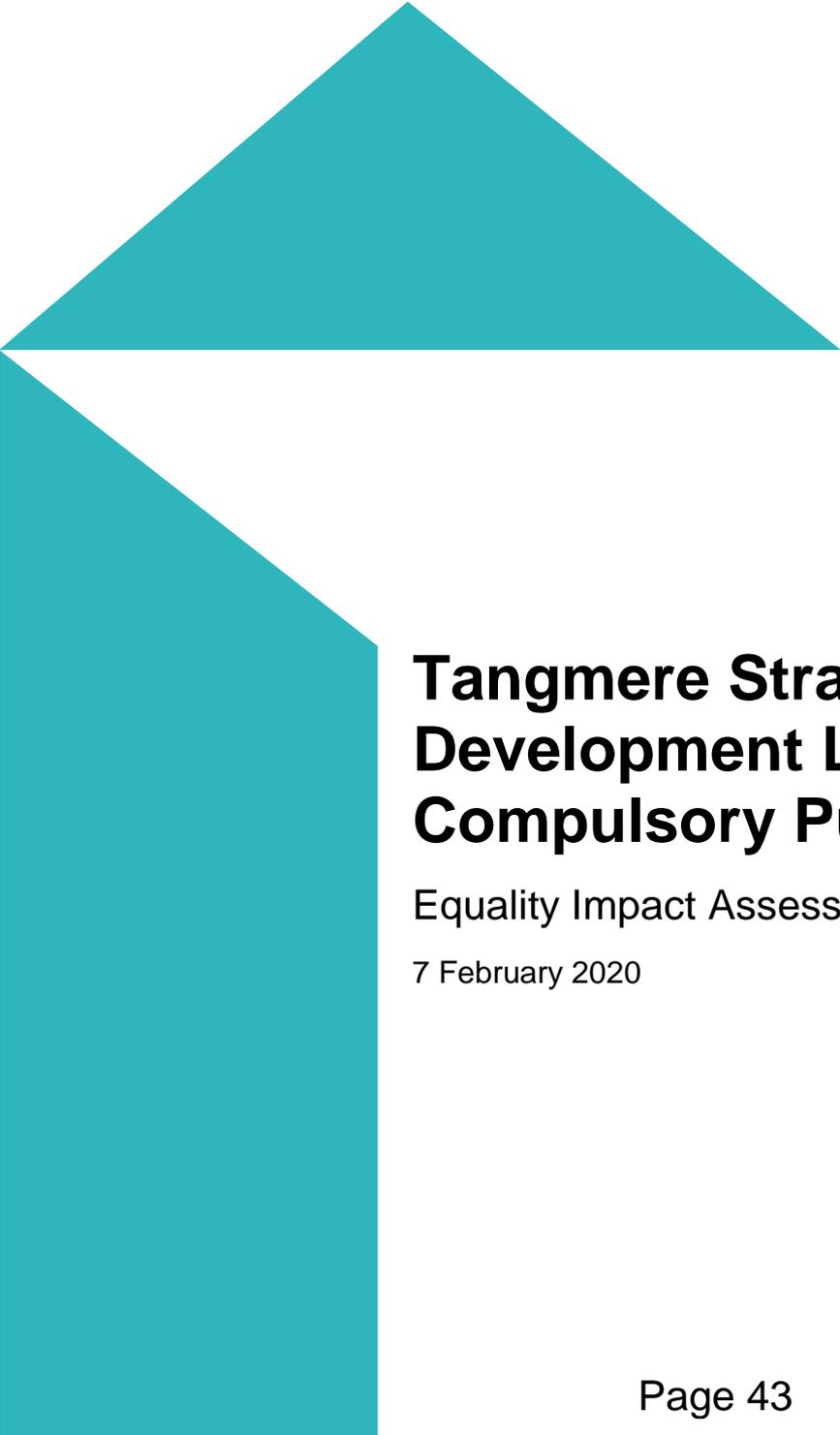


The COMMON SEAL of CHICHESTER DISTRICT COUNCIL
was hereunto affixed this day of 2020
in the presence of:
.....
a duly authorised officer

1:2500 @ A0
PA-2642-CPO-DRAFT-R6
04/02/2020

DRAFT

This page is intentionally left blank



Tangmere Strategic Development Location Compulsory Purchase Order

Equality Impact Assessment

7 February 2020

Mott MacDonald
35 Newhall Street
Birmingham B3 3PU
United Kingdom

T +44 (0)121 234 1500
mottmac.com

Chichester District Council
East Pallant House
1 East Pallant
Chichester
PO19

Tangmere Strategic Development Location Compulsory Purchase Order

Equality Impact Assessment

7 February 2020

Issue and Revision Record

Revision	Date	Originator	Checker	Approver	Description
A	24 Jan 2020	Cristina Cojocaru Osman Kocini	Hannah Grounds	James Beard	Draft EqIA update
B	5 Feb 2020	Osman Kocini	Hannah Grounds	James Beard	EqIA update following client comments
C	7 Feb 2020	Hannah Grounds	Hannah Grounds	James Beard	Final EqIA update following client comments

Document reference: 416155 | A | 1

Information class: Standard

This document is issued for the party which commissioned it and for specific purposes connected with the above-captioned project only. It should not be relied upon by any other party or used for any other purpose.

We accept no responsibility for the consequences of this document being relied upon by any other party, or being used for any other purpose, or containing any error or omission which is due to an error or omission in data supplied to us by other parties.

This document contains confidential information and proprietary intellectual property. It should not be shown to other parties without consent from us and from the party which commissioned it.

Contents

1	Introduction	1
2	Tangmere Strategic Development Location: redevelopment context	5
3	Area profile	13
4	Impact assessment	19
5	Conclusions and action plan	28

	Appendices	32
--	------------	----

A.	Bibliography	33
----	--------------	----

B.	Demographic mapping	35
----	---------------------	----

Tables

Table 3.1:	Population by age group	13
Table 3.2:	Population by disability	14
Table 3.3:	Population by birth and fertility rates	14
Table 3.4:	Population by race and ethnicity	15
Table 3.5:	Population by religion and belief	16
Table 3.6:	Population by sex	16
Table 3.7:	Employment rate of population	17
Table 3.8:	Summary of demographic groups	17
Table 4.1:	Impact assessment	19
Table 5.1:	Summary of potential impacts, mitigations and recommendations	28
Table 5.2:	Action Plan	30

Figures

Figure 1.1:	Article 149 of the Equality Act 2010: The Public Sector Equality Duty	1
Figure 2.1:	Tangmere Strategic Development Location red line boundary	5
Figure 2.2:	Community resources in Tangmere	6
Figure 5.1:	Proportion of total population aged 0-15	35
Figure 5.2:	Proportion of total population aged 16-24	36
Figure 5.3:	Proportion of total population aged 65 and over	37

Figure 5.4: Proportion of total residents with a long-term health problem or disability	38
Figure 5.5: Proportion of total residents who are from a Black, Asian or minority ethnic (BAME) background	39

1 Introduction

1.1 Overview

This report presents the findings of the Equality Impact Assessment (EqIA) for the making of the Chichester District Council (Tangmere) Compulsory Purchase Order 2020. The Compulsory Purchase Order (CPO) is a key tool in the delivery of housing and other development upon land at Tangmere, referred to within the Chichester District Council's ('the Council') Local Plan as the Tangmere Strategic Development Location (TSDL).

The report sets out a summary of the background of the TSDL, the requirements of the Equality Act 2010 ('Equality Act'), and the potential impacts of the TSDL on people with characteristics protected under the Equality Act.

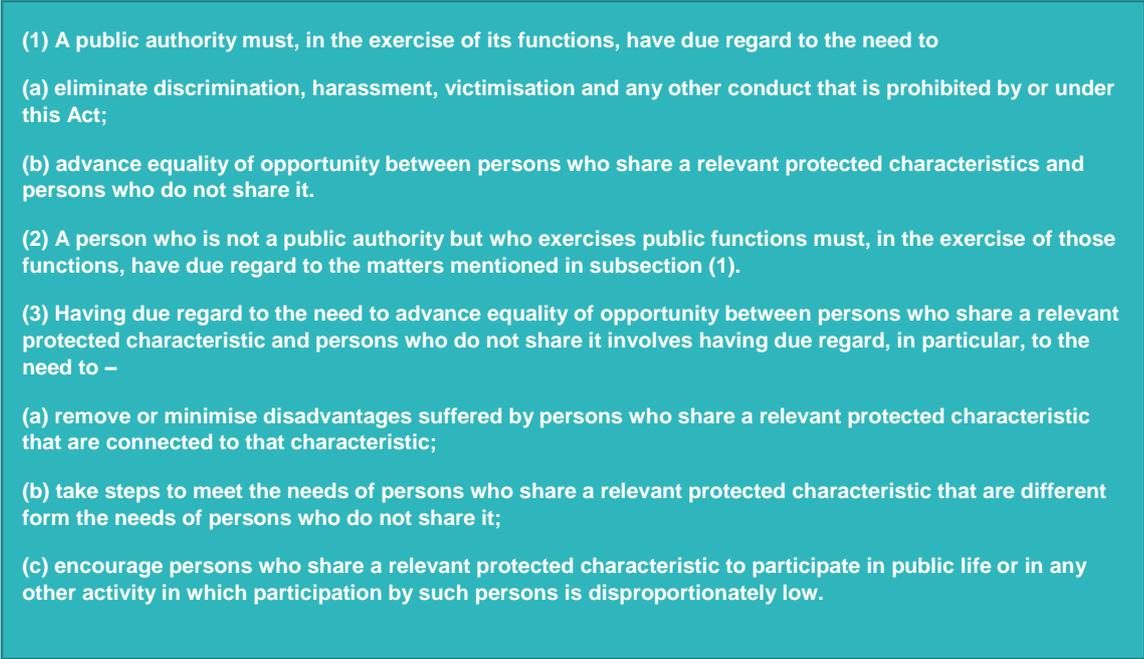
The EqIA presents a comprehensive view of potential effects of the CPO for the TSDL and explores strategies which may help to mitigate any adverse effects of development, using suitable literature. It is intended to analyse the effects of the development to a level proportionate to the associated activities.

The assessment is focussed on the actual and potential impacts (both positive and negative) arising from the development, likely to be experienced by people in light of their protected characteristics. The report sets out the measures put in place by the Council and provides recommendations on how any remaining impacts can be managed or mitigated.

1.2 The Equality Impact Assessment

The EqIA has been undertaken in support of the Council's obligations under UK equality legislation, and in particular the Equality Act. The Act sets out a Public Sector Equality Duty (PSED), at section 149, and is set out in the Figure below.

Figure 1.1: Article 149 of the Equality Act 2010: The Public Sector Equality Duty

- 
- (1) A public authority must, in the exercise of its functions, have due regard to the need to
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristics and persons who do not share it.
- (2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1).
- (3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to –
- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
 - (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

Source: Equality Act, 2010

The PSED is intended to support good decision-making – it encourages public bodies such as the Council to understand how different people will be affected by their activities. This helps to ensure policies and services are appropriate and accessible to all and meet different people’s needs. The Council must have due regard to the aims of the PSED throughout the decision-making process for the redevelopment of the site. The process used to do this must take account of the protected characteristics which are identified below in the section 1.2.2.

1.2.1 Assessing equality effects

While the PSED does not specify a particular process for considering the likely effects of policies, programmes and projects on different sections of society for public authorities to follow, this process is usually undertaken through some form of equality analysis. This can include EqIA.

By understanding the effect of their activities on different people, and how inclusive delivery can support and open up opportunities, public bodies can be more efficient and effective.

1.2.2 Protected characteristics

This document provides an analysis of the likely or actual effects of policies or proposals on social groups with the following protected characteristics (as defined by the Equality Act):

Protected characteristic	Equality and Human Rights Commission (EHRC) definition
Age	A person belonging to a particular age (for example 32-year olds) or range of ages (for example 18 to 30-year olds).
Disability	A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities.
Gender reassignment	The process of transitioning from one gender to another.
Marriage and civil partnership	Marriage is a union between a man and a woman or between a same-sex couple. Couples can also have their relationships legally recognised as ‘civil partnerships’. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).
Pregnancy and maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
Race	Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
Religion and belief	Religion has the meaning usually given to it, but belief includes religious and philosophical beliefs including lack of belief (such as Atheism). Generally, a belief should affect someone’s life choices or the way they live for it to be included in the definition.
Sex	A man, woman or non-binary person.
Sexual orientation	Whether a person’s sexual attraction is towards their own sex, the opposite sex or to both sexes.

The analysis determines the likely or actual effects of policies or proposals on social groups by:

- Assessing whether one or more of these groups could experience disproportionate effects (over and above the effects likely to be experienced by the rest of the population) as a result of the proposal development.
- Identifying opportunities to promote equality more effectively.

- Developing ways in which any disproportionate negative impacts could be removed or mitigated to prevent any unlawful discrimination and minimise inequality of outcomes.

1.3 Approach

1.3.1 Overall approach to the EqlA

The approach to this EqlA employs parts of the bespoke Mott MacDonald INCLUDE toolkit, which sets out the following steps:



1.3.2 Tasks undertaken

Within the steps above, the following tasks were undertaken to deliver the assessment:

1.3.2.1 Understanding the project

Review of redevelopment proposals: A review of the documents associated with the development of Tangmere CPO including Chichester Local Plan 2014-2029, the Masterplan and planning background to the scheme, previous phases of Equalities Assessments undertaken by the Council in 2013 and 2018.

In terms of consultation, evidence reviewed includes the local Consultation Action Plan, the Council's pre-submission Neighbourhood Plan letter, consultation responses in the Tangmere Neighbourhood Plan, stakeholder feedback on the 'Local Plan Review: Preferred Approach', community feedback from masterplan drop-in sessions and community feedback from public consultation events.

The website of the Council's development partner, Countryside Properties (UK) Ltd ('Countryside'), has also been reviewed to crosscheck the scheme descriptions and the timeline of contractual developments.

1.3.2.2 Evidence, distribution and proportionality

Desk-based evidence and literature review: In order to better understand the potential impacts arising from the TSDL and CPO, and to help to identify possible mitigations and opportunities associated with the project, relevant published literature from governmental, academic and third sector sources were reviewed. This allowed for the characterisation of potential risks and impacts typically associated with housing developments, to understand whether they apply in this instance.

Demographic analysis of the site and surrounding area: A social and demographic profile of the local area around the TSDL site was collated and compared with wider social and demographic data to understand the context of the area.

1.3.2.3 Impact assessment

Assessment of potential effects: Potential impacts were identified and assessed using the research undertaken in the stages above. Assessment of impacts was undertaken in the light of sensitivity of the affected parties to the TSDL and CPO. Both adverse and beneficial impacts were identified in the context of any mitigation measures implemented or proposed by the Council.

1.3.2.4 Action planning

Making recommendations: Based on the impacts identified, a series of conclusions and further recommendations were developed, to help manage CPO process, the TSDL and the impacts identified in the local area.

1.4 Approach to identifying impacts

1.4.1 Differential impacts

Differential impacts occur where people with protected characteristics are likely to be affected in a different way to other members of the general population. This may be because groups have specific needs or are more susceptible to the impact due to their protected characteristics. These impacts are not dependent on the number of people affected.

The desk-based research stages of the analysis are used to explore the potential impact of the CPO and TSDL. The output of this work identifies those protected characteristic groups that are likely to experience impacts arising from the CPO and TSDL and explains why.

1.4.2 Disproportionate impacts

Disproportionate impacts occur where there is likely to be a comparatively greater effect on people from a particular protected characteristic group than on other members of the general population. Disproportionate effects may occur if the affected community comprises of a higher than average proportion of people with a particular protected characteristic, or because people from a particular protected characteristic group are the primary users of an affected resource.

Identifying disproportionate impacts involves determining the demographic composition of the area where impacts are expected to arise; this work identifies the numbers and proportions of people from protected characteristic groups around Tangmere, Chichester and the South East region.

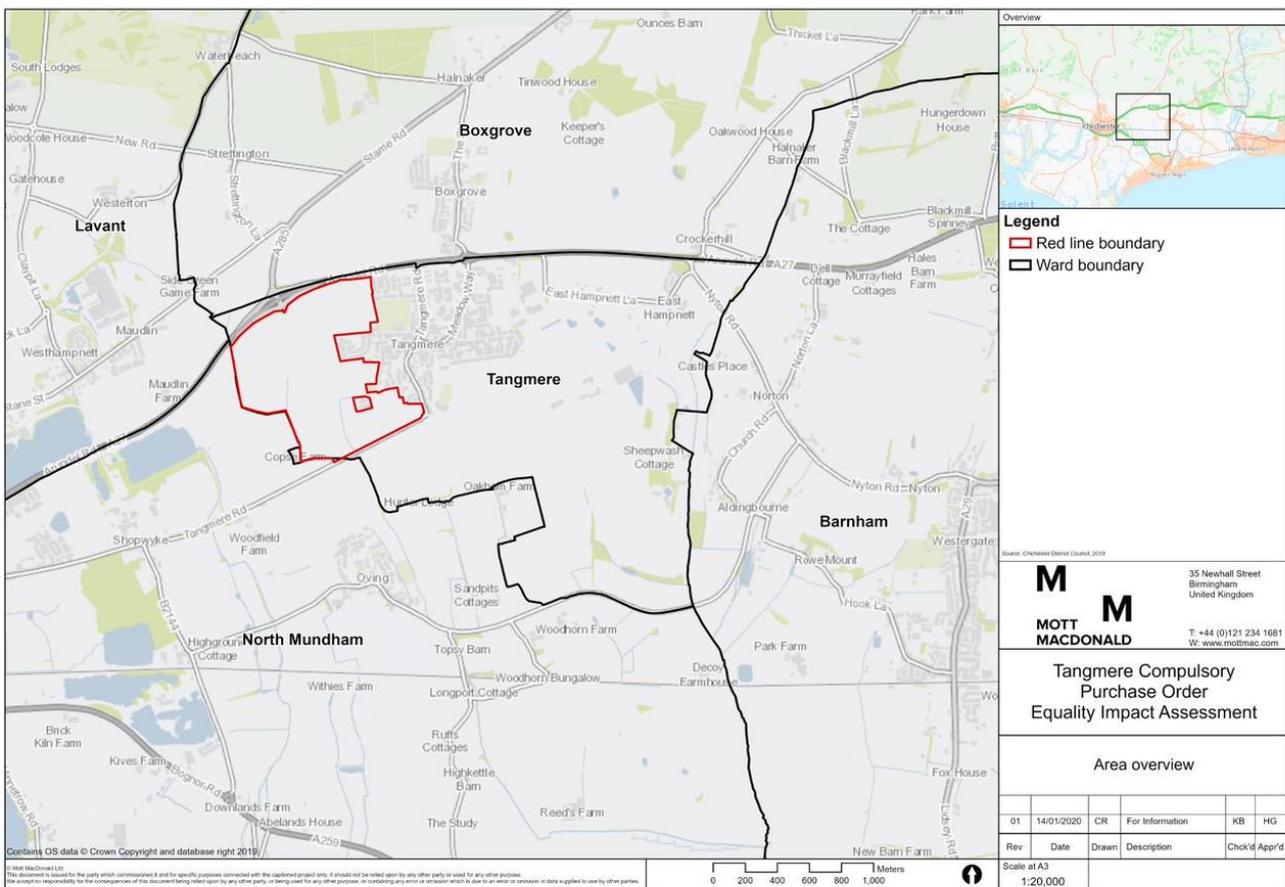
2 Tangmere Strategic Development Location: redevelopment context

2.1 Overview

The 76.3ha TSDL is located to the immediate west of the village of Tangmere. The site is greenfield in nature, separated into fields and currently used for agricultural purposes (primarily the growing of crops). There is no physical infrastructure present on the TSDL. The extent of the site is defined by the red line boundary (RLB) as shown in Figure 2.1 below.

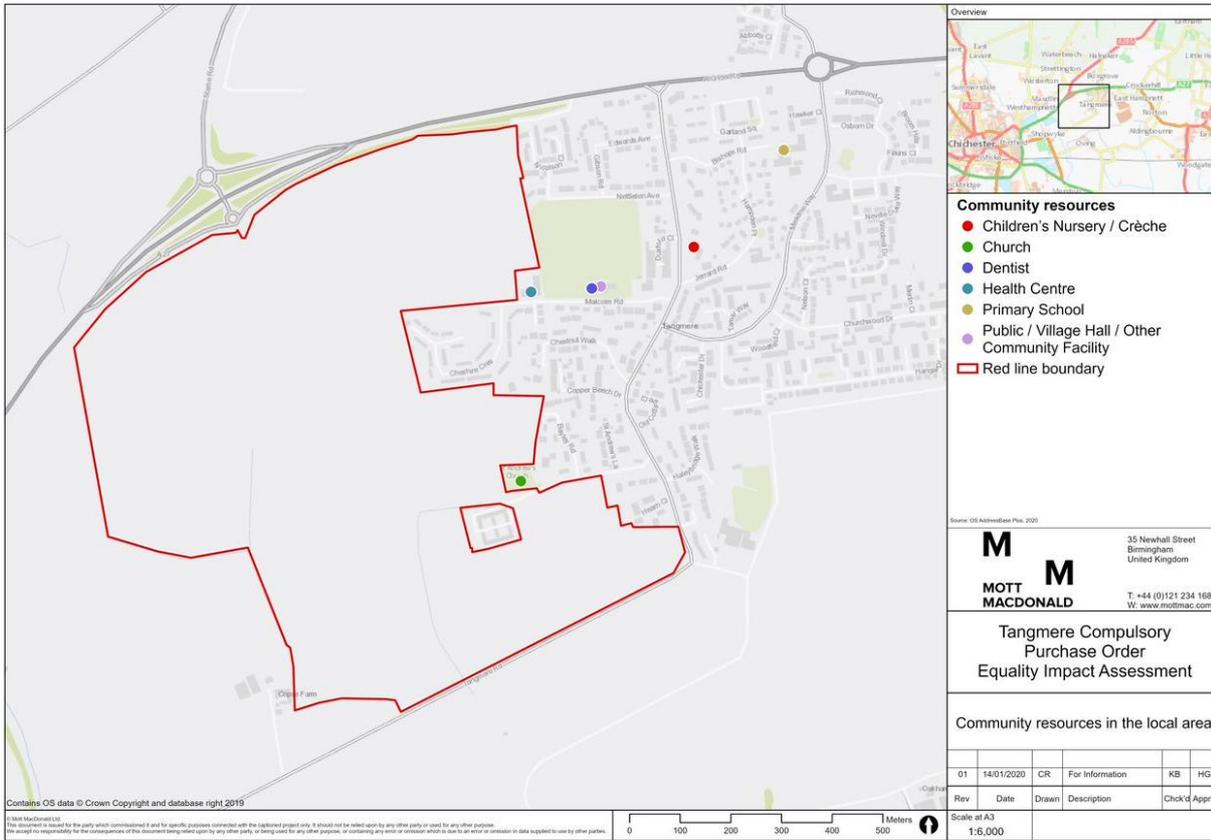
Tangmere is a village located to the east of Chichester, within Chichester District Council's administrative boundary, in the South East of England. Several community resources are located in Tangmere, to the east of the TSDL site, including a children's nursery, church, dentist, health centre, primary school and a public hall. The location of these resources is shown in Figure 2.2.

Figure 2.1: Tangmere Strategic Development Location red line boundary



Source: Mott MacDonald, 2020

Figure 2.2: Community resources in Tangmere



Source: Mott MacDonald, 2020

The Chichester Local Plan¹, adopted in 2015, sets out the key policies for the enhancement of the local community through the development of new homes, workspaces and improved transport connection. The key policies that relate to Tangmere are set out below.

- **Policy 2 (Development Strategy and Settlement Hierarchy)** of the Local Plan identifies Tangmere as being capable of accommodating further sustainable growth to enhance and develop its role as a settlement hub.
- **Policy 4 (Housing Provision)** states that strategic development locations are allocated in the Local Plan to accommodate 3,250 homes over the local plan period.
- The TSDL is identified within **Local Plan Policy 18** for the delivery of 1,000 homes and associated infrastructure including a school, open space and community facilities.
- **Policy 7 ('Masterplanning Strategic Development')** confirms that development of strategic locations identified in the Local Plan (including the TSDL) will be planned through a comprehensive masterplanning process, which will involve the active participation and input of the relevant stakeholders.

