

# Public Document Pack

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A meeting of the **Overview & Scrutiny Committee** will be held in Committee Room 2 - East Pallant House on **Tuesday 21 January 2020 at 9.30 am**

MEMBERS: Mr A Moss (Chairman), Mr T Johnson (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr A Dignum, Mr K Hughes, Mr D Palmer, Mr C Page, Mr H Potter, Mrs S Sharp and Mr A Sutton

## AGENDA

- 1 **Chairman's Announcements**  
Any apologies for absence will be noted at this point.
- 2 **Minutes** (Pages 1 - 8)  
To approve the minutes of the Overview and Scrutiny Committee meeting held on 19 November 2019 (*copy to follow*) and of the Special Overview and Scrutiny Committee meeting held on 26 November 2019.  
  
To receive an update on progress against recommendations made to the Cabinet and the Council.
- 3 **Urgent Items**  
The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to late items.
- 4 **Declarations of Interests**  
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 5 **Public Question Time**  
The procedure for submitting public questions in writing no later than noon 2 working days before the meeting is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).
- 6 **Education Provision in the Chichester District**  
Following the Committee meeting held on 19 November 2019 a representative from West Sussex Education Services to attend the meeting to answer questions on education provision in the District.
- 7 **Cabinet Member for Planning Address**  
The Cabinet Member for Planning is invited to present her priorities and areas of focus over the coming months and to answer questions from the Committee on progress towards achieving the priorities within her portfolio.
- 8 **Update on Sickness Levels within Chichester District Council** (Pages 9 - 10)  
The Overview and Scrutiny Committee is asked to note the latest levels of staff sickness absence.
- 9 **Housing Strategy 2020-2025** (Pages 11 - 40)

The Committee is requested to consider the draft Housing strategy and makes any recommendations prior to its presentation to Cabinet and Council.

10 **Budget Review Task and Finish Group Feedback**

To receive an oral report on the outcomes of this review from the Budget Review Task and Finish Group to be held on 17 January 2020.

11 **Local Housing Delivery Task and Finish Group Terms of Reference (Pages 41 - 42)**

The Committee is requested to note the terms of reference and scoping outline plan for the Local Housing Delivery Task and Finish Group and agree the membership.

12 **Community Safety Review Task and Finish Group Terms of Reference (Pages 43 - 44)**

The Committee is requested to note the terms of reference and scoping outline plan for the Community Safety Review Task and Finish Group and agree the membership.

13 **Forward Plan (Pages 45 - 55)**

Members are asked to consider the latest Forward Plan (attached) and to consider whether it wishes to enquire into any of the forthcoming decisions.

14 **Work Programme (Pages 57 - 59)**

The Committee is requested to consider the latest Work Programme.

15 **Late Items**

Consideration of any late items as follows:

- 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 reported at the meeting.

16 **Exclusion of the Press and Public**

There are no restricted items for consideration.

## NOTES

1. The press and public may be excluded from the meeting during any item of business where it is likely that there would be disclosure of "exempt information" as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
2. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
  - a) Members of the Overview & Scrutiny Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
  - b) The press and public may view this information on the council's website here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this

meeting at the front of this agenda.

4. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intention before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided.

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Minutes of the meeting of the **Overview & Scrutiny Committee** held in Council Chamber, West Sussex County Council, County Hall, West Street, Chichester on Tuesday 26 November 2019 at 9.30 am

**Members Present:** Mr A Moss (Chairman), Mrs C Apel, Mrs T Bangert, Mr A Dignum, Mr K Hughes, Mr D Palmer, Mr C Page, Mr H Potter, Mrs S Sharp and Mr A Sutton

**Members not present:** Mr T Johnson

**In attendance by invitation:**

**Officers present:** Mrs J Hotchkiss (Director of Growth and Place), Mrs T Murphy (Divisional Manager for Place) and Mr P E Over (Executive Director & Deputy Chief Executive), Mr N Bennett (Divisional Manager – Democratic Services) and Miss K Davis (Democratic Services Officer), Mrs L Rudziak (Director Housing and Communities)

## 1 **Chairman's Announcements**

Apologies for absence were received from Mr Johnson.

## 2 **Urgent Items**

There were no urgent items.

## 3 **Declarations of Interests**

There were no declarations of interests.

## 4 **Public Question Time**

There were no public questions.

## 5 **Parking Proposals and Off-Street Parking Charges**

The Committee considered the Parking Proposals and Off-Street Parking Charges report considered by Cabinet on 5 November 2019 and the draft resolution circulated with the agenda.

The Chairman welcomed the speakers who had been invited to today's meeting to provide their views and those of the organisations they represented on the parking

proposals. He explained that the Committee was responding to the consultation on the car parking proposals.

Mrs Murphy reported that the public consultation was currently underway and ran from 21 November 2019 until 16 December 2019. Notices had been displayed in the Council's car parks and in a local newspaper. Key stakeholders were currently being consulted and all feedback would be collated and presented to Cabinet on 7 January 2020. Once the final decision was made on the proposals, notification would take place advising the public of the changes to come into effect on 1 April 2019.

The Chairman invited the following representatives to present their views:

*Mr Hicks, Chairman, Chichester BID:* Mr Hicks commented on the concessions made in the rural towns concerning free 1 hour parking in Petworth, the 7% drop in footfall last year and the 13% drop this year and advised that the Christmas footfall increase was not guaranteed. The BID had been working with the District Council on schemes designed to improve "dwell time". The BID was aware that although there were less visitors to Chichester, retail sales were rising. Businesses felt parking should be free with 70% blaming parking charges for fewer visitors. Mr Hicks stated that 20% of car park users raise parking as an issue. The District's charges compared with some other council compared favourably.

Incentives proposed:

- Car Less: Discourage car use by increasing charges to reduce car use in Chichester City Centre. Consider effect on rural car parks as lack of public transport.
- Bike, foot, bus and train: Lack of inner city transport doesn't assist.
- Blue badge scheme extended.
- Promotion of the City: Working with visit Chichester to promote the City.
- Suggested ring fencing parking fee income.
- Free 1 hour parking at end of parking pay and display ticket period – suggested that no penalty parking charges would be issued during this time.
- Avenue de Chartres car park should be promoted more as it was underutilised.
- Season ticket scheme: Good scheme but should be promoted more efficiently. MiPermit was more popular with the younger generation.
- One off events: Free parking should be considered.

Mrs Murphy provided details of the incentives that the Council continued to promote to encourage the use of its car parks. The Council worked with Mipermit to promote the District Council's scheme nationally. The Council wanted visitors to arrive in the District with the Mipermit app already installed on their mobile phones, which would enable them to extend their stay if necessary. The Council ran a Park and Ride scheme during the Christmas period which visitors attending free events could use.

With regard to the suggestion of an extra hour granted after a parking ticket had expired without enforcement she was not aware that other councils offered such an incentive. This incentive may add confusion to users of the car parks and would need to be looked into carefully if there was a wish to take this forward. Mr Bennett added that his immediate concern if a free one hour parking was allowed was

ensuring fairness. Legal advice would be sought if this incentive was taken forward. If the Council under enforced it had to be done under a particular policy.

Mrs Hotchkiss informed members that a number of the incentives Mr Hicks had spoken about were welcomed and had been discussed with Chichester BID. Important aspects highlighted by Mr Hicks included increasing the 'dwell time' and the importance of events happening in the City to encourage visitors. Chichester BID and Chichester City Council had been approached to see if they would like to support the proposed parking incentives including financially. Cabinet had agreed to increase the parking charges in Little London and Baffins Lane car parks so that they could be performance managed and encourage visitors not to bring their vehicles into the city centre. As part of the Chichester Vision process and the Car Parking Strategy, the use of these car parks was being looked into and with the introduction of the Blue Badge scheme, one proposal that would be looked into was providing additional car parking spaces for blue badge holders and electric vehicles.

