

# Public Document Pack

## JOHN WARD

Director of Corporate Services

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A meeting of the **Corporate Governance & Audit Committee** will be held in Committee Room 2 - East Pallant House on **Thursday 25 July 2019 at 2.00 pm**

MEMBERS: Dr K O'Kelly (Chairman), Mr T Johnson (Vice-Chairman), Miss H Barrie, Mr M Bell, Mr J Brown, Mr A Dignum, Mr F Hobbs and Mr D E P Palmer

## AGENDA

- 1 **Chairman's Announcements**  
Any apologies for absence that have been received will be noted at this point.
- 2 **Approval of Minutes** (Pages 1 - 8)  
The committee is requested to approve the minutes of its ordinary meeting on 28 March 2019.
- 3 **Urgent items**  
The chairman will announce any urgent items that due to special circumstances are to be dealt with under the Late Items agenda item.
- 4 **Declarations of Interest**  
These are to be made by members of the Corporate Governance and Audit Committee or other Chichester District Council members present in respect of matters on the agenda for this meeting.
- 5 **Public Question Time**  
The procedure for submitting public questions in writing by no later than 12:00pm the day before the meeting is available [here](#) or from the Democratic Services Officer (whose contact details appear on the front page of this agenda).
- 6 **Corporate Governance and Audit Committee Work Programme 2019-2020** (Pages 9 - 12)  
The Corporate Governance and Audit Committee is requested to consider and approve its work programme for 2019-20.
- 7 **Audit Fees 2019-2020** (Pages 13 - 15)  
To review the proposed audit and certification work that Ernst & Young LLP proposes to undertake in 2019/20 and the fees for this work.
- 8 **Chichester District Council Audit Results Report for the Year Ended 31 March 2019** (Pages 17 - 65)  
The Corporate Governance and Audit Committee is requested to consider and note the attached report which summarises the external auditor's audit conclusion in relation to Chichester District Council's financial position and the results of operations for the year ended 31 March 2019.
- 9 **Statement of Accounts for 2018-2019** (Pages 67 - 79)  
The Corporate Governance and Audit Committee is requested to consider and

approve the audited Statement of Accounts shown in Appendix 2 (*copy to follow*) for the financial year ended 31 March 2019, note the outturn position and authorise the Letter of Representation to be given to the Council's External Auditor.

- 10 **2018-2019- Treasury Management Out-turn Report** (Pages 81 - 89)  
The Corporate Governance and Audit Committee is requested to consider the 2018-2019 Treasury summarised activity and out-turn position and provide comments to the Cabinet as necessary and nominate a representative to work with the Cabinet Member for Finance, Growth, Place and Regeneration and officers to complete a review the existing external pooled fund investments as requested by Cabinet.
- 11 **2018-2019 Annual Governance Statement and Corporate Governance Report** (Pages 91 - 115)  
The Corporate Governance and Audit Committee is required to report to the Council each year on the effectiveness of Chichester District Council's governance arrangements and so it requested to consider the draft Annual Report on Corporate Governance at appendix 1, the Annual Governance Statement 2018-2019 (appendix 2), and Internal Audit and Corporate Investigations Annual Report 2018-2019 (appendix 3), and to recommend these to the Council for approval.
- 12 **Fraud Prevention** (Pages 117 - 120)  
The Corporate Governance and Audit Committee is requested to consider this report and the corporate approach to fighting fraud to ensure they fulfil their stewardship role and protect the public purse and to note that Chichester District Council will actively pursue potential frauds identified through ongoing investigations by the Corporate Investigations Team (CIT).
- 13 **Section 106 and CIL Annual Monitoring Report** (Pages 121 - 295)  
The Corporate Governance and Audit Committee is requested to note the income and expenditure between 1 April 2018 and 31 March 2019 in respect of S106 contributions and from CIL, the information on S106 agreements within 2 years of the expenditure target date as set out in Appendix 1 the details of non-financial S106 obligations set out in Appendix 2; and the monitoring information required by the CIL regulations as set out in Appendix 3.
- 14 **Annual Partnerships Report 2019** (Pages 297 - 322)  
The Corporate Governance and Audit Committee is requested to consider the annual report on the effectiveness of Chichester District Council's strategic partnerships to satisfy themselves that these partnerships have appropriate governance measures and risk monitoring procedures in place.
- 15 **Corporate Health and Safety Business Continuity Management** (Pages 323 - 329)  
That the Committee considers and notes the Council's arrangements in place for monitoring and controlling the risks associated with health and safety and business continuity matters.
- 16 **Audit Reports, Progress Report - Audit Plan** (Pages 331 - 388)  
The Corporate Governance and Audit Committee is requested to consider the Audit Reports, follow Up and note progress against the audit plan.
- 17 **Appointment to the Strategic Risk Group**  
The Strategic Risk Group is set up with terms of reference 'to consider any strategic and operational risks (*to the Council*), the associated controls, management and any mitigation and to review previously identified strategic risks and give detailed consideration of any newly identified risks'. It meets at least twice a year and

reports to this committee. Membership is three members of Cabinet, three members of the Corporate Governance & Audit Committee and the Strategic Leadership Team. Members are requested to agree the three representatives from this committee.

**18 Exclusion of the Press and Public**

There are no restricted items for consideration.

**19 Late items**

The committee will consider any late items as follows:

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

### NOTES

1. The press and public may be excluded from the meeting during any item of business where it is likely that there would be disclosure of “exempt information” as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
2. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
  - a) Members of the Corporate Governance & Audit Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
  - b) The press and public may view this information on the council’s website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council’s information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
4. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intention before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided.

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Minutes of the meeting of the **Corporate Governance & Audit Committee** held in Committee Room 2, East Pallant House on Thursday 28 March 2019 at 9.30 am

**Members Present:** Mrs P Tull (Chairman), Mrs P Plant (Vice-Chairman), Mr J Brown, Mrs N Graves, Mr F Hobbs, Mr S Lloyd-Williams, Mr K Martin and Mr P Wilding

**Members not present:** Mrs P Hardwick and Mr S Morley

**In attendance by invitation:** Mr J Jones (Ernst & Young LLP) and Mr K Suter (Ernst & Young LLP)

**Officers present all items:** Mrs H Belenger (Divisional Manager for Financial Services) and Mr S James (Principal Auditor)

## 233 **Chairman's Announcements**

The Chairman welcomed everyone to the meeting.

Apologies had been received from Mrs Hardwick and Mr Morley.

The Chairman read out emails received from Mrs Hardwick and Mr Morley, apologising for not being able to attend their last meeting of the Committee before the District Council elections, expressing thanks to the officers and Chairman, as well as wishing the Committee all the best for the future.

## 234 **Approval of Minutes**

That the minutes of the meeting held on 10 January 2019 were agreed and signed as a correct record subject to the deletion of 'is also shown' at the end of the fourth paragraph of Minute 227 and the replacement of 'authorities' with 'authority's' on line seven of Minute 228.

## 235 **Urgent items**

There were no urgent items.

## 236 **Declarations of Interest**

There were no declarations of interests.

## 237 **Public Question Time**

There were no public questions.

## 238 **Certification of Claims and Returns Annual Report 2017-18**

The Committee considered the report attached to the agenda.

Mr Jones of Ernst & Young LLP presented the report. He drew attention to the housing benefits certification claim, completed at the end of December 2018. The Council paid housing benefit to claimants and claimed back a subsidy from the Government. Due to known issues from the previous year, the number of cases sampled was increased from 20 to 40 and four errors were found. If the errors found exceed the Department for Work and Pensions threshold, the Council's subsidy was reduced. The errors found were between £6,000-£7,000 above the threshold.

The Committee made the following comments and received answers to questions as follows:

- Key financial checks of Housing benefits were carried out for this complex area of work annually by Internal Audit. The Revenues and Benefits service also had checking processes in place and because the issues were picked up in the previous subsidy claim, the Service had worked hard over the past year to develop processes to carry out checks on the issues identified, which would be noticed in future annual results. Members received confirmation that the Council had sufficient staff resources to make sure these checks were carried out properly. Although there was still some work to do officers had made good progress to reduce the level of error in future.
- Ernst & Young LLP had again recommended refresher training for officers.
- The Service had recently undertaken a post project evaluation on lessons learned and the staffing set up, following the review of the service to see how to improve the situation. A risk based system had been looked at to improve the checking process by reviewing more complex claims in greater detail. Extra resources were in place to claim back any overpayments. Investment was already in place and direction of travel to resolve the issue was heading the right way.
- With regard to the miscalculation of overpayments this was due to a historical issue concerning the interpretation of the IT system concerning the calculation of data input, which as soon as the error was realised processes were amended. With regard to complexity, housing benefit was a complex area and with the introduction of Universal Credit, retaining staff was an issue and training new staff was a long process.

Whilst acknowledging that the impact of failing the threshold can be severe, members congratulated the officers on how well they had addressed the issue and the steps they had taken. They acknowledged the staffing problems that occurred during the Revenues and Benefits service review.

Mr Jones added that the extent of the fee was identified from the number of errors found and that the recommendation required that the Council undertakes spot checks on higher value overpayments.

## RESOLVED

That the Certification of Claims and Returns Annual Report 2018-19 be noted.

### 239 **Audit Planning Report Year Ended 31 March 2019 - EY**

The Committee considered this report attached to the agenda.

Mr Suter of Ernst & Young LLP presented the report. He drew the members' attention to Section 2: Audit Risks and Section 3: Value for Money Risks including details of additional areas of focus compared to previous years.

Clarification was given that on page 29 the figure of '£7,689k' should read £7.689m'. Mr Suter agreed to a request from the Committee to format the figures in £m not £k so they were easier to read and advised that a final check for typographical errors would be carried out.

Mr Suter responded to members' questions. A question concerning materiality, based on 2% of the prior year's gross expenditure on the provision of services and whether or not gross expenditure was the correct figure to use, as it included pass through funding. The calculation included the expenditure for the net cost of services, expenditure in terms of the financing interest payments, and parish precepts were included where relevant. He undertook to check the position and let members know outside the meeting if part funding of business rates was generally excluded. He confirmed that if any issues were found steps were taken to identify the route cause to see if it was an error or deliberate manipulation of the accounting and appropriate action was taken as required.

The Committee noted the report.

### 240 **2018-19 Accounting Policies**

The Committee considered the report circulated with the agenda.

Mr Catlow introduced the report. He advised that no changes to the accounting policies were required, save for new accounting standards IFRS 9 - Financial Instruments and IFRS 15 - Revenue from Contracts with Customers in the 2018-19 Code set out in appendix A. He explained that the biggest impact had been dealt with that concerned the Council's pooled fund and the movements in fair value. However, following lobbying to the Government a five year time limited statutory override was in place the majority of the significant impacts had been addressed but there would be some re-classifications in this year's accounts

Officers answered members' questions and comments as follows:

- *Paragraph 4.8:* Amend 'principals' to read 'principles'.
- *Requirements of IFRS15:* a member drew attention to the importance of commercial income, especially from car parking charges and planning fees, to enable the Council to continue to provide services.

- *IFRS9 – types of financial assets measured?:* The types of within amortised cost related to a loan or a simple term deposit arrangement where the end return was known at the start. Fair value through profit and loss related to investments that could change over time where the return was not known.
- *Queried low level high volume transactional income and expenditure recognition:* The principal means of control, outside of system controls, was the Council's high level budget monitoring. If revenue received at the end of the financial year was significantly below that expected the discrepancy would be investigated.
- *Disclosure note examples?:* These could cover anything in the accounts and could concern fixed assets, debtors and creditors, provisions, use and lists of reserves, staff benefits, pension provision, financial instruments, guarantees and contractual commitments.

Mr Wilding thanked Mr Catlow for a well written report.

## **RESOLVED**

That the Council's accounting policies to be applied to prepare the Council's 2018-19 financial statements be approved.

### **241 Carry Forward Requests**

The Committee considered the report attached to the agenda.

Mr Cooper presented the report, advising that the three carry forward requests had been scrutinised and supported by the Chief Executive and the Director of Corporate Services.

Mrs Belenger responded to members' questions:

- *Vision for the District – funding to support Visions across the city and rural towns:* With regard to this carry forward request, the timing of the projects and working with other external partners may have caused some delay. The budget owner had advised that the £45,000 underspend related to projects currently in progress that would be completed during the next financial year. Mr Hobbs, the Council's representative on Visit Chichester Ltd, advised that although there was a sense of urgency about bringing the projects together funds would not be spent for the sake of spending money.
- *Legal and Democratic Services locum costs:* The carry over request was a temporary arrangement for the next financial year only to enable the budget manager time to still provide a relevant service to the Council with the use of temporary staff and be able to address the issues in the long term.

## **RECOMMENDATION TO CABINET**

That the requests for budgets to be carried forward to 2019-20 totalling £75,000 be approved.

### **242 Audit Report, Position Statements, Progress Report, Audit Plan 2019/2020**



The Committee considered the report, circulated with the agenda.

Mr James introduced the audit reports for the Museum and TIC, and General Data Protection Regulations, and the positions statements for the Revenues and Benefits Overpayments, and Housing Benefits Key Financial Systems Audit, Audit Progress and the Audit Plan 2019/2020. Ms Thorndyke who was in attendance to answer questions relating to the Museum and TIC Audit.

The Committee made the following comments and received answers to questions as follows:

Museum and TIC Audit Report:

- *Will an audit be carried out for the Museum as a whole?:* Members were advised income reconciliations and incomes streams had been looked at before as a separate piece of work. This audit dealt with areas not previously been looked at by any other audit. Ms Thorndyke added that the audit had been welcomed as officers were keen to improve processes and would implement all of the recommendations.

Revenues and Benefits Overpayments:

- *What was the impact on the Council accounts?:* Overpayment repayments were logged against the individual debtor's record to show when a payment had been received. The Accountancy Team looked at the overall housing benefit overpayment taking into account the age of the debt and would then assess the need for a bad debt provision. Recuperated money was not paid back to the Department of Work and Pensions due to the error being adjusted in the Council's subsidy claim. Time barred overpayments would be written off for which members received an annual summary of these write offs. Bad debt provision for these overpayments was currently between 70%-90% due to the age of debt, an increased due to the level of housing benefit overpayments. At the end of the financial year this figure would be looked at to see if the Council's debt provision was sufficient, taking into account the progress the Debt Recovery Team had made regarding the outstanding debts and whether they could be economically recovered. Occasionally some people over pay on their repayment arrangements with the Council when recovering housing benefit overpayments, although this was not many, or for large amounts, but the Debt Recovery Team will try to contact the people to stop the payment arrangement.
- *Details of the Age Debtor Profile were requested:* The age of debts was declared in the Council's annual accounts and officers undertook to provide details once the accounts for 2018-2019 had been finalised.
- *Are creditors advised they have made housing benefit overpayments to the Council?:* The Council send out notifications once full payment was made. However, some people did not receive their notification as they had moved property and had to be traced. Some had set up standing orders which did not automatically stop once full payment had been made to the Council. Changes to the benefits process allowed the sharing of claimant's personal data, via organisations such as HMRC, leaving less reliance on the claimant having to notify the Council of changes in their personal circumstances.

- *Write-off Policy:* The Policy set out the reasons why a debt can be written off including where it would no longer be economic to collect the debt. It was likely that this financial year will result in a large amount being written off following a review of the debts by the Specialist Overpayments Officer working in the Debt Recovery team and their assessment of the likelihood of recovering the debt. This year progress had been of concern on debt recovery following the staffing resources issues arising from the Revenue and Benefits service review. The Audit Team had issued the position statement as it recognised that the Revenues and Benefits Section was struggling to clear the overpayments, which resulted in the appointment of a Specialist Overpayments Officer post for one year. A full debt recovery audit would be undertaken during the next financial year and the results brought before the Committee.
- *How claimant's had received overpayments?:* Mrs Belenger undertook to find out.

On behalf of the Committee, Mr Hobbs thanked Mr James and his Team for all their work in carrying out this important function. He said that members could give the impression that they were digging away as officers were not doing their job, but it was their job to test. He said that members considered that everything was going well and although there were small things that could be improved it was members' duty to ask questions.

## **RESOLVED**

That the Audit reports, the Position Statements, Progress Report and the 2019/2020 Draft Audit Plan be noted.

### **243 Strategic Risk Management Update**

The Committee considered the report attached to the agenda.

Mrs Belenger introduced the report, advising that the Strategic Risk Group had considered the Council's strategic risk register. She drew attention to the heat map at paragraph 5.3 and the key changes to the risk register. During this quarter one new risk had been identified in respect of the risk on the high street as a result of changing shopping habits and the economy. Details of which were tabled at the meeting following the risk being assessed by the risk owner and would be added to the heat map. With regard to the Programme Board risks the Infrastructure Programme Board was now largely covered by other groups e.g. DPIP and Chichester Growth Board. There were no high scoring risks for the remaining two Programme Boards.

The Committee made the following comments and received answers to questions as follows:

- *Members' requested the report should be printed in colour:* This was an oversight and should have been printed in colour.
- *CRR165 Brexit - Has the possibility of Article 50 been taken into account and who will pay the Council's costs to mitigate this risk?:* The mitigation costs were

not known as they were hidden in officer time ensuring there were measures in place. In case of a no Brexit deal, all services have made an assessment of the potential impact; including finance where officers had taken steps to ensure that any funds domiciled in other EU countries could be transferred to a United Kingdom based money market. All council services were tasked to identify how they would be impacted and to consider if there were any costs implications to mitigate any impact. Confirmation was given that the costs incurred so far were likely to be small. Some funding has been made available to the Council due to Brexit, this was £35,000 over a two year period. A further assessment was being undertaken by the Government to see if further funding was required by all local authorities.

- *CRR09 Business Continuity - When will the off-site replication of the Council's IT systems be in place, as it would be a vast mitigation for this risk?:* Following approval of the funding for this project it was expected that it would be in place within the next twelve months.
- *CRR170 Changing use of the High Street in City and Rural Towns – Was this risk score high enough as concern was raised at the number of empty shops observed in the Chichester City centre and deterioration of the environment, such as the pavements:* This new emerging risk had gone through the review regime and the risk score given of 6 was considered an appropriate score but would be reviewed again by the Strategic Leadership Team at the next quarter. The effect to the Council had also been assessed as part of the risk.
- *CRR147 Southern Gateway – Local Enterprise Partnership funding latest position?:* The Council was waiting for confirmation that it could have the flexibility arrangements. A decision was required by tomorrow's deadline, otherwise the funding would be lost.
- *CRR149 Impact of Universal Credit (UC) on working claimants across the District – Queried 'Some people may expect delays':* Officers were aware there may be some delays and that some groups of claimants were especially affected.
- *CRR148 Local Plan – Concern was raised that the Local Plan would be at risk if residents did not understand the consequences of it not being found sound.* Planning Policy was very aware of the risks involved should the Local Plan not be found sound in terms of not meeting its housing targets and the impact on infrastructure.

## **RESOLVED**

- 1) that the current strategic risk register and the internal controls in place, plus any associated action plans to manage those risks be noted; and
- 2) that the current high scoring programme board and organisational risks, and the mitigation actions in place be noted.

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

### **RESOLVED**

That the public and press be excluded from the meeting for the following items on the grounds that it is likely there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (information relating to the

financial or business affairs of any particular person (including the authority holding that information)) and Paragraph 5 (Information in respect of which a claim or legal professional privilege could be maintained in legal proceedings) and of Part I of schedule 12A to the Local Government Act 1972 and because, in all the circumstances of the case, the public interest in maintaining the exemption of the amount outweighs the public interest in disclosing the information.

**245 Report on Potential Liabilities of the Council**

The Committee considered the report attached to the agenda presented by Miss Golding.

**RESOLVED**

That the report be noted.

**246 Strategic Risk Management Statement**

The Committee discussed risk CRR152 relating to the recycling support payment income.

**247 Late items**

There were no late items.

The meeting ended at 11.30 am

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CHAIRMAN

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Date:

**Chichester District Council**

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

**25 July 2019**

**Corporate Governance and Audit Committee  
Work Programme 2019-2020**

**1. Contacts**

Kate O'Kelly - Chairman of the Corporate Governance & Audit Committee  
Telephone: 07979 522299  
E-mail: kokelly@chichester.gov.uk

**2. Recommendation**

**The committee is requested to consider and agree its work programme for 2019-20.**

**3. Background**

3.1 Each year the Corporate Governance and Audit Committee prepares its work programme identifying the issues it will consider throughout the year.

3.2 At previous meetings of the committee the following principles were agreed:

- Task and Finish Groups can be used to take an issue off-line for deeper consultation and report back with recommendations.
- Where major documents (such as Treasury Management) are brought to the committee for approval, highlighting or underlining should be used to identify changes from previously approved versions.
- Reports should be shorter and more use should be made of executive summaries.
- High/medium priority internal audit reports would be included with the agenda and low priority audit reports would be emailed to members for information.

**Developing a Work Programme**

4.1 The 2019-2020 work programme has been developed in consultation with the Council's external auditors and with internal audit officers and taking into account suggestions for future focus discussed by the committee during the year.

4.2 The Business Routeing Panel met on 25 March 2019 to discuss the council's full work plan and to agree those issues which should be considered by this committee.

4.3 Members are requested to consider and approve this committee's work programme attached at Appendix 1.

5. **Implications**

**Are there any implications for the following?**

	Yes	No
<b>Crime &amp; Disorder</b>		x
<b>Climate Change</b>		x
<b>Human Rights and Equality Impact</b>		x
<b>Safeguarding</b>		x
<b>Other</b> (please specify) eg biodiversity		x

6. **Appendices**

Appendix 1 – Draft Work Programme 2019-2020

7. **Background Papers**

None

## Corporate Governance and Audit Committee 2019-20 Work Programme

Subject	Route	Lead Officer
<b>25 July 2019</b>		
CGAC work programme 2019-20		Katherine Davis
Audit fees 2019-20		EY
Audit Results Report for the year ended 31 March 2019		EY
Approval of the 2018-19 Audited accounts		David Cooper
2018-19 Treasury Management Outturn report	Cabinet	Mark Catlow
Corporate Health and Safety and Business Continuity Management		Warren Townsend
S106 and CIL Annual Monitoring report		Simon Davies
Partnerships Report 2019		Amy Loaring
2018/19 Annual Governance Statement and Corporate Governance report. App 1 CGAC report to Full Council; App 2 Annual Governance Statement; App 3 Report on Partnerships; App 4 Effectiveness of Internal Audit section	Council	Stephen James
Fraud Prevention		Stephen James
Internal audit - individual reports and audit plan progress 2018-19 and new audit plan 2019-20		Stephen James
Strategic Risk Group - Appointment of three members of the committee		Chairman
<b>24 October 2019</b>		
Annual Audit Letter 2018-19		EY
Strategic & Operational Risks 2019-20 – report back from SRG 26 September 2019	Cabinet	Helen Belenger
Financial Strategy & Plan 2020-21	Cabinet	Helen Belenger
Corporate Debt and Write Off Policies	Cabinet	Helen Belenger
S106 annual exceptions report		Simon Davies
Complaints, Freedom of Information requests and Data Protection Analysis 2018-19		Nick Bennett/Fiona Delahunty
Internal audit - individual reports and audit plan progress		Stephen James

Subject	Route	Lead Officer
Budget TFG - Appointment of three members of the committee		
<b>10 January 2020</b>		
Certification of claims and returns annual report 2018-19		EY
Capital Strategy		Mark Catlow
Audit Progress Report		EY
Mid- year review of the Treasury Management Strategy 2019-20	Cabinet	Mark Catlow
Draft Treasury Management Strategy and Policy for 2020-21		Mark Catlow
Budget Review TFG – report back by members of the group		Helen Belenger/ TFG members
Internal audit - individual reports and audit plan progress		Stephen James
<b>28 March 2020</b>		
Audit Planning Report 2019-20		EY
Internal audit - individual reports and audit plan progress and new audit plan 2020-21		Stephen James
Accounting Policies		Mark Catlow
Strategic, Organisational and Programme Board Risk Registers Update	Cabinet (if policy changed)	Helen Belenger
Internal audit - individual reports and audit plan progress		Stephen James
Carry forward requests	Cabinet Apr 2019	David Cooper
Report on potential liabilities of outstanding litigation (Part 2)		Nick Bennett

**Reports emailed to CGAC members for information:**

- Audit scopes – sent to committee members by Internal Audit
- Audits where recommendations are low risk – medium and high risk audits included on agenda
- Treasury Management monthly reports – sent to members by Financial Services
- Property Investment performance monthly reports – sent to members by Financial Services
- Employment Statistics annual report – November (reported as part of Equality Strategy update) – sent to members by Committee Clerk
- EY quarterly committee briefings – sent to committee members by Committee Clerk



Ms Diane Shepherd  
Chief Executive  
Chichester District Council  
East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY

25 April 2019

Ref: Fee Letter/19-20

Direct line: 023 8038 2159

Email: [KSuter@uk.ey.com](mailto:KSuter@uk.ey.com)

Dear Diane

## **Annual Audit 2019/20**

We are writing to confirm the audit that we propose to undertake for the 2019/20 financial year at Chichester District Council.

From 2018/19, local government and police bodies have been responsible for making their own arrangements for the audit of the accounts and reporting on the housing benefit subsidy claim.

The Secretary of State for Housing, Communities and Local Government has specified Public Sector Audit Appointments (PSAA) as an appointing person under provisions of the Local Audit and Accountability Act 2014. PSAA has appointed auditors for bodies that opted into the national scheme. Appointments were made for the duration of the five-year appointing period, covering the audits of the accounts for 2018/19 to 2022/23.

The appointment of an auditor to report on the Council's housing benefit subsidy claim is no longer covered by the PSAA appointment.

## **Indicative audit fee**

For the 2019/20 financial year, PSAA has set the scale fee for each opted in body. Following consultation on its Work Programme and Scale of Fees, PSAA has maintained scale audit fees at the same level as for 2018/19, unless there are specific circumstances which require otherwise.

The fee reflects the risk-based approach to audit planning set out in the National Audit Office's Code of Audit Practice for the audit of local public bodies.

The audit fee covers the:

- Audit of the financial statements;
- Value for money conclusion; and
- Whole of Government accounts.

Our final fee will include the impact of additional risks and/or circumstances that are out of the scope of the scale fee, for example:

- Additional work performed on asset valuations, including the involvement of our valuation specialists;
- Additional work performed on the valuation of the net pension liability, including the involvement of our pension specialists; and
- Additional work arising from the implementation of IFRS 16 Leases.

At this stage, the indicative fee is set at the scale fee.

This indicative fee is based on certain assumptions, including:

- The overall level of risk in relation to the audit of the financial statements is not significantly different to that of the prior year;
- Officers meet the agreed timetable of deliverables;
- Our accounts opinion and value for money conclusion are unqualified;
- Appropriate quality of documentation is provided by Officers;
- There is an effective control environment; and
- Prompt responses are provided to our draft reports.

Meeting these assumptions will help ensure the delivery of our audit at the indicative audit fee which is set out in the table below.

As we have not yet completed our audit for 2018/19, our audit planning process for 2019/20 will continue as the year progresses. Fees will be reviewed and updated as necessary, within the parameters of our contract.

### Summary of fees

	Indicative fee 2019/20 £	Planned fee 2018/19 £	Actual fee 2017/18 £
Scale Fee	37,799	37,799	49,090
Restatement of prior year figures	-	-	979
<b>Total Code audit fee</b>	<b>37,799</b>	<b>37,799</b>	<b>50,069</b>
Reporting on grants and claims	11,320	10,820	13,577

- The 2017/18 Housing Benefit Certification fee includes £5,730 in respect of additional work required to review and capture extended testing undertaken due to errors identified during our testing. This is still subject to approval by the PSAA.

Any additional work that we may agree to undertake (outside of the Code of Audit Practice) will be separately negotiated and agreed with you in advance. All variations to the scale fee will be subject to PSAA approval.

### **Billing**

The scale fee will be billed in 4 quarterly instalments of £9,450.

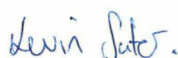
### **Audit plan**

Our plan is expected to be issued in November 2019. This will communicate any significant financial statement and value for money risks identified, planned audit procedures to respond to those risks and the estimated fee implications of these additional procedures. Should we need to make any significant amendments to the audit fee during the course of the audit, we will discuss this in the first instance with the Director Corporate Services and communicate the revised fee and the matters giving rise to any adjustments to the scale fee in our Audit Results Report which we will present to the Corporate Governance and Audit Committee.

For a high-level overview of our approach and further information on how we intend to work with you under the PSAA contract, please refer to our leaflet 'EY working with you' which is enclosed.

We remain committed to providing you with a high quality service. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please contact me, or Janet Dawson as our Government and Public Sector Assurance Leader at [jdawson1@uk.ey.com](mailto:jdawson1@uk.ey.com). If you prefer an alternative route, please contact Steve Varley, our Managing Partner, by writing to him at 1 More London Place, London, SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute.

Yours sincerely



Kevin Suter  
Associate Partner  
For and on behalf of Ernst & Young LLP  
cc. John Ward, Director Corporate Services  
Councillor Tricia Tull, Corporate Governance and Audit Committee Chair

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Chichester District  
Council  
Audit results report  
Year ended 31 March 2019

July 2019

Page 17

**EY**

Building a better  
working world

Agenda Item 8



16 July 2019

Dear Corporate Governance and Audit Committee Members

We are pleased to attach our audit results report for the forthcoming meeting of the Corporate Governance and Audit Committee. This report summarises our preliminary audit conclusion in relation to the audit of Chichester District Council for 2018/19.

We have substantially completed our audit of Chichester District Council for the year ended 31 March 2019. Subject to concluding the outstanding matters listed in our report, we confirm that we expect to issue an unqualified audit opinion on the financial statements in the form at section 3, before the deadline of 31 July 2019. We also have no matters to report on your arrangements to secure economy, efficiency and effectiveness in your use of resources.

This report is intended solely for the use of the Corporate Governance and Audit Committee, other members of the Authority, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent.

We would like to thank your staff for their help during the engagement.

We welcome the opportunity to discuss the contents of this report with you at the Corporate Governance and Audit Committee meeting on 25 July 2019.

Yours faithfully

Kevin Suter

Associate Partner

For and on behalf of Ernst & Young LLP

Encl

# Contents



Public Sector Audit Appointments Ltd (PSAA) have issued a 'Statement of responsibilities of auditors and audited bodies'. It is available from the Chief Executive of each audited body and via the PSAA website ([www.psa.co.uk](http://www.psa.co.uk)).

This Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The 'Terms of Appointment (updated April 2018)' issued by PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Audit Results Report is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.



01

# Executive Summary





# Executive Summary

## Scope update

In our Audit Planning Report presented at the 28 March 2019 Corporate Governance and Audit Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. We carried out our audit in accordance with this plan, with the following exceptions:

- Changes in materiality. In our Audit Planning Report, we communicated that our audit procedures would be performed using a materiality of £1.565m. We updated our planning materiality assessment using the draft financial statements and have also reconsidered our risk assessment. Based on our materiality measure of gross revenue expenditure, we have updated our overall materiality assessment to £1.502m. This results in updated performance materiality, at 75% of overall materiality, of £1.126m, and an updated threshold for reporting misstatements of £0.075m.

## Status of the audit

We have substantially completed our audit of Chichester District Council's financial statements for the year ended 31 March 2019 and have performed the procedures outlined in our Audit Planning Report. Subject to satisfactory completion of the following outstanding matters we expect to issue an unqualified opinion on the Council's financial statements in the form which appears at Section 3. However until work is complete, further amendments may arise:

Page 21.

- Final pension liability procedures
- Testing and review of journals
- Review of the final version of the financial statements
- Completion of subsequent events review
- Receipt of the signed management representation letter
- Completion of procedures required by the National Audit Office (NAO) regarding the Whole of Government Accounts submission

We expect to issue the audit certificate at the same time as the audit opinion.

## Audit differences

There are no unadjusted audit differences arising from our audit.

We have identified audit differences relating to the Net Pension Liability, Property, Plant and Equipment, Debtors and Earmarked Reserves which management are in the process of correcting. Details can be found in Section 4 Audit Differences.



# Executive Summary

## Areas of audit focus

Our Audit Planning Report identified key areas of focus for our audit of Chichester District Council's financial statements. This report sets out our observations and conclusions, including our views on areas which might be conservative, and where there is potential risk and exposure. We summarise our consideration of these matters, and any others identified, in the "Areas of Audit Focus" section of this report.

We ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Corporate Governance and Audit Committee.

## Control observations

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you.

## Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties. In our Audit Planning Report we identified no significant risks over sustainable resource deployment. We have revisited this assessment and considered the wider results of our other audit procedures; we identified no significant risks.

We have no matters to report about your arrangements to secure economy efficiency and effectiveness in your use of resources. Details can be found in Section 5 Value for Money.



# Executive Summary

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## Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result of this work.

We have performed the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts submission. We had no issues to report.

We have no other matters to report.

## Independence

We have no matters to highlight on Independence.



## 02 Areas of Audit Focus



# Areas of Audit Focus

## Significant risk

### Capitalisation of revenue expenditure

#### What is the risk?

Under ISA 240 there is a presumed risk that revenue may be misstated due to improper revenue recognition. In the public sector, this requirement is modified by Practice Note 10 issued by the Financial Reporting Council, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.

We have identified an opportunity and incentive to capitalise expenditure under the accounting framework, to remove it from the general fund.

Page 25

#### What judgements are we focused on?

We focused on the following:

For significant additions and Revenue Expenditure Funded from Capital under Statute (REFCUS) we examined invoices, capital expenditure authorisations, leases and other data that support these additions and expenditure. We reviewed the sample selected against the definition of capital expenditure in IAS 16; and

- Whether management were inappropriately processing journals that transferred amounts from revenue to capital.

#### What did we do?

- Documented our understanding of the controls relevant to this significant risk and considered they have been appropriately designed;
- Designed journal procedures to identify and review adjustment manual journals that moved amounts from revenue codes to capital codes; and
- Amended our sample sizes when testing PPE additions and REFCUS to reflect the existence of this risk. Agreed samples to source documentation to ensure the classification was reasonable.

#### What are our conclusions?

Based on the work completed at the time of drafting this report:

We have not identified any issues with the classification of REFCUS or capital expenditure.

We have not identified any instances of inappropriate judgements being applied.

Overall our audit work did not identify any material issues or unusual transactions to indicate any misreporting of the Authority's financial position





# Areas of Audit Focus

## Significant risk

### Misstatements due to fraud or error

#### What is the risk?

As identified in ISA (UK) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.

We identify and respond to this fraud risk on every audit engagement. The manipulation of capitalising expenditure could occur through management override of controls.

Page 36

#### What judgements are we focused on?

We focused on the following:

- Understanding the risks of fraud and the controls put in place to address those risks by management and how the Audit & Governance Committee oversees management's processes over fraud.
- Considering the effectiveness of management's controls designed to address the risk of fraud.
- Determining an appropriate strategy to address those identified risks of fraud.
- Performing mandatory procedures in respect of journal entries, estimates and significant unusual transactions.

#### What did we do?

- Wrote to the s151 officer, Chair of the Corporate Governance and Audit Committee and the Internal Audit and Corporate Investigations Manager in this regard and reviewed their responses;
- Documented our understanding of the controls relevant to this significant risk and considered they have been appropriately designed;
- Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in preparing the financial statements;
- Reviewed accounting estimates for evidence of management bias; and
- Evaluated the business rationale for any significant unusual transactions.

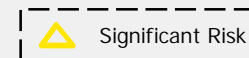
#### What are our conclusions?

Based on the work completed at the time of drafting this report:

We have not identified any material weaknesses in controls or evidence of material management override.

We have not identified any instances of inappropriate judgements being applied.

We did not identify any transactions during our audit which appeared unusual or outside the Council's normal course of business





## Areas of Audit Focus

### Other financial statement risk

#### Valuation of land and buildings

##### What is the risk?

The fair value of Property, Plant and Equipment (PPE) represents a significant balance in the Council's accounts and are subject to valuation changes, impairment reviews and depreciation charges. Management is required to make material judgements and apply estimation techniques to calculate the year-end balances recorded in the balance sheet.

Page 27.

##### What judgements are we focused on?

- focused on the following:
- The adequacy of the scope of the work performed by the valuer including their professional capabilities; and
  - The reasonableness of the underlying assumptions used by the Council's expert valuer.

##### What did we do?

- Considered the work performed by the Council's valuers, including the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- Reviewed the relationship of the valuer to the Council;
- Challenged the assumptions used by the Council's valuers by reference to external evidence;
- Considered the annual cycle of valuations to ensure that assets have been valued within a 5 year rolling programme as required by the Code for PPE;
- Reviewed assets not subject to valuation in 2018/19 and confirmed that the remaining asset base was not materially misstated;
- Sample tested key asset information used by the valuers in performing their valuation;
- We also considered if there are any specific changes to assets that have occurred and that these have been communicated to the valuer;
- Considered changes to useful economic lives as a result of the most recent valuation; and
- Tested accounting entries have been correctly processed in the financial statements.

##### What are our conclusions?

- We have reviewed the instructions and data provided to the valuer by the Council. We identified no issues.
- We have reviewed the classification and valuation methods used during our interim visit and identified errors in relation to the valuation of car parks. Buyer costs and stamp duty were incorrectly deducted from the valuation. Management made the corrections and were able to process the amendments prior to the preparation of the draft accounts.
- We have reviewed assets not subject to valuation in 2018/19 and identified an understatement of PPE in relation to the valuation of a leisure centre which was not adequately considered for any material movement in valuation since the last valuation date.
- We reviewed the scope and relationship of the valuer to the Council and identified no issues.
- Our review of accounting entries at period end and those journals made in processing valuation adjustments did not identify any issues.



# Areas of Audit Focus

## Other financial statement risk

### Pension Liability valuation

#### What is the risk?

The Local Authority Accounting Code of Practice and IAS19 require the Council to make extensive disclosures within its financial statements regarding its membership of the Local Government Pension Scheme administered by West Sussex County Council.

The Council's pension fund deficit contains material estimations and the Code requires that this liability be disclosed on the Council's balance sheet. At 31 March 2019 this totalled £6.721m.

The information disclosed is based on the IAS 19 report issued to the Council by the actuary to the County Council.

Accounting for this scheme involves significant estimation and judgement and therefore management engages an actuary to undertake the calculations on their behalf. ISAs (UK and Ireland) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates.

#### What judgements are we focused on?

We focused on the following:

- The reasonableness of the underlying assumptions used by the Authority's expert – Hymans Robertson;
- Ensuring the information supplied to the actuary in relation to Chichester District Council was complete and accurate; and
- Ensuring the accounting entries and disclosures made in the financial statements were consistent with the report from Hymans Robertson.

#### What did we do?

- Liaised with the auditors of West Sussex County Council Pension Fund, to obtain assurances over the information supplied to the actuary in relation to Chichester District Council;
- Assessed the work of the Pension Fund actuary (Hymans Robertson) including the assumptions they have used by relying on the work of PWC - Consulting Actuaries commissioned by the National Audit Office for all Local Government sector auditors, and considered relevant reviews by the EY actuarial team;
- Reviewed the actuaries estimates to outturn information where available; and
- Reviewed and tested the accounting entries and disclosures made within the Council's financial statements in relation to IAS19.

#### What are our conclusions?

Our work in this area is substantially complete.

We obtained assurances from the auditors of West Sussex County Council Pension Fund that the information supplied to the actuary in relation to Chichester District Council was accurate and complete.

We have assessed and are satisfied with the competency and objectivity of the Council's actuaries: Hymans Robertson.

We have reviewed the work of the actuaries. We challenged the actuarial valuation and found no indication of management bias in this estimate.

Our review of accounting entries at period end and those journals made in processing valuation adjustments did not reveal any instances of management intention to misreport the financial position.

We identified an adjusting event after reporting date relating to the pension fund liability, the effect of which increased past service cost and gross liability. The Council has contacted the actuary for an updated IAS 19 report and have agreed to amend the accounts. The new IAS 19 report also takes into account the final effect of the Council's externalisation of the Careline service on the pension fund liability.





# Areas of Audit Focus

## Other areas of audit focus

### NDR Appeals Valuation

#### What is the risk?

The Non Domestic Rates Appeals Provision is a material balance in the financial statements which requires a number of assumptions and judgements.

In addition, in the prior year we have identified an error above our audit differences threshold.

Page 29

#### What judgements are we focused on?

We focused on the following:

- The reasonableness of the assumptions to appeals made to the 2005 and 2010 ratings lists;
- The reasonableness of the assumptions made to any appeals lodged against the 2017 ratings list, and the Council's assumptions for appeals as yet unlodged.

#### What did we do?

- Reviewed the calculation of the provision for accuracy;
- Ensured calculation of the provision included consideration of unlodged appeals;
- Considered the relevance and reasonableness of assumptions, methods and models used by the management specialist; and
- Performed post year-end review of appeals settled to determine whether the revised rateable value and effective date of the appeal are in line with the provision

#### What are our conclusions?

We have reviewed the calculation of the provision and confirmed that the calculation was accurate.

We have confirmed that the provision considered unlodged appeals.

We reviewed the assumptions, methods and models used by management's specialist. We identified no issues.

Our post year-end review of appeals settled identified no issues.



## Areas of Audit Focus

# Other financial statement risk

### New accounting standards – IFRS 9

#### What is the risk?

This new accounting standard is applicable for local authority accounts from the 2018/19 financial year and changed how financial assets are classified and measured, how the impairment of financial assets are calculated, and the disclosure requirements for financial assets.

#### What did we do?

- Assessed the authority's implementation arrangements and impact assessment paper setting out the application of the new standard, transitional adjustments and planned accounting for 2018/19;
- Considered the classification and valuation of financial instrument assets;
- Reviewed the new expected credit loss model impairment calculations for assets; and
  - Checked additional disclosure requirements

#### What are our conclusions?

- We have reviewed the authority's implementation arrangements and impact assessment paper setting out the application of the new standard, transitional adjustments and planned accounting for 2018/19. We identified no issues;
- Financial instruments were appropriately classified and valued in line with the requirements of IFRS 9;
- We have reviewed the new expected credit loss model impairment calculations for assets and identified no issues; and
- Additional disclosure requirements were in line with the requirements of IFRS 9.



# Other financial statement risk

### New accounting standards – IFRS 15

#### What is the risk?

This new accounting standard is applicable for local authority accounts from the 2018/19 financial year. The key requirements of the standard cover the identification of performance obligations under customer contracts and the linking of income to the meeting of those performance obligations.

Where the standard is relevant, the recognition of revenue will change and new disclosure requirements introduced

#### What did we do?

Page 31

Assessed the authority's implementation arrangements and impact assessment paper setting out the application of the new standard, transitional adjustments and planned accounting for 2018/19.

Considered application to the authority's revenue streams, and where the standard was relevant test to ensure revenue is recognised when (or as) it satisfies a performance obligation; and

- Checked additional disclosure requirements.

#### What are our conclusions?

- We have reviewed the authority's implementation arrangements and impact assessment paper setting out the application of the new standard, transitional adjustments and planned accounting for 2018/19. We identified no issues;
- For relevant revenue streams we confirmed that revenue was recognised in line with the requirements of IFRS 15; and
- Additional disclosure requirements were in line with the requirements of IFRS 15.



## Areas of Audit Focus



### Other matters

#### Assessment of new Accounting Standards

- IFRS 16 Leases: Implementation date for IFRS 16 is 1 April 2020. In your view the impact of the introduction of IFRS 16 and its amendments is not material as the Council is not party to significant operating leases as lessee. In our view, given the immaterial balance of operating leases as lessee in the accounts, it is unlikely that the future implementation of IFRS 16 will have a material impact on the single entity financial statements of the Council. Lessor arrangements remain unchanged under IFRS 16.



# 03 Audit Report



# Audit Report

## Draft audit report

### Our proposed audit report

#### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHICHESTER DISTRICT COUNCIL

##### Opinion

We have audited the financial statements of Chichester District Council for the year ended 31 March 2019 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Movement in Reserves Statement,
- Comprehensive Income and Expenditure Statement,
- Balance Sheet,
- Cash Flow Statement,
- The related notes 1 to 31, and
- Collection Fund Statement and the related notes 1 to 4.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.

In our opinion the financial statements:

- give a true and fair view of the financial position of Chichester District Council as at 31 March 2019 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19

##### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where: the Director Corporate Services' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or the Director Corporate Services has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

##### Other information

The other information comprises the information included in the Statement of Accounts 2018/19, other than the financial statements and our auditor's report thereon. The Director Corporate Services is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.



# Audit Report

## Our proposed audit report

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

Arrangements to secure economy, efficiency and effectiveness in the use of resources

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the Comptroller and Auditor General (C&AG) in November 2017, we are satisfied that, in all significant respects, Chichester District Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;

- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

Responsibility of the Director Corporate Services

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 16, the Director Corporate Services is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Director Corporate Services is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.



# Audit Report

## Our proposed audit report

### Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

### Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General (C&AG) in November 2017, as to whether the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

### Certificate

We certify that we have completed the audit of the accounts of Chichester District Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

### Use of our report

This report is made solely to the members of Chichester District Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Council and the Council's members as a body, for our audit work, for this report, or for the opinions we have formed.





# 04 Audit Differences





## Audit Differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as “known” or “judgemental”. Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

### Summary of adjusted differences

We highlight the following misstatements greater than £0.075m identified during the course of our audit which management are in the process of correcting:

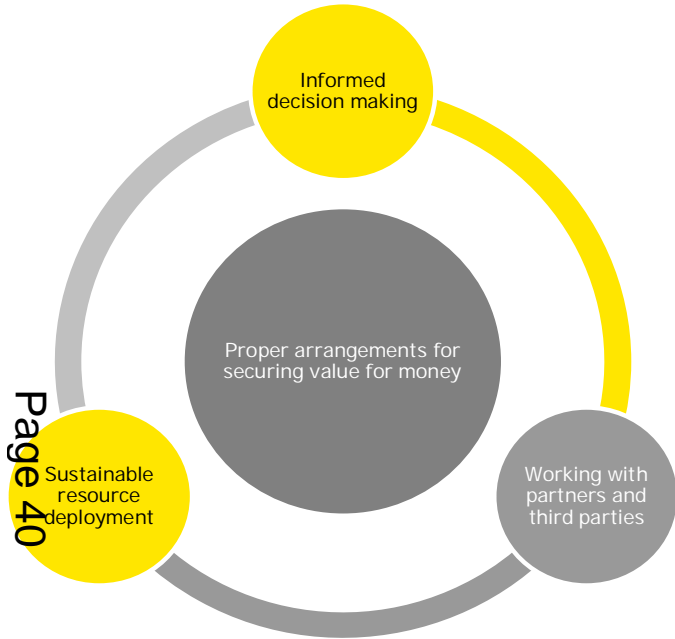
- An understatement of PPE of £2.958m in relation to a leisure centre not valued in-year, management did not adequately consider whether there has been material fluctuations in value between the last revaluation date and year-end;
- An misclassification of £1.026m between NNDR Ratepayers Debtors and NNDR Ratepayers Creditors;
- An overstatement of £8.959m in relation to Earmarked Reserves. Community Infrastructure Levy was incorrectly treated as Earmarked Reserves; and
- Some minor misstatements in disclosures

There were no uncorrected misstatements.



05

## Value for Money Risks



## Background

We are required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

For 2018/19 this is based on the overall evaluation criterion:

"In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people"

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- § Take informed decisions;
- § Deploy resources in a sustainable manner; and
- § Work with partners and other third parties.

In considering your proper arrangements, we will draw on the requirements of the CIPFA/SOLACE framework for local government to ensure that our assessment is made against a framework that you are already required to have in place and to report on through documents such as your annual governance statement.

## Overall conclusion

We did not identify any significant risks around these criteria. We are satisfied that the Authority has adequate arrangements in place in regard to financial resilience over the medium term.

We therefore expect having no matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.



## 06 Other reporting issues

## Other reporting issues

### Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2018/19 with the audited financial statements.

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Statement of Accounts 2018/19 and published with the financial statements was consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

Page 42

### Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office.

We are currently concluding our work in this area, but anticipate have no matters to report as the Council is below the £500m threshold for undertaking detailed audit procedures.

## Other reporting issues

### Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Authority to consider it or to bring it to the attention of the public (i.e. “a report in the public interest”). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Authority, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

### Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you significant findings from the audit and other matters if they are significant to your oversight of the Council’s financial reporting process. They include the following:

- Significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures;
- Any significant difficulties encountered during the audit;
- Any significant matters arising from the audit that were discussed with management;
- Written representations we have requested;
- Expected modifications to the audit report;
- Any other matters significant to overseeing the financial reporting process;
- Related parties;
- External confirmations;
- Going concern; and
- Consideration of laws and regulations.

We have no matters to report.



07

# Assessment of Control Environment





# Assessment of Control Environment

## Financial controls

It is the responsibility of the Authority to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Council has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls. Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.



# 08 Data Analytics



# Use of Data Analytics in the Audit

## ▶ Data analytics – Journal entries

### Analytics Driven Audit

#### Data analytics

We used our data analysers to enable us to capture entire populations of your financial data. These analysers:

- Help identify specific exceptions and anomalies which can then be the focus of our substantive audit tests; and
- Give greater likelihood of identifying errors than traditional, random sampling techniques.

In 2018/19, our use of these analysers in the authority's audit included testing journal entries, to identify and focus our testing on those entries we deem to have the highest inherent risk to the audit.

We capture the data through our formal data requests and the data transfer takes place on a secured EY website. These are in line with our EY data protection policies which are designed to protect the confidentiality, integrity and availability of business and personal information.

#### Journal Entry Analysis

We obtain downloads of all financial ledger transactions posted in the year. We perform completeness analysis over the data, reconciling the sum of transactions to the movement in the trial balances and financial statements to ensure we have captured all data. Our analysers then review and sort transactions, allowing us to more effectively identify and test journals that we consider to be higher risk, as identified in our audit planning report.



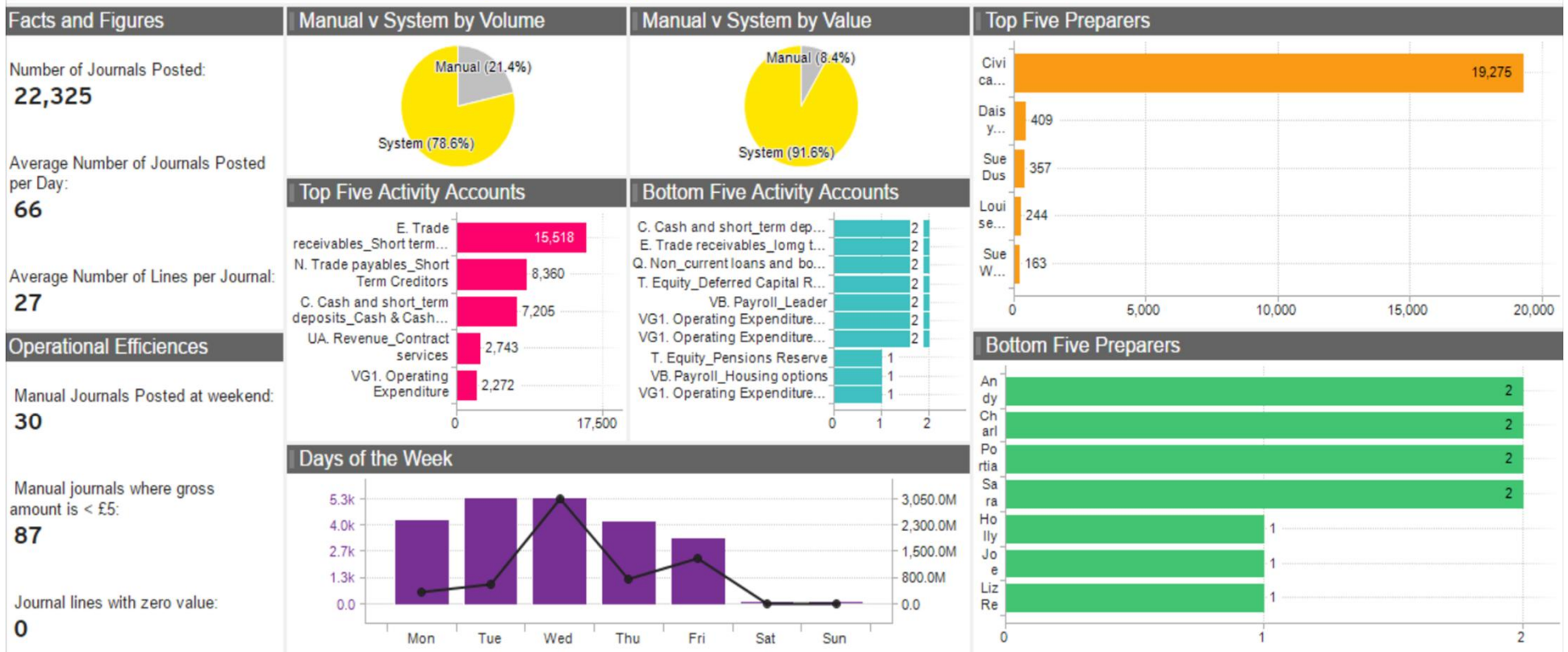
# Data Analytics

## Journal Entry Data Insights

The graphic outlined below summarises the journal population for 2018/19. We review journals by certain risk based criteria to focus on higher risk transactions, such as journals posted manually by management, those posted around the year-end, those with unusual debit and credit relationships, and those posted by individuals we would not expect to be entering transactions.

The purpose of this approach is to provide a more effective, risk focused approach to auditing journal entries, minimising the burden of compliance on management by minimising randomly selected samples. On completion of our procedures we will share this information with management to provide additional insight and value from our audit procedures.

### EY Helix - GLASS: Journal Entry Data Insights - Chichester District Council - 3/31/2019





## Journal Entry Testing

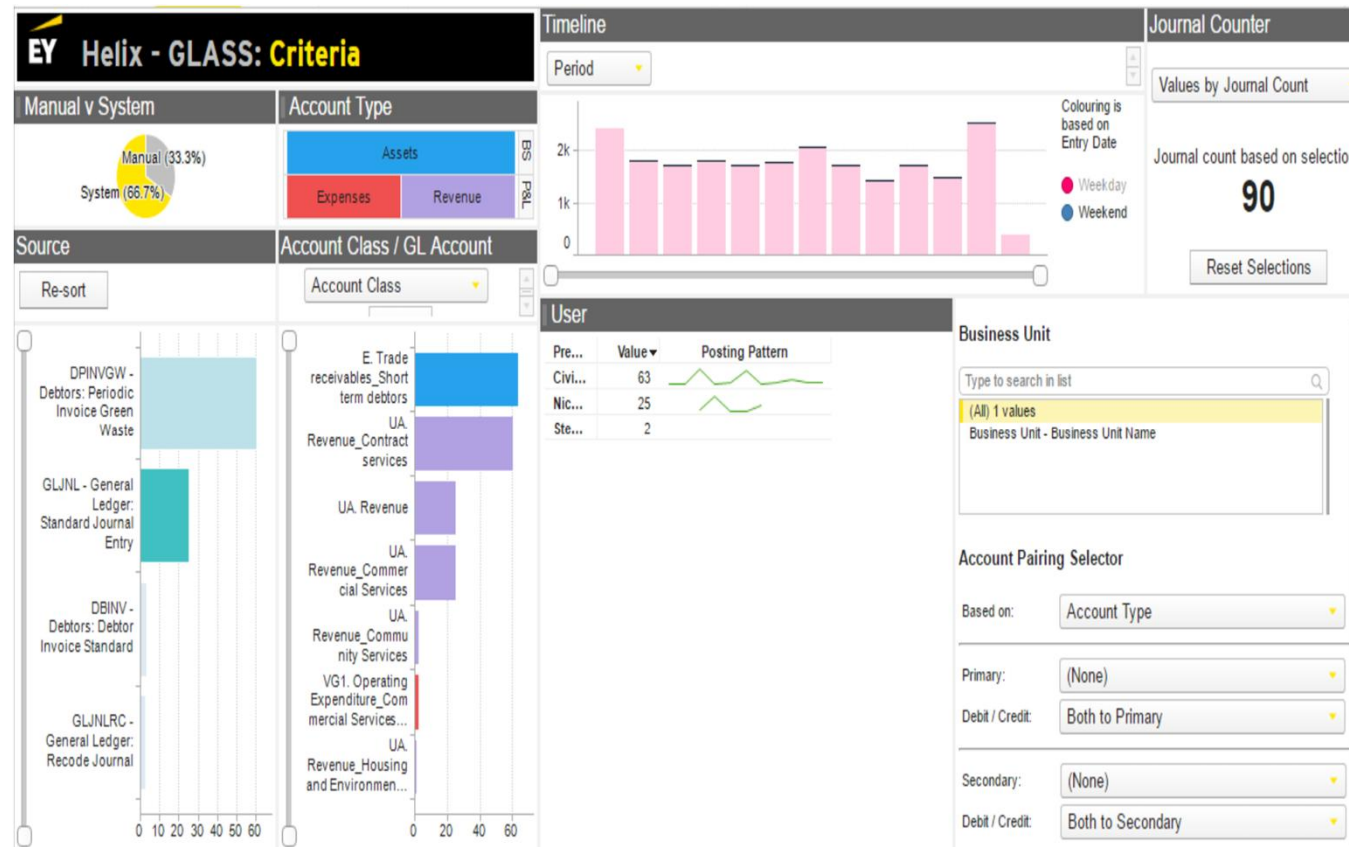
### What is the risk?

In line with ISA 240 we are required to test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.

Journal entry data criteria – 31 March 2019

### What judgements are we focused on?

Using our analysers we are able to take a risk based approach to identify journals with a higher risk of management override, as outlined in our audit planning report.



### What did we do?

We obtained general ledger journal data for the period and have used our analysers to identify characteristics typically associated with inappropriate journal entries or adjustments, and journals entries that are subject to a higher risk of management override.

We then performed tests on the journals identified to determine if they were appropriate and reasonable.

The graphic shows journals posted on weekends which was one of our criteria considered for unusual journals

### What are our conclusions?

Our work in this area is still in progress. We will isolate a sub set of journals for further investigation and obtain supporting evidence to verify the posting of these transactions and conclude whether they were appropriately stated.



Page 50



# 9 Independence

## Confirmation

We confirm that there are no changes in our assessment of independence since our confirmation in our audit planning board report dated 4 February 2019.

We complied with the FRC Ethical Standards and the requirements of the PSAA's Terms of Appointment. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter which you should review, as well as us. It is important that you and your Corporate Governance and Audit Committee consider the facts known to you and come to a view. If you would like to discuss any matters concerning our independence, we will be pleased to do this at the meeting of the Corporate Governance and Audit Committee on 25 July 2019.

We confirm we have not undertaken non-audit work outside the NAO Code requirements.

# Independence



## Relationships, services and related threats and safeguards



The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and your Authority, and its directors and senior management and its affiliates, including all services provided by us and our network to your Authority, its directors and senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 1 April 2018 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

### Services provided by Ernst & Young

Below includes a summary of the fees that you have paid to us in the year ended 31 March 2019 in line with the disclosures set out in FRC Ethical Standard and in statute.

We confirm that none of the services listed in the table below has been provided on a contingent fee basis.

As at the date of this report, we are contracted to provide audit services for a further four years from 1 April 2019. In addition, the Authority has agreed to our proposal to provide the Housing Benefit Subsidy Assurance services for the same period.



# Independence

## Fee analysis

As part of our reporting on our independence, we set out below a summary of the fees paid for the year ended 31 March 2019.

We confirm that we have not undertaken non-audit work outside the NAO Code requirements.





	Final Fee 2018/19	Planned Fee 2018/19	Scale Fee 2018/19	Final Fee 2017/18
	£	£	£	£
Total Audit Fee – Code work	37,799	37,799	37,799	50,069
Non-audit work – Grant claims	TBC	10,820	N/A	13,577
Total non-audit services	TBC	10,820	N/A	13,577
Total fees	TBC	48,619	N/A	63,646



# 10 Appendices

# Required communications with the Audit Committee

There are certain communications that we must provide to the Audit Committees of UK clients. We have detailed these here together with a reference of when and where they were covered:

			 Our Reporting to you
Required communications	 What is reported?	  When and where	
Terms of engagement	Confirmation by the Corporate Governance and Audit Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies	
Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.	28 March 2019 Audit planning report	
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.	28 March 2019 Audit planning report	
Significant findings from the audit	<ul style="list-style-type: none"> <li>• Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures</li> <li>• Significant difficulties, if any, encountered during the audit</li> <li>• Significant matters, if any, arising from the audit that were discussed with management</li> <li>• Written representations that we are seeking</li> <li>• Expected modifications to the audit report</li> <li>• Other matters if any, significant to the oversight of the financial reporting process</li> </ul>	28 March 2019 Audit planning report	

# Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Going concern	<p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> <li>• Whether the events or conditions constitute a material uncertainty</li> <li>• Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements</li> <li>• The adequacy of related disclosures in the financial statements</li> </ul>	July 2019 Audit results report
Misstatements	<ul style="list-style-type: none"> <li>• Uncorrected misstatements and their effect on our audit opinion</li> <li>• The effect of uncorrected misstatements related to prior periods</li> <li>• A request that any uncorrected misstatement be corrected</li> <li>• Material misstatements corrected by management</li> </ul>	July 2019 Audit results report
Subsequent events	<ul style="list-style-type: none"> <li>• Enquiry of the Corporate Governance and Audit Committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements.</li> </ul>	25 July 2019 To be confirmed with letter of representation at Corporate Governance and Audit Committee meeting
Fraud	<ul style="list-style-type: none"> <li>• Enquiries of the Corporate Governance and Audit Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority</li> <li>• Any fraud that we have identified or information we have obtained that indicates that a fraud may exist</li> <li>• Unless all of those charged with governance are involved in managing the Authority, any identified or suspected fraud involving:               <ol style="list-style-type: none"> <li>a. Management;</li> <li>b. Employees who have significant roles in internal control; or</li> <li>c. Others where the fraud results in a material misstatement in the financial statements.</li> </ol> </li> <li>• The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected</li> <li>• Any other matters related to fraud, relevant to Corporate Governance and Audit Committee responsibility.</li> </ul>	July 2019 Audit results report We have no matters to report

# Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Related parties	<p>Significant matters arising during the audit in connection with the Authority's related parties including, when applicable:</p> <ul style="list-style-type: none"> <li>• Non-disclosure by management</li> <li>• Inappropriate authorisation and approval of transactions</li> <li>• Disagreement over disclosures</li> <li>• Non-compliance with laws and regulations</li> <li>• Difficulty in identifying the party that ultimately controls the Authority</li> </ul>	<p>July 2019 Audit results report We have no matters to report</p>
Independence	<p>Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence.</p> <p>Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> <li>• The principal threats</li> <li>• Safeguards adopted and their effectiveness</li> <li>• An overall assessment of threats and safeguards</li> <li>• Information about the general policies and process within the firm to maintain objectivity and independence</li> </ul> <p>Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.</p>	<p>28 March 2019 Audit planning report July 2019 Audit results report</p>

# Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
External confirmations	<ul style="list-style-type: none"> <li>Management's refusal for us to request confirmations</li> <li>Inability to obtain relevant and reliable audit evidence from other procedures.</li> </ul>	July 2019 Audit results report We have no matters to report
Consideration of laws and regulations	<ul style="list-style-type: none"> <li>Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur</li> <li>Enquiry of the Corporate Governance and Audit Committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of</li> </ul>	July 2019 Audit results report We have no matters to report
Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> <li>Significant deficiencies in internal controls identified during the audit.</li> </ul>	July 2019 Audit results report We have no matters to report

# Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Written representations we are requesting from management and/or those charged with governance	<ul style="list-style-type: none"> <li>Written representations we are requesting from management and/or those charged with governance</li> </ul>	July 2019 Audit results report
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	<ul style="list-style-type: none"> <li>Material inconsistencies or misstatements of fact identified in other information which management has refused to revise</li> </ul>	July 2019 Audit results report We have no matters to report
Auditors report	<ul style="list-style-type: none"> <li>Any circumstances identified that affect the form and content of our auditor's report</li> </ul>	July 2019 Audit results report
Fee Reporting	<ul style="list-style-type: none"> <li>Breakdown of fee information when the audit planning report is agreed</li> <li>Breakdown of fee information at the completion of the audit</li> <li>Any non-audit work</li> </ul>	28 March 2019 Audit planning report July 2019 Audit results report
Certification work	<ul style="list-style-type: none"> <li>Summary of certification work</li> </ul>	Certification Report – anticipated December 2018

Page 59

# Management representation letter

## Management Rep Letter

To be prepared on Chichester District Council's letterhead

XX July 2019

Ernst & Young  
Wessex House,  
19 Threefield Lane,  
Southampton  
SO14 3QB United Kingdom

Page 60

This letter of representations is provided in connection with your audit of the financial statements of Chichester District Council ("the Council") for the year ended 31 March 2019. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Chichester District Council as of 31 March 2019 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

### A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.
2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance and cash flows of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19, and are free of material misstatements, including omissions. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.



# Management representation letter

## Management Rep Letter

4. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with [the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19, that are free from material misstatement, whether due to fraud or error.
5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

### B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the Council (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:
  - related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Council's financial statements;
  - related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Council's activities, its ability to continue to operate, or to avoid material penalties;
  - involving management, or employees who have significant roles in internal controls, or others; or
  - in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

### C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have made available to you all minutes of the meetings of the Council and committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: *[list date]*.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

# Management representation letter

## Management Rep Letter

5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

### D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in the financial statements all guarantees that we have given to third parties.

### E. Subsequent Events

1. Other than events described in Note 8 to the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

### F. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Statement and the Annual Governance Statement.
2. We confirm that the content contained within the other information is consistent with the financial statements.

### G. Comparative information – corresponding financial information

1. In March 2019, the Council discontinued providing a Careline Service. The financial information for this service is now shown under the heading '(Surplus) or deficit on discontinued services'. Previously this service was included under the heading of 'Community Services' within the Cost of Services. The comparator for 2017/18 has been updated to reflect this change.
2. The comparative amounts have been correctly restated to reflect the above matter and appropriate note disclosure of this restatement has also been included in the current year's financial statements.

# Management representation letter

## Management Rep Letter

### H. Ownership of Assets

1. Except for assets capitalised under finance leases, the Council has satisfactory title to all assets appearing in the balance sheet, and there are no liens or encumbrances on the Council's assets, nor has any asset been pledged as collateral. All assets to which the Council has satisfactory title appear in the balance sheet.
2. All agreements and options to buy back assets previously sold have been properly recorded and adequately disclosed in the financial statements.
3. There are no formal or informal compensating balance arrangements with any of our cash and investment accounts.

### I. Reserves

1. We have properly recorded or disclosed in the financial statements the useable and unusable reserves.

### J. Use of the Work of a Specialist – Actuary

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of the net pension liability and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

### K. Use of the Work of a Specialist – Property valuers

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of investment property and operational land and buildings and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

### L. Estimate – NNDR appeals and other provisions

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimate has been consistently applied and is appropriate in the context of CIPFA LASAAC Code of Practice of Local Authority Accounting in the United Kingdom 2018/19.
2. We confirm that the significant assumptions used in making the estimate of provisions (including the NNDR appeals provision) appropriately reflect our intent and ability to carry out providing services on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimate are complete and made in accordance with CIPFA LASAAC Code of Practice of Local Authority Accounting in the United Kingdom 2018/19.
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events.

# Management representation letter

## Management Rep Letter

### M. Estimates - Valuation of Council land and buildings estimate

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimate has been consistently applied and is appropriate in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.
2. We confirm that the significant assumptions used in making the valuation of land and buildings estimate appropriately reflect our intent and ability to use and maintain these assets on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimate are complete and made in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.
4. We confirm that no adjustments are required to the accounting estimate and disclosures in the financial statements due to subsequent events.

### N. Estimate – Pensions Valuation Estimate

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimate has been consistently applied and is appropriate in the context of CIPFA LASAAC Code of Practice of Local Authority Accounting in the United Kingdom 2018/19.
2. We confirm that the significant assumptions used in making the pensions valuation estimate appropriately reflect our intent and ability to carry out providing services on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimate are complete and made in accordance with CIPFA LASAAC Code of Practice of Local Authority Accounting in the United Kingdom 2018/19.
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events.

### O. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Yours faithfully,

\_\_\_\_\_  
John Ward – Director Corporate Services (S151 Officer)

\_\_\_\_\_  
Councillor K O'Kelly - Chair of the Corporate Governance and Audit Committee

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**Chichester District Council**

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

**25 July 2019**

**Statement of Accounts for 2018-19**

**1. Contact(s)**

**Report Authors:**

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Mark Catlow - Group Accountant  
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**2. Recommendation**

- 2.1. That the Committee consider and approve the audited Statement of Accounts shown in Appendix 2 for the financial year ended 31 March 2019, note the outturn position and authorise the Letter of Representation to be given to the Council's External Auditor.**

**3. Main Report**

**3.1. Introduction**

- 3.1.1 The Accounts and Audit Regulations 2015 set out the requirements for the production and publication of the Council's annual Statement of Accounts. The Council's approved Statement of Accounts must be published by no later than 31 July, together with any audit certificate or opinion, the narrative statement and the Annual Governance Statement.
- 3.1.2 Council has delegated the approval of the Council's Statement of Accounts to the Corporate Governance and Audit Committee. The Director of Corporate Services, as the Council's responsible financial officer, authorised the draft Statement of Accounts for issue on 30 May 2019. The draft statements have subsequently been subject to audit by the Council's external auditors, Ernst & Young LLP and were subject to public inspection during June and July.
- 3.1.3 The investment of time reviewing and improving processes and practices including those reported to this Committee at its meeting in March 2018, bringing forward the completion of certain tasks, and having early dialogue with our external auditors about information disclosure requirements in the published accounts document, has enabled the finance team to complete the closedown process in good time again this year.

- 3.1.4 This is a significant achievement that not only guaranteed the Council complied with the statutory deadline for publishing the unaudited statements by 31 May, but also allowed the external auditors to start their audit in mid-May. The accountants were assisted by a team of service department Divisional Champions who coordinated the completion of information required by the finance team.
- 3.1.5 The unaudited statements were published on the Council's website on 31 May 2019. This will be replaced with the audited version following this Committee meeting.
- 3.1.6 Ernst & Young LLP expect to complete their audit by the date of the Committee and will report separately on their findings at this meeting. Based on discussions to date at the time of writing this report, officers expect the external auditors will issue their unqualified opinion on the Statement of Accounts and the Council's arrangements for securing economy, efficiency and effectiveness in the use of resources.
- 3.1.7 The Council has not received any questions or objections to its accounts from the public.

## **3.2. The Statement of Accounts**

3.2.1 The Statement of Accounts comprises:

- A Narrative Report
- Statement of Responsibilities for the Statement of Accounts
- The accounting statements
- The accounting policies on which the accounts have been prepared
- Notes to the accounts.

3.2.2 The format and content of the accounts is mostly prescribed by the Chartered Institute of Public Finance & Accountancy's (CIPFA) Code of Practice, however authorities are able to report the Cost of Services in the Comprehensive Income and Expenditure Statement on the same basis as they are organised, breaking the formal link between the CIPFA Service Reporting Code of Practice (SeRCOP).

3.2.3 Interpretation of the accounts highlighting the key issues and headline figures is contained within the narrative report section of the Statement of Accounts.

## **3.3. Analysis of the 2018-19 General Fund position**

3.3.1 The audited outturn position on the General Fund for 2018-19 is a surplus of £483,478 that is transferred to the General Fund Balance. The main variances between the General Fund approved budget and the outturn position for 2018-19 can be found in Appendix 1.

3.3.2 The impact of these variations will be taken into account while monitoring and forecasting the 2019-20 outturn, and will also be considered when setting the 2020-21 base budget.



### 3.4. Letter of Representation

3.4.1 It is a requirement that the Council issues a Letter of Representation to its external auditors and a draft of this is contained in the Ernst & Young LLP Audit Results Report also on this agenda. If any amendments are required to this draft, this will be circulated and discussed with members at the meeting of this Committee.

### 4. Alternatives considered

Not applicable

### 5. Resource and legal implications

5.1 The 2018-19 budget variations and outturn position will be considered when monitoring the 2019-20 budget, and in the preparation of the budget 2020-21. The Council also has a statutory duty to approve and publish its Statement of Accounts by 31 July.

### 6. Consultation

6.1 The draft statements were published on the Council website on 31 May and subject to public inspection during June and July.