¹ Chichester District Council (2015) 'Chichester Local Plan: Key Policies 2014-2029'. Available at: <https://www.chichester.gov.uk/CHttpHandler.ashx?id=24759&p=0>

The Local Plan identifies Tangmere as a 'settlement hub' – a local centre that will provide a reasonable range of employment, retail, social and community facilities that serve the community and local catchment areas. The Tangmere Neighbourhood Plan², which was made in 2016, also sets out a future vision for the village and the necessary policies to achieve this. Delivery of the TSDL forms one of the key objectives of both the Chichester Local Plan and Tangmere Neighbourhood Plan, and demonstrates Tangmere's role in improving housing provision and the community enhancement. The Council's emerging Local Plan proposes to increase the number of dwellings on the TSDL from 1,000 to 1,300. In order to facilitate delivery on the site, the Council has decided to bring forward the comprehensive development of the TSDL. Through a competitive tender process, in February 2019 Countryside was appointed as the Council's development partner to help facilitate the residential-led development of the TSDL.

Delivery of the TSDL supports the aspiration of Tangmere Neighbourhood Plan for a 'One Village' concept, using the following components to achieve this:

- A mixed-use 'Village Main Street' (approx. 0.5ha) will comprise up to 1,000 sqm of units suited to retail and business use.
- Up to 1,300 dwellings, 30% (390 dwellings) of which will be affordable³.
- A two-form entry primary school including early years provision. The school site will also include additional land to be safeguarded for the potential future expansion to three forms of entry.
- Multi-modal access from Tangmere Road at the south of the TSDL and the A27 grade-separated junction at the north of the TSDL.
- Multi-functional public open space and green infrastructure: including approximately 26.5 hectares of public open space (including amenity and open space), 1.9ha of formal sports provision, 2.1ha of allotments and 0.8ha of community orchard.
- A network of pedestrian and cycle links, including off-site cycleway improvements.
- Community centre improvements: two options exist at this stage - to deliver an expansion of the existing community centre in Tangmere, or provide a new centre elsewhere (to be determined through planning application process). Facilities in the centre may include community rooms, café, indoor sports facilities and library provision.

2.2 Background to the CPO

Section 226(1)(a) of the Town and Country Planning Act 1990 authorises a local authority to exercise its compulsory purchase powers if it considers that acquiring the land in question will facilitate the carrying out of development, redevelopment, or improvement on, or in relation to, the land being acquired, and it is not certain that they will be able to acquire it by agreement.⁴

Additionally, a local authority must not exercise the power under section 226(1)(a) of the 1990 Act unless they think that the development, re-development or improvement is likely to contribute to the achievement of any one or more of the following objectives:

² Tangmere Parish Council (2016) 'Tangmere Neighbourhood Plan 2014-2029'. Available at: www.chichester.gov.uk/CHttpHandler.ashx?id=26728&p=0

³ 30% affordable housing make up is split 60:40 between affordable rent and intermediate (in line with the Tangmere Neighbourhood Plan) equating to 234 affordable rent homes and 156 intermediate homes. Affordable housing mix will be fixed as part of outline planning application.

⁴ Ministry of Housing, Communities & Local Government (2019) Guidance on Compulsory purchase process and The Criche Down Rules

- the promotion or improvement of the economic well-being of their area;
- the promotion or improvement of the social well-being of their area;
- the promotion or improvement of the environmental well-being of their area.⁵

The Chichester Local Plan makes provision for the Council to deliver a total of 7,388 homes between 2012 and 2029, with 3,250 dwellings are to be provided at Strategic Development Locations (SDLs). Reflecting on the larger housing development in the Local Plan, delivery of the TSDL is essential in ensuring that there is no shortfall in meeting the regional and wider housing target set out in the Local Plan. The TSDL is the second largest allocation in the Local Plan, accounting for approximately 14% of the housing need for the Local Plan area. The Council believes that the TSDL development will benefit the administrative area in terms of local and regional socio-economic development, and will therefore exercise its CPO right if this is necessary.⁶ As a result, those that currently own the greenfield land that comprises the TSDL site may be subject to the Council's CPO powers.

2.3 The Council and its development partner's commitments

Countryside have maintained regular contact with the landowners and their respective representatives, seeking to negotiate private treaties in order to acquire interests, or to reach an agreement which establishes the basis on which a future transaction will be undertaken to avoid the need for the CPO. Currently, no agreement has been made with landowners regarding the voluntary acquisition of their land interests.

Alongside these private treaty negotiations, the contact and communication made by Countryside with landowners and their representatives includes the following:

- Countryside has kept all of the landowners and their representatives fully updated throughout the planning process to date. It has regularly met with the landowners and their representatives as part of the ongoing negotiations in relation to land assembly. Meetings have been used to inform landowners of any updates to the CPO or wider development plans, and to respond to any queries that may arise.
- The landowners have been specifically invited to each of the public consultation events held, with representatives of all principal landowners attending the public exhibition in September 2019.
- Where specific comments have been received from landowners on the TSDL, Countryside have sought to address these wherever possible in the same way as all other stakeholders, taking account of the detailed technical assessments and overarching need for comprehensive redevelopment of the TSDL site.

2.4 Stakeholder Engagement

To date, stakeholder engagement has been undertaken for both the preparation of the Chichester Local Plan and Tangmere Neighbourhood Plan, and more recently, the TSDL, specifically in relation to the preparation of the Masterplan for the site. Engagement for the Local Plan was conducted between 2010 and 2015, whilst the TSDL engagement took place throughout 2019. A summary of both sets of engagement is provided below.

⁵ Legislation UK (1990) Town and Country Planning Act 1990

⁶ Chichester District Council (2015) 'Chichester Local Plan: Key Policies 2014-2029'. Available at: <https://www.chichester.gov.uk/CHttpHandler.ashx?id=24759&p=0>

2.4.1 Previous wider Local Plan engagement

Stakeholder engagement took place in line with the planning regulations throughout the preparation of the wider Chichester Local Plan, and the Tangmere Neighbourhood Plan.

The process of allocating the TSDL within the adopted Chichester Local Plan required engagement throughout various stages including consultation on the Preferred Approach plan, Pre-submission consultation, and at Submission stage. During these consultation stages, the Council invited residents, businesses and organisations, including statutory consultees, to make representations on the draft proposed policies, sent out press releases, statutory public notices in newspapers and placed notices in parish magazines. All consultees were notified on their consultation database via email or printed letter, where relevant. Drop-in sessions were also held at locations across Chichester.

Stakeholders from Tangmere were also previously engaged using e-mails as part of the wider consultation process on the Publication version of the Tangmere Neighbourhood Plan between 30 April 2015 and 11 June 2015. Land ownership, communications and the timely inclusion of stakeholder views in the Tangmere Neighbourhood Plan came across as the main issues. Several businesses also highlighted that the masterplan would need to consider a range of opportunities and constraints to the laying out of the infrastructure, services, facilities and housing. An issue was also raised that given that the Neighbourhood Plan for Tangmere included the proposed allocation of small-scale housing and commercial development, it should have noted in advance that this would be subject to the resolution of highway safety and accessibility issues at the planning stage, or as part of the consultation on Community Right to Build Order.

2.4.2 TSDL 2019 engagement

Key events that took place as part of the 2019 TSDL engagement are as follows:

- **October 2018** - First introductory meeting with ward member, chair of parish council and chair of parish council environment committee
- **April 2019** - Meeting with ward member and chair of parish council regarding engagement strategy and programme
- **April 2019** – Engagement website launched providing details on Countryside’s proposed programme of local engagement (www.countryside-tangmere.co.uk). The website includes a ‘Latest News’ page where regular updates are posted, as well as advertising upcoming engagement events.
- **April 2019** – Introductory article published in the bi-monthly village newsletter ‘Tangmere News’.
- **May 2019** – The first of a series of three masterplanning workshops was held with representatives of Tangmere Parish Council. The workshop focussed on site opportunities and constraints, and Tangmere’s morphology and character, particularly any positive and negative aspects that should be considered as part of the village’s future growth.
- **June 2019** – The second masterplanning workshop was held with representatives of Tangmere Parish Council. The workshop began by considering what makes a ‘good place’ and the implications of the ‘One Village’ vision within the Neighbourhood Plan. The workshop also looked at village-wide design objectives and principles that should inform the new development and how these would relate to the overarching vision for Tangmere
- **June 2019** – Community drop-in events were held over the course of two days in Tangmere Village Centre where members of the project team discussed the evolution of the TSDL Masterplan with the community. There were total of 66 attendees at the three community

drop-in sessions. Landowners were informed of the drop-in events in advance via email, with the event advertised in the village via leaflet drop and consultation website.

- **June 2019** – The third masterplanning workshop was held with representatives of Tangmere Parish Council. The structuring principles of the neighbourhood were considered, mapping the movement network, green infrastructure, drainage, key community facilities and centres, and residential neighbourhoods.
- **August 2019** – Update article published in Tangmere News.
- **August 2019** – Countryside wrote to residents of Saxon Meadow to provide an update on the latest masterplanning proposals
- **September 2019** – Countryside hosted a stand at Tangmere Village Fair where Countryside Ltd and the project team spoke to members of the public about the emerging proposals, in advance of the public consultation the week.
- **September 2019** – A public consultation was held between 12 noon and 8pm in ‘the Hub’ at the Village Centre in Tangmere. The landowners were informed of the consultation in advance via email, and the event was advertised in the village via direct mail to householders, the consultation website and in the August 2019 edition of the Tangmere News.
- **October 2019** – article published in Tangmere News
- **December 2019** – Article published in Tangmere News. A public Parish Council meeting was held at Tangmere Village Centre where the submitted version of the masterplan was presented to the parish council and local residents, and questions were answered from those present.
- **January 2020** – Article published in Tangmere News.

As part of the 2019 TSDL engagement process summarised above, both landowners and local residents have had opportunities to engage as part of the consultation process – with further engagement with Parish Council and Chichester Cycle Forum, as well as various other statutory consultees.

2.4.2.1 Key themes emerging during the 2019 engagement process

The residents of Tangmere and the TSDL landowners are largely in favour of the TSDL Masterplan. However, the landowners expressed the desire to be more involved in the decision-making processes around the design and development of the site. Landowners highlighted that it is vital that the Masterplan is market-tested to give confidence in terms of deliverability. Consequently, further engagement and consultation around the design of TSDL would be welcomed by landowners.

There is a high level of support for the new development and optimism that the TSDL will provide an opportunity to create a mixed, balanced village where young people would like to live and contribute to the community. The new development should provide homes of an appropriate type, size and tenures to address the identified needs, as well as the market demand. Conversely, some stakeholders expressed concerns that the percentage of affordable houses is too high at 30%, but there was no opposition to providing specialised (e.g. accessible or adaptable) housing where it is deemed to be appropriate. Landowners have also suggested that the development should strive to facilitate the delivery of 1,500 dwellings, as opposed to 1,300 currently planned.

A petition opposing new homes behind existing housing on Cheshire Crescent was signed by 50 residents concerned that this could encourage Traveller access and lead to further development on the proposed open space. Stakeholders also raised the concern that

construction of new homes in this location could impact on the outlook of the church and amenity of residents in Cheshire Crescent.

Members of the public were supportive of the TSDL creating flexible open spaces that are inclusive for both new and existing residents, including play facilities that are suitable for children of all ages. There was a high level of support for the allotments, particularly in the proposed location, and it was suggested that the schools should have access to a garden area in order to promote outdoor learning. It was requested that consideration be given to providing open space and parks that are suitable for the older population in terms of design. There was also support amongst stakeholders for new gym facilities, as well as a new swimming pool.

Stakeholders suggested that the new school should be delivered as soon as possible to minimise the pressure on the existing school, along with better parking provisions, to prevent the impact on the wider village at drop off and pick up times.

There is also public support for the creation of small workshop spaces alongside retail units, in order to provide a variety of employment opportunities for new and existing residents.

Regarding existing services in Tangmere, such as the GP surgery and pumping station, stakeholders raised concerns that these would not have adequate capacity to cope with additional residents.

Residents supported the creation of new pedestrian and cycle ways, with respondents requesting improved sustainable links into and from the TSDL, along with improved access to surrounding villages and towns. The need for more affordable public transport to and from Tangmere was emphasised.

There is support to keep traffic movements along Malcolm Road to a minimum, in order to maintain the character of the new local centre and ensure the safety of children at the new primary school. Local residents felt that a no-through road would avoid congestion along Malcolm Road and improve road safety for families and children. Concerns around the potential increase in traffic levels and speeds (specifically coming from the A27) and its effect on pedestrian safety, were also raised. Emphasis was placed on children frequently crossing Meadow Way to get to the primary school. As such, it was requested that a new speed limit of 20mph be introduced both in the TSDL and in the existing village.

Concerns for the air quality and noise increase impacts in Tangmere, resultant from the proximity to the A27, and whether this would become worse with more development and vehicles were identified.

2.5 Previous Equalities work

Prior to this EqIA, the Council carried out other forms of equalities analysis. In 2013, the 'Chichester Local Plan EqIA Phase 1', 'Chichester Local Plan EqIA Phase 1 Addendum' and 'Chichester Local Plan EqIA Phase 2' were produced with a focus on the potential equalities impacts of the wider Chichester Local Plan. In addition to the 2013 iterations, the Local Plan Review Preferred Approach EqIA was undertaken in 2018. An overview of these documents is provided below.

2.5.1 Local Plan Phase 1 EqIA (2013)

Phase 1 of the Local Plan EqIA was produced alongside the Local Plan as a tool to assess the implications of planning policies upon the whole community. The first submission of the Phase 1 EqIA was in January 2013, while the second submission was an Addendum in July 2013. The update to the January 2013 EqIA was necessary because the consultation on the Local Plan

Preferred Approach from March to May 2013 resulted in some major amendments to the Local Plan policies. The reports informed public consultation and assessed a list of policies within the Local Plan to prevent discrimination against protected characteristic groups. Both EqIAs concluded that there were no negative impacts of the Local Plan policies on protected characteristic groups. The Local Plan was therefore considered to be inclusive to all people and groups and as such no mitigation measures were necessary.

2.5.2 Local Plan Phase 2 EqIA (2013)

The Phase 2 assessment was submitted alongside the Local Plan. The changes from the Local Plan were not significant in terms of the Protected Characteristics, as the aims of the policies were similar to those in the Preferred Approach. The Phase 2 EqIA also identified that no negative impacts on protected characteristic groups would arise as a result of any of the Local Plan policies. The Local Plan was again considered to be inclusive to all people and groups and therefore no additional mitigation measures were necessary.

2.5.3 Local Plan Review Preferred Approach EqIA (2018)

The Council adopted the Chichester Local Plan: Key Policies (2014-2029)⁷ in July 2015. However, the Local Plan examination concluded that the Plan did not meet the full housing needs for the area. The Council were therefore required to undertake a Local Plan Review within five years to ensure that the plan area's housing needs were fully met. The Preferred Approach version of the Local Plan set out to achieve this by as identifying strategic locations suitable for development and proposed policies to meet the development needs of the Plan area.

The EqIA published in December 2018 considered the impact of the vision, objectives and policies contained in the Local Plan Preferred Approach. The EqIA indicated that there were no negative impacts on protected characteristic groups as a result of the Preferred Approach. The Local Plan was again considered to be inclusive to all people and protected characteristic groups, with no additional mitigation measures necessary.

⁷ Chichester District Council (2015) 'Chichester Local Plan: Key Policies 2014-2029'

3 Area profile

3.1 Overview

The demographic profile of the area in which the scheme is located is outlined below. This shows the proportion of people with different protected characteristics living in Tangmere (where this data is available) and provides Chichester district, the South East region and England as comparators. Maps of the site based on nationally available data are included in Appendix B.

3.2 Overview

3.2.1 Age

The table below shows the population by age group including children, young people, the working age population and older people. Please note the groups below are not mutually exclusive and the columns are not intended to sum to 100%.

Table 3.1: Population by age group

Age	Tangmere	Chichester	South East	England
Children (aged 0-15)	23%	16%	19%	19%
Young people (aged 16-24)	9%	9%	10%	11%
Working age population (aged 16-64)	63%	57%	61%	63%
Older people (aged 65 and over)	14%	27%	19%	18%

Source: Office for National Statistics (2018) Mid-Year Population Estimates

The table above shows:

- Tangmere has a significantly higher proportion of children aged 0-15 than Chichester (23% compared to 16%), and a slightly proportion than both the South East and England (23% compared to 19%).
- The proportion of young people in Tangmere (aged 16-24) is the same as Chichester (9%), and largely in line with both the South East (10%) and England (11%) averages.
- The working age population (aged 16-64) in Tangmere (63%) is in line with the South East (61%) and England (63%) averages, but is considerably higher than Chichester (57%).
- Older people make up 14% of the Tangmere population. This is lower than both the South East and England averages (19% and 18%, respectively) and significantly lower than Chichester average (27%).

3.2.2 Disability

The table below shows the proportion of the population with a disability that limits their day-to-day activities.

Table 3.2: Population by disability

Disability	Tangmere	Chichester	South East	England
Day-to-Day Activities Limited (either a little or a lot)	14%	17%	16%	18%

Source: Census (2011)

The table above shows that the proportion of the Tangmere population whose day-to-day activities are limited either a little or a lot (14%) is slightly lower than the Chichester (17%), South East (16%) and England (18%) averages.

3.2.3 Gender reassignment

There is no robust data for gender variant people in the study area or the UK more widely. The Government Equalities Office, though, has estimated that the size of the Trans community in the UK could range 200,000 to 500,000.⁸

3.2.4 Marriage and civil partnership

No relevant impacts are anticipated with regard to marriage and civil partnership, therefore, demographic data for this groups have not been included in the area profile.

3.2.5 Pregnancy and maternity

The table below shows the number of live births and the Total Fertility Rate (TFR) for Chichester, South East and England. No data is available for Tangmere.

Table 3.3: Population by birth and fertility rates

Births and fertility rate	Chichester	South East	England
Live births	991	96,748	625,651
TFR	1.71	1.74	1.7

Source: Office for National Statistics (2018) Live births in England and Wales (data not available at ward level).

The table above shows that the live births and TFR in Chichester are in line with both the South East and England.

3.2.6 Race and ethnicity

The below table provides a breakdown of the population of Tangmere, Chichester, South East and England by ethnicity.

⁸ Government Equalities Office (2018): 'Trans People in the UK'. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721642/GEO-LGBT-factsheet.pdf

Table 3.4: Population by race and ethnicity

Race and ethnicity		Tangmere	Chichester	South East	England
White	White British	91.9%	93%	85.2%	79.8%
	White Irish	0.8%	0.7%	0.9%	1%
	White Gypsy or Irish Traveller	1%	0.2%	0.2%	0.1%
	Other White	3.4%	3.1%	4.4%	4.6%
Mixed/multiple ethnic groups	White and Black Caribbean	0.2%	0.2%	0.5%	0.8%
	White and Black African	0.3%	0.1%	0.3%	0.3%
	White and Asian	0.2%	0.3%	0.7%	0.6%
	Other Mixed	0.2%	0.3%	0.5%	0.5%
Asian/Asian British	Indian	0.3%	0.4%	1.8%	2.6%
	Pakistani	0%	0%	1.1%	2.1%
	Bangladeshi	0%	0.1%	0.3%	0.8%
	Chinese	0.6%	0.3%	0.6%	0.7%
	Other Asian	0.5%	0.6%	1.4%	1.5%
Black/African/Caribbean/Black British	Black African	0.4%	0.3%	1%	1.8%
	Black Caribbean	0%	0.1%	0.4%	1.1%
	Other Black	0%	0.1%	0.2%	0.5%
Other ethnic group	Arab	0%	0.1%	0.2%	0.4%
	Any other ethnic group	0.1%	0.1%	0.4%	0.6%

Source: Census (2011)

The above table shows:

- The ethnic composition of Tangmere is largely in line with the Chichester, South East and England averages.
- The White British population in Tangmere (91.9%) is in line with Chichester (93%), but higher than both the South East (85.2%) and England (79.8%) averages.
- White Gypsy or Irish Traveller proportion of the population in Tangmere (1%) is considerably higher than the Chichester (0.2%), South East (0.2%) and England (0.1%) averages.
- The proportion of Asian/Asian British and Black African, Black Caribbean and Black British population is in line with the Chichester average, but noticeably lower than South East and England averages: Indian (0.3% compared to 1.8% and 2.6%, respectively), Pakistani (0% compared to 1.1% and 2.1%, respectively), Other Asian (0.5% compared to 1.4% and 1.5%, respectively), Black African (0.4% compared to 1%, and 1.8%, respectively), Black Caribbean (0% compared to 0.4% and 1.1%, respectively).

3.2.7 Religion and belief

The table below provides a religious profile of Tangmere, compared with Chichester, South East and England.

Table 3.5: Population by religion and belief

Disability	Tangmere	Chichester	South East	England
Christian	66%	66.1%	59.8%	59.4%
Buddhist	0.4%	0.4%	0.5%	0.5%
Hindu	0.3%	0.2%	1.1%	1.5%
Jewish	0%	0.1%	0.2%	0.5%
Muslim	0%	0.4%	2.3%	5%
Sikh	0%	0%	0.6%	0.8%
Other Religion	0.7%	0.5%	0.5%	0.4%
No Religion	32.6%	24.6%	27.7%	24.7%
Religion Not Stated	5.9%	7.6%	7.4%	7.2%

Source: Census (2011)

The table above shows:

- The religious makeup of Tangmere population is largely in line with the Chichester average.
- However, the Christian population in Tangmere (66%) is higher than both the South East (59.8%) and England (59.4%) averages.
- The Hindu population living in Tangmere is a fifth of the size of the England average (0.3% compared to 1.5%).
- There is no Muslim population living in Tangmere.
- The proportion of the population in Tangmere that has no religion is considerably higher than the Chichester, South East and England averages (32.6% compared to 24.6%, 27.7% and 24.7%, respectively).

3.2.8 Sex

The table below shows the proportion of the population who are male and female in Tangmere compared to Chichester, South East and England.

Table 3.6: Population by sex

Births and fertility rate	Tangmere	Chichester	South East	England
Male	48%	48%	49%	49%
Female	52%	52%	51%	51%

Source: Office for National Statistics (2018) Mid-Year population estimates

The proportion of men and women in Tangmere is in line with Chichester, South East and national averages.

3.2.9 Sexual orientation

There is no data available on this protected characteristic for the study area. However, emerging experimental statistics relating to sexual identity are available nationally and at a regional level.

In 2016, estimates from the Annual Population Survey (APS)⁹ showed that 93% of the UK population identified as heterosexual or straight and 2% of the population identified themselves as lesbian, gay or bisexual (LGB). This comprised of:

- 1.2% identifying as gay or lesbian
- 0.8% identifying as bisexual
- A further 0.5% of the population identified themselves as “Other”, which means that they did not consider themselves to fit into the heterosexual or straight, bisexual, gay or lesbian categories.
- A further 4.1% refused or did not know how to identify themselves.

3.2.10 Socio-economic data

Table 3.7: Employment rate of population

The table below shows the proportion of the populations of Chichester, the South East and England who are employed and unemployed.

Employment status	Chichester	South East	England
% Employment rate (% 16-64 year olds)	82.1%	78%	75.4%
% Unemployment rate (% 16-64 year olds)	3.8%	3.5%	4.2%

Source: Office for National Statistics (2018) Annual Population Survey

The table above shows that the employment rate in Chichester (82.1%) is slightly higher than both the South East (78%) and England (75.4%) averages. The unemployment rate in Chichester is in line with both the region and national averages.

3.3 Summary

Table 3.8 below demonstrates where demographic groups in Tangmere are under or over-represented when compared to the regional and national averages, where this data is available.

