

Public Document Pack

JOHN WARD

Director of Corporate Services

Contact: Democratic Services on 01243 534684
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 Virtual on **Tuesday 3 November 2020** at **9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs P Plant, Mr A Sutton and Mr P Wilding

SUPPLEMENT TO AGENDA

- 6 **Determination of the Council Tax Reduction Scheme for 2021-2022** (Pages 1 - 32)

Appendix to the report.

- 8 **Revised Statement of Licensing Policy 2020-2022 - Licensing Act 2003 & Revised Sex Establishment Policy 2020-2025 - Local Government (Miscellaneous Provisions) Act 1982** (Pages 33 - 84)

Appendix 1 and 2 to the report.

- 9 **Covid 19 - Progress Covid 19 Recovery Action Plans** (Pages 85 - 157)

Appendix 1, 2, 3 and 4 to the report.

- 12 **Electric Vehicle Charging Infrastructure** (Pages 159 - 164)

Appendix 1 and 2 to the report.

- 13 **Report of the Pre-application Review** (Pages 165 - 175)

Appendix 1 and 2 to the report.

- 14 **Review of Parking Charges** (Pages 177 - 185)

Appendix 1, 2 and 3 to the report.

This page is intentionally left blank



**Local Council Tax Reduction Scheme
April 2021 to March 2022**

Council Tax Reduction Scheme April 2021 to March 2022		Page
	Introduction	1
1.0	Reductions for different classes	2
2.0	Excluded groups	4
3.0	Who can claim council tax reduction	5
4.0	How to apply for council tax reduction	6
5.0	The calculation of a council tax reduction	6
6.0	When entitlement begins	11
7.0	Extended payments	11
8.0	Notification of decisions	12
9.0	Payment of council tax reduction	12
10.0	Changes of circumstance	12
11.0	Evidence & required information	14
12.0	Appeals	14
13.0	Fraud	15
14.0	Work incentives	15
15.0	Changes to the scheme	16
	Appendices	
	Appendix 1 The Council Tax Reduction Schemes (Prescribed Requirements)(England) Regulations 2012	17
	Appendix 2 The Housing Benefit Regulations 2006	17
	Appendix 3 Discretionary CTR Policy	18
	Appendix 4 Risk Based Verification Policy 2019	22

Introduction

In April 2013 the national council tax benefit (CTB) scheme which helped people on low incomes pay their council tax was abolished. The Local Government Finance Act 2012 gave councils the freedom to develop their own council tax reduction (CTR) schemes for people of working age giving due consideration to the needs of their residents. This document details the scheme rules developed by Chichester District Council (the Council), known as the council tax reduction scheme (CTR Scheme). For each financial year the Council must consider whether to continue with its current scheme or to replace it with another scheme.

As has been the case in previous year's local CTR schemes only applies to working age people and the Government will continue to specify how pensioner claims are to be assessed. Pensioner claims will continue to be calculated in accordance with The Council Tax Reduction Schemes (Prescribed Requirements)(England) Regulations 2012 (as amended), referred to in this scheme as the Prescribed Requirements Regulations.

The CTR scheme will continue to protect claimants in all classes that are in receipt of war widows, war widowers or war disablement pensions. As in previous years these incomes will be disregarded in full when calculating entitlement to a reduction.

In 2018 the Council introduced a new class of persons into its CTR scheme; this class is for persons in receipt of Universal Credit (UC), which has been introduced across the county and combines a number of benefits into one single payment. It aims to simplify the benefits system and to make it easier for people to transition in and out of work. Entitlement for this class is calculated with reference to income bands rather than the means test that applies to other classes. This change was introduced to simplify the scheme and reduce the cost of administration while maintaining levels of support for those in receipt of UC within the community.

It is proposed for the ninth year the local CTR scheme (2021 - 2022) remains unchanged from the 2020 - 2021 scheme with the exception of amendments made to bring the scheme into line with legislative changes that have occurred in the Housing Benefit scheme which is also administered by the Council, including the uprating or premiums, personal allowances and deductions.

Since its introduction the Council has been committed to ensuring the residents of the District continue to remain largely unaffected by the introduction of a local scheme in comparison to the previous national council tax benefits scheme that was in operation until 31st March 2013. This scheme is applicable from the 1st April 2021 to 31st March 2022, although the Council may choose to extend it further.

1.0 Reduction for different classes

1.1 CTR schemes must state the classes of person who are to be entitled to a reduction under the scheme and the reduction to which persons in each class are entitled. Chichester District Council will have six classes of person: three classes for people considered to be of pension age and three classes for those of working age.

1.2 Pensioners

The Prescribed Requirements Regulations define who is considered to be a pensioner and who is not. Claimants considered to be pensioners will fall into one of three pensioner classes as detailed below. The level of CTR to which they will be entitled is then calculated in accordance with the Prescribed Requirements Regulations.

- Class A: Pensioners whose income is less than the applicable amount.
- Class B: Pensioners whose income is greater than the applicable amount.
- Class C: Alternative maximum council tax reduction.

The Prescribed Requirements Regulations will be used to determine both the level of CTR that is awarded and how the CTR is calculated for each of these classes, with the exception of the treatment of war pensioners. The national CTB scheme allowed Councils to take local decisions regarding the extent to which war widows/widowers and war disablement pensions are taken into account when calculating entitlement. The Council will continue to completely disregard these pensions when calculating a claimant's income.

1.3 Working Age

Persons who are resident in Great Britain (or treated as resident), and have not yet reached state pension credit age, fall into one of three working age classes, which are described below. The Prescribed Requirements Regulations determine matters that must be included in CTR schemes for people of working age. However these Regulations do not specify the level of support for this group of people or how CTR awards must be calculated. Entitlement for these classes will be calculated in accordance with these scheme rules. As with pensioner claims the local CTR scheme will continue to fully disregard war widows/widowers and war disablement pensions in the calculation of entitlement to CTR.

1.4 Working Age Class D

The claimant must

- Be a person who has not yet attained the qualifying age for state pension credit.
- Be a person whose partner has not yet attained the qualifying age for state pension credit, except where the claimant is in receipt of income support, income based job seekers allowance or income based employment and support allowance.
- Be liable to pay council tax in respect of a dwelling in which they are resident.
- Is not deemed to be absent from the dwelling (see 3.4).
- Be a person in receipt of income support; income based job seekers allowance; income related employment and support allowance; maximum award of UC or be a person whose income is below their living allowance as calculated in the means test that applies to those in Working Age Class E.
- Not have capital in excess of £16,000.
- Have made an application for CTR and provided the necessary information and evidence to support that application.
- Not be a member of a prescribed group excluded from support, such as a person from abroad.

1.5 Working Age Class E

The Claimant must

- Be a person who has not yet attained the qualifying age for state pension credit
- Be a person whose partner has not yet attained the qualifying age for state pension credit.
- Be liable to pay council tax in respect of a dwelling in which they are resident.
- Is not deemed to be absent from the dwelling.
- Be a person not in Working Age Class D and whose income is more than their applicable amount.
- Not have capital in excess of £16,000.
- Have made an application for CTR and provided the necessary information to support that application.
- Not be a member of a prescribed group exempted from support such as a person from abroad.

1.6 Working Age Class F

The claimant must

- Be a person who has not yet attained the qualifying age for state pension credit.
- Be a person whose partner has not yet attained the qualifying age for state pension credit, except where the claimant is in receipt of UC.
- Be liable to pay council tax in respect of a dwelling in which they are resident for any week where the assessed income and household membership falls within one of the income bands specified by the scheme rules.
- Is not deemed to be absent from the dwelling.
- Not have capital in excess of £16,000.
- Have been assessed by the DWP for UC, or would have been awarded UC other than for any amendments, pre-payments, sanctions or waiting days.

2.0 Excluded Groups

2.1 Persons from abroad

The Prescribed Requirements Regulations define those persons excluded from CTR.

The exceptions to exclusions for persons from abroad will also remain and be prescribed by the Secretary of State. This will allow those who have recognised refugee status, humanitarian protection, discretionary leave or exceptional leave to remain granted outside the immigration rules and who are exempt from the habitual residency test to apply for CTR as long as their status has not been revoked.

2.2 Students

Persons who are full time students will be excluded from entitlement to CTR, except for those entitled to Income Support, UC or Employment and Support Allowance (income related). Part time students and claimants who have a partner who is a student may apply. The Housing Benefit Regulations 2006 Part 7 defines which are excluded and how student income is assessed for those students who are entitled to support.

3.0 Who can claim council tax reduction

- 3.1 CTR may be claimed only where the claimant is resident in and liable to pay council tax for a property. Where there is more than one resident the liable person is the one with the greatest legal interest in the dwelling.
- 3.2 When considering who is liable the Council will have regard to all the residents of a property. The liable person or persons will then be determined using the hierarchy of liability as set out in 3.3 below. Where more than one person is considered to be liable for council tax (other than a couple) CTR will be based on their proportion of the charge as determined by the Council (see figure 1 below).

Figure 1: Calculation of proportion of council tax liability

Claimant A shares a property with a friend. They rent the property from a non-resident private landlord and each pay half the rent.

Claimant A's CTR would be based on 50% of the council tax charge.

3.3 Hierarchy of council tax liability

The person liable to pay the bill is normally the person or persons who reside in the dwelling as their sole or main home and who fits the description nearest the top of the following list:

- Residents who have a freehold interest in the property i.e. owner occupiers
- Residents who have a leasehold interest in the property i.e. leaseholders
- Residents who are statutory or secure tenants i.e. rent payers
- Residents who have a contractual licence to occupy the property i.e. occupants of tied cottages
- Residents with no legal interest in the property

- 3.4 Persons who are temporarily absent from the dwelling may, in some circumstances, continue to be eligible for CTR in accordance with the Prescribed Requirements Regulations.

4.0 How to apply for a council tax reduction

- 4.1 Applications for CTR will be made online, via a form available from the Council's website. Where a claimant is unable to claim online they will be offered support to do so by appointment with an officer from the Council, or in exceptional circumstances asked to make a claim by telephone by appointment.
- 4.2 The Council may decide to accept applications from vulnerable people in an alternative format where the circumstances require it, particularly where a third party is involved such as the Department for Work and Pensions, Social Services or Citizens advice. This will be at the Council's discretion on a case by case basis.

5.0 The calculation of a reduction

- 5.1 CTR for pensioners will be calculated in accordance with the Prescribed Requirements Regulations. CTR for persons who fall into one of the three working age classes will be calculated as described below.

5.2 **Working Age Class D**

A maximum reduction of 100% of the charge will be awarded for claimants in Working Age Class D. The charge is the annual council tax calculated pro rata where a claimant is not liable for a full financial year (and to exclude any brought forward arrears) minus any other discount which may apply such as single residency discount.

The CTR reduction will be subject to a deduction for any non-dependants in the household. Non-dependants are other adults living with the claimant on a non-commercial basis e.g. adult sons or daughters, relatives or friends.

5.3 **Working Age Class E**

Claimants in Class E will be means tested for CTR. The amount of reduction will be calculated by comparing the claimant's income to their calculated applicable amount and applying a 20% taper to the income above the applicable amount, referred to as excess income.

The amount of CTR will be subject to non-dependant deductions and dependant on the level of excess income.

5.4 **Working Age Class F**

The amount of CTR awarded for claimants in Class F will be determined in accordance with the income bands shown below. The level of household

income will be determined in accordance with the award of UC and household composition. The amount of UC income will be that as determined by the DWP excluding any amount for housing costs.

	Single Household		Couple Household		1 Child Household		2 or more Children	
	Income Band		Income Band		Income Band		Income Band	
Reduction	From	To	From	To	From	To	From	To
100%	£0.00	£100.00	£0.00	£150.00	£0.00	£200.00	£0.00	£250.00
80%	£100.01	£120.00	£150.01	£170.00	£200.01	£220.00	£250.01	£270.00
60%	£121.01	£140.00	£170.01	£190.00	£220.01	£240.00	£270.01	£290.00
40%	£141.01	£160.00	£190.01	£210.00	£240.01	£260.00	£290.01	£310.00
20%	£160.01	£180.00	£210.01	£230.00	£260.01	£280.00	£310.01	£330.00
0%	£180.01	+	£230.01	+	£280.01	+	£330.01	+

The income for the purpose of calculating the income band is derived from the data supplied by the DWP. The calculation of income shall be as follows.

- The net UC earnings of the claimant (and/or partner) as defined by the DWP prior to any earnings allowances, these earnings will be included net of tax, national insurance and pension contribution as assessed by the DWP*.
- Plus the UC award, which means any payment of UC payable, or would have been awarded other than for any deductions, amendments, pre-payments, sanctions or payments to third parties.
- Plus the UC other income, which is any other income defined by the DWP during the UC award.
- Less any child care element included within the UC award.
- Less any disregarded income, such as Personal Independence Payments and Attendance Allowance.
- This equals the total income for the purpose of Class F reduction in this scheme.
- This income will attract a level of discount as detailed above.

*where the earned income includes a positive adjustment i.e. a rebate of tax an adjustment may be made to this figure.

*where the figure provided by the DWP is considered to contain an obvious error the decision maker may revise the figure based on best evidence.

5.5 **Weekly eligible council tax**

CTR is calculated on a weekly basis therefore eligible council tax is calculated as follows

- Start with the annual council tax due on the home
- If the claimant is entitled to a disability reduction on their council tax bill, use the council tax figure after that reduction has been made
- If the claimant is entitled to a discount, use the council tax figure after that discount has been made
- Apportion the result if the claimant is a joint occupier (see figure 1 above)
- Convert the final figure (net council tax liability) to a weekly amount by dividing by 365 (or 366 in a leap year) and multiplying by 7. For figures which do not relate to a whole year divide by the number of days covered by the charge and multiply by 7.

5.6 **The applicant's household (applies to Classes D, E & F)**

For CTR consideration needs to be given to the applicants family and household. Different categories of people affect the assessment of CTR in different ways.

The members of the applicant's household include:

- Family members
 - The applicant
 - Their partner(s)
 - Dependent children
 - Non dependants
- Other people in the dwelling may include
 - Boarders and sub tenants
 - Joint occupiers, whether joint owners or joint tenants
 - Certain carers

When determining household composition the Council's decision maker uses the Housing Benefit Regulations 2006. Part 4 of these Regulations define membership of a family.

- 5.7 CTR is reduced for each non-dependant normally living in the claimant's household. non-dependants are other adults living in the claimant's household on a non-commercial basis, typically adult sons, adult daughters, other relatives or friends.

For this scheme a non-dependant is defined using the Housing Benefit Regulations 2006, specifically Regulation 3 Definition of non-dependant. However the terms used within this Regulation are defined elsewhere within the Housing Benefit Regulations, specifically Regulation 2 Interpretation. These Regulations determine when a non-dependant deduction should be applied and in what situations a deduction is not applied.

For working age Classes D & E the non-dependants income is calculated in accordance with the Prescribed Requirements Regulations, specifically Part 3, Regulation 8, this Regulation also details the level of deduction that applies.

For working age Class F a flat rate non-dependant deduction of £3.90 per week will be made in respect of each non-dependants aged 18 or over normally residing in the claimant's household that are in remunerative work.

5.8 Excess income (applies to Classes D & E)

Excess income is income which exceeds the calculated applicable amount.

If the claimant (and their partner's) income is less than their applicable amount they will be considered to be a person falling into Working Age Class D and therefore entitled to a maximum CTR reduction.

If a claimants income is more than their applicable amount the difference between their income and applicable amount will be referred to as excess income. A taper of 20% will be applied to this excess income. It is deemed that a person can afford to pay 20% of their excess income towards the cost of their council tax; therefore;

If 20% of the excess income figure is more than their eligible weekly council tax they will not be entitled to CTR

If 20% of excess income is less than the eligible council tax (net of any non-dependant deduction) the CTR award will be the eligible council tax minus 20% of excess income

Applicable amount and income are explained in more detail in the following sections of this scheme document. The Regulations and Schedules that apply to Housing Benefit are used to determine an individual's applicable amount and income. Specifically Part 5 applicable amounts and schedule 3 and Part 6 and Schedules 4, 5 and 6). The taper of 20% is the same that was used in the Council Tax Benefit Regulations 2006 that existed before the introduction of Local Schemes in 2013. This has been retained within the scheme for Working Age Classes D & E to give claimants equivalent levels of support that existed prior to the introduction of local schemes.

5.9 Applicable amount

The applicable amount is the figure used in calculating CTR to reflect the basic living needs of the claimant and household (excluding non-dependants). This is made up of personal allowances and additional amounts (premiums) for special circumstances, such as disability, if applicable.

For the purpose of CTR the applicable amount for working age Classes D & E is calculated using the same rules that apply for Housing Benefit that is the Housing Benefit Regulations 2006. Specifically Part 5 and Schedule 3 of these Regulations.

5.10 Income and Capital (applies to Classes D & E)

All sources of income and capital of the claimant and partner are included in the means test. However some types of income are disregarded wholly or in part.

Examples of the types of income and capital to be **included** are;-

- Earnings, pensions and tax credits
- Other state benefits such as contribution based job seekers allowance, contribution based employment and support allowance and carer's allowance
- Savings and investments including property
- Trust funds and other awards for personal injury

The Council will decide what is treated as income and capital and for what period. These decisions will be made with reference to the Housing Benefit Regulations 2006. Specifically Part 6 and Schedules 4, 5 and 6 of these Regulations.

5.11 Income (applies to Classes D & E)

The income of a claimant and partner if applicable shall be calculated on a weekly basis by:

- Calculating the amount which is likely to be the average weekly income
- Adding any weekly tariff income from capital (see below)
- Deducting any allowable child care costs
- Deducting any earned income disregards which may apply

Tariff income is assessed as follows:

- From the total amount of assessed capital deduct £6,000
- Divide the remainder by 250

If the result is not an exact multiple of £1, round the figure up to the next whole £1. This is the claimant's weekly tariff income

5.13 Minimum amount (applies to Classes D & E)

A minimum amount of CTR will be applied for working age claims. The minimum amount applied will be £1.00 per week. For claimants determined to be entitled to CTR of less than £1.00 per week no CTR will be awarded.

6.0 When entitlement begins

- 6.1 As a general rule entitlement to CTR will begin on the Monday following the date the application is made or treated as being made as determined by the Council. The Council may choose to treat a claim as being made earlier where a claimant can demonstrate that they have made enquiries earlier via a third party such as the Department for Work and Pensions. The Prescribed Requirements Regulations (Schedule 8 Part 2) determine certain circumstances where a claim must be treated as made earlier.
- 6.2 The earliest date that entitlement to CTR can begin is 1 month before an application is received. If a person has delayed making an application and they can demonstrate that they had continuous good cause for doing so, for example serious illness prevented them from making a claim, the Council will decide whether a claim may be backdated. The following rules will apply
- Requests must be made in writing; this may be on the online application form or later via email or in writing.
 - CTR may not be backdated more than one month before the date of the written request.
- 6.3 Where the Council decides to make a retrospective change affecting liability of a property and the claimant is able to demonstrate that they would have been entitled to a reduction had they been made liable and billed earlier, the Council will treat them as making a claim on the date that the liability commenced. Each case will be considered on its own merits.

7.0 Extended Payments

- 7.1 Extended payments of CTR are awarded to assist long term unemployed claimants and their partner when they start work. Extended payments can be awarded for a period of 4 weeks to any claimant who has been out of work for 26 weeks who starts work, with the exception that the work will have a duration of 5 weeks or more.

A claimant is entitled to an extended payment if they satisfy the conditions set out in the Housing Benefit Regulations. Specifically (HB 2(1), 72, 73).

8.0 Notification of decisions

In accordance with the Prescribed Requirements Regulations (Part 3) the claimant will be notified of the award of CTR within 14 days or as soon as possible. This will advise the claimant how much CTR has been awarded as a reduction against their council tax liability. As a minimum the notice will contain the following:

- The amount of CTR that has been awarded
- What the claimant needs to do if they want a further explanation of the decision or they think the decision is wrong
- Details of the requirement to report a change of circumstances

9.0 Payment of council tax reduction

- 9.1 CTR is awarded as a reduction on the claimants council tax account. If there remains a residual liability it is billed as council tax due. If a claimant has made payments of council tax and therefore the award of CTR results in a credit on the account it will be processed as if it were excess council tax paid.

10.0 Changes of circumstance

- 10.1 If at any time between the making of the claim and a decision being made on it, or during an award of CTR, there is a change of circumstances which would affect the calculation the claimant, their partner or representative, has a duty to notify the Council. The Prescribed Requirements Regulations (Schedule 8, Part 2, Regulation 9) defines a claimant's duty to notify a change in their circumstances. This applies to both working age and pensioner claims.

Claimants must notify any changes in their circumstances which may affect the award of CTR and can notify the Council in advance if details of a future change are known.

The matters to be notified include, but are not limited to:

- Changes in household composition
- Changes in income
- Changes in capital
- Change of address

- 10.2 Notification of a change should where possible be made online. This is the quickest and easiest way to report a change. Where a claimant is unable to access online services alternatives will be accepted, such as in writing (including via email) and over the telephone.
- 10.3 Changes in circumstance which alter the amount of CTR paid shall take effect from the Monday following the date of change, even if it happened in the past. Annual uprating of DWP benefits will be effective from the 1st April in the financial year in which they occur.
- 10.4 The Council will terminate CTR where entitlement ends, the claimant withdraws their claim, or if any of the following circumstances apply
- There are doubts as to whether the conditions of entitlement to CTR are fulfilled and the claimant has failed to provide the relevant information requested by the Council.
 - The Council is considering whether to change the decision and the claimant has failed to provide the relevant information requested by the Council.
 - The Council considers that too much CTR is being paid and the claimant has failed to provide the relevant information requested by the Council.
- 10.6 Generally a claim will end on the date of the change that resulted in the end of entitlement, or the date of withdrawal. Where a doubt arises over entitlement or where further information is requested the date of termination will be determined based on the information received. If no information is received the date of termination will be decided by the Council based on the information that it has available.
- 10.7 For changes that result in an increased amount of CTR awarded, the increased amount will reduce the amount of council tax owed. For changes in circumstance that reduce the amount of CTR awarded, the reduced amount will increase the amount of council tax that is owed. In both cases a revised bill will be issued detailing the amount of council tax that is due; applicants

can request further statements explaining how the change has been calculated. The Council will follow its collection and recovery procedures when collecting any revised amounts due. However consideration may be given to those who are vulnerable and experiencing financial difficulty. Particularly where it has been determined that there is an increase in council tax due.

- 10.8 For pensioner claims the effective date of change will be determined with reference to the Prescribed Requirements Regulations (Part 8).
- 10.9 Where a decision is made in respect of a change in circumstances which results in an increase in the amount of council tax that is due, the Council may in exceptional circumstances decide not to recover it. Such decisions will be made with reference to the Council's Discretionary Council Tax Reduction Policy which can be found in Appendix 3. This policy applies to both working age and pension age claims.

11.0 Evidence & required information

- 11.1 In accordance with the Prescribed Requirements Regulations (Schedule 8, Part 2, Regulation 7) an application for CTR must be supported by such information or evidence as is reasonably required to enable entitlement to be determined. The Council determines the level of evidence required to support a claim or a change of circumstances in accordance with its Risk Based Verification (RBV) Policy (see appendix 4).
- 11.2 This Policy allows the Council to allocate a risk score to a CTR claim or a reported change of circumstance, this risk score then informs the standard of verification that is applied to that claim for the purpose of calculating entitlement.
- 11.3 For all new claims evidence of the claimants (and any partner's) national insurance number and identity must be provided as a minimum.

12.0 Appeals

- 12.1 A claimant may, at any time request the Council to review their entitlement to CTR, or the amount of any reduction to CTR, outside of the provisions for appeals detailed below. Requests can be submitted by email or in writing. A written explanation will be sent within 14 days or as soon as possible.

- 12.2 In accordance with the Prescribed Requirements Regulations (Schedule 7, Part 2) a claimant, or a person acting on their behalf, who is aggrieved by a decision made under the scheme may formally appeal against it. This appeal must be in writing to the Council and should state the grounds on which the appeal is being made.
- 12.3 The Council will consider the appeal and notify the claimant in writing of the outcome, the reasons for the decision and any steps that have been taken to deal with the grievance. If the appellant remains dissatisfied, or a response has not been given within a period of two months from the date of the written appeal, the claimant may appeal directly to the Valuation Tribunal for England.
- 12.4 Appeals against the decisions made using the Council's Discretionary Reduction Policy will be considered with reference to the Policy, which can be found in Appendix 3 of this document.

13.0 Fraud

- 13.1 When a claimant makes an application for CTR they are required to sign a declaration as part of the application process. This requests a customer to declare that the information given on the form is correct and complete and that they understand that if they knowingly give information that is incorrect or incomplete, that the Council may take action against them. This may include court action.
- 13.2 If a claimant dishonestly makes a false statement or fails to disclose information they are under a legal duty to disclose with intention to make a gain or cause a loss to another, they may be guilty of a criminal offence.
- 13.3 The Council reserves the right to investigate and prosecute potential offences committed by any claimant/recipient of its scheme. It may do so instead of, or as well as, taking any civil action open to it.
- 13.4 The Council has adopted a Risk Based Verification Policy for the purpose of determining entitlement to CTR. This specifically determines the standard of verification required to support an application. Claims that are determined to have a low risk of fraud an error only require a minimum standard of proof, while claims that are high risk will require a greater standard of proof. The adoption of this Policy aims to reduce the level of fraud and error. This is monitored for the purpose of this Policy and adjustments made where necessary.

14.0 Work incentives

- 14.1 The Council is keen to support people into work, and to continue this support while they are in low paid work, or working variable hours. The introduction of a banded scheme for UC claimants aims to simplify the scheme for working age customers. These customers will remain in a particular band when they have small adjustments to their earnings, meaning that they will be better able to manage their finances and not be subject to a change in Council Tax payable every month (unless the change means that the claimant moves between bands).

15.0 Changes to the scheme

- 15.1 The Local Government Finance Act 2012 stipulates that for each financial year the billing authority must consider whether to revise its scheme or replace it with another scheme. The authority must make any revision to its scheme, or any replacement scheme, no later than the 11th March in the financial year preceding that for which the revision or replacement scheme is to have effect. The Secretary of State may amend this date.

Appendix 1:

The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012

http://www.legislation.gov.uk/uksi/2012/2885/pdfs/uksi_20122885_en.pdf

http://www.legislation.gov.uk/uksi/2017/1305/pdfs/uksi_20171305_en.pdf

Appendix 2:

The Housing Benefit Regulations 2006

<http://www.legislation.gov.uk/uksi/2006/213/contents>

1. Background

The Local Government Finance Act 2012 gave Local Authority's the freedom to develop their own Council Tax Reduction Schemes for people of working age giving due consideration to the needs of their residents. These Schemes sit under Section 13A (1) (a) of this Act. There are certain circumstances where the Council may apply discretion to ensure that the needs of residents are met. This Policy outlines who can apply for a Discretionary award and the decision making process that Officers of the Authority will follow when considering these decisions.

2. Individuals who may be awarded a Discretionary Council Tax Reduction

There are three situations where additional CTR will be considered by the Authority, these are described below.

- Where there has been a change of entitlement that has resulted in the determination that an increased amount of Council Tax is due. Particularly in cases where there has been an error on behalf of the Authority.
- Where a household is disadvantaged by being assessed under Class F of the Scheme (banded scheme for Universal Credit).
- Where an individual is a Care Leaver in receipt of a reduction but require additional support to assist them in transitioning to unsupported living.

Changes in the amount of CTR awarded

In certain limited circumstances the Council may decide not to recover an increase in council tax resulting from a change in CTR.

An amount of increased council tax can be considered for write off if the Council uses its discretion and decides not to recover it. The Council may use its discretion from the outset when the increased amount of council tax is decided, based on information that it has, or may use its discretion later at the request of the claimant or the claimant's representative. These types of write offs are called discretionary CTR write offs.

If increased liability arose as a consequence of an official error by the Council consideration will be given to whether the amount should be recovered from the person to whom it was paid. This may be the only factor considered or it may be combined with other relevant factors such as financial hardship or health.

In identifying the cause of an adjustment to a person's council tax liability the appropriate consideration is "what is the substantial cause of the increased charge viewed in a common sense way?" The claimant or a third party can only cause' an adjustment if they intentionally or unintentionally misrepresent, or fail to disclose a material fact.

If there is more than one cause of an adjustment, these must be separated out. In such cases the two (or more causes), periods and amounts must be separately identified, and separate decisions made about whether the amount will be recovered.

An official error is a mistake, whether in the form of an act or omission, made by the Council, or someone acting on their behalf (such as a contractor or housing association that verifies claims on the Council's behalf).

4.2 Financial vulnerability as a result of the banded UC scheme (Class F)

Where a claimant can demonstrate that the effect of the banded scheme for UC claims (Class F in the scheme) has caused financial hardship, in comparison to what they would have been entitled using a means (Class E) they may apply for a Discretionary Award of CTR.

An award may also be made under this provision to assist a customer with the transition to UC. For some customers adjusting to this new income can be challenging therefore if appropriate a short term award of additional CTR may be made aimed at alleviating hardship as a result of this transition.

The circumstances in which this type of award would be made are limited to those claimants in receipt of UC who are disadvantaged by the income bandings applied to this class or disadvantaged by the fact that they are in receipt of UC, in comparison to traditional means test or legacy benefits

The customer will need detail how they feel that they have been financially disadvantaged and provide evidence of financial hardship to demonstrate this if appropriate.

4.3 Care Leavers

A care leaver is defined as a person that has previously been looked after by a Local Authority under the Children Act 2000. A discretionary award may be paid in addition to CTR awarded under this scheme where a customer is in financial hardship and they require support in the transition to adulthood.

3. Applications

Applications should be made in writing by letter or email, the request should detail the grounds on which the application is made and the applicant should provide documentary evidence to support their case where necessary. A new application will need to be made for each financial year, however generally awards are intended to be made on a short term basis only.

4. Decision making

A Senior Benefits Officer (the decision maker) will determine the facts of the case, considering the CTR award as the first step and establishing whether any other discount or exemption may be applicable in the circumstances. The decision maker will take account of a variety of factors including, but not restricted to:

- Financial hardship

- Terminal illness
- Senility or learning disabilities
- Severe medical conditions, including mental illness
- Health & welfare
- Cause of an award adjustment

5. Start date of a reduction

The decision maker will decide the period that it is appropriate to make a decision. Generally this will be for a past period where an award adjustment has been created in the past or an ongoing award made from the date of application or change in circumstances aimed at transitioning a claimant into UC or from leaving care.

6. Charges that will not be considered to attract a Discretionary Reduction

The following will not be considered for a Discretionary Reduction.

- Increased Council Tax as a consequence of Fraud
- Penalty charges applied to an account as a consequence of Fraud
- Court costs
- Recovery costs e.g. the cost of the issue of a summons or costs incurred by an enforcement agent

7. Notification of decision

The applicant and/or their representative will be informed of the decision in writing, issued either by email or letter. This letter will advise them of the outcome of their application and where a refusal is made detail the reasoning behind the decision not to make an award. The applicant will also be advised what they need to do next if they disagree with the decision that has been made.

Where an application for discretion is made for circumstances that fall out of those detailed in Paragraph 2 of this Policy these applications will be dealt with under The Council's Discretionary Council Tax Reduction Policy under 13A(1)(C) of the Local Government Finance Act 2012. This Policy has been included as Appendix to this document. This Policy allows for discretion to be applied to any bill payer of the District, not just those in receipt of CTR.

8. Reconsiderations and Appeals

Reconsiderations against CTR discretionary decisions will be considered by another Senior Benefits Officer of the Authority using the same decision making and notification principles described above.

If the applicant disagrees with the outcome of the reconsideration they may appeal directly to the Valuation Tribunal for England. This is an independent body which adjudicates on disputes between Council Tax payers and the billing Authority (the Council). Appeals must be made direct to the Valuation Tribunal within two months of the notification of decision.

Risk Based Verification Policy 2019

1. Introduction

Risk Based Verification (RBV) is already used on aspects of claims administered by the Department for Work and Pensions (DWP). It is the intention that RBV will be applied to all Universal Credit (UC) claims.

From April 2012 Local Authorities (LA) have been able to adopt RBV for the processing of Housing Benefit and Council Tax Benefit (now Council Tax Reduction) claims. Adopting RBV will provide the following benefits:

- Improved claim processing times, especially for those assessed as “low risk”
- Improved efficiency in administrative functions
- Improved opportunity to identify fraud and error on claims and better allocation of resources to target these claims.

Chichester District Council introduced its RBV Policy on 1st December 2017. This Policy document updates the Policy, informed by data collected since the introduction of RBV.

2. Risk Based Verification

Risk Based Verification is a method of applying different levels of checks according to the risk associated with those claims. This determines the level of verification that is required in order to process the claim. The Council will use software provided by Xantura which will create a measured risk score, this score indicates the level of verification that needs to be applied to that case. The Xantura risk model utilises around 50 variables to predict the likelihood of Fraud and error at the gateway and is reviewed and updated in order to reflect both legislative and claimant behavioral change.

Change in circumstances can capture changes from a variety of sources such as the claimant, landlords, HMRC and the DWP. A risk score will only be requested where the claimant or someone acting on their behalf notifies the Council of a change in their circumstances. This means that changes received from the DWP and HMRC through the systems provided by them will not need further verification.

Claims will be divided into 3 categories:

- Low risk
- Medium risk
- High risk

Low risks claims will be streamlined and additional verification applied to high risk claims.

Risk scores have been requested on all new claims and change of circumstances received since 1st December 2017. The tables below show the breakdown of risk scores for our case load.

New Claims				
	Low Risk	Medium Risk	High Risk	Total
2017/18	207	189	141	537
	39%	35%	26%	
2018/19	241	178	80	499
	48%	35%	16%	
Total	448	367	221	1036
	43%	35%	21%	

Change of Circumstances				
	Low Risk	Medium Risk	High Risk	Total
2017/18	228	260	156	644
	35%	40%	24%	
2018/19	403	217	139	759
	53%	29%	18%	
Total	631	477	295	1403
	45%	34%	21%	

Depending on the risk grouping of the claim the level of evidence required to process the claim will change. The table at Appendix 1 shows the evidence requirement dependent on the risk grouping. Evidence of a National Insurance Number and identity are required in all cases irrelevant of the risk grouping as per the legislation as seen in Appendix 2.

- **Low Risk**
Evidence required will be proof of ID and National Insurance Number (NINO). For passported cases this can usually be confirmed by accessing CIS (the LA gateway to DWP systems) as the DWP will have conducted identity checks.

Non passported claimants and their partners (where applicable) will be required to provide original evidence to confirm their identity and NINO.

- **Medium Risk**

Evidence of ID and NINO are required as per low risk cases. Plus evidence of income, capital, expenses and rent are required. This can be photocopies or scanned documents.

- **High Risk**

Will be required to provide the same level of evidence as a medium risk case but will be required to provide original documentation. These claims may also be subject to further additional checks, such as a visit to confirm residency, a telephone interview to check entitlement or a credit check carried out by a credit reference agency. A review period may also be set up to check circumstances in the near future, this will particularly help with verifying earnings or capital used on a claim.

3. Recording and monitoring

Each claim passed through RBV process will be allocated a risk score by the software that will be recorded on the claim. Accuracy checks will be incorporated to ensure that the claim has been processed in accordance with this policy.

Cases can be upgraded to higher categories, officers would need to seek approval from a Team Leader to upgrade a case. The cases and reasons are recorded so that information can be fed through to the parameters if errors are found. Risk scores cannot be downgraded.

The risk scores will be monitored on a monthly basis using the software. The reporting will also detail the level of fraud and error within each risk score. The Single Housing Benefit Extract (SHBE) will also identify errors from the original claim and this will be reported monthly. This monitoring will be measured against our local baseline taken from cells 222 and 231 of SHBE.

Where the appropriate levels of fraud and error are not being identified the RBV policy will be reviewed, any appropriate changes will be made annually to ensure that the Policy remains relevant to the caseload distribution.

Claimants will claim and report changes online through Citizen Access Benefits (CA-B), RBV will score the claim or change of circumstances at the time of submission and notify the claimant immediately of what evidence is required in order for the claim or change to be processed.

Since implementing risk based verification we have seen that low risk claims are processed in fewer days than high risk claims.

4. Implementation

The policy will commence on the 1st December 2017. New claims and changes of circumstances received after this date will be risk scored by the RBV software as described by this policy. The claim will then be subject to the verification standards applied to the risk group to which they have been assigned.

Claims and changes reported prior to this date will be subject to full verification.

Claims will be checked to ensure that verification is being applied correctly.

5. Subsidy & Audit requirements

The Housing Benefit subsidy claim is audited annually. Part of this audit focuses on RBV and whether the Council has acted within its Policy. In order to satisfy the annual subsidy and audit requirement the policy will be reviewed annually and signed off by the Section 151 Officer and any changes to the policy will be reported and agreed by Members.

