

# Public Document Pack

**JOHN WARD**  
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A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 3 September 2019 at 9.30 am**

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

## AGENDA

### 1 **Chairman's Announcements**

The Chairman will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under agenda item 16 b).

### 2 **Approval of Minutes** (Pages 1 - 12)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 9 July 2019.

### 3 **Declarations of Interests**

Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they might have in respect of matters on the agenda for this meeting.

### 4 **Public Question Time**

In accordance with Chichester District Council's scheme for public question time and with reference with to standing order 6 in Part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, the Cabinet will receive any questions which have been submitted by members of the public in writing by noon on the previous working day. The total time allocated for public question time is 15 minutes subject to the Chairman's discretion to extend that period.

## RECOMMENDATIONS TO COUNCIL

### 5 **Chichester District Growth Board - terms of reference** (Pages 13 - 14)

The Cabinet is requested to consider the agenda report and make the following recommendation to the Council as set out below:

That the membership of the Chichester District Growth Board be increased from 3

to 4 for both Chichester District Council and West Sussex County Council.

**6 Revised Local Development Scheme 2019-2022 (Pages 15 - 32)**

The Cabinet is requested to consider the agenda report and its appendix and make the following recommendation to the Council as set out below:

That Cabinet recommends to Council that it approves the revised Local Development Scheme.

**OTHER DECISIONS**

**7 Exception to the need to tender (Pages 33 - 34)**

The Cabinet is requested to note the urgent decision taken relating to the draft Local Plan Review Whole Plan Viability Study.

**8 Appointments to Panels**

Following a brief introduction from Mr Bennett, Divisional Manager for Democratic Services the Cabinet is requested to make the following resolutions:

1. That Cllr Judy Fowler replaces Cllr David Rodgers on the Grants and Concessions Panel
2. That Cllr David Rodgers replaces Cllr Judy Fowler on the Chichester District Parking Forum

**9 Approval of the draft Infrastructure Business Plan 2020-25 for consultation (with the City, Town and Parish Councils and key Infrastructure Delivery Commissioners) (Pages 35 - 45)**

The Cabinet is requested to consider the agenda report and its two appendices and make the following resolution:

That Cabinet approves the Draft Infrastructure Business Plan 2020-25 (Appendix 1) for consultation (with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners) for a period of six weeks from 7 October to 18 November 2019.

**Please note that Appendix 1 is available electronically only.**

**10 Approval to release funds from the Community Infrastructure Levy to West Sussex County Council to fund project IBP/355 Real Time Passenger Information screens within Chichester City (Pages 47 - 52)**

The Cabinet is requested to consider the agenda report and its appendix and make the following resolution:

That Cabinet approves the release of £60,000 from the Community Infrastructure Levy to West Sussex County Council to fund Infrastructure Business Plan project

355 phase 1: the provision of 7 additional Real Time Passenger Information screens in Chichester City.

**11 Plot 21, Terminus Road - Ravenna Point (Pages 53 - 65)**

The Cabinet is requested to consider the agenda report and its appendix and to make the following resolution:

That the Post Project Evaluation (PPE) report in appendix one for the Plot 21/Ravenna Point development be approved.

**12 Pop Up Shop Initiative (Pages 67 - 70)**

The Cabinet is requested to consider the agenda report and make the following resolution:

Following consultation with the Leader, the Divisional Manager for Property & Growth be authorised to agree terms for 'pop up' shop facilities in suitable retail units own by the District Council.

**13 Proposal to Participate in County Food Waste Collection Trial (Pages 71 - 75)**

The Cabinet is requested to consider the agenda report and make the following resolutions:

1. That Cabinet supports the recommendation of the Waste and Recycling Panel at their meeting on 12 October 2018 as set out in paragraph 2.7 of this report.
2. The Environment Panel are tasked with monitoring development in this area, including consideration of implications for this Council arising from the Government's revised Waste Strategy.

**14 2018-2019 Treasury management 2018-19 Out-turn (Pages 77 - 89)**

The Cabinet is requested to consider the agenda report and make the following resolution:

The Cabinet is requested to review and note this summary of treasury management activities and performance for 2018-2019.

**15 Implementation of Income Systems upgrade (Pages 91 - 92)**

The Cabinet is requested to consider the agenda report and make the following resolution:

The Cabinet is requested to approve the allocation of £15,400 from reserves to implement essential upgrades to the Council's income management systems.

16 **Late Items**

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

17 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda items 18 whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

**(Note:** The report and its appendices within this part of the agenda are attached for members of the Council and relevant officers only (printed on salmon paper))

EXEMPT OTHER DECISIONS

18 **Southern Gateway - Potential Acquisition** (Pages 93 - 99)

The Cabinet is requested to consider the agenda report and its two appendices and make the following resolutions and recommendation to Council:

1. That the Cabinet approves the purchase shown in Appendix 1 on the terms set out in Appendix 2.
2. That the Cabinet delegates to the Deputy Chief Executive/Executive Director, following consultation with the Leader and S151 officer, to conclude the purchase and negotiate changes to the heads of terms to reflect due diligence if required.

Recommendation to the Council:

That the Cabinet recommends to the Council that the purchase is funded by the use of reserves.

**NOTES**

- (1) The press and public may be excluded from the meeting during any item of business wherever 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) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) 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 intentions 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. [Standing Order 11.3 of Chichester District Council's Constitution]

(4) A key decision means an executive decision which is likely to:

- result in Chichester District Council (CDC) incurring expenditure which is, or the making of savings which are, significant having regard to the CDC's budget for the service or function to which the decision relates or
- be significant in terms of its effect on communities living or working in an area comprising one or more wards in the CDC's area or
- incur expenditure, generate income, or produce savings greater than £100,000

### **NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET**

Standing Order 22.3 of Chichester District Council's Constitution provides that members of the Council may, with the Chairman's consent, speak at a committee meeting of which they are not a member, or temporarily sit and speak at the committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should *normally* seek the Chairman's consent in writing by email in advance of the meeting. They should do this by noon on the Friday before the Cabinet meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where the Chairman would therefore retain their discretion to allow the contribution without the aforesaid notice.

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# Public Document Pack Agenda Item 2



Minutes of the meeting of the **Cabinet** held in Committee Room 2 - East Pallant House on Tuesday 9 July 2019 at 9.30 am

**Members Present** Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr A Dignum, Mrs N Graves, Mrs P Plant and Mr P Wilding

**Members Absent** Mr R Briscoe

**In attendance by invitation**

**Officers Present** Mr A Buckley (Corporate Improvement and Facilities Manager), Mr K Carter (Divisional Manager, CCS), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mr T Day (Environmental Coordinator), Mr A Forward (ICT Manager), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mr P Jobson (Taxation Manager), Mrs V McKay (Divisional Manager for Growth), Mr P E Over (Executive Director & Deputy Chief Executive), Mrs S Peyman (Divisional Manager for Culture), Mrs M Rogers (Benefits Manager), Mrs D Shepherd (Chief Executive), Ms A Stevens (Divisional Manager for Environmental Protection) and Mr J Ward (Director of Corporate Services)

## 11 **Chairman's Announcements**

Mrs Lintill greeted members of the public and Chichester District Council (CDC) members and officers and the two press representatives who were present for this meeting.

The emergency evacuation procedure was read out.

Apologies for absence had been received from Mr Briscoe.

## 12 **Approval of Minutes**

The Cabinet received the minutes of the meeting held on 4 June 2019 which had been circulated with the agenda.

There were no proposed changes to the minutes.

## RESOLVED

That the minutes of the Cabinet meeting held on 4 June 2019 be approved.

### 13 **Declarations of Interests**

Mr Over declared an interest in agenda item 15 and withdrew from the room when the item was discussed.

### 14 **Public Question Time**

The following public questions were submitted. The responses provided are indicated in italics.

#### **Question 1 - Mr Andrew Kerry-Bedell**

What is CDC prepared to deliver if a climate emergency is declared?

#### **The following answer was provided by Mrs Plant:**

*Carbon reduction is already the focus of many work streams within the Council. However it is recognised that to meet the Government's objective to move to a carbon neutral environment, then everyone has a more significant role to play, acknowledging that the Council will be instrumental in this process.*

*The Council is also mindful of the need to ensure any identified actions demonstrably reduce carbon and is committed to a complete refresh of the Councils Climate Change Action Plan.*

*Subject to the Cabinet recommendations in the report within the agenda papers being agreed, a member and officer working group via the Council's Environment Panel will develop a new action plan which will be reported back to Cabinet later in the year.*

*It is expected that the Environment Panel will initially focus on the carbon reduction recommendations within the Council's remit identified in the UK Committee on Climate Change Report 2018.*

*It is likely to also focus on;*

- possible adaption measures, looking at practices, buildings and infrastructure within the Council,*
- recognising the Council's role in helping to build resilient communities by identifying and engaging with key people and organisations within the community.*
- seeding action within the wider community. For example, policies for sustainable homes and sustainable drainage*
- leading on other local authority related initiatives such as increasing modal shift, reducing the use of single use plastics and increasing recycling rates.*



*We expect that the Cabinet will make the final decision on the priority areas for action in November 2019.*

Mr Kerry-Bedell requested the opportunity to ask a supplementary question which Mrs Lintill allowed. The question related to whether the council would be appointing a Climate Change Officer. Mrs Lintill responded and explained that the work of the Environment Panel would inform the decision of whether a Climate Change Officer is required.

### **Question 2 - Mr Andrew Kerry-Bedell**

15 Hampshire Councils have stopped giving planning permissions and halted new house building until a mechanism to deliver Nitrate-neutral developments is agreed. Why hasn't CDC done the same?

#### **The following answer was provided by Mrs Taylor:**

*Officers receive formal consultation advice from Natural England where relevant when considering planning applications for new housing development. Whilst Natural England has not so far raised this as an issue for Chichester District Council in determining planning applications, officers are aware of this important matter and are currently working with Natural England and others to identify appropriate measures to mitigate the impact of nitrates on the designated Special Protection Area of Chichester Harbour arising from new housing within the Chichester Local Plan area, should it prove necessary.*

Mr Kerry-Bedell requested the opportunity to ask a further supplementary question which Mrs Lintill allowed. The question related to the 2018 Chichester District Council report and whether there is spare water treatment capacity at Apuldram, Loxwood and Tangmere and how this information will be gathered by the council. Mrs Taylor responded and explained that the information has already been requested from Southern Water.

### **Question 3 - Mr Andrew Kerry-Bedell**

Confirmation of exactly what plant work was done to increase capacity since 2014 at Southern Water Thornham waste water treatment works to remove 75% of Nitrogen (Urban Waste Water Treatment Regulations 1994 (Section 5(3))). This includes confirmation of what residual capacity is available given A) Oct 2013 CDC report Settlement Capacity Profiles P58 indicates only 1,700 dwelling capacity remaining and B) Current CDC and HBC Local Plan housing allocations below taken from Local Plans for CDC and HBC (recently submitted).

#### **The following answer was provided by Mrs Taylor:**

*The Council is not responsible for either designing or implementing upgrades to plant and equipment at the Waste Water Treatment Works and so does not have the information sought readily available. Details have been requested from Southern Water and when this is received it can be provided.*

*The Chichester Water Quality Assessment prepared to inform the Local Plan Review identified a headroom figure of 1063 dwellings for Thornham WWTW at the end of 2017. Headroom tables are published on the Council's website and are updated regularly to take account of new development. The most recent table indicates that as at 31 March 2019 there was remaining capacity of 1012 dwellings at Thornham. It is our understanding that the majority of planned new development within Havant will not drain to Thornham but to Budds Farm (in Havant Borough). Nevertheless, officers are currently reviewing the headroom calculations with Southern Water and the Environment Agency as part of updating the evidence base for the Local Plan Review.'*

### **Question - Mr Tom Broughton**

Does the council know that according to the latest published Government figures, that in 2016 the average national per capita emissions of carbon dioxide was 5.4 tonnes per capita, for West Sussex the average was 4.5 tonnes per capita and for Chichester District it was 5.7 tonnes per capita. The question must be asked, why is the per capita emissions in the Chichester District so high?

### **The following answer was provided by Mrs Plant:**

*In response to your question, I can confirm that the Council is aware that in 2016, the per capita emissions of carbon dioxide was 5.7 tonnes. Within the last month, the 2017 emissions data has been released and the figure for Chichester District was 5.5 tonnes per capita (person) with the average for West Sussex being 4.4 tonnes per capita.*

*Higher emissions in Chichester District compared to the County average is a reflection of the nature of our District, being a largely rural area. This rural nature of the District means that there is a heavy reliance on road transport and therefore a high level of emissions from transport at 2.6 tonnes of carbon dioxide per capita, with transport emissions for the rest of the County ranging from 0.9 tonnes per capita in Worthing to 2.2 tonnes per capita in Crawley, Horsham and Mid Sussex.*

*Secondly, our industry and commercial emissions are also higher than the other Districts at 2.16 tonnes per capita compared to 0.74 tonnes per capita in Adur. Again this is a reflection of the industries in our area compared to other Districts, including the amount of agriculture. The rural nature of our District also means that there is a higher reliance on oil by both industry and domestic properties. Our emissions from the domestic sector is slightly higher than the other Districts in West Sussex at 1.7 tonnes per capita, with Horsham at 1.6 tonnes per capita and Arun at 1.5 tonnes per capita.*

*We have seen a 5% reduction in total emissions per capita from 2016 to 2017 but we recognise that there is still more to be done. I draw your attention to item 7 on the agenda which recommends the declaration by the Council of a Climate Emergency and the process for taking further action.*

15 **Chichester District Council Annual Report 2018-2019**

Mrs Lintill introduced the item. She welcomed Mr Buckley and Mrs Westbrook to the table. She explained that the Annual Report details the council's activities for the last year. She added that as the report is due to be debated at Full Council where the wider membership will be given the opportunity to ask questions to ask questions she was not proposing to go through the report in detail at Cabinet.

With reference to page 27 of the agenda pack Mrs Taylor asked whether the North Bersted Man exhibition would still go ahead if lottery funding is not available. Mrs Hotchkiss explained that an announcement would be made shortly regarding the National Lottery Heritage Trust funding and sponsorship of the exhibition.

*Decision*

The Cabinet then voted unanimously to make the recommendation below.

**RECOMMENDATION TO THE COUNCIL**

That the Council receives the Annual Report 2018-2019.

16 **Award of Cash Collection, Processing and Banking Contract 2019 - 2022**

Mr Dignum introduced the item. Mr Catlow was also present. Mr Dignum explained that the council's cash collection, processing and banking contract expires on 30 September 2019. He confirmed that three tenders had been received and Contractor B is recommended to the Cabinet.

Mrs Lintill referred to the level of cheques received by the council (£4.4 million) and asked what could be done to encourage other forms of payment such as bank transfers. Mr Catlow explained that the number of cheques received had reduced by two thirds over the last few years (from approximately 24,000 to 7,500) with 50% of the cheques relating to revenue for business rates and council tax. He confirmed that the use of cheques is not actively promoted.

*Decision*

The Cabinet then voted unanimously to make the resolution below.

**RESOLVED**

That the contract for collection, processing and banking of cash from Council facilities and locations around the District for the period 1 October 2019 to 30 September 2022 be awarded to Contractor B.

17 **Climate Emergency Declaration**

Mrs Plant introduced the item. Mr Day and Mrs Stevens were also present. Mrs Plant explained that the Climate Change Act 2018 set a target of 80% reduction of CO2 emission levels by 2050. She confirmed that the UK has seen a 43% fall in

emissions mainly due to changes in electricity generation however CO2 from transport, building, industry agricultural and waste remain largely unchanged. In March 2019 the Council's original draft budget resolution to transfer funds to the Investment Opportunities Fund, was amended to ask Cabinet to consider using £150,000 from reserves to fund a Climate Change Officer. Mrs Plant explained that an updated action plan is now required. She confirmed that carbon reduction is the focus of several work streams at the Council; there are several new policies in the Local Plan Review, the revised Air Quality Action Plan due early next year will include several new initiatives and the Council provides assistance to households in fuel poverty. Mrs Plant concluded that it would be appropriate for the Environment Panel to report back to the Cabinet in January 2020.

Mrs Stevens wished to make a proposal to amend the recommendation to increase the frequency of the Environment Panel meetings to monthly (and cancel if not required).

Mrs Lintill then invited Mrs Sharp to ask her questions which she had submitted in advance of the meeting.

**Mrs Sharp's first question:**

What are the details of the Zero Carbon Graylingwell funds? What were they intended for originally, and would using the funds this way cause a loss to any other projects?