Mr Hicks felt that the Council should look at introducing incentives that would not affect its finances. There was a perception that parking charge prices were putting off visitors from coming into the City.

*Mrs Meddows-Smith, Chief Executive, Chichester Chamber of Commerce and Industry:* Mrs Meddows-Smith advised that as there had been a number of board member changes at the Chamber and a loss of continuity she was not in a position to present the views of the Chamber. However, she would report back to the Chamber the discussion on this item at today's meeting and would respond to the consultation currently taking place.

*Mr Sutton, Chichester District Parking Forum Member and Petworth Ward Member:* Mr Sutton referred to the extensive debate that had taken place at the Chichester District Parking Forum concerning the rationale for providing a free parking period for the rural areas, which was broadly accepted by the Forum. He referred to the absentees, but in his view he did not think that it had stifled debate as there were arguments for both sides.

He read out the comments of Mr McAra (Ward member for Midhurst) and his view over the particular issues concerning the revenue loss to the City if a free parking time was introduced. In particular the importance of the rural towns retaining the free parking periods was stressed, which were essential to the continued efforts to keep these shops solvent during increasingly hard times.

*Mrs Fowler, representing her views and those of Mr S Morley (Midhurst Town Councillor):* Parking needs for the rural car parks were different to the City and free parking in Midhurst had increased the number of visitors. If free parking was removed visitors would travel to the nearby larger towns outside of the District instead.

In response to a question from a member, Mrs Hotchkiss explained that the provision of free parking periods by other council's was dependent on the size of their parish, town and cities. The two hour free parking period incentive provided in some Bognor Regis car parks was funded by Bognor BID and Arun District Council.

*Mrs Lintill, Leader of Chichester District Council:* Mrs Lintill referred to the negative impact of removing the free hour parking in Petworth, as it may encourage visitors to park on the narrow streets. The provision of more free parking would impact on the Council's finances and may result in other services being reduced. Public transport in the rural areas was less adequate than routes to the City. She visited Chichester to buy products she was unable to buy in Petworth.

*Mrs Plant, Acting Chairman of Chichester District Car Parking Forum:* The Council's policy stated that Chichester District Council's parking charges were reasonable and adequate, and allowed a turnover of spaces. The user paid for the service and was not subsidised. It was a discretionary activity and the income raised was used to fund discretionary activities provided by the Council. Officers were aware of the different issues affecting the car parks, hence different proposals for the car parks in each locality to nudge behaviour and improve parking usage. The Parking Forum, when considering the proposals worked through all the alternatives, but ultimately did not want any increase in charges. Free periods of parking were discussed but she considered that the Parking Forum was not convinced the arguments would increase the use of the car parks. In order to protect the Council's funding streams, it was necessary to increase parking charge by the rate of inflation over a period of two years. The proposals intended to encourage visitors not to park in the central car parks so as to not to end up with queues and engines running, leading to poor air quality. She welcomed incentive schemes concerning electric charging and the blue badge scheme.

*Mr Bell, Cabinet Member for Growth, Place and Regeneration:* Mr Bell advised that he was a Director of Chichester BID. He referred to Mr Hicks' comments that the schemes Chichester BID wanted the Council to look into would not impact the Council's revenues. He welcomed the BID's suggestion that Avenue de Chartres, being underutilised, was ideal for free event parking days. He welcomed some experimentation, providing the financial impact was understood and the implementation of the charges on 1 April 2020.

During the discussion the following comments were made by members. A comment was made about the Council's reliance of the funding stream from car parking income. A point was made with regard to climate change, that a climate emergency had been declared by the Council but vehicles continued to park in the City centre. The Council should do more to promote walking, cycling and the use of public transport. This would require better public transport infrastructure to ensure it was fit for purpose. A request was made that the Council should investigate the feasibility, as well as preparing costings, for a year round park and ride scheme. The majority of Members on the whole supported a free parking period in the rural areas should remain, as they were less well served by public transport.

The Chairman commented that at the Overview and Scrutiny meeting held on 19 November 2019, Mrs Bourne, Chief Executive of Chichester Festival Theatre had advised that restaurant takings were down due to the impact of evening charges. He referred to the correspondence he had received from independent retailers in the District who were of the view that the car parking charges were seriously affecting their businesses. He believed the Council could affect behaviour, in particular the number of cars that used Little London car park. He felt that there were opportunities that would not affect the Council's budget, for example only allowing

electric vehicles and blue badge holders to park in Little London and Baffins Lane to help reduce air pollution in the City. With regard to the new Parking Strategy he suggested changing to one year parking charge increases with a review at the end of the year to look into ways of attracting visitors into the City.

Mrs Hotchkiss advised that at a meeting she and Mrs D Shepherd, Chief Executive had attended with Mrs Bourne, they were advised that evening charges had not had an effect on ticket sales. The views of retailers were a perception. Officers were aware of the impact that rents, business rates and online shopping had on retailers and advised that work was taking place with Chichester Vision and the BID on this matter. People are increasingly spending more leisure time on the high street. The parking strategy was an audit of need and was not focused on the charges. She undertook to look again at the park and ride to see if it was feasible to provide the services outside of the Christmas period, but finding the right location an issue.

Mrs Murphy and Mrs Hotchkiss outlined the timescales relating to the upcoming review of the Parking Strategy, which will set the strategic direction for parking in the Council's car parks over the coming years and that whilst any changes to charges would be closely monitored it may be difficult to introduce and proposals from the Parking Strategy review relating to charges for April 2021 given the timescales involved.

The Chairman explained that he would produce a report, to take into account today's discussion on the proposals, to feed into the council's parking charges consultation. A draft would be circulated to members of the Committee who would be given the opportunity to comment.

## **RESOLVED**

That the Overview and Scrutiny Committee uphold the decision made by Cabinet, which was as follows:

1. That the proposal be approved as set out in 5.1 of this report to increase car parking charges with the additional amendment of a £2 per hour rate for both Little London and Baffins Lane car parks, which subject to consultation responses be implemented from 1 April 2020 for a two year period.
2. That the Director of Growth and Place be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation) Order 2018 and Road Traffic Act 1984.
3. That the consolidation of all Parking Orders since 2012 into one document be approved. This document will further clarify the provision for electric payments and the exemption from daily charges for Blue Badge holders (with the exception of Pay on Foot parking) which subject to consultation be implemented from 1 April 2020.

## **RECOMMENDED**

That the Overview and Scrutiny Committee produce a report to Cabinet with its response to the proposed car parking charges increase consultation before the closing date of 16 December 2019.

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

### **RESOLVED**

That the public, including the press, should be excluded from the meeting on the following grounds of exemption in Schedule 12A to the Local Government Act 1972, namely Paragraphs 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and 5 (Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings) 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.

## 7 **Southern Gateway Task and Finish Group Final Report**

Members considered the confidential report circulated to officers.

Mr Palmer, Chairman of the Southern Gateway Task and Finish Group, introduced the item and presented the findings of the Task and Finish Group on the progress of the Southern Gateway project and the final submissions in respect of a development partner.

He stated that it was important that going forward members should have a handle on progress of the Southern Gateway project going forward, which was likely to last eight years. It was considered that there had not been sufficient engagement with members during the process. With regard to the future roll of the Committee in the Southern Gateway process, he suggested quarterly progress meetings should take place between the developer and the Overview and Scrutiny Committee.

He thanked the members of the Task and Finish Group for their contribution and congratulated officers on the work they had carried out, as well as the quality of Developer A's bid.