Appendix 1 – Evidence Required

Type of Evidence	Sub-category of evidence	Low Risk	Medium Risk	High Risk
Identity and NINO	Identity	Originals or photocopies	Originals or photocopies	Originals Required
	NINO	Originals or photocopies	Originals or photocopies	Originals Required
Residency/Rent	Private Tenants	Not Required	Originals or photocopies	Originals Required
	Social Landlords	Not Required	Originals or photocopies	Originals Required
Household Composition	Partner ID, NINO, Income, Capital		Originals or photocopies	Originals Required
	Dependants under 18	Not Required	Originals or photocopies	Originals Required
	Non-dependants – working	Not Required	Originals or photocopies	Originals Required
	Non-dependants – passported benefit	Not Required	Not Required	Originals Required
	Non-dependant – student	Not Required	Originals or photocopies	Originals Required
	Non-dependant – not	Not	Originals or	Originals

	in remunerative work/other	Required	photocopies	Required
Income	State Benefits	Not Required	Originals or photocopies	Originals Required
	Earnings/SMP/SSP	Not Required	Originals or photocopies	Originals Required
	Self-employed income	Not Required	Originals or photocopies along with fully completed SE1 form	Originals Required along with fully completed SE1 form
Child Care Costs		Not Required	Originals or photocopies	Originals Required
Student Status	Student certificate	Originals or photocopies	Originals or photocopies	Originals Required
	Student Income	Originals or photocopies	Originals or photocopies	Originals Required
Capital	Under lower capital limit	Not Required	Originals or photocopies required if over £5,500 for working age or £9,500 for Pensionable Age claims. Not required if capital is below these amounts.	Originals required if over £5,500 for working age or £9,500 for Pensionable Age claims. Not required if capital is below these amounts.
	Above lower capital limit	Not Required	Originals or photocopies	Originals Required
	Above upper capital limit (£16,000)	Not Required	Not Required	Not Required
	Property	Not Required	Originals or photocopies along with completed second property form	Originals required along with completed second property form

**Appendix 2 – DWP Housing Benefit & Council Tax Benefit
Circular S11/2011**

Risk-Based Verification of HB/CTB Claims Guidance

Introduction

1. This guidance outlines the Department's policy on Risk-Based Verification (RBV) of Housing Benefit and Council Tax Benefit (HB/CTB) claims.

Background

2. RBV allows more intense verification activity to be focused on claims more prone to fraud and error. It is practiced on aspects of claims in Jobcentre Plus (JCP) and the Pension Disability and Carers Service (PDCS). Local authorities (LAs) have long argued that they should operate a similar system. It is the intention that RBV will be applied to all Universal Credit claims.

3. Given that RBV is practised in JCP and PDCS, the majority (up to 80%) of HB/CTB claims received in an LA may have been subject to some form of RBV. Already 16 LAs operate RBV. Results from these LAs have been impressive. In each case the % of fraud and error identified has increased against local baselines taken from cells 222 and 231 of the Single Housing Benefit Extract (SHBE), monthly data collection regime to DWP. In addition, in common with the experience of JCP and PDCS there have been efficiencies in areas such as postage and storage and processing times have improved.

4. We therefore wish to extend RBV on a **voluntary basis** to all LAs from April 2012. This guidance explains the following;

- What is RBV?
- How does RBV work?
- The requirements for LAs that adopt RBV.
- How RBV claims will be certified.
- What are the subsidy implications?

What is RBV?

5. RBV is a method of applying different levels of checks to benefit claims according to the risk associated with those claims. LAs will still be required to comply with

relevant legislation (Social Security Administration Act 1992, section 1 relating to production of National Insurance numbers to provide evidence of identity) while making maximum use of intelligence to target more extensive verification activity on those claims shown to be at greater risk of fraud or error.

6. LAs have to take into account HB Regulation 86 and Council Tax Benefit Regulation 72 when verifying claims. The former states:

“a person who makes a claim, or a person to whom housing benefit has been awarded, shall furnish such certificates, documents, information and evidence in connection with the claim or the award, or any question arising out of the claim or the award, as may reasonably be required by the relevant authority in order to determine that person’s entitlement to, or continuing entitlement to housing benefit and shall do so within one month of being required to do so or such longer period as the relevant authority may consider reasonable.”

Council Tax Benefit Regulation 72 is similar.

7. These Regulations do not impose a requirement on authorities in relation to what **specific** information and evidence they should obtain from a claimant. However, it does require an authority to have information which allows an **accurate assessment** of a claimant’s entitlement, both when a claim is first made and when the claim is reviewed. A test of reasonableness should be applied.

How does RBV work?

8. RBV assigns a risk rating to each HB/CTB claim. This determines the level of verification required. Greater activity is therefore targeted toward checking those cases deemed to be at highest risk of involving fraud and/or error.

9. The classification of risk groups will be a matter for LAs to decide. For example, claims might be divided into 3 categories:

Low Risk Claims: Only essential checks are made, such as evidence of identity. Consequently these claims are processed much faster than before and with significantly reduced effort from Benefit Officers without increasing the risk of fraud or error.

Medium Risk Claims: These are verified in the same way as all claims currently, with evidence of original documents required. As now, current arrangements may

differ from LA to LA and it is up to LAs to ensure that they are minimising the risk to fraud and error through the approach taken.

High Risk Claims: Enhanced stringency is applied to verification. Individual LAs apply a variety of checking methods depending on local circumstances. This could include Credit Reference Agency checks, visits, increased documentation requirements etc. Resource that has been freed up from the streamlined approach to low risk claims can be focused on these high risk claims.

10. We would expect no more than around 55% of claims to be assessed as low risk, with around 25% medium risk and 20% high risk. These figures could vary from LA to LA according to the LA's risk profiling. An additional expectation is that there should be more fraud and error detected in high risk claims when compared with medium risk claims and a greater % in medium risk than low risk. Where this proves not to be the case the risk profile should be revisited.

11. LAs may adopt different approaches to risk profile their claimants. Typically this will include the use of IT tools in support of their policy, however, the use of clerical systems is acceptable.

12. Some IT tools use a propensity model which assesses against a number of components based on millions of claim assessments to classify the claim into one of the three categories above. Any IT system must also ensure that the risk profiles include 'blind cases' where a sample of low or medium risk cases are allocated to a higher risk group, thus requiring heightened verification. This is done in order to test and refine the software assumptions.

13. Once the category is identified, individual claims cannot be downgraded by the benefit processor to a lower risk group. They can however, exceptionally, be upgraded if the processor has reasons to think this is appropriate.

The requirements for LAs that adopt RBV

14. RBV will be voluntary. However, all LAs opting to apply RBV will be required to have in place a **RBV Policy** detailing the risk profiles, verification standards which will apply and the minimum number of claims to be checked. We consider it to be good practice for the Policy to be examined by the authority's Audit and Risk Committee or similar appropriate body if they exist. The Policy must be submitted for Members' approval and sign-off along with a covering report confirming the Section

151 Officer's (section 85 for Scotland) agreement/recommendation. The information held in the Policy, which would include the risk categories, should not be made public due to the sensitivity of its contents.

15. The Policy must allow Members, officers and external auditors to be clear about the levels of verification necessary. It must be reviewed annually but not changed in-year as this would complicate the audit process.

16. Every participating LA will need a robust baseline against which to record the impact of RBV. The source of this baseline is for the LA to determine. Some LAs carry out intensive activity (along the lines of the HB Review) to measure the stock of fraud and error in their locality. We suggest that the figures derived from cells 222 and 231 of SHBE would constitute a baseline of fraud and error currently identified by LAs.

17. Performance using RBV would need to be monitored monthly to ensure its effectiveness. Reporting, which must be part of the overall Policy, must, as a minimum, include the % of cases in each risk category and the levels of fraud and error detected in each.

How RBV claims will be certified?

18. Auditors will check during the annual certification that the subsidy claim adheres to the LA's RBV Policy which will state the necessary level of verification needed to support the correct processing of each type of HB/CTB claim. The risk category will need to be recorded against each claim. Normally the LA's benefit IT/clerical system will allow this annotation.

Other considerations

19. The sample selection for HB/CTB cases will not change i.e. 20 cases will be selected for each headline cell on the claim form. The HB COUNT guidance used by the external auditors for certification will include instructions for how to deal with both non-RBV and RBV cases if selected in the sample. For non-RBV cases, the verification requirements will remain the same i.e. LAs will be expected to provide all the documentary evidence to support the claim.

What are the subsidy implications?

20. Failure by a LA to apply verification standards to HB/CTB claims as stipulated in its RBV Policy will cause the expenditure to be treated as LA error. The auditor will identify this error and if deemed necessary extrapolate the extent and, where appropriate, issue a qualifying letter. In determining the subsidy implications, the extrapolation of this error will be based on the RBV cases where the error occurred. For this reason, it is important that RBV case information is routinely collected by ensuring that LA HB systems incorporate a flag to identify these RBV cases. If subpopulations on RBV cases cannot be identified, extrapolations will have to be performed across the whole population in the particular cell in question.

21. We will now work with the respective audit bodies to incorporate this into the COUNT guidance. If you have any queries please contact Manny Ibiayo by e-mail HBCTB.SUBSIDYQUERIES@DWP.GSI.GOV.UK

CHICHESTER DISTRICT COUNCIL

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY ~~202016-202221~~

CONTENTS

1	Introduction	1
2	Main Principles of the Policy	2
3	Integrating Strategies & Avoiding Duplication	5
4	Consultation	7
5	Licensing Objectives	7
6	Licensing Objective – The Prevention of Crime and Disorder	8
7	Licensing Objective – Public Safety	10
8	Licensing Objective – The Prevention of Public Nuisance	12
9	Licensing Objective – The Protection of Children from Harm	13
10	Sexual Entertainment Venues	15
11	Cumulative Impact/Special Saturation Policy	15
12	The Licensing Process	17
13	Review of Licences	18
14	Temporary Event Notices	19
15	Vehicles	19
16	Enforcement	19
 Appendices		
1	Glossary	21
2	Delegation of Functions by the Alcohol and Entertainment Licensing Committee	26
3	Licensing Statutory Fees	27
4	Serious Crimes which are likely to lead to revocation of the licence	31
5	Contact Points	32

CHICHESTER DISTRICT COUNCIL

LICENSING ACT 2003

STATEMENT OF LICENSING POLICY ~~2016~~2020-20212022

1. INTRODUCTION

- 1.1 Chichester District Council is the *Licensing Authority* under the provisions of the Licensing Act 2003. *The Act* came into force on the 24th November 2005 and has been the subject of various subsequent amendments.
- 1.2 Where legislative terms relating to the Licensing Act 2003 are used in this statement they have been italicised and are explained in Appendix 1 – The Glossary.
- 1.3 The legislation focuses upon the promotion of four *Licensing Objectives* that are to be addressed when licensing functions are undertaken. The objectives therefore apply equally to applicants and the Council as Licensing Authority. These are:
- The prevention of crime and disorder;
 - Public safety;
 - The prevention of public nuisance; and
 - The protection of children from harm.

Accordingly, the Licensing Authority is responsible for, amongst other things, granting the range of *Premises Licences ('licence')*, *Club Premises Certificates ('certificate')* and *Personal Licences and administering Temporary Event Notices* in relation to the sale and/or supply of alcohol, the provision of *regulated entertainment* and *late night refreshment*.

- 1.4 The *Licensable Activities* identified within the provisions of the Act (Part 1, Section 1) are:
- Retail sale of alcohol;
 - Supply of alcohol by or on behalf of a club to, or to the order of, a member of the club;
 - Provision of late night refreshment (the supply of hot food and/or drink from any premises between 23:00 hours and 05:00 hours); and
 - Provision of "regulated entertainment".

Regulated Entertainment is defined within the Act (Schedule 1, Part 1, Section 1) and includes:

- A performance of a play;
- An exhibition of a film;
- An indoor sporting event;
- Boxing or wrestling entertainment (indoor and outdoor);
- A performance of live music;
- Any playing of recorded music;
- A performance of dance; and

- Entertainment of a similar description to the performance of live music, playing of recorded music or a performance of dance.

where the entertainment takes place in the presence of an audience and is provided for the purpose, or for the purposes which include the purpose, of entertaining that audience.

- 1.5 The Act requires that the Licensing Authority publish a “Statement of Licensing Policy” that sets out the policies the Licensing Authority will generally apply to promote the licensing objectives when making decisions on applications made under the Act. In addition, the Policy document seeks to provide clarity for applicants, residents, other occupiers of property and investors, enabling them to make plans to move to, remain or invest in the District with some measure of certainty.
- 1.6 This “Statement of Licensing Policy” has been prepared in accordance with the provisions of the Act and the *Guidance* issued under Section 182 of the Act by the Home Office (amended ~~April 2018~~~~March 2015~~) and has been prepared after giving appropriate weight to the views of those who have been consulted. In addition, regard will be given to the Guidance when implementing the Policy. However, there may be departure from the Guidance when particular circumstances require it.
- 1.7 This Policy will take effect on the ~~7th January 2016~~ ~~24th November 2020~~ and will remain in force ~~for a period of five years, until 31st January 2022~~. However, during this period it will be kept under review and, if appropriate, it may continue beyond this period subject to future legislative change.

Formatted: Superscript

Formatted: Superscript

2. MAIN PRINCIPLES OF THE POLICY

- 2.1 Chichester district is predominantly a rural area. It covers some 303 square miles and is the second largest district (in area) within Sussex. The Census conducted in 2011 reports a population of 113,794 in the district which is mainly concentrated in the cathedral city of Chichester, the towns of Midhurst, Petworth and Selsey together with the parishes of Tangmere and Southbourne.
- 2.2 The district includes a significant area which forms part of the South Downs National Park (SDNP). The SDNP came into being in 2010 and is England’s most recently created National Park. The South Downs National Park Authority (SDNPA) is the sole Planning Authority for all premises located within the area of the National Park and became fully operational on the 1st April 2011. In addition it is responsible for keeping the South Downs a special place.
- 2.3 This Licensing Authority is aware of and fully recognises the special and clearly defined role of the SDNPA, this includes the following ‘purposes’ and ‘duty’ for which they have been established:

Purpose 1 - *‘To conserve and enhance the natural beauty, wildlife and cultural heritage of the area’.*

Purpose 2 - *‘To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public’.*

Duty - 'To seek to foster the social and economic well-being of the local communities within the National Park in pursuit of our purposes'.

Where there is a conflict between the purposes and/or duty, then Purpose 1 must have priority.

The Licensing Authority is aware of the requirement under the National Parks and Access to the Countryside Act 1949, currently supported by paragraphs 26-27 of the English National Parks and the Broads UK Government Vision and Circular 2010, to have regard to the above 'Purposes' when undertaking its licensing functions. The Licensing Authority also recognises that the 'Duty' referred to above falls solely upon the SDNPA.

- 2.4 In view of the above and given the overriding duty to ensure the promotion of the licensing objectives, this Licensing Authority will actively encourage those currently or proposing to operate premises/events within the National Park to proactively engage with the SDNPA at the earliest opportunity. In respect of major events proposed to take place in the National Park, it is expected that applicants will give proper consideration to the content of any written or verbal guidance offered by the SDNPA. This is in relation to both the licensing application and any supporting documents e.g. an Event Management Plan.
- 2.5 The Licensing Authority will also, when undertaking its various licensing functions, remaining conscious of the effect that premises/events operating within the National Park can have, and will subsequently remain cognisant of the need to ensure that the special qualities and characteristics of the National Park are maintained and wherever possible, enhanced.
- 2.6 The district also contains the Chichester Harbour Area of Outstanding Natural Beauty, one of the south coast's finest recreational areas as well as being an important natural habitat for birds, flora and fauna.
- 2.7 Tourism is crucial to this thriving district. In 2018³ tourism generated some 140% of the employment. At that time tourism related expenditure translated to £469.6308.5 million worth of income for local businesses through direct, indirect and induced effects. Overall, an estimated 1,220,591,000 staying trips were spent in Chichester district, of which around 1,146,512,000,800 were made by domestic visitors (94.86%) and 793,2000 by overseas visitors (6.14%); this generated over £141.98 million. In addition approximately 5.14 million tourism day trips were made to Chichester district (lasting more than 3 hours and taken on an irregular basis) generating a further £182.766.7 million expenditure. Around a third (33%) 28% of all staying or overnight trips to Chichester district were accommodated in commercial serviced accommodation, whilst 40% of all overnight trips involved staying in non-serviced accommodation such as self-catering and caravan/camping accommodation. Smaller volumes of overnight trips involved staying on boats, in hostels, on campus, in private lodgings and in more than one type of accommodation over the duration of the trip.
- 2.8 Presently in June 2015- October 2020 there are in excess of 3,467,000 commercial premises of which approximately 4,504-1,557 are registered food premises, over 100 accommodation establishments, hotels and B&B's, and one of the largest caravan and campsites in Europe located in Selsey. There are many historic and

cultural attractions in the region including Goodwood, with its renowned horse and motor car racing, Fishbourne Roman Palace, the internationally recognised Chichester Festival Theatre, the Weald and Downland Museum and the award winning Pallant House Gallery. Throughout the Chichester district there are ~~545~~ 578 premises operating under a Premises Licence, ~~47-43~~ clubs operating under a Club Premises Certificate and ~~4,646-2137~~ holders of a Personal Licence.

- 2.9 The Licensing Authority recognises that the entertainment industry in this district is a major contributor to the local economy. It attracts tourists and visitors, makes for vibrant communities and is a major employer.
- 2.10 The Licensing Authority, in adopting this policy, recognises both the needs of residents and visitors for a safe and healthy environment in which to live, work and enjoy their recreation.
- 2.11 The Licensing Authority in adopting this policy has set out the general approach that it will take when it considers applications under the Act. The Licensing Authority confirms that each application will be considered on its merits. In view of the wide ranging variety of premises and applications, the policy necessarily cannot set out all the factors which will result in the licensing objectives being achieved, nor all the necessary and appropriate control measures required for each premises.
- 2.12 In addressing licensing issues the Licensing Authority will have regard to wider considerations affecting the amenity of any area. These include littering and fouling, noise, crime and disorder and the capacity of the district's infrastructure and resources.
- 2.13 The Licensing Authority wishes to make it clear that the licensing function is not to be seen as a mechanism for the general control of anti-social behaviour by individuals once they are beyond the direct control of the licensee of any premises concerned as other mechanisms outside the licensing regime are available to address such issues. However, the Licensing Authority expects every holder of a licence/certificate to take responsibility to minimise the impact of anti-social behaviour of their patrons within the vicinity of their premises and to reflect the measures that are to be taken to achieve this in their *Operating Schedule* and to demonstrate that these are applied in practice.
- 2.14 The Licensing Authority recognises the general principle that longer licensing hours for the sale of alcohol, with slower dispersal of people from licensed premises, may avoid large numbers of people leaving premises at the same time. This could reduce friction at late night fast food outlets, taxi ranks, minicab offices and other sources of transport that can lead to disorder and disturbance. This will be sought to be achieved through the promotion of the licensing objectives with the intention of avoiding arbitrary restrictions which would undermine the principle of flexibility. Each case, however will always be considered on its individual merits.
- 2.15 The Licensing Authority recognises there is no general presumption in favour of lengthening licensing hours and consideration of the four licensing objectives is precedent, as before each case will be considered on its own individual merits.
- 2.16 In the case of shops, stores and supermarkets selling alcohol it will normally be the case that the Licensing Authority will permit the hours during which alcohol is sold

for consumption off the premises to correspond with the normal trading hours during which others sales take place unless there are significant reasons based on the licensing objectives relating to disturbance or disorder when an appropriate limitation will be applied.

- 2.17 It is recognised that the licensing function is only one means of securing the delivery of the licensing objectives and should not therefore be seen as a panacea for solving all problems within the community. The Licensing Authority will therefore continue to work with its neighbouring authorities, the Police, the local Community Safety Partnership, local businesses, local people and others towards the promotion of the objectives as outlined below.
- 2.18 Chichester District Council in the future may consider on its merits applications for events in buildings, their curtilages and on land, owned, managed or promoted by the Chichester District Council. In addition, in the event of such grant, where appropriate, contractual conditions will also be put in place.

3. INTEGRATING STRATEGIES AND AVOIDING DUPLICATION

- 3.1 There are many stakeholders in the leisure industry, covering a wide range of disciplines. Many are involved, directly or indirectly, in the promotion of the licensing objectives. The Licensing Authority will seek to work with these stakeholders with the aim of achieving proper integration with others strategies, for example, local crime prevention, development control, transport, tourism and cultural strategies etc.
- 3.2 This integration will be achieved through liaison with the Planning Authority (Development Management or SDNPA), Housing ~~and~~ **Environment ServicesCommunities**, Police, Trading Standards, Fire Authority, Community Safety Partnership, local businesses, local people and other persons. Agreement about best practice will be achieved where possible.
- 3.3 The Licensing Authority will seek to secure integration of its policy with local crime prevention, planning, transport, tourism, race equality schemes and cultural strategies and any other plans introduced for the management of town centres and the night-time economy by having regard to those policies, strategies and local needs as far as they effect its licensing function and are consistent with the licensing objectives. The Licensing Authority recognises the Government's expectations in relation to the role of the Police referred to in the Guidance and will assist in its achievement wherever possible.
- 3.4 In particular, account will be taken of the need to encourage and promote live music, dancing and theatre for the wider cultural benefit of the community as a whole. If representations are made concerning the potential for disturbance in a particular neighbourhood the Licensing Authority's consideration of the cultural merits of the application will be balanced against the achievement of the licensing objectives.
- 3.5 The Licensing Authority will monitor the impact of licensing on the provision of regulated entertainment, in particular, live music and dancing, to ensure that only appropriate, proportionate and reasonable licensing *Conditions* impose any restrictions on such events.

- 3.6 The Alcohol and Entertainment Licensing Committee will receive reports, when appropriate, on the needs of the local tourist economy to ensure that these are appropriately reflected in their considerations. Where appropriate, the committee will also be appraised of the local employment situation and the need for new investment and employment.
- 3.7 In undertaking its licensing function and in determining applications, the Licensing Authority recognises and accepts the duty imposed on it to fulfil its obligations under other legislation, at the same time avoiding duplication as far as possible.
- 3.8 The Licensing Authority is mindful of all statutes which relate to issues which are relevant to the licensing objectives:

In particular, the Licensing Authority is mindful of statutes and related guidance on:

- Section 17 of the Crime and Disorder Act 1998 which requires a Local Authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on and the need to do all that it reasonably can to prevent crime and disorder in the district;
- The European Convention on Human Rights, which is given effect by the Human Rights Act 1998, places a duty on public authorities to protect the rights of individuals in a variety of circumstances. In particular, due consideration will be given to the rights under article 1 of the first protocol – protection of property, article 6 – right to a fair hearing and article 8 – respect for private and family life;
- The Local Government (Miscellaneous Provisions) Act 1982
- Health and Safety at Work etc. Act 1974 and its associated regulations;
- Environmental Protection Act 1990, in relation to statutory nuisance;
- ~~The Anti-social Behaviour Act 2003 in relation to public nuisance in the District;~~
- ~~The Anti-social Behaviour, Crime and Policing Act 2014 in relation to public nuisance;~~
- ~~Disability Discrimination Act 1995 in relation to safety of people or performers;~~
- ~~Race Relations Act 1976, The Race Relations (Amendment) Act 2000, the requirement to eliminate unlawful discrimination, to promote equality of opportunity and good relations between persons of different racial groups;~~
- ~~Equality Act 2010 in relation to elimination of unlawful discrimination and promoting premises that show safe design for all users;~~
- ~~Immigration Act 2016;~~
- ~~The Violent Crime Reduction Act 2006;~~
- ~~Police Reform and Social Responsibility Act 2011;~~
- The Clean Neighbourhoods and Environment Act 2005 including additional relevant statutory nuisances under s.102; and
- The Health Act 2006.

- 3.9 The Licensing Authority recognises that there should be a clear separation of the planning and licensing regimes, and that licensing applications should not be a 're-run' of the planning application. However some liaison will be maintained between the Licensing Authority, Development Management or SDNPA and the appropriate committees.

3.10 Whilst the Licensing Authority recognises the need to avoid so far as possible duplication with other regulatory regimes, their regulations may not cover the unique circumstances of some entertainment or premises. The Licensing Authority will therefore consider attaching tailored conditions to a licence/certificate where these are appropriate for the promotion of the licensing objectives.

3.11 In line with the Chichester Vision and supporting documents, as well as the Council's Events Strategy 2020 – 2025, this Licensing Authority recognises and aims to support, encourage and help facilitate the growth of the local evening, night time and visitor economy.

4. CONSULTATION

4.1 There are a number of groups who have a stake in the leisure industry, including providers, customers, residents and enforcers, all of whom have views and concerns that require consideration as part of the licensing function. These statutory consultees include:

- The Chief Constable of Sussex Police;
- The Chief Officer, West Sussex Fire and Rescue Service (the 'Fire Authority');
- Persons/bodies representative of local holders of Premises Licences;
- Persons/bodies representative of local holders of Club Premises Certificates;
- Persons/bodies representative of local holders of Personal Licences;
- Persons/bodies representative of businesses and residents in the Chichester district; and
- Bodies representative of current licence holders.

The above listed persons/bodies are ordinarily consulted and the appropriate weight given to their views when determining or reviewing this policy.

4.2 The Licensing Authority ordinarily consults with other persons/bodies when determining or reviewing this policy; such other persons/bodies include:

- Chichester Community Safety Partnership (CSP);
- Chichester District Business against Crime (ChiBAC);
- The Chichester Business Improvement District (BID);
- Chichester Accident and Emergency Departments;
- Town and Parish Councils in the administrative area;
- Chichester Chamber of Commerce and Industry;
- Selsey Business Partnership; and
- Relevant departments of the West Sussex County Council (e.g. Youth Services, Highways).

4.3 As indicated at 1.7 above, this Policy will take effect on the 24th November 2020 ~~7th January 2016~~ and will remain in force ~~for a period of five years~~ until 31st January 2022. However, during this period it will be kept under review and, if appropriate, it may continue beyond this period subject to future legislative change.

Formatted: Superscript

Formatted: Superscript

5. LICENSING OBJECTIVES

5.1 The Licensing Authority has a duty under the Act to carry out its functions with a view to promoting the four licensing objectives. These are:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm.

These objectives are of equal importance and apply to all licensable activities.

5.2 In the following sections each licensing objective is specifically dealt with and the Licensing Authority has defined and listed the influencing factors on how the objectives should be achieved. The individual style and characteristics of premises and events are best known to applicants who will be expected to address all aspects relevant to the licensing objectives. The Licensing Authority refers applicants, *Responsible Authorities* and other persons to the core principles set out at Paragraph 1.16 of Chapter 1 of the current Guidance in relation to conditions.

5.3 The Licensing Authority wish it to be clear that licensing is about the regulation of the carrying on of the licensable activities on licensed premises, by *qualifying clubs* and at temporary events within the terms of the Act. Accordingly conditions attached to various authorisations will be focused on matters within the control of individual licensees and others in possession of relevant authorisations under the Act. The extent of expected control is set out in paragraph 2.6 above.

5.4 In each section examples of possible control measures have been set out, but are not intended to be exhaustive. Applicants are expected to take a risk assessment based approach when identifying hazards and implementing appropriate control measures.

5.5 Further additional measures may be appropriate when specific special events or promotions are planned. These will inevitably attract larger or different audiences and thereby have a significant impact on the licensing objectives. The operating schedule should therefore make reference to the appropriate additional measures that are planned to achieve and comply with the licensing objectives.

5.6 The Licensing Authority will expect the issue of total occupancy capacity (i.e. staff, customers, others etc.) of the licensed area to be addressed and detailed in the operating schedule as it considers it to be an essential factor in the achievement of the four licensing objectives. In particular the design and layout of premises are important in determining the capacity along with a number of other factors such as; the nature of the premises or event and the licensed activities, number of supervisory staff, age of customers etc. (save for premises licensed for the consumption of food and/or alcohol off the premises). In appropriate cases a licence/certificate may have conditions attached setting a maximum occupancy.

5.7 Applicants will be expected to make themselves aware of the contents of this Statement of Licensing Policy. It is also strongly recommended that they seek the views of the appropriate Responsible Authorities about the steps appropriate to

implement for the promotion of the licensing objectives, prior to formulating their operating schedule and submitting a formal application.

6. LICENSING OBJECTIVE – THE PREVENTION OF CRIME AND DISORDER

6.1 In addition to the requirement for the Licensing Authority to promote the licensing objectives, it also has a duty under Section 17 (as amended) of the Crime and Disorder Act 1998 to exercise its various functions with due regard to the likely effect of the exercise of those functions on and the need to do all that it reasonably can to prevent crime and disorder in the district.

6.2 In order for the Licensing Authority, Responsible Authorities and other persons to assess whether the steps to be taken to promote the licensing objectives are satisfactory, applicants should demonstrate in their operating schedule, that suitable and sufficient measures have been identified and will be implemented and maintained to reduce or prevent crime and disorder on and in the vicinity of their premises. Examples of sources of crime and disorder may include but are not limited to:

- Underage drinking;
- Drunkenness on the premises;
- Public drunkenness;
- Drugs;
- Violent behaviour;
- Overcrowding/occupancy capacity; and
- Anti-social behaviour.

6.3 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and or activities. Please note that this list is not exhaustive:

- Effective and responsible management of the premises;
- Training and supervision of staff;
- Adoption of best practice guidance;
- Implementation of the Challenge 25+ scheme;
- Acceptance only of identification cards that carry the Proof of Age Standards Scheme (PASS) hologram which is endorsed by the Home Office.
- Provision and maintenance of effective CCTV in and around premises;
- Provision of Door Supervisors licensed by the Security Industry Authority. The Licensing Authority may consider that certain premises may require strict supervision for the purpose of promoting the reduction of crime and disorder and where appropriate relevant conditions would be added;
- Use of Text/Radio pagers;
- Provision of toughened or plastic drinking vessels;
- Restriction on the taking of open drinks containers from premises;
- Restriction on drinking areas;
- Provision of litter bins and other security measures such as lighting outside premises;
- Membership of ChiBAC (Chichester District Business Against Crime) or a similar accredited scheme;

- Maximum occupancy capacity;
- Crime prevention notices (e.g. responsible drinking, drink-drive awareness);
- Drinks promotions; and
- Signage.

6.4 The Licensing Authority will consider attaching conditions to a licence/certificate that reflect crime prevention strategies. In particular those received from the Community Safety Partnership to deter and prevent crime and disorder both on the premises and in the immediate vicinity as customers seek entry or exit. Conditions may only be attached to a licence/certificate which are relevant to representations and which the Licensing Authority considers appropriate in order to promote the licensing objectives.

6.5 In any application for a Premises Licence that includes the sale of alcohol, the applicant must specify the holder of a Personal Licence to be the *Designated Premises Supervisor* (DPS). The only exemption to this is where the applicant is a Management Committee of a community premises. In this case, the Management Committee is entitled to make an application seeking to disapply the condition requiring a DPS and replace with an alternative condition which states that every supply of alcohol under the Premises Licence must be made or authorised by the Management Committee. The Licensing Authority expects that the proposed DPS will normally be the person who has been, or will be, given day to day responsibility for running the premises by the applicant.

7. LICENSING OBJECTIVE - PUBLIC SAFETY

7.1 The Act covers a wide range of premises that may require licensing, including cinemas, concert halls, theatres, village halls, church halls, nightclubs, public houses, cafes/restaurants and fast food outlets/takeaways. Each of these types of premises presents a mixture of safety risks, with many common to most premises and others unique to specific operations. It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks.

7.2 The Licensing Authority will have regard to the measures to be taken by applicants to ensure that the physical safety of any person visiting or working in licensed premises is not compromised. In order for the Licensing Authority, Responsible Authorities and other persons to assess whether the steps to be taken to promote the licensing objectives are satisfactory, applicants should demonstrate in their operating schedule that suitable regard has been given to ensuring public safety. Factors that may be considered include, but are not limited to:

- The total occupancy capacity (staff, customers, others) of the premises;
- Satisfactory means of escape in the event of fire in relation to the age, design and layout of the premises;
- The nature of the licensable activities to be provided, in particular the sale/supply of alcohol and/or the provision of music and dancing and including whether those activities are of a temporary or permanent nature;
- The hours of operation (distinguishing between the hours of opening and when licensable activities are provided, if different);
- The customer profile e.g. age, disability;

- The use of special effects such as lasers, pyrotechnics, smoke machines, foam machines etc.;
- Temporary electrical installations;
- Access for emergency vehicles;
- Lighting both emergency and general;

and for Theatres, Cinemas, Concert Halls and similar places;

- Number of attendants with safety responsibility; and
- Seating.

7.3 The Licensing Authority recognises that the Regulatory Reform (Fire Safety) Order 2005 replaced the previous fire safety legislation. Accordingly the Authority will not seek to impose fire safety conditions on a licence/certificate where the Order applies.

7.4 The Licensing Authority accordingly reminds applicants of their responsibility for compliance and in particular the maintenance of safety records.

7.5 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and or activities. Please note that this list is not exhaustive:

- Suitable and sufficient risk assessments;
- Effective and responsible management of the premises including documented safety checks prior to the admittance of the public;
- Escape routes are maintained clear of obstructions, easily openable and are subject to regular checks;
- Provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons;
- Appropriate instruction, training and supervision of those employed or engaged to secure the safety of the premises and patrons;
- Adoption of Best Practice Guidance;
- Provision of effective CCTV in and around the premises;
- Provision of toughened or plastic drinking vessels;
- Implementation of crowd management measures;
- Proof of regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety;
- Maintenance of premises and equipment in good order.
- Adequate arrangements are in place to enable disabled people to safely evacuate premises in the event of an emergency;
- Safe installation and provision of curtains, hangings and temporary decorations;
- The total occupancy capacity (staff, customers, others) of the premises;
- Access for emergency vehicles;
- Adequate first aid provision e.g. equipment and if appropriate, personnel; and
- For indoor sports entertainment attendance of a qualified medical practitioner(s), inspection of ring by a competent person, public not occupying seats within 2.5m of a ring.

The following examples of areas to consider and control measures are given to assist where the premises subject of the application are a Theatre, Cinema, Concert Hall or similar premises. Please note that this list is not exhaustive:

- Attendants e.g. number of attendants with safety responsibility, attendants should be readily identifiable;
- Seating e.g. premises should only be used in accordance with a seating plan seatways must be kept from obstructions, a certificate in relation to the design and construction and loading of temporary seating must be kept
- Drinking vessels e.g. types and location(s) permitted;
- Balcony fronts e.g. no objects placed on or over;
- Special effects e.g. any special effect or mechanical installation (e.g. dry ice machines and cryogenic fog, smoke machines, pyrotechnics, real flame etc.) must be arranged and stored so as to minimise risk. In certain circumstances, it may be necessary to require that certain special effects are only used with the prior notification of the Licensing Authority; and
- Ceilings e.g. inspection by a competent person.

7.6 The Licensing Authority will consider attaching conditions to a licence/certificate to promote safety where appropriate. Conditions may only be attached to a licence/certificate which are relevant to representations and which the Licensing Authority considers appropriate to the promotion of the licensing objectives.

8. LICENSING OBJECTIVE – THE PREVENTION OF PUBLIC NUISANCE

8.1 Licensed premises especially those operating late at night and early morning have a significant potential to adversely impact on communities from any public nuisance that may arise from their operations. The Licensing Authority wishes to maintain and protect the amenity of residents and businesses from the potential consequence of the operation of licensed premises whilst recognising the valuable cultural, social and business importance provided by such premises. Stricter *conditions* in respect of noise control will be imposed where for example premises are situated in denser residential areas or areas of mixed business and residential use.

8.2 Such adverse impact may relate to noise, anti-social behaviour, vibration, light pollution, noxious smells and litter. Due regard will be taken on the impact these examples and other sources of nuisance may have on those living, working or otherwise engaged in other activities in the area. In order for the Licensing Authority, Responsible Authorities and other persons to assess whether the steps to be taken to promote the licensing objectives are satisfactory, applicants in achieving the objectives, should demonstrate in their operating schedule that these concerns have been identified, suitable control measures will be implemented and maintained to prevent public nuisance. Factors giving rise to these concerns may include, but are not limited to;

- The location of premises and proximity to residential and other noise sensitive premises such as hospitals, hospices and educational establishments;
- The hours of opening, particularly between 23:00 hours and 07:00 hours;

- The nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises;
- The design and layout of premises and in particular the presence of noise limiting features;
- The total occupancy capacity (staff, customers, others) of the premises;
- The availability of public transport;
- 'Wind down period' between the end of the licensable activities and closure of the premises;
- Last admission time; and
- The age and type of clientele being attracted to or likely to be attracted to the premises.

8.3 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and or activities. Please note that this list is not exhaustive;

- Effective and responsible management of premises;
- Appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance, e.g. to ensure customers leave quietly;
- Control of operating hours for all parts (e.g. garden areas) of premises, including such matters as deliveries and collections;
- Adoption of best practice guidance;
- Installation of sound proofing, air conditioning, acoustic lobbies, sound limitation devices, acoustic curtains, rubber seals to doorways, installation of rubber speaker mounts;
- Management of people, including staff and traffic (and resulting queues) arriving and leaving premises;
- Liaison with public transport providers;
- Siting of external lighting including security lighting;
- Management arrangements for collection and disposal of litter;
- Effective ventilation systems to prevent nuisance from odour;
- Keeping doors and windows closed;
- Limiting music to a particular area of a premises;
- Locating and directing speakers away from external walls or walls that abut private premises;
- Identify and monitor noise levels from specific locations, records of monitoring should be kept; and
- When considering the provision of a smoking area and/or shelter consideration should be given to controls to help minimise the potential nuisance associated with its use from, for example, smoke, noise, litter and light pollution.

