

Public Document Pack

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A meeting of the **Cabinet** will be held virtually on **Tuesday 12 May 2020** at **9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr M Bell, Mr R Briscoe, Mrs P Plant, Mr A Sutton 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 3 March 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.

RECOMMENDATIONS TO COUNCIL

- 5 **Urgent Decision Notice - Increasing the Provision of Short Stay Accommodation at 22 Freeland Close, Chichester** (Page 15)
The Cabinet is requested to note the Urgent Decision made during the current Pandemic and recommend the decision also be noted at the next Full Council meeting.
- 6 **Urgent Decision Notice - Insurance Services Contract & Brokerage Services** (Page 17)
The Cabinet is requested to note the Urgent Decision made during the current Pandemic and recommend the decision also be noted at the next Full Council meeting.

- 7 **Urgent Decision Notice - Financial support for the Council's leisure contractor, Sport & Leisure Management Limited** (Page 19)
The Cabinet is requested to note the Urgent Decision made during the current Pandemic and recommend the decision also be noted at the next Full Council meeting.
- 8 **Urgent Decision Notice - Cancellation of CDC Farmers Market** (Page 21)
The Cabinet is requested to note the Urgent Decision made during the current Pandemic and recommend the decision also be noted at the next Full Council meeting.
- 9 **Urgent Decision Notice - Social Prescribing** (Page 23)
The Cabinet is requested to note the Urgent Decision made during the current Pandemic and recommend the decision also be noted at the next Full Council meeting.
- 10 **Urgent Decision Notice - Suspension of Parking Charges and delay of amendment to Parking Order, including inflationary car parking charge increase in District Council-owned car parks** (Page 25)
The Cabinet is requested to note the Urgent Decision made during the current Pandemic and recommend the decision also be noted at the next Full Council meeting.

KEY DECISIONS

None.

OTHER DECISIONS

- 11 **Appointments to Panels**
The Cabinet is requested to make the following Panel appointment changes:
1. That Cllr Carol Purnell replaces Cllr Janet Duncton on the Development Plan and Infrastructure Panel.
 2. That Cllr Norma Graves replaces Cllr Alan Sutton on the Grants and Concessions Panel.
- 12 **Chichester Contract Services - New Business Opportunity Trade and Domestic Bin Cleaning Service** (Pages 27 - 32)
The Cabinet is requested to consider the agenda report and its appendix and make the following resolution as set out below:
- That the Cabinet approves the release of £41,000 from reserves for the implementation of a new mobile waste bin cleaning service for businesses and residents including the purchase of a new vehicle based bin cleaning machine and vehicle.

13 **Response to Covid-19** (Pages 33 - 58)

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

1. That Cabinet notes and comments on the Council's response to Covid19 (C19) emergency to date.
2. That Cabinet notes that a report on the financial implications of C19 on the Council's finances will be prepared for consideration by Corporate Governance and Audit Committee, Cabinet and Council.
3. That Cabinet notes that a Recovery Framework Document will be developed for consideration by Overview and Scrutiny Committee, Cabinet and Council.

14 **Southern Gateway - Communications Plan** (Pages 59 - 67)

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

That Cabinet approves the communication and stakeholder engagement structure and governance arrangements for the Southern Gateway project in appendix one.

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**

There are no restricted items for consideration at this meeting.

NOTES

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. The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should 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.

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

Members Present 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

Members Absent

In attendance by invitation

Officers Present Mr J Bacon (Building & Facility Services Manager), Mr T Ayling (Divisional Manager for Planning Policy), Mr N Bennett (Divisional Manager for Democratic Services), Mr I Brightmore (Divisional Manager for Health Protection and Wellbeing), Ms H Chivers (Planning Policy Officer), Mr D Cooper (Group Accountant), Dyer (Health Protection Manager), Mr A Frost (Director of Planning and Environment), Mrs L Grange (Divisional Manager for Housing), Miss L Higenbottam (Democratic Services Manager), Mr T Radcliffe (Human Resources Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive), Western (Housing Delivery Manager) and Mr J Ward (Director of Corporate Services)

111 **Chairman's Announcements**

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

Mrs Lintill then read out the emergency evacuation procedure.

There were no apologies for absence.

112 **Approval of Minutes**

The Cabinet received the minutes of the meeting held on 4 February 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 4 February 2020 be approved.

113 Declarations of Interests

Mr Bell declared a personal interest in respect of agenda item 8 as a Board Member of Stonepillow.

Mrs Shepherd confirmed that members would not be required to declare an interest in respect of agenda item 11 as the item relates to all members.

114 Public Question Time

The following public questions were read with the responses indicated in italics:

Question 1 from Mr Kerry-Bedell:

Reviews with our planning consultants Troy, as well as AECOM, and also raised at our meeting with Council Planners on 14th January, show that the Chidham and Hambrook Parish Neighbourhood Plan cannot accommodate it's Council imposed 500 new house allocation that is currently in the Local Plan. We need guidance on which, and in what priority order, we should decide to A) build new houses in the AONB B) build houses over the new CDC Wildlife corridors or C) build houses outside our agreed settlement boundary, all three options of which contravene the Council's own policies and development principles.

The following answer was provided by Cllr Taylor:

Thank you for your question. It should be said that the previous proposed allocation of 500 homes in the Preferred Approach Plan was informed by a technical report on land availability in accordance with government guidance. That document identified sites within the parish that were outside the AONB and the proposed wildlife corridors, with a total capacity of 565 dwellings.

Although work undertaken on behalf of the Parish Council has been seen by officers, this does not appear to clearly show that the figure of 500 homes is unachievable.

However, the Parish Council's concerns relating to the suitability of the proposals in the Preferred Approach Plan for 500 homes in Chidham and Hambrook Parish are noted and were recognised in the report 'Local Plan Review - Responses to Preferred Approach Consultation and Way Forward' considered by Council in December 2019. At that time the Council endorsed the statement that further consideration will need to be given to the capacity of this service village to accommodate significant additional development.

I can confirm that work is ongoing to carefully consider the distribution of development across the Local Plan area and a proposed revised option will be

brought to District Council members to consider in due course, before being advised to Parish Councils.

Mr Kerry-Bedell was permitted a supplementary question. In relation to the Natural England methods for nitrate neutral house building mitigation he asked for advice with regard to what those working on Neighbourhood Plans should do.

Mrs Taylor explained that there are ongoing discussions with Natural England regarding mitigating the nitrates issue. Mr Frost added that individual parishes are not expected to come up with the solutions at this stage. He confirmed that officers have offered meetings with parish councils to advise further.

Question 2 from Mr Kerry-Bedell:

“CDC should be applauded for confirming Wildlife Corridors in the new Local Plan. However, for the detail required for Neighbourhood Plans, Parishes can’t plan out their housing sites or work out the exact overlaps between many of our housing allocation sites and the Wildlife Corridors. This will require large scale high resolution maps of all five wildlife corridors, together. When will these be made available to all Parishes?”

The following answer was provided by Cllr Taylor:

High resolution maps of the corridors proposed in the Preferred Approach Local Plan can be provided. Further evidence is being gathered to support the identification and confirmation of the wildlife corridors and any amendments to the boundaries will be communicated to parishes in due course.

Mr Kerry-Bedell was permitted to ask a supplementary question regarding the timing and availability of the maps.

Mr Frost explained that the maps can be made available. He clarified that the boundaries may be subject to adjustment which in turn could affect the final boundaries of the wildlife corridors.

115 Allocation of Commuted Sums to Deliver Affordable Housing

Mrs Graves introduced the report. She explained that in certain circumstances the council accepts commuted sums from developers in lieu of the provision of affordable housing. The funding is used to support alternative schemes which Registered Providers are able to bring forward. She confirmed that the council is keen to support schemes which deliver homes at social rent levels which both the schemes recommended do. The Worthing Homes scheme in Bracklesham will provide nine homes for rent including one wheelchair accessible unit. The Chichester Greyfriars’ scheme will provide eight new homes for older people as part of their existing development at Royal Close, Chichester. Both schemes will also attract Homes England funding.

Mr Western and Mrs Grange responded to members questions. Regarding the time limit on S106 Commuted Sums Mrs Grange confirmed most commuted sums are now accepted on the basis that they will be used within ten years. With regard to the tenancy arrangements he explained that they would initially be fixed term. With regard to whether grants are subject to satisfactory nomination agreement with the council Mrs Grange clarified the levels are 100% for nominations completion and 75% thereafter for voids.

Cllr Moss then read the following statement out on behalf of Cllr Sharp:

These homes are desperately needed by local people. In the last few weeks Greyfriars have been working with the Homeless team at the Council and have had several nominations that are from people in their 70s that are threatened with homelessness or indeed have been homeless and previously been living on the streets and have gone through Stonepillow/the Council.

Greyfriars' rents are affordable and within benefit levels as social rents and they include two flats that are wheelchair standard. There are also some features to deal with the climate change emergency eg solar PV. So I wholeheartedly support the allocation of a grant to this project.

However, the Council needs to be made aware that there is concern among local residents in Royal Close and surrounding areas about the difficulty people of all ages have crossing the Bognor Road to get to the Coop. In the West of the City considerable work is being put in by developers to add extra crossings on Sherborne Road for example. This work needs to be replicated in the East. Bognor Road is an arterial road with a speed limit of 30mph and a huge level of traffic that will only go up with more building in the East and closing of Oving Road Crossroads. A safe crossing of this road must be a priority for our LCWIP.

Mrs Grange drew attention to section 5.6 of the report and explained that there would be only one wheelchair accessible unit rather than two due to planning requirements for the adjacent properties.

Decision

The Cabinet then voted to make the recommendations below:

RECOMMENDED TO THE COUNCIL

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.

Mrs Graves introduced the report. She explained that the purpose of the Housing Strategy is to set out a long term vision of the council's aspirations for meeting housing need over the next five years. The strategy replaces a number of separate documents which have been produced in the past, the intention being to provide a single comprehensive housing strategy covering:

- Homelessness
- Private sector renewal
- The delivery of new affordable housing

Mrs Graves then clarified the aim to provide a concise statement of the council's priorities, indicating the reasons why these priorities had been chosen and setting them in the context of the resources opportunities and constraints. She explained that the Strategy aims to strike a balance between producing something which is detailed enough to be meaningful but concise enough to be readable and accessible. The strategy is the product of work with a variety of stakeholders and partners and has been the subject of consultation with members including the Overview and Scrutiny Committee. It represents an ambitious but achievable plan to respond to the pressing housing issues so many residents face.

Mr Western then provided details of the key elements of the Strategy as follows:

The strategy is in four parts:

The first section provides an introduction to the purpose and role of the strategy and the national and local policy context. The second section provides an overview of the local housing market identifying the key pressures primarily associated with the high cost of housing in relation to local earnings. Much of this data reflects research which is been carried out to support the Local Plan Review. The third section examines the background to the three Corporate Plan Objectives for housing. These are:

- To Provide Support for those that Need It (e.g. reducing homelessness and rough sleeping)
- Ensure Housing is Used Effectively and is Fit for Purpose (e.g. Private sector renewal and the allocation of social housing)
- Increase the Supply of Suitable Housing in the Right Location (increasing the provision of new affordable housing)

The narrative within this section explains why the priorities have been set and provides a little more background to the specific opportunities and constraints in relation to each. The fourth section provides a matrix in which eight strategic housing objectives are set out which support the Corporate Plan objectives previously described. Within the matrix the left hand column sets out broad objectives which can be used to measure progress over the next five years.

Mr Western added that for each of the eight objectives the current position and the overall objective are outlined. The left hand column represents strategic actions, long term actions against which we can measure success over the period. The right hand column provides an Action Plan defining specific actions which contribute to

each of the objectives. The actions are likely to change over the life of the strategy and will form the basis of annual service plans which measure progress.