### 7. Community impact and corporate risks

7.1 The reputation of the Council as an organisation that manages its finances effectively may be put at risk if the external auditor issues a qualified opinion on the accounts, and the risk of a public naming and shaming if the statutory deadline is missed.

### 8. Other implications

	Yes	No
<b>Crime &amp; Disorder</b>		✓
<b>Climate Change and Biodiversity</b>		✓
<b>Human Rights and Equality Impact</b>		✓
<b>Safeguarding and Early Help</b>		✓
<b>General Data Protection Regulations (GDPR)</b>		✓
<b>Health and Wellbeing</b>		✓

### 9. Appendix

Appendix 1- Analysis of major variations

Appendix 2 – Audited Statement of Accounts 2018-2019 (to follow)

### 10. Background Papers

None

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## Statement of Accounts for 2018-19

Analysis of major variations

The outturn position on the General Fund for 2018-19 is a surplus of £483,478 against the original budget that is transferred to the General Fund Balance. In addition a further £203,300 was agreed to be drawn from the General Fund Reserve to finance Corporate Plan Projects resulting in a variance of £686,778.

The main variances between the General Fund latest approved budget and the outturn position in 2018-19 are as follows:

Ref	Overspends / Shortfall in Income	£'000
a	Housing Benefits	454
b	Car Parking income	321
c	Investment Properties	100
d	Car Parks payment processing charges	92
e	Planning income	81
f	Service restructuring costs	79
g	Estates properties rental income	71
h	Postage costs	60
i	Land Charges income	45
j	Revenues and Benefits bad debt provision	35
k	Building Control income	29
	Minor variations (net)	35
		<b>1,402</b>
	<b>Underspends / Additional income</b>	
l	BRRS (net of grant, MiRS/Reserves)	(707)
m	Chichester Contract Services	(332)
n	Staffing	(314)
o	Compensation received	(100)
p	Energy costs	(99)
q	Agreed items to be funded from the General Fund	(88)
r	Investment income	(73)
s	VAT on car park refunds at the leisure centre	(57)
t	Taxi Licence income	(47)
u	IT Support Agreements	(37)
v	NNDR and Council Tax credits	(31)
w	Estates rechargeable insurance income	(29)
x	Litter enforcement	(29)
y	Partnership funding	(28)
z	Revenues and Benefits Court Costs	(28)
aa	IT Infrastructure	(27)
bb	Business rates on council owned property	(21)
cc	East Pallant House service charge income	(21)
dd	CCTV running costs	(20)
		<b>(2,088)</b>
	<b>(Surplus) / Deficit for the year</b>	<b>(686)</b>

The following paragraphs provide an explanation by the budget manager for the main variances:

### **Overspends / Shortfalls in income**

a. Housing Benefits (HB) – net increase in costs of £454,000

This variation has three components; Rent allowances, identified Housing Benefit overpayments, and Rent Rebates:

- Rent allowance payments and subsidy for the year – increase in income of £113,000

It is extremely difficult to forecast housing benefit expenditure as this can be influenced by so many factors. In 2018-19 the budgeted expenditure included an assumed reduction based on the transfer of a percentage of working age claims to Universal Credit from 1 April 2018. For various reasons the live rollout of Universal Credit was delayed to 4 July 2018, and the Department for Work and Pensions (DWP) predictions for the rate in reduction of working age claims did not materialise as anticipated resulting in expenditure exceeding forecasted budgets by £1.870m. Subsidy payments increased in year to reflect the increase in expenditure which resulted in an additional £1.983m received, including a small credit adjustment for the 2017-18 claim. The net effect against base budgets was a net increase in income of £113k.

- A reduction in the level of Housing benefit overpayments £500,000

The level of identified HB overpayments in previous financial years has been significantly higher than would be expected due to a number of DWP initiatives. The introduction of a new process during 2018-19 which now enables deductions from ongoing DWP benefit entitlement to be secured against an HB debt, has resulted in a reduction of identified overpayments against the base budget forecast by some £500k. The potential ongoing impact of this change will be monitored during the current 2019-20 financial year, and considered as part of the 2020-21 budget setting process.

- Rent Rebates £67,000

There are two factors that influence predicting this expenditure. DWP forecasts are based on predicted national trends in rent rebate expenditure. Although Westward House claims are considered rent rebates they are used to fulfil homeless duty and not general needs. They are therefore excluded from Universal Credit and as a result the National forecasted reduction is not relevant. The second factor is the use of Bed and Breakfast accommodation. This expenditure has increased significantly in the last couple of years, and does not attract a 100% subsidy rebate from the DWP. The expenditure for this accommodation for 2018/19 exceeded the base budget forecast by £145.5k and attracted an increased subsidy payment of £79k. The net result is an overall increase in cost of £66.5k.

b. Car Parking income – Shortfall in income of £321,300

The reduction in parking income represents less income to the council than had been budgeted for. The budget was based on past usage behaviour which is not now a reflection of the current situation. We believe this to be related to a number of factors which includes the uncertainty around Brexit, increasing home working and changing shopping habits with a significant shift to online. A number of key retail outlets have closed during the past year which has impacted on the footfall in

the city. The use of car parks is also heavily influenced by the weather; with the general trend being that when the weather is particularly good the (lower priced) car parks in the rural areas are well used and the city centre sees a decline. The exceptional weather during the summer of 2018 will therefore have impacted on usage of the car parks in the city.

In April 2018 the tariff structure was amended to enable customers to get the amount of parking paid (i.e. if the tariff was 80p and the customer paid £1.00 then previously no change would be given and they would only receive 80p worth of parking. Under the new linear tariff structure the customer receives the extra proportion of the tariff to include the 20p). Parking transactions have reduced across the district although the duration of stay has increased.

Also in April 2018, significant changes were made to both pay and display and season ticket charges. Whilst assumptions can be made prior to introducing changes as to the resultant impact, it is not possible to predict exactly how user behaviour might change as a result of the increased charges.

The existing charges will be in place until 31st March 2020. The Parking Services team closely monitor income and car park transactions on a monthly basis and will continue to assess this in order to make proposals to Members for the tariffs which will come into effect from April 2020.

c. Investment Properties – shortfall in income and increase in cost of £100,000

Rental income – income loss of £73,000

- Crane Street £35,000 variance is due to voids.
- Woodruff Centre £25,000 variance due to voids for part of the year.
- 2-3 East Street £13,000 variance due to a change in invoicing dates at lease renewal means part of the 2018-19 income was received in 2017-18, so 2018-19 total appears down against budget.

Expenses - increase in cost of £27,000

- Crane Street £13,000 spend due in part to NNDR payable on empty premises and part due to costs of preparing the premises to let.
- Woodruff Centre £14,000 spend due in part to NNDR payable on empty premises and part due to costs of preparing premises to let.

d. Car Parking payment processing charges – additional cost of £92,300

Based on customer feedback and modern enhancements, the Council has been introducing a number of different forms of payment methods in car parks (payment by card / contactless and phone / app). The processing charges associated with this have increased as take-up of these types of payment methods has grown. As a result an additional £50,000 was provided in the 2019-20 budget. These payment methods and the associated transaction charges will continue to be monitored during 2019-20.

e. Planning Income – shortfall in income of £81,300

- Planning application income shortfall of £120,600
- Additional legal fee income of £39,300

This variance is a result primarily of a lower number of Major planning applications received this year compared to the previous two years. This is due to a number of factors including the uncertainty around Brexit, developer

decisions about the timing of the submission of applications and the reduction in speculative development proposals coming forward. A number of significant applications materialised at the end of the financial year and, coupled with additional fee income in respect of the completion of Section 106 Legal Agreements, the actual shortfall in fee income was lower (£81,300) than that previously forecast (£125,000). It is anticipated that income in 2019-20 will meet budget expectations due to a number of large development projects coming forward and therefore the forecast budget for 2019-20 remains the same as the previous year.

f. Service restructuring costs – additional costs of £78,600

- Service restructuring of the Member Services team and at Chichester Contract Services resulted in a one-off cost of £78,600.

g. Estates Properties rental income – shortfall in income of £71,100

- Enterprise Centre shortfall of rental income £53,100 - The original budget figure included an element for the profit share, which is not guaranteed income, thus the shortfall.
- Plot 21 Terminus Road shortfall of rental income £72,700 - The base budget figure presumed an earlier completion date for the development, which was delayed until Jan 2019, with the first letting then completed in March 2019.
- Miscellaneous Estates properties additional rental income £54,700 - The bulk of this income is from two backdated rent reviews at Quarry Lane, with other income stemming from new lettings that had not been budgeted for.

h. Postage – increase in costs of £59,800

This variance has occurred for the following reasons:

- The cost of sending out the council tax demand notices in March 2018 (£26,000) has been charged to the 2018-19 financial year. This charge should of been accounted for in the 2017-18 financial year.
- An £18,500 adjustment to the value of franking machine credit held at the end of the financial year. This was higher than expected as the adjustment required for previous financial year had not been actioned.
- The demand on postage costs has exceeded the budget for several years. For 2018-19 the overspend is £15,300. As a result of this continued trend, an additional £16,000 has been provided in the 2019-20 budget.

i. Land Charges – shortfall in income of £45,400

The total number of local authority searches has been virtually identical over the last two years (2017-18 – 1,766 & 2018-19 – 1,767). Where the reduction in income has come from, is from the type of searches carried out. In 2018-19 there were less full searches and more basic searches. We also received a higher number of optional enquires in 2017-18 thus generating more income in the previous financial year than experienced during 2018-19.

j. Revenues and Benefits bad debts – increase in costs of £35,500

The Council has provided for the risk of non-payment of debt relating to the award of council tax and business rates court costs. At 31 March 2019 the total debt outstanding is £315k, and the provision held amounts to £182k. The level of the provision required will be monitored during the current 2019-20 financial year, and considered as part of the 2020-21 budget setting process.

k. Building Control– shortfall in income of £28,600

Income for the last three years averaged £412,000, however the uncertainty from Brexit has impacted the economic climate and in particular created a slowdown in housing and building works. The budget in 2018-19 was adjusted to £415,000 to reflect the previous three year average, however application numbers received compared to previous years were 6% lower and resulted in actual income being some £28,600 below the budgeted level. The income shortfalls are under investigation and measures have been taken to avoid a deficit in 2019-20 while the economic situation remains volatile. All income tied up in the system is being chased as a priority and opportunities for marketing the service are currently being explored.

### **Underspends / Additional income**

i. BRRS (net of grant, MiRS/Reserves) – additional income of £707,300

We budgeted to distribute £48.4m from the NDR collection fund in late 2017. The NDR 1 figure (prepared early 2018) came in at £47.9m, which led to reduced income due to the Council of £0.2m (being 40%, the Council's proportionate share). During the year, net rates payable by businesses fell further, reflecting a very significant rise in awards and reliefs granted (mostly mandatory and unoccupied property relief) which in-turn led to a large increase in the compensatory s.31 grants received by the Council, up from £1.2m at budget to £1.9m at outturn. These sums are a direct credit to the Council's general fund/Comprehensive Income and Expenditure Statement.

Normally a reduction in net rates payable of this scale would create a deficit in the collection fund. This year however the Council had reassessed the level of accounting adjustments charged to the NDR Collection Fund for provisions, particularly in respect of the provision for appeal losses. As data emerges on appeals using the new 'check, challenge and appeal' process, it was felt appropriate to adjust the balance on the Collection Fund appeals provision and this reduced the charge against the NDR collection fund for write offs and appeals by £1.1m. This positive variance offset the in-year impact of reliefs awarded and meant the NDR collection fund showed a small surplus at year end.

Overall the principal impact on Councils 2018-19 budget was being able to retain the increased s.31 grants paid to the Council in 2018-19 as a result of updating our estimations over future appeal and write off losses. Officers are closely monitoring the appeals position and have already put in place updated procedures to monitor and track the potential year end impact of any accounting adjustments necessary.

m. Chichester Contract Services (CCS) – additional income and decrease in costs of £331,600

Decrease in Costs totalling £96,500

- Cemeteries Building works underspend (£10,300) - Planned works to a partially collapsed wall at St Mary Magdalene churchyard in Midhurst were delayed. The work requires Diocese approval, which has proved challenging to obtain. However this approval is imminent and the work is expected to be completed this autumn. The budget is required on an ongoing basis for ad hoc repairs in closed churchyards across the district.
- Waste Advertising (£15,900) - Funding for waste initiatives achieved from separate budgets. Although budget not utilised in 2018-19, it will be required

moving forward as recycling credits reduce from 2019-20 onwards and CCS looks to develop its commercial service offering.

- Grounds Maintenance Contractor (£20,300) - The council is responsible for managing trees in its operating cemeteries and ten closed churchyards across the district. The trees are independently surveyed every two years and the resultant work completed in accordance with the surveyor's recommendations. The surveys completed last year were returned with less work than anticipated resulting in an underspend. However this budget is required on an annual basis due to the unpredictability of tree health and required work.
- Trade waste disposal costs (£50,000).  
New disposal contract for trade waste agreed by Cabinet in July 2018 and commenced in October 2018. £50,000 reflects the reduction in disposal cost per tonne from October 2018 to March 2019 as a result of the new contract which will continue into the next financial year. This budget has been reduced by £102,000 in 2019-20.

#### Additional Income totalling £235,100

- Street Cleaning income (dog bin emptying, hazardous waste, market waste) (£12,200) - This was due to an increase in fly tips containing hazardous waste where transport costs were covered by CDC and disposal costs recharged to WSCC. There was also an increase in bin supply and maintenance charged to Parish Councils.
- Recycling Credits (£33,300) - Additional income received in 2018-19 from the sale of recyclable material. Income is not guaranteed at the start of the year and is dependent on market value. It is expected that recycling credit income will reduce substantially over the coming years.
- Trade Waste income (£41,500) - Trade waste fees and charges were reviewed in 2018-19 driven by the need to offset increasing disposal costs. The majority of prices for 2019-20 have been frozen to ensure the service remains competitive.
- Domestic waste bin sales (£48,300) - Bin sales have exceeded budget owing to higher than expected development orders being placed as new housing sites are completed. In addition, a one off payment was received from the West Sussex Waste Partnership to cover the cost of bulk site bins to support the delivery of a Houses of Multiple Occupation recycling project completed in 2018-19. It should be noted that sale of domestic bins covers the costs associated with the bin purchase and delivery.
- Green Waste income (£99,800).- CCS has continued to focus on meeting the saving targets set out in the council's 5 year financial model for the Garden Recycling Service. Target has been exceeded owing to the additional promotional activity that took place in summer 2018-19 and continued ongoing promotion as part of the council's recycling action plan. Budget predictions for 2018-19 were cautious to account for any drop off in customer base where residents who had joined the service in the previous year using a promotional offer would subsequently cancel. However, this



has not has happened and customer numbers have continued to rise this year.

- n. Staffing – a decrease in cost of £313,600  
Staff vacancy savings of £613,600 accrued across council services during the year. The largest vacancy savings were in Planning Policy (£88,500), Building Services (£96,500), Estates (£76,700), Economic Development (£58,900). This underspend was £313,600 more than the £300,000 vacancy saving built in the base budget.
- o. Compensation received – additional income of £100,000  
A compensation payment received in settlement of an overage clause relating to the disposal of a development site.
- p. Energy Costs– a decrease in cost of £99,500  
Across the whole authority energy costs are generally underspent. The largest underspends were at East Pallant House £8,800, The Novium £12,700, Contract Services Depot £11,200 and Plot 12 Terminus Road £14,000. Throughout 2019-20 energy costs will be monitored, and if this trend continues the budget will be reduced in 2020-21.
- q. Agreed items to be funded from the General Fund – an underspend of £88,000  
Cabinet approved the release of monies from the General Fund to finance Corporate Plan and other projects. These projects include Social Prescribing, Litter Fly Tipping Action Plan, member induction training, Midhurst and Selsey Visions, Old Bakery, Bracklesham Bay Land/Asset Opportunities, Shop Front Improvement Grant Scheme, and Air Quality monitoring. The unspent budget of some £88,000 across these projects will be rolled forward and made available in 2019-20 in order for these projects to be completed.
- r. Investment income – additional income of £72,600  
The original budget assumed an average return of 4% - this estimated return was exceeded for three of the four quarters in 2018-19 generating additional income of £72,600. Further details on investments are provided in the 2018-19 Treasury Outturn report.
- s. VAT on car park refunds at the leisure centre – additional income of £57,400  
It was identified during 2018-19 that the VAT element of car park refunds at the Westgate car park was being treated incorrectly. The variance relates to the correction for 2018-19 and for the previous two financial years.
- t. Taxi Licence income – additional income of £46,600  
The Licensing Team continues to experience a high demand for its services particularly in relation to the work of private hire driver licensing applications and delivery of associated in-house Knowledge tests. This has resulted in an increase of taxi related income. Resources associated with delivering the current quality of service are being considered and it is sustainable with the limited resource available.
- u. IT support agreements – a decrease in cost of £37,400  
This is not expected to be a recurring underspend and the amount offsets the unexpected overspend in the previous year.

- v. Write off of NNDR and Council Tax credits – a decrease in costs of £31,200  
Council tax and business rate accounts that are overpaid are monitored to ensure that all steps are taken to refund the account holder. If after a period of six years attempts to make a refund have failed these sums are transferred to the Council's general fund. An estimate of £30,000 is provided in the base budget for these transactions, but in 2018-19 the actual sum transferred was £61,220 (£12,771 business rates and £48,449 council tax).
- w. Estates Rechargeable Insurance income – additional income of £29,300  
In 2018-19 there was no income budget provided in the base budget for the reimbursement of insurance costs from tenants. This error will be corrected in the 2019-20 budget.
- x. Litter enforcement- additional income and budget underspend of £29,000  
This variance has occurred for the following reasons:
- the issuing of fixed penalty notices has generated a surplus of £14,500. This eighteen month trial period project has resulted in a greater number of fixed penalty notices being issued than was expected when the budget was estimated.
  - an accrual made in the 2017-18 accounts to allow for the payment of the March 2018 enforcement charge was over-estimated by some £8,000
  - an accrual of £6,500 to provide for the March 2019 enforcement charge in the 2018-19 accounts was omitted in error.
- y. Partnership funding not budgeted for – additional income of 27,500  
A budget to reflect the income due from partners to help fund the social prescribing project was omitted in error from the 2018-19 base budget.
- z. Revenues and Benefits court costs – additional income of £27,500  
The value of court costs awarded to the council as a result of legal action to recover council tax and business rates arrears exceeded the estimated budget. The actual sum awarded was £312,271 (£307,104 for council tax and £5,167 for business rates).
- aa. IT Infrastructure – a decrease in cost of £26,800  
A full review of operating models and costs for services and infrastructure is to be undertaken this year and budgets will be reduced where appropriate to meet the outstanding £97,000 efficiency savings target that is part of the deficit reduction programme.
- bb. Business rates on council owned property – a decrease in cost of £20,600  
The Council received a refund of £14,300 relating to business rates it had overpaid in previous financial years relating to the use of parking space at Rother College, Midhurst. In addition, a budget of £6,300 was not required for a property that has now been rented to an external organisation that is now responsible for paying the business rate charge.
- cc. East Pallant House service charge – additional income of £21,200  
Service Charge income received from external organisations renting areas of the Council headquarters that was not budgeted for in 2018-19. This recurring additional income was included in the 2019-20 budget.

dd. CCTV running costs— a decrease in costs of £20,300

Monitoring contractors (£6,100), Telecommunications (£6,200), Professional services (£8,000). These reductions in operational costs will be monitored in 2019-20 budget and if recurring will be reflected when the 2020-21 budget is prepared.

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**Chichester District Council**

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

**25 July 2019**

**2018-2019 Treasury Management Out-turn Report**

**1. Contacts**

**Report Author:**

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**2. Recommendation**

**The Corporate Governance and Audit Committee is requested to:**

- **consider the 2018-2019 Treasury summarised activity and out-turn position and provide comments to the Cabinet as necessary**
- **nominate a representative to work with the Cabinet Member for Finance, Growth, Place and Regeneration and officers to complete a review the existing external pooled fund investments as requested by Cabinet.**

**3. Background**

3.1. This report describes the main outcomes from treasury activities undertaken during the 2018-18 financial year. These activities are undertaken within a framework set by Council's treasury management strategy for 2018-19, which was approved by Council on 6 March 2018.

3.2. During 2018-19 the Council has continued to invest substantial sums of money and is therefore manages financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remain central to the Authority's treasury management strategy.

**4. Outcomes to be achieved**

4.1. Treasury risk management at the Council is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year and, as a minimum, a semi-annual and annual treasury outturn report. This report fulfils the Authority's legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.

## 5. Treasury Position at Year End

- 5.1. On 31st March 2019, the Authority had investments of £64.3m with no external borrowing, an increase of £10.4m year on year.

Table 1: Treasury Management Summary

<b>Investments £000</b>	<b>Balance 01/04/2018</b>	<b>Movement</b>	<b>Balance 31/03/19</b>
Short term Investments	21,000	18,000	39,000
Money Market Funds	9,800	(5,450)	4,350
Corporate Bonds	2,213	(2,213)	-
<b>Total liquid investments</b>	<b>33,013</b>	<b>10,337</b>	<b>43,350</b>
Long term Investments	3,000	-	3,000
Pooled Funds – External	7,950	-	7,950
Pooled funds – Local Authority	10,000	-	10,000
Property fund			
<b>TOTAL INVESTMENTS</b>	<b>53,963</b>	<b>10,337</b>	<b>64,300</b>

Note: the figures in the table above exclude any movements in Fair value.

## 6. Investment Activity

- 6.1. The Authority's objective when investing money is to comply with the Council's Treasury Strategy and Policy statement, including the Council's appetite for risk.
- 6.2. During 2018-19 the Council continued to balance short-term investments between high credit quality banks, Local Authorities and money market pooled funds. The uncertainty during the year relating to the impact of fair value movements on the Council's general fund meant that further investments in long term pooled funds were deferred until the position was clarified in early 2019. The Council's 2019-20 Treasury strategy allows for further long term investment in external pooled funds as appropriate.
- 6.3. The overall income return across the entire portfolio is shown below:

Table 2: 2018-19 Treasury Management returns

Measure	Qtr. 1	Qtr2	Qtr 3	Qtr. 4	Non-met districts Q4 average	Rating
Internal investment return %	0.77	0.83	0.88	0.99	0.86	<b>GREEN</b>
External funds – income return %	4.18	4.06	3.97	4.07	3.82	<b>GREEN</b>
External funds – capital gains/losses %	1.38	0.68	(0.53)	0.30	0.03	<b>AMBER</b>

Total treasury Investments – income return %	1.80	1.65	1.67	1.83	1.75	<b>GREEN</b>
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- 6.4. The position remains broadly similar to that reported to this committee in January. Internal investment returns continue to steadily increase as the effects of the August interest rate rise feed through.
- 6.5. The fair value of the Council’s external funds has recovered from a low point around the turn of the year. In short, December was a month to forget in terms of performance of many asset classes, most notably equities. The FTSE 100 (a good indicator of global corporate sentiment) returned -8.8% assuming dividends were reinvested; in pure price terms it fell around 13%. Since the beginning of 2019 markets have rallied, and the FTSE 100 and FTSE All share indices were both around 10% higher than at the end of 2018.
- 6.6. The benchmark score in the table above has been maintained at amber and more detail of the fair value movements is provided below in Table 3 and in Appendix A.

Table 3: Gains and losses from external pooled funds (£000)

Fund	Type of fund	Invested £000	Capital gain (loss) 31-3-2019	Market Value	Current return (Income)
Local Authority Property Fund	Property	10,000	(132)	9,868	4.39%
Investec Diversified Income Fund	Multi Asset	3,650	(95)	3,555	3.97%
Columbia Threadneedle Strategic Bond Fund	Bonds	2,650	(75)	2,575	3.16%
M&G Optimal Income Fund	Bonds	1,650	(41)	1,609	3.27%
<b>Totals</b>		<b>17,950</b>	<b>(343)</b>	<b>17,607</b>	

- 6.7. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority’s investment objectives is regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three to five-year period total returns will exceed cash interest rates.
- 6.8. In light of their performance over the medium-term and the Authority’s latest cash flow forecasts, investment in these funds has been maintained with potential to increase these investments once a review of their performance against our investment objectives has been considered by Committee and the Cabinet in the autumn.

## **7. Other Non-Treasury Holdings and Activity**

- 7.1. Although not classed as treasury management activities, the 2017 CIPFA Code now requires the Authority to report on investments for policy reasons outside of normal treasury management. This includes service investments for operational and/or regeneration as well as commercial investments which are made mainly for financial reasons. The Authority also holds £15m of investments in directly

owned commercial property.

- 7.2. These non-treasury investments generated £848k of investment income for the Authority after taking account of direct costs (but excluding fair value movements), representing a rate of return of 5.6% on the current fair value of the investment properties. This is higher than the return earned on treasury investments but reflects the additional risks to the Authority of holding such investments.

## 8. Compliance Report

- 8.1. Compliance with the main 2018-19 Treasury limits is shown in table 4 below

Table 4: Investment Limits

	2018/19 Limit	Complied/ Exception Ref
Banks unsecured, total	£20m	YES
Corporates, total	£10m	YES
Local Authority property fund, total	£10m	YES
Other pooled investment funds, total	£10m	YES
Council's own bank, total max 7 days	£2.5m	YES
Money market Funds, total	£20m	YES
Counterparty ratings	various	1

- 8.2. The reportable exception in the financial year is as follows;

Table 5: Exceptions

Reference	Exception	Action taken
1. 2 Jan 19	£2.5M invested with National Counties BS - exceeding the £1M counterparty limit	Review of process undertaken – simple error that was not systematic. Investment repaid in full on time on 12 April 19.

- 8.3. In addition there were three instances where the balance in the Council's bank account was higher overnight than normal levels against a formal target of maintain balances below £2.5m in total across all operational accounts.
- 8.4. The Council's grouped bank balance not overdrawn at any point in 2018-19 and had an average overnight balance of £89,292.

Table 6: Higher than normal overnight bank balances

Reference	Explanation
15 Mar 19	Balance £684,729. £600,000 due from a developer arrived at 15:51. Too late to invest.
28 Mar 19	Balance £711,488 Several large capital transactions were planned to occur and funds maintained to cover payment.



## 9. Other Treasury Management indicators

- 9.1. The Authority measures and manages its exposures to treasury management risks using the following indicators

Table 7: Treasury Management Security indicators

	Average Credit Score (higher = better)	Average Credit Rating	Bail-in exposure (lower = better)	
31 March 2018	3.88	AA-	41%	
31 March 2019	4.16	AA-	31%	<b>GREEN</b>
Similar Local Authorities	4.03	AA-	53%	

- 9.2. The Reduction in bail-in exposure reflects a rebalancing of short term investments towards Local Authorities, away from unsecured bank deposits.
- 9.3. The biggest structural change affecting our investment counterparty list during the year was ring-fencing of the big four UK banks (Barclays, Bank of Scotland/Lloyds, HSBC and RBS/NatWest Bank plc), each segregating their business lines into retail (ring-fenced) and investment banking (non-ring-fenced) entities.
- 9.4. In February, Fitch put the UK AA sovereign long-term rating on Rating Watch Negative as a result of Brexit uncertainty, following this move with the same treatment for UK banks and a number of government-related entities.
- 9.5. There were minimal other credit rating changes during the period.

### Liquidity

Table 8: Treasury Management Liquidity Indicators

	7 day liquidity	100 day liquidity	Average maturity	
31 March 2018	18%	50%	116 days	
31 March 2019	15%	51%	101 days	<b>GREEN</b>
Similar Local Authorities	36%	57%	86 days	

- 9.6. There has been little overall change in the pattern of liquidity maintained by the Council over the past year. The Council's Treasury cash flow system is used to forecast cash balances and requirements and to ensure sufficient but not excessive liquidity is maintained. The relatively high level of funds available to the Council for investment allows greater long term investment than many other similar Councils, leading to the relative liquidity position above.

## Interest rate exposure

- 9.7. This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures are as follows, expressed as amounts of principal.

Table 9: Treasury Management Interest rate exposure

	31.3.19 Actual	2018/19 Limit	
Upper limit on fixed interest rate exposure*	£3m	£28m	GREEN
Upper limit on variable interest rate exposure	£39m	£70m	GREEN

- 9.8. Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate

## Principal Sums Invested for Periods Longer than 364 days

- 9.9. The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

Table 10: Treasury Management long term investment indicators

	2018/19	2019/20	2020/21
Actual principal invested beyond year end	£20.95m	£20.95	£17.95m
Limit on principal invested beyond year end	£40m	£35m	£30m
	GREEN	GREEN	GREEN

## 10. Other Developments during 2018-2019

- 10.1. This section updates the Committee on relevant developments since the last report in January 2019.

### Revised CIPFA codes

- 10.2. The updated Prudential Code includes a new requirement for local authorities to provide a Capital Strategy, which is to be a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Council approved its Capital Strategy in March 2019.

### Readiness for Brexit

- 10.3. With little by way of political clarity as to the exact date on whether there would be an agreed deal prior to leaving the EU and to be prepared for the outside

chance of a particularly disruptive Brexit (such as last-minute no-deal) on 29th March, the Authority ensured there were enough accounts open at UK domiciled banks and Money Market Funds to hold sufficient liquidity over the year end and that its account with the Debt Management Account Deposit Facility (DMADF) remained available for use in an emergency.

## 11. Follow-up of ongoing matters

11.1. The Council's Cabinet agreed that a review of the Council's external fund investments should be undertaken, aiming to:

- (a) Review the objectives for investing in external pooled funds.
- (b) Evaluate whether the existing investments have met these objectives.
- (c) Investigate whether other investment options might better meet the objectives in the future.
- (d) If appropriate, consider how the council would extend its investment in External Pooled Funds in terms of the type of funds and the timing of the investments.

11.2. This review will commence shortly with the aim of completing by 30 October 2019. The Director of Corporate Services has asked this Committee nominate a representative to work alongside the Cabinet Member for Finance, Growth, Place and Regeneration and officers during this period to complete this work.

## 12. Resource and Legal Implications

12.1. The Council is required by the Accounts and Audit Regulations to comply with CIPFA's Code of Practice for Treasury Management and the Prudential Code for Capital Finance.

## 13. Consultation

## 14. Other Implications

	Yes	No
<b>Crime &amp; Disorder:</b>		X
<b>Climate Change and Biodiversity:</b>		X
<b>Human Rights and Equality Impact:</b>		X
<b>Safeguarding and Early Help:</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing:</b>		X

## 15. Appendices

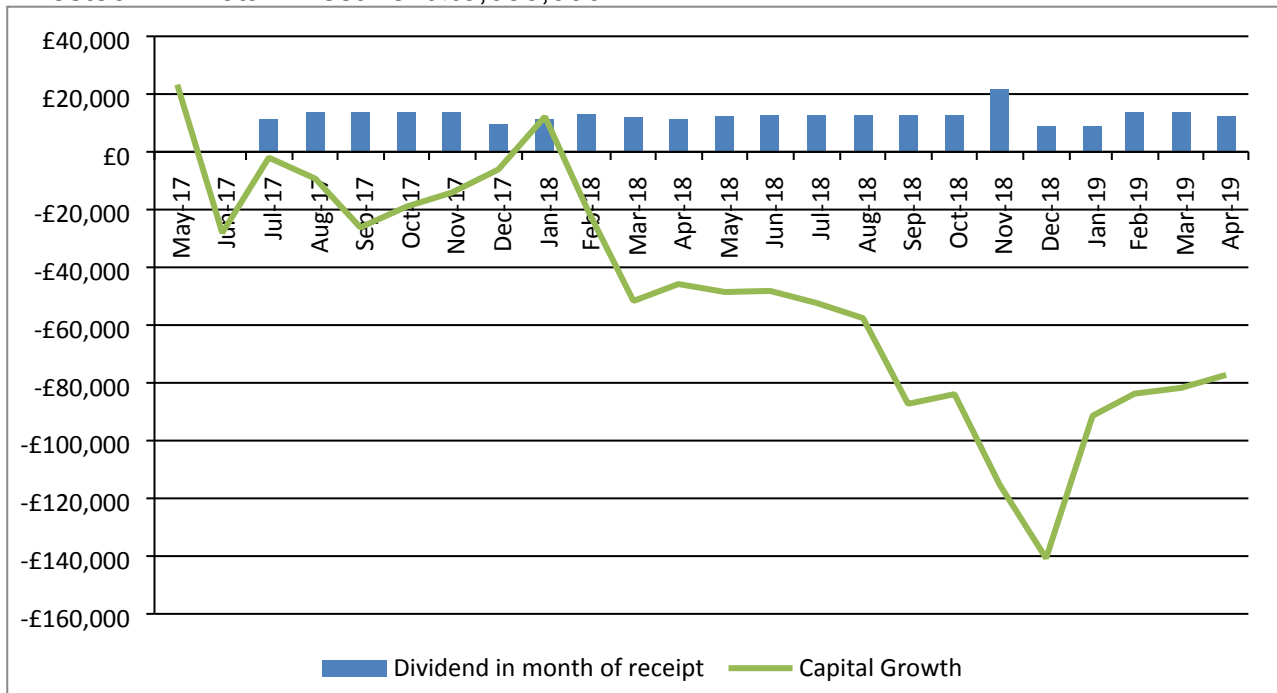
15.1. Movements in Fund fair values and income – Pooled Funds

## 16. Background Papers

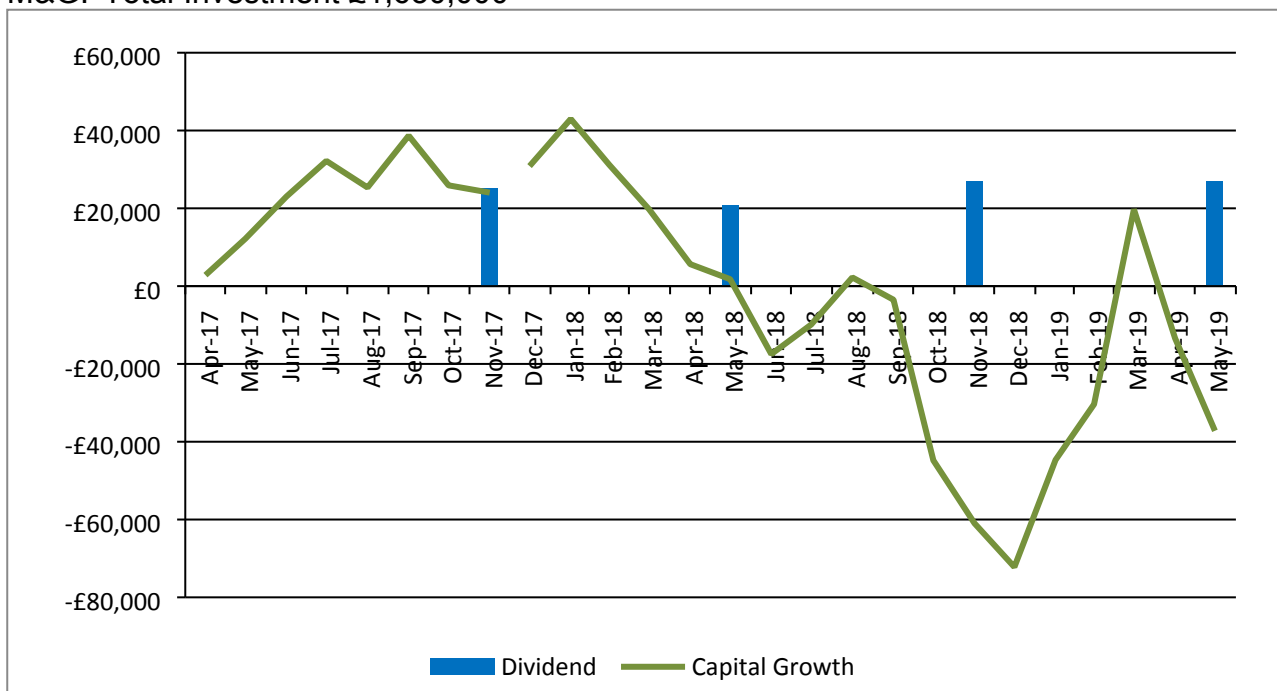
16.1. None.

Appendix A: Movements in Fund fair values and income – Pooled Funds

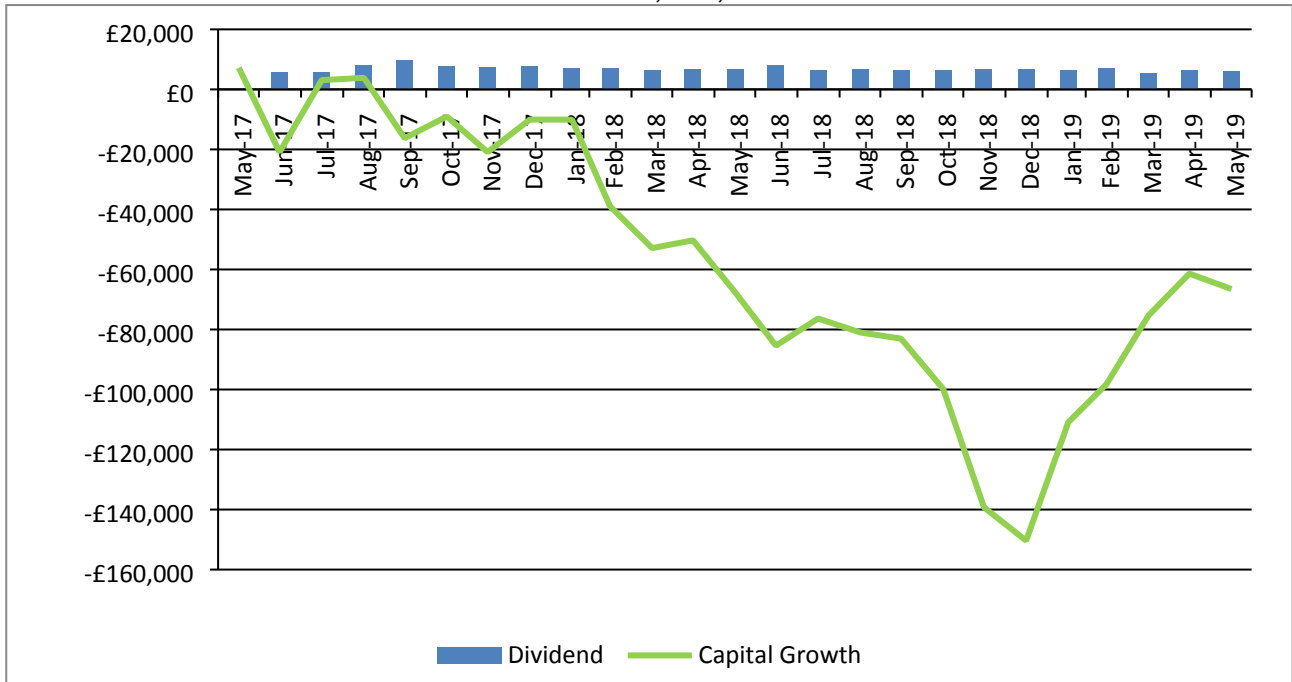
Investec: Total investment £3,650,000



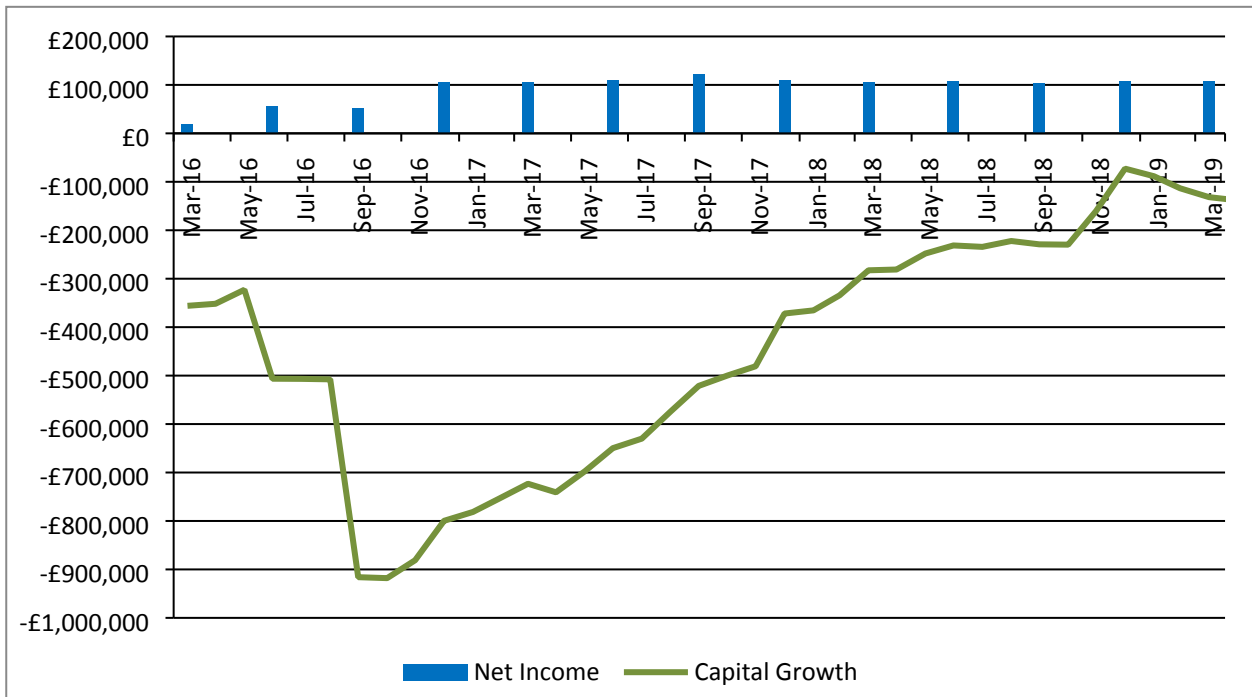
M&G: Total Investment £1,650,000



Columbia Threadneedle: Total investment £2,650,000



LAPF: Total Investment £10,000,000



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**Chichester District Council**

**CORPORATE GOVERNANCE AND AUDIT COMMITTEE - 25 July 2019**

**2018-2019 Annual Governance Statement  
and Corporate Governance Report**

**1. Contacts**

**Report Author:**

Stephen James – Internal Audit & Corporate Investigations Manager

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**2. Recommendation**

**The Committee is requested to:**

- 2.1. **Consider the draft Annual Report on Corporate Governance at appendix 1, the Annual Governance Statement 2018-2019 (appendix 2), and Internal Audit and Corporate Investigations Annual Report 2018-2019 (appendix 3), and to recommend these to the Council for approval.**

**3. Main Report**

All members have a responsibility for Corporate Governance. However, this committee is charged with identifying and looking at key risk areas in greater depth. This is to provide assurance to the Council and members that its business is conducted in accordance with the law and proper standards; that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

Under its terms of reference the Committee is required to report each year, or at any time where significant issues or concerns are raised on Corporate Governance and the internal arrangements in place to monitor and control risks.

Attached at Appendix 1 is a draft report to the Council to fulfil this requirement which the Committee is requested to consider.

In order to sign up to such a statement, members of the Committee will need assurance that key systems are in place within the Council. As such the Council's Internal Audit Service has the responsibility to independently review and report to the Committee. Appendices 2 and 3 set out their findings.

**4. Background**

- 4.1. Not Applicable

**5. Outcomes to be achieved**

- 5.1. Not Applicable

**6. Proposal**

6.1. Not Applicable

**7. Alternatives that have been considered**

7.1. Not Applicable

**8. Resource and legal implications**

8.1. Not Applicable

**9. Consultation**

9.1. Not Applicable

**10. Community impact and corporate risks**

10.1. Not Applicable

**11. Other Implications**

Are there any implications for the following?		
	Yes	No
<b>Crime and Disorder</b>		√
<b>Climate Change</b>		√
<b>Human Rights and Equality Impact</b>		√
<b>Safeguarding</b>		√
<b>Other</b> (please specify)		

**12. Appendices**

- 12.1. Appendix 1 – Annual Report of Corporate Governance and Audit Committee
- 12.2. Appendix 2 – Annual Governance Statement 2018-2019
- 12.3. Appendix 3 – Internal Audit and Corporate Investigations Annual Report 2018-2019

**13. Background Papers**

13.1 None



**Chichester District Council**

**Report of Corporate Governance and Audit Committee to Full Council**

**Background**

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

To this end members and senior officers are responsible for ensuring that proper arrangements exist for the governance of the Council's affairs and stewardship of its resources.

In March 2019 the Corporate Governance & Audit Committee considered the Strategic and Organisational Risk Registers to ensure the adequacy of the Council's actions to control and manage risks.

During 2018/2019 the seven highest risks identified in the Corporate Risk Register were:

- **Southern Gateway:** Failure to deliver the outcomes of the project leading to reputational damage and financial exposure to CDC as lead partner, and potential repayment of the Local Enterprise Partnership and other funding.
- **Local Plan:** Failure to complete the Local Plan Review and achieve an adopted Local Plan by 2020. This would mean that the Council would face challenge that it does not have an up to date Local Plan and the impact it would have.
- **Impact of Universal Credit (UC) on working claimants across the District:** Failure to provide appropriate support and guidance for claimants affected by the welfare reforms, including the rollout of Universal Credit (UC) on working age claimants across the district, resulting in the risk of rent arrears and the threat of homelessness.
- **Financial Resilience:** Failure to maintain a robust and deliverable budget will lead to a lack of resources to fund services and council priorities, leading to reactionary decision making, and reputational consequences. Failure to maximise income streams.
- **Business Continuity:** Failure to react to an incident that would adversely affect the delivery of services, including leading to a breach of the Council's statutory duties under the Civil Contingencies Act and result in both inability to service the community and reputational damage.

- **Cyber Risk across ICT Estate**

Failure to protect the Council against a cyber-attack across the ICT estate resulting in service disruption and reputational damage.

- **Brexit**

The risks of Brexit and in particular of a “no deal” Brexit scenario and its impact on the council, its services and communities.

- **Changing use of the High Street in City and Rural Towns**

Risk to the City and rural towns as a result of the changing use of the high street impacting their sustainability and vitality. Failure to adapt to the changing use of the high street by consumers and businesses, impacting the local economy, and the wider financial impact on the council as a result of reduced income streams from car parks, business rates etc.

The Council has a 5 year Financial Strategy model which is underpinned by key financial principles, which determines the approach in its aim to achieve a balanced budget over the medium term, without the use of reserves, except where this is necessary on the short term.

As part of the 2017- 2018 budget cycle the Council accepted a four year funding offer from the Government to help provide some degree of certainty, and the 2019-2020 Budget will be the final year of this agreement (as the Government assumed the starting point of the arrangement was from 2016-2017). Associated with the funding agreement the Council also has an approved 2016 deficit reduction plan which was expected to achieve savings or additional income amounting to £3.8m. The plan is monitored regularly by the appropriate Programme Board; either the Commercial Board of the Business Improvement Board and as part of the Council’s quarterly revenue and capital regime monitoring. To date £3.5m has been achieved.

#### Annual Governance Statement

The Annual Governance Statement as attached at appendix 2 has been prepared in accordance with the CIPFA / SOLACE guidance on “Delivering Good Governance in Local Government”. The Statement is attached and clearly sets out the 7 fundamental principles of good governance (A to G) as identified below:

- A Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- B Ensuring openness and comprehensive stakeholder engagement.
- C Defining the outcomes in terms of; sustainable economic, social and environmental benefits.
- D Determining the interventions necessary to optimise the achievement of the intended outcomes.
- E Developing the entity’s capability of its leadership and the individuals within it.
- F Managing risks and performance through robust internal control and strong public financial management.
- G Implementing good practices in transparency reporting, and audit to deliver effective accountability

#### Other Potential Risk Issues

The drafting of the Annual Governance Statement has highlighted some risks that are ongoing and receiving attention from those charged with governance. These can have common themes and may overlap with other areas of risk that have been identified. They are being monitored to track whether there are any changes in their risk score. The risks identified are listed below:

- **Loss of key procurement staff:**  
A member of the Legal team is covering this area. It is the intention to replace the Procurement Officer when a suitably qualified person can be found.
- **Loss of key staff / expertise Communications, Licensing & Events Division:**  
A review will be undertaken to ensure that appropriate posts and skill sets are in place on order to deliver an effective and efficient service.

Other than those areas set out above, which are themselves subject of further on-going review, members of the Committee are assured that key systems are in place within the Council. This is supported by the internal audit service, which has the responsibility to review independently and report to Committee.

Cllr K O'Kelly  
Chairman of Corporate Governance & Audit Committee

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## Chichester District Council

### Draft - Annual Governance Statement 2018-2019

#### 1. Scope of responsibility

Chichester District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. Chichester District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Chichester District Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which include arrangements for the management of risk.

Chichester District Council approved and adopted a Local Code of Corporate Governance (March 2017), this is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA), and Society of Local Authority Chief Executives (SOLACE) framework for Delivering Good Governance in Local Government: Framework (2016). This Annual Governance Statement (AGS) sets out how the Council complied with the Code and also meets the requirements of the Accounts and Audit (England) Regulations 2015 which requires every Council to agree and publish an AGS. The statutory requirements across the United Kingdom for local authorities is to conduct a review at least once each financial year of the effectiveness of its system of internal control, and to include a statement reporting on this review with its Statement of Accounts.

#### 2. The Purpose of the Governance Assurance Framework

The governance assurance framework comprises the systems, processes, culture and values by which the authority is directed and controlled, and the activities through which it accounts to, engages with and leads the community. It also enables the authority to monitor the achievements of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate cost effective services.

The system of internal control is designed to manage risk to a reasonable level; it cannot eliminate risk completely and therefore provides reasonable and not absolute assurance of effectiveness. It is based on an on-going process designed to identify and prioritise the risks, to the achievement of the council's policies, aims and objectives, to evaluate the likelihood and impact should they be realised and to manage them efficiently, effectively and economically.

#### 3. The Principles of Good Governance

The CIPFA/SOLACE framework was published in 2016 to ensure that it remained "fit for purpose".

The new Delivering Good Governance in Local Government Framework applies to the Annual Governance Statement prepared for the year ended 31 March 2019 and up to the date of the approval of the Annual Report and Statement of Accounts for the financial year 2018-19. The framework sets out seven core principles (A to G) of good governance, these are listed below:

**A Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of Law**

A new Management structure came into effect from the 1<sup>st</sup> April 2018. One Executive Director/Deputy Chief Executive and five Directors previously Heads of Service, have been appointed and are supported by Divisional Managers.

All Council staff have gone through a pay review that commenced in 2017 which culminated in a report being taken to Cabinet in January 2019. The results of the review take effect from the 1<sup>st</sup> April 2019.

The culture of the organisation is founded upon good organisational performance, external recognition, staff morale and good employee attitude to internal controls. The refreshed Workforce Development Plan 2019-2022 sets the Council's vision for providing good quality relevant services to the community, and having the right skilled staff to deliver the services. The Constitution incorporates a Members' and Employees' Code of Conduct and a protocol on Members/staff relations. Members' misconduct allegations are considered by an assessment sub-committee under the umbrella of the Standards Committee which also investigates allegations of misconduct by Parish Councillors. The Council's Monitoring Officer will review the case together with an independent person and a decision will be made as to whether there is a case to answer. If a decision is made that there is a case to answer it would be referred to a hearing sub-committee. The committee on standards in public has recently issued its Local Government Ethical Standards Review which makes a number of recommendations to the Government setting out various changes to the regime on conduct including adding further powers to the Monitoring Officer and additional sanctions generally to address misconduct. These will be reported to Members as legislation to enact the recommendations comes into force.

There is a complaints procedure in place for the Council to receive and investigate any complaints made about service delivery and against its Members or staff, details of which are available on the Council's website. There is also a Members' Register of Interests to ensure that any conflicts of interests are open and transparent.

Results of complaints investigated together with the report on all complaints dealt with by the Local Government Ombudsman are reported annually to the Corporate Governance and Audit Committee. A review of the complaints procedure has been undertaken which will include an unreasonable behaviour, persistent complaints procedure and policy which have been suggested by the Ombudsman. This was agreed by the Corporate Governance & Audit Committee in October 2018.

The Council takes fraud, corruption and maladministration very seriously. The culture of the Council sets the foundation for the prevention of fraud and corruption by creating an environment that is based upon openness and honesty in all council activities, and has the following policies in place, which aim to prevent or deal with such occurrences:-

- The Anti-Fraud and Corruption Policy updated in April 2018.
- The Whistleblowing Policy updated in April 2018. There were no Whistleblowing cases in 2018-19.

- HR Policies regarding discipline of staff – During 2018-19 there were 2 dismissals.

The Council's Anti-Fraud and Corruption Policy has been reviewed and updated to take account of the revised senior management structure. Any amendments are subject to the approval of the Corporate Governance and Audit Committee.

Investigations are undertaken by the Corporate Investigations Officer where fraud is suspected in relation to Council Tax Reduction, Single Person Discount and Non Domestic Rates plus other areas under his remit. The Investigations Team has identified potential savings to the Council of £531,217 for the 12 month period ending March 2019.

The Council ensures that external providers act with integrity and compliance with ethical standards as they have to comply with an Anti-Bribery statement and the Ethical Statement Policy that is contained in the relevant contract or invitation to tender.

## **B Ensuring openness and comprehensive stakeholder engagement**

The Council's committee meetings are held in public and are recorded; these recordings are suspended when the item requires the meeting to go into Part 2. The press and public are only excluded when the report is presented as a Part 2 item in accordance with the applicable paragraph(s) within Part 1 of Schedule 12A to the Local Government Act 1972. In addition audio recordings are also held on the Council's website.

The Council's vision and strategy is included in the Corporate Plan see; <http://www.chichester.gov.uk/corporateplan>.

The new Corporate Plan was approved by Council on 23 January 2018, to take effect from the 1<sup>st</sup> April 2018 and runs until the 31<sup>st</sup> March 2021.

The priorities set out in the new plan are largely unchanged from the previous version. They continue to represent the challenges and opportunities facing the District Council over the new plan period.

The annual performance report on the Council's Corporate Plan is reviewed by the Overview and Scrutiny Committee mid-year and then the Annual Report of the Corporate Plan goes to Cabinet and Council for approval. The Statement of Accounts, expenditure over £500 and the Senior Staff Pay Policy is available on the Council's website as part of the disclosures required under the transparency agenda which also includes procurement information and how quickly we pay our suppliers.

On-line consultation methods continue to be used, webhost software enables surveys to be designed, produced and analysed electronically. These surveys are accessed via the Council's website.

The Council now have an ePanel which anyone can sign up to: members get notification of any new surveys or consultation events via email. The Council send notification letters in the post to those who do not have internet access or cannot use the website for any reason. The Council's social media accounts give further opportunities for the public to comment informally on other issues.

A review of Community Forums followed by a consultation with stakeholders has taken place and the results have been analysed. Potentially these meetings may well be delivered in a different way subject to Cabinet approval.

The Council continues with its work on youth engagement. Community wardens main areas of activity are encouraging and increasing community involvement, dealing with environmental issues (e.g. graffiti, litter, abandoned cars, dog fouling etc.) within the area by working with appropriate agencies including the Police, Police Community Support Officers (PCSOs) and local communities to reduce crime, anti-social behaviour and fear of crime in the area, including providing intelligence and evidence to the Police and acting as a professional witness. With a reduction in the police numbers in the City Centre the Community Wardens now provide a Monday – Friday daytime presence.

### **C Defining the outcomes in terms of Sustainable Economic, Social and Environmental benefits**

Although the multi-agency Sustainable Community Strategy (SCS) for Chichester District 2009-2026 is no longer a statutory document, the Council continues to be informed by the priorities identified in it. These priorities are developed further through the Corporate Plan which sets out the Council's contribution to this partnership document. The Council measures its key priorities by a range of performance indicators which are set out within the Corporate Plan and monitored through Pentana, the Council's performance monitoring software. Reports on the progress of these performance indicators are available on the Council's website. In addition the SCS sets the vision for working in partnership with other local and national organisations supported by the Local Strategic Partnership (LSP) – Chichester in Partnership, including the publication of a consultation exercise undertaken with partners and stakeholders on behalf of the LSP.

Cabinet agreed the key financial principles of the 5 year financial strategy, which included continuing to review the Council's costs in order to find further savings. As part of the budget process a Task and Finish Group meets once to discuss the forthcoming budget, reviewing what is happening in the current year any impact for the new financial year and any changes in priorities or service demands.

The Council publishes its Annual Statement of Accounts in accordance with the CIPFA guidelines and International Financial Reporting Standards. As uncertainty continues to surround the current economic and financial climate and in particular public sector spending plans, it is clear that central funding cuts of local councils will continue. The Council is therefore committed to delivering its own services more effectively in the light of these planned reductions. The Financial Strategy model is regularly updated to take account of any changes in assumptions. Service Managers have completed an initial impact assessment across the Council to understand the impact of a no deal Brexit on its services and the community.

The Council continues to track national events, quantifying local impact and taking early action to manage the impact. The objective is to put the Council in the best possible position to deal with the financial and other challenges it faces whilst still protecting the most vulnerable members of the community. It is important that the issues and the scale of the financial position are understood and the Council is committed to finding solutions and options. A five year Financial Strategy and Plan was approved by Cabinet and Council in December 2017. The Plan details the challenges facing the Council to provide services that meet community needs with a significantly reduced overall level of resource. It is reviewed annually and monitored during the year as necessary. The Council has an approved deficit reduction programme set in 2016, which was underpinned by the key financial principles in the Financial Strategy, which offers guidelines for making financial decisions over the next few years, and assists the Council in seeking to achieve a balanced budget or the time to consider the action required.



The Local Plan was adopted in July 2015, (this is at present being reviewed in accordance with the Council's commitment to a 5 year review) and provides greater certainty about growth and development within the plan area. It is now a new requirement that the Council produces a Brownfield Land Register which can be viewed on the Council's website. Following consultation the Council adopted a Masterplan for the Southern Gateway area of Chichester as part of the approved Vision for Chichester City Centre. The Council are also involved in other visions for Town centres across the district such as; Midhurst, Petworth and Selsey.

For the year 2018 the Council delivered the 2013-2018 Housing Strategy. However, a new strategy has been developed for 2019-2024. The strategy sets out the housing priorities for the district. The strategy reflects the Council's corporate priorities and complements the Economic Strategy and the Local Plan. The strategy will show how the Council use their resources to best meet the housing needs of local people within the district.

Some of the key outcomes delivered and mentioned in the Annual Report during 2018/19 are as follows:

- A Senior Private Rented Sector Officer was employed to help the Council increase access to the private rented housing market.
- Recruitment to the Rough Sleepers Outreach Worker post, a role created to verify and engage with rough sleepers to support and aid individuals to consider an alternative to living on the streets.
- West Sussex Districts and Boroughs were successfully awarded funding for one year to create 10 new posts to work county wide to deliver outreach to tackle rough sleeping and provide accommodation based support.
- Delivery of the Homelessness Reduction Act (HRA) in its first year. The service has seen an increase in the number of frontline officers and administrative support in order to deliver the provisions of HRA.
- A further 3 new properties and 19 existing properties renewed their accreditation status this year through the council's Landlord Accreditation Scheme, bringing the total number of accredited properties in the district to 430.
- 10 households received assistance to improve their properties through the Chichester Warm Home initiative and Home Repairs Assistance fund.
- The Discretionary Disabled Facilities Grant Policy continues to be operated allowing officers to provide a range of funding options including fast-track assistance for those needing adaptations in order to return home from hospital, financial top-up for those requiring extensive work to make their homes suitable, and funding to assist disabled people make their homes safer, with the aim of preventing hospital admission. The Disabled Facilities Grant funding allocation has provided 180 home adaptations at a cost of £1.5 million for 2018/19.
- The extension of mandatory (Housing in Multiple Occupations) HMO licensing was introduced on the 1<sup>st</sup> October 2018 resulting in 141 new applications. A new Licensing Assistant has been employed to assist with the verifications of applications, which has ensured applications have been dealt with in an efficient manner.
- The Council is now supporting 8 community led housing groups and has provided £75,500 grant towards supporting the groups develop their business plans and schemes. One group has broken ground and are expecting to complete the alms houses for older people this year.
- 125 of these affordable homes were provided on market sites and 46 were enabled by the Council working with our registered provider partners.
- £788k of investment was secured by our registered provider partners from Homes England to deliver the additional affordable units this year.

- The Council invested £536k from commuted sums received in lieu of affordable housing to deliver the additional affordable units this year and a further £441k commuted sums was received.
- The Council undertook an options appraisal to look at how best to utilise 22 Freeland Close, Chichester to provide temporary accommodation for homeless households.

A new service for 2018/19 will be 'Social Prescribing' which will be managed by the Wellbeing Team and will be funded by the District Council and partners. Some of the notable successes during 2018/19 are as follows:

- Supported 1,034 clients with advice and information to make positive lifestyle changes.
- Whilst the majority of clients to the service are self-referrals, the service has received 232 referrals from GP's.
- The Wellbeing Weight loss programme has supported 166 people to lose weight and learn about a healthy diet.
- Have supported 35 families with children to learn about a healthy lifestyle and gain confidence in being more active.
- Have worked with 13 local businesses to improve the health and wellbeing of their staff.
- 167 working aged adults have been supported to increase their activity levels.
- 137 older people have attended the WellBalanced falls prevention workshop.
- 64 households in the Chichester district have received support for the wellbeing Home project.
- 140 clients have attended the Pre-diabetes programme.

In the Estates Services, Building Services and Economic Development 2018/19 Annual Report some of the key outcomes delivered are as follows:

- Completion of development of 6 industrial units at Plot 21 Terminus Road and subsequent lettings.
- Undertaking an options appraisal of the Council's property and land ownership at Bracklesham Bay and at the Old Bakery, Petworth
- Progression of regeneration scheme for St James industrial Estate, Chichester
- Completion of development arrangements for a new Lidl store at the Barnfield development scheme in conjunction with the Council's development partner
- Disposal of 2 The Gardens, Chichester
- Continuance of refurbishment at Avenue De Chartres multi storey car park
- Delivery of key projects in the asset replacement programme (ARP) and successful implementation of the planned repair and maintenance (R&M) programme
- Review of the Council's Contractor's list used for the compliance vetting of contractors
- Completion of high priority fire safety works at CDC owned and managed operational and non-operational buildings
- Directly assisted 475 businesses on a diverse range of issues including funding, planning, start-up support and help finding suitable premises
- Recruitment of an Inward Investment & Growth Officer
- Grants in a total sum of £60,267 awarded to 34 small and independent businesses and a further £18,477 is allocated to 10 businesses that have projects in progress. These projects are contributing to the protection of 245 jobs in the District and the potential of creating 81 new jobs.

- Successfully launched the Retail Mentoring Programme, providing a programme of specialist focussed retail training to support independent high street retailers in Chichester City and rural towns / retail centres.
- Securing £5m LEP funding to support the delivery of Southern Gateway masterplan.

#### **D Determining the interventions necessary to optimise the achievement of the intended outcomes**

The Council has responsibility to review the effectiveness of its governance framework. The review of the effectiveness is undertaken by the work of the Corporate Management Team (which is the Strategic Leadership Team (SLT) and Divisional Managers) who have responsibility for the development and maintenance of the governance environment. The Internal Audit & Corporate Investigations Manager's annual report and comments made by the External Auditor also adds to the effectiveness of the governance framework at the Council.

The Council adopted a Constitution to ensure it is efficient, transparent and accountable to local people. Some of these processes are required by law; others are based on decisions made by the Council. It is the responsibility of the Council's Monitoring Officer to review the Constitution as and when required to ensure that it continues to operate effectively.

The Council was made up of 48 Members during 2018/19 four of these take up the roles of Leader and Deputy Leader of the Council, Chairman and Deputy Chairman. The Leader and Deputy Leader plus five Cabinet Members are appointed with specific areas of responsibility. A review has been undertaken by the Local Government Boundary Commission to reduce the number of Councillors from 48 to 36. This came into force at the Elections in May 2019.

The performance of key projects by exception is undertaken by SLT and Cabinet Members. Financial Monitoring is also undertaken throughout the year and will be reported to Members, and where necessary action can be taken where appropriate.

#### **E Developing the entity's capacity, including the capability of its leadership and the individuals within it**

A comprehensive induction and training programme exists for officers and Members. The training programme incorporates dealing with and understanding new and current legislation, understanding Members' role as a Ward Member and developing their personal skills. Training programmes for staff, are incorporated into staff appraisals and development programmes. Training for the new Divisional Managers was completed in 2018 using both internal and external providers.

A workforce development scheme has been introduced to support talented individuals in their career progression and to encourage the employment and development of apprentices. These initiatives are designed to encourage retention of staff and to address succession planning. From the 1<sup>st</sup> April 2017 the Council contributed to the Government Apprenticeship Levy and has sought to utilise this resource to support the workforce development schemes and development of its staff.

Members' attendance at meetings is recorded on the modern.gov system. In the event of continual non-attendance the matter would be passed to the leader of the political group concerned for action to be taken. Performance issues relating to staff are dealt with by Managers. An officer's employee specific competencies, which are assessed

as part of their annual appraisal. As part of the pay review a new job profile was created for all roles of the council.

The Council's Constitution clearly defines the roles and responsibilities of the Chief Executive, Chief and Senior Officers, Members and Committees and outlines procedural standards, the scheme of delegation and a Protocol on Member/Officer relations. In light of the management restructure a review of the Constitution was undertaken under delegated powers by the monitoring officer, the outcome of this review is reported to CG&AC. The Leader, Cabinet Members and the Committee Chairmen and deputies receive verbal briefings from the Senior Officers on a regular basis and all Members receive pre-council briefings and the opportunity to participate in workshops for high profile initiatives such as the Local Plan. Members receive monthly bulletins through the Council's intranet site, to keep them informed of any new developments.

The Chief Executive is the Head of Paid Service, the Director of Corporate Services is the assigned Section 151 Officer; overall financial responsibilities for this role are detailed within the Constitution and the Divisional Manager Democratic Services is the Monitoring Officer.

The Partnership Guidance to assist staff when setting up a partnership has been updated; a presentation was given to members of CMT on the changes to the guidance. There are currently 10 strategic level partnerships that the Council is involved with.

## **F Managing risks and performance through robust internal control and strong public financial management**

All cabinet reports are authorised by the relevant Director and reviewed by the Chief Executive, the Director of Corporate Services and the Monitoring Officer, before they are presented to the Cabinet. The Monitoring Officer will also attend Cabinet if required to answer any specific questions raised by Members.

The Council's Risk Registers are reviewed regularly, quarterly by Corporate Management Team (CMT) and presented to the Strategic Risk Group bi-annually. The group comprises the Senior Leadership Team (SLT), 3 Members from Cabinet and 3 Members from the Corporate Governance and Audit Committee. Job profiles of Senior Officers reflect their "Risk Management Responsibilities" and Internal Audit's Annual Audit Plan is drawn up using a risk-based approach, commenting on risk management in the area under review in their report. On a bi-annual basis the Council's Risk Registers including any new and emerging risks are presented to the Corporate Governance and Audit Committee. The highest strategic risks are as follows:

- Southern Gateway Regeneration
- Local Plan
- Impact of welfare reform, including Universal Credit (UC), on working claimants across the district.
- Financial Resilience
- Business Continuity
- Cyber Risk Attack across ICT Estate
- Brexit
- Changing use of the High Street in City and Rural Towns

Major projects incorporate a full risk assessment within the Project Initiation Document (PID) prior to being approved. The risk assessment is kept under regular review with the cabinet member concerned and via project team meetings as the project progresses.

The Health & Safety Manager has continued to work with services to ensure that there is an adequate business continuity plan in place. The Council use a system called Resilience Direct. This is a storage solution which is used to store key documents should the Council's system go down. Service functions are categorised as critical (systems up and running in 3 days) or non-critical (over 3 days). The Health & Safety Manager will continue to test the robustness of these plans.

The Council currently operates a shared service with Arun for the provision of its Emergency Planning service. The Emergency Planning Officer is shared between Arun and Chichester with one member of the Housing and Environment Service assisting.

## **G Implementing good practices in transparency reporting, and audit to deliver effective accountability**

The Council's Overview & Scrutiny Committee has the power to make reports and recommendations to the Council's Executive Committee (Cabinet) on issues which affect the area. The Committee can require Members and Officers to attend meetings and for partner authorities to provide information. The Committee also reviews and scrutinises decisions made by the Council's Cabinet. The Council also takes part in county wide joint scrutiny reviews on issues affecting the wider area and has a representative on the West Sussex County Council Health and Social Care Select Committee to allow the authority to contribute to health related reviews.

In addition to the responsibilities outlined within the statement, the Corporate Governance and Audit Committee also had responsibilities for:

- Control and monitoring arrangements for risk.
- Review and determination of the Internal Audit priorities based on the governance issues and the risks assessments made.
- Review progress / effectiveness and probity of corporate governance within the authority.
- Report to full Council on significant issues or any concerns raised.
- Review and make recommendations to Cabinet and the Council on the Council's financial regulations and contract standing orders.
- Consider reports from the Director of Corporate Services on the Council's financial control system, the Council's insurance policies and self-insurance arrangements.
- Monitor the operation of the Members Allowance scheme; approve annually the final accounts of the Council and as required to monitor the efficiency of the Council's services.

The Corporate Governance & Audit Committee meet four times during the year, to consider regular reports from Internal Audit on system reviews, reports from the Director of Corporate Services and Financial Services Divisional Manager in addition to Annual Audit and inspection letters from the nominated External Auditor (Ernst & Young).

The Standards Committee is made up of seven District Members plus three co-opted (non-voting) Parish Members. There are two sub committees: the Assessment Sub-Committee and Hearing Sub-Committee, made up of three District Members of the Standards Committee. If a complaint is made against a Parish Councillor, one of the co-opted Parish Members also needs to attend in a purely advisory (non-voting) capacity. At each sub-committee one of the Chichester District Council's two independent persons will attend in a purely advisory (non-voting) capacity.

The overall responsibility of Internal Audit is to continually review the adequacy of the Council's internal controls and report where necessary, any recommendations to management. Internal Audit reviews are designed to assess the effectiveness of the internal controls on which the Council relies for managing risk. A report is prepared annually by Internal Audit on the effectiveness of the section and the opinion of the Internal Audit & Corporate Investigations Manager is contained within the Annual Audit report. Internal Audit produces a four year plan which includes the resources of the section and the number of audits to be undertaken during each year.

The Council publishes on their website and submits to government data relating to the gender pay gap in order to comply with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

#### **4. Effectiveness of Governance Arrangements**

The Council's governance framework includes decision-making processes that are set out in the Council's Constitution; this is continually being reviewed together with the rules.

Procedures are in place for maintaining and reviewing the effectiveness of the Council's governance arrangements throughout the year, these include the following:

- **Elected Members** – Make decisions in accordance with the Constitution and in accordance with the aims and objectives of the Council.
- **Overview and Scrutiny Committee** – Has the ability to scrutinise decisions made and maintains an overview of Council activities.
- **Standards Committee** – Meet to consider any complaints against Councillors and to review policies and procedures for maintaining high ethical standards.
- **Internal Audit Section** - Has a four year audit plan which is flexible and enables internal audit to respond to changing risks and priorities of the organisation.
- **Corporate Governance & Audit Committee** – Discuss the findings of audit reports and any other issues that relate to governance and risk management.
- **Corporate Management Team** – Review and update governance arrangements, identify and review new and emerging risks and review existing risks.
- **Strategic Risk Group** – Regularly reviews, updates and reports on the Risk Registers.
- **Internal Audit Annual Report & Opinion** – This will be presented to the Corporate Governance & Audit Committee on the 25<sup>th</sup> July 2019 in conjunction with this document which contains an assurance statement regarding internal control.
- **Divisional Manager - Democratic Services (Monitoring Officer)** - Ensures that the Council's operations are carried out lawfully.

#### **5. Significant Governance Issues**

No significant issues reported in 2018/2019.

