

Public Document Pack

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

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

AGENDA

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 Late Items.

2 **Approval of Minutes** (Pages 1 - 14)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 4 February 2020.

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 as amended by Full Council on 24 September 2019 the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. 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 **Allocation of Commuted Sums to Deliver Affordable Housing** (Pages 15 - 18)

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

1. The allocation of grant of £438,750 to Worthing Homes to support the development of 9 social rented homes on a site at Middleton Close, Bracklesham, funded from commuted sums.
2. The allocation of grant of £160,000 to Chichester Greyfriars Housing

Association to support the development of 8 social rented homes at Royal Close, Chichester, funded from commuted sums.

6 **Housing Strategy 2020-25** (Pages 19 - 21)

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

1. That the Cabinet approves the Housing Strategy 2020-25 and recommends its adoption by the Council.
2. That the Director of Housing and Communities is granted delegated authority to make modifications to the Strategy in order to align with the emerging Local Plan Review.

7 **Request for delegated authority - Carry forward requests** (Pages 23 - 25)

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

1. That the Council's Financial Regulations are updated in order to delegate authority for the approval of budget carry forward requests to the Director of Corporate Services (the Council's S151 officer) following consultation with the Chief Executive.
2. To ensure transparency of budget carry forwards to members, the details of all carry forwards agreed by the S151 Officer to be included in the draft Statement of Accounts outturn report considered annually by the Corporate Governance and Audit Committee.

8 **Rough Sleeper Initiative Grant** (Pages 27 - 29)

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

1. That Cabinet recommends to the Council that delegated authority is given to the Director of Housing and Communities, following consultation with the Cabinet Member for Housing Services, to spend the Rough Sleeper Initiative (RSI) Grant set out in para 5.1 of the agenda report in accordance with the terms of the grant.
2. That Council accommodate receipt and spending of the Rough Sleeper Grant when considering the annual Budget Spending Plan report 2020-21.

9 **Senior Staff Pay Policy Statement 2020-2021** (Pages 31 - 33)

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

That the Council be recommended to publish the Senior Staff Pay Policy Statement 2020-2021.

10 **Tangmere Strategic Development Location - Chichester District Council (Tangmere) Compulsory Purchase Order 2020** (Pages 35 - 180)

The Cabinet is requested to consider the agenda report and its appendices and make the following resolutions and recommendations to Council as set out below:

That the Cabinet recommends to Council that following consideration of this report:

1. the Council authorises the use of Compulsory Purchase powers as set out in Section 226(1)(a) of the Town and Country Planning Act 1990 to compulsorily acquire the Order Land identified within Appendix B, and in particular that the Council makes the Order;
2. the Director of Planning and the Environment be authorised to settle the final form and content of the Order and all associated documentation and take all action needed to pursue the Order and secure its confirmation;
3. the Director of Planning and the Environment be authorised to negotiate, agree terms and enter into agreements with interested parties including agreements for the withdrawal of objections or undertakings not to enforce the Order on specific terms including where appropriate removing land or rights from the Order or to request the modification of the Order by the Secretary of State;
4. the Director of Planning and the Environment be authorised to implement the Order powers following confirmation of the Order, and so acquire title to and/or take possession of the Order Land; and
5. Cabinet notes and approves the revised timetable identified in section 6 of the Report.

11 **Report of the Independent Remuneration Panel (Pages 181 - 184)**

The Cabinet is requested to consider the agenda report and its appendices and makes the following resolution and any subsequent recommendations to Council:

That Cabinet considers the report of the Independent Remuneration Panel and advises the Council as to their recommendations.

KEY DECISION

12 **Energy Procurement (Pages 185 - 191)**

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

1. Note the Environment Panel's recommendations as set out in paragraph 9.1.
2. Approve that the Council continues as a participating authority in a tripartite contract with the LASER Energy Buying Group and enter into a new 'purchase in advance' 4 year contract with effect from 1 October 2020.
3. Subject to Council making funds available when determining the 2020-21 budget spending plans, approve that the Council pays the uplift cost for its electricity supply to become 100% renewable, estimated to be £1,000 per annum.
4. Subject to Council making funds available when determining the 2020-21 budget spending plans, approve the uplift cost for a 100% renewable gas supply, estimated to be £4,500 for year one of the contract.
5. Note the Environment Panel's support for an investigation into the use of Power Purchase Agreements relating to renewable energy in relation to future energy procurement.

OTHER DECISIONS

- 13 **Pallant House Gallery - CDC Appointed Trustee** (Pages 193 - 194)
The Cabinet is requested to consider the agenda report and make the following resolutions as set out below:
1. Cabinet approve the alignment of the term of appointment of the Chichester District Council representative to Pallant House Gallery Trust and Company to the local election cycle.
 2. Cabinet approve the extension to the existing appointment of Councillor Clare Apel until the next local election (May 2023), or until the appointee ceases to hold office.

- 14 **Charging for Discretionary Food Safety Services** (Pages 195 - 198)
The Cabinet is requested to consider the agenda report and its appendix and make the following resolution as set out below:

That Cabinet approve the discretionary food safety fees and charges for 2020-21 for food hygiene rating revisits, advice for new and existing businesses and food export health certificates, as set out in the Appendix of this report.

- 15 **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.

- 16 **Exclusion of the Press and Public**
The Cabinet is asked to consider in respect of agenda item 17 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.

Please note that two appendices for agenda item 10 are restricted and are therefore attached on salmon paper for members of the Council and relevant officers only. Agenda item 17 is exempt and available to members online only.

EXEMPT OTHER DECISION

- 17 **Staffing Matter**
The Cabinet is requested to consider the agenda report and its appendix and make the following resolution as set out below:

That the recommendations set out in section 2.1 and 2.2 of the report be approved.

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 4 February 2020 at 9.30 am

Members Present Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr M Bell, Mr R Briscoe, Mrs P Plant and Mr P Wilding

Members Absent Mrs N Graves

In attendance by invitation

Officers Present Mr T Ayling (Divisional Manager for Planning Policy), Mrs H Belenger (Divisional Manager for Financial Services), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mr D Cooper (Group Accountant), Mrs K Dower (Principal Planning Officer (Infrastructure Planning)), Miss Stephanie Evans (Environmental Coordinator), Mrs A-M Ferrier (Planning Policy Officer), Mr A Frost (Director of Planning and Environment), Mrs L Grange (Divisional Manager for Housing), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs V McKay (Divisional Manager for Growth), Ms V Owen (Principal Planning Policy Officer), Mrs M Rogers (Benefits Manager), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

97 **Chairman's Announcements**

Mrs Lintill greeted Chichester District Council (CDC) members, officers and all those present.

Mrs Lintill then read the emergency evacuation procedure.

Apologies for absence were received from Mrs Graves.

98 **Approval of Minutes**

The Cabinet received the minutes of the meeting held on 7 January 2020 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 7 January 2020 be approved.

99 **Declarations of Interests**

There were no declarations of interest.

100 **Public Question Time**

There were no public questions.

101 **Draft Treasury Management, Investment and Capital Strategy 2020-21**

Mr Wilding introduced the report. He explained that the council is required by both the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Ministry of Housing and Local Government (MHCLG) to approve a Treasury Management Strategy, an Investment Strategy and Capital Strategy each year. He drew attention to new section to the Treasury Management Strategy (page 14 of the Supplement to the agenda pack). The new section to read as follows:

Ethical Investments

Statutory guidance issued by CIPFA and MHCLG makes it clear that all treasury investments must adopt security, liquidity and yield (SLY) principles; ethical issues then play a subordinate role to those priorities. Nevertheless, there are a growing number of financial institutions and fund managers promoting Environmental, Social and Governance (ESG) products. The Director of Corporate Services will consider such investments when deemed appropriate within the Council's overall treasury management policies, objectives and the risk management framework set out in this document.

Mr Wilding outlined a number of other changes to the draft Treasury Management and Investment Strategy (the page numbers referenced relate to the small figures in the agenda pack):

- On page 6, the figures in table 2 now include Forecast CIL balances.
- On page 7, a new section on proportionality has been included.
- On page 9 and 10: The limit on non LAPF pooled funds has been increased from £25 million to £30 million and a new investment vehicle, Real Estate Investment Trusts (REITs) included with an investment limit of £4 million.
- On page 14, Table 5 increased Treasury Investment Limits for each type of investment.
- On page 16, Table 6 increased limits for external debt.

Mr Wilding added that last year the council was required to publish a Capital strategy for the first time. The Strategy is an overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local services and how associated risk is managed by the council. The Capital Strategy for 2020/21 to 2024/25 remains unchanged from last year except for updated figures in the tables.

Mr Wilding explained that the Treasury Management, Investment and Capital Strategy were reviewed by the Corporate Governance and Audit Committee on 23 January 2020 and the Committee made the following recommendations:

- In the Treasury Management Strategy, a new section on Ethical, Social and Governance Investments should be included at the end of the section on pooled funds on page 12. A copy of this has been distributed to members of the Cabinet.
- Before making a potential investment decision with respect to Real Estate Investment Trusts (REIT) officers will after obtaining the appropriate professional advice consult the Cabinet Member for Financial Services and the chairman of the Corporate Governance and Audit Committee

Officers were also asked for clarification on the CIL figures used for Table 2 detailed on page 6 of the agenda pack and the New Homes Bonus figures on page 4 of the Capital Strategy. Officers amended the New Homes Bonus figures for publication in the Cabinet agenda.

With regards to table 2 on page 8 of the supplement to the agenda pack Mrs Plant commented that she would like to receive further information about the external investments pooled fund in due course. With reference to page 34 of the pack she then requested clarification on why the total investment figure had significantly reduced. Mr Ward explained that table 2 on page 8 demonstrates the forecast the cash flow position which ensures that the council is not over committed long term. Mr Catlow added that the council is currently in a position where it does not need to borrow to finance the capital programme demonstrating that investment is affordable.

Members requested clarification on why there is no figure relating to Community Infrastructure Levy (CIL) in 2023. Mr Catlow explained that the figures are forecasts prepared by officers responsible for the CIL scheme and are only intended to be a rough cash flow estimate sufficient for the purposes of demonstrating our long term investing position.

With reference to page 12 Mrs Lintill asked for a definition of REITs . Mr Catlow explained that it is a vehicle to finance the purchase of property investment. Mr Ward went on to provide an example of an organisation which is being considered for possible investment by the Council. That particular REIT purchases and adapts property in order to lease them to Registered Social Landlords (RSLs) for residents in need of additional support. The RSL guarantees the rental income to the REIT by way of enhanced Housing Benefit and so represents both a good financial investment, and also provides some social benefit as well.

With regard to a query from Mrs Plant about the abbreviation ESG after the meeting Mr Catlow was able to confirm that the E stands for Environmental. Ethical is the umbrella term that is applied to Environmental, Social and Governance standards.

Decision

The Cabinet then voted unanimously to make the recommendations below.

RECOMMENDED TO COUNCIL

That having considered the comments from the Corporate Governance and Audit Committee Cabinet recommends to Council:

1. That the Treasury Management Policy Statement, the Treasury Management Strategy Statement, the Investment Strategy, and the relevant indicators for 2020-21 as amended be approved and;
2. The Capital Strategy for 2020-21 to 2024-25 be approved.

102 **Budget Spending Plans 2020-21**

Mr Wilding introduced the item. He explained that the report follows on from Council's approval of our Financial Strategy in December 2019. He confirmed that Full Council will set the budget and Council tax in March 2020. He explained that the report focusses on the Budget Spending Plans of each of Cabinet member's portfolios and how these aggregate and underpin the balanced budget presented.

Mr Wilding acknowledged that the budget process involves co-operation between individual budget managers and the council's finance team, overseen by the Strategic Leadership Team. The process ensures that service delivery priorities are met within the constraints on public sector financial resources.

Mr Wilding then confirmed that the draft financial settlement from the Government had been broadly as anticipated with the 2020-21 settlement effectively an extension to the previously agreed four-year settlement due to the Government Funding reforms being delayed until 2021-22.

Mr Wilding then drew attention to some of the key variables and issues that impact the forthcoming financial year detailed in the report and supporting appendices, namely, income from fees, charges and rents; use of reserves; and Council tax. With regard to Council Tax he explained that he felt that the council should take up central government's offer of allowing a rise in Council Tax by £5 for Band D properties (or less than 10 pence per week) and equivalent increases for other property Bands. He explained that it will help to offset the continued reduction of central government funding by generating an extra £270,667 per year to assist in closing the budget deficit that would otherwise emerge in the medium term. He confirmed that to not approve an increase would leave the council with a deficit to address in later years. In addition there will be continued work on the 2016 deficit reduction plan which aims to generate further income and savings amounting to just under £1 million over the next 5 years.

Mr Wilding then explained the overall 2020-21 budget summarised in the income and expenditure statement as detailed at pages 62 and 63 of the agenda pack. He added that a corrected page 63 was circulated as a supplementary agenda paper. There is a net revenue requirement of £14.236 million with the draft budget showing

a net surplus of £484,000 for 2020-21. However, the Financial Strategy shows that in the two subsequent years the total deficit is forecast to be £500,000. Mr Wilding explained that it is therefore prudent to reserve the 2020-21 surplus by transferring it to the council's General Fund Reserve in order to off-set future deficits and avoid unwanted service reductions.

Mr Wilding then drew attention to pages 64 - 69 of the supplement pack which details the major variances by department and service area between the 2019-20 budget and that for 2020-21. The most significant variation is the loss of recycling credits which amounts to £769,000 per year. He then outlined the budget summaries by portfolio on pages 71-86, of the supplement pack. He explained that the details can be found in the draft budget book on to the council's website.

Mr Wilding then explained that all projects included in the Capital Programme had already been approved by the Cabinet and Council, but some may be subject to a separate future report along with a Project Initiation Document before the funding is released. He noted that the Statement of Reserves, remains robust and healthy and highlights the purpose of specific reserves and the respective authorisations for their use, and demonstrates that the Capital Programme and Asset Replacement Programmes are fully funded, as demonstrated in the prudential indicators set out in page 115 of the supplement pack, along with the Council's Minimum Revenue Provision (MRP) Policy (pages 116-117) which state the arrangements for the repayment of any debt. Mr Wilding clarified that this is a requirement of the Prudential Code even if the council is debt free.