8.4 The Licensing Authority will consider attaching conditions to a licence/certificate to prevent public nuisance where appropriate. Conditions may only be attached to a licence/certificate which are relevant to representations and which the Licensing Authority considers appropriate to the promotion of the licensing objectives.

9. LICENSING OBJECTIVE – THE PROTECTION OF CHILDREN FROM HARM

- 9.1 The risk of harm to children is one of the key licensing objectives when determining applications. It is hoped that family friendly premises will thrive.
- 9.2 The general relaxation in the Act gives accompanied children greater access to licensed premises which conversely places additional responsibilities upon licence holders, parents and others accompanying children.
- 9.3 Access by children to the variety of premises for which a licence/certificate may be sought will not be limited in any way unless it is considered appropriate by the Licensing Authority to do so in order to protect them from physical, moral or psychological harm.
- 9.4 Subject to the provisions of the Act and any licence or certificate conditions, admission of children will always be at the discretion of those managing the premises. Each application and the circumstances pertaining at each premises must be considered on their own merit.
- 9.5 In order for the Licensing Authority, Responsible Authorities and other persons to assess whether the steps to be taken to promote the licensing objectives are satisfactory, applicants should demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm.
- 9.6 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. When addressing the issue of protecting children from harm, the applicant must demonstrate that those factors that impact on harm to children have been considered. Areas that will give particular concern in respect of children include the following:
- Where there have been convictions for serving alcohol to minors or premises with a reputation for underage drinking;
 - With a known association with drug taking or dealing;
 - Where there is a strong element of gambling on the premises;
 - Where entertainment of an adult or sexual nature is provided; and
 - Where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.
- 9.7 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule having regard to their particular type of premises and/or activities:
- Effective and responsible management of premises;
 - Provision of a sufficient number of people employed or engaged to secure the protection of children from harm;
 - Appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm;
 - Limitation on the hours when children may be present, in all or parts of the premises;
 - Limitations or exclusions by age when certain activities are taking place;

- Requiring an adult, not being a member of staff, to accompany a child or a number of children;
- Implementation of the Challenge 25+ scheme;
- Acceptance only of identification cards that carry the Proof of Age Standards Scheme (PASS) hologram which is endorsed by the Home Office.
- Measures to ensure children do not purchase, acquire or consume alcohol. (The Licensing Authority commends the Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks);
- Measures to ensure children are not exposed to incidences of violence or disorder; and
- Full exclusion of persons under 18 from the premises when any licensable activities are taking place.

Formatted: Not Highlight

9.8 Conditions may be imposed on a licence/certificate for premises where children will be present at places of entertainment to the effect that adult staff must be present to control the access and egress of children and to ensure their safety. The Licensing Authority will normally expect the premises to provide one member of staff allocated for every 50 children present specifically to ensure their safety and to control their access and egress at the premises. The Licensing Authority reserves the right to vary the ratio of staff to children when it considers it appropriate.

9.9 In the case of film exhibitions, the Licensing Authority will expect at any premises which has the benefit of a licence/certificate, effective measures to be implemented that restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification or a classification issued by the Licensing Authority.

9.10 This Licensing Authority formally recognises the West Sussex Local Safeguarding Children Board at West Sussex County Council as competent to advise it on issues concerning the protection of children from harm. Therefore, applicants must, in relation to any new or full variation application for either a Premises Licence or Club Premises Certificate, send a copy of their application to this body in order for them to consider whether the application raises any concerns in respect of the protection of children from harm.

9.11 The Act sets out a number of offences designed to protect children in licensed premises and the Licensing Authority will work with the Police and other appropriate agencies to ensure the appropriate enforcement of the law, especially relating to the sale and supply of alcohol to children.

9.12 The Licensing Authority will consider attaching conditions to a licence/certificate for the protection of children from harm where appropriate. Conditions may only be attached to a licence/certificate which are relevant to representations and which the Licensing Authority considers appropriate to the promotion of the licensing objectives.

10. SEXUAL ENTERTAINMENT VENUES

The Council has adopted a Sexual Entertainment Venues Policy and this policy shall be considered in the context of this statement as appropriate.

11. CUMULATIVE IMPACT/SPECIAL SATURATION POLICY

- 11.1 The Licensing Authority will not take the “need” for an establishment into account when considering an application, as this is a matter for the market. The Licensing Authority however recognises that the cumulative impact of the number, type and density of licensed premises in a given area, may lead to serious problems of nuisance and disorder in the vicinity of the premises.
- 11.2 If representations are received from a Responsible Authority or other persons suggesting that an area has become saturated with licensed premises, such degree of concentration making it a focal point for large groups of people to gather in surrounding areas, possibly away from the premises themselves, the Licensing Authority will consider on an evidential basis if this impact has an adverse effect on the promotion of the licensing objectives in addition to that created by the individual premises.
- In these circumstances, the Licensing Authority will assess whether the imposition of conditions can address these problems or if the adoption of a special policy of refusing applications for new Premises Licences or Club Premises Certificates is needed because the area is saturated with licensed premises and that granting of any more would undermine at least one of the licensing objectives.
- 11.3 When considering whether to adopt a special saturation policy the Licensing Authority will consider a range of issues including the following:
- Evidence of identification of concern about crime and disorder or public nuisance;
 - Where it can be demonstrated that nuisance and/or disorder is arising as a result of customers from licensed premises, identifying the area from which problems are arising and the boundaries of that area;
 - Following consultation and subject to that consultation, inclusion of a special policy about future Premises Licence or Club Premises Certificate applications from that area; and
 - Publication of the special policy.
- 11.4 If a special policy is adopted it creates a rebuttable presumption that licence and certificate applications or material variations will normally be refused if relevant representations are received. Accordingly applicants will need to address the special policy issues in their operating schedules in seeking to rebut the presumption. Applicants would need to demonstrate that the operation of the premises involved would not add to the cumulative impact already being experienced.
- 11.5 If implemented, the Licensing Authority would regularly review any special saturation policies to see whether they have had the intended effect and are still required.
- 11.6 The Licensing Authority will not normally use special saturation policies solely;
- As grounds for removing a licence when representations are received about problems with existing licensed premises, or;

- To refuse modifications to a licence, except where the modifications are directly relevant to the policy, for example where the application is for a significant increase in the capacity limits.

11.7 The Licensing Authority also recognises that, within this policy, it may be able to approve licences that are unlikely to add significantly to the saturation, and will consider the circumstances of each individual application having regard to the licensing objectives.

11.8 The Licensing Authority, having regard to the evidence currently available, considers that at present there is no particular part of the district where a cumulative impact exists, leading to an adverse impact upon the fulfilment of the licensing objectives. However, the cumulative impact of licensed premises will be kept under review.

Other mechanisms, both within and outside the licensing regime that are available for controlling cumulative effect are:

- Planning controls;
- Positive measures to create a safe and clean environment in partnership with local businesses, transport operators and other Local Authority services;
- Application of the powers of the Council to designate parts of the area as places where alcohol may not be consumed publicly;
- Police enforcement of the normal law concerning disorder and anti-social behaviour, including the issue of fixed penalty notices;
- The prosecution of any holder of a Personal Licence or member of staff at such premises who is selling alcohol to people who are drunk;
- The confiscation of alcohol from adults and children in designated areas;
- Application of Police powers to close for up to 24 hours, any licensed premises or temporary event on the grounds of disorder, the likelihood of disorder, or excessive noise emanating from the premises; and
- Application of Police powers, other Responsible Authorities, local residents or businesses to seek a formal review of a licence/certificate.

12. THE LICENSING PROCESS

12.1 The powers of the Licensing Authority under the Act may be carried out by the Alcohol and Entertainment Licensing Committee, by sub-committees of three members or, by one or more officers acting under delegated authority.

12.2 A committee or sub-committee hearing can only be dispensed with, with the agreement of the Licensing Authority, the applicant and all parties that made relevant representations.

12.3 It is considered that many of the functions will be largely administrative with no relevant representations, and in the interests of efficiency and effectiveness these will ordinarily be carried out by officers. In cases of applications for Premises Licences and Club Premises Certificates, where there are no representations, it is the duty of the Licensing Authority to grant the licence/certificate subject only to conditions that are consistent with the operating schedule and any *Mandatory Conditions* described in the Act (see Appendix 2 delegated functions).

- 12.4 The Licensing Authority recognises that the diversity of premises selling alcohol, serving food and providing entertainment covers a wide range of contrasting styles and characteristics and will have due regard to those differences and the differing impact these will have on the local community and therefore will tailor conditions accordingly.
- 12.5 Applications where there are relevant representations which cannot be mediated, will be dealt with at a hearing of a committee or sub-committee of the Licensing Authority, as noted above, as will any application for review of a licence/certificate. In the case of a Premises Licence or Club Premises Certificate, conditions will be imposed if the Committee/Sub-Committee is minded that these are appropriate due to the representations raised. Conditions will be imposed as are appropriate to promote the licensing objectives arising out of the consideration of the representations.
- 12.6 A District Council Ward Member who wishes to make representations about an application on behalf of other persons will not be eligible to be a Member of the Alcohol and Entertainment Licensing Committee or sub-committee that considers that application.
- 12.7 Generally the Licensing Authority will follow Guidance in relation to withholding the appropriate details of any person. However, and necessarily, each case will have to be determined on its own merits.
- 12.8 Applications for a Premises Licence, Personal Licence or Club Premises Certificates must be completed in accordance with any statutory or regulatory requirements and contain the information requested in this Policy. Where appropriate, incomplete or incorrectly completed applications will ordinarily be returned to the applicant, unless they contain obvious and minor errors which will result in the application being held until the applicant has supplied all of the required information. The Licensing Authority will undertake checks to ensure that where appropriate, applicants comply with statutory duties in terms of advertising their application and displaying a notice at the premises subject of the application. Action will be taken where applications are found to have been incorrectly advertised or where it is identified that the applicant has failed/is failing to display a correct notice(s) at the premises.
- 12.9 Where applications to vary Premises Licences and/or Club Premises Certificates are concerned, the Licensing Authority will have regard to Guidance and in particular the likely impact of the proposed variation on the licensing objectives. This will assist in determining whether a proposed variation is suitable for either a full or minor variation application or indeed whether the proposal is so substantial that a completely new application is required.

13. REVIEW OF LICENCES

- 13.1 A Responsible Authority or any other person may request the Licensing Authority to review any Premises Licence or Club Premises Certificate because of a matter arising at the premises in connection with any of the four licensing objectives.
- 13.2 A review of a Premises Licence or Club Premises Certificate will be undertaken by the Licensing Authority in accordance with ~~Section 53a of~~ the Licensing Act 2003

and the regulations where the Police have used their Violent Crime Reduction Act 2006 powers designating a premises as being related to serious crime (or other powers) to close any premises for up to 24 hours and where as a result of the consideration of the *Closure Order* by the Magistrates Court a Notice of its determination has been received by the Licensing Authority. The current guidance for summary review and/or closure powers in any particular case shall be considered by the Licensing Authority.

- 13.3 Chichester District Council's ~~Head of Housing & Environment Services~~ Director of Growth and Place and ~~Director of Planning and Environment~~ Head of Planning Services may request the review of any Premises Licence or Club Premises Certificate, because of a matter arising at licensed premises in connection with any of the four licensing objectives.
- 13.4 Applications for review of Premises Licences or Club Premises Certificates will not normally be considered if a previous review on similar grounds has occurred within a period of 12 months, save in exceptional and compelling circumstances.
- 13.5 When considering an application for a review, the Licensing Authority will carefully consider the wide range of powers available to it under the Act that it may exercise when it considers it appropriate to promote and properly fulfil the licensing objectives. It being recognised that the review process is a key protection for the community where problems associated with the licensing objectives occur.
- 13.6 Where reviews arise and the Licensing Authority finds that the premises are being used to further serious crime(s), the Licensing Authority will normally consider revocation of the Premises Licence or Club Premises Certificate. A list of crimes that are likely to result in revocation of a licence is attached to this policy as Appendix 4. It should be noted that this list is not exhaustive.

14. TEMPORARY EVENT NOTICES

- 14.1 Temporary Event Notices relate to the carrying on of the sale or supply of alcohol, provision of regulated entertainment or provision of late night refreshment at premises that do not benefit from an appropriate Premises Licence or a Club Premises Certificate. Notification of such events is in triplicate to the Licensing Authority, the Police and the local authority exercising environmental health functions (the Environmental ~~Management~~ Protection-Team at Chichester District Council) in accordance with certain criteria. Whilst the Act requires not less than 10 clear working days notice to be given for a 'standard' notice, and not less than 5 clear working days notice for a 'late' notice, the Licensing Authority recommends that wherever possible at least 28 days notice be given in order to allow for the proper consideration of the notice and for guidance to be given to organisers.

15. VEHICLES

- 15.1 Under the Act, alcohol may not be sold on or from a moving vehicle and therefore any application for such will be refused. However, applications for Premises Licences will be considered for the sale of alcohol from parked or stationary vehicles relating solely to the place where the vehicle is parked and the sale of alcohol will take place.

16. ENFORCEMENT

- 16.1 It is essential that premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the Act. The Licensing Authority will make arrangements to monitor premises and take appropriate action to ensure this.
- 16.2 The Licensing Authority will liaise with Sussex Police on issues of enforcement including crime prevention, public safety, public nuisance, transport, protection of children from harm and anti-social behaviour, with the view to establishing, where necessary, an enforcement protocol in order to ensure that resources are targeted at problem and high-risk premises.
- 16.3 Premises visits will be made on a targeted and risk-assessed basis, or as necessary e.g. following a complaint.
- 16.4 Wherever possible inspections will be co-ordinated with other inspection/enforcement agencies.
- 16.5 When considering enforcement action, the Licensing Authority will consider each case on its own facts and merits and in accordance with its enforcement policy.

GLOSSARY

In this Policy the following definitions are included to provide an explanation of certain terms included in the Act and therefore in the Policy. In some cases they are an abbreviation of what is stated in the Licensing Act 2003 or an interpretation of those terms. For a full definition of the terms used the reader must refer to the Licensing Act 2003.

The Act

The Licensing Act 2003

Appeals

Appeals against the decision of the Licensing Authority are to the Magistrates Courts for the area in which the licensed premises are situated. The appeal must be lodged within a period of 21 days of notification of the Licensing Authority's decision. On appeal a Magistrates Court may dismiss the appeal or substitute its own decision; remit the case to the Licensing Authority with directions; and make an order for costs.

Authorised Persons

Are specified people who have statutory duties in relation to the inspection of premises e.g. Licensing, Police, Fire, Health & Safety and Environmental [HealthProtection](#)-Officers.

Closure Order

Powers are provided for the Police and the Magistrates Courts to close premises for up to 24 hours. The 2003 Act significantly extended the existing powers of the Police to obtain a Court Order for a geographical location that is experiencing or likely to experience disorder. In addition, the Police may close down instantly, individual licensed premises that are disorderly or likely to become disorderly, in the interest of public safety or to prevent a public nuisance owing to noise emanating from the premises.

Club Premises Certificates

A Club Premises Certificate is granted by the Licensing Authority in respect of premises occupied by a club and used for the purposes of a club. It certifies that the club may use the premises for at least one of the qualifying club activities specified in the certificate and that the club is a qualifying club for that purpose. It is the equivalent of a Premises Licence, however where the supply of alcohol is a qualifying club activity, there is no requirement for a member of the club or an employee to hold a Personal Licence and therefore no requirement to specify a Designated Premises Supervisor.

Conditions

A Premises Licence or Club Premises Certificate may be granted subject to a number of conditions, and these may be in respect of different parts of the premises and different licensable/qualifying club activities. There is no power to impose conditions on a Personal Licence. The Guidance requires that licences and certificates must be granted subject only to conditions which are consistent with the operating schedule and relevant mandatory conditions required by the Act itself.

Designated Premises Supervisor (DPS)

A person specified in a Premises Licence application as the proposed premises supervisor. A Designated Premises Supervisor must hold a Personal Licence.

Guidance

This refers to the statutory guidance issued to Licensing Authorities under Section 182 of the Licensing Act 2003 by the Home Office. The Guidance is provided for Licensing Authorities carrying out their functions, Magistrates hearing appeals against licensing decisions and for the benefit of operators of licensed premises, their legal advisors and the general public.

Late Night Refreshment

The supply of hot food and/or drink to members of the public (whether for consumption on or off the premises) between 23:00 hours and 05:00 hours.

Licensable Activities

- The sale of alcohol by retail;
- The supply of alcohol by or on behalf of a club, or to the order of a member of the club;
- The provision of regulated entertainment; and
- The provision of late night refreshment.

Licensing Authority

In the Act 'Licensing Authority' means, the Council of a district in England, in this case Chichester District Council

Licensing Objectives

The objectives of licensing set out in the Act:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- Protection of children from harm.

The Licensing Authority must carry out its functions under the Act, with the view to promoting the licensing objectives.

Mandatory Conditions

Conditions that the Act requires are imposed on a Premises Licence or Club Premises Certificate in certain situations

Minor Variation

Small variations that are considered not to impact adversely on the promotion of the licensing objectives. The minor variation process cannot be used in certain situations e.g. add the sale by retail/supply of alcohol to a licence/certificate, extend licensing hours for the sale or supply of alcohol at any time between 23:00 and 07:00, increase the amount of time on any day during which alcohol may be sold or supplied.

Objection Notice

A procedure whereby the Police can lodge objections with the Licensing Authority on an application for the grant of a Personal Licence where the applicant has a relevant offence.

Operating Schedule

A document containing a statement of the following matters (and others that may be prescribed)

- Steps to be taken by the licence holder to promote the four licensing objectives;
- The licensable activities to be conducted on the premises;

- The times during which the licensable activities are to take place and any other times when premises are open to the public;
- Where the licence is required only for a limited period, that period; and
- Where the licensable activities include the supply of alcohol, the name and address of the individual to be specified as the Designated Premises Supervisor.

Personal Licence

A licence granted to an individual that authorises that person to make and/or authorise others to undertake the sale by retail of alcohol at a premises that benefits from an appropriate Premises Licence. The licence lasts indefinitely although ceases to have effect when revoked, forfeited, surrendered or suspended. The holder of a Personal Licence is not required where alcohol is not permitted to be sold at the premises concerned and in addition is also not required in relation to the supply of alcohol in a club that holds a Club Premises Certificate. The Police can object to the granting of a Personal Licence, but only where the applicant has a relevant offence as defined by the Licensing Act 2003.

Premises

Premises means any place and includes a vehicle, vessel or moveable structure irrespective of its location.

Premises Licence

A licence granted in respect of any premises, which authorises the premises to be used for one or more licensable activities, has effect until revoked, surrendered or on death, insolvency etc. of the holder. Applications are dealt with by the Local Authority Alcohol and Entertainment Licensing Committee or sub-committee or officers in the area where the premises are situated. There may be more than one Premises Licence in existence for a particular premises.

Provisional Statement

A procedure by which a Licensing Authority can give an approval in respect of licensable activities intended to be carried on at premises which are being or are about to be constructed.

Qualifying Club

Club Premises Certificates will be issued to qualifying clubs. Qualifying conditions are specified in Section 61 of the Act and the Licensing Authority must be satisfied that these conditions have been met, including evidence to support that the club is non-profit making and that there is a minimum of 48 hours delay between application and acceptance of new members. The club must be established and conducted in "good faith" (this involves consideration of details such as club finances),

Regulated Entertainment

This includes:

- A performance of a play;
- An exhibition of a film;
- An indoor sporting event;
- A boxing or wrestling entertainment;
- A performance of live music;
- Any playing of recorded music;
- A performance of dance; and

- Entertainment of a similar description to the performance of live music, playing of recorded music or a performance of dance.

where the entertainment takes place in the presence of an audience and is provided for the purpose, or for the purposes which include the purpose, of entertaining that audience.

Representations

The Licensing Act 2003 does not use the term “objections”. Instead Responsible Authorities and any other person may make representations about an application for a Premises Licence or a Club Premises Certificate where they believe the granting of a licence/certificate would have an adverse effect on the promotion of the licensing objectives. Where made by persons other than Responsible Authorities, they must not be frivolous or vexatious and in all cases must be considered by the Licensing Authority as relevant. Frivolous or vexatious representations would not be relevant representations.

The making of representations engages the Licensing Authorities discretion to attach conditions as appropriate to promote the licensing objectives, to exclude any of the licensable activities, to refuse to designate a DPS, or to refuse an application outright as it thinks fit to promote the licensing objectives.

Responsible Authorities

For premises located within the Chichester district this includes the Licensing Authority, Chief Officer of Sussex Police, West Sussex Fire & Rescue Authority, either the Health Protection Team at Chichester DC or Health & Safety Executive (dependent on who the enforcing authority is for health and safety), Environmental Management Team at Chichester DC, Development Management at Chichester DC or South Downs National Park Authority (dependent on whether the premises subject of an application is inside or outside of the National Park), West Sussex Local Safeguarding Children Board, Director of Public Health at West Sussex Public Health, Trading Standards at West Sussex County Council).

Review of Licence/Certificate

Where a Premises Licence/Club Premises Certificate is in force, a Responsible Authority or any other person may apply, subject to regulations, to the Licensing Authority for it to be formally reviewed. The Licensing Authority must hold a hearing to review the licence/certificate and as a result must take any steps appropriate to promote the licensing objectives, such as modification of conditions, exclusion of licensable activities, removal of the Designated Premises Supervisor (only in the case of a Premises Licence), suspension of the licence/certificate for up to 3 months or ultimately the revocation of the licence/certificate.

Sale by Retail of Alcohol

Sale by retail means a sale of alcohol to any person but does not include a sale to a trader for the purposes of his trade, to a club holding a Club Premises Certificate for the purposes of the club, to a holder of a Personal Licence or Premises Licence for the purposes of making sales authorised by a Premises Licence, or to a premises user with a Temporary Event Notice for the purpose of making sales under that notice. Sales to members of the public in wholesale quantities are licensable and require a Premises Licence.

Temporary Event Notice

A notice in a prescribed form must be served on the Licensing Authority, Sussex Police and the Environmental Management Team at Chichester District Council by the individual who proposes carrying on licensable activities. The person giving a notice is referred to as the 'premises user'. All sales of alcohol will be made by or under the authority of a premises user and certain prescribed information must be supplied within a notice. Upon receipt of a notice, Sussex Police and the Environmental Management Team will consider the notice and are entitled to object. Should an objection be received in relation to a 'standard' notice (this is a notice given with at least 10 clear working days notice) then a hearing must be arranged to determine the matter. Working day means any day other than a Saturday, Sunday, Christmas Day, Good Friday or a day which is a bank holiday under the Banking and Financial Dealings Act 1971. However, should an objection be given in relation to a 'late' notice (this is a notice given with not less than 5 clear working days notice, then the proposed licensable activities at the event will simply not be permitted to take place.

- Duration – they are limited to events lasting for up to 168 hours;
- Scale – they cannot involve the presence of more than 499 people within the licensed area at any one time;
- Use of the same premises – the same premises cannot be used on more than 15 occasions in a calendar year, but are subject to an overall aggregate of 21 days use in a calendar year; and
- The number of notices given by one individual within a given period of time – the holder of a Personal Licence is limited to 50 notices in a calendar year, and any other person to 5 notices in a similar period. If these conditions are not fulfilled, the temporary event would require a Premises Licence if it were currently unlicensed for the activity involved.

Transfer

A procedure where an application can be made to transfer a Premises Licence to another party e.g. if the holder sells the premises.

APPENDIX 2

DELEGATION OF FUNCTIONS BY THE ALCOHOL & ENTERTAINMENT LICENSING COMMITTEE

Matter to be dealt with	Sub Committee	Officers
Application for Personal Licence	If a Police objection	If no objection made
Application for Premises Licence/Club Premises Certificate	If relevant representation made	If no relevant representation made
Application for <i>Provisional Statement</i>	If relevant representation made	If no relevant representation made
Application to vary Premises Licence/Club Premises Certificate	If relevant representation made	If no relevant representation made
Application to vary Designated Premises Supervisor	If a Police objection	All other cases
Request to be removed as Designated Premises Supervisor		All cases
Application for <i>transfer</i> of Premises Licences	If a Police objection	All other cases
Applications for Interim Authorities	If a Police objection	All other cases
Application to review Premises Licence/Club Premises Certificate	All cases	
Decision on whether a representation is relevant		All cases
Decision on whether a representation is frivolous or vexatious		All cases
Decision to object when Local Authority is a consultee and not the relevant Authority considering the application	All cases	
Determination of an objection to a Temporary Event Notice	All cases	
Determination of application to vary Premises Licence at a community premises to include alternative licence condition	If a Police objection	All other cases
Decision whether to consult other Responsible Authorities on minor variation application		All cases
Determination of minor variation application		All cases

LICENSING STATUTORY FEES

This is intended to be a general guide to the fees payable in respect of matters associated with the Licensing Act 2003. It is not however to be regarded as fully comprehensive as to the fees payable in all circumstances. In that respect the various regulations should be referred to for specific determination.

Table 1 - Fees payable for **Premises Licence** applications:

Non-domestic rateable value	Band				
	A (£0 – £4,300)	B (£4,301 – £33,000)	C (£33,001 – £87,000)	D (£87,001 – £125,000)	E (£125,001 +)
Application for grant of a Premises Licence	£100	£190	£315	£450*	£635*
Application for variation of a Premises Licence	£100	£190	£315	£450*	£635*
Application for minor variation of a Premises Licence	£89	£89	£89	£89	£89
Annual fee for a Premises Licence	£70	£180	£295	£320*	£350*

Table 1

* In a case where the application under Section 17 (application for Premises Licence) or Section 34 (application to vary Premises Licence) relates to a premises in Band 'D' or Band 'E', and the use of the premises is **exclusively or primarily for the supply of alcohol for consumption on the premises**, the amount of fee shall be, in the case of Band 'D', two times the amount of the fee applicable for that Band, and in the case of Band 'E', three times the amount of the fee applicable for that Band.

The annual fee for Premises Licences in Band 'D' and Band 'E' are also subject to the additional multiplying fee as above where used **exclusively or primarily for the supply of alcohol for consumption on the premises**.

Table 2 - Fees payable for **Club Premises Certificate** applications:

Non-domestic rateable value	Band				
	A (£0 – £4,300)	B (£4,301 – £33,000)	C (£33,001 – £87,000)	D (£87,001 – £125,000)	E (£125,001 +)
Application for grant of a Club Premises Certificate	£100	£190	£315	£450	£635
Application for variation of a Club Premises Certificate	£100	£190	£315	£450	£635
Application for minor variation of a Club Premises Certificate	£89	£89	£89	£89	£89
Annual fee for a Club Premises Certificate	£70	£180	£295	£320	£350

Table 2

Table 3 – **Additional fee** to be paid in respect of either (a) an application for a **Premises Licence** authorising licensable activities to take place on a premises at which 5,000 or more people may be allowed on the premises at the same time, or (b) an application for variation of a Premises Licence where the existing licence has a capacity of 4,999 or less, and the variation seeks to increase the capacity to 5,000 or more.

Number of people	Additional Fee
5,000 – 9,999	£1,000
10,000 – 14,999	£2,000
15,000 – 19,999	£4,000
20,000 – 29,999	£8,000
30,000 – 39,999	£16,000
40,000 – 49,999	£24,000
50,000 – 59,999	£32,000
60,000 – 69,999	£40,000
70,000 – 79,999	£48,000
80,000 – 89,999	£56,000
90,000 and over	£64,000

Table 3

Table 4 – **Additional annual fee** to be paid in respect of a **Premises Licence** which authorises licensable activities to take place on a premises at which 5,000 or more people may be allowed on the premises at the same time:

Number of people	Additional Fee
5,000 – 9,999	£500
10,000 – 14,999	£1,000
15,000 – 19,999	£2,000
20,000 – 29,999	£4,000
30,000 – 39,999	£8,000
40,000 – 49,999	£12,000
50,000 – 59,999	£16,000
60,000 – 69,999	£20,000
70,000 – 79,999	£24,000
80,000 – 89,999	£28,000
90,000 and over	£32,000

Table 4

Table 5 – **Fixed fees** in relation to other applications made or notices given under the Licensing Act 2003:

Occasion on which a fee will be payable	Fee
Premises Licences	
Application for copy of a Premises Licence or Summary on theft, loss etc.	£10.50 in all cases
Notification of a change of name or address (e.g. holder of a Premises Licence)	£10.50 in all cases
Application to vary to specify an individual as a Designated Premises Supervisor	£23.00
Application to disapply the requirement for a Designated Premises Supervisor in a Community Hall or similar premises	£23 or no charge when submitted simultaneously with a new or full variation application seeking to authorise the sale of alcohol for the first time
Application to transfer a Premises Licence	£23.00
Application for interim authority notice following death etc. of licence holder	£23.00

Club Premises Certificates	
Application for a copy of a Club Premises Certificate or Summary on theft, loss etc.	£10.50 in all cases
Notification of change of name or alteration of rules of club	£10.50 in all cases
Change of relevant registered address of club	£10.50 in all cases
Temporary Event Notice	
Temporary Event Notice	£21.00
Application for a copy of Temporary Event Notice on theft, loss etc.	£10.50
Personal Licences	
Application for a grant of a Personal Licence	£37.00
Application for a copy of a Personal Licence on theft, loss etc.	£10.50
Notification of a change of name or address in relation to a Personal Licence	£10.50
Miscellaneous	
Supply of copies of information contained in the licensing register	Charge set by the Licensing Authority according to current best practice recommended by Information Commissioner
Application for making a provisional statement where a premises is being built, etc.	£315.00
Notice of interest in any premises by a freeholder etc. to be notified of licensing matters	£21.00

Table 5

Note: In certain circumstances, there are exemptions from paying fees that relate to the provision of regulated entertainment only. These relate to schools and colleges and to church halls, village halls and the like. For further details please contact the Licensing Authority.

APPENDIX 4

SERIOUS CRIMES WHICH ARE LIKELY TO LEAD TO REVOCATION OF A LICENCE

These are in respect of the use of the licensed premises:

- for the sale and distribution of drugs controlled under the Misuse of Drugs Act 1971 and the laundering of the proceeds of drugs crime;
- for the sale and distribution of illegal firearms;
- for the evasion of copyright in respect of pirated or unlicensed films and music, which does considerable damage to the industries affected;
- for prostitution or the sale of unlawful pornography;
- by organised groups of paedophiles to groom children;
- as the base for the organisation of criminal activity, particularly by gangs;
- for the organisation of racist activity or the promotion of racist attacks;
- for knowingly employing a person who is unlawfully in the UK or who cannot lawfully be employed as a result of a condition on that person's leave to enter;
- for unlawful gaming and gambling; and
- for the sale of smuggled tobacco and alcohol.

CONTACT POINTS

RESPONSIBLE AUTHORITIES

Licensing Authority

Licensing Team, ~~Housing & Environment Services~~ Communications, Licensing and Events, Growth and Place, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY - Tel: 01243 534740 - Fax: 01243 776766 - Email: licensing@chichester.gov.uk - Website: www.chichester.gov.uk

Sussex Police

Chief Officer of Sussex Police, c/o Licensing Officer, Sussex Police, Centenary House, Durrington Lane, Worthing, West Sussex, BN13 2PQ - Tel: 0845 60 70 999 or 101 - Fax: 01243 843637 - Email: WS_Licensing_WOR@sussex.pnn.police.uk - Website: www.sussex.police.uk

West Sussex Fire and Rescue Service

Business Fire Safety, West Sussex Fire & Rescue Service, Centenary House, 1st Floor West Wing Rooms 236 & 245, Durrington Lane, Worthing, West Sussex, BN13 2QB - Tel: 0330 222 3333 - Email: businessfiresafety@westsussex.gov.uk - Website: www.westsussex.gov.uk

Health and Safety Executive (*for non-Local Authority enforced premises*)

Health and Safety Executive, The Council Offices, Station Road East, Oxted, Surrey, RH8 - Email: formsadmin.oxted@hse.gsi.gov.uk - Website: www.hse.gov.uk

Health Protection Team (*health & safety enforcing authority for Local Authority enforced premises*)

Health Protection Manager, Health Protection Team, Housing & Environment Services, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY - Tel: 01243 785166 ext. 4602 - Fax: 01243 776766 - Email: healthprotection@chichester.gov.uk - Website: www.chichester.gov.uk

Development Management (*premises outside of the South Downs National Park*)

Head of Planning Services, Development Management, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY - Tel: 01243 534734 - Fax: 01243 534563 - Email: dcplanning@chichester.gov.uk - Website: www.chichester.gov.uk

South Downs National Park Authority (*premises inside the South Downs National Park*)

South Downs National Park Authority, c/o Head of Planning Services, Development Management, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY - Tel: 01243 534734 - Fax: 01243 534563 - Email: dcplanning@chichester.gov.uk - Website: www.chichester.gov.uk and <http://www.southdowns.gov.uk/>

Environmental Management Protection Team

Environment Manager, Environmental Management Team, Housing & Environment Services, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY - Tel: 01243 785166 ext. 4598 - Fax: 01243 776766 - Email:

environmentalmanagement@chichester.gov.uk - environmentalprotect@chichester.gov.uk -

Website: www.chichester.gov.uk

West Sussex Local Safeguarding Children Board

West Sussex Local Safeguarding Children Board, c/o Children's Safeguarding Unit, Room 24, Durban House, Bognor Regis, West Sussex, PO22 9RE - Tel: 03302 223337 - Email:

cpu.team@westsussex.gcsx.gov.uk - Website: www.westsussex.gov.uk

Trading Standards

Trading Standards, West Sussex County Council, Centenary House, Durrington Lane, Worthing, West Sussex, BN13 2QB - Tel: 01243 642124 - Fax: 01903 839743 - Email:

tradingstandards@westsussex.gov.uk - Website: www.westsussex.gov.uk

West Sussex Public Health

Director of Public Health, c/o Public Health Licensing, NHS Sussex, 44-45 West Street, Chichester, West Sussex, PO19 1RP – Tel: 01243 815393 - Email:

publichealth.licensing@westsussex.gov.uk

OTHER

Worthing Magistrates' Court (*deals with all Appeals concerning licensing matters within the Chichester district*)

Court Address: The Law Courts, Christchurch Road, Worthing, West Sussex, BN11 1JE

Postal Address: Edward Street, Brighton, East Sussex, BN2 0LG

More information is available from the following websites:

Chichester District Council - <http://www.chichester.gov.uk/article/25482/Alcohol-entertainment-and-late-night-refreshment-licences>

Gov.uk - <https://www.gov.uk/browse/business/licences/alcohol-licensing>

CHICHESTER DISTRICT COUNCIL

**~~Sexual Establishment Entertainment-
Venues Statement of Policy 202016 –
202521~~**

**Under the Local Government (Miscellaneous
Provisions) Act 1982
As amended by
Policing and Crime Act 2009**

Approved by Council ~~17.05.16 (V6)~~

CHICHESTER DISTRICT COUNCIL

Sexual Establishment

Policy Entertainment Venues

POLICY 2016-2020 - 2021-

2025 CONTENTS

SECTION		PAGE
	FOREWORD	1
1	INTRODUCTION	2
2	LOCAL CONTEXT	3
3	DEFINITIONS	3 - 5
4	GENERAL PRINCIPLES OF THE POLICY	6 - 7
5	RELEVANT LOCALITY & DETERMINING APPLICATIONS	8 - 12
6	INTEGRATING STRATEGIES & AVOIDING DUPLICATION	12 - 13
7	DURATION OF LICENCE	13
8	HEARINGS/APPEALS	13 - 14
9	CONDITIONS	14
10	ENFORCEMENT	14
11	HUMAN RIGHTS	15
12	POLICY REVIEW	15



| Approved by Council ~~17.05.16 (V6)~~

CHICHESTER DISTRICT COUNCIL

SEXUAL ENTERTAINMENTS VENUES POLICY 20~~2016~~ – 20~~2016~~21

FOREWORD

Chichester district is predominantly a rural area. It covers some 303 square miles and is the second largest district (in area) within Sussex. The Census conducted in 2011 reported a population of approximately 114,000 mainly concentrated in the cathedral city of Chichester, the towns of Midhurst, Petworth and Selsey together with the Parishes of Tangmere and Southbourne.

The district includes a significant area which forms part of the South Downs National Park ('SDNP'). The 'SDNP' came into being in 2010 and at the time of adopting this Policy is England's most recently created National Park. The South Downs National Park Authority (SDNPA) became fully operational in 1 April 2011 and is responsible for keeping the South Downs a special place.

This Licensing Authority recognises that the entertainment industry in this district is a major contributor to the local economy. It attracts tourists and visitors, makes for vibrant communities and is a major employer. Balanced against this the Authority is aware of and fully recognises the special and clearly defined role of the SDNPA.

The district also contains the Chichester Harbour Area of Outstanding Natural Beauty, one of the South coast's finest recreational areas as well as being an important natural habitat for birds, flora and fauna.

Presently in June 2015 there are in excess of 3,000 commercial premises of which approximately 1,500 are registered food premises, over 100 accommodation establishments, hotels and B&B's, and one of the largest caravan and campsites in Europe located in Selsey. There are many historic and cultural attractions in the region including Goodwood, with its renowned horse and motor-car racing, Fishbourne Roman Palace, the internationally recognised Chichester Festival Theatre, the Weald and Downland Museum and the award winning Pallant House Gallery.