Decision

The Cabinet then voted to make the recommendations below:

RECOMMENDED TO THE COUNCIL

1. That the Housing Strategy 2020-25 be adopted.
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.

117 Request for delegated authority - Carry forward requests

Mr Wilding introduced the report. He explained that the report seeks permission for an update to be made the Council's Financial Regulations for the approval of budget carry forward requests. The current approval process for budget carry forward requests is now considered to be an inefficient use of both officer and member time as outlined in paragraph 3.1 of the report. 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. 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. 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.

Decision

The Cabinet then voted to make the recommendations below:

RECOMMENDED TO THE COUNCIL

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.

118 **Rough Sleeper Initiative Grant**

Mrs Graves introduced the report. She explained that the Strategy requires collaboration from central and local government as well as the local community. She confirmed that the council has received a total allocation of £230,465 to deliver rough sleeper services in Chichester. The Grant requires the funds to be spent on specific activities in line with the guidance. It is therefore proposed that funding be spent on the following:

- Retention of the Navigator post appointed by Stonepillow last year on a 12 month contract
- Retention of Lettings Officer post appointed by Stonepillow last year on a 12 month contract
- Additional staffing resources to extend the council's support of rough sleepers
- Extending the opening hours of Stonepillow's day services and hub
- A new Dual diagnosis Worker post to be appointed by Stonepillow

Mrs Grange responded to members questions. With regard to what happens after 2021 she explained that negotiations are underway for a three year programme. She also clarified that the grant would provide a Supported Lettings Officer and Stonepillow are also investigating the possibility of additional tenancy support.

Decision

The Cabinet then voted to make the recommendations below:

RECOMMENDED TO COUNCIL

1. 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.

119 **Senior Staff Pay Policy Statement 2020-2021**

Mr Wilding introduced the report. He explained that each year the Council is required to publish a Pay Policy Statement as part of the requirements of the Localism Act 2011. The statement must be agreed by Full Council. The intention of the statement is to ensure that as a public body the council is fully transparent in terms of our pay policies and levels of pay for senior staff.

The Council publishes the Senior Pay Policy Statement (attached at Appendix A) and the associated appendices (1 to 9). Appendix 1 shows senior staff pay on 1 April 2020 and clarifies that during the last year the number of Directors has reduced from six to four with their responsibilities reallocated to the remaining Directors with an additional reduction in two Divisional Managers. In Appendix 6, relocation expenses have increased in line with CPI. The rest of the appendices remain unchanged since last year's report and so have not been included but they are available on the council's website.

Mr Wilding confirmed that the County Adaptions Manager role manages the Disabled Facilities Grants across West Sussex. The role is hosted by the council with the salary costs split across the West Sussex partnership.

Decision

The Cabinet then voted to make the recommendation below:

RECOMMENDED TO COUNCIL

That the Senior Staff Pay Policy Statement 2020-2021 be agreed for publication.

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

Mrs Taylor introduced the report. She explained that the current Local Plan makes provision for the delivery of 7,388 homes over the period 2012-2029. Of the 7,388 homes, 3,250 are to be provided at the Strategic Development Locations, the second largest of which at 1,000 dwellings at the Tangmere Strategic Development Location (TSDL). It represents approximately 14% of the total housing need for the Local Plan Area and 31% of the total housing need to be provided by the Strategic Development Locations. In addition the emerging Local Plan makes provision for 1,300.00 dwellings. Therefore delivery of the Tangmere TSDL is critical to delivery of the Council's housing target. The land comprises approximately 76 hectares and is shown coloured pink in Appendix 2. The site has been identified for residential development since 2010 and was formerly allocated for residential development since 2015 after adoption of the current Local Plan.

Mrs Taylor further explained that the land has a number of land owners and promoters. Despite the council being assured by the landowners and site promoters over the past ten years that there was a progress in terms of commitment to jointly deliver the residential development and associated infrastructure there has been no material progress in terms of comprehensive delivery of the site. It is essential 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. 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 1000 homes or the 1,300 homes in the emerging Local Plan. Paragraph 6.8 of the report sets out in greater detail the reasons why a piecemeal approach is inappropriate.

Mrs Taylor confirmed that as a result of the lack of progress the council has no alternative but to make use of the Compulsory Purchase Order (CPO) powers available to it and after a tender exercise appointed a development partner in 2018 and subsequently entered into a Development Agreement with Countryside Properties (UK) Limited on 5 February 2019. A Masterplan of the proposed

development was presented to and endorsed by the Planning Committee on 8 January 2020. Countryside are planning to submit a planning application for 1,300 dwellings in April 2020. Table 1 on page 48 sets out the current timetable for progress of the CPO.

Mrs Taylor added that although work is progressing on the CPO there will continue to be engagement with the landowners to provide for the possibility of voluntary agreements to enable comprehensive development of the site. However, due to the lack of progress with the owners and promoters of the site despite engagement over a ten year period the council considers that it has no alternative but to progress with the CPO as the TSDL is a major contributor to the delivery objectives of both the Local Plan and the emerging LP and to the contribution of the achievement of social, environmental and economic development and wellbeing of the community.

Miss Chivers referred members to section 4.35 of the report. She explained that it refers to the agreement which was part of the original 2018 order plan which has since been amended as a result of land referencing and masterplan processes. The development agreement will be amended to include an addendum to refer directly to the 2020 order plan.

Mr Bennett responded to members questions. With regard to the purpose of the CPO he referred members to section 6 of the report. He confirmed that the council had sought specialist legal advice. With regard to the timescale he explained that it had been unavoidable as the council is required to demonstrate a full level of engagement and evidence as part of the process. Once agreed the CPO will have a further 22 week window.

Decision

The Cabinet then voted to make the recommendations and resolution below:

RECOMMENDATIONS TO COUNCIL

That following consideration of the 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.

RESOLVED

That the revised timetable identified in section 6 of the report be approved.

121 Report of the Independent Remuneration Panel

Mr Wilding introduced the item. He explained that members of the Independent Remuneration Panel (IRP) were in attendance and would be attending the afternoon's Council meeting.

Mr Wilding outlined the process of deciding member's allowances and explained that it is established by clear regulations backed by Government guidance. He added that the approach requires detailed consideration of local circumstances and evidence factors. Following the boundary review it is clear that significant changes to the role of a Chichester councillor have taken place and these local changes have been particularly stark compared to the usual evolutionary changes which might apply from review to review.

He clarified the purpose of the review to provide accountability to the public that allowances are fair and appropriate and set proper recognition for the work of a councillor.

Mr Wilding confirmed that whilst the panel is appointed by councillors they have to be and are independent from the council and their assessment is the result of a significant effort in research.

Mr Thompson who had been a member of the IRP was then introduced to members. Mr Thompson answered a point of clarification explaining that the rate of inflation is used as the starting point for considering the allowances.

Decision

The Cabinet then voted to make the following recommendation.

RECOMMENDED TO COUNCIL

That Council considers the report of the Independent Remuneration Panel.

122 Energy Procurement

Mrs Plant introduced the report. She explained that the approval would provide a new four year energy framework to secure the bulk of the council's energy supplies from October 2020. The contracts will replace the council's existing contracts which expire on 30 September 2020 this year. They seek to achieve annual price certainty and entry into the renewable energy market. At present 100% renewable energy is not currently available due to Chichester Contract Services Depot at Westhampnett being offline to the gas network. Mrs Plant explained that the Environment Panel

had scrutinised the procurement of the contracts and had agreed that they are compliant with the Constitution and provide best value. She then drew attention to the additional recommendation 5 from the Environment Panel.

Mr Wilding commented on the expense of purchasing renewable gas as set out in recommendation 4. Mr Bacon responded and explained that bio methane processing is considerable and costly as it requires the calorific output of the gas to be the same as natural gas entering the network and as such has a certified guarantee of origin.

Decision

The Cabinet then voted to make the resolutions below:

RESOLVED

1. That the Environment Panel's recommendations as set out in paragraph 9.1 be noted.
2. That the Council continuing 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 be approved.
3. That 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. That 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. That 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 be noted.

123 Pallant House Gallery - CDC Appointed Trustee

Mr Briscoe introduced the report. He explained that a request had been received to align the Pallant House Gallery appointment with the local election cycle to provide more stability for the Pallant House Gallery Board moving forwards.

Cllr Apel confirmed that she is happy with the proposal.

Decision

The Cabinet then voted to make the resolutions below:

RESOLVED

1. That 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 be approved.

2. That 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 be approved.

124 **Charging for Discretionary Food Safety Services**

Mrs Plant introduced the report. She explained that the proposed changes are based on cost recovery only. The three areas affected are:

- Food Hygiene Rating Scheme revisits for businesses scoring less than 5
- Advice to new and existing businesses for up to a two hour visit and follow up report
- Export Health Certificates which applies to fish and fish export products post Brexit

Mrs Plant confirmed that advice has been issued to new and existing customers but at present it is unknown what demand there will be for the new Export Health Certificate service.

Mr Brightmore confirmed that any establishment selling food is included.

Decision

The Cabinet then voted to make the resolution below:

RESOLVED

That the discretionary food safety fees and charges for 2020-21 for food hygiene rating revisits, advice for new and existing business and food export certificates, as set out in the Appendix to the report be approved.

125 **Late Items**

There were no late items.

126 **Exclusion of the Press and Public**

Mrs Lintill proposed and read the part II resolution in relation to agenda item 17 which was seconded by Mrs Taylor.

Decision

The Cabinet then voted 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.

127 **Staffing Matter**

Mr Wilding introduced the item.

Officers responded to members questions.

Decision

The Cabinet then voted to make the resolution below:

RESOLVED

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

The meeting ended at 11.00 am

CHAIRMAN

Date:

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Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made. A decision of this nature has been made as set out below:

Decision title	Increasing the Provision of Short Stay Accommodation at 22 Freeland Close, Chichester
Decision taker	Louise Rudziak
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee
Decision date	Thursday 19 March 2020
Decision details	That in the absence of a Cabinet meeting that officers be authorised to proceed with tendering for the proposed redevelopment of 22 Freeland Close and other works at Westward House.
Reason for urgency	Coronavirus pandemic.
Name and date of the meeting to receive a full report	Decision to be noted at the next Cabinet and Council meetings.

Louise Rudziak
Director of Housing and Communities
19 March 2020

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Notice of the Making of an Urgent Decision

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Decision title	Insurance Services Contract & Brokerage Services
Decision taker	Helen Belenger
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee Peter Wilding – Cabinet Member for Finance, Corporate Services, Revenues and Benefits
Decision date	Tuesday 7 April 2020
Decision details	That the following be approved: <ul style="list-style-type: none"> 1. That the procurement of the Broker Service contract be delayed until November 2020, with a view to appoint in February/March 2021, and commence the Insurance Services procurement thereafter to be in place by 1 November 2021 still using the CCS Framework which is valid until 2024. 2. That the existing Insurance Services contract be extended with ZMI for 1 year until 31 October 2021 under existing terms and conditions for a normal renewal process.
Reason for urgency	Coronavirus pandemic.
Name and date of the meeting to receive a full report	To be noted at the next available Cabinet and Council meetings.

John Ward
Director of Corporate Services
7 April 2020

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Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made. A decision of this nature has been made as set out below:

Decision title	Financial support for the Council's leisure contractor, Sport & Leisure Management Limited
Decision taker	Jane Hotchkiss
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee
Decision date	Friday 27 March 2020
Decision details	That in the absence of a Cabinet meeting the following be approved: 1) The leisure contract management fee and capital fees for March, April and May be cancelled. The capital fees are to be repaid to the council over the remaining years of the contract. The costs of 3.66fte staff and building costs for April and May are to be covered. The retained staff are required to complete necessary building checks/maintenance, and provide continued access to Westgate Leisure Centre for keyworker childcare provision. The building costs have been reduced significantly to cover essential contracts and services only. The impact is loss of income and costs totaling £229,090.
Reason for urgency	Coronavirus pandemic.
Name and date of the meeting to receive a full report	Recommendation to be made to the next available Cabinet and Council meeting.