Mr Wilding then drew attention to paragraph 8.2 on page 24 of the report. He explained that the Director of Corporate Services is obliged by statute to report on the robustness of the estimates and the adequacy of reserves. The advice remains that the council's financial estimates are sound, the resultant estimates robust and reserves adequate, and that this view also applies to the affordability and risks associated with the council's capital strategy which was considered on the previous item on this meeting's agenda.

With reference to page 24 of the pack Mrs Taylor asked whether there had been any feedback following the budget consultation. Mrs Belenger confirmed that no feedback had been received.

Mrs Plant drew attention to the importance of the Asset Replacement Programme given the number of parish projects which had benefitted.

With reference to Appendix 1a Mrs Lintill asked why the asset replacement figure for 2020/21 is less than the figure for 2019/20. Mrs Belenger confirmed this is due to a net movement figure and the contribution is still increasing.

With reference to page 64 of the pack Mrs Lintill requested clarification of the difference between the pay settlement and salary increments. Mrs Belenger explained that the budget allows for a pay settlement of 2%. Following the pay structure review there are now only 3 increments within each pay grade of the new pay structure, so larger changes. With regard to page 66 and the Chichester

Contract Services staff budget alignment she explained that there had been growth in the service due to the number of new houses and previously this additional work had been met from existing budget. However, it is no longer possible to contain this additional growth within existing budget and therefore needs to be reflected.

Mrs Belenger then confirmed that the Budget Task and Finish Group had made no recommendations to the Cabinet.

Decision

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

RESOLVED

1. That the current estimated resources position set in appendix 2 of the agenda report be noted, and
2. The budget variances included in the Draft Budget Spending Plan as set out in appendix 1b of the agenda report be noted.

RECOMMENDED TO COUNCIL

1. That a net budget requirement of £14,235,800 for 2020-21 be approved.
2. That Council Tax be increased by £5.00 from £160.81 to £165.81 for a Band D equivalent in 2020-21.
3. That the uncommitted revenue budget of £483,900 be transferred to the General Fund Reserve to mitigate the deficit expected in 2021-22.
4. That should the final settlement differ from the draft settlement, the sum in 3.1 (c) above be adjusted accordingly.
5. That the capital programme, including the asset renewal programme (appendix 1c and 1d of the agenda report) be approved.

103 **Consideration of consultation responses and modifications to the District Council's Infrastructure Business Plan 2020-2025**

Mrs Taylor introduced the report. She confirmed that the Infrastructure Business Plan (IBP) is updated each year. The IBP prioritises the strategic infrastructure projects from the Infrastructure Delivery Plan (IDP) necessary to deliver the growth identified in the Chichester Local Plan, particularly within the five year period 2020-2025. It includes updates and new projects put forward by West Sussex County Council (WSCC) and the key infrastructure commissioners. The IBP sets out the methodology for selecting which infrastructure projects have been prioritised for funding from the Community Infrastructure Levy (CIL) during the five year period from 2020 to 2025, which will be funded from S106/S278 agreements and which infrastructure projects are or would need to be, funded from other sources.

Mrs Taylor confirmed that the IBP was subject to six weeks consultation from 7 October to 18 November 2019 with the city, town and parish councils, WSCC,

Neighbouring Planning Authorities including the South Downs National Park Authority and key infrastructure delivery commissioners.

Mrs Taylor then drew attention to appendix 1 and appendix 2 which details the views of the Chichester Growth Board which met on 9 January 2020 and the Development Plan and Infrastructure Panel (DPIP) which met on 16 January 2020 to consider the proposed responses to the representations received as a result of the consultation.

Mrs Taylor explained that since the implementation of the CIL on 1 February 2016 at total of £9,828,007 had been collected to date (4 December 2019). At the end of October 2019 the total amount handed over to parishes was £1,666,648.

Mrs Taylor then outlined two new transport projects requested by WSCC:

- IBP/840 - (College Lane/Spitalfields Road Junction improvements) to make it suitable for shared use in years 2021/22 (cost estimate £60,000 to be fully funded from CIL)
- IBP/841 - (Chidham Sustainable Transport Improvements) to widen the existing footways to accommodate shared use to start 2022/23 (requesting £500,000 from CIL together with S106 from new developments at total cost estimate of £1.8 – 2 million)

Mrs Taylor explained that WSCC also sought a number of amendments.

With regard to IBP/349 - A286 Birdham Road/B2201 (Selsey Tram Roundabout) junction WSCC is currently undertaking feasibility work. The project is currently included in the CIL Spending Plan for £111,000 however the costs have increased and the CIL request is now for £440,000. Mrs Taylor explained that the increase is due to a change in the options under consideration which are different from the scheme envisaged at the time planning permission was granted.

With regard to IBP/353 (Sustainable transport corridor, City Centre to Westhampnett) Mrs Taylor explained that the project had been moved back from 2019/20 to 2020/21.

With regard to IBP/659 (school access improvements – drop off and pick up arrangements at expanded primary schools – Manhood Peninsula) Mrs Taylor confirmed that the project had been moved back from 2020/21 to 2021/22.

Mrs Taylor then explained that IBP/665, 655 and 654 had been amalgamated into two projects and the costs equally divided resulting in the deletion of IBP/654. IBP/655 (Phase 2 of the Chichester Road Space Audit) at a cost of £375,000 has been re-phased from 2020/21 to 2021/22 and IBP/665 (Phase 1 of the Chichester Road Space Audit) will cost £375,000 for 2020/21.

Mrs Taylor then outlined additional officer amendments as follows:

- IBP/721 (page 29, 3rd bullet point) to read IBP/721 Drainage improvements, Cheshire Crescent, Tangmere

- IBP/720 (page 135 of the supplement, 4th column) *quote awaited* to read *quote received £1,950*
- IBP/655 (page 142 of the supplement, last row) the figure should read £375,000
- IBP/665 (page 143 of the supplement last project) the figure should read £375,000

With reference to IBP 264 Mrs Plant requested confirmation whether the cycle route from Chichester to Emsworth (chemroute) had been included. Mrs Dower confirmed that the route is referenced in Appendix A. She agreed to provide Mrs Plant with the details after the meeting.

Mr Briscoe asked whether it was too late to remove real time passenger information bus screens from the IBP. Mrs Dower confirmed that the spending had already been approved and the project had begun.

With reference to the feasibility work at Birdham Road Mrs Lintill explained that although there is a significant increase in the project cost it had been discussed at the Growth Board where members had been reassured that final sign off for the spend would be subject to full project and value for money assessment.

Decision

The Cabinet then voted unanimously to make the recommendations below.

RECOMMENDED TO COUNCIL

1. That the proposed responses to the representations received and subsequent modifications to the Infrastructure Business Plan (IBP) as set out in Appendix 1 and as corrected at the meeting be approved; and
2. The amended IBP including CIL Spending Plan attached as Appendix 2 ,as corrected at the meeting, be approved.

104 **Authority's Monitoring Report 2018-2019**

Mrs Taylor introduced the report. She explained that the Annual Monitoring Report (AMR) is the main mechanism for assessing the performance implementation and outcomes of the current adopted Local Plan within the Local Plan area. The AMR covers the period 1 April 2018 – 31 March 2019 and includes significant events that have occurred since that time.

Mrs Taylor outlined the key highlights including:

- Following responses to the Local Plan preferred response approach consultation between December 2018 and February 2019 additional evidence is now being prepared.
- North Mundham and Sidlesham Neighbourhood Plans have received designations.
- CIL receipts totally £48,000 have been spent on the Lavant Bio-Diversity opportunity area and Brandy Hole Copse.

- Section 106 funding totalling £400,000 has been spent on recreational mitigation at Chichester and Pagham harbours with £1.6 million received for the A27.
- Employment floor space completions totalled 23,000 square metres due largely to 10,000 square metres achieved at Glenmore Business Park.
- 654 net dwellings have been completed, significantly exceeding the 435 net dwellings requirement of the Local Plan housing requirement.
- 300 dwellings are underway at the Shopwhyke Lakes Strategic Site with outline planning permission permitted for the remaining 580 dwellings.
- The 300 dwellings at Westhampnett have commenced
- The reserved matters have been permitted for 750 on the Land West of Chichester site following outline planning permission permitted in April 2018.
- A development partner has been selected for the Tangmere Strategic Development Site.
- Parts of the Chichester Harbour SSSI were reclassified from unfavourable recovering to unfavourable no change in February 2019. The SSSI area is currently 90.3% favourable or recovering which is less than the Natural England target of 95%. The council is working to address this with Natural England through policy and planning applications.
- Domestic carbon emissions have fallen.
- AMR changes have been made since the Development Plan and Infrastructure Panel on 16 January 2020:
 - The A27 upgrade rising cost of mitigation is acknowledged.
 - The Section 106 section of report has been revised to highlight that over £4.5 million has been secured in relation to the A27 improvements.
 - A link has been provided to the waste water improvements information available on the Southern Water website.

Mrs Plant highlighted the time required to bring forward new homes. Mrs Taylor acknowledged Mrs Plants comment and added that last year the council exceeded its target. Mr Frost explained that the number of completed dwellings has seen a rise over recent years due to the lead in time required for the council's four main strategic sites. It is hoped this will continue given the progress on the sites.

Mrs Plant requested bullet point 2 on page 37 of the pack be amended to *nitrogen dioxide* rather than nitrogen. She also requested section 2.5 on page 143 of the pack be amended to confirm that the cost to mitigate the scheme *has* risen. She added that the figures on page 205 of the pack need to be reviewed.

Mr Briscoe highlighted the importance of the impact of New Homes Bonus funding.

Mr Bell with reference to page 35 of the pack requested clarification on the classification of A1 use. Ms Ferrier confirmed that A1 use is retail and coffee shops are A3. Mr Bell noted the reassurance of the figures.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED

1. That the Authority's Monitoring Report 2018-2019 be approved for publication.
2. That the Director of Planning and the Environment be authorised, following consultation with the Cabinet Member for Planning Services, to make any minor amendments to the Authority's Monitoring Report prior to its publication.

105 Corporate Debt Recovery Policy

Mr Wilding introduced the report. He explained that the council first approved a Corporate Debt Recovery Policy in 2014, which was in response to the Taking Control of Goods (Fees) Regulations 2014. This policy was refreshed in 2017 to reflect some minor amendments, and a new separate write-off policy was created. The new policy for Cabinet to consider has been completely redrafted to reflect an overarching approach, taking into account the different legislative requirements for the various council services income streams, and to incorporate the write off policy. The objective was to create a new income collection and debt management policy which was comprehensive, co-ordinated, consistent, clear and considerate especially for vulnerable people who might need additional assistance in addressing their financial affairs. The policy expresses the council's approach for applying interest payments for late payments, embracing a fair debt collection approach, reflecting the write-off arrangements, and a new regular reporting requirement to the Strategic Leadership Team. Taking into account the Council's approach to debt recovery, the report also sets out the positive response in paragraph 5.7 of the report to the Money Advice Service, and its 'Stop the Knock' campaign which made six recommendations for all local authorities to consider.

Mr Wilding added that the Corporate Debt Recovery policy was considered by the Corporate and Governance and Audit Committee on 23 January 2020 where members welcomed and commended the aims and approach of the new draft policy and supported the extra support for vulnerable people facing indebtedness. No amendments were made to the draft policy for Cabinet to consider.

Mr Wilding then clarified that although the draft policy states on page 46 of the pack that it would be effective from 1 March 2020, this would in fact be later in order to take account of the meetings cycle for the Cabinet and the Council.

With reference to page 41 of the pack Mrs Taylor asked whether the council assigns debts to other organisations and what approach is taken to supporting individuals. Mrs Belenger confirmed that the council does not assign debts in that manner to receive full income and the organisations then pursues the debt. Also the Council only uses enforcement agents as a last resort. The council will always try to signpost individual to appropriate organisation that can help with wider debt management such as the Citizens Advice Bureau based at East Pallant House.

With reference to section 6.1 on page 51 of the pack Mrs Lintill asked whether the priorities are weighted. Mrs Belenger confirmed that each case is dealt with on an individual basis.

Members gave their support to the debt recovery approach.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED

1. That the new Corporate Debt Recovery Policy be approved.
2. That the Council's response to the recommendations from the Money Advice Service be noted.

106 New Local Biodiversity Action Plan 2020 - 2024

Mrs Plant introduced the report. She explained that the district supports a wide variety of wildlife including 10 internationally designated sites, 38 sites of Special Scientific Interest (SSSI) and 130 wildlife sites. The council has a statutory duty to have regard to conserving its biodiversity. Mrs Plant explained that one of the ways to demonstrate compliance is through the council's Biodiversity Action Plan.

She outlined the key successes in the previous plan which include:

- Supporting the Manhood Wildlife and Heritage Group including securing over £500,000 from the Heritage Lottery Fund for delivering the Fixing and Linking Our Wetlands Project (FLOW)
- Mitigating the increased recreational disturbance at Chichester and Pagham harbours
- Delivering a £50,000 biodiversity enhancement scheme across a stretch of the River Lavant

The 2020 Action Plan includes:

- The Strategic Wildlife Corridors project to provide biodiversity enhancements to the proposed wildlife corridors
- Naturalising Chichester's green spaces by wilding parks
- Local Plan review policy support

Mrs Plant asked what would happen if the National Lottery funding application is not successful. Mrs Evans explained that alternative funding would be investigated and if necessary the projects would be taken forward in a more modest way.

Decision

The Cabinet then voted unanimously to make the resolution below.

RESOLVED

That the new Local Biodiversity Action Plan (LBAP) for the period 2020 – 2024, as detailed in Appendix 1 be approved.

107 Revenues System Contract Renewal

Mr Wilding introduced the report and explained that the council currently uses Northgate Public Services revenues and benefits software. He added that the report recommends a five year extension to the contract.

There were no questions.

Decision

The Cabinet then voted unanimously to make the resolution below.

RESOLVED

That the extension of the support and maintenance contract with Northgate Public Services for Revenues & Benefits software for five years be approved.

108 Late Items

There were no late items.

109 Exclusion of the Press and Public

Mrs Lintill read the part II resolution in relation to agenda item 14 which was seconded by Mrs Taylor.

Decision

The Cabinet then voted unanimously to go into part II.

RESOLVED

That with regard to agenda item 14 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.

110 Land at Church Road, Portfield, Chichester

Mr Bell introduced the exempt report. He drew attention to background to the site and the proposal as set out in the report.

Questions were put forward by Mrs Lintill, Mrs Taylor and Mr Wilding.

Mrs Lintill also allowed Mr Oakley and Mr Potter to speak from the audience.