**Mrs Plant provided the following answer:**

*The Graylingwell Development was required to be carbon neutral and in 2013/14 it was agreed that the development would need to meet the Zero Carbon Standard (ZCS). The ZCS permits the inclusion of allowable solutions to reduce carbon emissions offsite, where this could not be achieved on site – now termed carbon offset. One model for carbon offset is for funds to be transferred from the developer to the local authority for the delivery of the reduction in carbon emissions offsite and elsewhere in the District. The transfer of funds in this way will not result in a loss to other projects but just the delivery of the part of the reduction in emissions to be achieved offsite and facilitated by the local authority as opposed to the developer.*

Mrs Sharp requested the opportunity to ask a further supplementary question which Mrs Lintill allowed. The question related to whether a study could be commissioned to analyse what remains incomplete at the Graylingwell development in Chichester. Mr Frost explained that agreements made between the developer and Homes England are not subject to monitoring by the council and should not be confused by planning permissions (which include conditions and Section 106 agreements) and which are monitored by the council.

**Mrs Sharp's second question:**

The Terms of Reference of the Environment Panel include the need to “*consider opportunities for joint initiatives and partnership working*”. Should this wording not be strengthened to reflect the need to work to ensure that the *climate emergency* is

adequately reflected in the development and implementation of all county-wide and district-wide strategies and plans; notably Transport Plans, given that transport is one of the major contributors to climate change?

**Mrs Plant provided the following answer:**

*There is currently a requirement that all CDC Committee papers ensure that the impact of the proposals on climate change and biodiversity are considered. In terms of county-wide strategies we can aspire to ensure that climate emergency is adequately reflected, however this will need cooperation from County and/or the other District and Boroughs. The last bullet could be updated as follows:*

*To consider opportunities for joint initiatives and partnership working and seek to influence the extent to which climate emergency is reflected in the development and implementation of cross-boundary and county-wide strategies and plans.*

**Mrs Sharp's third question:**

In the "Other Implications" table on page 64, why have the effects on human rights and equality not been recognised? Climate change affects the poor and the vulnerable most strongly and they often have the fewest resources to deal with it.

**Mrs Plant provided the following answer:**

*The "Other Implications" section in the Cabinet report template is intended to only consider the direct implications arising from the report before the Cabinet. At this stage the report "Climate Emergency Declaration" and its associated recommendations do not directly impact on human rights or necessitate an equality impact assessment. However, when the Environment Panel are considering specific actions and making recommendations back to cabinet in due course which will hopefully make a positive impact an Equalities Impact Assessment will be required along with any human rights impacts.*

Mr Dignum asked whether the council would consider granting Civil Enforcement Officers the powers to fine people sat in stationary cars running diesel engines. Mrs Stevens explained that it is under consideration as part of the new Air Quality Action Plan which will be brought to Cabinet in early 2020.

Mrs Plant took the opportunity to thank the members of the public who had attended for the item.

*Decision*

The Cabinet then voted unanimously to make the resolutions below.

**RESOLVED**

- 1) That Cabinet makes the following declaration of a climate emergency:  
"Chichester District Council declares a Climate Emergency and requests the Environment Panel to advise Cabinet and Council on how to move to a carbon neutral environment.

- 2) That the Environment Panel draft Terms of Reference as outlined in Appendix 1 be approved subject to the following amendments:
  - The final bullet point to read 'to consider opportunities for joint initiatives and Partnership working and seek to influence the extent to which climate emergency is reflected in the development and implementation of cross boundary and county-wide strategies and plans;
  - that the Panel is tasked with evaluating priority actions for a Climate Emergency Action Plan, and reports back to Cabinet in January 2020';
  - the frequency of the Environment Panel meetings to be monthly.
- 3) That the Environment Panel is asked in its report to identify and evaluate the resources needed to achieve delivery of the action plan, including the proposal for a Climate Emergency Officer funded from reserves and the potential for the use of the Zero Carbon Graylingwell payment for implementing carbon reduction initiatives.
- 4) That in the event that the Council is invited to accept a transfer of funds by Homes England associated with the Zero Carbon Graylingwell project, authority is delegated to the Director of Planning and Environment to accept the funds which are to be used towards specified carbon reduction projects, the spend for which will need to be first agreed in each case by both Homes England and the Council.

#### 18 **Football Club Lease, Oaklands Park, Chichester**

Mr Dignum introduced the item. Mrs McKay and Mrs Peyman were also present. Mr Dignum explained that officers carried out a tender exercise to identify a tenant for the football club at Oaklands Park, Chichester to ensure continued use of the grounds for football and football player development. He explained that the current lease expires at the end of July 2019 and outlined the preferred option for granting a new lease which is detailed in the exempt appendix.

Mrs Peyman added that the football club has 350 members from youth to adult and uses a number of other facilities around the district.

Mrs Plant asked for clarification regarding the decision to grant a rent subsidy. Mrs McKay explained that a concessionary rent had been agreed at the last Grants and Concessions Panel meeting.

Mrs Lintill requested confirmation that the club is debt free to the council. Mrs Peyman confirmed that to be the case.

#### *Decision*

The Cabinet then voted unanimously to make the resolution below.

#### **RESOLVED**

That officers be authorised to take the action detailed in paragraph 5.1 of the report.

## 19 **Post Project Evaluation - Replacement Telephony System**

Mrs Graves introduced the report. Mr Forward and Mr Mildred were also present. Mrs Graves explained that the Post Project Evaluation report, covering replacement of the corporate telephony system is brought before Cabinet in line with our project management processes as the project was classified as a major project. She outlined the three implementation phases:

1. Procurement
2. Technological Integration
3. Operational implementation

Mrs Graves explained that the report also includes user feedback, lessons learned and improvement recommendations. She confirmed that the project was delivered on time, below budget (saving £15,000 against budgeted £175,000) and successfully delivered the initial project outcomes. She outlined continued worked with staff and the system to make further improvements including:

- Ensuring we are working with the latest system release.
- Looking at the use of different headsets & handsets to suit the needs of the users.
- Continued drop in sessions and working with users to ensure that the system is being used effectively.

Mrs Graves concluded that overall the project had been successfully delivered and now provides the flexibility for mobile working, working remotely and hot desking.

### *Decision*

The Cabinet then voted unanimously to make the resolution below.

### **RESOLVED**

That the Cabinet receives the post project evaluation (PPE) report (Appendix 1) for the replacement of our corporate telephony system, and agree the actions and review plan in sections 7 and 8 of the report.

## 20 **Revenues, Benefits and Customer Services Review Post Project Evaluation (PPE)**

Mr Wilding introduced the item. Mr Buckley, Mr Jobson and Mrs Rogers were also present. Mr Wilding explained that the Post Project Evaluation (PPE) followed an internal review of Revenues, Benefits and Customer Services. He outlined the key workstreams as follows:

- The transfer of the Revenues and Benefits customer contact from the back office to the Customer Services team.
- A review of the Revenues and Benefits processes.
- Identification of future reduction in customer service staffing levels following analysis of customer interaction with the council.

- New software investment to increase the level of online functionality.

Mr Wilding drew attention to the appendix on pages 95 – 98 of the agenda pack detailing performance and financial tables. He highlighted where there had been success and where targets are still to be met. He clarified that although the project is £34,000 over budget due to additional redundancy costs this had been highlighted as a project risk in the original Project Initiation Document. Mr Wilding confirmed that £181,000 of the £223,000 anticipated revenue savings had already been met and overall the review had been a success.

Mr Buckley clarified the table at paragraph 4.2 of the report. He explained that the first four columns detail targeted savings with the final column detailing the achievement to date. He confirmed that the remaining piece of work is the integration of the revenues and benefits customer contact into the central customer contact centre which is scheduled for next year.

Mr Dignum requested confirmation of whether the number of FTE's made redundant was in line with the budget. Mr Buckley confirmed that this was the case as the additional spend had come from the cost per FTE rather than the number of FTE's.

Mr Dignum also requested an explanation of the channel shift savings. Mr Buckley explained that the annual council tax billing process had been completed prior to the introduction of the new online service and therefore the savings would be deferred to the 2020-2021 budget.

#### *Decision*

The Cabinet then voted unanimously to make the resolution below.

#### **RESOLVED**

That the Post Project Evaluation (PPE) report included in Appendix 1 be approved.

### 21 **Revenues Systems Review**

Mr Wilding introduced the item. Mrs Rogers was also present. Mr Wilding explained that the revenues system support and maintenance contract is due for renewal at the end of March 2020. He confirmed that the council had invested in the software to enable the modernisation of the service and to switch supplier could cost the council up to £600,000.

#### *Decision*

The Cabinet then voted unanimously to make the resolution below.

#### **RESOLVED**

That the Cabinet approve the proposal detailed in section 5.1 of the report to allow officers to commence negotiations with Northgate Public Services to secure a new support and maintenance contact from 1 April 2020.



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

Mrs Lintill read the part II resolution in relation to agenda items 13, 14 and 15.

### *Decision*

The Cabinet then voted unanimously to go into part II.

### **RESOLVED**

That with regard to agenda items 13, 14 and 15 the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

## 23 **Increased commercialisation of the council's Business Waste and Recycling Service**

Mrs Plant introduced the item. Mr Carter was also present. Mrs Plant outlined the exempt report. Mr Carter then responded to questions from the Cabinet. Mrs Lintill invited Mrs Sharp to ask her questions relating to the item that she had submitted in advance of the meeting. Mr Carter responded and Mrs Plant read her formal response. Mr Plowman requested the opportunity to comment which Mrs Lintill allowed.

### *Decision*

The Cabinet then voted unanimously to make the recommendation and resolutions below.

### **RECOMMENDATION TO THE COUNCIL**

That Cabinet recommends to the Council the release of £134k from reserves for the provision of a new vehicle for the Business Waste and Recycling Service as set out in the Project Initiation Document with an estimated payback period of 4 ½ years.

### **RESOLVED**

- 1) That Cabinet approves the use of the CCS recycling bonus surplus income for 2019/20 to support the employment of a commercial trade waste officer, the ongoing costs for subsequent years being self-financing.
- 2) That the Cabinet approves the purchase of bin weighing equipment for three existing CCS trade waste vehicles to a maximum of £49k funded by the in-year predicted trade waste budget surplus.

24 **Southern Gateway regeneration**

Mr Dignum introduced the item. Mr Over was also present. Mr Dignum outlined the exempt report. Mr Over then responded to a question from Mrs Lintill.

*Decision*

The Cabinet then voted unanimously to make the resolution below.

**RESOLVED**

That the Cabinet approves an offer to additional parties to join the Collaboration Agreement.

25 **Staffing Matter**

Mrs Lintill requested that all officers leave the room except Mrs Shepherd, Mr Ward and Miss Higenbottam. Mrs Lintill then invited Mrs Shepherd to introduce the item. Mrs Shepherd outlined the exempt report and responded to a question from Mr Dignum.

*Decision*

The Cabinet then voted unanimously to make the recommendation below.

**RECOMMENDATION TO THE COUNCIL**

That Cabinet recommends to Council the proposal set out in paragraph 5.

26 **Late Items**

There were no late items.

The meeting ended at 11.07 am

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CHAIRMAN

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Date:

**Chichester District Council**

**Cabinet**

**3 September 2019**

**Chichester District Growth Board – terms of reference**

**1. Contacts**

**Report Author:**

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**Cabinet Member:**

Eileen Lintill - Leader of the Council  
Telephone: 01243 785166 E-mail: elintill@chichester.gov.uk

**2. Recommendation to Council:**

**2.1 That the membership of the Chichester District Growth Board be increased from 3 to 4 for both Chichester District Council and West Sussex County Council.**

**3. Background**

3.1 The CDC Cabinet and Council approved the Growth Deal in December 2017. The Deal sets out the agreement between WSCC and CDC to work cooperatively and in partnership to deliver the following specific growth priorities:

3.1.1 Chichester City Vision – Complete a transport feasibility study that supports the delivery of the Vision and Local Plan.

3.1.2 Chichester Southern Gateway – enhance this key gateway to the City and deliver a mixed use development that includes office, retail, residential and leisure uses.

3.1.3 Northern Gateway – enhance this key gateway to the City and deliver a mixed use development that includes office, retail, residential and leisure uses.

3.1.4 Gigabit West Sussex Fibre Broadband – ambitious proposals to improve digital connectivity in Chichester

3.2 The delivery of the Growth Deal is overseen by the Chichester District Growth Board which also plans the infrastructure needed to support development in Chichester District. This involves identifying funding sources; recommending spending priorities and endorsing the Infrastructure Business Plan (IBP) on an annual basis for stakeholder consultation. The Board then recommends the final IBP to the District Council's Cabinet.

3.3 Following the local District elections and given the increased focus being placed on the delivery of the Growth Deal and infrastructure a review of membership has been undertaken.

#### 4. Outcomes to be Achieved

- 4.1 Wider member input into the consideration of the Growth Deal and infrastructure needs of the District so as to ensure consensus resulting in more certain delivery with less risk of delay against the approved project plan.

#### 5. Proposal

- 5.1 To increase the membership of the Chichester District Growth Board from 3 to 4 councillors for both Chichester District Council and West Sussex County Council. Proposal with immediate effect. The Leader will appoint the District Council's extra member on the Growth Board in due course.

#### 6. Alternatives Considered

- 6.1 The alternative is to leave the membership as it currently stands but this is not recommended for the reasons set out in paragraphs 3.3 and 4.1 above.

#### 7. Resource and Legal Implications

- 7.1 There are no significant resourcing requirements apart from the fact that attendance will be classed as official Council business to which mileage etc. will be payable.

#### 8. Consultation

- 8.1 The Growth Board support the proposal as does the Leader of West Sussex County Council

#### 9. Community Impact and Corporate Risks

- 9.1 There are no corporate risks associated with this decision. However, the effective delivery of the Growth Deal and infrastructure will have a positive impact on the community.

#### 10. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime and 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
<b>Other (please specify)</b>		X

#### 11. Background Papers

None

**Chichester District Council**

**Cabinet**

**3 September 2019**

**Council**

**24 September 2019**

**Revised Local Development Scheme 2019-2022**

**1. Contacts**

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Cabinet Member for Planning Services  
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**2. Recommendation**

- 2.1. **That Cabinet recommends to Council that it approves the revised Local Development Scheme.**

**3. Background**

- 3.1. The Council's Local Development Scheme (LDS) was previously updated and approved by Council for publication in November 2018.
- 3.2. The LDS is kept under review as it is a statutory requirement. Updates are published on the Council's website so that the local community and developers are kept informed of the current timetable for producing planning policy documents during the rolling three year timeframe. The Government has recently emphasised the importance of providing clear timetables for the progression of plans. It is therefore necessary to amend the LDS to take account of changes to the timetables of any of the Development Plan Documents. The updated version of the LDS covering the period 2019-2022 is attached as Appendix 1.
- 3.3. The LDS contains information about the current Development Plan for the Chichester Local Plan area. It provides a profile for each of the Development Plan Documents (DPD) and Supplementary Planning Documents to be prepared, and a timetable for each main stage of documentation production, including public consultation stages. The LDS also contains information on other documents including Neighbourhood Plans and the Community Infrastructure Levy.
- 3.4. The LDS will be used to monitor the Council's progress in producing planning policy documents as part of the Authority's Monitoring Report

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

- 4.1. The revised LDS, which covers the period 2019-2022 details the current Development Plan and proposals for new documents for the Chichester Local Plan area. Its purpose is to help manage workloads, resource requirements and enable the public and other interested parties to know when they are able to take part in the planning policy process.

#### **5. Proposal**

- 5.1. There are a number of areas where it is proposed to update the LDS, which include amending the timetables for the Chichester Local Plan Review and the supporting Site Allocation DPD. In addition, given the need set out in the National Planning Policy Framework (NPPF) for plans to provide for a period that covers 15 years from the date of adoption, the plan period for the Local Plan Review is now identified in the LDS as 2019 to 2036. Other relevant sections to be amended are addressed below.

##### **Section 3 – The Planning System**

- 5.2. The Government revised the NPPF in February 2019 which is a material consideration in decision-making and continues to confirm that the planning system is “plan-led”.

##### **Section 4 – The Current Development Plan**

- 5.3. Additional documents that now comprise the Development Plan include the Site Allocation Development Plan Document representing the second and 'daughter' document to the adopted Chichester Local Plan: Key Policies 2014 – 2029. The Site Allocation Development Plan Document was adopted on 22 January 2019.

##### **Section 5 – Development Plan Documents – Timetable**

###### **Chichester Local Plan Review**

- 5.4. Consultation on the Preferred Approach Plan took place between December 2018 and February 2019. In light of the representations received and the issues arising that will necessitate updating the evidence base studies, the timetable for the Chichester Local Plan Review has been revised. Officers are particularly mindful of the need for the new Council to have sufficient time to engage in the Local Plan Review process, however, the programme continues to retain the plan's submission for examination by July 2020. Any further delay to the plan timetable will preclude the Council being able to meet the requirement for a review within 5 years. Following submission of the Plan to the Secretary of State and subject to the examination of the Local Plan Review, it is currently anticipated that the adoption of the Chichester Local Plan Review will be in March 2021.

###### **Other Development Plan Documents**

- 5.5. The LDS also contains details of the Site Allocations DPD, which will allocate land for development needs identified in the Local Plan Review, such as non-

strategic housing, employment and gypsy and traveller sites. The current timetable for preparation of two supplementary planning documents (SPD) relating to pollution is also identified, one relating to air quality and the other to noise. It is intended that these latter documents will be consulted upon at the same time as the Submission version of the Local Plan Review but that they would not be adopted until after the Local Plan Review has completed the examination process and been adopted in its own right.