Jane Hotchkiss
Director of Growth and Place
17 April 2020

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Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made. A decision of this nature has been made as set out below:

Decision title	Cancellation of CDC Farmers Market
Decision taker	SLT/EMT
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee
Decision date	27 March 2020
Decision details	<p>1) This was recorded as a key decision on 27 March 2020 for Communications, Licensing & Events. At that time there was considerable public health concerns/interest on the continuation, or otherwise of the Wednesday/Saturday markets and car boot sale on Sunday, all three of which were collectively cancelled by the third party commercial operator, not CDC along with CDC's Farmers Market.</p> <p>2) CDC's SLT/EMT considered not only the public health implications and social distancing management issues but the public perception of markets attracting people into the city centre (food stalls were exempt from the Covid19 closure provisions) along with the limited capacity of CCS to deliver and set up/take down the Farmers Market stalls.</p>
Reason for urgency	Coronavirus pandemic.
Name and date of the meeting to receive a full report	Decision to be noted at the next Cabinet and Council meeting.

Jane Hotchkiss
Director of Growth and Place
27 March 2020

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Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made.

A decision of this nature has been made as set out below:

Decision title	Social Prescribing
Decision taker	Louise Rudziak
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee
Decision date	Thursday 19 March 2020
Decision details	That in the absence of a Cabinet or Council meeting a decision to commit funding of £64,000 from reserves in order to maintain the current level of social prescribing service until end of March 2023/24.
Reason for urgency	Coronavirus pandemic.
Name and date of the meeting to receive a full report	The decision to be noted at the next Cabinet and Council meetings.

Louise Rudziak
Director of Housing and Communities
19 March 2020

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Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made. A decision of this nature has been made as set out below:

Decision title	Suspension of Parking Charges and delay of amendment to Parking Order, including inflationary car parking charge increase in District Council-owned car parks
Decision taker	Jane Hotchkiss
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee
Decision date	Tuesday 24 March 2020 and Thursday 17 March 2020 for item 2
Decision details	<p>That in the absence of a Cabinet meeting the following be approved:</p> <ol style="list-style-type: none"> 1. That parking charges are suspended across all of Chichester District Council's car parks from 24th March 2020 until 30 April 2020 – this position to be kept under review. 2. Subject to the Government's announcement on the 16.04.20 that the car parking charges are suspended for a further eleven days until the 11th of May 2020. – this position to be kept under review . 3. That the previously approved decision to increase charges across car parks by the inflationary increase from 1st April 2020 be delayed. <p>These decisions will assist the continuation of essential services in the district as a result of the coronavirus pandemic. The decision to suspend parking charges is in line with the approach taken by other district and borough councils in the county.</p>
Reason for urgency	Coronavirus pandemic.
Name and date of the meeting to receive a full report	To be noted at the next Cabinet and Council meetings.

Jane Hotchkiss
Director of Growth and Place
24 March 2020

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Chichester District Council

THE CABINET

12 May 2020

Chichester Contract Services - New Business Opportunity

Trade and Domestic Bin Cleaning Service

1. Contacts

Report Author:

Kevin Carter – Divisional Manager, Chichester Contract Services
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Amie Huggett – Business Manager, Chichester Contract Services
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Cabinet Member:

Penny Plant - Cabinet Member for Environment and Chichester Contract Services
Telephone: 01243 575031 E-mail: pplant@chichester.gov.uk

2. Recommendation

- 2.1. That the Cabinet approves the release of £41,000 from reserves for the implementation of a new mobile waste bin cleaning service for businesses and residents including the purchase of a new vehicle based bin cleaning machine and vehicle.**

3. Background

- 3.1. In July 2019 the Council approved funding to support the implementation of a new food waste recycling service for businesses. Following approval of the project, the Business Waste and Recycling team has commenced sales activities and engaged with new and existing customers to help shape the development of the new service.
- 3.2. Alongside the provision of a competitively priced and reliable service, businesses expect a quality service for this particular waste stream owing to the nature of food waste. Careful consideration has therefore been given to the type of containers used for collections, and it was recognised at an early stage of the project that our food waste customers require more than a standard waste bin which is not suitable to combat issues associated with food waste. To meet this demand, specialist, purpose built food waste bins have been procured in order to seal in odours, prevent leaks and are designed for easy cleaning.
- 3.3. In addition, customers, particularly for larger contracts, expect a bin washing service to be readily available as part of the service offering; primarily for food waste but also for other waste streams.
- 3.4. CCS currently has basic, manual bin cleaning equipment at its Westhampnett depot which is static and utilised for cleaning returned bin stock for both domestic and business services as required. An external bin cleaning

contractor is also employed as demand dictates for the Garden Recycling Service bin stock.

4. Outcomes to be Achieved

- 4.1. Purchase of a new vehicle based bin cleaning machine and 3.5 tonne vehicle to support the introduction of a new, mobile wash service for businesses and residents. The new service is expected to deliver:
 - (a) Enhanced service provision to meet customer expectations on the new business food waste collection service; establishing CCS as the local, quality service provider and protecting the customer base from competitors offering food waste services.
 - (b) Enhanced service offering for residents; particularly for those using the Garden Recycling Service, and maximising use of the asset.
 - (c) Revenue generation opportunity to help support corporate priorities. Payback of the initial capital investment is approximately three years and the service is expected to generate a net income of approximately £27,000 by Year 4 (2024/25). This includes a cost saving of £1,600 per annum on the existing cleaning contracts.
 - (d) The purchase of specialist bin cleaning equipment forms part of the mitigating actions within the food waste service risk assessment by containing spray or food items ejected from the bin during the cleaning process.

5. Proposal

- 5.1. Purchase of an automatic vehicle based bin cleaning machine and 3.5 tonne vehicle. Total cost for the equipment, including installation, is approximately £22,500. Total cost for the vehicle is approximately £18,500.
- 5.2. The cleaning equipment has the capacity to clean all manner of waste bins, ranging from 140 to 1100 litre. The bins can be cleaned internally with automatic cleaning heads and finished with a manual hand lance fitted to the side of the machine. The wash bay is enclosed with stainless steel splash guards, and excess water is captured and fully retained within the vehicle tanks. The unit will use filtered recirculated water significantly reducing the use of fresh water used in bin cleaning. All waste water will be safely disposed of at the CCS depot using the recently installed foul water drainage system. A deodoriser will be applied to the bin before being returned to original collection.
- 5.3. The proposal is for a mobile solution which can be used either at CCS's depot or off-site. During Year 1 (2020/21) of the business plan, the service will focus on business waste customers only to meet current and anticipated demand. Marketing and publicity will then extend to residents in Year 2; focusing primarily (but not restricted to) the Garden Recycling Service. The cost of the service will include price plans based on one-off, regular, and deep cleans.
- 5.4. Market analysis has identified that Chichester District and parts of Arun District (specifically Bognor) are not covered by any national franchise arrangement

and these areas have only limited coverage by one private cleaning contractor. None of the CCS trade waste competitors offer this service.

- 5.5 The service will be initially delivered by the existing in-house team who will be able to liaise with the regular waste and recycling collections to ensure the bin is emptied prior to completing the service. After the first year of operation an additional 0.5 fte will be required which will subsequently become 1.0 fte as demand increases. For larger food waste customers, bins may be returned to the Depot site for cleaning as part of a bespoke bin swap service.
- 5.6 The required equipment will take approximately 12 weeks to procure although the new food trade service waste service will hopefully commence sooner. The service should therefore be introduced as soon as practically possible for trade customers and domestic customers shortly after.
- 5.7 A front facing online booking system will be the preferred method of booking the service. This will compliment CCS's existing online services and support the council's commitment to channel shift.
- 5.8 Capital and revenue costs detail:

Asset	Cost	Source
Vehicle	£18,500	Reserves
Bin wash equipment	£22,500	Reserves

Year	Out (costs)	In (revenue)	Balance
2020/21	£9,372	£2,000	-£7,372
2021/22	£28,438	£26,600	-£1,838
2022/23	£30,913	£47,700	£16,787
2023/24	£35,500	£63,100	£27,191

The costs include labour (and associated costs), fuel, maintenance of equipment, depreciation and marketing / publicity.

The impacts to FY 20/21 and subsequent revenue and asset replacement budgets are detailed in Appendix A.

6. Alternatives Considered

- 6.1. Maintain current approach – by doing so we will not be maximising our revenue opportunities by offering this service solution to businesses, We will have to signpost our new and existing customers to a 3rd party contractor who may or may not provide the coverage and quality of service CCS would look to provide.
- 6.2. Offering service to both domestic and business customers immediately - By adopting a phased approach to the introduction of the service it is hoped that familiarity of the equipment and its servicing requirements will be undertaken in a controlled manner. Additional revenue may however result.

- 6.3. Trailer based unit – a lower cost trailer mounted unit is available. Whilst 1100 trade bins can be cleaned with this equipment it is really designed for smaller domestic bins. It is a manual cleaning process as opposed to a more automatic system and has a lower throughput than the proposed automatic system.

7. Resource and Legal Implications

- 7.1. As outlined above, additional budget will be required to deliver the proposal. This includes capital and revenue costs. All operating costs to deliver the stated income growth have been included.
- 7.2. To meet the business plan an additional full time member of staff will be required within 18 months of commencing the service.
- 7.3. Project delivery support will be required from the PR, ICT and Finance teams as outlined in the CCS 2020/21 Service Plan.
- 7.4. CCS has worked with Legal Services to ensure that the new function is being delivered within legal requirements. The service is considered to facilitate, or be conducive to or incidental to the discharge of the domestic waste functions and will be provided under section 111 of the Local Government Act 1972. This requires that the new 'charged for' service is being proposed for reasonable and proper purposes to deliver the Council's wider cleansing services functions, any income is secondary to those purposes but a reasonable income will also comply with the fiduciary duties of the Council.

8. Consultation

- 8.1. In support of the proposal, the Business Waste and Recycling team have engaged with early adopters of the food waste service to determine service level expectations. A key requirement is maintaining cleanliness of bin for both customers and staff.
- 8.2. CCS has engaged with other Local Authorities who currently provide bin washing services to businesses and residents to ascertain how they operate and key learning points.
- 8.3. CCS has engaged with the corporate Health and Safety team to consider practical use and risks associated with new bin washing equipment.

9. Community Impact and Corporate Risks

- 9.1. The service will generate a surplus of revenue which will be available for supporting other services.
- 9.2. There is a risk that business growth is slower than forecast and leads to the business not being profitable. This can be mitigated by sales activity, retaining washing equipment for CCS service use or sell as used equipment.