Mr Sutton thanked Mr Palmer for taking on board all the views of the Task and Finish Group members in the final report.

### **RESOLVED**

That the findings of the Southern Gateway Task and Finish Group be noted.

## 8 **Southern Gateway - Appointment of a development partner**

Members considered the confidential report circulated to officers.

Mr Bell, Cabinet Member for Growth, Place and Regeneration, introduced the report.

The Council's consultants Mr Roberts of Jones Lang LeSalle and Mr Matthew of Browne Jacobson LLP were in attendance to provide advice concerning the property and legal aspects.

Mr Over presented the report and took members through the Final Tender Evaluation (appendix 2) and the reasons for recommending preferred Developer A. The Evaluation before the Committee today differed slightly to the report being presented to Cabinet, but were solely presentational changes with the scores remaining the same. He explained the differences between the final bidders in their approach and the reasons for how each of the scores were reached. He advised that 'appendix 8' referred to in paragraph 4.25 of the report should read 'appendix 2'. A lengthy background to the project had been included in the report due to the number of new members following the District Council election, which set out all the previous approaches and the delegated powers given to officers with full consultation with the Leader of the Council. It was important not to lose sight of the objective to deliver jobs, housing, business space and public realm. Officers would, through dialogue, be flexible when working with the chosen developer on their proposals and want to provide something that the Council can be proud of.

During the ensuing discussion Mr Over, Mr Roberts and Mr Matthew answered members' questions. If for any reason it was not possible to reach agreement with the chosen developer on the development agreement, including the land values then a further report would be considered by members. However, dialogue meetings had concluded with the bidders to resolve any issues and the next stage would be to negotiate the terms once the bidder was chosen. To ensure a Design Panel was provided by the preferred developer if chosen, this could be made a requirement in the development agreement. With regard to zero hours contracts, the preliminary questionnaire completed by the bidders concerning equal opportunities and employment matters had been addressed. With regard to the nature of the role the Overview and Scrutiny Committee's wished to play in the future monitoring of the project, there would be a whole consultation process designed with the developer. The Committee must clearly have a role but it should be proportionate.

Mr Bennett reminded members that the scrutiny function, under the Local Government Act 2000, was primarily to hold the executive to account by developing and reviewing council policies. Section 9F(5) of the Act specifically prohibited scrutiny committees from trying to discharge executive functions.

As requested by the Southern Gateway Task and Finish Group, it was agreed that the Committee should receive quarterly progress meetings on the project with the selected developer.

## **RECOMMENDED**

1. That Cabinet are recommended following "standstill" and dealing with any issues arising, and confirmation that West Sussex County Council have cleared their own governance processes, including call-in, that the Council select Developer A on Heads of Terms shown in Appendix 1 to deliver the Southern Gateway Masterplan regeneration project pursuant to the outcome of the Evaluation Report at Appendix 2 once matters of detail are finalised with the bidder.
2. That Cabinet are recommended to liaise and agree with the selected developer an appropriate means of consultation so as to engage and involve both Councillors and the community as detailed design and other proposals are developed.

**RESOLVED**

That the Overview & Scrutiny Committee should have quarterly progress meetings on the project with the selected developer.

The meeting ended at 1.00 pm

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CHAIRMAN

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Date:

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

21 January 2020

**Update on sickness levels within Chichester District Council**

**1. Contacts**

**Report Author:**

Joe Mildred - Business Support Manager

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**Cabinet Member:**

Peter Wilding - Cabinet Member for Corporate Services

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**2. Recommendation**

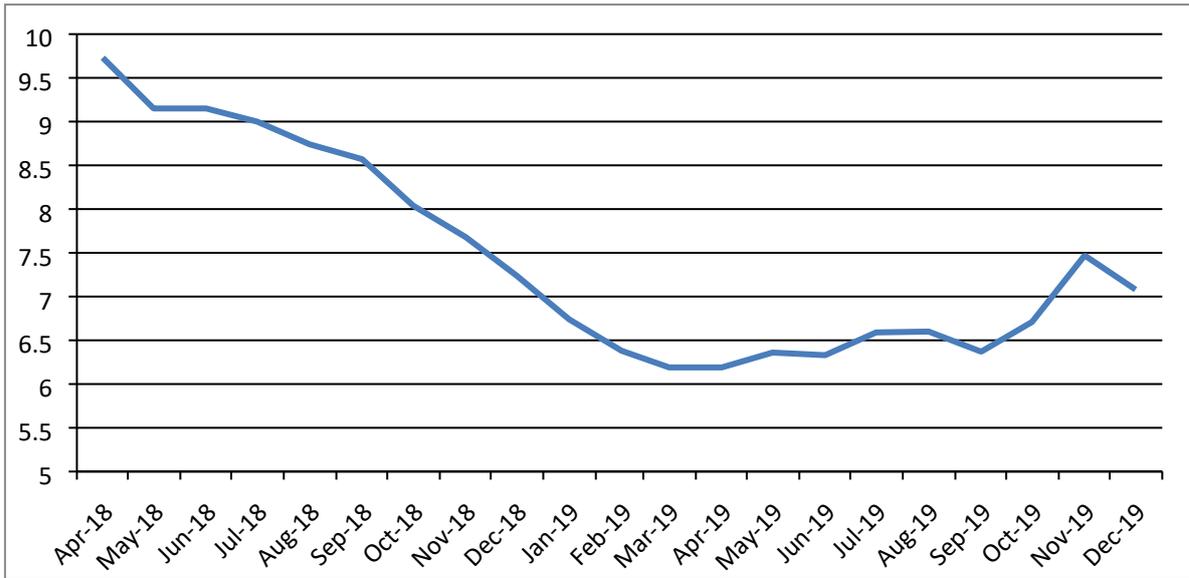
**2.1 That the Overview and Scrutiny Committee notes the latest levels of staff sickness absence.**

**3. Background**

In June 2018, the Overview and Scrutiny Committee received a report on the levels and management of sickness levels within Chichester District Council. Following a thorough review it was recommended that the Absence Management Policy be re-written, some specific work be undertaken on the management of stress in the work place and that an on-going focus be given to the management of sickness levels and associated concerns be undertaken. These recommendations have now been implemented with the relevant follow up reports overseen by the Joint Employee Consultative Panel. This Committee has requested and update on sickness levels following the review.

**4 Latest figures**

**4.1** The June 2018 report to this committee contained a substantial amount of background data and explanation as to how and why the sickness levels were at the current levels. The table below shows how the levels of sickness have changed since then. The latest average sickness figure is 7.08 days which is made up of 4.36 days of long term and 2.72 days of short terms cases.



**5 Background Papers**

**5.1 Sickness Levels within Chichester District Council – OSC report 19 June 2018**

**Chichester District Council**

**Overview and Scrutiny Committee**

**21<sup>st</sup> January 2020**

**Housing Strategy 2020-25**

**1. Contacts**

**Report Author**

Ivan Western – Housing Delivery Manager

Telephone: 01243 521164 E-mail: [iwestern@chichester.gov.uk](mailto:iwestern@chichester.gov.uk)

**2. Recommendations**

- 2.1 That OSC make any comments on the draft Housing Strategy and recommend it to Cabinet and Council for adoption.**

**3. Background**

- 3.1 The Council has previously published separate strategies covering Affordable Housing, Homelessness, Private Sector Renewal and the allocation of tenancies. Each of these documents has covered different periods but all are now due for review.
- 3.2 The intention going forward is to adopt a single Housing Strategy which takes a holistic view of the Council's role as a strategic housing authority thus avoiding a degree of duplication that has existed in the past.