Table 3.8: Summary of demographic groups

Protected characteristic group		Regional average	National average
Age	Children	Above average	Above average
	Younger people	In line	In line
	Working age	In line	In line
	Older people	Below average	Below average
Disability	Day-to-Day Activities Limited (either a little or a lot)	Below average	Below average

⁹ Source: Office for National Statistics (2017): Available at: <https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/bulletins/sexualidentityuk/2016>

Protected characteristic group		Regional average	National average
Gender reassignment		No data available	No data available
Marriage and civil partnership		n/a	n/a
Pregnancy and maternity	Live births	No data available	No data available
	TFR	No data available	No data available
Race and ethnicity	White	Above average	Above average
	White Gypsy or Irish Traveller	Above average	Above average
	Mixed/multiple ethnic groups	Below average	Below average
	Asian/Asian British	Below average	Below average
	Black/African/Caribbean/Black British	Below average	Below average
	Other ethnic group	Below average	Below average
Religion and belief	Christian	Above average	Above average
	Minority religions	Below average	Below average
	No religion/not stated	Above average	Above average
Sex	Female	In line	In line
	Male	In line	In line
Sexual orientation		No data available	No data available

Source: Mott MacDonald, 2020

4 Impact assessment

4.1 Overview

This section of the report presents the impacts that have been identified in relation to protected characteristic groups. Wherever possible, findings from the wider literature have been included to provide supporting evidence. Impacts that have been identified for the TSDL include those in relation to the construction phase, new housing development, the creation of new community facilities, an improved public realm and loss of income.

Where impacts have not been stated, this is because it is felt that no impact would disproportionately or differentially impact the protected characteristic group.

Table 4.1: Impact assessment

Impacts arising due to CPO		
Impact	Protected characteristic groups affected	Supporting evidence
Potential loss of income due to loss of land used for agricultural purposes, including the growing of crops.	<ul style="list-style-type: none"> Older people 	<p>Older people tend to have less financial flexibility than the general population and may be disproportionately affected by the financial implications of the CPO due to loss of agricultural land. Research suggests that those who are older when they are made redundant experience additional barriers in returning to employment and achieving financial stability again.¹⁰</p> <p>As the proposed scheme will lead to a loss of agricultural land, adverse impacts on financial security of older people might arise should they be landowners.</p>
Impact of redundancy on health and wellbeing due to loss of agricultural land potentially used for business purposes.	<ul style="list-style-type: none"> Older people 	<p>Evidence suggests that the health and wellbeing of older people are particularly vulnerable to impacts associated with involuntary unemployment. This group can be disproportionately negatively impacted by a lower likelihood of re-employment, loss of income and social severance of work-based interactions.¹¹</p> <p>Should the redevelopment result in loss of employment currently provided on agricultural land, this may negatively impact older people.</p>
Impact of increased noise exposure associated with the construction phase of the development.	<ul style="list-style-type: none"> Children Older people Disabled people Religious groups 	<p>Increased noise exposure has been linked to several negative health outcomes for children, older people and disabled people as they are more vulnerable to the negative healthcare outcomes which occur as a result.</p> <p>Noise levels due to increased construction traffic in proximity to schools, or community facilities frequently used by children can negatively impact their concentration and long-term cognitive development.¹² A children's nursery and a primary school are in</p>

¹⁰ Leeds University Business School (2004): 'The Economic and Social Impact of Redundancies from Corus and Allied Steel and Wire in Wales'

¹¹ Gallo, W. T., Bradley, E. H., Falba, T. A., Dubin, J. A., Cramer, L. D., Bogardus Jr, S. T., & Kasl, S. V. (2004). 'Involuntary job loss as a risk factor for subsequent myocardial infarction and stroke: findings from the Health and Retirement Survey'. *American journal of industrial medicine*, 45(5), 408-416

¹² World Health Organisation (2011): 'Burden of disease from environmental noise Quantification of healthy life years lost in Europe'. Available at http://www.euro.who.int/__data/assets/pdf_file/0008/136466/e94888.pdf

proximity of TSDL and are likely to be impacted by increased noise exposure, and a new school could be created at the early stages of the development.

Health impacts of increased noise exposure on **older people** include cardiovascular disease, sleep deprivation, stress and anxiety.¹³

Changes to noise levels can impact **those with learning disabilities** by creating challenging behaviours. Also, noise can discourage **disabled people** from participating in activities outside the home, leading to social isolation.¹⁴

There is a church located next to the boundary of the TSDL site. An increase in noise throughout construction has the potential to impact religious ceremonies, should these take place when constructions works are taking place. **Religious groups** may therefore be impacted from an increased exposure to construction noise.

Should construction of the TSDL lead to a significant increase in noise levels, these groups may be differentially impacted.

Impact of reduced air quality associated with the construction phase of the development.

- Children
- Older people
- Pregnant women
- Disabled people

Children can be negatively affected by reduced air quality, as they have faster breathing rates, their lungs are still developing (and thus are more susceptible to changes in air quality) and they are more likely to spend time outdoors¹⁵, where changes in air quality tend to be greatest.

Older people are more likely to have respiratory or cardiovascular illness when compared to most other age groups, making them more susceptible to the effects of reduced air quality. Those with COPD (Chronic Obstructive Pulmonary Disorder) are particularly at risk.¹⁶ COPD occurs most often in older adults and can also affect people in their middle ages.¹⁷

Pregnant women living in areas with poor air quality are at risk of giving birth to a baby with a low birthweight, which can lead to an increased risk of the child developing a chronic disease in later life. Research conducted by the Royal College of Physicians indicates that air pollution may negatively impact upon the growth, intelligence and weight of babies in the womb.¹⁸

Disabled people with heart or lung conditions are particularly vulnerable to serious negative health outcomes linked to reduced air quality.¹⁹

Should construction of the TSDL lead to a significant increase in air pollution in the local area, these groups may be differentially impacted.

¹³ World Health Organisation (2011): 'Burden of disease from environmental noise Quantification of healthy life years lost in Europe'.

¹⁴ Scope (undated) 'Challenging behaviour', Available at <https://www.scope.org.uk/support/parents/challenging-behaviour/reasons>

¹⁵ Asthma UK, Pollution, available at: <https://www.asthma.org.uk/advice/triggers/pollution/>

¹⁶ British Heart Foundation (no date): 'Air pollution and cardiovascular disease'. Available at: <https://www.bhf.org.uk/about-us/our-policies/preventing-heart-disease/air-pollution>

¹⁷ <https://www.healthline.com/health/copd/age-of-onset>

¹⁸ Royal College of Physicians (2016): 'Every breath we take: the lifelong impact of air pollution', available at: <https://www.rcplondon.ac.uk/projects/outputs/every-breath-we-take-lifelong-impact-air-pollution>

¹⁹ Department for Environmental Food and Rural Affairs (2013): 'Guide to UK Air Pollution Information Resources'.

<p>Potential increase in traffic flow during the construction phase and barriers to accessing the community resources.</p>	<ul style="list-style-type: none"> • Children • Older people • Disabled people 	<p>Construction of the proposed scheme is likely to increase vehicle movements and congestion around Tangmere and the surrounding area. There is a potential negative impact of increased traffic on children, older people and disabled people. These protected characteristic groups are likely to be regular users of at least one of the community facilities identified to be of close proximity to the TSDL site (please see figure 2.2).</p> <p>Increased traffic in proximity to schools, or community facilities that are frequently used by children can also negatively impact their concentration and long term cognitive development.²⁰ Stakeholders also expressed their concerns over traffic speeds and the severance impacts affecting the pedestrian safety of children crossing the Meadow Way to get to the primary school.</p> <p>Research evidence also shows that the presence of vehicular traffic can present a barrier to ability of disabled people²¹ and older people²² in accessing community resources.</p>
<p>Access to employment opportunities</p>	<ul style="list-style-type: none"> • Younger people • BAME groups 	<p>Research shows that youth unemployment has consistently been an issue in the UK for around a decade. The unemployment rate for young people aged 16-24 is proportionally higher when compared to other age groups.²³</p> <p>Research has found that BAME (Black, Asian and Minority Ethnic) groups are at a disadvantage compared to the White British population, with such inequalities persisting over time. Unemployment rates are particularly high among the African, White Gypsy/Irish Traveller, Pakistani and Bangladeshi ethnic groups.²⁴</p> <p>Temporary employment generated through the need to provide construction and non-construction support throughout the construction period would benefit young people and BAME groups.</p>

Impacts arising due to development of the Tangmere Strategic Development Location

Impact	Protected characteristic groups affected	Supporting evidence
<p>Delivery of 1,300 homes, 30% of which will be affordable</p>	<ul style="list-style-type: none"> • Young people • BAME groups 	<p>A study published by Joseph Rowntree Foundation states that in 2020 competition for the limited supply of social housing will increase. It is predicted that more young people will stay at home for longer, while others will be forced to live in lower-end accommodation as a result of low incomes. Therefore, low-income and vulnerable young people should have improved access to social rented</p>

²⁰ World Health Organisation (2011): 'Burden of disease from environmental noise Quantification of healthy life years lost in Europe'. Available at http://www.euro.who.int/_data/assets/pdf_file/0008/136466/e94888.pdf

²¹ House of Commons Women and Equalities Committee (2017): 'Building for Equality: Disability and the Built Environment'. Available at: <https://publications.parliament.uk/pa/cm201617/cmselect/cmwomeq/631/631.pdf>

²² Graham, H et al (2018): 'The experiences of everyday travel for older people in rural areas: A systematic review of UK qualitative studies'. Available at: <https://www.sciencedirect.com/science/article/pii/S2214140518303827>

²³ EY Foundation (2016): 'The employment landscape for young people in the UK'. Available at: [https://www.ey.com/Publication/vwLUAssets/Employment_landscape_for_young_people_in_the_UK/\\$FILE/Employment%20landscape%20for%20young%20people%20in%20the%20UK%20-%20final%20report.pdf](https://www.ey.com/Publication/vwLUAssets/Employment_landscape_for_young_people_in_the_UK/$FILE/Employment%20landscape%20for%20young%20people%20in%20the%20UK%20-%20final%20report.pdf)

²⁴ Joseph Rowntree Foundation (2015): 'Ethnic Minority Disadvantage in The Labour Market'.

		<p>housing.²⁵</p> <p>BAME households may also be impacted by the availability of affordable housing. In 2017, it was reported that rents were less affordable for most BAME groups when compared to White British households. Two-fifths of people from a BAME background lived in low-income households, and 52% of Black African, Black Caribbean, and Black British households lived in Council accommodation compared to 24 per cent of White British.²⁶</p> <p>The above groups are therefore likely to benefit from new, affordable housing as a result of the TSDL. However, in the stakeholder engagement process, there were concerns around the proportion affordable housing proposed (30%) being too high.</p>
<p>Delivery of 1,300 homes which will utilise sustainable design and construction techniques and be more energy efficient.</p>	<ul style="list-style-type: none"> • Children • Older people • BAME groups • Disabled people 	<p>Research shows that well insulated homes are important to children as cold housing can be detrimental to their physical and mental health.²⁷</p> <p>Older people are particularly vulnerable to the effects of cold housing as they spend 80% of their time in their home,²⁸ considerably more when compared to the general population. Conditions such as arthritis and rheumatism disproportionately effect older people and are also exacerbated by cold living conditions.²⁹ Research shows that damp, cold and unfit housing can lead to a range of health problems for older people including respiratory conditions, arthritis, heart disease and stroke. Poor housing can also lead to mental health problems caused by stress and anxiety, often exacerbated by worries about high energy bills and fuel poverty.³⁰</p> <p>In 2016, 17% of BAME households in England were living in fuel poverty compared to 10% of White households (including White ethnic minorities).³¹</p> <p>Research has highlighted that over a third of disabled people think that their impairment or condition has an impact on the amount of energy that they consume and pay for. For example, those with reduced mobility may be required to use the heating more to stay warm.³² Therefore, a more energy efficient house may help to ensure that disabled people have less expensive energy bills. The above groups are therefore likely to benefit from new homes built with sustainable construction techniques and enhanced energy efficiency.</p>
<p>Delivery of 1,300 mixed tenure homes of varied</p>	<ul style="list-style-type: none"> • Children • BAME 	<p>A 2016 report highlighted that 3.6 million children in England are thought to be affected by poor housing, and a higher proportion of</p>

²⁵ Joseph Rowntree Foundation, 'Housing options and solutions for young people in 2020' (2012) Available at: <https://www.jrf.org.uk/report/housing-options-and-solutions-young-people-2020>

²⁶ The Poverty Site (2017). See: <http://www.poverty.org.uk/06/index.html>

²⁷ Marmot Review Team (2011) 'The Health Impacts of Cold Homes and Fuel Poverty'. London: Department of Epidemiology and Public Health, University College London.

²⁸ The Housing and Ageing Alliance. (2013). 'Policy Paper: Health, Housing and Ageing'

²⁹ The Housing and Ageing Alliance. (2013). 'Policy Paper: Health, Housing and Ageing'

³⁰ Matt Barnes, Carl Cullinane, Sara Scott and Hannah Silvester, People living in bad housing – numbers and health impacts (2013) https://england.shelter.org.uk/data/assets/pdf/file/0010/726166/People_living_in_bad_housing.pdf

³¹ Department for Business, Energy and Industrial Strategy (2018): 'Fuel Poverty'.

³² Scope (2018): 'Out in the cold'. Available at: <https://www.barrowcadbury.org.uk/wp-content/uploads/2018/03/Out-in-the-cold-Scope-report.pdf>

size and type.	groups	<p>children live in overcrowded conditions than any other age group. Overall, overcrowded conditions present a potential source of stress and can negatively impact a child's emotional and physical health in the long term.³³</p> <p>Research by the Runnymede Trust highlighted that people from all BAME groups are more likely to live in overcrowded housing when compared to the White British population. Around 40% of Black African and 36% of Bangladeshi people in the UK live in overcrowded housing.³⁴</p> <p>The above groups may therefore benefit should the TSDL ensure houses of varied size are built and appropriately allocated upon completion.</p>
Delivery of a two-form entry primary school including early years provision.	<ul style="list-style-type: none"> • Children 	<p>Education is fundamental to improving health and plays a vital role in social, human and economic development. Education is seen as critical for breaking the poverty cycle, with schools acting as the central focus of many communities.³⁵ The delivery of a two-form entry primary school will therefore benefit children (aged 5-11 years).</p> <p>Children (aged 3-5 years), particularly those from disadvantaged backgrounds, will also benefit from high quality early years provision at the school. It is the social skills and improved motivation that are gained in this setting that can lead to lower levels of special education and school failure and higher educational achievement in the future.³⁶</p> <p>Children, particularly those from disadvantaged backgrounds, are therefore likely to benefit from the new two-form entry primary school, which includes early years provision.</p>
Delivery of public open space including 2.1ha of allotments and 0.8ha for a community orchard.	<ul style="list-style-type: none"> • Disabled people • Pregnant women • Older people 	<p>Research into the health benefits of green space has found that it can positively impact both physical and mental health, highlighting the potential impact of increased green space for those who are disabled. Access to safe green and open space can benefit people with mental health illnesses as evidence suggests that this can significantly improve people's mental health and wellbeing. Spending time in green and open space can reduce stress, restore thoughts and attention, initiate reflection, reduce mental fatigue and improve cognition.³⁷</p>

³³ National Children's Bureau (2016): 'Housing and the health of young children: Policy and evidence briefing for the VCSE sector'. Available at: <https://www.ncb.org.uk/sites/default/files/field/attachment/Housing%20and%20the%20Health%20of%20Young%20Children.pdf>

³⁴ Runnymede Trust (2016) 'Ethnic Inequalities in London: Capital For All'. Available at: <https://www.runnymedetrust.org/uploads/images/London%20Inequality%20report%20v3.pdf>

³⁵ Global Partnership for Education (no date): 'Benefits of Education'. Available at: <https://www.globalpartnership.org/benefits-of-education>

³⁶ Edward C. Melhuish, Institute for the Study of Children, Families & Social Issues, Birkbeck, University of London, 'A literature review of the impact of early years provision on young children, with emphasis given to children from disadvantaged backgrounds'

³⁷ Hartig, T. Mang, M. Evans, G.W (1991) Restorative effects of natural environment experiences; Hartig, T. Mitchell, R. DE VRIES, S. and Frumkin, H. (2014) Nature and health; Herzog, T. Black, A.M. Fountaine, K.A. Knotts, D.J (1997) Reflective and attentional recovery as distinctive benefits of restorative environments; Kaplan, R and Kaplan, S (1989) The experience of nature: A psychological perspective; Ulrich, R.S, Simmons R.F, Losito B.D, Fiority, E, Miles, M.A and Zeison, M. (1991) Stress recovery during exposure to natural and urban environments.

Evidence suggests that **pregnant women's** exposure to green space can improve children's development in the womb.³⁸ Access to safe green and open space can also benefit pregnant women by reducing blood pressure and depression.³⁹

Research shows that gardening can have a positive impact on **older people**, suggesting that an allotment would be beneficial to this group. According to research, gardening can be beneficial to an older person's mental health, sense of responsibility, connection to others and continuation of learning. Gardening, especially in a community environment, can also alleviate feelings of loneliness in this group.⁴⁰ Stakeholders have identified the need for accessible open spaces and parks designed for older people.

The above groups are therefore likely to benefit from the public open space, including the 2.1ha allotments and 0.8ha of community orchard.

Delivery of 1.9ha formal sports provision (sport pitches, sports pavilion, children's play area)

- Children
- Younger people
- Older people
- BAME groups
- Disabled people

Children are particularly likely to benefit from increased formal sports provision, including a designated children's play area. Research suggests that, in early childhood, children gain vital social, conceptual and creative skills through outdoor free play.⁴¹

Increased recreational space, including access to formal sport provisions, can provide numerous health benefits for **younger people**. Such benefits include reduced body fat and the promotion of healthy weight, enhanced bone and cardio-metabolic health and enhanced psychological wellbeing.⁴² The need for new gym facilities was also emphasised throughout the engagement process, where stakeholders additionally requested a swimming pool to be included as part of the planning proposals in Tangmere.

With regards to an active environment, physical activity is proven to be beneficial to the health of **older people**. People over the age of 65 who spend an average of 10 hours or more a day sedentary have higher rates of falls, obesity, heart disease and premature death compared to the general population.⁴³ Similarly, older people who are physically active have lower rates of all-cause mortality, type 2 diabetes, high blood pressure and stroke.⁴⁴ Evidence also suggests that the health of older people increases where there is more space

³⁸ Dadvand, P. Wright, J. Martinez, D. Basagana, X. McEachan, R.R.C. Cirach, M. Gidlow, C.J. De Hoogh, K. Grazuleviciene, R. and Nieuwenhuijsen, M.J. (2014) Inequality, green spaces, and pregnant women: roles of ethnicity and individual and neighbourhood socioeconomic status.

³⁹ Grazuleviciene, R. Dedele, A. Danileviciute, A. Venclovine, J. Grazulevicius, T. Andrusaityte, S. Uzdanavicitute, I and Nieuwenhuijsen, M.J. (2014) The Influence of Proximity to City Parks on Blood Pressure in Early Pregnancy; McEachan, R.R. Prady, S.L. Smith, G. Fairley, L. Cabieses, B. Gidlow, C. Wright, J Dadvand, P. Van Gent, D and Nieuwenhuijsen, M.J. (2016) The association between green space and depressive symptoms in pregnant women: moderating roles of socioeconomic status and physical activity.

⁴⁰ The King's Fund (2016): 'Gardens and health: Implications for policy and practice'. Available at: https://www.kingsfund.org.uk/sites/default/files/field/field_publication_file/Gardens_and_health.pdf

⁴¹ Nation Children's Bureau (2007): 'Free Play in Early Childhood'

⁴² Nina Morris, 'OPENspace: the research centre for inclusive access to outdoor environments', 2003 Available at: <http://www.openspace.eca.ed.ac.uk/wp-content/uploads/2015/10/Health-Well-being-and-Open-Space-literature-review.pdf> and 'Access to green and open spaces and the role of leisure services' <https://www.kingsfund.org.uk/projects/improving-publics-health/access-green-and-open-spaces-and-role-leisure-services>

⁴³ NHS (2018): 'Exercise as you get older'. Available at: <https://www.nhs.uk/live-well/exercise/exercise-as-you-get-older/>

⁴⁴ World Health Organization (no date): 'Physical activity in older adults'. Available at: http://www.who.int/dietphysicalactivity/factsheet_olderadults/en/
http://www.who.int/dietphysicalactivity/factsheet_olderadults/en/

for walking close to home, such as green spaces.⁴⁵

Evidence shows that individuals from **BAME** backgrounds are twice as likely as White British people to use parks and green spaces to meet and socialise with friends and participate in sporting activity.⁴⁶

Research by Public Health England suggests that **disabled people** are half as likely as non-disabled people to be physically active. For example, only one in four people with learning difficulties take part in physical activity each month compared to over half of those without a disability.⁴⁷

The above groups are therefore likely to benefit from the 1.9ha of formal sports provision (sport pitches, sports pavilion, children's play area).

Creation of a network of pedestrian and cycle links

- Children
- Younger people
- Working age people
- Disabled people
- BAME groups

Children who cannot move about safely and independently on foot and bicycle often become more dependent on their parents for mobility needs, and less physically active themselves. This, in turn, reduces opportunities for children to develop certain cognitive, motor and physical skills – as well as contributing towards childhood obesity risks.⁴⁸

Currently, 41% trips made to school by children between the ages of five and ten are made by car. If walking, cycling and scooting to school was promoted, this would have an impact on air pollution, especially around school gates when currently parents are dropping off / picking up children.⁴⁹

Promotion of active travel over private car use would have a large impact on **younger people** and **working age people** due to the likelihood of the modal switch, especially on a commute to work. A study examining individual, employment and psychosocial factors influencing walking to work found walkers were younger (and generally under 30), did not have a car or free car parking at work, were more confident about including walking in their commute, and had support from colleagues.⁵⁰ Also, adults who commute to work by active and public modes of transport have been shown to have significantly lower body mass index (BMI) and percentage body fat than their counterparts using private cars.⁵¹

Cycling infrastructure often does not cater for the needs of **disabled people**. This is largely due to cycling infrastructure not being inclusive or adopted to specific needs. It is therefore important that

⁴⁵ Public Health England (2014): 'Everybody active, every day'. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/374914/Framework_13.pdf

⁴⁶ Fields in Trust. (2018); Revaluing Parks and Green Spaces: 'Measuring their economic and wellbeing value to individuals'

⁴⁷ Public Health England (2016) Health matters: getting every adult active every day.

⁴⁸ WHO, Health co-benefits of climate change mitigation -Transport sector, 2011

⁴⁹ Health matters : air pollution <https://www.gov.uk/government/publications/health-matters-air-pollution/health-matters-air-pollution>

⁵⁰ Verplanken B, Walker I, Davis A, Jurasek M. 'Context change and travel mode choice: combining the habit discontinuity and self-activation hypotheses.' (2008)

⁵¹ Flint E, Cummins S, Sacker A. 'Associations between active commuting, body fat, and body mass index: population based, cross sectional study in the United Kingdom.' Available at: <https://www.bmj.com/content/349/bmj.g4887>

	<p>the needs of disabled cyclists are considered in infrastructure design.⁵² Regular physical activity can also improve mental health amongst those with serious mental illness.⁵³</p> <p>According to a 2011 research report published by TfL, BAME groups are currently under-represented in cycling.⁵⁴ It is therefore important that this group are considered in the promotion of active travel.</p> <p>The above groups are therefore likely to benefit from a network of pedestrian and cycle links.</p>
<p>Delivery of a 'Village Main Street' with units for retail and business use</p> <ul style="list-style-type: none"> • Young people • BAME groups 	<p>Research shows that youth unemployment has consistently been an issue in the UK for around a decade. The unemployment rate for young people aged 16-24 is proportionally higher when compared to other age groups.⁵⁵</p> <p>Research has found that BAME groups are at a disadvantage compared to the White British population, with such inequalities persisting over time. Unemployment rates are particularly high among the African, White Gypsy/Irish Traveller, Pakistani and Bangladeshi ethnic groups.⁵⁶</p> <p>An increase in employment opportunities as a result of new business and retail units located on the TSDL is therefore likely to positively impact younger people and BAME groups.</p>
<p>Delivery of a new community centre</p> <ul style="list-style-type: none"> • Older people • Disabled people 	<p>A community centre provides a public location in which members of a specific community can come together as a group to enjoy group activities, social support and public information that can change in response to local community needs.⁵⁷ Community centres are likely to benefit groups that are more likely to experience loneliness, by providing a means for social interaction and engagement.</p> <p>According to Age UK, there are currently 1.4m lonely older people living in England. Loneliness occurs when people's ability to have meaningful conversations and interactions is inhibited. Community participation and involvement is one way of supporting those experiencing loneliness.⁵⁸</p> <p>A 2017 survey conducted by disability charity Scope found that 67% of disabled people felt lonely in the past year, and on a typical day one in eight disabled people had less than half an hour's interaction with someone else.⁵⁹ Further research shows that those with physical and mental health conditions can be more likely to be isolated because of their condition, which can ultimately increase feelings of loneliness amongst this group.⁶⁰</p> <p>The importance of community activities was also identified as part of</p>

⁵² We are Cycling UK (2017): 'What is inclusive cycling?'. Available at: <https://www.cyclinguk.org/blog/what-inclusive-cycling>

⁵³ Richardson, C., Faulkner, G., McDevitt, J., Skrinar, G., Hutchinson, D., Piette, J. (2005) Integrating physical activity into mental health services for persons with serious mental illness.