## Section 7 – Other Documents

- 5.6. Now that the Statement of Community Involvement has been adopted by the Council, it is proposed that the timetable that led to its adoption be removed from the LDS.

## 6. Alternatives that have been considered

- 6.1 The timetable for the Chichester Local Plan Review has been prepared to enable its submission for independent examination by July 2020. In light of this requirement, no alternatives are considered in this report.

## 7. Consultation

- 7.1. The LDS itself is not subject to consultation, but it sets out the timetable for when consultation by the Council on different planning documents can be expected.

## 8. Community impact and corporate risks

- 8.1. The production of the Chichester Local Plan Review, Site Allocation DPD and SPDs requires formal consultation with the public and a wide range of stakeholders to ensure that all potential community impacts and views are considered.

## 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>Health and Wellbeing</b>		✓
<b>Other (Please specify):</b>		✓

## **10. Appendices**

10.1. Appendix 1 – Revised LDS 2019-2022.

## **11. Background Papers**

11.1 None.



# Appendix 1

# Local Development Scheme 2019-2022



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

Revised September 2019

## Contents

1	Introduction	2
2	Geographical Coverage of the Chichester Local Plan	3
3	The Planning System	4
4	The Current Development Plan	5
5	Development Plan Documents – Timetable	6
6	Other Documents	10

## 1. Introduction

- 1.1 The Local Development Scheme (LDS) identifies and timetables the planning documents that the Council will prepare to plan for development in its area. Section 15 of The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish an LDS. This enables local communities and stakeholders to find out which planning documents are to be prepared for the area within a rolling three year timeframe. This LDS covers the period from 2019–2022 and updates the previous LDS published in November 2018.
- 1.2 This LDS reflects the progress made in preparing the Local Plan. It provides information on the future Development Plan Documents (DPD) and Supplementary Planning Documents (SPD) that the Council intends to produce, as well as a timetable for their production.
- 1.3 The LDS has two purposes:
  - It enables the local community and stakeholders to find out about existing planning policies for their area; and
  - It sets out the timetable for the update of and preparation of new local plan policies including key production and public consultation stages for development plan documents. Although not required, this LDS also sets out the timetable for the preparation of Supplementary Planning Documents which will provide further detail to support policies in the Local Plan.
- 1.4 The LDS will be published and kept up to date on the Council's website: [www.chichester.gov.uk/planningpolicy](http://www.chichester.gov.uk/planningpolicy).

## 2. Geographical Coverage of the Chichester Local Plan

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

Map 2.1 Local Plan Area



### **3. The Planning System**

- 3.1 The National Planning Policy Framework (NPPF) was last updated on 19 February 2019.
- 3.2 Whilst the NPPF is a material consideration in decision making, the weight given to it relative to the Development Plan is left to the decision taker. The NPPF confirms that the planning system is “plan-led” which means that planning applications have to be determined in accordance with the Development Plan, unless material considerations indicate otherwise.
- 3.3 The NPPF also confirms that the policies in emerging plans will gather more weight as development plans progress towards adoption.
- 3.4 The Planning Practice Guidance web-based resource was launched online by the Department for Communities and Local Government on 6 March 2014. The guidance is an indication of the Secretary of State's views and is intended to assist practitioners. Planning practice guidance is currently, where necessary, being updated to reflect changes to the National Planning Policy Framework.

## 4. The Current Development Plan

4.1 On publication of this LDS in September 2019, the Development Plan will comprise:

- Chichester Local Plan: Key Policies 2014-2029
- Site Allocation Development Plan Document 2014-2029
- West Sussex Waste Local Plan April 2014
- West Sussex Joint Minerals Local Plan July 2018
- Kirdford Parish Neighbourhood Plan 2014
- Loxwood Parish Neighbourhood Plan 2015
- Southbourne Parish Neighbourhood Plan 2015
- Fishbourne Parish Neighbourhood Plan 2016
- Birdham Parish Neighbourhood Plan 2016
- Tangmere Parish Neighbourhood Plan 2016
- Wisborough Green Parish Neighbourhood Plan 2016 (*joint with South Downs National Park Authority*)
- Chidham and Hambrook Parish Neighbourhood Plan 2016
- Bosham Parish Neighbourhood Plan 2016
- Lavant Parish Neighbourhood Plan July 2017 (*joint with South Downs National Park Authority*)
- Petworth Neighbourhood Plan July 2018 (*joint with South Downs National Park Authority*)

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

4.3 There are 22 Neighbourhood Plan Designated Areas in the local planning authority area. Further information on neighbourhood planning can be found via [www.chichester.gov.uk/neighbourhoodplan](http://www.chichester.gov.uk/neighbourhoodplan).

## 5. Development Plan Documents (DPDs) – Timetable

- 5.1 The following tables set out the DPDs and SPDs that the Council will prepare over the next three years to 2022.
- 5.2 A profile for each document is provided below, setting out the scope of the document and the proposed timetable for preparation. The timetable will be kept under review and will be regularly updated.

### Chichester Local Plan Review

<b>Overview</b>	
Role and Subject	The Chichester Local Plan Review document will provide the overall planning framework for the District for the period to 2036. It will set out the overall strategy for the whole Plan area and strategic and development management policies. It will provide the policy context for neighbourhood and other community-led planning documents. Revisions to the Policies Map will be submitted with the Chichester Local Plan Review document.
Geographical Area	Chichester District, outside of the South Downs National Park.
Status	Development Plan Document.

<b>Key milestones:</b>	<b>Dates</b>
Approval of consultation on strategy options	Cabinet - June 2017 Council - June 2017
Consultation on strategy options	June - August 2017
Approval of Preferred Approach DPD for consultation	Cabinet - November 2018 Council - November 2018
Consultation on Preferred Approach (Reg 18)	December 2018 – February 2019
Approval of Statutory Public Consultation DPD for consultation (Publication)	Cabinet - March 2020 Council – March 2020

Statutory Public Consultation document (Reg 19) (Publication)	March – May 2020
Submission to Secretary of State	June 2020
Examination Hearings	September 2020
Adoption	March 2021

5.3 Work will start soon on new Development Plan Documents to accompany the Local Plan Review. These will allocate land for development needs identified in the Local Plan Review, such as for housing, employment and gypsy and traveller sites.

### Local Plan Review Site Allocation Development Plan Document

<b>Overview</b>	
Role and Subject	The Local Plan Review Site Allocation DPD will allocate land for development needs identified in the Local Plan Review such as housing, employment and gypsy and traveller sites and review Settlement Boundaries in line with the Chichester Local Plan Review. It covers those parts of the Plan area where local communities have chosen not to identify sites through neighbourhood plans.
Geographical Area	Chichester District, outside of the South Downs National Park.
Status	Development Plan Document.

<b>Key milestones:</b>	<b>Dates</b>
Approval of Site Allocation DPD for consultation	Cabinet/Council – May 2021
Consultation on Site Allocation DPD (Reg 18)	Consultation: June - July 2021
Approval for Statutory Public Consultation on Site Allocation DPD (Publication)	Cabinet/Council – January 2022
Statutory Public Consultation on Site Allocation DPD (Reg 19) (Publication)	Consultation: Feb - March 2022
Submission to Secretary of State	May 2022



Examination Hearings	August 2022
Adoption (anticipated)	December 2022

*Supplementary Planning Documents – indicative timetable*

**Noise Supplementary Planning Document (Noise SPD)**

<b>Overview</b>	
Role and Subject	The Noise SPD will set out advice on the implementation of policies for controlling noise from new development and protecting noise sensitive new development from existing noise, contained in the Local Plan Review.
Geographical Area	Chichester District, except for the area covered by the South Downs National Park.
Status	Supplementary Planning Document.

<b>Key milestones:</b>	<b>Dates</b>
Consultation on Noise SPD	March – May 2020
Adoption (following adoption of Local Plan Review)	April 2021

**Air Quality Supplementary Planning Document (Air Quality SPD)**

<b>Overview</b>	
Role and Subject	The Air Quality SPD will set out advice on the implementation of policies for dealing with the impacts both from and upon air quality in relation to new development, contained in the Local Plan Review.
Geographical Area	Chichester District, except for the area covered by the South Downs National Park.
Status	Supplementary Planning Document.

<b>Key milestones:</b>	<b>Dates</b>
Consultation on Air Quality SPD	March – May 2020
Adoption (following adoption of Local Plan Review)	April 2021

## **6. Other Documents**

### **Policies Map**

- 6.1 The Policies Map, which is available online, identifies policy designations, proposals, and sites allocated for particular land uses in the Chichester Local Plan. It is updated as the following documents are adopted or made:
- Chichester Local Plan Review;
  - Site Allocation DPD;
  - Neighbourhood Development Plans.

### **Community Infrastructure Levy and Planning Obligations**

- 6.2 The CIL Charging Schedule sets out standard charge(s) that the Council levies on specified types of development to contribute towards required infrastructure. It applies to Chichester District with the exception of the area covered by the SDNP. It is supported by the Infrastructure Delivery Plan, which shows what infrastructure is needed within the Plan area over the lifetime of the Plan, when it is needed and how much it will cost.
- 6.3 The CIL Charging Schedule and Planning Obligations and Affordable Housing SPD were adopted by the Council in January 2016 and came into force on 1 February 2016.
- 6.4 Both the CIL Charging Schedule and the Planning Obligations and Affordable Housing SPD will require review and possible amendment in the light of the development proposed in the Local Plan Review, the contents of the Infrastructure Delivery Plan and the Whole Plan Viability Assessment (evidence base documents to support the Local Plan Review). At the current time the precise timescales for these reviews are uncertain. The LDS will be updated when they have been determined.

### **Statement of Community Involvement**

- 6.5 The Statement of Community Involvement (SCI) was adopted by the Council on 23 January 2018. It sets out the methods of consultation to be used for the various public consultation stages in the preparation of local plan documents and for development management consultations. The document has been updated to take account of changes in Government legislation and guidance.

## **Brownfield Land Register**

- 6.6 The Council is legally required to prepare, maintain and publish a register of brownfield (previously developed land) within the District. The brownfield register aims to provide publicly available information on all brownfield sites which the Local Authority considers are appropriate for residential development. The register will be used to monitor the government's commitment to the delivery of brownfield sites. The current version is published on the Council's website at the following link: [Brownfield Land Register](#).

## **Sustainability Appraisal incorporating Strategic Environmental Assessment**

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

## **Appropriate Assessment**

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

## **Monitoring and Review – The Authority's Monitoring Report**

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

## **Evidence Base**

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

## **Duty to Cooperate**

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

## **Council Procedures and Reporting Protocols**

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

- The Council's Strategic Leadership Team headed by the Chief Executive;
- The Council's Development Plan and Infrastructure Panel which comprises: the Leader of the Council, the Planning Portfolio holder, and other councillors;
- The Council's Cabinet; and
- The full Council

to include formal consideration of the submission version of the Local Plan and other DPDs, to agree submission to the Secretary of State and to adopt following receipt of the Inspector's report.

## **Resources**

6.13 The Council's Planning Policy team includes the Planning Policy Divisional Manager supported by a range of Principal and Senior Planning Officers and Planning Policy Officers. In addition, the team includes dedicated staff to collect, monitor and manage the Community Infrastructure Levy and funds secured through S106 planning obligations.

## **Risk Assessment**

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

- Additional legal resources may be required to be procured in periods of heavy workload;

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

**Exception to the Need to Tender Form**

The Constitution of the Chichester District Council requires that most contracts should be subject to a tender process in the interests of best value and fairness and proper public process.

However, the constitution page 171 provides for this to be superseded on certain grounds – see attached.

(1) The Council requires that the following works be completed –

...That the draft Local Plan Review Whole Plan Viability Study be tested against a zero carbon policy, in addition to the work already instructed, based on the draft Local Plan Review policies.....

In the opinion of the officer who is the contract administrator, one or more of the grounds for an exception applies in this instance.

(2) The ground / s on which an exception is sought is –

These consultants are currently undertaking whole plan viability work for us. This is an additional piece of work that is considered essential in light of emerging Council priorities. To ensure the Viability Assessment is comprehensive, this additional work needs to be done in conjunction with viability testing of other policy costs. It would not therefore be appropriate to appoint different consultants to undertake what is essentially an 'additional test run' to the rest of the work currently being undertaken. It is also anticipated that adding this work to the existing contract would be more cost effective to the Council.....

(3) The estimated value of the work is approximately : £5,250.00 excluding VAT

(4) The organisation which it is recommended that the works be performed is –

.....Dixon Searle  
Partnership.....

Submitted by ...Karen Dower..... (The contract administrator)

(Job Title) ...Principal Planning Policy Officer (Infrastructure Planning)

Date ...13 August 2019.....

The decision must always be considered by the appropriate Head of Service, and by the Chief Finance Officer.

Considered by ..... *Andrew PK* ..... (Head of Service)

(Job Title) ..... *Director of Planning + environment* .....

Decision of Head of Service Approved / ~~Refused~~

Date ..... *13/8/19* .....

Considered by ..... *[Signature]* ..... Deputy S. 151 Officer  
(Chief Finance Officer)

(Job Title) ..... *Divisional Manager Financial Services* .....

Decision of Chief Finance Officer Approved / ~~Refused~~

Date ..... *13.8.19* .....

Note that the above decision, if approved, must be referred to Cabinet where the contract is estimated to exceed £50,000.

The contract administrator should note that at all times he or she will need to demonstrate that the contract represents value for money and that the Council will receive Best Value for the work undertaken. Further advice may be obtained by the contract administrator or the Head of Service from Legal Section on the Constitution as it applies to this application.



**Chichester District Council**

**Cabinet**

**3 September 2019**

**Approval of the draft Infrastructure Business Plan 2020-25 for consultation (with the City, Town and Parish Councils and key Infrastructure Delivery Commissioners)**

**1. Contacts**

**Report Author**

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**Cabinet Member**

Susan Taylor – Cabinet Member for Planning Services  
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**2. Recommendation**

- 2.1. That Cabinet approves the Draft Infrastructure Business Plan 2020-25 (Appendix 1) for consultation (with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners) for a period of six weeks from 7 October to 18 November 2019.**

**3. Background**

- 3.1 The draft Infrastructure Business Plan (IBP) 2020-25 (Appendix 1) prioritises the strategic infrastructure projects which support the Chichester Local Plan. The projects within the five year CIL spending plan have been considered by the joint CDC/WSCC (Infrastructure and Growth) officers group, the Chichester District Growth Board, and the Development Plan and Infrastructure Panel.
- 3.2 The IBP projects were identified by CDC, WSCC, key infrastructure delivery commissioners and city, town and parish councils. The IBP sets out the methodology for selecting which infrastructure projects have been prioritised for funding from the Community Infrastructure Levy (CIL), and which infrastructure projects need to be funded from other sources.
- 3.3 S106 projects have been identified as 'committed', this is because they are directly related to a site specific proposal (up to five separate planning obligations can be pooled). These don't need to be prioritised as there is more certainty that they will be provided in order to mitigate the impact of the development.
- 3.4 Since the implementation of the CIL on 1 February 2016 to the financial year ending 31 March 2019 the gross amount of CIL collected was £7,644,700 and £72,872 was earned in interest, giving a grand total of £7,717,572. Out of this

£145,598 (2%), was spent on monitoring; £1,424,317 was passed to the Parish and Town Councils, £76,527 was spent on CIL projects, leaving £6,071,130 available to spend.

- 3.5 West Sussex County Council has requested that two CIL projects (IBP/332 Primary School Places Manhood Peninsula, and IBP/659 School Access improvements at expanded primary school(s) Manhood Peninsula) selected last year for CIL spend during 2019/20, be put back by a year to 2020/21 this is because the anticipated increase in pupil numbers has not yet been reached. West Sussex County Council is keeping the situation under review and if this indicates a rise in pupil numbers then expansion will be required for September 2020 or 2021. At present the County Council cannot confirm which schools will be expanded, and therefore cannot provide more accurate costings at this time. This adjustment is shown in the draft CIL Spending Plan.
- 3.6 West Sussex County Council has requested that IBP/710: upgrading of the Westhampnett waste transfer station/household waste recycling site is brought forward from 2024/2028 to 2020/21 because of the extensive fire damage that has taken place. The site will be rebuilt and expanded at the same time, to accommodate planned development in the area. This project was selected by the joint officers group and endorsed by the Chichester Growth Board and is shown in the draft CIL Spending Plan subject to further detail and evaluation.
- 3.7 West Sussex County Council has also requested that IBP/667 Green Links across the Manhood – North Selsey to Medmerry Trail bridleway is upgraded for cycle use. Seven new public rights of way (PROW) projects to upgrade footpaths/bridleway for cycle use have been requested, and are included within this IBP by 2024 as follows:
- IBP/787 Provision of bridleway linking Pagham / Nyetimber with South Mundham requesting £20k CIL (£100k secured from Arun District Council);
  - IBP/792 Provision of bridleway linking Fordwater Road (Summersdale) with Fordwater Road (Lavant) requesting £250k CIL;
  - IBP/788 Provision of bridleway linking Woodhorn with FP200 requesting £300k CIL;
  - IBP/789 Provision of bridleway linking Thornham Lane with Cot Lane requesting £500k CIL;
  - IBP/790 Provision of bridleway linking Hermitage, Lumley and Old Farm Lane (Westbourne) using existing overbridge of A27 requesting £200k from CIL and Highways England Designated Funds;
  - IBP/791 Provision of bridleway linking Hambrook with Woodmancote using existing overbridge of A27 requesting £200k from CIL and Highways England Designated Funds;
  - IBP/808 Provision of bridleway connecting settlements along the former canal to support cycle commuting and leisure access east from the B2166 – to connect with the existing Bognor-Chi cycle route requesting £500,000 for the Chichester section.
- 3.8 The new PROW projects listed above were not selected for funding at present by the joint officers group nor endorsed by the Chichester Growth Board. All

apart from IBP/787 and IBP/808 have been categorised as desirable. IBP/787 and IBP/808 (categorised as Policy High) could be considered for funding once feasibility work has been undertaken, and the year in which the projects are required is known.