Decision

The Cabinet then voted unanimously to make the resolution below.

RESOLVED

That it be noted that the site remains surplus to requirements and the Cabinet agrees that officers proceed with the disposal process as set out in section 5.2 of this report.

The meeting ended at 11.13 am

CHAIRMAN

Date:

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Chichester District Council

THE CABINET

3 March 2020

Allocation of Commuted Sums to Deliver Affordable Housing

1. Contacts

Report Author:

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Cabinet Member:

Norma Graves - Cabinet Member for Housing Services
Telephone: 01243 514034 E-mail: ngraves@chichester.gov.uk

2. Cabinet recommends to Council:

- 2.1. The allocation of grant of £438,750 to Worthing Homes to support the development of 9 social rented homes on a site at Middleton Close, Bracklesham, funded from commuted sums.**
- 2.2 The allocation of grant of £160,000 to Chichester Greyfriars Housing Association to support the development of 8 social rented homes at Royal Close, Chichester, funded from commuted sums.**

3. Background

- 3.1. The Council's draft housing strategy 2020-25 aims to deliver 1,000 additional affordable homes. One of the ways in which this can be achieved involves using 'commuted sums' to grant fund new developments by Registered Providers. Commuted sums arise where, in exceptional circumstances, the Council negotiates a payment of a financial contribution from a private developer in lieu of providing affordable housing as part of a new scheme, i.e. where the provision of affordable housing on a specific site would be undesirable or impractical. A commuted sum is also accepted where the calculation of the affordable housing quota results in a fraction of a unit. Monies collected from private developers through this route are held and 'ring fenced' to support subsequent affordable housing schemes that meet the Council's housing priorities. As such, this funding cannot be used for other purposes and must be spent within a limited period of time
- 3.2. This report recommends using funding available from commuted sums to support two new developments by Registered Providers at:
 - Royal Close, Chichester and
 - Middleton Close, Bracklesham

4. Outcomes to be Achieved

4.1. Worthing Homes' scheme at Middleton Close will deliver 9 new homes at social rents as follows :

- 1 x 1 bedroom, 2 person, wheelchair accessible flat
- 6 x 1 bedroom, 2 person flat
- 2 x 2 bedroom, 4 person flat

Chichester Greyfriars' scheme at Royal Close will deliver

- 8 x 1 bedroom flats at social rents as part of their existing scheme, two of these will be wheelchair accessible.

4.2. The new homes at both schemes will be subject to a nominations agreement with the District Council, with lettings made available to applicants through the Council's Housing Register.

5. Proposals

5.1. **Middleton Close:** Worthing Homes successfully bid to acquire this site with an outline planning consent for 8 homes 2018. This is below the threshold at which there is a requirement for a quota of affordable housing.

5.2. Having reached an agreement to purchase the site Worthing Homes approached the Council with a view to delivering a slightly larger scheme of 9 homes. The original scheme comprised 8 homes with a mix of flats and bungalows. Worthing Homes' proposal is to deliver a slightly larger scheme of 9 homes incorporating two family homes as well as three flats which are suitable for residents with mobility needs (one of which is wheelchair accessible). This represents a better mix from the District Council's point of view, given the proven need on the Housing Register for this kind of accommodation.

5.3. Homes England has approved a grant of £630,000 towards this scheme on the basis that further funding of £438,750 could be made available by Chichester DC. Funding at this level is required in order to enable Worthing Homes to meet the cost of delivering the scheme at social housing rents (rather than higher affordable rents), and the additional costs associated with the mobility features which three of the flats will have.

5.4. Worthing Homes has exchanged contracts on the purchase of this site and expects to complete the acquisition in April 2020 with practical completion in June 2021.

5.5. **Royal Close:** Chichester Greyfriars' scheme involves the provision of 8 additional one bedroom flats for older people as part of their existing scheme for older people at Royal Close, Chichester.

5.6. The new flats will be provided as part of a wider scheme which involves the reconfiguration of existing car parking and amenity areas. Each of the flats are one bedroomed and will be let at social rents. Two of the new flats will be built to wheelchair accessible standard.

- 5.7. Chichester Greyfriars is able to meet approximately half of the build cost of the scheme from its own reserves but is seeking grants from Homes England and the District Council to meet the balance. This is a significant commitment for a small local association with less than 100 homes.
- 5.8. Homes England is currently considering an application for a grant of £560,000 towards the scheme with further grant of £160,000 required from the District Council.
- 5.9. The scheme will provide new homes at social rents in an area of high demand close to the City Centre, for which there is a proven need.
- 5.10. Subject to successful planning and funding applications Chichester Greyfriars anticipate commencing the scheme in June with completion by March 2021.

6. Alternatives Considered

- 6.1. **Middleton Close:** In the absence of any grant funding it would not be possible for a Registered Provider to bring this scheme forward as affordable housing. With a reduced level of funding it might be possible to deliver a scheme closer to market rents – as opposed to social rents – or to deliver a smaller scheme, perhaps without the additional mobility features which now form part of the specification and involve additional costs. The level of grant funding being recommended reflects the priority attached to providing homes at social rent levels and the specific features of the homes which will be provided.
- 6.2. **Royal Close:** It is unlikely that this scheme would be viable without the provision of grant from the Council. Although the District Council's contribution forms a relatively small proportion of the total scheme cost, it is nonetheless significant since it makes the scheme more attractive for Homes England funding.

7. Resource and Legal Implications

- 7.1. The Council has the capacity to fund both of these schemes at the level recommended from existing commuted sums which are available. This money must be used to support the provision of affordable housing in line with the original conditions on which it was paid.

8. Consultation

- 8.1. **Middleton Close:** the Parish Council is supportive of this scheme and wishes to see it meet local needs at social housing rents.
- 8.2. **Royal Close:** Chichester Greyfriars has conducted a residents' consultation on their proposals. Ward members have also been consulted and are supportive of the scheme.
- 8.3. Members representing the wards from which the commuted sums were generated have been consulted.

9. Community Impact and Corporate Risks

- 9.1. Both schemes will benefit the community by providing affordable homes at social rent levels in line with the Council's Housing Strategy.
- 9.2. The grants will be paid on completion of the new developments and the conclusion of satisfactory nominations agreement in favour of the Council.
- 9.3. All commuted sum spending is monitored by the Council's Planning Obligations and Monitoring Officer. Progress of projects and expenditure are subject to corporate reporting.

10. Other Implications

Are there any implications for the following? If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity		X
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X
Other (please specify)		

11. Appendix

None

12. Background Papers

None

Chichester District Council

The Cabinet

3 March 2020

Housing Strategy 2020-25

1. Contacts

Report Author

Ivan Western – Housing Delivery Manager

Telephone: 01243 521164 E-mail: iwestern@chichester.gov.uk

Cabinet Member:

Norma Graves - Cabinet Member for Housing Services

Telephone: 01243 514034 E-mail: ngraves@chichester.gov.uk

2. Recommendation

2.1 That the Cabinet approves the Housing Strategy 2020-25 and recommends its adoption by the Council

2.2 That the Director of Housing and Communities is granted delegated authority to make modifications to the Strategy in order to align with the emerging Local Plan Review

3. Background

3.1 The Council has previously published separate strategies covering Affordable Housing, Homelessness, Private Sector Renewal and the type of tenancies our registered provider partners may grant. Each of these documents has covered different periods but all are now due for review.

3.2 The intention going forward is to adopt a single Housing Strategy which takes a holistic view of the Council's role as a strategic housing authority thus avoiding a degree of duplication that has existed in the past.

4. Outcomes to be Achieved

4.1 The Strategy sets out a vision and a set of priorities which will guide our approach to affordable housing, homelessness and private sector renewal over the next five years. The priorities build directly on the Council's Corporate Plan Objectives.

4.2 The Strategy incorporates broad strategic objectives, benchmark measures as well as specific goals. These will be monitored and reviewed through annual Service Plans.

4.3 At the time of writing some of the evidence on which the strategy is based is subject to review and finalisation through the Local Plan Review. In view of this it is suggested that minor modifications to the strategy may be required to ensure consistency in due course. It is suggested that the Director of Housing and

Communities be authorised to approve such modifications.

5. Proposal

That the Cabinet approves the draft Housing Strategy 2020-25 and recommend its adoption by the Full Council.

6. Alternatives Considered

- 6.1 The Council has a statutory duty to publish strategies in relation to housing, private sector renewal and homelessness.

7. Resource and Legal Implications

- 7.1 Finance: there are no specific financial implications arising directly from the Housing Strategy. Subsequent initiatives and actions which have resource implications will be subject to appropriate governance arrangements as required.
- 7.2 There are no specific property implications arising from the strategy. Specific initiatives which relate to the acquisition or disposal of Council property will be subject to separate governance as required.

8 Consultation

- 8.1 a) Internal consultation has involved staff briefings and team meetings focussing on specific elements of the strategy
- b) External consultation has involved:
- An initial public survey via the 'Let's Talk' channel, this was used to collate public views of the priorities which the Housing Strategy should address
 - Presentations at various stakeholder fora
 - Individual meetings with key stakeholders and partners
 - Dissemination of an earlier draft summary to a wide range of partners and stakeholders inviting feedback. The draft strategy has been favourably received by a number of respondents representing West Sussex County Council, the NHS and voluntary sector.
- c) Consultation with Members took place as part of a half day seminar on 20th November, further information was provided through the Members Briefing and dissemination of an earlier draft summary. Members were also offered the opportunity to discuss the strategy at individual 'surgeries' during early December.
- d) The strategy was considered by Overview and Scrutiny Committee on 21st January 2020.

9 Community Impact and Corporate Risks

- 9.1 The Strategy sets out a practical vision for the implementation of key objectives defined in the Corporate Plan. In order to optimise the value of our contribution to housing in the District it is necessary to have a Strategy which is up to date and

relevant. Without one there is a risk that opportunities to meet residents' needs will not be fulfilled.

10 Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder <ul style="list-style-type: none"> - The incidence of rough sleeping, which is addressed within the strategy, presents a risk to community cohesion, with rough sleepers are disproportionately likely to be either victims or perpetrators of anti-social behaviour. 	x	
Climate Change and Biodiversity <ul style="list-style-type: none"> - The second theme of the strategy is concerned with ensuring local housing is fit for purpose. Improving energy efficiency and reducing fuel poverty is a key element of this. Since housing is a major source of carbon emissions this work compliments the Council's approach to the risks of Climate Change. 	x	
Human Rights and Equality Impact <ul style="list-style-type: none"> - An equality impact assessment is provided as a background document 	x	
Safeguarding and Early Help <ul style="list-style-type: none"> - The Council's housing role plays a fundamental role in protecting the welfare of vulnerable adults and families with children. 	x	
General Data Protection Regulations (GDPR)		x
Health and Wellbeing <ul style="list-style-type: none"> - Housing has a fundamental influence on residents' health and wellbeing. Improving the quality and supply of housing will benefit this. 	x	

11 Appendices

11.1 Appendix 1 Draft Housing Strategy 2020-25

12 Background Papers

12.1 Housing Strategy Impact Assessment

12.2 Chichester District Council Homelessness Review 2020

12.3 Chichester District Council Tenancy Strategy 2020-25

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Chichester District Council

THE CABINET

3 March 2020

Request for delegated authority – Carry forward requests

1. Contacts

Report Author:

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Cabinet Member:

Peter Wilding - Cabinet Member for Finance, Corporate Services and Revenue and Benefits

Telephone: 01428 707324 E-mail: pwilding@chichester.gov.uk

2. Recommendation to Council:

- 2.1 That the Council's Financial Regulations are updated in order to delegate authority for the approval of budget carry forward requests to the Director of Corporate Services (the Council's S151 officer) following consultation with the Chief Executive.**
- 2.2 To ensure transparency of budget carry forwards to members, the details of all carry forwards agreed by the S151 Officer to be included in the draft Statement of Accounts outturn report considered annually by the Corporate Governance and Audit Committee.**

3. Background

- 3.1 The current approval process for budget carry forward requests is now considered to be an inefficient use of both officer and member time. It involves the collection and coordination of requests by the finance team and service managers for review by the Director of Corporate Services (the S151 Officer) and the Chief Executive. The proposals are then considered by the Corporate Governance and Audit Committee with a recommendation then being made to Cabinet for approval.
- 3.2 This process has been followed for many years as a consequence of the number and value of requests being made by service managers in the past. Also, in some cases the budget carried forward was not being spent in the following financial year, and often resulted in subsequent requests to carry the same budget forward again and again.

4. Outcomes to be Achieved

- 4.1 To seek Cabinet approval for an update to the Council's Financial Regulations, delegating authority for the approval of budget carry forward requests to the Council's S151 Officer following consultation with the Chief Executive.
- 4.2 The current approval process is time and resource consuming for both officers and members. The proposal will introduce a more streamlined process that will allow the movement of budgets between financial years and provide service managers access to funds more efficiently in order to deliver their services and meet the Council's priorities.

5. Proposal

- 5.1 It is proposed that the Council's Financial Regulations are updated to delegate authority for the approval of budget carry forward requests to the S151 Officer following consultation with the Chief Executive. These senior officers will scrutinise each request to ensure that there is a genuine reason for slippage on the budget and guarantee that the funds are used for the same purpose as was originally agreed by members when the budget was set.
- 5.2 This new approach will allow officers of the Council to manage the resources made available to them by members in a more efficient and effective way in order to deliver the Council priorities, and free up member time in Committees considering reports on topics that could be dealt with more efficiently by senior officers.
- 5.3 In order to maintain transparency of this new procedure with members, it is proposed that the details of all carry forwards agreed by the S151 officer are included in the Statement of Accounts outturn report considered annually by the Corporate Governance and Audit Committee.

6. Alternatives Considered

- 6.1 None.

7. Resource and Legal Implications

- 7.1 Officer and member time will be saved as result of the implementation of the new approval process.
- 7.2 If agreed by Cabinet, this change to Financial Regulations will require agreement by Council in order have the Constitution amended.

8. Consultation

- 8.1 This change to Financial Regulations is supported by the Chief Executive and the Director of Corporate Services (S151 Officer).

9. Community Impact and Corporate Risks

- 9.1 None.