10. Other Implications

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

11. Appendices

11.1. Appendix A :- Revenue and asset impacts

12. Background Papers

12.1 None

Appendix A :- Revenue and asset impacts

Asset Replacement Programme

The asset replacement programme should include a 7 year recurring entry of £41,000 commencing upon the delivery of the initial asset delivery

Revenue Budget

The CCS budget impacts will be as follows

Bin Washing Service - Required budget provision for FY 20/21 onwards

Code		FY 20 /21	FY 21 /22	FY 22/23	FY 23/24
01A	Labour	£1,055	£9,271	£15,307	£19,361
01B	NI and Pension	£264	£2,318	£3,827	£4,840
03A	Vehicle maintenance	£500	£1,500	£1,750	£2,000
03A	Vehicle fuel	£200	£1,642	£2,322	£3,000
04F	Marketing and publicity	£5,000	£9,000	£3,000	£2,000
	Facility cost saving	-£800	-£1,600	-£1,600	-£1,600
	Operating Costs	£6,218	£22,131	£24,606	£29,601

Bin Washing Service - Revenue budget for FY19/20 onwards

Code		FY 20 /21	FY 21 /22	FY 22/23	FY 23/24
09D	Trade waste revenue (exl VAT)	£2,000	£12,400	£17,500	£20,300
09D	Domestic revenue (excl VAT)	£0	£14,200	£30,200	£42,800
	Revenue	£2,000	£26,600	£47,700	£63,100

Surplus	-£4,218	£4,469	£23,094	£33,499
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Depreciation	£3,154	£6,308	£6,308	£6,308
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Surplus after depreciation	-£7,372	-£1,838	£16,787	£27,191
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Chichester District Council

The Cabinet

12 May 2020

Response to Covid-19

1. Contacts

Report Author:

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Cabinet Member:

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2. Executive Summary

This report sets out the Council's response to date of Covid 19. The appendix to this report provides a service by service briefing.
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3. Recommendations

- 3.1 To note and comment on the Council's response to Covid19 (C19) emergency to date.**
- 3.2 That a report on the financial implications of C19 on the Council's finances is prepared for consideration by Corporate Governance and Audit Committee, Cabinet and Council.**
- 3.3 That a Recovery Framework Document is developed for consideration by Overview and Scrutiny Committee, Cabinet and Council.**

4. Background

- 4.1 This report sets out the Council's response so far to the C19 emergency.
- 4.2 The Council, under the Civil Contingency Act 2004, has a duty to prepare for Civil Emergencies. Its responsibilities are twofold:
 - to work with category 1 responders (police, fire, local authorities, NHS etc.) to plan, respond and recover from emergencies; and
 - that the Council has in place Business Continuity Management plans, processes and procedures to ensure the continuity of its services in an emergency.

This report concentrates on the Council's response to date. In due course there will be wider scrutiny of the role the Council played in preparing, responding and recovering from this emergency.

4.3 The Council has a Generic Emergency Plan together with a number of specific emergency plans, such as an Influenza Plan, to deal with a wide range of emergencies. These plans are outwards facing and specifically set out the Council's role and statutory responsibilities in responding to emergencies. It also has a Business Continuity Plan that specifically focuses on the Council's ability to operate its services during an emergency. Both the Emergency Plan and the Business Continuity Plan is kept under review by the Corporate Governance and Audit Committee.

4.4 The Strategic Leadership Team (SLT) regularly undertakes a review of its critical services via a process called Business Impact Analysis (BIA). The BIA sets out in priority order which services need to continue to operate during an emergency. During this emergency SLT has deemed the following services as critical:

- Chichester Contract Services household waste and fly tipping
- The majority of our housing services such as rough sleepers and homelessness
- Community Services
- Revenue and Benefit Services and the Contact Centre
- Business Support
- Key support services such PR, ICT, HR, Emergency Planning, Payroll and Finance.

Further details on how these services have operated can be found in the appendix. During the recovery phase of this emergency the list of critical services listed above may change.

4.5 In the early stage of C19 an Emergency Management Team was established to respond and oversee the emergency. This team is led by the Chief Executive and consists of all of the directors, divisional managers from the critical services, officers from emergency planning and the PR Manager. The team initially were meeting twice a week, but this has recently moved to weekly. Before lockdown was implemented the EMT undertook a full assessment of what was needed in order for the critical services to continue to operate. This included an assessment of the number of staff needed in each critical service team. A number of staff from other teams were transferred into these services either; to support them due to an increase in demand (i.e. revenue and benefits), or to maintain the service where workforce levels had fallen due staff with long term health conditions or self-isolating because of displaying symptoms of C19 (i.e. waste collection).

4.6 Although not deemed critical to this emergency there are some services where it was felt important to maintain the current level of service (i.e. Development Management and Local Plan) in order to focus on the Council's key priorities. There are other services where the service levels have been reduced and or stopped altogether due to Government restrictions (i.e. the Novium). In addition there have been some new services that we have been required to provide such as the Regulation of Business Closures.

4.7 In early March all teams were asked test their business continuity plans and by the end of March all plans were operational. All office based staff have available appropriate equipment to work from home and they all have access to the full suite of

ICT systems as well as the corporate telephone system. Teams and individuals communicate via audio and video conferencing.

4.8 In the first month of the emergency the Council's critical services' teams worked endlessly into the evenings and over the weekends to ensure their services were up and running so that they could provide much needed support to our communities and businesses. The Chief Executive would especially like to thank the following teams for their outstanding commitment to public service:

- Chichester Contract Services who have continued to collect residual waste, recycling, green waste and fly tipping services;
- The Communities team who have worked in partnership with West Sussex County Council to set up the Community Hub to support the most vulnerable in our communities;
- The ICT team who have ensured all our office based staff can work productively from home;
- The Housing team who at very short notice managed to find accommodation for all rough sleepers in the district and is currently experiencing a peak in demand in homelessness applications;
- Revenue, Benefits and the Contact Centre Teams who have had to deal with an increase in demand as well as administering the Hardship Fund and the Business Rate Grants. The Council is in the top quartile for paying the Business Rate Grants and the Contact Centre has answered 95% of telephone calls within one minute;
- The Communications team has worked tirelessly to keep all our stakeholders well informed during this emergency;
- The Corporate Health and Safety and Emergency Planning team for providing advice on how to keep our staff and customers safe as well as leading on PPE guidance for the West Sussex district and boroughs;
- The Health Protection team who have implemented the Business Closure Regulations;
- The Finance team who have had to provide much more information both internally and externally on the financial implications of C19;
- HR and Payroll team who continue to provide advice and support to staff and for ensuring staff are paid on time;
- The Economic Development team who have provided support to businesses. During this emergency they have experienced a 400% increase in demand for their services.

4.9 In addition the Chief Executive would like to thank all staff for all their hard work, patience and support during these challenging times, especially those staff that have willingly transferred from their current role into one of the critical services teams because without their support the critical services would not have been able to operate effectively.

4.10 It is not always easy for staff to work from home, especially those with young children. A supportive and flexible approach has been adopted to take account of individual circumstances and a staff survey is being undertaken to understand how staff are doing and to identify any additional support that they need.

4.11 The impact on the Council's finances is considerable. The Council relies heavily on fees and charges to fund its services and these sources of income have been

significantly impacted by lockdown. Bad debts are also expected to increase as more people and businesses struggle pay to their council tax, business rates and rents. At the time of writing this report it is not clear when or how quickly the current restrictions will be lifted, but as a district that relies heavily on the retail and tourism industry, many of the Council's income streams are unlikely to recover quickly and some may never recover to pre C19 levels. It is too early to predict the full impact at this stage, but we could see the Council's income reduce by up to £8m this year with further on-going significant reductions in future years. So far the Council has received two tranches of Government Funding: £40k and £1.211m for C19. It is not known whether any further funding will be made, but it is highly unlikely to be anywhere near sufficient to cover the losses that the Council will incur during this emergency.

4.12 Over the coming months officers will be working closely with members on redefining the Council's priorities for its communities and businesses and a new budget may need to be produced. Reports will be prepared for Overview and Scrutiny Committee, Corporate Governance and Audit Committee, Cabinet and Council setting out in more detail the impact on the Council's budget and reserves and a recovery framework will be developed for members to consider.

4.13 In May, virtual Committee, Cabinet and Council meetings will commence.

5. Resource and Legal Implications

5.1 Although not yet fully quantified, there are significant risks to the Council's finances that will need to be mitigated to ensure that the Council meets its statutory requirement to prepare a balanced budget. The appendix to the report provides additional information on the impact on the Council's finances.

5.2 A number of urgent decisions have been made during this emergency. All urgent decisions have been made in accordance to the Council's Constitution and are reported elsewhere on this agenda or will be reported to Council later this month.

6. Consultation

6.1 The Leader and the Leader of the Opposition have been consulted on all key decisions throughout this emergency. Weekly meetings have been held with Cabinet members and all group leaders. All members have had access to a help desk where they can raise questions on C19 or other service related issues.

7. Community Impact and Corporate Risks

7.1 The longer the emergency continues the greater the impact on our communities and businesses. At the appropriate time the Council will need to agree its recovery response to C19.

8. Other Implications

None.

9. Appendices

Appendix 1 service updates of C19

10. Background Papers

None.

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Impact on Finance

The impact on CDC's financial position is significant. The government have so far announced two tranches of financial assistance for Local Government. The first tranche was £40k and the second was £1.211m. It is unknown whether further funding will be made available, but it is unlikely to meet our expected shortfall in income for the current year, and will, in any event, be one off funding only. We cannot rely on government meeting all of our anticipated financial pressures.

In terms of cashflow the government have provided more assistance by releasing up front S31 grants that were due to be paid to us during the year, and have also deferred their share of Business Rates for three months. The Council's Treasury team have tested our cashflow and we have sufficient liquidity for the foreseeable future.

Whilst the current pandemic has had only a marginal impact on our expenditure so far, we are experiencing a very significant reduction in our income streams. In addition to £9m of Council Tax and £3m of Business rates, the council is also heavily reliant on income from fees and charges in excess of £18m. All of these income streams are at significant threat.

The Council is already experiencing an increase in applications for Council Tax Support, and will undoubtedly experience an increase in bad debts as residents struggle to meet their council tax liabilities. Income from business rates will also reduce significantly in the future. However, of even greater risk to the Council's budget is the £18m of income from fees and charges. Over one third of this, £6.4m, is derived from parking charges. Currently the Council has suspended charging in its car parks as part of the response to the pandemic, resulting in a loss of income of approximately £0.5m per month. Other major income streams such as planning fees, and commercial rents are also likely to suffer reductions, not just in the short term, but well beyond the current emergency if the economy struggles to recover.

The Finance team are closely monitoring the current position, and have submitted the first of what are expected to be monthly returns to MHCLG. This indicated a likely loss in the current year of £8m. This year 2020-21 the Council will have no option but to rely on the use of reserves to fund any shortfall in income or increase in expenditure. Budget Managers have been asked to only approve essential expenditure during this emergency whilst officers work through the full implications. The capital programme which was estimated at £55.174m including £11.8 m of asset replacements will be reviewed at July Council so that members can consider which projects it wishes to proceed with.

The table below sets out the current analysis of potential impact on the current year's budget.

<u>Potential Impact of COVID-19 on 2020-21 Budget</u>		
		£000s
<u>Other / Corporate Services</u>		
Council Tax Support	Increase in claims (beyond Hardship Fund)	200
Business Rates	Reduced Funding (max loss)	1,000
Bad Debt Provision	Expenditure	500
Covid 19 related costs	Expenditure	61 (as at Apr)
Investments	Interest Income	218
<u>Total Other</u>		1,979
<u>Planning & Environment</u>		
Building Control	Application Income	217
Litter	PCN income	10
Planning	Application Income	547
South Downs National Park	Management Fee	62
Total Planning & Environment		836
<u>Growth & Place</u>		
	Pay and Display income	3,585
	Season Ticket Income	568
Estates	Rental Income	74
	Vacant properties NNDR Costs	73
Investment Properties	Rental Income	46

Leisure Centres	Management fee	154
	Car Parking Refunds (Expenditure)	176
Parks & Open Spaces	Various income streams	61
Museum & TIC	Various Income Streams	86
Licencing	Licence income	11
Total Growth & Place		4,834
<u>Corporate Services</u>		
Domestic Waste (Bulky Items)	Bulky Household Waste income	15
Trade Waste	Bin Collection Income	297
Green Waste	Bin Collection Income	40
MOTs & Vehicle Checks	Income	31
Land Charges	Search fee Income	125
<u>Total Corporate Services</u>		508
<u>Housing & Communities</u>		
Council Tax Court Costs	Income	55
NDR Cost of Collection	Court Cost Income	7
Westward House	Electricity Cost	29
Homelessness	Hostel Rental Income	-
Total Housing & Communities		91
Grand Total		8,248

Beyond the current year the financial forecast is extremely difficult to predict with any accuracy. What is clear, however, is that our income is unlikely return to the pre

pandemic levels for probably several years. A scenario of having reduced income from fees and charges of between 20% to 30% may not be unrealistic. If such a situation did materialise it would create a budget gap of around £3.5m to £5.5m. .