#### **6. Risks Identified**

Seven high risks that the Council identified during 2018-19 are detailed below:

Risk	Mitigating Action	Responsibility	Target date
Southern Gateway	<p>Law Courts – Homes England (HE) hand over. Close liaison with HE with contingency built into the Masterplan. Use of EPH Committee Rooms completed. CDC has agreed 43 Fridays per annum as a pop up Court. Courts completely closed on 21 December 2018. On-going discussions with County Council. WSCC land not transferring to HE.</p> <p>Memorandum of understanding (MOU) and Collaboration Agreement (CA) signed.</p> <p>Growth Deal approved and Growth Board meeting held on the 4<sup>th</sup> January 2019, and on-going liaison with other partners. Relocation of Royal Mail and Stagecoach - Suitable sites identified but St James site released and remaining site purchased.</p> <p>Identifying potential abnormal costs as early as possible by undertaking key studies in advance e.g. flooding, contamination and drainage.</p> <p>Relocation funding from key partners – Timely re-application to Local Enterprise Partnership (LEP) / Homes England (HE) and exploring alternative funding routes as necessary.</p> <p>Contract T&amp;C's for consultants employed to ensure delivery of service. Availability of consultancy advice – Use tried and tested framework agreements to source; test knowledge via tendering process.</p> <p>Management of External Consultants, Contract T&amp;C's for consultants employed to ensure delivery of service.</p> <p>Demand on market sector changes – Regular updating of viability advice for the Masterplan as the project's implementation proceeds.</p> <p>Road space configuration – WSCC Highways input to project team to ensure solution(s) are acceptable.</p> <p>Community or Public Real uses for site – Steering group input and regular re-appraisal of the schemes as it progresses.</p>	Executive Director & Deputy Chief Executive/ Director of Growth & Place/ Divisional Manager	Situation On-going

Risk	Mitigating Action	Responsibility	Target date
Local Plan	<p>Use of CPO if required for land acquisitions for Masterplan assembly, where unable to agree terms to complete acquisitions.</p> <p>Use of consultancy support to ensure CPO grounds well founded, including independent valuations.</p> <p>Statutory Local Development Plan Scheme agreed by the Council. Detailed project plan for evidence base and plan production prepared. Additional posts have been created in the team, and recruitment incentive payment and premia payments. A detailed project plan has been prepared for evidence base. Provision of information, debate and discussion through Member briefings, Development Plan and Infrastructure Panel and formal democratic decision making process through Cabinet and Council. Public consultation to ensure that the views of the community are taken into account in the plan-making process. Initial public consultation has taken place on issues and options. Public consultation on the Local Plan Review; preferred approach is now under way. There will be further public consultation on the plan and prior to examination. This will enable the Council to take onto account the views of all interested parties on the contents of the plan and outstanding matter can be resolved through public examination into the soundness of the plan to be conducted by a planning inspector appointed by the Secretary of State.</p> <p>The current status will reflect the stage of consultation reached.</p>	Director Planning & Environment / Divisional Manager Planning Policy	30 June 2019
Impact of Universal Credit (UC) on working claimants across the district.	<p>Revenues &amp; Benefits and Housing are taking steps to mitigate the effects and are planning to implement the following: Support vulnerable claimants, UC claims, hold multi agency events to raise awareness prepare claimants for the transition, assist claimants with their online UC claims.</p> <p>Deliver pre and post tenancy workshops on money management. Some mitigation has been put in place to help people by contracting to CAB for debt advice and</p>	Director of Housing & Communities / Divisional Manager – Housing / Divisional Manager – Revenues & Benefits	31 March 2020



Risk	Mitigating Action	Responsibility	Target date
	<p>recruitment of Tenancy Sustainment Officers and a Welfare Officer. The Housing Advice Team have nominated a UC lead who will be responsible for coordinating advice to UC claimants that present seeking housing services assistance. There is an intention to create a Register Provider eviction protocol so that the Council is warned in advance where there is a risk of homelessness this will include tenants in receipt of UC in arrears and where possession proceedings have been instigated.</p> <p>The Council have purchased 22 Freeland Close as temporary accommodation, and are considering options to redevelop the site and increase the number of units. Internal staff training on-going as changes are disseminated from DWP.</p>		
Financial Resilience	<p>A five year model is in place which is reviewed by SLT and Cabinet. Monitor income volatility in relation to New Homes Bonus (NHB) and localisation of both Council Tax Reduction (CTR) and business rates. Monitor income performance and review with SLT. Service Managers to assess fee setting for services and react when/if income reductions occur, and putting money in place to achieve better returns. Reconciliation of income, monthly reconciliations by services, non-compliant service. Support given by Financial Services when setting up new income streams.</p> <p>Approval limits and routes for additional funding are detailed in the Council's Constitution and Financial Regulations. Quarterly monitoring of major variances by SLT. All key decisions should relate back to the Corporate Plan, and ensure that the revenue and capital programme remain balanced. Continue to review the Council's costs in order to find further savings.</p> <p>To match Council Tax increases to a realistic and affordable base budget. The decision to pool our business rates should be reviewed annually after receipt of the government draft settlement. The Section 151 Officer will</p>	Director Corporate Services / Divisional Manager – Financial Services	31 March 2020

Risk	Mitigating Action	Responsibility	Target date
	<p>will emanate from the 100% localisation of business rates. Ensure that a sufficient level of reserves are maintained so that the Council can remain flexible and is able to respond to a changing local government environment. Generate better returns with the Treasury Management Strategy and the investment Protocol and the Council's view of the of risk and increased diversity.</p>		
<p>Business Continuity</p>	<p>The Business Impact Assessment (B.I.A) is refreshed annually with SLT. Critical services have Business Continuity (BC) plans covering the first 3 days of a business interruption. The BC plans are tested every couple of years. BC plans and associated documents are stored on the council's x drive and off site on external site (Resilience Direct). Non critical services also have plans for over 3 days business interruptions. Health checks take place of plans in all service areas and effective back up of data. Training and repeated messaging to embed BC culture into the organisation.</p>	<p>Director of Corporate Services / Divisional Manager – Financial Services / Health &amp; Safety Manager</p>	<p>31 March 2020</p>
<p>Cyber Risk Attack across ICT Estate</p>	<p>Software in place to scan and block SPAM and suspicious email. Software also blocks and quarantines suspicious activity i.e. a link with an email. Education of users, training new users through ICT essentials, intranet and all staff emails for up to date advice on current threats PSN connection is used for secure transfer of data to other government departments, Access control, users of the network only have access to what they need to do their role within CDC. Software encryption of devices at rest. If a Laptop was lost or stolen no data on the Laptop could be accessed and the Laptop cannot be used to access the network. VPN systems provides a connection to the CDC network for remote users as if they were in the building. Secure containers for mobile devices i.e. phones and iPads, allows connection to network as if in the Building. If device was lost or stolen the ability to remote wipe a could be accessed. Patching of windows client</p>	<p>Director of Corporate Services / Divisional Manager</p>	<p>31 March 2020</p>

Risk	Mitigating Action	Responsibility	Target date
	<p>machines and servers centrally controlled. Database servers are patched in accordance with a quarterly schedule or as soon as possible if patch addresses critical security issues. From September a monthly Change Board process will be introduced to enable future controlled management of patching across all platforms. Software centrally deployed by Citrix to control versions and updates and ensure they are the same for all users. Physical access door controllers and CCTV allows physical access to building and specific sections with a swipe card. There are steel shutters on windows and doors. In addition we monitor sensitive parts of our estate e.g. room with CCTV. Future encrypted backups to be developed. Good security for tape storage with WSCC. On-going work to automatically encrypt and upload Business Continuity Plan (BCP) documentation to cloud storage. Change control includes updates, patch new applications.</p> <p>External contractors need to access system will be given a temporary token by the service desk. Improved management of this will be achieved through the introduction of a new change control process.</p>		
Brexit	<p>Whilst the total impact of a no deal Brexit is still not fully understood, the government has started increasing its preparations and funding made available for the event of the scenario. Whilst the Council is likely to still be able to perform most of its key functions effectively the impact on the local community and businesses will require the Council to react to provide support accordingly. Service Managers have completed an initial impact assessment which has been undertaken across the Council to understand the possible impact on the authority directly as well as community impacts. Contingency plans are being developed by services to deal with short term disruption such as the potential for fuel shortages, disruption to supply chains etc. Developments continue to be monitored regularly by Page 11 plans will be adapted as more information</p>	Director of Corporate Services / Divisional Manager – Business Support	30 May 2019

Risk	Mitigating Action	Responsibility	Target date
	becomes available. The government have announced a small amount of funding for Councils to develop their plans and preparedness.		
Changing use of the High Street in City and Rural Towns	<p>The Vision projects have a wider objective than just considering the change of use in the high street, but both short and medium actions will help to address the concerns.</p> <p>The Southern Gateway Regeneration Project will have an impact on Chichester and the City Centre. The objectives of the scheme are linked to the Vision for the City.</p> <p>Economic Development team support to local businesses and the Chichester Business Improvement District (BID) to aid the sustainability of Chichester City centre</p>	Director of Growth & Place / Divisional Manager	31 March 2022

The process of preparing the Annual Governance Statement has in itself added value to the Corporate Governance and Internal Control framework of the Council.

## 7. Certification

It is therefore our opinion that Corporate Governance, along with supporting controls and procedures, remains very strong within the Council.

T Dignum  
Leader of the Council

D Shepherd  
Chief Executive

**Internal Audit and Corporate Investigations**

**Annual Report 2018/2019**

**1 Introduction**

1.1 The main purpose of this report is as follows:

- To summarise the effectiveness of Internal Audit
- Comment on the work undertaken by Internal Audit during the year
- Provide management and members with an opinion on the adequacy and effectiveness of the Council's arrangements; risk management and systems of internal control.

**2 Audit Planning**

2.1 The Internal Audit Section works on a four year strategic audit plan; this is produced following consultation with the Director of Corporate Services/S.151 Officer and the Divisional Manager Financial Services (Deputy S.151) and is approved by the Corporate Governance & Audit Committee. The Plan is prepared where possible using a risk-based assessment which can be linked to the Council's Corporate Strategic Risk Register and is designed to review all the major areas and systems on a cyclical basis. Suggestions are also made by Divisional Managers. Any areas and systems considered to be fundamental to the Council's operations are reviewed annually.

2.2 The Annual Audit Plan for 2018/2019 represented the first year, of a four year plan. Each of the audits is undertaken on an operational risk-based approach following discussions with the Divisional Managers/Departments.

2.3 The Annual Internal Audit Plan is a live document and is updated with emerging risks as and when required. Any changes to this plan are reported to the Corporate Governance and Audit Committee.

**3 Staffing**

3.1 During 2018-19 the Internal Audit Section operated on 2.2 fte's of audit staff for the period April to August and 2.35 fte's for the period December to March, plus 2.0 fte's Corporate Investigations staff. This establishment was made up of the following posts:

- Principal Auditor (0.60fte)
- Senior Auditor (0.60fte) period May to August 18
- Senior Auditor (0.75fte) period December to March 19
- Auditor (0.60fte)
- Auditor (0.40fte)
- Corporate Investigations Officer (1fte)
- Assistant Corporate Investigations Officer (0.50fte) x 2

All Auditors have the requisite experience to effectively fulfil their responsibilities and execute duties to the required professional standard under PSIAS (Public Sector Internal Audit Standards).

3.2 The Corporate Investigations forms part of the Audit and Investigations Team. The Corporate Investigations Officer (ICO) is responsible for investigating and reporting on, any offences against or within the council. Internal Audit is responsible for reviewing the internal controls annually, in order to give assurance to those charged with governance that the control environment within the Council is robust and regularly reviewed by both Internal and External Audit.

#### **4 Performance against the Internal Audit Plan**

4.1 The Internal Audit Section completed the following Audits /Reviews during 2018/2019:

##### Completed Planned Audits

- Museum & TIC
- Car Parks - Follow Up
- Use of Consultants (Southern Gateway only) Position Statement issued
- Personnel & Recruitment
- IT Inventory - Follow Up
- Building Security
- IT General Data Protection Regulations Post Implementation
- Business Continuity
- Public Sector Internal Audit Standard
- Housing Applications
- Income Generation

##### Key Financial Systems (reviewed annually)

- Bank Reconciliation (Cash and Bank)
- Creditors
- Council Tax
- Debtors
- Housing Benefit
- NDR
- Payroll
- Treasury Management
- Fixed Asset Register

4.2 The Audit Section undertook annual testing on all the Key Financial Systems; that is the main financial systems that feed into the Council's statutory financial statements, in order to identify and ensure that the appropriate levels of internal control were in place. In addition, there are a number of controls which are tested by Internal Audit that are based upon agreed criteria with the External Auditors, Ernst and Young.

4.3 In addition to the planned work, Internal Audit continues to respond to requests by the Council's services and departments, where and when advice and assistance is required, whilst remaining impartial. A number of minor issues were addressed by Internal Audit during the year.

#### Planned Reviews not completed

4.4 During 2018/2019, one audit from the original audit plan Grants Paid was not completed by the 31<sup>st</sup> March 2019 but will be completed during 2019/2020.

### **5 Reporting**

5.1 All internal audit reports were reviewed by the Principal Auditor prior to Publication, and being reported to the Corporate Governance & Audit Committee which met four times in 2018-19. A report showing progress against the audit plan is also taken to each Corporate Governance and Audit Committee meeting. In some cases audits that commenced before the 31<sup>st</sup> March 2018 which were part of the 2017-18 Audit Plan, were not completed until after the 1<sup>st</sup> April, 2018.

5.2 A number of recommendations were raised and reported on during 2018-19, all of which had been agreed by management and then reported to Corporate Governance & Audit Committee. A number of follow up reviews were also carried out during the year; in order to ascertain whether the recommendations made, had been implemented and deadlines met. Where recommendations were not implemented they are brought to the attention of the Corporate Governance & Audit Committee. During 2018/2019 there were no recommendations that were not implemented.

### **6 Opinion on the Control Environment**

6.1 Based upon the internal audit work undertaken during the year 2018-19, the overall opinion is that 'satisfactory' assurance can be given, and generally that there is a sound system of internal control.

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**Chichester District Council**

**CORPORATE GOVERNANCE & AUDIT COMMITTEE**

**25<sup>th</sup> July 2019**

**Fraud Prevention Report 2018/2019**

**1. Contacts**

**Report Author:**

Jeremy Todd, Corporate Investigations Officer

Tel: 01243 785166 x4590      E-mail: jtodd@chichester.gov.uk

**2. Recommendations**

**2.1. The committee is requested to consider this report and the corporate approach to fighting fraud to ensure they fulfil their stewardship role and protect the public purse.**

**2.2. The committee notes that the Council will actively pursue potential frauds identified through ongoing investigations by the Corporate Investigations Team (CIT).**

**3. Background**

3.1 In 2018 local authorities uncovered £301m of fraud, this amount though is only the tip of the iceberg. Firstly as this is only the uncovered fraud, and secondly only 51% of local authorities employ dedicated counter fraud teams. This is due to the decision to transfer all investigators employed by local authorities to the Department for Work and Pensions. This transfer took place in 2015. Chichester District Council took the decision to create the role of the Corporate Investigations Officer (CIO) so that the council retained the required skills to protect all services within the council from fraud. The position was filled by an experienced investigator previously employed on the Housing Benefit Fraud Team. During the budget process it was identified that additional resources were required by the team, and in November 2017 approval was given to recruit an Assistant Corporate Investigations Officer (ACIO); this post has been filled on a job share basis with two ACIO's working 18.5 hours each. Additionally there is currently a recruitment exercise in place to appoint an apprentice who will work for both the Investigations and Audit teams.

3.2 There are a number of tasks that are the responsibility of the CIO. The National Fraud Initiative (NFI) is a bi-annual exercise that matches data from various sources both within the council and other public sector bodies. The matches are released in January and so are reviewed on a calendar year basis. The CIO is the key contact for this; ensuring that all the data is uploaded on time and that when received all the matches are reviewed by various departments within the authority. The CIO also gives advice on how to evaluate any data matches.

- 3.3 Every year the Council needs to review any long term empty homes in the district, this is because the new homes bonus paid from central government, takes into account the empty homes within the district and a reduction is made to the bonus paid. Prior to 2016, there were no resources within the council to undertake this work; it was therefore outsourced in 2015 at a cost of £14,305.

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

- 3.1 This report aims to give assurance on the arrangements in place for the prevention and detection of fraud within the council.
- 3.2 That there are adequate resources available to carry out all investigations and identify the risks of potential frauds across all council services.

#### **5. Proposal**

- 5.1. For councillors and others responsible for audit and governance to review the counter fraud arrangements on an annual basis.

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

- 6.1. None.

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

- 7.1. In order to fulfil legal requirements, the CIO is fully conversant with the Police and Criminal Evidence act (PACE), Fraud Act 2006 and Data Protection Act 1998. In addition has full knowledge of Regulation of Investigatory Powers Act (RIPA).

#### **8. Consultation**

- 7.1 None.

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

- 8.1 Having a Corporate Investigations Team (CIT) at Chichester District Council reassures the community that the Council is doing all it can to protect tax payers money.
- 8.2 Mitigating the risk of fraud and corruption is the responsibility of management. Corporate and service specific risks identified are recorded in a corporate risk register. Internal Audit have a four year and annual plan produced on a risk based approach which is reviewed and updated annually thus responding to new risks as they arise. However, audit procedures alone cannot guarantee that fraud or corruption will be detected the main corporate risk to the council is one of capacity, as there is currently only two FTE posts cover all of the council's services and only

the CIO is PINS accredited (or qualified). P.I.N.S (Professionalism in security) is a qualification that means the CIO is an accredited fraud officer.

## **10. Main Report**

### **Achievements to Date**

- 10.1. Since 2016 the CIO working closely with the Revenue Inspectors has taken on the Empty Home Review project (immediately saving the previous outsourcing cost). In 2018 the project identified 161 properties that should not have been listed as long term empty as they had been brought back into use. This resulted in additional monies for the council of £249,455.
- 10.2. The first NFI match completed in 2019 is a review of the Housing Waiting List, working with the Homemove Officer and whether there is any indication that a person on the Council's list may already have a home elsewhere. Nine people were removed from the waiting lists. The Cabinet Office states that removing somebody from a waiting list saves a council £3,240 in various costs, so this action has saved the council £29,160.
- 10.3. The CIT is responsible for looking at the NFI matches that indicate a Council Tax Single Person Discount of 25% may be incorrectly awarded. Unlike the other NFI data matches this exercise is undertaken on an annual basis. Last year (2018) the Single Person Discount database was matched against credit reference data. The match is still being worked on and has so far and found £248,974 of incorrectly awarded Single Person Discount and Council Tax Reduction. The 2019 match is currently underway. This year the check is matching against the electoral roll. So far it has identified £48,969.78 of incorrectly awarded discounts and benefits.
- 10.4. The CIT identified a further £33,128 of incorrectly awarded Single Person Discounts, incorrectly awarded benefits and establishing new liabilities for Council Tax. These are cases where there was a referral direct from the Revenue Services team or from the public.
- 10.5. The CIT remain available for referrals from all departments, and to date the team have worked with; Housing Benefits, Revenues, Human Resources, Chichester Contract Services, Car Parks, Environmental Health, Housing and Finance. Notable cases include working with the Systems Officer –Income and Banking to stop an attempted case of money laundering against the council. Based on the assessment of the case no refund was provided. Another example is Housing where an application had been made but was being prevented as our own records showed that the applicant already owned a property. This was referred as a potential fraudulent application for housing; however the CIO established that an administrative error had led to a case of mistaken identity which allowed a correct housing application to proceed.

## **11. The Year Ahead**

- 11.1. The 2019 NFI matches will continue being worked on throughout the year.

- 11.2. The Empty Home review will again be carried out in August and September.
- 11.3. In October 2018 the CIT started working jointly with the Department for Work and Pensions (DWP) on cases of fraud that affect both CDC and the DWP. A number of investigations have already taken place with the outcomes expected in the coming months, and more joint investigations are anticipated.
- 11.4. The CIT has started looking at Business Rate (BR) fraud and has a number of new investigations. This is a relatively new area of work and staff will be attending training later this year to develop the knowledge and skills required. It is an important area for the council to consider, as it is a major area of funding taking into account the potential localisation of BR by the Government. The Revenues team are being encouraged to highlight any suspicions to the CIT and it is hoped that this area will expand over the coming year to maximise income for the council.
- 11.5. Future resource plans will be drawn up to identify and prioritise all counter fraud work and will establish those areas with the biggest potential savings.
- 11.6. The Council has a Whistleblowing Policy, which was reviewed and updated in April 2018. No cases were identified through this media during 2018-2019.
- 11.7. The CIT continues to have an important part to play in identifying potential losses and this has already been demonstrated by the savings of £559,717 that have been detailed in this report.
- 11.8. Resources have been identified to fund a standalone Case Management System for the CIT. This system will improve the efficiencies enabling more efficient use of staff resources to be used in investigations rather than in administration.

## **12. Conclusion**

- 12.1. Overall, the council continues to operate within a robust framework of policies and procedures. This is intended to direct the activity of the council and ensure transparency and accountability. Responsible officers are expected to ensure those effective internal control arrangements are in place. Internal Audit is responsible for reviewing these controls annually in order to give assurance to those charged with governance and the CIO is responsible for investigating and reporting on any offences against or within the council.

## **13. Appendices**

- 13.1. None

## **14. Background Papers**

- 14.1. None

**Chichester District Council**

**CORPORATE GOVERNANCE & AUDIT COMMITTEE**

**25 July 2019**

**S106 and CIL Annual Monitoring Report**

**1. Contacts**

**Report Author:**

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**2. Executive Summary**

1. The total value of contributions secured by new S106 agreements signed between 1 April 2018 and 31 March 2019 was £539,332
2. The value of contributions received from S106 Agreements between 1 April 2018 and 31 March 2019 was £985,505.44
3. The total expenditure on projects funded from S106 Contributions between 1 April 2018 and 31 March 2019 was £1,569,946
4. The total amount collected from CIL between 1 April 2018 and 31 March 2019 was £4,016,475.59
5. The total expenditure on projects funded from CIL between 1 April 2018 and 31 March 2019 was £48,158

**3. Recommendation**

**That the Committee notes:**

- 3.1 The income and expenditure between 1 April 2018 and 31 March 2019 in respect of S106 contributions and from CIL;**
- 3.2 The information on S106 agreements within 2 years of the expenditure target date as set out in Appendix 1;**
- 3.3 The details of non-financial S106 obligations set out in Appendix 2; and**
- 3.4 The monitoring information required by the CIL regulations as set out in Appendix 3.**

#### 4. Background

4.1 The updated Section106 and CIL Protocol, approved by Corporate Governance and Audit Committee (CGAC) on 5 February 2019 sets out the reporting arrangements. In accordance with this protocol, CGAC receives an Annual Report setting out new agreements signed, income received and monies spent for the previous financial year, including an update on non-financial obligations and information on those S106 agreements due to expire within two years. Members are reminded that some non-financial obligations are operational and do not have expiry or trigger dates.

#### 5. Outcomes to be achieved

5.1 Effective monitoring of S106 agreements and the CIL.

#### 6. S106 Progress & Developers' Infrastructure Contributions

##### 6.1 New S106 Agreements completed 2018/19

Between 1 April 2018 and 31 March 2019 125 agreements were completed comprising:

- 107 Unilateral Undertakings containing only recreation disturbance mitigation contributions in respect of Chichester & Langstone Harbour SPA and Pagham Harbour SPA
- 18 Bilateral S106 agreements of which 4 contained only non-financial obligations and 14 contained both financial and non-financial obligations
- Appendix 4 details all financial obligations secured totalling £539,322 and a summary by obligation type is shown at table 1 (Note: in some instances the financial amount secured cannot be calculated until the housing type/mix is known at Reserved Matters stage. These are indicated in Appendix 4 as an amount of 0.01p and excluded from table 1)

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**Table 1: Amounts Secured by New Agreements 2018/19**

Obligation Type	Amount
Affordable Housing	£152,540
Chichester & Langstone Harbour Recreation Disturbance	£304,124
Pagham Harbour Recreation Disturbance	£82,668
Total	£539,332

**Table 2: Agreements Completed Between 2012 and 2019**

Year	Number of new agreements signed	No of new agreements with financial contributions to CDC	Total contributions expected by CDC from new agreements
2018 - 2019	125	121	£539,332
2017 - 2018	86	76	£200,416
2016 - 2017	77	73	£1,827,574
2015 - 2016	74	68	£2,474,229
2014 - 2015	88	87	£1,696,022
2013 - 2014	35	26	£3,387,627
2012 - 2013	15	8	£461,876

## 6.2 Contributions due to be paid to CDC (including those from 2018/19 agreements detailed above)

There are a number of outstanding S106 contributions where the trigger point for collection of monies has not yet been reached and from developments that have not yet started. The exact amount of money expected is not known until the relevant trigger date is received because indexation can increase the sum due. A developer can also seek to renegotiate the terms of an agreement after 5 years have passed from completion. Such applications are reported to the Planning Committee. Table 3 shows the contributions expected by CDC, and those unspent, broken down by type.

**Table 3: Expected Contributions by Type**

As of 31 <sup>st</sup> March 2019 Contribution Type	To be received	Received and Unspent (inc interest)
Affordable Housing	£366,205	£2,103,402
A27	£102,833	£232,794
Chichester Harbour	£0	£111,149
Community Facilities	£1,392,705	£1,460,145
Ecological Mitigation	£0	£26,802
Leisure	£336,549	£942,183
Pagham Harbour	£180,724	£330,803
Public Open Space	£8,000	£320,842
Park and Ride	£0	£67,485
Primary Care Trust	£33,621	£35,530
Public Art	£2,800	£186,947
Recreation Disturbance	£331,649	£16,325
Sussex Police	£47,610	£18,160
Sustainable Transport	£0	£35,016
Waste and Recycling	£6,142	£2,467

Included within the unspent amounts is an element of interest earned on historic contributions where the capital has been spent, but the interest was not required to deliver projects. This amounts to £25,576 and on 5 February 2019 Cabinet resolved that this sum should be used to supplement the 'New Homes Bonus (Parish Allocations) scheme'.

### **6.3 Contributions received during 2018/19 Financial Year**

Appendix 5 sets out contributions received by CDC between 1 April 2018 and 31 March 2019 amounting to £985,505.44.

### **6.4 S106 payments received by each spending department**

Details of receipts together with expenditure are shown in Appendix 6. At the time of drafting this report WSCC have been unable to supply their data due to IT issues. If possible, an update to Appendix 6 will be provided before the committee meeting.

### **6.5 Monitoring Contributions**

Para. 204 of the National Planning Policy Framework advises Local Authorities to monitor all legal agreements. From 2008 until a High Court ruling in 2015, the Council charged a 5% monitoring fee for recording and monitoring of S106 agreements. This is deducted from the commuted sums as they are paid. During the financial year 2018/19 the Council collected £8,437 in monitoring fees from these historic agreements.

Following a legal challenge in the High Court on 3 February 2015, it was ruled that administration and monitoring fees were not necessary to make development acceptable in planning terms. As a result the Council ceased to collect these fees in agreements signed after the ruling.

At a meeting of Cabinet on 6 December 2016 it was resolved that the Council reintroduce monitoring fees by virtue of its powers under S111 of the Local Government Act 1972 and S1 of the Localism Act 2011. The fees are calculated to cover the costs of the Planning Obligations Monitoring and Implementation Officer post and reflect the size and complexity of each S106 agreement. The fee is payable at the time the agreement is signed. In the financial year 2018/19 the Council collected £31,195 in monitoring fees from new agreements.

### **6.6 SDNPA**

The Section 106 Protocol operated by the SDNPA and CDC applies to S106 Agreements associated with schemes within the South Downs National Park signed on or after 1 April 2011. Currently 12 agreements are being monitored by CDC on behalf of the SDNPA as set out in Appendix 6. CDC expects to be informed when funding has been received and payments are made.

### **6.7 S106 agreements nearing their expenditure target date**

Appendix 1 sets out the contributions which are reaching their expenditure target date within the next two years, together with those that have reached their spending deadline. Officers have been experiencing difficulty with a number of Parish Councils which have not either identified projects for spending or are taking an excessive amount of time to provide quotes. Spending officers will liaise with the Ward Members where there is concern about expiry of spending sums.



## 6.8 Non-performance of non-financial obligations

Whilst officers endeavour to ensure that non-financial obligations are met in a timely manner and to an appropriate standard, difficulties have been experienced at the following sites: TG/14/00797/OUT Land to the North of Tangmere Military Aviation Museum, (Play Area obligations) TG/12/01739/OUT Land on the East Side of Meadow Way (Open Space Land obligations) and CC/14/01018/OUT Graylingwell Hospital (Sports Pitches, Toucan Crossing & SUDS obligations). Officers in the Planning Enforcement Team are pursuing the developers to remedy defects and meet their obligations.

## 7. Community Infrastructure Levy

7.1 The information to be published within the Authority's Monitoring Report (AMR) in December 2019 in respect of the CIL is shown at Appendix 3.

### 7.2 How CIL works with planning obligations

Since the introduction of CIL, S106 (Planning Obligations) have been scaled back. Infrastructure associated with the cumulative growth of the area is now being secured by CIL. However, S106 planning obligations will continue in relation to affordable housing and certain site specific requirements to mitigate the impact of new development. The Planning Obligations and Affordable Housing Supplementary Planning Document (SPD) shows how CIL, S106 planning obligations, planning conditions and S278 highways agreements work together as a set of tools to help deliver necessary infrastructure as a result of development.

## 8. Community impact and corporate risks

8.1 By closely monitoring S106 agreements the risk of returning unspent contributions is reduced, and the risk of failing to provide the timely provision of infrastructure is also reduced.

## 9. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime &amp; Disorder:</b>		✓
<b>Climate Change and Biodiversity</b>		✓
<b>Human Rights and Equality Impact:</b>		✓
<b>Safeguarding and Early Help:</b>		✓
<b>General Data Protection Regulations (GDPR):</b>		✓
<b>Other (Please specify):</b>		✓

## 10. Appendices

10.1 Appendix 1 -Unspent Contributions approaching or beyond target expenditure date

10.2 Appendix 2 -Non-Financial obligations

10.3 Appendix 3 -Community Infrastructure Levy (CIL) Annual Monitoring Report

10.4 Appendix 4 -New S106 agreements signed between 1April 2018 and 31 March 2019

10.5 Appendix 5 -Details of income received between 1 April 2018 and 31 March 2019

10.6 Appendix 6 -Receipts & Expenditure by Service

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S106 Appendix 1 -Unspent Contributions Approaching or Beyond Target Expenditure Date

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Spend Deadline	Comment
34 Hay Road Chichester West Sussex PO19 8BE	09/02417/FUL	Chichester South	Community Facilities Contribution	68,247.08	68,247.08	5,522.35	62,724.73	0.00	4,005.88	66,730.61	15/01/2018 *	<b>S.O Emma Beenev: May 2019</b> – Whyke Community Orchard volunteers were given approval for £2,110 towards an additional bench and noticeboard at the Orchard, installed and the payment made, <b>Jan 19</b> - Cabinet approved release of £62,724.73 plus accrued interest in September 2018 towards an extension to the existing 5th Group Scout Hut. Monies to be released against invoices for the work.
West Sussex Fire Brigade City Fields Way Tangmere Chichester West Sussex PO20 2FY	07/04577/FUL	North Mundham & Tangmere	Open Space Land	87,000.00	87,000.00	86,421.04	578.96	0.00	235.18	814.14	09/04/2018	<b>S.O Sam Miles: May 19:</b> £81,774.85 spent on MUGA. £4,676.19 for fencing around allotments. This is slightly less than expected leaving £578.96 (plus interest of £235.18). which they are intending to spend on planting in the Autumn.
Selsey Tram Stockbridge Road Chichester West Sussex PO19 8SJ	11/01198/FUL	Harbour Villages	Affordable Housing Commuted Sum	74,495.07	74,495.07	73,724.75	770.32	0.00	3,158.88	3,929.20	14/05/2018	<b>S.O. Holly Nicol May 19:</b> On 3rd May 2016 Cabinet approved the allocation of £70,000 towards the delivery of 2 affordable rented homes at Tozer Way, Chichester by Hyde. Site complete payment made in May 18 .The remaining sum will be used towards bat survey at Parsonage Estate Site. Awaiting confirmation from SDNP of discharge of planning conditions prior to making payment. The interest will be allocated at a future review and is not subject to the spending deadline.
Former Shippams Factory 42 43 45 And Social Club East Street Chichester West Sussex PO19 1PQ	05/00430/FUL	Chichester Central	Affordable Housing Commuted Sum	376,000.00	376,000.00	375,622.91	377.09	0.00	8,312.68	8,689.77	20/08/2018	<b>S.O. Holly Nicol May 19</b> £210,000 was spent on The Heritage in March 2015 and £61,000 on Stonepillow 5 bed spaces in May 2015. Remaining funds to be spent on the Rural Enablers post and enabling activities.
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Community Facilities Contribution	58,509.58	58,509.58	9,159.95	49,349.63	0.00	2,695.09	52,044.72	14/02/2019 *	<b>S.O. Emma Beenev May 19</b> -Monitoring Fee £2,925.48 and improvements to Guide Hall £6,234.47 spent to date. Approval given in February for the release of £27,181.20 of these funds to go to Regnum Guide Hall for a replacement garage, shelving and other works. Completion expected September 19. £22,168.43 was approved on 28/03/19 towards AV equipment at the new Revelation Family Church hub. Building works due to be completed towards the end of the year.

S106 Appendix 1 -Unspent Contributions Approaching or Beyond Target Expenditure Date

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Spend Deadline	Comment
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Open Space Land	9,034.96	1,596.75	1,596.75	7,438.21	7,438.21	411.46	7,849.67	14/02/2019 *	<b>S.O Sam Miles: May 2019</b> CCS are intending to use some S106 money to enhance the play provision at The Amphitheatre but have had to undertake a survey which has identified some depth restrictions but subject to these they now have English Heritage approval The survey cost of £1,145 has been paid from this contribution. Spending officers are currently working with CCS to identify requirements and costing.
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Sport & Leisure Contribution	30,409.83	30,409.83	1,520.49	28,889.34	0.00	1,477.84	30,367.18	14/02/2019	<b>S.O Sam Miles: May 19.</b> On 5 Feb 2019 Cabinet approved the spending of £28,889.34 plus interest from this allocation towards a new clubhouse for Chichester Bowmen which has recently received planning permission. Project is underway with funding to be released on completion of works.
Land To The East Of East Walls Chichester West Sussex	04/03596/FUL	Chichester Central	Open Space Land	13,111.00	13,111.00	0.00	13,111.00	0.00	745.25	13,856.25	15/12/2019	<b>S.O. Sam Miles: May 19:</b> A total of £40,000 S106 funding has been approved for Swanfield Park Paley Area project of which £13,800 is from this site and £26,200 is from 10/03490
Land At Southfields Close Stockbridge West Sussex	12/04410/FUL	Harbour Villages	Public Art Contribution	42,323.50	2,116.17	2,116.17	40,207.33	40,207.33	1,508.46	41,715.79	06/02/2020 *	<b>S.O. Emma Beoney: Jun 2019</b> Spending Officers met with Parish Clerk on 5 June and she is now taking back to the next PC meeting the potential projects discussed for a decision to be made. Spending officers stressed the urgency given the spending deadline.
Downview And Ridge House Station Road Petworth West Sussex GU28 0ES	08/00797/FUL	Petworth	Affordable Housing Commuted Sum	136,177.00	136,177.00	30,000.00	106,177.00	0.00	18,938.15	125,115.15	25/05/2020	<b>S.O. Holly Nicol On 3rd May 2016</b> Cabinet approved the allocation of £30,000 towards the delivery of 3 affordable rented homes at Lamberts Lane, Midhurst (Delivered Nov 17); £106,177 towards the delivery of 4 affordable rented homes at the Parsonage Estate , Rogate <b>May 19:</b> Parsonage Estate completed and let awaiting confirmation from SDNP that all Planning condition are discharged before funds are paid over. Interest to be allocated at a future review
Osborne House Stockbridge Road Chichester West Sussex PO19 8LL	07/01527/FUL	Chichester Central	Open Space Land	12,202.00	0.00	0.00	12,202.00	12,202.00	693.58	12,895.58	18/02/2021	<b>S.O. Sam Miles May 19.</b> Awaiting confirmation of amphitheatre play area project, this contribution may be used in addition to 10/02034 (The Heritage)
Little London Walk 44 East Street Chichester West Sussex	13/00239/FUL	Chichester Central	Public Art Contribution	12,275.64	5,383.14	5,383.14	6,892.50	6,892.50	166.36	7,058.86	26/04/2021 *	<b>S.O.Emma Beoney: May 2019:</b> £5383.14 spent on Keats sculpture. Remainder not required and now available for reallocation on a project still to be identified. CCC have been reminded of the balance available now that new Councillors are in post.

S106 Appendix 1 -Unspent Contributions Approaching or Beyond Target Expenditure Date

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Spend Deadline	Comment
Land West Of Broad Road Broad Road Hambrook Chidham West Sussex	12/04778/FUL	Harbour Villages	Sport & Leisure Contribution	13,487.02	674.35	674.35	12,812.67	12,812.67	0.00	12,812.67	29/06/2021	* S.O. Sam Miles: May 19. Advised Parish of all existing allocations/interest available and requested update.
Land North West Of Park Road Selsey West Sussex	15/00490/FUL	Sidlesham & Selsey North	Public Art Contribution	39,768.77	0.00	0.00	39,768.77	39,768.77	959.91	40,728.68	08/07/2021	* S.O Emma Beene: May 2019: – STC have put together a S106 working group, meetings held and S Turner and D Hyland recently attended in January 2018. STC are looking at an art trail, wayfinding project between East Beach and the Town Centre. Previous consultation regarding this contribution showed strong support for this type of project. Still awaiting updates from STC
The Studio Chichester Road Selsey PO20 9EA	15/01484/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,110.00	1,110.00	0.00	1,110.00	0.00	27.73	1,137.73	31/08/2020	* S.O. Tom Day May 2019: The agreements with RSPB Pagham and Arun DC are now signed. The agreement with the RSPB commits to CDC and ADC funding the Bird Aware Pagham project for five years until January 2024, with the option to extend the agreement to 10 years. The money from all the s106s listed in this section will be pooled into one cost centre including contributions transferred in from Arun DC too. In order to fund the scheme in-perpetuity £236,300 is due to be transferred to an investment fund in 19/20 with similar amounts due in future years. Revenue expenditure is projected to average £55,000 per year which will eventually be funded from the investment fund once contributions to the scheme cease at the end of the local plan periods. A Service Level Agreement has been reached with RSPB Pagham to fund 1.5FTE post from 2019 for five years. The memorandum of understanding with Arun allows for the pooling of the two authorities developer contributions.
83 Hillfield Road Selsey PO20 0LH	15/02214/FUL	Selsey South	Recreation Disturbance Pagham	5,550.00	5,550.00	0.00	5,550.00	0.00	138.67	5,688.67	18/09/2020	* S.O. Tom Day May 2019: The agreements with RSPB Pagham and Arun DC are now signed. The agreement with the RSPB commits to CDC and ADC funding the Bird Aware Pagham project for five years until January 2024, with the option to extend the agreement to 10 years. The money from all the s106s listed in this section will be pooled into one cost centre including contributions transferred in from Arun DC too. In order to fund the scheme in-perpetuity £236,300 is due to be transferred to an investment fund in 19/20 with similar amounts due in future years. Revenue expenditure is projected to average £55,000 per year which will eventually be funded from the investment fund once contributions to the scheme cease at the end of the local plan periods. A Service Level Agreement has been reached with RSPB Pagham to fund 1.5FTE post from 2019 for five years. The memorandum of understanding with Arun allows for the pooling of the two authorities developer contributions.
80 Fletchers Lane Sidlesham PO20 7QG	15/03930/PA3 Q	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,100.00	1,100.00	0.00	1,100.00	0.00	27.48	1,127.48	03/02/2021	* S.O. Tom Day May 2019: The agreements with RSPB Pagham and Arun DC are now signed. The agreement with the RSPB commits to CDC and ADC funding the Bird Aware Pagham project for five years until January 2024, with the option to extend the agreement to 10 years. The money from all the s106s listed in this section will be pooled into one cost centre including contributions transferred in from Arun DC too. In order to fund the scheme in-perpetuity £236,300 is due to be transferred to an investment fund in 19/20 with similar amounts due in future years. Revenue expenditure is projected to average £55,000 per year which will eventually be funded from the investment fund once contributions to the scheme cease at the end of the local plan periods. A Service Level Agreement has been reached with RSPB Pagham to fund 1.5FTE post from 2019 for five years. The memorandum of understanding with Arun allows for the pooling of the two authorities developer contributions.
Medmerry Park Stoney Lane Earnley PO20 7JP	15/00368/FUL	The Witterings	Recreation Disturbance Pagham	3,330.00	3,330.00	0.00	3,330.00	0.00	83.21	3,413.21	26/02/2021	* S.O. Tom Day May 2019: The agreements with RSPB Pagham and Arun DC are now signed. The agreement with the RSPB commits to CDC and ADC funding the Bird Aware Pagham project for five years until January 2024, with the option to extend the agreement to 10 years. The money from all the s106s listed in this section will be pooled into one cost centre including contributions transferred in from Arun DC too. In order to fund the scheme in-perpetuity £236,300 is due to be transferred to an investment fund in 19/20 with similar amounts due in future years. Revenue expenditure is projected to average £55,000 per year which will eventually be funded from the investment fund once contributions to the scheme cease at the end of the local plan periods. A Service Level Agreement has been reached with RSPB Pagham to fund 1.5FTE post from 2019 for five years. The memorandum of understanding with Arun allows for the pooling of the two authorities developer contributions.
Tides Reach 127 East Beach Road Selsey PO20 HA	16/03287/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,153.00	1,153.00	0.00	1,153.00	0.00	16.36	1,169.36	29/03/2021	* S.O. Tom Day May 2019: The agreements with RSPB Pagham and Arun DC are now signed. The agreement with the RSPB commits to CDC and ADC funding the Bird Aware Pagham project for five years until January 2024, with the option to extend the agreement to 10 years. The money from all the s106s listed in this section will be pooled into one cost centre including contributions transferred in from Arun DC too. In order to fund the scheme in-perpetuity £236,300 is due to be transferred to an investment fund in 19/20 with similar amounts due in future years. Revenue expenditure is projected to average £55,000 per year which will eventually be funded from the investment fund once contributions to the scheme cease at the end of the local plan periods. A Service Level Agreement has been reached with RSPB Pagham to fund 1.5FTE post from 2019 for five years. The memorandum of understanding with Arun allows for the pooling of the two authorities developer contributions.
83 Fletchers Lane Sidlesham PO20 7QG	16/01058/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,131.00	1,131.00	0.00	1,131.00	0.00	23.68	1,154.68	16/05/2021	* S.O. Tom Day May 2019: The agreements with RSPB Pagham and Arun DC are now signed. The agreement with the RSPB commits to CDC and ADC funding the Bird Aware Pagham project for five years until January 2024, with the option to extend the agreement to 10 years. The money from all the s106s listed in this section will be pooled into one cost centre including contributions transferred in from Arun DC too. In order to fund the scheme in-perpetuity £236,300 is due to be transferred to an investment fund in 19/20 with similar amounts due in future years. Revenue expenditure is projected to average £55,000 per year which will eventually be funded from the investment fund once contributions to the scheme cease at the end of the local plan periods. A Service Level Agreement has been reached with RSPB Pagham to fund 1.5FTE post from 2019 for five years. The memorandum of understanding with Arun allows for the pooling of the two authorities developer contributions.
Bunn Leisure Holiday Village Selsey PO20 9EJ	15/01819/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	67,824.29	67,824.29	0.00	67,824.29	0.00	1,419.96	69,244.25	20/05/2021	* S.O. Tom Day May 2019: The agreements with RSPB Pagham and Arun DC are now signed. The agreement with the RSPB commits to CDC and ADC funding the Bird Aware Pagham project for five years until January 2024, with the option to extend the agreement to 10 years. The money from all the s106s listed in this section will be pooled into one cost centre including contributions transferred in from Arun DC too. In order to fund the scheme in-perpetuity £236,300 is due to be transferred to an investment fund in 19/20 with similar amounts due in future years. Revenue expenditure is projected to average £55,000 per year which will eventually be funded from the investment fund once contributions to the scheme cease at the end of the local plan periods. A Service Level Agreement has been reached with RSPB Pagham to fund 1.5FTE post from 2019 for five years. The memorandum of understanding with Arun allows for the pooling of the two authorities developer contributions.
St Margarets, Petersfield Road, Midhurst	11/03310/FUL NP	Midhurst	Community Facilities Contribution	151,300.00	50,000.00	50,000	101,300.39	101,300.00	0.00	101,300.39	17/06/2020	* S.O Emma Beene: May 19 -SDNPA previously advised that £50,000 was allocated and paid to Weald & Downland Open Air Museum for their gateway development. No further updates as this is being managed by the SDNPA and MTC.

\* indicates a Notional date of 5 years from receipt applied as the S106 agreement or Unilateral Undertaking did not specify an expiry date

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## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester Central	18/01761/FUL	19 Southgate, Chichester, PO19 1ES	27/11/2018	04/12/2018	Restrictive Covenant	If the Council grants the New Planning Permission, from the day Of grant, the Applicant will not implement or take any further steps to implement the Existing Planning Permission;	6.1	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010		Affordable Housing	Prior to First Occupation of the Twentieth (20th) Open Market Unit to Provide Forty (40) Affordable Dwelling Units on the Land	S1 1.1	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010		Ecological Mitigation	Prior to Commencement of Development to submit to and obtain the written approval of the Council to a scheme (hereafter referred to as the River Lavant enhancement Scheme) of works to the bank and bed of the River Lavant adjacent to the Avenue de Chartres car park .	S1 4.1	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010		Landscape Management Plan	Prior to the Operative Date submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	S1 8.1	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010		Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 13.1	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010		Open Space Land	To provide and lay out prior to First Occupation of the Sixtieth Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 8.2	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010		Open Space Land	Not to allow First Occupation of the Sixtieth Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land is assured,	S1 8.3.3	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010		Sports & Leisure Provision	Not to cause or allow First Occupation of any of the Dwelling Units unless or until an enhanced junior football pitch and ancillary facilities have been constructed and completed to the written satisfaction of the Council and open for public use at the New Park Road Recreation Ground in Chichester	S1 3.1	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010		Sports & Leisure Provision	Not to cause or allow First Occupation of any of the Dwelling Units unless or until new and/or improved clubhouse facilities shall have been provided at Chichester City United Football Ground, Oaklands Park Chichester	S1 3.2	
Chichester East	12/00680/OUT	Land Adjacent To Homebase At, Barnfield Drive, Chichester, West Sussex	12/06/2013	02/03/2016	Open Space Land	Prior to Occupation of the Development, the Owner shall provide the Linear Park in accordance with this Clause 5.	5.1	
Chichester East	12/00680/OUT	Land Adjacent To Homebase At, Barnfield Drive, Chichester, West Sussex	06/02/2014	02/03/2016	Open Space Land	Prior to Occupation of the Development, the Owner shall submit to the Council for the Council's approval, a maintenance scheme ("the Linear Park Maintenance Scheme") setting out the Owner's obligations in respect of the future provision and maintenance of the Linear Park	5.2	22/03/2016
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	26/01/2016		Ecological Mitigation	Prior to Commencement of Development to submit to and obtain the written approval of the District Council to a scheme (hereafter referred to as the "River Lavant Enhancement Scheme") of works to the bank and bed of the River Lavant adjacent to the Avenue de Chartres car park.	S1 8.1	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	26/01/2016		Ecological Mitigation	Not to cause or permit Occupation of the Development until the River Lavant Enhancement Scheme has been fully implemented pursuant to this clause 8.	S1 8.5	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	26/01/2016		Notification	To notify the District Council in writing prior to the commencement of the E A Mitigation Works;	S1 8.4	



## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	05/02/2018		Open Space Land	Prior to the Occupation of the part of the Development shown coloured purple on Plan 1 the Owner shall provide the Stage 1 Linear Park in accordance with this Clause 5;	5.1.1	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	05/02/2018		Open Space Land	Prior to the Occupation of the part of the Development shown coloured pink on Plan 1, the Owner shall provide the Stage 2 Linear Park in accordance with this Clause 5;	5.1.2	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	05/02/2018		Open Space Land	Prior to the Occupation of Plot A, the Owner shall provide the Stage 3 Linear Park in accordance with this Clause 5.	5.1.3	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	26/01/2016		Open Space Land	Prior to Occupation of the Development, the Owner shall submit to the District Council for the Council's approval, a maintenance scheme ("the Linear Park Maintenance Scheme") setting out the Owner's obligations in respect of the future provision and maintenance of the Linear Park	S1 5.2	
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	18/08/2009	23/10/2009	Notification	To notify the Council and the County Council in writing of the following, immediately following their occurrence: First Occupation~ of 50% of the aggregate number of Dwelling Units	S1 27.4.15	28/08/2016
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	18/08/2009	23/10/2009	Notification	To notify the Council and the County Council in writing of the following, immediately following their occurrence First Occupation of the 25th Dwelling Unit	S1 27.4.3	30/03/2011
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	18/08/2009	23/10/2009	Notification	To notify the Council and the County Council in writing of the following, immediately following their occurrence: First Occupation of the 50 th Dwelling Unit	S1 27.4.4	30/03/2011

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	18/08/2009	23/10/2009	Notification	To notify the Council and the County Council in writing of the following, immediately following their occurrence: First Occupation of the 86th Dwelling Unit	S1 27.4.5	11/10/2011
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	18/08/2009	23/10/2009	Notification	To notify the Council and the County Council in writing of the following, immediately following their occurrence: The First Occupation of the 110th dwelling unit	S1 27.4.6	11/10/2011
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	18/08/2009	23/10/2009	Notification	To notify the Council and the County Council in writing of the following, immediately following their occurrence: The First Occupation of the 200th dwelling unit	S1 27.4.7	20/09/2015
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	18/08/2009	23/10/2009	Notification	To notify the Council and the County Council in writing of the following, immediately following their occurrence: The First Occupation of the 250th dwelling unit	S1 27.4.8	20/09/2015
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	18/08/2009	23/10/2009	Notification	To notify the Council and the County Council in writing of the following, immediately following their occurrence: The First Occupation of the 350th dwelling unit	S1 27.4.9	22/08/2016
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Affordable Housing	At the same time or before each Reserved Matters Application to submit to the Council for its approval details of the Affordable Housing for that Remaining Phase such details to be broadly in accordance with the Affordable Housing Phasing Plan and the indicative mix set out in paragraph 2.2 below 40% of the total number of Aggregate Dwelling Units constructed on the Land shall be provided as Affordable Dwelling Units (unless otherwise agreed in writing by the Council)	S1 1.1 & 2.1 (Ph 6B on)	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Affordable Housing	At the same time or before each Reserved Matters Application to submit to the Council for its approval details of the Affordable Housing for that Remaining Phase	S1 1.1 & 2.1 (Ph4)	08/01/2016

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Affordable Housing	Unless otherwise agreed in writing by the Council the Affordable Dwelling Units in an Affordable Housing Phase (as approved by the Council, pursuant to paragraph~ 2.2 and 2.3)) shall be Provided prior to First Occupation of 50% of the Open Market Units in such Affordable Housing Phase.	S1 2.7 (6B on)	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Affordable Housing	Unless otherwise agreed in writing by the Council the Affordable Dwelling Units in an Affordable Housing Phase (as approved by the Council, pursuant to paragraph~ 2.2 and 2.3)) shall be Provided prior to First Occupation of 50% of the Open Market Units in .such Affordable Housing Phase.	S1 2.7 (Ph4)	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	CDDT Contribution	Upon the Chapel being Provided and transferred to the CCDT pursuant to paragraph 11.6 above to pay the Chapel/Pavilion Equipment Contribution to the CCDT as a contribution towards the costs of providing equipment and/or furniture for the Chapel and the Pavilion.	S1 12.6	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Community Provision	At the same time as the submission of the Reserved Matters Application for a Remaining Phase which is to contain any Community Facility (other than the Havenstoke Park or the Adventurous Play Area where such details shall be submitted to the Council for approval in accordance with paragraph 8.1 above) to submit to the Council and obtain the written approval of the Council to details including locations, specifications and provision for services and infrastructure for the Community Facilities within that Remaining Phase	S1 11.1	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Community Provision	Not to cause or allow Commencement of a Remaining Phase that contains such Community Facilities until the Council has approved in writing the details submitted in accordance with paragraph 11.1 above for that Remaining Phase (the "Approved Community Facilities Details")	S1 11.2	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Community Provision	Provide the Marchwell Farm Buildings and the Artists Studios by the Practical Completion of 600 Aggregate Dwelling Units). The Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured	S1 11.3.1 & 11.6	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Community Provision	Provide the Chapel by the Practical Completion of 550 Aggregate Dwelling Units .Unless otherwise agreed in writing by the Council, no later than the date each Community Facility has been Provided the Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured	S1 11.3.2 & 11.6	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Community Provision	The Water Tower by Practical Completion of 750 Aggregate Dwelling Units the Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured	S1 11.3.3 & 11.6	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Community Provision	The Community Facility Space shall be Provided prior to First Occupation of the 600 Aggregate Dwelling Units The Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured	S1 11.3.4 & 11.6	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Community Provision	The Pavilion shall be provided by Practical Completion of the 600 Aggregate Dwelling Units. The Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured	S1 11.3.7 & 11.6	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Estate Management Areas	Prior to First Occupation of the last Dwelling Unit in a Remaining Phase to transfer(or grant a long lease of) the Estate Management Areas in a Remaining Phase to the Estate Management Company	S1 7.7	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Foul Drainage	To procure and submit an Updated Foul Drainage Capacity Report to the Council for its approval within three months from the date hereof (unless otherwise agreed in writing by the Council)	S1 5.1	08/04/2019

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Landscape Management Plan	"Whether or not the Operative Date has occurred, at the same time as. the submission of the Reserved Matters Application for a Remaining Phase which is to comprise Landscaped Areas and/or Play Areas to submit to and obtain the written approval of the Council to a Landscape Management Plan in respect of the Landscaped Areas and/or Play Areas to be comprised within such Remaining Phase "	S1 7.1 (Ph 6B on)	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Landscape Management Plan	Whether or not the Operative Date has occurred, at the same time as. the submission of the Reserved Matters Application for a Remaining Phase which is to comprise Landscaped Areas and/or Play Areas to submit to and obtain the written approval of the Council to a Landscape Management Plan in respect of the Landscaped Areas and/or Play Areas to be comprised within such Remaining Phase	S1 7.1 (Ph4)	08/01/2016
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Landscape Management Plan	Unless otherwise agreed in writing by the Council not to cause or allow the Commencement of a Remaining Phase that contains Landscaped Areas and/or Play Areas until the Council has approved in writing the Landscape Management Plan (the "Approved Landscape Management Plan") in respect of such Remaining Phase.	S1 7.2 (Ph 4)	08/01/2016
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Landscape Management Plan	Unless otherwise agreed in writing by the Council not to cause or allow the Commencement of a Remaining Phase that contains Landscaped Areas and/or Play Areas until the Council has approved in writing the Landscape Management Plan (the "Approved Landscape Management Plan") in respect of such Remaining Phase.	S1 7.2 (Ph6B on)	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Managemant & Maintenance Plan	Prior to the Commencement of a Remaining Phase which contains a Maintenance Area the Owner shall supply to the Council's Director of Environment proposals for arrangements to secure the management and future maintenance of the Maintenance Areas contained within such Remaining Phase (excluding Havenstoke Park and the Adventurous Play Area to which paragraph 10 shall apply)	S1 9.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Play Area	Unless otherwise agreed in writing with the Council, prior to First Occupation of 50% of the Dwelling Units in any Remaining Phase which is to contain Play Areas (except for Phase 1) to provide and install the Play Area or Play Areas as agreed with the Council and in accordance with the Approved Landscape Management Plan for that Remaining Phase	S1 7.4	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Play Area	Prior to First Occupation of the 450th Aggregate Dwelling Unit to Provide the Adventurous Play Area in accordance with the details and a specification approved in writing by the Council	S1 8.5	13/03/2019
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Play Area	Not to Occupy more than 450 Aggregate Dwelling Units until either (i) the freehold title of Havenstoke Park and the Adventurous Play Area have been transferred to the Estate Management Company for nil consideration or (ii) a long lease of the Adventurous Play Area and Havenstoke Park have been granted to a management company in accordance with paragraph 11.7 hereto together with the payment to such management company of a commuted sum for use in connection with the future management and maintenance of Havenstoke Park and the Adventurous Play Area which sum shall be £670,534	S1 8.8	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Sport & Leisure Contribution	Not to cause or permit the First Occupation of the 600th Aggregate Dwelling Unit to be constructed on the Land until 11.3.6.1 the Permanent Changing Facilities have been Provided and are available for use 11.3.6.2 the future management and maintenance of the Permanent Changing Facilities has been evidenced to the Council and secured in accordance with paragraph 11.6 below and 11.3.6.3 the land upon which the Temporary Changing Facilities were sited has been restored as agreed with the Council.	S1 11.3.6	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Sports & Leisure Provision	Pending the Permanent Changing Facilities being Provided and available for use, the Temporary Changing Facilities shall be provided on a temporary basis prior to the First Occupation of more than 450 Aggregate Dwelling Units to a specification and in a location agreed in writing by the Council	S1 11.3.5	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Sports & Leisure Provision	Prior to the First Occupation of the 400th Aggregate Dwelling Unit to submit the following to the Council for its approval (unless otherwise agreed in writing by the Council): 8.1.1 The details and the specifications for the Havenstoke Park 8.1.2 the details and specification for the Sports Pitches 8.1.3 the details and specification for the Temporary Changing Facilities and 8.1.4 the details and specification for the Adventurous Play Area (such details to include any play equipment to be provided on the Adventurous Play Area)	S1 8.1	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Sports & Leisure Provision	Prior to First Occupation of the 425th Aggregate Dwelling Unit to commence works to Provide the Sports Pitches ( unless otherwise agreed in writing by the Council)	S1 8.2	19/07/2018
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Sports & Leisure Provision	Prior to First Occupation of the 450th Aggregate Dwelling Unit to Provide the Havenstoke Park, the Temporary Changing Facilities and the Sports Pitches in accordance with the details and specification approved in writing by the Council under paragraph 8.1 above (or any amended or subsequent details approved in writing by the Council)	S1 8.3	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	SUDS	Prior to the occupation of the 425th Aggregate Dwelling Unit. to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS	S1 13.1	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Waste & Recycling	To submit to and obtain the written approval of the Council to a plan showing the proposed size and location of the Recycling Centre within the Land.	S1 4.1	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	23/10/2009	Waste & Recycling	The Recycling Centre shall be constructed to the Council's reasonable written satisfaction on or before First Occupation of 550 Aggregate Dwelling Units.	S1 4.3	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		A27	On or before the Operative Date (unless otherwise agreed in writing with the Council), to enter into an agreement with Highways England pursuant to s.278 of the Highways Act 1980 relating to the expenditure of the Highways Contribution and, inter alia, on such terms and in such a manner as Highways England shall reasonably require.	S1 10.1	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	30/07/2018		Affordable Housing	Not to First Occupy or permit First Occupation of more than 56 of the Open Market Units until 24 Affordable Dwelling Units have been Provided on the Affordable Dwelling Land	S1 1C.2	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	30/07/2018		Affordable Housing	Not to First Occupy or permit First Occupation of more than 108 of the Open Market Units until the Affordable Dwelling Units (48) have been Disposed of to the Approved Body.	S1 1C.4	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	30/07/2018		Affordable Housing	Unless otherwise agreed with the Council in writing, not to Commence the Proposed Development until: it has submitted details of the Registered Provider to the Council for approval;	S1 1C1.1	22/08/2018
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	S1 5.1	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice").	S1 15.1	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	30/07/2018		Notification	At least one month before the Operative Date (or within such other period agreed with the Council in writing), to notify the Council in writing whether it will deliver the Starter Home Option or the Affordable Housing Option (the "Option Notice").	S1 1A.1	22/08/2018



S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		Open Space Land	To provide and lay out prior to First Occupation of the 20th Dwelling Unit the Open Space Land	S1 5.2	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		Open Space Land	To ensure the future maintenance of the Open Space Land and the Play Area and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land and the Play Area is assured,	S1 5.4.3	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		Play Area	Prior to First Occupation of the 20th Dwelling Unit to provide and install in accordance with the relevant legislation an equipped play area equipped to LEAP standards (the "Play Area") in a position on the Open Space Land the position and size of which together with the equipment shall be agreed in writing with the Council prior to installation.	S1 5.3	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		Sports & Leisure Provision	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to the Sports Pitch Management Plan in respect of the Sports Pitch (including, for the avoidance of doubt but without limitation the buildings thereon and the Multi-Use Building)	S1 5A.1	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		Sports & Leisure Provision	To provide and lay out prior to First Occupation of the 20th Dwelling Unit on the Land the Sports Pitch including preparation, topsoil and planting of grass, construction of the Multi-Use Building in accordance with the Sports Pitch Management Plan	S1 5A.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		SUDS	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers)	S1 6.2	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016		SUDS	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS and not to cause or permit First Occupation of any Dwelling Unit prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SUDS is assured,	S1 6.4	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		A27	Prior to the Operative Date to use all reasonable endeavours to enter into an agreement pursuant to section 278 of the Highways Act 1980 with Highways England to provide for the payment to Highways England of the Highways England Contribution. The agreement shall provide for the financial contribution to be paid as follows: 15.1.1 £33,396 to be paid prior to First Occupation of the 341h Dwelling Unit; 15.1.2 £66,792 to be paid prior to First Occupation of the 1 001h Dwelling Unit; 15.1.3 £102,212 to be paid prior to First Occupation of the 1671h Dwelling Unit	S1 15.1	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Access	Subject always to the exercise of the Owner's Rights and the Statutory Undertaker's Rights not to cause or allow the First Occupation of any Dwelling Unit until the Access Track has been closed to vehicular use by the general public	S1 2.1	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Affordable Housing	To submit to the Council for approval as part of the First Reserved Matters Application (Layout) an Affordable Housing Strategy	S1 3.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Greenspace	Prior to the Operative Date to submit a Linear Greenspace Management and Maintenance Plan for the Council's written approval to include long term design objectives management responsibilities and maintenance schedules for the Lavant Valley Linear Greenspace and a timetable for implementation of the works.	S1 5.1	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Greenspace	Prior to First Occupation of the 75th Dwelling Unit to provide and lay out in the Lavant Valley Linear Greenspace	S1 5.2	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Greenspace	To ensure the future maintenance of the Lavant Valley Linear Greenspace and to undertake such financial and practical measures as are reasonably necessary for the implementation of such future maintenance and not to allow First Occupation of the 751h Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Lavant Valley Linear Greenspace is assured,	S1 5.3.3	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 13.1	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Notification	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	S1 13.3	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Notification	To notify the Council and the County Council (as appropriate) +sin writing of the following at least 14 days prior to their occurrence:First Occupation of the 25th Dwelling Unit	S1 13.5.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Notification	To notify the Council and the County Council (as appropriate) +sin writing of the following at least 14 days prior to their occurrence:First Occupation of the 75th Dwelling Unit	S1 13.5.2	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Notification	To notify the Council and the County Council (as appropriate) +sin writing of the following at least 14 days prior to their occurrence:First Occupation of the 100th Dwelling Unit	S1 13.5.3	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Notification	To notify the Council and the County Council (as appropriate) +sin writing of the following at least 14 days prior to their occurrence: First Occupation of the 15Qth Dwelling Unit	S1 13.5.4	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Notification	To notify the Council and the County Council (as appropriate) +sin writing of the following at least 14 days prior to their occurrence: First Occupation of the 175th Dwelling Unit	S1 13.5.5	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Open Space Land	Prior to the Operative Date to submit a Landscape Management and Maintenance Plan for the Council's written approval	S1 7.1	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Open Space Land	To provide and lay out in accordance with the Approved Phasing Plan the Allotments, the Amenity Open Space and the Natural/Semi-Natural Green Space,	S1 7.3	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Open Space Land	To ensure the future maintenance of the Allotments, the Amenity Open Space, the Natural I Semi-Natural Green Space and the Equipped Play Area,and to undertake such financial and practical measures as are reasonably necessary for the implementation of such future maintenance	S1 7.4.3	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Phasing Plan	To submit to the Council with the first Reserved Matters Application (Layout) the Phasing Plan for the-Development.	S1 1.1	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Phasing Plan	Not to Commence the Development until the Phasing Plan has been approved in writing by the Council.	S1 1.2	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Play Area	To provide and install in accordance with the Approved Phasing Plan the Equipped Play Area, in positions on the Amenity Open Space in accordance with the relevant Reserved Matters Approval.	S1 7.2	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Recreation Disturbance Chichester	Prior to First Occupation of any Dwelling Unit to supply or procure the supply of a copy of the ,. education Pack to the first Resident of each Dwelling~ Unit provided	S1 8.4	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Safeguarded Land	Not to Commence the Development until a proposed route for the Safeguarded Route has been identified and approved in writing by the Council which Safeguarded Route may, as reasonably necessary, be varied from time to time throughout the construction of the Development with the Council's written approval.	S1 2.2	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Safeguarded Land	Prior to the First Occupation of any Dwelling1 Unit to provide a Safeguarded Route to allow vehicular access to the-Car Parking by Residents and the general public.	S1 2.3	
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Sports & Leisure Provision	Subject to paragraph 9.5 below to submit to the Council with the First Reserved Matters Application (Sport and Green Infrastructure) the Sports Provision Management Plan	S1 9.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018		Sports & Leisure Provision	Subject to paragraph 9.5 below not to cause or allow First Occupation of the 100th Dwelling Unit until the Sports Provision is available and suitable for use.	S1 9.3	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Access	Not to Commence the Proposed Development prior to undertaking a Stage 2 Safety Audit in respect of the Formal Link Scheme ("Safety Audit").	S1 7.1	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Affordable Housing	Prior to First Occupation of the Fifteenth (15th) Dwelling Unit the Owner shall Provide the Low Cost Dwelling Units on the Low Cost Dwelling Land and the following provisions below shall apply to those Units and any future disposal thereof	S1 1.1	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Ecological Mitigation	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Ecological Management Plan in respect of the Wildlife Pond Area	S1 5.1B	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Ecological Mitigation	Prior to First Occupation of the fifteenth (15th) Dwelling Unit on the Land to carry out all works required under the Ecological Management Plan	S1 5.3	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	S1 5.1A	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Notification	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date the "Commencement Notice")	S1 8.1	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Notification	To give notice to both the Council and the County Council of the First Occupation of any Dwelling Unit not less than 5 Working Days before such date (the "First Occupation Notice").	S1 8.3	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the fifteenth (15th) Dwelling Unit	S1 8.5.1	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the twelfth (12th) Open Market Unit	S1 8.5.2	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Open Space Land	Prior to First Occupation of the fifteenth (15th) Dwelling Unit on the Land to provide and lay out the Open Space Land	S1 5.2	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		Open Space Land	To ensure the future maintenance of the Open Space Land and the Wildlife Pond Area and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of the fifteenth (15th) Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land and the Wildlife Pond Area is assured,	S1 5.4.3	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		SUDS	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer	S1 6.2	
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018		SUDS	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS and not to cause or permit First Occupation of any Dwelling Unit prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SUDS is assured,	S1 6.4	
Chichester South	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007		Affordable Housing	To Provide Twenty (20) Affordable Dwelling Units on the Land and not to allow First Occupation of more than 29 Open Market Units on the Land prior to Providing the said Affordable Dwelling Units	S1 1.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester South	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007		Landscape Management Plan	Prior to the Operative Date submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	S1 10.1	15/10/2015
Chichester South	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007		Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 11.1	
Chichester South	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007		Open Space Land	To provide and lay out prior to First Occupation of the 26 <sup>th</sup> Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 10.2	
Chichester South	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007		Open Space Land	Not to allow First Occupation of more than 25 Dwelling Units on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land is assured,	S1 10.3.3	
Chichester South	15/02344/FUL	Bartholomews Specialist Distribution, Bognor Road, Chichester, West Sussex, PO19 7TT	12/09/2016		A27	On or before the Operative Date (unless otherwise agreed in writing with the Council) to enter into an agreement with Highways England pursuant to 2. 278 of the Highways Act 1980 relating to expenditure of the Highways Contribution (£149,055) and, inter alia, on such terms and in such a manner as Highways England shall reasonably require.	S1 6.1	
Chichester South	15/02344/FUL	Bartholomews Specialist Distribution, Bognor Road, Chichester, West Sussex, PO19 7TT	12/09/2016		Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval	S1 1.1	
Chichester South	15/02344/FUL	Bartholomews Specialist Distribution, Bognor Road, Chichester, West Sussex, PO19 7TT	12/09/2016		Affordable Housing	Prior to the First Occupation of the 25th Open Market Unit to Provide Ten Affordable Dwelling Units on the Affordable Dwelling Land	S1 1.2	



## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester South	15/02344/FUL	Bartholomews Specialist Distribution, Bognor Road, Chichester, West Sussex, PO19 7TT	12/09/2016		Affordable Housing	None of the Open Market Units shall be occupied until the Affordable Dwelling Units have been disposed of to the Approved Body	S1 1.4	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		A27	Prior to the Operative Date, to enter into a Highways Agreement with Highways England to provide for the payment to Highways England for the Highways England Contribution PROVIDED THAT it is agreed that it will be a term of the Highways Agreement that the not more than 500 Dwelling Units will be Occupied until the Highways England Contribution (£1,030,500) has been paid to Highways England.	S1 12.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Affordable Housing	To submit the Affordable Housing Plan for each Phase of Residential Development on which Affordable Dwelling Units are to be provided together with written notification of the Approved Body before Commencement of that Phase.	S1 1.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Affordable Housing	Not to cause or allow that Phase of the Residential Development to be Commenced before the Affordable Housing Plan for that Phase has been approved	S1 1.2	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Affordable Housing	Prior to First Occupation of more than: 50% (fifty percent) of the Open Market Units (or such other percentage of Open Market Units that may be agreed in writing by the Council) or each Phase of the Residential Development to Provide 50% (fifty percent) of the Affordable Dwelling Units (or such other percentage of Affordable Dwelling Units that may be agreed in writing by the Council) in that Phase	S1 1.3.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Affordable Housing	Prior to First Occupation of more than: 85% (eighty five percent) of the Open Market Units (or such other percentage of Open Market Units that may be agreed in writing by the Council) for each Phase of the Residential Development to Provide all of the Affordable Dwelling Units in that Phase	S1 1.3.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Allotments	To submit the Allotments Scheme, which for the avoidance of doubt will have regard to the draft Allotment Outline Specification at Appendix 2 (subject to any variations that may be agreed by the Council in writing),	S1 6.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Allotments	Upon receipt of the Council's approval to the Allotments Scheme to Provide and lay out prior to First Occupation of the 500th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Allotments	S1 6.2	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Allotments	Ensure the future maintenance of the Allotments and to undertake such financial and reasonably practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Allotments is assured,	S1 6.6.2	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Community Buildings	To submit the Community Building Scheme, which for the avoidance of doubt will be in accordance with the draft Community Building Outline Specification at Appendix 3 (subject to any variations that may be agreed by the Council in writing),	S1 3.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Community Buildings	Upon receipt of the Council's approval to the Community Building Scheme pursuant to paragraph 3.1 of this Schedule to Provide prior to Occupation of the 325th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Temporary Community Facility;	S1 3.2.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Community Buildings	Upon receipt of the Council's approval to the Community Building Scheme pursuant to paragraph 3.1 of this schedule to Provide prior to Occupation of the 500th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Community Building	S1 3.2.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Employment Provision	To submit the Employment Provision Scheme to the Council as part of the Reserved Matters application relating to the Phase of the Development in which the Employment Provision is to be provided.	S1 10.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Employment Provision	Not to cause or allow the Proposed Development to be Commenced on the relevant Phase on which the employment Provision is to' be Provided before the Employment Provision Scheme has been approved by the Council	S1 10.2	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Employment Provision	In the event that the provisions of paragraph 10.4.1 of this Schedule are applicable, prior to the First Occupation of the 350th Dwelling Unit (or such alternative trigger points for delivery as may be approved by the Council when approving the Employment Provision Scheme) to Provide the Employment Provision that is not less than 2,513 sq.m of Class Bla serviced employment floor space built to shell and core finish ready to be fit out by a potential occupier and associated car parking spaces.	S1 10.4.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Health Provision	To safeguard and retain as a cleared site (save that the Owner can continue to farm the land) from Commencement up until the Occupation of the 500th Dwelling Unit the Healthcare Land for the Healthcare Facility.	S1 11.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Health Provision	Upon Commencement of the Phase on which the Healthcare Facility is to be provided to offer to contract to transfer the Healthcare Land to a Health Commissioning Body at the market value for a Healthcare facility ("Healthcare Facility Price") as determined at the date of the transfer by the District Valuer	S1 11.2	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Landscape Management Plan	To submit the Landscaping Plan for each Phase of the Proposed Development on which Informal Open Space is to be Provided to the Council as a part of the Reserved Matters Application for that Phase.	S1 7.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Landscape Management Plan	Not to cause or allow a Phase of the Proposed Development on which Informal Open Space is to be Provided to be Commenced before the Landscaping Plan for that Phase has been approved by the Council as a part of the Reserved Matters Application for that Phase.	S1 7.2	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Marketing Strategy	Upon receipt of the Council's approval of the Employment Provision Scheme the Owner shall implement the marketing strategy and the timetable set out in the approved Employment Provision Scheme.	S1 10.3	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Marketing Strategy	To obtain approval, in writing, for the marketing strategy (retail provision) prior to the First Occupation of the first Dwelling Unit.	S1 9.3	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before Commencement of each Phase of the Residential Development;	14.4.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 350th Dwelling Unit;	14.4.10	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 375th Dwelling Unit;	14.4.11	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 400th Dwelling Unit;	14.4.12	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 450th Dwelling Unit;	14.4.13	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 500th Dwelling Unit;	14.4.14	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 501st Dwelling Unit;	14.4.15	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 600th Dwelling Unit;	14.4.16	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to the Council and County Council not less than 14 days before Occupation of the last Dwelling Unit in each Phase of the Residential Development;	14.4.17	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to the Council and County Council not less than 14 days before First Occupation of 50% of the Open Market Units (on a Phase if applicable);	14.4.18	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of 85% of the Open Market Units (on a Phase if applicable).	14.4.19	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 1st Dwelling Unit;	14.4.2	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 1st Dwelling Unit in each Phase of the Residential Development;	14.4.3	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 50th Dwelling Unit;	14.4.4	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 140th Dwelling Unit;	14.4.5	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 150th Dwelling Unit;	14.4.6	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 200th Dwelling Unit;	14.4.7	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 300th Dwelling Unit;	14.4.8	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Notification	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 325th Dwelling Unit;	14.4.9	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Open Space Land	Upon receipt of the Council's approval to a Landscaping Plan in accordance with paragraph 7.2 of this Schedule to Provide and lay out the Informal Open Space for each Phase on which Informal Open Space is to be Provided as may be applicable in accordance with the approved Landscaping Plan (subject to any variations that may be agreed in writing between the Council and the Owner from time to time)	S1 7.3	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Open Space Land	Ensure the future maintenance of the Informal Open Space, and to undertake such financial and reasonably practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit in each Phase prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Informal Open Space in that Phase is assured,	S1 7.7.3	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Play Area	To submit the Play Area Scheme, which for the avoidance of doubt will be in accordance with the draft Play Area Outline Specification at Appendix 5 (subject to any variations that may be agreed by the Council in writing), to the Council as part of or before the Reserved Matters Application relating to the Phase of the Proposed Development within which the Play Area is to be Provided	S1 5.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Play Area	.Upon receipt of the Council's approval to the Play Area Scheme pursuant to paragraph 5.2 of this Schedule to Provide and lay out prior to Occupation of the 300th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Play Area in accordance with the approved Play Area Scheme	S1 5.3	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Play Area	To ensure the future maintenance of the Play Area and to undertake such financial and reasonably practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Play Area is assured,	S1 5.8.3	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Retail Facility	To submit the Retail Provision Scheme to the Council as part of the Reserved Matters Application relating to the relevant Phase of the Proposed Development within which the Retail Provision is to be Provided and which identifies the exact location.	S1 9.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Retail Facility	Not to cause or allow the Proposed Development to be Commenced on the relevant Phase on which the Retail Provision is to be Provided before the Retail Provision Scheme has been approved by the Council.	S1 9.2	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Retail Facility	To Provide the retail units built to shell and core finish ready to be fit out by a potential occupier prior to First Occupation of the 325th Dwelling Unit (or such alternative trigger points for delivery as may be approved by the Council when approving the Retail Provision Scheme) and thereafter to implement the Retail Provision and in accordance with the Retail Provision Scheme and this paragraph 9.	S1 9.5	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		SANGS	To submit the SANGs Land Scheme, which for the avoidance of doubt will be in accordance with the draft SANGs Land Outline Specification at Appendix 4 (subject to any variations that may be agreed by the Council in writing), to the Council as part of or before the Reserved Matters Application relating to the Phase of the Residential Development within which (or adjacent to which) the SANGs Land is to be Provided to be determined as part of the Reserved Matters Application.	S1 4.1	11/07/2018
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		SANGS	Not to cause or allow the Phase of the Residential Development within which (or adjacent to which) the SANGs Land is to be Provide to be Commenced before the SANGs Land Scheme has been approved by the Council as part of the Reserved Matters Application.	S1 4.2	06/12/2018
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		SANGS	Upon receipt of the Council's approval to the SANGs Land Scheme in accordance with paragraph 4.2 of this Schedule the Owner shall: 4.3.1 Prior to the Occupation of the any Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) Provide and lay out Country Park and the Central Green Link (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner)	S1 4.3.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		SANGS	Upon receipt of the Council's approval to the SANGs Land Scheme in accordance with paragraph 4.2 of this Schedule the Owner shall: Prior to the Occupation of the 375th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) to Provide and lay out the Western Green Link (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner)	S1 4.3.2	



## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		SANGS	To ensure the future maintenance of the SANGs Land and to undertake such financial and reasonably practical measures as are necessary for the implementation of such future maintenance and not to allow Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SANGs Land is assured,	S1 4.6.3	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		SPA Mitigation	Prior to First Occupation of any Dwelling Unit to obtain the approval of the Council to an SPA Education Pack and upon First Occupation of each Dwelling Unit to supply to the Occupier of the Dwelling Unit with a copy of the SPA Education Pack.	S1 2.5	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Sports & Leisure Provision	To submit the Sports Facility Scheme, which for the avoidance of doubt will be in accordance with the draft Sports Facility Outline Specification at Appendix 6 (subject to any variations that may be agreed by the Council in writing), to the Council as part of or before the Reserved Matters Application relating to the Phase of the Proposed Development within which the Sports Facility are to be Provided.	S1 8.1	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Sports & Leisure Provision	Not to cause or allow the Proposed Development to be Commenced on the relevant Phase on which the Sports Facility is to be Provided before the Sports Facility Scheme has been approved by the Council as a part of the Reserved Matters Application for that Phase.	S1 8.2	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018		Sports & Leisure Provision	Upon receipt of the Council's approval to the Sports Facility Scheme in accordance with paragraph 8.2 of this Schedule to Provide and lay out prior to First Occupation of the 325th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Sports Facility in accordance with the Sports Facility Scheme	S1 8.3	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	17/01287/FUL	49-51 Fishbourne Road East, Chichester, West Sussex, PO19 3HZ	05/12/2018		Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	
Chichester West	17/01287/FUL	49-51 Fishbourne Road East, Chichester, West Sussex, PO19 3HZ	05/12/2018		Affordable Housing	Prior to First Occupation of the Eighteenth (18th) Open Market Unit to provide the Twelve (12) Affordable Dwelling Units on the Affordable Dwelling Land	S1 1.2	
Chichester West	17/01287/FUL	49-51 Fishbourne Road East, Chichester, West Sussex, PO19 3HZ	05/12/2018		Notification	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 4.1	
Chichester West	17/01287/FUL	49-51 Fishbourne Road East, Chichester, West Sussex, PO19 3HZ	05/12/2018		Notification	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice") .	S1 4.3	
Chichester West	17/01287/FUL	49-51 Fishbourne Road East, Chichester, West Sussex, PO19 3HZ	05/12/2018		Notification	To notify the Council in writing of the following at least '14 days prior to its occurrence: 4.5 .1 First Occupation of the 18th Open Market Dwelling	S1 4.5.1	
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	30/11/2018	A27	6.1 To use all reasonable endeavours to enter into the A27 Works Agreement with Highways England as soon as reasonable practicable after the date of this Agreement. 6.2. Prior to the Operative Date: 6.2.1 Enter into the A27 Works Agreement or, 6.2.2 Where it has not been possible to enter into the A27 Works Agreement provide to Highways England a Bond or such other security as may be acceptable by Highways England to secure the future payment of the A27 Works Construction (65,375) in the event that the A27 Works Agreement is not entered into.	S1 6.1 & 6.2	28/05/2019
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	30/11/2018	Affordable Housing	Not to commence the development until the Council has received written notification of the name of the proposed Approved Body	S1 1.1	17/10/2018
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	30/11/2018	Affordable Housing	Prior to First Occupation of the Ninth (9th) Open Market Unit to provide seven (or eight depending upon the outcome of clause 2.1 ) Affordable Dwelling Units on the Affordable Dwelling Land	S1 1.2	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	30/11/2018	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	S1 5.1	02/11/2018
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	30/11/2018	Notification	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 9.1	16/10/2018
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	30/11/2018	Notification	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	S1 9.3	
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	30/11/2018	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the Ninth (9th) Open Market Unit	S1 9.5	
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	30/11/2018	Open Space Land	To provide and lay out prior to First Occupation of the Ninth (9th) Open Market Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 5.2	
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	30/11/2018	Open Space Land	To ensure the future maintenance of the Open Space Land and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of the Ninth (9th) Open Market Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land is assured,	S1 5.4.3	
Goodwood	18/00696/FUL	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	17/09/2018	22/10/2018	Affordable Housing	Not to Commence Development until the Council has received written notification of the name of the Approved Body (or Approved Bodies) for its approval	S1 1.1	22/10/2018
Goodwood	18/00696/FUL	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	17/09/2018	22/10/2018	Affordable Housing	Prior to First Occupation of the Thirteenth (13th) Open Market Unit to Provide six (6) Affordable Dwelling Units on the Affordable Dwelling Land	S1 1.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Goodwood	18/00696/FUL	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	17/09/2018	22/10/2018	Notification	To give notice to the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice").	S1 6.1	22/02/2019
Goodwood	18/00696/FUL	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	17/09/2018	22/10/2018	Notification	To give notice to the Council and the County Council of the date of First Occupation of any Dwelling Unit not less than 14 days before such date (the "First Occupation Notice").	S1 6.3	
Goodwood	18/00696/FUL	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	17/09/2018	22/10/2018	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence:First Occupation of the First (1st) Open Market Dwelling	S1 6.5.1	
Goodwood	18/00696/FUL	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	17/09/2018	22/10/2018	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence:First Occupation of the Twenty First (21st) Dwelling Unit	S1 6.5.2	
Goodwood	18/00696/FUL	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	17/09/2018	22/10/2018	Open Space Land and Landscape Buffer	Prior to the Operative Date to submit to the Council a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer	S1 4.1	
Goodwood	18/00696/FUL	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	17/09/2018	22/10/2018	Open Space Land and Landscape Buffer	To provide and lay out on the Land the Open Space Land and Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 4.2	
Harbour Villages	13/01398/FUL	Brooklands , Green Lane, Bosham, Chichester, PO18 8PT	23/01/2014	09/01/2017	Notification	To give Notice to Planning Services of the Council of the date of commencement of the Development	1.1 b	09/01/2017
Harbour Villages	13/01398/FUL	Brooklands , Green Lane, Bosham, Chichester, PO18 8PT	23/01/2014	09/01/2017	Restrictive Covenant	not to allow the 3 bed dwelling to be used other than as residential accommodation for the Manager and his/her family during the Manager's employment with the Owners (or their successors in title) as the Manager of the Joinery/workshop.	1.1a	
Harbour Villages	14/00631/FUL	Walton Farm, Walton Lane, Bosham, Chichester, West Sussex, PO18 8QD	07/11/2014	27/05/2014	Restrictive Covenant	To make the log referred to in Clause 3 above available for inspection by the District Council and the County Council at all reasonable hours upon not less than 15 working days written notice	S1 3.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Harbour Villages	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016		Affordable Housing	To submit the Affordable Housing Plan to the Council as part of the first reserved matters application for the Proposed Development.	1.1	
Harbour Villages	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016		Affordable Housing	Not to Commence Development until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved the Approved Body in writing.	1.3	
Harbour Villages	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016		Affordable Housing	Not to allow Occupation of more than 50% of the Open Market Units until all of the Affordable Dwelling Units shown on the Affordable Housing Plan have been Provided	1.4	
Harbour Villages	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016		Landscape Management Plan	Unless otherwise agreed in writing with the Council, Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a landscape Management Plan in respect of the Open Space Land and the Proposed Route and the Safeguarded Land	5.1	
Harbour Villages	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016		Notification	To give Notice to the Council of the Operative Date not less than 14 days before such date The Commencement Notice	7.1 a	
Harbour Villages	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016		Notification	To give notice to the Council of the date of First Occupation of any Market Units not less than 14 days before such date The First Occupation Notice	7.1 b	
Harbour Villages	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016		Notification	To give Notice to the Council of the date of Occupation of the first Open Market Unit.	7.1 c	
Harbour Villages	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016		Open Space Land	Unless otherwise agreed in writing with the Council, to provide and lay out prior to Occupation of any Dwelling Unit on the Land the Open Space Land and the Proposed Route and the Safeguarded Land including preparation topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	5.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Harbour Villages	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016		Public Pedestrian Access Route	As part of the Landscape Management Plan, prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) for a scheme that ensures public pedestrian access to the Land in perpetuity as defined above as the Public Pedestrian Access Route.	6	
Harbour Villages	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	23/05/2016	Affordable Housing	1.1 No later than 2 (two) months prior to First occupation of any Open Market Unit to provide the Council with written notification of the name of the Approved Body for its approval and the Council has thereafter approved that Approved Body in writing such approval to be given by the Council within 28 days of receipt of the written notification.	1.1	18/10/2016
Harbour Villages	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	23/05/2016	Affordable Housing	Prior to First Occupation of the 10th Open Market Unit to Provide 9 (nine) Affordable Dwelling Units on the Affordable Dwelling Land	1.2	11/11/2016
Harbour Villages	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	23/05/2016	Informal Recreation Area	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to the laying out of allotments and car parking at the site.	5.1	
Harbour Villages	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	23/05/2016	Informal Recreation Area	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Informal Recreation Area including preparation and landscaping in accordance with the Informal Recreation Area Plan and this paragraph 5.	S1 5.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Harbour Villages	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	23/05/2016	Informal Recreation Area	Unless Chidham and Hambrook Parish Council notify the Council in writing that the land will not be transferred to them, not to permit First Occupation of any Dwelling Units on the Land until 5.3.1 the Informal Recreation Area has been provided in accordance with paragraphs 6.1 and 6.2; and 5.3.2 the Informal Recreation Area has been offered for transfer to Chidham and Hambrook Parish Council; and 5.3.3 the Developer has subject to such transfer taking place made payment to Chidham and Hambrook Parish to cover maintenance and legal costs the sum of £16,840 (sixteen thousand eight hundred and forty pounds) for the ongoing maintenance of the Informal Recreation Area.	S1 5.3	
Harbour Villages	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	23/05/2016	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer	4.1	
Harbour Villages	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	23/05/2016	Notification	To give Notice to the Council of the Operative Date not less than 14 days before such date The Commencement Notice	7.1	01/03/2016
Harbour Villages	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	23/05/2016	Notification	To give notice to the Council of the date of First Occupation of any Market Units not less than 14 days before such date The First Occupation Notice	7.2	14/10/2016
Harbour Villages	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	23/05/2016	Open Space Land and Landscape Buffer	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Open Space Land and Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	4.2	
Harbour Villages	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	26/07/2017	A27	4.1 Prior to the Operative date to enter into an agreement pursuant to Section 278 of the Highways Act 1980 with the County Council to provide for the formation of a new pedestrian and vehicular access onto Waterside Drive shown (in general terms) on drawing number PL02 Revision D	S1 4.1- 4.2	22/08/2017

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Harbour Villages	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	26/07/2017	Managemant & Maintenance Plan	3.1 Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	S1 3.1	22/08/2017
Harbour Villages	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	26/07/2017	Notification	7.1 To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 7.1	22/08/2017
Harbour Villages	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	26/07/2017	Notification	7.3 To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice") 10	S1 7.3	24/07/2018
Harbour Villages	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	26/07/2017	Open Space Land	3.2 To provide and lay out prior to First Occupation any Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 3.2	
Harbour Villages	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018		Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	
Harbour Villages	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018		Affordable Housing	Prior to First Occupation of 5th Open Market Unit to provide all the Intermediate Units on the Affordable Dwelling Land	S1 1.2	
Harbour Villages	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018		Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	S1 4.1	15/03/2019
Harbour Villages	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018		Notification	To give notice in writing to the Council of the Operative Date not less than 14 days before such date the "Commencement Notice")	S1 5.1	
Harbour Villages	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018		Notification	To give notice to the Council of the date of First Occupation not less than 14 days before such date (the "First Occupation Notice").	S1 5.3	



## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Harbour Villages	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018		Notification	To notify the Council in writing of the following at least 14 days prior to it's occurrence: 5.5.1 First Occupation of the 5th Open Market Unit	S1 5.5.1	
Harbour Villages	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018		Open Space Land	To provide and lay out prior to First Occupation of no more than 5 Open Market Units on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 4.2	
Harbour Villages	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018		Open Space Land	not to allow First Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land is assured,	S1 4.3.3	
Harbour Villages	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	05/02/2018	Marketing Strategy	Prior to the Operative Date to submit to the Council and obtain written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Marketing Strategy in respect of the Commercial Space to include a timetable for implementation of the strategy.	S1 3.1	
Harbour Villages	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	05/02/2018	Marketing Strategy	Prior to the Operative Date to commence the marketing of the Commercial Space in accordance with the Marketing Strategy approved under paragraph 3.1 above	S1 3.2	
Harbour Villages	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	05/02/2018	Notification	To give notice in writing to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 5.1	30/01/2018
Harbour Villages	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	05/02/2018	Notification	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	S1 5.3	
Harbour Villages	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	05/02/2018	Parking	Not to allow or permit First Occupation of any Dwelling Unit until the Council has been provided with written evidence that the future maintenance of the Car Park is assured;	S1 4.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		A27	5.2. Prior to the Operative Date to enter into the A27 Works Agreement. to secure the payment of the contribution of £90,150 5.3 Not to cause or allow the Proposed Development to be Commenced until the Council has been provided with evidence that the provisions of paragraph 5.2 above has been complied with.	S1 5.2 & 5.3	
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Affordable Housing	No development shall be Commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Affordable Housing	Prior to First Occupation of Eighteen (18) Open Market Units to provide Fifteen (15) Affordable Dwelling Units on the Affordable Dwelling Land	S1 1.2	
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer	S1 4.1	
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Notification	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date the "Commencement Notice")	S1 8.1	
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Notification	To give notice to both the Council and the County Council of the First Occupation of any Dwelling Unit not less than 14 days before such date (the "First Occupation Notice").	S1 8.3	
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the Eighteenth (18th) Open Market Unit	S1 8.5.1	
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the Twentieth(20th) Open Market Unit	S1 8.5.2	
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Open Space Land	To provide and lay out prior to First Occupation of the Twentieth (20th) Open Market Unit on the Land the Open Space Land and Landscape Buffer	S1 4.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Open Space Land	To ensure the future maintenance of the Open Space Land , the Play Area and Landscape Buffer and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of the Twentieth (20th) Open Market Unit	S1 4.4.3	
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019		Play Area	Prior to First Occupation of the Twentieth (20th) Open Market Unit to provide and install in accordance with legislation an equipped play area of a minimum size of 159 square metres (the "Play Area") in a position on the Open Space Land and with equipment both agreed in writing with the Council prior to installation.	S1 4.3	
Harbour Villages	17/03626/OUT	Chas Wood Nurseries, Main Road, Bosham, Chichester, West Sussex, PO18 8PN	30/01/2019		Notification	To give notice in writing to both the Council of the Operative Date not less than 14 days before such date (the Commencement Notice")	S1 4.1	
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Affordable Housing	The Owner shall Provide the Affordable Dwelling Units and shall not allow the First Occupation of more than: - 3 5% of the Open Market Units to be provided in accordance with a Reserved Matters Approval prior to Providing 25% of the Affordable Dwelling Units to be provided in accordance with that Reserved Matters Approval	S1 1.1.1	16/05/2018
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Affordable Housing	The Owner shall Provide the Affordable Dwelling Units and shall not allow the First Occupation of more than: 65% of the Open Market Units to be provided in accordance with a Reserved Matters Approval prior to Providing 50% of the Affordable Dwelling Units to be provided in accordance with that Reserved Matters Approval	S1 1.1.2	16/05/2018
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Affordable Housing	The Owner shall Provide the Affordable Dwelling Units and shall not allow the First Occupation of more than: 95% of the Open Market Units to be provided in accordance with a Reserved Matters Approval prior to Providing 100% of the Affordable Dwelling Units to be provided in accordance with that Reserved Matters Approval.	S1 1.1.3	16/05/2018

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	13/06/2018	14/01/2016	Community Hall	17. 1 The Owner shall within 40 days of 13th June 2018 or such other period of time as may be agreed between the Owner the Council and the Parish Council: 17. 1. 1 Pay to the Parish Council the Community Hall Commuted Sum; 17.1.2 Complete the transfer of the Community Hall Land to the Parish Council in accordance with paragraph 17.2 below; and 17.1.3 Notify the Council in writing of compliance with paragraphs 17.1.1 and 17.1.2 above;	2 (viii)	20/06/2018
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	13/06/2018	14/01/2016	Community Hall	The Parish Council further covenants that in the event Commencement of the development of the Community Hall has not occurred within two years from the date the Parish Council received the Community Hall Commuted Sum (or such extended timescale as applies pursuant to paragraph 1.7) it shall pay the Community Hall Commuted Sum plus interest to the Council for the Council to provide the Community Hall on the Community Hall Land or use the Community Hall Commuted Sum for an alternative community facility within the Parish of Westhampnett	2 (xi) 1.5	21/02/2019
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Landscape Management Plan	Prior to the Operative Date (or prior to the Commencement of Development of a Phase within which Open Space Land is being provided in the event that the Proposed Development is being carried out in Phases) to submit to the Council and obtain the written approval of the Council (acting reasonably) to a Landscape Management Plan in respect of such part of the Open Space Land as is to be provided in that Phase	S1 9.1	16/09/2016
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice").	S1 8.1	14/01/2016

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Retail Facility	Not to Commence Development on any part of the Land until the Owner shall have submitted and the Council has approved: II.1.1 details of the proposed location of the Pub I Restaurant Site; and 11.1.2 a Pub & Restaurant Site Marketing Strategy,	S1 11.1	13/06/2016
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	SPA Mitigation	Upon the First Occupation of each Dwelling Unit to supply or procure the supply of to the First Occupier of that Dwelling Unit a SPA Welcome Pack PROVIDED THAT it is hereby agreed that the Owner shall not be obliged to offer to provide more than one Welcome Pack per Dwelling Unit.	S1 2.2	13/06/2016
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	SUDS	Prior to the Commencement of Development to submit to the Council and obtain the written approval of the Council (acting reasonably) to a maintenance scheme in respect of the SUDS ("SUDS Maintenance Scheme").	S1 14.2	13/06/2016
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	SUDS	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers)	S1 14.3	
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Village Green	Prior to the Operative Date the Owner shall submit to the Council and obtain the written approval of the Council of the proposed location and specification of the Village Green (the "Village Green Scheme")	S1 10.1	14/12/2015

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Village Green	The Owner shall provide and lay out the Village Green in accordance with the Village Green Scheme including preparation, topsoil and planting of grass, shrubs and trees prior to the first Occupation of the Development.	S1 10.2	16/05/2018
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Village Green	Following the provision of the Village Green in accordance with paragraphs 10.1 and 10.2 the Owner shall thereafter use all reasonable endeavours to effect a transfer of the Village Green to Westhampnett Parish Council or a body nominated by Westhampnett Parish Council.	S1 10.3	21/01/2019
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	14/01/2016	Village Green	Within one calendar month of the provision of the Village Green in accordance with paragraphs 10.1 and 10.2 the Owner and the Council (both parties acting reasonably) shall agree the amount of the Village Green Maintenance Sum PROVIDED THAT if agreement cannot be reached between the Council and the Owner within 40 working days (or such other period of time that may be agreed) then the provisions of clause 8 relating to arbitration can be invoked by any party in relation to only those matters that are in dispute	S1 10.4	21/01/2019
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	A27	Prior to the Operative Date, to enter into an agreement pursuant to section 278 of the Highways Act 1980 with Highways England to provide for the payment to Highways England of the Highways England Contribution. The agreement shall provide for the financial contribution to be paid as follows: 9.1.1 £194,450 to be paid prior to Occupation of the 51st Dwelling Unit; 9.1.2 £385,011 to be paid prior to Occupation of the 150th Dwelling Unit; and 9.1.3 £587,239 to be paid prior to Occupation of the 250th Dwelling Unit; (indexed)	S1 9.1	16/04/2019

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Affordable Housing	To submit to the Council for approval as part of the First Reserved Matters Application (Layout) an Affordable Housing Strategy covering the whole site subject of Application A and not to Commence the Residential Development until the Affordable Housing Strategy has been approved in writing by the Council. To Provide 30% of the total number of Dwelling Units on the land subject of Application A as Affordable Dwelling Units on the land	S1 2.1	04/10/2018
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Affordable Housing	To Provide 30% of the total number of Dwelling Units on the land subject of Application A as Affordable Dwelling Units on the land	S1 2.2	04/10/2018
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Affordable Housing	On or before approval is granted for each Reserved Matters Application (Housing) relating to all or any part of Site A to enter into such further agreement(s) as required pursuant to the provisions of section 106 of the Act (the "Reserved Matters s.1 06 Agreement") in accordance with Chichester District Council's adopted policy and government planning policy at the time of submission to secure the details of the Affordable Housing provision	S1 2.3	04/10/2018
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Community Provision	The Applicant must submit the Pre-Application Submission at least 10 days before the First Reserved Matters Application (Layout). Within 60 days of receipt of the Pre-application Submission the Council shall elect (at the absolute discretion of the Council but in consultation with the Parish Council) whether the Owner should either provide the Community Hall or pay the Community Facilities Contribution	S1 3.1	17/04/2018
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Green Route	Prior to Commencement of the Playing Fields development to submit a Green Route Management Plan for the Council's written approval	S1 7.1	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Green Route	To provide and lay out the Green Route in accordance with the Green Route Management Plan prior to occupation of the 200th dwelling Unit	S1 7.2 & 7.3	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Landscape Management Plan	Prior to the Operative Date to submit a Landscape Management and Maintenance Plan for the Council's written approval to include long term design objectives management responsibilities and maintenance schedules for the Open Space Land, Play Area, Landscape Buffer and the Landscaped Ride and a timetable for implementation of the works.	S1 8.1	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Notification	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Commencement of the Proposed development	S1 15.1.1	10/10/2018
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Notification	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Commencement of each Phase of the Residential Development;	S1 15.1.2	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Notification	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the 1st Dwelling Unit on Site A;	S1 15.1.3	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Notification	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the 1st Dwelling Unit in each Phase;	S1 15.1.4	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Notification	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the 150 th Dwelling Unit on Site A;	S1 15.1.5	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Notification	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the 200th Dwelling Unit on Site A;	S1 15.1.6	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Notification	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the last Dwelling Unit in each Phase.	S1 15.1.7	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Open Space Land	To provide and lay out in accordance with the Phasing Plan the Open Space Land, the Landscape Buffer and the Landscaped Ride	S1 8.3	



## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Open Space Land	To ensure the future maintenance of the Open Space Land, Play Area, Landscape Buffer and the Landscaped Ride and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow Occupation of the 200th Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land, Play Area, Landscape Buffer and the Landscaped Ride are assured,	S1 8.4.3	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Phasing Plan	PHASING PLAN 1.1 To submit to the Council with the First Reserved Matters Application (Layout) the Phasing Plan for the Proposed Development. 1.2 Not to Commence the Proposed Development until the Phasing Plan has been approved in writing by the Council. To comply with the Phasing Plan unless otherwise agreed in writing by the Council.	S1 1.1 -1.2	04/10/2018
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Play Area	To provide and install in accordance with the Phasing Plan the Play Area, in a position on the Open Space Land in accordance with the relevant Reserved Matters Approval. To -agree the amount, type and detailed specification of the Play Area (including equipment, surfacing and fencing as required) in writing with the Council prior to its installation	S1 8.2	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Recreation Disturbance Chichester	Prior to First Occupation of any Dwelling Unit to supply or procure the supply of a copy of the Education Pack to the first Resident of each Dwelling Unit Not to cause or allow Occupation of any such dwelling units until the content of the Education Pack has been approved by the Council in writing	S1 4.4 & 4.5	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Sports & Leisure Provision	To submit to the Council with the First Reserved Matters Application (Sport and Green Infrastructure) the Sports Provision Management Plan and not to commence the Playing Fields Development until the Sports Provision Management Plan has been approved in writing by the Council	S1 6.1	01/10/2018

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Sports & Leisure Provision	To provide the Sports Provision to the stage that it is available and suitable for use prior to First Occupation of the 200th Dwelling Unit within the Residential Development.	S1 6.2	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Sports & Leisure Provision	Until Completion of Phase 2 Sports Provision Access Ensure vehicular access from Madgwick Lane and Old Place lane is only for construction of the facilities and then use of the facilities Ensure no construction traffic from these roads for development of phase 2	S1 6.4 & 6.5	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	10/10/2018	Sports & Leisure Provision	From Completion of Phase 2 Sports Provision Access Prohibit Vehicular access from Madgwick Lane and Old Place lane	S1 6.6	
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	26/04/2019	Affordable Housing	Prior to First Occupation of the Fourth (4th) Open Market Dwelling Unit the Owner shall Provide the Low Cost Dwelling Units on the Low Cost Dwelling Land and the following provisions below shall apply to those Units and any future disposal thereof.	S1 1.1	
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	26/04/2019	Footway Provision	To use reasonable endeavours to provide the Footway Provision in its entirety from Lavant Road (A286) to Centurion Way prior to First Occupation of the Fifth Dwelling Unit including the necessary access rights as detailed on Plan 5	S1 5.1	
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	26/04/2019	Landscape Management Plan	Prior to First Occupation of the first Dwelling Unit to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Amenity Planting	S1 4.1	
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	26/04/2019	Managemant & Maintenance Plan	To produce an annual written report specifying details of works carried out in compliance with the Woodland Management Plan and to supply such reports to the Council within twenty one days of the Council's written request	S1 1.2	
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	26/04/2019	Notification	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date the "Commencement Notice")	S1 9.1	26/04/2019

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	26/04/2019	Notification	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	S1 9.3	
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	26/04/2019	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence:First Occupation of the fourth Dwelling Unit	S1 9.5.1	
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	26/04/2019	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence:First Occupation of the Fifth Dwelling Unit	S1 9.5.2	
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	26/04/2019	Open Space Land	To provide and lay out in accordance with the timetable agreed under clause 4.1 above the Amenity Planting areas including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Planning Permission and the Landscape Management Plan	S1 4.2	
Lavant	17/03466/FUL	Land East Of Claypit Lane , Adjacent To Rolls Royce Motor Cars, Maudlin, Westhampnett, West Sussex	01/06/2018	01/10/2018	A27	1.1 To use all reasonable endeavours to enter into the A27 Works Agreement with Highways England as soon as reasonable practicable after the date of this Undertaking. 1.2 Prior to the Commencement of Development: (a) Enter into the A27 Works Agreement or (b) Where it has not been possible to enter into the A27 Works Agreement provide to Highways England a bond or such other security as may be acceptable by Highways England to secure the future payment of the A27 Works Contribution in the event that the A27 Works Agreement is not entered into	S1 1	01/06/2018

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	17/03466/FUL	Land East Of Claypit Lane , Adjacent To Rolls Royce Motor Cars, Maudlin, Westhampnett, West Sussex	20/12/2018	01/10/2018	Landscape Management Plan	6.1 The Developer hereby covenants that within six months of the Official Opening it will submit to and obtain the written approval of the Council to a Landscape Management Plan which shall include measures to: (a) maintain and manage the landscape (including the sedum roof) within the Land in accordance with the broad strategy indicated on Plan B annexed hereto (which, for the avoidance of doubt, excludes the land shown coloured red on Plan B ("the Red Area")) and in accordance with the planting details submitted pursuant to condition 22 to 31 (inclusive) of the Planning Permission (b) introduce measures that seek to enhance the biodiversity of the area of the Land coloured green on Plan B (which, for the avoidance of doubt, excludes the Red Area) through the implementation and subsequent management of the agreed landscape proposals.	2.6.1	
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Affordable Housing	No development shall be Commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	03/04/2019
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Affordable Housing	Not to allow Occupation of the final Open Market Unit in Barratt Homes Phase 1 or David Wilson Homes Phase 1 of the Proposed Development as shown on the Phasing Plan until the Affordable Housing Units in Barratt Homes Phase 1 (21 units) or David Wilson Homes Phase 1 (3 units) have been built in accordance with the Affordable Housing Phasing Programme and Disposed of to the Approved Body	S1 1.2	
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Affordable Housing	No Open Market Units in Barratt Homes Phase 2 as shown on the Phasing Plan shall be Occupied until the Affordable Dwelling Units in Barratt Homes Phase 1 (21 units) have been built in accordance with the Affordable Housing Phasing Programme and Disposed of to the Approved Body	S1 1.3	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Affordable Housing	No Open Market Units in David Wilson Homes Phase 2 as shown on the Phasing Plan shall be Occupied until the Affordable Dwelling Units in David Wilson Homes Phase 1 (3 units) have been built in accordance with the Affordable Housing Phasing Programme and Disposed of to the Approved Body	S1 1.4	
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Affordable Housing	No Open Market Units in Barratt Homes Phase 3 as shown on the Phasing Plan shall be Occupied until the Affordable Dwelling Units in Barratt Homes Phase 2 (6 Units) have been built in accordance with the Affordable Housing Phasing Programme and Disposed of to the Approved Body	S1 1.5	
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Affordable Housing	No Open Market Units in Barratt Homes Phase 4 as shown on the Phasing Plan shall be Occupied until the Affordable Dwelling Units in Barratt Homes Phase 3 (14 Units) have been built Affordable Housing Phasing Programme and Disposed of to the Approved Body	S1 1.6	
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Affordable Housing	No Open Market Units in David Wilson Homes Phase 4 as shown on the Phasing Plan shall be Occupied until the Affordable Dwelling Units in David Wilson Homes Phase 3 (15 Units) have been built in accordance with the Affordable Housing Phasing Programme and Disposed of to the Approved Body	S1 1.7	
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Affordable Housing	Not to allow Occupation of more than ten Open Market Units in Barratt Homes Phase 4 or David Wilson Phase 4 of the Proposed Development as shown on the Phasing Plan until the Affordable Housing Units in Barratt Homes Phase 4 (21 units) or David Wilson Homes Phase 4 (10 units) have been built in accordance with the Affordable Housing Phasing Programme and Disposed of to the Approved Body	S1 1.8	
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Notification	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date he "Commencement Notice")	S1 2.1	10/10/2018
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Notification	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	S1 2.3	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence:the Commencement of works on each Phase shown on the Phasing Plan	S1 2.5.1	
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence:full Occupation of each Phase shown on the Phasing Plan	S1 2.5.2	
Lavant	18/01024/REM	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	04/10/2018	10/10/2018	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence:Occupation of the tenth Open Market Unit in Barratt Homes Phase 4 and David Wilson Homes Phase 4	S1 2.5.3	
Loxwood	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	06/04/2018	Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	19/06/2018
Loxwood	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	06/04/2018	Affordable Housing	Prior to First Occupation of the 6th Open Market Unit to provide 10 Affordable Dwelling Units on the Affordable Dwelling Land	S1 1.2	
Loxwood	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	06/04/2018	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape and Ecological Management Plan in respect of the Open Space Land and Landscape Ecological Buffer	S1 6.1	17/01/2018
Loxwood	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	06/04/2018	Open Space Land and Landscape Buffer	To provide and lay out prior to First Occupation of the 10th Open Market Unit on the Land the Open Space Land and Landscape Ecological Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape and Ecological Management Plan	S1 6.2	
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Access	To provide and retain safe vehicular and pedestrian access at all times throughout the construction phase, and thereafter retain the vehicular and pedestrian access in perpetuity, in association with Loxwood House, from the Guildford Road through the site and to the boundary of Loxwood House.	S1 5	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Affordable Housing	No development shall be Commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	04/08/2017
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Affordable Housing	Prior to First Occupation of the 20th Open Market Units to provide 13 (thirteen) Affordable Dwelling Units on the Affordable Dwelling Land	S1 1.2	
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Village Green and Public Parking	S1 3.1	27/09/2017
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Marketing Strategy	To obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) in respect of the appearance, construction, location and delivery of the Retail Facility and the Retail Facility Marketing Strategy at or before reserved matters application for the Retail Facility.	S1 4.1	
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice").	S1 8.1	04/01/2017
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Retail Facility	The Owner shall use all reasonable endeavours to secure the disposal of the Retail Facility in accordance with the Retail Marketing Strategy.	S1 4.2	
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Retail Facility	In the event that the Owner in consultation with the Council is able to identify occupiers for the Retail Facility, to provide the Retail Facility in accordance with the Retail Facility Marketing Strategy, substantially completed to Serviced Shell Stage, AND to have confirmed an occupier in writing to the Local Planning Authority and obtained written approval (not to be reasonably upheld or delayed) to a timetable for completion and First Occupation.	S1 4.3	
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Village Green	Prior to First Occupation of any Open Market Unit adjacent to the Village Green to provide and lay out the Village Green	S1 3.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Loxwood	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	04/01/2017	Village Green	Not to permit First Occupation of the 20th Open Market Unit on the Land until the Village Green and Associated Parking have been provided in accordance with paragraphs 3.2 above	S1 3.3	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and the Council has thereafter approved that Approved Body in writing.	1.1	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Affordable Housing	Prior to First Occupation of any Open Market Unit to Provide Six Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of any Open Market Unit until the said Affordable Dwelling Units have been Provided in accordance with the following provisions and written notification of such has been received by the Council.	1.3	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Foul Water Drainage and Pumping Station	To submit details and a Management Plan of the Foul Water Drainage and Pumping Station and to obtain the agreement of the Council (acting reasonably) prior to first occupation.	7.1	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Foul Water Drainage and Pumping Station	To install the Foul Water Drainage and Pumping Station prior to first occupation or the completion of units 2 to 6, whichever is sooner.	S1 7.2	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Foul Water Drainage and Pumping Station	Prior to First Occupation of any Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the Foul Water Drainage and Pumping Station from a suitably qualified and competent engineer	S1 7.3	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Landscape Buffer	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	4.2	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Landscape Buffer	4.1	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Notification	To give Notice to the Council of the Operative Date not less than 14 days before such date The Commencement Notice	10.1	



S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Notification	To give notice to the Council of the date of First Occupation of any Market Units not less than 14 days before such date The First Occupation Notice	10.2	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Open Space Land	At Reserved Matters Stage, to submit a plan indicating the location of 14 associated parking spaces.	5.1	03/05/2018
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Open Space Land	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Open Space Land including preparation and landscaping in accordance with the Open Space Plan and this paragraph 5.	5.3	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Open Space Plan	Prior to the operative date, to submit to the Council and obtain the written approval of the Council (such approval not being reasonably withheld or delayed) to an Open Space Plan in respect of the Open Space Land to include long term design objectives, management responsibilities and maintenance schedules for the Open Space Land and a timetable for the implementation of the work required under the Open Space Plan.	5.2	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		Open Space Plan	If the Owner or the Developer notify the Council in writing that the land will be transferred to Wisborough Green Parish Council or an appropriate public body, not to permit First Occupation of any Dwelling Units on the Land until 5.4.1 the Open Space Land has been provided in accordance with paragraphs 5.3 and 5.3; and 5.4.2 the Open Space Land has been transferred to Wisborough Green Parish Council or an appropriate public body; and If. 2- the Developer has simultaneously with the transfer of the Open Space Land pursuant to clause above made a payment to Wisborough Green Parish Council or the appropriate public body to cover maintenance and legal costs in the sum of £55,000 .	S1 5.4	
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		SUDS	To submit details and a Management Plan of the SUDs and to obtain the agreement of the Council (acting reasonably) prior to Commencement.	6.1	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Loxwood	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016		SUDS	Prior to First Occupation of any Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer	6.3	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Affordable Housing	No development shall be Commenced until the Council has received written notification of the name of the proposed Approved Body for its approval and has thereafter approved the Approved Body in writing (such approval not to be withheld or delayed).	S1 2.1	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Affordable Housing	Prior to First Occupation of Ten (10) Open Market Dwelling Units in Phase One to provide Twelve (12) Affordable Dwelling Units on the Affordable Dwelling Land	S1 2.2	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Affordable Housing	Prior to First Occupation of Thirteen (13) Open Market Units in Phase Two to provide Four (4) Affordable Dwelling Units on the Affordable Dwelling Land	S1 2.4	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Notification	To give notice in writing to both the Council and the County Council of the Operative Date for Phase One not less than 14 Working Days before such date (the "Phase One Commencement Notice")	S1 7.1	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Notification	To give notice in writing to both the Council and the County Council of the Operative Date for Phase Two not less than 14 Working Days before such date (the "Phase Two Commencement Notice").	S1 7.3	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Notification	To notify the Council in writing of the following at least 14 Working Days prior to their occurrence:First Occupation of the First (1st) Open Market Dwelling Unit	S1 7.5.1 (1)	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Notification	To notify the Council in writing of the following at least 14 Working Days prior to their occurrence:First Occupation of the Thirty Second (32nd) Open Market Dwelling Unit	S1 7.5.1 (32)	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Notification	To notify the Council in writing of the following at least 14 Working Days prior to their occurrence:First Occupation of the Ninth (9th) Open Market Dwelling Unit	S1 7.5.1 (9)	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Notification	To notify the Council in writing of the following at least 14 Working Days prior to their occurrence:First Occupation of the First (1st) Dwelling Unit	S1 7.5.2 (1)	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Notification	To notify the Council in writing of the following at least 14 Working Days prior to their occurrence:First Occupation of the Thirty First (31st Dwelling Unit	S1 7.5.2 (31)	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Notification	To notify the Council in writing of the following at least 14 Working Days prior to their occurrence:First Occupation of the Fifty Third (53rd) Dwelling Unit	S1 7.5.2 (53)	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Notification	To notify the Council in writing of the following at least 14 Working Days prior to their occurrence:Substantial Completion of the final Dwelling Unit in Phase One	S1 7.5.3	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Open Space Land	Prior to the Operative Date for Phase One to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land, Play Area and Landscape Buffer	S1 5.1	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Open Space Land	To provide and lay out prior to Occupation of the final Dwelling Unit in Phase One the Open Space Land and the Phase One Landscape Buffer including preparation, topsoil arid planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 5.2	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Open Space Land	Prior to Occupation of the final Dwelling Unit in Phase Two to provide the Phase Two Landscape buffer in accordance with the Landscape Management Plan	S1 5.4	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Open Space Land	Not to allow) Occupation of the final Dwelling Unit in Phase One prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land, the Play Area and the Phase One Landscape Buffer is assured;	S1 5.6.3 (a)	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Open Space Land	Not to allow:Occupation of the final Dwelling Unit in Phase Two prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Phase Two Landscape Buffer is assured.	S1 5.6.3 (b)	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Phasing Plan	Prior to the Operative Date for Phase One to submit to the Council and obtain it's written approval of the Phasing Scheme.	S1 1.1	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Phasing Plan	Not to permit First Occupation of the Fifty Fourth (54th) Dwelling Unit until the expiry of the period of Five (5) years beginning with the Operative Date for Phase One.	S1 1.4	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Play Area	Prior to Occupation of the final Dwelling Unit in Phase One to provide and install the Play Area in accordance with legislation in a position on the Open Space Land and with equipment both agreed in writing with the Council prior to installation	S1 5.3	
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018		Play Area	not to allow: Occupation of the final Dwelling Unit in Phase Two prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Phase Two Landscape Buffer is assured.	S1 5.6.3 (b)	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Affordable Housing	Prior to the Commencement of each Sub Phase to provide the Council with the Sub Phase Affordable Housing Scheme for that Sub Phase for approval along with written notification of the name of the Original Scheme Approved Body (or Original Scheme Approved Bodies) to whom the Owners propose offer to dispose the Original Scheme Affordable Rented Units and Shared Ownership Units and (if applicable) Original Scheme Shared Equity Units within that Sub Phase for approval.	S1 1.1	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Affordable Housing	Prior to the Commencement of each Sub Phase to provide the Council with the Sub Phase Affordable Housing Scheme for that Sub Phase for approval along with written notification of the name of the Original Scheme Approved Body (or Original Scheme Approved Bodies) to whom the Owners propose offer to dispose the Original Scheme Affordable Rented Units and Shared Ownership Units and (if applicable) Original Scheme Shared Equity Units within that Sub Phase for approval.	S1 1.1 (phase 1A)	30/11/2016
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Affordable Housing	Prior to first Occupation of more than 40% (forty percent) of the Original Scheme Open Market Units in each Sub Phase to Provide 50% (fifty percent) of the Original Scheme Affordable Dwellings to be Provided within that Sub Phase as specified within the SubPhase Original Scheme Affordable Housing Scheme to the Council's reasonable satisfaction	S1 1.4	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Affordable Housing	Prior to first Occupation of more than 75% (seventy five percent) of the Original Scheme Open Market Units in each Sub Phase to Provide the remaining 50% (fifty percent) of the Original Scheme Affordable Dwellings to be Provided within that Sub Phase as specified within the Sub-Phase Affordable Housing Scheme to the Council's reasonable satisfaction	S1 1.5	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Community Buildings	Not to Occupy or cause or allow the Occupation of the 297th (two hundred and ninety seventh) Permitted Dwelling in the Original Development until: 2.1.1 the Community Building Specification has been submitted to and approved by the Council in writing; and 2.1.2 the Community Facilities Scheme has been submitted to and approved by the Council in writing.	S1 2..1	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Community Buildings	Unless otherwise agreed with the Council in writing, prior to the Occupation of more than 100 (one hundred) Permitted Dwellings in the Original Development the Owners shall implement the Temporary Community Facilities Scheme (said scheme having been submitted to and approved by the Council) a	S1 2.8	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Highway Works	Unless otherwise agreed with the Council in writing, not to Occupy more than 300 Permitted Dwellings/ until the footbridge and cycleway over the A27 Chichester Bypass and associated unclimbable barrier within the central reserve of the A27, to the west of the Shopwhyke Lakes Site, as shown on drawing number 2010-1227-047 rev A (or such other scheme of works as maybe approved in writing by the Council) have been completed and opened for public use.	S3 1.1	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Highway Works	Unless otherwise agreed with the Council in writing, not to Occupy more than 297 Permitted Dwellings, until the pedestrian improvements shown on drawing number 2010/1227/020- rev C (or such other scheme of works as maybe approved in writing by the Council) have been completed and opened for public use.	S3 1.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Highway Works	Unless otherwise agreed with the Council in writing, not to Occupy more than 300 Permitted Dwellings, until the works to the A27 I Oving Road/ Shopwhyke Road signalised junction shown on drawing number 2010/1227/014 - Rev E (or such other scheme of works as maybe approved in writing by the Council) have been completed and implemented.	S3 1.4	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Highway Works	Unless otherwise agreed with the Council in writing, not to Occupy more than 300 Permitted Dwellings, until the works to the A27 Portfield Roundabout and advanced signing/lane guidance shown on drawing numbers 2010/1227/017 - Rev I, 2010/1227/026- rev A, 2010/1227/032 rev A and 2010/1227/033 rev D (or such other schemes of work as may be approved in writing by the Council) have been completed and opened for public use.	S3 1.5	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Highway Works	Unless otherwise agreed with the Council in writing, not to Occupy more than 475 Permitted Dwellings <sup>1</sup> until the footbridge and cycleway over the A27 Arundel Road to the North of the Shopwhyke Lakes Site, including the removal of the existing surface level crossing, as shown on drawing number 2010/1227/015 - rev C (or such other scheme of works as may be approved in writing by the Council) has been completed and opened to the public.	S3 1.6	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Marketing Strategy	The Owners shall not cause or allow to be caused the Commencement of the Original Development until the Employment Hub Marketing Strategy has been submitted to and approved by the Council in writing.	S3 3.1	02/05/2017
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events: The Occupation of the 400th (four hundredth) Permitted Dwelling;	S3 4.6.5	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 (fourteen) days before the anticipated. Operative date (the Commencement Notice)	S3 7.1	17/06/2016

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To thereafter give written notice to both the Council and the County Council 21 (twenty one) days prior to the anticipated occurrence of the following events:The Occupation of the 100th (one hundredth) Permitted Dwelling;	S3 7.4.1	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To thereafter give written notice to both the Council and the County Council 21 (twenty one) days prior to the anticipated occurrence of the following events:The Occupation of the 124th (one hundred and twenty fourth) Permitted Dwelling;	S3 7.4.2	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To thereafter give written notice to both the Council and the County Council 21 (twenty one) days prior to the anticipated occurrence of the following events:The Occupation of the 192nd (one hundred and ninety second) Permitted Dwelling;	S3 7.4.3	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To thereafter give written notice to both the Council and the County Council 21 (twenty one) days prior to the anticipated occurrence of the following events: The Occupation of the 297th (two hundred and ninety seventh) Permitted Dwelling;	S3 7.4.4	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To thereafter give written notice to both the Council and County Council 21 (twenty one) days prior to the anticipated occurrence of the following events: 7.4.5 The occupation of the 300th (three hundred) Permitted Dwelling	S3 7.4.5	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To thereafter give written notice to both the Council and County Council 21 (twenty one) days prior to the anticipated occurrence of the following events: 7.4.5 The occupation of the 402nd (Four Hundred and Two) Permitted Dwelling	S3 7.4.6	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events: First Occupation of the Original Development;	S3 7.6.1	22/06/2017
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events:The Commencement of each Sub Phase;	S3 7.6.3	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events: The Occupation of the 297th (two hundred and ninety seventh) Permitted Dwelling;	S3 7.6.4	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Notification	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events: The Occupation of the 475th (four hundred and seventy fifth) Permitted Dwelling.	S3 7.6.6	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Open Space Land	Not to Occupy any Dwelling in Sub Phase 3c until such time as the Core Open Space 3b Area has been Provided to the Council's reasonable satisfaction and thereafter to manage and maintain (or procure the management and maintenance of) the Core Open Space 3b Area in accordance with the Core Open Space Maintenance Plan.	S1 3.2	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Open Space Land	Upon first Occupation of each Dwelling in each Sub-Phase to provide the occupier with a Core Open Space Information Pack.	S1 3.3	17/06/2016
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Open Space Land	Prior to the Commencement of each Phase to submit to the Council for approval an Open Space and Play Areas Specification for that Phase	S3 4.1 ( Ph1 B on)	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Open Space Land	Prior to the Commencement of each Phase to submit to the Council for approval an Open Space and Play Areas Specification for that Phase.	S3 4.1 (phase 1A)	23/03/2018
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Open Space Land	Not to Occupy or cause or allow to be Occupied more than the relevant number of Original Scheme Dwellings within the relevant Phase referred to as the trigger for provision of any given area in the Open Space and Play Areas Specification for that Phase until the relevant area of Open Space and Amenity Area or Play Area has been Provided to the Council's reasonable satisfaction in accordance with the relevant Open Space and Play Areas Specification.	S3 4.4	



## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Open Space Plan	Not to Occupy any Dwelling in Sub Phase 1b until the Core Open Space Maintenance Plan has been submitted to and approved in writing by the Council and the Core Open Space la Area has been Provided to the Council's reasonable satisfaction and thereafter to manage and maintain (or procure the management and maintenance of) the Core Open Space la Area in accordance with the Core Open Space Maintenance Plan.	S1 3.1	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Public Art Contribution	Prior to the Commencement of the Original Development the Owners shall submit to the Council for approval the Public Art Scheme and upon approval by the Council, the Owners shall ensure that any details submitted pursuant to Condition 36 of the 2013 Permission are in accordance with the Public Art Scheme.	S1 4.1	09/01/2015
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Public Art Contribution	The Owners shall implement the Public Art Scheme in the Original Development on a Phase by Phase basis in the form approved.	S1 4.2	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Sport & Leisure Contribution	In the event that the Council does approve a Sports and Leisure Provision Scheme then the Owners covenants to Provide the relevant building, floor space, facilities or equipment as detailed in the Sports and Leisure Provision Scheme in accordance with the approved scheme and the programme or timetable for its delivery set out therein.	S1 5.2	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Sports & Leisure Provision	Prior to the Occupation of the 400th (four hundredth) Permitted Dwelling in the Original Development to submit the Sports Pitches Specification to the Council for approval.	S1 2.5	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Sports & Leisure Provision	Prior to the Occupation of more than 475 (four hundred and seventy five) Permitted Dwellings in the Original Development to Provide the Sports Pitches to the Council's reasonable satisfaction and thereafter to make the Sports Pitches available for Community Use in accordance with the approved Sports Pitches Specification.	S1 2.6	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	SUDS	Upon completion of any SUDS area within a Sub Phase to obtain a written certificate as to the satisfactory completion of the construction of the SUDS in question from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council.	S3 5.2	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	SUDS	Prior to the completion of the SUDS on each Sub Phase to put in place such financial and practical measures as are reasonably necessary to implement the arrangements for the future repair and maintenance works of the SUDS in accordance with the details approved as part of the Surface Water Drainage Scheme not to cause or permit first Occupation of any Dwellings within a Sub Phase prior to providing to the reasonable written satisfaction of the Council evidence that said details have been implemented which evidence can be the appointment of an Management Company to manage and co-ordinate, on behalf of the Owners and the Residents any future repair and maintenance works which may be required in accordance with this paragraph 5 to keep the SUDS in good and substantial repair and condition.	S3 5.3	
North Mundham & Tangmere	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	07/06/2016	Travel Plan	To comply with the conditions relating to the Travel Plan in the 2013 Permission, the 2015 Permission and the 85 Unit Permission and to use all reasonable endeavours to ensure that any Travel Plan as approved is fully implemented.	S3 1.8	
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	13/12/2017	27/06/2016	A27	To use reasonable endeavours to enter into the A27 Works Agreement with Highways England as soon as reasonable practicable after the date of this Deed of Variation Agreement to secure the future payment of the A27 Works Contribution (£23,656)	18.1 & 18.2	18/07/2018
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval	S1 1.1	31/05/2018

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	Affordable Housing	Prior to Occupation of 50% of the Open Market Units to provide 23 Affordable Dwelling Units on the Land in accordance with the following provisions and written notification of such has been received by the Council. AMENDED TO 24 BY DEED OF VARIATION 13/12/17	S1 1.2	
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	Foul Drainage	Prior to the Operative Date, the Owner shall obtain from the statutory water undertaker and copy to the Council, a letter, confirming whether or not the Proposed Development can be connected to the waste water main. The provisions of this 9A shall not apply if the statutory water undertaker confirms that the Proposed Development can be satisfactorily connected to the waste water main: SWA CONFIRMED CAPACITY AT TANGMERE	S1 9A	29/01/2015
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	Landscape Buffer	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan and thereafter to carry out all ongoing works of maintenance improvement and repair of the Landscape Buffer strictly in accordance with the Landscape Management Plan and this paragraph 8A.	S1 8A.2	
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	Landscape Management Plan	Prior to the Operative Date to submit for approval by the Council a Landscape Management Plan in respect of the Landscape Buffer to include long term design objectives management responsibilities and maintenance schedules for the Landscape Buffer and a timetable for implementation of the works required under the Landscape Management Plan.	S1 8A.1	22/07/2016
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	Landscape Management Plan	Prior to the Operative Date to submit for approval by the Council a Landscape Management Plan in respect of the Open Space Land to include long term design objectives management responsibilities and maintenance schedules for the Open Space Land and a timetable for implementation of the works required under the Landscape Management Plan.	S1 8B.1	22/07/2016

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	13/12/2017	27/06/2016	Notification	To give notice to both the Council and the County Council of the Second Operative Date not less than 14 days before such date (the "Second Commencement Notice")	15.1	18/07/2018
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	13/12/2017	27/06/2016	Notification	To give notice to both the Council and the County Council of occupation of the Nineteenth Open Market Unit not less than 14 days before such date (the "Nineteenth Open Market Unit Notice")	15.3	18/07/2018
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 14.1	27/06/2016
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	Open Space Land	To provide and lay out prior to First Occupation of more than 50% of the Dwelling Units on the Land the Open Space Land including preparation topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan and thereafter to carry out all ongoing works of maintenance improvement and repair of the Open Space Land strictly in accordance with the Landscape Management Plan and this paragraph 8B.	S1 8B.2	
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	SUDS	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer	S1 9.2	
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	SUDS	Prior to the Operative Date to submit for approval by the Council a Maintenance Scheme in respect of the SUDS to provide long term management responsibilities and maintenance schedules for the SUDS	S1 9.3	16/11/2016
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	27/06/2016	SUDS	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS	S1 9.4	16/11/2016
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Affordable Housing	No development shall be Commenced until the Council has received written notification of the name of the Approved Body for its approval and the Council has thereafter given its said written approval.	S1 1.1	17/07/2015

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Affordable Housing	Prior to First Occupation of 23 Open Market Units to Provide 16 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of more than 22 Open Market Units until the said Affordable Dwelling Units have been provided	S1 1.3.1	08/11/2016
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Affordable Housing	Prior to First Occupation of 48 Open Market Units to Provide 32 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of more than 47 Open Market Units until the said Affordable Dwelling Units have been provided	S1 1.3.2	22/06/2017
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Affordable Housing	Prior to First Occupation of 71 Open Market Units to Provide 48 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of more than 70 Open Market Units until the said Affordable Dwelling Units have been provided	S1 1.3.3	
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Affordable Housing	Prior to First Occupation of 92 Open Market Units to Provide 64 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of more than 91 Open Market Units until the said Affordable Dwelling Units have been provided	S1 1.3.4	
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land (or any other part of the Land that the Council has agreed in writing to be the Open Space Land) and Landscape Buffer	S1 6.1	17/07/2017
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Notification	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 13.1	17/07/2015

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Notification	To give notice in writing to both the Council and the County Council of the intended dates of First Occupation of the 23rd, Open Market Units not less than 14 days before each respective date	S1 13.3A	22/06/2017
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Notification	To give notice in writing to both the Council and the County Council of the intended dates of First Occupation of the 47th, Open Market Units not less than 14 days before each respective date.	S1 13.3B	22/06/2017
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Notification	To give notice in writing to both the Council and the County Council of the intended dates of First Occupation of , the 71st and Open Market Units not less than 14 days before each respective date.	S1 13.3C	
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Notification	To give notice in writing to both the Council and the County Council of the intended dates of First Occupation of the 92nd Open Market Units not less than 14 days before each respective date.	S1 13.3D	
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	Open Space Land and Landscape Buffer	To provide and lay out prior to First Occupation of the 71 st Dwelling Unit on the Land the Open Space Land and Landscape Buffer	S1 6.3	
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	SUDS	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer	S1 8.2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	20/07/2015	SUDS	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS	S1 8.4	
North Mundham & Tangmere	14/04284/OUT	Former Fuel Depot, Bognor Road, Chichester, West Sussex, PO20 1EJ	18/08/2016		Notification	The Owner undertakes to give notice to the Council and County Council not less than 14 (fourteen) days after the occurrence of the relevant date of: 3.1 .1 the Commencement Date (the "Commencement Notice");	S1 3	
North Mundham & Tangmere	14/04284/OUT	Former Fuel Depot, Bognor Road, Chichester, West Sussex, PO20 1EJ	18/08/2016		Notification	The Owner undertakes to give notice to the Council and County Council not less than 14 (fourteen) days after the occurrence of the relevant date of: 3.1.2 First Occupation of the Proposed Development	S1 3.1.2	
North Mundham & Tangmere	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016		A27	3.1 The First Owner shall use reasonable endeavours to enter into the A27 Works Agreement with Highways England as soon as reasonably practicable after the date of this Agreement; 3.2 Prior to the Occupation of more than 50 (fifty) of the 85 Unit Scheme Dwellings the First Owner shall: 3.2.1 Enter into the A27 Works Agreement; or 3.2.2 Where it has not been possible to enter into the A27 Works Agreement provide to Highways England a Bond or such other security as may be accepted by Highways England to secure the future payment of the A27 Works Contribution (£222,275) in the event that the A27 Works Agreement is not entered into.	S2 3.1-3.2	
North Mundham & Tangmere	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016		Affordable Housing	To submit the 85 Unit Scheme Affordable Housing Scheme to the Council as part of the first Reserved Matters application for the 85 Unit Development.	S2 1.1	
North Mundham & Tangmere	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016		Affordable Housing	Not to Commence the 85 Unit Development until the Council has received written notification of the name of the 85 Unit Scheme Approved Body for its approval and thereafter approved the 85 Unit Scheme Approved Body in writing.	S2 1.3	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016		Affordable Housing	Not to allow Occupation of more than 50% of the 85 Unit Scheme Open Market Units until all of the 85 Unit Scheme Affordable Dwelling Units shown on the 85 Unit Scheme Affordable Housing Scheme have been Provided in accordance with the provisions of paragraphs 1.6 to 1.9 of this Schedule 2 and written notification of such has been received by the Council.	S2 1.5	
North Mundham & Tangmere	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016		Notification	To give written notice to the Council within 14 (fourteen) days of the occurrence of The Commencement of each Sub Phase;	S3 7.6	
North Mundham & Tangmere	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016		Notification	To give written notice to the Council within 14 (fourteen) days of the occurrence of First Occupation of the 85 Unit Scheme Development;	S3 7.6.2	
North Mundham & Tangmere	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016		Open Space Land	Upon first Occupation of each 85 Unit Scheme Dwelling to provide the occupier with a Core Open Space Information Pack.	S2 2.4	
North Mundham & Tangmere	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016		Open Space Land	Prior to Commencement of the 85 Unit Scheme to submit to the Council for approval an Open Space and Play Areas Specification for the 85 Unit Scheme.	S3 4.2	
North Mundham & Tangmere	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016		Open Space Land	Not to Occupy any 85 Unit Scheme Dwellings until the Open Space and Play Area Specification for the 85 Unit Scheme Development has been approved in writing by the Council.	S3 4.5	
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		A27	To enter into a S278 agreement with Highways England as soon as reasonable practicable after the date of agreement and no later than commencement. If agreement not entered into to provide Bond/security for the works contribution of £261,500	S1 P5.1-5.3	
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		Affordable Housing	Advise and Council to approve the name of the Approved Body	S1 P1.1	
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		Affordable Housing	To Provide 15 AH units prior to the occupation of 30th OMU	S1 P1.2	
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		Notification	Notify the Council of commencement 14 days prior to the event	S1 P 6.1	
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		Notification	Notify the Council of first occupation 14 days prior to the event	S1 P6.3	



## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		Notification	Notify the Council of the 30th OMU occupation 14 days prior to the event	S1 P6.3.1	
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		Notification	Notify the council of the 50th occupation 14 days prior to the event	S1 P6.3.2	
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		Open Space Land	Prior to the operative date to submit and obtain approval to LMP in respect of Open Space Land	S1 P4.1	
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		Open Space Land	Provide and lay out the Open Space Land in accordance with the LMP prior to the 50th occupation	S1 P4.2	
North Mundham & Tangmere	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017		Play Area	Provide the Play Area to a scheme agreed with the Council prior to the 50th occupation	S1 P4.3	
North Mundham & Tangmere	16/02321/OUT	Portfield Quarry And UMA House, Oving, Chichester, West Sussex, PO19 7UW	12/05/2017		Notification	To provide the Council with no less than ten (10) Working Days' prior written notice of Commencement of Development;	S1 1.1 (a)	
North Mundham & Tangmere	16/02321/OUT	Portfield Quarry And UMA House, Oving, Chichester, West Sussex, PO19 7UW	12/05/2017		Notification	To provide the Council with no less than ten (10) Working Days' prior written notice of first Occupation of the Development.	S1 1.1 (b)	
North Mundham & Tangmere	16/02321/OUT	Portfield Quarry And UMA House, Oving, Chichester, West Sussex, PO19 7UW	12/05/2017		Restrictive Covenant	To include within the tenancy agreement or licence for each Occupier of a Dwelling provisions that prohibit that Occupier from keeping a private motor vehicle within the vicinity of the Development for the duration of such tenancy or licence (as the case may be) PROVIDED THAT this restriction shall not apply to any Occupier who is (or subsequent to his/her first Occupation becomes) entitled to be a holder of a disabled person's badge issued pursuant to section 21 of the Chronically Sick and Disabled Persons Act 1970.	S3 1.1	
North Mundham & Tangmere	16/02321/OUT	Portfield Quarry And UMA House, Oving, Chichester, West Sussex, PO19 7UW	12/05/2017		Student Accommodation Management Plan	Not to Occupy the Development otherwise than in accordance with the Student Management Plan, unless otherwise agreed in writing by the Council.	S2 1.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
North Mundham & Tangmere	18/01365/OUT	Springfield Park , A259 Eastbound, Merston, Oving, PO20 1EJ	27/02/2019		A27	1.1 To use all reasonable endeavours to enter into the A27 Works Agreement with Highways England as soon as reasonable practicable after the date of this Agreement. 1 .2. Prior to the Operative Date: 1 .2.1 enter into the A27 Works Agreement or, 1 .2.2 where it has not been possible to enter into the A27 Works Agreement provide to Highways England a Bond or such other security as may be acceptable by Highways England to secure the future payment of the A27 Works Contribution (£26,147.56) in the event that the A27 Works Agreement is not entered into.	S1 1.1 & 1.2	
North Mundham & Tangmere	18/01365/OUT	Springfield Park , A259 Eastbound, Merston, Oving, PO20 1EJ	27/02/2019		Notification	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date the "Commencement Notice")	S1 3.1	
Selsey South	17/03504/FUL	Land East Of 1 And 5 , Croft Road, Selsey, PO20 0RL	13/03/2018	04/06/2018	Recreation Disturbance Chichester	The Owner hereby undertakes with the Council that the contribution of eight hundred and seventy one pounds (£871.00) toward mitigation of impacts on the SPA previously paid in relation to application 17/01402/FUL may be retained and used in relation to mitigation of the alternative permission 17/03504/FUL.	S1	13/03/2018
Sidlesham & Selsey North	11/00555/FUL	Berryrose Garden Cottage, Chichester Road, Sidlesham, Chichester, West Sussex, PO20 7PY	10/11/2011	14/06/2013	Notification	To give notice to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice") but if the Proposed Development is Commenced but a Commencement Notice has not been served then the Council shall be entitled in its absolute discretion to determine the Operative Date and shall give notice to the Owners of its determination.	S1 1.0	14/06/2013

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Sidlesham & Selsey North	11/00555/FUL	Berryrose Garden Cottage, Chichester Road, Sidlesham, Chichester, West Sussex, PO20 7PY	10/11/2011	14/06/2013	Restrictive Covenant	Within one calendar month of the substantial completion of the Proposed Development or within one calendar month of first occupation of the Proposed Development or within one year of the Operative Date whichever is the earlier to demolish the Existing Dwellinghouse and outbuildings (including concrete bases and foundations) shown hatched blue on the attached plan and remove all materials and debris resulting from such demolition from the land.	S1 2.0	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Affordable Housing	The Proposed Outline Development shall not be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved the identity of the Approved Body in writing.	S1 2.1	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Affordable Housing	To submit the Affordable Housing Plan to the Council as part of the first reserved matters application for the Proposed Outline Development.	S1 2.2	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Affordable Housing	To Provide all Affordable Dwelling Units shown on the Affordable Housing Plan for each Phase prior to Occupation of more than 35% of the Open Market Units for that Phase.	S1 2.4	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Chichester Harbour	Prior to the Commencement of a Phase of the Proposed Outline Development to submit to the Council details of the Mitigation Works that will be comprised in that Phase and not to commence that Phase until the Council has approved such details in writing	S1 7.1	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Chichester Harbour	To notify the Council in writing upon the completion of the Mitigation Works for each Phase of the Proposed Outline Development and not to cause or allow First Occupation of any Dwelling Unit in that Phase unless and until the Council has confirmed in writing that the Mitigation Works have been so completed to its satisfaction.	S1 7.6	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Chichester Harbour	Prior to the Commencement of the Proposed Outline Development to submit to the Council the details of the Temporary Dog Exercise Area for its approval and not to Commence the Proposed Outline Development until such details have been approved in writing by the Council.	S1 7.7	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Chichester Harbour	The Temporary Dog Exercise Area shall be provided prior to the Occupation of any Dwelling Unit and there shall be no such Occupation until the Temporary Dog Exercise Area has been provided to the satisfaction of the Council.	S1 7.8	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Marketing Strategy	The Owner shall as soon as reasonably practicable after the grant of the Permission submit the Marketing Strategy to the Council for its approval and will not cause or allow to be caused the Commencement of Development until the Marketing Strategy has been submitted to and approved by the Council in writing.	S1 10.3	01/09/2016
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Marketing Strategy	Thereafter the Owner shall comply with and carry out its obligations pursuant to the Marketing Strategy until 100 Dwelling Units have been occupied (or until the Multi Use Clinic and Commercial Units have been fully let or sold or have been Provided whichever shall be the sooner) and following the implementation of the Marketing Strategy:	S1 10.5	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date	S1 16.1	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Open Space Land	Prior to the Commencement of the Proposed Outline Development to submit to the Council for approval an Open Space Specification.	S1 6.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Open Space Land	Not to Occupy or cause or allow to be Occupied more than the relevant number of Dwelling Units until the relevant area of Open Space has been Provided to the Council's reasonable satisfaction in accordance with the Open Space Specification.	S1 6.3	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Open Space Land	Upon completion of any area of Open Space to maintain the relevant area in accordance with the Open Space Specification and to serve a written notice on the Council confirming that the area (or areas) in question is complete and inviting the Council to inspect the area of Open Space.	S1 6.4	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Phasing Plan	To submit the Phasing Plan to the Council as part of the first reserved matters application for the Proposed Outline Development.	S1 1.1	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		Retail Facility	To Complete prior to the First Occupation of the 51" Dwelling Unit the Foodstore.	S1 10..1	30/06/2017
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		SUDS	Prior to First Occupation of the first Dwelling Unit in a Phase to obtain a written certificate as to the satisfactory completion of the construction of the SUDS serving that Phase from a suitably qualified and competent engineer	S1 9.2	
Sidlesham & Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015		SUDS	Prior to First Occupation of the first Dwelling Unit in a Phase to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS serving that Phase	S1 9.4	
Sidlesham & Selsey North	14/02930/FUL	5-9 High Street, Selsey, Chichester, PO20 0LP	20/05/2015		Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 3.1	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Sidlesham & Selsey North	15/00371/CONCOU	East Beach Evangelical Church, 6 Marisfield Place, Selsey	25/01/2017	25/01/2017	Restrictive Covenant	To only use the Cabin as a church hall and for no other purpose (including any other purpose in Class D1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 as amended and the Town and Country Planning (General Permitted Development) (England) Order 2015 or in any provision equivalent to that Class in any other statutory instrument revoking and re-enacting that Order.	S1 A	
Sidlesham & Selsey North	15/00371/CONCOU	East Beach Evangelical Church, 6 Marisfield Place, Selsey	25/01/2017	25/01/2017	Restrictive Covenant	Not to form any windows or other openings in the cabin other than those already in existence.	S1 B	
Sidlesham & Selsey North	15/00371/CONCOU	East Beach Evangelical Church, 6 Marisfield Place, Selsey	25/01/2017	25/01/2017	Restrictive Covenant	Not to use the Cabin except between the hours of 0900 and 2300 hours Sundays to Thursdays and between the hours of 0900 and 23:30 hours on Fridays and Saturdays.	S1 C	
Sidlesham & Selsey North	15/00371/CONCOU	East Beach Evangelical Church, 6 Marisfield Place, Selsey	25/01/2017	25/01/2017	Restrictive Covenant	Not to install or operate any sound reproduction or amplification equipment (including public address systems, loudspeakers, etc.) in the Cabin which is audible at the site boundary.	S1 D	
Sidlesham & Selsey North	17/02717/FUL	The Birches , Selsey Road, Sidlesham, PO20 7NF	02/11/2017		Recreation Disturbance Paghman	The Owner hereby undertakes with the Council that the contribution paid in connection with the planning obligation referenced in paragraph (5) will be binding on either the Original Permission or the Revised Permission, depending on which one is implemented.	S1	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Affordable Housing	To submit the Affordable Housing Plan to the Council as part of the first reserved matters application for the Proposed Development.	S1 2.1	29/06/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Affordable Housing	Not to Commence Development until the Affordable Housing Plan has been approved in writing by the Council	S1 2.2	29/06/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Affordable Housing	Not to Commence Development until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved the Approved Body in writing	S1 2.3	30/05/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Affordable Housing	Not to allow Occupation of more than 50% of the Open Market Units for each Phase until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been Provided	S1 2.5 (Ph 1)	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Affordable Housing	not to allow Occupation of more than 50% of the Open Market Units for each Phase until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been Provided	S1 2.5 (Ph 2)	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Affordable Housing	Not to allow Occupation of more than 50% of the Open Market Units for each Phase until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been Provided	S1 2.5 (Ph3)	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Affordable Housing	No more than 70% of the Open Market Units for each Phase shall be occupied until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been be disposed of to the Approved Body	S1 2.7 (Ph 2)	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Affordable Housing	No more than 70% of the Open Market Units for each Phase shall be occupied until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been be disposed of to the Approved Body	S1 2.7 (ph 3)	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Affordable Housing	No more than 70% of the Open Market Units for each Phase shall be occupied until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been be disposed of to the Approved Body	S1 2.7 (ph1)	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land and Play Area	S1 10.1	04/04/2018
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Notification	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence:first Occupation of a Dwelling Unit	S1 19.3.1	12/06/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Notification	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence:first Occupation 25% of all Open Market Dwellings	S1 19.3.2	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Notification	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence:first Occupation of 50% of all Dwellings	S1 19.3.3	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Notification	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of 50% of all Open Market Dwellings	S1 19.3.4	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Notification	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of 70% of all Open Market Dwellings	S1 19.3.5	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Notification	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of 75% of all Dwellings	S1 19.3.6	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Notification	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of 85% of all Open Market Dwellings	S1 19.3.7	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Open Space Land	not to Occupy any Open Market Dwelling Units in a Phase until the Open Space Land for that Phase has been provided in accordance with the Phasing Plan	S1 10.3	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Phasing Plan	to submit the Phasing Plan to the Council as part of the first reserved matters application for the Proposed Development.	S1 1.1	29/06/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Phasing Plan	not to Commence Development until the Phasing Plan has been approved in writing by the Council.	S1 1.2	29/06/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Safeguarded Land	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) a management plan in respect of the Safeguarded Link to the School to include long term management responsibilities and maintenance schedules and a timetable for implementation of the works specified within such management plan;	S1 11.1	25/05/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Safeguarded Land	To provide and layout the Safeguarded Link to the School strictly in accordance with the Phasing Plan and to maintain it in accordance with the Management Plan	S1 11.2	