3.9 Chichester District Council (Southern Gateway Team) has requested the addition of new projects to help deliver the Southern Gateway regeneration as follows:

- IBP/775 Southern Gateway public realm improvements with a new City square requested £1m from CIL in 2021/22 - This project was selected by the joint officers group and agreed by the Chichester Growth Board and is shown in the draft CIL Spending Plan;
- IBP/733 Community Health Hub (Clinic and office facilities offering range of health services for a diverse range of client groups) with an opportunity to address operational and service issues to allow relocation of SCFT Adult Children and Wellbeing Services currently from four Chichester City sites requesting £7.5m from CIL and other sources. This project has not been selected to be included in the draft CIL Spending Plan because at present it is not known how much CIL will be requested, or what year it will be needed;
- IBP/206 Southern Gateway provision of bus/rail interchange and improvements to traffic and pedestrian circulation requesting £3m from CIL. This project has been selected by the joint officers group and endorsed by the Chichester Growth Board and is included within the draft CIL Spending Plan in 2021/22.

3.10 It should be noted that only funding for projects to the value of current funds can be guaranteed, beyond this the figures are a best estimate, and will not be certain until the CIL has been collected.

## **4 Outcomes to be achieved**

- 4.1 The production of the IBP relies on the cooperation of all three tiers of local government and key infrastructure commissioners. The IBP promotes collaborative working relationships and a move away from reactive planning to a planned and proactive approach to infrastructure provision.
- 4.2 The IBP provides a transparent methodology to show how projects have been selected. It identifies other sources of funding in order to make best use of CIL.
- 4.3 Once the consultation has ended, officers will report any suggested amendments to the Chichester District Growth Board for its consideration before the IBP is further considered by DPIP in January 2020, Cabinet in February 2020 and Council in February 2020 for approval and publication.

## **5 Proposal**

- 5.1 This report seeks Cabinet's approval for consultation of the draft IBP 2020-25, with those who contributed to it (particularly given that project priorities may have changed or need to be updated) and to give them an opportunity to influence and comment on the IBP before it is finalised.

## 6 Alternatives that have been considered

- 6.1 To allocate CIL funds on an ad-hoc basis. The disadvantage is that this would not provide transparency about how projects have been selected, nor 'up front' certainty about which infrastructure projects will be funded to enable them to be worked up and delivered in time to accompany the growth of the area.

## 7. Resource and legal implications

- 7.1 The projects selected for CIL funding must be in accordance with the CIL Regulations.

## 8. Consultation

- 8.1 The projects within this IBP were identified by West Sussex County Council; officers of Chichester District Council; key infrastructure providers, and the City, Town and Parish Councils. In the case of the latter, workshop sessions were held on 9, 10, and 18 April 2019.
- 8.2 The Chichester Growth Board met on 10 June 2019, and The Development Plan and Infrastructure Panel met on 18 July. The draft CIL Spending Plan (Appendix 2) reflects their views about projects to be selected for funding within the next five years.

## 9. Community impact and corporate risks

- 9.1 The IBP provides transparency about which CIL projects have been prioritised for funding between years 2020-2025. It will enable the Council to have more control over the timely delivery of infrastructure. The risks are as follows:
- Changes to the CIL regime, resulting in less money being collected;
  - Other sources of funding fail to materialise;
  - Consensus not achieved over CIL spend;
  - Infrastructure delivery commissioner(s) funding priorities change;
  - That the infrastructure to be provided is insufficient to mitigate the impact of development.

## 10. Other Implications

	Yes	No
<b>Crime and 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>		✓

## 11. Appendices

- Appendix 1 – Draft Infrastructure Business Plan 2020/2025 (Note: the IBP Appendices have not been printed in colour, but are available electronically or the Members room).  
Appendix 2 – Draft CIL Spending Plan



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Draft CIL Spending Plan

APPENDIX 2

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>1st April b/fwd</b>	-	<b>609,148.27</b>	<b>2,847,898.97</b>	<b>6,071,129.70</b>	<b>7,313,327.70</b>	<b>3,715,100.70</b>	- <b>535,884.30</b>	<b>1,536,235.70</b>	<b>7,685,684.70</b>
<b>INCOME</b>									
<b>Gross Income</b>	775,847.84	2,852,376.37	4,016,475.59	2,305,380.00	3,549,560.00	2,752,750.00	2,502,500.00	8,780,540.00	4,254,250.00
<b>Parish Share</b>	120,392.28	564,351.20	739,573.63	387,413.00	549,309.00	341,097.50	255,255.00	1,767,064.00	773,272.50
<b>Admin</b>	38,792.39	62,930.93	43,875.16	115,269.00	177,478.00	137,637.50	125,125.00	439,027.00	212,712.50
<b>CDC Net Income</b>	<b>616,663.17</b>	<b>2,225,094.24</b>	<b>3,233,026.80</b>	<b>1,802,698.00</b>	<b>2,822,773.00</b>	<b>2,274,015.00</b>	<b>2,122,120.00</b>	<b>6,574,449.00</b>	<b>3,268,265.00</b>
<b>Interest to 31st March</b>	10,854.00	23,656.46	38,361.93						
<b>Funds Available</b>	<b>627,517.17</b>	<b>2,857,898.97</b>	<b>6,119,287.70</b>	<b>7,873,827.70</b>	<b>10,136,100.70</b>	<b>5,989,115.70</b>	<b>1,586,235.70</b>	<b>8,110,684.70</b>	<b>10,953,949.70</b>
<b>EXPENDITURE</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
IBP/533 - Ambulance response Post Chichester South	18,368.90								
IBP/194 - Enhancements to the Lavant Biodiversity Opportunity Area -the stretch of the Lavant north of the Westhampnett SDL. (£500 retention until later in 2019)		10,000.00	39,500.00	500.00					
IBP/196 - Brandy Hole Copse			8,658.00						
IBP/330 - Primary School places E-W Chichester (subject to further detail)						1,200,000.00			

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
and evaluation)									
IBP/657 - School access improvements at expanded primary school(s) Chichester.						50,000.00			
IBP/656 - Sustainable transport corridor – City Centre to Portfield part of project 656 (subject to further detail and evaluation)						25,000.00	50,000.00	425,000.00	
IBP/355 - RTPI screens at Chichester City				60,000.00	60,000.00				
IBP/353 - Sustainable transport corridor – City Centre to Westhampnett (subject to further detail and evaluation).				500,000.00					
IBP/398 - Medical Centre W of Chichester. (Subject to further detail and evaluation)					1,750,000.00				
IBP/331 - Primary School places Bournes. (subject to further detail & evaluation)						1,200,000.00			



	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
IBP/660 - School access improvements at expanded primary school(s) Bournes.						50,000.00			
*IBP/332 - Primary School places Manhood Peninsula. (subject to further detail & evaluation)					1,200,000.00				
IBP/659 - School access improvements at expanded primary school(s) Manhood.					50,000.00				
IBP/349 - A286 Birdham Rd/B2201 (Selsey Rd Roundabout) Junction Improvement					111,000.00				
IBP/654 - Area-wide parking management North East Chichester. (subject to further detail and evaluation).					250,000.00				
IBP/655 - Area-wide parking management West Chichester. (subject to further detail and evaluation).					250,000.00				
IBP/775 - Southern Gateway public realm with new						1,000,000.00			

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
city square. (subject to further detail and evaluation).									
IBP/710 - Rebuilding and expansion of Westhampnett Waste Transfer Station/Household Waste Recycling Site. (subject to further detail and evaluation).					2,500,000.00				
IBP/206 - Southern Gateway provision of bus/rail interchange & improvements to traffic & pedestrian circulation.						3,000,000.00			
IBP/665 - Area-wide parking management Chichester City. (subject to further detail and evaluation).					250,000.00				
<b>Total expenditure</b>	<b>18,368.90</b>	<b>10,000.00</b>	<b>48,158.00</b>	<b>560,500.00</b>	<b>6,421,000.00</b>	<b>6,525,000.00</b>	<b>50,000.00</b>	<b>425,000.00</b>	<b>-</b>
<b>31st March c/fwd</b>	<b>609,148.27</b>	<b>2,847,898.97</b>	<b>6,071,129.70</b>	<b>7,313,327.70</b>	<b>3,715,100.70</b>	<b>-</b> <b>535,884.30</b>	<b>1,536,235.70</b>	<b>7,685,684.70</b>	<b>10,953,949.70</b>

**\*Note regarding CIL spend on education**

Nationally as well as in West Sussex there has been a drop in the birth rate in recent years and this has an effect on the number of children seeking school places. Build and occupancy rates from housing developments also has an effect on pupil numbers and makes timing for new schools or expansions hard to predict. If additional accommodation is provided too early this could cause an oversupply of places and schools financially unviable due to having to maintain a building that is not being fully utilised.

The reason that the expansion of schools in the Manhood Peninsula have been moved back is that the pupil numbers were originally predicted to increase above the current Published Admission Number (PAN) for the area and numbers of children applying for a school place throughout the year was increasing and thus putting pressure on the schools in the area and as a result some children were placed in schools in the Witterings rather than locally in Selsey. It was anticipated that expansion at one of the schools would be needed to ensure demand was met by Sept 2019.

The pressure for places has since reduced in line with the national trend and the numbers for starting school in September 2019 (67) were well within the PAN of 90 places across the two schools. West Sussex County Council as education authority is updating its pupil projections and if this indicates a rise in pupil numbers based on birth and housing data then expansion will be required for Sept 2020 or 2021.

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**Chichester District Council**

**Cabinet**

**3 September 2019**

**Approval to release funds from the Community Infrastructure Levy to West Sussex County Council to fund project IBP/355 Real Time Passenger Information screens within Chichester City**

**1. Contacts**

**Report Author:**

Karen Dower – Principal Planning Officer (Infrastructure Planning)  
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**Cabinet Member:**

Susan Taylor - Cabinet Member for Planning Services  
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**2. Recommendation**

- 2.1 That Cabinet approves the release of £60,000 from the Community Infrastructure Levy to West Sussex County Council to fund Infrastructure Business Plan project 355 phase 1: the provision of 7 additional Real Time Passenger Information screens in Chichester City**

**3. Background**

- 3.1 Legislation requires the Community Infrastructure Levy to be collected and spent on infrastructure to support the development and growth of the area arising from the adopted Local Plan.
- 3.2 On 3 March 2019 the Council approved the Infrastructure Business Plan (IBP) for 2019/2024. The associated CIL Spending Plan includes Project IBP/355: provision of Real Time Passenger Information (RTPI) screens at key locations in Chichester City. This is part of a wider West Sussex County Council project to roll out RTPI screens across the city. The CIL funding will deliver 7 new displays in 2019/20 at a cost of £60,000 (including £5,601.87 contingency) in phase 1 (subject of this report), and, subject to Cabinet and Council decisions on the IBP report elsewhere in the cabinet agenda, a further 6 or 7 in 2020/21 as phase 2 at a further cost of £60,000.
- 3.3 The details of phase 1 of this project to be funded this financial year are provided in the Appendix to this report.

**4. Outcomes to be Achieved**

- 4.1 This project will directly help to deliver adopted Local Plan Policy 8: Transport and Accessibility, as it will provide facilities to encourage modal switch from the private car towards increased bus use particularly for short journeys. The successful

implementation of the Local Plan is dependent upon a degree of modal switch. Increased bus use has benefits in reducing road congestion, and has community benefits as public transport is accessible for all, particularly benefitting older and younger people and visitors.

- 4.2 The delivery of the project will be monitored quarterly at the S106/CIL liaison meetings in accordance with the S106 and CIL Protocol, and a legal agreement will be made with West Sussex County Council before the funds are released to ensure timely delivery of this project.

## **5. Proposal**

- 5.1 It is proposed that Cabinet now approves funding from the CIL of £60,000 for the detailed scheme set out in the Appendix. The project will be delivered and project managed by officers from West Sussex County Council. Phase 1 will be completed by March 2020.

## **6. Alternatives Considered**

- 6.1 The alternative is not to fund project IBP/355. The implication is that the opportunity for the modal switch required to implement the adopted plan will not be achieved through the implementation of this project, and the community at large will not benefit from RTPi screens at the proposed locations. This project was selected for inclusion within the CIL Spending Plan from a number of projects on a long list within the IBP, which were deemed to be required within the next five years.

## **7. Resource and Legal Implications**

- 7.1 The CIL Spending Plan 2019 identified that the amount of CIL collected and available to be spent on CIL projects on 1 April 2019 was £4,510,866.68. IBP project 355 was identified in this CIL Spending Plan which showed that there are sufficient funds to deliver this project, along with the other projects identified for CIL spend during 2019/20. The CIL is the sole source of funding for these proposed 7 RTPi screens.
- 7.2 West Sussex County Council will be responsible for the future maintenance of the new RTPi displays, without recourse to further CIL funds.

## **8. Consultation**

- 8.1 The Infrastructure Business Plan 2019, which contained IBP/335 for selection for CIL spend during 2019/20 was subject to consultation with the neighbouring local planning authorities including the South Downs National Park Authority, the Infrastructure Delivery Commissioners, and the Town and Parish Councils for a six week period from 18 October to 28 November 2018, before being considered by the Chichester Growth Board on 4 January 2019, the Development Plan and Infrastructure Panel on 7 February 2019, Cabinet on 5 March 2019 and then approval by full Council on 5 March 2019.

## **9. Community Impact and Corporate Risks**

- 9.1 The installation of RTPi screens will assist the community in making a modal switch towards bus use, and thus help to deliver the mitigation required in adopted Local

Plan Policy 8 as described in paragraph 4.1 of this report. Any resulting modal switch away from private car use to bus use will have a likely positive impact on reducing carbon emissions and thus help to reduce the impacts arising from climate change.