⁵⁴ Transport for London (2011): 'What are the barriers to cycling amongst ethnic minority groups and people from deprived backgrounds?'. Available at: <http://content.tfl.gov.uk/barriers-to-cycling-for-ethnic-minorities-and-deprived-groups-summary.pdf>

⁵⁵ EY Foundation (2016): 'The employment landscape for young people in the UK'. Available at: [https://www.ey.com/Publication/vwLUAssets/Employment_landscape_for_young_people_in_the_UK/\\$FILE/Employment%20landscape%20for%20young%20people%20in%20the%20UK%20-%20final%20report.pdf](https://www.ey.com/Publication/vwLUAssets/Employment_landscape_for_young_people_in_the_UK/$FILE/Employment%20landscape%20for%20young%20people%20in%20the%20UK%20-%20final%20report.pdf)

⁵⁶ Joseph Rowntree Foundation (2015): 'Ethnic Minority Disadvantage in The Labour Market'.

⁵⁷ My Community (2017): 'Community hubs for local services'. Available at: <https://mycommunity.org.uk/help-centre/resources/local-services/community-hubs/>

⁵⁸ Age UK (2018): 'All the Lonely People'. Available at: https://www.ageuk.org.uk/globalassets/age-uk/documents/reports-and-publications/reports-and-briefings/loneliness/loneliness-report_final_2409.pdf

⁵⁹ Scope (2017): 'Nearly half of disabled people chronically lonely'. Available at: <https://www.scope.org.uk/press-releases/nearly-half-of-disabled-people-chronically-lonely>

⁶⁰ Merton Council (2018): 'The Merton Story – health and wellbeing in Merton in 2018'. Available at: https://www2.merton.gov.uk/Merton%20Story%20FINAL_June_2018.pdf

the stakeholder engagement process, where stakeholders put an emphasis on increased retail activity, facilities and new village centre.

The creation of a new community centre may therefore benefit the above groups by providing a local space for social interaction and engagement.

5 Conclusions and action plan

5.1 Conclusion

The EqlA has identified a number of risks, opportunities and potential impacts that could arise for those with protected characteristics, as a result of the CPO and the TSDL. The table below summarises the potential impacts on the different groups of the residents and the proposed mitigation and enhancement measures. Further recommendations have also been provided where appropriate.

Table 5.1: Summary of potential impacts, mitigations and recommendations

Potential impact	Protected characteristic groups affected	Mitigation / enhancement measures in place	Recommendations
Loss of agricultural land currently used for business purposes	<ul style="list-style-type: none"> Older people 	<p>Financial compensation for landowners via private treaty negotiations</p> <p>Ongoing engagement and meetings with landowners throughout the development and planning process</p>	<p>Produce a user-friendly guide to compensation for landowners that states their rights, how much compensation they are entitled to and steps that they have to take throughout the CPO process.</p> <p>Have regular conversations with the landowners in order to share timescales and details of the redevelopment, considering their feedback and concerns they may have around loss of income or employment opportunities.</p>
Impact of increased noise exposure and reduced air quality	<ul style="list-style-type: none"> Children Older people Pregnant women Disabled people 	<p>Considerate design of the site layout with sufficient landscape buffers in order to reduce exposure of future occupants and users of the site to poor air quality and noise.⁶¹</p>	<p>Effective management of noise impacts can be achieved through a range of measures including restrictions on appropriate working hours.</p> <p>Reduced noise pollution can also be achieved through careful handling of materials; utilisation of low impact technologies; and effective use of sound shields.</p> <p>During the construction period, measures should be implemented to limit the negative impacts of reduced air quality. This could include the development and adoption of a Construction Environmental Management Plan (CEMP), incorporating provisions to screen sites to stop dust spreading and limiting the number of vehicles needed on site at any one time.</p>
Improved housing provision	<ul style="list-style-type: none"> Children Older people Disabled people People from BAME backgrounds 	<p>The TSDL will provide 1,300 new homes, 30% of which are to be affordable housing.</p> <p>Sustainable design and construction techniques will be used to ensure homes are energy efficient.</p>	<p>Ensure the provision of appropriate proportion of accessible homes to benefit those with a mobility impairment or who use a wheelchair. Consider implementing a target of 10% accessible homes⁶² as part of the TSDL.</p> <p>Ensure the provision of an appropriate mix of housing (property size, number of bedrooms, housing tenure) that addresses the range of</p>

⁶¹ Countryside, 'Tangmere Strategic Development Location – Masterplan Document' (2019). Available at: <https://www.countryside-tangmere.co.uk/downloads/masterplan-document.pdf>

⁶² Accessible homes would be required to meet Building Regulation requirement M4 (3) 'wheelchair user dwellings', i.e. a home is designed to be wheelchair accessible, or easily adaptable for residents who are wheelchair users.

Potential impact	Protected characteristic groups affected	Mitigation / enhancement measures in place	Recommendations
			<p>local housing needs.</p> <p>Keep local residents informed of new housing provision, should they wish to relocate once the TSDL is complete.</p>
Employment opportunities	<ul style="list-style-type: none"> Young people People from BAME backgrounds 	As a direct and indirect result of the development, new jobs will be created for those living in Tangmere and neighbourhood areas.	<p>Develop a range of suitable proposals that maximise the employment, apprenticeship and training opportunities created by the development, for local residents, both at the construction stage and after the development is finished.</p> <p>Add contract clauses that specify a certain proportion of the construction workforce is drawn from the local area and offer opportunities for work-based training, such as apprenticeships.</p> <p>Consider adding small workshop spaces alongside retail units, in order to provide a variety of employment opportunities for new and existing residents.</p>
Access to open public space and green space	<ul style="list-style-type: none"> Older people Disabled people 	An increase in the quantity of green space including 2.1ha allotments, 0.8ha for a community orchard and formal sports provision.	<p>Ensure that improvements to public space and green space appropriately consider best practice in accessible design, that would benefit older and disabled people, including those with mobility and sensory impairments.</p> <p>Consider involving local schools in the running of allotments to encourage outdoor learning.</p>
Access to a better active travel network	<ul style="list-style-type: none"> Children Younger people Working age people Disabled people People who are deprived BAME groups 	A network of pedestrian and cycle links, including off-site cycleway improvements, will be developed as part of the TSDL.	<p>Ensure that improvements to active travel infrastructure appropriately consider best practice in accessible design, that would benefit disabled people, including those with mobility and sensory impairments.</p> <p>Traffic-free and segregated cycle paths and footpaths would make journeys much safer for those on foot or bike by separating them from traffic entirely.</p> <p>Where cyclists and pedestrians have to share the road with traffic, it is essential that traffic is slowed down.</p> <p>Make cycling more economically accessible through initiatives such as recycled/pool bikes, empowering members of the local community to help plan and deliver such initiatives.</p> <p>Consider including plans for TSDL to be better integrated with the local public transport network, encouraging sustainable transport use.</p> <p>Consider introducing a new 20mph speed limit both in the existing village and the new TSDL.</p>
Access to social infrastructure and community resources	<ul style="list-style-type: none"> Older people Disabled people 	The TSDL will provide a new community centre.	Ensure that the community centre provides adequate space for community-based activities, with consideration given to provision of events for older and disabled people.

Source: Mott MacDonald, 2020

5.2 Action Plan

The following action plan seeks to establish activities and responsibilities to continue to identify and address equality issues where they arise.

Table 5.2: Action Plan

Action	Responsibility	Implementation and timing
<p>Ensure continued engagement with landowners and all those who have a land interest in the TSDL about the CPO Process and planning permission, including;</p> <ul style="list-style-type: none"> • A review and update of information available on the dedicated website • Additional development update and engagement meetings. <p>Consideration should be given to ensuring all information is provided in appropriate formats and languages to suit different needs where required.</p>	<p>Chichester District Council Countryside Properties</p>	<p>Information sessions and meetings to be continued to be scheduled with landowners and/or their appointed representatives.</p> <p>All information should be shared in a transparent manner.</p> <p>Any new equality issues that arise as a result of the engagement that are not identified in this document should be flagged.</p> <p>Each task should be assigned to a responsible party.</p>
<p>Ensure continued engagement with the local community and residents including;</p> <ul style="list-style-type: none"> • Additional development update and engagement meetings • Development update and consultation events • Information sessions on specific topics affecting local community stakeholders <p>Consideration should be given to ensuring all information is provided in appropriate formats and languages to suit different needs.</p>	<p>Countryside Properties to coordinate in consultation with Chichester District Council</p>	<p>Programme of future engagement events to be kept under review by Countryside in consultation with Chichester District Council, and the consultation website to be kept updated accordingly as the CPO, planning and development process progresses.</p> <p>All information should be shared in a transparent manner.</p> <p>Any new equality issues that arise as a result of the engagement that are not identified in this document are flagged.</p>
<p>Create a strategy that highlights the responsible parties' commitment to supporting employment in the local area as a result of the redevelopment.</p>	<p>Countryside Properties Chichester District Council</p>	<p>Following the submission of the planning application for the TSDL, the responsible parties should develop a range of suitable proposals that maximise the employment, apprenticeship and training opportunities created by the development, for local residents and from neighbourhood area.</p>
<p>Create a strategy to manage effectively the noise and air pollution impacts during the construction works.</p>	<p>Countryside Properties Chichester District Council</p>	<p>Before and during the construction period, measures should be implemented to limit the negative impacts of noise and reduced air quality.</p> <p>This could include the development and adoption of a CEMP, which should be made publicly available and accessible to all.</p> <p>A responsible party is to be</p>

Action	Responsibility	Implementation and timing
Engage with local residents and keep them informed of new housing provision, should they wish to relocate once the TSDL is complete.	Countryside Properties Chichester District Council	assigned. Regular sessions of engagement with local residents should take place at different stages of the development. A responsible party should be assigned.
Produce a strategy to make active travel a priority and promote it as a positive option, creating a safe and accessible to all network.	Chichester District Council	The Local Planning authority should devise and implement such policies that maximise the potential of active and sustainable travel, with consideration given to public transport incorporated in the scheme. A responsible party should be assigned.
Ensure that the community centre provides adequate space for community-based activities, with consideration given to provision of events for older and disabled people.	Countryside Properties Chichester District Council	The responsible parties should decide as soon as possible the provision of a new or an enhanced community centre, its design and the timescale of its delivery, in consultation with Tangmere Parish Council.

Appendices

A.	Bibliography	33
B.	Demographic mapping	35

A. Bibliography

1. Age UK (2018): 'All the Lonely People'
2. Asthma UK (2019) Pollution
3. British Heart Foundation (no date): 'Air pollution and cardiovascular disease'
4. Chichester District Council (2015) 'Chichester Local Plan: Key Policies 2014-2029'
5. Chichester District Council (2015) 'Chichester Local Plan: Key Policies 2014-2029 (page 40, 49, 60 and 114 for each policy)
6. Chichester District Council (2019): 'Tangmere Strategic Development Location Draft EqIA'
7. Countryside (2019) 'Tangmere Strategic Development Location – Masterplan Document'
8. Davdand, P. Wright, J. Martinez, D. Basagana, X. McEachan, R.R.C. Cirach, M. Gidlow, C.J. De Hoogh, K. Grazuleviciene, R. and Nieuwenhuijsen, M.J. (2014) Inequality, green spaces, and pregnant women: roles of ethnicity and individual and neighbourhood socioeconomic status.
9. Department for Business, Energy and Industrial Strategy (2018): 'Fuel Poverty'.
10. Department for Environmental Food and Rural Affairs (2013): 'Guide to UK Air Pollution Information Resources'.
11. Edward C. Melhuish, Institute for the Study of Children, Families & Social Issues, Birkbeck, University of London, 'A literature review of the impact of early years provision on young children, with emphasis given to children from disadvantaged backgrounds'
12. EY Foundation (2016): 'The employment landscape for young people in the UK'.
13. Fields in Trust. (2018); Revaluing Parks and Green Spaces: 'Measuring their economic and wellbeing value to individuals'
14. Flint E, Cummins S, Sacker A. 'Associations between active commuting, body fat, and body mass index: population based, cross sectional study in the United Kingdom.'
15. Gallo, W. T., Bradley, E. H., Falba, T. A., Dubin, J. A., Cramer, L. D., Bogardus Jr, S. T., & Kasl, S. V. (2004). 'Involuntary job loss as a risk factor for subsequent myocardial infarction and stroke: findings from the Health and Retirement Survey'. American journal of industrial medicine, 45(5), 408-416
16. Global Partnership for Education (no date): 'Benefits of Education'.
17. Government Equalities Office (2018): 'Trans People in the UK'.
18. Graham, H et al (2018): 'The experiences of everyday travel for older people in rural areas: A systematic review of UK qualitative studies'.
19. McEachan, R.R. Prady, S.L. Smith, G. Fairley, L. Cabieses, B. Gidlow, C. Wright, J Davdand, P. Van Gent, D and Nieuwenhuijsen, M.J. (2016) The association between green space and depressive symptoms in pregnant women: moderating roles of socioeconomic status and physical activity.
20. Hartig, T. Mang, M. Evans, G.W (1991) 'Restorative effects of natural environment experiences'
21. House of Commons Women and Equalities Committee (2017): 'Building for Equality: Disability and the Built Environment'. Available at: <https://publications.parliament.uk/pa/cm201617/cmselect/cmwomeq/631/631.pdf>
22. Joseph Rowntree Foundation (2015): 'Ethnic Minority Disadvantage in The Labour Market'.
23. Joseph Rowntree Foundation, 'Housing options and solutions for young people in 2020' (2012)
24. Leeds University Business School (2004): 'The Economic and Social Impact of Redundancies from Corus and Allied Steel and Wire in Wales'
25. Legislation UK (1990) Town and Country Planning Act 1990

26. Marmot Review Team (2011) 'The Health Impacts of Cold Homes and Fuel Poverty'. London: Department of Epidemiology and Public Health, University College London.
27. Matt Barnes, Carl Cullinane, Sara Scott and Hannah Silvester, People living in bad housing – numbers and health impacts (2013)
28. Merton Council (2018): 'The Merton Story – health and wellbeing in Merton in 2018'.
29. Ministry of Housing, Communities & Local Government (2019) Guidance on Compulsory purchase process and The Crichel Down Rules
30. My Community (2017): 'Community hubs for local services'.
31. Nation Children's Bureau (2007): 'Free Play in Early Childhood'
32. National Children's Bureau (2016): 'Housing and the health of young children: Policy and evidence briefing for the VCSE sector'.
33. Public Health England (2016) Health matters: getting every adult active every day.
34. Richardson, C., Faulkner, G., McDevitt, J., Skrinar, G., Hutchinson, D., Piette, J. (2005) Integrating physical activity into mental health services for persons with serious mental illness.
35. Royal College of Physicians (2016): 'Every breath we take: the lifelong impact of air pollution'
36. Runnymede Trust (2016) 'Ethnic Inequalities in London: Capital For All'.
37. Scope (2017): 'Nearly half of disabled people chronically lonely'.
38. Scope (2018): 'Out in the cold'.
39. Scope (undated) 'Challenging behaviour'
40. Source: Office for National Statistics (2017)
41. Tangmere Parish Council (2016) 'Tangmere Neighbourhood Plan 2014-2029'.
42. The Housing and Ageing Alliance. (2013). 'Policy Paper: Health, Housing and Ageing'
43. The Poverty Site (2017).
44. Transport for London (2011): 'What are the barriers to cycling amongst ethnic minority groups and people from deprived backgrounds?'
45. Verplanken B, Walker I, Davis A, Jurasek M. (2008) 'Context change and travel mode choice: combining the habit discontinuity and self-activation hypotheses.'
46. We are Cycling UK (2017): 'What is inclusive cycling?'
47. WHO (2017) Health co-benefits of climate change mitigation -Transport sector
48. World Health Organisation (2011): 'Burden of disease from environmental noise Quantification of healthy life years lost in Europe'.

B. Demographic mapping

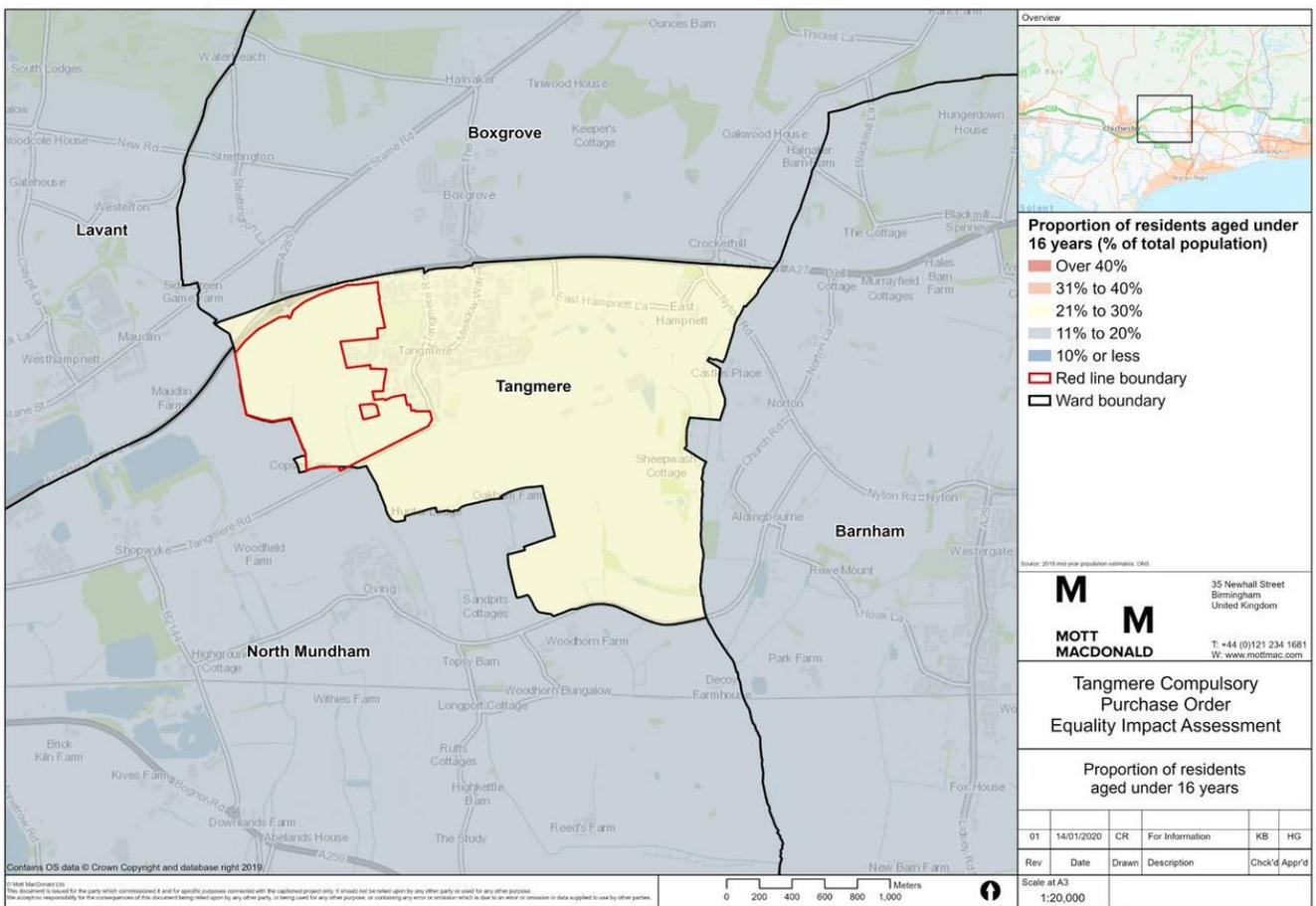
B.1 Tangmere Strategic Development Location demographic mapping

The maps below provide a wider, contextual demographic profile of the Site and its surrounding area.

B.2 Age

B.2.1 Children aged 0-15

Figure 5.1: Proportion of total population aged 0-15

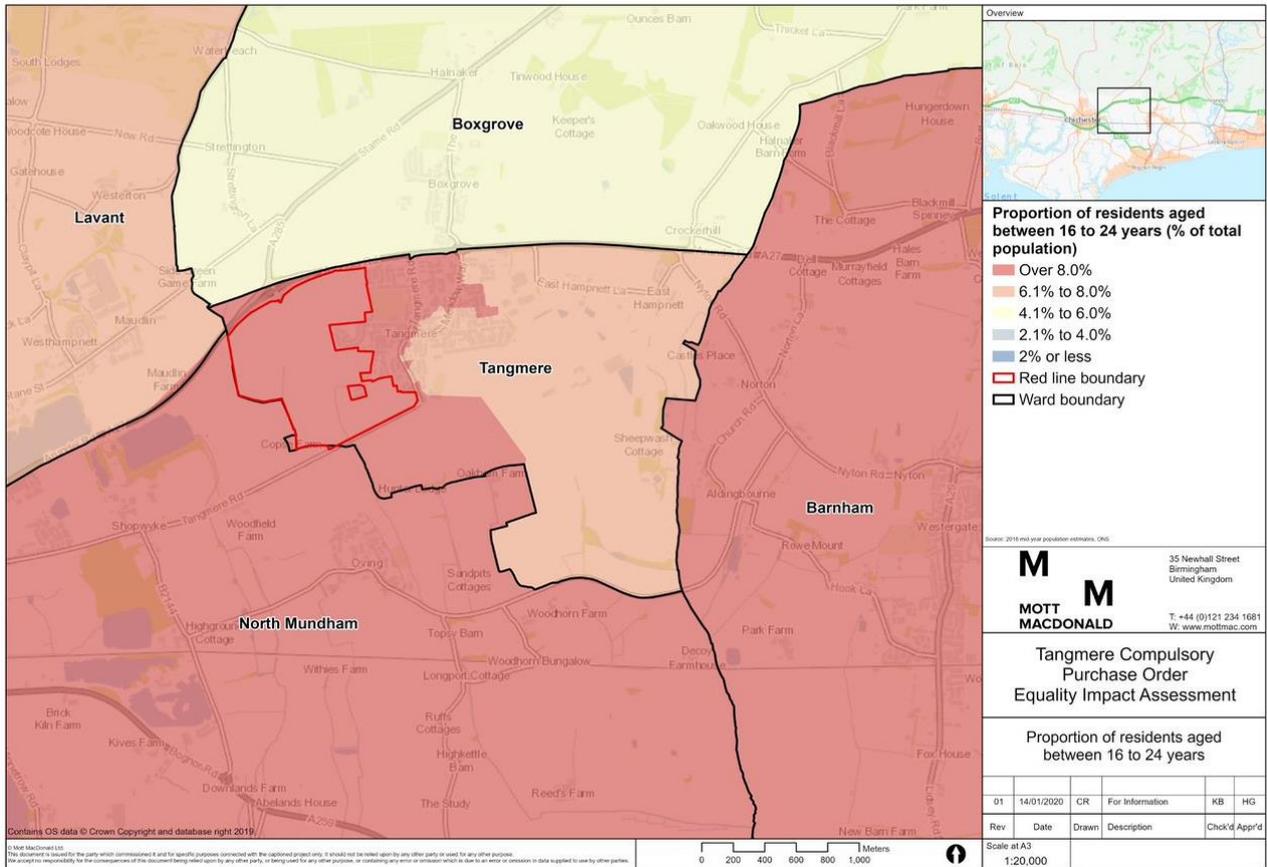


Source: Mott MacDonald, 2020

Figure 5.1 shows that the proportion of children aged under 16 within the RLB is the same as Tangmere at 21% to 30% of the total population. Tangmere has a higher proportion of this age group when compared to the surrounding area.