**4. Outcomes to be Achieved**

- 4.1 The Strategy sets out a vision and a set of priorities which will guide our approach to affordable housing, homelessness and private sector renewal over the next five years. The priorities build directly on the Council's Corporate Plan Objectives.
- 4.2 The Strategy incorporates broad strategic objectives, benchmark measures as well as specific goals. These will be monitored and reviewed through annual Service Plans.

**5. Proposal**

- 5.1 That OSC make any comments or recommendations on the draft Housing strategy following which the strategy will be considered by Cabinet. It is intended that the Council will then adopt the Housing Strategy 2020-25 at it's meeting in March 2020.

**6. Alternatives Considered**

- 6.1 None as parts of the Strategy are statutory.

## 7. Resource and Legal Implications

- 7.1 There are no specific financial or legal implications arising directly from the Housing Strategy. Subsequent initiatives and actions which have implications will be subject to appropriate consideration and governance arrangements as required.

## 8. Consultation

- 8.1 Consultation has been carried out as below:

- (a) Internal consultation has involved staff briefings and team meetings focussing on specific elements of the strategy
- (b) External consultation has involved:
- An initial public survey via the 'Let's Talk' channel, this was used to collate public views of the priorities which the Housing Strategy should address
  - Presentations at various stakeholder fora
  - Individual meetings with key stakeholders and partners
  - Dissemination of an earlier draft summary to a wide range of partners and stakeholders inviting feedback. The draft strategy has been favourably received by a number of respondents representing West Sussex County Council, the NHS, South Downs National Park Authority and the voluntary sector. In some cases comments from stakeholders identified opportunities where drafting could be improved to provide greater clarity.
- (c) All Members were invited to give feedback and comments on the draft strategy. Consultation with Members took place as part of a half day seminar on 20th November, further information was provided through the Members Briefing and dissemination of an earlier draft summary. Members were also offered the opportunity to discuss the strategy at individual 'surgeries' during early December.

## 9. Community Impact and Corporate Risks

- 9.1 The Strategy sets out a practical vision for the implementation of key objectives defined in the Corporate Plan. In order to optimise the value of our contribution to housing in the District it is necessary to have a Strategy which is up to date and relevant. Without one there is a risk that opportunities to meet residents' needs will not be fulfilled.

## 10. Other Implications

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

<b>Health and Wellbeing</b>	<b>x</b>	

## **11. Appendices**

11.1 Appendix 1 Draft Housing Strategy 2020-25

## **12. Background Papers**

12.1 Housing Strategy Impact Assessment

12.2 Chichester District Council Homelessness Review 2020

12.3 Chichester District Council Tenancy Strategy 2020-25

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# Chichester District Housing Strategy 2020-25

## Cabinet Member's Foreword

(to follow)

### Executive Summary

The purpose of the housing strategy is to set out the key housing issues affecting residents in the Chichester District and to set out a vision for tackling these issues over the next five years. The relatively high cost of local housing creates difficulties in a number of areas and the Council is committed *to improving the provision and access to affordable housing* as one of its key priorities.

The starting point for this is an analysis of the local housing market which - in terms of the relationship between earnings and housing costs - is one of the least affordable in England. Housing affordability has continued to decline in the last five years and with it opportunities for first time buyers to enter the property market have receded. As a result more households now rely on the private rented sector on a long term basis. For households on low incomes, including those eligible for means tested benefits, private rents can be unaffordable, which leaves newly forming households with very few options. In such circumstances affordable housing, provided in different forms by Registered Providers, plays a critical role.

The Homelessness Reduction Act (HRA) which came into effect in 2018 resulted in significant new duties to assist anyone at risk of homelessness. This involves specific 'prevention' duties which are owed 56 days prior to homelessness and 'relief' duties beyond this.

The geography and demography of Chichester District provides some particular challenges. The District is large and predominantly rural with much of the northern part of the District forming part of the South Downs National Park. The District's attractiveness as a place to live provides a strong 'pull' to relatively wealthy, older households. This has important implications for the District's housing market and wider economy, particularly in rural areas. At the same time as addressing the need for smaller, more affordable, homes for younger households, the District also faces huge pressure to meet needs of a growing number of ageing households who require care and support to maintain their independence.

Against this background, our Housing Strategy defines eight long term objectives to address this challenge. They are as follows:

1. Prevent homelessness through early intervention and support
2. Reduce the number of placements into Bed and Breakfast
3. Tackle rough sleeping
4. Maintain and improve the condition of housing in the District
5. Optimise the use of social rented housing in the District
6. Deliver 1,000 new affordable homes by 2025
7. Increase the capacity to meet rural housing needs through community led housing initiatives
8. Address the need for specialised housing for those with care needs

The strategy identifies benchmarks for assessing progress against these objectives which are measureable. These targets are ambitious but with collaboration of the many partners and stakeholders who are involved in the delivery of local housing, they should also be achievable.

## **Introduction: Improving the Provision of and Access to Affordable Housing**

Improving the provision of and access to affordable housing is one of five key corporate objectives defined in the District Council's Corporate Plan for 2018-2021. The District Council is the strategic housing authority and has a range of statutory responsibilities which include:

- Preventing homelessness and managing housing need
- Regulating the physical standards of homes and supporting adaptations
- Defining the need for new development to meet local housing needs.

Over the next five years the need to prevent and reduce homelessness and to maintain the supply of genuinely affordable housing are key priorities for the Council.

The scope for action reflects both national and local policy drivers. Much of what the Council does is framed by statutory responsibilities, by government policies and availability of public funding. Policy options are also framed by the reality of what is viable within the framework of the wider economy and local housing market.

### The Role of the Strategy

The purpose of the housing strategy is to set out the Council's approach to meet the key housing issues likely to face our residents over the next five years.

The Council has previously published separate strategies covering Affordable Housing, Homelessness, Private Sector Renewal and the allocation of tenancies. Each of these documents has covered different periods but all are now due for review.

The intention going forward is to adopt a single overarching Housing Strategy which takes a holistic view of the Council's role as a strategic housing authority thus avoiding a degree of duplication that has existed in the past. Our strategic approach to homelessness, private sector renewal and the provision of affordable housing are all reflected within this single overarching Housing Strategy.

To this end the strategy aims to:

- Provide an overview of the key local housing issues
- Define realistic and deliverable ways of responding to these issues
- Set out the basis for partnerships with key stakeholders

The role of partners is especially crucial to the delivery of our plans. We expect partners to influence the development and implementation of the strategy as part of an iterative approach. This includes Registered Providers, as well as a range of voluntary and statutory agencies with whom we work.

The structure of the strategy mirrors the objectives that are set out in the Corporate Plan. The three Corporate Plan objectives for housing are shown in the left hand column of the table below, the right hand column shows how these objectives are expanded in the Housing Strategy:

<b>Corporate Plan Priorities for Housing</b>	<b>Housing Strategy Objectives</b>
Provide support for those that need it.	<ol style="list-style-type: none"> <li>1. Prevent homelessness through early intervention and support</li> <li>2. Reduce the number of placements into Bed and Breakfast</li> <li>3. Tackle rough sleeping</li> </ol>
Ensure housing is used effectively and is fit for purpose	<ol style="list-style-type: none"> <li>4. Maintain and improve the condition of housing in the District</li> <li>5. Optimise the use of social rented housing in the District</li> </ol>
Increase the supply of suitable housing in the right location	<ol style="list-style-type: none"> <li>6. Deliver 1000 new affordable homes by 2025</li> <li>7. Increase capacity to meet rural housing needs through 'Community Led' housing initiatives.</li> <li>8. Address the need for specialised housing for those with care needs</li> </ol>

### National Policy Context

The Government's approach to housing can be summarised through a brief review of the key recent policy documents:

*A New Deal for Social Housing*, a Green Paper published in August 2018, articulates a set of guiding principles for the future role of the social housing sector. Published in the aftermath of the Grenfell House tragedy, the Green Paper can be seen as a re-balancing national housing policy by placing greater emphasis on the role and value of social housing. It can be argued that this contrasts with the previous approach which was focussed more narrowly on the extension of home ownership. In doing so, it echoes a mantra first used in the 1950s which describes housing as the 'first social service'. The green paper sets out five key principles:

- Ensuring resident safety
- Effective resolution of complaints
- Empowering residents and strengthening the role of the regulator
- Tackling stigma
- Expanding supply and supporting home ownership.