Throughout the district there are approximately 600 premises operating by way of an authorisation granted under the Licensing Act 2003 i.e. either a Premises Licence or Club Premises Certificate.

The district currently has no premises licensed as a 'Sex Establishment'.

In adopting this Policy the Licensing Authority has set out the approach this Council will generally apply when making decisions on applications. It also sets out the information about the application process, what is expected of applicants and the types of controls that are available to the Council when decisions are made about licence applications. The Licensing Authority confirms that each application will be considered on its individual merits.

The Licensing Authority, in adopting this policy, recognises both the needs of residents and visitors for a safe and healthy environment in which to live, work and enjoy their recreation.

1. INTRODUCTION

1.1 This document sets out Chichester District Council's Sex Establishment Policy (the 'Policy') concerning the regulation of and procedures relating to applications for;

- *Sexual Entertainment Venues*
- *Sex shops*, and
- *Sex cinemas*

Hereinafter, referred to as '*Sex Establishments*' as defined in the Local Government (Miscellaneous Provisions) Act 1982 amended by the Policing and Crime Act 2009.

1.2 Whilst every application will be determined on its individual merits the Policy is intended to be of benefit to applicants, operators and the community. It also aims to guide and re-assure communities and public authorities with regards to transparency and consistency in decision-making.

The objectives of this Policy are to –

- Enable applicants, licensees and Interested Parties to understand the principles that will be applied by this Licensing Authority when regulating such premises;
- To establish the general principles that will be applied by this Licensing Authority in its regulatory activities; and
- To assist in applying the national legislation within the local context i.e. within the wards making up the area of Chichester District Council.

1.3 The overriding objective of this Policy is to ensure that any premises licensed by this Council do not contribute directly or indirectly to crime, disorder or harm to individuals or groups within the community; whilst seeking also not to be unduly restrictive of the rights of persons seeking to operate well run premises in appropriate locations.

1.4 The role of the Council, in its position as Licensing Authority, is to administer the licensing regime in accordance with the law and not in accordance with any moral standpoint. The Council is however mindful of the possible concerns of the local community and potential conflict between applicants and objectors. This Policy will guide the Council when considering applications for licenses, seeking to balance the conflicting needs of commercial operators, patrons, employees, residents and communities.

1.5 A copy of the draft revised policy was made available for inspection at the Council Offices and a copy published on the Council's website prior to its adoption.

1.6 This Policy will take effect on ~~17 May 2016~~ ^{24th November 2020} and will remain in force for a period of five years. During this period it will be kept under review and, if appropriate, it may continue beyond this period subject to future legislative changes.

Formatted: Superscript

2. LOCAL CONTEXT

- 20 To control 'sex establishments' by way of licensing within the Chichester district, Chichester District Council adopted Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 on 10 November 1982. This required anyone wishing to operate such a venue within the district obtaining a licence from the Council.
- 21 At the date of this policy Chichester district does not currently have any licensed sex shops or sex cinemas. The district also has no specific lap-dancing or striptease clubs and it is believed there are no licensed premises providing entertainment that would require a Sexual Entertainment Venue licence, for instance pubs and/or clubs where strippers, pole dancers or lap dancers etc perform.
- 22 On 6 April 2010 new measures came into force in England under Section 27 of the Policing and Crime Act 2009 ('2009 Act') that reclassified lap-dancing clubs, pole-dancing clubs and strip-shows and similar activities as Sexual Entertainment Venues.
- 23 The new legislation, provided Local Authorities re-adopted it, allowed them to regulate such venues under Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended by Section 27.
- 24 These powers were not mandatory and only applied where they are adopted by Local Authorities.
- 25 Chichester District Council resolved to re-adopt the amended provisions as a result of Section 27 on 1 March 2011 however as previously stated there are no premises within the district identified as falling within the definition of sex establishments at the date of this policy. However, the Council will contact any premises identified as holding activities of a sexual nature with a view to assessment.
- 26 Following the new provisions of the 2009 Act, the Authority has more power to control the number and location of lap dancing clubs and similar venues within its district. Should an application be received, the new provisions enable Licensing Authorities to take a broader range of considerations into account before making any decisions about licences. The powers also give local communities a greater influence over the regulation of lap dancing clubs and similar venues in their area.
- 27 There are a number of terms that are used in the Local Government (Miscellaneous Provisions) Act 1982, as amended, which have specific meaning as defined in the Act, or which are open to interpretation, and in which case this Policy seeks to set out the interpretation that will generally be applied by this Authority.

3. DEFINITIONS

- 3.1 **The Act** – this refers to Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009.
- 3.2 **The Policy** – refers to the Chichester District Council '~~Sexual Establishment Policy Entertainment Venues~~ policy' which will be reviewed at least every five years. Its content will be revisited to incorporate statute and Guidance as appropriate.

- 3.3 **Sexual Entertainment Venues** – is any premises, vehicle, vessel or stall where any live performance or any live display of nudity is of such a nature that, regardless of financial gain, it must reasonably be assumed to have been provided solely or mainly for the purpose of sexually stimulating any member of the audience (one person can comprise an ‘audience’).

The category ‘Sexual Entertainment Venue’ includes the following forms of entertainment, as they are commonly understood:

- Lap-dancing;
- Pole-dancing;
- Table-dancing;
- Strip-shows;
- Peep-shows;
- Live-sex shows;

These entertainments are defined as ‘*relevant entertainment*’.

Premises, which provide ‘relevant entertainment’ on an infrequent basis, are exempt and are not required to be licensed as a Sexual Entertainment Venue. Exempted premises are defined as premises where –

- No relevant entertainment has been provided on more than 11 (eleven) occasions within a 12 month period;
- No such occasion has begun within a period of one month beginning with the end of the previous occasion;
- No such occasion has lasted longer than 24 hours.

Such premises will continue to be regulated under the Licensing Act 2003, solely in so far as they are providing ‘regulated entertainment’ under that Act. The Council will however carefully monitor the use of these exempt premises and take firm action should there be evidence of abuse.

In practice this will mean that the vast majority of lap dancing clubs and similar venues will require both a sexual entertainment venue licence for the provision of relevant entertainment and a Premises Licence or Club Premises Certificate for the sale of alcohol or provision of other types of regulated entertainment not covered by the definition of relevant entertainment.

- 3.4 **The Organiser** – this is any person who is responsible for the organisation or management operation of the relevant entertainment on the premises.

- 3.5 **Display of nudity** – This means;

- In the case of a woman; exposure of her nipples, pubic area, genitals or anus; and
- In the case of a man; exposure of his pubic area, genitals or anus.

- 3.6 **Sex Shop** – a sex shop is any premises, vehicle, vessel or stall used for a business which consists to a significant degree of selling, hiring, exchanging, lending, displaying or demonstrating:

- (a) sex articles
- (b) other things intended for use in connection with or for stimulating or encouraging: -
 - (i) sexual activity
 - (ii) acts of force or restraint which are associated with sexual activity.

3.7 **Sex Articles** – is anything for use in connection with or for stimulating or encouraging:

- (a) sexual activity
- (b) acts of force or restraint which are associated with sexual activity
- (c) anything –
 - (i) containing or embodying matter to be read or looked at or anything intended to be used, either alone or as one of a set, for the reproduction or manufacture of any such article; and
 - (ii) to any recording of vision or sound, which
 - (a) is concerned primarily with the portrayal of, or primarily deals with or relates to, or is intended to stimulate or encourage, sexual activity or acts of force or restraint which are associated with sexual activity; or
 - (b) is concerned primarily with the portrayal of, or primarily deals with or relates to, genital organs, or urinary or excretory functions.

3.8 **Sex Cinema** – is any premises, vehicle, vessel or stall used to a significant degree for the exhibition of moving pictures however produced, which:

- (a) are concerned primarily with the portrayal of, or primarily deal with or relate to or intending to stimulate or encourage sexual activity, acts of force or restraint which are associated with sexual activity
- (b) are concerned primarily with the portrayal of, or primarily deal with or relate to genital organs or urinary or excretory functions but does not include a dwelling-house to which the public is not admitted.

3.9 **Relevant locality** – this is the locality where premises are situated or where the vehicle, vessel or stall is going to be used as a sex establishment. The locality and the area that this covers is a matter for the Authority to decide at the time it considers an application for the grant, renewal or transfer of a sex establishment licence.

3.10 **Permitted hours** – These are the hours of activity and operation that have been authorised under a sex establishment licence.

3.11 **Appropriate Authority** – Chichester District Council is the 'Appropriate Authority' for the purposes of the sex establishment licensing regime introduced by the Local Government (Miscellaneous Provisions) Act 1982 (as amended) and adopted by the resolution of the Council on the 1 March 2011 taking effect from the 2 April 2011.

4. GENERAL PRINCIPLES OF THE POLICY

- 4.1 This Policy has been prepared with due regard to the provisions of the Crime and Disorder Act 1998 in respect of the reduction of crime and disorder including anti-social behaviour and other behaviour that can, or is adversely affecting the relevant localities described below. This Authority will work closely with the Police and other partners/responsible authorities to achieve the objectives of the Act and those set out in this policy.
- 4.2 This policy should be read in conjunction with the relevant legislation and the Home Office Guidance (dated March 2010) which refers to case law in relation to not considering objections on moral grounds/values and in relation to whether or not an entire area can be deemed to be the 'relevant locality' when considering setting a limit on the appropriate number of sex establishments for that locality. These matters are considered in more detail later in this policy. The policy will continue to be reviewed in light of developing practices, Guidance and any further secondary legislation. Any significant future amendment will only be implemented after further consultation with the partner agencies and individuals originally consulted.
- 4.3 Any significant amendment is defined as one that:
- Is likely to have a significant financial effect of the licence holders; or
 - Is likely to have a significant procedural effect on the licence holders; or
 - Is likely to have a significant effect on the community
- 4.4 Any minor amendments may be authorised by the ~~Head of Housing and Environment Services~~ Director of Growth and Place and undertaken in accordance with the Council's Constitution.
- 4.5 This policy does not in any way fetter the discretion of the decision makers appointed by this Authority, and each case will be taken on its individual merits. The main consideration when determining matters under this policy is whether to apply the policy as set out or whether there is good reason, having regard to all relevant matters and disregarding all irrelevant matters, to deviate from the policy if the individual facts warrant a different approach to be taken. Every decision will be approached with an open mind.
- 4.6 If this Authority receives an application for a sex establishment licence under the Act, it will consider whether to grant or refuse the application. Given the potentially sensitive nature of these applications, it is the policy of this Authority at this time that all such determinations shall be made by the Council's General Licensing Committee rather than through delegated powers.
- 4.7 Specific mandatory grounds for the refusal of a Licence are set out in the Act.
- 4.8 A Licence cannot be granted:
- a) to a person under 18 years of age;
 - b) to a person that has held a Licence that was revoked in the last 12 months (from the date of revocation) and who was disqualified from holding a Licence for that period:

- c) to a person who has been refused a new Licence or renewal of Licence within the last 12 months (from the date of making the application);
 - d) to an individual who is not resident in the United Kingdom or who has not been resident for six months prior to the making of an application; or
 - e) to a company not incorporated in the United Kingdom.
- 4.9 In determining an application for the grant, renewal or transfer of a Sex Establishment Licence the Licensing Authority will assess the application on its individual merits having regard to the content of this policy and any relevant legislation or Guidance.
- 4.10 The Local Authority will take into account representations from the applicant, any person objecting and the Chief Officer of Police. The Council shall normally take the following into account when determining whether an applicant is 'fit and proper':
- a) previous relevant knowledge and experience of the applicant and their managerial competence;
 - b) the operation of any existing or previous licence(s) held by the applicant, including any licence held in any other area;
 - c) any report about the applicant and management of the premises received from objectors or the Police and any criminal convictions or cautions of the applicant;
- 4.11 The Authority may also refuse a Licence if the applicant is unsuitable to hold a Licence because they have been convicted of an offence or for any other reason. The determination of the suitability of the applicant is a matter for the Local Authority to decide at the time the application is made.
- 4.12 Whilst every application will be considered on its individual merits the Authority will be unlikely to grant an application from any person, or for the benefit of any person, with unspent convictions.
- 4.13 Applications for a Sex Establishment licence may be refused where the Authority is not satisfied that the application has been advertised in accordance with the requirements of the Act.
- 4.14 The Authority may refuse to accept an application where it considers that relevant information has been omitted or an application is incomplete.
- 4.15 Where the Authority refuses to grant, renew or transfer a licence a Notice of the reasons for that decision will be sent in writing to the applicant within seven days of that decision.
- 4.16 Were the Licence to be granted, renewed or transferred, the business to which it relates would be managed or carried on for the benefit of a person other than the applicant, who would have been refused a Licence if they had applied themselves. The determination of the business benefit is a matter for the Local Authority to decide at the time of application. Again each application will be considered on its own merits.

5. RELEVANT LOCALITY

- 5.1 The 'relevant locality' will be determined in accordance with where the premises are situated or where the vehicle, vessel or stall is going to be used. The area and extent of the 'relevant locality' is a matter of the Local Authority to decide at the time the application is made. Each application for the grant, renewal or transfer of a Sex Establishment Licence will be considered on its own merits on a case-by-case basis.
- 5.2 This Licensing Authority considers the 'relevant locality' to mean the area which surrounds the premises specified in the application; and in accordance with the legislation, does not seek to further define any precise boundaries or markings.
- 5.3 A decision to determine the number of Sex Establishments appropriate for this particular area has not been made, however this may be subject to review. Nil may be the appropriate number.
- 5.4 On receipt of an application the Local Authority will take into account representations from the applicant, any person objecting and the Chief Officer of Police. The Council shall normally take into account:
- Comments/observation of the Police and Council personnel, including compliance with licensing conditions, relevant history (including noise complaints) together with details of previous convictions/prosecutions pending.
 - The suitability and fitness of an applicant/operator to hold a licence.
- 5.5 The number of Sex Establishments or Sex Establishments of a particular kind in the relevant locality at the time the application is determined is equal to or exceeds the number which the authority consider is appropriate for that locality.
- 5.6 The Licensing Authority shall normally take into account;
- i) the character of the relevant locality;
 - ii) the use to which any premises in the vicinity are put; or
 - iii) the layout, character or condition of the premises, vehicle, vessel or stall in respect of which the application is made;
 - iv) where it can be shown that the business would be managed for the benefit of a third party who would be refused a licence.
- 5.7 In determining the character of 'relevant locality' and the appropriate number of Sex Establishment in that relevant locality, the Local Authority will take into account, but not limit its determination to:
- (a) the use to which any premises in the vicinity are put;
 - (b) the number of existing Sex Establishments both in total and also in respect of each type, i.e. sex cinemas, sex shops or sexual entertainment venues;
 - (c) the number of existing premises engaged in and/or offering entertainment of an adult or sexual nature or entertainment or associated with an adult or sexual nature (for example tattooing, piercing);

- (d) the proximity of residents to the premises, including any sheltered housing and accommodation for vulnerable persons;
- (e) the proximity of educational establishments to the premises;
- (f) the proximity of places of worship to the premises;
- (g) access routes to and from schools, play areas, nurseries, children's centres or similar premises;
- (h) the proximity to shopping centres;
- (i) the proximity to community facilities/halls and public buildings such as swimming pools, leisure centres, public parks, youth centres/clubs. This list is not exhaustive;
- (j) the potential impact of the licensed activity on crime and disorder and public nuisance;
- (k) the potential cumulative impact of licensed premises in the area taking into account the days and hours of operation of the activity and the character of the locality where the premises are situated;
- (l) the nature and concerns of any objections received from residents/establishments objecting to the licence application;
- (m) any evidence of complaints about noise and/or disturbance caused by the premises;
- (n) current planning permission/planning requirement on the premises;
- (o) any current planning policy consideration;
- (p) whether there is planned regeneration of the area;
- (q) any current licensing permissions related to the premises in relation to activities, uses and hours.

Determining Applications

- 5.8 The Council has determined that the principles contained within this policy will apply and that applicants must address the principles of this policy in order for any grant of an application to be considered.
- 5.9 The Council can set the number of licensed Sex Establishments it grants in a 'relevant locality'.
- 5.10 An application for a Licence can be refused if the Council considers that the number of Sex Establishments they consider appropriate in a 'relevant locality' would be exceeded by the grant. The term 'relevant locality' is not defined in the Act.

5.11 This Council has therefore decided to identify areas in which they do not consider the granting of a Sex Establishment licence to be appropriate.

5.12 Chichester District Council covers an area, which includes urban and rural communities.

Chichester, Midhurst, Petworth and the 'Manhood peninsula'

5.13 The four main conurbations are the city of Chichester, towns of Midhurst and Petworth and the area referred to as the 'Manhood Peninsula' (including Selsey, and East and West Wittering) these have busy and diverse shopping centres laid out as traditional 'High Streets', incorporating a mixture of independent and national traders.

5.14 Commonly included in these areas are a large and diverse range of licensed premises such as pubs, restaurants, cafes and take-away food outlets. There are community facilities in the form of libraries, community centres, schools and places of religious worship.

5.15 There are also a number of residential properties within the City and Town centres themselves, many above and adjoining retail units. Bordering these 'High Streets' are large residential areas. Access is equally viable on foot, public or private transport. Accordingly the footfall covers all range groups.

5.16 This Council considers that licensed sex establishments may not be suitable for these relevant localities.

Rural communities

5.17 Throughout the Chichester district there are currently 219 District Wards and 67 Parishes (59 of which have a Parish Council) consisting of small villages and rural communities. Many of these also have smaller shopping areas.

5.18 This Licensing Authority has identified these areas as significantly quieter than those specifically referred to above. Many of these areas however also have pubs, restaurants and take-away outlets. They are not therefore immune to entertainment venues. They too have residential properties either within the trading areas or bordering the main shopping streets, together with residential accommodation above or adjoining retail units. The footfall in these quieter areas still covers all age groups.

5.19 This Council considers the association that Sex Establishments have with the 'sex industry' and adult entertainment means they are not suitable for these relevant localities.

5.20 There are a number of rural localities within the Chichester district that have small residential communities and businesses. These include agricultural and/or horticultural businesses, operations run from rented accommodation in farms and in some cases small industrial units.

5.21 These communities have chosen to live and/or work from these locations because of its tranquillity. The Council wishes to maintain these standards its residents,

businesses in the area and for visitors to enjoy. These areas are too numerous to list due to the size of the district.

- 5.22 This Council considers that licensed sex establishments may not be suitable for these relevant localities

Business Parks and Industrial Estates

- 5.23 There are a number of Business Parks/Industrial Estates within the district.

1. Selsey Gate - Pye Business Centre/Mountbatten Place/Pulsar Business Centre/Ellis Square, Selsey
2. Landerry Industrial Site - Selsey
3. Chichester Business Park - Tangmere
4. Terminus Road Industrial Estate – Terminus Road, Leigh Road, Chandler Road - CHICHESTER
5. Dukes Court - Bognor Road CHICHESTER
6. Quarry Lane Industrial Estate - Quarry Lane, Phoenix Business Centre, Spur Road, Angells Estate, Gravel Lane - CHICHESTER
7. Forum Business Centre - Stirling Road CHICHESTER
8. City Business Centre - Basin Road CHICHESTER
9. Appledram Barns, Appledram
10. Vinnetrow Business Park - Runcton
11. North Farm North - Mundham
12. Donnington Park - Donnington
13. St James Industrial Estate - CHICHESTER
14. Ben Turner Industrial Estate - CHICHESTER
15. Shopwhyke Industrial Centre - CHICHESTER
16. Kingley Centre - West Stoke
17. Eastmead Industrial Estate - Lavant
18. Oldwick Farm West - Lavant
19. Charlton Sawmills - Charlton
20. Allmans Business Park - Birdham
21. Northleigh Business Park – Birdham
22. Enborne Business Park, Sidlesham
23. Hills Barns - Chichester
24. East Wittering Business Centre, East Wittering
25. Manor Road EMSWORTH
26. Clovelly Road Industrial Estate – Southbourne/Emsworth
27. Broadbridge Business Centre Bosham
28. Southfield Industrial Park Bosham
29. Holmbush Industrial Estate - MIDHURST
30. The Wharf/Midhurst Business Centre – MIDHURST
31. Hampers Common Industrial Estate – PETWORTH
32. Colhook Industrial Park – PETWORTH
33. Hurstfold Farm Industrial Estate Fernhurst
34. Fernhurst Business Park - Henley, Fernhurst
35. The Old Sawmills Stedham
36. Station Works Elsted
37. Nyewood Industries Nyewood
38. Bognor Road Industrial Estate - CHICHESTER

- 5.24 The size of these sites varies, but they consist of anything from warehouses, retail outlets and distribution centres to car repair units.

- 5.25 The hours of operation are generally early morning to early evening.

- 5.26 The nature of the Chichester district is such that these are not sprawling areas and many are bounded by residential communities. Whilst it is accepted that the Business Parks themselves have no residents, consideration must be given to the business communities therein.
- 5.27 The siting of a Sex Establishment within the confines of such areas may give rise to concern.
- 5.28 The issue of late night opening is a factor that must be taken into account. The areas are likely ordinarily to be quiet after the respective units have ceased operating. Customers frequenting Sex Establishments may therefore be vulnerable in these areas, particularly after dark. There is also the question of increased footfall during hitherto quiet times and the inherent risk of opportunist and organized crime against the business units.
- 5.29 This Council acknowledges that a Sex Establishment venue in a business/industrial area does not carry the same risk to vulnerable groups as a residential or retail area. However it does conclude a different type of crime risk, due to the loneliness of the operation and the subsequent risk to established businesses.
- 5.30 This Council considers that licensed sex establishments may not be suitable for these relevant localities and near residential areas.

6. INTEGRATING STRATEGIES AND AVOIDING DUPLICATION

- 6.1 This Authority understands that the co-operation and integration of policies, strategies and initiatives is important. Such integration will be achieved through liaison with the Planning Authority (Development Management or SDNPA), Housing ~~& Communities – Environment – Services~~, Police, Trading Standards, Fire Authority, Community Safety Partnership, local businesses, local people and other persons. Agreement about best practice will be achieved where possible.
- 6.2 In addition to the above the Authority will also seek to secure integration of its policy with local crime prevention, transport, tourism, race equality schemes and cultural strategies and any other plans introduced for the management of town centres and the night-time economy. Agreement about best practice will be achieved where possible.
- 6.3 In undertaking its licensing function and in determining applications, the Authority recognises and accepts the duty imposed on it to fulfil its obligations under other legislation, at the same time avoiding duplication as far as possible.

In particular, the Licensing Authority is mindful of statutes and related guidance on:

- Section 17 of the Crime and Disorder Act 1998 (as amended) which requires a Local Authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on and the need to do all that it reasonably can to prevent crime and disorder in the district;
- The European Convention on Human Rights, which is given effect by the Human Rights Act 1998, places a duty on public authorities to protect the rights of individuals in a variety of circumstances. In particular, due consideration will be given to the rights under article 1 of the first protocol – protection of property, article 6 – right to a fair hearing and article 8 – respect for private and family life;
- Health and Safety at Work etc Act 1974 and its associated Regulations;

- Environmental Protection Act 1990, in relation to statutory nuisance;
- The Anti-social Behaviour, Crime and Policing Act 2014 in relation to public nuisance;
- Equality Act 2010 in relation to elimination of unlawful discrimination and promoting premises that show safe design for all users;
- The Clean Neighbourhoods and Environment Act 2005 (as amended); and
- The Health Act 2006.

7. DURATION OF LICENCE

7.1 Sex Establishment licences will normally expire on an annual basis, but can be issued for a shorter term if deemed appropriate.

8. HEARINGS/APPEALS

8.1 Under Paragraph 10 (19) Schedule 3, this Authority will give applicants the opportunity of appearing before the relevant Licensing Sub-Committee prior to a decision being made to refuse the grant, variation or transfer of a licence.

8.2 Where the Licensing Authority is required to determine an application by reference to a Sub-Committee, the applicant and objectors will be advised of the date, time and venue of the hearing.

8.3 In preparation for the hearing, all parties will receive a copy of the Licensing Officer's report that will contain a summary of the application, objections and any other relevant information.

8.4 At the hearing, all parties will have the opportunity to address the Sub-Committee and ask questions of all parties that they feel are relevant to the determination process. All parties will be reminded that they can if they wish be legally represented at their own expense at the hearing.

8.5 The Sub-Committee will either communicate the decision at the end of the hearing or within five working days. All parties will receive written notification of the decision within seven working days.

8.6 Whilst the Act does not stipulate a timescale for hearing applications where objections have been submitted and accepted, this Licensing Authority will endeavour to determine the application within 28 days from the last day of the advertising period.

8.7 The Act strictly limits who can appeal to the Magistrates Court, the matters about which they can appeal. The Act affords rights of appeal to the industry only. The decisions against which a right of appeal lies are refusals of grants, renewals, transfers or variations, the imposition of conditions and also revocations.

8.8 Any appeal to the Magistrates Court must be made within 21 days from the date on which the person is notified of the decision or became aware of conditions imposed by the Licensing Sub-Committee.

8.9 Where an application is lodged against refusal to renew or for revocation of a licence, the licence remains in force until such time as the appeal is determined.

8.10 Where an appeal is lodged against conditions applied to a licence, the conditions are deemed not to come into force until the determination or abandonment of the appeal.

9. CONDITIONS

9.1 This policy provides for a set of 'standard conditions' to be attached to each licence granted, renewed or transferred by the Licensing Authority unless they have been expressly excluded or varied. Such conditions will be applicable to Sex Establishments, Sex Cinemas and Sex Shops.

9.2 Further conditions may be attached to individual licences where the Authority deems it necessary.

9.3 The Licensing Authority will seek to avoid duplicating licence conditions where a premise holds licences under both the Licensing Act 2003 and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982.

10. ENFORCEMENT

10.1 It is essential that premises are maintained and operated so as to ensure compliance with the specific requirements of the Act and the relevant licence. The Licensing Authority will make arrangements to monitor premises and take appropriate action to ensure this.

10.2 The Licensing Authority will liaise with Sussex Police and partner agencies on issues of enforcement including such matters as crime prevention, public safety, public nuisance, protection of children from harm, transport and anti-social behaviour, with the view to establishing, where necessary, an enforcement protocol in order to ensure that resources are targeted at problem and high-risk premises.

10.3 Premises visits will be made on a targeted and risk-assessed basis, or as necessary e.g. following a complaint.

10.4 Wherever possible inspections will be co-ordinated with other inspection/enforcement/partner agencies.

10.5 When considering enforcement action, the Licensing Authority will consider each case on its own facts and merits and in accordance with the Housing & Environment Services Enforcement Policy.

10.6 The Licensing Authority may from time to time exercise its power under Section 115 of the Crime and Disorder Act 1998 to exchange data and information with the Police and other partners to fulfil its statutory objective of reducing crime and disorder.

11. HUMAN RIGHTS

11.1 In determining applications, the principles of the Human Rights Act 1998 must be taken into consideration. The Act acknowledges that Local Authorities are entitled, amongst other things, to act where this is in the 'general interest'.

112 Should it be decided to refuse or to grant an application, or to attach conditions, the rights of appeal that exist through the Magistrates Court will ensure that the principles of the Human Rights Act 1998 are adhered to.

12. POLICY REVIEW

121 As indicated above, this Policy will take effect on the ~~17 May 2016~~ ^{24th November} ~~2020~~ and will remain in force ~~for a period of five years~~ ^{until the 23rd November 2025}.

Formatted: Superscript

Formatted: Superscript

Appendix 1 Community and Housing Recovery Report - Project Index



Generated on: 13 October 2020

1. Pathway for Rough Sleepers

Status	Project Code	Project Title	Due Date	Managed By	Progress
	CHR 01	Move Rough Sleepers on from Emergency Accommodation / Linda Grange	30-Sep-2020	Housing Division - Linda Grange	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
	CHR 02	Establish Pathways for Rough Sleepers / Linda Grange	31-Dec-2020	Housing Division - Linda Grange	<div style="width: 16%;"><div style="width: 16%;"></div></div> 16%
	CHR 03	Establish Longer Term Solutions for Rough Sleepers / Linda Grange	30-Jun-2021	Housing Division - Linda Grange	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%

2. Address Increased Use of Emergency and Temporary Accommodation and Forecast Increase in Homelessness Applications

Status	Project Code	Project Title	Due Date	Managed By	Progress
	CHR 04	Move People on from Temporary Accommodation / Linda Grange	30-Sep-2020	Housing Division - Linda Grange	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
	CHR 05	Focus on Support, Prevention and Fair Access to Social Housing / Linda Grange	31-Dec-2020	Housing Division - Linda Grange	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
	CHR 06	Prioritise Homelessness Prevention / Linda Grange	30-Jun-2021	Housing Division - Linda Grange	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%

3. Financial Support for Affected Individuals and Businesses and Debt Recovery Policy

Status	Project Code	Project Title	Due Date	Managed By	Progress
	CHR 07	Financial Support for Individuals / Kerry Standing	31-Mar-2021	Revenues, Benefits and Customer Services Division - Kerry Standing	<div style="width: 71%;"><div style="width: 71%;"></div></div> 71%
	CHR 08	Financial Support for Businesses / Kerry Standing	31-Mar-2021	Revenues, Benefits and Customer Services Division - Kerry Standing	<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%

4. Support for Voluntary and Community Organisations and Businesses Affected by COVID-19

Status	Project Code	Project Title	Due Date	Managed By	Progress
--------	--------------	---------------	----------	------------	----------

Status	Project Code	Project Title	Due Date	Managed By	Progress
	CHR 09	Financial support to Voluntary/Community groups and Businesses / Pam Bushby	31-Mar-2021	Communities and Wellbeing Division - Pam Bushby	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; display: flex; align-items: center; justify-content: center;">44%</div>

5. Capturing Community Networks for Future Emergency Planning

Status	Project Code	Project Title	Due Date	Managed By	Progress
	CHR 10	Support for Community Groups to Formalise / Pam Bushby	30-Sep-2020	Communities and Wellbeing Division - Pam Bushby	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; display: flex; align-items: center; justify-content: center;">100%</div>
	CHR 11	Embed Community Groups into Future Emergency Plans / Pam Bushby & Alison Stevens	31-Dec-2020	Communities and Wellbeing Division - Pam Bushby	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; display: flex; align-items: center; justify-content: center;">50%</div>

Community and Housing Recovery Report - Project Detail

Generated on: 13 October 2020

1. Pathway for Rough Sleepers

	CHR 01 Move Rough Sleepers on from Emergency Accommodation / Linda Grange			
Description Page 87	<p>Description: Move rough sleepers from emergency “nightly paid” accommodation into temporary accommodation (TA) whilst long term solutions are found.</p> <p>Lead Officer: Linda Grange</p> <p>Timescale: Immediate (0-3 months)</p> <p>Member Engagement: Cabinet Member</p> <p>Community/Partnership Engagement: Stonepillow, WSCC, MHCLG, Registered Providers, Private Landlords Health partners</p> <p>Financial Implications: The current cost of emergency accommodation is approx. £5.5k per week. Loss of income if HomeFinder fees are cancelled is £20k per year.</p>	Overall Due Date	30-Sep-2020	
	Milestones	Due Date	Completed	Completed Date
	Council resolution to forgo HomeFinder fees to incentivise landlords to join the scheme	21-Jul-2020	Yes	21-Jul-2020
	Recruit into Co-ordinator Post funded by MHCLG Rough Sleeper Initiative funding	31-Jul-2020	Yes	10-Aug-2020
	Consider options for rough sleepers with no recourse to public funds	30-Sep-2020	Yes	15-Sep-2020
	Create a personal pathway for each rough sleeper in partnership with StonePillow, Registered Providers and health partners	30-Sep-2020	Yes	09-Oct-2020
	Offer support to StonePillow for their Housing First project & consider repurposing the Outreach Worker funding from RSI to this project.	30-Sep-2020	Yes	01-Sep-2020
	Prioritise rehousing for those already in supported or temporary accommodation in order to free up capacity for those currently in emergency accommodation	30-Sep-2020	Yes	01-Sep-2020
	Stimulate additional supply from private landlords via Homefinder through more flexible promotion and use of the scheme.	30-Sep-2020	Yes	15-Sep-2020

Work with immigration to support those who wish to voluntarily return to their country of origin	30-Sep-2020	Yes	04-Aug-2020
Work with MHCLG to agree priorities and plans for Rough Sleeper Co-Ordinator	30-Sep-2020	Yes	15-Sep-2020
<p>Latest Update</p> <p>Page 88</p>	<p>16-Sep-2020 Rough Sleeper Co-Ordinator Tom Polhill started with CDC on 10th August, we now have a team headed by Tom with 2 outreach workers. Priorities and plans for the Rough Sleeper Co-Ordinator are already part of a Memorandum of Understanding with the MCHLG</p> <p>Progress is being made towards personal pathways for rough sleepers. but not yet complete. One rough sleeper with no recourse to public funds remains in accommodation with our funding, we are exploring all ways to secure access to benefits for this individual. 7 rough sleepers remain in nightly paid accommodation out of a total of 30 originally placed under Covid. One rough sleeper returned to Romania with assistance from outreach worker.</p> <p>Stonepillow now have a team in place to deliver Housing First, our Outreach team will support this but not form part of it.</p> <p>A number of direct lets have been arranged in order to free capacity in the Stonepillow hostel. We have also looked to exercise flexibility to approve housing applications for several Stonepillow residents who find it hard to meet CDC eligibility criteria under the allocation scheme.</p> <p>2 additional properties have been secured for the Home Finder scheme and discussions are taking place with 3 new landlords. Further promotion of the scheme is planned.</p>		

	CHR 02 Establish Pathways for Rough Sleepers / Linda Grange		
Description	<p>Description: Establish pathways for rough sleepers Lead Officer: Linda Grange Timescale: Medium Term (3-6 months) Member Engagement: OSC and Cabinet Community/Partnership Engagement: Stonepillow, WSCC, MHCLG, Registered</p>	Overall Due Date	31-Dec-2020

	Providers, Private Landlords Financial Implications: May be some residual costs if rent exceeds LHA. Will depend on any agreement. Budget agreed.		
Milestones		Due Date	Completed
Consider entering into agreements with local accommodation providers for longer term use of properties as part of single homelessness pathway		31-Dec-2020	No
Continue with joint commissioning of "Pathways Home" with WSCC		31-Dec-2020	Yes
Ensure Diverted Giving messages are continued as people return to the High street		31-Dec-2020	No
Work with WS colleagues on the development of a pathway for complex individuals with multiple needs		31-Dec-2020	No
Report to Cabinet - date(s) TBC			No
Report to OSC - date(s) TBC			No
Latest Update	15-Sep-2020 The Diverted Giving message is to be included in an article in the Winter edition of Initiatives.		