With finite reserves, the Council will have to prioritise its services in order to set a sustainable budget moving forwards. Officers will work closely with members in the months ahead in order to agree priorities for resource allocations for the 2021-22 budget and beyond, and place us in a position that we can respond to the financial challenge ahead.

HR - Managing our staff

Managing our staffing resources during the Covid 19 emergency has been particularly challenging. We have faced major changes to our workload and resources in a very short space of time. Some service areas have had a major increase in demand whereas others have had decreases or their service has been put on hold. We have undertaken an extensive redeployment exercise moving 50 staff into new roles.

Those services that have had staff redeployed to them are:

- Revenues and Benefits
- Contact Centre
- Housing
- The Depot (over 20 East Pallant House Staff have been trained as loaders)
- Supporting Stonepillow with their services for rough sleepers

This has required some major upheaval with an intense training programme, often delivered remotely, to get the new staff up to speed. The programme has been a success and all of the key services currently have the staffing resources that they need and are operating effectively. However we will continue to respond as demand and resource requirements change. The success of this programme is largely down to the goodwill of the staff.

Many staff have underlying health conditions that put them at greater risk of Covid 19 and as advised by the Government are recommended to self-isolate at home. In the majority of cases this has not caused an issue as most of our workforce is now working from home. However, there are some roles that cannot be done from home and this has been a particular issue at the depot and to lesser extent in some other services.

Whilst none of our staff have been confirmed to have had the virus through testing, several have been unwell with symptoms of it. Although, many of have been able to work from home for some or all of their isolation period this is not possible for some staff especially waste loaders and drivers and this has had a significant impact on the depot workforce. We are now at a stage where Covid 19 testing is being expanded to cover our frontline local government workers and this should help reduce the isolation period where the member of staff or their family member test negative.

The move to work remotely for some staff has also been challenging, particularly given other factors brought about by the Covid 19 emergency. Working as normal

from home is possible for some staff whereas for others it is not straight forward. Staff with younger children, caring responsibilities or a where the home environment is not ideal, faced particular challenges. As an employer we have been supportive and flexible and have set realistic expectations depending on the member of staff's circumstances.

The country as a whole is currently facing higher levels of stress and anxiety and we are supporting our staff as a priority. We have undertaken regular communications with staff to keep them up to date with the latest local developments, we are signposting staff to support mechanisms, we have produced guidance on working from home and we are giving advice on personal wellbeing as well as guidance to managers on how to manage remotely. We will be shortly be doing an all staff survey to ask how they are finding things and whether there is anything else we could be doing to support them.

Overall we are really pleased with how our staff have reacted and are proud of how well they have stepped up to play a vital part in the role we have in helping our communities deal with the Covid 19 emergency locally.

CCS

The impact of COVID-19 on service delivery at CCS was significant from mid-March as a consequence of the loss of a number of staff with specific underlying medical conditions who had to remain at home. An audit of the CCS workforce identified that nearly half of the staff had underlying conditions that meant they fell into the 'vulnerable' category. Whilst a limited number of staff could work from home, for the drivers and loaders this was not possible.

In preparation for this, the CCS management team prioritised services at that time which included a calculation of the minimum resources required to deliver those services. This was presented as a Green (business as usual), Amber (medium and high priority) and Red (high priority only) document which was agreed with SLT. This exercise meant CCS was relatively well prepared for the loss of staff due to self-isolation and shielding. However it also showed that the service moved into the Amber category (and close to Red) almost immediately.

Using the prioritisation plan, the following services were suspended: trade recycling, bulky household collections, limited access properties, collection of dead animals, emptying of litter bins (with exceptions), highway litter picking, abandoned cars, graffiti and flyposting, volunteer litter picking, mechanical sweeping, volunteer groups in parks, grass cutting, non-essential grounds maintenance, public MOTs and a number of office functions. Available staff resources were then focussed on the following priorities:

Waste	Street Cleaning	Grounds Maintenance	Vehicles workshop	Office and Management
Domestic waste	Litter bins	Play area inspections and repairs	Repairs	Reception and customer service
Domestic recycling	(by exception)	Site inspections	Servicing	Absence and pay recording
Trade waste	Dog bins	Burials	MOTs	Purchasing and invoicing
Green waste	Fly tips	Assisted burials	Hire vehicle	Stores and supplies
	Rough sleeper	Essential tree work	fitness tests	Trade waste account management
		Essential site maintenance		Service management
				Health and safety

Assisted collections	clearance	Grass cutting (by exception)		compliance Core training
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In order to support the above services, a number of EPH staff were redeployed. A small number of experienced agency staff were also engaged where their waste round knowledge is critical to the service.

Health and safety issues have remained at the forefront of operations with national waste industry guidance being applied in consultation with the workforce. However, as with certain other critical services, social distancing cannot be fully achieved, as acknowledged in Government advice. To address this, mitigating measures have been introduced and continue to be monitored.

As a result of effective planning, prioritisation and consolidation (together with staff commitment), CCS has managed to remain in the amber category and deliver essential services with minimal disruption. In the first two weeks, green waste was prioritised over domestic recycling to deal with decomposing material. This resulted in some recycling rounds being lapsed. However the priority was subsequently altered and resources stabilised, enabling recycling to be caught up within a fortnight. Services are now stable and the green waste service has been opened up with over 500 new customers joining since 1 April.

The closure of the HWRC's by WSCC has meant a greater reliance on kerbside collections by the District Council and this appears likely to continue until they are reopened. Whilst recorded flytips do not at present indicate a significant increase, reporting of flytipping by the public is affected due the current lockdown and not included in the recorded data are black bags of domestic and green waste that are being found next to litter bins.

Throughout the process, CCS has worked closely with PR to provide up to date messaging and can report that the overwhelming response from residents is one of thanks for keeping our core services functioning at this time.

CCS is closely monitoring the impact of COVID-19 on its major revenue streams and is preparing the approach for recovery. The team are continuing to move forward with planned revenue generating projects where possible although associated revenue targets identified for 2020/21 will need to be re-profiled.

Housing team

Rough Sleeping

At the start of the Covid Crisis the government required LAs to accommodate all rough sleepers. The team have accommodated 24 rough sleepers, creating a new area of work, within the housing service. This included making the placements, liaising with the providers, the police and then supporting the rough sleepers to stay in their accommodation. The longer term issue is the exit strategy and how we move Rough Sleepers on to more permanent accommodation to rebuild their lives. Officers are working closely with Stonepillow to identify housing pathways for the individuals by freeing up move on or temporary accommodation owned by Stonepillow or the council, moves into social housing and sourcing private rented accommodation. This will be challenging as people are not moving home currently and Registered

Providers are not currently letting properties. Consideration will need to be given to the support required to enable rough sleepers to sustain independent accommodation in the long term.

Homelessness & housing register

There has not been a significant increase in households seeking housing advice as a direct response to Covid, however the number of formal homelessness applications arising from such enquiries has increased and as a result there has been an increase in the use of bed and breakfast accommodation, (1st April 9 households in B&B, 20th April 27), as a result of the lower threshold for providing interim accommodation during the current crisis. There has been a fall in the number of housing register applications, vacancies advertised have fallen and registered providers are only signing up new tenants in emergency situations. Homelessness and Housing register applications are expected to spike once the lockdown is eased, as a result of family/relationship breakdowns, delayed evictions and households struggling to get on track with paying their mortgages and rent.

The resilience of the team has been built up by training five deployed staff to provide basic housing advice and support with completing homelessness applications. There is also expected to be a build-up of customers to whom the Council has temporary accommodation duties that have been unable to move on during the lockdown. Westward House currently has no vacancies. Residents will need to be moved on as quickly as possible to ease the requirement for the bed and breakfast accommodation in the medium to longer term.

Housing Enabling

Although the number of planning applications has reduced, the enabling officers have been catching up on a backlog of work, particularly in respect of negotiating section 106 and nomination agreements. Work with Community Land Trusts and new policy and strategy work has slowed with staff being utilised to support other teams.

Housing Standards and Disabled Facilities Grants

Urgent applications for Disabled Facilities Grants have continued to be accepted and investigations of serious housing health and safety hazards undertaken, however other property visits have ceased unless there is evidence of imminent risk. Applications for new/renewal HMO Licences have been processed and licences issued, but there will be a backlog of property inspections to be undertaken once lockdown is relaxed.

Freeland Close

Work has carried on at pace to ensure that all the tender documents are ready for the procurement exercise. This is due to launch via the Government's tendering portal on Thursday 30th April 2020 although it should be noted that Covid presents a significant risk to the project delivery timetable.

Communities & Wellbeing Team

In response to the Covid-19 emergency the Government asked Local Authorities to work in partnership to set up hubs to support the most vulnerable in our communities. The hubs would ensure vulnerable people would have access to food, medicine and other support during the crisis.

In the Chichester District the County Council (WSCC) took the lead to set this up and the Communities and Wellbeing team allocated staff to the area support team to respond to referrals from the Community hub. People calling the WSCC hub are triaged to identify their needs and whether they have other sources of support, and where appropriate they are referred to the Area Support Team. The team have developed a flow chart clearly setting down the process and have populated a spread-sheet of all local offers of support including volunteer groups and other organisations. Most calls have been related to food supplies and have been dealt with by referral to local stores who can offer delivery or to local residents groups, either existing or set up to assist neighbours in response to the crisis. Where no referral has been possible, the team has actioned the request themselves.

This process has worked well and all referrals have been successfully dealt with and closed down on the day of referral. There have been an average of 3 - 4 referrals a day with most requiring support for essential shopping or telephone support due to social isolation, we expect the numbers to rise as lockdown continues.

The remaining members of the Communities and wellbeing team have been working as follows:

- Wellbeing, Social prescribing and Choose work teams are still functioning but at a slightly reduced level and offering telephone appointments instead of face to face and the group work has stopped. New referrals are still being accepted. Wellbeing staff are also offering weekly telephone support to those affected by social isolation during the crisis.
- The Grants and Concessions Panel have held a virtual meeting and the decisions made are being progressed in the usual way.
- Anti-Social Behaviour (ASB) and community safety work has continued as before with the ASB caseworker working from the Police station, Community safety staff have also been able to provide support in the City and offer support to Rough Sleepers.
- There has been a notable increase in neighbour disputes as a result of the lockdown and a high number of people reporting their neighbours for flouting social distancing guidelines. There has been a general decrease in reported crime however we are aware incidents of domestic abuse may be on the increase and have added a section on our community safety and crime webpages for those needing advice and support.
- Community wardens (those not self-isolating) have been out and about as normal but undertaking no face to face meetings and they are also supporting the hub work delivering food packages. The wardens have also been ensuring compliance in public places to the social distancing guidelines and conducting regular welfare checks on vulnerable residents..
- Partnerships have continued virtually and advice for voluntary groups and the Chichester Community Network which is the online platform for Parishes and community groups www.chichestercommunitynetwork.org have been kept updated.
- CCTV continues as normal. Issues in the city centre including anti -social behaviour and flouting of social distancing rules have successfully been passed to Police for action.