10. Other Implications

	Yes	No
Crime and Disorder		✓
Climate Change and		✓
Human Rights and Equality		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing		✓

11. Appendices

11.1 None.

12. Background Papers

12.1 None.

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Chichester District Council

CABINET

3 March 2020

Rough Sleeper Initiative Grant

1. Contacts

Report Author:

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Cabinet Member:

Norma Graves - Cabinet Member for Housing Services
Telephone: 01798 342881 E-mail: ngraves@chichester.gov.uk

2. Recommendation

- 2.1 That Cabinet recommends to the Council that delegated authority is given to the Director of Housing and Communities, following consultation with the Cabinet Member for Housing Services, to spend the Rough Sleeper Initiative (RSI) Grant set out in para 5.1 of the agenda report in accordance with the terms of the grant.**
- 2.2. That Council accommodate receipt and spending of the Rough Sleeper Grant when considering the annual Budget Spending Plan report 2020-21.**

3. Background

- 3.1 In October 2019 the Ministry of Housing Communities and Local Government (MHCLG) invited local authorities to submit proposals for funding to prevent and reduce rough sleeping. A bid was submitted with support from MHCLG's Housing Advice and Support Team. In January, the Council was advised that the bid had been successful and the Council has been allocated £230, 465.

4. Outcomes to be Achieved

- 4.1 The fund is designed to support the enhancement of coordinated local services, based around the Rapid Rehousing Pathway model for rough sleepers or those at risk of sleeping rough, with the aim of reducing and preventing rough sleeping.
- 4.2 A Memorandum of Understanding with MHCLG sets out the monitoring arrangements and responsibilities, accountability, governance structure and financial arrangements of the project.

5. Proposal

- 5.1 Funding of £230,465 has been allocated to the Council to cover the 2020/21 financial year for the sole purpose of delivering RSI funded services in Chichester and can only be used to fund activities set out in the MoU delivery plan.
- 5.2 The activities outlined within the delivery plan include the retention of the existing Navigator and Supported Lettings Officer posts employed by Stonepillow, provision of additional staffing resources to extend the Council's rough sleeper outreach service, extending the opening hours of Stonepillow's day centre hub, the provision of assessment beds and a dual diagnosis specialist worker to be employed by Stonepillow.

6. Alternatives Considered

- 6.1 Not applicable. The funds must be spent in line with the MoU with MHCLG.

7. Resource and Legal Implications

- 7.1 The RSI funding will be provided by MHCLG directly to the Council via a Section 31 Grant Determination.
- 7.2 Total grant funding for the financial year 20/21 is £230,465, to be paid in 2020 of which £10,000 is capital funding (to cover the cost of Stonepillow's purchase of assessment beds) and £220,465 revenue.
- 7.3 The grant will be split into two payments, both to be paid in 2020. The first tranche will be paid shortly and the second tranche to be paid in October is dependent on agreed actions set out in the MoU delivery plan being completed.
- 7.4 While the MoU is not a legal or binding agreement, it outlines the actions which are necessary to provide Government and local partners with assurance that decisions over the funding are proper, transparent and that they deliver value for money.

8. Consultation

- 8.1 Consultation is not relevant as the use of the RSI funds is set out in the MoU required by MHCLG.

9. Community Impact and Corporate Risks

- 9.1 The impact of the proposal will benefit the residents of the district. Additional resources will enable us to provide both effective support to help entrenched rough sleepers move to settled accommodation and early intervention in the case of new and transient rough sleepers. It will also help reduce anti-social behaviour and criminal activity associated with rough sleepers.

10. Other Implications

	Yes	No
Crime and Disorder – the additional services will have a positive impact by supporting rough sleepers.	x	

Climate Change and Biodiversity		X
Human Rights and Equality Impact – the additional services will have a positive impact by supporting rough sleepers.	X	
Safeguarding and Early Help – the additional services will have a positive impact by supporting rough sleepers.	X	
General Data Protection Regulations (GDPR)		X
Health and Wellbeing – the additional services will have a positive impact by supporting rough sleepers.	X	
Other (please specify)		X

11. Appendices

None

12. Background Papers

12.1 Rough Sleeper Initiative Impact Assessment

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Chichester District Council

THE CABINET

3 March 2020

Senior Staff Pay Policy Statement 2020-2021

1. Contacts

Report Author:

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Cabinet Member:

Peter Wilding - Cabinet Member for Corporate Services

Telephone: 01428 707324 E-mail: pwilding@chichester.gov.uk

2. Recommendation

- 2.1. That the Council be recommended to publish the Senior Staff Pay Policy Statement 2020-2021.**

3. Background

- 3.1. Since 2012 the Council has been required by section 38 (1) of the Localism Act 2011 (the Act) to publish an annual pay policy statement concerning its statutory and non-statutory Chief Officers and senior staff immediately reporting to them. This statement must be approved by Full Council in accordance with guidance published by the Ministry of Housing, Communities & Local Government under section 40 of the Act.

4. Outcomes to be Achieved

- 4.1. Complying with the employment requirements of the Act so as to demonstrate transparency in relation to pay policies affecting statutory and non-statutory Chief Officers and their deputies

5. Proposal

- 5.1. That the Council publishes the Senior Pay Policy Statement (attached as Appendix A) and the associated appendices (1 to 9). Senior staff, for Localism Act purposes, constitutes the Chief Executive, four Directors including the Section 151 Officer, the Monitoring Officer and those senior officers reporting to them. The bases for pay and other forms of remuneration for the above staff, including at recruitment and in redundancy situations, are included in this Statement and its appendices. All the appendices will be published as part of the Statement but where they are unchanged (this applies to appendices 2, 3, 4, 7, 8 and 9) since last year's approved report to Council on 21 May 2020, they are not being re-printed here but can be viewed online on the Council's website: <http://www.chichester.gov.uk/article/24175/Transparency-of-Senior-salaries>

6. Alternatives Considered

- 6.1. Not applicable as this is a legislative requirement.

7. Resource and Legal Implications

7.1. None.

8. Consultation

8.1. Consultation with Staff and Employers Side representatives of the Joint Employee Consultative Panel (JECPC) took place prior to the inaugural Statement in 2012. All officers within the scope of the statement have been advised of this.

9. Community Impact and Corporate Risks

None

10. Other Implications

	Yes	No
Crime and Disorder		No
Climate Change and Biodiversity		No
Human Rights and Equality Impact An impact assessment has been carried out by the HR section. The impact of the statement is neutral. However it will further ensure that all decisions made about senior staff pay and benefits are made in a fair, transparent and accountable way.	Yes	
Safeguarding and Early Help		No
General Data Protection Regulations (GDPR)		No
Health and Wellbeing		No
Other (please specify)		

11. Appendices

11.1. Appendix A: Senior Staff Pay Policy Statement (and its appendices 1 – 9 as listed below).

11.2. Appendix 1 to Statement: Chief Officers & Deputies Pay and Benefits Schedule

11.3. Appendix 2 to Statement: Salary tables for grades A to J (viewable on website only – see para 5.1)

11.4. Appendix 3 to Statement: Hay Job Evaluation process – summary (viewable on website only – see para 5.1)

11.5. Appendix 4 to Statement: Honorarium Payments criteria (viewable on website only – see para 5.1)

11.6. Appendix 5 to Statement: Car Allowances Table

11.7. Appendix 6 to Statement: Relocation Policy

11.8. Appendix 7 to Statement: Assisted House Purchase Scheme (viewable on website only – see para 5.1)

11.9. Appendix 8 to Statement: link to LGPS & Early Termination of Employment Discretions Policy (viewable on website only – see para 5.1)

11.10. Appendix 9 to Statement: link to Training & Development Policy section 12 Qualification Training (viewable on website only – see para 5.1)

12. Background Papers

12.1. Human Rights and Equality Impact Assessment

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Chichester District Council

Cabinet

3 March 2020

Council

3 March 2020

**Tangmere Strategic Development Location –
Chichester District Council (Tangmere) Compulsory Purchase Order
2020**

1. Contacts

Report Author:

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Cabinet Member:

Susan Taylor - Cabinet Member for Planning Services
Telephone: 01243 514034 E-mail: sttaylor@chichester.gov.uk

2. Executive Summary

This report updates the Council on progress made with regard to the development of the Tangmere Strategic Development Location (“**TSDL**”) and outlines proposals for the comprehensive, residential-led development of the TSDL, referred to in this report as “**the Scheme**”¹.

The purpose of the report is to enable consideration of the use of compulsory purchase powers and whether or not there is a compelling case in the public interest for doing so. On the basis of the analysis set out in this report, it is recommended that the Council makes a compulsory purchase order (“**Order**”) to facilitate the carrying out of the Scheme.

The extent of the interests and rights in land proposed to be acquired (“**Order Land**”) are set out in this report and a map of the Order Land is contained at Appendix B.

The report sets out the background to and need for the Scheme and information about the current ownership of the Order Land. It explains the relevant powers of the Council to acquire land compulsorily and the equivalent powers to acquire land and rights by agreement. It explains what the compulsory purchase process involves and where relevant makes reference to Government Guidance².

The report sets out relevant factors for the Council's consideration in determining whether or not to exercise compulsory purchase powers, including the Scheme's

¹ Terms and definitions used in this Report are defined in the Table of Definitions set out in section 12

² Guidance on Compulsory Purchase process and The Criel Down Rules” – Ministry of Housing, Communities and Local Government (July 2019)

adherence to planning policy, its financial viability and prospects for delivery. It also includes matters for consideration in relation to the Council's Public Sector Equality Duty and the implications for the Human Rights of third parties who might be affected by the Order. It addresses the overall case for whether or not there is a compelling public interest case in making the Order.

3. Recommendation

The Cabinet recommends to Council that, following consideration of this report:

- (1) the Council authorises the use of Compulsory Purchase powers as set out in Section 226(1)(a) of the Town and Country Planning Act 1990 to compulsorily acquire the Order Land identified within Appendix B, and in particular that the Council makes the Order;**
- (2) the Director of Planning and the Environment be authorised to settle the final form and content of the Order and all associated documentation and take all action needed to pursue the Order and secure its confirmation;**
- (3) the Director of Planning and the Environment be authorised to negotiate, agree terms and enter into agreements with interested parties including agreements for the withdrawal of objections or undertakings not to enforce the Order on specific terms including where appropriate removing land or rights from the Order or to request the modification of the Order by the Secretary of State;**
- (4) the Director of Planning and the Environment be authorised to implement the Order powers following confirmation of the Order, and so acquire title to and/or take possession of the Order Land; and**
- (5) Cabinet notes and approves the revised timetable identified in section 6 of the Report.**

4. Background: Planning Policy, the need for the Scheme and its benefits

Delivery of housing within the Local Plan area

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

housing that could be realistically and sustainably delivered within the period, having regard to the identified constraints in the Local Plan area, the evidence base prepared to support the Local Plan and potential development capacity. It is therefore essential that, as a minimum, the Council meet the housing target identified in the Local Plan.

- 4.2 Of the 7,388 homes provided for in the Local Plan, 3,250 are to be provided at the Strategic Development Locations allocated at West of Chichester, Shopwyke, Westhampnett/North East Chichester and Tangmere. Delivery of housing on all of the Strategic Development Locations in the Local Plan (including the TSDL) is therefore essential to ensure that there is no shortfall in meeting the housing target set out in the Local Plan.
- 4.3 At 1,000 homes, the TSDL is the second largest allocation in the Local Plan and represents approximately 14% of the total housing need for Local Plan area for the period 2012-2029 and 31% of the total housing to be provided within the Strategic Development Locations. Development of the TSDL is therefore critical to delivery of the Council's housing target.
- 4.4 The East-West Corridor is the Council's main focus for new development in the Local Plan. The East-West Corridor has an emphasis on consolidating and enhancing the role of Chichester city as the District's main centre, whilst also developing the role of key settlements to its east and west, most notably Southbourne and Tangmere, to help to relieve pressure on the city and take advantage of access to jobs and services to the east and west of the District. It is proposed that the East-West Corridor (which includes the TSDL) will provide 6,156 homes during the Local Plan period.

The importance of the TSDL

- 4.5 The vision for the East-West Corridor proposes that the village of Tangmere will grow and develop its role as a 'settlement hub' by widening the range and improving the quality of public open space, leisure and community facilities for the local area. The vision seeks to significantly enhance the village's range of facilities to the benefit of the local community through the development of new homes and workspace.
- 4.6 Paragraph 2.7 of the Local Plan notes that Tangmere hosts a number of local businesses and has some dispersed community facilities including shops and a medical centre, but that it currently lacks many of the amenities and services normally associated with a settlement of its size.
- 4.7 Policy 18 of the Local Plan allocates the TSDL for mixed development, comprising 1,000 homes, community facilities, open space and green infrastructure. The TSDL is the only housing allocation at Tangmere in the Local Plan.
- 4.8 The Scheme therefore plays a significant role in addressing the need for new housing across the Chichester Local Plan area and makes a significant contribution to the objectives of the Local Plan. In particular: delivering the vision for the East-West Corridor; assisting with the need to relieve pressure on Chichester city; addressing local needs for both market and affordable housing; and providing enhanced amenities and services for existing and future residents of Tangmere;

- 4.9 The fact that the Council's adopted Local Plan, even in the event of comprehensive delivery, does not in fact meet its full OAN (for the reasons set out in Paragraph 4.1 above) means it is imperative that each and every allocated site comes forward. In this regard the housing trajectory set out in the Local Plan in 2015 envisaged that delivery of homes at the TSDL would commence from 2019/2020 onwards. Failure to deliver homes on the site within the Plan period would mean a very significant shortfall in housing delivery.
- 4.10 The need for new development at Tangmere is further emphasised by the Council's proposals in the Emerging Local Plan (details of which are set out below) to increase the quantum of development at the TSDL from 1,000 to 1,300 homes).