S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	02/06/2017	Safeguarded Land	Not to use the Safeguarded Land for potential access to Southbourne Railway Station for any purpose other than Open Space Land in accordance with Clause 10 above unless and until such land is required and used (subject to any necessary planning permission! being obtained) by and for the purposes of access to Southbourne Railway Station;	S1 12.1	
Southbourne	15/01444/FUL	Garage Compound South East Of 21 To 25, Flatt Road, Nutbourne, West Sussex	28/09/2016	21/11/2016	Allotments	Prior to the Operative Date, to submit to the Council a plan showing the proposed layout of not less than 350 square metres of allotment space plots on part of Site 8 ("the Allotment Plots") together with details of site clearance and type and grade of soil to be laid and obtain the written approval of the Council to such layout plan and land preparation details.	S1 2.1	31/05/2017
Southbourne	15/01444/FUL	Garage Compound South East Of 21 To 25, Flatt Road, Nutbourne, West Sussex	28/09/2016	21/11/2016	Allotments	Prior to the Operative Date, prepare the land, concrete and rubble, level and fertilise the soil and lay out the Allotment Plots in accordance with the details approved by the Council under Clause 2.1 above and offer such allotments to local residents.	S1 2.2	
Southbourne	15/01444/FUL	Garage Compound South East Of 21 To 25, Flatt Road, Nutbourne, West Sussex	28/09/2016	21/11/2016	Allotments	To keep and maintain the Allotment Plots in accordance with the details submitted under clause 2.1 above and offer such allotments to local residents	S1 2.3	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	Affordable Housing	2.1 To submit the Affordable Housing Plan to the Council as part of the first reserved matters application for the Proposed Development, or, if developed in Phases, to submit the Affordable Housing Plan to the Council as part of the reserved matters approval for each Phase.	S1 2.1	17/10/2017
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	Affordable Housing	Not to Commence Development in respect of any Phase until the Council has received written notification of the name of the Approved Body.	S1 2.3	31/05/2018
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	Affordable Housing	To provide all Affordable dwelling units shown on the Affordable Housing plan for each phase prior to occupation of 50% of the Open market Units for that phase	S1 2.5 (phase 1)	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	Affordable Housing	To provide all Affordable dwelling units shown on the Affordable Housing plan for each phase prior to occupation of 50% of the Open market Units for that phase	S1 2.5 (phase 3)	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	Affordable Housing	To provide all Affordable dwelling units shown on the Affordable Housing plan for each phase prior to occupation of 50% of the Open market Units for that phase	S1 2.5 (phase 4)	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	21/03/2019	19/02/2018	Allotments	In the event that the Allotments are not transferred to Southbourne Parish Council in accordance with paragraph 4.15 the Owner shall ensure the future management and maintenance of the Allotments which may involve the appointment of a Management Company to maintain and manage the Allotments. The Management Company and any subsequent Management Company shall first be approved in writing by the Council.	S1 1.10	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	21/03/2019	19/02/2018	Allotments	To lay out the Allotments in accordance with the details and specification as provided within Plan 5 (unless otherwise agreed in writing by the Council) in accordance with the phasing plan agreed under the planning permission 15/02505/OUT and associated conditions unless otherwise agreed in writing by the Council.	S1 1.7	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council to a Landscape Management Plan to include long term design objectives management responsibilities and maintenance schedules and a timetable for implementation of the works required under the Landscape Management Plan.	S1 4.1	17/10/2017
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	Open Space Land and Landscape Buffer	To lay out the Green Infrastructure in accordance with the Landscape Management Plan.	S1 4.2	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	Phasing Plan	1.1 to submit the Phasing Plan to the Council as part of the first application for reserved matters approval for the Proposed Development.	S1 1.1.-1.2	17/10/2017
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	SUDS	Prior to First Occupation to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer	S1 5.2	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	19/02/2018	SUDS	Prior to First Occupation to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS	S1 5.4	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Southbourne	16/03520/FUL	Chichester Grain, Priors Leaze Farm, Priors Leaze Lane, Hambrook, Chidham, Chichester, West Sussex, PO18 8RQ	24/07/2017		Landscape Buffer	Within the first planting season (1st October to 1st April in every year) following substantial completion or the bringing into first use of the Proposed Development or one calendar year from the Operative Date (whichever is the earlier) to provide and lay out the proposed landscaping in the location shown coloured green on Plan 2 in strict accordance with the details shown on the Landscape Specification set out in Appendix 1 including preparation, the laying of topsoil and planting of grass, shrubs and trees in accordance with the said Landscape Specification and thereafter to carry out all ongoing works of maintenance improvement replacement replanting and repair of the Landscape Areas strictly in accordance with the Maintenance Specification set out in Appendix 2	S1 1.1	
Southbourne	16/03520/FUL	Chichester Grain, Priors Leaze Farm, Priors Leaze Lane, Hambrook, Chidham, Chichester, West Sussex, PO18 8RQ	24/07/2017		Notification	To give notice to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 2.1	
Southbourne	16/03520/FUL	Chichester Grain, Priors Leaze Farm, Priors Leaze Lane, Hambrook, Chidham, Chichester, West Sussex, PO18 8RQ	24/07/2017		Notification	To give notice to the Council of the date of substantial completion or first use of the Proposed Development not less than 14 days before such date (the "Completion Notice").	S1 2.3	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017		A27	Not to cause or allow the Proposed Development to be Commenced until: 5.2.1 the A27 Works Agreement has been entered into; or 5.2.2 provide to Highways England a bond or such other security as may be acceptable by Highways Eng1land to secure the future payment of the A27 Works Contribution (£61,302) and 5.2.3 the Council has been provided with evidence that the provisions of paragraph 5.2.1 or 5.2.2 (as the case may be) have been complied with.	S1 5.2	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017		Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body provided its approval	S1 1.1	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017		Affordable Housing	Prior to Occupation of fifty percent (50%) of the Open Market Units to Provide all of the Affordable Dwelling Units on the Affordable Dwelling Land	S1 1.2	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017		Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council to a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer	S1 4.1	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017		Notification	To give notice in writing to the Council of the Operative Date not less than one month before such date	S1 6.1	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017		Notification	To give notice to the Council of the First Occupation Date not less than 14 days before such date	S1 6.3	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017		Notification	To notify the Council in writing at least 14 days prior to their occurrence: Occupation of the twentieth (20th) Open Market Dwelling	S1 6.5.1	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017		Notification	To notify the Council in writing at least 14 days prior to the occurrence: Occupation of the fifty percent (50%) of the Dwelling Units	S1 6.5.2	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017		Open Space Land and Landscape Buffer	To provide and lay out prior to Occupation of the twentieth (20th) Open Market Dwelling Unit on the Land the Open Space Land and Landscape Buffer in accordance with the Landscape Management Plan.	S1 4.2	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	A27	The Owner shall use all reasonable endeavours to enter into the A27 Works Agreement with Highways England as soon as reasonable practicable after the date of this Agreement. 6.2. Prior to the Operative Date to: 6.2.1 Enter into the A27 Works Agreement or, 6.2.2 Where it has not been possible to enter into the A27 Works Agreement provide to Highways England a Bond or such other security as may be acceptable by Highways England to secure the future payment of the A27 Works Construction in the event that the A27 Works Agreement is not entered into.	S1 6.1 and 6.2 and 6.3	23/08/2017

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Access	Prior to occupation of the fifty fifth Dwelling Unit to provide by way of hard surfacing and marking out eight (8) car parking spaces with lockable bollards on the land shown edged pink on Plan 2 for the sole use by the occupiers of numbers 1 to 4 Elm Grove, Main Road, Southbourne for the parking of domestic cars and not to use such car parking area for the parking of any vehicle designed or adapted for use as a dwelling and not to use the parking spaces for any other purpose whatsoever	S1 8.0	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Affordable Housing	The Proposed Development shall not be Commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	07/07/2017
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Affordable Housing	Prior to Occupation of the 20th Open Market Unit Provide nine (9) Affordable Dwelling Units on the Affordable Dwelling Land and not to allow Occupation of the 30th Open Market Unit until the said seventeen (17) Affordable Dwelling Units have been Provided in accordance with the following provisions and written notification of such has been received by the Council.	S1 1.2	03/04/2019
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Affordable Housing	1.4.4 written notification of the Disposal has been received by the Council.	S1 1.4.4	19/07/2018
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Allotments	To provide and lay out prior to the Occupation of the Fifty Fifth (55th) Dwelling Unit the Allotment Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan and thereafter to carry out all ongoing works of maintenance improvement and repair of the Allotment Land strictly in accordance with the Landscape Management Plan and this paragraph 4	S1 4.3	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a landscape Management Plan in respect of the Open Space Land and the Allotment Land	S1 4.1	28/07/2017
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Notification	To give notice to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 9.1	12/10/2017

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.1 First Occupation of the 20th dwelling	S1 9.3.1 (20)	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.1 First Occupation of the 30th Open Market Dwellings	S1 9.3.1 (30)	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.2 First Occupation of the 1st Dwelling Unit	S1 9.3.2 (1)	19/07/2018
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.2 First Occupation of the 35th, Dwelling Unit	S1 9.3.2 (35)	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.2 First Occupation of the 47th, Dwelling Unit	S1 9.3.2 (47)	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.2 First Occupation of the 55th, Dwelling Unit	S1 9.3.2 (55)	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Open Space Land	To provide and lay out on the Land the Open Space Land in three stages as detailed on Plan 5 with Stage One provided at Occupation of the thirty fifth (35th) Dwelling Unit Stage Two provided at Occupation of the forty seventh (4ih) Dwelling Unit and Stage Three provided prior to Occupation of the fifty fifth (55th) Dwelling Unit each stage to include preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan and thereafter to carry out all on going works of maintenance improvement and repair of the Open Space Land strictly in accordance with the Landscape Management Plan and this paragraph 4.	S1 4.2	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	Play Area	Prior to Occupation of the Thirty Fifth (35th) Dwelling Unit to provide and install in accordance with legislation an equipped play area (the "Play Area") in a position on the Open Space Land and with equipment both agreed in writing with the Council prior to installation.	S1 4.4	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	SUDS	Prior to Occupation of the last Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council and not to cause or allow Occupation of the last Dwelling Unit unless and until such certificate has been obtained and produced to the Council.	S1 5.2	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	09/10/2017	SUDS	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS	S1 5.4	
The Witterings	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013		Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council, save where that Approved Body is Martiet Homes Limited, in which case the Council's approval shall be deemed to have been given.	S1 1.1	
The Witterings	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013		Affordable Housing	To Provide 15 Affordable Dwelling Units on the Land and not to allow First Occupation of any of the Affordable Dwelling Units until all of the said Affordable Dwelling Units have been provided in accordance with the following provisions and written notification of such has been received by the Council.	S1 1.2	
The Witterings	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013		Chichester Harbour	Upon the First Occupation of each Affordable Dwelling Unit to supply or procure the supply of to the Resident of that Affordable Dwelling Unit a SPA Welcome Pack.	S1 3.0	
The Witterings	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013		Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land, Landscape Area and Landscape Buffer	S1 6.1	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
The Witterings	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013		Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 7.1	
The Witterings	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013		Open Space Land and Landscape Buffer	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Open Space Land, Landscape Area and Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 6.2	
The Witterings	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013		Open Space Land and Landscape Buffer	To ensure the future maintenance of the Open Space Land, Landscape Area and Landscape Buffer and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land, Landscape Area and Landscape Buffer is assured.	S1 6.4.3	
The Witterings	13/01977/FUL	Martlets , Peerley Road, East Wittering, Chichester, PO20 8DW	06/05/2015	01/12/2016	Notification	To give notice to both the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 4.1	01/02/2016
The Witterings	13/01977/FUL	Martlets , Peerley Road, East Wittering, Chichester, PO20 8DW	06/05/2015	01/12/2016	Restrictive Covenant	The Owner covenants with the Council not to cause or permit the disposal or occupation of any of the Dwelling Units for five years from the date of First Occupation other than to persons who have a Local Connection.	S1 2.5	
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	17/03/2016
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Affordable Housing	10 Affordable Dwelling Units on the Affordable Dwelling Land prior to First Occupation of the 15th Open Market Unit;	S1 1.2.1	23/09/2015
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Affordable Housing	a total of 13 Affordable Dwelling Units on the Affordable Dwelling Land prior to First Occupation of the 24th Open Market Unit and;	S1 1.2.2	23/09/2015



## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Affordable Housing	a total of 20 Affordable Dwelling Units on the Affordable Dwelling Land prior to First Occupation of the 25th Open Market Unit	S1 1.2.3	23/09/2015
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer	S1 7.1	15/10/2015
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice").	S1 16.1	04/08/2014
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Notification	To give notice to the Council of the date of First Occupation of the 101h Dwelling Unit.	S1 16.2	24/09/2015
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Open Space Land	To provide and lay out prior to First Occupation of the 251st Dwelling Unit on the Land the Open Space Land	S1 7.2	16/02/2018
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Play Area	Prior to First Occupation of the 251st Dwelling Unit to provide and install in accordance with an approved plan and specifications the informal play area (the "Play Area") in a position on the Open Space Land agreed in writing with the Council.	S1 7.3	16/02/2018
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Public Art Contribution	To commission on or before Commencement a suitable piece of art to be approved by the Council (The Artwork) by an artist (whose identity shall be approved by the Council) for external display at the site in a location approved by the Council to a value of not less than the Public Art Contribution Value	S1 15.1	16/02/2018
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	Public Art Contribution	Not to cause or allow First Occupation of the 45th Dwelling Unit until the Artwork produced in accordance with paragraph 15.1 above is displayed at the Site to the reasonable satisfaction of the Council.	S1 15.2	
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	SUDS	Prior to First Occupation of the tenth Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers)	S1 8.3	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
The Witterings	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	04/08/2014	SUDS	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS	S1 8.5	
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	Affordable Housing	No later than 2 (two) months prior to the First Occupation of any Open Market Unit the Owners and /or the Developer shall provide the Council with written notification of the name of the Approved Body for its approval	S1 1.1	20/12/2017
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	Affordable Housing	Prior to the First Occupation of any of the Open Market Units to provide 22 Affordable Dwelling Units	S1 1.2	
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	Affordable Housing	Prior to Occupation of 50% of the Open Market Units to provide the remaining 22 Affordable Dwelling Units	S1 1.3	
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer	S1 6.1	15/05/2017
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	Notification	To give notice to both the Council and the County Council of the date of First Occupation of the 1st Open Market Unit not less than 14 days before such dates.	S1 17.1 B	
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	Notification	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date	S1 17.1A	14/08/2017
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	Notification	To give notice to both the Council and the County Council of the date of First Occupation of the 33rd Open Market Unit not less than 14 days before such dates.	S1 17.1C	
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	Open Space Land and Landscape Buffer	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Open Space Land and Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 6.2	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	Play Area	Prior to First Occupation of any Dwelling Unit to provide and install in accordance with legislation an equipped play area (the "Play Area") in a position on the Open Space Land and with equipment both agreed in writing with the Council prior to installation.	S1 6.3	
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	SUDS	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers)	S1 7.2	
The Witterings	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	29/08/2017	SUDS	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS	S1 7.4	
The Witterings	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	23/04/2018	Affordable Housing	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	19/12/2018
The Witterings	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	23/04/2018	Affordable Housing	Prior to First Occupation of the Tenth (10th) Open Market Unit to provide the Seven (7) Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of more than Nine (9) Open Market Units until the said Affordable Dwelling Units (7) have been provided in accordance with the following provisions and written notification of such has been received by the Council.	S1 1.2	
The Witterings	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	23/04/2018	Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land [and Landscape Buffer] t	S1 4.1	13/07/2018
The Witterings	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	23/04/2018	Notification	To give notice to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 5.1	21/03/2018
The Witterings	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	23/04/2018	Notification	To give notice to the Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	S1 5.3	

S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
The Witterings	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	23/04/2018	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 5.5.1 First Occupation of the Tenth (10th) Open Market Dwelling	S1 5.5.1	
The Witterings	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	23/04/2018	Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the Twentieth (20th) Dwelling Unit	S1 5.5.2	
The Witterings	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	23/04/2018	Open Space Land	To provide and lay out prior to First Occupation of the Twentieth (20th) Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan and thereafter to carry out all ongoing works of maintenance improvement and repair of the Open Space Land strictly in accordance with the Landscape Management Plan and this paragraph 42	S1 4.2	
The Witterings	18/00016/FUL	Royal Oak, Stocks Lane, East Wittering, Chichester, West Sussex, PO20 8BS	20/07/2018	01/04/2019	Marketing Strategy	The Developer and the Owner undertake and covenant to use their reasonable endeavours for a period of 12 months following the grant of the Planning Permission to locate a future operator of the public house on the Land and written evidence of such will be produced to the Council upon expiry of the 12 month period and in order to satisfy this obligation:	S1 3	
The Witterings	18/00016/FUL	Royal Oak, Stocks Lane, East Wittering, Chichester, West Sussex, PO20 8BS	20/07/2018	01/04/2019	Marketing Strategy	The Developer or the Owner shall provide to the Council for approval written proposals setting out what measures either the Developer or the Owner (as relevant) will take over what period of time to publicise the availability of the public house;	S1 3.1	21/12/2018
The Witterings	18/00016/FUL	Royal Oak, Stocks Lane, East Wittering, Chichester, West Sussex, PO20 8BS	20/07/2018	01/04/2019	Retail Facility	The Owner and the Developer covenant that prior to the Occupation of the 5th Dwelling the Works shall be completed	S1 2	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		A27	5.1 To use all reasonable endeavours to enter into the A27 Works Agreement with Highways England as soon as reasonable practicable after the date of this Agreement. 5.2. Prior to the Operative Date: 5.2.1 enter into the A27 Works Agreement or, 5.2.2 where it has not been possible to enter into the A27 Works Agreement provide to Highways England a Bond or such other security as may be acceptable by Highways England to secure the future payment of the A27 Works Contribution (£276,080) in the event that the A27 Works Agreement is not entered into.	S1 5.2 & 5.3	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Affordable Housing	No Development shall be Commenced (unless otherwise agreed in writing by the Council) until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	S1 1.1	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Affordable Housing	Prior to First Occupation of fortieth (40) Open Market Unit to Provide twenty six (26) Affordable Dwelling Units on the Affordable Dwelling Land	S1 1.2	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Landscape Management Plan	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	S1 4.1	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Notification	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	S1 9.1	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Notification	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	S1 9.3	

## S106 Appendix 2 Non-Financial Obligations

Ward	App No	Address	Date Signed	Commencement Date	Obligation Type	Obligation Details	Clause	Discharge Date
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.5.1 First Occupation of the 40th Open Market Unit	S1 9.5.1	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.5.2 First Occupation of the 40th and 64th Dwelling Unit	S1 9.5.2 (A)	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Notification	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.5.2 First Occupation of the 40th and 64th Dwelling Unit	S1 9.5.2 (B)	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Open Space Land	To provide and lay out prior to First Occupation of the fortieth (40th) Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	S1 4.2	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Open Space Land	To ensure the future maintenance of the Open Space Land and the Play Area and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of the fortieth (40) Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land and the Play Area is assured,	S1 4.4.3	
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019		Play Area	Prior to First Occupation of the fortieth (40th) Dwelling Unit to provide and install in accordance with legislation an equipped play area with a minimum size of 238sqm (the "Play Area") in a position on the Open Space Land and with equipment both agreed in writing with the Council prior to installation.	S1 4.3	

**South Down National Park Authority**

<b>ES/SDNP/13/03945/FUL</b>	<b>Capital Scheme?</b>	<b>Total Housing</b>		<b>Affordable Housing</b>		<b>Development</b>
<b>Manor Farm Cottages Didling Lane</b>		<b>Proposed</b>	<b>Completed</b>	<b>Proposed</b>	<b>Completed</b>	<b>Comenced</b>
S106 Date : 01/10/2015	No	1	0	0	0	Yes
Demolition of 2 no. semi-detached cottages to be replaced by 1 no. single detached dwelling with separate double garage. Transfer of agricultural occupancy restriction to Coronation Villa Didling.						

**Non Financial Information**

<b>Obligation Type</b>	<b>Obligation</b>	<b>Trigger</b>	<b>Delivery</b>	<b>Risks</b>	<b>Completion Date</b>
Other	Agricultural occupancy obligation	N/A	To be monitored for compliance with agricultural occupancy obligation.	Not Applicable	

HT/SDNP/14/05859/CND	Capital Scheme?	Total Housing		Affordable Housing		Development
2 and 3 Tye Oak Cottages Hollist Lane		Proposed	Completed	Proposed	Completed	Comenced
S106 Date : 12/10/2015	No	0	0	0	0	No

Removal of Condition (B) of planning permission HT/2/48 as this no longer serves a useful planning purpose in respect of no. 2 Tye Oak Cottages and permission is sought to re-impose the agricultural tie on no. 3 Tye Oak Cottages on a similar property elsewhere within the same ownership. (see SDNP/14/05869/FUL)

**Non Financial Information**

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Agricultural occupancy obligation	N/a	To be monitored every 18 months for compliance with agricultural occupancy obligation.	Not Applicable	

Page 220



FT/SDNP/14/02892/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Coal Yard School Close		Proposed	Completed	Proposed	Completed	Comenced
S106 Date : 08/07/2015	No	9	0	1	0	Yes

Redevelopment of coal yard to provide nine dwellings and associated access, garages and landscaping.

**Non Financial Information**

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	To give Notice of the Operative Date (the Commencement Notice).	Not less than 14 days before such date.		Low	20/11/2017
Commencement Notice	To give Notice of the date of First Occupation of any Dwelling Unit (the First Occupation of Dwelling Unit Notice).	Not less than 14 days before such date.		Low	
Commencement Notice	To give Notice of the First Occupation of any Open Market Unit (the First Occupation of Open Market Unit Notice).	Not less than 14 days before such date.		Low	
Landscape Management Plan	Submit and obtain the written approval to a Landscape Management Plan in respect of the Amenity Land.	Prior to the Operative Date.		Low	30/01/2018

<b>Obligation Type</b>	<b>Obligation</b>	<b>Trigger</b>	<b>Delivery</b>	<b>Risks</b>	<b>Completion Date</b>
Other	Provide and layout the Amenity Land.	Prior to First Occupation of any Dwelling Unit.		Medium	
<b>Obligation Type</b>	<b>Obligation</b>	<b>Trigger</b>	<b>Delivery</b>	<b>Risks</b>	<b>Completion Date</b>
Affordable Housing	Provide the Low Cost Dwelling Unit on the Low Cost Dwelling Land.	Prior to First Occupation of any Open Market Unit.	Development not commenced	High	

<b>PW/SDNP/12/02721/FUL</b>	<b>Capital Scheme?</b>	<b>Total Housing</b>		<b>Affordable Housing</b>		<b>Development</b>
<b>Land at Laundry Cottage Horsham Road</b>		<b>Proposed</b>	<b>Completed</b>	<b>Proposed</b>	<b>Completed</b>	<b>Comenced</b>
S106 Date : 30/07/2014	No	21	0	0	0	Yes

Residential development comprising the erection of 21 dwellings (including 1 replacement dwelling); associated private amenity space and parking; new access from North Street; public open space; and parking and access to the cementry.

**Non Financial Information**

<b>Obligation Type</b>	<b>Obligation</b>	<b>Trigger</b>	<b>Delivery</b>	<b>Risks</b>	<b>Completion Date</b>
Open Space Land	Provide and layout the Open Space Land.	Prior to First Occupation of any Dwelling Unit.		High	
Public Art	To commission a suitable piece of art to be approved by the Council, to a value of not less than the Public Art Contribution Value.	On or before First Occupation		High	
Public Art	Not to allow First Occupation of any of the Open Market Units until the art work is displayed at the site.	First Occupation		High	
Landscape Management Plan	Obtain approval of a Landscape Management Plan in respect of the Open Space Land.	Prior to the Operative Date		Low	

<b>RG/SDNP/14/04960/FUL</b>	<b>Capital Scheme?</b>	<b>Total Housing</b>		<b>Affordable Housing</b>		<b>Development</b>
<b>Hale Common Cottage Slade Lane</b>		<b>Proposed</b>	<b>Completed</b>	<b>Proposed</b>	<b>Completed</b>	<b>Comenced</b>
S106 Date : 13/04/2015	No	0	0	0	0	Yes

Demolition of existing dwelling and associated detached stables, studio and sheds. Replacement dwelling, detached garage and pool house within extended curtilage. Change of use of part existing domestic curtilage to agricultural use. New fenced tennis court on site of existing riding school

**Non Financial Information**

<b>Obligation Type</b>	<b>Obligation</b>	<b>Trigger</b>	<b>Delivery</b>	<b>Risks</b>	<b>Completion Date</b>
Other	Discontinue the use of the Discontinued Residential Curtilage.	Prior to First Occupation.	Mar 2016: Development commenced.	Low	
Other	Construct a hedge and a timber post and rail fence situated to the south of the New Residential Curtilage and the north boundary to the Discontinued Residential Curtilage (size and type to be agreed in writing by SDNPA).	Prior to First Occupation.		Low	
Other	Demolish the buildings situated on the Discontinued Residential Curtilage.	Prior to First Occupation.		Low	
Commencement Notice	The Owner to give notice of the Operative Date.	Not less than 14 days before such date.	Development commenced	Low	04/03/2016

**Chichester District Council**  
**Community Infrastructure Levy**  
**Annual Report for financial year 1 April 2018 – 31 March 2019**



December 2019

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

## 1. Community Infrastructure Levy Contributions

1.1. The Community Infrastructure levy (CIL) is a mechanism to allow local planning authorities to seek to raise funds from new development in the form of a levy, in order to contribute to the cost of infrastructure projects that are needed to support new development.

1.2. The Council adopted a Community Infrastructure Levy Charging Schedule on 26 January 2016, which took effect from 1 February 2016. The money generated will contribute to the funding of infrastructure to support growth within the Local Plan area. (The South Downs National Park Authority has implemented its own CIL for the parts of the district within the SDNP). The CIL is applied as a charge per GIA square metre as set out in Table A below.

**Table A: CIL Charging Schedule**

Use of Development	Levy (£per square metre)	Indexed amount for permissions granted 1 April 2019 to 31 March 2020 (£ per square metre)
*Residential - South of the National Park	£120	£143.03
*Residential - North of the National Park	£200	£238.38
Retail (wholly or mainly convenience)	£125	£148.99
Retail (wholly of mainly comparison)	£20	£23.84
Purpose Built Student Housing	£30	£35.76
Standard Charge (applies to all development not separately defined)	£0	
<p>* This charge applies to the creation of one or more dwellings, and residential extensions or annexes which are 100 square metres or more gross internal area which are not for the benefit of the owner/occupier. This charge does not apply to residential institutions (C2).</p> <p>* Note: The CIL rates will be index linked from the base year to the date when permission is granted using the 'All-in Tender Price Index' published by the Building Cost Information Service of the Royal Institute of Chartered Surveyors.</p>		

1.3. The CIL is to be used to help provide infrastructure to support the development of an area rather than making an individual planning application acceptable in planning terms (which is the purpose of section 106 Agreements). CIL does not fully replace Section 106 Agreements.

1.4. The infrastructure projects that the CIL will be used to fund are identified in the CIL spending plan which can be found within the Infrastructure Business Plan (IBP) published on the council's website:

<http://www.chichester.gov.uk/CHttpHandler.ashx?id=31371&p=0>

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

1.6. CIL collecting authorities (Chichester District Council) are required to publish a short report on the levy on their website by 31 December each year, for the previous financial year. This report covers the period from 1 April 2018 to 31 March 2019.

1.7. Section 4 of Regulation 62 of the Community Infrastructure Levy Regulations 2010 (as amended) outlines the information that should be included in the report. Table B below provides the information required by the regulation for the 2018/19 financial year and in the left hand column reference is made to the CIL Regulations 62 (3) and (4).

**Table B: CIL receipts for the financial year 2018/19**

Regulation 62 Reference	Description	Amount Collected/ Project Title
(3)	Land payments made in respect of CIL charged by the District Council, and CIL collected by way of a land payment which has not been spent if at the end of the reported year-	
	(a) Development (within the meaning of the TCPA 1990) consistent with a relevant purpose has not commenced on the acquired land; or	£0
	(b) The acquired land (in whole or in part has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of Regulations 73(9) has not been spent	£0
4(a)	Total CIL receipts for the reported year	£4,016,475.59
4(b)	Total CIL expenditure for the reported year	£48,158.00
4(c)(i)	Summary details of CIL expenditure (other than in relation to CIL to which regulation 59E or 59F applied) including: The items of infrastructure to which CIL (including land payments) has been applied	IBP/194 Enhancements to the Lavant Biodiversity Opportunity Area;  IBP/196 Brandy Hole Copse, provision of wheelchair accessible paths and floating islands on the ponds
4(c)(ii)	Amount of CIL expenditure on each item	IBP/194

		£39,500; IBP/196 £8,658.00																																						
4(c)(iii)	Amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part)	N/A																																						
4(c)(iv)	Amount of CIL applied to administrative expenses pursuant to Regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation.  Incurred administrative costs <table border="1"> <tr> <td>Exacom annual maintenance fee</td> <td>£5,714.50</td> </tr> <tr> <td>Cost of CIL staff administration including 50% on-costs</td> <td>£37,654.09</td> </tr> <tr> <td>CIL training</td> <td>£388.20</td> </tr> <tr> <td>Legal costs incurred to assist CIL collection</td> <td>£118.37</td> </tr> </table>	Exacom annual maintenance fee	£5,714.50	Cost of CIL staff administration including 50% on-costs	£37,654.09	CIL training	£388.20	Legal costs incurred to assist CIL collection	£118.37	£43,875.16 (1.1%)																														
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Cost of CIL staff administration including 50% on-costs	£37,654.09																																							
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Legal costs incurred to assist CIL collection	£118.37																																							
4(ca)(i)	Amount of CIL passed to any local council under Regulation 59A or 59B  Period 1 April to 30 September 2018 <table border="1"> <tr> <td>Boxgrove</td> <td>£1,477.80</td> </tr> <tr> <td>Chichester City</td> <td>£25,118.23</td> </tr> <tr> <td>East Wittering &amp; Bracklesham</td> <td>£68,965.47</td> </tr> <tr> <td>Plaistow &amp; Ifold</td> <td>£4,260.00</td> </tr> <tr> <td>Selsey</td> <td>£2,907.63</td> </tr> <tr> <td>Southbourne</td> <td>£236,735.31</td> </tr> <tr> <td>West Wittering</td> <td>£12,799.14</td> </tr> <tr> <td>Chidham and Hambrook</td> <td>£30,194.04</td> </tr> <tr> <td>Birdham</td> <td>£25,000.00</td> </tr> <tr> <td>Tangmere</td> <td>£17,819.71</td> </tr> <tr> <td>Fishbourne</td> <td>£1,179.63</td> </tr> </table> Period 1 October to 31 March 2019 <table border="1"> <tr> <td>Chichester City</td> <td>£39,276.59</td> </tr> <tr> <td>Boxgrove</td> <td>£15,000.00</td> </tr> <tr> <td>Chidham &amp; Hambrook</td> <td>£3,072.29</td> </tr> <tr> <td>East Wittering &amp; Bracklesham</td> <td>£2,819.45</td> </tr> <tr> <td>West Wittering</td> <td>£227.56</td> </tr> <tr> <td>Birdham</td> <td>£43,873.94</td> </tr> <tr> <td>Southbourne</td> <td>£165,546.84</td> </tr> <tr> <td>Westhampnett</td> <td>£43,300</td> </tr> </table> Please note that £750.00 was passed to Westhampnett Parish Council on 9 May 2019, which related to an underpayment (caused by a software coding error), that the parish council should have received for the period 1 October 2017 to 31 March 2018. This will be recorded in next year's AMR	Boxgrove	£1,477.80	Chichester City	£25,118.23	East Wittering & Bracklesham	£68,965.47	Plaistow & Ifold	£4,260.00	Selsey	£2,907.63	Southbourne	£236,735.31	West Wittering	£12,799.14	Chidham and Hambrook	£30,194.04	Birdham	£25,000.00	Tangmere	£17,819.71	Fishbourne	£1,179.63	Chichester City	£39,276.59	Boxgrove	£15,000.00	Chidham & Hambrook	£3,072.29	East Wittering & Bracklesham	£2,819.45	West Wittering	£227.56	Birdham	£43,873.94	Southbourne	£165,546.84	Westhampnett	£43,300	£739,573.63 Issued to Town/Parish Councils in respect of monies collected between 1 <sup>st</sup> April 2018 and 31 March 2019
Boxgrove	£1,477.80																																							
Chichester City	£25,118.23																																							
East Wittering & Bracklesham	£68,965.47																																							
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Westhampnett	£43,300																																							
4(ca)(ii)	Amount of CIL passed to any person under Regulation 59(4)	£0.00																																						
4(cb)(i)	Summary details of the receipt and expenditure of CIL to which regulation 59E and 59F applied including: The total receipts that regulation 59E and 59F applied to	n/a																																						
4(cb)(ii)	The items to which the CIL receipts that regulations 59E and 59F applied have been applied	n/a																																						



4(cb)(iii)	The amount of expenditure on each item	n/a
4(cc)(i)	Summary details of any notices served in accordance with regulation 59E, including: Total value of CIL receipts requested from each local council	£0.00
4(cc)(ii)	Any funds not yet recovered from each local council at the end of the reported year	n/a
4(d)(i)	Total amount of CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied	£3,271,388.73 Amount left after deductions have been made for CIL admin, and amounts handed to local councils. Includes interest earned
4(d)(ii)	CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied	£2,563,104.51 Amount as of 1 April 2018 less project spend. Includes Interest earned
4(d)(iii)	CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year	n/a
4(d)(iv)	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year	n/a
4(e)	In relation to any infrastructure payments accepted by the District Council as charging authority) i) The items of infrastructure to which the infrastructure payments relate ii) The amount of CIL to which each item of infrastructure relates	£0.00 £0.00

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Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
Chichester Central	17/03136/FUL	19 Southgate, Chichester, PO19 1ES	10/04/2018	UU	Recreation Disturbance Chichester	4,833.00
Chichester Central	18/00051/FUL	56, 56A And 56B East Street, Chichester, West Sussex, PO19 1JG	03/07/2018	UU	Recreation Disturbance Chichester	974.00
Chichester Central	18/00341/FUL	51B South Street, Chichester, West Sussex, PO19 1DS	23/05/2018	UU	Recreation Disturbance Chichester	461.00
Chichester Central	18/01038/FUL	The Barn, Little London, Chichester, West Sussex, PO19 1PL	11/07/2018	UU	Recreation Disturbance Chichester	487.00
Chichester Central	18/01188/FUL	25 West Street, Chichester, PO19 1QW	23/10/2018	UU	Recreation Disturbance Chichester	880.00
Chichester Central	18/01761/FUL	19 Southgate, Chichester, PO19 1ES	27/11/2018	UU	Recreation Disturbance Chichester	4,083.00
Chichester Central	18/02600/FUL	81 North Street, Chichester, PO19 1LQ	24/01/2019	UU	Recreation Disturbance Chichester	487.00
Chichester Central	18/02948/FUL	Purchases Restaurant, 31 North Street, Chichester, West Sussex, PO19 1LX	27/03/2019	UU	Recreation Disturbance Chichester	487.00
Chichester Central	19/00246/PA3O	26 Chapel Street, Chichester, West Sussex, PO19 1DL	11/03/2019	UU	Recreation Disturbance Chichester	974.00
Chichester Central	19/00905/PA3O	Southgate House, 5 -6 Southgate, Chichester, West Sussex, PO19 8EH	26/03/2019	UU	Recreation Disturbance Chichester	12,662.00
Chichester North	16/03791/OUT	Phase 2 Of The Westhampnett/North East Chichester SDL, Land North East Of Graylingwell Park, Chichester, West Sussex	06/11/2018	S106	Recreation Disturbance Chichester	0.01
Chichester North	17/01073/FUL	22A Lavant Road, Chichester, West Sussex, PO19 5RG	01/08/2018	UU	Recreation Disturbance Chichester	2,660.00
Chichester North	17/03583/FUL	8 Fordwater Road, Chichester, PO19 6PR	25/04/2018	UU	Recreation Disturbance Chichester	1,824.00

Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
Chichester North	18/00769/FUL	21 Lavant Road, Chichester, PO19 5RA	30/08/2018	UU	Recreation Disturbance Chichester	3,747.00
Chichester North	18/00845/FUL	Wellington Grange , Broyle Road, Chichester, PO19 6ED	07/08/2018	UU	Recreation Disturbance Chichester	337.00
Chichester North	18/02205/FUL	Land North Of 1, Young Street, Chichester, West Sussex	15/11/2018	UU	Recreation Disturbance Chichester	637.00
Chichester North	18/03227/FUL	154 Broyle Road, Chichester, PO19 6BQ	14/01/2019	UU	Recreation Disturbance Chichester	637.00
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018	S106	Affordable Housing Commuted Sum	0.01
Chichester North	98/02043/OUT	Warrendell Adjacent To Centurion Way Off, Plainwood Close, Chichester, West Sussex	29/11/2018	S106	Recreation Disturbance Chichester	0.01
Chichester South	17/01712/FUL	Whyke Lodge Residential Care Home, 115 Whyke Road, Chichester, West Sussex, PO19 8JG	09/07/2018	UU	Recreation Disturbance Chichester	2,436.00
Chichester South	18/02354/FUL	1 Pound Farm Road, Chichester, PO19 7PX	11/11/2018	UU	Recreation Disturbance Chichester	337.00
Chichester South	18/02735/FUL	Whyke Grange , 146 Whyke Road, Chichester, PO19 8HT	10/01/2019	UU	Recreation Disturbance Chichester	337.00
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	S106	Affordable Housing Commuted Sum	0.01
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	S106	Recreation Disturbance Chichester	132,000.00
Chichester West	17/01287/FUL	49-51 Fishbourne Road East, Chichester, West Sussex, PO19 3HZ	05/12/2018	S106	Recreation Disturbance Chichester	15,919.00
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	21/05/2018	S106	Recreation Disturbance Chichester	13,411.00

Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
Goodwood	18/00696/FUL	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	17/09/2018	S106	Affordable Housing Commuted Sum	76,955.00
Harbour Villages	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018	S106	Recreation Disturbance Chichester	6,144.00
Harbour Villages	17/03148/FUL	Land North Of Highgrove Farm, Main Road, Bosham, West Sussex	14/01/2019	S106	Recreation Disturbance Chichester	29,146.00
Harbour Villages	18/00345/FUL	Donnington Manor Farm , Selsey Road, Donnington, PO20 7PL	07/06/2018	UU	Recreation Disturbance Chichester	1,323.00
Harbour Villages	18/00810/FUL	The Avenue, Hambrook, Chidham, PO18 8TZ	06/11/2018	UU	Recreation Disturbance Chichester	1,728.00
Harbour Villages	18/01191/FUL	Little Oaks, The Bridleway, Newells Lane, West Ashling, Chichester, West Sussex, PO18 8DF	13/07/2018	UU	Recreation Disturbance Chichester	564.00
Harbour Villages	18/01202/FUL	Land Adjoining 5 Salthill Road, Fishbourne, Chichester, West Sussex, PO19 3QX	23/08/2018	UU	Recreation Disturbance Chichester	637.00
Harbour Villages	18/01449/FUL	Cockleberry Farm , Main Road, Bosham, PO18 8PN	16/10/2018	UU	Recreation Disturbance Chichester	974.00
Harbour Villages	18/01721/FUL	Ronic House , Main Road, Bosham, PO18 8PN	17/09/2018	UU	Recreation Disturbance Chichester	2,547.00
Harbour Villages	18/01825/FUL	Fletchers Barn, Old Park Lane, Bosham, Chichester, West Sussex, PO18 8EY	02/10/2018	UU	Recreation Disturbance Chichester	337.00
Harbour Villages	18/01913/FUL	Cobnor Cottage , Chidham Lane, Chidham, PO18 8TE	13/09/2018	UU	Recreation Disturbance Chichester	487.00
Harbour Villages	18/02620/FUL	Building North Of 1 , Chidham Lane, Chidham, PO18 8TL	07/03/2019	UU	Recreation Disturbance Chichester	337.00
Harbour Villages	18/02712/FUL	The Garden House , Bosham Lane, Bosham, PO18 8HG	10/12/2018	UU	Recreation Disturbance Chichester	749.00
Harbour Villages	18/03374/FUL	Land Adjacent To Critchfield Cottage , Viking Way, Bosham, PO18 8HN	01/02/2019	UU	Recreation Disturbance Chichester	749.00

Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
Harbour Villages	19/00059/FUL	Aubrey Cottage , Cot Lane, Chidham, PO18 8SU	13/03/2019	UU	Recreation Disturbance Chichester	337.00
Harbour Villages	19/00196/FUL	By-The-Brook , Bosham Lane, Bosham, PO18 8HG	15/03/2019	UU	Recreation Disturbance Chichester	862.00
Lavant	17/01191/FUL	Land At 6 Oaklands, West Ashling Road, Hambrook, Funtington, West Sussex	06/11/2018	UU	Recreation Disturbance Chichester	766.00
Lavant	17/02187/FUL	Land South Of Osiers, Clay Lane, Funtington, West Sussex	13/07/2018	UU	Recreation Disturbance Chichester	564.00
Lavant	17/02581/FUL	Land West Of Maddoxwood Cottage , Lavant Road, Chichester, PO19 5RD	03/09/2018	S106	Recreation Disturbance Chichester	6,144.00
Lavant	18/00675/FUL	Cutmill Depot, Newells Lane, West Ashling, Chichester, West Sussex, PO18 8DE	11/10/2018	UU	Recreation Disturbance Chichester	564.00
Lavant	18/01185/FUL	Five Oaks, West Ashling Road, Hambrook, Funtington, West Sussex	26/10/2018	UU	Recreation Disturbance Chichester	3,948.00
Lavant	18/02884/FUL	Brick Bat Farm, Clay Lane, Funtington, Chichester, West Sussex, PO18 8DJ	26/02/2019	UU	Recreation Disturbance Chichester	568.00
Loxwood	15/03367/FUL	Land On The East Side Of Plaistow Road, Plaistow Road, Kirdford, West Sussex	21/11/2018	S106	Affordable Housing Commuted Sum	75,585.00
Loxwood	17/02726/OUT	Foxbridge Golf Club , Foxbridge Lane, Plaistow, RH14 0LB	12/03/2019	S106	Affordable Housing Commuted Sum	0.01
North Mundham & Tangmere	18/00381/FUL	Land Adjacent To The Spinney, Pagham Road, North Mundham, West Sussex	23/05/2018	UU	Recreation Disturbance Chichester	243.50
North Mundham & Tangmere	18/00381/FUL	Land Adjacent To The Spinney, Pagham Road, North Mundham, West Sussex	23/05/2018	UU	Recreation Disturbance Pagham	638.50

Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
North Mundham & Tangmere	18/00915/FUL	Little Fisher Farm , Fisher Lane, South Mundham, PO20 1ND	25/09/2018	UU	Recreation Disturbance Pagham	882.00
Selsey South	18/01165/FUL	Land East Of 1 And 5 , Croft Road, Selsey, PO20 0RL	19/06/2018	UU	Recreation Disturbance Pagham	11.00
Selsey South	18/01629/FUL	17-19 , Seal Road, Selsey, PO20 0HW	26/10/2018	UU	Recreation Disturbance Pagham	6,174.00
Selsey South	18/02138/FUL	La Palapa, Lewis Road, Selsey, Chichester, West Sussex, PO20 0RG	02/11/2018	UU	Recreation Disturbance Pagham	882.00
Sidlesham & Selsey North	16/03997/OUT	Land On The South Side Of, Warners Lane, Selsey, West Sussex	29/05/2018	S106	Recreation Disturbance Pagham	59,976.00
Sidlesham & Selsey North	17/01405/FUL	Norton Priory , Rectory Lane, Selsey, PO20 9DT	08/05/2018	UU	Recreation Disturbance Chichester	487.00
Sidlesham & Selsey North	17/01405/FUL	Norton Priory , Rectory Lane, Selsey, PO20 9DT	08/05/2018	UU	Recreation Disturbance Pagham	1,277.00
Sidlesham & Selsey North	17/02952/FUL	The Gorse , Chichester Road, Sidlesham, PO20 7PY	25/07/2018	UU	Recreation Disturbance Chichester	243.50
Sidlesham & Selsey North	17/02952/FUL	The Gorse , Chichester Road, Sidlesham, PO20 7PY	25/07/2018	UU	Recreation Disturbance Pagham	638.50
Sidlesham & Selsey North	17/03665/FUL	84 Fletchers Lane, Sidlesham, PO20 7QG	22/07/2018	UU	Recreation Disturbance Chichester	11.00
Sidlesham & Selsey North	18/00122/FUL	Lockgate Dairy , Lockgate Road, Sidlesham, PO20 7QH	25/07/2018	UU	Recreation Disturbance Chichester	1,854.00
Sidlesham & Selsey North	18/00209/FUL	36 Chalk Lane, Sidlesham, PO20 7LW	25/04/2018	UU	Recreation Disturbance Chichester	11.00
Sidlesham & Selsey North	18/00691/FUL	Gatehouse Nursery , 88 Fletchers Lane, Sidlesham, PO20 7QG	26/09/2018	UU	Recreation Disturbance Chichester	11.00
Sidlesham & Selsey North	18/00748/FUL	85 Fletchers Lane, Sidlesham, PO20 7QG	25/05/2018	UU	Recreation Disturbance Chichester	318.50
Sidlesham & Selsey North	18/00748/FUL	85 Fletchers Lane, Sidlesham, PO20 7QG	25/05/2018	UU	Recreation Disturbance Pagham	563.50

Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
Sidlesham & Selsey North	18/00875/FUL	89 Fletchers Lane, Sidlesham, PO20 7QG	10/05/2018	UU	Recreation Disturbance Chichester	11.00
Sidlesham & Selsey North	18/01049/FUL	The Birches , Selsey Road, Sidlesham, PO20 7NF	17/07/2018	UU	Recreation Disturbance Chichester	11.00
Sidlesham & Selsey North	18/01320/FUL	Land South Of Reedbridge Farm , B2145 Foxbridge Drive To Pagham Road Roundabout, Hunston, PO20 1NR	31/08/2018	UU	Recreation Disturbance Chichester	2,004.50
Sidlesham & Selsey North	18/01320/FUL	Land South Of Reedbridge Farm , B2145 Foxbridge Drive To Pagham Road Roundabout, Hunston, PO20 1NR	31/08/2018	UU	Recreation Disturbance Pagham	4,169.50
Sidlesham & Selsey North	18/01353/PA3Q	Butskiln, Street End Road, Sidlesham, Chichester, West Sussex, PO20 7QD	25/03/2019	UU	Recreation Disturbance Chichester	1,274.00
Sidlesham & Selsey North	18/01492/FUL	27 Chalk Lane, Sidlesham, West Sussex, PO20 7LW	27/07/2018	UU	Recreation Disturbance Chichester	168.50
Sidlesham & Selsey North	18/01492/FUL	27 Chalk Lane, Sidlesham, West Sussex, PO20 7LW	27/07/2018	UU	Recreation Disturbance Pagham	713.50
Sidlesham & Selsey North	18/01871/FUL	Land East Of 4 Cow Lane, Sidlesham, West Sussex, PO20 7LN	08/10/2018	UU	Recreation Disturbance Chichester	243.50
Sidlesham & Selsey North	18/01871/FUL	Land East Of 4 Cow Lane, Sidlesham, West Sussex, PO20 7LN	08/10/2018	UU	Recreation Disturbance Pagham	638.50
Sidlesham & Selsey North	18/02346/FUL	Annexe, Ivy Grange, Keynor Lane, Sidlesham, Chichester, West Sussex, PO20 7NG	18/11/2018	UU	Recreation Disturbance Chichester	168.50
Sidlesham & Selsey North	18/02346/FUL	Annexe, Ivy Grange, Keynor Lane, Sidlesham, Chichester, West Sussex, PO20 7NG	18/11/2018	UU	Recreation Disturbance Pagham	713.50
Sidlesham & Selsey North	18/02348/FUL	79 Fletchers Lane, Sidlesham, PO20 7QG	26/10/2018	UU	Recreation Disturbance Chichester	11.00



Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
Sidlesham & Selsey North	18/02377/FUL	Tony Partridge Autos, Zsaras Yard, Highleigh Road, Sidlesham, Chichester, West Sussex, PO20 7NR	19/02/2019	UU	Recreation Disturbance Chichester	11.00
Sidlesham & Selsey North	18/02847/FUL	South Barn, Willowdene, Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	16/01/2019	UU	Recreation Disturbance Chichester	11.00
Sidlesham & Selsey North	18/02848/FUL	North Barn, Willowdene, Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	16/01/2019	UU	Recreation Disturbance Chichester	11.00
Sidlesham & Selsey North	18/03073/FUL	Hunston Joinery , Southover Way, Hunston, PO20 1NY	13/02/2019	UU	Recreation Disturbance Chichester	487.00
Sidlesham & Selsey North	18/03073/FUL	Hunston Joinery , Southover Way, Hunston, PO20 1NY	13/02/2019	UU	Recreation Disturbance Pagham	1,277.00
Southbourne	18/00201/FUL	306 Main Road, Southbourne, PO10 8JN	04/03/2019	UU	Recreation Disturbance Chichester	2,435.00
Southbourne	18/00243/FUL	Land North Of Good View , Priors Leaze Lane, Hambrook, Chidham, PO18 8RG	06/09/2018	UU	Recreation Disturbance Chichester	487.00
Southbourne	18/00362/FUL	Redwoods , Farm Lane, Nutbourne, PO18 8SB	27/04/2018	UU	Recreation Disturbance Chichester	337.00
Southbourne	18/00456/FUL	Land East Of Redwoods, Farm Lane, Nutbourne, PO18 8SB	27/04/2018	UU	Recreation Disturbance Chichester	487.00
Southbourne	18/00463/FUL	250 Main Road, Southbourne, PO10 8JJ	10/05/2018	UU	Recreation Disturbance Chichester	749.00
Southbourne	18/00534/FUL	Thornley , Main Road, Nutbourne, PO18 8RL	04/06/2018	UU	Recreation Disturbance Chichester	2,112.00

Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
Southbourne	18/01432/FUL	Linwood House , Main Road, Nutbourne, PO18 8RL	02/11/2018	UU	Recreation Disturbance Chichester	1,124.00
Southbourne	18/01469/FUL	Brook Farm, Priors Leaze Lane, Hambrook, Chidham, Chichester, West Sussex, PO18 8RQ	26/07/2018	UU	Recreation Disturbance Chichester	749.00
Southbourne	18/01633/FUL	The Garden House , Main Road, Nutbourne, PO18 8RL	24/08/2018	UU	Recreation Disturbance Chichester	456.00
Southbourne	18/01639/PA3Q	Cooks Farm, Cooks Lane, Southbourne, Emsworth, Hampshire, PO10 8LQ	24/09/2018	UU	Recreation Disturbance Chichester	1,835.00
The Witterings	16/00933/OUT	Koolbergen, Kelly's Nurseries And Bellfield Nurseries, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	11/10/2018	S106	Recreation Disturbance Chichester	0.01
The Witterings	17/02910/FUL	Almodington Nurseries , Batchmere Road, Almodington, Earnley, PO20 7LG	16/04/2018	UU	Recreation Disturbance Chichester	208.50
The Witterings	17/02910/FUL	Almodington Nurseries , Batchmere Road, Almodington, Earnley, PO20 7LG	16/04/2018	UU	Recreation Disturbance Pagham	1,915.50
The Witterings	17/03043/FUL	Sea Home, 20 Meadows Road, East Wittering, Chichester, West Sussex, PO20 8NW	11/12/2018	UU	Recreation Disturbance Chichester	487.00
The Witterings	18/00016/FUL	Royal Oak, Stocks Lane, East Wittering, Chichester, West Sussex, PO20 8BS	20/07/2018	UU	Recreation Disturbance Chichester	7,978.00
The Witterings	18/00365/FUL	The Boathouse , Longlands Road, East Wittering, PO20 8DD	12/04/2018	UU	Recreation Disturbance Chichester	487.00
The Witterings	18/00578/FUL	113 Second Avenue, Almodington, Earnley, PO20 7LF	16/11/2018	UU	Recreation Disturbance Chichester	345.00

Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
The Witterings	18/00578/FUL	113 Second Avenue, Almodington, Earnley, PO20 7LF	16/11/2018	UU	Recreation Disturbance Pagham	1,071.00
The Witterings	18/00629/OUT	Land South West Of Junction With Bracklesham Lane, Middleton Close, Bracklesham, West Sussex	02/08/2018	UU	Recreation Disturbance Chichester	2,996.00
The Witterings	18/00641/FUL	Queen Min, 62 Howard Avenue, West Wittering, Chichester, West Sussex, PO20 8EU	16/05/2018	UU	Recreation Disturbance Chichester	637.00
The Witterings	18/00753/OUT	South Downs Holiday Village, Bracklesham Lane, Bracklesham Bay, Chichester, West Sussex, PO20 8JE	27/02/2019	S106	Recreation Disturbance Chichester	0.01
The Witterings	18/00777/FUL	Sea Close , West Bracklesham Drive, Bracklesham, PO20 8PF	29/06/2018	UU	Recreation Disturbance Chichester	568.00
The Witterings	18/00789/FUL	129A Third Avenue, Almodington, Earnley, PO20 7LB	31/05/2018	UU	Recreation Disturbance Chichester	11.00
The Witterings	18/00879/FUL	107 First Avenue, Almodington, Earnley, PO20 7LQ	26/06/2018	UU	Recreation Disturbance Chichester	318.50
The Witterings	18/00879/FUL	107 First Avenue, Almodington, Earnley, PO20 7LQ	26/06/2018	UU	Recreation Disturbance Pagham	563.50
The Witterings	18/01618/FUL	Neska , Longlands Road, East Wittering, PO20 8DD	11/12/2018	UU	Recreation Disturbance Chichester	487.00
The Witterings	18/02062/FUL	26 Stocks Lane, East Wittering, PO20 8NJ	10/12/2018	UU	Recreation Disturbance Chichester	749.00
The Witterings	18/02359/OUT	Land North Of Anstey , East Bracklesham Drive, Bracklesham, PO20 8JW	13/02/2019	UU	Recreation Disturbance Chichester	487.00
The Witterings	18/02393/FUL	Andromeda, 56 Oakfield Avenue, East Wittering, Chichester, West Sussex, PO20 8BT	22/11/2018	UU	Recreation Disturbance Chichester	487.00
The Witterings	18/02530/FUL	111 Second Avenue, Almodington, Earnley, PO20 7LF	04/12/2018	UU	Recreation Disturbance Chichester	318.50

Ward	App No	Address	Signed	Deed Type	Obligation Type	Amount Due
The Witterings	18/02530/FUL	111 Second Avenue, Almodington, Earnley, PO20 7LF	04/12/2018	UU	Recreation Disturbance Pagham	563.50
The Witterings	18/02598/FUL	Queen Min , 62 Howard Avenue, West Wittering, PO20 8EU	03/12/2018	UU	Recreation Disturbance Chichester	112.00
The Witterings	18/02665/FUL	136 Almodington Lane, Almodington, Earnley, PO20 7JR	05/12/2018	UU	Recreation Disturbance Chichester	11.00
The Witterings	18/02670/FUL	Belle Plage , West Bracklesham Drive, Bracklesham, PO20 8PF	13/12/2018	UU	Recreation Disturbance Chichester	637.00
The Witterings	18/03146/FUL	The Elms , Bracklesham Lane, Bracklesham, PO20 8HP	16/01/2019	UU	Recreation Disturbance Chichester	2,510.00
The Witterings	18/03225/FUL	Coombe Cottage , The Byeway, West Wittering, PO20 8LJ	10/02/2019	UU	Recreation Disturbance Chichester	749.00
The Witterings	18/03352/FUL	Sarnia, Main Road, Birdham, Chichester, West Sussex, PO20 7BY	12/02/2019	UU	Recreation Disturbance Chichester	2,548.00
The Witterings	19/00128/FUL	Martlets , Peerley Road, East Wittering, PO20 8DW	05/02/2019	UU	Recreation Disturbance Chichester	1,386.00
Westbourne	18/00491/FUL	Ellesmere Nursery, North Street, Westbourne, West Sussex	30/07/2018	UU	Recreation Disturbance Chichester	455.00
Westbourne	18/00607/FUL	Woodbury House , Whitechimney Row, Westbourne, PO10 8RS	28/09/2018	UU	Recreation Disturbance Chichester	704.00
						<b>539,332.00</b>

0.01p in the amount received column indicates that the amount will be determined upon agreement of the housing mix

Ward	App No	Address	Obligation Type	Amount Received	Date Received
Chichester Central	17/03136/FUL	19 Southgate, Chichester, PO19 1ES	Recreation Disturbance Chichester	4,833.00	10/04/2018
Chichester Central	18/00051/FUL	56, 56A And 56B East Street, Chichester, West Sussex, PO19 1JG	Recreation Disturbance Chichester	974.00	12/07/2018
Chichester Central	18/00341/FUL	51B South Street, Chichester, West Sussex, PO19 1DS	Recreation Disturbance Chichester	461.00	01/05/2018
Chichester Central	18/01038/FUL	The Barn, Little London, Chichester, West Sussex, PO19 1PL	Recreation Disturbance Chichester	487.00	20/06/2018
Chichester Central	18/01188/FUL	25 West Street, Chichester, PO19 1QW	Recreation Disturbance Chichester	880.00	31/10/2018
Chichester Central	18/01761/FUL	19 Southgate, Chichester, PO19 1ES	Recreation Disturbance Chichester	4,083.00	29/11/2018
Chichester Central	18/02600/FUL	81 North Street, Chichester, PO19 1LQ	Recreation Disturbance Chichester	487.00	21/01/2019
Chichester Central	18/02948/FUL	Purchases Restaurant, 31 North Street, Chichester, West Sussex, PO19 1LX	Recreation Disturbance Chichester	487.00	06/03/2019
Chichester Central	19/00246/PA3O	26 Chapel Street, Chichester, West Sussex, PO19 1DL	Recreation Disturbance Chichester	974.00	11/03/2019
Chichester East	16/02038/FUL	117 The Hornet, Chichester, West Sussex, PO19 7JP	Affordable Housing Commuted Sum	267,602.64	15/10/2018
Chichester North	10/03490/FUL	Roussillon Barracks, Broyle Road, Chichester, West Sussex, PO19 6BL	Chichester Harbour	21,632.16	15/10/2018
Chichester North	17/03583/FUL	8 Fordwater Road, Chichester, PO19 6PR	Recreation Disturbance Chichester	1,824.00	26/04/2018
Chichester North	18/00769/FUL	21 Lavant Road, Chichester, PO19 5RA	Recreation Disturbance Chichester	3,747.00	21/08/2018
Chichester North	18/00845/FUL	Wellington Grange , Broyle Road, Chichester, PO19 6ED	Recreation Disturbance Chichester	337.00	06/08/2018

Ward	App No	Address	Obligation Type	Amount Received	Date Received
Chichester North	18/02205/FUL	Land North Of 1, Young Street, Chichester, West Sussex	Recreation Disturbance Chichester	637.00	30/10/2018
Chichester North	18/03227/FUL	154 Broyle Road, Chichester, PO19 6BQ	Recreation Disturbance Chichester	637.00	21/01/2019
Chichester South	17/01712/FUL	Whyke Lodge Residential Care Home, 115 Whyke Road, Chichester, West Sussex, PO19 8JG	Recreation Disturbance Chichester	2,436.00	09/07/2018
Chichester South	18/02354/FUL	1 Pound Farm Road, Chichester, PO19 7PX	Recreation Disturbance Chichester	337.00	01/11/2018
Chichester South	18/02735/FUL	Whyke Grange , 146 Whyke Road, Chichester, PO19 8HT	Recreation Disturbance Chichester	337.00	18/01/2019
Chichester West	17/03117/FUL	Land West Of, Frederick Road, Chichester, West Sussex	Recreation Disturbance Chichester	13,626.77	30/11/2018
Harbour Villages	15/02331/FUL	Land To Rear Of Romans Mead Estate, Mosse Gardens, Fishbourne, West Sussex	Reptile Relocation	700.00	18/06/2018
Harbour Villages	16/00929/FUL	Land East Of 1, Kiln Drive (Lion Park), Hambrook, West Sussex	Affordable Housing Commuted Sum	49,764.43	26/07/2018
Harbour Villages	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	Affordable Housing Commuted Sum	255,662.45	10/08/2018
Harbour Villages	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	Recreation Disturbance Chichester	1,448.00	10/05/2018
Harbour Villages	18/00345/FUL	Donnington Manor Farm , Selsey Road, Donnington, PO20 7PL	Recreation Disturbance Chichester	1,323.00	05/06/2018
Harbour Villages	18/00810/FUL	The Avenue, Hambrook, Chidham, PO18 8TZ	Recreation Disturbance Chichester	1,728.00	06/11/2018
Harbour Villages	18/01191/FUL	Little Oaks, The Bridleway, Newells Lane, West Ashling, Chichester, West Sussex, PO18 8DF	Recreation Disturbance Chichester	564.00	13/07/2018
Harbour Villages	18/01202/FUL	Land Adjoining 5 Salthill Road, Fishbourne, Chichester, West Sussex, PO19 3QX	Recreation Disturbance Chichester	637.00	07/09/2018

Ward	App No	Address	Obligation Type	Amount Received	Date Received
Harbour Villages	18/01449/FUL	Cockleberry Farm , Main Road, Bosham, PO18 8PN	Recreation Disturbance Chichester	974.00	16/10/2018
Harbour Villages	18/01721/FUL	Ronic House , Main Road, Bosham, PO18 8PN	Recreation Disturbance Chichester	2,547.00	18/09/2018
Harbour Villages	18/01825/FUL	Fletchers Barn, Old Park Lane, Bosham, Chichester, West Sussex, PO18 8EY	Recreation Disturbance Chichester	337.00	02/10/2018
Harbour Villages	18/01913/FUL	Cobnor Cottage , Chidham Lane, Chidham, PO18 8TE	Recreation Disturbance Chichester	487.00	13/09/2018
Harbour Villages	18/02620/FUL	Building North Of 1 , Chidham Lane, Chidham, PO18 8TL	Recreation Disturbance Chichester	337.00	08/03/2019
Harbour Villages	18/02712/FUL	The Garden House , Bosham Lane, Bosham, PO18 8HG	Recreation Disturbance Chichester	749.00	10/12/2018
Harbour Villages	18/03374/FUL	Land Adjacent To Critchfield Cottage , Viking Way, Bosham, PO18 8HN	Recreation Disturbance Chichester	749.00	29/01/2019
Harbour Villages	19/00059/FUL	Aubrey Cottage , Cot Lane, Chidham, PO18 8SU	Recreation Disturbance Chichester	337.00	28/02/2019
Harbour Villages	19/00196/FUL	By-The-Brook , Bosham Lane, Bosham, PO18 8HG	Recreation Disturbance Chichester	862.00	15/03/2019
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	Recreation Disturbance Chichester	56,601.45	02/11/2018
Lavant	17/01191/FUL	Land At 6 Oaklands, West Ashling Road, Hambrook, Funtington, West Sussex	Recreation Disturbance Chichester	766.00	02/07/2018
Lavant	17/02187/FUL	Land South Of Osiers, Clay Lane, Funtington, West Sussex	Recreation Disturbance Chichester	564.00	13/07/2018
Lavant	18/00675/FUL	Cutmill Depot, Newells Lane, West Ashling, Chichester, West Sussex, PO18 8DE	Recreation Disturbance Chichester	564.00	20/09/2018
Lavant	18/01185/FUL	Five Oaks, West Ashling Road, Hambrook, Funtington, West Sussex	Recreation Disturbance Chichester	3,948.00	25/10/2018

Ward	App No	Address	Obligation Type	Amount Received	Date Received
Lavant	18/02884/FUL	Brick Bat Farm, Clay Lane, Funtington, Chichester, West Sussex, PO18 8DJ	Recreation Disturbance Chichester	568.00	26/02/2019
Loxwood	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	Public Art Contribution	9,772.87	21/01/2019
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	Affordable Housing Commuted Sum	75,820.00	15/08/2018
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	Community Facilities Contribution	39,227.00	15/08/2018
North Mundham & Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	Sport & Leisure Contribution	22,290.00	15/08/2018
North Mundham & Tangmere	18/00381/FUL	Land Adjacent To The Spinney, Pagham Road, North Mundham, West Sussex	Recreation Disturbance Chichester	243.50	22/05/2018
North Mundham & Tangmere	18/00381/FUL	Land Adjacent To The Spinney, Pagham Road, North Mundham, West Sussex	Recreation Disturbance Pagham	638.50	22/05/2018
North Mundham & Tangmere	18/00915/FUL	Little Fisher Farm , Fisher Lane, South Mundham, PO20 1ND	Recreation Disturbance Pagham	882.00	19/10/2018
Selsey South	18/01165/FUL	Land East Of 1 And 5 , Croft Road, Selsey, PO20 ORL	Recreation Disturbance Pagham	11.00	25/06/2018
Selsey South	18/01629/FUL	17-19 , Seal Road, Selsey, PO20 OHW	Recreation Disturbance Pagham	6,174.00	30/10/2018
Selsey South	18/02138/FUL	La Palapa, Lewis Road, Selsey, Chichester, West Sussex, PO20 ORG	Recreation Disturbance Pagham	882.00	02/11/2018



Ward	App No	Address	Obligation Type	Amount Received	Date Received
Sidlesham	17/02952/FUL	The Gorse , Chichester Road, Sidlesham, PO20 7PY	Recreation Disturbance Chichester	243.50	12/07/2018
Sidlesham	17/02952/FUL	The Gorse , Chichester Road, Sidlesham, PO20 7PY	Recreation Disturbance Pagham	638.50	12/07/2018
Sidlesham	17/03077/FUL	Zsaras Yard, Highleigh Road, Sidlesham, Chichester, West Sussex, PO20 7NR	Recreation Disturbance Chichester	90.50	30/05/2018
Sidlesham	17/03665/FUL	84 Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Chichester	11.00	20/07/2018
Sidlesham	18/00122/FUL	Lockgate Dairy , Lockgate Road, Sidlesham, PO20 7QH	Recreation Disturbance Chichester	1,854.00	25/07/2018
Sidlesham	18/00209/FUL	36 Chalk Lane, Sidlesham, PO20 7LW	Recreation Disturbance Chichester	11.00	25/04/2018
Sidlesham	18/00691/FUL	Gatehouse Nursery , 88 Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Chichester	11.00	26/09/2018
Sidlesham	18/00748/FUL	85 Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Chichester	318.50	25/05/2018
Sidlesham	18/00748/FUL	85 Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Pagham	563.50	25/05/2018
Sidlesham	18/00875/FUL	89 Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Chichester	11.00	10/05/2018
Sidlesham	18/01049/FUL	The Birches , Selsey Road, Sidlesham, PO20 7NF	Recreation Disturbance Chichester	11.00	18/07/2018
Sidlesham	18/01320/FUL	Land South Of Reedbridge Farm , B2145 Foxbridge Drive To Pagham Road Roundabout, Hunston, PO20 1NR	Recreation Disturbance Chichester	2,004.50	30/08/2018
Sidlesham	18/01320/FUL	Land South Of Reedbridge Farm , B2145 Foxbridge Drive To Pagham Road Roundabout, Hunston, PO20 1NR	Recreation Disturbance Pagham	4,169.50	30/08/2018

Ward	App No	Address	Obligation Type	Amount Received	Date Received
Sidlesham	18/01353/PA3Q	Butskiln, Street End Road, Sidlesham, Chichester, West Sussex, PO20 7QD	Recreation Disturbance Chichester	1,274.00	14/03/2019
Sidlesham	18/01492/FUL	27 Chalk Lane, Sidlesham, West Sussex, PO20 7LW	Recreation Disturbance Chichester	168.50	27/07/2018
Sidlesham	18/01492/FUL	27 Chalk Lane, Sidlesham, West Sussex, PO20 7LW	Recreation Disturbance Pagham	713.50	27/07/2018
Sidlesham	18/01871/FUL	Land East Of 4 Cow Lane, Sidlesham, West Sussex, PO20 7LN	Recreation Disturbance Chichester	243.50	09/10/2018
Sidlesham	18/01871/FUL	Land East Of 4 Cow Lane, Sidlesham, West Sussex, PO20 7LN	Recreation Disturbance Pagham	638.50	09/10/2018
Sidlesham	18/02346/FUL	Annexe, Ivy Grange, Keynor Lane, Sidlesham, Chichester, West Sussex, PO20 7NG	Recreation Disturbance Chichester	168.50	19/11/2018
Sidlesham	18/02346/FUL	Annexe, Ivy Grange, Keynor Lane, Sidlesham, Chichester, West Sussex, PO20 7NG	Recreation Disturbance Pagham	713.50	19/11/2018
Sidlesham	18/02348/FUL	79 Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Chichester	11.00	26/10/2018
Sidlesham	18/02377/FUL	Tony Partridge Autos, Zsaras Yard, Highleigh Road, Sidlesham, Chichester, West Sussex, PO20 7NR	Recreation Disturbance Chichester	11.00	26/11/2018
Sidlesham	18/02847/FUL	South Barn, Willowdene, Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	Recreation Disturbance Chichester	11.00	16/01/2019
Sidlesham	18/02848/FUL	North Barn, Willowdene, Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	Recreation Disturbance Chichester	11.00	16/01/2019

Ward	App No	Address	Obligation Type	Amount Received	Date Received
Sidlesham	18/03073/FUL	Hunston Joinery , Southover Way, Hunston, PO20 1NY	Recreation Disturbance Chichester	518.00	05/03/2019
Sidlesham	18/03073/FUL	Hunston Joinery , Southover Way, Hunston, PO20 1NY	Recreation Disturbance Pagham	1,277.00	05/03/2019
Sidlesham & Selsey North	17/01405/FUL	Norton Priory , Rectory Lane, Selsey, PO20 9DT	Recreation Disturbance Chichester	487.00	08/05/2018
Sidlesham & Selsey North	17/01405/FUL	Norton Priory , Rectory Lane, Selsey, PO20 9DT	Recreation Disturbance Pagham	1,277.00	08/05/2018
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	Health Contribution	35,529.71	29/03/2019
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	Sussex Police Contribution	18,159.46	29/03/2019
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	Recreation Disturbance Chichester	4,598.00	12/04/2018
Southbourne	18/00201/FUL	306 Main Road, Southbourne, PO10 8JN	Recreation Disturbance Chichester	2,435.00	04/03/2019
Southbourne	18/00243/FUL	Land North Of Good View , Priors Leaze Lane, Hambrook, Chidham, PO18 8RG	Recreation Disturbance Chichester	181.00	05/04/2018
Southbourne	18/00243/FUL	Land North Of Good View , Priors Leaze Lane, Hambrook, Chidham, PO18 8RG	Recreation Disturbance Chichester	487.00	06/09/2018
Southbourne	18/00362/FUL	Redwoods , Farm Lane, Nutbourne, PO18 8SB	Recreation Disturbance Chichester	337.00	27/04/2018
Southbourne	18/00456/FUL	Land East Of Redwoods, Farm Lane, Nutbourne, PO18 8SB	Recreation Disturbance Chichester	487.00	27/04/2018
Southbourne	18/00463/FUL	250 Main Road, Southbourne, PO10 8JJ	Recreation Disturbance Chichester	749.00	11/05/2018
Southbourne	18/00534/FUL	Thornley , Main Road, Nutbourne, PO18 8RL	Recreation Disturbance Chichester	2,112.00	04/06/2018

Ward	App No	Address	Obligation Type	Amount Received	Date Received
Southbourne	18/01432/FUL	Linwood House , Main Road, Nutbourne, PO18 8RL	Recreation Disturbance Chichester	1,124.00	01/11/2018
Southbourne	18/01469/FUL	Brook Farm, Priors Leaze Lane, Hambrook, Chidham, Chichester, West Sussex, PO18 8RQ	Recreation Disturbance Chichester	749.00	26/07/2018
Southbourne	18/01633/FUL	The Garden House , Main Road, Nutbourne, PO18 8RL	Recreation Disturbance Chichester	456.00	28/08/2018
Southbourne	18/01639/PA3Q	Cooks Farm, Cooks Lane, Southbourne, Emsworth, Hampshire, PO10 8LQ	Recreation Disturbance Chichester	1,835.00	27/09/2018
The Witterings	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	Recreation Disturbance Chichester	4,525.00	04/06/2018
The Witterings	17/02910/FUL	Almodington Nurseries , Batchmere Road, Almodington, Earnley, PO20 7LG	Recreation Disturbance Chichester	208.50	16/04/2018
The Witterings	17/02910/FUL	Almodington Nurseries , Batchmere Road, Almodington, Earnley, PO20 7LG	Recreation Disturbance Pagham	1,915.50	16/04/2018
The Witterings	17/03043/FUL	Sea Home, 20 Meadows Road, East Wittering, Chichester, West Sussex, PO20 8NW	Recreation Disturbance Chichester	487.00	11/12/2018
The Witterings	18/00016/FUL	Royal Oak, Stocks Lane, East Wittering, Chichester, West Sussex, PO20 8BS	Recreation Disturbance Chichester	7,978.00	26/03/2019
The Witterings	18/00365/FUL	The Boathouse , Longlands Road, East Wittering, PO20 8DD	Recreation Disturbance Chichester	487.00	12/04/2018
The Witterings	18/00578/FUL	113 Second Avenue, Almodington, Earnley, PO20 7LF	Recreation Disturbance Chichester	345.00	16/11/2018
The Witterings	18/00578/FUL	113 Second Avenue, Almodington, Earnley, PO20 7LF	Recreation Disturbance Pagham	1,071.00	16/11/2018

Ward	App No	Address	Obligation Type	Amount Received	Date Received
The Witterings	18/00629/OUT	Land South West Of Junction With Bracklesham Lane, Middleton Close, Bracklesham, West Sussex	Recreation Disturbance Chichester	2,996.00	02/08/2018
The Witterings	18/00641/FUL	Queen Min, 62 Howard Avenue, West Wittering, Chichester, West Sussex, PO20 8EU	Recreation Disturbance Chichester	637.00	16/05/2018
The Witterings	18/00777/FUL	Sea Close , West Bracklesham Drive, Bracklesham, PO20 8PF	Recreation Disturbance Chichester	568.00	29/06/2018
The Witterings	18/00789/FUL	129A Third Avenue, Almodington, Earnley, PO20 7LB	Recreation Disturbance Chichester	11.00	31/05/2018
The Witterings	18/00879/FUL	107 First Avenue, Almodington, Earnley, PO20 7LQ	Recreation Disturbance Chichester	318.50	26/06/2018
The Witterings	18/00879/FUL	107 First Avenue, Almodington, Earnley, PO20 7LQ	Recreation Disturbance Pagham	563.50	26/06/2018
The Witterings	18/01618/FUL	Neska , Longlands Road, East Wittering, PO20 8DD	Recreation Disturbance Chichester	487.00	11/12/2018
The Witterings	18/02062/FUL	26 Stocks Lane, East Wittering, PO20 8NJ	Recreation Disturbance Chichester	749.00	11/12/2018
The Witterings	18/02359/OUT	Land North Of Anstey , East Bracklesham Drive, Bracklesham, PO20 8JW	Recreation Disturbance Chichester	487.00	13/02/2019
The Witterings	18/02530/FUL	111 Second Avenue, Almodington, Earnley, PO20 7LF	Recreation Disturbance Chichester	318.50	04/12/2018
The Witterings	18/02530/FUL	111 Second Avenue, Almodington, Earnley, PO20 7LF	Recreation Disturbance Pagham	563.50	04/12/2018
The Witterings	18/02598/FUL	Queen Min , 62 Howard Avenue, West Wittering, PO20 8EU	Recreation Disturbance Chichester	112.00	03/12/2018
The Witterings	18/02665/FUL	136 Almodington Lane, Almodington, Earnley, PO20 7JR	Recreation Disturbance Chichester	11.00	10/12/2018
The Witterings	18/02670/FUL	Belle Plage , West Bracklesham Drive, Bracklesham, PO20 8PF	Recreation Disturbance Chichester	637.00	13/12/2018

Ward	App No	Address	Obligation Type	Amount Received	Date Received
The Witterings	18/03146/FUL	The Elms , Bracklesham Lane, Bracklesham, PO20 8HP	Recreation Disturbance Chichester	2,510.00	28/01/2019
The Witterings	18/03225/FUL	Coombe Cottage , The Byeway, West Wittering, PO20 8LJ	Recreation Disturbance Chichester	749.00	11/02/2019
The Witterings	18/03352/FUL	Sarnia, Main Road, Birdham, Chichester, West Sussex, PO20 7BY	Recreation Disturbance Chichester	2,548.00	12/02/2019
The Witterings	19/00128/FUL	Martlets , Peerley Road, East Wittering, PO20 8DW	Recreation Disturbance Chichester	1,386.00	07/03/2019
Westbourne	18/00491/FUL	Ellesmere Nursery, North Street, Westbourne, West Sussex	Recreation Disturbance Chichester	455.00	30/07/2018
Westbourne	18/00607/FUL	Woodbury House , Whitechimney Row, Westbourne, PO10 8RS	Recreation Disturbance Chichester	704.00	21/05/2018
				<b>985,505.44</b>	

## 1. Affordable Housing

<b>Affordable Housing</b>							
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	974,313	1,142,216	1,132,874	1,176,324	1,436,764	1,751,743	2,175,607
Total receipts	245,019	196,941	339,915	298,183	338,279	441,595	645,059
Interest received	12,076	10,474	10,682	10,281	19,741	13,629	17,987
Interest spent	0	0	0	0	0	0	0
Monitoring fee deduction	2,392	6,756	4,805	13,870	6,151	0	0
Total expenditure (excluding interest)	86,800	210,000	302,342	34,154	36,890	31,360	735,250
<b>Balance Remaining</b>	<b>1,142,216</b>	<b>1,132,874</b>	<b>1,176,324</b>	<b>1,436,764</b>	<b>1,751,743</b>	<b>2,175,607</b>	<b>2,103,402</b>

In the past, the council's registered provider partners have been very successful in attracting grants from the Homes and Communities Agency. Commuted sums received in lieu of affordable housing have therefore accumulated. However, the current situation is now very different. Grants are no longer available on s106 sites and have been much reduced even on social housing developments. Consequently these commuted funds will be vital to facilitate future housing developments to meet the council's affordable housing targets and assist people in housing need. In 2016 Cabinet approved the allocation of £1.295m of commuted sum monies to deliver 43 affordable rented homes. These are mainly small sites which would not be delivered without the financial support of the council. They include three rural sites, seven garage sites and the regeneration of an existing outdated estate. Delivery of these sites is now largely complete and the balance of the monies allocated is expected to be spent shortly.