B.2.2 Young people aged 16-24

Figure 5.2: Proportion of total population aged 16-24

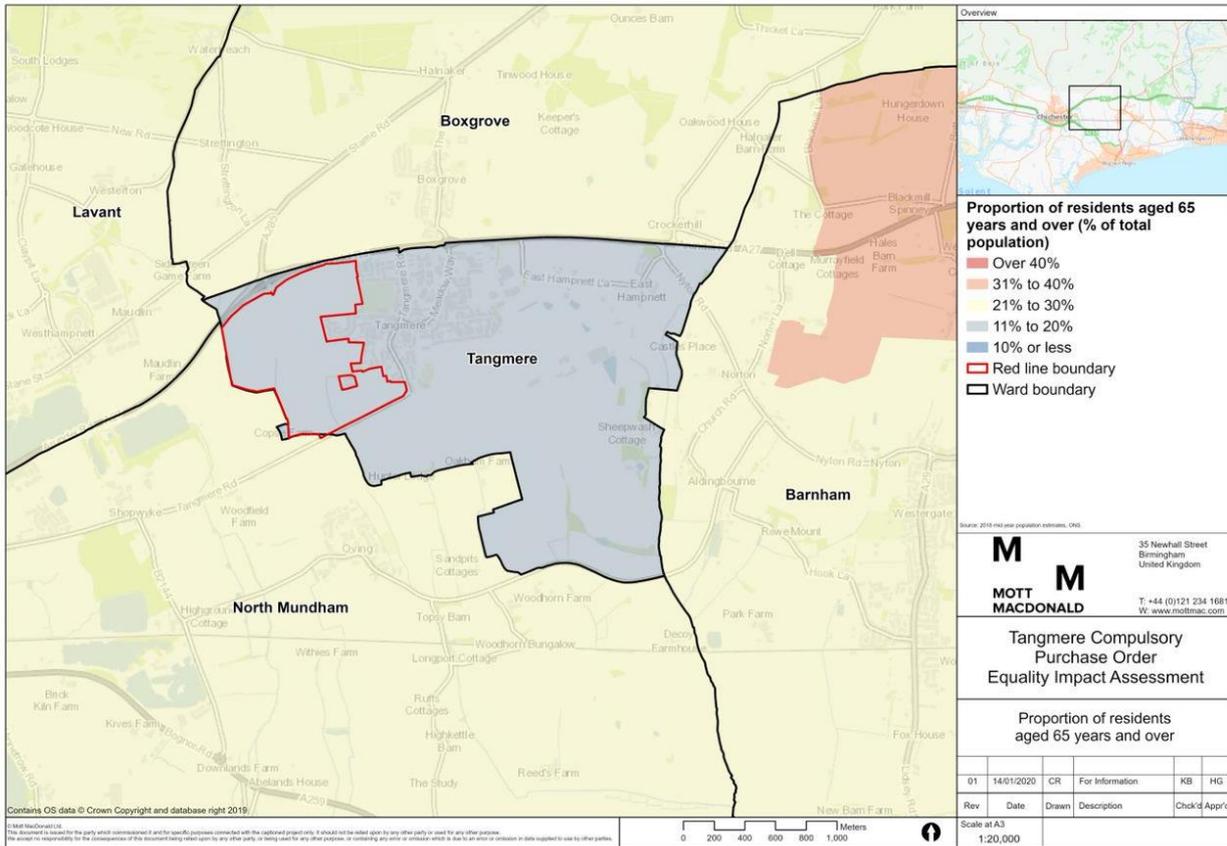


Source: Mott MacDonald, 2020

Figure 5.2 shows that the proportion of young people aged 16 to 24 within the RLB is over 8% of the total population. This is in line with the rest of west Tangmere, North Mundham and Barnham, but higher than east Tangmere, Boxgrove and Lavant.

B.2.3 Older people aged 65 and over

Figure 5.3: Proportion of total population aged 65 and over

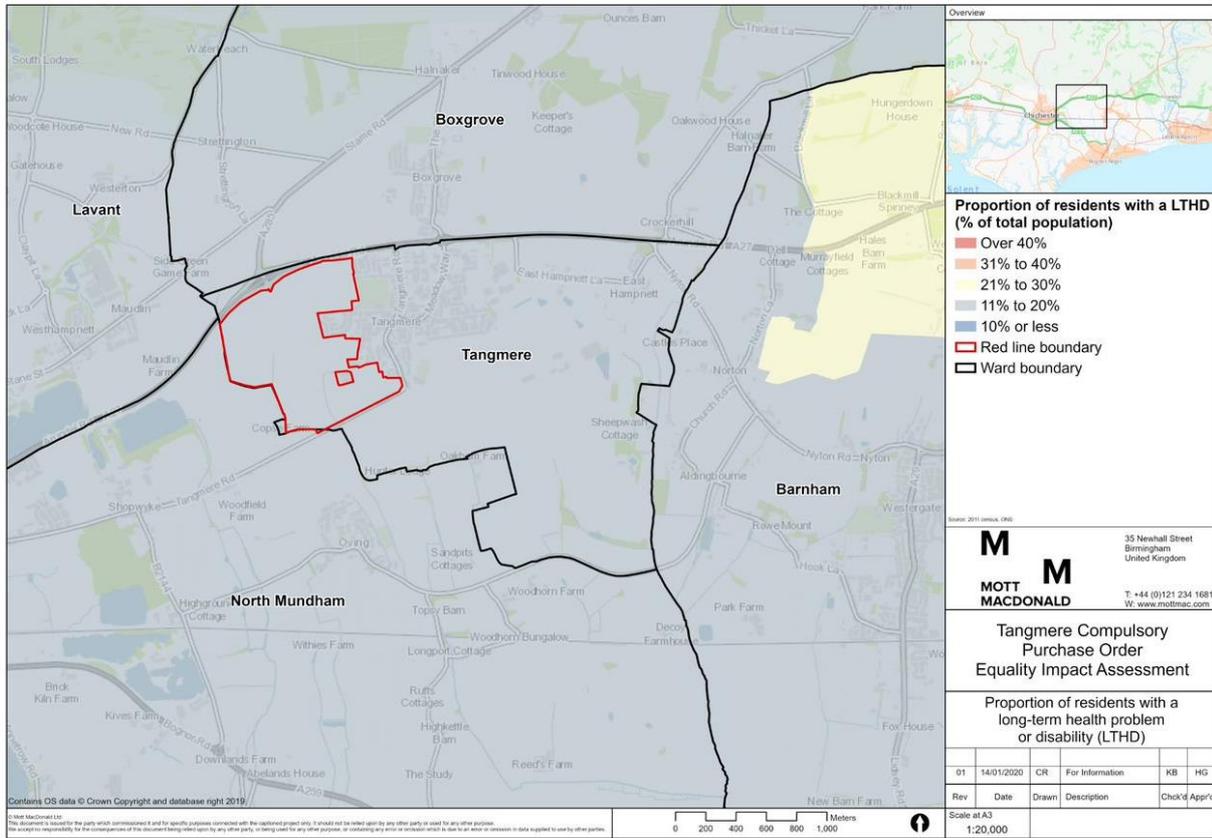


Source: Mott MacDonald, 2020

Figure 5.3 shows that the proportion of older people aged 65 and over within the RLB is between 11% and 20% of the total population. This is in line with Tangmere, but lower than Lavant, North Mundham, Barham and Boxgrove.

B.3 Disability

Figure 5.4: Proportion of total residents with a long-term health problem or disability

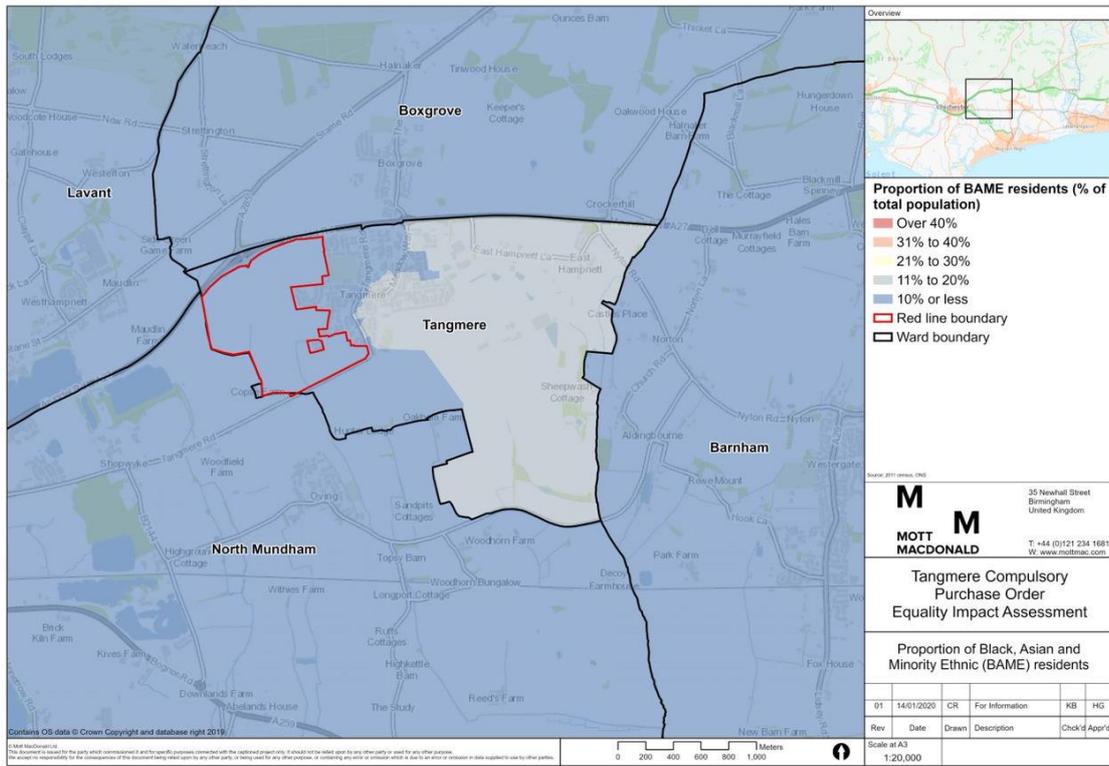


Source: Mott MacDonald, 2020

Figure 5.4 shows that the proportion of residents with a long-term health problem or disability is between 11% and 20% of the total population. This is in line with Tangmere and the wider surrounding area.

B.4 Race and ethnicity

Figure 5.5: Proportion of total residents who are from a Black, Asian or minority ethnic (BAME) background



Source: Mott MacDonald, 2020

Figure 5.5 shows that the proportion of residents who are from a BAME background is 10% or less of the total population in the west of Tangmere. This is in line with surrounding areas.

This page is intentionally left blank

CHICHESTER DISTRICT COUNCIL (TANGMERE) COMPULSORY PURCHASE ORDER 2020 ("Order")

Note: This document is to be read in conjunction with the Statement of Reasons for making the above Order and capitalised terms used in this document have the same meaning as defined within that Statement of Reasons.

The Equality Act 2010 provides a legal framework to protect the rights of individuals against unlawful discrimination and to advance equal opportunities for all. The Council is subject to the provisions of Section 149 of the Equality Act 2010, in particular Section 149(1) which provides sets out the Public Sector Equality Duty ("PSED") as follows:-

s.149(1) *A public authority must, in the exercise of its functions, have due regard to the need to:-*

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The Guidance makes clear (at paragraph 6) that public sector authorities are bound by the PSED and must have due regard to it.

The Council has had regard to the PSED and the need to act make decisions and exercise its functions in accordance with it. To assist the Council in this regard and inform the decision making process relating to the making of the Order, the Council commissioned an Equalities Impact Assessment ("EqIA") from independent consultants, Mott MacDonald. The final EqIA is dated 7th February 2020.

The Council has had regard to the EqIA, notably the conclusions at Chapter 5, including the recommendations at Chapter 5.1 and the action plan at Chapter 5.2.

The Council has put in place measures to implement the recommendations and actions that can be addressed prior to the making of the Order and will continue to do so following the making of the Order. Further, the Council notes that a number of the recommendations and actions relate to impacts yet to arise and the Council is mindful of the requirement to address these recommendations and actions as they do so.

Accordingly, the Council considers that, in seeking to make the Order and deliver the Scheme, it has had due regard to its PSED, the Guidance associated with it and the outcomes identified by the EqIA.

..... Andrew [Signature]

Director of Planning and the Environment

..... 19/2/20

2020

This page is intentionally left blank

THE TOWN AND COUNTRY PLANNING ACT 1990

AND

THE ACQUISITION OF LAND ACT 1981

CHICHESTER DISTRICT COUNCIL (TANGMERE)

COMPULSORY PURCHASE ORDER 2020

STATEMENT OF REASONS FOR MAKING THE ORDER

Contents

1. Introduction 1

2. Description of the Order land, its location, present use and ownership..... 2

3. Enabling power 4

4. Purpose of Compulsory Acquisition 4

5. Justification for Compulsory Acquisition 5

6. Scheme Delivery..... 10

7. Procedural Matters 11

8. Human Rights 14

9. Public Sector Equality Duty 15

10. Acquisition by Agreement 16

11. Conclusion 16

12. Inquiries Procedure Rules 16

13. Additional information 17

Appendix 1 18

(Landowner Plan) 18

Appendix 2 19

(Order Maps) 19

Appendix 3 20

(Core Document List)..... 20

DRAFT

Chichester District Council (Tangmere) Compulsory Purchase Order 2020

1. Introduction

- 1.1 On [DATE] Chichester District Council (the "Council") made the Chichester District Council (Tangmere) Compulsory Purchase Order 2020 (the "Order").
- 1.2 The Order has been made pursuant to Section 226(1)(a) of the Town and Country Planning Act 1990 (as amended).
- 1.3 The Council made the Order to enable it to acquire the land interests required to proceed with the development of land at Tangmere, including land within the Tangmere Strategic Development Location ("TSDL"). The land ("the Order Land") is identified within the schedule to the Order ("the Schedule") and on the map accompanying the Order ("the Order Map"). The details of known ownership of relevant interests in the Order Land are summarised within Section 2 below. The Order Land also includes land in unknown ownership, or land reputed to be in unknown ownership.
- 1.4 The following terms are used in this Statement:

1981 Act	Acquisition of Land Act 1981.
1990 Act	Town and Country Planning Act 1990.
Council	Chichester District Council of East Pallant House, Chichester, West Sussex, PO19 1TY.
Countryside	Countryside Properties (UK) Limited of Countryside House, The Drive, Brentwood, Essex, CM13 3AT.
Compensation Code	The principles set out in Acts of Parliament, principally the Land Compensation Act 1961, the Compulsory Purchase Act 1965, the Land Compensation Act 1973, the Planning & Compulsory Purchase Act 1991 and the Planning & Compulsory Purchase Act 2004 supplemented by case law, relating to compensation for compulsory acquisition.
District	The administrative area of the Council.
Emerging Local Plan	Chichester Local Plan Review 2016-2035 – Preferred Approach (December 2018).
EqIA	An Equalities Impact Assessment prepared by Mott MacDonald and dated 7 th February 2020.
Guidance	The guidance issued by the Ministry of Housing, Communities and Local Government entitled "Guidance on Compulsory purchase process and The Crichel Down Rules" (July 2019).

Local Plan	The Chichester District Council Local Plan "Chichester Local Plan: Key Policies 2014-2029", adopted by the Council on 14 July 2015.
Neighbourhood Plan	The Tangmere Neighbourhood Plan 2014-2029, "made" by the Council on 19 July 2016.
NPPF	The National Planning Policy Framework (February 2019).
NPPF (2012)	The National Planning Policy Framework (March 2012).
OAN	Objectively assessed housing need
Order	Chichester District Council (Tangmere) Compulsory Purchase Order 2020.
Order Land	Land identified within the schedule to the Order which refers to the Order Map.
Order Map	The map accompanying the Order which identifies the Order Land.
PSED Statement	Statement as to compliance with the Council's Public Sector Equality Duty, dated 19 February 2020
Schedule	The schedule to the Order
Scheme	The development of the TSDL to deliver at least 1,000 homes (consistent with the figure identified in the Local Plan) and up to 1,300 homes (consistent with the figure identified in the Emerging Local Plan), associated infrastructure, school, open space and community facilities.
Secretary of State	Secretary of State for Housing, Communities and Local Government.
Statement	This Statement of Reasons prepared in support of the Order
TSDL	The Tangmere Strategic Development Location as identified within the Chichester Local Plan: Key Policies 2014 – 2029.

- 1.5 This Statement of Reasons (the "Statement") has been produced in accordance with the guidance issued by the Ministry of Housing, Communities and Local Government entitled 'Guidance on Compulsory purchase process and The Crichel Down Rules' (July 2019) ("the Guidance"),

2. Description of the Order land, its location, present use and ownership

- 2.1 The Order Land comprises an area of approximately 76 hectares, located to the west of the village of Tangmere, West Sussex, south of the A27. The land is shown coloured pink on the Order Map.
- 2.2 The Order Land is predominately used for agricultural purposes, and is separated into fields. There is a natural fall in level from north to south.
- 2.3 The Order Land does not include any areas designated for nature conservation, Sites of Special Scientific Interest, Special Areas of Conservation or Special Protection Areas. No part of the Order Land comprises an Area of Outstanding Natural Beauty or Local Landscape Area, and the land does not include any World Heritage Site, Registered Battlefield, Listed Buildings or Registered Parks or Gardens.
- 2.4 The Order Land is entirely within the administrative area of the Council.

Ownership of the Order Land

- 2.5 The Schedule to the Order identifies those parties understood to have an interest in the Order Land. The Schedule has been prepared based on information gathered through inspection of Land Registry title documents, site inspections and enquiries, and the responses to notices issued under sections 172-179 of the Housing and Planning Act 2016. The Order Land is described in summary below by reference to the numbered Plots shown on the Order Map. Appendix 1 of this Statement contains a Landowner Plan indicating the locations of the larger landowner interests within the Order Land.
- 2.6 In summary, the Order Land comprises the following:
- Plots 2, 3, 4 and 16: the "Heaver Land"*
- 2.7 Plot 16 is a large section of farmland comprising two fields to the north of the Order Land of approximately 223,475 square metres in area running adjacent and to the south of the A27. Land Registry records indicate that this land is in the process of being transferred and registered to Bosham Limited and Shopwyke Limited from Herbert George Heaver and Shelagh Heaver. Bosham Limited and Shopwyke Limited are two companies over which John Philip Heaver and Shelagh Clare Richardson have significant control and are both Directors.
- 2.8 Plots 2, 3 and 4 are together a section of farmland to the south east of the Order Land of approximately 11,708 square metres in area. Land Registry records indicate that Plot 2 is the process of being transferred and registered to Bosham Limited and Shopwyke Limited from Herbert George Heaver and Shelagh Heaver; Plot 3 is in the process of being transferred and registered to Bosham Limited and Shopwyke Limited from Herbert George Heaver. Plot 4 is owned by Bosham Limited and Shopwyke Limited.
- Plots 15 and 17: the "CS East / CS South Land"*
- 2.9 Together, Plots 15 and 17 are a section of land approximately 1 metre in width and approximately 1,321 square metres in area on the southern and eastern edges of Plot 16. Plot 17 is within the ownership of CS East Limited and Plot 15 is within the ownership of CS South Limited.
- Plots 5, 6, 13 and 14: the "Pitts Land"*
- 2.10 Together, Plots 5, 6, 13 and 14 comprise sections of farmland of approximately 262,375 square metres in area, crossing the Order Land from the western boundary of the Order Land to the Tangmere Road. Plot 6 is within the ownership of Deirdre Jane Pitts, Michael Williams Pitts, Diana May Pitts and Valerie Ann Young. Plots 5, 13 and 14 are within the ownership of Andrew John Pitts.

Plots 9, 10, 11 and 12: the "Church Commissioners Land"

- 2.11 Plots 9, 10, 11 and 12 form together a large section of farmland in the south east of the Order Land comprising 257,290 square metres in area. Plots 9, 10, 11 and 12 are within the ownership of the Church Commissioners for England.

Plot 18 the "Highways Land"

- 2.12 Plot 18 is a section of land approximately 30 square metres in area in the ownership of Highways England Company Limited which does not form part of the highway adjacent to the A27 roundabout. Countryside is engaging with Highways England Company Limited to acquire this land voluntarily, or to secure that it will become adopted highway through the s.278/s.38 process as part of highway works required for the Scheme.

Plot 7

- 2.13 Plot 7 is an area of land of approximately 60 square metres in area located on the edge of Plot 6 where registered title plans show overlapping between the ownership of Deirdre Jane Pitts, Michael Williams Pitts, Diana Mary Pitts and Valerie Ann Young (forming part of the title of Plot 6) and Saxon Meadow Tangmere Limited.

Plot 8

- 2.14 Plot 8 is a section of open land of approximately 6,791 square metres in area adjacent to the Saxon Meadow Estate. Plot 8 is currently owned by a limited company which is in administrative receivership.

3. Enabling power

- 3.1 Under Section 226(1)(a) of the 1990 Act, a local authority may be authorised to acquire compulsorily any land within its area, if it considers that the acquisition will facilitate the carrying out of development, re-development or improvement on or in relation to the land. The power under section 226(1)(a) is intended to provide a positive tool to help acquiring authorities with planning powers to assemble land where this is necessary to implement proposals within its Local Plan or where strong planning justifications for the use of the power exist.
- 3.2 A local authority must not exercise the power under section 226(1)(a) of the 1990 Act unless it considers that the development, re-development or improvement is likely to contribute to the achievement of any one or more of the following objectives:
- (a) the promotion or improvement of the economic well-being of its area;
 - (b) the promotion or improvement of the social well-being of its area; and
 - (c) the promotion or improvement of the environmental well-being of its area.

4. Purpose of Compulsory Acquisition

- 4.1 The Council's purpose in acquiring the Order Land is to facilitate strategic housing delivery on the TSDL. In this regard the Council, in conjunction with its development partner, will use the Order Land to bring forward the Scheme.
- 4.2 The Scheme will comprise a residential-led mixed-use development comprising up to 1,300 homes, an expanded village centre (comprising units suited to A1, A2, A3, A4, A5 and B1(a)), community facilities, education facilities, open space and green infrastructure.

4.3 At this stage, the level of development that will be proposed within the Outline Planning Application has not been finalised. However, as set out within the Environmental Impact Assessment Scoping Report that was submitted to the Council by Countryside on 23 July 2019 (CDC ref. 19/01913/EIA), the maximum quantum of development that would be proposed as part of the Scheme is as follows:

- Units suited to A1, A2, A3, A4, A5 and B1(a) – up to 1,000sqm;
- C3 (residential) – up to 1,300 dwellings;
- D1 (education) – 2.89 ha primary school plus early years provision; and
- D2 (assembly and leisure) – approximately 1,100sqm.

4.4 It is proposed to deliver 30% of the new homes in the form of affordable housing, in accordance with the Local Plan.

4.5 For the purposes of any analysis regarding the extent of development to be disregarded in the 'no scheme world', such development is the Scheme as defined in this Statement, for which the Order is being promoted.

5. **Justification for Compulsory Acquisition**

Need for Scheme delivery

Delivery of housing within the Local Plan area

5.1 Policy 4 of the Local Plan makes provision for the Council to deliver 7,388 homes over the period 2012-2029 (equivalent to c.435 dwellings per annum ("dpa"). This housing target falls short of the Council's objectively assessed need ("OAN") as identified in the 'Review of Objectively Assessed Housing Need in light of 2012-based Subnational Population Projections' (August 2014) which identifies an OAN of 560-575 dpa in the District. Paragraph 7.4 of the Local Plan sets out that part of this identified housing requirement for the District has been met in the South Downs National Park, which lies outside the Local Plan area and that housing delivery in the National Park area of the District averaged around 70 dpa. Based on this assumption, the remaining OAN for the Local Plan area was estimated to be 505 dpa. The Local Plan was unable to meet the full OAN of 505 dpa due to key infrastructure constraints, including uncertainty about transport and wastewater treatment infrastructure provision. The target of c.435 dpa was based on the level of housing that could be realistically and sustainably delivered within the period, having regard to the identified constraints in the Local Plan area, the evidence base prepared to support the Local Plan and potential development capacity. It is therefore essential that, as a minimum, the Council meet the housing target identified in the Local Plan.

5.2 Of the 7,388 homes provided for in the Local Plan, 3,250 are to be provided at the Strategic Development Locations allocated at West of Chichester, Shopwyke, Westhampnett/North East Chichester and Tangmere. Delivery of housing on all of the Strategic Development Locations in the Local Plan (including the TSDL) is therefore essential to ensure that there is no shortfall in meeting the housing target set out in the Local Plan.