- 9.2 The RTPI screens are aimed at encouraging more frequent use of bus services and in particular are likely to have a positive impact on those who are on low incomes, and older people, children and young people.
- 9.3 The risk that the proposal will not deliver the desired outcome is minimal as the infrastructure is designed to offer the traveller assurance about the timing of bus arrivals by its very nature, and thus offers an incentive to make more use of bus services.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		✓
<b>Climate Change and Biodiversity</b>	✓ See paragraph 9.1	
<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>	✓ See paragraph 9.2	
<b>Other</b> (please specify)		✓

## 11. Appendices

11.1 Appendix: Project details

## 12. Background Papers

None

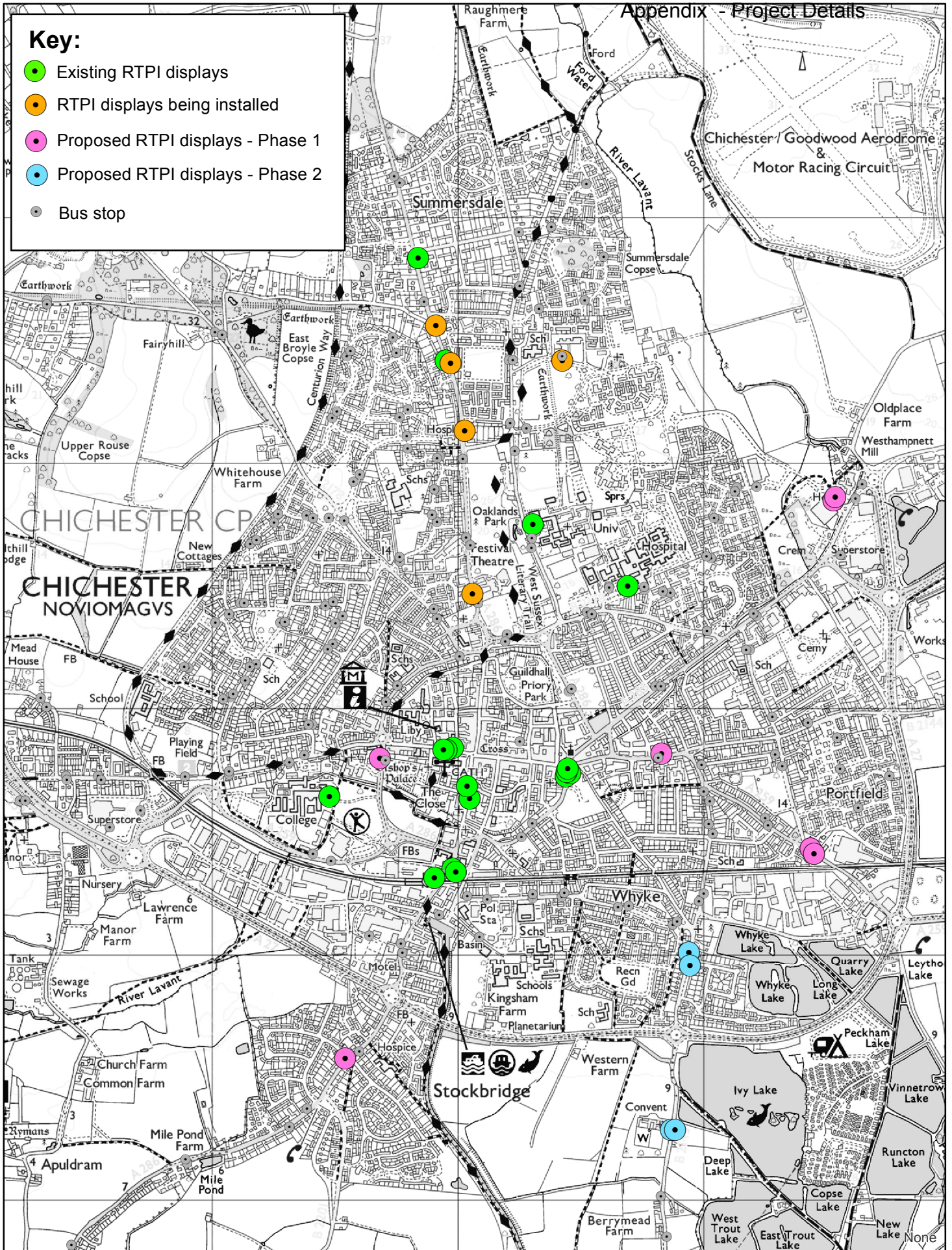
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Phase	Bus Stop Name	Road Name	Direction	Stop Ref	Installation Type	New display type	Power	Comments	Displays	Power
2019/20	Homebase	Barnfield Drive	NW	4400CH0571	Freestanding	3-line Bann	Feeder pillar and new supply	New	£5,983.30	£1,327.31
2019/20	Homebase	Barnfield Drive	SE	4400CH0572	Freestanding	3-line Bann	Feeder pillar and new supply	New	£5,983.30	£3,046.33
2019/20	The Hornet	A259 The Hornet	E	4400CH0324	Freestanding	6-line Bann	Feeder pillar and new supply	Replaces existing post	£6,999.48	£1,327.31
2019/20	Westgate Stop U	Avenue De Chartres	NW	4400CH0294	Freestanding	6-line Bann	Feeder pillar and new supply	Replaces existing post	£6,999.48	£1,242.15
2019/20	The Peacheries	Bognor Road	SE	4400CH0328	Freestanding	3-line Bann	Feeder pillar and new supply	New	£5,983.30	£690.87
2019/20	The Peacheries	Bognor Road	NW	4400CH0330	Freestanding	3-line Bann	Feeder pillar and new supply	Replaces existing post	£6,376.16	£660.93
2019/20	Grosvenor Road	Stockbridge Road	NE	4400CH0040	Freestanding	3-line Bann	Feeder pillar and new supply	Replaces existing post	£6,376.16	£1,402.05
									£44,701.18	£9,696.95
								Sub total		£54,398.13
								CONTINENCY		£5,601.87
								Total		<b>£60,000.00</b>

**Key:**

- Existing RTPI displays
- RTPI displays being installed
- Proposed RTPI displays - Phase 1
- Proposed RTPI displays - Phase 2
- Bus stop



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**RTPI displays in Chichester**  
(Page 25 of 19)

1:20,000





**Chichester District Council**

**THE CABINET**

**3 September 2019**

**Plot 21, Terminus Road - Ravenna Point**

**1. Contact**

**Cabinet Member**

Eileen Lintill – Leader of the Council

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**Report Author:**

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**2. Recommendation**

- 2.1. **That the Post Project Evaluation (PPE) report in appendix one for the Plot 21/Ravenna Point development be approved.**

**3. Background**

- 3.1. The Council owns the freehold interest in the Plot 21 site and following the liquidation of Goodwood Metalcraft, the opportunity arose to accept the surrender of the then 38 years long leasehold interest to enable the site to be redeveloped. This approach was approved by Cabinet in November 2013 and surrender of the long leasehold interest took place on 26 February 2014.
- 3.2. At that same November meeting Cabinet also approved the submission of an outline planning application to demolish and clear the site of buildings and redevelop it for B1 Business, B2 General Industrial and B8 Storage and Distribution uses. An agent was also appointed and instructed to market the site.
- 3.3. At its meeting of 6 January 2015, as part of its consideration of the Corporate Plan, Cabinet approved proposals for the development of the site in principle, subject to the PID being approved and authorised the release of £100,000 from capital to fund the demolition of the buildings and clearance of the site.
- 3.4. Detailed estimates subsequently obtained indicated the cost of this work, including asbestos removal, would exceed the £100,000 indicated in the PID. At its meeting of 2 June 2015 Cabinet approved an additional budget of £66,000 to enable the work to be undertaken. An additional development budget of £1,505,000 was also agreed to be released, subject to a pre-let agreement being in place for a single unit. Demolition of the existing buildings was completed in August 2016.
- 3.5. Prior to completion of the demolition works, an update report on the emerging proposals was considered by Cabinet at its 12 July 2016 meeting. Cabinet was informed that, following a subsequent marketing exercise, a single pre-let

occupier had not been secured but that following receipt of a market overview report from local commercial agent Henry Adams, there would be good demand for an alternative approach that delivered a speculative 5 unit scheme on the site.

- 3.6. Cabinet recommended that funding of £150,000 be released from Capital Reserves to enable the detailed design work, planning matters and pre-construction tender process to commence. The £1,767,000 balance of the estimated total project costs was also released subject to the tender costs remaining within the estimated cost plan total of £2,083,000.
- 3.7. The Cabinet resolution was subsequently endorsed by Council at its meeting of 19 July 2016.
- 3.8. On 11 July 2017 Cabinet received a report update following completion of the detailed design work for the scheme having secured planning consent and concluded the procurement process. Upon further advice from commercial property agents, Henry Adams, the earlier scheme had subsequently been redesigned as a six unit scheme to provide a better mix of units and maximise the letability of the development. An Employers' Agent had also been appointed to ensure the design of the development met the requirements of potential occupiers.
- 3.9. At that July meeting Cabinet gave approval to release the budget necessary to enter into a contract with the preferred contractor and deliver the revised 6 unit scheme.

#### **4. Post Project Evaluation**

- 4.1 The Post Project Evaluation (PPE) appendix one provides a review of how the Plot 21 Project performed against the original intentions set out in the Project Initiation Document. It allows lessons learned to be passed on to other projects and ensures that provisions have been made to address all open issues and risks alongside follow on actions and recommendations where appropriate. It also provides the opportunity to assess any expected outcomes that have already been achieved and/or provide a review plan for those outcomes yet to be realised.
- 4.2 The original project objectives have been achieved albeit to a timetable that was noticeably different from that contained in the original PID for the reasons set out in section 3 above.
- 4.3 A sizeable underspend of £96,125 of the capital budget has been achieved in the delivery of the project despite some challenging obstacles during construction, including major ground contamination issues. A copy of the PPE can be found at appendix 1.

#### **5. Contract Monitoring and Performance**

- 5.1 The start of the work on site was delayed upon occupation by the contractor in order for a contamination issue to be resolved in accordance with the pre-

commencement planning conditions. Completion and handover were subsequently delayed owing to the late application to discharge a pre-occupation condition by the contractor and unresolved defects that required rectification prior to handover of the development to CDC.

- 5.2 Following Practical Completion on 16 January 2019 and with the 12 month defect period more than midway through, the focus for subsequent action centres on resolving any outstanding defects notified to the main contractor. These are relatively minor in nature such as the plastic gas service ducting covers in the forecourt area that have now been replaced with a more durable cast iron product.

## 6. Consultation

- 6.1 With the development now complete the majority of interaction with internal and external stakeholders centre’s on the operational considerations necessary for the successful running and management of the scheme together with those activities required to help secure tenants for the remaining units.
- 6.2 The Council’s Economic Development service is also actively promoting the development to potential tenants.

## 7. Community Impact and Corporate Risks

- 7.1 The redevelopment of this brownfield site has helped improve the commercial environment in Terminus Road and presents an opportunity for existing Chichester based companies looking to expand to secure new premises. It has also helped attract new business to the city as the letting of Units 5 & 6 to Quantum Electrical shows.
- 7.2 There will be an initial period when the unoccupied units remain empty while they are being marketed to attract new tenants. This is likely to be followed by rent free periods offered by way of incentives before the full market rent is achieved, albeit with the rent free period averaged out across the first year so that income flows to the Council from day one.

## 8. Other Implications

	Yes	No
<b>Crime and Disorder</b> The additional employment opportunities created by the construction of the centre could help reduce incidents of crime and disorder	X	
<b>Climate Change</b>		X
<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding</b>		X
<b>General Data Protection Regulations</b>		X

## 9. Appendices

- 9.1 Appendix 1- Post Project Evaluation Document – Plot 21/Ravenna Point

10. **Background Papers**

- 10.1 Plot 21 Terminus Road - Cabinet Report: 5 November 2013
- 10.2 Plot 21 Terminus Road - Cabinet Report: 2 June 2015
- 10.3 Plot 21 Terminus Road - Cabinet Report: 12 July 2016
- 10.4 Plot 21 Terminus Road - Cabinet Report: 11 July 2017

**[Note** Each of these background papers is available for viewing on the committee papers pages of Chichester District Council's website]

**Project Documentation**

**POST PROJECT EVALUATION DOCUMENT  
(PPE)**

**PLOT 21, TERMINUS ROAD – RAVENNA POINT**

<b>Release:</b>	Final
<b>Date:</b>	July 2019
<b>Author:</b>	Alan Gregory – Capital Project Delivery
<b>Approved by:</b>	Jane Hotchkiss

**Document History**

Revision Date	Version	Summary of Changes	Reviewer(s)
31 <sup>st</sup> July 2019	2	Minor amendments following Corporate Improvement Team review	Jenny Westbrook

**Consideration by the Corporate Improvement Team**

Date	Reviewing Officer	Comments for Consideration
23 <sup>rd</sup> July 2019	Jenny Westbrook	Minor comments fed back to author

**Approvals**

This document requires the following approvals:

Name of person, group or committee
Jane Hotchkiss – Director Growth and Place
Commercial Programme Board

**Distribution**

A final copy of the approved document will be distributed to:

Name	Job Title
Jane Hotchkiss	Director Growth and Place
Helen Belenger	Divisional Manager – Financial Services
Victoria McKay	Divisional Manager – Property and growth
Sherrie Golds	Commercial Property & Contracts Solicitor
Mark Regan	Senior Estates Surveyor

**1. PURPOSE OF DOCUMENT**

This document provides a review of how the Plot 21 project performed against the original intentions set out in the Project Initiation Document (PID).

It allows lessons learned to be passed on to other projects and ensures that provisions have been made to address all open issues and risks alongside follow on actions and recommendations where appropriate.

It also provides the opportunity to assess any expected outcomes that have already been achieved and/or provide a review plan for those outcomes yet to be realised.



## **2. ORIGINAL PROJECT DESCRIPTION**

The original project PID identified the need to redevelop the Plot 21 site in order that the then vacant buildings, which had reached the end of their useful life, could be demolished to make way for a new and sustainable industrial scheme on the site. An earlier marketing exercise had confirmed that the existing buildings were unlikely to be let and needed to be redeveloped.

Redevelopment of the site was seen as directly supporting the Corporate Plan 2015-18 priorities to “Improve and support the local economy” and the objective to “Promote commercial activity and economic growth”.

The project PID also acknowledged that as Government funding for Council’s was shrinking, there was a corresponding need to increase income to fund the Council’s annual budget and that maximising income from Council owned property was one way of achieving this. Moreover, it was considered that redevelopment of the brownfield site would improve the environment and present an opportunity for existing Chichester based businesses seeking to expand to secure new premises. This in turn might release existing premises for occupation or redevelopment as well as provide an opportunity to attract new business into Chichester.

## **3. PROJECT OBJECTIVES**

The original outputs from the project objectives and success criteria were expressed as:

- Secure a suitable budget from the Council’s Capital Programme to provide credibility in respect of negotiations to secure a pre-letting agreement to enable the site to be redeveloped.
- Use the allocated fund to initially secure planning permission for the demolition and site clearance and a detailed permission based on pre-let requirements.
- Identify a potential tenant and agree heads of terms to lease the new building under a pre-letting agreement.
- Appoint an employer’s agent to manage the redevelopment of the site with the proposed new building to practical completion.

The project outcomes were identified in the PID as being:

- The redevelopment of a site with a new sustainable building to improve the environment.
- Increase rental income receipts by a sum that at least equates to a return on investment of 7.25%.
- Improve the economy by attracting a new employer to Terminus Road.

- Providing an opportunity for an existing Chichester based company to expand into Terminus Road that may release an existing site for occupation by another tenant or for the site to be redeveloped.
- Demolition of the existing building saving £38,700.50 annual NNDR cost.
- Deliver a new building on time and within budget.
- Create 15 new jobs from the redeveloped site.

In terms of outcome measures, the redevelopment of Plot21 into what is now a 6 unit scheme, "Ravenna Point", has been delivered as envisaged in the PID in terms of providing a new sustainable building with modern accommodation such that new employment or existing businesses can be brought into Terminus Road. A brownfield site has also been brought back into a more productive commercial use.

The development has now been open and operational for some 8 months and although work is ongoing in terms of attracting businesses to the scheme, the units that are operational are said, by the occupants, to be thriving.<sup>1</sup> Quantum Electrical are not only a new employer to Terminus Road but a new business to Chichester. The two units they occupy currently employ 8 people with a further two posts being recruited. These two units alone will have created two thirds of the new jobs envisaged in the PID from the redevelopment of the site.

An offer has been made on Unit 1 to the front of the site and is currently under consideration. Assuming terms can be agreed this would be another new employer to Chichester. Interest has been expressed in all of the remaining units and discussions with prospective tenants are proceeding.

In terms of the envisaged Return on Investment, it was reported to Cabinet in July 2017 that the market overview report prepared by Henry Adams for the Council advised that some c£160,000 to £180,000 per annum rental income could be achieved for the 6 unit scheme. Likewise, the return on investment would be 7.6% to 8.6% respectively.

With the first two units let, the square footage rental achieved is higher than that envisaged in the Henry Adams report for units 5 and 6. Once the initial 12 month rental incentive has run its course the rent secured for each unit will be £27,770 per annum as opposed to the c£19,802 to £22,277 envisaged in the market report, a 24% increase over the higher face rent envisaged. Securing a trade counter use for the letting of units 5 and 6 has helped secure these values.

If the subsequent letting of units 1 to 4 achieves the rental levels envisaged in the Henry Adams report, then the key project outcome identified in the PID to secure income receipts that equate to a return on investment of 7.25% should be comfortably met, if not exceeded. If, however, rentals levels akin to those already secured for units 5 and 6 are achieved then the return on investment would exceed the higher figure of 8.6% reported to Cabinet.

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<sup>1</sup> As reported by Quantum

#### **4. PROJECT COSTS**

At its meeting of 6 January 2015 Cabinet approved proposals for the development of the site in principle, subject to the PID being approved and authorised the release of £100,000 from capital to fund the demolition of the buildings and clearance of the site. Detailed estimates subsequently obtained indicated the cost of this work, including asbestos removal, would exceed the £100,000 indicated in the PID. At its meeting of 2 June 2015 Cabinet approved an additional budget of £66,000 to enable the work to be undertaken.

Prior to completion of the demolition works, an update report on the emerging proposals was considered by Cabinet at its 12 July 2016 meeting and Cabinet recommended that funding of £150,000 be released from Capital Reserves to enable the detailed design work, planning matters and pre-construction tender process for the revised scheme to commence. The £1,767,000 balance of the estimated total project costs was also released subject to the tender costs remaining within the estimated cost plan total.

A total budget of £2,083,000 was allocated from capital reserves to fund this project.

The capital project cost to date is £1,602,054 including a retained amount of £48,188 for the main contractor, Mildren Construction Limited, a proportion of which is to be included in their Final Account payment with the remaining half paid upon expiry of the defects period in January 2020. A further £550 is also included for the Employers Agent's 12 month end of rectification certification and an outstanding £275 anticipated for their completion of the Final Account.