The Council is now actively encouraging the establishment of community land trusts to enable local communities to come together and help meet the housing needs of their residents. In future the use of these commuted sums will be focused on providing grant funding to smaller registered providers and community land trusts to help fund the purchase of sites to meet local needs and lever in investment to make small schemes viable.

\* indicates a notional date of 5 years from receipt applied as the S106 agreement or Unilateral Undertaking did not specify an expiry date

S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Former Shippams Factory 42 43 45 And Social Club East Street Chichester West Sussex PO19 1PQ	05/00430/FUL	Chichester Central	Affordable Housing Commuted Sum	376,000.00	376,000.00	375,622.91	377.09	0.00	8,312.68	8,689.77	20/08/2008	20/08/2018	<b>S.O. Holly Nicol May 19</b> £210,000 was spent on The Heritage in March 2015 and £61,000 on Stonepillow 5 bed spaces in May 2015. Remaining funds to be spent on the Rural Enablers post and enabling activities.
79, 81 And 91 Spitalfield Lane Chichester West Sussex PO19 6SJ	06/03992/FUL	Chichester East	Affordable Housing Commuted Sum	324,000.00	324,000.00	324,000.00	0.00	0.00	20,896.74	20,896.74	25/11/2008	25/11/2018	<b>S.O Holly Nicol: May 19</b> £105,000 paid to Hyde following the delivery of 6 AH units at Flatt Rd. £39,000 paid to Hyde following the delivery of 4 AH units at Exton Rd. £180,000 paid to Hyde following delivery of 9 AH units at Woodfield Park Southbourne . Bank interest of £20,200.93 to be allocated at forthcoming review. interest is not subject to the expiry date.
Osborne House Stockbridge Road Chichester West Sussex PO19 8LL	07/01527/FUL	Chichester Central	Affordable Housing Commuted Sum	61,000.00	61,000.00	61,000.00	0.00	0.00	3,383.01	3,383.01	09/04/2013	09/04/2023	<b>S.O. Holly Nicol May 19</b> £61,000 paid to Hyde upon delivery of 2 AH units at Cherry Orchard Rd. Remaining monies are accrued interest and this will be allocated at a forthcoming review. The spending deadline does not apply to interest.
Longmeadow Main Road Birdham Chichester West Sussex PO20 7JZ	07/05640/FUL	The Witterings	Affordable Housing Commuted Sum	61,814.61	61,814.61	61,814.61	0.00	0.00	2,736.69	2,736.69	12/09/2013	12/09/2018*	<b>S.O Holly Nicol May 19</b> £61,814.61 paid to Hyde upon delivery of 4 AH units at Exton Rd, Chichester. remaining monies are accrued interest and this will be allocated at a forthcoming review. The spending deadline does not apply to the interest
Downway And Ridge House Station Road Petworth West Sussex GU28 0ES	08/00797/FUL	Petworth	Affordable Housing Commuted Sum	136,177.00	136,177.00	30,000.00	106,177.00	0.00	18,938.15	125,115.15	25/05/2012	25/05/2020	<b>S.O. Holly Nicol On 3rd May 2016</b> Cabinet approved the allocation of £30,000 towards the delivery of 3 affordable rented homes at Lamberts Lane, Midhurst; £140,000 towards the delivery of 4 affordable rented homes at the Parsonage Estate , Rogate and £210,000 towards the delivery of 6 affordable rented homes at Compton (subsequently this scheme had to be reduced to 3 units due to planning constraints) May 19: Parsonage Estate completed and let awaiting confirmation from SDNP that all Planning condition are discharged before funds are paid over. Comptom at pre application stage and planning application expected later this year. Interest to be allocated at a future review
				243,823.95	243,823.95	0.00	243,823.95	0.00	0.00	243,823.95	10/11/2014	10/11/2022	
89 Birdham Road Donnington Chichester West Sussex	09/01441/OUT	Harbour Villages	Affordable Housing Commuted Sum	47,841.93	47,841.93	47,841.93	0.00	0.00	1,112.66	1,112.66	15/10/2012	15/10/2017*	<b>S.O. Holly Nicol: May 19:</b> Monitoring fee 2,392.10 £25,387 spent on Bosham Fire station site. £20,062.83 paid to Hyde following delivery of 4 AH units at Exton Rd, Chichester. Remaining monies are accrued interest and this will be allocated at a forthcoming review
Selsey Tram Stockbridge Road Chichester West Sussex PO19 8SJ	11/01198/FUL	Harbour Villages	Affordable Housing Commuted Sum	74,495.07	74,495.07	73,724.75	770.32	0.00	3,158.88	3,929.20	14/05/2013	14/05/2018	<b>S.O. Holly Nicol May 19:</b> On 3rd May 2016 Cabinet approved the allocation of £70,000 towards the delivery of 2 affordable rented homes at Tozer Way, Chichester by Hyde. Site complete payment made in May 18 .The remaining sum will be used towards bat survey at Parsonage Estate Site. Awaiting confirmation from SDNP of discharge of planning conditions prior to making payment. The interest will be allocated at a future review and is not subject to the spending deadline.

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Hunters Rest Lavant Road Chichester West Sussex PO19 5RD	11/03912/OUT	Lavant	Affordable Housing Commuted Sum	21,645.97	21,645.97	21,645.97	0.00	0.00	523.43	523.43	04/12/2015	04/12/2020	* S.O Holly Nicol May 19: £1,082.30 Monitoring Fee: £20,563.67 paid to Hyde following delivery of 6 AH units at Sherlock Av, Chichester. Remaining monies are accrued interest and this will be allocated at a forthcoming review and is not subject to the spending deadline
RAF Tangmere Tangmere Chichester West Sussex PO20 2WU	11/04058/FUL	North Mundham & Tangmere	Affordable Housing Commuted Sum	204,800.00	204,800.00	204,800.00	0.00	0.00	4,898.00	4,898.00	14/10/2015	14/10/2025	S.O. Holly Nicol May 19: Monitoring Fee £10,240. £140,000 paid to Hyde following delivery of 4 AH units at Barlow Road. £51,838 paid to Hyde following the delivery of 6 AH units at Sherlock AV. £2,722 paid to Hyde following delivery of 4 AH units at Exton Rd. Remaining monies are accrued interest and this will be allocated at a forthcoming review. The spending deadline does not apply to the interest.
The Regnum Club 45A South Street Chichester West Sussex PO19 1DS	12/00106	Chichester Central	Affordable Housing Commuted Sum	43,420.18	43,420.18	43,420.18	0.00	0.00	1,826.21	1,826.21	28/02/2014	28/02/2019	* S.O. Holly Nicol May 19: monitoring Fee £2,171.01. £41,249.17 paid to Hyde following the delivery of 6 AH units at Sherlock AV. Remaining monies are accrued interest and this will be allocated at a forthcoming review. The spending deadline does not apply to the interest.
Land On The East Side Of Meadow Way Tangmere West Sussex	12/01739/OUT	North Mundham & Tangmere	Affordable Housing Commuted Sum	48,089.56	2,404.48	2,404.48	45,685.08	45,685.08	0.00	45,685.08	03/10/2016	03/10/2026	S.O. Holly Nicol May 19: Review of allocation of sums to sites still to be made.
				75,820.00	3,791.00	3,791.00	72,029.00	72,029.00	1,843.16	73,872.16	15/08/2018	15/08/2028	
Maudlin Nursery Hanging Basket Centre Stane Street Westhamonett Chichester West Sussex PO18 0PA	12/02360/OUT	Lavant	Affordable Housing Commuted Sum	54,000.00	54,000.00	2,700.00	51,300.00	0.00	1,366.02	52,666.02	21/11/2016	21/10/2021	* S.O. Holly Nicol May 19: Monitoring Fee £2,700. £49,000 allocated to 17 unit site at Nellie's Field Southbourne with developer currently on site. £2,300 allocated to 4 Affordable Rented homes at Parsonage Estate. This development is complete and let. Awaiting confirmation from SDNP that all planning conditions discharged prior to paying funds over. Interest to be allocated at future review and is not subject to the spending deadline.
Northmark Foxbridge Drive Hunston West Sussex PO20 1NR	12/02692/FUL	Sidlesham & Selsey North	Affordable Housing Commuted Sum	17,211.00	17,211.00	17,211.00	0.00	0.00	723.87	723.87	17/01/2014	07/01/2019	* S.O. Holly Nicol May 19: Monitoring fee £860.55. £16,350.45 paid to Hyde following delivery of 4 AH units. remaining monies are accrued interest and this will be allocated at a forthcoming review. The spending deadline does not apply to the interest.
Land West Of Broad Road Broad Road Hambrook Chidham West Sussex	12/04778/FUL	Harbour Villages	Affordable Housing Commuted Sum	10,340.29	1,993.88	517.01	9,823.28	8,346.41	0.00	9,823.28	05/10/2016	05/10/2021	* S.O. Holly Nicol May 19: £1476.87 allocated to Worthing Homes towards an extra 3 bedroom rented unit. Remaining monies will be allocated at a forthcoming spending review.
				10,583.59	529.18	529.18	10,054.41	10,054.41	529.31	10,583.72	05/10/2016	05/10/2021	*
Land North Of The Willows Hambrook Hill South Hambrook Chidham West Sussex	13/01093/OUT	Harbour Villages	Affordable Housing Commuted Sum	35,425.81	35,425.81	1,771.29	33,654.52	0.00	1,464.07	35,118.59	13/05/2014	13/05/2024	S.O. Holly Nicol May 19: Monitoring Fee £1771.29. £33,654.52 allocated to Worthing Homes towards an extra 3 bedroom unit. Interest will be allocated at a future spending review

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S106 Appendix 6 -Receipts & Expenditure By Service

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Roussillon Barracks Broyle Road Chichester West Sussex PO19 6BL	13/02972/FUL	Chichester North	Affordable Housing Commuted Sum	10,200.00	9,560.11	9,560.11	639.89	639.89	342.81	982.70	20/05/2014	20/05/2024	<b>S.O. Holly Nicol May 19:</b> Monitoring Fee £510 £9,000 paid to Hyde following the delivery of 2 AH units at Cherry Orchard Rd, Chichester and £50.11 paid to Hyde following the delivery of 4 AH units at Exton Rd. £639.89 and interest to be allocated at future review.
Land North Of 20 Otway Road Chichester West Sussex	13/03113	Chichester North	Affordable Housing Commuted Sum	80,733.87	4,036.69	4,036.69	76,697.18	76,697.18	1,154.96	77,852.14	16/01/2018	16/01/2028	<b>S.O. Holly Nicol May 19:</b> Review of allocation of sums to sites still to be made.
The Chequers 203 Oving Road Chichester West Sussex PO19 7ER	13/04181/FUL	Chichester South	Affordable Housing Commuted Sum	50,955.33	50,955.33	50,955.33	0.00	0.00	1,218.64	1,218.64	30/04/2015	30/04/2025	<b>S.O. Holly Nicol May 19:</b> Monitoring Fee £2,547.77. £48,407.56 paid to Hyde following the delivery of 6 AH units at Sherlock AV. Remaining monies are accrued interest and this will be allocated at a forthcoming review. The spending deadline does not apply to the interest.
Land On The North Side Of Long Copse Lane Westbourne West Sussex	14/00911/FUL	Westbourne	Affordable Housing Commuted Sum	37,523.59	0.00	0.00	37,523.59	37,523.59	999.18	38,522.77	03/11/2016	03/11/2021	<b>S.O. Holly Nicol May 19:</b> Review of allocation of sums to sites still to be made.
Land At Southfields Close Stockbridge West Sussex	14/00955/FUL	Harbour Villages	Affordable Housing Commuted Sum	43,264.85	43,264.85	43,264.85	0.00	0.00	1,421.84	1,421.84	06/02/2015	06/02/2020*	<b>S.O. Holly Nicol May 19:</b> Monitoring Fee £2163.25 £41101.61 paid to Hyde following the delivery of 6 AH units at Sherlock AV. Remaining monies are accrued interest and this will be allocated at a forthcoming review. The spending deadline does not apply to the interest.
Chidham Garage & Service Station Main Road Chidham Chichester PO18 8TP	14/01354/FUL	Harbour Villages	Affordable Housing Commuted Sum	163,523.13	163,523.13	0.00	163,523.13	0.00	4,354.33	167,877.46	12/08/2016	12/08/2026	<b>S.O Holly Nicol May 19</b> £163,523.13 allocated to Radian for 11 affordable units at Flatt Farm Chidham. Interest to be allocated at a future date.
The Regnum Club 45A South Street Chichester West Sussex PO19 1DS	14/02035	Chichester Central	Affordable Housing Commuted Sum	7,200.00	7,200.00	7,200.00	0.00	0.00	236.62	236.62	26/02/2015	26/02/2020*	<b>S.O. Holly Nicol May 19:</b> Monitoring fee £360. £6,840 paid to Hyde following delivery of 6 AH units at Sherlock AV. Remaining monies are accrued interest and this will be allocated at a forthcoming review. The spending deadline does not apply to the interest.
Land North Of Main Road And West Of Inland Road Southbourne Emsworth Hampshire PO10 8JH	14/02800/OUT	Southbourne	Affordable Housing Commuted Sum	20,935.70	0.00	0.00	20,935.70	20,935.70	315.27	21,250.97	22/03/2018	22/03/2028	<b>S.O. Holly Nicol May 19:</b> Review of allocation of sums to sites still to be made.
Roussillon Barracks Broyle Road Chichester West Sussex PO19 6BL	15/00891/FUL	Chichester North	Affordable Housing Commuted Sum	15,000.00	15,000.00	0.00	15,000.00	0.00	399.42	15,399.42	08/08/2016	08/08/2026	<b>S.O. Holly Nicol May 19</b> £15,000 allocated towards Parsonage Estate Rogate. Interest to be allocated at a future date.

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Land To Rear Of Romans Mead Estate Mosse Gardens Fishbourne West Sussex	15/02331/FUL	Harbour Villages	Affordable Housing Commuted Sum	20,000.00	20,000.00	0.00	20,000.00	0.00	680.54	20,680.54	01/04/2016	01/04/2026	S.O. Holly Nicol May 19 £20,000 allocated towards Parsonage Estate Rogate. Interest to be allocated at a future date.
Land East Of 1 Kiln Drive (Lion Park) Hambrook West Sussex	16/00929/FUL	Harbour Villages	Affordable Housing Commuted Sum	49,764.43	0.00	0.00	49,764.43	49,764.43	432.95	50,197.38	26/07/2018	26/07/2028	S.O. Holly Nicol May 19: Review of allocation of sums to sites still to be made.
148 Stocks Lane East Wittering West Sussex PO20 8NT	16/01020/FUL	The Witterings	Affordable Housing Commuted Sum	343,962.00	0.00	0.00	343,962.00	343,962.00	5,179.64	349,141.64	22/06/2017	22/06/2027	S.O. Holly Nicol May 19: Review of allocation of sums to sites still to be made.
Windmill Bungalow Queens Avenue Donnington PO19 8QB	16/01468/FUL	Harbour Villages	Affordable Housing Commuted Sum	255,662.45	12,929.68	0.00	255,662.45	242,732.77	2,224.26	257,886.71		10/08/2028	S.O. Holly Nicol May 19: £12,929.68 allocated towards Parsonage Estate Rogate
117 The Barnet Chichester West Sussex PO19 7JP	16/02038/FUL	Chichester East	Affordable Housing Commuted Sum	267,602.64	0.00	0.00	267,602.64	267,602.64	2,328.14	269,930.78		15/10/2028	S.O. Holly Nicol May 19: Review of allocation of sums to sites still to be made.
The Court House and Courtlea, Rosemary Lane, Petworth	11/02717/FULNP	Petworth	Affordable Housing Commuted Sum	83,850.32	0.00	0.00	83,850.32	83,850.32	0.00	83,850.32	12/05/2014	12/05/2024	S.O. Holly Nicol May 19: SDNP will allocate in line with their policy, though CDC officers will seek to influence wherever possible.
				83,850.32	0.00	0.00	83,850.32	83,850.32	0.00	83,850.32	12/05/2014	12/05/2024	
Land at Laundry Cottage, Horsham Road, Petworth	SDNP/12/02721/FUL	Petworth	Affordable Housing Commuted Sum	80,280.00	0	4,014	76,266.00	80,280.00	0.00	76,266.00	08/01/2018	08/01/2023*	S.O. Holly Nicol May 19: SDNP will allocate in line with their policy, though CDC officers will seek to influence wherever possible.
The Old Court House, Grange Road, Midhurst	SDNP/13/05841/FUL	Midhurst	Affordable Housing Commuted Sum	93,195.08	0.00	0.00	93,195.08	93,195.08	0.00	93,195.08	28/10/2016	28/10/2026	S.O. Holly Nicol May 19: SDNP will allocate in line with their policy, though CDC officers will seek to influence wherever possible.
										2,255,168.86			

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## 2. Leisure and Public Open Space

Leisure							
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	£	£	£	£	£	£	£
Balance brought forward	241,162	242,902	327,485	404,890	548,278	927,719	1,017,095
Total receipts	0	99,110	125,506	148,203	425,226	133,350	21,176
Interest received	3,687	3,079	3,264	3,846	9,220	6,751	8,057
Interest spent	0	0	0	0	0	0	1,864
Monitoring fee deduction	0	4,955	6,119	8,660	23,511	3,439	0
Total expenditure (excluding interest)	1,947	12,650	45,246	0	31,495	47,286	102,281
<b>Balance Remaining</b>	<b>242,902</b>	<b>327,485</b>	<b>404,890</b>	<b>548,278</b>	<b>927,719</b>	<b>1,017,095</b>	<b>942,183</b>

Open Space							
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	£	£	£	£	£	£	£
Balance brought forward	154,253	211,269	186,883	248,077	233,339	382,991	365,965
Total receipts	62,782	15,048	84,219	4,415	177,414	14,311	0
Interest received	1,161	1,382	1,772	1,798	3,741	2,599	2,724
Interest spent	0	0	0	0	0	0	202
Monitoring fee deduction	869	569	4,211	221	4,373	0	0
Total expenditure (excluding interest)	6,058	40,246	20,587	20,730	27,131	33,935	47,646
<b>Balance Remaining</b>	<b>211,269</b>	<b>186,883</b>	<b>248,077</b>	<b>233,339</b>	<b>382,991</b>	<b>365,965</b>	<b>320,842</b>

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<b>Bracklesham</b>							
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	122,443	88,364	86,454	61,739	49,694	22,581	22,738
Total receipts	0	0	0	0	0	0	0
Interest received	1,203	804	638	438	446	157	0
Interest spent	35,282	2,714	25,354	12,483	27,559	0	0
Monitoring fee deduction	0	0	0	0	0	0	0
Total expenditure (excluding interest)	0	0	0	0	0	0	22,738
<b>Balance Remaining</b>	<b>88,364</b>	<b>86,454</b>	<b>61,739</b>	<b>49,694</b>	<b>22,581</b>	<b>22,738</b>	<b>0</b>

The Council can secure the provision of public open space and sporting, recreational, social or other community facilities as part of larger mixed developments through S.106 Agreements. Such agreements can cover the provision of on-site and prior to the introduction of the Community Infrastructure Levy (CIL) introduced on 1 February 2016, also covered offsite recreational facilities related to the development.

Implementation of this provision is generally expected to be the responsibility of the developer. In other cases the District may take land, and/or a commuted sum where off site works are required. Financial contributions collected from development are allocated to a fund specifically for new and improved leisure facilities to serve the additional population.

The following contributions have been received and remain unspent.

S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Former Shippams Factory 42 43 45 And Social Club East Street Chichester West Sussex PO19 1PQ	05/00430/FUL	Chichester Central	Sport & Leisure Contribution	84,212.00	84,212.00	84,212.00	0.00	0.00	4,165.14	4,165.14	20/08/2008	20/08/2018	<b>S.O. Sam Miles May 19</b> : Spends to date: £30,000 on Chichester Rugby Club improvements, £1,565 to Sussex Otters for an Hydraulic Bed, £1,696 to Everyone Active for Balanceability Bikes, £1,462.80 to Chichester Falcons Softball for a temporary ball stop structure, £19,611.07 Chichester Hockey Club floodlights, £4,733.57 to Knights Basketball for equipment, and £2,395 to Everyone Active for a tumble run, £4,441.20 to Chichester Falcons for improvements to Softball pitch, £11,882.16 to Chichester Cormorants for new swimming blocks, £3,409.50 on gymnastics equipment, £350 on a disabled swing and £1,131.14 on picnic benches, £1,534.56 from Everyone Active for Short Mat Bowls, the spend having been approved prior to the deadline. The remaining balance will be interest which is not subject to the spend deadline.
Graylingwell Hospital College Lane Chichester West Sussex PO19 6BL	08/03533/OUT	Chichester North	Sport & Leisure Contribution	29,150.00	29,150.00	1,457.50	27,692.50	0.00	0.00	27,692.50	30/03/2011	18/04/2027	<b>S.O Sam Miles May 19</b> : On 5 Feb 2019 Cabinet approved the Spending of up to £37,007.50 from these contributions towards a new clubhouse for Chichester Bowmen. Spending officer is awaiting details of a potential project at the Rugby Club and a playing pitch strategy is currently being completed. It is expected that the remainder of these monies will be allocated to assist in the delivery of these schemes
				30,095.00	10,819.75	1,504.75	28,590.25	19,275.25	0.00	28,590.25	11/10/2011	18/04/2027	
				31,642.96	1,582.15	1,582.15	30,060.81	30,060.81	0.00	30,060.81	20/09/2015	18/04/2027	
				43,813.34	2,190.67	2,190.67	41,622.67	41,622.67	0.00	41,622.67	20/09/2015	18/04/2027	
				11,636.69	581.83	581.83	11,054.86	11,054.86	0.00	11,054.86	17/02/2017	18/04/2027	
				12,366.67	618.33	618.33	11,748.34	11,748.34	9,153.57	20,901.91	18/04/2017	18/04/2027	
				36,746.67	1,837.33	1,837.33	34,909.34	34,909.34	0.00	34,909.34	18/04/2017	18/04/2027	
50,880.00	2,544.00	2,544.00	48,336.00	48,336.00	0.00	48,336.00	18/04/2017	18/04/2027					
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Sport & Leisure Contribution	30,409.83	30,409.83	1,520.49	28,889.34	0.00	1,477.84	30,367.18	28/02/2014	14/02/2019	<b>S.O Sam Miles: May 19</b> . On 5 Feb 2019 Cabinet approved the spending of £28,889.34 plus interest from this allocation towards a new clubhouse for Chichester Bowmen which has recently received planning permission. Project is underway with funding to be released on completion of works.
Roussillon Barracks Broyle Road Chichester West Sussex PO19 6BL	10/03490/FUL	Chichester North	Sport & Leisure Contribution	47,353.09	2,367.65	2,367.65	44,985.44	44,985.44	0.00	44,985.44	14/05/2015	23/03/2027	<b>S.O. Sam Miles: May 19</b> – Work on development of a masterplan for Priory Park is continuing and funding for the white pavilion in Priory Park may be requested from this development.
				53,828.73	2,691.44	2,691.44	51,137.29	51,137.29	0.00	51,137.29	04/07/2016	23/03/2027	
				58,280.73	2,914.04	2,914.04	55,366.69	55,366.69	4,586.70	59,953.39	23/03/2017	23/03/2027	
Land On The East Side Of Meadow Way Tangmere West Sussex	12/01739/OUT	North Mundham & Tangmere	Sport & Leisure Contribution	29,938.98	1,496.95	1,496.95	28,442.03	28,442.03	0.00	28,442.03	03/10/2016	03/10/2026	<b>S.O Sam Miles: May 19</b> . Recently advised Parish of all existing allocations/interest available and requested update.
				22,290.00	1,114.50	1,114.50	21,175.50	21,175.50	913.28	22,088.78	15/08/2018	15/08/2028	

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Land North East Of Beech Avenue Bracklesham Bay West Sussex	12/02461/FUL	The Witterings	Sport & Leisure Contribution	22,850.04	22,850.04	22,850.04	0.00	0.00	1,217.45	1,217.45	02/11/2015	02/11/2020	<b>S.O. Sam Miles: May 19</b> Contribution was spent on new MUGA in Aug 2018. the remaining balance is interest and will be allocated to future projects. It is not subject to the spending deadline.
Northmark Foxbridge Drive Hunston West Sussex PO20 1NR	12/02692/FUL	Sidlesham & Selsey North	Sport & Leisure Contribution	16,389.83	819.49	819.49	15,570.34	15,570.34	796.50	16,366.84	17/01/2014	07/01/2024	<b>S.O. Sam Miles: May 19</b> – We are aware that Parish Council undertook a community consultation on proposals for the playing fields and the children’s play area in 2018. We have chased Parish for an update and await response.
Land At Tawny Nurseries Bell Lane Birdham Chichester West Sussex PO20 7HY	12/04147/OUT	The Witterings	Sport & Leisure Contribution	28,474.61	1,423.73	1,423.73	27,050.88	27,050.88	693.39	27,744.27	10/11/2016	02/11/2026	<b>S.O. Sam Miles May 19.</b> A working party has been formed to establish what the parish would like to spend the money on
Land At Southfields Close Stockbridge West Sussex	12/04410/FUL	Harbour Villages	Sport & Leisure Contribution	52,309.99	2,615.50	2,615.50	49,694.49	49,694.49	0.00	49,694.49	11/11/2013	11/11/2023	<b>S.O. Sam Miles: May 2019:</b> Advised Parish of all existing allocations/interest available and requested update
				52,309.99	2,615.50	2,615.50	49,694.49	49,694.49	4,593.17	54,287.66	06/02/2015	06/02/2025	
Land West Of Broad Road Broad Road Hambray Chidham West Sussex	12/04778/FUL	Harbour Villages	Sport & Leisure Contribution	13,487.02	674.35	674.35	12,812.67	12,812.67	0.00	12,812.67	29/06/2016	29/06/2021	* <b>S.O. Sam Miles: May 19.</b> Advised Parish of all existing allocations/interest available and requested update.
				13,538.67	676.93	676.93	12,861.74	12,861.74	658.11	13,519.85	05/10/2016	05/10/2021	
Land North Of The Willows Hambray Hill South Hambray Chidham West Sussex	13/01093/OUT	Harbour Villages	Sport & Leisure Contribution	10,969.85	548.49	548.49	10,421.36	10,421.36	342.64	10,764.00	28/04/2015	28/04/2025	<b>S.O Sam Miles: May 19.</b> Advised Parish of all existing allocations/interest available and requested update.
Land East Of Follis Gardens Fishbourne West Sussex	13/02278/OUT	Harbour Villages	Sport & Leisure Contribution	11,508.87	11,508.87	11,508.87	0.00	0.00	396.82	396.82	20/01/2016	20/01/2026	<b>S.O Sam Miles: May 19</b> Contribution spent on Changing rooms at Fishbourne recreation ground and outdoor gym equipment. Remainder of funds represent interest not subject to the spending deadline. Parish are aware and have been asked for suitable projects.
Land North Of Chaucer Drive West Wittering West Sussex	13/03286/FUL	The Witterings	Sport & Leisure Contribution	20,470.00	11,972.00	11,972.00	8,498.00	8,498.00	499.61	8,997.61	11/11/2015	11/11/2025	<b>S.O Sam Miles: May 19</b> £30,395 was spent on Rookwood Rd sport pitches improvements in 2016. Parish looking at further enhancements with seating and tables they are awaiting for a specification to be drawn up and will then obtain quotes.
Land To North East Of Tangmere Military Aviation Museum Gamecock Terrace Tangmere West Sussex	14/00797/FUL	North Mundham & Tangmere	Sport & Leisure Contribution	66,354.86	3,317.74	3,317.74	63,037.12	63,037.12	0.00	63,037.12	01/07/2016	01/07/2026	<b>S.O. Sam Miles: May 19.</b> Advised Parish of all existing allocations/interest available and requested update.
				68,785.26	3,439.27	3,439.27	65,345.99	65,345.99	2,624.77	67,970.76	05/07/2017	05/07/2027	

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Land North Of Main Road And West Of Inland Road Southbourne Emsworth Hampshire PO10 8JH	14/02800/OUT	Southbourne	Sport & Leisure Contribution	31,836.51	0.00	0.00	31,836.51	31,836.51	491.56	32,328.07	22/03/2018	22/03/2028	<b>S.O. Sam Miles: May 19.</b> Advised Parish of all existing allocations/interest available and requested update.
Land North West Of Park Road Selsey West Sussex	15/00490/FUL	Sidlesham & Selsey North	Sport & Leisure Contribution	44,958.24	44,958.24	0.00	44,958.24	0.00	0.00	44,958.24	08/07/2016	08/07/2026	<b>S.O. Sam Miles: May 19-</b> In July 2018 Cabinet approved funding of £89,916.48 towards Selsey Sports Dream project. The architect is currently finalising contracts with builders prior to commencement of work.
				44,958.24	44,958.24	0.00	44,958.24	0.00	1,846.57	46,804.81	06/12/2017	06/12/2027	
										935,208.25			

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S106 Appendix 6 -Receipts & Expenditure By Service

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Land To The East Of East Walls Chichester West Sussex	04/03596/FUL	Chichester Central	Open Space Land	13,111.00	13,800.00	0.00	13,111.00	-689.00	745.25	13,856.25	15/12/2009	15/12/2019	<b>S.O. Sam Miles: May 19:</b> A total of £40,000 S106 funding has been approved for Swanfield Park Paley Area project of which £13,800 is from this site and £26,200 is from 10/03490
Former Shippams Factory 42 43 45 And Social Club East Street Chichester West Sussex PO19 1PQ	05/00430/FUL	Chichester Central	Open Space Land	81,553.00	81,553.00	81,553.00	0.00	0.00	2,949.34	2,949.34	20/08/2008	20/08/2018	<b>S.O Sam Miles May 19:</b> Spent to date: £11,370.31 on Priory Park play area in 2011/12. £1,183.08 on Westgate Skate Park in 2013/14 £8,273 on Priory Park entrance in 2016/17, £20,455 on Priory Park fencing in 17/18, £22,957.53 for climbing blocks, £10248 on a Trim Trail (outdoor gym) £5,769 on Whyke Pathway and £1317.08 on Picnic benches in 18/19. Balance is interest to be allocated at a future date and not subject to the spending deadline.
The Forge Elsted Road South Harting Petersfield West Sussex GU31 5LD	07/01474/FUL	Harting	Open Space Land	2,349.00	2,349.00	2,349.00	0.00	0.00	75.13	75.13	06/03/2012	06/03/2017	* <b>S.O. Sam Miles May 19</b> Contribution spent on Picnic Benches at Harting. Remaining balance is interest and not subject to spending deadline. Contacted Parish to advise them of the interest amount available and enquired whether they have any projects.
Osborne House Stockbridge Road Chichester West Sussex	07/01527/FUL	Chichester Central	Open Space Land	12,202.00	0.00	0.00	12,202.00	12,202.00	693.58	12,895.58	18/02/2011	18/02/2021	<b>S.O. Sam Miles May 19.</b> Awaiting confirmation of amphitheatre play area project, this contribution may be used in addition to 10/02034 (The Heritage)
Byten South Chichester West Sussex PO19 1SP	07/04483/FUL	Chichester Central	Open Space Land	170.00	170.00	170.00	0.00	0.00	7.96	7.96	08/07/2009	08/07/2019	<b>S.O Sam Miles. May 19</b> Contribution spent on planting around the City walls. Remaining balance is interest which is not subject to the spending deadline and will be allocated a future spending review
West Sussex Fire Brigade City Fields Way Tangmere Chichester West Sussex PO20 2FY	07/04577/FUL	North Mundham & Tangmere	Open Space Land	87,000.00	87,000.00	86,421.04	578.96	0.00	235.18	814.14	09/04/2008	09/04/2018	<b>S.O Sam Miles: May 19:</b> £81,774.85 spent on MUGA. £4,676.19 for fencing around allotments. This is slightly less than expected leaving £578.96 (plus interest of £235.18). which they are intending to spend on planiting in the Autumn.
Longmeadow Main Road Birdham Chichester West Sussex PO20 7HS	07/05640/FUL	The Witterings	Open Space Land	3,665.16	3,665.16	3,665.16	0.00	0.00	119.72	119.72	15/08/2013	15/08/2023	<b>S.O. Sam Miles. May 19</b> Contribution spent on Birdham Play Area. Remaining balance is interest which is not subject to the spending deadline. Parish advised and asked to submit projects
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Open Space Land	9,034.96	1,596.75	1,596.75	7,438.21	7,438.21	411.46	7,849.67	28/02/2014	14/02/2019	* <b>S.O Sam Miles: May 2019</b> CCS are intending to use some S106 money to enhance the play provision at The Amphitheatre but have had to undertake a survey which has identified some depth restrictions but subject to these they now have English Heitage approval The survey cost of £1,145 has been paid from this contribution. Spending officers are currently working with CCS to identify requirements and costing.

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S106 Appendix 6 -Receipts & Expenditure By Service

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Roussillon Barracks Broyle Road Chichester West Sussex PO19 6BL	10/03490/FUL	Chichester North	Open Space Land	76,936.01	30,046.80	3,846.80	73,089.21	46,889.21	0.00	73,089.21	14/05/2015	23/03/2027	<b>S.O. Sam Miles: May 2019:</b> A total of £40,000 S106 funding has been approved for Swanfield Park Play Area project of which £26,200 is from this site and £13,800 is from 04/03596
				87,457.17	4,372.86	4,372.86	83,084.31	83,084.31	0.00	83,084.31	04/07/2016	23/03/2027	
				94,691.78	4,734.59	4,734.59	89,957.19	89,957.19	7,509.59	97,466.78	23/03/2017	23/03/2027	
RAF Tangmere Tangmere Chichester West Sussex PO20 2WU	11/04058/FUL	North Mundham & Tangmere	Open Space Land	4,415.30	220.76	220.76	4,194.54	4,194.54	142.20	4,336.74	14/10/2015	14/10/2025	<b>S. O. Sam Miles: May 19.</b> Advised Parish of all existing allocations/interest available and requested update.
Land At Windmill Drive Tangmere West Sussex PO20 2FY	12/02262/FUL	North Mundham & Tangmere	Open Space Land	45,400.00	45,400.00	45,400.00	0.00	0.00	832.53	832.53	12/11/2012	12/11/2017 *	<b>S.O. Sam Miles May 2019</b> £22,713 spent on Tangmere Recreation Ground. £16,990 on Tangmere Youth shelter £2,380.43 on Fencing and £3,316.57 on planting. Remaining balance is interest which is not subject to the spending deadline. Parish advised of availability and projects requested
Northmoor Foxbridge Drive Hunston West Sussex PO20 1NR	12/02692/FUL	Sidlesham & Selsey North	Open Space Land	2,347.53	117.38	117.38	2,230.15	2,230.15	109.50	2,339.65	17/01/2014	07/01/2024	<b>S.O Sam Miles: May 19.</b> Advised Parish of all existing allocations/interest available and requested update.
Car Park The Woodchaplens Chichester West Sussex	13/00288/FUL	Chichester central	Open Space Land	7,020.24	351.01	351.01	6,669.23	6,669.23	106.14	6,775.37	14/03/2018	14/03/2023	<b>S.O. Sam Miles: May 19</b> No projects yet identified
Land North Of The Willows Hambrook Hill South Hambrook Chidham West Sussex	13/01093/OUT	Harbour Villages	Open Space Land	7,282.89	1,896.66	1,896.66	5,386.23	5,386.23	222.68	5,608.91	13/05/2014	13/05/2024	<b>S.O Sam Miles: May 19:</b> £1,532.52 paid towards playground improvements at Chidham & Hambrook. Advised Parish of all existing allocations/interest available and requested update.
Land On The North Side Of Long Copse Lane Westbourne West Sussex	14/00911/FUL	Westbourne	Open Space Land	7,641.73	0.00	0.00	7,641.73	7,641.73	121.62	7,763.35	05/07/2017	05/07/2022	<b>S.O. Sam Miles May 19.</b> Parish looking to buy a new piece of equipment (Rota-bounce). They have been advised to obtain three quotes and apply for the funding.
										319,864.64			

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### 3. Community Facilities

<b>Community Facilities</b>							
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	540,437	484,998	751,047	917,647	1,095,558	1,519,795	1,853,526
Total receipts	178,138	332,381	252,382	282,785	627,648	446,002	37,266
Interest received	5,851	5,694	7,203	7,921	16,195	11,709	12,458
Interest spent	0	0	0	198	0	0	13,436
Monitoring fee deduction	6,833	14,403	10,814	14,178	18,950	7,459	0
Total expenditure (excluding interest)	232,594	57,623	82,171	98,420	200,655	116,521	429,668
<b>Balance Remaining</b>	<b>484,998</b>	<b>751,047</b>	<b>917,647</b>	<b>1,095,558</b>	<b>1,519,795</b>	<b>1,853,526</b>	<b>1,460,145</b>

Prior to the introduction of the Community Infrastructure Levy (CIL) introduced on 1 February 2016, the previous Supplementary Planning Guidance, made provision for Community Facility contributions to be requested for developments of 10 units or more. With on-site provision only achievable with major development, smaller developments were required to contribute to improving existing facilities within the area of the development. Records of the condition and needs of existing facilities are maintained within the Community Facilities Audit database, which is used to identify projects for funding, and to justify requests from developers.

The following contributions have been collected and remain unspent.

S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Westhampnett Gravel Pit Stane Street Westhampnett West Sussex	04/03947/OUT	Lavant	Community Facilities Contribution	98,712.00	100,000.00	100,000.00	-1,288.00	-1,288.00	6,084.49	4,796.49	20/11/2008	20/11/2018	<b>S.O. Emma Beene</b> y : <b>May 2019</b> - Council approved the release of the funds on 24/07/18 for Westhampnett Village Hall project. Works commenced in Jan 2019 and two stage payments of £50,000 each paid to date. Final payment representing interest to be made on completion of the hall expected in July/Aug 2019.
Longmeadow Main Road Birdham Chichester West Sussex PO20 7HS	07/05640/FUL	The Witterings	Community Facilities Contribution	24,322.59	0.00	0.00	24,322.59	24,322.59	1,203.06	25,525.65	15/08/2013	15/08/2023	<b>S.O Emma Beene</b> y: <b>May 19</b> - Met with Parish Clerk and Chairman of Parish Council in May 18 to discuss various projects for S106. We are still waiting to hear from Parish on spending plans.
34 Hay Road Chichester West Sussex PO19 8BE	09/02417/FUL	Chichester South	Community Facilities Contribution	68,247.08	68,247.08	5,522.35	62,724.73	0.00	4,005.88	66,730.61	15/01/2013	15/01/2018*	<b>S.O Emma Beene</b> y: <b>May 2019</b> – Whyke Community Orchard volunteers were given approval for £2,110 towards an additional bench and noticeboard at the Orchard, installed and the payment made, <b>Jan 19</b> - Cabinet approved release of £62,724.73 plus accrued interest in September 2018 towards an extension to the existing 5th Group Scout Hut. Monies to be released against invoices for the work.
Salthill Road Fishbourne West Sussex	09/02431/OUT	Harbour Villages	Community Facilities Contribution	33,663.78	33,663.78	23,258.57	10,405.21	0.00	793.11	11,198.32	11/06/2015	11/06/2025	<b>S.O Emma Beene</b> y: <b>May 2019</b> £15, 803.60 spent on kitchen upgrades at Fishbourne Centre in March 2018. Approval has been given for the remainder of this contribution together with contributions on 13/02278 to be sent on further improvements at Fishbourne Centre Total £59,727.07 plus interest. Emma Beene and David Hyland discussed approved projects in detail with Fishbourne Centre on 07/02/19 and will monitor delivery. Payments made to date: £2,780 on 19/03/19 towards new chairs and blinds, £1,128 on 21/03/19 for new internal walls and £1,863.78 on 08/05/2019 for curtains. Remaining funds to be paid as invoices received.
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Community Facilities Contribution	58,509.58	58,509.58	9,159.95	49,349.63	0.00	2,695.09	52,044.72	28/02/2014	14/02/2019*	<b>S.O. Emma Beene</b> y <b>May 19</b> -Monitoring Fee £2,925.48 and improvements to Guide Hall £6,234.47 spent to date. Approval given in February for the release of £27,181.20 of these funds to go to Regnum Guide Hall for a replacement garage, shelving and other works. Completion expected September 19. £22,168.43 was approved on 28/03/19 towards AV equipment at the new Revelation Family Church hub. Building works due to be completed towards the end of the year.

Page 264

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S106 Appendix 6 -Receipts & Expenditure By Service

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Roussillon Barracks Broyle Road Chichester West Sussex PO19 6BL	10/03490/FUL	Chichester North	Community Facilities Contribution	72,511.81	72,511.81	43,625.59	28,886.22	0.00	0.00	28,886.22	14/05/2015	14/05/2025	S.O Emma Beene May 19 - £100k previously spent on Chichester Community Development Trust of which these contributions formed part. CCDT have previously successfully secured Stage 1 Heritage Lottery Funding, secured planning permission and acquired ownership of the Graylingwell Chapel which is to be converted into a community building. In March 2019 they secured stage 2 funding from the Heritage Lottery and on 21/05/19 Council approved the allocation of a total of £221,131.76 (of which this contribution is part) towards the project.
				81,976.36	81,976.36	4,098.82	77,877.54	0.00	3,700.08	81,577.62	04/07/2016	04/07/2026	
RAF Tangmere Tangmere Chichester West Sussex PO20 2WU	11/04058/FUL	North Mundham & Tangmere	Community Facilities Contribution	17,473.53	5,792.68	5,792.68	11,680.85	11,680.85	500.78	12,181.63	14/10/2015	14/10/2025	S.O Emma Beene May 19 Spends to date £1,515 on commercial dishwasher and £3,404 for CCTV cameras and door entry system at village centre. Planning permission recently obtained to resurface car park and at a meeting on 12 March it was agreed the Parish Clerk would obtain quotes so that funding could be allocated.
Land On The East Side Of Meadow Way Tangmere West Sussex	12/01739/OUT	North Mundham & Tangmere	Community Facilities Contribution	52,687.89	23,859.39	2,634.39	50,053.50	28,828.50	1,627.92	51,681.42	03/10/2016	03/10/2026	S.O Emma Beene May 19 - Parish Clerk contacted in November 18 to request funding for new automated doors to the main entrance of the village centre, and also upgrade stage sound lighting and projection total £16,784. Spend approved. Awaiting copy invoices in order to release funds. Following a request from Parish Clerk a further £4,441 has been approved towards improvements in stage lighting.
				39,227.00	1,961.35	1,961.35	37,265.65	37,265.65	0.00	37,265.65	15/08/2018	15/08/2028	
Land On The East Of Beech Avenue Bracklesham Bay West Sussex	12/02461/FUL	The Witterings	Community Facilities Contribution	42,258.81	35,419.16	35,419.16	6,839.65	6,839.65	0.00	6,839.65	21/05/2014	21/05/2024	S.O. Emma Beene Jan 19 Spends to date £817.40 towards trollies, cutlery trays and glass storage boxes, £12,638 on new central heating system at Bracklesham Barn, £7,583.40 for new seating for the Children's film club, £4,302.02 paid to 1st East Wittering Guides for kitchen equipment. £7,965.40 converting small community room to a dance studio. Remaining funds identified to go towards more improvements at Bracklesham Barn and spending officers met with the Parish Clerk on 14/03/19 to discuss lighting and sound improvements to the main hall and an upgrade to CCTV. Quotes awaited so that funds can be allocated.
				42,492.28	2,124.61	2,124.61	40,367.67	40,367.67	2,488.63	42,856.30	02/11/2015	02/11/2025	
Land At Tawny Nurseries Bell Lane Birdham Chichester West Sussex PO20 7HY	12/04147/OUT	The Witterings	Community Facilities Contribution	51,575.13	2,578.76	2,578.76	48,996.37	48,996.37	1,276.17	50,272.54	10/11/2016	02/11/2026	S.O. Emma Beene May 19 - still waiting to hear back from Parish Council, email was sent on 04/07/18 to advise of the process and that quotes will be required for works.

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Land West Of Broad Road Broad Road Hambrook Chidham West Sussex	12/04778/FUL	Harbour Villages	Community Facilities Contribution	24,477.42	24,477.42	24,477.42	0.00	0.00	790.71	790.71	05/10/2016	05/10/2021	* S.O Emma Beene May 19 - A total of £57,368 was paid towards the works at St Wilfrid's last year, from this reference and CH/13/01093/OUT. Balance is interest which is not subject to the spending deadline and will be allocated at a future spending review
Car Park The Woolstaplers Chichester West Sussex	13/00288/FUL	Chichester Central	Community Facilities Contribution	27,836.77	1,391.84	1,391.84	26,444.93	26,444.93	399.65	26,844.58	14/03/2018	14/03/2023	* S.O Emma Beene May 19 - Still waiting to hear back from the City Council and spending officer will chase.
Land North Of The Willows Hambrook Hill South Hambrook Chidham West Sussex	13/01093/OUT	Harbour Villages	Community Facilities Contribution	19,026.55	13,084.67	13,084.67	5,941.88	5,941.88	496.90	6,438.78	28/04/2015	28/04/2025	S.O Emma Beene May 19 - A total of £57,368 was paid towards the works at St Wilfrid's last year, from this reference and CH/12/04778/FUL. Balance to be allocated at a future spending review.
Land East Of Follis Meadows Fishbourne West Sussex	13/02278/OUT	Harbour Villages	Community Facilities Contribution	21,838.94	21,838.94	1,091.95	20,746.99	0.00	0.00	20,746.99	24/08/2015	24/08/2025	S.O Emma Beene: Jan 19 - Approval has been given for this contribution together with contributions on 09/02431 to be sent on further improvements at Fishbourne Centre Total £59,727.07 plus interest. Spending has commenced with funds being drawn from 09/02431 initially
				21,897.99	21,897.99	1,094.90	20,803.09	0.00	1,384.90	22,187.99	20/01/2016	20/01/2026	
Land North Of 20 Otway Road Chichester West Sussex	13/03113	Chichester North	Community Facilities Contribution	27,951.79	27,951.79	1,397.59	26,554.20	0.00	401.30	26,955.50	06/10/2017	06/10/2027	S.O Emma Beene May 19 - CCDT's Heritage Lottery bid was approved in March 2019 which makes up the majority of funding for the Graylingwell Chapel conversion. Following this, a report was taken by DH to Cabinet recommending the release of funds from this S106 allocation towards the project in April 19 and subsequently approved by full Council on 21/05/2019
Land North Of Chaucer Drive West Wittering West Sussex	13/03286/FUL	The Witterings	Community Facilities Contribution	43,975.00	2,198.75	2,198.75	41,776.25	41,776.25	0.00	41,776.25	20/07/2015	20/07/2025	S.O Emma Beene May 19 - Met with St Peter's Church Hall representatives on 27th February to discuss their project to expand the hall. They have since received backing from the Parish Council for the project and will apply for planning permission for the works before obtaining quotes.
				43,975.00	2,198.75	2,198.75	41,776.25	41,776.25	2,784.89	44,561.14	11/11/2015	11/11/2025	
Land To North East Of Tangmere Military Aviation Museum Gamecock Terrace Tangmere West Sussex	14/00797/FUL	North Mundham & Tangmere	Community Facilities Contribution	143,904.46	7,195.23	7,195.23	136,709.23	136,709.23	0.00	136,709.23	01/07/2016	01/07/2026	S.O Emma Beene May 19 - Discussions ongoing on this, it's likely the funds may be requested to contribute towards resurfacing of the Village Centre car park as this may exceed the other S106 fund allocation, although other projects are being discussed too.
				149,175.28	7,458.76	7,458.76	141,716.52	141,716.52	5,702.47	147,418.99	05/07/2017	05/07/2027	

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Land On The North Side Of Long Copse Lane Westbourne West Sussex	14/00911/FUL	Westbourne	Community Facilities Contribution	28,675.84	0.00	0.00	28,675.84	28,675.84	433.37	29,109.21	05/07/2017	05/07/2022	<b>S.O Emma Beene May 19</b> - A meeting was held on 25/10/18 to discuss refurbishment of the meeting place at St Johns Parish Hall and Parish Council aware they need three quotes for works. Awaiting further update.
Land North Of Main Road And West Of Inland Road Southbourne Emsworth Hampshire PO10 8JH	14/02800/OUT	Southbourne	Community Facilities Contribution	72,961.38	0.00	0.00	72,961.38	72,961.38	1,102.64	74,064.02	22/03/2018	22/03/2028	<b>S.O Emma Beene May 19</b> - Expecting the Parish Council to come to come forward with a project for refurbishing the District Age Concern day centre.
Land North West Of Park Road Selsey West Sussex	15/00490/FUL	Sidlesham & Selsey North	Community Facilities Contribution	97,081.31	0.00	0.00	97,081.31	97,081.31	0.00	97,081.31	08/07/2016	08/07/2026	<b>S.O Emma Beene May 19</b> – STC have put together a S106 working group, meetings held and David Hyland attended in January 2018 . Working Group looking at needs and ideas for the Selsey Centre and going to consult with users of the Centre and the local community. Still waiting to hear back from the Town Council.
				97,081.31	0.00	0.00	97,081.31	97,081.31	3,995.75	101,077.06	06/12/2017	06/12/2027	
Land South Of Graylingwell Drive Chichester West Sussex	15/00743/OUT	Chichester North	Community Facilities Contribution	114,368.00	114,368.00	0.00	114,368.00	0.00	2,978.85	117,346.85	01/04/2016	01/04/2026	<b>S.O Emma Beene May 19</b> - CCDDT have previously successfully secured Stage 1 Heritage Lottery Funding, secured planning permission and acquired ownership of the Graylingwell Chapel which is to be converted into a community building. In March 2019 they secured stage 2 funding from the Heritage Lottery and on 21/05/19 Council approved the allocation of a total of £221,131.76 (of which this contribution is part) towards the project.
Land East Of No. 181 Main Road Southbourne Hampshire	15/02120/FUL	Southbourne	Community Facilities Contribution	36,412.01	0.00	0.00	36,412.01	36,412.01	948.39	37,360.40	17/02/2017	17/02/2027	<b>S.O Emma Beene May 19</b> - Expecting the Parish Council to come to come forward with a project for refurbishing the District Age Concern day centre.
Land To Rear Of Romans Mead Estate Mosse Gardens Fishbourne West Sussex	15/02331/FUL	Harbour Villages	Community Facilities Contribution	22,314.02	0.00	0.00	22,314.02	22,314.02	0.00	22,314.02	11/08/2017	11/08/2027	<b>S.O Emma Beene May 19</b> –In Feb 2018 Shona Turner met with Project Co-Ordinator of the pre-school and the Chair of the Parish Council to discuss their proposed extension. Drawings have been produced but due to the high costs they are now considering scaling back their initial ideas. Awaiting further updates yet from the pre-school regarding progress of their plans.
				22,794.61	0.00	0.00	22,794.61	22,794.61	681.71	23,476.32	02/03/2018	02/03/2028	
										1,448,116.17			

\* indicates a notional date of 5 years from receipt applied as the S106 agreement or Unilateral Undertaking did not specify an expiry date

## 4. Public Art

<b>Public Art</b>							
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	54,261	54,275	13,110	71,456	72,180	184,847	188,290
Total receipts	6,089	5,885	61,033	7,553	128,553	10,172	9,284
Interest received	619	309	365	565	1,549	1,271	1,600
Interest spent	0	0	0	0	0	0	0
Monitoring fee deduction	304	294	3,052	328	3,825	0	0
Total expenditure (excluding interest)	6,390	47,065	0	7,066	13,610	8,000	12,227
<b>Balance Remaining</b>	<b>54,275</b>	<b>13,110</b>	<b>71,456</b>	<b>72,180</b>	<b>184,847</b>	<b>188,290</b>	<b>186,947</b>

Prior to the introduction of the Community Infrastructure Levy (CIL) introduced on 1 February 2016, contributions were collected in accordance with the adopted Public Art Strategy for the Chichester District based on a tariff system charged per dwelling where the total number of dwellings was 10 or more, or per square metre in the case of non-residential property. Contributions from a number of smaller developments where an artwork would not necessarily be the best option would be pooled to fund strategically identified artworks at a site with wider neighbourhood significance and where a 'sense of place' would be strengthened.

The following contributions have been collected and remain unspent.



S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Former Shippams Factory 42 43 45 And Social Club East Street Chichester West Sussex PO19 1PQ	05/00430/FUL	Chichester Central	Public Art Contribution	25,000.00	24,870.00	24,870.00	130.00	130.00	351.62	481.62	07/06/2010	07/06/2015	<b>S.O. Emma Beene May 19:</b> Contribution spent on Public Art Installation at the Roman Quarter. Balance remaining is interest and not subject to the spending deadline. To be allocated in conjunction with 13/00288/FUL
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Public Art Contribution	8,659.85	8,659.85	8,659.85	0.00	0.00	109.12	109.12	20/04/2015	20/04/2020	* <b>S.O. Emma Beene May 19:</b> Contribution spent on Keats sculpture. Balance remaining is interest which is not subject to the spending deadline. To be allocated in conjunction with 13/00288/FUL
Selsey Tram Stockbridge Road Chichester West Sussex PO19 8SJ	11/01198/FUL	Harbour Villages	Public Art Contribution	6,089.29	6,089.29	6,089.29	0.00	0.00	379.19	379.19	03/04/2013	03/04/2018	* <b>S.O. Emma Beene May 19:</b> Contribution spent on Picnic bench installation. Balance remaining is interest which is not subject to the spending deadline. Awaiting update from the Parish Council regarding suitable projects
RAF Tangmere Tangmere Chichester West Sussex PO20 2WU	11/04058/FUL	North Mundham & Tangmere	Public Art Contribution	2,458.52	122.93	122.93	2,335.59	2,335.59	75.24	2,410.83	14/10/2015	14/10/2025	<b>S.O Emma Beene May 2019</b> - Meeting held with Parish Clerk in February 2019 who advised projects are still being considered.
Land On The East Side Of Meadow Way Tangmere West Sussex	12/01739/OUT	North Mundham & Tangmere	Public Art Contribution	20,158.29	1,007.91	1,007.91	19,150.38	19,150.38	462.24	19,612.62	03/10/2016	03/10/2026	<b>S.O Emma Beene May 2019</b> - Meeting held with Parish Clerk on 05/03/19 who advised projects are still being considered.
Land At Southfields Close Stockbridge West Sussex	12/04410/FUL	Harbour Villages	Public Art Contribution	42,323.50	2,116.17	2,116.17	40,207.33	40,207.33	1,508.46	41,715.79	06/02/2015	06/02/2020	* <b>S.O. Emma Beene: Jun 2019:</b> Spending Officers met with Parish Clerk on 5 June and she is now taking back to the next PC meeting the potential projects discussed for a decision to be made. Spending officers stressed the urgency given the spending deadline.
Land West Of Broad Road Broad Road Hambrook Chidham West Sussex	12/04778/FUL	Harbour Villages	Public Art Contribution	10,049.63	10,049.63	10,049.63	0.00	0.00	218.38	218.38	27/04/2015	27/04/2020	* <b>S.O. Emma Beene: May 2019:</b> Contribution spent on mural at Village Hall. Balance remaining is interest and not subject to the spending deadline. To be allocated following discussions with the Parish Council
Little London Walk 44 East Street Chichester West Sussex	13/00239/FUL	Chichester Central	Public Art Contribution	12,275.64	5,383.14	5,383.14	6,892.50	6,892.50	166.36	7,058.86	26/04/2016	26/04/2021	* <b>S.O. Emma Beene: May 2019:</b> £5383.14 spent on Keats sculpture. Remainder not required and now available for reallocation on a project still to be identified. CCC have been reminded of the balance available now that new Councillors are in post.
Car Park The Woolstaplers Chichester West Sussex	13/00288/FUL	Chichester Central	Public Art Contribution	4,265.05	213.25	213.25	4,051.80	4,051.80	63.03	4,114.83	14/03/2018	14/03/2023	* <b>S.O Emma Beene: May 2019:</b> There is a proposal for a naval related sculpture of Murray and Nelson outside Jack Wills, This is already part funded with NHB and discussions are ongoing with Chichester City council to determine if this contribution is also required to fund this project. Discussions to resume following recent elections.

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Land North Of The Willows Hambrook Hill South Hambrook Chidham West Sussex	13/01093/OUT	Harbour Villages	Public Art Contribution	4,099.66	4,099.66	4,099.66	0.00	0.00	90.80	90.80	28/04/2015	28/04/2025	<b>S.O. Emma Beene</b> y: <b>May 2019</b> : Contribution spent on mural at Village Hall. Balance remaining is interest and not subject to the spending deadline. To be allocated following discussions with the Parish Council
Land South Of Meadowbank Petworth Road Wisborough Green West Sussex	14/00748/OUT	Loxwood	Public Art Contribution	9,772.87	488.64	488.64	9,284.23	9,284.23	80.77	9,365.00	21/01/2019	21/01/2029	<b>S.O Emma Beene</b> y <b>May 2019</b> - The Parish Clerk is aware the funds are now available so they are starting discussions on potential projects.
Land To North East Of Tangmere Military Aviation Museum Gamecock Terrace Tangmere West Sussex	14/00797/FUL	North Mundham & Tangmere	Public Art Contribution	56,349.97	2,817.50	2,817.50	53,532.47	53,532.47	1,292.14	54,824.61	01/07/2016	01/07/2026	<b>S.O Emma Beene</b> y <b>May 2019</b> - Meeting had with Parish Clerk on 05/03/19 who advised projects are still being considered.
Land On The North Side Of Long Copse Lane Westbourne West Sussex	14/00911/FUL	Westbourne	Public Art Contribution	6,120.03	1,000.00	1,000.00	5,120.03	5,120.03	86.50	5,206.53	05/07/2017	05/07/2022	<b>S.O Emma Beene</b> y: <b>May 19</b> : £1,000 has been spent on 'Silent Soldier' project. Parish council discussing potential projects and spending officers will chase.
Land North West Of Park Road Selsey West Sussex	15/00490/FUL	Sidlesham & Selsey North	Public Art Contribution	39,768.77	0.00	0.00	39,768.77	39,768.77	959.91	40,728.68	08/07/2016	08/07/2021*	<b>S.O Emma Beene</b> y: <b>May 2019</b> : – STC have put together a S106 working group, meetings held and S Turner and D Hyland recently attended in January 2018. STC are looking at an art trail, wayfinding project between East Beach and the Town Centre. Previous consultation regarding this contribution showed strong support for this type of project. Still awaiting updates from STC
										186,316.86			

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## 5. Waste & Recycling

<b>Waste and Recycling</b>							
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	6,099	22,608	15,487	9,332	11,903	4,300	2,878
Total receipts	24,955	0	0	18,110	0	0	0
Interest received	164	176	107	84	100	25	21
Interest spent	164	186	134	7	0	0	0
Monitoring fee deduction	1,248	0	0	905	0	0	0
Total expenditure (excluding interest)	7,199	7,111	6,129	14,710	7,703	1,447	432
<b>Balance Remaining</b>	<b>22,608</b>	<b>15,487</b>	<b>9,332</b>	<b>11,903</b>	<b>4,300</b>	<b>2,878</b>	<b>2,467</b>

Cabinet agreed in July 2011 that the provision and replacement of bins should be the responsibility of occupiers of domestic premises. Therefore developers are no longer asked for contributions towards the cost of waste and recycling bin provision. There is currently £2,876 remaining in the budget from agreements prior to this date, which will be spent on new waste and recycling bins for those developments from which the contributions were made when the individual properties are occupied in accordance with the Council's obligations under those agreements.

The following contributions have been received and remain unspent.

S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Graylingwell Hospital College Lane Chichester West Sussex PO19 6PQ	08/03533/OUT	Chichester North	Waste & Recycling	2,629.82	2,629.82	349.26	2,280.56	0.00	186.61	2,467.17	31/07/2015	31/07/2025	To be spent on bins at Graylingwell Development
										2,467.17			

\* indicates a notional date of 5 years from receipt applied as the S106 agreement or Unilateral Undertaking did not specify an expiry date

## 7. Recreation Disturbance Mitigation

### Recreation Disturbance-SRMP

Recreation Disturbance Mitigation							
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	£	£	£	£	£	£	£
Balance brought forward	0	0	6,703	0	0	0	0
Total receipts	0	6,672	31,455	49,280	105,347	121,148	169,937
Interest received	0	31	0	0	0	0	0
Interest spent	0	0	0	0	0	0	0
Monitoring fee deduction	0	0	2,189	1,059	1,185	902	0
Total expenditure (excluding interest)	0	0	35,969	48,221	104,162	120,246	153,612
<b>Balance Remaining</b>	<b>0</b>	<b>6,703</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,325</b>

This contribution has been taken on the understanding that it will be passed onto the Solent Recreation Mitigation Partnership for the implementation of the Bird Aware Solent strategy. This has now been formally agreed by the PUSH authorities and CDC. Fareham BC is the central “banker” authority for the Partnership and money is now being passed on to them on a quarterly basis to help fund up to seven education and ranger posts Solent-wide.

Natural England advised on 28th October 2013 that all net increases in dwellings will have an impact in combination and so even one net new dwelling within 5.6km of the SPA will have to contribute to the Solent wide scheme.

## Recreation Disturbance Mitigation- Pagham Harbour

<b>Pagham Harbour</b>							
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	0	0	0	0	11,134	170,262	307,542
Total receipts	0	0	0	11,090	158,002	135,618	20,408
Interest received	0	0	0	44	1,126	1,663	2,853
Interest spent	0	0	0	0	0	0	0
Monitoring fee deduction	0	0	0	0	0	0	0
Total expenditure (excluding interest)	0	0	0	0	0	0	0
<b>Balance Remaining</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,134</b>	<b>170,262</b>	<b>307,542</b>	<b>330,803</b>

A revised Joint Scheme of Mitigation for developments in Chichester and Arun districts has been agreed by Cabinet in May 2017 based on a 1.5FTE Visitor Experience Officer post at RSPB Pagham. Contributions to fund this in perpetuity are collected by both authorities and will be used to fund the scheme from winter 2019 onwards now that contributions have built up. The first year contribution to the in-perpetuity fund will be £236,000, and first year of the SLA with RSPB will cost £55,000. Some other services such as educational activities and monitoring are planned to be bought in from Bird Aware Solent under a Service Level Agreement.

## Chichester Harbour Mitigation

<b>Chichester Harbour</b>							
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	69,003	89,279	168,691	185,510	161,456	144,859	124,402
Total receipts	84,825	141,006	72,107	19,806	20,082	19,884	20,551
Interest received	903	1,190	1,529	1,365	1,894	933	924
Interest spent	0	0	0	0	0	0	0
Monitoring fee deduction	4,241	7,050	3,605	990	1,004	0	0
Total expenditure (excluding interest)	61,211	55,733	53,212	44,235	37,569	41,274	34,728
<b>Balance Remaining</b>	<b>89,279</b>	<b>168,691</b>	<b>185,510</b>	<b>161,456</b>	<b>144,859</b>	<b>124,402</b>	<b>111,149</b>

Contributions are collected towards measures to mitigate the impact of recreational disturbance arising from new housing development at Graylingwell, Roussillon Barracks and Marshalls site on the Chichester Harbour Special Protection Area. These measures include education and interpretation dog control measures, site signage and management, and the provision of alternative dog walking facilities.

The following contributions have been collected and remain unspent.