	CHR 03 Establish Longer Term Solutions for Rough Sleepers / Linda Grange		
Description	Description: Establish longer term solutions for Rough Sleepers Lead Officer: Linda Grange Timescale: Long Term (6-12 months) Member Engagement: OSC and Cabinet Community/Partnership Engagement: Stonepillow, WSCC, Registered Providers Financial Implications: Costs unknown – potential capital or revenue cost. FC £2.8m	Overall Due Date	30-Jun-2021
Milestones		Due Date	Completed
Consider 'trusted assessor' nominations for key partners such as Stonepillow as part of a wider review of the Housing Register and Allocation Policy		30-Jun-2021	No
Consider what additional resources may be required to embed a successful Housing First approach for Rough Sleepers with challenging needs		30-Jun-2021	Yes
Continue with Freeland Close project - see Corp Plan 008		30-Jun-2021	Yes
Report to Cabinet - date(s) TBC			No

Report to OSC - date(s) TBC		No	
Latest Update			

2. Address Increased Use of Emergency and Temporary Accommodation and Forecast Increase in Homelessness Applications

	CHR 04 Move People on from Temporary Accommodation / Linda Grange			
Description	Description: Prioritise moving people from temporary accommodation, particularly B&B, into permanent accommodation Lead Officer: Linda Grange Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Registered Providers, Private Landlords Financial Implications: Costs unknown – potential capital or revenue cost. FC £2.8m	Overall Due Date	30-Sep-2020	
Page 6 of 6	Milestones	Due Date	Completed	Completed Date
	Council resolution to forgo HomeFinder fees to incentivise landlords to join the scheme	21-Jul-2020	Yes	21-Jul-2020
	Ensure appropriate level of staffing with focus on prevention and tenancy sustainment to include retention of 2 deployed workers and a senior agency worker.	30-Sep-2020	Yes	14-Sep-2020
	Focus on moving people out of TA and Westward House by using discretions on the allocations policy for exceptional cases and encouraging RP's to prioritise moves for people leaving TA	30-Sep-2020	Yes	14-Sep-2020
	Review of Homelessness Prevention Fund to make it more flexible	30-Sep-2020	Yes	12-Oct-2020
	Seek new properties to add to the HomeFinder portfolio	30-Sep-2020	Yes	15-Sep-2020
	Latest Update	<p>16-Sep-2020 Council resolved to forego the HomeFinder fees on 21st July 2020. Since this decision was made, 2 additional properties have been secured, one of which was a 5 bedroom property in central Chichester. Discussions are also taking place with 3 new landlords; one has several 1 & 2 bedroom properties in East Wittering & Bracklesham, one has a 4/5 bedroom house in West Wittering and the other has a 2 bedroom house in Chichester. Members of the landlords forum have been contacted and further promotion of the scheme is planned.</p> <p>Staffing levels have been reviewed and the team have been strengthened with the employment of a senior agency worker, an experienced housing advice agency worker and a temporary housing assistant pending the planned review of the Housing Service.</p>		

	<p>The Homeless Prevention Fund policy has been reviewed to consider how it can be used to help people move on from temporary accommodation and suggested changes will be put to the recovery group.</p> <p>A guidance note providing clarification on key policy areas has been issued to officers to be used alongside the current Allocations Scheme when assessing an application for the Housing Register. This has helped prevent the operation of the scheme working against us being able to assist applicants into alternative homes and prevent bed blocking in our temporary accommodation. Officers have also been working closely with RP partners to identify opportunities to move households out of temporary accommodation by either directly housing individuals or identifying suitable hard to let properties. This has helped reduce the number of households in bed and breakfast down to 17 as at 14th September 2020.</p>
--	---

	CHR 05 Focus on Support, Prevention and Fair Access to Social Housing / Linda Grange			
Description Page 91	<p>Description: Ensure a focus on support & prevention to avoid use of B&B moving forward. Ensure fair access to social housing via the housing allocations policy.</p> <p>Lead Officer: Linda Grange</p> <p>Timescale: Medium Term (3-6 months)</p> <p>Member Engagement: OSC and Cabinet</p> <p>Community/Partnership Engagement: Registered Providers, Private Landlords</p> <p>Financial Implications:</p>	Overall Due Date	31-Dec-2020	
	Milestones	Due Date	Completed	Completed Date
	Full implementation of the new IT system for Homelessness and Choice Based Lettings and development of an accurate flow of data	09-Nov-2020	No	
	Carry out a full review of the allocations Scheme - see SD HSH 02	31-Dec-2020	No	
	Review of support / prevention provision.	31-Dec-2020	No	
	Report to Cabinet - date(s) TBC		No	
	Report to OSC - date(s) TBC		No	
Latest Update	<p>16-Sep-2020 Full implementation of the new IT system for Homelessness and Choice Based Lettings was expected in September, however due to issues with transference of data and testing this has now been delayed until 9th November.</p> <p>A report was taken to Overview and Scrutiny Committee on 15th September to agree how members would be involved in a review of the Allocations Scheme and indicating some of the main areas to be reviewed. A Task & Finish Group is to be set up and consideration will</p>			

	<p>be given to consultation with all members.</p> <p>Additional temporary staffing has been secured to support the Housing Options team and a review of the team including support and prevention provision is currently being undertaken.</p>
--	--

	CHR 06 Prioritise Homelessness Prevention / Linda Grange			
---	---	--	--	--

Description	<p>Description: Embed learning and new processes to ensure prevention of homelessness is prioritised Lead Officer: Linda Grange Timescale: Long Term (6-12 months) Member Engagement: OSC and Cabinet Community/Partnership Engagement: Financial Implications:</p>	Overall Due Date	30-Jun-2021	
--------------------	--	-------------------------	-------------	--

Milestones	Due Date	Completed	Completed Date
Analysis of all relevant data and service delivery methods.	30-Jun-2021	No	
Continue with Freeland Close project - see Corp Plan 008	30-Jun-2021	No	
Develop an ongoing review programme of policies, procedures and performance.	30-Jun-2021	No	
Full review of structure and staffing - See SD CIF 03	30-Jun-2021	No	
Training, development and succession planning	30-Jun-2021	No	
Report to Cabinet - date(s) TBC		No	
Report to OSC - date(s) TBC		No	

Latest Update	
----------------------	--

3. Financial Support for Affected Individuals and Businesses and Debt Recovery Policy			
--	--	--	--

	CHR 07 Financial Support for Individuals / Kerry Standing			
---	--	--	--	--

Description	<p>Description: Financial support for individuals via a Hardship Scheme and Discretionary Housing Payments (DHP). Approach to recovery of debt owed to the Council</p>	Overall Due Date	31-Mar-2021	
--------------------	---	-------------------------	-------------	--

	<p>Lead Officer: Kerry Standing Timescale: Immediate (0-3 months) Member Engagement: Cabinet and Council Community/Partnership Engagement: Financial Implications: Hardship fund of £699k funded by Government. Additional funding of £140k for DHP's already in place.</p>		
	Milestones	Due Date	Completed
	All working-age residents in receipt of Council Tax Reduction awarded a £150 Hardship fund payment.	30-Jun-2020	Yes
	Report to Cabinet - Discretionary Council Tax Hardship Fund Policy	07-Jul-2020	Yes
	Explore options for spend of remaining funds including supporting residents who are in arrears with their Council Tax and/or support to residents who fail to qualify for Council Tax Reduction	31-Jul-2020	Yes
	Following period of soft recovery approach, return to full recovery to maximise income to the Council.	31-Aug-2020	Yes
	Supportive approach adopted by Recovery Officers including encouraging claims for CTR or other welfare benefits, extending payment plans, signposting to the CAB and debt management agencies etc. Ongoing.	31-Aug-2020	Yes
	Hardship fund of £699k fully spent	31-Mar-2021	No
	Spend of DHP funding (140k) using flexible criteria to allow applications from residents affected by COVID19	31-Mar-2021	No
Latest Update	<p>07-Oct-2020 Discretionary Housing Payment Fund</p> <p>Six months into this financial year a total of 48% of the Discretionary Housing Payment fund has been spent. It is anticipated that greater spend will take place during the second half of this financial year as the furlough scheme ends, however, spend is being regularly monitored to ensure that residents in need get this financial support. Additionally there is £140k available in the event more demand for this scheme is required. The amount of £140k was put aside in previous years to support welfare reform initiatives and is available should it be needed.</p> <p>Hardship Fund</p>		

Six months into this financial year 34% of the total £699k Hardship Fund has been spent. Whilst the spend to date is lower than 50% to reflect the half yearly position it should be noted that Council Tax reminders have only been able to be issued in September 2020 due to restrictions on recovery action placed on local authorities in April 2020 due to Covid-19. Final reminders will be issued during October 2020 and then summonses for those residents applicable. It is expected that a large amount of residents in this cohort may be eligible for a Hardship Fund payment and this financial support will be communicated to them. As a result the spend is expected to increase significantly from October 2020 onwards and this is regularly monitored to ensure that residents in need receive this support. **Test and Trace Support Scheme**

Central government announced on 19 September 2020 that they required help from local councils to administer the Test and Trace Support Scheme. This scheme aims to support people who are on low incomes, test positively for Covid-19 and are required to self-isolate for 14 days. Eligible applicants will receive a one off lump sum payment of £500. This scheme has been introduced to support people self-isolating to prevent the spread of Coronavirus. Feedback has been taken on board by ministers by people who have struggled to self-isolate for financial reasons. Local councils must have their schemes up and running from 12 October 2020 as eligible residents will be able to claim a payment under this scheme back to 28 September 2020 and will only qualify if they meet all the necessary eligibility criteria. There is also a discretionary element within the scheme to ensure the most vulnerable receive assistance. The scheme will run from 12 October 2020 – 31 January 2021 and will be kept under review by central government. Funding provided to CDC includes £43k for awards and £23k for the discretionary element. Both of these schemes will be administered from 12 October 2020 and an analysis of how this scheme is operating will be provided at the Housing and Communities Recovery group meetings on a regular basis.

 CHR 08 Financial Support for Businesses / Kerry Standing				
Description	Description: Financial support to small and micro businesses via the Discretionary Business Grants Lead Officer: Kerry Standing Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member, Leader, Chair of OSC Community/Partnership Engagement: Financial Implications: Gov funding of £1.85m	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Scheme criteria agreed by urgent decision		01-Jun-2020	Yes	29-May-2020

Scheme open for applications	01-Jun-2020	Yes	01-Jun-2020
West Sussex Framework in place	01-Jun-2020	Yes	29-May-2020
Applications closed	14-Jun-2020	Yes	10-Sep-2020
Cabinet notified of urgent decision taken in relation to Discretionary Grants scheme for businesses	07-Jul-2020	Yes	07-Jul-2020
Report to Cabinet - Local Restrictions Support Grant Scheme	08-Dec-2020	No	
Local Restrictions Support Grant Scheme ready	31-Jan-2021	No	
Spend of available funding	31-Mar-2021	Yes	11-Sep-2020
Latest Update	07-Oct-2020 Action reopened due to introduction of the Local Restrictions Support Grant Scheme. In the event of a local lockdown local authorities on behalf of central government must be ready to administer support grants to businesses who have to close for 3 weeks or more during a local lockdown. Businesses with a rateable value below 51k will receive a grant payment of £1,000 every 3 weeks and businesses with a rateable value above 51k will receive a grant payment of £1,500 every 3 weeks. Businesses who provide a personal face-to-face service e.g. cafes, restaurants and bars are the types of businesses who will receive a grant in the event of a local lockdown. Guidance is currently being reviewed and more detail will be provided at the recovery group meetings. Only businesses which have to physically close will qualify for this financial assistance. A report will be taken to December's Cabinet and the scheme will be ready from January 2021		

Page 95

4. Support for Voluntary and Community Organisations and Businesses Affected by COVID-19

	CHR 09 Financial support to Voluntary/Community groups and Businesses / Pam Bushby			
Description	<p>Description: Financial support to the voluntary and community sector (VCS) including Community Halls and Sport/Leisure Clubs and businesses affected by Covid19. Lead Officer: Pam Bushby Timescale: Immediate (0-3 months) Member Engagement: Cabinet, Council, Grants Panel Community/Partnership Engagement: Financial Implications: £250k one off funding for VCS, £250k one off funding for businesses</p>	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Grants Panel to consider criteria for grants for VCS and businesses		24-Jun-2020	Yes	18-Aug-2020

Cabinet report - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses	07-Jul-2020	Yes	07-Jul-2020
Report to full Council - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses	21-Jul-2020	Yes	21-Jul-2020
Grants Panel review	16-Sep-2020	Yes	16-Sep-2020
Grants Panel review	21-Oct-2020	No	
Review scheme following 3 months of operation	31-Oct-2020	No	
Grants Panel review	20-Jan-2021	No	
Grants Panel review	24-Mar-2021	No	
Funding ends - remaining funds to be returned to reserves	31-Mar-2021	No	
Page 96 Latest Update	06-Oct-2020 Following the extension of the scheme for four weeks to 23rd October 2020, a Cabinet report is being prepared for consideration at the 3rd November meeting regarding progress of the scheme and potential changes if there remains unallocated funds.		
	The draft paper is to be considered at the Grants and Concessions Panel of 21st October 2020, and their recommendations will be reported to Cabinet. Potentially the proposals could include the diversion of funds from the Community pot to the Economy pot, were the sums involved to exceed £100,000 the recommendations would then proceed to Full Council on 24th November 2020.		

5. Capturing Community Networks for Future Emergency Planning

	CHR 10 Support for Community Groups to Formalise / Pam Bushby			
Description	Description: Offering support for Community Groups to formalise themselves will help to capture this resource, which has expanded and proved invaluable during the C19 crisis, and make the groups more established moving forward. Lead Officer: Pam Bushby Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications:	Overall Due Date	30-Sep-2020	
Milestones		Due Date	Completed	Completed Date

Encourage groups to sign up to Chichester Community Network our online platform for community support and issues.	30-Sep-2020	Yes	15-Sep-2020
Signpost groups to VAAC for support to potentially formalise their offer and make contact with other volunteer groups	30-Sep-2020	Yes	15-Sep-2020
Latest Update	15-Sep-2020 When contacted by the volunteer groups we are encouraging sign up to VAAC and we will be inviting those groups to also sign up to the Community Network. Communications around this are being prepared. This work has begun and will remain ongoing in the future. Project completed.		

	CHR 11 Embed Community Groups into Future Emergency Plans / Pam Bushby & Alison Stevens			
Description Page 97	Description: Capture the resource of volunteers and Community Groups by embedding them into future emergency plans Lead Officer: Pam Bushby & Alison Stevens Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Local groups & networks, Parish Councils, Sussex Resilience Forum, WSCC Financial Implications:		Overall Due Date	31-Dec-2020
	Milestones		Due Date	Completed
	Ensure a copy of the mapped support, along with contacts for all the volunteer groups is held in the emergency planning room for reference	31-Dec-2020	Yes	15-Sep-2020
	In consultation with Parish Councils and/or local Community Groups, consider how best to fill any gaps in provision	31-Dec-2020	No	
	Web Team to map all the offers of volunteer support onto a map of the District, to allow gaps in provision to be identified	31-Dec-2020	Yes	28-Aug-2020
	Work with Parish Councils to raise awareness of volunteer groups in their areas and encourage their inclusion in review and practice of emergency plans.	31-Dec-2020	No	
Latest Update	15-Sep-2020 The map of support has been completed and is located in the emergency planning room. There are plans to extend this to include other community amenities from the Community Facilities Audit over time. There is a ongoing work with WSCC, CDC and the Parishes to review emergency plans and ensure resilience is built into the community response to any emergency planning. Regular meetings are planned and lessons learned are being shared across the district.			

Appendix two -Economic Recovery Report Project Index

Generated on: 13 October 2020



1. Inward Investment

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 01	Economic Recovery Plan - Inward Investment Strategy Action Plan / Melanie Burgoyne	31-Jul-2020	Growth Division - Victoria McKay	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
	ER 02	Economic Recovery Plan - Promote Inward Investment / Melanie Burgoyne	31-Mar-2021	Growth Division - Victoria McKay	<div style="width: 66%;"><div style="width: 66%;"></div></div> 66%
	ER 03	Economic Recovery Plan - Develop and build an online prospectus / Melanie Burgoyne	31-Mar-2021	Growth Division - Victoria McKay	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%

2. Support for the High Street and Retail

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 04	High Street Recovery Action Group / Tania Murphy	31-Mar-2021	Place Division - Tania Murphy	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
	ER 05	Short Term 'Safer High Streets' Issues / Tania Murphy	31-Mar-2021	Place Division - Tania Murphy	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%
	ER 06	Economic Recovery Plan: Grants & Training for Retail Businesses / Melanie Burgoyne	31-Mar-2021	Growth Division - Victoria McKay	<div style="width: 37%;"><div style="width: 37%;"></div></div> 37%
	ER 07	Refresh of Local Plan Retail Strategy / Toby Ayling & Melanie Burgoyne	31-Dec-2020	Planning Policy Division - Toby Ayling	<div style="width: 50%;"><div style="width: 50%;"></div></div> 50%

3. Support for Other Key Business Sectors

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 08	Support for the Self-Employed and Micro-Businesses / Melanie Burgoyne	31-Mar-2021	Growth Division - Victoria McKay	<div style="width: 54%;"><div style="width: 54%;"></div></div> 54%
	ER 09	Support for the Agriculture and Horticulture Sectors / Melanie Burgoyne	31-Oct-2020	Growth Division - Victoria McKay	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
	ER 10	Consider Relaxation of Horticultural Development Areas / Melanie Burgoyne & Toby Ayling	31-Mar-2021	Planning Policy Division - Toby Ayling	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 11	Local Supply Chain Support / Melanie Burgoyne	31-Oct-2020	Growth Division - Victoria McKay	<input type="text" value="0%"/>
	ER 12	Support for the Hospitality Sector / Melanie Burgoyne	31-Dec-2020	Growth Division - Victoria McKay	<input type="text" value="0%"/>

4. Digital Infrastructure and Gigabit

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 13	Fibre to the Premises project for Chichester City / Joe Mildred	31-Dec-2022	Business Support Division - Joe Mildred	<input type="text" value="0%"/>
	ER 14	Ensure Chichester Benefits from County-Wide Digital Infrastructure Projects / WSCC & CDC	31-Dec-2022	Business Support Division - Joe Mildred	<input type="text" value="0%"/>

5. CDC Commercial Portfolio

Status	Project Code	Project Title	Due Date	Managed By	Progress
	Corp Plan 142a	Southern Gateway - Implementation / Jane Hotchkiss	31-Mar-2028	Growth Division - Victoria McKay	<input type="text" value="73%"/>
	ER 16	Economic Recovery Plan - St James Industrial Estate / Kevin Gillett & Alan Gregory	28-Feb-2022	Growth Division - Victoria McKay	<input type="text" value="27%"/>
	ER 17	Economic Recovery Plan - Barnfield Drive / Vicki McKay	31-Dec-2020	Growth Division - Victoria McKay	<input type="text" value="0%"/>
	ER 18	Ravenna Point Vacant Units / Kevin Gillett	30-Sep-2020	Growth Division - Victoria McKay	<input type="text" value="100%"/>
	ER 19	Economic Recovery Plan - Chichester Enterprise Centre / Kevin Gillett	28-Feb-2022	Growth Division - Victoria McKay	<input type="text" value="66%"/>

6. Visions

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 20	Economic Recovery Plan - Chichester Vision / Tania Murphy	31-Mar-2021	Place Division - Tania Murphy	<input type="text" value="60%"/>
	ER 21	Economic Recovery Plan - Midhurst Vision / Tania Murphy	31-Mar-2021	Place Division - Tania Murphy	<input type="text" value="50%"/>
	ER 22	Economic Recovery Plan - Petworth Vision / Tania Murphy	31-Mar-2021	Place Division - Tania Murphy	<input type="text" value="25%"/>
	ER 23	Economic Recovery Plan - Selsey Vision / Tania Murphy	31-Mar-2021	Place Division - Tania Murphy	<input type="text" value="20%"/>
	ER 24	Economic Recovery Plan -	31-Mar-2021	Place Division - Tania	<input type="text" value="25%"/>

Status	Project Code	Project Title	Due Date	Managed By	Progress
		East Wittering and Bracklesham Vision / Tania Murphy		Murphy	

7. Licensing and Events

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 25 (SD LIC 01)	Review of Licensing Act 2003 Statement of Principles / Laurence Foord	31-Mar-2021	Communications, Licensing and Events Division - Laurence Foord	<div style="width: 33%;"><div style="background-color: #4f81bd; height: 10px;"></div>33%</div>
	ER 26	Economic Recovery Plan: Events Strategy and Supporting Events Policy and Action Plan / Laurence Foord	31-Oct-2020	Communications, Licensing and Events Division - Laurence Foord	<div style="width: 80%;"><div style="background-color: #4f81bd; height: 10px;"></div>80%</div>

8. Tourism and Culture

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 27	Rebranding of Visit Chichester / VC & Sarah Peyman	31-Mar-2021	Culture Division - Sarah Peyman	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div>50%</div>
	ER 28	Development of 'The Great Sussex Way' Website / Sarah Peyman	30-Sep-2020	Culture Division - Sarah Peyman	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div>50%</div>
	ER 29	Economic Recovery Plan: Additional Support for Visit Chichester / Sarah Peyman	30-Sep-2020	Culture Division - Sarah Peyman	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px;"></div>100%</div>
	ER 30	Economic Recovery Plan: Development of a Cultural Strategy / Sarah Peyman	31-Mar-2021	Culture Division - Sarah Peyman	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div>0%</div>
	ER 31	Economic Recovery Plan: Support for Chichester Festival Theatre / Sarah Peyman	31-Mar-2022	Culture Division - Sarah Peyman	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div>0%</div>
	ER 32	Economic Recovery Plan: Support for Pallant House Gallery / Sarah Peyman	31-Mar-2022	Culture Division - Sarah Peyman	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div>0%</div>
	ER 33	The Novium Museum Recovery / Sarah Peyman	31-Dec-2020	Culture Division - Sarah Peyman	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div>0%</div>

9. Sport and Leisure

Status	Project Code	Project Title	Due Date	Managed By	Progress
	ER 34	Economic Recovery Plan: Support for Leisure Contract / Sarah Peyman	31-Mar-2021	Culture Division - Sarah Peyman	<div style="width: 37%;"><div style="background-color: #4f81bd; height: 10px;"></div>37%</div>

Economic Recovery Report - Project Detail - Projects In Exception

Generated on: 13 October 2020

8. Tourism and Culture

	ER 28 Development of 'The Great Sussex Way' Website / Sarah Peyman			
Description	Description: Following rebranding, support Visit Chichester to develop The Great Sussex Way tourism website Lead Officer: Sarah Peyman Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Tourism and Cultural Partners Financial Implications: Existing £30k budget	Overall Due Date	30-Sep-2020	
Page 10 of 20	Milestones	Due Date	Completed	Completed Date
	Appointment of website designer by Visit Chichester.	30-Sep-2020	Yes	06-Jul-2020
	Website live	30 – Nov- 2020	No	
Latest Update	Work is progressing well with The Great Sussex Way's new website and Visit Chichester have indicated that website will now go live towards the end of November at the same time as the launch of the new brand, The Great Sussex Way .			

Economic Recovery Report - Project Detail - Projects On Track

Generated on: 13 October 2020

1. Inward Investment

	ER 02 Economic Recovery Plan - Promote Inward Investment / Melanie Burgoyne			
Description	Description: Promote inward investment, build business relations with landowners and developers Lead Officer: Melanie Burgoyne Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Businesses, LEP, CWS, RWSx Financial Implications: Existing staffing budget. Recurring cost as promotion of inward investment will be ongoing.	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Identify target sectors and key contacts.		31-Jul-2020	Yes	31-Jul-2020
Develop and implement contact programme.		31-Aug-2020	Yes	31-Aug-2020
Continue to deliver business contact programme		31-Mar-2021	No	
Latest Update	Online meetings have been held with key landowners and agents to build contact and awareness. Discussed Inward Investment Website plans which were welcomed.			

	ER 03 Economic Recovery Plan - Develop and build an online prospectus / Melanie Burgoyne			
Description	Description: Develop and build an online prospectus Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: Existing budget (£25,000 remains from allocated funds) One-off expenditure.	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Create online content.		31-Oct-2020	No	
Marketing materials produced		31-Mar-2021	No	
Latest Update	Drone Footage commissioned and filmed to highlight the lifestyle benefits of being in the district for inclusion in the online content on the			

	website.
--	----------

2. Support for the High Street and Retail

	ER 05 Short Term 'Safer High Streets' Issues / Tania Murphy			
Page 10	Description	Description: Address requirements to make high streets 'COVID-Secure' in preparation for re-opening Lead Officer: Tania Murphy Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member, OSC Community/Partnership Engagement: Town/Parish Councils, Business Associations, BID, Chamber, LEP Financial Implications: RHSS Fund - £108,000. Possible additional funds needed for works not eligible for RHSS funding.	Overall Due Date	31-Mar-2021
	Milestones	Due Date	Completed	Completed Date
	Implement immediate actions required to allow re-opening as allowed by Government	15-Jun-2020	Yes	15-Jun-2020
	Implement further actions required to allow further re-opening as allowed by Government (leisure , culture, cafe, restaurants and public houses)	04-Jul-2020	Yes	04-Jul-2020
	Monitor, review and address further actions required as the guidance evolves	31-Mar-2021	No	
	Report to OSC - date(s) TBC		No	
Latest Update	Action Plan submitted to government for allocation spend of £108,000. In final stages of agreement and funding agreement due in October. Two part-time temporary Covid Information Officers have been appointed and further improvement to signage has been undertaken. A number of actions have been implemented and reported back to the High Street Recovery and Transformation Group			

	ER 06 Economic Recovery Plan: Grants & Training for Retail Businesses / Melanie Burgoyne			
Description	Description: Retail grants/training Lead Officer: Melanie Burgoyne Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member, Grants and Concessions Panel	Overall Due Date	*31-Mar-2021	

	<p>Community/Partnership Engagement: Town/Parish Councils, Business Associations, BID</p> <p>Financial Implications: Enabling Grants – pooled business rates (c£71,000 to 2021/22). Possible additional funds needed for any schemes outside of Enabling Grants remit. Covid 19 grant funding budget</p>			
Milestones		Due Date	Completed	Completed Date
2020/21 enabling grants programme criteria to be set		31-Jul-2020	Yes	31-Jul-2020
Establish Covid19 grant funding to support through recovery		31-Jul-2020	Yes	31-Jul-2020
Consider other options for financial support for SMEs – possible loans.		30-Sep-2020	Yes	05-Oct-2020
Grants and Concessions Panel Review		21-Oct-2020	No	
Economic Recovery Report to OSC		27-Oct-2020	No	
2020/21 enabling grants launch and allocation		31-Oct-2020	No	
Grants and Concessions Panel Review		20-Jan-2021	No	
Grants and Concessions Panel Review		24-Mar-2021	No	
<p>Page 105</p> <p>Latest Update</p>	<p>Successful funding bid to the Pooled Business Rates SIF fund for a new Independent Retail Support and Training Programme. *Programme to be launched February 2021 and completed by March 2022. Procurement for training provider to be completed by 31 Dec-2020. Online training to be offered through October and November to assist High Street Retailers with making the most of any opportunities in the pre-Christmas period. This is funded from a underspend on the current fund due to the Training provider of the current scheme having come in under budget. An IPPD concerning options for financial support for SMEs has been drafted for consideration.</p>			

	ER 07 Refresh of Local Plan Retail Strategy / Toby Ayling & Melanie Burgoyne			
Description	<p>Description: Commission a refresh of the Retail Strategy to reflect the impact of COVID-19</p> <p>Lead Officer: Toby Ayling & Melanie Burgoyne</p> <p>Timescale: Long term (6-12 months)</p> <p>Member Engagement: Cabinet Members, DPIP</p> <p>Community/Partnership Engagement:</p> <p>Financial Implications: Additional budget required for consultant work. One-off cost if work is a fixed project. Cost of update is £9,310.</p>	Overall Due Date	31-Dec-2020	
Milestones		Due Date	Completed	Completed Date
Planning Policy to commission refresh of the Retail Study to reflect Covid impact		31-Oct-2020	Yes	26-Aug-2020

Report to DPIP	17-Dec-2020	No	
Latest Update	29 First draft consultant's report received 22 September. Consultants advised 28 Sept that new data will be released by Experian in the next few weeks to cover expenditure, home shopping projections etc. which take into account their view of the impacts of Covid. It is considered worth waiting for a few weeks to enable the study to take account of this data (which was previously expected to only be available at the end of this calendar year).		

3. Support for Other Key Business Sectors

	ER 08 Support for the Self-Employed and Micro-Businesses / Melanie Burgoyne			
Description Page 106	Description: CDC support for the Self-Employed and Micro-Businesses Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Town/Parish Councils, Business Associations, LEP Financial Implications: COVID-19 grant funding Budget		Overall Due Date	31-Mar-2021
	Milestones	Due Date	Completed	Completed Date
Cabinet report - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses		07-Jul-2020	Yes	07-Jul-2020
Report to full Council - approval for setting up one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses		21-Jul-2020	Yes	21-Jul-2020
Development of Criteria for grant funding.		31-Aug-2020	Yes	12-Aug-2020
Review the needs of the sector.		31-Aug-2020	Yes	31-Aug-2020
Report to Grants and Concessions Panel		16-Sep-2020	Yes	16-Sep-2020
Establish Covid19 grant funding to support through recovery		30-Sep-2020	Yes	20-Aug-2020
Report to Grants and Concessions Panel		21-Oct-2020	No	
Review scheme after 3 months of operation		31-Oct-2020	No	
Report to Grants and Concessions Panel		20-Jan-2021	No	

Report to Grants and Concessions Panel	24-Mar-2021	No	
Funding ends - remaining funds to be returned to reserves	31-Mar-2021	No	
Latest Update	Chichester University 'Hothouse' scheme now launched to offer support/grant funding to these sectors. Covid19 grants not available for these sectors as other sectors considered as priority areas.		

	ER 09 Support for the Agriculture and Horticulture Sectors / Melanie Burgoyne			
Description	Description: CDC support for the Agriculture and Horticulture sectors Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: WS Growers Association, LEP, Rural WS Financial Implications: Existing resources (provided no financial support is to be offered)	Overall Due Date	31-Oct-2020	
Milestones		Due Date	Completed	Completed Date
Raise awareness of the sector and the importance locally		31-Oct-2020	No	
Request and collate information from these sectors to understand their support needs in the short and longer term		31-Oct-2020	No	
Latest Update	Most recent contact with WSGA is that as of 25 Sep, they have reported that they have appointed Simpson Consulting who have started a consultation process. On the needs of the sector.			

	ER 10 Consider Relaxation of Horticultural Development Areas / Melanie Burgoyne & Toby Ayling			
Description	Description: With Planning Policy, consider the case for relaxing planning restrictions on Horticultural Development Areas to support the sector. Lead Officer: Melanie Burgoyne & Toby Ayling Timescale: Long term (6-12 months) Member Engagement: Cabinet, Cabinet Members Community/Partnership Engagement: WS Growers Association, LEP, Rural WS Financial Implications: Existing budget (provided no external support or advice required). One-off cost if work is a fixed project.	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Consult with stakeholders and collate views/feedback		31-Mar-2021	No	
Discussions with Planning Policy to establish achievable aims.		31-Mar-2021	No	

Report to Cabinet - date(s) TBC		No	
Latest Update	We are expecting the HEDNA (Housing and Economic Development Needs Assessment) to be finalised in the next few weeks and then reported to members. Further discussions around appropriate policy changes, including with relevant stakeholders, will then need to take place.		

	ER 11 Local Supply Chain Support / Melanie Burgoyne			
Description	Description: Consideration of support to the local supply chains supporting the agricultural and horticultural sectors Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: WS Growers Association, LEP, Rural WS Financial Implications: Existing resources	Overall Due Date	31-Oct-2020	
Page 10 of 88	Milestones	Due Date	Completed	Completed Date
	Request and collate information from these sectors to understand their support needs in the short and longer term	31-Oct-2020	No	
	Latest Update	Communication with WS Growers and LEP ongoing		

	ER 12 Support for the Hospitality Sector / Melanie Burgoyne			
Description	Description: CDC support for the Hospitality Sector Lead Officer: Melanie Burgoyne Timescale: Medium term (3-6 months) Member Engagement: Cabinet Members Community/Partnership Engagement: Business associations Financial Implications: Existing budget	Overall Due Date	31-Dec-2020	
	Milestones	Due Date	Completed	Completed Date
	Consultation/survey of businesses in this sector.	31-Oct-2020	No	
	Establish key areas of focus/support.	30-Nov-2020	No	
	Establish delivery mechanism for support	31-Dec-2020	No	

Latest Update	Economic grants have been launched on the 20 August aimed at the Hospitality sector
----------------------	---

4. Digital Infrastructure and Gigabit

	ER 13 Fibre to the Premises project for Chichester City / Joe Mildred			
Description	Description: Continue to work with Cityfibre and their 'Fibre to the Premises' project for Chichester City. Lead Officer: Joe Mildred Timescale: Long Term (12 months+) Member Engagement: Cabinet Member Community/Partnership Engagement: Led by CityFibre, WSCC Financial Implications: Existing	Overall Due Date	31-Dec-2022	
Milestones		Due Date	Completed	Completed Date
Liaison with Cityfibre/WSCC on project updates		31-Dec-2020	No	
Promotion of FTP scheme to businesses – link to Inward Investment		31-Dec-2020	No	
Latest Update	Ongoing work with Cityfibre and their roll out of the City Gigabit project. Currently finalising the location of the Fibre Exchange, once this is complete the detailed design work of the rest of the project takes place. Some project management resource maybe required from CDC later on in the project process.			

	ER 14 Ensure Chichester Benefits from County-Wide Digital Infrastructure Projects / WSCC & CDC			
Description	Description: Work with WSCC Digital Infrastructure Team to ensure that Chichester benefits from the wider digital infrastructure projects across the county. Lead Officer: WSCC & CDC Timescale: Long Term (6-12 months) Member Engagement: Cabinet Member, all-Member briefing Community/Partnership Engagement: WSCC lead with CDC input Financial Implications: Funding from Pooled Business Rate Pilot pot. May need additional staff resources.	Overall Due Date	31-Dec-2022	
Milestones		Due Date	Completed	Completed Date

Early engagement with DCMS to ensure that rural West Sussex is an early beneficiary of the Government's £5bn roll out for the Final 20 scheme.	31-Dec-2020	No	
Ensure that the usage of the council's gigabit connections within Chichester City provide a maximum benefit for local businesses and the economy	31-Dec-2022	No	
Explore options for town centre Wi-Fi	31-Dec-2022	No	
Latest Update	Ongoing engagement with the West Sussex Digital Infrastructure Team. Various projects are underway including; The rural gigabit voucher scheme which is being promoted to businesses by CDC's Economic Development Team as well as by WSCC. A 4G scanning exercise for the whole district commencing in September, the scanners will be attached to CDC refuse freighters. The benefits from the council owned gigabit connections within Chichester City will not be realised until the Cityfibre build across the city is complete.		

5. CDC Commercial Portfolio

Page 110				Corp Plan 142a Southern Gateway - Implementation / Jane Hotchkiss		
Description	Description: Implementation of Southern Gateway master plan Expected outcome: Employment growth, housing delivery Lead Officer: Jane Hotchkiss Funding source: Current funding from CDC £75,000, OPE £80,000, LEP £5m. Grant application in with Homes England for £10m				Overall Due Date	31-Mar-2028
Milestones		Due Date	Completed	Completed Date		
Conclude conditional contract to appoint developer		31-Dec-2020	No			
Completion of acquisition of Law Courts by HCA		31-Mar-2021	No			
Completion of acquisition of Police Station site		31-Mar-2021	No			
Reports to OSC at key milestones/decisions - as required		31-Mar-2028	No			
Applications to other funding streams - ongoing task.			No			
Closure of Basin Road car park - including re-allocation of parking provision and season tickets, removal of equipment and amendment of publicity - due date TBC			No			
Council resolution (if CPO required) - Due date TBC			No			

CPO confirmed (if CPO required) - Due date TBC		No	
PPE completed - due date TBC - will be dependent on project activity end date		No	
PPE received by Cabinet - due date TBC - will be dependent on project activity end date		No	
The development commences, subject to DA being signed - due date TBC		No	
Latest Update	Please note that there is a full update report that was taken to the September Cabinet in part two .		

	ER 16 Economic Recovery Plan - St James Industrial Estate / Kevin Gillett & Alan Gregory			
Description	Description: Redevelopment of St James Industrial Estate, Chichester to provide modern industrial units Lead Officer: Kevin Gillett & Alan Gregory Timescale: Long Term (6-12 months) Member Engagement: Council, Cabinet, Cabinet Member, Economic Recovery Board Community/Partnership Engagement: Financial Implications: Provisional project budget approved. Final budget required to be reported to Cabinet/Council post tendering for the works for approval.	Overall Due Date	28-Feb-2022	
⌵	Milestones	Due Date	Completed	Completed Date
	Gain vacant possession of the site/support for existing tenants	31-Mar-2021	No	
	1. Finalise design		Yes	20-Jul-2020
	2. Prepare project communications plan		Yes	20-Jul-2020
	3. Prepare and submit planning application		Yes	29-Jul-2020
	5. Secure known pre-let - due date TBC		No	
	6. Seek additional pre-lets - due date TBC		No	
	7. Construction - due date TBC		No	
	8. Promote the developer charter for local supply chains - due date TBC		No	
	Report to Cabinet - date(s) TBC		No	
	Report to Council - date(s) TBC		No	
	Report to Economic Recovery Board - date(s) TBC		No	
Latest Update	The planning application has been validated and statutory consultation on the proposals is underway. Tender documents have been issued week commencing 5 October.			

	ER 17 Economic Recovery Plan - Barnfield Drive / Vicki McKay			
Description	Description: Development of remaining land (Phase 2B) at Barnfield Drive site, Chichester Lead Officer: Vicki McKay Timescale: Medium Term (3-6 months) Member Engagement: Cabinet, Cabinet Member, Economic Recovery Board Community/Partnership Engagement: Brookhouse Developments Financial Implications: Existing budget	Overall Due Date	31-Dec-2020	
Milestones		Due Date	Completed	Completed Date
Report to Economic Recovery Board		27-Oct-2020	No	
Phase 2B - Review of terms of current contract.		31-Oct-2020	No	
Phase 2B - Agreement of CDC objectives for the site.		30-Nov-2020	No	
Phase 2B - Negotiations with the developer to meet the agreed CDC aims.		31-Dec-2020	No	
Report to Cabinet - date(s) TBC			No	
Latest Update	Ongoing dialogue with Brookhouse regarding potential options for the site.			