In total, including costs for the demolition of the existing structures, site surveys, investigations and professional fees, this represents a project underspend of £96,125.

#### **5. PROJECT PLAN**

The PID was originally drafted in October 2014 and after a couple of revisions was subsequently approved by Cabinet in June 2015. The project plan attached comes from the reported version and informs the "scheduled completion dates" in the table that follows below.

The original PID was drafted in the context that a hybrid planning application would be submitted to secure outline consent for the demolition of the existing redundant buildings and their replacement with 5 modern B1/B2 Trade Counter units.

At the time the PID was reported to Cabinet parallel negotiations were also underway with an interested party to secure the pre-let of a single large unit on the plot and an associated planning application was likewise submitted. It was similarly reported that the back stop to these discussions, if the pre-letting fell through, would be for officers to pursue other opportunities to deliver the scheme, principally the multi-unit scheme.

As the project progressed it became clear, on advice from local commercial property agents Henry Adams, that the most likely route to successful delivery would be through the Council promoting a re-designed 6 unit scheme to provide a better mix of units and to maximise the let ability of the development. The reasons for the change in approach are covered in the report to Cabinet of 11 July 2017.

Development of the revised concept and the time required to commission a suitably experienced team to progress it resulted in additional time being added to the original project plan.

The start of the work on site was delayed upon occupation by the contractor in order that an apparent contamination issue could be resolved in accordance with the previously issued pre-commencement planning conditions. Completion and handover were subsequently delayed owing to the late application to discharge a pre-occupation condition and unresolved defects that required rectification prior to handover of the development to CDC.

<b>Project Stage</b>	<b>Scheduled Completion Date in original PID</b>	<b>Actual Completion Date</b>	<b>Comments</b>
Cabinet meeting to consider recommended option 3 and secure funding from the Council's Capital Programme.	2 June 2015	2 June 2015	As per programme
Obtain planning permission to demolish and redevelop with new buildings and instruct architect to conclude detailed planning application process.	October 2015	November 2015  December 2015  January 2017	Outline consent for 5 unit scheme.  Permission to demolish granted and replacement with single B2/B8 unit with trade counter use.  Permission for 6 unit scheme secured.  Later timescales reflect revised approach to delivering the development and revised consents required to secure the scheme..
Tender for appointment	July 2015	July 2015	Request for fee

of Employers Agent.			<p>proposal issued July 2015 with subsequent initial EA appointment for the CDM support for demolition works awarded December 2015 following approval of planning consent.</p> <p>December 2016 - EA appointment awarded for delivery of the 6 unit scheme on the cleared site.</p> <p>Subsequent appointment followed a review of the EA support required post demolition.</p>
Demolition of existing building and site clearance.	October 2015	August 2016	Later timescale for completion associated with revised planning application submission for demolition and redevelopment.
Agree Heads of Terms for pre-letting agreement	July 2015	Not completed	Approach changed from a single unit pre-let to a 6 unit speculative development.
Appoint lawyers to act and instruct to draft the pre-letting agreement	July 2015	Not completed	Approach changed from a single unit pre-let to a 6 unit speculative development.
Assemble the development team.	July 2015	February 2017	Later team assembly reflects subsequent extended timetable for submission of

			the revised 6 unit scheme and planning consent.
Tender for construction of the new building and appointment of contractor.	October- November 2015	April – May 2017	Followed on from planning permission for the 6 unit scheme and RIBA Stage 3 developed design work completion.
Practical completion of building.	June 2016	January 2019	Later completion date reflects the extended project plan timeline. Start on site was delayed by contamination issues that required resolution prior to works starting and completion delayed by outstanding defects that prevented handover.
Take on management of new tenancy.	June 2016	January 2019	Follows on from completion date.

## 6. PROJECT MANAGEMENT PROCESS

Given the size of the Council's investment and the nature of the development, Employers Agents were appointed early in the process to provide professional support and guidance. A dedicated internal project resource was also allocated to the project to manage the relationship between the Council and the design team and help support project delivery. This post sits within the Estates Service and provides similar support to other key Council projects.

Regular client, project and Officer Working Group meetings worked well in terms of keeping the overall project objectives in sight. This was further supported by the Council's corporate performance and project monitoring system and reporting to Members and the Senior Leadership Team by exception.

Mildren Construction, the selected contractor of the development, had their own project management resource too, based on site during the works. Their role was to ensure the outcomes met the agreed specification.

Both prior to and upon the start of work on site a "lessons learned" log was kept in order that any issues that had the potential to delay progress were captured and likewise ensure that the lessons learned from their resolution helped inform project delivery going forward. Much of what was captured is useful in scrutinising the responsibilities of appointed consultants rather than the Council's own activities.

Once the development was on site and during its delivery there were occasions when the main contractor was found wanting in terms of the timely production of supporting project progress documentation. This was particularly the case in relation to tracking the discharge of planning conditions, both prior to starting on site and pre-occupation and handover. The CDC project team were instrumental in identifying any potential shortcomings that needed to be addressed and closed out.

## **7. FURTHER ACTION**

With the 12 month defect period more than midway through, the focus for subsequent action centres on resolving any outstanding defects notified to the main contractor. These are relatively minor in nature such as the plastic gas service ducting covers in the forecourt area that have now been replaced with a more durable cast iron product.

## **8. REVIEW PLAN**

The leases for individual units set out the tenants contractual obligations in terms of their occupancy of the demised property and the nature of their operations both within the unit and on the wider estate.

Officers will undertake regular visits to the site to fulfil the Council's own responsibilities as landlord including inspection of the common parts, service areas, boundary structures, landscaping and signage. Whilst units remain vacant, regular site visits will take place to ensure the security and integrity of the overall development has not been compromised. The natural surveillance the occupied units provide will help with this. Going forward and once fully let, site visits will ordinarily coincide with calls to the site to confirm readings for the landlord's utility supplies.

Provisions within the leases allow the Council the right of inspection of individual units should any breach of covenant be suspected or become evident upon visiting the site.

If contractual terms with the prospective tenant of Unit 1 are successful, the total number of anticipated employees in the 3 units let will have met the project objectives for jobs created at the development with a further 3 units still to be occupied.

Henry Adams' Chichester office has been providing marketing support with lettings for the development and has now been joined by Lambeth Smith Hampton in a broader joint initiative to let the remainder of the site.

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**Chichester District Council**

**THE CABINET**

**3 September 2019**

**Pop Up Shop Initiative**

**1. Contacts**

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**2. Recommendation**

**2.1 Following consultation with the Leader, the Divisional Manager for Property & Growth be authorised to agree terms for ‘pop up’ shop facilities in suitable retail units own by the District Council.**

**3. Background**

- 3.1 It is well documented that the High Street is facing rapid and unprecedented change, with the traditional ‘shop’ concept being one that is facing challenges in respect of changing consumer demands and expectations.
- 3.2 The Council purchased 10 retail units at Crane Street in Chichester in 2015, which have not been immune to the High Street changes, with a higher turnover of occupiers in more recent years and voids taking longer to let.
- 3.3 Following in house, agent marketing and online marketing through a national website, there has been limited interest and currently there are two units available to let, which is reflective of market conditions.
- 3.4 The average tangible cost to the Council of a vacant shop unit at Crane Street is £9,600 per annum, comprising business rates, utilities standing charges, buildings insurance, service charge costs and management time. It is also recognised that vacant shop units do little to entice footfall into an area and can have a wider negative impact on other shops in the vicinity.

3.5 These challenges are not unique to Crane Street, with the intention of this report being to pre-empt voids across the portfolio and have an agreed alternative route to facilitate short term use of those properties.

3.6 Pop up shops bring a number of benefits including :

- Drawing new trade to an area
- Enhancing the street visually, acknowledging that a vacant unit causes a negative impression of both the street itself and of retail generally within the town/city
- Provide an affordable opportunity for independent/start-up businesses in the city centre.
- Indicate a further commitment from the District Council to support local business and stimulate activity on the high street with the properties it owns
- Align with the recommendations of Chichester Vision to aim for the city to have the 'best retail experience in the south' through improving choice and encouraging points of difference and providing opportunity for independent shops.
- Establish an approach which could be shared with landlords of empty shops to encourage them to consider similar initiatives.

#### **4. Outcomes to be Achieved**

4.1 Returning vacant shop units to use, in an alternative way that enables smaller businesses and enterprises an opportunity to trade in a 'high street' location. A 'pop up' shop allows new products and concepts to be 'tested' in a retail setting, without the commitment or cost of a longer term lease.

4.2 Reduction in outgoings for the Council where there are empty units.

#### **5. Proposal**

5.1 That the Director of Growth & Place be authorised to agree terms for a 'pop up' shop, initially in a vacant unit at Crane Street. Should the initiative prove successful, it is proposed that officers be given delegated authority to set up similar CDC owned premises elsewhere, subject to prior consultation with the Leader.

5.2 The terms of occupation would be by way of Licence, with a nominal 'all inclusive' charge payable by the occupier, this charge being set at no less than £200 per month. This arrangement is not 'normal market terms' and as such is outside of the delegated powers of the Director of Growth & Place. The proposal, whilst not increasing revenue income, would reduce costs to the Council of empty premises and potentially bring wider benefit from additional footfall; it would also help contribute to the Council's corporate plan objective to 'improve and support the local economy to enable appropriate local growth'.

- 5.3 The 'pop up' shop would be managed by the Council's Estates team, with support from the Economic Development team. In addition to promoting the shop via the Council's own website and social media channels, there is the opportunity to work with other organisations such as Chichester College, University of Chichester and existing retailers, whom have expressed interest in this initiative, and would be able to help with contacts for potential occupiers. There is also scope to engage with other groups and enterprises that may have products or concepts suitable for this initiative.

## **6. Alternatives Considered**

- 6.1 Continue to market vacant retail premises for a traditional letting. This could result in void periods and associated costs.

## **7. Resource and Legal Implications**

- 7.1 There will be initial 'set up' costs to prepare a unit for letting via the 'pop up' concept. Some of those costs relating to health and safety and EPC checks and remedial works would be incurred in any event for a traditional letting.
- 7.2 There will be a need for management time from the Estates and Economic Development team, plus input from Legal services in the preparation of the standard Licence documentation from existing resources.
- 7.3 Occupation of a 'pop up' shop would be documented by way of Licence and each occupation would be limited to a maximum of one month at any one time, which will prevent any claim for a secure business tenancy.

## **8. Consultation**

- 8.1 Consultation has not been formally carried out, should the concept receive approval, officers will speak with organisations who have expressed interest in this idea.
- 8.2 In the event a suitable premises becomes available it will be advertised to the market, seeking expressions of interest.

## **9. Community Impact and Corporate Risks**

- 9.1 'Pop up' shops are becoming increasingly popular and there is a risk that other landlords decide to pursue this idea, saturating the market. It is felt that by establishing links with organisations such as Chichester College, and University of Chichester there will be opportunity to build a base group of occupiers to help reduce this risk.
- 9.2 Management of the arrangements will be overseen by officers from the Estates and Economic Development teams to ensure early identification and rectification of any issues arising that could pose either a financial, reputational or operational risk. This would include a set of criteria against which interest would be considered, both to ensure a consistent approach and to reduce the risks associated with having a completely 'open' offer.

## 10. Other Implications

	Yes	No
<b>Crime and 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
<b>Other</b> (please specify)		

## 11. Appendices

11.1 None

## 12. Background Papers

12.1 None

Chichester District Council

**THE CABINET**

**3 September 2019**

## **Proposal to Participate in County Food Waste Collection Trial**

### **1. Contacts**

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- 1.1. That Cabinet supports the recommendation of the Waste and Recycling Panel at their meeting on 12 October 2018 as set out in paragraph 2.7 of this report.**
- 1.2. The Environment Panel are tasked with monitoring development in this area, including consideration of implications for this Council arising from the Government's revised Waste Strategy.**

### **2. Background**

- 2.1. Chichester District Council provide five streams of waste collection:-
  - a) Fortnightly residual waste – household waste (excluding recyclable materials).
  - b) Fortnightly recyclable waste – household waste that is recyclable
  - c) Fortnightly garden waste – voluntary paid-for service
  - d) Trade waste – commercial paid-for service.
  - e) Clinical waste – contracted to third party provider
- 2.2 The UK adopted the Revisions to the UK Waste Framework Directive which have been binding on member states since July 2018. This will continue to be in UK law post Brexit. This Directive set waste recycling targets of:-
  - 50% by 2020
  - 55% by 2025
  - 65% by 2034

As a County, West Sussex recycled 50% residual waste in the year 2018/19. This has been achieved by a number of initiatives amongst the West Sussex Waste Partnership, including education, campaigning and the introduction of fortnightly residual waste collections by three of the partners (Chichester, Horsham and Mid Sussex).

- 2.2 It has been recognised by the Partnership that to increase recycling rates to meet the government's targets will require a significant increase in extracting further recyclable waste from the residual waste stream. Analysis of the residual waste stream indicates up to 20% of waste is food, which if collected separately and recycled, would support the partnership in achieving the 2025 target.
- 2.3 In 2017 West Sussex County Council (WSCC) commissioned a waste management consultant to develop a model to understand the implications of introducing weekly food waste collections alongside a reduced refuse collection frequency. For Chichester this would mean a weekly food waste collection, fortnightly recycling collection and a three weekly residual waste collection. The model projected an increase in recycling rates for the County as a whole to 58%.
- 2.4 To test the model to make a judgement as to whether a full roll-out was appropriate, WSCC invited two Districts to participate in a trial. The trial purpose is to assess resident take-up and food waste capture rates. At their meeting on 12 October 2018 the Waste and Recycling Panel (W&RP) considered whether to recommend to Cabinet that Chichester should volunteer to take part in the trial. WSCC confirmed that the principles of the trial would be:-
- WSCC would fund the cost of the trial
  - Two districts or boroughs (one rural, one urban) would be required to provide a robust trial
  - 3,000 households of mixed property type would be included in the trial
  - The trial would commence in Spring 2020.
  - Decisions on participation in the trial by Districts would be made post the 2019 elections to enable new Members to participate in the decision process.
- 2.5 In considering the trial, the W&RP recognised that the Government were due to issue a draft Waste Strategy at the end of 2018. This would likely set out the Governments' requirements for local authorities on a number of issues, including food waste collection.
- 2.6 Running parallel to the food waste debate, WSCC announced their intention to revise the existing recycling incentive payment made to Districts with effect from 1 April 2019. WSCC is the disposal authority for the County i.e. they are responsible for the disposal of waste and pay for disposal costs. The Districts are responsible for the collection of waste. The disposal of residual waste is more expensive than the disposal of recycling and less environmentally friendly. To encourage recycling, the Clean Neighbourhood & Environment Act 2006 enabled authorities to mutually agree a formula for disposal authorities to make a recycling incentive payment to collection authorities to incentivise recycling. The West Sussex Waste Partnership agreed a formula based on property numbers, a performance bonus and a share in the income received from the sale of recyclable material. Regulations in the Environmental Protection Act 1990 provide a default calculation in the event that the cost of disposal is not known or is too difficult to calculate. This is not the case in West Sussex; however WSCC announced their intention to adopt the default calculation for the year 1 April 2019 to 31 March 2020. The effect on Chichester

income is a loss of £86,000 per annum. WSCC stated they were willing to agree a revised calculation going forward; however 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. CDC will need to plan for this reduction and possible removal of all payments in their 5 year financial strategy. The W&RP were keen to understand the position with regard to the payment of recycling credits prior to making a decision on the food trial.

- 2.7 As a result of the above, although the W&RP supported the principle of food waste collection, they made a decision to recommend to Cabinet that although the trial would provide practical experience of such a scheme, CDC should allow another District or Borough to participate in the trial but to contribute their support to the partnership in their analysis of the outcome and lessons learnt.
- 2.8 Since the W&RP's decision the Government have now issued their draft Waste Strategy 2018 for consultation. Feedback to the consultation closed on 16 May 2019 and a final draft of the Strategy is awaited. The Strategy contains four areas for consultation focussing on:-
- a) Consistency in the collection of household and business recycling across the UK.
  - b) Reforming the packaging producers' responsibilities – transferring funding to meet costs associated with collecting and managing packaging from household waste from government to packaging producers.
  - c) A deposit return scheme – seeing a deposit added to the price of drinks at the point of purchase which would be redeemed on return of the empty container to designated return points. All producers of drink products that fall in the scope of the scheme would be mandated to join. This scheme is designed to address the issue of drinks containers causing a serious litter problem (*UK consumers use an estimated 14 billion plastic drinks bottles, 9 billion drinks cans and 5 billion glass bottles a year*).
  - d) A plastic packaging tax – introduction of a new tax on plastic packaging for businesses that produce or import plastic packaging which uses insufficient recycled content.