The Planning Policy Position

- 4.11 The NPPF contains a presumption in favour of sustainable development.
- 4.12 The strategic objectives of the NPPF are to support economic growth, achieve a wide choice of high quality homes, widen opportunities for home ownership and create sustainable inclusive and mixed communities. The NPPF also supports the highest standards of architectural and urban design.
- 4.13 The TSDL is allocated for development in accordance with the Local Plan, which was examined against the relevant provisions of NPPF (2012) and found to be sound. The Emerging Local Plan will be assessed against the most up to date version of the NPPF when submitted for examination. The development of the TSDL complies with the core principles of the NPPF and represents sustainable development in accordance with the prevailing national policy.
- 4.14 Paragraph 72 of the NPPF recognises that housing supply can sometimes be best achieved through planning for larger scale development, such as significant extensions to existing villages. The delivery of the Scheme will make a significant contribution to the housing supply for the Local Plan Area, as well as satisfying the NPPF's requirement for plans to deliver a sufficient supply of homes. Residential development on the TSDL also has an important role to play in contributing to the development and vitality of Tangmere village centre, in accordance with paragraph 85 of the NPPF. The policy objectives of comprehensive development of the TSDL, including securing the necessary infrastructure, community facilities, services, and open space provision accord with the NPPF's principle of promoting healthy and safe communities and underpin the content of the Masterplan Document, which are being carried forward into the outline planning application.
- 4.15 The land is currently allocated within the Local Plan, and has been a site formally allocated for residential housing development since the adoption of the Local Plan in 2015. Previous to this the site was identified for residential development in 2010 within the Council's "Focus on Strategic Growth Options" consultation document. This document considered the potential options for significant growth within the District and accordingly formed part of the early stages of preparation for the formulation of the Local Plan.
- 4.16 Specific policy considerations can be summarised as follows

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

- 4.17 The Masterplan Document for the TSDL has been produced by Countryside Properties (UK) Ltd ("**Countryside**") (please refer to Section 4.35 below for further details on Countryside's role in respect of the TSDL) and endorsed by the Council as Local Planning Authority, in accordance with Policy 7, Policy 18 and emerging policies in the Emerging Local Plan. An outline planning application to be submitted by Countryside will seek permission for up to 1,300 homes and associated uses to reflect the proposed increase in the Emerging Local Plan, thus also ensuring the delivery of the 1,000 homes allocated in the current Local Plan. The outline planning application is being prepared to comply with all other relevant policy requirements within the Local Plan. The Scheme will realise the objectives of relevant policy as contained in the Local Plan.
- 4.18 The Local Plan is currently under review. The Council consulted on the Chichester Local Plan Review 2016 – 2035 Preferred Approach between December 2018 and February 2019. The Emerging Local Plan currently contains proposals for at least 12,350 dwellings during the period 2016 – 2035, equivalent to c.650 dpa. The Emerging Local Plan also proposes to meet unmet housing need arising from that part of the District lying within the South Downs National Park. This comprises 41 dpa out of the total 650 dpa. At least 4,400 dwellings are proposed to come forward from strategic allocations, including the TSDL.
- 4.19 The Emerging Local Plan includes draft policies which are relevant to the TSDL. Draft Policy S3 (Development Strategy) includes Tangmere on a list of Strategic Development Locations to help achieve sustainable growth. Draft Policy AL14 (Land West of Tangmere) proposes to allocate land to the west of Tangmere for residential-led development of a minimum of 1,300 dwellings. Draft Policy S32 (Design Strategies for Major Development Sites) requires proposals for housing allocations and major development sites to be accompanied by a site-wide design strategy that includes a masterplan.
- 4.20 As above, the Masterplan Document for the TSDL has been produced by Countryside and endorsed by the Council, in accordance with draft Policy S32. The outline planning application will seek permission for up to 1,300 homes and associated uses in accordance with draft Policy AL14, and will have due regard to other detailed emerging policies as material considerations in the determination of the planning application, albeit that the Emerging Local Plan only carries limited weight at present. The Scheme would therefore realise the objectives of relevant policy as contained in the Emerging Local Plan.

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

Benefits of Scheme

- 4.23 The Scheme will contribute to, and deliver extensive benefits in respect of, the economic, social and environmental wellbeing of the District. Taken as a whole, it will make a significant contribution to the Council's vision for its Local Plan Area and the Settlement Hubs within it (one of which is Tangmere). The Local Plan anticipates that the role of Settlement Hubs as key local centres is to provide a range of homes, workplaces, social and community facilities and the Scheme is a major contributor to those aspirations for Tangmere and its surrounding area.
- 4.24 In particular, as regards economic matters, the provision of the substantial new housing anticipated by the Scheme will not only create and support jobs in the construction sector but will also result in an increase in local population, bringing with it enterprise, labour, wealth and income all of which are necessary for economic prosperity. The resultant neighbourhood of approximately 2,800 residents (depending on the eventual outcome of the master-planning exercise and planning process) will contribute to the viability and vitality of Tangmere village centre and nearby town centres.
- 4.25 In terms of social issues, the District currently has a clear need for additional housing and a requirement to diversify housing tenures within Tangmere. Delivery of the Scheme on the Order Land will contribute very significantly towards meeting housing targets, providing both market and affordable units. The development of balanced and mixed residential housing stock will retain and attract a wide diversity of population, ensuring a mixed, balanced and sustainable community. Provision of infrastructure associated with the residential development, including the school, open space and community facilities, will also make a material contribution to social wellbeing and a sense of community. Part of the Council's Local Plan vision is to promote and provide sustainable communities served by appropriate infrastructure and facilities and the Scheme makes a significant contribution to that vision for Tangmere.
- 4.26 In terms of environmental wellbeing, the Scheme offers the opportunity for on-site habitat creation in accordance with the Local Plan. Wastewater from the Scheme will drain via the Tangmere Waste Water Treatment works, which discharges into

the Aldingbourne Rife, avoiding discharge into Chichester Harbour and the attendant environmental issues associated with it.

- 4.27 Further, the Scheme's delivery of modern, energy efficient homes in a well-planned development which incorporates open-space and sustainable drainage solutions will represent an environmental benefit. Such strategic development of land which has been identified for development through the Council's Local Plan process will also reduce pressure for development on other, less suitable sites.
- 4.28 Finally, the expansion of Tangmere, to include new housing and the provision of a range of community infrastructure will improve and enhance the sustainability of Tangmere as a Settlement Hub, reducing the need for residents to travel further afield for those facilities and services and providing the opportunity for the provision of substantially improved local public transport services and cycle connectivity to Chichester and other surrounding settlements.

Progress in delivering the Scheme to date

- 4.29 The Council has sought to encourage delivery of comprehensive development of the TSDL over a number of years, but no material progress has been made.
- 4.30 Throughout the formulation of the Local Plan (from its earliest stages in 2010 and thereafter), the Council was assured by the landowners and site promoters of the Order Land that there was a commitment to jointly deliver the residential development and the requisite infrastructure in a coordinated way, initially through the production of a masterplan and then a single subsequent outline planning application. However, no material progress was made prior to the adoption of the Local Plan in 2015, and since that date – unlike other strategic development locations allocated in the Local Plan which have been progressed, or are progressing – there has again been no material progress in terms of comprehensive delivery of the TSDL.
- 4.31 In this regard, the Council is aware that landowners have not been able to agree mutually acceptable commercial terms, which has proved a major barrier to development coming forward.
- 4.32 As a consequence, to date the only proposals to bring forward development at the TSDL by any of the existing landowners, have comprised suggestions that development be brought forward on individual land ownerships, on a piecemeal basis. For the reasons set out in this Report, such proposals are not acceptable, and would not be consistent with the Council's objectives. The Council believes that there are no credible alternatives to compulsory purchase to achieve delivery of the Scheme in accordance with the Local Plan.
- 4.33 Despite discussions between the Council and the landowners having commenced as early as 2010, when proposals for the development of what is now the TSDL were first considered, landowners and site promoters have not been able to work together to deliver development. Indeed, no meaningful proposals have been progressed, despite numerous assurances that a masterplan was in preparation and that all landowners were committed to progressing the TSDL in a policy compliant fashion.

- 4.34 The Council has, on various occasions, requested to be advised of any collaboration agreement or timeframe for bringing forward the entire TSDL for delivery of housing and infrastructure in accordance with the Local Plan. At the date of this Report, the Council is not satisfied that the landowners are willing and able to work together to deliver the comprehensive development of the TSDL within any acceptable timeframe. In this regard, as noted above, the Council's housing trajectory as contained in the Local Plan anticipated delivery of dwellings at the TSDL from 2019/20 onwards. In view of this position, the Council considers the TSDL to be a stalled development site.
- 4.35 As a result of the lack of progress made by the existing landowners (and referenced in sections 4.29 to 4.34 above), the Council has sought to make use of compulsory purchase powers available to it and explored appointing a development partner to progress the development of the TSDL. The Council conducted a competitive tender process to select such a development partner in 2018 and subsequently entered into a Development Agreement with Countryside Properties (UK) Limited ("**Countryside**") on 5th February 2019. Accordingly, Countryside has been appointed to bring forward and facilitate the residential-led development of the TSDL.
- 4.36 The land required to deliver the residential-led development of the TSDL has been identified and is referred to in this Report as "**The Order Land**". The Order Land comprises all the land required for the Scheme in order to maintain its viability, affordability and deliverability. Ownership of the entirety of the Order Land is necessary to enable the Scheme to proceed.
- 4.37 In accordance with a strategy agreed with the Council, Countryside has sought to acquire the various interests in the Order Land by agreement and will continue to do so in parallel with any Order made by the Council.
- 4.38 Countryside has contacted landowners and interested parties within the Order Land to acquire interests by private treaty agreement, or to reach an agreement which establishes the basis on which a future transaction will be undertaken. As at the date of this Report, no agreement has been reached with owners of the Order Land for the voluntary acquisition of any of their land interests.
- 4.39 The Order Land comprises an area of approximately 76 hectares, located to the west of the village of Tangmere, West Sussex, south of the A27. The land is shown coloured pink on the draft Order Map.
- 4.40 The Order Land is predominately used for agricultural purposes, and is separated into fields.
- 4.41 The Order Land does not include any areas designated for nature conservation, Sites of Special Scientific Interest, Special Areas of Conservation or Special Protection Areas. No part of the Order Land comprises an Area of Outstanding Natural Beauty or Local Landscape Area, and the land does not include any World Heritage Site, Registered Battlefield, Listed Buildings or Registered Parks or Gardens.
- 4.42 The Schedule to the Order (attached as Appendix C) identifies those parties understood to have an interest in the Order Land. The Schedule has been prepared

based on information gathered through inspection of Land Registry title documents, site inspections and enquiries, and the responses to notices issued under sections 172-179 of the Housing and Planning Act 2016.

5. Outcomes to be Achieved: Use of Compulsory Purchase Powers

- 5.1 The purpose being sought by the Council in considering making the CPO under the powers conferred by Section 226(1)(a) of the 1990 Act is to facilitate strategic housing delivery and associated development on the TSDL and, in conjunction with its development partner, to use the Order Land to bring forward the Scheme delivering the economic, social and environmental well-being benefits set out in this report.
- 5.2 The Scheme will comprise a residential-led, mixed use development comprising up to 1,300 homes, an expanded village centre (comprising units suited to A1, A2, A3, A4, A5 and B1(a) uses), community facilities, education facilities, open space and green infrastructure. Although not yet finalised, the maximum quantum of development proposed as part of the Scheme is:-
- Units suits to A1, A2, A3, A4, A5 and B1(a) uses – up to 1,000 sqm;
 - C3 (residential) – up to 1,300 dwellings;
 - D1 (education) – 2.89 ha primary school plus early years provision; and
 - D2 (assembly and leisure) – approximately 1,100 sqm

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

6. Proposal for Order and its Justification

- 6.1 This Report sets out the background to and need for the Scheme, as well as the basis on which it is considered that the compulsory purchase of the Order Land is justified, it being considered that there is a compelling case in the public interest to do so. A Statement of Reasons has been prepared for the Order in accordance with the Guidance and a copy of this is provided at Appendix F.
- 6.2 Under Section 226(1)(a) of the 1990 Act, a local authority may be authorised to acquire compulsorily any land within its area, if it considers that the acquisition will facilitate the carrying out of development, re-development or improvement on or in relation to the land. The power under section 226(1)(a) is intended to provide a positive tool to help acquiring authorities with planning powers to assemble land where this is necessary to implement proposals within its Local Plan or where strong planning justifications for the use of the power exist.
- 6.3 A local authority must not exercise the power under section 226(1)(a) of the 1990 Act unless it considers that the development, re-development or improvement is likely to contribute to the achievement of one or more of the following objectives:
- (a) the promotion or improvement of the economic well-being of its area;
 - (b) the promotion or improvement of the social well-being of its area; and
 - (c) the promotion or improvement of the environmental well-being of its area.

Need for Order to ensure Scheme delivery

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

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

Supporting paragraph 7.33 of Policy 7 also states that:

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

- 6.5 Policy 18 (Tangmere Strategic Development Location) confirms that development will be masterplanned in accordance with Policy 7.
- 6.6 The TSDL is allocated for development in the Local Plan and is a proposed allocation in the Emerging Local Plan. The Neighbourhood Plan provides a set of development principles for the TSDL that have informed the Masterplan Document. Between them, these documents identify various infrastructure requirements that the TSDL is expected to deliver, both on- and off-site, including:
- On-site primary school provision;
 - New or expanded community facilities (possibly including a new village centre) providing local convenience shopping (referred to as the ‘Village Main Street’ in the Neighbourhood Plan);
 - Small-scale business uses;
 - Green links to the South Downs National Park and Chichester City;
 - Primary road access from the slip-road roundabout at the A27/A285 junction to the west of Tangmere providing a link with Tangmere Road (referred to as the ‘North-South Link Road’ in the Neighbourhood Plan);
 - Provision for improved more direct and frequent bus services between Tangmere and Chichester city, and improved and additional cycle routes linking Tangmere with Chichester city, Shopwyke and Westhampnett;
 - Provision for the expansion or relocation of the Tangmere Military Aviation Museum; and
 - New public open space including a Community Orchard / Garden / Allotment and a new Public Park comprising sufficient space to include a children’s play area, recreational area, sports pitches and an outdoor sports pavilion.
- 6.7 It is imperative that development comes forward comprehensively in order to provide certainty over delivery of the infrastructure requirements for the planned residential development, and to guarantee that such infrastructure be delivered in a

cohesive and co-ordinated manner. Comprehensive development is also necessary if best and most efficient use is to be made of the TSDL, and delivery of residential development maximised.

6.8 Piecemeal development would be prejudicial to the proper future development of the TSDL, and would not accord with the policies in the adopted Local Plan.