	ER 19 Economic Recovery Plan - Chichester Enterprise Centre / Kevin Gillett			
Description	Description: Successful operation of the centre and increased/sustained occupancy levels Lead Officer: Kevin Gillett Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member, Economic Recovery Board Community/Partnership Engagement: Basepoint Financial Implications: Existing budget. Recurring cost from staffing budget for ongoing contract management.	Overall Due Date	28-Feb-2022	
Milestones		Due Date	Completed	Completed Date
Joint marketing approach		31-Aug-2020	Yes	21-Sep-2020
Promote relocations from St James		31-Aug-2020	Yes	26-Aug-2020

Report to Economic Recovery Board	27-Oct-2020	No	
Latest Update	Liaison meetings being held with Basepoint – occupancy figures strong and Basepoint marketing continuing along with promotion by Eco Dev officers to new businesses. 100% workshops let and 85% of the office space		

6. Visions

	ER 20 Economic Recovery Plan - Chichester Vision / Tania Murphy			
Description	<p>Description: Co-ordinate delivery of the Chichester Vision Action Plan, working with partners Lead Officer: Tania Murphy Timescale: Various timescales for delivery of projects within the action plan Member Engagement: Cabinet Member for Property, Growth and Regeneration Community/Partnership Engagement: Vision Partners include CDC, WSCC, CCC, BID, Visit Chichester, Chichester College, CCCI, Chichester Cathedral, University of Chichester, CFT etc. Financial Implications: Existing revenue budget. Plus additional Partner funding for projects</p>	Overall Due Date	31-Mar-2021	
Page 13	Milestones	Due Date	Completed	Completed Date
	High Street and Visions report to OSC	30-Jun-2020	Yes	30-Jun-2020
	High Street and Visions Report to Cabinet	07-Jul-2020	Yes	07-Jul-2020
	Establish the High Street recovery sub group	31-Jul-2020	Yes	31-Jul-2020
	Review CDC funding -	28-Feb 2021	No	
	Revise action plan based on feedback from partners post covid 19 to aid recovery of the City -	31-Mar - 2021	No	
Latest Update	<p>A report on the recovery of the District's high streets and a review of the Vision work was presented to Cabinet on 7 July 2020. Cabinet resolved that support to the Visions for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham continue in line with the proposals in the covering report. They further resolved that support for high street recovery and transformation in these locations be co-ordinated through the existing Vision Groups, Towns and Parish Councils.</p> <p>For Chichester, CDC will continue to lead delivery of the Vision with the Cabinet Member for Property, Growth and Regeneration Chairing the Vision Steering Group. The projects and action plan are to be revised based on the feedback received from partners. The High Street Recovery and Transformation Group, (to be a sub group of the Chichester Vision) is to be set up and led by the Cabinet Member for Property, Growth and Regeneration, with invited representatives from Chichester BID, national retail, independent retail, hospitality/leisure, Chichester City Council, WSCC, Chichester Chamber of Commerce and a Member from OSC.,</p>			

	ER 21 Economic Recovery Plan - Midhurst Vision / Tania Murphy			
Description	<p>Description: Work with partners to support the co-ordination of a vision for Midhurst and the implementation of the action plan.</p> <p>Lead Officer: Tania Murphy</p> <p>Timescale: Various timescales linked to actions</p> <p>Member Engagement: Cabinet Member for Property, Growth and Regeneration, Midhurst Members</p> <p>Community/Partnership Engagement: Vision Partners final CIC structure currently being developed.</p> <p>Financial Implications: One off budget provision as part of corporate plan priorities.</p>	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Report to Cabinet on Vision work		07-Jul-2020	Yes	07-Jul-2020
Assist with establishing a Community Interest Company in Midhurst to take on the responsibilities of the Vision actions		31-Aug-2020	Yes	01-Oct-2020
Rural town coordinator to Support the high street using the Vision group - ongoing		31-Mar-2021	No	
Review of the actions to aid recovery post Covid 19 -		31-Mar- 2021	No	
Latest Update	Midhurst Vision are in final stages of setting up a CIC to deliver the actions within the town and a draft strategy has been produced and considered for action.			

	ER 22 Economic Recovery Plan - Petworth Vision / Tania Murphy			
Description	<p>Description: To work with partners to support the delivery of projects in Petworth either identified through the vision for Petworth or through the work emerging from the town.</p> <p>Lead Officer: Tania Murphy</p> <p>Timescale: Petworth Vision have set various timescales for projects</p> <p>Member Engagement: Cabinet Member Property, Growth and Regeneration, Petworth Members, Cabinet Member for Housing, Communications, Licensing and Events (Board Member on Petworth Vision)</p> <p>Community/Partnership Engagement: Vision Partners</p> <p>Financial Implications: One off budget provision as part of corporate plan priorities.</p>	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date

Report to Cabinet on Vision work	07-Jul-2020	Yes	07-Jul-2020
Assistance with projects through the Board where required - ongoing	31-Mar-2021	No	
Provision of support to Petworth Town Council for projects which are beneficial to the town - ongoing	31-Mar-2021	No	
Rural town coordinator to Support the high street using the Vision group - ongoing	31-Mar-2021	No	
Latest Update	<p>A report on the recovery of the District's high streets and a review of the Vision work was received by Cabinet on 7 July 2020. They resolved that support to the Visions for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham continue in line with the proposals in the covering report. They further resolved that support for high street recovery and transformation in these locations be co-ordinated through the existing Vision Groups, Towns and Parish Councils.</p> <p>For Petworth, CDC will continue to be represented on the Petworth Vision Board (Cllr Alan Sutton) assist with projects through the Board subject to available resources and provide support to Petworth Town Council</p>		

	ER 23 Economic Recovery Plan - Selsey Vision / Tania Murphy			
Page 115 Description	<p>Description: Selsey Town Council has subsumed the majority of actions from the Vision within the Selsey Business Plan. Lead Officer: Tania Murphy Timescale: Selsey Town Council have set various timescales for projects Member Engagement: Cabinet Member Property, Growth and Regeneration, Selsey Members Community/Partnership Engagement: Vision Partners Financial Implications: One off budget provision as part of corporate plan priorities.</p>		Overall Due Date	31-Mar-2021
	Milestones		Due Date	Completed
	Report to Cabinet on Vision work	07-Jul-2020	Yes	07-Jul-2020
	Rural town coordinator to Support the high street using the Vision group - ongoing	31-Mar-2021	No	
	Completion of options appraisal for improvements to East Beach (see project Corp Plan 036) - due date TBC		No	
	Completion of support to fisheries project - due date TBC		No	
	Completion of Way Finding project - due date TBC		No	
Latest Update	<p>A report on the recovery of the District's high streets and a review of the Vision work was received by Cabinet on 7 July 2020. They resolved that support to the Visions for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham continue in line with the proposals in the covering report. They further resolved that support for high street recovery and transformation in these locations be co-ordinated through the existing Vision Groups, Towns and Parish Councils.</p>			

	For Selsey, CDC will provide support to Selsey Town Council where identified in the Selsey Business Plan and complete the projects as agreed by Cabinet for the Selsey Haven project - the consideration of options for improvements to East Beach; wayfinding and support to fisheries in Selsey.
--	--

	ER 24 Economic Recovery Plan - East Wittering and Bracklesham Vision / Tania Murphy			
Description	<p>Description: To work with partners to support the co-ordination of a vision for East Wittering and Bracklesham</p> <p>Lead Officer: Tania Murphy</p> <p>Timescale: BREW Vision hope to consult over the late summer 2020</p> <p>Member Engagement: Cabinet Member for Property Growth and Regeneration, The Witterings Members</p> <p>Community/Partnership Engagement:</p> <p>Financial Implications: One off budget provision as part of corporate plan priorities.</p>	Overall Due Date	31-Mar-2021	
	Milestones	Due Date	Completed	Completed Date
	Report to Cabinet on Vision work	07-Jul-2020	Yes	07-Jul-2020
	Continue to support the parish council through the delivery of the actions from the emerging action plan - ongoing	31-Mar-2021	No	
	Rural town coordinator to Support the high street using the Vision group - ongoing	31-Mar-2021	No	
	Consider options for improvements to the Village Centres and Landscaping project - due date TBC		No	
Latest Update	<p>A report on the recovery of the District's high streets and a review of the Vision work was received by Cabinet on 7 July 2020. They resolved that support to the Visions for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham continue in line with the proposals in the covering report. They further resolved that support for high street recovery and transformation in these locations be co-ordinated through the existing Vision Groups, Towns and Parish Councils.</p> <p>For East Wittering and Bracklesham, CDC will support the parish council through the production of the BREW Vision and the delivery of options to consider the improvement to the Village Centre public realm.</p>			

7. Licensing and Events

	ER 25 (SD LIC 01) Review of Licensing Act 2003 Statement of Principles / Laurence Foord			
Description	<p>Description: Review of Statement of Licensing Policy (SoLP) 2021 – 2026 (Licensing Act 2003). Current SoLP expires 6 January 2021</p> <p>Lead Officer: Laurence Foord</p> <p>Timescale: Adoption of new SoLP before 7 January 2021</p>	Overall Due Date	31-Mar-2021	

	<p>Member Engagement: Cabinet Member for Housing, Communications, Licensing and Events, General Licensing Committee, Full Council</p> <p>Community/Partnership Engagement: Statutory consultation with Responsible Authorities prescribed under Licensing Act 2003, holders of licences, relevant stakeholders and public.</p> <p>Financial Implications: Existing resources</p>		
	Milestones	Due Date	Completed
	Preliminary discussions with SLT and Cabinet Member about revised approach due to C19	31-Jul-2020	Yes
	Report to SLT on proposed approach to Statement of Licensing Policy review in light of COVID-19	31-Aug-2020	Yes
	Report to Cabinet on proposed approach to Statement of Licensing Policy review in light of COVID-19	03-Nov-2020	No
	Report to Council on proposed approach to Statement of Licensing Policy review in light of COVID-19	24-Nov-2020	No
	Adoption of new Statement of Licensing Policy with minor updates only	07-Jan-2021	No
	Further milestones TBC once National approach to comprehensive review of SoLP is known	31-Mar-2021	No
<p>Page 117</p> <p>Latest Update</p>	<p>The Council's current Statement of Licensing Policy under the Licensing Act 2003 is nearing the end of its statutory 5 year period with it expiring in early January 2021.</p> <p>There is currently a lot of uncertainty nationally around renewing such polices. The on-going Covid-19 Pandemic has changed everything within the hospitality sector and the future is uncertain for many licensed businesses (and those that aren't licensed) who are struggling to operate under the requirements for social distancing and infection control across the nation and locally.</p> <p>Following previous relaxation afforded by the LGA's document in April 2020 titled 'Approaches to managing licensing and related issues during the COVID-19 pandemic – Advice for Licensing Authorities' Westminster City Council supported by a number of other large Licensing Authorities have written a joint letter to the Home Office and key Government Ministers seeking a further extension for between 18 months to 2 years before a Licensing Authority has to determine its policy and publish it. The LGA document did originally suggest it may be pragmatic for Authorities to delay consultations on the renewal of the relevant policies a proposal supported by SLT given the current circumstances.</p> <p>In Covid-free times, in order to properly review our policy, we would ordinarily take the following steps making sure we present to Alcohol and Entertainment Licensing Committee and Cabinet at their already set meeting dates -</p> <ol style="list-style-type: none"> 1. Draft revised statement produced by officers; 2. Draft revised statement presented to and considered by Alcohol and Entertainment Licensing Committee; 3. Draft revised statement presented to and considered by Cabinet (this includes any amendments requested by Alcohol and Entertainment Licensing Committee); 4. Consultation on revised statement commences (Government guidance historically suggested minimum of 12 weeks); 		

5. Consultation period closes;
 6. Amended revised statement presented to and considered by Alcohol and Entertainment Licensing Committee;
 7. Amended revised statement presented to and considered by Cabinet (this again includes any amendments requested by Alcohol and Entertainment Licensing Committee);
 8. Final proposed statement for 2021-2026 presented to and approved by Council; and
 9. Statement published prior to taking effect.

In view of the desire nationally not to consult with the hospitality sector at such a difficult time the process considered most appropriate for us to follow would be to 1) inform Cabinet of our intention at its meeting of 3 November 2020 and 2) obtain approval from Council at its meeting of 24 November 2020 to ensure we have a renewed Statement of Licensing Policy in particular in readiness for 7 January 2021 the day after the current Policy expires. Approval will also be sought for a simple renewal of our Policy for Sexual Entertainment Venues at the same time.

Both Policies would benefit from some very minor updates which would not materially affect content or decision making process such as updates to local statistics and/or references to other CDC strategies/policies such as our emerging Events Strategy/Policy.

Once there is a more consistent economic and public health landscape officers recommend a more comprehensive review based against the national backdrop at that time is undertaken.

It is felt taking the above approach would both relieve pressure of CDC as the local Licensing Authority and allow operators of local licensed premises to continue to trade and begin the longer period of recovery by having a better understanding of what the impact will have been on the longer-term operation of licensed businesses and our night time economies.

	ER 26 Economic Recovery Plan: Events Strategy and Supporting Events Policy and Action Plan / Laurence Foord			
Description	<p>Description: Delivery of Events Strategy and supporting Events Policy and Action Plan. Lead Officer: Laurence Foord Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member for Housing, Communications, Licensing and Events, OSC, Cabinet Community/Partnership Engagement: Public consultation already undertaken surrounding Events Strategy. Internal engagement with CDC services areas Culture & Sport, Environmental Protection Team, Licensing, Communications Team etc. Financial Implications: Delivered with existing resource from Communications, Licensing & Events plus resource from CDC Culture & Sport</p>	Overall Due Date	31-Oct-2020	
Milestones		Due Date	Completed	Completed Date
Report to OSC - draft Events Policy		15-Sep-2020	Yes	29-Sep-2020
Report to Cabinet - draft Events Policy		06-Oct-2020	Yes	12-Oct-2020
Delivery of events to aid recovery post Covid19		31-Oct-2020	Yes	26-Aug-2020
Development of events policy for CDC land		31-Oct-2020	Yes	21-Aug-2020
Implementation of Events action plan		31-Oct-2020	No	

Latest Update	<p>Work continues with Communications, Licensing & Events plus Leisure & Sport to develop the Event Policy and support the recovery of events taking place across the district going forward during/post the current Covid-19 pandemic. Officers attend and contribute to regional and national seminars on event recovery linked to Covid-19 such as the Sussex Local Authority Resilience Partnership and national Local Authority Event Officers Group (LAEOG) to both keep abreast of current national trends/actions and horizon scanning. This work will be ongoing.</p> <p>A draft Events Policy has been developed and will be considered by SLT in August before being presented to OSC in September and Cabinet in October.</p> <p>The events policy has been developed in collaboration between Communications, Licensing & Events and Leisure & Sports Development to support the vision of the Events Strategy and to provide a clear framework for the programming and operation of events taking place on CDC owned and managed land. The policy applies primarily to parks and open spaces but also includes car parks and other areas of land owned by the council. The policy will be a live document to enable it to respond to changes in legislation and codes of practices as they develop and emerge.</p>
----------------------	--

8. Tourism and Culture

	ER 27 Rebranding of Visit Chichester / VC & Sarah Peyman			
Description	<p>Description: Rebranding of Visit Chichester to 'The Great Sussex Way' to lead, drive and facilitate high quality, sustainable and coordinated growth in Chichester District's visitor economy by providing strategic direction, coordinated marketing activity and business intelligence. Relaunch the DMO, making it more relevant to the whole of the district, working with partners on the recovery of the tourism sector following Covid-19</p> <p>Lead Officer: Visit Chichester, supported by Sarah Peyman</p> <p>Timescale: Immediate (0-3 months)</p> <p>Member Engagement: All Members</p> <p>Community/Partnership Engagement: Tourism and Cultural Partners</p> <p>Financial Implications: Existing £50k annual funding agreement + request for additional funding (see Corp Plan 020 for more details)</p>	Overall Due Date	31-Mar-2021	
	Milestones	Due Date	Completed	Completed Date
	Complete rebranding of Visit Chichester to The Great Sussex Way, including new logo	31-Jul-2020	Yes	20-Jul-2020
	Launch event to be hosted when lockdown restrictions allow - due date TBC		No	
Latest Update	<p>A full brand strategy has been created and the logo development has been completed. Brand assets which include 20 illustrations of key attractions and interests around the district are in the final stages of development. A brand advisory group meeting attended by attractions and groups from across the district saw the brand extremely well received by all. Brand launch ideas are being discussed and will be confirmed shortly.</p>			

	ER 30 Economic Recovery Plan: Development of a Cultural Strategy / Sarah Peyman			
Description	Description: Development of Cultural Strategy Lead Officer: Sarah Peyman Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member for Communities and Culture Community/Partnership Engagement: PHG, CFT Cultural sector Financial Implications: Partnership funding to commission a joint EIA and social impact study. CDC funding required £20k (approved Cabinet/Council July 2020)	Overall Due Date	31-Mar-2021	
	Milestones	Due Date	Completed	Completed Date
	Complete social impact study	31-Dec-2020	No	
	Completion of economic impact assessment for the city centre in partnership with CFT, PHG and The Novium.	31-Dec-2020	No	
	Development of cultural strategy and cultural partnership for the district to aid recovery post covid19	31-Dec-2020	No	
	Work in partnership to deliver a year of culture in 2022	31-Mar-2021	No	
Latest Update	Following discussions at Council, discussions are taking place with Chichester Festival Theatre and Pallant House Gallery to identify appropriate timescales for completing the Economic and Social Impact Studies. Further work is also taking place regarding consideration of including of other cultural organisations in the study. Initial meetings regarding the formation of a cultural partnership and the development of a cultural strategy have been held with CFT and PHG and Visit Chichester. Discussions are also ongoing regarding the development of a celebration of culture for 2022 to recognise a number of significant anniversaries that year.			

	ER 31 Economic Recovery Plan: Support for Chichester Festival Theatre / Sarah Peyman			
Description	Description: Continue to support Chichester Festival Theatre (CFT) with the annual Cultural Funding Agreement Lead Officer: Sarah Peyman Timescale: Long Term (12 months +) Member Engagement: Cabinet Member for Communities and Culture, OSC, Cabinet, Council Community/Partnership Engagement: CFT Financial Implications: £187,500 annual agreed until March 2022	Overall Due Date	31-Mar-2022	

Milestones	Due Date	Completed	Completed Date
Support CFT with alternative events during recovery phase post covid 19	31-Dec-2020	No	
Work with CFT on year of Culture event for 2022	31-Dec-2021	No	
Review support required by CFT post March 2022	31-Jan-2022	No	
Report to Cabinet - date(s) TBC		No	
Report to Council - date(s) TBC		No	
Report to OSC - date(s) TBC		No	

Latest Update

Whilst the indoor performance spaces have remained closed we have been working with Chichester Festival Theatre on their Movies and Music Weekend. From 28-30 August in partnership with Chichester Cinema at New Park they are staging a drive-in cinema in Northgate Car Park. Prior to each film at the drive-in they are going to have some on-screen content for audiences as they arrive. They are giving the opportunity to partners, other cultural partners and charity partners to include a message or video content free of charge. Content for both The Novium Museum and a wider Council message will be shown during this time. The drive-in cinema is followed by 2 live open-air events in Oaklands Park on Monday 31 August. Family Fun in the Park sees Hugh Bonneville read The Tiger Who Came to Tea and Mog the Forgetful Cat, with actors using puppetry to bring the stories to life, followed by a Family 'Dane-Along'. The evening Concert in the Park has Omid Djalili introduce songs performed by West End Stars from musicals including South Pacific, West Side Story, Wicked, The Sound of Music and My Fair Lady.

Page 121

 **ER 32 Economic Recovery Plan: Support for Pallant House Gallery / Sarah Peyman**

Description	<p>Description: Continue to support Pallant House Gallery (PHG) with the annual Cultural Funding Agreement Lead Officer: Sarah Peyman Timescale: Long Term (12 months +) Member Engagement: Cabinet Member for Communities and Culture, OSC, Cabinet, Council Community/Partnership Engagement: PHG Financial Implications: £130,000 annual agreed until March 2022</p>	Overall Due Date	31-Mar-2022
--------------------	--	-------------------------	-------------

Milestones	Due Date	Completed	Completed Date
Work with PHG on year of Culture event for 2022	31-Dec-2021	No	
Review support required by PHG post March 2022	31-Jan-2022	No	
Report to Cabinet - date(s) TBC		No	
Report to Council - date(s) TBC		No	
Report to OSC - date(s) TBC		No	

Latest Update	<p>Pallant House Gallery re-opened its doors to the public on 5 August, having been closed since 17 March. During the closure much of the collection was put into secure storage, and regular checks of the building were made by Duty Managers.</p> <p>Entry to the Gallery is now by pre-booked tickets online, with 273 slots per day (221 on Sundays). Opening hours have been reduced to 10-4pm and 11-4pm on Sundays. Attendance in the first week was at 45% capacity, 61% week 2 and around 80% week 3. There are also dedicated slots for members of the community programme on Mondays when the Gallery is closed to the public.</p> <p>The new ticketing system is a substantial step forward for the digitisation of the Gallery's offer, enabling pre-sale tickets for the first time. In addition, the Gallery has introduced a new 20% discount for Blue Light Card holders - NHS keyworkers and members of the UK armed forces as a way of saying 'thank you'. All Friends were given three months free membership, and this has enabled us to maintain levels of membership and build loyalty and support, through regular ebulletins and a special issue of the magazine this summer.</p>
----------------------	---

	ER 33 The Novium Museum Recovery / Sarah Peyman			
Description	<p>Description: Review options for the future delivery of the Novium museum and Tourist Information Service and development of options for the service.</p> <p>Lead Officer: Sarah Peyman</p> <p>Timescale: Medium Term (3-6 months)</p> <p>Member Engagement: Cabinet Member, Novium T&F Group, OSC, Cabinet, Council</p> <p>Community/Partnership Engagement: Tourism and Cultural Partners</p> <p>Financial Implications: Existing £30k budget</p>	Overall Due Date	31-Dec-2020	
Page 11/22	Milestones	Due Date	Completed	Completed Date
	Development of options for the service.	31-Dec-2020	No	
	Review options for the future delivery of the Novium museum and Tourist Information Service	31-Dec-2020	No	
	Report to Cabinet - date(s) TBC		No	
	Report to Council - date(s) TBC		No	
	Report to Novium T&F Group - date(s) TBC		No	
Latest Update	<p>The Novium Museum closed to the public on 17 March and responded quickly to develop digital content in order to continue to share the collection online. The virtual museum consists of Virtual Tours, Virtual Exhibitions, Virtual Learning Activities and Curator Favourites. The museum website received over 30,000 views during the closure period.</p> <p>The museum reopened its doors to the public on 28 July with a number of covid-19 safety measures in place including one way systems, online booking and new cleaning procedures. They also achieved the 'We're Good to Go' official UK mark to signal that they have worked hard to follow Government and industry COVID-19 guidelines and have processes in place to maintain cleanliness and aid social distancing. The museum also produced an informative and playful reopening video to help visitors prepare for their visit in a time of Covid-19 which was recognised by the Museums Association as one of their favourite reopening videos.</p> <p>The museum has had many successes during lockdown including being shortlisted for the National Kids in Museums 'Family Friendly Museum Award From Home' for Virtual Roman Week 2020. The winners will be announced in October. The team have also managed to secure a number of grants during this period. £21,646 has been awarded from the Art Fund, Respond and Reimagine Grant to develop a</p>			

	<p>digital learning programme, creating a series of 3 virtual field trips and non-contact digital interpretation for the Roman Gallery in response to Covid-19 challenges. The Ready to Reopen Grant of £1,913 also helped to make the museum Covid-19 secure prior to reopening, including sneeze screens, Covid-19 graphics and additional hand sanitising stations. A further £2,000 was also secured from South East Museum Development Programme, Collections at Risk grant to upgrade the hardware and software of the museum's environmental monitoring system, allowing both temperature and humidity to be monitored remotely, reducing the risk to collections during closure periods.</p> <p>A number of short term 'Quick Win' options from the feasibility report will be taken back to the Task and Finish Group on 28 September for consideration. The Business Plan will also be reviewed and reported back to Cabinet at the end of the year.</p>
--	--

9. Sport and Leisure

	ER 34 Economic Recovery Plan: Support for Leisure Contract / Sarah Peyman			
Description Page 123	<p>Description: Support for Leisure Contract during reopening and recovery Lead Officer: Sarah Peyman Timescale: Long Term (6-12 months) Member Engagement: Cabinet Member for Communities and Culture, Leisure Task and Finish Group, OSC, Cabinet, Council Community/Partnership Engagement: Financial Implications: Currently being reviewed</p>	Overall Due Date	31-Mar-2021	
	Milestones	Due Date	Completed	Completed Date
	Appointment of consultants to support negotiations with leisure contractor	30-Jun-2020	Yes	10-Jun-2020
	Agree opening strategy	31-Jul-2020	Yes	22-Jul-2020
	Discuss and review the contract terms for the remaining period of the contract including options for the plus 5 years	31-Mar-2021	No	
	Financial support for the leisure contractor until the end of the financial year.	31-Mar-2021	Yes	06-Jul-2020
	Report to Cabinet - date(s) TBC		No	
	Report to Council - date(s) TBC		No	
	Report to Leisure Task and Finish Group - date(s) TBC		No	
	Report to OSC - date(s) TBC		No	
Latest Update	<p>We worked closely with Everyone Active to review the reopening requirements for the council's leisure centres. Consultants Max Associates were appointed to assist with the review of costs and funding support requested by Everyone Active in order to reopen. Funding until the end of this financial year based on budget forecasts was agreed through an Urgent Decision Notice and then reported to Council. Actual income and expenditure will be reviewed after 3 months and adjustments will be made to reduce Council funding</p>			

	<p>where applicable. The Council's 3 leisure centres welcomed back customers for the first time in four months on 25 July. The gyms and group exercise classes returned with a fantastic number of people enjoying the COVID safe environment. On the 2nd August the pool at Westgate Leisure centre re-opened for lane swimming and swimming lessons. The response from the users of the centres has been very positive. New procedures have been introduced at the centres, including one way systems, online booking of all activities, all cashless transactions and new cleaning procedures.</p>
--	---

Economic Recovery Report - Project Detail - Completed Projects

Generated on: 13 October 2020

1. Inward Investment

	ER 01 Economic Recovery Plan - Inward Investment Strategy Action Plan / Melanie Burgoyne			
Description	Description: Inward Investment Strategy Action Plan Lead Officer: Melanie Burgoyne Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Businesses, LEP, CWS, RWSx Financial Implications: Existing staffing budget. Recurring cost as action plan needed each year.	Overall Due Date	31-Jul-2020	
Milestones		Due Date	Completed	Completed Date
Draft action plan for 2020/21 taking into account revised economic position and recovery plan.		31-Jul-2020	Yes	31-Jul-2020
Latest Update	19-Aug-2020 Action Plans prepared for Inward Investment and Economic Development Strategies for 2020/21			

2. Support for the High Street and Retail

	ER 04 High Street Recovery Action Group / Tania Murphy			
Description	Description: High Street Recovery Action Group Lead Officer: Tania Murphy Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Town/Parish Councils, Business Associations, WSCC, BID, Chamber, LEP, Members, Vision steering groups/Town Vision groups Financial Implications: Existing budget. Recurring cost to deliver actions (not all CDC costs). Redeployment of resources to support.	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Establish working group as a sub group of the Vision, with Cabinet Member to lead and OSC to nominate a Member		31-Jul-2020	Yes	31-Jul-2020
Extend group membership to include businesses, partners and Members		31-Jul-2020	Yes	31-Jul-2020

Identify actions needed for medium/longer term recovery and transformation of the High Street	31-Jul-2020	Yes	01-Oct-2020
Review current group members	31-Jul-2020	Yes	31-Jul-2020
Latest Update	01-Oct-2020 High Street Recovery and Transformation Group has met and discussed actions and agreed areas of focus. Next meeting to be held 13th October. Member Action Team to consider areas of focus has met several times and actions have been included within the action plan for consideration at meeting on 13th October. A number of Chichester Vision projects also feed into this area of work and are being monitored by the Vision Steering Group.		

5. CDC Commercial Portfolio

	ER 18 Ravenna Point Vacant Units / Kevin Gillett		
Description Page 126	Description: Letting of remaining vacant units at Ravenna Point, Terminus Road, Chichester Lead Officer: Kevin Gillett Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: Existing budget. Recurring cost from staffing budget for ongoing management.	Overall Due Date	30-Sep-2020
Milestones		Due Date	Completed
Review of marketing approach.		30-Sep-2020	Yes
Review of valuation and rental offer.		30-Sep-2020	Yes
Latest Update	30-Sep-2020 Joint marketing with agents now ended. All units currently under offer.		

8. Tourism and Culture

	ER 29 Economic Recovery Plan: Additional Support for Visit Chichester / Sarah Peyman		
Description	Description: Additional support for Visit Chichester to develop strong organisational structure and campaign based activities to regrow the tourism economy in the district Lead Officer: Sarah Peyman Timescale: Medium Term (3-6 months) Member Engagement: OSC and Cabinet Members Community/Partnership Engagement: Financial Implications: Request for additional funding (approved at Cabinet/Council July	Overall Due Date	30-Sep-2020

	2020): 20/21 additional £100k, 21/22 additional £100k, 22/23 additional £100k (end of current five years), 23/24 – £130k, 24/25 - £130k		
	Milestones	Due Date	Completed
	1. To establish resources required to deliver the new Business Plan and to develop and promote The Great Sussex Way™ visitor experience and destination - due date TBC		Yes 05-Oct-2020
	2. To support partners at both local and national level and seek to generate economic growth in line with or better than the national average - due date TBC		Yes 05-Oct-2020
	3. To be financially sustainable with public and private funding - due date TBC		Yes 05-Oct-2020
Latest Update	21-Aug-2020 A report was received by Cabinet in July 2020 detailing policy options CDC could adopt to support the recovery of Chichester District from COVID-19. In order to secure support for the Tourism industry in the District, Cabinet resolved to recommend to Council that the current level of support to Visit Chichester be increased by £100k per year in years 2020/21, 2021/22 & 2022/23 and new support be provided of £130k per year in 2023/24 & 2024/25. Full Council agreed this on 21 July 2020. Delegated powers were also given to the Director for Growth and Place to approve a new Service Level Agreement with Visit Chichester, following consultation with the Cabinet Member for Communities and Culture and the Cabinet Member for Growth, Place and Regeneration.		

This page is intentionally left blank

Appendix 3 Planning, Health and Environmental Protection Recovery Report - Project Index



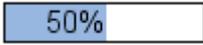
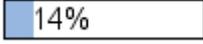
Generated on: 08 October 2020

1. Supporting the Housing and Construction Industry

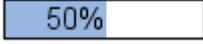
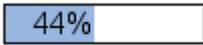
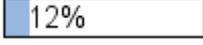
Status	Project Code	Project Title	Due Date	Managed By	Progress
	PHEPR 01	Interim Guidance Statement on Housing Delivery / Toby Ayling	30-Nov-2020 (Was Sept 2020)	Planning Policy Division - Toby Ayling	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%
	PHEPR 02	Delivery of Known Development Sites/ Toby Ayling & Tony Whitty	31-Dec-2020	Planning Policy Division - Toby Ayling	<div style="width: 33%;"><div style="width: 33%;"></div></div> 33%
	PHEPR 03	Actions to Support Development Viability / Toby Ayling & Tony Whitty	31-Dec-2020	Development Management Division - Tony Whitty	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
	PHEPR 04	Engagement with Developers/Registered Providers / Toby Ayling & Tony Whitty	31-Dec-2020	Development Management Division - Tony Whitty	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%
	PHEPR 05	Review Draft Planning Policies in Local Plan Review / Toby Ayling	31-Dec-2020	Planning Policy Division - Toby Ayling	<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%
	PHEPR 06	Responsive Planning Process and Implementation of Permissions / Tony Whitty	28-Feb-2021 (Was Dec 2020)	Development Management Division - Tony Whitty	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%
	PHEPR 07	Consider Local Development Orders / Tony Whitty	28-Feb-2021 (Was Dec 2020)	Development Management Division - Tony Whitty	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
	PHEPR 08	Review Development Management Team Structures / Tony Whitty	31-Jan-2021 (Was Dec 2020)	Development Management Division - Tony Whitty	<div style="width: 33%;"><div style="width: 33%;"></div></div> 33%
	PHEPR 09	Review Scheme of Delegation and Red Card Procedure / Tony Whitty	31-Mar-2021	Development Management Division - Tony Whitty	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%

2. Health Protection Moving Forward

Status	Project Code	Project Title	Due Date	Managed By	Progress
	PHEPR 10	Support for the National Test and Trace System / Alison Stevens	31-Mar-2021	Health and Environment Division - Alison Stevens	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%
	PHEPR 11	Business Support as part of High Street Recovery Group / Alison Stevens	31-Mar-2021	Health and Environment Division - Alison Stevens	<div style="width: 66%;"><div style="width: 66%;"></div></div> 66%

Status	Project Code	Project Title	Due Date	Managed By	Progress
	PHEPR 12	Recommence Food Hygiene Programme / Alison Stevens	31-Mar-2021 (Was July 2020)	Health and Environment Division - Alison Stevens	
	PHEPR 13	Implement Recommendations from Environmental Health Service Review / Alison Stevens	31-Mar-2021 (Was Dec 2020)	Health and Environment Division - Alison Stevens	

3. Building Healthy Communities and Protecting the Environment in Recovery

Status	Project Code	Project Title	Due Date	Managed By	Progress
	PHEPR 14	Complete Road Space Reallocation Work / Alison Stevens	31-Aug-2020	Health and Environment Division - Alison Stevens	
	PHEPR 15	Review Draft Planning Policies in Local Plan Review / Toby Ayling	30-Apr-2022	Planning Policy Division - Toby Ayling	
	PHEPR 16 (SD EP 19)	Climate Change Action Plan / Alison Stevens	31-Mar-2021 (Was Jan 2021)	Health and Environment Division - Alison Stevens	
	PHEPR 17 (SD EP 12)	Produce Air Quality Action Plan for 2020-2025 / Simon Ballard	31-Jul-2021 (Was March 2021)	Health and Environment Division - Alison Stevens	
	PHEPR 18 (SD EP 13)	Local Cycling and Walking Strategy / Simon Ballard	31-Mar-2021	Health and Environment Division - Alison Stevens	

Planning, Health, and Environmental Protection Recovery Report - Project Detail

Generated on: 08 October 2020

1. Supporting the Housing and Construction Industry

	PHEPR 01 Interim Guidance Statement on Housing Delivery / Toby Ayling			
Description Page 131	<p>Description: Adopt Interim Guidance Statement on Housing Delivery Lead Officer: Toby Ayling Timescale: Short Term (0-3 months) Member Engagement: Cabinet member, DPIP, Planning Committee Community/Partnership Engagement: External consultation Financial Implications: None</p> <p>This project is included in the 'Supporting the Housing and Construction Industry' and 'Building Healthy Communities and Protecting the Environment in Recovery' objectives.</p>		Overall Due Date	30-Nov-2020 (Was Sept 2020)
	Milestones	Due Date	Completed	Completed Date
	Report to Planning Committee to approve and agree consultation	03-Jun-2020	Yes	03-Jun-2020
	4 week consultation period ends	31-Jul-2020	Yes	03-Sep-2020
	Inclusion of guidance to emphasise LP policies that support healthy communities	04-Nov-2020	No	
	Report to Planning Committee to agree final version	04-Nov-2020	No	
	Report to DPIP to note only	12-Nov-2020	No	
Latest Update	<p>05-Oct-2020 No change since previous update.</p> <p>Consultation closed 31 July 2020. Responses currently being processed. Responses included a number of complex issues which will require further consideration. As the draft IPS is now in place, it is considered appropriate for the follow up report including proposals for a final version to go to Planning Committee on 4 November 2020.</p>			

	PHEPR 02 Delivery of Known Development Sites/ Toby Ayling & Tony Whitty			
Description	Description: Prioritise progress on the delivery of known development sites and inviting developers to intensify and speed up development. Lead Officer: Toby Ayling & Tony Whitty Timescale: Medium Term (3 - 6 months) Member Engagement: Cabinet, Council, Planning Committee Community/Partnership Engagement: Tangmere PC, planning process Financial Implications: None	Overall Due Date	31-Dec-2020	
Milestones		Due Date	Completed	Completed Date
Make CPO at Tangmere		31-Oct-2020	No	
Submission of Planning Application for Tangmere SDL		31-Oct-2020	No	
Agree planning strategy and programme for Southern Gateway		31-Dec-2020	No	
Assess scope for more intensive development at suitable sites in HELAA		31-Dec-2020	Yes	01-Oct-2020
Council Resolution to make CPO at Tangmere		31-Dec-2020	Yes	22-Sep-2020
Report to Planning Committee - date(s) TBC			No	
Latest Update	07-Oct-2020 HELAA published showing capacity for an additional 464 dwellings across the Local plan area on a range of potential development sites. A draft Planning Strategy has been submitted by the proposed developers and officers have provided feedback on the contents of this document. A programme is currently being compiled for submission by the developer.			

	PHEPR 03 Actions to Support Development Viability / Toby Ayling & Tony Whitty			
Description	Description: Actions to support development viability Lead Officer: Toby Ayling & Tony Whitty Timescale: Medium Term (3 - 6 months) Dependent on publication of revised Regs. (envisaged Sept 2020). Member Engagement: Cabinet Community/Partnership Engagement: Financial Implications: None	Overall Due Date	31-Dec-2020	
Milestones		Due Date	Completed	Completed Date
Update CIL processes and website to implement increased flexibility for SME developers		31-Jul-2020	Yes	31-Jul-2020

Implement changes to CIL Regs to support small & medium sized developers	30-Sep-2020	Yes	03-Sep-2020
Instruct officers to engage with developers to reprofile Section 106 payments, where justified by viability	31-Dec-2020	Yes	15-Sep-2020
Latest Update	05-Oct-2020 Action largely completed. Further requests from developers will be considered as and when required		

	PHEPR 04 Engagement with Developers/Registered Providers / Toby Ayling & Tony Whitty			
Description	Description: Programme of engagement with Developers/Registered Providers Lead Officer: Toby Ayling & Tony Whitty Timescale: Medium Term (3 - 6 months) Member Engagement: Cabinet/Council, DPIP Community/Partnership Engagement: Financial Implications: None	Overall Due Date	31-Dec-2020	
Milestones		Due Date	Completed	Completed Date
Initial contact with to establish anticipated delivery rates on allocated sites and sites with planning permission		15-Jul-2020	Yes	30-Jun-2020
Consider outcomes of further contact with developers and assess if any additional actions are warranted - ongoing		31-Dec-2020	Yes	15-Sep-2020
Instruct officers to engage and provide appropriate advice to requests from developers to increase development density of already permitted sites.		31-Dec-2020	Yes	15-Sep-2020
Latest Update	05-Oct-2020 Ongoing contact with developers to be undertaken to identify any additional actions.			