Customer Services performance

Telephone answer rates across all customer service lines within the Council's Contact Centre for April so far have averaged 95%. Telephone calls are being answered within one minute. We have received a number of compliments from residents who have been pleased with the service they have received. The service continues to publicise the support available through the government and directing businesses to the gov.uk websites.

Website usage has significantly increased during the COVID19 pandemic. This has helped to keep telephone lines free for residents and businesses who have needed to speak to an officer. From the table below there is a clear and significant increase in website usage for Revenues, Benefits and Customer Services.

Webpage	16 March - 17 April 2019	16 March - 17 April 2020
Enquiry type	Visits	Visits
Council tax and benefits - Coronavirus FAQs	No data	4889
Applying for benefit	388	1445
Change of circumstances	92	211
Housing benefit & council tax reduction	348	1329
Benefit calculator	140	194
Benefit forms	118	251
Housing benefit & council tax reduction	348	1139
Total	1434	9458

Hardship Fund

As part of central governments support package for COVID19 we have received £699k to administer to residents in the form of hardship payments. Our IT supplier provided us with the software to make the hardship payments. This was received on 22 April 2020 but was subsequently withdrawn by the provider due to a bug. It is hoped that a fix will be with us in the week commencing 27 April.

Provided this works correctly hardship payments will start to be made from 4 May 2020. In practice what this means for residents is that those who are in receipt of Council Tax Support and have a balance of £150 to pay towards their Council Tax bill during 2020/21 will receive a payment of £150.

Residents in receipt of Council Tax Support and have a zero Council Tax balance to pay will not receive a hardship payment. Residents in receipt of Council Tax Support

with a balance less than £150 will only receive the equivalent amount. Residents will then be issued with revised Council Tax bills.

Council Tax

Since the outbreak of COVID19 we have received 563 requests from residents to defer their Council Tax instalments from April 2020 to June 2020. Out of a tax base of 57,900 this is just under 1% so at this stage a very low amount of requests coming through. Residents are being encouraged to apply for Council Tax Reduction (CTR) and other benefits when they contact us and the website directs them to information on CTR for those who may qualify.

Staffing

Current staffing levels are very good. The Division has an additional 16 staff redeployed from other service areas to support the increase in work.

Business Rates Grants

Please find a breakdown below of Business Rate grants paid as at 20 April 2020. We still have approximately 700 businesses whereby we don't have bank account details in order to pay them. We continue to make contact with the businesses to obtain their bank account details.

Any outstanding as at 27 April 2020 will be issued with a cheque. We are doing everything possible to minimise the number of cheques being issued as these come with an administrative burden. However, where necessary, cheques will be issued. This is to ensure that they get their grant money as quickly as possible.

The table below shows all local authorities within West Sussex's performance along with the national position against 315 local authorities within the country.

Local Authority	Initial Allocation	Number of hereditaments	No of grant payments made	Value of payments (£)	% of grant payments made	National position
Chichester District Council	£37,086,000	3,008	1,915	£23,830,000	64%	70 / 315
Crawley Borough Council	£12,102,000	854	447	£6,645,000	52%	138 / 315
Mid Sussex District Council	£26,882,000	2,237	1,065	£13,700,000	48%	171 / 315
Arun District Council	£39,380,000	3,281	1,183	£14,350,000	36%	253 / 315
Horsham District Council	£29,522,000	2,227	783	£10,380,000	35%	261 / 315
Worthing Borough	£26,130,000	1,647	459	£5,790,000	28%	293 / 315

Council				,000		
Adur District Council	£17,640,000	951	234	£2,925,000	25%	304 / 315

As at 28 April, the number of grants paid by Chichester District Council stood at 2,411, with a value of £29.6m. No other comparator data has been published since 20 April.

Business Rates Reliefs –

1,090 businesses have received support through the increase of Expanded Retail Rate Relief, including pubs. This equates to a total rates reduction of £27million in this financial year. The Government has also introduced 100% business rates relief for day nurseries registered on Ofsted’s early years register. This has assisted 18 nurseries in the district and reduced their combined rates bill by £250,000. Businesses did not need to apply for this relief and all businesses have been issued with revised Business Rates bills showing a zero balance for this financial year.

Business Support

The Economic Development service has been operating a remote service via email and ‘phone contact, with much of their time to date spent signposting businesses and answering phone and email queries. The service has been extremely busy, they have been in contact with over 350 businesses since the start of the crisis, many of these have been multiple contacts as the picture has evolved. In an average month they would be in contact with approximately 70 businesses. This is an increase of 400%.

It is expected that workload for the team will increase over the coming months and through the ‘recovery’ phase, as businesses begin to feel the full impact of the crisis and any monies available (savings/grants/loans) are used up.

Economic Development Officers (EDO’s) have been proactively contacting all businesses on their radar to ensure they are aware of all the support which is relevant to them. EDO’s have been in regular contact with business associations to try to keep ahead of any issues foreseen for their members.

The service has picked up on gaps in the Government provision resulting in businesses being entitled to little or no support. These businesses include premises which are part of a larger estate or business park who don’t pay rates individually – there are many examples of businesses throughout the district that are not entitled to any support, these issues have been reported up to the LEP and onto central Government.

One area of work that has slowed down for the team is planning comments, with fewer applications in for business premises; there has been around a 50% drop in comment requests compared to previous volumes.

Two of the largest sectors in the District and are struggling. The tourism sector nationally is reporting that 33% of tourism businesses who have received no funding/support are saying they will not survive. A large percentage of businesses in this sector had inadequate insurance.

In Horticulture a large number of the ornamental businesses have greenhouses full of stock, but with no garden centres open to export to, a large majority will be wasted, West Sussex Growers Association expects that the impact is likely to be severe.

Some businesses have been able to make adaptations to continue trading, for example some of the local shops are working together delivering essential items such as milk, meat and fruit and veg. There are gyms which have gone online and offer personal tuition by skype or similar. Therapists are also offering online sessions. Some pubs and restaurants have managed to diversify into takeaway operations; this has been supported with the new change of use legislation.

Many businesses who have survived will need to reassess their income streams and will be looking for support in doing so. Issues such as external fund signposting, support with applications and education are likely to be high on the agenda for them.

Communications

Since the Covid 19 crisis began, the council has been issuing timely advice and information to its residents, businesses, staff, councillors, partners and other stakeholders to make sure that they are well informed and are aware of the support that is available from the council.

Coronavirus advice web pages

Dedicated pages have been created to offer comprehensive advice to both residents and businesses. As well as sharing Government advice, the pages also offer information on the status of our services, the latest guidance and frequently asked questions. Between 16 March and 7 April we received a total of 28,317 'unique visits.' On average this amounts to 1,231 visits per day.

Social media pages

The council has been issuing updates and advice on its social media pages, including Facebook, Twitter, Instagram and LinkedIn. The Public Relations Team answered over 300 questions in the first three weeks through these channels. The service reached 451,302 people through Facebook, Twitter and Instagram between 23 March and 19 April. The team have also been posting videos with key information, such as the importance of not visiting the district and staying home.

Stakeholder newsletters

Email newsletters have been issued to resident and community groups, councillors, residents, parish councils, businesses, partners and other groups on a weekly basis. People can also now sign up to our email updates on our website www.chichester.gov.uk/newsalerts Copies of the newsletters are also available on [our website](#).

The service ran a two week advertising campaign in the Chichester and Midhurst & Petworth Observers, as well as on Spirit FM to highlight the support available to our residents and businesses. Further advertising was also placed in the Chichester and Midhurst & Petworth Observers to encourage businesses to access their government grants.

Community guide and Look after your neighbour campaign

The PR service produced a community guide with important information numbers and guidance for residents and community groups. Alongside this, we also produced materials to support those who wished to help neighbours and friends throughout the crisis.

District Dispatch

The Leader has been issuing weekly updates, which have been appearing the Observer series, and which have been sent to all councillors and parish councils, as well as appearing on the council's website and social media sites.

Media

We have continued to answer media enquiries and issue media releases, which have been covered by our local media.

Sponsorship offering free advertising for local businesses

CDC has sponsored pages in the Observer series for the month of May in order to provide free advertising space for local businesses.

Communication with councillors

All councillors have all been given access to a help desk where the communications team have been answering questions. Within the first three weeks over 80 questions were answered.

Communication with staff

Staff have received regular communications; the new ways of working that have been introduced; and on the support and technology that is available to them. Feedback has been that people feel well informed and supported.

ICT

The move to get almost all staff based at East Pallant House and the Westhampnett Depot offices set up working from home over a timescale of just a couple of weeks was a huge undertaking. The first challenge was an infrastructure project to replace an old server with one that had the capability to increase the number of concurrent users who were able to log in to the council's systems through the VPN. This project was accelerated with all resources focused on its delivery and the VPN capacity was successfully increased on the day before the full lockdown came into effect.

As well as improving the system capability, a huge amount of work was required to get all relevant staff set up to work from home, whilst many staff had worked from home previously there was still a significant number who had not ever done so before. This exercise ranged from rolling out laptops to those staff who were using desk top computers, setting people up on the VPN and training them how to use it to talking people through their home set up when first trialling it. Providing on-going support to staff and members is now mostly being done remotely which has created

a number of challenges to overcome. We have kept a small onsite ICT team presence to support those staff who continue to work in EPH as well as dealing with tasks where users need to be on the office network or bringing in their own kit.

The mass implementation of working remotely has meant that we had to be innovative in our use of ICT systems and we have developed a number of different solutions to help with team working, audio / video conferencing and file sharing. Due to the small timescales involved we have needed to be both reactive and learning as we go as the normal thorough testing phases have not usually been available. Overall there has been positive feedback from services and all services are enabled to work with ICT that supports them effectively.

During the Coronavirus emergency, there has been an increase in opportunist and more sophisticated cyber-crime / fraud. We have had to have increased awareness of these threats and react accordingly. We are proactively ensuring that our programme of security patching is up to date, again doing all of this remotely provides its own challenges and we will need to work with users to ensure that we find ways of keeping all of our systems secure.

Finance

The Accountancy team have put in place a weekly reporting mechanism for SLT to monitor the financial impact of the pandemic on the Council. MHCLG have also instigated a monthly financial return which the team complete and submit via a web portal. The Accountancy and Income and Payment teams are providing assistance to the Revenues and Benefits team in relation to the business grants payments specifically in connection with making cheque payments, along with the Audit Team assisting with the payment processes and to ensure that the controls are robust.

The Treasury team continue to manage the cash flow which has been rather different than we would normally expect. The receipt of £37m advanced funding from the government for the business grants created some problems in terms of placing the money with secure counterparties until such time as the grants are paid out. As a result an urgent decision had to be taken to increase the counterparty limits with Money Market Funds.

Several members of the Internal Audit & Corporate Investigations team have been seconded to assist other services. Accountancy and the Income and Payments teams are maintaining core services, and work continues in relation to the 2019-20 final accounts. 1 additional staff member was redeployed to the Income and Payments Team to assist with the workload impacted by remote working and supporting the Business Support Grant payments.

Democratic Services

Administration officers from Legal Services and much of the Members Services team have been redeployed elsewhere to assist other departments. Legal and Procurement work continues, but the availability of the courts to hold hearings has caused some issues as most Council enforcement work is perceived to be a lower priority as far as the courts service are concerned.

Legal work to support the key areas of benefits, planning and procurement of services needed urgently, as well as governance requirements for formal decision making and completion of deeds has been challenging but prioritised over other tasks.

Advice and support on procurement has been undertaken for major purchasing of goods and services needed to enable the Council response to Covid, including advice on specific support for “at risk” businesses.