Concerns in this regard include the following:

- Highways and Access: There is a need to ensure a coordinated and connected approach to the delivery of the North-South Link Road, which, by its nature, will need to traverse land controlled by all three current principal landowners. Piecemeal development may result in the delivery of sections of road in different manners, or not at all. A co-ordinated approach is fundamental to the delivery of the Scheme given the lack of potential vehicular connection points into the existing village and the constrained nature of Malcolm Road;
- Public Transport: A comprehensive approach to development is required to enable the proper integration of public transport opportunities into the TSDL, in particular enabling the extension of existing bus services into the site in a practical and commercial manner;
- Public Open Space: Comprehensive development is also required to ensure adequate provision of open space, education and community facilities across the site as a whole. The Neighbourhood Plan requires parts of the TSDL to be provided as open space (including sports pitches and allotments, which includes the relocation of existing allotments onto the TSDL to facilitate the expansion of the Tangmere Military Aviation Museum) and the failure to deliver these is a significant risk to the comprehensive delivery of the TSDL;
- Services: Capacity of incoming services to serve the wider Scheme and not just individual developed parcels is required, this would be at risk were there delivery on a piecemeal basis by different developers;
- Sustainable Drainage Systems (“SuDS”): the provision of SuDS drainage may not be delivered appropriately in the event of piecemeal development. Any independently delivered drainage strategy in the absence of a comprehensive drainage strategy may result in a higher proportion of the TSDL being required for retention basins and subsequent inefficient use of land, which would, in addition to conflict with the Local Plan, not align with the relevant requirements of the NPPF;
- EIA: A comprehensive outline application for the Scheme will require an Environmental Impact Assessment (EIA) as the project meets the spatial criteria within Schedule 2 10 (b) of the Town and Country Planning (EIA) Regulations, 2017 (as amended). Given the degree of functional interdependence required due to the TSDL’s allocation, if the site were to come forward via piecemeal development, a separate EIA could be required for each individual parcel / planning application, to guard against ‘salami-slicing’. In this circumstance any planning applications for individual parcels that were not accompanied by an Environmental Statement would be subject to further delays to allow for an EIA to be undertaken;
- Transport Assessment: Similar to the EIA process, if the development were to come forward via separate piecemeal applications, the Transport Assessments for each application would need to assess the cumulative impact of the development as a whole, and the prospect of these coming forward under a single agreed methodology is unlikely.

- 6.9 A piecemeal approach could render some parcels unviable, resulting in the risk that the TSDL fails to come forward in its entirety and fails to provide the necessary infrastructure required. By taking a piecemeal approach, it is highly unlikely the TSDL would deliver the 1,000 homes identified in the Local Plan, or the increased requirements of the Emerging Local Plan (when adopted).

Scheme Delivery and Viability

- 6.10 As set out at section 4.35 above, through a competitive tender process, Countryside was selected as the Council's development partner to bring forward and facilitate the residential-led development of the TSDL. Under the terms of the Development Agreement entered into between the Council and Countryside, Countryside have agreed to underwrite the Council's professional and other legal and administrative costs associated with pursuing a Compulsory Purchase Order, capped at £300,000.
- 6.11 Countryside is a major housebuilding and urban regeneration company with over 60 years' experience. The company has a track record in delivering large scale residential led schemes in London and the South East, the Midlands and the North West of England. This has included several garden village developments providing between 1,000 and 3,600 residential units, including where compulsory purchase powers have been exercised to bring forward and deliver schemes.
- 6.12 In the year 1st October 2018 to 30th September 2019 Countryside completed on a total of 5,733 homes comprising a mix of private, affordable and PRS (Private Rented Sector).
- 6.13 Countryside, as the main trading entity of Countryside Properties PLC ("CPPLC") can call on its parent company for further lending support if necessary. In February 2016, CPPLC raised £130 million of new capital as part of its initial public offering and secured a Group revolving credit facility of £300 million, which is available until May 2023. As at 30 September 2019, the net assets of CPPLC were £899.1 million and for the financial year ended 30 September 2019, CPPLC delivered adjusted revenue of £1,422.8 million and adjusted operating profit of £234.4 million.
- 6.14 Therefore, Countryside's strong financial position provides the company with the flexibility necessary for implementing compulsory purchase order projects such as the Scheme.
- 6.15 Officers are satisfied that Countryside has sufficient resources and can obtain sufficient funding for both acquiring the Order Land and implementing the Scheme, both presently and during the compulsory acquisition process.
- 6.16 A development agreement between the Council and Countryside was completed on 5th February 2019 and this provides an indemnity for the Council's costs of bringing and making the Order, the acquisition of the land and the payment of compensation, together with securing planning permission and implementing the Scheme within an agreed programme. It also requires Countryside to prepare an outline planning application for the delivery of the TSDL, which is currently being prepared.
- 6.17 Officers have considered the financial viability of the Scheme and the Council has obtained external, independent viability advice from a firm of leading real estate

practitioners in order to satisfy itself that the Scheme is and remains viable. Officers have reviewed this advice and are satisfied that the Scheme is financially viable.

Planning Position and Timetable

- 6.18 Planning permission has not yet been granted in respect of the Scheme. As outlined further below, Countryside anticipate submitting an application for outline planning permission in respect of the Scheme, in April 2020. The outline planning application will seek permission for up to 1,300 homes and associated uses as required by Policy 7 and Policy 18 of the Local Plan, thus ensuring the delivery of the 1,000 homes allocated in the current Local Plan. The Emerging Local Plan proposes to allocate the site for 1,300 homes, and the outline application will seek permission for this number of homes in accordance with draft Policy AL14 and draft Policy S32. It is anticipated that the application will be compliant with planning policy at both a national and local level and therefore at this stage, there is no reason to believe that planning permission will not be forthcoming.
- 6.19 A Planning Performance Agreement was signed between the Council and Countryside on 15th May 2019. This provides for the provision of pre-application advice, masterplanning preparation and the timely consideration of an outline planning application for the Scheme.
- 6.20 Pre-application intrusive and non-intrusive surveying works over the extent of the TSDL were undertaken by Countryside during Spring and Summer 2019.
- 6.21 Following the Council's endorsement of the Masterplan Document in January 2020, it is anticipated that the outline planning application for the Scheme will be submitted in April 2020, with the intention to target a resolution in September 2020.
- 6.22 Once the CPO has been confirmed, the Council will take possession of the entirety of the Order Land within 6 months. Once the Order Land has been transferred to Countryside, the S.106 agreement will be completed with outline planning permission to follow.
- 6.23 Following the grant of outline planning permission, the Scheme will be built in phases, each requiring a reserved matters consent application. The first reserved matters application(s) will likely relate to the key strategic infrastructure required for the Scheme, including the north-south link road, principal areas of public open space and strategic landscaping.
- 6.24 The site preparation works associated with the development of the Scheme will be phased, with initial works anticipated to commence in 2022. This enables infrastructure and construction to commence in 2022. It is expected that the first homes would be completed and available for occupation within 12 – 18 months of starting on site.
- 6.25 Work undertaken to inform Members' assessment has included:-
- (a) an updated viability assessment of the site;
 - (b) a review of the Equalities Impact Assessment required for the CPO (the Equalities Impact Assessment is attached to this report as Appendix D and

- the Director for Planning and Environment’s consideration of the Public Sector Equality Duty is attached to this report as Appendix E); and
- (c) a refresh of the land referencing exercise (which originally took place in January 2018) (Appendix C).

The completion of this work reinforces the Council’s position in seeking to make the Order. The anticipated timescale is set out below, but this is necessarily provisional to some degree.

Table 1 Revised timetable:

Project	Previous completion date (refers to end of relevant calendar month)	Revised completion date (refers to end of relevant calendar month)
Signing of development agreement with Countryside	October 2018	February 2019
Masterplan completed	April 2019	January 2020
Council resolution to make the CPO	May 2019	March 2020
Planning application submitted	October 2019	April 2020
CPO inquiry to start	December 2019	October 2020
Resolution to grant planning permission	March 2020	September 2020
CPO Secretary of State decision on CPO	December 2020	April 2021
Vacant possession secured	December 2020	August 2021
Start on site	December 2021	August 2022

- 6.26 As the Council’s appointed development partner and the party responsible for bringing forward development of the TSDL, Countryside have agreed in principle that the revised timetable can be met. The CPO project will continue to be managed at Countryside by the Project Manager, and by a Principal Planning Policy Officer within the Planning Policy team at the Council, with ongoing assistance from Davitt Jones Bould and Citicentric.

7. Alternatives Considered

- 7.1 The alternative to the use of compulsory purchase powers is that comprehensive development of the TSDL is brought forward by the consortium of landowners and developers. To date, the only proposals to bring forward development of the TSDL by the existing landowners have comprised suggestions that development be brought forward on the basis of their own individual land ownerships, on a piecemeal basis. As already stated, these proposals are not acceptable as they do not comply with adopted development plan policy and would not provide certainty for the cohesive and coordinated delivery of the requisite infrastructure. By taking a piecemeal approach, it is highly unlikely that the TSDL would deliver the 1,000 homes and associated infrastructure identified in the Local Plan, or the requirements of the Local Plan Review.

- 7.2 Accordingly, having regard to the matters set out in this Report, officers believe there is a compelling case in the public interest that justifies the proposed compulsory acquisition of the Order Land.

8. Resource and Legal Implications

Finance implications:

- 8.1 There are significant financial implications arising from making the Order. The Council's development partner has agreed to reimburse the Council's professional and other legal and administrative costs associated with pursuing a CPO, although these are capped as part of the development agreement.

While the decision to proceed (or not) with a CPO is and remains solely that of the Council, the Council should be aware of any financial implications should it decide not to progress with the CPO at this stage. If the Council decides not to progress a CPO in a situation where Countryside (its development partner) considers it appropriate and lawful to do so, then the Council will be obliged to meet the reasonable and proper planning, valuation and legal costs incurred by Countryside to date. These costs are subject to change as Countryside continue to prepare a planning application and Officers will be able to provide a verbal update on the latest position at the meeting.

Resource implications:

- 8.2 The process will continue to be managed internally, requiring use of existing staff resources within the Planning Policy and Legal teams, and external Legal teams.

Legal implications:

- 8.3 There is a risk that affected landowners will challenge the decision of the Council to 'make' the Order. Following the date of the decision, parties will have 21 days within which to lodge an objection. If objections are received, it will be necessary to hold a public inquiry into the Order, conducted by an independent government-appointed Inspector.
- 8.4 It is anticipated that objections to the Order will be received, however officers, along with the Council's external advisors, and a Barrister (QC) appointed to represent the Council, consider that the Council are in a robust position to defend any such challenge through an inquiry.
- 8.5 Following the public inquiry, and the confirmation of the Order by the Secretary of the State, the Council must publicise the decision in local newspapers as soon as possible. The validity of the CPO is capable of being challenged through a judicial review within six weeks of the first newspaper notice.

Human Rights

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

- 8.7 In resolving to make the Order the Council needs to consider the rights of property owners under the Convention against the wider public interest, and in particular those rights under the following provisions.
- 8.7.1 Article 1 of the First Protocol to the Convention - This protects the right of everyone to the peaceful enjoyment of possessions. No one can be deprived of possessions except in the public interest and subject to the relevant national and international laws
 - 8.7.2 Article 8 - This protects private and family life, home and correspondence. No public authority can interfere with these interests except if it is in accordance with the law and is necessary in the interest of national security, public safety or the economic well-being of the country.
- 8.8 The European Court of Human Rights has recognised that "regard must be had to the fair balance that has to be struck between competing interests of the individual and of the community as a whole". Both public and private interests are to be taken into account in the exercise of the Council's powers and duties as a local planning authority. Any interference with a Convention right must be necessary and proportionate.
- 8.9 The Order Land is in agricultural use and does not include any residential properties (with the exception of occupiers who have extended gardens by encroachment into Plot 6 and Plot 13 within the Order Land). Accordingly, no Article 8 rights will be infringed by the making of the Order. There is no suggestion that the Scheme will result in the extinguishment of any commercial enterprise and the owners of the Order Land have themselves indicated an aspiration to bring the Order land forward for development. Agreement on compensation will be settled once the Order is confirmed and in accordance with the applicable code for compensation.
- 8.10 In light of the significant public benefits which would arise from the implementation of the Scheme as set out within this Report, and having regard to the extent of the interference with parties' rights, officers have concluded that it would be appropriate to make the Order. Officers do not regard the Order as constituting any unlawful interference with individual property rights.

Public Sector Equality Duty:

- 8.11 The Council has a duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations. The decision to make the Order is one that this duty applies to.
- 8.12 External consultants have been commissioned to advise the Council on compliance with their duties under the Equality Act 2010 in the context of a CPO. A copy of the Equalities Impact Assessment ("**EqlA**") is attached to this report as Appendix D. The EqlA contains a number of recommendations and an action plan. Officers have had regard to the EqlA, including its recommendations and action plan. The Council has put in place measures to implement the recommendations and actions that can be addressed prior to the making of the Order and will continue to do so following the making of the Order. Further, the Council notes that a number of the

recommendations and actions relate to impacts yet to arise and the Council is mindful of the requirement to address these recommendations and actions as they do so.

- 8.13 The Council's assessment of the potential impacts of the Scheme indicate that the proposals have the potential to deliver multiple beneficial impacts for the local community, including those with protected characteristics in the local area, including:
- the delivery of a range of housing within Tangmere to address local need:
 - The quality of the new homes provided will have a range of positive impacts on equality, including accessibility and adaptability, which may be of significant benefit for those with disabilities, or the elderly.
 - Tangmere currently has a relatively high proportion of social housing, and development of the site will provide a diverse range of tenures including market and affordable housing, potentially providing low cost or shared ownership options, to create mixed and balanced communities.
 - The new homes will utilise sustainable design and construction techniques and be more energy efficient, which will benefit residents by reducing their energy usage.
 - Delivering improvements to local infrastructure including local convenience shopping, and enhanced social, community, recreation, primary education and healthcare facilities, which will be of benefit to all residents in providing better accessibility to infrastructure.
 - Providing enhanced open space and green infrastructure will link Tangmere to Chichester city, nearby developments and the South Downs National Park, which will allow residents easy access to open space for health and wellbeing benefits.
 - Integration with the existing village of Tangmere, in order to achieve the aspirations of the Neighbourhood Plan, to achieve their 'one village' vision. This will benefit new and existing residents by achieving a well-integrated and holistic development.
- 8.14 The Director of Planning and the Environment has considered the results of the EqIA and the Council's Public Sector Equality Duty and taken advice from the Council's legal advisers and is satisfied that in making the recommendations in this report, that the Council has given due regard to its obligations in this regard. A copy of that statement is attached to this report as Appendix E.
- 8.15 With regards to removing or minimising disadvantages suffered by those with protected characteristics, the Council will provide copies of the Cabinet and Council reports in different formats if required. The Council will publish all the Order documents on its website to make them as accessible and available as early as possible. It will also provide hard copies of the Order documents for those without access to the internet.
- 8.16 As the process continues, should there be a need for a public inquiry, when choosing a venue the Council will have regard to those with disabilities and will consider what other steps it can take in respect of eliminating or minimising discrimination for those with protected characteristics.