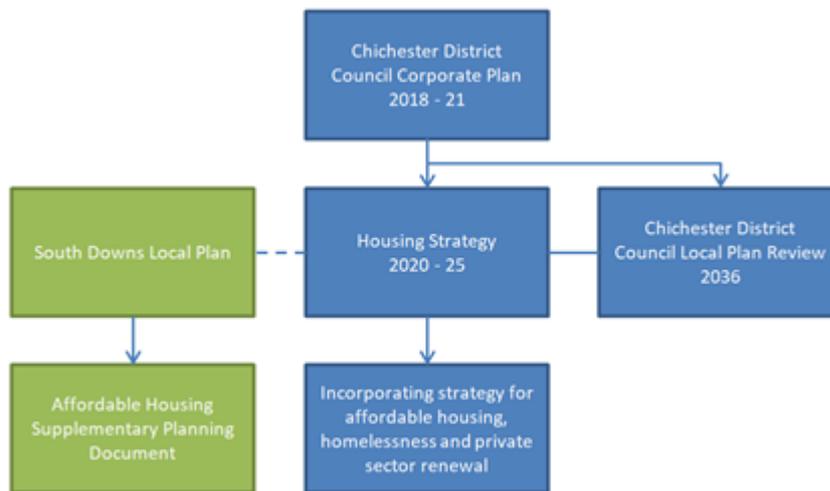
The fourth and fifth of these principles are especially pertinent to the District Council's role and the content of our strategy. The Government's aspirations to expand supply build to deliver 300,000 new homes per year by the mid-2020s as set out in the White Paper *'Fixing our broken housing market'* February 2017. The White Paper offers a blunt assessment of the causes and consequences of failing to maintain housing delivery.

*'Since 1998, the ratio of average house prices has more than doubled, And that means that the most basic of human needs – a safe, secure home to call your own – isn't just a distant dream for millions of people. It's a dream that's moving further and further away.'*

Housing affordability is the key theme which runs through our housing strategy and to a large extent the objectives contained within it aim to mitigate the consequences of this for local residents.

## The Local Policy Context

The diagram below shows the relationship between the housing strategy and other key Council policies and plans.



The relationship with the Local Plan Review is particularly important. Chichester's Local Plan was adopted in 2015 but must be reviewed within five years. The plan sets out a strategy and policies for managing and facilitating development in the area. It also makes clear what types of development will be permitted where. The housing strategy compliments this by describing in more detail the approach the Council plans to take in relation to specific housing issues.

A large part of the north of the District, which is mainly rural but includes the towns of Midhurst and Petworth, lies within the South Downs National Park. The relevant planning authority for this part of the District is the South Downs National Park Authority. The South Downs Local Plan was adopted in 2019 and contains policies which seek a step change in the delivery of affordable housing.

### An Overview of Housing Need in our District

#### Demographic Profile

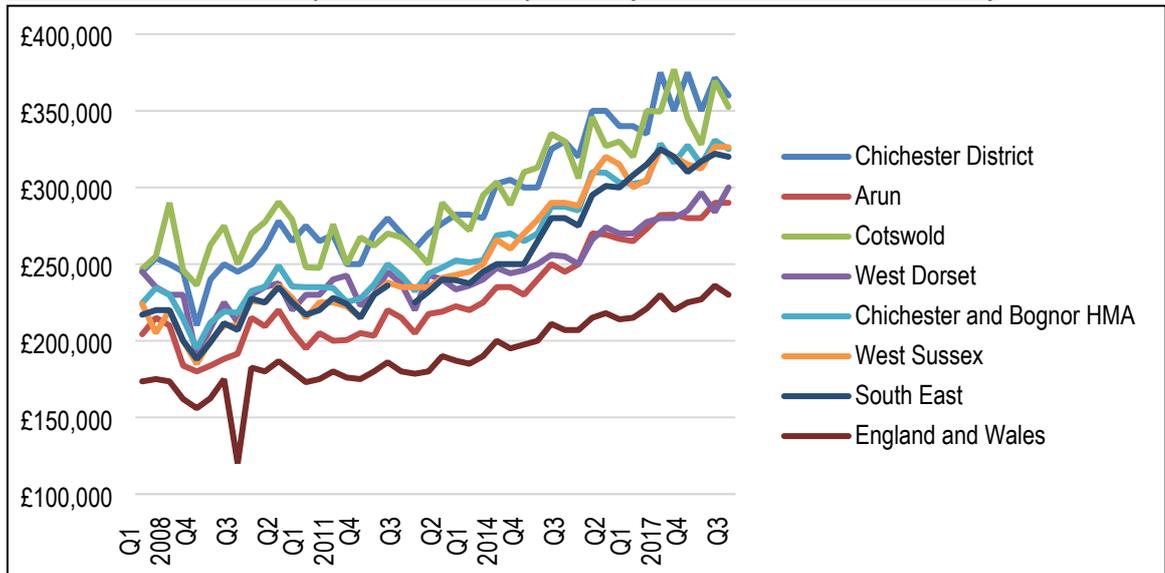
- The population of Chichester District was approximately 120,000 in 2018. This has grown by almost 20% over the past 30 years at an annual average rate of 0.6% p.a. This is slightly higher than the level for England as a whole but less than the regional figure for the South East.
- The District's age structure is skewed towards older groups. The proportion of residents in every cohort from 55 upwards is higher than the national average. There is a small spike in the population of those aged 20-24 which reflects the presence of students in the City. Conversely, compared to the rest of the region the District has relatively low numbers of children under the age of 10 and adults in the early stage of their working life.
- Net migration is one of the key determinants of the District's demographic profile. Chichester attracts many older, relatively wealthy households. Younger

households either single or with young families find it harder to find homes in the District.

Housing Market Affordability

- Chichester is a geographically large and diverse District stretching from the South Coast to the Surrey border. From a housing and planning perspective five distinct sub-areas can be identified as follows:
  - Chichester City
  - East West Corridor stretching from Tangmere to Southbourne (but excluding Chichester City)
  - The Manhood Peninsula including Selsey and the Witterings
  - South Downs National Park Area (SDNP)
  - Plan Area North: a relatively small area of the north east of the District including Kirdford, Loxwood and Wisborough Green.
- The nature of the housing markets and the potential for development within these sub areas differ markedly.
- House prices across the District have grown strongly since the 2008 recession at a similar rate to the regional average albeit at a higher level. Median house prices for different property types are shown in the table below from which it will be evident that for most property types in Chichester are more expensive than regional comparators.

Median House Prices by Local Authority 2018 (Source: DCLG Live Tables)



- Chichester’s most recent Housing and Economic Development Appraisal (HEDNA) undertook a number of tests of housing market affordability. Affordability ratios test the relationship between earnings and housing costs, this can be done using either a ‘workplace’ measure (incomes of those working in the District) or a residence based measure (using incomes of residents in the District). Calculating these ratios both at the lower quartile and at the median provides an indication of the level of housing market affordability at different price points within the market.