5.3 At 1,000 homes, the TSDL is the second largest allocation in the Local Plan and represents approximately 14% of the total housing need for Local Plan area for the period 2012-2029 and 31% of the total housing to be provided within the Strategic Development Locations. Development of the TSDL is therefore critical to delivery of the Council's housing target.

East-West Corridor

- 5.4 The East-West Corridor is the Council's main focus for new development in the Local Plan. The East-West Corridor has an emphasis on consolidating and enhancing the role of Chichester City as the District's main centre, whilst also developing the role of key settlements to its east and west, most notably Southbourne and Tangmere, to help to relieve pressure on the city and take advantage of access to jobs and services to the east and west of the District.
- 5.5 It is proposed that the East-West Corridor (which includes the TSDL) will provide 6,156 homes during the Local Plan period.
- 5.6 The vision for the East-West Corridor proposes that the village of Tangmere will grow and develop its role as a 'settlement hub' by widening the range and improving the quality of public open space, leisure and community facilities for the local area. The vision seeks to significantly enhance the village's range of facilities to the benefit of the local community through the development of new homes and workspace.

The importance of the TSDL

- 5.7 Paragraph 2.7 of the Local Plan notes that Tangmere hosts a number of local businesses and has some dispersed community facilities including shops and a medical centre, but that it currently lacks many of the amenities and services normally associated with a settlement of its size.
- 5.8 Accordingly, Policy 18 of the Local Plan allocates the TSDL for mixed development, comprising 1,000 homes, community facilities, open space and green infrastructure. The TSDL is the only housing allocation at Tangmere in the Local Plan.
- 5.9 The Scheme therefore plays a significant role in addressing the need for new housing across the Local Plan area and makes a significant contribution to the objectives of the Local Plan. In particular:
- (a) delivering the vision for the East-West Corridor;
 - (b) assisting with the need to relieve pressure on Chichester city;
 - (c) addressing local needs for both market and affordable housing;
 - (d) providing enhanced amenities and services for existing and future residents of Tangmere;
- 5.10 The fact that the Council's adopted Local Plan, even in the event of comprehensive delivery, does not in fact meet its full OAN (for the reasons set out in Paragraph 5.1 above) means it is imperative that each and every allocated site come forward. In this regard the housing trajectory set out in the Local Plan in 2015 envisaged that delivery of homes at the TSDL would commence from 2019/2020 onwards. Failure to deliver homes on the site within the Plan period would mean a very significant shortfall in housing delivery.
- 5.11 The need for new development at Tangmere is further emphasised by the Council's proposals in the Emerging Local Plan (details of which are set out at Paragraphs 7.14 to 7.16 below) to increase the scale of development at the TSDL from 1,000 to 1,300 homes).

Benefits of Scheme

- 5.12 The Scheme will contribute to, and deliver extensive benefits in respect of, the economic, social and environmental wellbeing of the District. Taken as a whole, it will make a significant contribution to the Council's vision for its Local Plan area and the Settlement Hubs within it (one of which is Tangmere). The Local Plan anticipates that the role of Settlement Hubs as key local centres is to provide a range of homes, workplaces, social and community facilities and the Scheme is a major contributor to those aspirations for Tangmere and its surrounding area.

- 5.13 In particular, as regards economic matters, the provision of the substantial new housing anticipated by the Scheme will not only create and support jobs in the construction sector but will also result in an increase in local population, bringing with it enterprise, labour, wealth and income all of which are necessary for economic prosperity. The resultant neighbourhood of approximately 2,800 residents (depending on the eventual outcome of the master-planning exercise and planning process) will contribute to the viability and vitality of Tangmere village centre and nearby town centres.
- 5.14 In terms of social issues, the Plan area currently has a clear need for additional housing and a requirement to diversify housing tenures within Tangmere. Delivery of the Scheme on the Order Land will contribute very significantly towards meeting housing targets, providing both market and affordable units. The development of balanced and mixed residential housing stock will retain and attract a wide diversity of population, ensuring a mixed, balanced and sustainable community. Provision of infrastructure associated with the residential development, including the school, open space and community facilities, will also make a material contribution to social wellbeing and a sense of community. Part of the Council's Local Plan vision is to promote and provide sustainable communities served by appropriate infrastructure and facilities and the Scheme makes a significant contribution to that vision for Tangmere.
- 5.15 In terms of environmental wellbeing, the Scheme offers the opportunity for on-site habitat creation in accordance with the Local Plan. Wastewater from the Scheme will drain via the Tangmere Wastewater Treatment works, which discharges into the Aldingbourne Rife, avoiding discharge into Chichester Harbour and the attendant environmental issues associated with it.
- 5.16 Further, the Scheme's delivery of modern, energy efficient homes in a well-planned development which incorporates open-space and sustainable drainage solutions will represent an environmental benefit. Such strategic development of land which has been identified for development through the Council's Local Plan process will also reduce pressure for development on other, less suitable sites.
- 5.17 Finally, the expansion of Tangmere, to include new housing and the provision of a range of community infrastructure will improve and enhance the sustainability of Tangmere as a Settlement Hub, reducing the need for residents to travel further afield for those facilities and services and providing the opportunity for the provision of improved local public transport services and cycle connectivity to Chichester and other surrounding settlements.

Need for Order to ensure Scheme delivery

Strategic Development Locations and the requirement for comprehensive development

- 5.18 Policy 7 (Masterplanning Strategic Development) of the adopted Local Plan emphasises the need for the strategic development locations to come forward comprehensively, stating that:

“Development of the strategic locations identified in the Local Plan will be planned through a comprehensive masterplanning process. Preparation of masterplans will involve the active participation and input of all relevant stakeholders, including the Council, landowners, developers, the local community, service providers and other interested parties. Masterplans will be developed in consultation with the Council prior to the submission of a planning application.”

- 5.19 Supporting paragraph 7.33 of Policy 7 also states that:

“The strategic development locations will be planned and designed to a high standard as sustainable mixed communities, well integrated with existing settlements and neighbourhoods. The strategic developments also offer opportunities to expand and enhance local infrastructure and facilities for the wider Plan area. To achieve these objectives, development will be planned in a coordinated way through a comprehensive masterplanning process...”

- 5.20 Policy 18 (Tangmere Strategic Development Location) confirms that development will be masterplanned in accordance with Policy 7.

Infrastructure requirements of the TSDL

- 5.21 The TSDL is allocated for development in the Local Plan and is a proposed allocation in the Emerging Local Plan. The Neighbourhood Plan provides a set of development principles for the TSDL that have informed the Masterplan Document. Between them, these documents identify various infrastructure requirements that the TSDL is expected to deliver, both on- and off-site, including:

- On-site primary school provision;
- New or expanded community facilities (possibly including a new village centre) providing local convenience shopping (referred to as the 'Village Main Street' in the Neighbourhood Plan);
- Small-scale business uses;
- Green links to the South Downs National Park and Chichester City;
- Primary road access from the slip-road roundabout at the A27/A285 junction to the west of Tangmere providing a link with Tangmere Road (referred to as the 'North-South Link Road' in the Neighbourhood Plan);
- Provision for improved more direct and frequent bus services between Tangmere and Chichester city, and improved and additional cycle routes linking Tangmere with Chichester city, Shopwyke and Westhampnett;
- Provision for the expansion or relocation of the Tangmere Military Aviation Museum; and
- New public open space including a Community Orchard / Garden / Allotment and a new Public Park comprising sufficient space to include a children's play area, recreational area, sports pitches and an outdoor sports pavilion.

Why comprehensive development of the TSDL is required

- 5.22 It is imperative that development comes forward comprehensively in order to provide certainty over delivery of the infrastructure requirements for the planned residential development, and to guarantee that such infrastructure will be delivered in a cohesive and co-ordinated manner. Comprehensive development is also necessary if best and most efficient use is to be made of the TSDL, and delivery of residential development maximised.

- 5.23 Piecemeal development would be prejudicial to the proper future development of the TSDL, and would not accord with the policies in the adopted Local Plan. Concerns in this regard include the following:

- **Highways and Access:** There is a need to ensure a coordinated and connected approach to the delivery of the North-South Link Road, which, by its nature, will need to traverse land controlled by all three current principal landowners. Piecemeal development may result in the delivery of sections of road in different manners, or not at all. A co-ordinated approach is fundamental to the delivery of the Scheme given the lack of potential vehicular connection points into the existing village and the constrained nature of Malcolm Road;
- **Public Transport:** A comprehensive approach to development is required to enable the proper integration of public transport opportunities into the TSDL, in particular enabling the extension of existing bus services into the site in a practical and commercial manner;

- Public Open Space: Comprehensive development is also required to ensure adequate provision of open space, education and community facilities across the site as a whole. The Neighbourhood Plan requires parts of the TSDL to be provided as open space (including sports pitches and allotments, which includes the relocation of existing allotments onto the TSDL to facilitate the expansion of the Tangmere Military Aviation Museum) and the failure to deliver these is a significant risk to the comprehensive delivery of the TSDL;
 - Services: Capacity of incoming services to serve the wider Scheme and not just individual developed parcels is required, this would be at risk were there delivery on a piecemeal basis by different developers;
 - Sustainable Drainage Systems (“SuDS”): the provision of SuDS drainage may not be delivered appropriately in the event of piecemeal development. Any independently delivered drainage strategy in the absence of a comprehensive drainage strategy may result in a higher proportion of the TSDL being required for retention basins and subsequent inefficient use of land, which would, in addition to conflict with the Local Plan, not align with the relevant requirements of the NPPF;
 - EIA: A comprehensive outline application for the Scheme will require an Environmental Impact Assessment (EIA) as the project meets the spatial criteria within Schedule 2 10 (b) of the Town and Country Planning (EIA) Regulations, 2017 (as amended). Given the degree of functional interdependence required due to the TSDL’s allocation if the site were to come forward via piecemeal development, a separate EIA could be required for each individual parcel / planning application, to guard against ‘salami-slicing’. In this circumstance any planning applications for individual parcels that were not accompanied by an Environmental Statement would be subject to further delays to allow for an EIA to be undertaken;
 - Transport Assessment: Similar to the EIA process, if the development were to come forward via separate piecemeal applications, the Transport Assessments for each application would need to assess the cumulative impact of the development as a whole, and the prospect of these coming forward under a single agreed methodology is unlikely.
- 5.24 A piecemeal approach could render some parcels unviable, resulting in the risk that the TSDL fails to come forward in its entirety and fails to provide the necessary infrastructure required. By taking a piecemeal approach, it is highly unlikely the TSDL would deliver the 1,000 homes identified in the Local Plan, or the requirements of the Emerging Local Plan (when adopted).
- Failure to deliver the TSDL to date*
- 5.25 The Council has sought to encourage delivery of comprehensive development of the TSDL over a number of years, but no material progress has been made.
- 5.26 Throughout the formulation of the Local Plan (from its earliest stages in 2010 and thereafter), the Council was assured by the landowners and site promoters of the Order Land that there was a commitment to jointly deliver the residential development and the requisite infrastructure in a coordinated way, initially through the production of a masterplan and then a single subsequent outline planning application. However, no material progress was made prior to the adoption of the Local Plan in 2015, and since that date – unlike other strategic development locations allocated in the Local Plan which have been progressed, or are progressing – there has again been no material progress in terms of comprehensive delivery of the TSDL.
- 5.27 In this regard, the Council is aware that landowners have not been able to agree mutually acceptable commercial terms, which has proved a major barrier to development coming forward.

- 5.28 As a consequence, to date the only proposals to bring forward development at the TSDL by any of the existing landowners, have comprised suggestions that development be brought forward on individual land ownerships, on a piecemeal basis. For the reasons set out above, such proposals are not acceptable, and would not be consistent with the Council's objectives. The Council believes that there are no credible alternatives to compulsory purchase to achieve delivery of the Scheme in accordance with the Local Plan.
- 5.29 Despite discussions between the Council and the landowners having commenced as early as 2010, when proposals for the development of what is now the TSDL were first considered, landowners and site promoters have not been able to work together to deliver development. Indeed, no meaningful proposals have been progressed, despite numerous assurances that a masterplan was in preparation and that all landowners were committed to progressing the TSDL in a policy compliant fashion.
- 5.30 The Council has, on various occasions, requested to be advised of any collaboration agreement or timeframe for bringing forward the entire TSDL for delivery of housing and infrastructure in accordance with the Local Plan. As at the date of this Statement, the Council is not satisfied that the landowners are willing and able to work together to deliver the comprehensive development of the TSDL within any acceptable timeframe. In this regard, as noted above, the Council's housing trajectory as contained in the Local Plan anticipated delivery of dwellings at the TSDL from 2019/20 onwards. In view of this position, the Council considers the TSDL to be a stalled development site.
- 5.31 The Council considers that the compulsory purchase power conferred by Section 226 of the 1990 Act, insofar as it is intended to provide a positive tool to help acquiring authorities with planning powers to assemble land where this is necessary to implement proposals within their Local Plan, was created for use in circumstances just such as these.

6. **Scheme Delivery**

Development Partner

- 6.1 Through a competitive tender process, Countryside Properties (UK) Limited ("Countryside") was selected as the Council's development partner to bring forward and facilitate the residential-led development of the TSDL.
- 6.2 Countryside is a major housebuilding and urban regeneration company with over 60 years' experience. The company has a track record in delivering large scale residential led schemes in London and the South East, the Midlands and the North West of England. This has included several garden village developments providing between 1,000 and 3,600 residential units, including where compulsory purchase powers have been exercised to bring forward and deliver schemes.
- 6.3 In the year 1 October 2018 – 30 September 2019, Countryside completed on a total of 5,733 homes, comprising a mix of private, affordable and PRS (Private Rented Sector).
- 6.4 Countryside, as the main trading entity of Countryside Properties PLC ("CPPLC"), can call on its parent company for further lending support if necessary. In February 2016, CPPLC raised £130 million of new capital as part of its initial public offering and secured a group revolving credit facility of £300 million, which is available until May 2023. As at 30 September 2019, the net assets of CPPLC were £899.1 million and for the financial year ended 30 September 2019, CPPLC delivered adjusted revenue of £1,422.8 million and adjusted operating profit of £234.4 million.
- 6.5 Therefore, Countryside's strong financial position provides the company with the flexibility necessary for implementing compulsory purchase order projects such as the Scheme.

- 6.6 The Council is satisfied that Countryside has sufficient resources and if required can obtain sufficient funding for both acquiring the Order Land and implementing the Scheme, both presently and during the compulsory acquisition process.

Development Agreement

- 6.7 A development agreement between the Council and Countryside was completed on 5 February 2019.
- 6.8 The development agreement provides an indemnity for the Council's costs of bringing and making the Order, the acquisition of the land and the payment of compensation, together with securing planning permission and implementing the Scheme within an agreed programme. It also requires Countryside to prepare an outline planning application for the delivery of the TSDL, which is currently being prepared.

Timetable for delivery

- 6.9 Pre-application intrusive and non-intrusive surveying works over the extent of the TSDL were undertaken by Countryside during Spring and Summer of 2019.
- 6.10 Following the Council's endorsement of the Masterplan Document in January 2020, it is anticipated that the outline planning application for the Scheme will be submitted in April 2020, targeting a resolution to grant in September 2020.
- 6.11 Once the CPO has been confirmed, the Council will take possession of the entirety of the Order Land within 6 months. Once the Order Land has been transferred to Countryside, the s.106 Agreement will be completed with outline planning permission to follow.
- 6.12 Following the grant of outline planning permission, the Scheme will be built in phases, each requiring a reserved matters consent application. The first reserved matters application(s) will likely relate to the key strategic infrastructure required for the Scheme, including the north-south link road, principal areas of public open space and strategic landscaping.
- 6.13 The site preparation works associated with the development of the Scheme will be phased, with initial works anticipated to commence in 2022. This enables infrastructure and construction to commence in 2022. It is expected that the first homes would be completed and available for occupation within 12-18 months of starting on site.

Viability of Scheme

- 6.14 The Council has considered the financial viability of the Scheme and has obtained external, independent viability advice from a firm of leading real estate practitioners in order to satisfy itself that the Scheme is and remains viable. Having reviewed this advice, the Council is satisfied that the Scheme is and remains financially viable.

7. Procedural Matters

- 7.1 Subject to the confirmation of the Order to enable site assembly to be achieved, the Council considers there are no procedural impediments to delivery of the Scheme.

The Planning Position

- 7.2 Planning permission has not yet been granted in respect of the Scheme. As outlined above, Countryside anticipate submitting an application for outline planning permission in respect of the Scheme in April 2020.

- 7.3 A Planning Performance Agreement was signed between the Council and Countryside on 15 May 2019. This provides for the provision of pre-application advice, masterplanning preparation and the timely consideration of an outline planning application for the Scheme.
- 7.4 As part of the pre-application process, a masterplan (“Masterplan Document”) has been prepared by Countryside to outline how the Scheme can be brought forward and comprehensively developed in accordance with the Local Plan, Tangmere Neighbourhood Plan and emerging Local Plan. This Masterplan Document sets out Countryside’s broad approach to the future development of the TSDL and explains how this approach has evolved, including following extensive engagement with the Council, Tangmere Parish Council, the local community and other key stakeholders, as well as a range of technical site assessment work. It focuses on the key features and principles of the Scheme, which have been designed in accordance with national and local planning policy and have culminated in the Masterplan Document.
- 7.5 The Masterplan Document was submitted to and validated by the Council on 15 November 2019 (ref. 19/02836/MAS). It was consulted on by the Council and was endorsed by the Council’s Planning Committee on 8 January 2020.
- 7.6 The Masterplan Document is intended as a ‘stepping-stone’ between the existing allocation and the outline planning application. It is imperative that development of the TSDL comes forward comprehensively in order to provide certainty over delivery of the infrastructure requirements for the planned residential development. This will ensure that the necessary infrastructure can be delivered in a cohesive and co-ordinated manner. It is therefore intended that the scheme will be delivered via a single outline planning application. It is anticipated that the Scheme will be consistent with planning policy at both a national and a local level, and there is no reason to believe that planning permission will not be forthcoming. In this regard the policy in position is summarised below.

National Policy

- 7.7 The NPPF promotes a presumption in favour of sustainable development.
- 7.8 The strategic objectives of the NPPF are to support economic growth, achieve a wide choice of high quality homes, widen opportunities for home ownership and create sustainable inclusive and mixed communities. The NPPF also supports the highest standards of architectural and urban design.
- 7.9 The TSDL is allocated for development in accordance with the Local Plan, which was examined against the relevant provisions of the NPPF (2012) and found to be sound. The Emerging Local Plan will be assessed against the most up to date version of the NPPF when submitted for examination. The development of the TSDL complies with the core principles of the NPPF and represents sustainable development in accordance with the prevailing national policy.
- 7.10 Paragraph 72 of the NPPF recognises that housing supply can sometimes be best achieved through planning for larger scale development, such as significant extensions to existing villages. The delivery of the Scheme will make a significant contribution to the housing supply for the Local Plan area, as well as satisfying the NPPF’s requirement for plans to deliver a sufficient supply of homes. Residential development on the TSDL also has an important role to play in contributing to the development and vitality of Tangmere village centre, in accordance with paragraph 85 of the NPPF. The policy objectives of comprehensive development of the TSDL, including securing the necessary infrastructure, community facilities, services, and open space provision accord with the NPPF’s principle of promoting healthy and safe communities and underpin the content of the Masterplan Document, which are being carried forward into the outline planning application.

Local Plan

- 7.11 The land is currently allocated within the Local Plan, and has been a site formally allocated for residential housing development since the adoption of the Local Plan in 2015. Previous to this the site was identified for residential development in 2010 within the Council's "Focus on Strategic Growth Options" consultation document. This document was a consultation document considering potential options for significant growth within the District and accordingly formed part of the early stages in preparation for the formulation of the Local Plan
- 7.12 Specific policy considerations can be summarised as follows
- Policy 2 (Development Strategy and Settlement Hierarchy) of the Local Plan identifies Tangmere as being capable of accommodating further sustainable growth to enhance and develop its role as a settlement hub.
 - Policy 4 (Housing Provision) states that strategic development locations are allocated in the Local Plan to accommodate 3,250 homes over the Local Plan period.
 - The TSDL is identified within Local Plan Policy 18 for the delivery of 1,000 homes and associated infrastructure including a school, open space and community facilities.
 - Policy 7 ('Masterplanning Strategic Development') confirms that development of the strategic locations identified in the Local Plan (including the TSDL) will be planned through a comprehensive masterplanning process, which will involve the active participation and input of all relevant stakeholders.
- 7.13 As above, a Masterplan Document for the TSDL has been produced by Countryside and endorsed by the Council, in accordance with Policy 7. An outline planning application to be submitted by Countryside will seek permission for up to 1,300 homes and associated uses to reflect the proposed increase in the Emerging Local Plan, thus also ensuring the delivery of the 1,000 homes allocated in the current Local Plan. The outline planning application is being prepared to comply with all other relevant policy requirements within the Local Plan. The Scheme will realise the objectives of relevant policy as contained in the Local Plan.

Emerging Local Plan

- 7.14 The Local Plan is currently under review. The Council consulted on the Chichester Local Plan Review 2016 – 2035 Preferred Approach plan between December 2018 and February 2019. The Emerging Local Plan currently contains proposals for at least 12,350 dwellings during the period 2016 – 2035, equivalent to c.650 dpa. The Emerging Local Plan also proposes to meet unmet housing need arising from that part of the District lying within the South Downs National Park. This comprises 41 dpa out of the total 650 dpa. At least 4,400 dwellings are proposed to come forward from strategic allocations, including the TSDL.
- 7.15 The Emerging Local Plan includes draft policies which are relevant to the TSDL. Draft Policy S3 (Development Strategy) includes Tangmere on a list of Strategic Development Locations to help achieve sustainable growth. Draft Policy AL14 (Land West of Tangmere) proposes to allocate land to the west of Tangmere for residential-led development of a minimum of 1,300 dwellings. Draft Policy S32 (Design Strategies for Major Development Sites) requires proposals for housing allocations and major development sites to be accompanied by a site-wide design strategy that includes a masterplan.
- 7.16 As above, a Masterplan Document for the TSDL has been produced by Countryside and endorsed by the Council, in accordance with draft Policy S32. The outline planning application will seek permission for up to 1,300 homes and associated uses in accordance with draft Policy AL14, and will have due regard to other detailed emerging policies as material considerations in the determination of the planning application, albeit the Emerging Local Plan

only carries limited weight at present. The Scheme would therefore realise the objectives of relevant policy as contained in the Emerging Local Plan.

Neighbourhood Plan

- 7.17 The Tangmere Neighbourhood Plan was 'made' on 19 July 2016 and forms part of the development plan. The Neighbourhood Plan includes a concept statement for the development and will inform the masterplanning process. The vision of the Neighbourhood Plan is a "one village" concept to unite and integrate the existing Tangmere village with the new development. In line with Policy 2 (Strategic Housing Development) of the Neighbourhood Plan, this identifies the land as a Strategic Development Location and sets out the requirement for the provision of 1,000 new homes, new community facilities, a main village street, new open space and green infrastructure.
- 7.18 The Framework Masterplan has been designed to comply with the requirements of the Neighbourhood Plan Policy 2 and also has regard to Policy 7 (Land to the West of Malcolm Road) given the Neighbourhood Plan's expectation that this land is considered as part of the TSDL masterplan. The Scheme would therefore realise the objectives of relevant policy as contained in the Neighbourhood Plan.

Other Consents

Works to Existing Highways

- 7.19 Where works are required to existing highways, Section 278 agreements will be entered into with Highways England for any works relating to the strategic road network or West Sussex County Council as the local highway authority.

Road Traffic Orders

- 7.20 Applications will be made to West Sussex County Council as local highway authority for any necessary temporary or permanent Road Traffic Orders.

Temporary Stopping Up or Diversions of Footpaths

- 7.21 There is one existing Public Right of Way (PRoW) which falls partially within the TSDL (designated as Path Number 282). This provides a pedestrian link from Church Lane to Chestnut Walk. The endorsed Masterplan Document indicates that this part of the TSDL will be used for public open space and so no alterations are expected to this footpath.
- 7.22 In the unlikely event that any necessary Temporary Road Traffic Orders or consents under section 257 of the 1990 Act (in respect of the temporary stopping up or diversion of footpaths) are required at a later stage, application(s) will be made to West Sussex County Council as the local highway authority.