9. Consultation

- 9.1 The Council's Legal service team, external advisors including the Council's appointed external solicitor, Countryside and their appointed solicitor, and the appointed barrister have been consulted extensively on this matter.
- 9.2 The landowners and developers have been kept aware of the Council's intentions to pursue the CPO process, and have been given opportunities to bring forward the comprehensive development of the TSDL outside of the CPO process. Countryside also continues to engage with the landowners and developers to acquire the land via a negotiated process. Separately, Countryside and the Council have approached the residents of Saxon Meadows concerning the Order and the re-grant of rights over land. Negotiations will continue in parallel with the CPO process.

10. Community Impact and Corporate Risks

- 10.1 As set out in this Report the acquisition of the TSDL for development is fundamental to the delivery of the objectives and policies of the adopted, and emerging, development plans. Development of the TSDL has the capacity to create a significant number of new homes of different tenures, as well as sport and leisure opportunities, a new school and community/retail facilities. There are considerable benefits of the scheme for the local community.
- 10.2 There may be a negative impact if the TSDL is not delivered in line with the Local Plan strategy.
- 10.3 There are potential strategic risks arising from the CPO process to deliver the TSDL, including challenges to the CPO decision, and potentially negative publicity for the Council. However, these have been weighed against the reputational risks to the Council of being perceived as failing to deliver the housing identified in the adopted Local Plan, as well as risks to the Council in being able to demonstrate a robust five year housing land supply.

11. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder The proposals in the masterplan and planning application should ensure that at the very least there is no negative impact on the potential for crime and disorder and that there should be a positive impact in reducing the potential for crime and disorder.	X	
Climate Change and Biodiversity Any masterplan or planning application should ensure that at the very least there should be no negative impact for climate change and that there should be a positive impact by including mitigation or adaption measures. Any application should seek to minimise the impacts on and provide net gains for biodiversity.	X	
Human Rights and Equality Impact Considered and set out at section 8 of this Report. The EqIA is attached at Appendix D and officer assessment of compliance at Appendix E.	X	
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X

<p>Health and Wellbeing Proposed development at the TSDL is predicted to deliver multiple beneficial impacts for the local community, including for their health and wellbeing. The quality of the new homes, including their adaptability and accessibility, will positively impact the community, particularly those with disabilities and the elderly. Additionally, development would deliver positive impacts through improvements to local infrastructure including community and healthcare facilities, as well as the provision of enhanced open space and green infrastructure.</p>	X	
<p>Other (please specify)</p>		X

12. Terms used

The following terms are used in this Report:

1981 Act	Acquisition of Land Act 1981.
1990 Act	Town and Country Planning Act 1990.
Countryside	Countryside Properties (UK) Limited of Countryside House, The Drive, Brentwood, Essex, CM13 3AT.
District	The administrative area of the Council.
Emerging Local Plan	Chichester Local Plan Review 2016-2035 – Preferred Approach (December 2018).
EqIA	An Equalities Impact Assessment, prepared by Mott MacDonald and dated 7 th February 2020.
Local Plan	The Chichester District Council Local Plan “Chichester Local Plan: Key Policies 2014-2029”, adopted by the Council on 14 July 2015.
Masterplan Document	The masterplan prepared by Countryside and submitted to and validated by the Council on 15 November 2019 (ref: 19/02836/MAS).
Neighbourhood Plan	The Tangmere Parish Council Neighbourhood Plan 2014-2029, “made” by the Council on 19 July 2016.
NPPF	The National Planning Policy Framework (February 2019)

NPPF (2012)	The National Planning Policy Framework (March 2012).
OAN	The objectively assessed housing need for the Council's administrative area
Order	Chichester District Council (Tangmere) Compulsory Purchase Order 2020.
Order Land	Land identified within the schedule to the Order which refers to the Order Map.
Order Map	The map accompanying the Order which identifies the Order Land.
Schedule	The schedule to the Order
Scheme	The development of the TSDL to deliver at least 1,000 homes (consistent with the figure identified in the Local Plan) and up to 1,300 homes (consistent with the figure identified in the Emerging Local Plan), associated infrastructure, school, open space and community facilities. Further detail is set out in Section 5.2 of this Report.
Secretary of State	Secretary of State for Housing, Communities and Local Government.
TSDL	The Tangmere Strategic Development Location as identified within the Chichester Local Plan: Key Policies 2014 – 2029 and shown edged red on Appendix A.

13. Appendices

Appendix A: Red line plan of Tangmere SDL

Appendix B: Proposed Order Map

Appendix C: Land referencing schedule (Part II – EXEMPT)

Appendix D: Equalities Impact Assessment

Appendix E: Statement as to compliance with Public Sector Equality Duty

Appendix F: Statement of Reasons

Appendix G: Valuation Assessment (Part II – EXEMPT)

14. Background Papers

Tangmere Strategic Development Location – Selection of a Development Partner – Cabinet Report (September 2018)

Delivery of the Tangmere Strategic Development Location – Cabinet Report (July 2017)

Delivery of the Tangmere Strategic Development Location – Cabinet Report (June 2016)

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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Chichester District Council

CABINET

3 March 2020

Report of Independent Remuneration Panel

1. Contacts

Report Author:

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2. Recommendation

2.1 That Cabinet considers the report of the Independent Remuneration Panel and advises the Council as to their recommendations.

3. Background

- 3.1 The Council has a scheme of members' allowances, which is normally reviewed in the first year after the election of a new Council. A review is now due, for implementation from 1 April 2020.
- 3.2 The process is governed by the Local Authorities (Members' Allowances) (England) Regulations 2003. The Regulations provide that it is for each local authority to decide its scheme and the amounts to be paid under that scheme. Because it is difficult for councils to consider these matters objectively, they are required to establish and maintain an Independent Remuneration Panel to provide them with advice on their scheme. Local authorities must have regard to this advice, but are not required to follow it.
- 3.3. As the Government's guidance explains: "The approach, therefore, is one where questions as to the amounts payable to members are matters for local determination. In this way, councils can take full account of their particular circumstances, including the precise form of their new constitution, and be directly accountable to their electorate. This accountability is sharpened through each council being advised on its own allowances scheme by a local panel whose members are required to be independent."
- 3.4 The report of the Council's Independent Remuneration Panel (IRP) is appended to this report. An extended extract from the Government's guidance is set out at Appendix 2 of their report.
- 4. Outcomes to be achieved**
- 4.1. The scheme of allowances should conform to Government regulations and guidance, and be fair to both the councillor and the council taxpayer. It should ensure that

councillors are not out-of-pocket, and that their allowances reflect a fair recognition for the time devoted to the various roles they fulfil. The allowances should, therefore, be set at levels that do not impose financial penalties on members for their time and effort or impose an unreasonable burden on council taxpayers.

- 4.2. The regulations require the Council to give public notice of the adoption of a scheme of members' allowances, and then annually publish the total sum paid to each member.

5. Proposal

- 5.1 The proposals are set out in detail in the appendix panel report. In outline the report recommends to full Council that the basic allowance should increase to £5200, that no additional special responsibility allowances should be added, but that some changes to some SRAs should be applied, that dependants carers allowances should be increased from £10 to £18.20 per hour and that largely otherwise the scheme remain largely unchanged.
- 5.2 The effect of the proposed changes are that the reduction in members from 48 to 36 generated a "saving" of £56,700 each year, and that the various increases recommended will generate an estimated increase of £21,300 leading to a net reduction of budget position of £35,400 per annum.

6. Alternatives that have been considered

- 6.1 As indicated by the national guidance at Appendix 2, the Cabinet may recommend, and Full Council may adopt, alternatives to the IRP recommendations but should state its full reasons for doing so.

7. Resource and legal implications

- 7.1 Budget implications are set out in the report. If the recommendations are adopted in full the base budget will be under committed by £65K in the first financial year once the sums are confirmed by Full Council. In following years changes in travelling and other allowances that are linked to staff rates will be changed with those rates.

8. Consultation

- 8.1 The IRP consulted members during the course of their work as explained in the report. A detailed questionnaire was sent to all members, and interviews with a large pool of members was undertaken across various levels of experience and across the parties.

9. Community impact and corporate risks

- 9.1 The decision as to remuneration will have an impact upon Council taxpayers and having a fair and clear process of remuneration for members is positive to community views of the members.

10. Other Implications

Are there any implications for the following? If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime & Disorder: The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder?		No
Climate Change and Biodiversity: Are there any implications for the mitigation of/adaptation to climate change or biodiversity issues? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		No
Human Rights and Equality Impact: You should complete an Equality Impact Assessment when developing new services, policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.		No – changes are not considered so significant as to required EIA.
Safeguarding and Early Help: The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk? The Council has committed to dealing with issues at the earliest opportunity, do these proposals have any implication in reducing or increasing demand on Council services?		No
General Data Protection Regulations (GDPR): Does the subject of the report have significant implications for processing data likely to result in a high risk to the rights and freedoms of individuals? Processing that is likely to result in a high risk includes (but is not limited to): <ul style="list-style-type: none"> • systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals. • large scale processing of special categories of data or personal data relation to criminal convictions or offences. • Any larger scale processing of personal data that affects a large number of individuals; and involves a high risk to rights and freedoms e.g. based on the sensitivity of the processing activity. • large scale, systematic monitoring of public areas (including by CCTV). Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.		No
Other (Please specify): eg health and wellbeing		

11. Appendices

11.1 Report of the Remuneration Panel

11.2 Appendix one of report : financial summary of panel recommendations

11.3 Appendix two of report : extracts from Government Guidance on Members Allowances Schemes

11.4 Appendix three of report : Suggested revised scheme of allowances from 1st April 2020

12. Background Papers

None

Chichester District Council

CABINET

3 March 2020

Energy Procurement

1. Contacts

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2. Executive Summary

This report sets out the contract options for the procurement of electricity and gas supplies for the Council's property, including details of the cost of opting for renewable energy.

3. Recommendations

3.1 Cabinet is recommended to:

- 3.1.1 Note the Environment Panel's recommendations as set out in paragraph 9.1.**
- 3.1.2 Approve that the Council continues as a participating authority in a tripartite contract with the LASER Energy Buying Group and enter into a new 'purchase in advance' 4 year contract with effect from 1 October 2020.**
- 3.1.3 Subject to Council making funds available when determining the 2020-21 budget spending plans, approve that the Council pays the uplift cost for its electricity supply to become 100% renewable, estimated to be £1,000 per annum.**

- 3.1.4 Subject to Council making funds available when determining the 2020-21 budget spending plans, approve the uplift cost for a 100% renewable gas supply, estimated to be £4,500 for year one of the contract.**
- 3.1.5 Note the Environment Panel's support for an investigation into the use of Power Purchase Agreements relating to renewable energy in relation to future energy procurement.**

4. Background

- 4.1 Cllr Sharp presented a motion to Full Council on 24 September 2019 as follows:-
- 4.1.1 'We note that the Council has declared a Climate Emergency in the summer. One of the key actions that individuals, businesses and councils can take to reduce their carbon footprint is to source their electricity from renewable sources and change to a Green Tariff. We therefore recommend to the Council:-
- i. That enquiries be made to compare different renewable energy providers to demonstrate the council's commitment to reducing its impact on the environment;
 - ii. That an evaluation of the comparison of prices between a 100% Green tariff and a Brown tariff takes place including consideration of fixed and flexible pricing and the length of the contracts;
 - iii. That the council's energy supply contracts be reviewed;
 - iv. That an energy procurement strategy that supports local community energy providers be created (example: the County Council's Your Energy Sussex <https://www.yourenergysussex.org.uk>
- 4.2 A counter motion was made by Cllr Plant 'That this matter be referred to the Environment Panel to consider and make its recommendation to the Cabinet as to the council's energy procurement strategy for 2020 and beyond'.
- 4.3 The resolution made by Council was to agree the counter motion and this report sets out the current energy procurement arrangements and proposal for the procurement of energy from October 2020 for the next contract period.

5. Current Position

- 5.1 The current tripartite energy contracts for the supply of Electricity and Gas are awarded to Kent County Council, LASER Buying Group and energy suppliers Npower and Total GP Gas. The current contract will expire on 30 September 2020. The council will therefore require new energy contracts to be awarded and in place in order to purchase energy, several months prior to this date.
- 5.2 The council has in previous contracts required price certainty and opted for a 'Purchase In Advance' (PIA) agreement. This ensures that the council's energy requirements are purchased prior to the start date of the next contract year at a fixed

price. This type of agreement enables the council to budget effectively on a year by year basis over the 4 year contract. The contract also includes a 2 year break clause should the council wish to terminate the contract.

- 5.3 LASER's published figures on its buying performance have been benchmarked with other large buying organisations to compare market prices. The results confirm that LASER has achieved better than average energy prices when compared with its competitors with electricity and gas prices showing as lower by 15% and 12.5% respectively.
- 5.4 The council currently has sixty three sites with individual electricity supplies. The total electricity consumption from October 2020 is expected to be approximately 1,715MWh per annum. There are five major sites comprising East Pallant House, the Avenue De Chartres multi storey car park, Chichester Contract Services Depot at Westhampnett, the Novium Museum and Westward House Hostel, which account for 64.5% of the councils total annual electrical consumption requirement.
- 5.5 The council has two major sites and a third smaller site with gas fuel energy, namely EPH, the Novium Museum and Florence Road pavilion. The total gas consumption from October 2020 is now expected to be approximately 545MWh per annum. The Works Depot at Westhampnett is heated using LPG and is not included in this LASER contract.
- 5.6 The approximate annual total of corporate energy spend under this contract based on the consumption figures for electricity and gas above under a 'PIA' agreed flexible energy contract using a conventional fuel mix is estimated as follows.
 - Electricity costs £257,000 of which £30,000 are recoverable.
 - Natural Gas costs £18,800

6. Green Energy Options

- 6.1 Flexible energy contracts offer environmentally friendly renewable electricity options and green gas supply options. Both have certificated schemes of origin which meet stringent tracking and procurement procedures and greenhouse gas reporting requirements, with LASER providing those certifications. Details of these schemes and the anticipated cost impact are set out at Appendix 1, along with the total reduction in carbon dioxide equivalent emissions if the renewable options are selected.
- 6.2 Where natural gas is unavailable, the council also uses Liquid Petroleum Gas (LPG) as a fuel gas, notably at the CCS Works Depot. For clarity this fuel gas is procured under a separate contract. The total annual consumption is 195MWh at a cost of £8,300/annum.
- 6.3 There is a green option to substitute LPG for Bio LPG which has a calorific value identical to LPG and is covered under certification schemes in the same way as electricity and gas. To date Bio LPG is mainly used in the automotive industry but will eventually be rolled out for commercial heating purposes. Changing to Bio LPG may require price uplift but no information is available at this time. Officers are in contact with the current LPG supplier and this option is expected to be available with in the period covered by this report.