- The HEDNA shows that housing market affordability has deteriorated since 2012.
  - The key analysis shows that median house prices stand at 13.1 times median earnings for those working in the District
  - At the lower quartile the ratio is 14.5 indicating severe affordability pressures for those seeking entry level housing.
- Rental costs in Chichester are slightly lower than the regional average but notably more expensive than the national average

#### Housing Tenure and Trends in Occupation

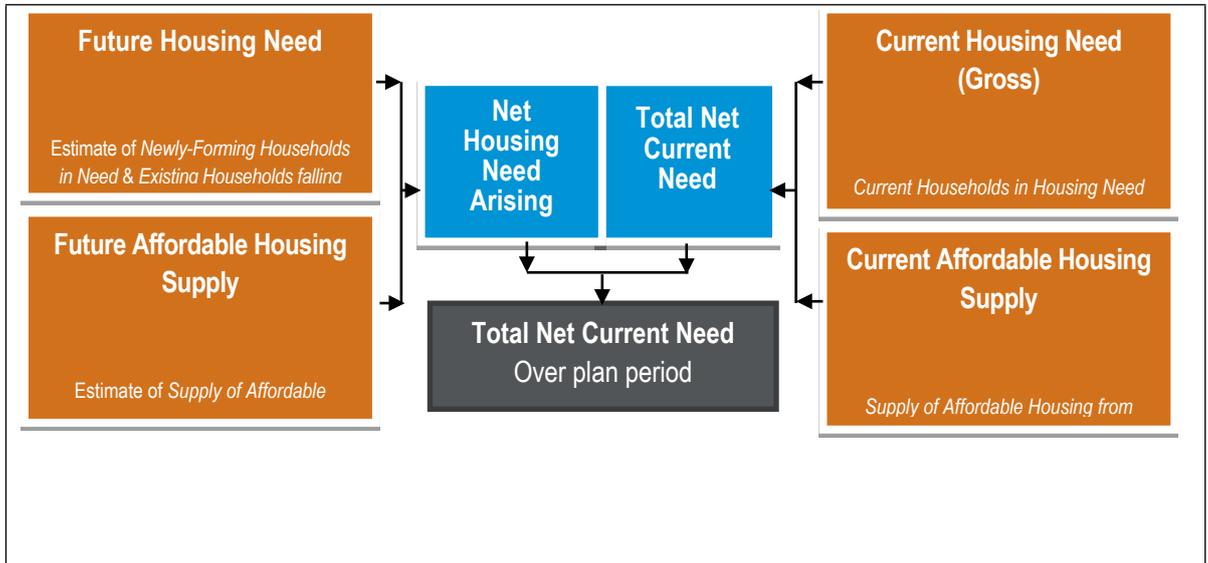
- A combination of deteriorating affordability and tighter lending criteria has inhibited households' ability to purchase homes since the recession. At a national level this has contributed to an increase in overcrowded and shared households, including where young people remain living with their parents for longer. This trend is replicated in Chichester and evidenced by an increase in over-occupied properties.
- This has been accompanied by strong growth in the private rented sector reflecting the lack of access to either social housing or owner occupation. Anecdotal experience suggests that many households including older adults and families with children now view private renting as a long term option, irrespective of the relatively insecure nature of the tenancies available.
- Conversely Chichester has also seen a growth in under-occupied properties. Typically this is associated with older households living in family homes whose children have left home and relatively wealthy households purchasing larger homes
- Second home ownership is also an important feature of the housing market especially in parts of the Manhood Peninsula and South Downs National Park. Across the District some 7% of properties are second homes.

#### The Need for Affordable Housing

- The most straightforward measure of housing need is the local Housing Register. The Housing Register is administered by the Council and provides the portal through which applicants may 'bid' for vacant social housing properties. Applicants on the Housing Register are prioritised using a banding system which reflects nationally defined 'reasonable preference' criteria. The figures below show the number of applicants in the top three bands (A,B and C). All applicants within these bands are deemed to have current needs reflecting the fact that their existing home is unsuitable.
- Although useful as a 'sense check', the Housing Register has limitations as a proxy for estimating long term housing need. The Register will not reflect the needs of households who feel that their needs are never likely to be met through the social housing sector, nor those who cannot meet the eligibility criteria perhaps because they have savings or do not have sufficient 'local connection'. Chichester's draft HEDNA 2019 uses the nationally prescribed methodology to provide an indication of the need for new housing within the District which is used to inform the Local Plan. This approach produces a dynamic model of housing need which combines an estimate of existing need with forecasts of the number of households who will move into housing need during a given period as well as the supply from existing stock. As part of this process the HEDNA also suggests appropriate levels of new affordable housing that are required. A

diagram of the approach used is shown below. At the time of writing the draft HEDNA is still being finalised and therefore there may be some changes to these figures and any necessary updates will be undertaken once the HEDNA is finalised.

Overview of affordable housing needs model: Source GL Hearn



The table below shows the estimated need for affordable housing (social and rented) by sub-area. The analysis is based on the lower quartile rented costs. This is because the income threshold for such housing is lower than for buying a home. For these purposes 'rental affordability' is assumed at a level where households spend no more than 31% of their total income on rent. The model shows a net need across the District for 348 additional social/affordable rented properties per year. This can be broken down into the geographical areas described earlier as shown below.

Estimated level of Social/Affordable Rented Housing Need per annum (Source: GL Hearn)

	Current need	Newly forming households	Existing households falling into need	Total Gross Need	Supply from existing stock	Net Need
Chichester City	16	115	62	193	96	97
East-West Corridor	9	80	24	113	39	74
Manhood Peninsula	14	82	24	120	36	84
Plan Area North	3	31	7	41	11	30
SDNP	13	75	49	137	75	62
<b>Chichester District*</b>	<b>55</b>	<b>383</b>	<b>167</b>	<b>605</b>	<b>257</b>	<b>348</b>

- Using a similar approach it is possible to provide a similar estimate of the need for affordable home ownership this is shown in the table below.

Estimated level of Affordable Home Ownership Need per annum (Source: GL Hearn)

	Current need	Newly forming households	Existing households falling into need	Total Gross Need	Supply (50% LQ +AHO resales)	Net Need
Chichester City	9	83	26	117	63	55
East-West Corridor	5	65	14	83	61	22
Manhood Peninsula	5	57	15	76	63	14
Plan Area North	1	21	3	24	18	6
SDNP	7	55	22	84	51	33
<b>Chichester District</b>	<b>26</b>	<b>280</b>	<b>79</b>	<b>385</b>	<b>255</b>	<b>130</b>

- The HEDNA analysis indicates a clear need for affordable housing. There is an identified need for 348 social affordable rented homes and 130 affordable home ownership properties per annum through to 2036. Separately the HEDNA identifies that in accordance with the Government’s standard methodology, the housing need for the plan area is 609 dwellings p.a. rising to 628 p.a. if the plan is submitted after 14<sup>th</sup> July 2020. Together with housing need within the parts of the District which fall within the Southdowns National Park of 125 dwelling p.a. This gives an overall housing need of 734 or 753 dwellings p.a.
- Turning to the CDC local plan area this is higher than the affordable housing policy requirement in the current Local Plan which seeks, subject to viability, 30% affordable housing on sites where there is a net increase of 11 or more dwellings and in all developments with a net increase of 6-10 dwellings in rural areas. Affordable housing quota levels for the forthcoming Local Plan are subject to review and have not yet been finalised.