A significant amount of work has been undertaken by the Democratic Services team members to enable remote meetings to commence, working with the Council’s ICT service to ensure the system in place is secure and suitable to host formal committee meetings.

Environment and Health Protection Service

Health Protection

The food hygiene inspection programme has been deferred for 12 weeks due to Covid 19 other than high risk establishments where an intervention is due (34 cases); establishments still trading where enforcement visits are due (2 cases); new businesses where registration information raises public health concerns (6 cases) and businesses which have notified the Council of a change in activities, such as moving to takeaway services (40) largely due to the implications of the Business Closure Regulations.

As a result of the 12 weeks deferral, Covid 19 will continue to have an impact on the food hygiene inspection programme going forward with a backlog of inspections from 2019/20 (137 inspections were planned) and 2020/21 (207 inspections were planned) not having been undertaken.

The team have also dealt with 91 complaints relating to Covid 19 of which 42 relate to business closure and 61 to social distancing in the workplace.

Environmental Protection

The service has not seen a reduction in the total number of service requests submitted although the nature of these requests has changed with more concerning bonfires and pollution made in April 2020 compared to April 2019 as set out below:

Complaint Type	1 Mar 19 – 31 Mar 19	1 Mar 20 – 31 Mar 20		1 Apr 19 – 20 Apr 19	1 Apr 20 – 20 Apr 20
Pollution	21	21		20	61
Bonfires	11	12		13	58
	32	33		33	119

Recorded fly tips collected in March were the same as last year, at 86 although reporting by the public is affected by the current lockdown. Site visits by staff are only being undertaken where there is a significant public health risk or disturbance.

On-going proactive work undertaken by the team includes support work for the Local Plan e.g. Local Cycling and Walking Infrastructure, Goodwood motor circuit/airfield noise policy and sewage discharge from Apuldram waste water treatment works into

Chichester Harbour. The team continue to provide responses to planning application consultations which have not yet reduced although this is expected.

Environmental Strategy Unit

The work of this team has largely continued. This includes preparation of an interim sustainability statement relating to emerging local plan work policies which will set out what energy standards the Council will expect new development to achieve. Wildlife corridor survey work has recommenced after a month to collect evidence for the new policies in the Plan. The team continue to provide responses to planning consultations which have also not yet reduced. The new climate change officer has been recruited and will start in May 2020. Following her induction, she will be moving forward with designing the criteria for the Zero Chichester Fund.

Building Control

Building Control continues to offer the full range of services i.e. site inspections, plan checking, with officers working remotely in most circumstances. Site visits are only being undertaken where necessary. It is evident that officer workloads have reduced as a result of a slowdown in the construction industry due to the lockdown although inspections are continuing on existing applications. The table below demonstrates the reduction in the number of applications received in the same periods for 2019 and 2020.

2019		2020	
20 Jan 19 – 19 Feb 19	85	20 Jan 20 – 19 Feb 20	55
20 Feb 19 – 19 Mar 19	73	20 Feb 20 – 19 Mar 20	70
20 Mar 19 – 20 Apr 19	80	20 Mar 20 – 20 Apr 20	40

Coastal Engineers/Land Drainage/Foreshore

All members of this team have been redeployed although this has not precluded the completion of routine maintenance work, including shingle clearance and repair work on the promenades continuing. The team continue to respond to ordinary water consent applications and provide responses to planning consultations.

The Foreshore service has been suspended, however the team operated over the Easter weekend with the Community Wardens and Civil Enforcement Officers to support Sussex Police efforts to discourage unnecessary travel to the coast and compliance with social distancing rules.

Corporate H&S/Emergency Planning

Emergency planning has been a priority through the Covid 19 pandemic with the team supporting the corporate response. Corporate Health and Safety work is ongoing, particularly at the Depot.

Planning Policy and Development Management Services

Planning Policy

Work on the Local Plan is proceeding with all staff working from home. The team continue to develop the evidence base for the plan and are working closely with a number of key agencies (Environment Agency, Natural England, Highways England etc.). Liaison is however being closely monitored to determine whether the current situation does lead to any delays in response.

Neighbourhood planning work is continuing but with the current restrictions, the public consultation stages are affected as well as the requirement to hold referendums as these have been deferred by Government until May 2021. The situation will continue to be monitored and reviewed in the light of any further changes to legislation or guidance.

The Conservation and Design team are continuing to offer a full service using virtual means to inspect properties and conduct meetings with developers where required. No significant drop in workload has yet been registered.

The developer contributions service is continuing to operate as normal, applications are still being received, processed and monitored. Developers for some of the larger development sites have requested renegotiation of their payment periods and these are being recorded. It is too soon to say how significant any reduction in CIL for 2020/21 may be, but the situation is subject to ongoing monitoring. The April 2020 CIL Parish handovers have been made. Parish Councils are continuing to send in their Annual CIL Monitoring Reports as requested, together with updates to their projects, which will inform the 2021 Infrastructure Business Plan.

Development Management

The Development Management teams are continuing to operate all services including planning application processing, pre-application advice (with the exception of the 'front-desk' surgeries) and planning enforcement. This is being conducted with staff primarily working from home (with the exception of post room and scanning staff). Whilst officers have been moving toward paperless working over the past 6 months, the social distancing restrictions have resulted in some changes to the way in which the service operates as detailed below.

Planning Applications and Pre Application Advice

No site visits are being undertaken for planning applications. Instead, applicants are asked to provide comprehensive photographs of the outside and inside of the relevant part of the application site and any other elements necessary, at the direction of the case officer. It is possible that without a site visit some applications will not be able to be progressed at this time and officers will consider a range of options available, including long-term extensions of time or withdrawal of the application altogether.

Properties are no longer directly notified by letter of planning applications, but instead a site notice is posted at a public vantage point on or near to the site. This provides the required statutory notification and applications will only proceed where this has been accomplished. However, in addition to our statutory requirements, we are also encouraging the public to sign up to our Public Access system, which allows them to choose what type of application they wish to be notified of electronically, and in which areas.

Delegated decisions are being issued as they would be normally, in electronic format. Planning Committee will be held in a virtual environment on 6 May which will allow us to progress a number of important decisions on applications. Whilst there remain a significant number of applications currently under consideration, the number of incoming applications is currently 25% lower than would normally be expected. This will be carefully monitored to ensure workloads are proportionate to staffing levels.

Planning Enforcement

The number of enforcement complaints received appears to be on a downward trend with some 60% of the average number having been made over the last 4 weeks (31 compared to some 52 typically). Some of these have been in relation to the Gypsy and Traveller community, in response to which officers have been required to recently serve 3 Temporary Stop Notices. In response to the majority of enforcement complaints, officers are currently seeking further information from alternative sources and site visits are only undertaken in the case of the very highest priority cases, and only where the Council is satisfied that the risk to the public through the possible further transmission of the COVID-19 disease can be avoided.

Estates and Building services

The estates service team has been able to offer a remote service and respond to tenant enquiries or issues raised. Over 30 requests have been received from CDC tenants, asking for some form of rental support, from rent free periods to rent holidays with a repayment plan. To date, we have been working with the tenants to ensure they are accessing all of the available funding from Government to support them. There is a risk that some tenants will stop paying and the service has seen a dip in the payment of the first quarter 2020/21 invoices from the same time last year. There are temporary restrictions in place preventing landlords from forfeiture action.

The void levels are unchanged at present but the expectation is that this figure will increase throughout the 2020/21 year.

It is expected that workload for the team will increase over the coming months and through the 'recovery' phase, as tenants begin to feel the full impact and any monies available are used up.

Some Estates work is 'on hold', such as rent reviews and property inspections; new lettings enquiries have all but completely stopped and disposals of land not already marketed are not currently being progressed.

The building services team continues to organise urgent health and safety repair or maintenance works on CDC properties and the service is also planning and scheduling works to be undertaken in public buildings whilst they remain closed to the public i.e. Pallant House Gallery and Westgate Leisure Centre.

Project work is continuing on the St James Industrial Estate and concept drawings for the refurbishment and redevelopment of the estate have been submitted to Planning Services in anticipation that a pre-application meeting will take place shortly. The contract has been awarded for the physical works in connection with Priory Park 'phase I', although those works are also on hold following the discovery of a bird nest.

Place

Under urgent powers parking charges were suspended from all council-owned car parks from 23rd March until the 11th of May the inflation price increase was also delayed under urgent powers. The sale of season tickets has also been suspended and parking enforcement has focussed on yellow line restrictions, loading bays and

obstructions. Many of the enforcement officers have been redeployed to work at CCS.

Four coastal car parks have been closed for access to deter people from driving to visit our coastal towns and villages and this is being kept under review. The car parking notice processing service have continued to operate, responding to customer enquiries, dealing with Penalty Charge Notices and introducing the new NHS and Healthcare permits on-street in conjunction with West Sussex County Council.

All Public Conveniences have remained open to ensure that delivery drivers have facilities along with other workers such as highway engineers who require facilities and bus shelter contractor continues to maintain and clean the shelters in CDC ownership.

The service has been liaising with Chichester BID who have advised us that they are preparing an emergency budget and during this period have closed their offices and are operating remotely to produce newsletters and information to their BID levy payers.

Over the last few weeks the two members of staff supporting the vision work throughout the district have been redeployed to assist critical services. The vision work is currently being reviewed under new ways of working with partners to determine what progress has been made and whether there are any amendments required to the projects. A new action plan will be developed for the recovery phase.

Licensing & Events

Following lockdown and closure of many license premises the service has followed Government advice and a new enforcement procedure has been produced and relevant staff authorisations updated. The service has been raising awareness of the new Regulations with operators of licensed premises; caravan/holiday site owners, event/market organisers and the taxi/private hire industry. Currently the service has received very few enquiries or complaints regarding breaches of the Regulations.

The level of service, whilst reduced, is continuing to fulfil our statutory requirements. From lockdown until 22.4.2020 the service has received a third of its normal licence applications and events across the district have either been postponed or cancelled with 16 Temporary Event Notices refunded. The service has been working with event organisers around the possible rescheduling of events later in the year.

New applications for taxi licenses have now stopped although we have 75 applicants on 'pause' until we can recommence delivering knowledge tests required for applicants.

The service is reviewing procedures associated with our duties under the Licensing Act 2003 and taxi/private hire licensing functions to manage the licensing functions effectively and fairly which may include 'remote hearings' associated with contested applications and are developing a policy around how we are dealing with any fees under the various licensing regimes.

Resources and Legal Implications

There is the potential for enforcement action against businesses which operate in breach of the 'closure' Regulations. For licensed premises, it could potentially lead to applications to review the licence. The council remains under a statutory duty to provide the various licensing functions.

Community Impact and Corporate Risk

The council continues to provide as full a licensing service as possible to support the industry and enable applications to be submitted. However, some modifications have been necessary due to issues beyond our control. New procedures have been introduced to effectively overcome these.

The service will continue to be consistent with Government and LGA advice and consideration as to potential implications associated with the end of lock-down is now being considered and will involve discussions with statutory partners.

Culture, Sport and Tourism

The museum was closed to the public on 17 March and the government closed all leisure centres from the evening of Friday 20 March. All events and sports pitch hire on Council land have been cancelled until the end of May with this date likely to be extended. The service has been in discussions with Chichester Festival Theatre (CFT) and Pallant House Gallery (PHG) regarding their events programmes and continue to support these organisations with their annual cultural grant, however not all of the actions within the Service Level agreements will be delivered. The annual grant has been paid to Visit Chichester, who has been actively working behind the scenes with new promotional campaigns so they are ready to launch again. The service is continuing to work with parish councils to progress Section 106 projects and payments.