- 6.4 Changes are already evident in the evolving shape of energy generation in the UK. The share of the electricity fed into the UK's national grid derived from fossil fuels is decreasing as the fuel mix continues to move towards renewable sources and this trend is set to continue.
- 6.5 Electricity generated from renewables now has a 36% share of the market and with nuclear providing 16% this raises the current overall low carbon share of generated electricity to 52%. The percentage of gas generated electricity is now approximately 42% and the remaining 6% of fossil fuel generated electricity is from coal and oil. Therefore, should the council opt for a conventional supply there will be a proportion of the low carbon percentage supplied to its sites.

7. Proposal

7.1 It is proposed that:-

- 7.1.1 The council continues as a participating authority in a tripartite contract with the LASER Energy Buying Group and enters into a new 4 year 'PIA' contract from 1 October 2020.
- 7.1.2 The council commits to procuring 100% green electricity and gas through that contract, subject to consideration of the total cost uplifts.
- 7.1.3 Officers continue to explore the cost implications of changing to Bio LPG in readiness for the renewal of that contract.

8. Alternatives Considered

- 8.1 An alternative would be to seek to procure stand-alone energy contracts directly with energy suppliers. Whilst this could result in a more favourable financial arrangement for the council, the process would require a significant staff resource commitment and the process would be lengthy, without guarantee of a better outcome. In addition, this option could leave the council at risk of exposure to changes in energy security, due to the chosen supplier leaving the energy market.

9. Consultation

- 9.1 The counter motion agreed by Council in September 2019 was considered by the Environment Panel at its January meeting. Following discussion of the issues, the Panel made the following recommendations, which have been accommodated as set out earlier in this report.
- 9.1.1 That the Council continues as a participating authority in a tripartite contract with the LASER Energy Buying Group.
- 9.1.2 That the Council pays the uplift cost for its electricity supply to become 100% renewable.
- 9.1.3 That pending further investigation by officers the Council considers paying the uplift cost for its gas supply to become 100% renewable, given the leadership and commitment that would be demonstrated through becoming a 100% renewable energy council.

9.1.4 That the Environment Panel notes its support for investigation into the use of Purchase Price Agreements relating to renewable energy in relation to future energy procurement.

10. Resources & Legal Implications

10.1 The LASER Buying Group completed an OJEU procurement energy tendering procedure in 2018 to procure their new energy framework suppliers for the period 1 October 2020 to 30 September 2024. Npower Business Solutions have been awarded the flexible electricity supply contract and Total Gas & Power (TG&P) have been awarded the flexible gas supply contract. This reflects no change in suppliers from the current framework arrangements. The value of these contracts has an estimated total value of £450m.

10.2 From those companies that responded to the procurement exercise, the 3 remaining that were not selected have been retained as 'back up' should further supplies be required from sources other than from the two selected suppliers.

10.3 The LASER contract arrangements are part of a compliant framework, thereby requiring no additional procurement process and this has been confirmed by Legal services.

11. Community Impact and Corporate Risks

11.1 The community impact will include a reduction in carbon emissions from council property.

11.2 The Corporate risks to energy security and excessive cost increases over the 4 year contract are considerably reduced.

12. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity Subject to the decision regarding percentage of renewable/green electricity generation and green gas to be included in the fuel mix there will be a reduction in carbon dioxide emissions as a result of awarding this contract of 587.5 Tonnes/annum.	X	
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X

13. Appendices

13.1 Appendix 1 – Energy comparison and cost information

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APPENDIX 1

ENERGY COMPARISON & COST INFORMATION

	Certification Scheme	Cost Uplift (estimated)	Additional cost to CDC	Percentage Uplift from current annual cost	Total reduction in CO2 equivalent emissions
Electricity	The Renewable Energy Guarantees Origin (REGO) certification provides a green electricity option. In this scheme equivalent REGO certificates are issued to match actual consumption over the same period which provides good audit evidence. Energy labels can also be displayed on appropriate sites.	Approximately 0.05pence/kWh	£1,000 per annum	0.61%	485.5 Tonnes
Gas	Certification in the form of Renewable Gas Guarantees of Origin (RGGOs) are unique identifiers issued by the Green Gas Certification Scheme (GGCS) for each kWh of Bio methane produced and contractually injected by the customer into the gas distribution network, displacing fossil fuel gas and contributing to the offset carbon emissions.	Approximately 0.8pence /kWh There is a higher likelihood of cost increases for Bio methane certificates, which could see cost uplifts of between 1.0pence and 1.2per /kWh in future years.	£4,550 per annum if applied to the three main gas heated buildings (based on 0.8pence /kWh increase). £5,687 per annum based on 1.0pence /kWh increase £6,824 per annum based on 1.2pence /kWh increase	24.26% 30.32% 36.36%	100.2 Tonnes

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Chichester District Council

THE CABINET

3 March 2020

Pallant House Gallery - CDC Appointed Trustee

1. Contacts

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2. Recommendation

- 2.1 Cabinet approve the alignment of the term of appointment of the Chichester District Council representative to Pallant House Gallery Trust and Company to the local election cycle.**
- 2.2 Cabinet approve the extension to the existing appointment of Councillor Clare Apel until the next local election (May 2023), or until the appointee ceases to hold office.**

3. Background

- 3.1 In line with the funding agreement and monitoring framework between Chichester District Council and Pallant House Gallery, Chichester District Council appoints a Councillor to the Pallant House Gallery Trust and Company.
- 3.2 Correspondence has recently been received from the Pallant House Gallery Director to request that the appointment of this role be aligned to the local election cycle resulting in confirmation of the current appointment until the next local election or until the appointee ceases to hold office.

4. Outcomes to be Achieved

- 4.1 At the meeting on 4 June 2019, Cabinet appointed Councillor Clare Apel as representative for Pallant House Gallery – Trust and Company from 2019-2020 for a term of up to 4 years expiring on any 30 September.
- 4.2 By extending this appointment until the next local election or until the appointee ceases to hold office will give more stability for the Board.

5. Proposal

- 5.1 Correspondence has been received from the Director of Pallant House Gallery requesting that the Chichester District Council Member appointment be aligned to the local election cycle to enable longer term planning and stability for the Board.

6. Alternatives Considered

- 6.1 Retain appointment process as is but this may result in the need to extend the appointment from September 2022 to May 2023 elections.

7. Resource and Legal Implications

- 7.1 Paragraph 32 of Section 2 – Terms of reference and delegated powers of committees of the constitution identifies the Cabinet power to appoint to an outside body where the function relates to the Cabinet, the time period for this is however silent. Legal services have advised that it would be for the Cabinet to amend this appointment timeframe.

8. Consultation

- 8.1 Internal consultation with Legal and Members services team

9. Community Impact and Corporate Risks

- 9.1 This proposal does not have any direct community impact however by having a longer term appointment, it makes it easier for Pallant House Gallery to plan and ensure stability through this appointment.

10. Other Implications

	Yes	No
Crime and Disorder		✓
Climate Change and Biodiversity		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing		✓
Other (please specify)		✓

11. Appendices

None

12. Background Papers

None

Chichester District Council

CABINET

3 March 2020

Charging for Discretionary Food Safety Services

1. Contacts

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2. Recommendation

- 2.1 That Cabinet approve the new food safety fees and charges for 2020-21 for food hygiene rating revisits, advice for new and existing businesses and food export health certificates, as set out in the Appendix to this report.**

3. Background

- 3.1 The Health Protection team have been delivering the Food Standard Agency's (FSA) Food Hygiene Rating Scheme (FHRS) since 2011. This scheme encourages businesses to improve hygiene standards and assists consumers in making informed choices about where they eat. A green sticker is displayed for the public to see at the front of their premises. Following a food hygiene inspection by the Council's food safety officers, businesses are rated between 0 (urgent improvement necessary) and 5 (very good). Currently, a food business can request an officer inspection for re-rating at no charge however there are provisions in the legislation for the Council to charge for this service on a cost recovery basis.
- 3.2 Ratings for businesses are publicly displayed on the ratings website <https://ratings.food.gov.uk/> and so there is a greater incentive to businesses to improve standards more quickly. The introduction of a charge for a re-rating inspection will enable a revisit sooner so should drive up food hygiene standards.
- 3.3 In addition, the Council has always offered free advice to new and existing businesses to assist them in complying with the regulatory system. By providing such services, local businesses can be given considerable support which is beneficial in the long-term but it can be time consuming for officers and so it is appropriate to consider recovering these costs from the business operator.
- 3.4 Local Authority Environmental Health Officer's (EHO's) are authorised to issue Export Health Certificates (EHC) to premises holding Council approval for the manufacture/production of fishery products. The Council can charge for this service

on a cost recovery basis. This will apply once the UK has exited the EU and any transitional arrangements have passed.

4. Outcomes to be Achieved

- 4.1 That proposed fees are deemed to be fair and reasonable, based on the “Open for Business”: LGA guidance” on locally set fees and which achieve recovery of the Council’s costs in administering and delivery of these discretionary services which are valued by local businesses.

5. Proposal

- 5.1 That a new fee structure is introduced on 1 April 2020 (as set out in the Appendix) which ensures cost recovery to the Council of providing these discretionary services.
- 5.2 The proposal is to charge a fee of £166 for FHRs rating revisit inspections. All revisit requests will be carried out within a maximum three month period of the fee being paid. There is no limit on the number of requests a business can make but a fee will be payable each time.
- 5.3 Officers are also proposing to charge new and existing businesses who want food hygiene advice, a fee of £205 for a maximum two-hour visit with additional advice charged at £100 per hour. The exact service provided is specified in the Appendix for food hygiene advice and guidance. The fee is based on the average time spent providing local businesses for this service.
- 5.4 Businesses requiring Export Health Certificates (EHC) for fishery products will be charged £135 for the first certificate and any subsequent certificate requested on the same day/batch will be charged at an additional £65. This will apply after the EU Exit transitional period has finished, unless a trade deal is reached sooner.

6. Alternatives Considered

- 6.1 That these services continue to be provided free of charge – this is the current approach, but as these are discretionary services, there is considered to be justification for charging a fee on a cost recovery basis.
- 6.2 Do not provide any food hygiene advice – this would be likely to lead to a drop in food safety standards across the District and the increased risk of incurring additional enforcement work which will directly impact Council resources.
- 6.3 FHRs revisits – Whilst this is not a statutory duty, the Council is obliged to carry these out under the Food Standards Agency’s national FHRs scheme. Local Authorities are now specifically empowered to charge for this service and it is considered appropriate to do so.

7. Resource and Legal Implications

- 7.1 FHRs revisits and any food hygiene advice offered will be carried out within existing staff resources.

7.2 Based on previous years' workload levels, income is expected to be around £8,000 per annum (noting the possibility of an element of consumer resistance to a charging scheme). This will be used to offset staffing costs in the Health Protection Service.

7.3 There are no legal implications.

8. Consultation

8.1 Businesses are being advised about the anticipated introduction of charging during inspections and through other methods of communication in the lead up to 1 April 2020. All documentation and the Council's website pages relating to FHRS and food safety advice is in the process of being updated.

9. Community Impact and Corporate Risks

9.1 Although there is a cost to the food business, an improved rating is likely to be financially advantageous to the business by attracting additional custom, allowing the food business to recoup these costs. Advice given by Council Officers will enable a business to concentrate their efforts where most needed to comply with food safety regulations and therefore reduce any unnecessary expenditure.

9.2 When the UK has fully exited the EU it will be a legal requirement that fishery exports are accompanied by an Export Health Certificate.

9.3 Any corporate risk would be related to allegations of incorrect advice being given. Although this is considered unlikely, the Council is insured against any such losses that may result.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity		X
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing Food Business Operators should ensure compliance with food legislation. Failure to comply could result in a risk to public health. The provision of this advice helps to ensure compliance with food safety legislation.	X	
Other		X

11. Appendix

11.1 Appendix – List of proposed Food Safety Services Fees and Charges 2020-21.

12. Background Papers

None

Appendix

		Charge (£) + VAT
1	Food Hygiene Rating Scheme	
	Food Hygiene Rating Revisit	166.00
2	New business advice	
	<p>Advice given by a Food Safety Officer before a new business opens to make them aware of food hygiene requirements to be considered before they start trading.</p> <p>There is a charge for this service of £205 for a maximum two hour visit by a Food Safety Officer and then £100 for each additional hour. This includes the following;</p> <ul style="list-style-type: none"> • A two hour site visit of the proposed premises offering advice about structural requirements and proposed layout. • On site written report summarising visit and recommendations. • Issued with a copy of the relevant Safer Food Better Business pack and a 12 month supply of diary sheets, along with explaining how it should be completed. • Signposting to other sources of information, agencies or Council departments as appropriate. 	<p style="text-align: right;">205.00 (for max. 2 hr visit and inclusions)</p> <p style="text-align: right;">100.00 (for each additional hr)</p>
3	Existing business advice	
	<p>For those already running a food business, they can request food safety advice or advice on how to improve their food hygiene rating.</p> <p>There is a charge for this service of £205 for a maximum two hour visit by a Food safety Officer and then £100 for each additional hour. This includes the following;</p> <ul style="list-style-type: none"> • A two hour site visit of the proposed premises offering advice about structural requirements and proposed layout. • A full review of your premises and food safety documentation i.e. SFBB • The officer will discuss with you the legal requirements and advisory matters that require attention. • A detailed report listing all the requirements that need to be addressed to improve their rating. • Other requests tailored to their needs. 	<p style="text-align: right;">205.00 (for max. 2 hr visit and inclusions)</p> <p style="text-align: right;">100.00 (for each additional hr)</p>
4	Export Health Certificates	
	First certificate (Includes max. 2 hours visit, travel time and issue of certificate)	135.00
	Subsequent certificates (issued for same batch on same day)	65.00