**Corporate Plan Objective: Provide Support for those that need it**

Preventing homelessness is a fundamental priority for the Council because of the negative impacts which result from people losing their home. Homelessness is traumatic for those that experience it with negative effects on physical and mental health. The lack of settled accommodation can be particularly harmful to children for whom support networks and schooling may be disrupted. The consequences of dealing with homelessness also present significant challenges, both financial and logistical, for the District Council.

For most people homelessness involves moves between temporary accommodation or other insecure short term arrangements such as ‘sofa surfing’. In extreme cases, for relatively small number of adults, homelessness may involve sleeping rough. Sleeping rough is potentially dangerous; it destroys people’s health and ruins lives. The Government’s National Rough Sleeping Strategy aims to halve rough sleeping by 2022 and eliminate it by 2027, at local level the Council works with a range of partners towards this objective.

The lack of affordable rented accommodation in Chichester makes it especially hard for residents in housing need to secure alternative rented property. The impact of welfare reform since 2012 has made this much harder and in the current market very few privately rented homes are available at or below the Local Housing Allowance rate and are thus unaffordable for households who are on low incomes. The volume of homeless applications doubled between 2014 and 2018, when there were 265 applications. There has also been a significant reduction in funding for housing related support services which were previously commissioned by West Sussex County Council. This has resulted in service reductions and closures of some services from the Autumn of 2019. In Chichester this is affecting providers such as Stone Pillow as well as others providing specialist support to other vulnerable groups.

The Homelessness Reduction Act (HRA) which came into effect in 2018 resulted in significant new duties to assist anyone at risk of homelessness. This involves specific 'prevention' duties which are owed 56 days prior to homelessness and 'relief' duties beyond this.

To comply with the HRA, the Council has introduced a new system of recording activity which makes it hard to make comparisons with previous years. However the overall position suggests that the additional emphasis in this area is preventing an increase in homelessness that might otherwise have taken place. An analysis of the Council's performance under the HRA is provided in the Homelessness Review 2019.

**Corporate Plan Objective: Ensuring Housing is fit for purpose and is used effectively**

This theme embraces the general duty which the Council has to address poor housing standards in homes of all types and a more specific interest in the management and use of homes in the social sector with a view to ensuring that the use of these homes is optimised to meet local housing need; both now and in the future.

The Council has a general duty to review the condition of housing stock in the District and a specific responsibility to identify and hazards under the Housing Health and Safety Rating System (HHSRS). The Council's role is especially important in relation to the private rented sector where residents may find it harder to effect solutions to problems with their home. The links between poor housing conditions and health outcomes are well established. Housing risks contribute to poor health and avoidable demands on the NHS in a variety of ways, the most dramatic expression of which is the rate of excess winter mortality. Use of energy in homes is a significant source of CO2 emissions. Improving thermal efficiency of older homes through more efficient heating systems and better insulation can significantly reduce the carbon footprint of individual homes whilst addressing problems of fuel poverty and excess cold for low income residents.

Optimising the use of the District's social housing sector means that the sector can meet a wider range of needs and ultimately reduces the number of homeless households placed in temporary accommodation. The Council has an important role to play in making sure that vacant homes are allocated effectively and fairly in ways which meets needs and promotes sustainable communities. The Council's relationship with Hyde Housing is especially important. Hyde own 6,000 rented homes in Chichester, three quarters of the District's social rented housing stock. This includes the Council's former

stock of Council Housing. In some cases there may be issues regarding the long term suitability of some of these homes which may provide potential for stock rationalisation, regeneration and provision of new homes.

**Corporate Plan Objective: Increase the supply of suitable housing in the right location**

We need to make sure that the local housing market meets the needs and financial capacity of the District's residents. Improving the supply of affordable housing, by providing the right type of homes in the right places, supports the Council's overall objectives for a more sustainable community.

The relatively high cost of housing makes it harder for newly forming households to secure homes locally. This fuels a pattern in which younger, newly forming, households and skilled graduates tend to leave Chichester for less expensive areas. This inhibits our economy and contributes to recruitment and retention issues for local employers.

The lack of affordable housing means that many families bring up children in insecure privately rented accommodation at relatively high rents. Families in such circumstances face a greater risk of becoming homeless and may then experience poorer outcomes in terms of health and educational attainment.

Increasing the supply of suitable housing in the right location requires a range of different approaches; it is not simply a question of numbers. Addressing changing demographic needs is one element of this. In an area as geographically diverse as Chichester there are also specific rural housing needs. Effective partnership working with the South Downs National Park Authority as the Planning Authority for much of the rural area to the north of Chichester is critical.

Conclusion

The preceding issues identified have been the determinants of the following action plan which provides a summary of the proposed actions divided into the three corporate priorities with each of the eight long term objectives.

The eight objectives were identified following a public consultation and the detailed action plan has been consulted upon with all key stakeholders and partners.

The action plan will be a working document over the term of the strategy which may change subject to the local and national context.

Corporate Plan Objective: Provide Support for those that need it:  
Our strategy to prevent homelessness and rough sleeping

Housing Strategy Objectives	Action Plan
<p><b>1. Prevent homelessness through early intervention and support</b></p> <p><b>Where are we now?</b></p> <ul style="list-style-type: none"> <li>- The main causes of homelessness in Chichester: Loss of accommodation with Friends and Family, Relationship Breakdown and loss of private tenancies</li> <li>- Declining affordability, access to private renting and welfare reform combine to make it harder for younger and newly forming households to secure suitable accommodation</li> <li>- From 2019 a number of housing support services commissioned by WSCC have been reduced or decommissioned.</li> </ul> <p><b>Where do we want to get to?</b></p> <ul style="list-style-type: none"> <li>- A key aspect of the Homelessness Reduction Act is the ‘Duty to Refer’ which is designed to improve the way agencies identify and engage with households at risk at an earlier stage. To compliment this we aim to build on links which have been built up with statutory agencies in the health and social care sector in order to improve outcomes for service users.</li> <li>- Working alongside many of the same partners we aim to mitigate the reduction in commissioning of housing related support. Our aim will be to map where the most serious risks will arise and find creative ways of managing this, building on strength based approach. This will be reflected in new services to be jointly commissioned with WSCC and other District and Borough Councils during 2020.</li> <li>- Access to private rented accommodation is one of the key ways in which homelessness can be prevented. We want to extend opportunities for potentially homeless households with private landlords wherever possible, including through the Council’s Homefinder scheme</li> </ul>	<p><b>1.1 Support residents to access welfare benefits</b></p> <ul style="list-style-type: none"> <li>- Optimise use of Discretionary Housing Payments to meet shortfalls between housing benefit and rent in appropriate cases</li> <li>- Proactive approach and early identification of households where welfare reform may impact on housing affordability</li> <li>- Specialist role of housing welfare officer providing targeted intervention for households at risk</li> </ul> <p><b>1.2 Building networks to support residents ‘at risk’</b></p> <ul style="list-style-type: none"> <li>- Strengthen links to the NHS mental health and acute services, especially where residents are at risk of homelessness at discharge</li> <li>- Extend access to housing advice via the Chichester Foodbank</li> <li>- Develop the role of CDC’s Social Prescribing initiative to identify and support residents facing housing related risks</li> </ul> <p><b>1.3 Embedding the Homelessness Reduction Act</b></p> <ul style="list-style-type: none"> <li>- Making the Duty to refer work better through training and improved liaison with key statutory partners</li> <li>- Mitigating the loss of Housing Related Support services: Joint Commissioning Pathways from Homelessness service targeting ‘at risk’ groups e.g. Offenders, Vulnerable adults, victims of Domestic Abuse and young people</li> </ul>