The area focussing on consistency in the collection of household and business recycling has the largest implications for local authorities. It sets a clear message that the Government are intending to legislate that with effect from 2023 all local authorities will be required to provide separate weekly food waste collections to households with a commitment that local authorities will be resourced to meet both up-front transition and on-going operational costs. Government analysis assumes weekly collection of dry recycling is also provided as well as at least alternate weekly collections of residual waste. The West Sussex Partnership have responded to the consultation that their experience is that if dry recycling is collected fortnightly and food weekly, less frequent collection of residual waste (e.g. three weekly) will encourage recycling and reduce costs to local authorities. However, should this feedback

not be supported the proposed trial would be based on a model that differs to the Governments requirements.

- 2.9 The Districts and Boroughs are still in the process of negotiating with WSCC a revised recycling incentive payment. WSCC have committed to agree a revised payment calculation for 2019/20. However, the draft Waste Strategy proposes to place responsibility on producers of recyclable materials to fund local authorities' collection and recycling of this waste. The mechanism will depend on the final governance arrangements of the packaging scheme and the mechanism for raising fees from producers but funds will be received by disposal authorities (WSCC). Government will need to consider how payments will be made between disposal and collection authorities. The intention is that local authorities will be resourced to cover the up-front and operational costs of introducing food waste. This suggests government will provide guidance/legislation on the formula of payments between disposal and collection authorities going forward which may supersede any existing locally agreed payment.

### **3. Outcomes to be Achieved**

- To contribute to the West Sussex Waste Partnership
- To learn from the outcome of the proposed trial
- To contribute to the negotiations with WSCC to agree an interim recycling incentive credit payment, pending any legislative formula from government
- To analyse the final Waste Strategy from government following feedback on the consultation and work in partnership with the other West Sussex local authorities to meet directives contained within that Strategy

### **4. Proposal**

- 4.1 To approve the recommendation of the Waste and Recycling Panel on 12 October 2018 to support the work of the West Sussex Waste partnership but not to participate in the trial. This decision is supported by the pending outcome of the Government Waste Strategy as it is highly likely that food waste collection will be mandatory for local authorities and will provide clarity on the collection frequencies of all waste streams. In considering the trial the W&RP were keen to provide consistency for residents and felt that on balance it was preferable to wait for more assurance from government on the frequency of the collection of waste streams before engaging residents.
- 4.2 Going forward the newly formed Environment Panel will consider developments in this area, including the implications of the new Government Waste Strategy and advise Cabinet accordingly.

### **5. Alternatives Considered**

- 5.1 To take part in the WSCC food waste collection trial. The W&RP considered this option carefully and were supportive of the principle of food waste collection. As mentioned in paragraph 3.1, the Panel felt on balance that it would be preferable to await clarity from government.

### **6. Resources and Legal Implications**



6.1 Resources will not be required if CDC do not participate in the trial. On receipt of the governments' final Waste Strategy and timetable for implementation, officers will report to Cabinet, setting out the implications and the WSWP's proposed approach going forward.

**7. Consultation**

7.1 Since their meeting on 12 October 2018, the W&RP have been consulted on the developments since that meeting regarding the Waste Strategy and the recycling credit incentive payments. Following this consultation, members of the Panel have confirmed that they continue to support their recommendation to Cabinet not to participate in the trial but fully support the principle of food waste collection and are committed to CDC participating in the West Sussex Waste Partnership in implementing the directives that arise from the Governments' Waste Strategy.

**8. Community Impact and Corporate Risks**

8.1 The potential reduction of recycling incentive payments income following the County wide review of the payment model is recorded on the corporate risk register as an organisational risk to CDC revenue budget.

8.2 Should the government introduce mandatory weekly food waste collection, CDC will need to manage the communication to residents to ensure a positive transition and roll-out of this new service.

**- Other Implications**

<b>Are there any implications for the following?</b>		
	Yes	No
<b>Crime and Disorder</b>		<b>X</b>
<b>Climate Change and Biodiversity</b>		<b>X</b>
<b>Human Rights and Equality Impact</b>		<b>X</b>
<b>Safeguarding and Early Help</b>		<b>X</b>
<b>General Data Protection Regulations (GDPR) – improved protection for personal data.</b>		<b>X</b>
<b>Health and Wellbeing</b>		<b>X</b>
<b>Other</b>		<b>X</b>

**9. Appendices**

None.

**10. Background Papers**

10.1 None.

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**Chichester District Council**

**THE CABINET**

**3 September 2019**

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

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**2. Recommendation**

**The Cabinet is requested to review and note this summary of treasury management activities and performance for 2018-2019.**

**3. Background and Outcomes**

- 3.1. This report provides the Cabinet with a summary of Treasury Management activity for 2018-2019 in accordance with the Council's approved Treasury Strategy and Policy statement. The aim is to provide the Cabinet with assurance over the effectiveness of Treasury activities undertaken during the last financial year.
- 3.2. This report was considered by the Council's Corporate Governance and Audit Committee on 25 July 2019.

**4. Treasury management activity**

- 4.1. On 31 March 2019, the Council had investments of £64.3m with no external borrowing (table 1, below)
- 4.2. To help the Council manage risk, benchmarks and red/ amber/ green risk ratings are used across a series of indicators focussed on measuring security, liquidity and return. These are shown at appendix B with a short commentary against each.
- 4.3. During 2018-19 the Council continued to balance short-term investments between high credit quality banks, local authorities and money market pooled funds. The Council's 2019-20 Treasury strategy allows for further long term investment in external pooled funds as appropriate although the uncertainty during the year relating to the impact of fair value movements on the Council's general fund meant that any further investments were deferred until the position was clarified in early 2019.

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.

- 4.4. The overall performance and return of our external pooled investments is shown in table 2. 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 have recovered and are higher than at the end of 2018 at the time of this report.
- 4.5. Further information on the individual movements in these funds can be found in appendix A

Table 2: Gains and losses from external pooled funds (£000) – End July 2019

Fund	Type of fund	Invested £000	Capital gain (loss) 31-3-2019	Market Value	Return at year end (Income)
Local Authority Property Fund	Property	10,000	(124)	9,876	4.39%
Investec Diversified Income Fund	Multi Asset	3,650	(100)	3,550	4.41%
Columbia Threadneedle Strategic Bond Fund	Bonds	2,650	(19)	2,631	3.16%
M&G Optimal Income Fund	Bonds	1,650	3	1,653	3.26%
<b>Totals</b>		<b>17,950</b>	<b>(240)</b>	<b>17,710</b>	

- 4.6. 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 the current review of their performance against our investment objectives has been completed in the autumn.

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

- 5.1. Although not classed as treasury management activity, the 2017 CIPFA Code now requires the Authority to report on investments for policy reasons outside of normal treasury management.
- 5.2. The Authority holds £15m of investments in directly owned property which 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%. This is higher than the return earned on treasury investments but reflects the additional risks to the Authority of holding such investments.

## **6. Compliance Report**

- 6.1. How Treasury activities complied with the Council's main 2018-19 Treasury limits is disclosed at Appendix C.

## **7. Other Developments during 2018-2019**

- 7.1. This section updates the Cabinet on relevant developments since the last report in February 2019.

### **Revised CIPFA codes**

- 7.2. 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**

- 7.3. The Authority has arrangements in place to hold sufficient liquidity over any BREXIT period with UK domiciled banks and Money Market Funds and that its account with the Debt Management Account Deposit Facility (DMADF) remains available for use in an emergency.

## **8. Follow-up of ongoing matters**

- 8.1. The Council's Cabinet agreed in February 2019 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.

8.2. This review has commenced and aims to finish by 30 October 2019. A verbal update on progress can be provided to the Cabinet if requested.

## 9. Consultation

9.1 A report on these matters was made to Corporate Governance and Audit Committee on 25 July 2019.

## 10. Community impact and corporate risks

10.1. 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.

### Other Implications

	Yes	No
<b>Crime and 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
<b>Other</b>		X

## 11. Appendices

- 11.1. A - Movements in Fund fair values and income – Pooled Funds
- 11.2. B - Benchmarking indicators
- 11.3. C - Compliance report

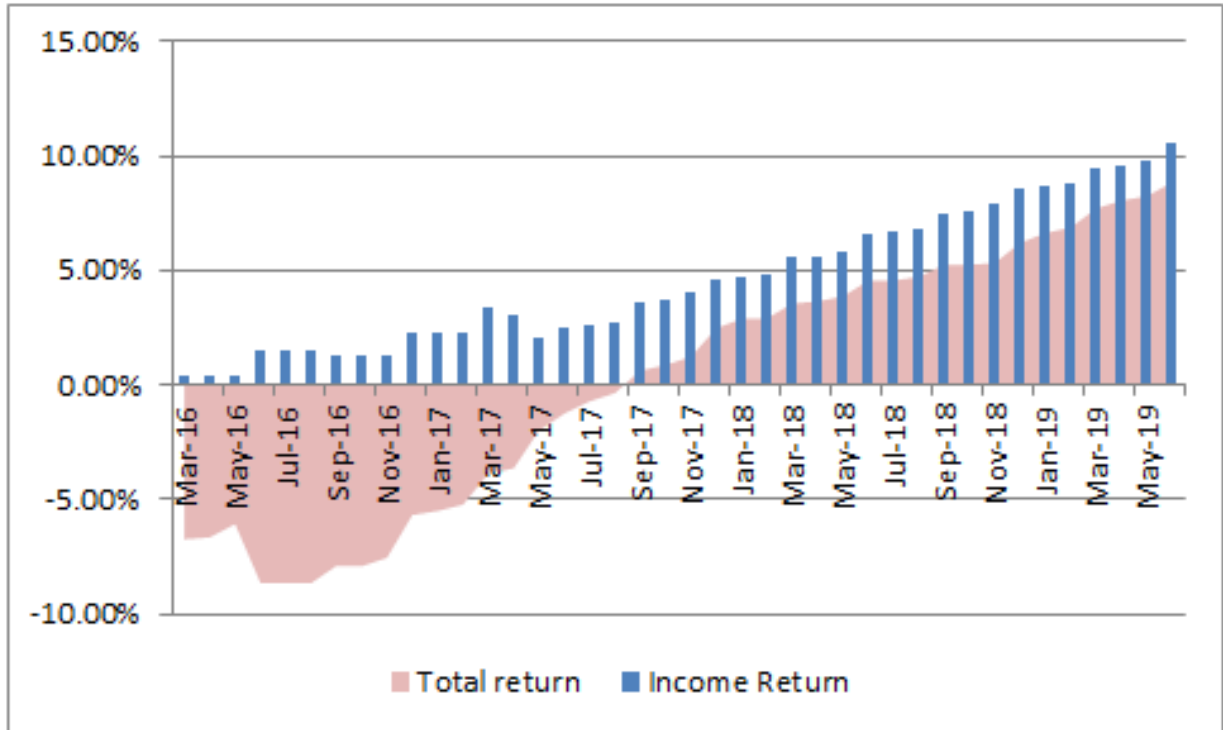
## 12. Background Papers

12.1. None.

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

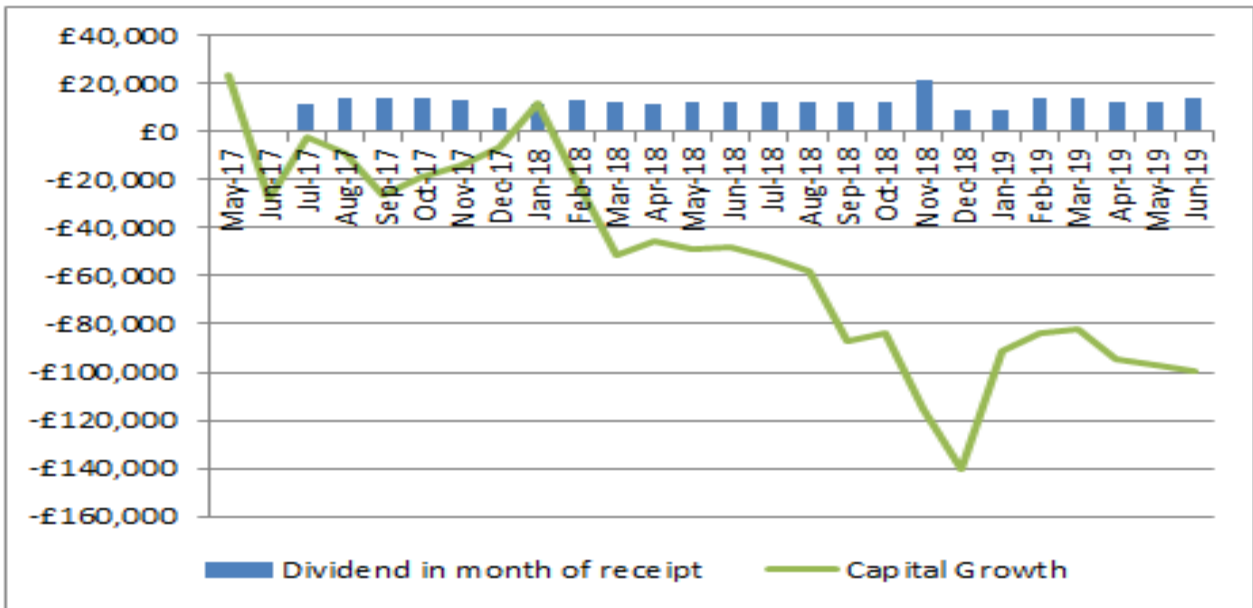
Combined position (all funds)

Cumulative returns – total and income only.