## 6. CCTV

CCTV							
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	£	£	£	£	£	£	£
Balance brought forward	58,187	58,855	11,255	11,352	11,442	1,254	1,263
Total receipts	0	0	0	0	(9,614)	0	0
Interest received	668	321	97	90	78	9	0
Interest spent	0	0	0	0	652	0	694
Monitoring fee deduction	0	0	0	0	0	0	0
Total expenditure (excluding interest)	0	47,921	0	0	0	0	441
<b>Balance Remaining</b>	<b>58,855</b>	<b>11,255</b>	<b>11,352</b>	<b>11,442</b>	<b>1,254</b>	<b>1,263</b>	<b>128</b>

All monies received have now been spent. The balance represents unspent interest on historic contributions.



S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Whyke Lodge Residential Care Home 115 Whyke Road Chichester West Sussex PO19 8JG	17/01712/FUL	Chichester South	Recreation Disturbance Chichester	2,436.00	0.00	0.00	2,436.00	2,436.00	0.00	2,436.00	09/07/2018	09/07/2023	* <b>S106 officer Simon Davies May 19:</b> Application refused and appeal dismissed. Contribution to be returned
Jutland House, Kiln Drive, Hambrook	17/02254	Harbour Villages	Recreation Disturbance Chichester	2,513.00	2,513.00	0.00	2,513.00	2,513.00	0.00	2,513.00	15/05/2018	15/05/2023	* <b>S106 Officer Simon Davies May 19</b> Application permitted and monies to be paid to SRMP by 31/07/2019
Land At Junction Of Keynor Lane And Selsey Road Sidlesham West Sussex	17/02640	Sidlesham & Selsey North	Recreation Disturbance Chichester	33.00	0.00	0.00	33.00	33.00	0.00	33.00	13/11/2018	13/11/2023	* <b>S106 Officer Simon Davies May 19</b> Application refused and awaiting appeal decision. If refused the contribution will be returned. If allowed it will be paid over to SRMP
Cutmill Depot Newells Lane West Ashling Chichester West Sussex PO18 8DE	18/00675/FUL	Lavant	Recreation Disturbance Chichester	564.00	0.00	0.00	564.00	564.00	0.00	564.00		20/09/2023	* <b>S106 Officer Simon Davies May 19</b> Application refused and awaiting appeal decision. If refused the contribution will be returned. If allowed it will be paid over to SRMP
Little Oaks The Bridleway Newells Lane West Ashling Chichester West Sussex PO18 8DF	18/01191/FUL	Harbour Villages	Recreation Disturbance Chichester	564.00	0.00	0.00	564.00	564.00	0.00	564.00		13/07/2023	* <b>S106 Officer Simon Davies May 19</b> Application refused and awaiting appeal decision. If refused the contribution will be returned. If allowed it will be paid over to SRMP
Butskill Street End Road Sidlesham Chichester West Sussex PO20 7QD	18/01353/PA3 Q	Sidlesham & Selsey North	Recreation Disturbance Chichester	1,274.00	0.00	0.00	1,274.00	1,274.00	0.00	1,274.00		14/03/2024	* <b>S106 Officer Simon Davies May 19</b> Application refused and awaiting appeal decision. If refused the contribution will be returned. If allowed it will be paid over to SRMP
Brook Farm, Priors Leaze Lane, Hambrook	18/01469	Southbourne	Recreation Disturbance Chichester	749.00	749.00	0.00	749.00	0.00	0.00	749.00	26/07/2018	26/07/2023	* <b>S106 Officer Simon Davies May 19</b> Application permitted and monies to be paid to SRMP by 31/07/2019
Trippitt Villa, SunnyWay, Bosham	18/01554/FUL	Harbour Villages	Recreation Disturbance Chichester	880.00	0.00	0.00	880.00	880.00	0.00	880.00	29/11/2018	29/11/2023	* <b>S106 officer Simon Davies May 19</b> Decision pending. To be transferred to SRMP if permitted and returned if refused and no successful appeal
Neska Longlands Road East Wittering PO20 8DD	18/01618/FUL	The Witterings	Recreation Disturbance Chichester	487.00	0.00	0.00	487.00	487.00	0.00	487.00		11/12/2023	* <b>S106 officer Simon Davies May 19:</b> Application refused and appeal dismissed. Contribution to be returned
Whyke Grange 118 Whyke Road, Chichester	18/01889/FUL	Chichester South	Recreation Disturbance Chichester	487.00	0.00	0.00	487.00	487.00	0.00	487.00	04/02/2019	04/02/2024	* <b>S106 officer Simon Davies May 19:</b> Application refused and appeal dismissed. Contribution to be returned
306 Main Road, Southbourne	18/0201/FUL	Southbourne	Recreation Disturbance Chichester	2,435.00	0.00	0.00	2,435.00	2,435.00	0.00	2,435.00	04/03/2019	04/03/2024	* <b>S106 Officer Simon Davies May 19</b> Application refused and awaiting appeal decision. If refused the contribution will be returned. If allowed it will be paid over to SRMP

\* indicates a notional date of 5 years from receipt applied as the S106 agreement or Unilateral Undertaking did not specify an expiry date

S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Land North Of Anstey East Bracklesham Drive Bracklesham PO20 8JW	18/02359/OUT	The Witterings	Recreation Disturbance Chichester	487.00	0.00	0.00	487.00	487.00	0.00	487.00		13/02/2024 *	<b>S106 Officer Simon Davies May 19</b> Application refused and awaiting appeal decision. If refused the contribution will be returned. If allowed it will be paid over to SRMP
Tony Partridge Autos Zsaras Yard Highleigh Road Sidlesham Chichester West Sussex PO20 7NR	18/02377/FUL	Sidlesham & Selsey North	Recreation Disturbance Chichester	11.00	0.00	0.00	11.00	11.00	0.00	11.00		26/11/2023 *	<b>S106 officer Simon Davies May 19:</b> Application refused. If there is no successful appeal then funds will be returned
Building North Of 1 Chidham Lane Chidham PO18 8TL	18/02620/FUL	Harbour Villages	Recreation Disturbance Chichester	337.00	0.00	0.00	337.00	337.00	0.00	337.00		08/03/2024 *	<b>S106 Officer Simon Davies May 19</b> Application refused and awaiting appeal decision. If refused the contribution will be returned. If allowed it will be paid over to SRMP
Purchases Restaurant 31 North Street Chichester West Sussex PO19 1DL	18/02948/FUL	Chichester Central	Recreation Disturbance Chichester	487.00	487.00	0.00	487.00	0.00	0.00	487.00		06/03/2024 *	<b>S106 Officer Simon Davies May 19</b> Application permitted and monies to be paid to SRMP by 31/07/2019
Hunston Binery Southbourne Way Hunston PO20 1NY	18/03073/FUL	Sidlesham & Selsey North	Recreation Disturbance Chichester	518.00	487.00	0.00	518.00	31.00	0.00	518.00		05/03/2024 *	<b>S106 Officer Simon Davies May 19</b> Application permitted and monies to be paid to SRMP by 31/07/2019
154 Broyle Road Chichester PO19 6BU	18/03227/FUL	Chichester North	Recreation Disturbance Chichester	637.00	0.00	0.00	637.00	637.00	0.00	637.00		21/01/2024 *	<b>S106 officer Simon Davies May 19:</b> Application refused. If there is no successful appeal then funds will be returned
Field South of 230 Main Rd, Southbourne	18/03428/FUL	Southbourne	Recreation Disturbance Chichester	564.00	0.00	0.00	564.00	564.00	0.00	564.00	25/02/2019	25/02/2024 *	<b>S106 Officer Simon Davies May 19</b> Application refused and awaiting appeal decision. If refused the contribution will be returned. If allowed it will be paid over to SRMP
By-The-Brook Bosham Lane Bosham PO18 8HG	19/00196/FUL	Harbour Villages	Recreation Disturbance Chichester	862.00	0.00	0.00	862.00	862.00	0.00	862.00		15/03/2024 *	<b>S106 Officer Simon Davies May 19</b> Application refused and awaiting appeal decision. If refused the contribution will be returned. If allowed it will be paid over to SRMP
										16,325.00			

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Medmerry Park Stoney Lane Earnley West Sussex PO20 7JP	15/00368/FUL	The Witterings	Recreation Disturbance Pagham	3,330.00	3,330.00	0.00	3,330.00	0.00	83.21	3,413.21	26/02/2016	26/02/2021	* S.O. Tom Day May 2019: The agreements with RSPB Pagham and Arun DC are now signed. The agreement with the RSPB commits to CDC and ADC funding the Bird Aware Pagham project for five years until January 2024, with the option to extend the agreement to 10 years. The money from all the
Land North West Of Park Road Selsey West Sussex	15/00490/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	61,050.00	61,050.00	0.00	61,050.00	0.00	0.00	61,050.00	08/07/2016	08/07/2026	* s106s listed in this section will be pooled into one cost centre including contributions transferred in from Arun DC too. In order to fund the scheme in-perpetuity £236,300 is due to be transferred to an investment fund in 19/20 with similar amounts due in future years. Revenue expenditure is
Land North West Of Park Road Selsey West Sussex	15/00490/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	61,050.00	61,050.00	0.00	61,050.00	0.00	2,144.07	63,194.07	06/12/2017	06/12/2027	* projected to average £55,000 per year which will eventually be funded from the investment fund once contributions to the scheme cease at the end of the local plan periods. A Service Level Agreement has been reached with RSPB Pagham to fund 1.5FTE post from 2019 for five years. The memorandum of understanding with Arun allows for the pooling of the two
The Studio Chichester Road Selsey West Sussex PO20 9EA	15/01484/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,110.00	1,110.00	0.00	1,110.00	0.00	27.73	1,137.73	31/08/2015	31/08/2020	* authorities developer contributions.
Bunn Leisure Holiday Village Selsey Chichester West Sussex PO20 9EJ	15/01819/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	67,824.29	67,824.29	0.00	67,824.29	0.00	1,419.96	69,244.25	20/05/2016	20/05/2021	*
83 Hillm Road Selsey West Sussex PO20 0LH	15/02214/FUL	Selsey South	Recreation Disturbance Pagham	5,550.00	5,550.00	0.00	5,550.00	0.00	138.67	5,688.67	18/09/2015	18/09/2020	*
81 High Street Selsey West Sussex PO20 0QL	15/02711/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	9,276.13	9,276.13	0.00	9,276.13	0.00	131.57	9,407.70	13/10/2017	13/10/2022	*
80 Fletchers Lane Sidlesham Chichester West Sussex PO20 7QG	15/03930/PA3 Q	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,100.00	1,100.00	0.00	1,100.00	0.00	27.48	1,127.48	03/02/2016	03/02/2021	*
Land South Of Stoney Lodge School Lane North Mundham West Sussex	15/04160/FUL	North Mundham & Tangmere	Recreation Disturbance Pagham	28,275.00	28,275.00	0.00	28,275.00	0.00	401.06	28,676.06	31/05/2017	31/05/2027	*

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Dragon Nursery Third Avenue Batchmere West Sussex	15/04244/PA3P	The Witterings	Recreation Disturbance Pagham	1,131.00	1,131.00	0.00	1,131.00	0.00	23.68	1,154.68	13/02/2017	13/02/2022	*
The Pine Place Lagness Road Runcton Chichester West Sussex PO20 1QA	16/00726/OUT	North Mundham & Tangmere	Recreation Disturbance Pagham	2,262.00	2,262.00	0.00	2,262.00	0.00	47.36	2,309.36	19/09/2016	19/09/2021	*
83 Fletchers Lane Sidlesham West Sussex PO20 7QG	16/01058/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,131.00	1,131.00	0.00	1,131.00	0.00	23.68	1,154.68	16/05/2016	16/05/2021	*
Meadowgate Nursery Street End Lane Sidlesham PO20 7RG	16/01699/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,131.00	1,131.00	0.00	1,131.00	0.00	23.68	1,154.68	03/08/2016	03/08/2021	*
101 First Avenue Almodington Earnley PO20 7BN	16/02092/FUL	The Witterings	Recreation Disturbance Pagham	1,131.00	1,131.00	0.00	1,131.00	0.00	23.68	1,154.68	30/08/2016	30/08/2021	*
Arun Pines Southern Road Selsey Chichester West Sussex PO20 0BD	16/02196/FUL	Selsey South	Recreation Disturbance Pagham	1,131.00	1,131.00	0.00	1,131.00	0.00	23.68	1,154.68	18/08/2016	18/08/2021	*
Katchadan Nursery Keynor Lane Sidlesham Chichester West Sussex PO20 7NG	16/02872/PA3P	Sidlesham & Selsey North	Recreation Disturbance Pagham	871.00	871.00	0.00	871.00	0.00	12.36	883.36	18/10/2017	18/10/2022	*
Land South Of 2 Danefield Road Selsey West Sussex	16/02951/FUL	Selsey South	Recreation Disturbance Pagham	1,131.00	1,131.00	0.00	1,131.00	0.00	23.68	1,154.68	11/11/2016	11/11/2021	*
Tides Reach 127 East Beach Road Selsey PO20 0HA	16/03287/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,153.00	1,153.00	0.00	1,153.00	0.00	16.36	1,169.36	29/03/2016	29/03/2021	*
Land At St James Farm Mapsons Lane Sidlesham Chichester West Sussex PO20 7QJ	16/03699/COU	Sidlesham & Selsey North	Recreation Disturbance Pagham	15,555.26	15,555.26	0.00	15,555.26	0.00	325.66	15,880.92	21/02/2017	21/02/2022	*

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Longreach 14A Chalk Lane Sidlesham Chichester West Sussex PO20 7LW	16/03737/PA3 Q	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,153.00	1,153.00	0.00	1,153.00	0.00	16.36	1,169.36	25/04/2017	25/04/2022	*
Chalk Lane Nursery Chalk Lane Sidlesham PO20 7LW	16/04105/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,131.00	1,131.00	0.00	1,131.00	0.00	23.68	1,154.68	28/02/2017	28/02/2022	*
150 High Street Selsey West Sussex PO20 0XA	17/00066/FUL	Selsey South	Recreation Disturbance Pagham	2,262.00	2,262.00	0.00	2,262.00	0.00	47.36	2,309.36	14/03/2017	14/03/2022	*
Home Farm Chichester Road Selsey Chichester West Sussex PO20 9DX	17/00447/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	8,710.00	8,710.00	0.00	8,710.00	0.00	123.54	8,833.54	04/07/2017	04/07/2022	*
Land At Spring Cottage 4 Malde Way Selsey PO20 0JY	17/00841/FUL	Selsey South	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	12/07/2017	12/01/2022	*
63 Street End Lane Sidlesham PO20 7AG	17/01059/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,561.00	0.00	0.00	1,561.00	1,561.00	22.14	1,583.14	27/06/2017	27/06/2022	*
79 Fletchors Lane Sidlesham PO20 7QG	17/01148/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	29/11/2017	29/11/2022	*
Land East Of 1 Grove Road Selsey Chichester West Sussex PO20 0AS	17/01238/FUL	Selsey South	Recreation Disturbance Pagham	871.00	871.00	0.00	871.00	0.00	12.36	883.36	18/07/2017	18/07/2022	*
Land East Of 1 And 5 Croft Road Selsey West Sussex	17/01402/FUL	Selsey South	Recreation Disturbance Pagham	1,153.00	1,153.00	282.00	871.00	0.00	12.36	883.36	10/04/2017	10/04/2022	*
Norton Priory Rectory Lane Selsey PO20 9DT	17/01405/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,277.00	1,277.00	0.00	1,277.00	0.00	11.11	1,288.11	08/05/2018	08/05/2023	*
129A Third Avenue Batchmere Chichester West Sussex PO20 7LB	17/01489/PA3P	The Witterings	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	26/07/2017	26/07/2022	*

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
89 Fletchers Lane Sidlesham Chichester West Sussex PO20 7QG	17/01491/PA3 Q	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	07/07/2017	07/07/2022	*
The Birches Selsey Road Sidlesham PO20 7NF	17/01677/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	26/07/2017	26/07/2022	*
Willowdene Fletchers Lane Sidlesham PO20 7QG	17/02387/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	01/09/2017	01/09/2022	*
Red Barn Selsey Road Sidlesham Chichester West Sussex PO20 7NE	17/02510/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	18/12/2017	18/12/2022	*
High Cross 10 West Street Selsey PO20 9YD	17/02529/FUL	Selsey South	Recreation Disturbance Pagham	1,742.00	1,742.00	0.00	1,742.00	0.00	24.71	1,766.71	25/09/2017	25/09/2022	*
Land At Junction Of Keynor Lane And Selsey Road Sidlesham West Sussex	17/02640/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	2,342.25	0.00	0.00	2,342.25	2,342.25	33.22	2,375.47	23/11/2017	23/11/2022	*
Southgate Farm Fisher Lane North Mundham PO20 1YU	17/02652/FUL	North Mundham & Tangmere	Recreation Disturbance Pagham	1,398.00	1,398.00	0.00	1,398.00	0.00	19.83	1,417.83	10/11/2017	10/11/2022	*
3 Manor Farm Court Selsey PO20 0LY	17/02701/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	871.00	871.00	0.00	871.00	0.00	12.36	883.36	12/11/2017	12/11/2022	*
11 Cow Lane Sidlesham Chichester West Sussex PO20 7LN	17/02872/PA3 Q	Sidlesham & Selsey North	Recreation Disturbance Pagham	871.00	871.00	0.00	871.00	0.00	12.36	883.36	18/10/2017	18/10/2022	*
Almodington Nurseries Batchmere Road Almodington Earnley PO20 7LG	17/02910/FUL	The Witterings	Recreation Disturbance Pagham	1,915.50	1,915.50	0.00	1,915.50	0.00	16.66	1,932.16	16/04/2018	16/04/2023	*
The Gorse Chichester Road Sidlesham PO20 7PY	17/02952/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	638.50	638.50	0.00	638.50	0.00	5.55	644.05		12/07/2023	*

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S106 Appendix 6 -Receipts & Expenditure By Service

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Willowdene Fletchers Lane Sidlesham PO20 7QG	17/02970/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	07/12/2017	07/12/2022	*
Zsaras Yard Highleigh Road Sidlesham Chichester West Sussex PO20 7NR	17/03077/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	0.00	0.00	780.50	780.50	11.07	791.57		06/11/2022	*
136 Almodington Lane Almodington Earnley Chichester West Sussex PO20 7JR	17/03249/PA3 Q	The Witterings	Recreation Disturbance Pagham	1,742.00	1,742.00	0.00	1,742.00	0.00	24.71	1,766.71	10/04/2017	10/04/2022	*
Rose Acre Fletchers Lane Sidlesham Chichester West Sussex PO20 7QG	17/03336/PA3 Q	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57		02/02/2023	*
36 Chalk Lane Sidlesham Chichester West Sussex PO20 7NR	17/03337/PA3P A	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	21/12/2017	21/12/2022	*
84 Fletchers Lane Sidlesham Chichester West Sussex PO20 7QG	17/03340/PA3P	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	19/12/2017	18/12/2022	*
Windward Nursery Chalk Lane Sidlesham PO20 7LW	17/03364/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	0.00	0.00	780.50	780.50	11.07	791.57	19/12/2017	19/12/2022	*
88 Fletchers Lane Sidlesham Chichester West Sussex PO20 7QG	17/03460/PA3 Q	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	0.00	0.00	780.50	780.50	11.07	791.57	03/01/2018	03/01/2023	*
Highleigh Lodge Highleigh Road Sidlesham PO20 7NR	17/03519/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	780.50	780.50	0.00	780.50	0.00	11.07	791.57	14/02/2018	14/02/2023	*
Land Adjacent To The Spinney Pagham Road North Mundham West Sussex	18/00381/FUL	North Mundham & Tangmere	Recreation Disturbance Pagham	638.50	638.50	0.00	638.50	0.00	5.55	644.05		22/05/2023	*

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
113 Second Avenue Almodington Earnley PO20 7LF	18/00578/FUL	The Witterings	Recreation Disturbance Pagham	1,071.00	1,071.00	0.00	1,071.00	0.00	9.32	1,080.32		16/11/2023	*
85 Fletchers Lane Sidlesham PO20 7QG	18/00748/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	563.50	563.50	0.00	563.50	0.00	4.90	568.40		25/05/2023	*
107 First Avenue Almodington Earnley PO20 7LQ	18/00879/FUL	The Witterings	Recreation Disturbance Pagham	563.50	563.50	0.00	563.50	0.00	4.90	568.40	26/06/2018	26/06/2023	*
Little Fisher Farm Fisher Lane South Mundham PO20 1ND	18/00915/FUL	North Mundham & Tangmere	Recreation Disturbance Pagham	882.00	882.00	0.00	882.00	0.00	7.67	889.67		19/10/2023	*
Land East Of 1 And 5 Croft Road Selsey PO20 0RL	18/01165/FUL	Selsey South	Recreation Disturbance Pagham	11.00	11.00	0.00	11.00	0.00	0.10	11.10	25/06/2018	25/06/2023	*
Land South Of Reedbridge Farm B2145 Reedbridge Drive To Pagham Road Roundabout Hunston PO20 1NR	18/01320/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	4,169.50	4,169.50	0.00	4,169.50	0.00	36.28	4,205.78		30/08/2023	*
27 Chan Lane Sidlesham West Sussex PO20 7LW	18/01492/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	713.50	713.50	0.00	713.50	0.00	6.21	719.71		27/07/2023	*
17-19 Seal Road Selsey PO20 0HW	18/01629/FUL	Selsey South	Recreation Disturbance Pagham	6,174.00	6,174.00	0.00	6,174.00	0.00	53.71	6,227.71		30/10/2023	*
Land East Of 4 Cow Lane Sidlesham West Sussex PO20 7LN	18/01871/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	638.50	638.50	0.00	638.50	0.00	5.55	644.05		09/10/2023	*
La Palapa Lewis Road Selsey Chichester West Sussex PO20 0RG	18/02138/FUL	Selsey South	Recreation Disturbance Pagham	882.00	0.00	0.00	882.00	882.00	7.67	889.67		02/11/2023	*
Annexe Ivy Grange Keynor Lane Sidlesham Chichester West Sussex PO20 7NG	18/02346/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	713.50	713.50	0.00	713.50	0.00	6.21	719.71		19/11/2023	*

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
111 Second Avenue Almodington Earnley PO20 7LF	18/02530/FUL	The Witterings	Recreation Disturbance Pagham	563.50	563.50	0.00	563.50	0.00	4.90	568.40		04/12/2023 *	
Hunston Joinery Southover Way Hunston PO20 1NY	18/03073/FUL	Sidlesham & Selsey North	Recreation Disturbance Pagham	1,277.00	1,277.00	0.00	1,277.00	0.00	11.11	1,288.11		05/03/2024 *	
										330,783.44			

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S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Graylingwell Hospital College Lane Chichester West Sussex PO19 6PQ	08/03533/OUT	Chichester North	Chichester Harbour	52,500.00	52,500.00	52,500.00	0.00	0.00	1,307.81	1,307.81	10/10/2014	10/10/2019	S.O Tom Day May 2019: remaining funds are allocated to; employment of a project officer until June 2020, to the delivery of education and awareness work on the Manhood side of the Harbour through the Manhood Wildlife and Heritage Group and to the installation of Dog Activity facility at either Fishbourne or Southbourne.
Marshalls Mono Limited Broad Road Hambrook Chidham Chichester West Sussex PO18 8RG	09/04314/OUT	Harbour Villages	Chichester Harbour	16,178.43	16,178.43	16,178.43	0.00	0.00	2,767.57	2,767.57	16/01/2013	16/01/2018	
Roussillon Barracks Broyle Road Chichester West Sussex PO19 6PQ	10/03490/FUL	Chichester North	Chichester Harbour	19,132.01	19,132.01	13,922.95	5,209.06	0.00	0.00	5,209.06	19/08/2013	19/08/2023	
				19,607.05	19,607.05	983.60	18,623.45	0.00	0.00	18,623.45	25/09/2014	25/09/2024	
				19,806.26	19,806.26	990.31	18,815.95	0.00	0.00	18,815.95	20/07/2015	20/07/2025	
				20,082.09	20,082.09	1,004.10	19,077.99	0.00	0.00	19,077.99	28/07/2016	28/07/2026	
				20,930.62	20,930.62	1,046.53	19,884.09	0.00	0.00	19,884.09	20/10/2017	20/10/2027	
				21,632.16	21,632.16	1,081.61	20,550.55	0.00	4,912.11	25,462.66	15/10/2018	15/10/2028	
										111,148.58			

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## 8. Sustainable Transport

<b>Sustainable Transport</b>							
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	41,521	41,998	42,386	42,753	42,563	42,152	40,243
Total receipts	0	0	0	0	0	0	0
Interest received	477	388	367	336	524	286	302
Interest spent	0	0	0	0	0	0	0
Monitoring fee deduction	0	0	0	0	0	0	0
Total expenditure (excluding interest)	0	0	0	526	935	2,194	5,530
<b>Balance Remaining</b>	<b>41,998</b>	<b>42,386</b>	<b>42,753</b>	<b>42,563</b>	<b>42,152</b>	<b>40,243</b>	<b>35,016</b>

The sum of £5530 was spent on improvements to pedestrian and cycle ways at Jubilee Gardens. Approval has been given for up to £20,000 to be spent towards securing a pedestrian and cycle route from Ferry Corner to Medmerry, The RSPB initiated this idea and have recently completed the project in conjunction with WSCC. We are awaiting documents confirming expenditure prior to the release of funds. £14,700 has recently been allocated towards an additional vehicle for the Car Club to be based at Swanfield Community Centre.

## 9. Park & Ride

<b>Park and Ride</b>							
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance brought forward	128,585	114,820	110,923	106,221	99,204	88,899	76,822
Total receipts	6,694	0	0	0	0	0	0
Interest received	1,389	1,038	936	808	1,163	574	62
Interest spent	0	0	0	0	0	0	0
Monitoring fee deduction	0	0	0	0	0	0	0
Total expenditure (excluding interest)	21,848	4,935	5,638	7,825	11,468	12,651	9,399
<b>Balance Remaining</b>	<b>114,820</b>	<b>110,923</b>	<b>106,221</b>	<b>99,204</b>	<b>88,899</b>	<b>76,822</b>	<b>67,485</b>

The commuted sums received for Park and Ride schemes were given in perpetuity for use when parking in Chichester becomes pressurised due to a larger domestic and working population.

Chichester District Council currently provides a Park and Ride service for visitors, shoppers and commuters, which runs during the period leading up to Christmas only. There is, however, no permanent Park and Ride facility within Chichester District at present.

The Chichester District Car Parking Strategy 2010 – 2020 will play a role in managing growth in car use. The Car Park Strategy indicates that if spare capacity in the city's car parks falls below a specified level, the need to introduce Park and Ride should be considered.

\* indicates a notional date of 5 years from receipt applied as the S106 agreement or Unilateral Undertaking did not specify an expiry date

## 10. A27

A27							
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	£	£	£	£	£	£	£
Balance brought forward	0	0	0	0	0	100,000	229,934
Total receipts	0	0	0	0	100,000	128,783	0
Interest received	0	0	0	0	0	1,151	2,860
Interest spent	0	0	0	0	0	0	0
Monitoring fee deduction	0	0	0	0	0	0	0
Total expenditure (excluding interest)	0	0	0	0	0	0	0
<b>Balance Remaining</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>229,934</b>	<b>232,794</b>

The Council has worked with Highways England, West Sussex County Council and major development promoters to identify a coordinated package of transport measures that will mitigate projected traffic impacts resulting from new housing and other development over the local plan period. A central element is a package of proposed improvements to the six junctions on the A27 Chichester Bypass, aimed at improving traffic capacity, reducing congestion and queueing, and addressing road safety issues.

The majority of contributions are to be paid directly to Highways England and secured by way of S278 legal agreements. Within S106 agreements there are obligations to enter into the S278 agreement, usually prior to commencement of development and compliance is monitored by CDC officers.

There are a small number of agreements where monies are to be paid to CDC for onward transmission to Highways England and monies have been received as shown below.

\* indicates a notional date of 5 years from receipt applied as the S106 agreement or Unilateral Undertaking did not specify an expiry date

S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Land Adjacent To Homebase At Barnfield Drive Chichester West Sussex	12/00680/OUT	Chichester East	A27	100,000.00	100,000.00	0.00	100,000.00	0.00	2,243.10	102,243.10	03/08/2016	03/08/2026	<b>S106 Officer Simon Davies May 2019:</b> Money received Aug 2016 to be used for the maintenance and upgrade of the Bognor Road roundabout. To be transferred to Highways England when required
Land East Of Barton Way Clappers Lane Earnley	14/01806/OUT	The Witterings	A27	110,478.04	110,478.04	0.00	110,478.04	0.00	1,516.97	111,995.01	13/09/2017	13/09/2022	<b>S106 Officer Simon Davies May 2019:</b> Contribution towards A27 improvements. To be transferred to Highways England when required
117 The Hornet Chichester West Sussex PO19 7JP	16/02038/FUL	Chichester East	A27	18,305.00	18,305.00	0.00	18,305.00	0.00	251.34	18,556.34	27/06/2017	27/06/2027	<b>S106 Officer Simon Davies May 2019:</b> Contribution towards improvements to A27 at Stockbridge Roundabout. To be transferred to Highways England.
										232,794.45			

\* indicates a notional date of 5 years from receipt applied as the S106 agreement or Unilateral Undertaking did not specify an expiry date

## 11. Other Organisations

Other Orgs							
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	£	£	£	£	£	£	£
Balance brought forward	0	0	49,118	0	700	0	26,802
Total receipts	0	51,703	0	700	24,332	51,124	53,689
Interest received	0	0	0	0	0	0	0
Interest spent	0	0	0	0	0	0	0
Monitoring fee deduction	0	2,585	0	0	0	0	0
Total expenditure (excluding interest)	0	0	49,118	0	25,032	24,322	0
<b>Balance Remaining</b>	<b>0</b>	<b>49,118</b>	<b>0</b>	<b>700</b>	<b>0</b>	<b>26,802</b>	<b>80,491</b>

These monies have been collected on behalf of other organisations and will be handed over in due course.

S106 Appendix 6 -Receipts & Expenditure By Service

Site Address	App Number	Ward	Obligation Type	Received	Allocated	Spent	Remaining Exc Interest	Remaining & Unallocated Exc Interest	Bank Interest	Remaining Inc Interest	Date Received	Spend Deadline	New Comment
Land On The North Side Of Shopwhyke Road Shopwhyke West Sussex	11/05283/OUT	North Mundham & Tangmere	Ecological Mitigation	26,802.16	0.00	0.00	26,802.16	26,802.16	0.00	26,802.16	07/06/2017	07/06/2022	<b>Spending Officer: Tom Day.</b> Projects identified: Chichester Harbour Conservancy Boardwalks at Fishbourne Meadows. <b>May 2019.</b> This s106 agreement was signed before the Bird Aware Solent project had started and the money was allocated to CHC to deliver mitigation measures. CHC have proposed the provision of boardwalks at Fishbourne meadows. These will help keep walker and dogs on the path and away from overwintering birds as well as improving access to the very boggy site in winter.
Land North Of Main Road And West Of Inland Road Southbourne Emsworth Hampshire PO10 8JH	14/02800/OUT	Southbourne	Sussex Police Contribution	18,159.46	18,159.46	0.00	18,159.46	0.00	0.00	18,159.46	29/03/2019	29/03/2029	<b>S106 Officer Simon Davies :May 19</b> Funds to be paid over to Sussex Police Authority (Update: Since the end of the financial year these monies have been handed over to the Sussex Police Authority).
Land North Of Main Road And West Of Inland Road Southbourne Emsworth Hampshire PO10 8JH	14/02800/OUT	Southbourne	Health Contribution	35,529.71	35,529.71	0.00	35,529.71	0.00	0.00	35,529.71	29/03/2019	29/03/2029	<b>S106 Officer Simon Davies :May 19</b> Funds to be paid across to West Sussex CCG and awaiting confirmation of bank details
										80,491.33			

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## 12. West Sussex County Council

WSSC have been unable to supply data ahead of publication due to an IT issue

S106 Appendix 6 -Receipts & Expenditure By Service

13. South Downs National Park Authority

S106 monies received

Application No:	Site Address:	Purpose:	Amount Due:	Comments	Amount received:	Date received:	Amount Spent:	Balance Remaining	Expiry
11/03310/FULNP	Former St Margarets School, Petersfield Road, Midhurst	Community facilities	£325,136.00	£50,000 Community facilities monies paid to Weald & Downland Open Air Museum for Gateway Project. Remainder allocated to Old Town Hall Library refurbishment £24,109.35 spent on Midhurst Public Art	£349,167.79	17/06/2015	£24,109.35	£275,058.44	5 Years (Nominal)
		£151,300.39							
		Education - £65,069							
		Fire & Rescue £1,593							
		Libraries £15,225							
		Public Art - £24,109.35							
TAD £91,871									
11/02717/FULNP	The Court House And Courtlea Rosemary Lane Petworth	Affordable Housing - £158,400	£188,735.00		£198,713.64	£83,850.32 - 21/05/14 £83,850.32 - 20/6/14 £31,013 - 27/11/14		£198,713.64	10 years
		Library £2013							
		TAD £7290							
		Fire & Rescue £211							
		Education £20,821							
SDNP/14/03338/FUL	Former Midhurst Grammar School Site, West of North Street, Midhurst	Community Facilities - £29,903	£117,218.00	Community facilities contribution earmarked for Midhurst Library project	£111,533.00	26/04/2016		£111,533.00	10 years
		Education - £45,491							
		Library - £4759							
		TAD - £30,800							
		Public Art - £5725							
		Fire & Rescue - £540							
SDNP/14/02892/FUL and SDNP/17/00980/CND	Coal Yard, School Close, Fittleworth	Affordable Housing - £77,600	£119,082.00	AH monies to be allocated	£84,568.98			£84,568.98	10 years
		Education - £23,403							
		TAD - £15,400							
		Library - £2,448							
		Fire & Rescue - £231							
SDNP/13/05841/FUL	The Old Court House, Grange Road, Midhurst	Affordable Housing - £89,600	£94,799.00		£98,100.00	28/10/2016		£98,100.00	10 years
		Education - £3,663							
		Library - £1,403							
		Fire & Rescue - £133							
SDNP/12/02721/FUL and SDNP/14/06285/MPO	Land at Laundry Cottage, Horsham Road, Petworth	Affordable Housing Commuted Sum -£80,280	£205,190.00		£116,586.86	08/01/2018		£116,586.86	10 years
		Community Facilities - £35,180							
		Education - £36,682							
		Public Art - £7497							
		Library - £3,838							
		Fire & Rescue - £363							
TAD - £41,350									
			<b>£1,050,160.00</b>		<b>£958,670.27</b>		<b>£74,109.35</b>	<b>£884,560.92</b>	

Page 294

\* indicates a notional date of 5 years from receipt applied as the S106 agreement or Unilateral Undertaking did not specify an expiry date

Secured and not yet due

Application No:	Site Address:	Purpose:	Amount Due:	Trigger
11/03635/FULNP	King Edward V11, Midhurst	Affordable Housing £800,000	£900,000.00	On completion of 50% of the dwellings 20% of contribution must be paid, another 20% to be paid after 60% completed etc.
		Primary Education - £100,000		
SDNP/13/01164/FUL	Former Garage Site, Bury Road, Pulborough	Transport (£10,000),		On commencement of development
SDNP/16/03737/FUL	Hurstfold Farm	Provision of off site affordable housing - £300,120	£357,767.00	On or before occupation date
		Education (£28,359)		
		Fire and Rescue (£281)		
		Library Contribution (£3,447)		
		Transport (£25.560)		
			<b>£1,257,767.00</b>	

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**Chichester District Council**

**CORPORATE GOVERNANCE & AUDIT COMMITTEE 25 July 2019**

**Annual Partnerships Report 2019**

**1. Contacts**

**Report Author:**

Amy Loaring, Community Partnerships and Projects Manager  
Tel: 01243 534726 Email: [aloaring@chichester.gov.uk](mailto:aloaring@chichester.gov.uk)

**2. Recommendations**

**2.1. That the Annual Partnerships report be noted.**

**2.2. It is recommended that the partnerships annual report, as a mechanism for ensuring our strategic partnerships have appropriate governance measures in place, should continue reporting to Corporate Governance and Audit committee on an annual basis.**

**3. Background**

3.1. At a special meeting of the Corporate Governance and Audit Committee (CGAC) on the 23 July 2012 the following recommendations were made:

- (a) The committee should receive an Annual Partnerships report on the effectiveness of the council's strategic partnerships focussing on governance arrangements and risk monitoring.
- (b) The council's partnerships, both strategic and operational, should be reviewed during the council's annual service planning process to ensure that they are still achieving their outcomes, that risk registers are up to date and regularly reviewed and the council's strategic objectives continue to be met.
- (c) That the role of members who serve on partnerships is made clear in the partnerships guidance document particularly in relation to the requirements for annual reporting.

3.2. At the September meeting of CGAC 2017 members of the committee asked for the format of the report to be changed so that it considers governance arrangements and the exposure of the partnership to risks and the mitigation of those risks.

3.3. In 2018 Council managers attended a training session on partnerships to remind them of the importance of having good governance in place and that this report would monitor this on an annual basis.

#### 4. Analysis of Partnerships and recommendations

- 4.1. The annual review and report process is a method for ensuring our strategic partnerships have appropriate governance measures in place and should continue for the foreseeable future. This report will only look at the governance of partnerships and is not concerned about the delivery of outcomes which is a role of the Overview and Scrutiny committee
- 4.2. There are currently 9 strategic level partnerships that the council is involved with, as set out in the annual partnerships report (Appendix 1). They all have appropriate governance arrangements in place.
- 4.3. Some of the partnerships do not have exit strategies in place. This is because we do not lead or manage these partnerships and we are limited in what governance can be put in place, but officers are satisfied with how the partnerships are being run. All Council run partnerships have robust governance in place.
- 4.4. Not all partnerships have a completed risk assessment attached, notably the ones run by other agencies. The Community Projects & Partnerships Manager will consult with officers to devise a quick and easy way to review risks associated with these partnerships.

#### 5. Community impact and corporate risks

- 5.1. By not completing a review of the main strategic partnerships of the council we risk council resources being directed into partnerships that do not meet the council's priorities, waste our resources, do not have a clear goal, and could bring the council into disrepute. By ensuring that appropriate governance is in place in these partnerships and their risks are managed so that we can ensure the quality of their work and their benefit to the local community.

#### 6. Other Implications

	Yes	No
<b>Crime &amp; Disorder:</b>		✓
<b>Climate Change:</b>		✓
<b>Human Rights and Equality Impact:</b>		✓
<b>Safeguarding:</b>		✓

#### 7. Appendices

- 7.1. Appendix 1 – Chichester District Council Partnerships report 2019

<b>1. Manhood Peninsula Partnership</b>
<b>Completed by ; Jane Cunningham</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
<p>The MPP was formed over 14 years ago as a standing forum for local strategic issues. This multi-agency and community group has initiated and facilitated many initiatives in recent years by attracting funding to the area from the EU, DEFRA, RSPB and other sources. These include: land drainage studies, Medmerry coastal realignment, a Destination Management Plan and various tourism and economic initiatives in line with the Integrated Coastal Zone Management strategy. The MPP has achieved national and international recognition.</p> <p>Its aims are to raise the profile of environmental, social and economic challenges facing the Peninsula, seeking solutions by collaborative working and undertaking key projects to promote inter-sectoral integration through improved understanding between stakeholders.</p> <p>The Partnership is the ideal way for CDC to act as an exemplar for localism and community engagement. The MPP Project Officer post is employed by CDC on a part time basis, and receives contributions from the parishes to supplement employment costs.</p> <p>The Partnership reinforces the District Council commitment to coastal adaptation and the protection of the Peninsula's special environment to enhance community viability and the economy. It also provides a ready source of local knowledge on surface water and environmental management at strategic levels that would be difficult to source otherwise.</p>
<b>Planned Outcomes for the financial year ahead 2019/2020</b>
<p><b>East Wittering &amp; Bracklesham Vision Project</b></p> <p>The new EW&amp;B Vision aims to re-imagine what the town could be, and what role it will take in the future. There is a desire to make a clear case for EW&amp;B as a town for the future, a town with a future. The lessons learned from creating the Selsey Vision will be implemented in producing a Vision for EW&amp;B. The process will begin in June 2019 and is expected to continue until May/June 2020.</p> <p><b>'Seas the Day'</b></p> <p>Following a bid submitted by the MPP Project Officer a project about the Selsey fishing industry called 'Seas the Day' has been awarded full funding of just under £36k by the Heritage Lottery Fund. The project will help deliver aims on the economy and East Beach from the new Selsey Vision, and complements recommendations from the Marshall Regen report on the socio economic aspects of Selsey Haven. The HLF grant is being managed and delivered by the MPP Project Officer and administered by Selsey Town Council. The final report to the Lottery Fund is due in June 2020.</p> <p><b>Selsey Vision 'Head' Projects</b></p> <p>The new Selsey Vision aims to re-imagine what the town could be, and what role it will take in the future. There is a desire to make a clear case for Selsey as a town for the future, a town with a future.</p> <p>There are three project groups, Engagement (public participation in the vision process for the yearlong engagement project), Head (East Beach, economy including the fishery, tourism and transport) and Heart (health and wellbeing, community and environment, youth and culture)</p> <p>The MPP Project Officer leads on the 'Head' projects and actively supports the Engagement group. The Vision process has lasted from April 2018 – March 2019, and further work will</p>

progress projects informed by the Selsey Vision.

**Peninsula Surface Water Issues and Solutions Group (SWISh)**

The SWISh group is a sub-group of the existing Manhood Peninsula Partnership (MPP). Southern Water, Environment Agency, Local Flood Action Groups and flood/drainage engineers from WSCC and CDC are members. SWISh complements the CDC led strategic group, Manhood Peninsula Drainage Partnership.

The group was set up to deliver practical elements of the Manhood Peninsula Surface Water Management Plan 2015. The aims for 2019/20 are to develop a national pilot for surface water management in lowland areas, and a peninsula wide development of the scheme in the form of a Local Management Pack.

**Green Links Across the Manhood (GLAM)**

Development of green links to support sustainable transport accessing key conurbations and other areas of the Manhood e.g. tourist attractions such as the harbours, thereby reducing congestion, offering tourist opportunities and improve travel times.

**Standing Conference**

Ensure sustainable development of the peninsula for the benefit of future generations and consider long-term issues through improved coordination, communication and understanding between those involved in the Manhood Peninsula and by providing a platform for dialogue between the agencies and local communities enabling integration of strategic issues as per the MPP Terms of Reference.

**What Chichester District Council resources are in the partnership?**

The District Council part-funds the part-time MPP Project Officer. The Project Officer is leading the HLF funded project Seas the Day and the Selsey Vision 'Head' group that concentrates activities on East Beach, the Selsey fishery and the economy. It includes the Chairs of Selsey Town Council and the Selsey Business Partnership. The Project Officer also coordinates and administers the other MPP planned objectives outlined above.

**What resources do other partners place in the partnership?**

The MPP's other funding partners are the peninsula parishes via the Parish Precept. For 2018/19 this was £7,391.

**What are the partnerships lines of accountability? E.g how is the partnership monitored**

The MPP Project Officer currently reports to the Divisional Manager of Place in Growth & Place. She maintains links with Environment to facilitate work on the coast, in the East Beach area of Selsey and elsewhere on the peninsula.

**Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?**

Yes – these Terms of Reference were set at the outset for the partnership and were reviewed in October 2016. The Terms of Reference are currently under review and will be finalised in Sept 2019.



<p><b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?</b></p>
<p>The partnership has not been officially reviewed by an independent body. The partnership is considered annually by its partners including Chichester District Council. As the partnership is comprised of a wide variety of local, regional and national organisations, review by another body has not been considered a priority.</p>
<p><b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment</b></p>
<p>No, this has not been considered a priority but this is something that will be considered.</p>
<p><b>Has a financial agreement between partners been prepared and signed?</b></p>
<p>No. No other bodies fund the partnership other than CDC and the parishes. When the Environment Agency was a funding partner there was an annual signed agreement but this has now ceased.</p>
<p><b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b></p>
<p>Commitments – redundancy payment for the MPP Project Officer – should that be required.</p>
<p><b>Membership Includes</b></p>
<ul style="list-style-type: none"> <li>• Chichester District Council (including MPP Secretariat)</li> <li>• Chichester Harbour Conservancy</li> <li>• East Wittering &amp; Bracklesham Parish Council</li> <li>• Environment Agency</li> <li>• Manhood Wildlife &amp; Heritage Group</li> <li>• Marine Management Organisation (MMO)</li> <li>• National Trust</li> <li>• Natural England</li> <li>• Peninsula Community Forum</li> <li>• Royal Society for the Protection of Birds</li> <li>• Selsey Town Council</li> <li>• Sussex Association of Local Councils</li> <li>• West Sussex County Council</li> </ul>

<b>2. Chichester In Partnership</b>
<b>Completed by ; Amy Loaring, Community Projects &amp; Partnerships Manager</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
<p>CIP is an umbrella body, which brings together a wide range of organisations from the public, private, voluntary and community sectors within the district. Its original remit is to develop and deliver a Sustainable Community Strategy for the district.</p> <ul style="list-style-type: none"> <li>• Development &amp; Delivery of the Sustainable Community Strategy for Chichester District.</li> <li>• Being a network for local organisations.</li> <li>• Dissemination of information to partners to enable better-coordinated working.</li> <li>• The coordination, support and championing of local partnerships.</li> <li>• Developing projects across the partnerships to provide multi agency solutions to local issues.</li> <li>• Engaging elected members in partnership working.</li> <li>• Coordination of local community engagement.</li> </ul> <p>Priorities for the partnerships are as follows:</p> <ul style="list-style-type: none"> <li>• Reducing Worklessness,</li> <li>• Tackling Financial Exclusion</li> <li>• Targeted support for communities in need</li> <li>• Dementia Friendly Chichester</li> <li>• Family Intervention.(Think Family)</li> <li>• Helping those with Low level mental health needs</li> <li>• Coordinating youth services</li> </ul>
<b>Planned Outcomes for the financial year ahead 2019/2020</b>
<ul style="list-style-type: none"> <li>• Continuation of Choosework model focus on ESA clients, pre-assessment ESA clients and IS clients as well as JSA clients, which have additional health issues</li> <li>• Engage and encourage Core group partner organisations to sign up to a local Mental Health pledge.</li> <li>• To continue to support the social prescribing project in any way the partnership can.</li> <li>• Chichester in Partnership will set up a web based social platform for partner organisations (such as parish councils, community groups) to share problems, ideas, solutions and to regularly communicate to each other</li> <li>• To develop the "Safe Place " project in Chichester City in Partnership with WSCC</li> <li>• To deliver a range of interventions in all areas of Chichester district identified as being in priority need.</li> <li>• Research and develop a project to address social isolation in the district</li> <li>• In partnership with Chichester cathedral deliver a project that supports young carers with life skills</li> </ul>
<b>What Chichester District Council resources are in the partnership?</b>
<p>70% of Partnerships officer time          Desk space and management time of Work experience officers          £30,000 invested into the ChooseWork project          £10,000 to support project work</p>
<b>What resources do other partners place in the partnership?</b>
<ul style="list-style-type: none"> <li>• Senior officer time from partner organisations For core group meetings.</li> <li>• Chichester cathedral are resourcing an officer to deliver the young carers project.</li> <li>• West Sussex officers are leading on the "Safe Place" project</li> <li>• GP's have invested in the Social prescribing project (this is now a separate partnership)</li> </ul>

that reports to CIP)
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
CDC overview and scrutiny committee Wider LSP (AGM)
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
Yes. They were reviewed in 2017
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?</b>
It was reviewed in partnership with partner organisations in 2015. It was suggested we extend the core group membership, which has happened. And the Sustainable Community Strategy was rewritten so that it was fit for purpose.
<b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment</b>
Yes
<b>Has a financial agreement between partners been prepared and signed?</b>
Part of the terms of reference. If there is finance involved with a certain project then an agreement will be made within that project.
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>
Part of the terms of reference. The partnership is led by Chichester District Council, potentially no partnership will exist without CDC's involvement. There would be commitment to continue involvement in any related projects.
<b>Membership Includes</b>
CDC, WSCC, Sussex Police, Chichester LCNs, DWP, CAB, WSFRS, VAAC, Chichester Cathedral, Chichester College, University of Chichester, SDNPA, Chichester Festival Theatre, Richmond Fellowship, MIND, Age UK, Health Watch, Chichester City Council, West Sussex Public Health.

**Partnership- Risk and Benefit Assessment**

Name of Partnership	Chichester in Partnership
Completed by	Amy Loaring

Risks	Risk <sup>1</sup> (high/med/low)	Steps taken to reduce risk	Contingency Plans
Failure to secure Funding	Medium	The partnership managers post is mainstreamed in CDC's budget. Project work to be sourced from partners or grants	Partnership manager trained in how to do funding bids. If bids are not successful projects may not happen. But partnership can continue without funding.
Lack of partner interest	Low	Each partner has interest in maintaining successful performance. Partners have input into agendas, priorities and projects.	Engage with partners independently if still not interested look to close down partnership
Conflicts of Interest	Medium	Issues have arisen that could present a conflict of interests. Agendas are agreed by partners. Within terms of reference there are rules about behaviour	
Duplication of work	Low	One of the main remits of the partnership is to reduce duplication of work. Regular partner meetings means the partnership has helped with reducing duplication of work .	
Loss of key staff e.g. Partnerships Manager	Medium	Other managers attending meeting to ensure they have understanding of work.	Communities team would look to deliver a limited partnerships offer until manager returns/ replacement found
Partial or full break-up of partnership	Low	The partnership is long established and while it delivers on projects a break-up of the partnership is unlikely. Expense	Community Projects and Partnerships manager would look to deliver community projects via alternative means

<sup>1</sup> Levels of Risk: **High**- Likely to cause significant disruption to schedule, cost and performance of partnership. Probability of occurrence is more than 50%

**Medium** – Has potential to cause some disruption, however potential problems may be overcome. Probability of occurrence is 20-50%

**Low** – has little potential to cause problems to partnership. Normal effort by the partnership will overcome the problem. Probability of occurrence less than 20%

<b>3. Chichester Community Safety Partnership</b>
<b>Completed by ; Amy Loaring, Community Projects &amp; Partnerships Manager</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
A statutory requirement under the Crime and Disorder Act 1998 to form a strategic Partnership that brings together partners to have a coherent approach to community safety.
<b>Planned Outcomes for the financial year ahead 2019/2020</b>
<p>The joint meetings with the Neighbouring CSP in Arun have continued, they have agreed that in order to develop more joint working and reduce duplication that we will have 2 joint meetings of the CSPs a year. The joint priorities are:</p> <ul style="list-style-type: none"> <li>• Child Sex Exploitation</li> <li>• Serious Organised Crime</li> <li>• Mental Health services</li> <li>• Street Community</li> </ul> <p>Priorities for the CSP in 2019/20 are:</p> <ul style="list-style-type: none"> <li>• Educate young people about healthy relationships to reduce the number of young people being a victim of Domestic Abuse.</li> <li>• To support the further development and delivery of early intervention to families identified by IPEH.</li> <li>• Increase the resilience and confidence of the Communities in the identified areas to support sustained change in families worked with by IPEH</li> <li>• Reduction in crime and ASB reported in the identified areas. Increased confidence and facilities as measured by the community development assessment tool.</li> <li>• Raise awareness around human trafficking and child sexual exploitation. Fulfil our statutory duty to inform the Home office of any suspected victims of modern slavery.</li> <li>• Monitor and reduce the impact of emerging community tensions including unauthorised encampments, Support WSCC PREVENT agenda</li> <li>• Reduce the numbers of victims of scams and other online crimes</li> <li>• Reduce the numbers of killed and seriously injured on our roads</li> <li>• Reduction in older drivers over 60 involved in accidents</li> <li>• Reduction of the number of pedal cyclists killed or injured on our roads</li> </ul> <p>Reduction in collisions relating to speeding drivers</p>
<b>What Chichester District Council resources are in the partnership?</b>
90 hours officer time
<b>What resources do other partners place in the partnership?</b>
£42,295 – police crime commissioner Officer time from other organisations In kind support for projects
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
CDC overview and scrutiny committee Chichester in Partnership
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
Yes. They were reviewed in 2017

<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?</b>
Reviewed by the Sussex Police And Crime Commissioner last year. She recommended that the chair be circulated around the partners. Our CSP has agreed that the chair remain with the council as this gives continuity and consistency
<b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment</b>
Yes
<b>Has a financial agreement between partners been prepared and signed?</b>
Part of the terms of reference. If there is finance involved with a certain project then an agreement will be made within that project.
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>
The partnership is statutory for us and the partners therefore there is no need for an exit strategy
<b>Membership Includes</b>
CDC, WSCC, Sussex Police, WSFRS, Sussex Police and Crime Commissioners office, Neighbourhood Watch, Crime Stoppers, Probation service, Change Grow Live.

### Partnership- Risk and Benefit Assessment

Name of Partnership	Chichester Community Safety Partnership
Completed by	Amy Loaring

Risks	Risk <sup>2</sup> (high/med/low)	Steps taken to reduce risk	Contingency Plans
Funding reduced by the Sussex Police and Crime Commissioner	Medium	The SPCC consult with CSP about funding and we will put a business case forward to continue the funding	Budgets can be adjusted to fit with decisions on funding. A contingency fund is also in place.
Lack of partner interest	Low	Each partner has a statutory duty to attend meetings and	Partners to be chased for attendance

<sup>2</sup> Levels of Risk: **High**- Likely to cause significant disruption to schedule, cost and performance of partnership. Probability of occurrence is more than 50%

**Medium** – Has potential to cause some disruption, however potential problems may be overcome. Probability of occurrence is 20-50%

**Low** – has little potential to cause problems to partnership. Normal effort by the partnership will overcome the problem. Probability of occurrence less than 20%

		in maintaining successful performance. Partners have input into agendas, priorities and projects.	
Conflicts of Interest	Medium	Issues have arisen that could present a conflict of interests. Agendas are agreed by partners. Within terms of reference there are rules about behaviour	
Duplication of work	Low	One of the main remits of the partnership is to reduce duplication of work. Regular partner meetings means the partnership has helped with reducing duplication of work .	
Change of Legislation	Low	The partnership is long established and while it delivers on projects a break-up of the partnership is unlikely. Expense	Community Projects and Partnerships manager would look to deliver community projects via alternative means

<b>Risks</b>	<b>Significance (high/med/low)</b>	<b>Steps taken to reduce risk</b>	<b>Contingency Plans</b>
Loss of key staff e.g. Partnerships Manager	Medium	Other managers attending meeting to ensure they have understanding of work.	Communities team would look to deliver a limited partnerships offer until manager returns/ replacement found

<b>4. Sussex air quality partnership [Sussex-air ]</b>
<b>Completed by ; Simon Ballard, Environmental Protection Manager</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
Sussex Air was set up in 2000, comprises of officers from all the Local Authorities in Sussex (East and West) including Brighton and Hove and WSCC and ESCC. The partnership has a set of terms of reference but is not a formally constituted body only existing as a budget code at ESCC. The partnership meets four times per year, works to an agreed agenda and is currently chaired by Adur and Worthing District Council. All partners currently pay an annual subscription of £4,500 to Sussex Air, which is used to pay for the services set out below.
<b>Planned Outcomes for the financial year ahead 2019/2020</b>
See business plan attached:
<b>What Chichester District Council resources are in the partnership? (include money, officer time and assets)</b>
£4500/annum subscription. I attend meetings on approximately four occasions per annum.
<b>What resources do other partners place in the partnership?</b>
All LA's in East and West Sussex pay £4500/annum subscription and send one officer to each of the five yearly meetings.
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
The partnership produces an annual business plan and an annual report of its activities and outcomes. These are reported at the group's meetings and called for scrutiny at by Sussex Chief Environmental Health Officers (SCEHO) meeting annually. The SCEHO appoints a representative of their group to attend the Sussex-air meetings. All meetings of Sussex-air are minuted.
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
The Terms of Reference were reviewed in 2018
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b>
The partnership reports annually to CDCs partnership review and last did so in 2018. No recommendations were forthcoming.
<b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment (note: you should be using the CDC risk matrix for this, available on the intranet)</b>
No. The group facilitates the sharing of knowledge and best practice. The data management contract let by the group for the management of air quality monitoring data allows access to the contracted provider at a more competitive rate than otherwise would be the case. The group was awarded £100K of DEFRA air quality grant last year of which CDC will be a partial beneficiary.
<b>Has a financial agreement between partners been prepared and signed?</b>
Yes
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>



CDC pays an annual subscription to the group of £4500. There is no formal or contractual obligation to this 'commitment' and CDC or any member authority could withdraw. Contracts let by the group (notably the data management contract for air quality monitoring stations) have yearly break clauses. The group currently exists as a budget code at East Sussex County Council who bear any related risk.

### Membership

Adur District Council	Lewes District Council
Arun District Council	Mid Sussex District Council
Brighton and Hove City Council	Rother District Council
Chichester District Council	Wealden District Council
Crawley Borough Council	East Sussex County Council
Eastbourne Borough Council	West Sussex County Council
Hastings Borough Council	Worthing District Council
Horsham District Council	

The group has a link to the Environment Agency but they do not belong to the group (or pay the annual subscription). The group has links to King's College London's, Environmental Research Group and the University of Brighton, the former via a contract for the management of air quality monitoring data and the management and running of the Air-Alert pollution prediction service and Cold-Alert services (cold prediction service).

<b>5. West Sussex Waste Partnership</b>
<b>Completed by:</b> Amie Huggett
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
<p>The partnership is delivered through two inter-related groups; the Member led Inter-Authority Waste Group (IAWG) and the Strategic Waste Officers Group (SWOG). The West Sussex Waste Partnership (WSWP) works together to reduce waste and to maximise reuse, recovery and recycling. The WSWP is striving towards a zero waste economy, where all materials have a purpose and avoid disposal of any kind.</p> <p>The partnership provides a platform for collaborative working between the 7 District and Boroughs in West Sussex and the County Council who have responsibility for waste management.</p>
<b>Planned Outcomes for the financial year ahead 2019/2020</b>
<p>The WSWP will continue to focus on initiatives to increase the level of recycling in West Sussex to achieve the statutory recycling target of 50% by 2020, minimise waste and reduce the overall system cost of waste collection and disposal.</p> <p>The WSWP will consider and implement all possible measures, within its financial constraints, to reduce the amount of residual waste produced across the County through communication and co-operation with residents and businesses.</p> <p>In 2018, the WSWP commissioned consultants to undertake a waste analysis focusing on the composition of residual waste kerbside collections. Key recommendations from the analysis include maintaining education on target recyclables and to focus communications on food waste prevention owing to approximately 32% of residual waste being food waste.</p> <p>In addition to general food waste communications, the WSWP are currently considering the feasibility of introducing separate weekly food waste and absorbent hygiene products collections. This is following a study commissioned by West Sussex County Council (WSCC) in 2017/18 that sought to understand the implications for each partner authority and the partnership overall. WSCC are currently seeking partners to volunteer to undertake a food waste collection trial (possible trial start date is spring 2020) to determine whether a further roll out is feasible. CDC has not committed to the trial at this stage and a report will be taken to Cabinet later this year outlining recommendations from the Waste and Recycling Panel on CDC's way forward.</p> <p>In February DEFRA issued a series of consultations in respect of the future UK Waste Strategy. The consultations included areas such as (but not limited to) mandatory food waste collections, increased ownership and responsibility of material producers for the life of their products, deposit return schemes for containers and how waste collections can be more consistent across the nation. The WSWP worked together to submit a consistent response to these which was submitted on 13th May. The results and hopefully Government future intentions will not be known for a number of months but will undoubtedly involve significant changes for the UK waste industry as a whole. The WSWP will play a key role in responding to the future changes.</p>
<b>What Chichester District Council resources are in the partnership? (include money, officer time and assets)</b>
<p>IAWG (meetings held quarterly)</p> <ul style="list-style-type: none"> <li>• Cabinet Member for Environment and Chichester Contract Services (CCS). Attendance at meeting and feedback to CDC Waste and Recycling Panel.</li> <li>• Director of Corporate Services. Attendance at meetings plus Member support.</li> <li>• Divisional Manager CCS - Attendance at meetings plus Member support.</li> </ul>

<p>SWOG (meetings held monthly with additional meetings as required).</p> <ul style="list-style-type: none"> <li>• Divisional Manager CCS. Current chair and direct representative to IAWG.</li> <li>• CCS Business Manager. Attendance at meetings as required plus project delivery.</li> </ul> <p>Communications Group (sub group of SWOG) (meetings held monthly)</p> <ul style="list-style-type: none"> <li>• Recycling Projects Officer. Attendance at meetings plus project delivery.</li> </ul> <p>For financial resource please see section below relating to Financial Agreements.</p>
<p><b>What resources do other partners place in the partnership?</b></p> <p>As above – Officers and Members.</p>
<p><b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b></p> <ul style="list-style-type: none"> <li>• IAWG – reports to Leaders’ Board once a year or more frequently as required.</li> <li>• SWOG – reports to IAWG but lines of accountability to Environment Directors’ Oversight Group which is comprised of the relevant Director for each partner plus Chair of SWOG and meets at least twice a year.</li> <li>• Communications Group – reports to SWOG. Updates are provided at each meeting.</li> </ul>
<p><b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b></p> <p>Yes – Memorandum of Understanding (MoU). Reviewed in 2016 and further updates to governance arrangements made in 2018.</p>
<p><b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b></p> <p>Partnership last independently reviewed by CDC’s Corporate Management Team and Cabinet in 2012/13 as part of the process for prioritising future partnerships. The overall finding was that the existing model was considered an excellent example of co-operative working. In addition, various options for joint working were considered in 2013 but not pursued.</p>
<p><b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment (note: you should be using the CDC risk matrix for this, available on the intranet)</b></p> <p>Partnership Risk Assessment Form attached. By actively participating in this partnership the Council can ensure that Chichester District concerns and needs are properly considered on all waste related matters. A risk assessment is completed for each partnership project as it is developed and delivered.</p>
<p><b>Has a financial agreement between partners been prepared and signed?</b></p> <p>Yes – the MoU makes provision for all waste collected to be delivered to the WSCC disposal facilities. In return, WSCC make a payment to the waste collection authorities based on an agreed recycling support payment mechanism. In 2018, WSCC announced that they would be withdrawing from this locally agreed support payment mechanism and adopt a default calculation for the year 01 April 2019 to March 2020 as well as rescind the MoU schedule that details the financial relationship of the partnership. The effect on Chichester DC income is a loss of £86,000 per annum. Whilst WSCC stated they were willing to agree a revised calculation going forward; this has not progressed. Districts and Boroughs have instead been advised by WSCC that in the light of WSCC funding pressures, options to further reduce the recycling incentive payment will be considered by WSCC Cabinet as part of their budget preparation for 2020/21 and is likely to further reduce going forward.</p>

<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>
No exit strategy in place as the partnership effectively defines the working relationship between CDC as the Waste Collection Authority and WSCC the Waste Disposal Authority which is bound by legislation.
<b>Membership includes</b>
<ul style="list-style-type: none"> <li>• West Sussex County Council</li> <li>• Horsham District Council</li> <li>• Adur and Worthing Council</li> <li>• Crawley Borough Council</li> <li>• Chichester District Council</li> <li>• Mid Sussex District Council</li> </ul>

### Partnership- Risk and Benefit Assessment

A risk assessment has to be completed before the formation/ joining of a partnership. It is the responsibility of the Head of Service to ensure that a risk assessment is completed. It is recommended that the partnership risk assessments are reviewed on an annual basis as risks can change. Please send a completed copy of this form along with the Partnership registry form to the Corporate Policy unit.

Name of Partnership	West Sussex Waste Partnership
Completed by	Bob Riley

Risks	Risk <sup>3</sup> (high/med/low)	Steps taken to reduce risk	Contingency Plans
Failure to secure Funding	Low	Partnership funding is based upon existing partner budgets and is not reliant on external funding sources. Some external funding may be sought for specific projects but these will only progress if funding is secured or allocated from existing budgets. Partnership has Memorandum of Understanding (MOU) setting out partner responsibilities, backed by a financial agreement between the LA's.	
Refusal of necessary	Low	Infrastructure and site	

<sup>3</sup> Levels of Risk: **High**- Likely to cause significant disruption to schedule, cost and performance of partnership. Probability of occurrence is more than 50%

**Medium** – Has potential to cause some disruption, however potential problems may be overcome. Probability of occurrence is 20-50%

**Low** – has little potential to cause problems to partnership. Normal effort by the partnership will overcome the problem. Probability of occurrence less than 20%

permissions		specific facility permissions have been secured. Partnership organisational structure has established lines of communication, delegation and authority, backed by individual authority decision making process.	
Failure to make the partnership sustainable	Low	Partnership is long established with each partner aware of need and interest in securing on-going successful operations and services. MOU in place and newly agreed financial agreement between LA's has equitable basis for payments and income share.	
Lack of partner interest	Low	Each partner has interest in maintaining successful services performance. It is possible that one or more LA's may shift priorities over time to other services.	
Conflicts of Interest	Low	Whilst each partner may have discrete focus and priorities all recognise the mutual benefits of successful partnership operations and services.	
Duplication of work	Low	The partnership has pooled and shared resources on a wide range of matters to achieve economies and consistency in approach. These have enabled CDC to reduce resources and avoid duplication.	
No exit strategy from the partnership	Low	The long term contracts that have been put in place together with the shared use of major operational facilities means that the partnership is likely to remain secure for the foreseeable future.	
Partial or full break-up of partnership	Low	The partnership is long established. Due to the contracts in place, the provision and use of vital operational facilities, and the	

		<p>financial agreement between the local authorities, a break-up of the partnership is unlikely. Each district and borough requires the use of the recycling processing and waste handling and disposal facilities that have been provided through the partnership. Cost effective alternatives are unlikely to be available. In addition WSCC have legal powers to direct district and borough authorities to use specific sites that have been provided.</p>	
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<b>6. THE WEST SUSSEX AND GREATER BRIGHTON STRATEGIC PLANNING BOARD</b>
<b>Completed by ; Tim Guymer</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
Local authorities are required by law through the Duty to Co-operate to ' <i>engage constructively, actively and on an ongoing basis</i> ' on planning matters that impact on more than one local planning area. The West Sussex and Greater Brighton Strategic Planning Board is a grouping of local planning authorities responsible for identifying cross boundary strategic planning issues and agreeing how these should be prioritised and managed.
<b>Planned Outcomes for the financial year ahead 2019/2020</b>
Overall programme to deliver Local Strategic Statement 3 (the third such joint strategic planning strategy agreed and published. Preparation of evidence to inform the planning of the production of the document also to be substantially finalised.  When complete, LSS3 will identify the longer term development needs of the coastal West Sussex & Greater Brighton area through to 2050, identify a strategy to meet this need and represent the mechanism within which to deal with cross-border strategic planning matters.
<b>What Chichester District Council resources are in the partnership? (include money, officer time and assets)</b>
Officer and member time to attend Board (and officer group) meetings. Officer time to contribute to the work of the Board, in particular the preparation of the evidence base for LSS3.
<b>What resources do other partners place in the partnership?</b>
The other constituent local planning authorities all agree to commit similar resources to the work of the Board.
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
The Board is an advisory body and so decisions on taking forward its work programme remain the responsibility of the individual local authorities.
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
The Board operates on the basis of a memorandum of understanding agreed by the constituent authorities.
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b>
The work of the project board has not been independently reviewed. However, it is subject to the scrutiny of the constituent authorities and is currently reviewing its processes and lines of reporting prior to the detailed preparation of LSS3.
<b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment (note: you should be using the CDC risk matrix for this, available on the intranet)</b>
No. In broad terms, the risk of failing to collectively agree on an approach to determine the amount and distribution of proposed development and infrastructure to facilitate it would compromise the strategic planning of the wider area, including efforts to secure necessary infrastructure and adopt the Local Plan Review.
<b>Has a financial agreement between partners been prepared and signed?</b>

The future funding of the works of the Board, other than officer/member time, is reliant on the pooling of additional business rates which has been agreed by West Sussex leaders.

**Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?**

No.



<b>7. SOLENT RECREATION MITIGATION PARTNERSHIP</b>
<b>Completed by ; Mike Allgrove</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
<p>The Solent is internationally important for its wildlife interest and there are various protective designations including three Special Protection Areas (SPAs). A substantial amount of house building is planned around the Solent and this could have potential impacts on the SPAs. One of which is increased recreational activity at the coast resulting from population increases associated with the new homes. Such disturbance reduces the birds' opportunities to feed, potentially resulting in a reduction in the bird population. In order to comply with the Habitat Regulations and ensure that potential harm to the integrity of the protected habitats is mitigated, Chichester District Council has entered in to a partnership with the other local planning authorities around the Solent to deliver a strategic mitigation package.</p>
<b>Planned Outcomes for the financial year ahead 2018/2019</b>
<p>Residential development can continue to be granted planning permission and comply with the Habitat Regulations.</p> <p>From 1<sup>st</sup> April 2019, payments for planning applications will be in the form of a sliding scale of contributions which will be increased in line the RPI annually:</p> <p>1 bedroom dwelling - £346  2 bedroom dwelling - £500  3 bedroom dwelling - £653  4 bedroom dwelling - £768  5+ bedroom dwelling - £902</p>
<b>What Chichester District Council resources are in the partnership?</b>
Officer time to attend officer steering group, sub-groups and project board meetings.
<b>What resources do other partners place in the partnership?</b>
The other constituent local planning authorities all agree to commit similar resources to the work of the Partnership.
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
<ul style="list-style-type: none"> <li>• Planning Policy Manager to attend Solent Recreation Mitigation Partnership Project Board.</li> <li>• The Cabinet Member for Planning Services and Chief Executive (or their nominated substitutes) represent CDC at the PUSH Joint Committee.</li> <li>• Cabinet approves the Authority's Monitoring Report each year which will report on this issue. Any changes to policy will be considered by Cabinet and Council.</li> </ul>
<b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b>
Yes, as of 5 November 2014.