	PHEPR 05 Review Draft Planning Policies in Local Plan Review / Toby Ayling			
Description	Description: Review draft planning policies in Local Plan review Lead Officer: Toby Ayling Timescale: Medium Term (3.6 months) Member Engagement: Cabinet/Council, DPIP Community/Partnership Engagement: Local Plan consultation Financial Implications: None	Overall Due Date	31-Dec-2020	
Milestones		Due Date	Completed	Completed Date

Commission update to Retail Study (see also ER 07)	31-Aug-2020	Yes	21-Aug-2020
Finalise Housing and Economic Development Needs Assessment (HEDNA) and report to DPIIP	15-Oct-2020	No	
Finalise update to Retail Study and report to DPIIP (see also ER 07)	17-Dec-2020	No	
Inclusion of guidance to emphasise LP policies that support healthy communities	31-Dec-2020	No	
Review emerging policies (including retail and horticulture) in light of evidence	31-Dec-2020	No	
Latest Update	<p>05-Oct-2020 First draft consultants' report received 22 September. Consultants advised 28 Sept that new data will be released by Experian in the next few weeks to cover expenditure, home shopping projections etc, which take into account their view of the impacts of Covid. It is considered worth waiting for a few weeks to enable the study to take account of this data (which was previously expected to only be available at the end of this calendar year).</p> <p>HEDNA report still being finalised by consultants.</p>		

Page



PHEPR 06 Responsive Planning Process and Implementation of Permissions / Tony Whitty

134	Description	<p>Description: Making planning processes more responsive and efficient and encourage implementation of permissions Lead Officer: Tony Whitty Timescale: Medium Term (3 - 6 months) Member Engagement: Planning Committee, Cabinet Community/Partnership Engagement: Developers, Parish Councils Financial Implications: None</p>	Overall Due Date	28-Feb-2021 (Was Dec 2020)
	Milestones	Due Date	Completed	Completed Date
	Officer review of Local Validation List (see also SD DM 02)	31-Aug-2020	Yes	01-Aug-2020
	Officer review of Pre Planning Application Advice Scheme	01-Sep-2020	Yes	07-Aug-2020
	Seek endorsement of Local Validation List by Planning Committee	09-Sep-2020	Yes	09-Sep-2020
	Implement new Local Validation List	31-Oct-2020	No	
	Report Pre-Planning Application Advice Scheme to Cabinet	03-Nov-2020	No	
	Investigate use of fast track planning services and form proposals (if feasible)	01-Dec-2020	No	

Implement new Pre-Planning Application Advice Scheme	31-Dec-2020	No	
Use of shorter permission implementation periods	31-Dec-2020	Yes	06-Oct-2020
Report to Cabinet on potential for use of fast track planning services	02-Feb-2021	No	
Introduce Fast Track Planning Services (see also SD DM 05)	28-Feb-2021	No	
Latest Update	<p>06-Oct-2020 Local Validation List – Endorsement from Planning Committee on 9 September – Incorporating for publication and use to start on 31 October 2020</p> <p>Fast Track Planning Services – Scope to be reviewed following governments announcements around Planning reform</p> <p>Review Pre-Planning Advice Scheme – Officers completed review & proposals formed. Proposals to be reported to Recovery Group then to Cabinet before adoption of new scheme.</p> <p>Use of shorter permission implementation periods – Already implemented where appropriate and forms part of Interim Guidance Statement on Housing Delivery</p>		

Page



135	PHEPR 07 Consider Local Development Orders / Tony Whitty			
Description	<p>Description: Consider use of Local Development Orders (granting automatic planning permission for specified uses / development)</p> <p>Lead Officer: Tony Whitty</p> <p>Timescale: Medium Term (3 - 6 months)</p> <p>Member Engagement: Planning Committee, Cabinet</p> <p>Community/Partnership Engagement: Developers, Parish Councils</p> <p>Financial Implications: None</p>	Overall Due Date	28-Feb-2021 (Was Dec 2020)	
	Milestones	Due Date	Completed	Completed Date
	Assess scope for LDOs	31-Oct-2020	No	
	Report to Recovery Group	30-Nov-2020	No	
	Report to Planning Committee	06-Jan-2021	No	
	Report to Cabinet	02-Feb-2021	No	
	Instigate legal process for creation of any identified LDOs	16-Feb-2021	No	

Latest Update	06-Oct-2020 Officer group to be convened in October 2020 to scope out options
----------------------	---

	PHEPR 08 Review Development Management Team Structures / Tony Whitty
---	---

Description	Description: Review Development Management team structures Lead Officer: Tony Whitty Timescale: Medium Term (3 - 6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: None	Overall Due Date	31-Jan-2021 (Was Dec 2020)
--------------------	--	-------------------------	-------------------------------

Milestones	Due Date	Completed	Completed Date
Officer review of team structures as part of efficiency review	30-Sep-2020	Yes	21-Sep-2020
Review of team structures to ensure focused on recovery	31-Dec-2020	No	
Report to Recovery Group	31-Jan-2021	No	

Latest Update	06-Oct-2020 Team structures currently being reviewed as part of efficiency work – to report additional measures to ensure focus on recovery in due course
----------------------	---

	PHEPR 09 Review Scheme of Delegation and Red Card Procedure / Tony Whitty
---	--

Description	Description: Review Scheme of Delegation and Red Card Procedure Lead Officer: Tony Whitty Timescale: Long Term (6 - 12 months) Member Engagement: Cabinet Member, Cabinet/Council Community/Partnership Engagement: Financial Implications: None	Overall Due Date	31-Mar-2021
--------------------	---	-------------------------	-------------

Milestones	Due Date	Completed	Completed Date
Options for consideration by Recovery Group	30-Nov-2020	No	
Review procedure and assess options for amendment	31-Dec-2020	No	
Report to Recovery Group	31-Jan-2021	No	
Report to Cabinet	02-Mar-2021	No	

Report to Council	02-Mar-2021	No	
Latest Update	06-Oct-2020 Officers to form options for amendment and present to Recovery Group		

2. Health Protection Moving Forward

	PHEPR 10 Support for the National Test and Trace System / Alison Stevens			
Description	Description: Support WSCC in its role in the national Test and Trace system Lead Officer: Alison Stevens Timescale: Long Term (6 - 12 months). From June 2020 Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: None	Overall Due Date	31-Mar-2021	
	Milestones	Due Date	Completed	Completed Date
	Develop a Covid 19 Prevention Plan	10-Sep-2020	Yes	30-Sep-2020
	Secure funding from WSCC emergency fund for Covid 19 EHO	10-Sep-2020	Yes	20-Sep-2020
	Recruit Covid 19 EHO	15-Oct-2020	No	
	Finalise MOU with partner agencies for enforcement of Covid 19 legislation	30-Oct-2020	No	
	Support the Covid 19 Health Protection Board and Operational Group, including outbreak investigation	31-Mar-2021	No	
Latest Update	05-Oct-2020 A Covid 19 Prevention Plan has being produced, defining preventative measures and outbreak management strategies for high risk workplaces, communities and locations. Currently, significant work is on-going with event organisers in partnership with WSCC Public Health teams and CDC Licensing teams to ensure events are run in accordance with Covid 19 safety rules. CDC continues to work with other D&Bs and WSCC on the enforcement of the various Covid 19 regulations and is producing MOUs to ensure effective enforcement action when needed. With the additional funding from the WSCC Covid 19 Emergency Fund, CDC is attempting to recruit additional staff resource to support local businesses and communities in working safely with Covid 19 and to assist regional PH teams in the event of an outbreak.			

	PHEPR 11 Business Support as part of High Street Recovery Group / Alison Stevens		
Description	Description: Business support and advice for social distancing as part of CDC officers	Overall Due Date	31-Mar-2021

	High Street Recovery Group Lead Officer: Alison Stevens Timescale: Long Term (6 - 12 months). From June 2020 Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: None		
	Milestones	Due Date	Completed
	Recruit 2 Covid Information Officer	30-Sep-2020	Yes
	Attend CDC Officers High Street Recovery Group Meetings and advise as required - ongoing (see also ER 04)	31-Mar-2021	Yes
	Continue to provide support to businesses - ongoing	31-Mar-2021	No
Latest Update	05-Oct-2020 Completed. 2 Covid 19 Information Recovery Officers have been engaged to provide guidance and support to local businesses, enabling them to be more adaptable through Covid 19.		
	PHEPR 12 Recommence Food Hygiene Programme / Alison Stevens		
Description	Description: Recommence food hygiene programme when requested by Food Standards Agency and inspection of high risk new businesses. Lead Officer: Alison Stevens Timescale: Immediate (0 - 3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: None	Overall Due Date	31-Mar-2021 (Was July 2020)
	Milestones	Due Date	Completed
	Introduce fast track food hygiene advice revisit service (chargeable)	31-Jul-2020	Yes
	Prepare for restart of food hygiene programme	31-Jul-2020	Yes
	Ensure inspections from the last year programme are completed	31-Dec-2020	No
	Ensure food inspections of high risk premises are undertaken in accordance with the programme - ongoing	31-Mar-2021	No
Latest Update	05-Oct-2020 The Food Standards Agency have deferred the inspection programme until April 2021 however the requirement to		

	<p>inspect premises that were overdue an inspection and are high risk premises remains. The Health Protection team have been primarily diverted to Covid 19; providing business advice, responding to enquiries and public complaints and outbreaks.</p> <p>Discretionary charges for food hygiene advice revisits commenced in September 2020 however there has been little take up of this service.</p>
--	---

	PHEPR 13 Implement Recommendations from Environmental Health Service Review / Alison Stevens			
Description	<p>Description: Implement recommendations from Environmental Health Service Review that support business Lead Officer: Alison Stevens Timescale: Medium Term (3 - 6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: Net savings £114,000</p>	Overall Due Date	31-Mar-2021 (Was Dec 2020)	
	Milestones	Due Date	Completed	Completed Date
	Realign service provision in accordance with the EH Review recommendations	31-Mar-2020	Yes	31-Mar-2020
	Recruit staff to new structure	30-Nov-2020	No	
	Review and purchase IT infrastructure	30-Nov-2020	No	
	Tender for Kennel provision	30-Nov-2020	No	
	Deliver channel shift	31-Jan-2021	No	
	Deliver e-form availability for food hygiene inspections/advice and service requests	31-Jan-2021	No	
	Award kennel contract	31-Mar-2021	No	
Latest Update	<p>05-Oct-2020 Changes in circumstances have resulted in changes to some of the conclusions of the EH Review. The IT infrastructure is subject to further consideration to ensure it is suitable and will achieve required channel shift purpose. The stray dog service and kennelling will be subject to a best value exercise and retendered for 2021/22. Covid 19 work continues to occupy a significant amount of EH resources. Restructuring of Environmental Protection continues with recruitment of staff to new posts.</p>			

3. Building Healthy Communities and Protecting the Environment in Recovery

	PHEPR 14 Complete Road Space Reallocation Work / Alison Stevens			
Description	Description: Complete Road space Reallocation work Lead Officer: Alison Stevens Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications: Reopening High Streets Safely Fund (CDC) / Emergency Active Travel Fund (WSCC)	Overall Due Date	31-Aug-2020	
Milestones		Due Date	Completed	Completed Date
Complete input into CDC 'High Street' action plan		31-Aug-2020	Yes	03-Sep-2020
Complete input into Road space Reallocation work with WSCC		31-Aug-2020	Yes	03-Sep-2020
Latest Update	05-Oct-2020 05-Oct-2020 Completed.			
	PHEPR 15 Review Draft Planning Policies in Local Plan Review / Toby Ayling			
Description	Description: Progress Local Plan review to adoption Lead Officer: Toby Ayling Timescale: Longer Term (12 months +) Member Engagement: Cabinet/Council Community/Partnership Engagement: External consultation Financial Implications: None	Overall Due Date	30-Apr-2022	
Milestones		Due Date	Completed	Completed Date
Inclusion of general health and wellbeing policy (S21) in draft Local Plan		31-Jul-2020	Yes	31-Jul-2020
Inclusion of specific policy requirements for health & well-being in addition to other policies that indirectly contribute to building healthy communities		31-Dec-2020	No	
Latest Update	05-Oct-2020 October DPIP report sets out next steps for Local Plan review including arrangements for Members to consider distribution of development. Timetable under review, including drafting of detailed policies.			

	PHEPR 16 (SD EP 19) Climate Change Action Plan / Alison Stevens			
Description	Description: Draft detailed Climate Change Action Plan Lead Officer: Alison Stevens Timescale: Long Term (6 - 12 months) Member Engagement: Environment Panel, Cabinet Community/Partnership Engagement: Consultation? Financial Implications: TBC	Overall Due Date	31-Mar-2021 (Was Jan 2021)	
Milestones		Due Date	Completed	Completed Date
Recruit Climate Change Officer		31-May-2020	Yes	11-May-2020
Report to Environment Panel - Full Climate Change Action Plan approved for public consultation		17-Aug-2020	Yes	17-Aug-2020
Report to Cabinet - Full Climate Change Action Plan approved for public consultation		08-Sep-2020	Yes	08-Sep-2020
Full Climate Change Action Plan out for public consultation		30-Sep-2020	Yes	25-Sep-2020
Set up and initiate Low Carbon Chichester Fund project		30-Sep-2020	No	
Approval of full Climate Change Action Plan by Environment Panel		23-Nov-2020	No	
Approval of full Climate Change Action Plan by Cabinet		05-Jan-2021	No	
Deliver action points 1-7 and commence action points 8-22 of the initial Climate Change Action Plan		31-Mar-2021	No	
Report on the feasibility of a District-wide fund for delivery of carbon reduction and biodiversity projects		31-Mar-2021	No	
Latest Update	21-Sep-2020 The legal agreement for Low Carbon Chichester is with Linden Homes for agreement. The draft CCAP went to EP in August and is now out for consultation. The consultation responses will be returning to EP in November and Cabinet in January 2021.			

	PHEPR 17 (SD EP 12) Produce Air Quality Action Plan for 2020-2025 / Simon Ballard			
Description	Description: Rewrite and re-adoption of the Air Quality Action Plan (AQAP) Expected Outcome: Policy will be informed by an updated understanding of local pollution sources due to modelling. Align with Chichester Vision. Provide better basis from which to bid for grants.	Overall Due Date	31-Jul-2021 (Was March 2021)	

	Lead Officer: Simon Ballard Timescale: Long Term (6 - 12 months) Member Engagement: Environment Panel, Cabinet Community/Partnership Engagement: External consultation Funding Source: From existing resources			
Milestones		Due Date	Completed	Completed Date
Undertake AQ modelling to inform the new AQAP		01-Jun-2020	Yes	30-Jul-2020
Report to Environment Panel - draft AQAP for consultation		22-Jan-2021	No	
Report to OSC - draft AQAP		26-Jan-2021	No	
Report to Cabinet - Draft AQAP for consultation		02-Mar-2021	No	
Consultation on draft AQAP complete		26-Apr-2021	No	
Report to Environment Panel - consultation results and recommendation to adopt AQAP		14-Jun-2021	No	
Report to Cabinet - Consultation results and recommendation to adopt AQAP		06-Jul-2021	No	
Adopt AQAP		27-Jul-2021	No	
Latest Update	06-Oct-2020 EV charging paper written for Environment Panel. AQ modelling paper written for Environment Panel. AQ modelling finalised. Update to be provided to Environment Panel about the DEFRA AQ grant. LCWIP report presented at Cabinet and approved for public consultation. Milestones updated as per SB/AS.			

	PHEPR 18 (SD EP 13) Local Cycling and Walking Strategy / Simon Ballard			
Description	Description: Procure and manage consultancy support to deliver a Local Cycling and Walking Infrastructure Plan (LCWIP), which will provide clarity to the priority order in which infrastructure should be delivered. Lead Officer: Simon Ballard Timescale: Long Term (6 - 12 months) Member Engagement: Environment Panel, Cabinet Community/Partnership Engagement: External consultation Funding Source: From existing resources	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Cabinet report to seek approval to spend the BRP grant monies for the employment of		04-Mar-2019	Yes	05-Mar-2019

an LCWIP consultant			
Invite tenders for the production of an LCWIP	20-Mar-2019	Yes	31-Mar-2019
Form contract with chosen consultant	26-Apr-2019	Yes	30-Apr-2019
Delivery of final report from chosen consultant	31-May-2020	Yes	03-Sep-2020
Report to Environment Panel - draft LCWIP for consultation	17-Jun-2020	Yes	03-Sep-2020
Report to Cabinet to approve draft LCWIP for consultation	07-Jul-2020	Yes	03-Sep-2020
Report to DPIIP to approve LCWIP following consultation	17-Dec-2020	No	
Report to Cabinet to approve LCWIP following consultation	05-Jan-2021	No	
Implementation of findings	31-Mar-2021	No	
Latest Update	21-Sep-2020 LCWIP report presented at Cabinet and approved for public consultation commencing 18 Sept for 6 weeks.		

This page is intentionally left blank

Organisational Recovery Report - Project Index

Generated on: 14 October 2020



1. Adapting Our Services

Status	Project Code	Project Title	Due Date	Managed By	Progress
	OR 01	Assess Impacts on Service Delivery / Joe Mildred	31-Mar-2021	Business Support Division - Joe Mildred	<div style="width: 33%;"><div style="width: 33%;"></div></div> 33%
	OR 02	Green Travel Plan / Joe Mildred	30-Sep-2021	Business Support Division - Joe Mildred	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%
	OR 03	Business Case for Centralised Admin Service / Joe Mildred	31-Mar-2021	Business Support Division - Joe Mildred	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%

2. Managing Staff

Status	Project Code	Project Title	Due Date	Managed By	Progress
	OR 04	Staffing Resources / Joe Mildred	31-Mar-2021	Business Support Division - Joe Mildred	<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%
	OR 05	Support Staff Wellbeing / Joe Mildred	31-Mar-2021	Business Support Division - Joe Mildred	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%

3. Working from Home and ICT Support

Status	Project Code	Project Title	Due Date	Managed By	Progress
	OR 06	Enabling Staff to Work Effectively from Home / Joe Mildred	31-Mar-2021	Business Support Division - Joe Mildred	<div style="width: 83%;"><div style="width: 83%;"></div></div> 83%

4. Use of East Pallant House

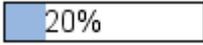
Status	Project Code	Project Title	Due Date	Managed By	Progress
	OR 07	Office Accommodation Appraisal / Joe Mildred & Vicki McKay	31-Mar-2021	Business Support Division - Joe Mildred	<div style="width: 28%;"><div style="width: 28%;"></div></div> 28%

5. Channel Shift

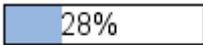
Status	Project Code	Project Title	Due Date	Managed By	Progress
	OR 08	Electronic Service Delivery / Laurence Foord	30-Nov-2020	Communications, Licensing and Events Division - Laurence Foord	<div style="width: 30%;"><div style="width: 30%;"></div></div> 30%
	OR 09	Website Enhancements / Laurence Foord	30-Jun-2021	Communications, Licensing and Events	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%

Status	Project Code	Project Title	Due Date	Managed By	Progress
				Division - Laurence Foord	

6. Procurement

Status	Project Code	Project Title	Due Date	Managed By	Progress
	OR 10	Supporting Local Businesses Through Procurement / Nick Bennett	30-Nov-2020	Democratic Services Division - Nicholas Bennett	 20%

7. Finance

Status	Project Code	Project Title	Due Date	Managed By	Progress
	OR 11	Medium Term Savings Opportunities / Helen Belenger & Andy Buckley	31-Jan-2021	Business Support Division - Joe Mildred	 28%
	OR 12	Implementation of Future Services Framework / Joe Mildred & Andy Buckley	31-Dec-2021	Business Support Division - Joe Mildred	 7%

Organisational Recovery Report - Project Detail

Generated on: 14 October 2020

1. Adapting Our Services

	OR 01 Assess Impacts on Service Delivery / Joe Mildred			
Description	Description: Assess impacts of C19 on service delivery Lead Officer: Joe Mildred supported by all DMs Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member Community/Partnership Engagement: N/A Financial Implications: TBC	Overall Due Date	31-Mar-2021	
	Milestones	Due Date	Completed	Completed Date
	Survey of all Services to understand impacts	31-Aug-2020	Yes	19-Aug-2020
	Assess changes in demand, changes in delivery and any limiting factors	30-Nov-2020	No	
	Plans for recovery drawn up including identification of changes in service delivery that should be adopted as preferable	31-Dec-2020	No	
Latest Update	19-Aug-2020 Each service completed a detailed service update exercise over the summer that looked at the impact of lockdown on existing demand and delivery of services, use of resources and initiated the planning for short, medium and longer term changes to services.			

	OR 02 Green Travel Plan / Joe Mildred			
Description	Description: Review existing travel policies and practices & develop a new Green Travel Plan. Lead Officer: Joe Mildred Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member, JECF Community/Partnership Engagement: Unison. May need to engage with some service	Overall Due Date	30-Sep-2021	

	users Financial Implications: TBC		
	Milestones	Due Date	Completed
	Review of existing policies and explore potential changes	31-Aug-2020	Yes
	Adopt where possible remote meetings and electronic submission and review of documents in place of physical site visits & meetings	30-Sep-2020	Yes
	Report to JECF	31-Jan-2021	No
	Recommendations to Environment Panel	28-Feb-2021	No
	Implementation - dependent on proposals		No
Latest Update	09-Oct-2020 Initial review of existing practices complete and discussed at SLT. Next step is to develop a road map of potential with their benefits analysed. This will go to JECF and Environment Panel early in new year, however implementation will require some consultation and in some cases significant lead in time. .		

Page 148

	OR 03 Business Case for Centralised Admin Service / Joe Mildred		
Description	<p>Description: Develop a business case for a centralised Admin service. Lead Officer: Joe Mildred with support from Tony Whitty Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member, plus JECF, Cabinet, Council depending on costs Community/Partnership Engagement: Service departments affected and Staff Reps Financial Implications: Savings to be implemented for 2021 budget. Some capital costs may be needed for any implementation costs.</p>	Overall Due Date	31-Mar-2021
	Milestones	Due Date	Completed
	Review and assess benefits and dis-benefits of centralising admin functions into a single team	31-Mar-2021	No
	Scope services to be included, quantify resources needed & process mapping programme established	31-Mar-2021	No
	Undertake review and make recommendations	31-Mar-2021	No
	Report to Cabinet and Council if required - date(s) TBC		No

Report to JECF if required - date(s) TBC		No	
Staff consultation & implementation - due date TBC		No	
Latest Update	23-Sep-2020 This review should be put on hold until the efficiency saving programme has been agreed as administrative processes may well be affected by this exercise. In the short term the centralisation of post and scanning is likely to need to be re-established as we move back to mostly working from home for the winter period. Milestones to be shifted accordingly.		

2. Managing Staff

	OR 04 Staffing Resources / Joe Mildred			
Description	Description: Ensure sufficient staffing resources are available to critical services Lead Officer: Joe Mildred Timescale: Ongoing from March 2020 Member Engagement: Cabinet, Council Community/Partnership Engagement: Financial Implications:	Overall Due Date	31-Mar-2021	
Page 149	Milestones	Due Date	Completed	Completed Date
	Continually review capacity in Services and identify critical pinch points - ongoing from March 2020	31-Mar-2021	No	
	Furlough staff unable to work where possible to minimise cost - ongoing	31-Mar-2021	Yes	19-Aug-2020
	Redeploy staff where possible - ongoing	31-Mar-2021	No	
	Report to Cabinet as required - date(s) TBC		No	
	Report to Council as required - date(s) TBC		No	
Latest Update	09-Oct-2020 A major re-deployment exercise was undertaken early in the the lockdown period and around 50 staff were re-deployed to priority services to meet spikes in demand, new services and to fill gaps in staffing. This process has been regularly reviewed and while most staff are back in their original roles, a few staff remain providing full or part time support to others services. Several staff were furloughed, these were either staff who were shielded and unable to undertake their role remotely or some of the staff from the Novium. Some of these staff have now been unfuloughed as they are able to return to work and the furlough scheme finishes at the end of October.			

	OR 05 Support Staff Wellbeing / Joe Mildred			
Description	Description: Support staff wellbeing Lead Officer: Joe Mildred & Wellbeing Team Timescale: Ongoing from June 2020 Member Engagement: Cabinet Member and JECPC Community/Partnership Engagement: Financial Implications:	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Follow up staff survey		28-Feb-2021	No	
Ensure support mechanisms are in place and staff signposted appropriately - ongoing		31-Mar-2021	No	
Report to JECPC as required - date(s) TBC			No	
Latest Update	09-Oct-2020 Further work currently being undertaken on home working DSE assessments, supporting staff who are working remotely and sign posting to support mechanisms to help staff wellbeing. Follow up staff survey to be undertaken in the new year.			

Working from Home and ICT Support

	OR 06 Enabling Staff to Work Effectively from Home / Joe Mildred			
Description	Description: Ensure staff have the tools necessary for them to work effectively from home. Lead Officer: Joe Mildred & Andy Forward Timescale: Immediate (0-3 months) Member Engagement: Community/Partnership Engagement: Financial Implications: Some capital costs might be required for VPN development.	Overall Due Date	31-Mar-2021	
Milestones		Due Date	Completed	Completed Date
Complete staff survey of ICT / equipment needs, and supply reasonable requests, repurposing equipment where possible		30-Jun-2020	Yes	19-Aug-2020
Further develop remote meeting systems for both formal and informal meetings		31-Jul-2020	Yes	19-Aug-2020

Complete the DR solution at the depot as soon as contractors available	31-Aug-2020	Yes	19-Aug-2020
Review and identify improvements to the VPN to increase performance & reliability	30-Sep-2020	Yes	09-Oct-2020
Ensure systems are secure - ongoing	31-Mar-2021	No	
Support & training for Managers in managing remote teams - ongoing	31-Mar-2021	Yes	19-Aug-2020
Latest Update Page 151	<p>09-Oct-2020 All staff completed an exercise that looked at their requirements for ICT and office equipment as well as any additional support. These requests were considered and most requests were met ensuring that we continued to meet our duty of care as an employer.</p> <p>We have continued to use Teams, Workplace and Zoom for meetings as appropriate, we have purchased several additional Zoom licenses to ensure that we are meeting our security requirements on this platform.</p> <p>The DR solution as the depot is now working and live with offsite backups now operational. An extensive programme of testing will be undertaken of the coming months and the switch to the new Gigabit line being installed by WSCC imminently will enable improved speeds in connecting the two sites.</p> <p>The connection to the VPN has improved since some remodeling of where the network traffic was accessing the system. We are in the process of increasing the capacity of the VPN line.</p> <p>An enhanced focus on ensuring our cyber security measures remain strong enough continues, this is vital as the amount of both sophisticated and opportunistic cyber crime has increased dramatically during the lockdown period.</p> <p>We have provided training to managers on managing remotely with guides produced as well as regular ICT tips and training shared with all staff.</p>		

4. Use of East Pallant House

	OR 07 Office Accommodation Appraisal / Joe Mildred & Vicki McKay		
Description	Description: Assess the requirements for office accommodation in the future Lead Officer: Joe Mildred, Vicki McKay and Andy Buckley Timescale: Long Term (6-12 months) Member Engagement: Cabinet Member, OSC, Cabinet, Council Community/Partnership Engagement: Depending on preferred option some community	Overall Due Date	31-Mar-2021

	engagement might be required, but should be minimal if little / no impact on service delivery Financial Implications: Depending on final option chosen there may be a capital sum required, at least to bridge a potential gap between moving and realising a capital receipt. Revenue savings should be realised.		
Milestones		Due Date	Completed
Assess the ongoing need for office accommodation		31-Aug-2020	Yes
Identify possible solutions including shared accommodation, new development, pre-let in SG		31-Aug-2020	Yes
High level options to be considered by Members		30-Sep-2020	No
Business case to be developed incorporating capital spend, capital receipt, operating savings, impact on services & customers		31-Mar-2021	No
Report to Cabinet - date(s) TBC			No
Report to Council - date(s) TBC			No
Report to OSC - date(s) TBC			No
Latest Update	24-Sep-2020 Initial options paper considered by SLT and the first meeting of the Organisational Recovery Group. Outline scope to go to OSC in October, then on to Cabinet. Longer term accommodation requirements to be considered during working adjustments required by response to Covid.		

5. Channel Shift

	OR 08 Electronic Service Delivery / Laurence Foord		
Description	Description: Develop an improvement programme to ensure services are delivered electronically rather than face to face. Lead Officer: Laurence Foord Timescale: Immediate (0-3 months) Member Engagement: Cabinet Member Community/Partnership Engagement: Financial Implications:	Overall Due Date	30-Nov-2020

Milestones		Due Date	Completed	Completed Date
Update report to SLT		26-Aug-2020	Yes	26-Aug-2020
Baseline data on service delivery collected		31-Aug-2020	Yes	26-Aug-2020
Review e-form transactions, web visits and phone calls etc. to identify 'quick wins'		31-Aug-2020	Yes	26-Aug-2020
Create section on the Intranet to promote channel shift		30-Sep-2020	No	
Report to SLT to identify priorities for channel shift		05-Oct-2020	No	
Internal campaign to promote channel shift		31-Oct-2020	No	
Investigate opportunities to reduce the high number of interactions (phone and face-to-face) ref. Taxi Licensing		31-Oct-2020	No	
Clear and measurable set of channel shift targets (with focus on areas of greatest impact) in place		30-Nov-2020	No	
Further report to SLT - work plans for channel shift in Parking Services, CCS and Customer Services		30-Nov-2020	No	
Report on print/postage costs with a view to reduce cost and environmental impact		30-Nov-2020	No	
1533 Latest Update	24-Sep-2020 Collated baseline data. Presentation/Campaign development with CMT date to be confirmed. Developed Channel Shift Action Plan in conjunction with members of the council's Digital working Group - a live document focussed on short-term, medium and long-term projects. Update report presented to SLT on 26th August 2020 in terms of further developing/narrowing targets for channel shift and understanding of priorities to increase self-service and maintain momentum experienced during the on-going pandemic. Measurable targets will be developed in conjunction with Divisional Managers/service area managers to identify and prioritize most significant impact services in line with the council's organisational recovery plans.			

	OR 09 Website Enhancements / Laurence Foord		
Description	Description: Develop and deliver a programme of Website Enhancements Lead Officer: Laurence Foord Timescale: Long Term (6-12 months) Member Engagement: Cabinet Community/Partnership Engagement: Some user / access groups might need to be engaged Financial Implications: Some capital investment may be required	Overall Due Date	30-Jun-2021

Milestones		Due Date	Completed	Completed Date
Investigate an online booking system to 'push' more services online e.g. MOT, sports facilities and H&S Training Courses		30-Nov-2020	No	
Push customers via eforms rather than generic email, focusing on high-volume areas		31-Dec-2020	No	
Scoping exercise to define requirements for a wizard-based 'Contact Us' form		29-Jan-2021	No	
Upgrade website to enable more mobile friendly version of eforms		26-Feb-2021	No	
Investigate and pilot use of chat bots		30-Jun-2021	No	
Further service-specific targets and milestones TBD			No	
Report to Cabinet - date(s) TBC			No	
Latest Update Page 154	24-Sep-2020 Currently awaiting a quote from our existing eforms supplier ref mobile-friendly versions. Delivery date will be dependent on supplier lead time. Update to be provided in due course. A scoping exercise to define requirements for a 'Contact Us' form are on-going. Assessment of competitor sites on-going. Priority services for e-forms to be further defined in line with those agreed with CMT/Divisional Managers - this will support the council's wider channel shift/digital transformation agenda. GOSS demo for online bookings was completed on 18th August which followed a comprehensive demo from Virent the council's current CRM (Customer Relationship Management) system provider. Data gathering process underway to support business case for service priority. This functionality is closely aligned with the Council's CRM business case. Demonstration of chat bots organised by Divisional Manager for Revenues, Benefits and Customer Services. Subject to on-going assessment and options with potential alternative providers being considered as part of the wider Customer Services delivery model. Further, service-specific targets and milestones to be determined as per CMT/DM consideration in due course.			

6. Procurement

 OR 10 Supporting Local Businesses Through Procurement / Nick Bennett			
Description	Description: To ensure as far as we legally can, we support local businesses through our purchasing arrangements. Lead Officer: Nick Bennett Timescale: Medium Term (3-6 months) Member Engagement: Cabinet Member, Cabinet, Council Community/Partnership Engagement: Financial Implications: None		Overall Due Date 30-Nov-2020

Milestones		Due Date	Completed	Completed Date
Consider potential for amendments to contract procedure rules and advice to Officers		30-Sep-2020	Yes	10-Sep-2020
Report to Corporate Governance and Audit Committee		22-Oct-2020	No	
Report to Council		24-Nov-2020	No	
Review and amend contract standing orders to enable local purchasing to be considered when procuring goods and services, as far as reasonably practicable		30-Nov-2020	No	
Train budget holders		30-Nov-2020	No	
Latest Update	24-Sep-2020 At the moment we are finalising the new contract procedure rules and also drafting advice to officers on contracts, alongside work on greener contracts and carbon neutrality. A paper will be presented to January Corporate governance and then to full council which will include this work on localism. Milestone to be amended to reflect this.			

7. Finance

Page 155		OR 11 Medium Term Savings Opportunities / Helen Belenger & Andy Buckley		
	Description	<p>Description: Identify savings opportunities in the short to medium term through Efficiency Savings & Policy Options.</p> <p>Lead Officer: SLT and DMs co-ordinated by Helen Belenger & Andy Buckley</p> <p>Timescale: Medium Term (3-6 months)</p> <p>Member Engagement: Cabinet Members for efficiency savings. Cabinet and Council for Policy Options, may need OSC involvement.</p> <p>Community/Partnership Engagement: Unlikely unless significant policy changes proposed. Staff reps.</p> <p>Financial Implications: Savings</p>	Overall Due Date	31-Jan-2021
Milestones		Due Date	Completed	Completed Date
Divisional Managers develop savings and provide initial list of quantified savings ideas for consideration		31-Aug-2020	Yes	23-Sep-2020
Coordinate DM submissions broken down between “efficiency savings” and “policy options” for review at SLT Strategy Day		30-Sep-2020	Yes	08-Oct-2020
Present efficiency savings and policy options to Cabinet / SLT strategy day and		31-Oct-2020	No	

determine those to take forward			
Report to OSC (if required for Policy Options)	17-Nov-2020	No	
Cabinet to consider policy options and recommend options to Council (worth noting that some options may take longer to finalise e.g. EPH)	05-Jan-2021	No	
Council to consider policy options and determine which to adopt	12-Jan-2021	No	
Work with finance / DMs to feed efficiency savings into 2020-21 budget	31-Jan-2021	No	
Latest Update	08-Oct-2020 Divisional Managers submitted their ideas for cost savings and/or revenue generation that have subsequently been reviewed by SLT. A summary of the proposals is being considered by the Cabinet strategy day in October prior to being brought to O&SC (if required for Policy Options), Cabinet and Council.		

	OR 12 Implementation of Future Services Framework / Joe Mildred & Andy Buckley			
Page 166 Description	Description: Implement the Future Services Framework Lead Officer: SLT co-ordinated by Joe Mildred & Andy Buckley Timescale: Long Term (12 Months +) Member Engagement: Panel of senior members plus CEO, O&S, Cabinet, Council Community/Partnership Engagement: Staff reps Public consultation on options for implementation Financial Implications: Revenue savings. Some use of reserves might be necessary for restructuring.	Overall Due Date	31-Dec-2021	
Milestones		Due Date	Completed	Completed Date
Initiate development of framework through one to one meetings with each Divisional Manager		31-Aug-2020	Yes	21-Aug-2020
Complete work on the allocation of costs across all services identified in the framework		30-Nov-2020	No	
Draft future services framework provided to SLT, including categorisation, impact analysis and cost to benefit ratios for all services		31-Dec-2020	No	
Gather metrics to draft the impact analysis and cost to benefit ratios for each service		31-Dec-2020	No	
SLT Workshop to challenge assumptions and reprioritise services and rescore impact analysis		31-Jan-2021	No	
Outcomes of SLT session compiled and draft Future Services Framework completed		28-Feb-2021	No	

Member engagement prior to community consultation	31-Mar-2021	No	
Community consultation to gauge priorities for residents and businesses and help inform members in their priority setting exercise	31-May-2021	No	
Outcomes of member sessions coordinated and final FSF prepared	30-Sep-2021	No	
Finance availability compared to FSF and service provision adjusted according to funding (to be considered at Strategy Days)	31-Oct-2021	No	
Service changes fed into budget process 2022-23	31-Dec-2021	No	
Report to Cabinet - Repeat process completed by SLT to challenge Service categorisation and impact analysis scoring - Meeting date TBC (Summer 2021)		No	
Report to Council - Repeat process completed by SLT to challenge Service categorisation and impact analysis scoring - Meeting date TBC (Summer 2021)		No	
Report to OSC - Repeat process completed by SLT to challenge Service categorisation and impact analysis scoring - Meeting date TBC (Summer 2021)		No	
Latest Update	08-Oct-2020 All Council services have initially been analysed between statutory and non-statutory (optional) services. The next phase will involve allocating costs to each of those functions in preparation for the prioritisation exercise scheduled to take place during 2021.		