Licences for protected species

- 7.23 Although it is not expected that any European Protected Species ("EPS") may be affected by the Scheme, should any potential disturbance be considered then Countryside will apply for an EPS licence from Natural England.

8. Human Rights

- 8.1 The Human Rights Act 1998 incorporated into domestic law the European Convention on Human Rights (the "Convention"). The Convention includes provisions in the form of Articles, the aim of which is to protect the rights of the individual.

- 8.2 In resolving to make the Order the Council has carefully considered the rights of property owners under the Convention against the wider public interest, and in particular those rights under the following provisions.

Article 1 of the First Protocol to the Convention

- (a) This protects the right of everyone to the peaceful enjoyment of possessions. No one can be deprived of possessions except in the public interest and subject to the relevant national and international laws.

Article 8

- (b) This protects private and family life, home and correspondence. No public authority can interfere with these interests except if it is in accordance with the law and is necessary in the interest of national security, public safety or the economic well-being of the country.

- 8.3 The European Court of Human Rights has recognised that *"regard must be had to the fair balance that has to be struck between competing interests of the individual and of the community as a whole"*. Both public and private interests are to be taken into account in the exercise of the Council's powers and duties as a local planning authority. Any interference with a Convention right must be necessary and proportionate.

- 8.4 As set out within Section 2 above, the Order Land has predominately been used for agricultural purposes. It has not been suggested by any party that development of the Order Land will result in the extinguishment of a commercial enterprise and no residential property is being acquired (with the exception of occupiers who have extended gardens by encroachment into Plot 6 and Plot 13). The Order Land falls within a strategic development location and the landowners of the Heaver Land, CS East / CS South Land, Pitts Land and the Church Commissioners Land have all expressed interest in developing their land for housing development. In the event that financial compensation cannot be agreed voluntarily between parties, this will be determined by reference to the Lands Chamber (Upper Tribunal).

- 8.5 In light of the significant public benefits which would arise from the implementation of the Scheme as set out within this Statement, and having regard to the extent of the interference with parties' rights, the Council has concluded that it would be appropriate to make the Order. It does not regard the Order as constituting any unlawful interference with individual property rights.

9. **Public Sector Equality Duty**

- 9.1 The Council has a duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations. The decision to make the Order is one that this duty applies to.

- 9.2 The land being acquired is agricultural land and does not require relocation of any protected groups.

- 9.3 The Council has commissioned external consultants to advise the Council on compliance with their duties under the Equality Act 2010 and an EqIA has been produced. The EqIA contains a number of recommendations and an action plan. The Council has had regard to the EqIA, including its recommendations and action plan and has put in place measures to implement the recommendations and actions that can be addressed prior to the making of the Order. The Council will continue to do so following the making of the Order. Further, the Council notes that a number of the recommendations and actions relate to impacts yet to arise and the Council is mindful of the requirement to address these recommendations and actions as they do so.

9.4 The Council's own assessment of the potential impacts of the Scheme indicate that the proposals have the potential to deliver multiple beneficial impacts for the local community, including those with protected characteristics in the local area, including:-

- the delivery of a range of housing within Tangmere to address local need:
 - The quality of the new homes provided will have a range of positive impacts on equality, including accessibility and adaptability, which may be of significant benefit for those with disabilities, or the elderly.
 - Tangmere currently has a relatively high proportion of social housing, and development of the site will provide a diverse range of tenures including market and affordable housing, potentially providing low cost or shared ownership options, to create mixed and balanced communities.
 - The new homes will utilise sustainable design and construction techniques and be more energy efficient, which will benefit residents by reducing their energy usage.
- delivering improvements to local infrastructure including local convenience shopping, and enhanced social, community, recreation, primary education and healthcare facilities, which will be of benefit to all residents in providing better accessibility to infrastructure.
- providing enhanced open space and green infrastructure will link Tangmere to Chichester city, nearby developments and the South Downs National Park, which will allow residents easy access to open space for health and wellbeing benefits.
- integration with the existing village of Tangmere, in order to achieve the aspirations of the Neighbourhood Plan, to achieve their 'one village' vision. This will benefit new and existing residents by achieving a well-integrated and holistic development.

9.5 The Council has considered the results of the EqIA and its duties under the Equality Act 2010 and, as set out in the PSED Statement, is satisfied that it has given due regard to its obligations thereunder.

9.6 With regards to removing or minimising disadvantages suffered by those with protected characteristics and steps that can be taken as part of the compulsory purchase process, the Council can provide copies of this Statement in different formats. The Council has published all the Order documents on its website to make them as accessible and available as early as possible. It will also provide hard copies of the Order documents for those without access to the internet.

9.7 As the process continues, should there be a need for a public inquiry, when choosing a venue the Council will have regard to those with disabilities and will consider what other steps it can take in respect of eliminating or minimising discrimination for those with protected characteristics.

10. Acquisition by Agreement

10.1 The Order has been made to ensure that all the land required for the Scheme can be secured within a reasonable timescale, thereby maintaining the viability, affordability and deliverability of the Scheme. Ownership of the entirety of the Order Land is necessary to enable the Scheme to proceed.

10.2 The Guidance states at Paragraph 17 that "*Undertaking negotiations in parallel with preparing and making a compulsory purchase order can help to build a good working relationship with those whose interests are affected by showing that the authority is willing to be open and to treat their concerns with respect*" and "*Acquiring authorities are expected to provide evidence that meaningful attempts at negotiation have been pursued or at least genuinely attempted, save for lands where land ownership is unknown or in question*".

- 10.3 In accordance with a strategy agreed with the Council, Countryside has sought to acquire the various interests in the Order Land by agreement and will continue to do so in parallel with the making of this Order.
- 10.4 Countryside has contacted landowners and interested parties within the Order Land to acquire interests by private treaty agreement, or to reach an agreement which establishes the basis on which a future transaction will be undertaken.
- 10.5 In this regard, on their appointment as the Council's development partner in September 2018, Countryside contacted the respective landowners of the Heaver Land, the CS East / CS South Land, the Pitts Land and the Church Commissioners land, explaining that they were the Council's development partner and that offers would be made for their interests. Countryside subsequently made detailed offers to these landowners on 7 November 2018 to acquire their land and interests voluntarily. Countryside is continuing to negotiate to acquire these interests voluntarily, but to date has been unable to do so. Separately, Countryside and the Council have approached the residents of Saxon Meadows concerning the Order and the re-grant of rights over land. Negotiations with affected parties will continue through the compulsory acquisition process.

11. Conclusion

- 11.1 Having regard to the matters set out in this Statement, the Council believes there is **a compelling case in the public interest** that justifies the proposed compulsory acquisition of the Order Land and the Council respectfully request the Secretary of State to confirm the Order accordingly.

12. Inquiries Procedure Rules

- 12.1 This Statement of Reasons for making the Order is not intended to discharge the Council's obligations under the Compulsory Purchase (Inquiries Procedure) Rule 2007 (SI 2007 No.3617), should a public inquiry be held.
- 12.2 In the event of a public inquiry, a Statement of Case, further supporting material, plans and documents will be put in evidence by the Council. A list of these, together with the addresses at which they can be inspected, will be notified to the public in accordance with the relevant Rules.

13. Additional information

- 13.1 Persons requiring further information regarding the Order should contact Hannah Chivers, Principal Planning Policy Officer, Chichester District Council, T: 01243 521272, E: hchivers@chichester.gov.uk at East Pallant House, Chichester, West Sussex, PO19 1TY.
- 13.2 Owners and tenants of the land, and any other parties with interests affected by the Order, who wish to negotiate a sale or discuss matters of compensation should also contact Hannah Chivers, as above, or Nicholle Phillips, Director Strategic Land (West), Countryside Properties, T: 0118 934 8036; E: Nicholle.Phillips@cpplc.com at Countryside Properties, Millgate House, Ruscombe Lane, Twyford, Berkshire RG10 9JT.
- 13.3 Copies of the Order, Order Map and this Statement of Reasons can be inspected during normal office hours at the Council's offices at East Pallant House, Chichester, West Sussex, PO19 1TY.

Appendix 2
(Order Maps)

DRAFT

Appendix 3

Chichester District Council (Tangmere) Compulsory Purchase Order 2020

Core Document List

Document Number	Document
1.	Chichester District Council (Tangmere) Compulsory Purchase Order 2020
2.	Order Map
3.	Statement of Reasons
4.	Press Notices
5.	Specimen Notice of Making of the Order served on Owners
6.	Specimen Site Notice advertising Making of the Order
7.	Cabinet Report to Full Council and Resolutions
8.	Compulsory Purchase and the Crichel Down Rules: Guidance, MHCLG, July 2019
9.	The National Planning Policy Framework, MHCLG, February 2019
10.	Local Plan
11.	Emerging Local Plan
12.	EqIA and PSED Statement

The Council reserves the right to refer to any other documentation at a later stage.

Chichester District Council

**Report of
the Independent Remuneration Panel**

on the review of the

Members' Allowances Scheme

December 2019

C O N T E N T S	Page No.
1. Introduction by the Chairman of the Panel	3
2. Summary of the Panel's Recommendations	4
3. The Panel's review of the allowances scheme	6
Appendix 1 – Financial Summary of the Panel's recommendations	15
Appendix 2 – Extracts from Government Guidance on Members Allowances Schemes	17
Appendix 3 – Suggested revised scheme of allowances from 1 April 2020	24

1. Introduction by the Panel

This is the fifth review of the Council's Members' Allowances Scheme undertaken by the Independent Remuneration Panel – the previous reviews having been undertaken in 2003, 2007/08, 2011 and 2015. The Panel comprised John Pressdee who has been on this Panel since 2007 and Chairman since 2011, Michael Bevis who has been on the Chichester Panel since 2011 and was previously on the Arun DC Panel from 2001 to 2008 and John Thompson who has been on the Arun DC Panel since 2001 (with a short break) and Chair of that Panel for most of the time.

We were supported by Nicholas Bennett, Member Services Manager and Fiona Baker, Democratic Services Officer. We wish to record our thanks for all their help with our review.

We carried out our review from September to December 2019, holding four meetings.

The scheme of allowances has always been set at levels that recognise that there is a very strong voluntary public service element to this service.

Our recommendations continue that tradition. They aim to ensure that councillors are not out-of-pocket, and that the allowances reflect a fair recognition of the responsibility and time devoted to the various roles they fulfil. The allowances should, therefore, strike a balance that avoids financial penalties on members and does not impose an unreasonable burden on council taxpayers.

We are aware of the Council's financial situation. This has not been our primary concern, but we have felt it important that our recommendations should be realistic and consistent. Our recommendations, if accepted, would maintain members' allowances in Chichester District generally close to the average for neighbouring councils and for comparable councils in South East England. We recognise that it is difficult for councillors to make judgments in public on their own remuneration, which is why they are required to consider a report from an Independent Panel before they do so. We believe our recommendations represent good value for council taxpayers, who have the benefit of dedicated representatives of their choosing.

It is for the Council to consider our recommendations and weigh them against other priorities in deciding on their scheme of members allowances.

John Pressdee (Chairman)
Michael Bevis
John Thompson

2. Summary of the Panel's Recommendations

The recommendations of the Panel are summarised as follows:-

2.1 The Basic and Special Responsibility Allowances should be fixed for four years, unless exceptional circumstances arise, and therefore some allowance for inflation should be made in setting them.

2.2 The Basic Allowance

The Basic Allowance should be increased to from £4,725 to £5,200 with effect from 1 April 2020.

2.3 Special Responsibility Allowances

The Special Responsibility Allowances should be paid to the same post holders as now.

Our recommendations as to the level of Special Responsibility allowances are summarised in the following table:

Position	Current allowance	Proposed allowance
Council Chairman	£5,000	£5,000
Leader	£14,500	£15,500
Deputy Leader	£7,700	£8,150
Cabinet Member	£7,000	£7,400
Leader of Opposition	£4,500	£4,750
Chairmen of Committees: <i>Planning</i>	£6,000	£6,350
<i>Overview & Scrutiny</i>	£4,800	£5,050
<i>Corporate Governance & Audit</i>	£4,800	£4,800
<i>Licensing</i>	£4,800	£4,300
Chairman of Standards Committee	£500	£500
Members of Licensing Sub-Committees	> 5 mtgs pa £ 318	> 5 mtgs pa £300

Other provisions relating to Special Responsibility Allowances remain unchanged:-

- (a) Councillors are entitled to receive only one Special Responsibility Allowance at the same time.
- (b) If the Chairman of the Council or a committee is absent for a continuous period of more than 2 months his SRA will be paid instead to the Vice-Chairman if he takes on the responsibilities during that period of absence.

2.4 Travelling and Subsistence Allowances

Travelling and subsistence allowances should continue to be paid at the same rates as those applicable to staff.

Travelling and subsistence allowances should continue to be paid for the same range of official duties as now, but in addition travelling allowances should be payable for attendance at political party group meetings (subject to restrictions), for meetings relating ward matters with officers at the Council's offices, and for members with wards in or partly in the National Park to attend meetings of the Planning Committee of the South Downs National Park Authority.

2.5 Co-optees Allowance

We recommend that this should remain as a payment of £50 per meeting in appropriate cases for independent persons, such as ourselves, who advise and assist the Council.

2.6 Carers Allowance

We recommend that this be increased in line with the WSCC Domiciliary Allowance to £18.20 per hour and that the Child Care Allowance should be increased to £10 per hour

2.6 Other changes

In other respects the Members' Allowances Scheme should remain substantially unchanged.

2.8 Commencement

The above changes to the Allowances Scheme come into effect on 1 April 2020.

3. The Panel's review of the allowances scheme

Background

3.1 We received and considered the following background information:

- Extracts from Government Guidance on Members Allowances Schemes (Appendix 2)
- Report of the Independent Remuneration Panel on the review of the Members' Allowances Scheme 2015
- The current Members' Allowances Scheme
- South East Employers' Survey of Members' Allowances November 2019 of allowances paid in comparable councils.
- The Council's pre-election 'Become a Councillor' leaflet, used to encourage people to stand for election
- The Council's role profile of a councillor
- A list of the Council's committees
- The photographic list of members, identifying those who were newly elected
- A list of members with special responsibilities
- The views of members of Chichester District Council. We approved a questionnaire, which was sent to all members in September 2019. Where practical this repeated questions included in a similar survey in 2015, in order to provide comparative data. 24 out of the 36 members completed a questionnaire – a response rate of 66%.
- We also interviewed the following eight members, as a representative sample by role, gender, political party, length of service and geographical location:-
 - Mrs Eileen Lintill
 - Mr Roy Briscoe
 - Mr Francis Hobbs
 - Mr Tim Johnson
 - Mr Adrian Moss
 - Mrs Sarah Sharp
 - Mr Alan Sutton
 - Mrs Susan Taylor
 -

In addition we also interviewed Lucie Daughtrey who administers payments to councillors.

Issues

3.2 There have been four previous reviews of Members Allowances – in 2003, 2007/08, 2011 and 2015. The Review in 2003 was the first after new Regulations and Government guidance, and was quite fundamental in character. The Review in 2007/08 was carried out with a lighter touch. In 2011 and 2015 and now in 2019 the reviews were somewhere between the two - not as comprehensive as in 2003, but more fundamental than 2007/08.

3.3 We saw our core tasks as being to advise on:-

- The amounts to be paid in the Basic Allowance and the Special Responsibility Allowances (SRAs)
- Whether the list of recipients of SRAs should remain the same
- Whether the roles of committee chairmen should all carry the same allowance
- Whether the allowances should be fixed until the next review or an index should be used for annual up-rating (or down-rating) of the allowances
- Whether the members' travelling and subsistence allowances should continue to be the same as those for staff
- The duties for which travelling and subsistence allowances should be payable
- The Dependants' Carers' Allowance
- How ward activities should be recognised

3.4 Some of the factors we wished to consider in reviewing the above issues were:-

- Have the roles and responsibilities of councillors changed?
- Has the workload/time commitment of councillors changed particularly with the reduction in the number of wards?
- How do the allowances paid compare with those of other similar authorities in the region and with changes in staff pay?
- Are the differentials between the various roles for which SRAs are paid right?
- How should ward activities be recognised?

Index Linking

3.5 The current Members' Allowances Scheme provides that the levels of the Basic Allowance and Special Responsibility Allowance shall remain fixed until the next review and not be index linked.

3.6 We have considered whether this should continue and the possible use of alternative indices such as the Consumer Prices Index (CPI) or a link to staff pay awards.

3.7 However, we believe that, particularly at this time of low inflation, there are advantages in fixing the allowances until the next review, which normally be in 2023. It provides certainty for budgeting purposes, and it avoids members having to consider annually whether or not to adjust their allowances. If inflation increases or other factors vary significantly, it will be perfectly possible to invite us carry out the next review earlier.

3.8 **We recommend that there should be no indexation and the allowances should be fixed for four years or until the next review.**

The Basic Allowance

3.9 The basic allowance is payable to all members of the Council. It must be the same for each member, and so we are not allowed to vary it to take account of factors such as the size and make-up of the ward, its distance from the

Council headquarters or variations in individual councillors' commitment. It is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes and telephones.

- 3.10 The allowances are not intended to be a wage. The Government guidance states:
"It is important that some element of the work of members continues to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained."
- 3.11 Since our 2015 review, the Retail Prices Index has increased by approximately 12%. During the same period the Officers Pay has increased by 6%
- 3.12 According to the replies to our questionnaire, the hours spent by members on council duties vary widely, so much so that it is difficult to conclude that there is a "typical" time commitment. Whether or not a councillor is spending too little or too much time is outside our brief and should be left to the Group leaders to monitor.
- 3.13 However our survey did show that of those councillors who were members of the council in 2015, the majority believed that their time commitment had increased whilst 2 thought it had stayed the same. It was also noted that the majority of new members felt that the workload was greater than anticipated.
- 3.14 The variation in hours can partially be explained by the reduction in the number of wards. We understand that since the last review some wards have changed in size and others are represented by different numbers of Members.]
- 3.15 In response to our questionnaire, 6 members felt that the current level of basic allowance should remain the same, compared with 18 who did not. Of those who did not, most thought it should be a little higher, but two suggested a reduction.
- 3.16 Members feel that the allowances paid in neighbouring authorities should be an important influence in determining allowances. According to the South East Employers (SEE) survey, the median basic allowance in the South East district councils was £5,430. Chichester ranks 55 out of 65 in the SEE data. In the CIPFA table the median was £4,965 and Chichester ranked 6 out of 11.
- 3.17 In making our recommendation about the basic allowance, we have made some allowance for inflation over the next four years and taken into account the decrease in the number of wards.

- 3.18 We consider it appropriate that the basic allowance should continue to be a little below the median, and **recommend a Basic Allowance of £5,200.**

Special Responsibility Allowances (SRAs)

Recipients of SRAs

- 3.19 SRAs are for those members of the council who have significant additional responsibilities, over and above the generally accepted duties of a Member. At least one member of a minority political group must be entitled to a SRA.
- 3.20 The present Members' Allowances Scheme provides SRAs for the following:-
Chairman of the Council
Leader of the Council
Deputy Leader
Leader of the Opposition
Member of the Cabinet
Chairman of the Overview and Scrutiny Committee
Chairman of the Corporate Governance and Audit Committee
Chairman of an Area Development Control Committee
Chairman of the Licensing and Enforcement Committee
Chairman of the Standards Committee
Members of the Alcohol and Entertainments Licensing Sub Committees and/or the General Licensing Sub Committees (including Substitute members) who attend more than 5 such meetings a year
- 3.21 We have reviewed this list. We believe all the above roles should continue to receive an SRA.
- 3.22 A few suggestions were made in replies to our questionnaire about payment of SRAs to possible other recipients, such as vice-chairmen of council and committees. We did not find any of these suggestions to be strongly supported and make **no recommendations** for additions to the list of SRAs.
- 3.23 The current scheme also provides that:
- (a) Councillors are entitled to receive only one Special Responsibility Allowance at the same time.
 - (b) If the Chairman of the Council or a committee is absent for a continuous period of more than 2 months his SRA will be paid instead to the Vice-Chairman if he takes on the responsibilities during that period of absence

We recommend that these provisions continue.

Level of SRAs

3.24 We have carefully considered the level of SRAs in the light of members' replies to our questionnaire and data on SRAs paid in other councils. Our conclusions are as follows:-

Chairman of Council

3.25 This is a time-consuming role. In addition to chairing Council meetings there is a substantial civic and ceremonial role. On the other hand, it is also an honour and there is a separate budget for Chairman's expenses. **We recommend that this SRA should remain at £5,000.**

Leader, Deputy Leader and Cabinet Members

3.26 Our questionnaire survey showed that the time spent on special responsibility duties by Cabinet Members was very much higher than that of committee chairmen. It is arguable that the level of responsibility also is greater. We, therefore, believe that the widened differential between Cabinet Members and Committee Chairmen that we established in our previous reports is fully justified.

3.27 The following table shows where Chichester ranks in the South East Employers (SEE) survey.

Leader	45/65
Deputy Leader	41/55
Cabinet member	44/60

3.28 **We recommend the following SRAs:**

	Recommended	Current
Leader	£15,500	£14,500
Deputy Leader	£ 8,150	£ 7,700
Cabinet member	£ 7,400	£ 7,000

Leader of the Opposition

3.29 Since our last review this role has increased. There are now four minority party groups of varying sizes, and the role is held by the Leader of the Liberal Democrats. The combined number of minority councillors is 17, compared with six in 2015. **We recommend that this SRA is increased to £4,750.**

Chairmen of Committees

3.30 In the last review we noted the differences in workload and number of meetings for each committee and we believe that should continue to be recognised in the level of the SRAs.

3.31 The Chairman of the Overview and Scrutiny Committee carries considerable responsibilities. This frequency of meetings is higher than other committees, and the Committee also works through a number of Task and Finish Groups.

The Committee has the important role of holding the Cabinet to account, and also scrutinises the activities of other public organisations external to the Council. The Chairman has a particular personal role in this, not least being responsible for adjudicating on call-in requests and requests to proceed with urgent agenda items of which full notice has not been given.

3.32 The Corporate Governance and Audit Committee and the combined Licensing Committees, meet less frequently than the Overview and Scrutiny Committees and the Planning Committee and, in our judgement, the roles of the chairmen are less demanding. We also continue with our recommendation in 2015 for an allowance for the Chairman of the Standards Committee (which meets far less frequently)

3.33 **We recommend that the SRAs for Chairmen of Committees are as follows:**

Chairman	Recommended	Current
Planning	£6,350	£6,000
Overview and Scrutiny	£5,050	£4,800
Corporate Governance and Audit	£4,800	£4,800
Licensing (combined)	£4,300	£4,800
Standards	£500	£500

3.34 **We recommend that an allowance of £300 continues to be paid to members of the Licensing Committees who attend more than five sub-committee meetings in any one year.**

Travelling and Subsistence Allowances

Level of allowances

3.35 We share the view of the overwhelming majority of members that allowances should be available for travel and subsistence, and believe that they should broadly cover costs.

3.36 According to our questionnaire, the majority of members feel that the current link with allowances payable to staff should be maintained. We **recommend** accordingly.

Duties for which the allowance should be payable

3.37 The Regulations list the duties for which travelling and subsistence allowances can be paid, and Appendix 3.1 of the current Members' Allowances Scheme broadly follows that list. However, the Regulations have a catch-all clause which states that these allowances can also be paid for "any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees". Appendix 3 (2) of the Scheme includes a list of such duties already approved by the Council.