The leisure contractor SLM, requested financial support from the council during the closure period. All of their staff with the exception of 3.66 FTE staff have been furloughed. The support offered will be reviewed on an ongoing basis and on an open book process. The details are within the urgency decision notices to Full Council

The Novium museum have managed to develop a number of strands of online content and the public programme of exhibitions and displays is currently being reviewed. All events and learning programme activities have been postponed until the end of June. Options for recovery following the lockdown are being developed which include a review of opening hours and development of further online content. Building checks of The Novium and Guildhall are being completed for insurance purposes and to ensure that the collection is safe from a security and environmental point of view. A number of staff from Culture and Sport have been redeployed to critical services.

The service is waiting on further details regarding future sports fixtures and events which are dependent on the Governments decision on lockdown.

Chichester District Council

Cabinet

12 May 2020

Southern Gateway – Communications Plan

1. Contacts

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2. Recommendation:

- 2.1 Cabinet approves the communication and stakeholder engagement structure and governance arrangements for the Southern Gateway project in appendix one.**

3. Background

- 3.1 Cabinet and Council approved the selection of Henry Boot Developments Limited (HBD) in December 2019 as our preferred contractor for the Southern Gateway regeneration project. Since this date a working group consisting of CDC Officers, Cabinet Member for the Place, Growth and Regeneration, WSCC Officers, HBD, JLL (property consultants) and Browne Jacobson (legal consultants) have been working on the appointment process, towards the completion of the Development Agreement.
- 3.2 Cabinet also approved in December 2019 delegated authority to the Deputy Chief Executive or the Director of Growth and Place, after consultation with the Strategic Leadership Team, the Leader and Cabinet Member for Growth, Place and Regeneration, (and the Growth Lead at WSCC assuming WSCC are a party to the agreement) to approve and execute the Development Agreement based on Heads of Terms.
- 3.3 Currently as part of the draft Development Agreement (DA), due to the high profile nature of the regeneration project there is a schedule attached to the DA that relates to the communication and stakeholder involvement engagement plan and the associated governance arrangements. It should be noted that this is separate and distinct to the formal planning process which is expected to and involve consultation by the developer at the pre planning application stage and subsequent statutory consultation on planning applications that are submitted to the Council as Local Planning Authority for determination.
- 3.4 HBD have set out a number of groups including a Community Stakeholder Group, and a Southern Gateway Partnership Delivery Group and will brief all members at

key stages within the project. These groups will feed into the Southern Gateway Project Delivery Group and the Growth Board. See appendix one.

- 3.5 The Southern Gateway Partnership Delivery Group will consist of representatives from the Growth Board, CDC and WSCC Councillors, 2 Ward Councillors, 1 City Councillor, 1 Community Representative (from the Stakeholder Group), 1 Business representative, HBD and CDC and WSCC officers. A summary of the terms of reference can also be found in appendix one. The current CDC Councillor representatives on the Growth Board are Councillor Eileen Lintill, Councillor Martyn Bell, Councillor Simon Oakley and Councillor Adrian Moss.
- 3.6 The Community Stakeholder Group will consist of local resident organisations, clubs, societies, business representation (i.e. Chichester BID and Chichester Chamber of Commerce) and educational establishments. Many of these groups have already registered interest through our website. Initial introductory meetings will be undertaken to explain the role of HBD, the strategic aims of the project and workshops, these meetings/workshops will help to identify local issues and opportunities to incorporate into the project.
- 3.7 In addition to this HBD will develop a website and social media sites to reach the wider community and will hold a series of public exhibitions, consultations and pop up events.

4. Outcomes to be Achieved

- 4.1 Due to the high profile of the Southern Gateway Regeneration Project a number of groups are proposed (see appendix one) to ensure that a comprehensive approach of the engagement of the community and the members is achieved and that these groups are kept informed of the phases of the regeneration project as it progresses and are consulted at key stages.

5. Proposal

- 5.1 To approve the comprehensive communication and stakeholder engagement structure for the Southern Gateway Project see appendix one. This does not change the existing governance arrangements.

6. Alternatives Considered

- 6.1 The alternative is to retain the current structure of a Southern Gateway Project Delivery Group and Growth Board and to hold consultation as and when required as part of the planning process. This is not recommended as it does not allow engagement with key stakeholders at an early stage in the project delivery.

7. Resource and Legal Implications

- 7.1 HBD and our consultants have confirmed that they are able to resource the proposed structure. There are no additional resources required from CDC.

8. Consultation

8.1 The proposed communications structure has been developed working with our selected developer HBD.

9. Community Impact and Corporate Risks

9.1 For this recommendation to cabinet to approve the community and stakeholder engagement process and governance arrangements for the Southern Gateway project, there are no corporate risks associated with this decision. However, the effective engagement through the delivery of the process will have a positive impact on the community.

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		X
Other (please specify)		X

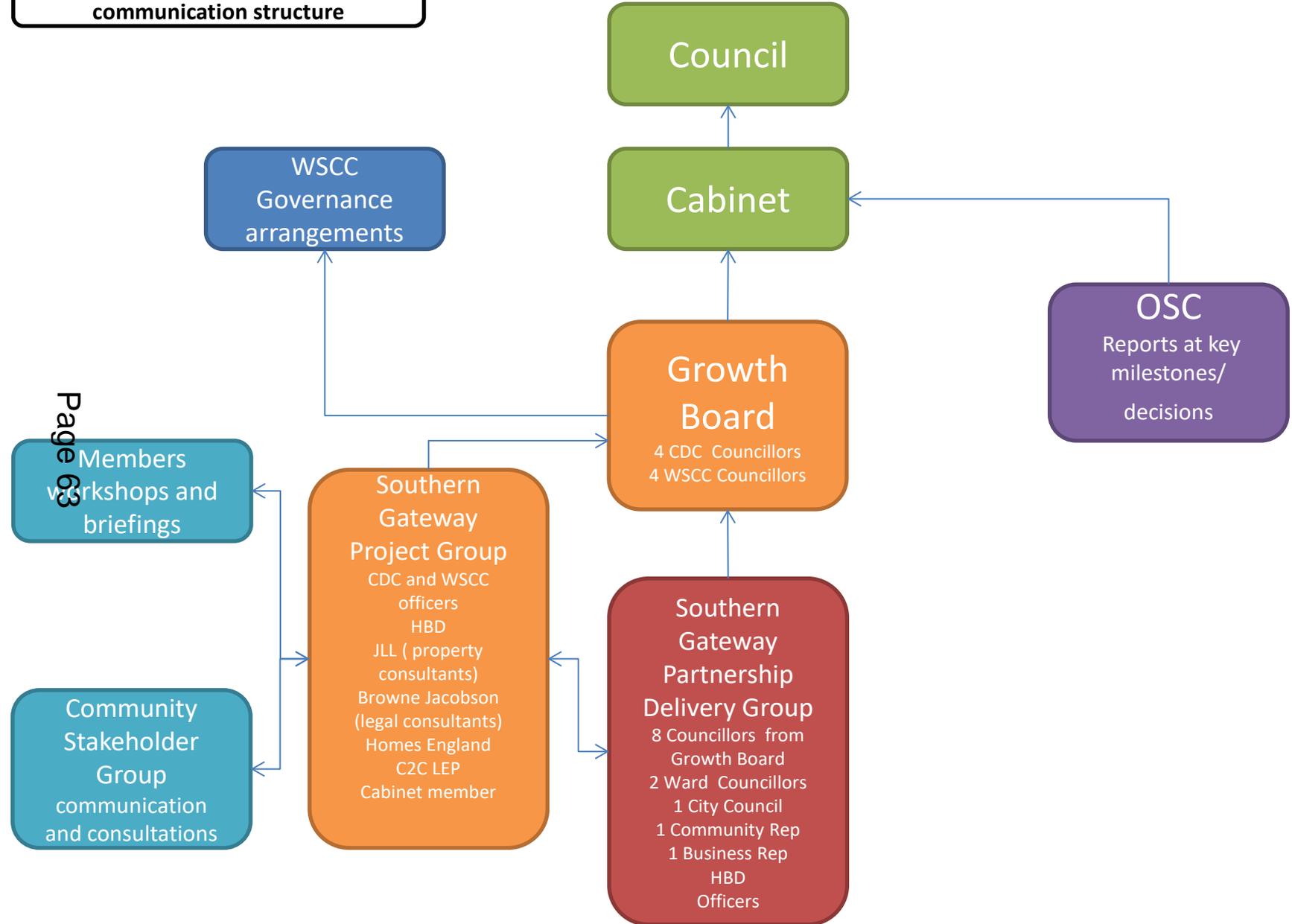
11. **Appendix one – Southern Gateway Communication and Governance structure**

12. **Background Papers**

None

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Southern Gateway Governance and communication structure



CDC and WSCC
Growth Board
4 CDC Councillors
4 WSCC Councillors



Terms of Reference :

The delivery of the Growth Deal will be overseen by a Growth Board which will:

- Provide strategic leadership and direction
- Ensure the alignment of the investment
- Monitor the progress of the projects and agree any remedial action if required
- Examine new opportunities to progress the projects, ensuring joint governance decisions
- Be appraised of issues and obstacles
- Support the development of project teams to ensure appropriate officer input

The Growth Board will liaise closely with the Chichester City Vision delivery Steering Group with member and officer representation between the two groups.

The Deal sets out the agreement between WSCC and CDC to work cooperatively and in partnership to deliver specific growth priorities as follows:

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

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

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

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

Membership :

4 Elected members from WSCC and 4 elected members from CDC. To meet quarterly.

Southern Gateway
Partnership
Delivery Group

8 Councillors from
Growth Board
2 Ward Councillors
1 City Council
1 Community Rep
1 Business Rep
HBD
Officers



Proposed Terms of Reference .

To support the delivery of the Southern Gateway Regeneration Project , to report into the WSCC and CDC Growth Board .

- To provide local direction and oversight of the project
- To oversee the community consultation and workshops
- To provide feedback to the growth board and Chichester Vision steering group on project progression and design development
- Support the development of the project and inform the growth board if any further actions are required
- Be appraised of issues and obstacles

Membership :

Chaired by elected member from Growth Board .

4 Elected members from WSCC and 4 elected members from CDC from the Growth Board
2 Ward Councillors
1 City Ward Councillor
1 Community Representative
1 Business Representative
HBD
Officer support

To meet at key milestones within the project
The Southern Gateway project group to provide a quarterly report for review

Southern Gateway
Project Group
CDC and WSCC
officers
HBD
JLL (property
consultants)
Browne Jacobson
(legal consultants)
Homes England
C2C LEP
Cabinet Member



Southern Gateway Regeneration project group

The delivery of the Southern Gateway Regeneration Project , to report to the WSCC and CDC Growth Board , Cabinet , Full council and OSC.

To oversee the implementation of the project in accordance with the Development Agreement and Collaboration agreement.

Membership :

Chaired by CDC Officer

CDC Officers
WSCC Officers
HBD and consultant team
JLL - Property consultants
Browne Jacobson – Legal advisors
Homes England
C2C - LEP
CDC Cabinet member

Monthly meetings

To provide a quarterly report for the partnership delivery group

Community Stakeholder Group communication and consultations



Proposed Terms of Reference .

Meetings/Workshops/Events to help identify local issues and to consult with the local community as the project progresses .

- To provide information to the local residents , key stakeholders and local business
- To establish a relationship to aid future engagement
- To act as a consultation group at key milestones within the project
- To have specific workshops on key aspects or themes within the project such as Heritage to inform the project process

Membership :

Chaired /Delivered by Henry Boot Developments.

Local Stakeholders including but not limited to :

Local Resident Associations
Local Clubs and societies
Business Representation (i.e. Chichester BID, Chichester Chamber of Commerce)
Chichester University
Chichester College
HBD Communications consultants
Officer Support

To hold work shops /events at key milestones within the project

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