Page 157

This page is intentionally left blank

Appendix 1: Pros and cons of CDC’s contractual involvement in the WSCC concession contract for the installation of Electric Vehicle Charge Points.

Positive impact:	Negative impact:
<p>CDC land would become part of a wider network of West Sussex electric vehicle charge points with common identity, tariffs and access arrangements (app and bank card and RFID cards).</p>	<ul style="list-style-type: none"> • CDC would cede control to the contractor such that service-design would be as specified by the contract and board members (which CDC might not be a member of). • CDC would host two network providers with different charging tariffs (the existing network and the WSCC contract EVCPs). • Delivery of the network won’t begin until 2022. • CDC would lose flexibility over use of land. The initial contract term is seven years with an option to extend by a further three years. In reality it is possible that it might prove difficult to remove successful charging locations thereafter as the emphasis in WSCC’s contract is on provision of EVCPs for households who do not have access to off-street parking. For such households access to off-street parking is unlikely to change.
<p>CDC would increase its EVCP service offer at no capital or revenue cost to Council Tax payers.</p>	<ul style="list-style-type: none"> • CDC would cede control of land for between seven and ten years. This concession form of contract has not been supported at CDC in the past and could be a risk given the potential for consideration of car parks and other land holdings in future years. • CDC would be unlikely to see any significant revenue from such a contract and as such misses out on potential income from running a larger network. • CDC cannot remove charge points from its land in the event that it wishes to do so. • WSCC contract EVCPs take up space in public car parks that would otherwise generate parking income • CDC’s current EVCP tariff design was to offer the EVCP service at zero-cost to the council i.e. it would be a revenue neutral service. As such a fixed fee (30p) is charged to recoup service, maintenance, back-office and money handling fees

	<p>and electricity is charged at parity (18p/kW) with the cost that CDC pays for it. The WSCC contract intends an up-lift on electricity price to assist WSCC in administering the scheme.</p> <ul style="list-style-type: none"> As a 'late' joiner of the contract CDC may not be able to be a board member for the contract design, monitoring and management.
<p>CDC would not have to be significantly involved in managing the installation of the EVCPs or the operational aspects of the service so saving officer time. Where resource is short this is an attractive proposition.</p>	<ul style="list-style-type: none"> In reality this benefit is likely to be elusive as CDC will need to identify where on its land it 'wants' EVCPs, how many to install and officers will have to diligently oversee the installations such that CDC manages its land through this transition.
<p>Environmental and economic benefits are shared across the county.</p>	<p>None additional to above identified.</p>
<p>The network will include rapid (50kW) charge points which enable rapid battery charging and which do not currently feature in CDC's offer.</p>	<p>Whilst this is an important benefit it does not support significant dwell time and related economic activity. CDC's emphasis has been on destination charging. Rapid charging is, in part expected to be provided at petrol station forecourts. The market for electric vehicle charging is far from mature and likely to continue to evolve as take-up of the technology increases.</p>
<p>The contract can be promoted to parishes, community facilities and not-for-profit organisations so facilitating them to install EVCPs at zero cost.</p>	<p>CDC could promote the contract to relevant organisations without CDC joining the contract itself (although this might undermine the leadership that CDC has shown thus far in delivering an EVCP network).</p>

Appendix 2: Summary of WSCC EVCP Concession Contract

West Sussex Chargepoint Network.

Supplier will be responsible for planning, funding, building, marketing and operating publicly accessible chargepoint network across West Sussex, as well as providing an on-going 24/7 service (including the management of payments and support), maintenance and repair to ensure the network is fully operational at all times.

Contract Type: 100% concession

Contract Length: 7 years with the option to extend up to a further 3 years (on a 1 + 1 + 1 basis).

Critical Success Factors

The Council and Key Delivery Authorities expect the charging solution in West Sussex to deliver the following outcomes:

- 1. One consistent, affordable, easy to use, reliable, widely accessible and recognisable chargepoint network across the entire county, providing renewable energy charging, focusing on locations that serve communities that do not have access to off road parking.**

- 2. All communities can access the charging solution.**

The charging solution must focus on providing infrastructure for communities that cannot install chargepoints themselves, so areas without access to off road parking. It must also address the whole county, ensuring all communities have access to infrastructure.

We expect that more commercially viable sites will support less commercially viable sites across the county, resulting in a county-wide network that all communities are able to access.

Chargepoints will be found on street, in public sector car parks, and on community assets county wide.

- 3. Chargepoint locations will reflect our aspirations around sustainable transport solutions.**

We wish to target locations close to users' homes, their preferred charging location – reducing the need for additional journeys to charge or encouraging people to drive to destinations to charge where they would previously have travelled another way.

- 4. An experience that is synonymous with affordability, quality, and reliability.**

Residents are key to success and should be at the heart of the solution.

We want customers to be confident they understand what they are paying for, that the chargepoints will work when they need them, and they are supported when something doesn't work as expected.

- 5. Clear consistent pricing**

We know that EV users want transparency when it comes to pricing structures. We want our network to be clear and easy to understand, so that customers know what they will pay to charge their car before they plug in.

They will understand the different charging options available to them, be able to make an informed choice as their options on how to charge and know the prices for these will not change wherever they are in the county.

6. Easy to Access

Customers will have a choice of options for accessing the chargepoints and be able to decide which works for them.

We know that not all West Sussex residents are comfortable with app technology, so options must include RFID cards and Pay as you go as well as an app.

7. High Profile

West Sussex residents will know about current chargepoints and future plans and how to shape them.

8. Future Proofed

We want to see a network that is fit for the future and is limited against redundancy.

We understand that EV charging is a rapidly evolving technology, but we want to see chargers that last, that can stand the test of the time, without the need for rapid turnover, and disruption for customers.

When chargepoints are installed, we want them to be part of a planned growth programme so that if or when an upgrade is required, this is limited to above ground kit and more disruptive below ground works are not necessary.

9. Innovation

With new technology comes new opportunities. We want West Sussex residents to benefit from new developments and evolutions in EV charging and want to see a network that provides the best available service.

Public and Community Land Solution

The County Council aspires to work in partnership with all community landowners to provide a comprehensive and cohesive solution on public land. We believe that if we can consider all community land when planning a charging network there would be significant benefits to our residents. We could:

- provide a joined-up solution, which looks, and is accessed in, the same way across the county making it easier for people to use;
- provide chargepoints in the best locations for the users, rather than in the places we have the land / space to do it;
- enable chargepoints to be delivered faster across the whole county as the chances of finding more feasible and achievable sites will be increased if we maximise potentially “in scope” public land;
- avoid duplicating provision in a single area;
- access significantly more government funding than acting alone, and thereby deliver more infrastructure within the county.

To ensure this is deliverable, a concession contract will be used which will be made available to all Councils (County, District, Borough, Town and Parish), registered social housing providers who are not for profit organisations (housing associations, registered charities etc.), Community Groups, Churches, Village Halls, Schools and any other not for profit community landowners within the County.

Portfolio Approach

To deliver the requirements of the WSCC EV Strategy and hit our critical success factors of targeting communities without access to off road parking and achieving a County-wide network it is critical that a portfolio approach is adopted to the planning and delivery of the chargepoint network.

In order to achieve these aims we want to see a solution that uses the revenue from more commercially viable sites to support the delivery of less commercially viable, but socially critical sites, across the county.

The County has some sites that we believe offer a high potential return for a Service Provider. We expect the Network and Delivery Plan to consider all possible sites and present a balanced portfolio of locations being delivered, with more commercially viable sites supporting less commercially viable.

To support this portfolio approach any users of the contract must agree that any revenue received from the West Sussex Chargepoint network will be distributed amongst the landowners in proportion to the number of chargepoint sockets on their land.

Network Plan

A planning year has been built into the contract to enable the supplier to develop and present a county wide network plan, which the County Council and its key partners will approve, along with a 5 year delivery plan.

The Network Plan will set out the number and type of chargers that will be delivered across the county, as well as a high level indication of the phasing of delivery.

The Network Plan will reflect the requirements set out in the specification and the County Council's Electric Vehicle Strategy

The Network Plan will also reflect the County Council's and Key Delivery Authorities work in relation to the areas of need, customer insight, requests from residents and known restrictions for example, grid capacity or highway width restrictions.

The Network Plan will set the strategic approach to the West Sussex Chargepoint Network and will be owned and approved by the Strategic Management and Project Assurance Board. Any changes or amendments to this Plan will need their approval.

Ideally the Network Plan will also include predictions of the carbon and NOx savings predicted with the installation of each chargepoint.

Routes to Join the Contract

Key Delivery Authority: Joined prior to supplier appointment.
 Seat on Governance Board

Collaborating Organisation: Joins during contract term using an Access Agreement.
Represented on the Board by West Sussex County Council as lead authority.

DRAFT

Pre Application Advice Charging Scheme (Revised December 2020)

Why make a pre application enquiry?

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

Further benefits include:

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

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

What is covered by the Charging Scheme?

The charging scheme covers all requests for pre application and planning advice. This also includes advice given on whether planning permission or other consents would be required for a particular proposal. The scheme includes the ability to seek further specialist advice linked to the submission of a planning application, such as historic buildings, for an additional fee.

The following exemptions apply:

- General planning advice given by the duty officer or Customer Service Centre to direct you to the appropriate pre-application route
- Where the works are required to meet the needs of a registered disability

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

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

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

How do I obtain advice?

To find out whether planning permission is required for your proposal a '**Do I Need Planning Permission**' enquiry should be submitted. Such enquiries may relate to works to a dwelling or commercial properties. It is also possible to find out whether advertisement consent is required by submitting a '**Do I Need Advert Consent**' enquiry, and whether listed building consent is required by submitting a '**Do I need Listed Building Consent**' enquiry. These enquiries must be submitted via the relevant form (link provided in table below) by e-mail to dcplanning@chichester.gov.uk or via the online forms.

All requests for **written pre application advice** must be submitted via the relevant form (link provided in table below) by e-mail to dcplanning@chichester.gov.uk with a subject heading of *Pre Application Advice* or via the online forms.

The forms set out the information required for a request to be accepted and an enquiry will not be processed until the correct form and fee has been received.

Upon receipt of your request for pre application advice, we will aim to contact you within 5 working days either to request further details or to confirm that your request has been allocated to a Case Officer for action.

You may make an appointment for the **Pre-application Surgeries** up to two working days (five working days for Major schemes) prior to the allocated sessions. These are bookable as a 30 minute slot and will take place as an in-person meeting or as a video call. You will need to complete a form to enable us to accurately identify the site and provide some basic information about your proposal.

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

Should you require advice from the **Duty Planning Officer** may be obtained by visiting the Council Offices between 9am and 1pm, Monday, Tuesday, Thursday and Friday and between 9am and 5pm on Wednesdays. At times that it is not possible to open the Council officers to members of the public, the Duty Planning Officer service is available over the telephone during the advertised hours. There is no need to book an appointment, however if we are particularly busy there may be a short wait to be seen, or it may be necessary for the duty planner to call you back.

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

Enquiry/Advice Service	Time scale	Fee	Fee for <u>additional</u> advice/meetings
DUTY			
Duty Planning Officer Service <i>To advise on the appropriate pre-application route</i> 9am to 1pm Monday, Tuesday Thursday & Friday; 9am to 5pm on Wednesdays	Instant	Free	N/A
DO I NEED PLANNING PERMISSION / GENERAL ADVICE			
Do I Need Planning Permission (Householder) – <i>Permitted development enquiries for development in the curtilage of a Dwellinghouse</i>	15 working days	£97	N/A
Do I Need Planning Permission (Other) – <i>Permitted development enquiries for commercial and residential proposals</i>	15 working days	£150	N/A
Do I Need Advertisement Consent	15 working days	£50 for the first sign, £25 for each additional sign	N/A
Do I Need Listed Building Consent	10 working days	£150	N/A
Site Constraints Check	10 working days	£50	N/A

Validation Local List Advice			
Guidance on what you need to include with a planning application	10 working days	£100	N/A
PLANNING SURGERY SERVICE / MEETINGS			
Planning Surgery (Householder)			
<i>For enquiries for development in the curtilage of a dwellinghouse which would fall within a Householder Planning Application</i>	Set days per week (Two working days notice required)	£150	N/A
Planning Surgery (Minors)			
<i>For enquiries which would fall within a Minor Planning Application</i>	Set days per week (Two working days notice required)	£250	N/A
Planning Surgery (Majors)			
<i>For enquiries which would fall within a Major Planning Application</i>	Set days per week (Five working days notice required)	£500	N/A
SPECIALIST ADVICE			
Written Tree Advice	15 working days	£95	N/A
Tree Advice On Site			
<i>Site visits are arranged within 10 working days of receipt of application form</i>	10 working days	£195	N/A
Listed building advice on minor works/maintenance	15 working days	£120	N/A
Listed Building Advice (on site)			
<i>Site visits are arranged within 10 working days of receipt of application form</i>	10 working days	£295	N/A
WRITTEN PRE-APPLICATION ADVICE			
Householder	20 working days	£110	£80 (up to 30 mins)
Adverts	20 working days	£140	£80 (up to 30 mins)
Shop Fronts	20 working day	£140	£80 (up to 30 mins)

Businesses at Home <i>Advice on the planning merits of a business use within the curtilage of a dwellinghouse</i>	20 working days	£175	£80 (up to 30 mins)
Replacement Dwellings <i>One-for-one replacement dwellings on the same application site</i>	20 Working Days	£250	£80 (up to 30 mins)
Small Scale Minor e.g. 1-3 dwellings, non-residential (less than 500m2 gross floor space)	20 Working Days	£375	£120 (up to 30 mins)
Large Scale Minor e.g. 4-9 dwellings, non-residential (500-999m2 gross floor space)	20 Working Days	£750	£200 (up to 45 mins)
Small Scale Major e.g. 10-24 dwellings, non-residential (1000m2 - 1999m2 gross floor space)	Bespoke service/timetable to be agreed	£1,500 <i>Where a PPA is sought we will agree a bespoke fee</i>	£250 (up to 1hr)
Medium Scale Major e.g. 25-99 dwellings, non-residential (2000m2 - 4999m2 gross floor space)	Bespoke service/timetable to be agreed	£2,750 <i>Where a PPA is sought we will agree a bespoke fee</i>	£250 (up to 1hr)
Large Scale Major e.g. 100+ dwellings, non-residential (greater than 4999m2 gross floor space)	Bespoke service/timetable to be agreed	£5,750 <i>Where a PPA is sought we will agree a bespoke fee</i>	£250 (up to 1hr)

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

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

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

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

- Payment of relevant fee (by card only)
- Completion of the relevant Pre Application Advice form
- Location and site plans
- Relevant photographs to provide the case officer with an appreciation of the site and its surroundings

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

- Sketch or indicative plans of the proposal
- Supporting studies/information

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

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

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

What can I expect from the process?

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

The Duty Planning Officer and general enquiries service will only answer the most basic of queries. The service is primarily aimed at assisting applicants and the public to understand the planning process and to direct them to the relevant pre-application advice service, relevant legislation and relevant policies.

The Do I Need Planning Permission enquiries will be dealt with by Planning Assistants/Assistant Planners and provide an informal view on whether permission would be required based on the details submitted.

The Pre-application Surgery is designed to provide a forum for discussion of proposals that have not been significantly advanced, whereby applicants would value a face to face discussion about the broad principles of developing a site. The surgeries will either be held in person or via video call. For detailed advice the 'Written Advice' services would need to be pursued and the outcome of a Surgery meeting may recommend pursuing the written services.

Specialist advice services will typically be provided by the Council's Tree Officer or the Historic Building Advisors. It should be noted that such advice will be provided in response to proposals for works. Arboricultural advice will not extend to an assessment of the health or soundness of a tree and will not cover those trees that are not 'protected' (i.e. within a conservation area or the subject of a Tree Preservation Order).

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

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

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

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

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

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

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

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

What if I disagree with the advice received?

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

Confidentiality and Freedom of Information

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

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

Appendix 2

Comparison of services offered and fees charged in existing and proposed schemes

Yellow highlight indicates where a new category is being introduced or a change to the previous fee

Enquiry/Advice Service	Time scale	Fee	Current Fee	Fee for <u>additional</u> advice/meeting
DUTY				
Duty Planning Officer Service <i>To advise on the appropriate pre-application route</i> <i>9am to 1pm Monday, Tuesday Thursday & Friday; 9am to 5pm on Wednesdays</i>	Instant	Free	Free	N/A
DO I NEED PLANNING PERMISSION / GENERAL ADVICE				
Do I Need Planning Permission (Householder) – Permitted development enquiries for development in the curtilage of a Dwellinghouse	15 working days	£97	£97	N/A
Do I Need Planning Permission (Other) – Permitted development enquiries for commercial and residential proposals	15 working days	£150	Not offered	N/A
Do I Need Advertisement Consent	15 working days	£50 for the first sign, £25 for each additional sign	Not offered	N/A
Do I Need Listed Building Consent	10 working days	£150	Not offered	N/A
Site Constraints Check	10 working days	£50	Not offered	N/A
Validation Local List Advice Guidance on what you need to include with a planning application	10 working days	£100	Not offered	N/A

PLANNING SURGERY SERVICE / MEETINGS				
Planning Surgery (Householder) <i>For enquiries for development in the curtilage of a dwellinghouse which would fall within a Householder Planning Application</i>	Set days per week (Two working days notice required)	£150	£150	N/A
Planning Surgery (Minors) <i>For enquiries which would fall within a Minor Planning Application</i>	Set days per week (Two working days notice required)	£250	Not offered – would be a £150 surgery	N/A
Planning Surgery (Majors) <i>For enquiries which would fall within a Major Planning Application</i>	Set days per week (Five working days notice required)	£500	Not offered – would be a £150 surgery	N/A
SPECIALIST ADVICE				
Written Tree Advice	15 working days	£95	Not offered	N/A
Tree Advice On Site <i>Site visits are arranged within 10 working days of receipt of application form</i>	10 working days	£195	Not offered	N/A
Listed building advice on minor works/maintenance	15 working days	£120	£95	N/A
Listed Building Advice (on site) <i>Site visits are arranged within 10 working days of receipt of application form</i>	10 working days	£295	£245	N/A
WRITTEN PRE-APPLICATION ADVICE				
Householder	20 working days	£110	£100	£80 (up to 30 mins)
Adverts	20 working days	£140	£120	£80 (up to 30 mins)
Shop Fronts	20 working day	£140	Not offered	£80 (up to 30 mins)

Businesses at Home <i>Advice on the planning merits of a business use within the curtilage of a dwellinghouse</i>	20 working days	£175	Not offered – would fall within £350 commercial fee	£80 (up to 30 mins)
Replacement Dwellings <i>One-for-one replacement dwellings on the same application site</i>	20 Working Days	£250	£220	£80 (up to 30 mins)
Small Scale Minor e.g. 1-3 dwellings, non-residential (less than 500m2 gross floor space)	20 Working Days	£375	£350	£120 (up to 30 mins)
Large Scale Minor e.g. 4-9 dwellings, non-residential (500-999m2 gross floor space)	20 Working Days	£750	£550	£200 (up to 45 mins)
Small Scale Major e.g. 10-24 dwellings, non-residential (1000m2 - 1999m2 gross floor space)	Bespoke service/timetable to be agreed	£1,500 <i>Where a PPA is sought we will agree a bespoke fee</i>	£2,000	£250 (up to 1hr)
Medium Scale Major e.g. 25-99 dwellings, non-residential (2000m2 - 4999m2 gross floor space)	Bespoke service/timetable to be agreed	£2,750 <i>Where a PPA is sought we will agree a bespoke fee</i>	£2,000 or £2,500 depending on amount	£250 (up to 1hr)
Large Scale Major e.g. 100+ dwellings, non-residential (greater than 4999m2 gross floor space)	Bespoke service/timetable to be agreed	£5,750 <i>Where a PPA is sought we will agree a bespoke fee</i>	£4,500	£250 (up to 1hr)

This page is intentionally left blank

Appendix 1

Parking Charges 2021 - Options

Proposed Amendments to Charges:

1. Increase existing Pay and Display tariffs in line with the Bank of England target rate for inflation used in the council's five year financial model (2%), for financial year 2021/22 with some variations

The increase would not apply to every level of tariff but would enable some rounding of charges to provide a further structure to the fees. The table below sets out the proposed level of charges at each tariff.

Car Park	Daily charges 20/21		New Tariff 2021/22
Chichester – central			
Little London Baffins Lane	Up to 1 Hour	£2.00	£2.00
	Up to 2 Hour	£4.00	£4.00
	Up to 3 Hours	£6.00	£6.00
	Up to 4 Hours	£8.00	£8.00
	Up to 5 Hours	£10.00	£10.00
	Up to 6 Hours	£12.00	£12.00
	Up to 8 Hours	£14.00	£14.00
	More Than 8 Hours	£16.00	£16.00
Chichester - short stay			
Orchard Street	Up to 30 Mins	£0.60	£0.60
St Cyriacs	Up to 1 Hour	£1.40	£1.50
South Pallant	Up to 2 Hour	£2.70	£2.80
East Pallant	Up to 3 Hours	£4.40	£4.50
Market Ave / St John's	Up to 4 Hours	£6.90	£6.00
Market Road	Up to 5 Hours	£8.20	£7.50
Market Ave	Up to 6 Hours	£9.70	£9.00
New Park	Up to 8 Hours	£11.50	£12.00
Cawley Priory	More Than 8 Hours	£13.80	£14.00
Chichester – Long stay			
Avenue de Chartres	Up to 30 Mins	£0.60	£0.60
Basin Road	Up to 1 Hour	£0.90	£0.90
Cattle Market	Up to 2 Hour	£1.70	£1.80
Northgate	Up to 3 Hours	£2.50	£2.70
	Up to 4 Hours	£3.30	£3.60
	Up to 5 Hours	£4.10	£4.50
	Up to 6 Hours	£4.70	£5.40
	More Than 6 Hours	£5.80	£6.30
Chichester			
Westgate	Up to 30 Mins	£0.60	£0.60
	Up to 1 Hour	£0.90	£0.90

	Up to 2 Hour	£1.70	£1.80
	Up to 3 Hours	£2.50	£2.70
	Up to 4 Hours	£3.50	£3.60
	Up to 5 Hours	£4.50	£4.60
	Up to 6 Hours	£5.40	£5.50
	More Than 6 Hours	£6.60	£6.70
Coach Park	Up to 2 Hours	£3.40	£3.50
	More than 2 Hours	£6.70	£7.00
Lorry Park	Overnight fee	£6.70	£7.00
Sunday Charge Long Stay			
Avenue de Chartres	Up to 3 Hours	£1.00	£1.00
Basin Road	Up to 4 Hours	£2.00	£2.00
Northgate	More Than 4 Hours	£3.00	£3.00
Cattle Market			
Westgate			
Midhurst			
Grange Road	Up to 2 Hours	£0.00	£0.00
	Up to 3 Hours	£0.80	£0.80
	Up to 4 Hours	£1.00	£1.00
	Up to 5 Hours	£1.30	£1.30
	Up to 6 Hours	£1.50	£1.50
	Up to 7 Hours	£1.90	£1.90
	More Than 8 Hours	£2.30	£2.40
Midhurst			
North Street Post Office	Up to 1 Hour	£0.00	£0.00
	Up to 2 Hours	£0.60	£0.60
	Up to 3 Hours	£0.80	£0.90
	Up to 4 Hours	£1.00	£1.10
	Up to 5 Hours	£1.30	£1.40
	Up to 6 Hours	£1.50	£1.60
	Up to 7 Hours	£1.90	£2.00
	More Than 8 Hours	£2.30	£2.40
Petworth			
Pound Street	Up to 1 Hour	£0.00	£0.00
	Up to 2 Hours	£0.60	£0.60
	Up to 3 Hours	£0.80	£0.90
	Up to 4 Hours	£1.00	£1.10
	Up to 5 Hours	£1.30	£1.40
	Up to 6 Hours	£1.50	£1.60
	Up to 7 Hours	£1.90	£2.00

	More Than 8 Hours	£2.30	£2.40
Bosham			
Bosham Lane	Up to 1 Hour	£0.70	£0.70
	Up to 2 Hours	£1.80	£1.80
	Up to 3 Hours	£2.40	£2.40
	Up to 4 Hours	£3.50	£3.50
	Up to 6 Hours	£3.90	£3.90
	Up to 24 Hours	£4.10	£4.10
	Up to 48 Hours	£6.20	£6.20
	Additional 24 Hours	£3.10	£3.10
	Up to 7 day max	£18.50	£18.50
Bosham Lane coaches	Per Day	£6.20	£7.00
Bracklesham			
Bracklesham Lane (1 April – 31 Oct)	Up to 2 Hours	£2.20	£2.20
	Up to 4 Hours	£4.20	£4.20
	More Than 4 Hours	£5.40	£5.40
Bracklesham Lane (1 Nov-31 March)	Up to 2 Hours	£0.70	£0.70
	More Than 2 Hours	£1.80	£1.80
East / West Wittering			
Northern Crescent	Up to 1 Hour	£0.00	£0.00
	Up to 2 Hours	£0.60	£0.60
	Up to 3 Hours	£0.80	£0.90
	Up to 4 Hours	£1.00	£1.10
	Up to 5 Hours	£1.30	£1.40
	Up to 6 Hours	£1.50	£1.60
	Up to 7 Hours	£1.90	£2.00
	More Than 8 Hours	£2.30	£2.40
Marine Drive (1 April – 31 Oct)	Up to 2 Hours	£2.20	£2.20
	Up to 4 Hours	£4.20	£4.20
	More Than 4 Hours	£5.40	£5.50
Marine Drive East Wittering (1 Nov-31 March)	Up to 2 Hours	£0.70	£0.70
	More Than 2 Hours	£1.80	£1.80

Selsey			
East Street	Up to 1 Hour	£0.00	£0.00
	Up to 2 Hours	£0.60	£0.60
	Up to 3 Hours	£0.80	£0.90
	Up to 4 Hours	£1.00	£1.10
	Up to 5 Hours	£1.30	£1.40
	Up to 6 Hours	£1.50	£1.60
	Up to 7 Hours	£1.90	£2.00
	More Than 8 Hours	£2.30	£2.40
East Beach (1 April-31Oct)	Up to 1 Hour	£0.40	£0.40
	More Than 1 Hour	£1.70	£1.70
Marine (1 April-31Oct)	Up to 1 Hour	£0.40	£0.40
	More Than 1 Hour	£1.70	£1.70

2.Season Tickets

Season tickets are in place in a number of the council's car parks. The sale of season tickets has decreased significantly over the last few years, with some members of the public stating that they consider the cost of these unattractive. The 'specific' season tickets which are in place in three of the city's car parks have seen a particularly increased reduction in sales and there is significant capacity in these car parks. The season tickets for these car parks are currently charged at £90.00 per month, which compares to the X roving season tickets and Avenue de Chartres of £55.00 and £47.00 per month respectively. An increase in line with inflation could be introduced for season tickets (with the exception of specific season tickets), as per the table below:

Season Ticket	Current 2020/21	Proposed 2021/22
X Roving	£55.00	£56.00
Specific	£90.00	£90.00
ADC	£47.00	£48.00
Bosham	£20.00	£21.00
Other Rural	£17.50	£18.00

There is a demand from customers for a part-time season ticket. It is proposed that this is offered from 1st April 2021, based on a three day a week use on a trial basis for X-roving season tickets to reflect the current working patterns linked to Covid-19. The proposed price of this season ticket would be £34.00 per month. It is unknown what impact this part-time season ticket could have on income received.

Alternative Amendments to Charges Considered:

3.Remove the free of charge parking period in all rural areas.

There are a number of car parks across the district which currently benefit from a free of charge initial period of parking. These car parks are listed below. Customers are required to take a ticket from the machine even during the free period of parking. The loss of income to CDC is shown against each of the car parks below.

2019/2020				
Car Park	Tran	Free Period	Tariff	Loss of income to CDC
North St, Midhurst	63375	1hr	£0.60	£38,025.00
*Grange Rd, Midhurst	98768	2hrs	£0.80	£79,014.40
Post Office, Midhurst	10315	1hr	£0.60	£6,189.00
Pound St, Petworth	54670	1hr	£0.60	£32,802.00
East Street, Selsey	20742	1hr	£0.60	£12,445.20
Northern Crescent, East Wittering	30889	1hr	£0.60	£18,533.40
Total	278759			£187,009.00

Although there is adequate signage across the car parks to advise that customers need to display a ticket even during the free period, some customers do not do this and subsequently are issued with a Penalty Charge Notice, resulting in either payment or challenge of the PCN, which costs the authority in staff time and resource in dealing with challenges, along with the cost of issuing pay and display tickets from machines. Anecdotal evidence suggests that some of the visitors using the car parks where there is the free of charge period of parking rush back to their vehicles before the free period expires.

The *Grange car park is used by a large number of customers who use the Grange Community and Leisure centre and should a decision be made to remove the free period, a process of refunding the parking to leisure customers would have to be agreed with the leisure contractor (similar to the arrangement in Chichester at the Westgate Centre). A significant amount of the income indicated above would be attributed to the use of the centre.

4.Introduce a maximum stay and a flat rate of parking charges into the currently free of charge Sylvia Beaufoy car park in Petworth

There are three completely free of charge car parks owned by the district council (Crossfield – Fernhurst, Sylvia Beaufoy – Petworth and Florence Park – Chichester). Selsey Marine and Selsey East Beach car parks are currently free of charge between 1st November and 31st March each year. Spaces in some of these car parks are occupied for a prolonged period of time and do not always turn over as

quickly as desired, with long-term parking taking place by local residents who have multiple vehicles and CDC has been required to undertake removal of vehicles with no tax or MOT. The introduction of a restricted duration of three hours parking in Florence Road car park has assisted with turning over spaces and preventing commuters within the city from parking free of charge all day.

A maximum stay period of four hours could be introduced into Sylvia Beaufoy car park followed by an all-day charge of £1.00 to assist with turnover of the spaces within the car park. A season ticket would be introduced within the car park which would be available for local residents and businesses to purchase and would mirror the rural season ticket charges to be in place.

5. Evening Charges

An extension to the charging hours by 2 hours (from 6.00pm to 8.00pm) in two car parks within the city was introduced on 1st April 2017, following discussion with the Parking Forum and approval by Cabinet. Evening charges could be extended to:

Option a: Introduce evening charges to short stay car parks in the city – i.e. Little London, Baffins Lane, East Pallant / Cawley Priory, Orchard Street, South Pallant, Market Avenue / St John’s Street, Market Road, Market Avenue.

Option b: Introduce evening charges to short stay and the remaining long stay car parks in the city – i.e. in addition to the above include Basin Road, Cattle Market and Avenue de Chartres car parks.

Option c: Keep evening charges as they currently are (purely in place in Northgate and New Park Road car parks).

6. Remove the existing flat rate tariff for Sundays in Long Stay car parks in the city and replace with the Monday to Saturday long stay tariffs.

A flat rate tariff is currently in place in the Long Stay car parks within the city on Sundays. This tariff could be removed and replaced with the Monday to Saturday Long Stay car park tariff, as shown in the table below. Some customers may prefer the Monday to Saturday tariff as currently they are unable to benefit from the ‘Up to 30 minutes’ period of charging at a reduced rate.

Long Stay – Sundays	Current		Potential new tariff (figs in brackets indicate Westgate)	
Avenue de Chartres	Up to 3 Hours	£1.00	Up to 30 Mins	£0.60
	Cattle Market	£2.00	Up to 1 Hour	£0.90
Basin Road	More Than 4 Hours	£3.00	Up to 2 Hour	£1.80
Northgate			Up to 3 Hours	£2.70
Westgate			Up to 4 Hours	£3.60
			Up to 5 Hours	£4.50(£4.60)
			Up to 6 Hours	£5.40(£5.50)
			More Than 6 Hours	£6.30(£6.70)

MONDAY TO SATURDAY
**Season
Ticket
Group**

Up to ½ Hour	Up to 1 Hour	Up to 2 Hours	Up to 3 Hours	Up to 4 Hours	Over 4 Hours	Up to 6 Hours (Sat only)
£	£	£	£	£	£	£

'Centre' Car Parks

The Brooks  EV		1.40	2.80	4.20	5.60	15.00	6.00	
Middle Brook Street   		1.40	2.80	4.20	5.60	15.00	6.00	
Colebrook Street   (7566)		1.40	2.80	4.20	5.60	15.00		
G'hall Yard (Sat Only)   EV (59546)		1.40	2.80	4.20	5.60	15.00		
Friarsgate  EV (59545)		1.40	2.80	4.20	5.60	15.00		
Jewry Street   (7217)		1.40	2.80	4.20	5.60	15.00		
Cossack Lane   (7218)		1.40	2.80	4.20	5.60	15.00		
Upper Brook Street  (7222)		1.40	2.80	4.20	5.60	15.00		
St. Peters   (7563)	0.30	1.40	2.80	4.20	5.60	15.00		Group B
Tower Street   (7565)		1.40	2.80	4.20	5.60	15.00		Group B
Gladstone Street   (7562)		1.40	2.80	4.20	5.60	15.00		Group B

'Inner' Car Parks

Chesil (Multi-Storey)   (7559) EV		0.70	1.40	2.10	2.80	7.00		Group D	
Durngate  (7220)		0.70	1.40	2.10	2.80	7.00		Group D	
The Cattle Market (7560)		0.70	1.40	2.10	2.80	7.00		Group D	
Worthy Lane  (7564)		0.70	1.40	2.10	2.80	7.00		Group D	
Coach Park (Cars)  (7561)		0.70	1.40	2.10	2.80	7.00		Group D	
Coach Park (Coaches)   						7.00			
River Park Leisure Centre (9am-5pm)    (7221)		0.70	0.90	2.10	Up to 5 hours 2.80	5hrs + 15.00 Mon-Fri 7.00 Sat			
Crowder Terrace  The Lido 	Season Ticket Holders Only								Group D
Barfield Close (89053)	Season Ticket Holders Only								Group E

'Outer' Car Parks - Park & Ride

Barfield (2545)	St Catherines   (2547)	3.00 per day (Mon-Sat)	2.50 off-peak (after 10:30 Mon- Fri)	1.50 (Saturday only – 3hr max)	(Free after 4pm)	RingGo Wallet available for discounted parking £2.70 per day
South Winchester    (2546) EV		3.00 per day (Mon-Sat)	2.50 off-peak (after 10:30 Mon- Fri)			
Pitt (2548) 		3.00 per day (Mon-Sat)	2.50 off-peak (after 10:30 Mon- Fri)			

OFF-STREET PARKING CHARGES
**Mon-Sat 8am-6pm
(River Park 9am-5pm)**
As from 1st October 2019
Key

-  Disabled Bays
-  Parent & Child Bays
-  Motorcycle Parking
-  Coach Parking
-  Motorhome Parking
-  Caravans
- (7566) PaybyPhone Code
- EV** Electric vehicle charging

SEASON TICKETS
ANNUAL PRICES

Group B	£2760.00
Group D	£1288.00
Group E	£552.00
Group F	£275.00

QUARTERLY PRICES

Group B	£750.00
Group D	£350.00
Group E	£150.00
Group F	£75.00

CATTLE MARKET AND WORTHY LANE ONLY
(Purchase from car park machine)

28 Day Ticket	£85.00
7 Day Ticket	£25.00

This page is intentionally left blank

MONDAY TO SATURDAY

Up to ½ Hour	Up to 1 Hour	Up to 2 Hours	Up to 3 Hours	Up to 4 Hours	Over 4 Hours	Up to 6 Hours (Sat only)	<u>Season Ticket Group</u>
£	£	£	£	£	£	£	

OFF-STREET PARKING CHARGES

Mon-Sat 8am-6pm
(Arlebury Park Mon-Fri 9-5)
As from 1st May 2017

Rural Area

Lower Lane, Bishops Waltham  		FREE	0.60	0.80	1.20	1.50		Group F
Basingwell Street, B/Waltham  		FREE	0.60	0.80				
The Square, Wickham  	FREE	0.30	0.60	0.80				
Alresford Station, Alresford  		0.30	0.60	0.80	1.20	1.50		Group F
Perins, Alresford 		0.30	0.60	0.80	1.20	1.50		Group F
Arlebury Park, Alresford  EV		FREE	FREE	0.80	1.20	1.50		Group F

Key

-  Disabled Bays
- EV** Electric Vehicle charging
-  Motorcycle Parking
-  Not Available

SEASON TICKETS
ANNUAL PRICES

Group F £275.00

QUARTERLY PRICES

Group F £75.00

This page is intentionally left blank