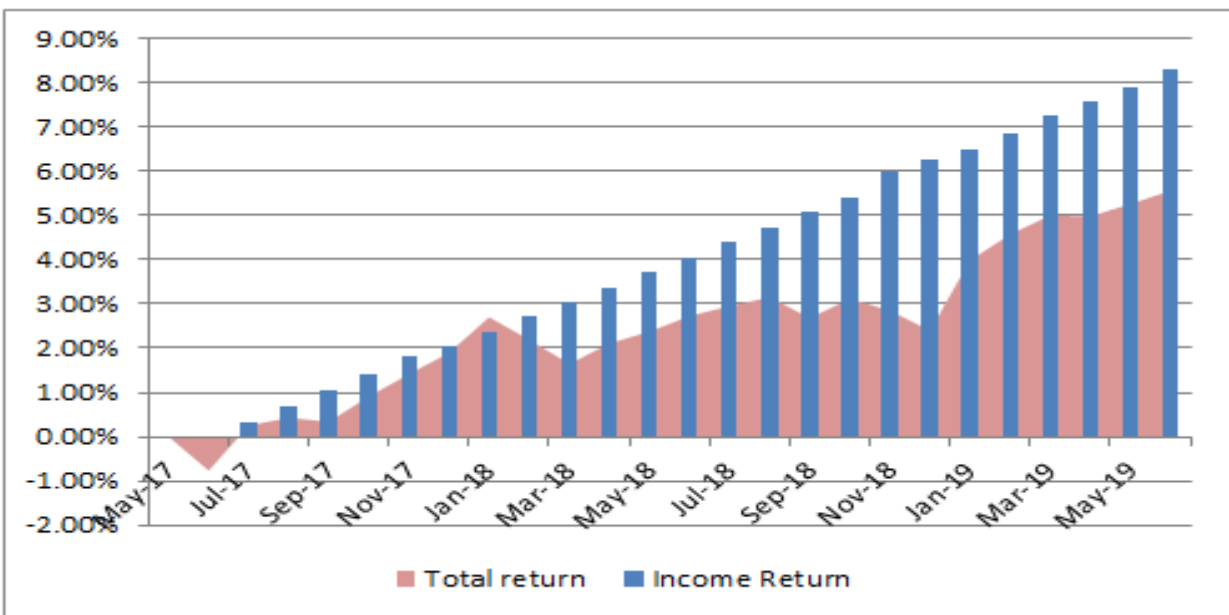


Investec: Total Investment £3,650,000

Month By Month



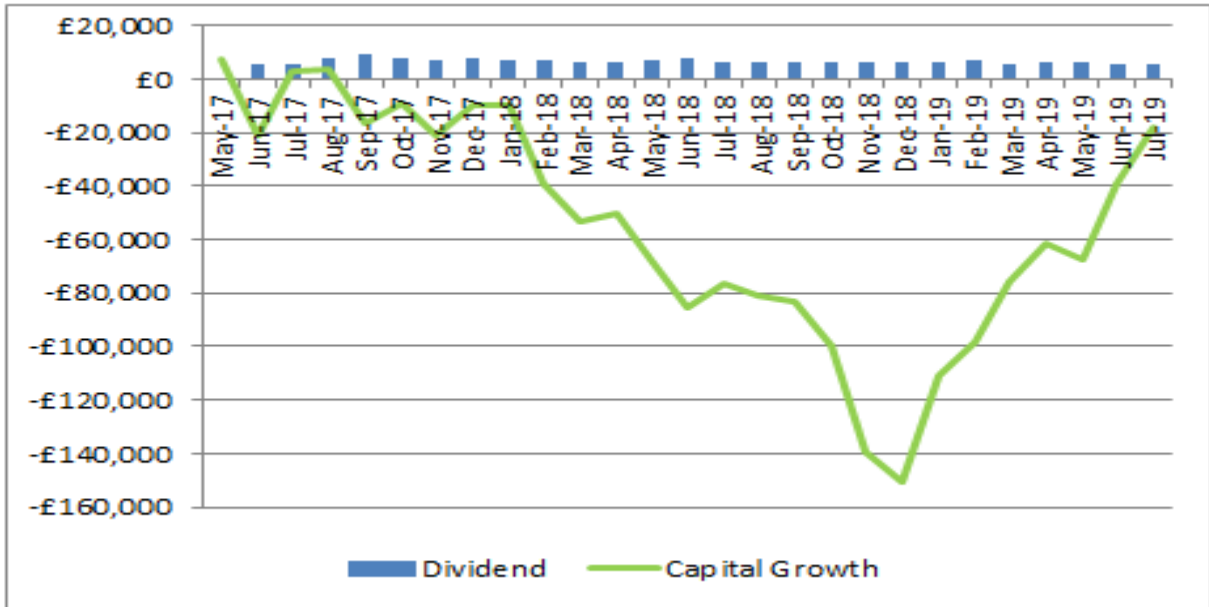
Cumulative



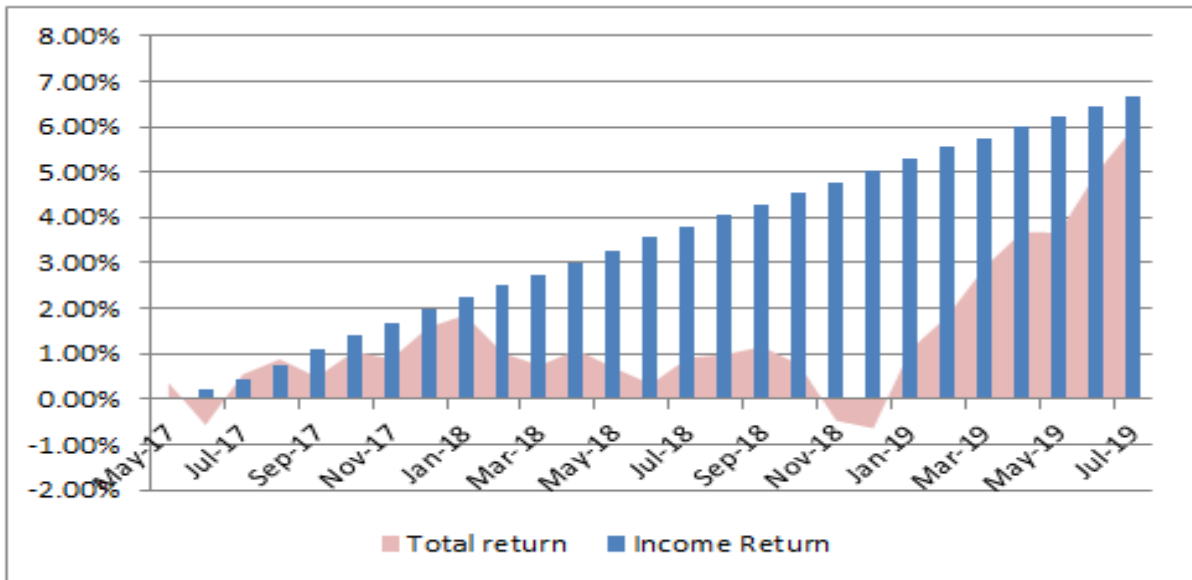


Columbia Threadneedle: Total Investment £2,650,000

Month By Month

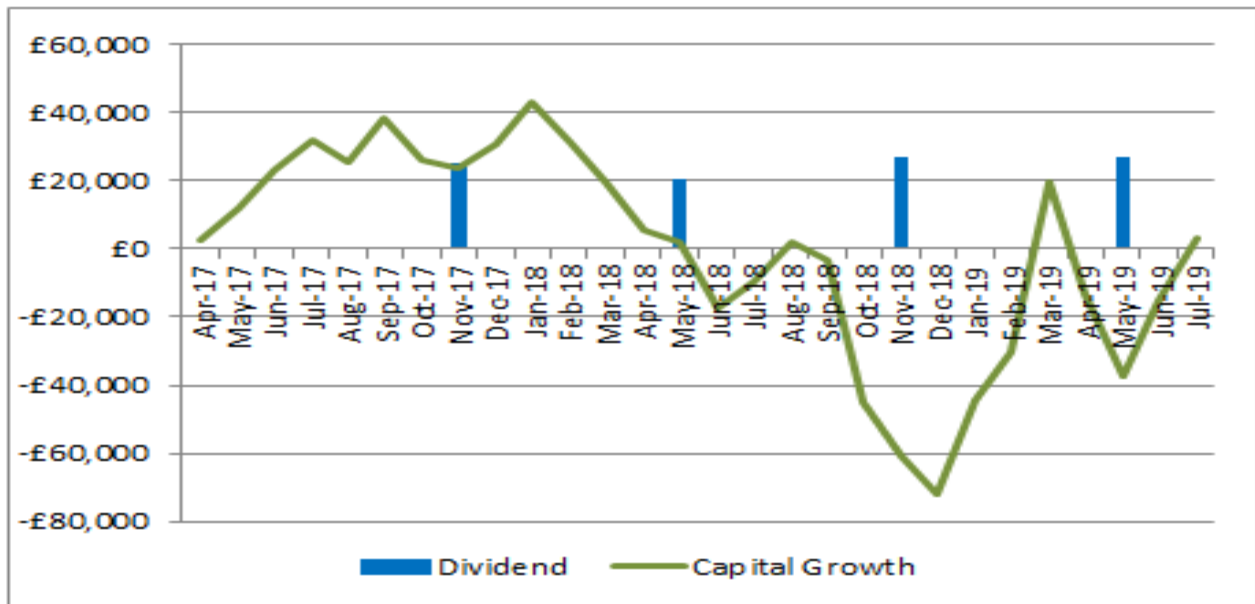


Cumulative

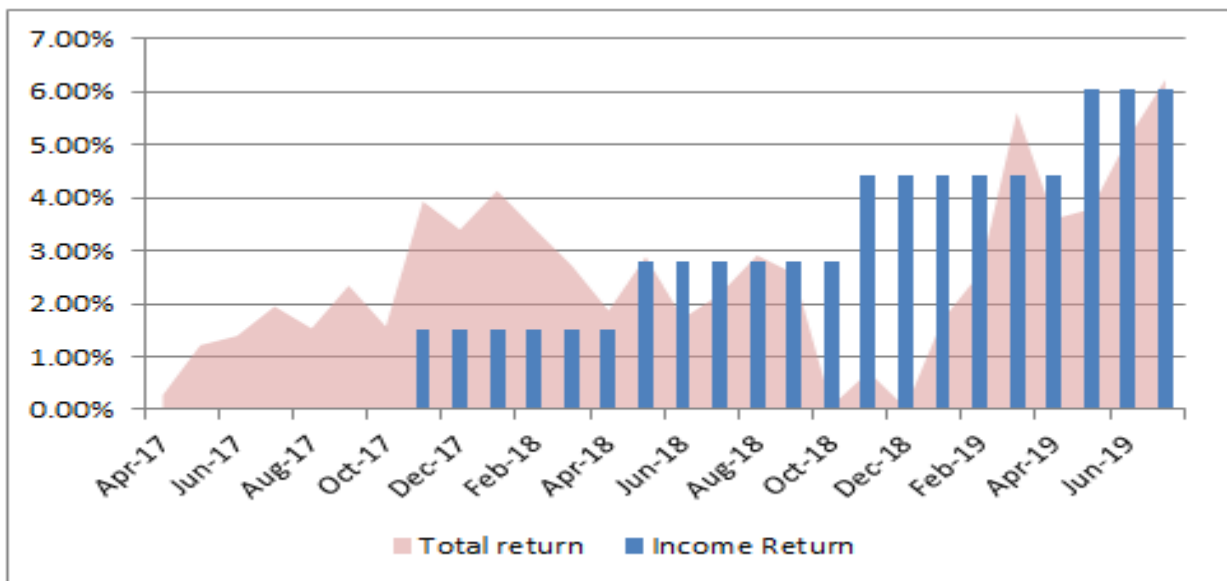


M&G: Total Investment £1,650,000

Month By Month

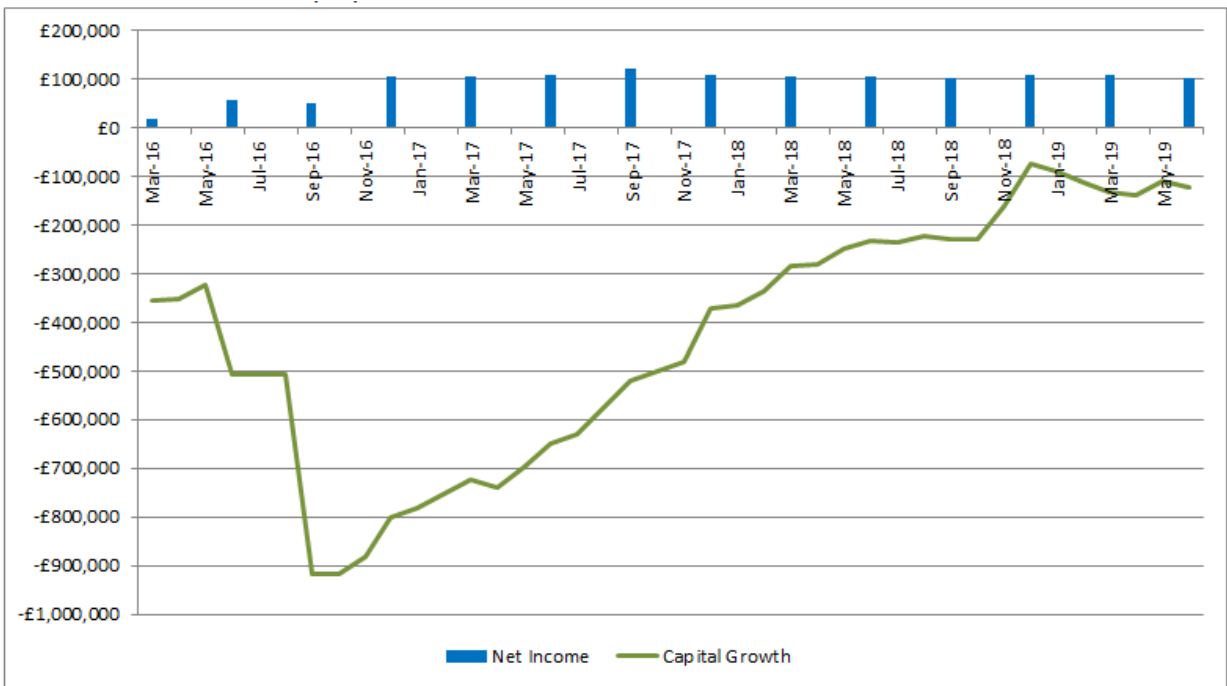


Cumulative

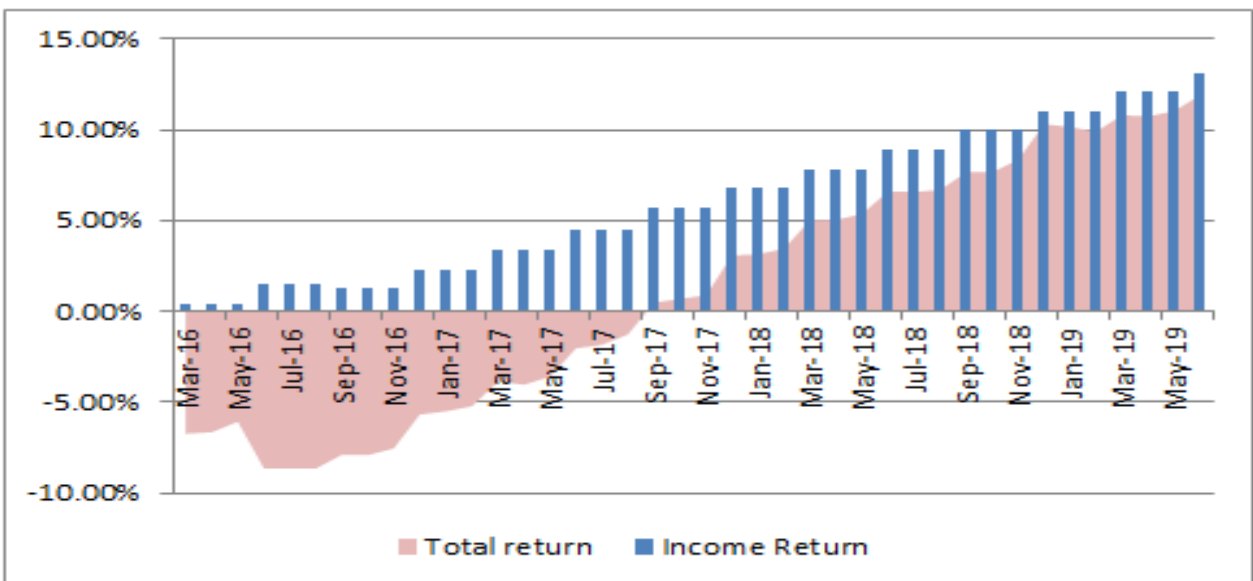


Local Authority Property Fund: Total Investment £10,000,000

Month by Month



Cumulative



## Appendix B: Treasury Management – Benchmarking indicators

### Return – to 31 March 2019

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	GREEN
External funds – income return %	4.18	4.06	3.97	4.07	3.82	GREEN
External funds – capital gains/losses %	1.38	0.68	(0.53)	0.30	0.03	AMBER
Total treasury Investments – income return %	1.80	1.65	1.67	1.83	1.75	GREEN

The position remains broadly similar to that reported to Cabinet in February.

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.

### Security

	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%	GREEN
Similar Local Authorities	4.03	AA-	53%	

The Reduction in bail-in exposure reflects a rebalancing of short term investments towards Local Authorities, away from unsecured bank deposits.

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.

## Liquidity

	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	

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.

The Council's grouped bank balance not overdrawn at any point in 2018-19 and had an average overnight balance of £89,292.

## Appendix C – Compliance report

### Compliance with 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

There is only one reportable exception this year (against four in 2017-18). The reportable exception in the financial year is as follows;

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.

## Interest rate exposure

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.

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

## Principal Sums Invested for Periods Longer than 364 days

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 long-term principal sums invested to final maturities beyond the period end were:

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

To accommodate possible future long term investments in pooled funds, these limits have been increased to £50m for 2019-20 onwards.

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**Chichester District Council**

**THE CABINET**

**7 September 2019**

**Implementation of Income Systems upgrade**

**1. Contacts**

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**Cabinet Member**

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**2. Recommendation**

**The Cabinet is requested to approve the allocation of £15,400 from reserves to implement essential upgrades to the Council's income management systems.**

**3. Background and Outcome**

3.1. The Council's main income management systems are subject to a support and maintenance agreement that extends until 2022. The systems cover:

- Income management and allocation (AIM)
- Customer facing payment systems (Pay.net)
- Card payment methods (Chip and PIN)
- Receipting systems in finance and the customer contact centre

3.2. Under the terms of this agreement, the Council is required to be no further than one generation of software behind the current released version. The last upgrade to these systems was to version 10 in 2017.

3.3. We have recently received notification that Capita (the support provider) has released version 12 of these systems. Although self-implement is an option to upgrade, the Council has always chosen to ask the software supplier (Capita) to perform the upgrade due to the critical importance of ensuring continuity of these systems.

3.4. If this upgrade is not performed, under the terms of the contract, these core financial systems would become de-supported by Capita and the Council would lose access to both software and helpdesk support and as well as no longer receiving updates for any legislative and other changes.

**4. Proposal**

4.1. There is a one off cost to perform these upgrades of £15,400, which would be payable immediately upon approval. As no budgetary provision for these sums

is within the 2019-20 revenue budget or asset replacement programme, approval is sought from the Cabinet under section 4.3(c) of the budget and policy framework to approve the use of reserves to fund this expenditure.

## 5. Alternatives considered

- 5.1. The first alternative would be to choose not to implement this upgrade. The systems would continue to operate over the short term, but the risk to continued operation would increase over time and the Council would not receive any updates for any legislative changes that might occur.
- 5.2. The second option is to defer this upgrade until 2020-21 and build funding for this into the asset replacement programme due to be approved by Council as part of next year's budget. This reduces the long term risks outlined in 5.1, but does not alleviate the need for this expenditure.
- 5.3. The final option is to choose to install the upgrades ourselves. This is not something that the Council has done before and there would be no guarantee that this would ensure system continuity for these core financial systems. There is also no provision for this work within the Council's present IT workplan..

## 6. Resource and Legal Implications

- 6.1. As set out in 4.1, there is a one off cost of £15,400 (plus VAT) attached to this decision.

## 7. Consultation

- 7.1. None.

## 8. Community impact and corporate risks

- 8.1. The systems referred to in this report and key corporate financial systems and the provision of continued software support for them is considered critical to the discharge of effective financial control.

## 9. Other Implications

	Yes	No
<b>Crime and 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
<b>Other</b>		X

## 10. Appendices and Background Papers

- 10.1. None.

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

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of the Local Government Act 1972.

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