- 3.38 We have considered whether we should recommend any clarification or additions to this list. In particular, suggestions were made to us about party group meetings, meetings of the South Downs National Park Authority, and various aspects of ward responsibilities.
- 3.39 In considering our recommendations, we are very conscious of the large geographical area covered by the District, and that Chichester is not centrally located within it. We consider it important that residents in the more distant parts of the District should not be disadvantaged or feel less well-served because their elected members incur additional expense in making important journeys to the Council offices.
- 3.40 In an executive form of governance, where many important decisions are made by the small number of members comprising the Cabinet, the party group meetings can be an important means of enabling the majority of non-Cabinet members to bring influence to bear on these decisions. We believe, therefore, that there is a justifiable case for paying travelling expenses for attendance at such meetings. However, because these meetings are not subject to public scrutiny or officer support, we believe safeguards are needed to prevent abuse. Drawing on a similar arrangement at West Sussex County Council, we, therefore, **recommend that travelling expenses be payable for attendance at party group meetings held specifically for the purpose of, or in connection with, the discharge of the functions of the Council, subject to:**
- (a) the approval not extending to more than twelve meetings a year; and**
 - (b) each group secretary being required to certify that any such group meeting has been principally concerned with District Council business and to provide records of attendance to the Member Services Manager.**
- 3.41 It was pointed out to us that in the South Downs National Park, it is the National Park Authority, rather than the Council, which is the Local Planning Authority. Although most planning applications are dealt with by the Council under an agency agreement, major applications and the Local Plan for the National Park are dealt with by the Park Authority. **We recommend that members whose wards are partly or wholly within the South Downs National Park should be able to claim travelling expenses to attend meetings of the National Park Authority's Planning Committee.**
- 3.42 We have considered what expenses, if any, should be paid in relation to ward business. The scheme already provides for payment of expenses for attendance at meetings of parish councils and for certain visits to the sites of planning applications. We additionally **recommend that travelling expenses should be paid for meetings with officers at the Council's offices to discuss business relating to the Member's ward.**
- 3.43 We also considered whether travelling expenses should be paid for other duties, such as meetings with organisations or individuals within members' wards. However, we believe that such journeys would be difficult to verify and, therefore, **recommend that, apart from those duties specifically covered**

by the scheme, travelling expenses should not be payable for duties that take place within the Member's ward.

- 3.44 We also support some tidying up of the list of official duties, which are highlighted in Appendix 3 to this report, which the Member Services Manager assures us reflects what happens in practice.

Dependants' Carer's Allowance

- 3.45 The current Members' Allowances Scheme provides:-

"A Councillor shall be entitled to be paid a Dependants' Carers' Allowance at the rate specified in Appendix 1 (*the National Minimum Wage*) to entitle him to provide for the care of children, disabled or sick relatives whilst the Councillor is engaged on the duties set out in Appendix 3. Such an allowance shall not be paid in respect of carers who are parents, spouses, co-habitees or members of the same household as the Councillor."

- 3.46 We feel that councillors should all be able to participate in council business irrespective of their dependant relative responsibilities and that the Allowances currently being paid should be increased.
- 3.47 **. We recommend that this allowance should remain as currently applicable, and that the Child Allowance should be increased to £10 per hour and the Carers allowance should be in line with the WSCC Domiciliary Allowance which is currently £18.20 per hour.**

Other aspects of the Members' Allowances Scheme

- 3.48 We make no recommendations for any other changes to the Members' Allowances Scheme.

A note on taxation

- 3.49 Member allowances and expenses are paid through payroll and are subject to PAYE. All member allowances are subject to tax. The amount of tax paid, of course, depends on the individual's tax code. However, HMRC have agreed that a proportion of the allowances is tax free, and these tax free allowances are updated annually based on the March retail prices index and are notified to members by the Payroll Manager. The tax-free element of the current Basic Allowance is £800 and there are different allowances for holders of SRAs. These should be claimed through the Self Assessment Tax Return.
- 3.50 Mileage paid in excess of the HMRC mileage rate is also subject to tax. The current mileage rate for staff and members is 46.9 pence per mile whilst the HMRC rate is currently 45 pence per mile. Therefore 1.9 pence per mile is taxable. Again, the amount of tax paid would depend on the individual's tax code.

Co-optees' allowances

- 3.51 We were asked in 2015 to advise on remuneration of Co-optees who assist the Council. These include, for example, Independent Persons appointed under the Localism Act 2011 to advise on Standards matters and Members of the Independent Remuneration Panel, but there may from time to time be others such as those invited to advise the Overview and Scrutiny Committee. The Standards Independent Persons have a contract of employment whereby they receive a modest payment equivalent to the allowance which used to be paid to the former independent Chairman of the Standards Committee, and we do not wish to disturb that arrangement.
- 3.52 We suggest **that an appropriate level of remuneration should continue at the rate of £50 per meeting, unless there is an existing contract of employment as in the case of the Standards Independent Persons.**

Financial Summary of the Panel's recommendations.

Summary of recommendations	No. of Members	Current Allowances 2014-2015 £	Recommended Annual Allowances £	Total £
<i>Basic Allowance</i>				
Members of Council	36	4,725	5,200	187,200
<i>Special Responsibility Allowances</i>				
Chairman of the Council	1	5,000	5,000	5,000
Leader	1	14,500	15,500	15,500
Deputy Leader	1	7,700	8,150	8,150
Leader of the Opposition	1	4,500	4,750	4,750
Member of the Cabinet	6	7,000	7,400	44,400
Chairman of Planning Committee	1	6,000	6,350	6,350
Chairman of the Overview and Scrutiny Committee	1	4,800	5,050	5,050
Chairman of the Corporate Governance and Audit Committee	1	4,800	4,800	4,800
Chairman of Licensing Committees	1	4,800	4,300	4,300
Chairman of Standards Committee	1	500	500	500
Members of the Licensing Sub-Committees (including Substitute Members)				
6 or more meetings attended per annum		300	300	
Total of Annual Basic and Special Responsibility Allowances				286,000

The schedule of recommended annual allowances establishes a new base effective from 1st April 2020.

Extracts from Government Guidance on Members Allowances Schemes

Extracts from Government Guidance on Members Allowances Schemes

These extracts are taken from “New Council Constitutions: Guidance on Regulation for Local Authority Allowances”, published by the Department for Communities and Local Government (DCLG).

What allowances can be paid?

7. In summary, the allowances which are or may be payable to members of local authorities are as follows:

- basic allowance
- special responsibility allowance
- dependants' carers' allowance
- travelling and subsistence allowance.

8. The new co-optees' allowance may be payable to co-opted and appointed members of principal councils and non-elected members of other bodies appointed or nominated by a principal council.

Basic allowance

9. Each local authority must make provision in its scheme of allowances for a basic, flat rate allowance payable to all members of the authority. The allowance must be the same for each member. The allowance may be paid in a lump sum, or in instalments through the year.

10. Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.

Special responsibility allowance

11. Each local authority may also make provision in its scheme for the payment of special responsibility allowances for those councillors who have significant responsibilities. Special responsibility allowance may be payable for duties which fall within the following categories:

- acting as leader or deputy leader of a political group
- membership of the executive, where an authority is operating executive arrangements
- presiding at meetings of a committee, sub-committee, or joint committee
- representing the authority at meetings of another body
- membership of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods

- acting as a spokesperson for a political group on a committee or sub-committee
- membership of an adoption appeals panel or panel dealing with licensing or controlling any activity
- any other activities in relation to the discharge of the authority's functions as to require equal or greater effort of the member than any of the activities listed above.

12. A scheme must also specify the amounts of allowance to be paid for each such responsibility.

13. Where one political group is in control, and where an authority has decided to pay special responsibility allowances, the authority must make provision for the payment of a special responsibility allowance to at least one member of a minority group.

14. [Applies to London]

Dependants' carers' allowance

15. A scheme of allowances may also include the payment of a dependants' carers' allowance to those councillors who incur expenditure for the care of children or other dependants whilst undertaking particular duties. These duties are specified in the Regulations and are as follows:

- a meeting of the executive
- a meeting of a committee of the executive
- a meeting of the authority
- a meeting of a committee or sub-committee of the authority
- a meeting of some other body to which the authority make appointments or nominations, or
- a meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
- a meeting which has **both** been authorised by the authority, a committee, or subcommittee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee **and** to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- a meeting of a local authority association of which the authority is a member
- duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- any other duty approved by the authority in connection with discharging the

duties of the authority or its committees or sub-committees.

Travelling and subsistence allowance

16. Each local authority may also make provision in its scheme for the payment of a travelling and subsistence allowance to its members, including co-opted members.

17. This may include provision for the payment of an allowance for those members who travel by bicycle or other non-motorised transport.

18. The Regulations also allows for waste disposal authorities and joint boards on which authorities are represented to pay a travelling and subsistence allowance to its members.

19. The Regulations provide that travelling and subsistence allowances may be paid for:

- a meeting of the executive
- a meeting of a committee of the executive
- a meeting of the authority
- a meeting of a committee or sub-committee of the authority
- a meeting of some other body to which the authority make appointments or nominations
- a meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
- a meeting which has both been authorised by the authority, a committee, or subcommittee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- a meeting of a local authority association of which the authority is a member
- duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Co-optees' allowance

20. Each local authority may also make provision in its scheme for the payment of a co-optees' allowance, for attendance at conferences and meetings, to any co-opted and appointed members of a council's committees or sub-committees.

21. The co-optees' allowance will in general be an annual allowance, and it may vary from one co-opted member to another. Authorities have the ability to pay a proportion of the annual allowance in proportion to part of the year for which a member of a relevant committee or sub-committee serves on that committee or sub-committee.

22. Where either a co-opted or an appointed member is appointed chair of the committee on which they are co-opted or appointed, the co-optees' allowance they receive must be of an amount no less than the equivalent special responsibility allowances being made available to chairs of equivalent committees of the council.

-oOo-

The work of the panel

61. The regulations provide for independent remuneration panels to have the following functions:

- to make recommendations to the authority as to the amount of basic allowance that should be payable to its elected members
- to make recommendations to the authority about the responsibilities or duties which should lead to the payment of a special responsibility allowance and as to the amount of such an allowance
- to make recommendations to the authority about the duties for which a travelling and subsistence allowance can be paid and as to the amount of this allowance
- to make recommendations as to the amount of co-optees' allowance
- to make recommendations as to whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined
- to make recommendations on whether any allowance should be backdated to the beginning of a financial year in the event of the scheme being amended
- to make recommendations as to whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run
- to make recommendations as to which members of an authority are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972
- as to treating basic allowance and special responsibility allowance as amounts in respect of which such pensions are payable.

[Note: Councillors' access to the Local Government Pension Scheme was discontinued by regulations made in 2014]

62. The local authority will need to ensure that the panel is clear about its remit and the timetable in which it is working. The local authority will need to provide the panel with information about the roles of councillors in the authority and the way in which the authority operates and discharges its functions. The panel will need information about the business of the council.

63. The panel will need to have regard to this information. In addition, the panel may itself consider recent research on the role of councillors, or perhaps seek information about the work of other independent remuneration panels.

64. The council should provide the panel with the necessary resources to do this where it so chooses and should also provide the panel with copies of this guidance.

65. The independent remuneration panel will need to take into account this Guidance, in particular the factors highlighted in paragraphs 67-81 below, when making its recommendations to the council.

Making a scheme of allowances

66. In making the scheme of allowances a council should have regard to factors and issues in paragraphs 67-81 below.

Basic allowance

67. Paragraph 10 details the sorts of things basic allowance is intended to cover. Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.

68. It is important that some element of the work of members continues to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.

69. The local authority may wish to agree a rate for remuneration. They may chose to be guided by the LGA daily rate which is based on the national (male) median white-collar wage.

Alternatively they may wish to look at local and regional wage rates as these may seem more appropriate as measures for the allowances paid to members of its community. Local authorities may also wish to consider the allowances and remuneration which is paid to other members of the voluntary sector e.g. members of local health trusts.

Special responsibility allowance

70. Special responsibility allowance (SRA) may be paid to those members of the council who have significant additional responsibilities, over and above the generally accepted duties of a councillor. These special responsibilities must be related to the discharge of the authority's functions.

71. The Regulations do not limit the number of special responsibility allowances which may be paid, nor do the regulations prohibit the payment of more than one special responsibility allowance to any one member.

72. However, these are important considerations for local authorities. If the majority of members of a council receive a special responsibility allowance the local electorate may rightly question whether this was justified. Local authorities will wish to consider very carefully the additional roles of members and the significance of these roles, both in terms of responsibility and real time commitment before deciding which will warrant the payment of a special responsibility allowance.

73. It does not necessarily follow that a particular responsibility which is vested to a particular member is a significant additional responsibility for which a special responsibility allowance should be paid. Local authorities will need to consider such particular responsibilities very carefully. Whilst such responsibilities may be unique to a particular member it may be that all or most members have some such responsibility to varying degrees. Such duties may not lead to a significant extra workload for any one particular member above another. These sorts of responsibilities should be recognised as a time commitment to council work which is acknowledged within the basic allowance and not responsibilities for which a special responsibility allowance should be recommended.

74. In addition, any particular local authority will need to look carefully at the nature of its constitution when determining its scheme. New arrangements will mean that there are inevitable changes in the positions of responsibility on the Council, both in terms of number and workload. Some councillors will be spending significantly more of their time on council duties than has ever previously been the case. On the other hand, changes in the traditional committee structure will mean that there are far fewer committees and, as a consequence, fewer councillors engaged as chairs and vice-chairs of numerous committees.

75. In a case where a local authority has agreed that the holder of the chair of its overview and scrutiny committees should be rotated that local authority will need to assure itself of the additional responsibilities of the temporary chairs before determining what allowances to recommend.

76. Having determined which duties should be acknowledged as significant additional responsibilities, the local authority will need to consider the levels of special responsibility allowance which are attached to each post. A good starting point in determining special responsibility allowances may be to agree the allowance which should be attached to the most time consuming post on the Council (this may be the elected mayor or the leader) and pro rata downwards for the other roles which it has agreed ought to receive an extra allowance. One way of calculating special responsibility allowances may be to take the agreed level of basic allowance and recommend a multiple of this allowance as an appropriate special responsibility allowance for either the elected mayor or the leader.

Dependants' carers' allowance

77. The panel may recommend that such an allowance is made available to elected members of the authority. It may also recommend a level for this allowance.

78. Local authorities will wish to consider whether this allowance should be set at an hourly rate which may vary depending on the sort of care which has been required.

They may wish to consider whether the allowance should be subject to a maximum cap or alternatively, whether the allowances paid will be equal to the costs incurred.

Travel and subsistence allowance

79. The panel may recommend that allowances are made available to members in respect of travelling and subsistence. It may recommend which duties shall attract travel and subsistence allowances, and the levels of any such allowance.

80. Panels should consider a level of allowance which might be reasonably expected to cover a member's travel and subsistence costs. The panel may recommend, for example a system of direct invoicing or an annual or monthly allowance designed to cover all travel or subsistence within a particular period. In making their recommendation, the panel should take into account the need for a system which can operate efficiently and cost-effectively.

Co-optees' allowance

81. The panel may recommend payments for those who serve on the committees or subcommittees of an authority but who are not members of an authority. It may also make a recommendation as to the level of such an allowance. In doing so it may wish to consider the degree of time and effort put in by co-optees. Some element of the contribution made by co-optees should be voluntary. However, consideration should be given for the need to encourage non-councillors to give their services to local government, and to ensuring that co-optees are not financially disadvantaged by their civic activity.

**CHICHESTER DISTRICT COUNCIL
REVISED SCHEME OF MEMBERS' ALLOWANCES (2016)**

Chichester District Council ("the Council"), in exercise of the powers conferred by Section 18 of the Local Government and Housing Act 1989, Section 100 of the Local Government Act 2000 and The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended), hereby makes the following scheme:

Commencement

1. This Scheme shall have effect from 1st April 2016 and for subsequent years.

Definitions

2. In this scheme,

"Councillor" means a Councillor elected to the Council;

"year" means the 12 months ending with 31st March.

Basic Allowance

3. (1) Subject to the provisions of this Scheme, for each year a basic allowance as set out in Appendix 1 shall be paid to each Councillor.
- (2) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, his entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office as Councillor subsists bears to the number of days in that year.

Special Responsibility Allowances

4. (1) For each year a Special Responsibility Allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Council that are specified in Appendix 1.
- (2) Where the Councillors are divided into different political groups and a majority belongs to one of those groups, a Special Responsibility Allowance shall be paid to the leader of the largest minority group, or if the largest minority groups are of equal size then, in the absence of an agreement between them as to who the Official Leader of the Opposition will be, then the allowance shall be shared equally between them.
- (3) Subject to the provisions of this Scheme, the amount of each such allowance shall be the amount specified against that special responsibility in Appendix 1.

- (4) Where a Councillor does not have throughout the whole of a year any such special responsibilities as entitle him to a Special Responsibility Allowance, his entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

Dependants' Carers' Allowance

5. A Councillor shall be entitled to be paid a Dependants' Carers' Allowance at the rate specified in Appendix 1 to enable him to provide for the care of children, disabled or sick relatives whilst the Councillor is engaged on the duties set out in Appendix 3. Such an allowance shall not be paid in respect of carers who are parents, spouses, partners or members of the same household as the Councillor.

Travelling and Subsistence Allowances

6. A Member shall be entitled to be paid Travelling and Subsistence Allowances at the rates specified in Appendix 2 in respect of travelling and subsistence undertaken in connection with or relating to the duties set out in Appendix 3.

Disqualification etc. of a Member

7. Where an allowance has already been made in respect of any period during which the Member concerned
 - (a) ceases to be a Member; or
 - (b) is in any other way not entitled to receive an allowance in respect of that period

the Council may require that such part of the allowance as relates to any such period be repaid to the Council.

Election to forgo allowances

8. A Member may by notice in writing given to the Chief Executive elect to forego all or any part of his entitlement to an allowance under this scheme.

Claims and payments

9.
 - (1) Payments of Basic and Special Responsibility Allowances shall be payable monthly in arrears through the Council's payroll.
 - (2) Claims for Travelling and Subsistence Allowances and Dependants' Carers' Allowance shall be submitted to the Council within two months of the expenditure being incurred. Claims will not be considered beyond this time limit unless there are extenuating circumstances.

Dual Membership

10. Where a member is also a member of another authority (as defined in Regulation 3), that member may not receive allowances from more than one authority in respect of the same duties.

Review and Backdating of Reassessments

11.
 - (1) The levels of the Basic Allowance and Special Responsibility Allowance specified in this scheme shall continue until they are next reviewed.
 - (2) The provisions of this scheme shall be reviewed by the Independent Remuneration Panel within four years.
12. Reassessments of the allowances in future years shall not be automatically backdated to 1st April in these years unless there are specific reasons to the contrary.

APPENDIX 1 TO THE SCHEME

1. **Basic allowance** (Paragraph 3)

The amount of Basic Allowance payable to each Councillor shall be £4,725 per year.

2. **Special Responsibility Allowances** (Paragraph 4)

The amounts of Special Responsibility Allowances and the special responsibilities for which they shall be payable shall be as follows:-

	£ per year
Chairman of the Council	5,000
Leader of the Council	14,500
Deputy Leader	7,200
Leader of the Opposition	4,000
Member of the Cabinet	7,000
Chairman of the Planning Committee	6,000
Chairman of the Overview & Scrutiny Committee	5,500
Chairman of the Corporate Governance & Audit Committee	4,000
Chairman of the Alcohol & Entertainments and General Licensing Committees	4,000
Chairman of the Standards Committee	500
Members of the Alcohol & Entertainments Licensing Sub-Committees and/or the General Licensing Sub-Committees (including Substitute members):-	
1 – 5 meetings attended per annum	no payment
6 or more meetings attended per annum	300

Notes : (a) Councillors are entitled to receive only one Special Responsibility Allowance at the same time.

(b) If the Chairman of the Council or a committee is absent for a continuous period of more than 2 months his SRA will be paid instead to the Vice Chairman if he takes on the responsibilities during that period of absence.

3. **Dependants' Carers' Allowance** (Paragraph 5)

The amount of the Dependants' Carers' Allowance shall be the same as the National Living Wage (£7.20 per hour from 1.4.16), or the National Minimum Wage (£6.70 per hour) if the carer is aged under 25.

APPENDIX 2 TO THE SCHEME

The rates under the Scheme shall be as follows:-

1. Travelling

- | | | |
|-------|--|---|
| (i) | Travel to seminars/conferences and training courses held outside of the district | Cost of standard class rail fare; by own car only in exceptional circumstances at 34p per mile. |
| (ii) | Travel to meetings and other events by own car (up to maximum of 8,500 miles per annum) | 46.9p per mile, plus 5p per mile for cars with CO ₂ emissions of less than 135g/km |
| (iii) | Car parking – at cost
Travel by train - standard class rail fare
Taxi - if urgent and necessary - at cost
Bus - at cost
Motorcycle - 24p per mile
Cycles - 20p per mile
Member drives other member(s) or officer(s) on official Council duties – extra 5p per mile per passenger | |

2. Subsistence

- | | |
|--|--|
| (i) Breakfast | £7.78 (where travel starts before 7am and absence is less than 24 hours) |
| (ii) Lunch | £10.67 (for necessary absences of several hours spanning the normal lunch period leaving home/ office before 11am and returning after 3pm) |
| (iii) Tea | £4.25 (if unable to return to home/office by 6.30pm) |
| (iv) Evening Meal | £13.33 (if unable to return to home/office by 8.30pm) |
| (v) Out of Pocket Expenses for residential courses | £6.03 per night. |

3. Further Conditions

- a) To claim travel and/or subsistence allowance valid receipts or other evidence of the expenditure must be produced.
- b) If the expenditure on subsistence is less than the allowance, only the lesser figure will be reimbursed. No claim will be paid if the meal was provided free by the Council or another body.
- c) Allowances for tea and evening meal cannot be claimed for the same day.
- d) If an overnight stay is necessary, and not included in the course fee, normally only bed and breakfast and evening meal are reimbursed.

4. The above rates for Travelling and Subsistence shall be varied in accordance with the rates approved from time to time by Chichester District Council for its staff. **[Note: Rates shown above are those that apply from 1 April 2014]**

APPENDIX 3 TO THE SCHEME

1. DUTIES SPECIFIED IN THE REGULATIONS [Regulation 8(1)(a)-(f)]

- (a) Attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body.
- (b) Attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and one or more local authorities or a Sub-Committee of such a Joint Committee, provided that where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited.
- (c) Attendance at a meeting of any association of authorities of which the Council is a member.
- (d) Attendance at meetings of the Cabinet or of any Panels or Forums appointed by the Cabinet.
- (e) Duties in pursuance of any standing order requiring a Member or Members to be present while tender documents are opened.
- (f) Duties in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises.

2. DUTIES APPROVED BY THE COUNCIL [Regulation 8(1) (h)]

- 1. Liaison meetings with:-
 - (1) Local Chambers of Commerce
 - (2) Local Branches of the National Farmers' Union
 - (3) Local Amenity Societies and
 - (4) Annual Liaison Meeting with Parish Councils
- 2. Attendance of Councillors to observe the proceedings at meetings of Committees and Panels of which they are not Members.
- 3. Site meetings of the Planning Committee but excluding attendance by local representatives unless specifically approved. For this purpose, site meetings are those meetings the holding of which has been previously authorised by

the Committee or other formally constituted Panel of Councillors in order to assist it in formulating a decision or recommendation on any matter formally before it for consideration; and that authorisation expressly designated the meeting as an approved duty for the purpose of payment of Councillors' allowances.

4. Meetings, visits or other arrangements made on an ad hoc basis between meetings of the relevant bodies if approval is given in accordance with the power delegated to the Head of Finance and Governance Services.
5. In-house training seminars or external training events if approval is given in accordance with the power delegated to the Head of Finance and Governance Services.
6. Annual visit to the coast to assess coastal management priorities and/or the Annual Property tour and other excursions, tours and site visits arranged for members in the course of official District Council duties.
7. Such activities as the Chairman of the Council, the Vice-Chairman of the Council, a Cabinet Member or the chairman of a committee considers necessary for the effective performance of his/her duties.
8. Attendance at briefings for Chairmen and Vice-Chairmen of particular meetings.
9. Training and educational conferences where authorised by the Head of Finance and Governance Services in accordance with delegated powers.
10. Attendance at Parish Council meetings (including committees of the parish council) within the Member's ward where the District Councillor is not already a Member of that Parish Council.
11. Attendance at meetings of the South Downs National Park Authority's Planning Committee by members whose wards are partly or wholly within the National Park.
12. One visit by the local ward member to the site of a planning application to be considered by the Planning Committee for the purpose of preparing comments for the Committee.
13. Meetings with officers at the Council's offices to discuss business relating to the Member's ward. [Note: Apart from 10. and 12. above, travelling expenses are not payable for duties that take place within the Member's ward.]
14. Attendance at political party group meetings held specifically for the purpose of, or in connection with, the discharge of the functions of the Council, subject to:
 - (a) the approval not extending to more than twelve political group meetings a year; and

(b) each Group Secretary being required to certify that any such group meeting has been principally concerned with District Council business, and to provide records of attendance to the Member Services Manager.