<p><b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?</b></p>
<p>There has been no independent review of the partnership.</p>
<p><b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment</b></p>
<p>No. There is a risk of challenge through appeals and lack of Inspector support, and a risk that harm to protected sites may still occur if mitigation is insufficient.</p>
<p><b>Has a financial agreement between partners been prepared and signed?</b></p>
<p>The funds collected from developers are held by Fareham Borough Council, but there is no financial agreement between partners. However, the S106 agreements used to secure the funding which stipulate that the money must be spent in this strategic scheme of mitigation.</p>
<p><b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b></p>
<p>No.</p>
<p><b>Membership includes</b></p>
<ul style="list-style-type: none"> <li>• Chichester District Council</li> <li>• East Hampshire District Council</li> <li>• Eastleigh Borough Council</li> <li>• Fareham Borough Council</li> <li>• Gosport Borough Council</li> <li>• Hampshire County Council</li> <li>• Havant Borough Council</li> <li>• Isle of Wight Council</li> <li>• New Forest District Council</li> <li>• New Forest National Park Authority</li> <li>• Portsmouth City Council</li> <li>• Southampton City Council</li> <li>• South Downs National Park Authority</li> <li>• Test Valley Borough Council</li> <li>• Winchester City Council</li> <li>• Natural England</li> <li>• Royal Society for the Protection of Birds</li> <li>• Hampshire and Isle of Wight Wildlife Trust</li> <li>• Chichester Harbour Conservancy.</li> </ul>

<b>8. Coastal West Sussex Partnership</b>
<b>Completed by ; Melanie Burgoyne</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
Coastal West Sussex is a public/private sector partnership that have joined together to champion the sustainable development of the coastal communities. Putting people and business at the heart of regeneration and working across traditional boundaries the partnership is forming the foundations for investment and growth. In particular it is a key partner in designing and contributing to our Local Enterprise Partnership's Strategic Economic Plan, managing the CWS and Greater Brighton Strategic Planning Board and for initiating and assisting the delivery of collaborative projects in the CWS area
<b>Planned Outcomes for the financial year ahead 2019/2020</b>
The Board will use its collaborative strength to influence, lobby and coordinate partners to: <ul style="list-style-type: none"> <li>• Assist key projects to secure funding</li> <li>• Understand and strengthen business supply chains and networks</li> <li>• Seek opportunities to match skills to business needs</li> <li>• Promote the CWS area, and work with Coast to Capital to: <ol style="list-style-type: none"> <li>1. Secure investment to develop commercial property and support the regeneration of town centres</li> <li>2. Improve transport and communications infrastructure</li> </ol> </li> <li>• Improve Coastal West Sussex's attractiveness to investors</li> <li>• Development of the Visitor Economy</li> <li>• Delivery of the All Aboard Watersports project to promote watersports across the area and to provide support to watersports businesses</li> <li>• Delivery of the Full STEaM Ahead project: £418,000 funding has been secured for the county wide project.</li> <li>• Gatwick Gateway - working with Gatwick Airport to make the most of the opportunities to support the visitor economy across Sussex, Surrey and Kent and encourage international visitors to discover what's on Gatwick's doorstep</li> </ul>
<b>What Chichester District Council resources are in the partnership? (include money, officer time and assets)</b>
£10,000 a year. 8 days of senior officer time
<b>What resources do other partners place in the partnership?</b>
£60,000 in total from the other coastal authorities and WSCC Officer time from other partner organisations Part-time director ad hoc administrative support when it can be found  Adur&Worthing are the accountable body
<b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b>
Officers on the partnership reports to steering group including politicians and Chief executives
<b>Are there agreed terms of reference in place for the partnership? When were the terms last</b>

<b>reviewed?</b>
Yes. Do not know this partnership is not led by us.
<b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?</b>
2012 Catriona Riddell Associates
<b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment (note: you should be using the CDC risk matrix for this, available on the intranet)</b>
Not completed as yet as need to liaise with the Partnership Director, Caroline Wood on this  Minimum of risk to Chichester District Council as we are not lead partner Risk of missing out on opportunities that benefit the district if we are not involved
<b>Has a financial agreement between partners been prepared and signed?</b>
Yes
<b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b>
No

<b>9. Chichester Social Prescribing</b>
<b>Completed by ; Elaine Thomas</b>
<b>Partnership Description; what is the partnership's vision, and overall aims?</b>
The Social Prescribing partnership vision is to deliver a service which aims to get people back to independence and reduce reliance on health care
<b>Planned Outcomes for the financial year ahead 2019/20</b>
There are a number of planned outcomes for the project lifespan see below;
<ol style="list-style-type: none"> <li>1. Reduced demand on GP appointments (including phone calls and other recorded activity) in the project population</li> <li>2. Where demand from a patient does not <i>reduce</i>; the activity changes (ie: person seeks help for 'real' medical issue for example from asking for pain killers to talking about mental health therapies)</li> <li>3. Reduction in use of some types of medication – for example those prescribed for the side effects of poor self-care and pain medication (due to increased control, increased wellbeing and self-management of condition)</li> <li>4. GPs perceive an impact on their work – are they seeing less of the '70% patients' or are they seeing a difference in the service they provide to this group.</li> <li>5. GPs perceive positive impact of the service on their patients</li> <li>6. People feel that there has been a change to their lives (in their health and wellbeing)</li> <li>7. People feel empowered to deal with a similar problem again</li> <li>8. At least one in three patients offered the service take it up in the first year of the service</li> <li>9. We will identify gaps in service provision and act on them (i.e. where we cannot provide help for a problem that keeps coming up)</li> <li>10. All GPs in participating surgeries will offer the service to appropriate patients in and refer where consent given</li> <li>11. We will record the services the people are being referred into through the programme to gain commissioning intelligence</li> </ol>
<b>What Chichester District Council resources are in the partnership?</b>
CDC has committed £57,000 per year for 2018/19 and 2019/20 Officer time in planning and managing the service / staff, ongoing evaluation and service design Officer time in supporting / identifying VCS orgs
<b>What resources do other partners place in the partnership?</b>

<p><b>Funding as follows</b>  GPs £43,000 per year  Clarions Housing £10,000 per year  A2 Dominion £5,000 2018/19  Midhurst league of friends £32,000  Chichester City Council £2,500  WSCC £2,000</p> <p><b>In kind support</b>  GP lead for Rural North Chichester  GP lead for Chichester  All GP practices room space to host staff  WSCC community partnerships team support with VCS orgs  WSCC PH support with evaluation tools  Coastal WSX CCG support to access IT systems</p>
<p><b>What are the partnerships lines of accountability? E.g how is the partnership monitored</b></p> <p>The partnership has a project steering group which will meet quarterly to review progress.</p> <p>For CDC the partnership sits within the umbrella of Chichester in Partnership and will be monitored by Overview and Scrutiny Committee.</p> <p>It also sits within Local Community Network which reports to Coastal West Sussex Clinical Commissioning Group</p>
<p><b>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</b></p> <p>Yes. Too early to review.</p>
<p><b>When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?</b></p> <p>The partnership has been in place for 1 year and has not been independently reviewed</p>
<p><b>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment</b></p> <p>No – to be completed</p>
<p><b>Has a financial agreement between partners been prepared and signed?</b></p> <p>No - to be completed</p>
<p><b>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?</b></p> <p>The partnership is dependent on continued funding being available at the end of the two year pilot period. If no funding is available the partnership will cease.</p>

**Chichester District Council**  
**CORPORATE GOVERNANCE AND AUDIT COMMITTEE**

**9<sup>th</sup> July 2019**

**Corporate Health & Safety and Business Continuity Management**

**1. Contacts**

**Report Author:**

Warren Townsend, Corporate Health & Safety Manager

Tel: 01243 534605 E-mail: [wtownsend@chichester.gov.uk](mailto:wtownsend@chichester.gov.uk)

**2. Recommendation**

- 2.1 **That the Committee considers and notes the Council's arrangements in place for monitoring and controlling the risks associated with health and safety and business continuity matters.**

**3. Background**

3.1. This report provides an update on the current position of Business Continuity (BC) management arrangements within the council.

3.2. This report also covers a brief overview of the Council's performance in relation to the health, safety and welfare of its staff and anybody else affected by its undertaking.

**4. Outcomes to be achieved**

4.1. To ensure that the Council has a robust business continuity management system that is simple to use in the event of a business interruption, the aim being to ensure that as many services, particularly key services, can continue to operate with as little disruption as possible.

4.2. To ensure that the Council is assessing its performance for Health and Safety adequately and concentrating its H&S resources in the correct areas to make improvements.

**5. Progress Report for Business Continuity (BC) Management**

5.1 First 3-day and over 3-day BC plans and critical staff list are currently stored on the Council's X drive and also on Resilience Direct (Government website for emergency planning - hosted off site).

5.3 Cloud storage is currently being considered by the IT service. This would be used to store key documents (that currently have to be stored on the desktop of key personnel's laptops or in paper form offsite).

5.4 CDC's ability to reinstate IT functions after a major loss has always been the biggest concern. It could take at least 3 months to reinstate some of the Council's critical IT software following a major incident involving the loss of

servers, e.g. fire, theft, cyber-attack, etc. There is however a good level of mitigation in place to protect against such activities.

CDC has a project underway for the development of off-site server replication. This is due for completion in early to mid-2020. This will be located at the Council's depot and will allow continuity of the Council's key IT systems in the event of losing functionality of the servers at East Pallant House. Having the ability to switch over to back-up servers will put CDC in a much stronger position to recover quickly after a significant incident.

- 5.5 A business continuity exercise took place in December 2019. This was a scenario that involved all of SLT and several members of CMT. The exercise went very well and identified a number of actions for further improvements; these have been completed.

## 6. Health and Safety Management

### 6.1 Total accidents for each year

Year	No of incidents
2016 – 2017	101
2017 – 2018	92
<b>2018 - 2019</b>	<b>106</b>

Service areas are required to record and submit, to the Corporate H&S team, all (including those that are minor) accidents, incidents and near misses. These are all included in the accident statistics in this report. It is important for all accidents, incidents and near misses to be recorded and reported to the Corporate H&S team to enable trends to be identified. This can prevent significant accidents or incidents occurring in the future.

### 6.2 Total number of RIDDOR incidents for each year

Year	Total RIDDOR	>7 days absent	Public to hospital	Major	Dangerous Occurrence
2016 – 2017	3	3	0	0	0
2017 - 2018	2	2	0	0	0
<b>2018 - 2019</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>

RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations) are certain categories of accidents that are reportable to the enforcing Authority - HSE (Health and Safety Executive). These include:

- deaths at work
- major injuries (broken bones etc.)
- over 7-day injuries (injuries that result in the person being unable to return to work within a 7-day period); and
- members of the public being taken from the scene to hospital due to an accident that was potentially caused by poor safety management or a physical defect with a building or equipment.



There were 3 RIDDOR reportable accidents in the 2018-19 period. The manual nature of the work at the depot means that there will inevitably be injuries such as pulled muscles, twisted ankles, etc. that prevent the injured party from being able to return to work within 7 days. A refuse operative slipped out of the cab of a freighter and landed awkwardly on grass and suffered a sprained ankle. The other over 7-day incident involved a grounds operative suffering back pain after moving bags of green waste between vehicles.

The 'major' RIDDOR incident involved a streets operative who was controlling traffic with a stop/go board, whilst standing on a pavement, and was hit by the wing mirror of a lorry passing through the work area. The operative became unconscious for a short period of time, making the incident reportable and in the major category.

### 6.3 Accidents by Type

Accident Type	2016 - 2017	2017 - 2018	2018- 2019
Burn/Scald	-	-	2
Exposed to, or in contact with, a harmful substance	3	0	1
Fell from a height	2	0	4
Hit by a moving, flying or falling object	6	10	14
Hit by a moving vehicle	0	0	4
Hit something fixed or stationary	14	9	14
Injured by an animal	16	6	1
Injured while handling, lifting or carrying	14	14	13
Near Miss	18	23	17
Not in connection with work activity	4	3	3
Other kind of accident	3	3	1
Pre-existing medical condition	2	0	-
Slipped, tripped or fell on the same level	17	20	13
Contact with electrical discharge	1	0	0
Contact with sharps*	0	0	3
Contact with moving machinery or material being machined	1	4	3
Physically assaulted by a person	-	-	1
Stung by an insect	-	-	11
Verbal abuse and threats	-	-	1

The number of 'Near miss' incidents reduced slightly in the 2018-19 period despite the continuing efforts of the Corp. H&S team to encourage service areas to report near misses. Near misses allow us to check for trends and to identify areas for audit and inspection or minor intervention to prevent future accidents/incidents. Directors and Divisional Managers have been asked to continue to encourage their teams to report near misses. 11 of the near miss reports related to the street cleaning crews undertaking work on the highway – see section 6.9 below.

The number of accident/incidents in the category of 'Injured by an animal' decreased significantly in 2018/19 but this was due to the addition of a new category, 'Stung by an insect' to capture the wasp stings/insect bites that have previously been allocated to 'injured by an animal'.

The category 'Verbal abuse and threats' was added towards the end of the 2018/19 period as it was decided that, other than accounting for Caution Alert Register (CAR) reports there was no way of recording incidents involving staff subjected to verbal abuse and threats. CAR incident reports only capture the more serious incidents. We are currently in the process of splitting the CAR incident report form into 2 parts. Part 1 is for recording all verbal abuse and threat incidents and then part 2 if deemed serious enough to recommend it for adding to the CAR.

Slips, trips and falls remain the biggest cause of workplace accidents nationally (according to HSE statistics), accounting for 31% of all accidents reported to the HSE. It is to be expected that CCS will suffer a high number of slips, trips and falls due to the nature of their work, i.e. distance walked by operatives, the terrain, etc. However, we are pleased to note that this type of accident has decreased fairly significantly in the 2018/19 period. Due to an increase in slips/trips/falls seen in the previous 3 years, the corporate H&S team have focussed heavily on this during Safetywatch (see section 6.6 below).

The category 'Hit something fixed or stationary' has increased seeing a return to the same level as in 2017/18. 8 out of the 14 were mainly attributable to the depot and none were particularly serious. These were typically accidents where refuse loaders had walked into stationary objects, e.g. lamp posts, bushes, contact with bins, etc. during refuse collection and resulted in a fairly minor injury.

Hit by moving, flying or falling object has increased. All, except 1, of these were attributable to the depot and mainly in the 'vehicle, roadside or round' category. However, there were no common cause or trend that is a cause for concern.

3 of the category 'Hit by a moving vehicle' were linked to the same incident – a refuse freighter was hit head-on by another vehicle that was driving on the wrong side of the road. The operatives in the vehicle were all wearing seatbelts but suffered from neck, arm and shoulder pain. The other incident in this category has been described in section 1.2 above as it was reported to the Health and Safety Executive under RIDDOR.

#### 6.4 Accidents by location

	2016 - 2017	2017 - 2018	2018 - 2019
Location	Total number of incidents	Total number of incidents	Total number of incidents
Café (Novium)	-	-	1
Car Park	5	3	5
Depot, Yard or Tip	6	14	10
External Building Feature	0	2	-
Foreshores	3	1	1
Internal Building Feature	0	1	1
Kitchen or Welfare Area	0	2	4
Office	10	2	2
Other	1	3	3
Parks & Open Spaces	7	5	2
Reception / Public Area	10	5	8
Third Party Premises	5	3	2
Vehicle, Roadside or Round	53	48	65
Workshop	1	3	2

<b>Total</b>	<b>101</b>	<b>92</b>	<b>106</b>
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Total incidents within the 'Depot, Yard or Tip' category have decreased slightly in 2018/19 following a large increase in 2017/18. There were no major causes of concern in relation to the 10 incidents recorded.

Incidents within the 'Vehicle, Roadside or Round' category have increased significantly following their reduction in the 2017/18 period. 13 of these were near misses of which 11 related to members of the public driving dangerously through traffic management areas where our street cleaning staff were working, e.g. litter picking on a main road. All appropriate traffic management had been put in place by our teams and all teams were appropriately trained. Where the crews have been able to record the registration number of vehicles, the lead officer has continued to report dangerous driving to Sussex Police. Our traffic management team and operatives will soon be wearing body-worn cameras so wherever possible we should be able to pass CCTV footage of dangerous driving to Police.

#### 6.5 Training Courses delivered in the 2018 – 2019 period

<b>Course Title</b>	<b>Attendees</b>
Accident Management	11
Asbestos Awareness	17
Display Screen Equipment Assessors	11
Fire Extinguisher Training	21
First Aid 2-day Refresher	3
H&S Induction – Face to face	6
Manual Handling Awareness	15
Risk Assessment	5
Risk Assessment Workshop	11
Legionella Awareness Briefing	20
Fire Risk Assessment – Responsible Persons Briefing	11
Fire Risk Assessment – Site Designated Officer	12
Emergency First Aid at Work	1
Construction and General Site Safety	15
Conflict Management and Physical Intervention	48
NEBOSH Award in H&S (for Managers)	18
Dealing with Difficult Situations	24
Corporate Inspection Training	26
Risk Assessing Hostel Clients	11
<b>Total Attendees</b>	<b>286</b>

We provide a comprehensive range of health and safety training courses for CDC staff and maintain a good system for recalling staff for refresher training at the appropriate timescales.

#### 6.6 Health and Safety Compliance Monitoring – 'Safetywatch'

The overall purpose of the Safetywatch scheme is not only to monitor that the workforce at CCS is working in compliance with the procedures/work instructions/risk assessments but to promote engagement with the workforce on health and safety matters. In addition to Safetywatch, formal 'crew monitoring' is undertaken by the supervisors in the waste team. 2018/19 was the second full year since introducing Safetywatch and we have continued to find it extremely successful in engaging with

the workforce; working with them to recognise good practice and improve safety. We have continued to conduct 1 Safetywatch visit per crew; grounds maintenance, street cleaning and minor-works maintenance crews each had 3 Safetywatch visits in the year. We issue green coloured cards to the crews for the good practices seen, yellow cards for practices that need improvement and red cards for any serious poor practices seen. We issued a green card to crews in most cases and several yellow cards; no red cards were issued.

#### 6.7 Leisure Centre Contract Audits

The Corporate H&S team undertake H&S audits of each of the 3 leisure centre sites operated by Everyone Active. The main areas of focus are fire safety and legionella management. The audits have not highlighted any significant issues in the 2018/19 period.

#### 6.8 Increase in incidents whilst working on the highway

We have continued to see a high number of near misses from the street cleaning team when they are carrying out traffic management activities. These aren't related to deficiencies in the layout of signage or the work site itself. Often they have been incidents where members of the public ignore the traffic signal, e.g. a 'stop' sign or they are driving too fast towards the work site, having ignored the signage, and have to do an emergency stop once they approach our operatives. This is an industry wide problem.

We continually work with CCS management to review the systems of work and we are confident that they comply with Chapter 8 (guidance/approved code of practice for working on the highway). Very recently there was an accident involving an operative who was operating a stop/go board being hit but a lorry. Fortunately he wasn't seriously injured (although the operative is still undergoing counselling as a result) but he was unconscious for a few minutes immediately after the incident which meant it was reportable under RIDDOR. Working on the highway is a high risk activity so we will continue to review the working methods and challenge the managers on whether they can eliminate the need to do the work or put road closures in place, as appropriate.

#### 6.9 Fire Safety Management

Following Grenfell, a significant amount of work has been undertaken within CDC. The fire risk assessments were reviewed in light of new information coming from the Grenfell investigation that questioned the suitability of certain building materials. Whilst CDC doesn't particularly have any high fire-risk properties due to their height or design, the assessments identified a large number of works that needed to be undertaken to further improve the fire safety standards – typically this involved replacing doors with new 30 minute fire resistant doors, upgrading fire protection measures between properties and upgrading fire detection and alarm systems in some properties. Some actions are still ongoing and there continues to be a quarterly meeting with key officers of the Council to monitor progress. The carrying out of Fire risk assessments has been brought back into the control of the Corporate H&S team and site staff have received training on the responsibilities they have in relation to the assessment and day to day fire safety management.

## 7. Resource and legal implications

- 7.1 There could be legal implications of not having a robust business continuity management system. If the Council is not adequately prepared for a business interruption then some of its statutory functions may not be capable of being performed.
- 7.2 There are legal implications of not complying with Health and Safety legislation, i.e. imprisonment of individuals, fines for the organisation and/or individuals.

## 8. Community impact and corporate risks

- 8.1 There is a corporate risk of not having a robust business continuity management system as there would be financial, reputational and legal implications of not being capable of continuing to provide a service to the public.
- 8.2 There is corporate risk of not complying with H&S legislation due to a risk of legal action against the Council. This is a financial risk to the Council through potential prosecution, fines, increase in civil claims, increased insurance premiums, risk of personal and/or corporate liability and reputational damage.
- 8.3 The HSE has recently increased the rate it charges for its inspector's time under the Fee For Intervention scheme. The scheme started in 2012 and its aim was to recover costs incurred in dealing with businesses which fail to comply with their legal obligations, as defined in health & Safety law. When the scheme was introduced the rate was £124 per hour, per investigating officer – the new rate for 2019/20 will be £154 per hour which is justified by the HSE as necessary to cover its revised operating costs of £17 million.

Just as a reminder an inspector needs to find a “material breach” to allow the clock to start running. The violation has to be serious enough for the inspector to deem it necessary to write to the duty holder to inform them that they must take action to address the breach. The average fee charged is approximately £750-800 per intervention.

## 9. Other Implications

	Yes	No
<b>Crime &amp; Disorder:</b>		✓
<b>Climate Change and Biodiversity:</b>		✓
<b>Human Rights and Equality Impact:</b>		✓
<b>Safeguarding and Early Help:</b>		✓
<b>General Data Protection Regulations (GDPR):</b>		✓
<b>Health and Wellbeing</b>		✓

## 10. Appendices

None

## 11. Background Papers

None

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**Chichester District Council**

**CORPORATE GOVERNANCE & AUDIT COMMITTEE 25 July 2019**

**Audit Reports, Follow Up & Progress Report – Audit Plan**

**1. Contacts**

**Report Author:**

Stephen James – Internal Audit & Corporate Investigations Manager

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**2. Recommendation**

**The committee is requested to consider the Audit Reports, Follow Up and note progress against the audit plan.**

**3. Main Report**

**3.1. Westward House Cash Handling**

This audit was carried out as part of the agreed audit plan for 2019/2020. Audit testing has been restricted to areas that have been assessed as high risk.

Audit testing has been carried out on the following objectives:

- The float reconciles to the authorised amount recorded on CIVICA.
- Cash received is processed on a timely basis.
- Monies received are held securely and collected and banked on a regular basis.
- Washing Machine Tokens and Electricity Cards are stored safely and reconciled regularly.
- Reconciliations are undertaken for all monies collected and any under and over banking is recorded.

Three high risk exceptions were identified relating to:

- Service charge/ rental fee not entered onto the income management system at the time of the transaction.
- A record of when the key safe code was last changed was not kept.
- A records of stock movement for electricity cards is not undertaken.

Five medium risk exceptions were identified relating to:

- Floats were not checked on a regular basis.
- Receipts for tenants service charges/tenants payments were not always produced.
- Reconciliation of banking to the audit form is not performed.
- Key deposit register were not kept up to date.
- A double check of banking records to takings were not performed.

The overall opinion by Internal Audit is of Limited Assurance which has been based on testing carried out and discussion held during the course of the audit.

### **3.2. Income Generation**

This audit was carried out as part of the agreed audit plan for 2018/2019, and audit testing has been restricted to areas that have been assessed as high importance.

Following a discussion with Finance it was decided to focus on the areas of Estates, Building Control and Civil Parking Enforcement.

Three high risk exceptions were identified relating to:

- Invoices not always being raised for backdated income due from rent reviews.
- Building Control timesheets not showing a breakdown of how much time is being spent on individual site visits or plan checks.
- Benchmarking not being carried out on other Local Authorities Building Control fees.

The overall opinion by Internal Audit is of Limited Assurance which has been based on testing carried out and discussions held during the course of the audit.

### **3.3. Trade Waste**

This audit was taken from the agreed 2018/2019 audit plan.

Audit testing was carried out on the following objectives:

- New contracts and Events have been set up correctly for the collection of Trade Waste bins.
- Customer accounts are cancelled when requested.
- There is a consistent approach to charging for one off events.
- Invoices are produced for the payment of Trade Waste bin collection.
- Income is reconciled from Bartec to the General Ledger.

One medium risk exception was identified relating to:

- The accuracy of the pricing information entered onto the contracts to that invoiced to the customer.

The overall opinion by Internal Audit is of Reasonable Assurance which has been based on testing carried out and discussions held during the audit.

### **3.4. Housing Applications**

This audit was carried out as part of the agreed 2018/2019 Audit Plan.

Audit testing was carried out on the following objectives:

- Procedure for being accepted onto the Housing Register are being complied with.
- Reviews are carried out where requested.
- Inactive applicants are removed from the register.



The overall opinion by Internal Audit is that Assurance can be given based on testing undertaken and discussions held during the audit.

### **3.5. Key Financial Systems 2018/2019**

Internal Audit reviewed the Key Financial Systems in order to give assurance that the controls are operating effectively and as designed.

The purpose of this report is to raise awareness where improvements can be made. The areas mentioned in the report have been identified and reported in the action plan. All areas mentioned have been discussed with appropriate Service Managers.

The areas where improvements can be made relate to:

- The monitoring of the Debtors Suspense Account.
- Debt Recovery procedure notes for Council tax and NNDR.

This will continue to be monitored and also reviewed as part of the 2019/2020 Audit Plan.

### **3.6. IT Security – Follow Up**

Since the last follow up audit in 2018/2019 the remaining two actions have now been addressed.

These related to:

- That a reconciliation is undertaken between the current records and equipment held.
- A master inventory is to be held on TrackIT, this should include: the cost of the item, date of purchase, unique ID number and who it has been allocated to.

## **4. Background**

4.1. Not Applicable

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

5.1. Not Applicable

## **6. Proposal**

6.1. Not Applicable

## **7. Alternatives Considered**

7.1. Not Applicable

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

8.1. Not Applicable

## **9. Consultation**

9.1. Not Applicable

## 10. Community Impact and Corporate Risks

10.1. Not Applicable

## 11. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime &amp; Disorder:</b>		√
<b>Climate Change and Biodiversity:</b>		√
<b>Human Rights and Equality Impact:</b>		√
<b>Safeguarding and Early Help:</b>		√
<b>General Data Protection Regulations (GDPR):</b>		√
<b>Health and Wellbeing:</b>		√
<b>Other (Please specify):</b>		√

## 12. Appendices

12.1. Progress Report – Audit Plan

## 13. Background Papers

13.1 None

Progress Report – Audit Plan



As at th 30th June 2019

Appendix 1

Audits	Auditor	No of Days	Days Remaining	Position with Audit if commenced
2018/2019				
Housing Applications	Louise Northcott	0	0	Report Completed
Income Generation	Louise Northcott	0	0	Report Completed
Trade Waste	Ann Kirk / Julie Ball	0	0	Report Completed
2019/2010				
Human Resources	Ann Kirk	10	10	Not Started
Car Parking	Louise Northcott	10	10	Not Started
Building Control	Louise Northcott	5	5	Not Started
Business Continuity	Ann Kirk	5	1.5	Testing
Council Tax Debt Recovery	Ann Kirk	8	8	Not Started
NDR Debt Recovery	Julie Ball	8	8	Not Started
Corporate Debt Recovery	Louise Northcott	14	14	Not Started
Private Hire & Taxis	Louise Northcott	10	10	Not Started
Westward House - Cash Handling	Ann Kirk	0	0	Report Completed
Reconciliations CIL	Stephen James	5	5	Not Started
Usage of Grants Received - Community Led Housing	Stephen James	10	10	Not Started
Alcohol Licensing	Julie Ball	10	2	Testing
Land Charges	Julie Ball	10	10	Not Started
Community Safety	Ann Kirk	10	10	Not Started

Pest Control	Julie Ball	5	5	Not Started
Audits	Auditor	No of Days	Days Remaining	Position with Audit
Dog Control	Julie Ball	10	10	Not Started
Inspection of Land & Buildings	Ann Kirk	15	15	Not Started
Food Safety	Ann Kirk	5	5	Not Started
Travel & Subsistence	Louise Northcott	10	9	Scope Agreed
Key Financial Systems	Auditor	No of Days	Days Remaining	
Asset Management	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Cash & Bank	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Council Tax	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Creditors	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Debtors	Stephen James, Louise Northcott, Ann Kirk, Julie Ball	84	84	The Key Financial review work takes place over the next twelve months.
Housing Benefits	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
NDP	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Payroll	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Treasury Management	Stephen James, Louise Northcott, Ann Kirk, Julie Ball			
Other Audit Activities	Auditor	No of Days	Days Remaining	
Planning & Control	Stephen James / Louise Northcott	15	14	
Meeting / Discussion with EY	Stephen James	3	2	
Committee Report / Representation	Stephen James	15	14.5	
Corporate Advice	Stephen James / Louise Northcott / Ann Kirk / Julie Ball	10	10	
NFI	Stephen James / Louise Northcott	5	3	
AGS & Evidence	Stephen James	20	6	
Contingency	Stephen James / Louise Northcott / Ann Kirk / Julie Ball	33	27	
Public Sector Internal Audit Standard (PSIAS)	Stephen James / Louise Northcott	5	5	
Follow Ups	Stephen James / Louise Northcott / Ann Kirk / Julie Ball	28	26	



Westward House Cash Handling 2019/2020

FINAL REPORT

Ann Kirk

13<sup>th</sup> June 2019

Distribution List: Louise Rudziak (Director of Housing & Communities), Linda Grange (Housing Services Divisional Manager), Mark Hughes (Accommodation Services Manager) and Paul Morris (Lead Cashier)

**Contents** **Page**

**1) Executive Summary:**

- i) Introduction 3
- ii) Overall audit opinion 4
- iii) Summary of findings 4

**2) Exceptions raised**

- i) Key for risk rating of exceptions 7
- ii) Detailed exceptions 8

## **1) Executive Summary**

### **i) Introduction**

This audit was carried out as part of the agreed audit plan for 2019/20 financial year. Audit testing has been restricted to areas that have been assessed as high risk by Internal Audit.

Westward House banked £35,415 in 2018/19. The main income stream is Service Charges/Rental for the properties at Westward House but monies are also taken for Washing Machine Tokens, Electricity Cards and Key Deposits.

Audit testing has been carried out on the following objectives to ensure that:

- **Objective 1 – The float reconciles to the authorised amount recorded on Civica**
- **Objective 2 – Cash received is processed on a timely basis**
- **Objective 3 – Monies received are held securely and collected and banked on a regular basis**
- **Objective 4 – Washing Machine Tokens and Electricity Cards are stored safely and reconciled regularly**
- **Objective 5 – Reconciliations are undertaken for all monies collected and any under and over banking is recorded**

## ii) Overall audit opinion

The overall audit opinion is based solely on testing carried out and discussions held during the course of the audit.

	Levels	Description/Examples
	<b>No Assurance (Critical Risk Exceptions)</b>	Major individual issues identified or collectively a number of issues raised which could significantly impact the overall objectives of the activity that was subject to the Audit
→	<b>Limited Assurance (High Risk Exceptions)</b>	Control weaknesses or risks were identified which pose a more significant risk to the Authority
	<b>Reasonable Assurance (High or Medium Risk Exceptions)</b>	Control weaknesses or risks were identified but overall the activities do not pose significant risks to the Authority
	<b>Assurance (Low Risk/Improvement Exceptions)</b>	No issues or minor improvements noted within the audit but based on the testing conducted, assurance can be placed that the activity is of low risk to the Authority

## iii) Summary of findings

The objective of the audit report is to solely highlight issues found during testing on the service area

**Objective 1: To ensure that the float reconciles to the authorised amount – Reasonable Assurance**

1 medium risk exception was raised as a result of testing carried out in this area (see Ex1 for more detail).

The float was counted on the 24<sup>th</sup> April before the office opened to tenants and was found to be £35.95, £10.95 more than expected.



**Objective 2: To ensure that cash received is processed on a timely basis - Limited Assurance**

3 medium level exceptions and 1 high level exception were raised as a result of testing carried out in this area.

Procedure notes were obtained and reviewed. New procedure notes were being completed at the time of the audit and testing found that the new processes needed to be communicated to all staff ensuring a consistent approach to the daily activities and customer service (see Ex2 for more detail).

A review of the working practices found that:

- Receipts are not provided to the customer at the point of payment of service/rental charges when the income management system is not available. Testing found, out of 70 transactions processed between 1<sup>st</sup> April and 26<sup>th</sup> April, 31 were not processed at the time the money was received. This could lead to misunderstandings over if and when payments are made (see Ex3 for more detail).
- Documentation for the amount of washer token and electricity card income received did not reconcile to the amount processed onto the services income management system, leading to confusion over the total amount of income received (see Ex4 for more detail).
- Records for key deposits taken are incomplete, there is no comprehensive list of who has and hasn't paid for their key deposit therefore the service have no assurance the monies in the safe are correct. (see Ex5 for more detail).

**Objective 3: To ensure that cash received is held securely and banked on a regular basis - Reasonable Assurance**

1 low and 1 medium risk exceptions were raised as part of testing on this area.

Testing found that:

- On completion of the banking there is no additional officer checking that the amount completed on the banking records is correct and matches that receipted. Without this, income could be misappropriated (see Ex6 for more detail).
- Who has access to the safe has not been documented and there is no record of when the key code was last changed for insurance purposes (see Ex7 for more detail).

**Objective 4: To ensure that washing machine tokens and electricity cards are stored safely and reconciled regularly - Limited Assurance**

1 high risk and 1 medium risk exception was raised as a result of testing in this area.

It was found that no record is maintained on the number of electricity cards written off by the service. Therefore inappropriate use may not be identified which could have a financial impact to the council (see Ex8 and Ex9 for more detail).

**Objective 5: To ensure that reconciliations are undertaken for all monies collected and any under and over banking is recorded - Limited Assurance**

1 high risk exception was raised as a result of testing in this area.

Daily checks between cash received and processed are not undertaken therefore discrepancies cannot be investigated in a timely manner. In addition any discrepancies between the banking are not checked for accuracy before being processed (see Ex10 for more detail).

Cash collections made every 4 weeks are reconciled between the Income Management System and cash held, any under and over banking are documented and recorded onto the Council's Financial System. Westward House underbanked £39.94 in financial year 2018/19.

**Overall assurance level – Limited Assurance**

From the testing carried out Internal Audit found that there are inadequate controls in place to prevent fraud/ theft from occurring and record keeping is not effective enough to protect the staff against accusations of theft.

Three high risk exceptions and seven medium risk exceptions have been raised as a result of this review. Therefore Internal Audit can give limited assurance that the area is of low risk to the Authority.

**Key for risk rating of exceptions:**

<b>Priority Level</b>	<b>Description</b>
<b>Critical Risk</b>	<p>Control weakness that could have a significant impact upon not only the system function or process objectives but also the achievement of the organisation’s objectives in relation to:</p> <ul style="list-style-type: none"><li>▪ The efficient and effective use of resources</li><li>▪ The safeguarding of assets</li><li>▪ The preparation of reliable financial and operational information</li><li>▪ Compliance with laws and regulations</li></ul> <p>And corrective action needs to be taken immediately.</p>
<b>High Risk</b>	<p>Action needs to be taken to address significant control weaknesses but over a reasonable timeframe rather than immediately. These issues are not “show stopping” but are still important to ensure that controls can be relied upon for the effective performance of the service or function. If not addressed, they can, over time, become critical. An example of an important exception would be the introduction of controls to detect and prevent fraud.</p>
<b>Medium Risk</b>	<p>These are control weaknesses that may expose the system function or process to a key risk but the likelihood of the risk occurring is low.</p>
<b>Low Risk – Improvement</b>	<p>Very low risk exceptions or recommendations that are classed as improvements that are intended to help the service fine tune its control framework or improve service effectiveness and efficiency. An example of an improvement recommendation would be making changes to a filing system to improve the quality of the management trail.</p>

<b>EX 1 Floats are not checked on a regular basis.</b>	
<b>Risk rating: Medium</b>	
<b>Findings</b>	
<p>The float was counted to ensure that it balanced to the amount authorised by the Council (£25). The float was found to be £10.95 more than expected, any coinage received is kept with the float and is counted and placed in the safe on an ad hoc basis. A review of the procedures found that the frequency the float is to be checked is not currently stated.</p> <p>The Insurance Officer confirmed that the cash tin the float is stored in is insured up to the value of £500 but has an excess of £250 to be paid in the event of the tin being taken, therefore it would be unlikely that the monies kept in the tins would be recovered through insurance.</p>	
<b>Risks and consequences</b>	
<p>Unchecked cash floats can be susceptible to error and put employees at risk of suspicion if discrepancies cannot be explained.</p> <p>Procedures dictate that anything that has not been processed is kept with the float and therefore there is a risk that the monies could be processed twice.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
The float is checked daily as part of the daily reconciliation process	Mark Hughes – 13 <sup>th</sup> June 2019

<b>EX 2 - Service charge/ Rental fee entries not entered onto the income management system at the time of the transaction</b>	
<b>Risk rating: High</b>	
<b>Findings</b>	
<p>Cash collection procedure notes were obtained which Internal Audit were informed needed updating in light of a review undertaken by the Lead Cashier.</p> <p>The Accommodation Services Manager confirmed that service charge/rental income is to be processed at the time of receipt unless the system is unavailable. Discussions with staff confirmed that they are not all following this process.</p> <p>Testing found that over the period 1<sup>st</sup> April to 26<sup>th</sup> April 2019 70 transactions were processed and of those 70:-</p> <ul style="list-style-type: none"> <li>• 31 transactions with a value of £768 (44%) were for service charge/rental income processed outside of opening hours and therefore not at the time of receipt</li> <li>• 7 (10%) were for electricity cards and washer tokens</li> </ul> <p>The Lead Cashier confirmed that the income management system was available for the periods the income management system was not used. The Accommodation Services Manager confirmed that delays may be due to monthly banking, or dealing with tenant's issues which could delay the processing.</p>	
<b>Risks and consequences</b>	
<p>Without comprehensive procedure notes the service may provide an inconsistent approach to the daily activities and customer service.</p> <p>If income is not processed at the time of collection this may lead to lost income, misunderstandings over whether payments have been made and monies being allocated to the wrong rent account.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
Service Charge/Rents are processed onto Pay.Net at the time of collection and procedure notes are updated.	Mark Hughes – 13 <sup>th</sup> June 2019

<b>EX3 – Receipting tenant service charges/rental payments</b>	
Risk rating: <b>Medium</b>	
<b>Findings</b>	
<p>Receipts can be produced automatically from Pay.Net when the monies are processed onto the system. The receipts are in an email format.</p> <p>If Pay.Net is not available the money is placed in an envelope and processed later. On processing the money the envelopes are destroyed, leaving no record of the exact time and date when the service charge/rental was paid. Testing found no unprocessed cash in the safe.</p>	
<b>Risks and consequences</b>	
<p>If documentation is not kept of exactly when and how much money has been paid by the tenant to the service then any future queries would be difficult to resolve efficiently. This could result in complaints and have an impact on the Authority's reputation.</p> <p>In addition they would be vulnerable to accusations that cannot be proved or disproved with regards misappropriation of cash or accusations of theft.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
Written receipt books are used if Pay.Net is not available and if receipts cannot be emailed they are printed and posted through the tenant's door.	Mark Hughes – 13 <sup>th</sup> June 2019

<b>EX4 – Reconciliation of banking to the audit form</b>	
Risk rating: <b>Medium</b>	
<b>Findings</b>	
<p>All monies for Laundry and Electricity should be processed onto the Westward House Electric and Laundry Audit Form and monies processed onto the service's income management system on the same day. Daily reconciliations are not undertaken.</p> <p>Testing of all daily audit forms from 29th March to 23rd April 2019 found a difference of £34.00 between what was processed onto the Income Management System and that compiled onto the audit sheets.</p> <p>Audit Form - £505.00  Pay.Net - £539.00  £34.00</p> <p>Testing on the timeliness of processing takings received over these days, 29<sup>th</sup> March to 23<sup>rd</sup> April 2019 found that:</p> <ul style="list-style-type: none"> <li>• For 5 cases the income wasn't processed until the next day</li> <li>• For 1 case income was not processed until 6 days later.</li> </ul>	
<b>Risks and consequences</b>	
If the Audit Form and the monies do not match and are not regularly checked the service would be unable to prove with certainty monies collected are correct.	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
All cash received is reconciled daily.	Mark Hughes – 13 <sup>th</sup> June 2019

**EX 5 – Key deposit register is kept up to date****Risk rating: Medium****Findings**

Key deposits of £10 are taken when someone is provided accommodation at Westward House. A receipt is provided when received and the £10 note is stapled to the office copy of the receipt and placed in a wallet within the safe. If the client leaves the accommodation with rent arrears then the key deposit can be used to offset some of the debt. In some circumstances key deposits are not taken from tenants, such as when they are suffering hardship.

From the record maintained for 51 flats at Westward House

- 21 flats reconciled to the monies placed in the safe
- 9 flats were vacant
- 8 flats had not paid the deposit
- 3 flats did not have information recorded against them as to whether payment had been made or not but no money in the safe
- 2 flats did not have information recorded against them whether payment had been made or not and monies were found in the safe
- 4 flats were recorded as not having paid a deposit but there was a receipt and deposit in the safe
- 4 flats had a different name recorded to the person who had paid the deposit

**Risks and consequences**

If the key deposit register is not kept up to date or reconciled to the safe holdings then there is no way to check whether any deposits have gone missing. A register would also help to identify cases where key deposits have been waived and who authorised this.

There is also an increased risk of loss of monies if the deposits are held in the safe and not banked.



<b>Agreed action</b>	<b>Officer responsible and by when</b>
Key deposits will no longer be taken, the tenant will be charged at the time their key needs replacing.	Mark Hughes – 30 <sup>th</sup> June 2019

<b>EX 6 – Checking of banking records to takings</b>	
Risk rating: <b>Medium</b>	
<b>Findings</b>	
Discussions were undertaken with the Accommodation Services Manager. Banking is undertaken by either the Tenancy Sustainment Officer or the Accommodation Services Manager. It is undertaken by just one individual and not checked by anyone else. Once completed it is put back in the safe.	
<b>Risks and consequences</b>	
If the amounts were to be different between the cash and receipting there could be accusations of misappropriation of funds against G4S or CDC.	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
Where possible two people will check the banking.	Mark Hughes – 13 <sup>th</sup> June 2019

<b>EX 7 – Money is held securely and is insured</b>	
Risk rating: <b>High</b>	
<b>Findings</b>	
<p>The safe is accessible via a key which is stored in a key safe with an electronic access code. Internal Audit was advised that these are changed when any employees leave or there is a need. There is no record maintained of those with access to the safe and when the key code was last changed.</p> <p>The float tins are kept in the safes overnight along with any cash that they have received in the day.</p>	
<b>Risks and consequences</b>	
<p>If the service does not hold information on who has access to the safe and when the access key was last changed employees who have left may still be able to access the safe which could have implications on an insurance claim if one was ever to be made.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
Record of when the key safe was last changed is kept.	Mark Hughes – 30 <sup>th</sup> June 2019

<b>EX 8 – Records maintained for Electricity Cards</b>	
<b>Risk rating: High</b>	
<b>Findings</b>	
<p>Accommodation at Westward House requires the tenant to purchase cards for electricity, for which the money received goes towards paying the electricity charge for Westward House. Discussions with the Accommodation Service Manager found that the service buy the cards from a company in denominations of £10, £5 and £1. The last amount bought was for the value of £2,000. They are bought in batches when stock is low but the service does not maintain a record of stock levels. In some cases the service will provide electricity for free where the tenant is suffering hardship. There is no record of this or how much has been given. The only record is those that have been sold are recorded on the audit form.</p>	
<b>Risks and consequences</b>	
<p>By not maintaining a record of electricity cards purchased, and written off the service is unable to confirm the movement of stock and from where, which could result in a financial loss to the council.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
<p>A record of stock movement is maintained and a full stock take is performed quarterly.</p>	<p>Mark Hughes – 31<sup>st</sup> July 2019</p>

<b>EX 9 – Records maintained for Washer Tokens</b>	
Risk rating: <b>Medium</b>	
<b>Findings</b>	
<p>Washing machines are made available for tenants to use at a cost of £2 per token. In 2018/19 just under £1,300 was received in income for this service. The Accommodation Services Manager advised that the amount of washing machine tokens have declined as more tenants are bringing their own washing machines. This again is recorded on the audit form but no stock take is undertaken.</p>	
<b>Risks and consequences</b>	
<p>By not maintaining a stocktake the service is unable to confirm the movement of stock, which could result in a financial loss to the council.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
A stocktake is performed quarterly	Mark Hughes – 31 <sup>st</sup> July 2019

<b>EX 10 – Daily income is reconciled</b>	
Risk rating: <b>Medium</b>	
<b>Findings</b>	
A check on the licence/rental cash stored in the safe against the income management system found that there was a discrepancy of £12. A discrepancy in the cash float of £10.95 meant that in total the service has a current under banking of £1.05. The service does not undertake daily cash reconciliations to identify discrepancies on a regular basis.	
<b>Risks and consequences</b>	
If the service do not undertake regular checking between monies received and processed any discrepancies cannot be identified and rectified appropriately.	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
Daily reconciliations on all cash received are to be undertaken	Mark Hughes – 13 <sup>th</sup> June 2019



Income Generation 2018/2019

FINAL REPORT

Louise Northcott (Senior Auditor)

28<sup>th</sup> May 2019

Distribution List: Andrew Frost (Director, Planning and Environment), Alison Stevens (Divisional Manager), Russell Pugh (Building Control Manager), Victoria McKay (Divisional Manager), Jane Hotchkiss (Director Growth and Place), Tania Murphy (Divisional Manager)

<b>Contents</b>	<b>Page</b>
<b>1) Executive Summary:</b>	
i) Introduction	3
ii) Overall audit opinion	3
iii) Summary of findings	4
<b>2) Exceptions raised</b>	
i) Key for risk rating of exceptions	7
ii) Detailed exceptions	8 - 11



## 1) Executive Summary

### i) Introduction

This audit was carried out as part of the agreed audit plan for 2018/19. Audit testing has been restricted to areas that have been assessed as high risk by Internal Audit.

It was determined through discussions with Finance and a review of income generating areas at CDC that the areas to be focused on during this audit would be Estates, Building Control and Civil Parking Enforcement.

### ii) Overall audit opinion

The overall audit opinion is based solely on testing carried out and discussions held during the course of the audit.

	Levels	Description/Examples
	<b>No Assurance</b>	Major individual issues identified or collectively a number of issues raised which could significantly impact the overall objectives of the activity that was subject to the Audit
→	<b>Limited Assurance</b>	Control weaknesses or risks were identified which pose a more significant risk to the Authority
	<b>Reasonable Assurance</b>	Control weaknesses or risks were identified but overall the activities do not pose significant risks to the Authority
	<b>Assurance</b>	No issues or minor improvements noted within the audit but based on the testing conducted, assurance can be placed that the activity is of low risk to the Authority

### iii) Summary of findings

#### Objective 1: Estates rent reviews are carried out promptly – **Limited Assurance**

Discussions were held with the former Valuations & Estates Manager (VEM). He confirmed that the Estates Technician runs a quarterly report showing rent reviews due in the next 6 months which are allocated across the team. The VEM monitors progress on reviews through an access database as well as through verbal updates. Rent reviews are generally started well in advance of the review being due, roughly 6 - 8 months in advance.

The VEM stated that rent reviews are carried out under the legal premise that 'Time is not of the essence'. Research found that there is a legal precedent set in case law that unless the lease sets out precise time limits by when a rent review must be carried out then a review can be carried out at any time. CDC in general does not have time limits written into leases.

Rent reviews cannot be completed until the rent amount has been agreed upon by the tenant. This may require negotiation between CDC and the tenant and can take some time, hence why there is a delay on some reviews. Where lease reviews are delayed any increase in the rental amount can be backdated. Although this means that the Authority does not lose income, it may affect CDC's cash flow as the income may not be available in the year that it is due.

30 lease rent reviews were carried out in 2017 and 2018. Of these 30, 2 (7%) were carried out on time, 25 (83%) were completed after the due date and 3 (10%) were early. The delays on these ranged from 27 days late to 877 days late.

All of the late reviews were tested to see whether there was any increase in the rental amount and, if so, whether it was backdated. Of the 25 late reviews, 18 had a resulting increase in rent. Invoices had been raised for backdated rent for 17 of the 18 cases.

Rent income reconciliations are carried out by the Estates Technician on a quarterly basis. The file was reviewed and confirmed that reconciliations are being carried out. However, it was not possible to tell how timely these reconciliations were as the cover sheets were not dated.

**Objective 2: To ensure that income received for Civil Parking Enforcement covers the cost of providing the service – Assurance**

The contract between CDC and West Sussex County Council (WSSCC) came into force on 12th April 2010 for a period of 6 years with the option to extend for a further 2 years, which was done. Currently work is being carried out on a new contract.

A monitoring spreadsheet is maintained by the Assistant Accountant which details expenditure for on-street parking and income received. The total cost of providing the service is calculated at year end and invoices are raised to WSSCC for any deficit. A review of the monitoring spreadsheet confirmed that there was a deficit in 2014/15, 2015/16 and 2016/17. It was confirmed by interrogating Civica that WSSCC had paid CDC the amount due for these periods.

**Objective 3: All chargeable work for Building Control is being invoiced for - Limited Assurance**

All applications received by Building Control are reviewed and validated by the Admin Officers. Applications are not validated where the required payment has not been received. A process is in place to identify all non-validated applications where the fee hasn't been paid which are then chased up.

A report is run on a monthly basis by the Admin Officer showing all applications where work on site has started but a site inspection fee has not been received by CDC and the payment amount that is due. The outstanding payment amount is checked for correctness and an invoice is then raised for the income due. A sample of 25 application validated between 1/4/18 and 8/2/19 was tested to confirm that the plan charge has been paid, and whether CDC have been informed that work on site has commenced and should have been invoiced for inspection charges. All 25 cases chosen had paid the initial plan charge, and had notified CDC that building work had started. Invoices for inspection charges had been raised for all properties sampled.

A copy of the timesheet completed by BC officers was obtained and reviewed. Officers put in the total chargeable time for each day, broken down into areas such as plan checking and site visits. There is no breakdown of which properties have been worked on for plan checking. The Admin Officer confirmed that the Building Control Officers send an e-mail each morning detailing what site visits they are carrying out that day. There is no record of time of arrival on site or how long has been spent there. It is therefore not possible to identify whether the chargeable time recorded on the timesheet is accurate for either site visits or plan checking.

Income reconciliations are carried out by the Admin Officer and signed off by the BC Manager. The file was reviewed and confirmed that reconciliations are being carried out, although not always on a monthly basis. It was not possible to tell how timely these reconciliations are as the cover sheet is not dated to show when prepared. The BC Manager does date when he signs them off.

**Objective 4: CDC remains competitive against other BC providers - Limited Assurance**

A copy of the most current charges was obtained. They were last reviewed in late 2016 and amended from 1st January 2017 but had not been reviewed since 2010. CDC also does not carry out a regular benchmarking exercise to establish whether the fees are roughly in line with other Local Authorities.

Discussions with the BC Manager and the Divisional Manager confirmed that the charge calculator which formed the basis of the 2010 charges was not included in the 2016 fee review so it is possible that the length of time taken to carry out certain chargeable tasks has changed and the hourly rate and fees need to be reviewed again.

The BC account has been in deficit for 6 out of the 8 financial years since the new charging regulations came into force in April 2010 and as at 31.3.18 had a current deficit value of £150,000.

**Overall assurance level – Limited Assurance**

Three high risk exceptions and one low risk exception have been raised as a result of this review. Therefore Internal Audit can give limited assurance that the area is of low risk to the Authority.

**Key for risk rating of exceptions:**

<b>Priority Level</b>	<b>Description</b>
<b>Critical Risk</b>	<p>Control weakness that could have a significant impact upon not only the system function or process objectives but also the achievement of the organisation's objectives in relation to:</p> <ul style="list-style-type: none"><li>▪ The efficient and effective use of resources</li><li>▪ The safeguarding of assets</li><li>▪ The preparation of reliable financial and operational information</li><li>▪ Compliance with laws and regulations</li></ul> <p>And corrective action needs to be taken immediately.</p>
<b>High Risk</b>	<p>Action needs to be taken to address significant control weaknesses but over a reasonable timeframe rather than immediately. These issues are not "show stopping" but are still important to ensure that controls can be relied upon for the effective performance of the service or function. If not addressed, they can, over time, become critical. An example of an important exception would be the introduction of controls to detect and prevent fraud.</p>
<b>Medium Risk</b>	<p>These are control weaknesses that may expose the system function or process to a key risk but the likelihood of the risk occurring is low.</p>
<b>Low Risk - Improvement</b>	<p>Very low risk exceptions or recommendations that are classed as improvements that are intended to help the service fine tune its control framework or improve service effectiveness and efficiency. An example of an improvement recommendation would be making changes to a filing system to improve the quality of the management trail.</p>

<b>EX1 – Estates: Backdating of rental income</b>	
<b>Risk rating: High</b>	
<b>Findings</b>	
<p>30 lease rent reviews were carried out in 2017 and 2018. Of these 30, 2 (7%) were carried out on time, 25 (83%) were completed after the due date and 3 (10%) were early. The delays on these ranged from 27 days late to 877 days late.</p> <p>All of the late reviews were tested to see whether there was any increase in the rental amount and if so whether this was backdated. Of the 25 late reviews, 18 had a resulting increase in rent. It was found that for 1 of the cases an invoice had not been raised for the backdated rent that was due to the Authority (with a value of £223). This was queried with the Estates Technician who confirmed that it had been overlooked by the officer who had completed the rent review. An invoice was subsequently raised by Estates for the backdated income.</p>	
<b>Risks and consequences</b>	
<p>If backdated invoices are not raised then this will result in lost income for CDC.</p> <p>Delays in carrying out lease reviews will not result in lost income. However, it does affect CDC's cash flow as the income is not available in the year that it is due.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
Completion process to be reviewed to identify any scope for improvement to ensure invoicing is arranged for revised rents.	Valuation & Estates Manager (not yet in post) – process review by end 2019.

<b>EX2 – Building Control: Completion of timesheets</b>	
Risk rating: <b>High</b>	
<b>Findings</b>	
<p>A copy of the timesheet completed by BC officers was obtained and reviewed. Officers put in the total chargeable time for each day, broken down into areas such as plan checking and site visits.</p> <p>There is no breakdown on the timesheet of which properties have been worked on for plan checking or how much time has been spent on each plan.</p> <p>The Admin Assistant confirmed that the Building Control Officers send an e-mail each morning detailing what site visits they are carrying out that day. There is no record of time of arrival on site or how long has been spent there.</p> <p>Therefore it is not possible to identify whether the chargeable time recorded on the timesheet is accurate for either site visits or plan checking.</p> <p>This chargeable time is coded to the Building Control financial statement as expenditure and needs to be covered by a corresponding amount of income in order for the account to breakeven.</p>	
<b>Risks and consequences</b>	
<p>If chargeable time is overstated then this may lead to a financial deficit if the costs are not covered by income.</p> <p>If chargeable time is understated then this may lead to an excessive surplus on the account if income exceeds expenditure. Surpluses may not be used to fund other services but can only be used to improve the quality of delivery of the chargeable building control service.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
Through remote working project, look to include time at site visit however, to make allowance for size of district, fees are based on an average time for each type of application.	R Pugh - dependent on remote working project timetable (which has slipped due to IT issues needing resolving).
Demonstrate proportion of workload from previous financial years to better understand the impact on income	A Stevens – 30 July 19

<b>EX3 – Building Control: Competitiveness of the service and charging mechanism</b>	
<b>Risk rating: High</b>	
<b>Findings</b>	
<p>Fees were reviewed in late 2016 and amended from 1st January 2017 but had not been reviewed since 2010. The charge calculator which formed the basis of the 2010 charges was not included in the 2016 fee review so it is possible that the length of time taken to carry out certain chargeable tasks has changed and the hourly rate and fees need to be reviewed again.</p> <p>The Building Control Manager confirmed that CDC does not carry out a regular benchmarking exercise to establish whether the fees charged are roughly in line with other Local Authorities.</p>	
<b>Risks and consequences</b>	
<p>If regular benchmarking does not take place then there is a risk that CDC prices itself out of the market and service demand declines.</p> <p>The fees may be based on inaccurate information meaning that certain activities are being over or under charged for. This will have an impact on the Authority's reserves.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
<p>Fees reviewed in 2019.</p> <p>Reviewed the time allocation per inspection type.</p> <p><i>Client comment</i> – there is nothing to indicate that the length of time taken to carry out certain chargeable tasks has changed since 2010.</p>	<p>R Pugh – completed.</p> <p>R Pugh – completed. Time allocated for Building notices increased however, need to ensure fee is not increased, resulting in loss of business.</p> <p>No action required.</p>



<b>EX4 – Estates &amp; Building Control: Completion of reconciliations</b>	
Risk rating: <b>Low Risk - Improvement</b>	
<b>Findings</b>	
<p><b>Estates</b> - Rent income reconciliations are carried out by the Estates Technician on a quarterly basis. The reconciliations are held both electronically and on a paper file. The file was reviewed and confirmed that reconciliations are being carried out. However, it was not possible to tell how timely these reconciliations were as the cover sheets were not dated.</p> <p><b>Building Control</b> - Income reconciliations are carried out by the AA and signed off by the BC Manager. The file was reviewed and confirmed that reconciliations are being carried out, although not always on a monthly basis. It was not possible to tell how timely these reconciliations are as the cover sheet is not dated to show when prepared. The BC Manager does date when he signs them off.</p>	
<b>Risks and consequences</b>	
Delays in reconciliations can mean that it is harder to resolve issues and may result in more officer time being spent than if the reconciliation had been carried out more promptly.	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
Estates – income reconciliations to be dated when signed.	Valuation & Estates Manager (not yet in post) – Autumn 2019
Building Control – income reconciliations to be signed and dated at the point of completion.	Admin Assistant – immediately

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Trade Waste 2018/2019

FINAL REPORT

Ann Kirk & Julie Ball

29<sup>th</sup> March 2019

Distribution List: John Ward (Director Corporate Services), Kevin Carter (Divisional Manager CCS), Amie Huggett (Business Manager)

<b>Contents</b>	<b>Page</b>
-----------------	-------------

<b>1) Executive Summary:</b>	
------------------------------	--

- |                           |   |
|---------------------------|---|
| i) Introduction           | 3 |
| ii) Overall audit opinion | 3 |
| iii) Summary of findings  | 3 |

<b>2) Exceptions raised</b>	
-----------------------------	--

- |                                      |   |
|--------------------------------------|---|
| i) Key for risk rating of exceptions | 7 |
| ii) Detailed exceptions              | 8 |

## 1) Executive Summary

### i) Introduction

This audit was carried out as part of the agreed audit plan for 2018/19.

Audit testing has been carried out on the following objectives to ensure that:

- New contracts and Events have been set up correctly for the collection of trade waste bins.
- Customer accounts are cancelled when requested
- There is a consistent approach to charging for one-off events
- Invoices are produced for the payment of trade waste bin collection.
- Income is reconciled from Bartec to the General Ledger

### ii) Overall audit opinion

The overall audit opinion is based solely on testing carried out and discussions held during the course of the audit.

	Levels	Description/Examples
	<b>No Assurance</b>	Major individual issues identified or collectively a number of issues raised which could significantly impact the overall objectives of the activity that was subject to the Audit
	<b>Limited Assurance</b>	Control weaknesses or risks were identified which pose a more significant risk to the Authority
→	<b>Reasonable Assurance</b>	Control weaknesses or risks were identified but overall the activities do not pose significant risks to the Authority
	<b>Assurance</b>	No issues or minor improvements noted within the audit but based on the testing conducted, assurance can be placed that the activity is of low risk to the Authority

### iii) Summary of findings

#### **Objective 1: New contracts have been set up correctly for the collection of trade waste bins – Reasonable Assurance**

A copy of the most up to date procedures for the processing of Trade Waste dated November 2018 was obtained and reviewed. This confirmed that there are clear instructions for staff to follow from creating new customer accounts to cancelling an account on Bartec, the Service's Waste Management IT system.

Each new customer is required to sign a contract detailing the type of bin, frequency of collection and price. Once the contract has been completed and signed the information is recorded on Bartec using a unique account number obtained from Civica, the Council's Financial System.

Between the 1/4/2018 and 14/01/2019 there were a total of 114 new accounts opened. A sample of 25 new customers within this period was tested. It was found that

- All contracts had been signed.
- All customers had been set up on Bartec using a unique account number obtained from Civica.

Information within the contract is entered onto Bartec, the pricing structure is automatically uploaded annually onto the Bartec system and the cost of the service stipulated in the contract is attached to the account via a drop down menu.

Testing on the same sample as above found that:

- For 20 out of the 25 cases the signed contract price matched the invoiced amount.
- 2 contracts did not state a price, and 3 had price discrepancies of £18.20, £15.60 and 20p against the Trade Waste Prices list 2018/19
- For 23 of the 25 cases the information on the contract was clear with regards to the type of service provided, for example Trade Waste, Trade Waste Compacted, Chargeable Household Waste, Mixed Hereditament Waste, Trade Cardboard or Trade Mixed Recycling.
- In one case the Contract stated "Waste" but was for Mixed Hereditament Waste, in another case the contract had the type of business "Trade" ticked on the contract but was for Chargeable Household Waste.

The status of the new account has to be set to “In Service” with a start date which automatically populates the Crew’s Workpack for the day. Workpacks are a list of bins that are required to be picked up for that day and are visible to the crews via their in-cab device. All Workpacks are expected to be completed 100% and invoices are generated from these completed bin collections. All new customers had been invoiced.

**Objective 2: Customer accounts are cancelled when requested - Assurance**

Notification of a cancelled account is required to be made by the customer and evidence of such is stored on the service’s S: Drive.

Between the 1/4/2018 and 14/01/2019 there were a total of 71 cancellations. A sample of 10% (7) was tested. It was found that

- 5 of the 7 tested had a cancellation notification available on file.
- Two notifications were not available; this was due to a change in customer trading details not a cancellation of the service. This was confirmed by reviewing Bartec.

**Objective 3: There is a consistent approach to charging for one-off Events - Assurance**

An Event is a one off occasion where the customer requests the emptying of bins solely for the period of the event. The service has a pricing schedule spreadsheet which they use to calculate quotes for potential new customers. No collections will be carried out until the customer has formally accepted the price quote.

Between 01/04/2018 and 30/01/2019 there were 23 one off events. A sample of 10% (2) was tested within the period. It was found that

- The pricing schedule spreadsheet had been used to calculate price quotes thus ensuring consistency and transparency of costs
- Acceptance of the quote had been received thereby ensuring a contract exists between CDC and the customer

**Objective 4: Invoices are produced for the payment of Trade Waste bin collection and Events - Assurance**

Invoices for one off events are generated after the event has happened. Testing on the same sample of events as above found that invoices had been generated for both events.

Customers with regular collections are invoiced every 4 weeks. A "Billing Information Report" is run before generating the invoices to check accounts have been set up correctly for invoicing e.g. identify accounts that are missing cost centre codes, price lists or collection site addresses. Invoices are generated from information processed on Bartec. A report is downloaded from Bartec and automatically sent to Civica via csv file to produce the invoice generation file. This file is then sent to Arun District Council for printing and invoices are sent to the customers.

Testing on the invoice generation file for October 2018 found

- Invoices had been generated for the period tested
- A billing Information Report had been generated to mitigate the risk of rejected invoices.
- Confirmation had been received from Arun that invoices had been sent

**Objective 5: Income is reconciled from Bartec to General Ledger - Assurance**

A copy of the most up to date reconciliation procedures for Trade Waste dated February 2017 was obtained and reviewed. A report is run from Bartec and Civica on all invoices raised within the period. Any differences between the two systems are identified and investigated. Reconciliations are undertaken monthly by the Business Support Lead and signed off by the Business Manager.

Testing on a sample of 2 reconciliations undertaken in the year found that

- Segregation of duties was in place for the reconciliation process
- Reconciliations were signed off



**Overall assurance level – Reasonable Assurance**

From the testing carried out Internal Audit can give reasonable assurance that the area is of low risk to the Authority.

**Key for risk rating of exceptions:**

<b>Priority Level</b>	<b>Description</b>
<b>Critical Risk</b>	Control weakness that could have a significant impact upon not only the system function or process objectives but also the achievement of the organisation’s objectives in relation to: <ul style="list-style-type: none"><li>▪ The efficient and effective use of resources</li><li>▪ The safeguarding of assets</li><li>▪ The preparation of reliable financial and operational information</li><li>▪ Compliance with laws and regulations</li></ul> And corrective action needs to be taken immediately.
<b>High Risk</b>	Action needs to be taken to address significant control weaknesses but over a reasonable timeframe rather than immediately. These issues are not “show stopping” but are still important to ensure that controls can be relied upon for the effective performance of the service or function. If not addressed, they can, over time, become critical. An example of an important exception would be the introduction of controls to detect and prevent fraud.
<b>Medium Risk</b>	These are control weaknesses that may expose the system function or process to a key risk but the likelihood of the risk occurring is low.
<b>Low Risk - Improvement</b>	Very low risk exceptions or recommendations that are classed as improvements that are intended to help the service fine tune its control framework or improve service effectiveness and efficiency. An example of an improvement recommendation would be making changes to a filing system to improve the quality of the management trail.

<b>EX1: New contracts are set up correctly</b>	
<b>Risk rating: Medium Risk</b>	
<b>Findings</b>	
<p>A review was undertaken on the accuracy of the pricing information entered onto the contracts to that invoiced. It was found that</p> <ul style="list-style-type: none"> <li>• For all cases (25 out of 25) the customers were invoiced the correct amount as per the pricing structure 2018/19</li> <li>• For 20 out of the 25 cases the signed contract price matched the invoiced amount. 2 contracts did not state a price, and 3 had price discrepancies of £18.20, £15.60 and 20p against the Trade Waste Prices list 2018/19. In all cases the contract price was lower than that invoiced</li> <li>• For 23 of the 25 cases the information on the contract was clear with regards to the type of service provided, for example Trade Waste, Trade Waste Compacted, Chargeable Household Waste, Mixed Hereditament Waste, Trade Cardboard or Trade Mixed Recycling.</li> <li>• In one case the Contract stated "Waste" but was for Mixed Hereditament Waste, in another case the contract had the type of business "Trade" ticked on the contract but was for Chargeable Household Waste.</li> </ul>	
<b>Risks and consequences</b>	
<p>If the price within the contract is not the same as that invoiced there could be a financial risk to the Authority. The customer could challenge the amount charged and if undercharged could be a loss of income to the council. Also the council could incur additional costs recovering the monies owed especially if court proceedings were initiated.</p>	
<b>Agreed action</b>	<b>Officer responsible and by when</b>
<p>The Trade Waste Contract is being reviewed to reduce risk of manual errors and a checking process is implemented on all new Trade Waste Contracts to ensure information is correct at point of customer sign up.</p>	<p>Business Manager - April 2019</p>



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Housing Applications 2018/2019

FINAL REPORT

Louise Northcott

20<sup>th</sup> May 2019

Distribution List: Louise Rudziak (Director of Housing and Communities), Linda Grange (Divisional Manager), Elizabeth Reed (Housing Standards and Homemove Manager)

<b>Contents</b>	<b>Page</b>
<b>1) Executive Summary:</b>	
i) Introduction	3
ii) Overall audit opinion	3
iii) Summary of findings	4 - 5

## 1) Executive Summary

### i) Introduction

This audit was carried out as part of the agreed audit plan for 2018/19.

Audit testing has been carried out on the following objectives to ensure that:

- Procedures for being accepted onto the Housing Register are being complied with;
- Reviews are carried out where requested;
- Inactive applicants are removed from the register.

### ii) Overall audit opinion

The overall audit opinion is based solely on testing carried out and discussions held during the course of the audit.

	Levels	Description/Examples
	No Assurance	Major individual issues identified or collectively a number of issues raised which could significantly impact the overall objectives of the activity that was subject to the Audit
	Limited Assurance	Control weaknesses or risks were identified which pose a more significant risk to the Authority
	Reasonable Assurance	Control weaknesses or risks were identified but overall the activities do not pose significant risks to the Authority
→	Assurance	No issues or minor improvements noted within the audit but based on the testing conducted, assurance can be placed that the activity is of low risk to the Authority

### iii) Summary of findings

#### Objective 1: The criteria within the Allocations Policy are being applied correctly – Assurance

A copy of the most up-to-date Housing Allocation Scheme procedure was obtained dated November 2018. A review of this confirmed that it clearly sets out the criteria that applicants must meet to be accepted onto the register and the banding structure. The key criteria are that the applicant can demonstrate a local connection to Chichester has income below set thresholds, has a medical condition or disability that their accommodation impacts on, does not have significant housing related debts which are not being paid off, and has not been involved in anti-social behaviour in the past 5 years.

Applications for the Housing Register are received electronically in the main. Information contained within all new applications is reviewed and validated by the Business Support Officers. The system sets all new applications to 'Band D – No Housing Need'.

Between the 1/4/2018 and 15/2/2019 662 applications were accepted onto the Housing Register. A sample of 25 live applications was tested. It was found that

- For 24 out of 25 a local connection had been established either through CT records, HB records, employment records or other evidence. For the 1 case with no local connection, the applicant had been accepted onto the register due to the fact that CDC owed the applicant a full housing duty under Part 7 of the Housing Act 1996. Therefore the applicant was able to be accepted onto the register as per Appendix C of the policy.
- In one instance the applicant's income exceeded the 2 bed Local Housing Allowance by £10,000. However, the applicant was authorised to be accepted onto the Register by the Divisional Services Manager in order to release a 4 bed room property in Midhurst for which there is a real need.
- The evidence on file supported the banding awarded for all 25 cases.

A sample of 25 rejected applications was also tested. In 7 cases there was no local connection and in 5 cases the income exceeded the Local Housing Allowance for the assessed bedroom need. This provides evidence that applicants are rejected where they do not meet the criteria.



Since April 2018 there have been 24 applications where the applicants' banding was based on medical need. A sample of 5 was tested and medical evidence was found on file for all cases.

**Objective 2: Reviews are carried out where requested – Assurance**

From the 1st April 2018 there have been 30 informal reviews carried out. A sample of 10 of these was tested. The evidence provided to support any agreed re-banding was seen on file and was in line with the policy. All applicants had been informed of the outcome of their review request and the appeal process should their request not have been successful.

The Homemove Officer provided case file reference numbers for all recent formal reviews that have been undertaken by the Housing Standards and Homemove Manager. All 5 formal reviews were tested and the evidence provided to support the outcome was seen on file and was in line with the policy. All 5 reviews were carried out within the 4 week timescale set out in the Allocation Policy.

For all of the reviews the applicants had been informed of the outcome of their request.

**Objective 3: Inactive applicants are removed from the register - Assurance**

Discussions with the Business Support Officer confirmed that the register is reviewed regularly to establish whether any non-bidders wish to remain on the list. Contact is made with applicants via letter or occasionally by phone (for Bands A and B). A spreadsheet is maintained of all applicants contacted and whether they have stayed on or been removed from the list.

**Overall assurance level – Assurance**

No exceptions have been raised as a result of the testing carried out during the course of the audit. Therefore, Internal Audit can give assurance that the processes followed for Housing Applications are of low risk to the Authority.

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**Internal Audit Summary Report  
2018-2019**

**Key Financial Systems Audit  
Stephen James  
Internal Audit & Corporate Investigations  
Manager  
June 2019  
Contents**

**Audit: Key Financial Systems Audit  
Auditors: Louise Northcott, Ann Kirk, Julie Ball**

If viewing on-screen, please click on the links below or use the scrolling arrows

1	Introduction.....	3
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2	Scope .....	3
3	Areas for Improvement.....	4
4	Agreed Actions .....	4
5	Action Plan – Appendix 1 .....	5

# 1 Introduction

- 1.1. Internal Audit review all the Key Financial Systems annually, this is to ensure that the internal controls identified are relevant and operating effectively. These reviews form part of the Annual Internal Audit Plan which is approved by the Corporate Governance and Audit Committee each year.

Working papers containing all Internal Audit's control testing are made available to the Council's External Auditors Ernst & Young.

The following systems have been identified as key financial systems and therefore included in the review:

- Asset Management
- Debtors
- Creditors
- Council Tax Reduction
- Housing Benefits
- Non-Domestic Rates (NDR)
- Cash and Bank
- Payroll
- General Ledger

## 2 Scope

- 2.1. Internal Audit reviewed all of the above systems in order to give assurance that the internal controls are operating effectively and as designed. Each control is tested in accordance with an approved testing strategy, this is based upon population, frequency and type of control, ie manual or automated.
- 2.2. The purpose of this report is to raise awareness where improvements can be made. All areas mentioned in the report have already been discussed with appropriate Service Managers.

### **3 Areas for Improvement**

- 3.1. All areas where improvements have been identified are reported below in an Action Plan. This plan also shows any agreed actions, the responsible officer and target dates.

### **4 Agreed Actions**

- 4.1. An Action Table has been produced, see Appendix 1. In order to prioritise actions required, a traffic light indicator has been used to identify issues raised as follows:

Red – ● Significant issues to be addressed

Amber – ● Important issues to be addressed

Green – ● Minor or no issues to be addressed

## 5 Action Plan – Appendix 1

Key Financial System	Areas for Improvement	Priority	Comments and Agreed Actions	Responsible Officer	Target Date
Debtors	The Debtors suspense account should be regularly monitored and any items re-allocated to the appropriate code	M Amber	There are two cases remaining from 2014 which still need to be re-coded. It is thought that these are cases that could not be identified when CIVICA went live.	Exchequer Manager	On-going
Debt Recovery Council Tax & NNDR	That procedure notes are produced for Debt Recovery for Council Tax & NNDR, and that they are accurate and up to date.	L Green	Debt Recovery procedure notes have now been produced however, they were received too late to include in the 2017/2018 Key Financial Systems. The procedures will be reviewed as part of the 2018/2019 review of Key Financial Systems.	Principal Revenues Officer	To be reviewed as part of the 2019/2020 Audit Plan.
Key Financial System	Areas for Improvement	Priority	Comments and Agreed Actions	Responsible Officer	Target Date

Housing Benefits	That accuracy checks are undertaken on a consistence basis	H Red	Progress with accuracy checking continues. The service have introduced the use of Performance Monitoring Quality Assurance (PMQA) software module which forms part of the services Northgate System. Parameters have initially been set up to include a review of 100% of overpayments over £500 and 50% of payslips. The service plan to review and adapt the parameters throughout the year as they analyse the high risk cells within the subsidiary claim every two months. As aresult the service expect the error rate will reduce and thwerefre the reduction in the subsidy claim. However, it was identified that this work will only be able to be undertaken if resources are available. In the meantime the service has explained that the Principal Benefits Officer spot checks those items not on PMQA and will be recording this more formally in the future.	Benefits Manager	On-going
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