<p><b>Benchmark Measure:</b></p> <ul style="list-style-type: none"> <li>- % of successful interventions under the HRA Prevention Duty</li> <li>- % of successful interventions under the HRA Relief Duty</li> </ul>	<p><b>1.4 Support to access different housing options</b></p> <ul style="list-style-type: none"> <li>- Use the Homefinder &amp; Rent Deposit scheme to help residents secure privately rented accommodation</li> <li>- Use the Homelessness Prevention Fund to provide discretionary assistance to help residents avoid homelessness</li> </ul>
<p><b>2. Reduce the number of households placed into Bed and Breakfast; especially into accommodation which is non self-contained or outside of the District</b></p> <p><b>Where are we now?</b></p> <ul style="list-style-type: none"> <li>- The Council owns 51 flats which provide the principal source of temporary accommodation for homeless households who require placement.</li> <li>- These flats are directly managed by the Council and support is offered to assist residents who might struggle to maintain a tenancy.</li> <li>- Placements in emergency 'nightly paid' accommodation are sometimes necessary where no other suitable alternatives exist. Unfortunately the number of these placements has increased from 35 to 87 in the last five years. This reflects greater pressure on the temporary accommodation throughout West Sussex with falling supply and demand from authorities as far away as London.</li> <li>- In 2019 the Council agreed a new protocol on 'Out of Area' placements and is preparing to increase the amount of Council owned temporary accommodation to provide a better long term solution for this need.</li> </ul> <p><b>Where do we want to get to?</b></p> <ul style="list-style-type: none"> <li>- We aim to ensure that, as far as possible, we use temporary accommodation which is local and self-contained with the capacity to support households experiencing homelessness.</li> <li>- Using commercial 'nightly paid' accommodation represents a poor use of public money which we wish to minimise.</li> </ul>	<p><b>2.1 Providing an effective source of temporary and emergency accommodation</b></p> <ul style="list-style-type: none"> <li>- By providing a tenancy sustainment offer to residents in CDC's temporary accommodation we aim to help residents to take on and sustain their own accommodation</li> </ul> <p><b>2.2 Investment in additional provision of temporary accommodation</b></p> <ul style="list-style-type: none"> <li>- We have acquired a new site at Freeland Close which will provide a further 17 new units of temporary accommodation which CDC will own and manage</li> </ul> <p><b>2.3 Increasing access to other housing options</b></p> <ul style="list-style-type: none"> <li>- Support for new development of affordable housing which is accessible to households at risk of homelessness</li> <li>- Giving homeless households reasonable priority to bid for social housing through the Homemove system for the allocation of social housing</li> <li>- Facilitate provision of basic furniture packs for homeless households through an arrangement with Stone Pillow</li> </ul>

	<ul style="list-style-type: none"> <li>- We want to ensure that homeless households do not lose access to existing social and support networks if placed in temporary accommodation</li> <li>- Maintain our existing service at Westward House and provide new built accommodation at a newly acquired site at Freeland Close</li> </ul> <p><b>Benchmark Measure:</b> No. of placements of families with children or pregnant women which are outside Chichester/non self-contained.</p>	
	<p><b>3. Tackle Rough Sleeping</b></p> <p><b>Where are we now?</b></p> <ul style="list-style-type: none"> <li>- Chichester’s city centre is one of a number of rough sleeping ‘hot spots’ within West Sussex. Monthly reviews of the numbers of rough sleepers vary but the overall trend over the past five years is upward. The last official count undertaken indicated 31 rough sleepers, which is the highest for several years.</li> <li>- The Council is actively involved in a range of initiatives to prevent rough sleeping. This includes the co-ordination of monthly Rough Sleeper Panel, commission a Severe Weather Emergency Provision, employment of a specialist Outreach worker.</li> <li>- Rough sleeping is not just about housing and the Council supports a partnership approach with other stakeholders in the statutory and voluntary sector to meet the wider needs of rough sleepers many of whom have complex needs.</li> <li>- The Council has worked with partners across West Sussex to take advantage of various government funding initiatives to address rough sleeping. Although this has been successful, the short term nature of most of these schemes is resource intensive and inhibits long term planning by delivery partners</li> </ul> <p><b>Where do we want to get to?</b></p> <ul style="list-style-type: none"> <li>- To limit the incidence of rough sleeping and embed long term partnership</li> </ul>	<p><b>3.1 Providing targeted intervention and support</b></p> <ul style="list-style-type: none"> <li>- Multi-agency approach to provide a co-ordinated response &amp; improve the collation of information about individual rough sleepers</li> <li>- CDC Outreach worker’s role: identifying individuals and co-ordinating action and engagement with different agencies</li> </ul> <p><b>3.2 Building effective partnerships across a range of agencies</b></p> <ul style="list-style-type: none"> <li>- Hospital Admission Reduction Pathway (HARP): will provide additional support both within the NHS and at street level following a successful bid to Public Health England, this will commence in February 2020.</li> <li>- Rapid Rehousing Pathway partnership: support for ‘Navigator’ and Supported Lettings Officer role to support users into private rented sector</li> <li>- Stone Pillow partnership: role of the Hub (Day Centre) and scope for additional move on accommodation</li> <li>- Working with other voluntary agencies through the Chichester City Homelessness Forum</li> </ul> <p><b>3.3 Engage public in ways of providing constructive assistance</b></p> <ul style="list-style-type: none"> <li>- Developing scope for charitable activity via ‘Diverted Giving’ e.g. Greater Change</li> </ul> <p><b>3.4 Mitigating the most harmful consequences of Rough Sleeping</b></p>

	<p>approaches which are responsive enough for rough sleepers to navigate successfully and move on to settled accommodation with the support they need</p> <ul style="list-style-type: none"> <li>- Develop partnerships to mitigate some of the most harmful impacts of rough sleeping; both for individuals and for the community</li> <li>- Engage the public in supporting constructive ways of supporting vulnerable rough sleepers</li> </ul> <p><b>Benchmark Measure:</b> Annual rough sleeper count</p>	<ul style="list-style-type: none"> <li>- Severe weather provision</li> <li>- Day services from StonePillow’s Chichester Hub</li> <li>- Action plan with partner agencies to minimise anti-social behaviour associated with rough sleeping and limit impact on City Centre businesses.</li> </ul> <p><b>3.5 Improving access to ‘move on’ accommodation for single homeless adults</b></p> <ul style="list-style-type: none"> <li>- Make sure hostel residents are not disadvantaged from bidding through the Homemove system</li> <li>- Seek opportunities to increase the stock of supported move on accommodation</li> </ul>
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**Corporate Plan Objective: Ensuring Housing is fit for purpose and is used effectively:  
Our Strategy for Private Sector Renewal and the future use of the Social Rented Sector**

<b>Housing Strategy Objectives</b>	<b>Action Plan</b>
<p><b>4. Maintain and improve the condition of housing in the District</b></p> <p><b>Where are we now?</b></p> <ul style="list-style-type: none"> <li>- 1,844 or 22% of the District’s privately rented homes had Category 1 hazards under the Housing Health and Safety Rating System (HHRS). Such hazards are deemed likely to have an adverse effect on residents’ health and safety.</li> <li>- 14% of privately owned homes have a Category 1 hazard for excess cold. This is twice the rate for England as a whole</li> <li>- Privately owned homes in the District tend to be less energy efficient than the average for England. The Standard Assessment Procedure (SAP) assesses domestic energy efficiency on a scale of 0 (worst)-100 (best). The English average for privately owned homes is 55, whereas equivalent figures for Chichester show indicate rates of 51 for owner-occupied homes and 49 for the private rented sector.</li> <li>- In 2017/18 there were 176 excess winter deaths in the District. Although in line with the English average this nonetheless gives cause for concern.</li> <li>- The propensity for disrepair and Category 1 Housing Risks in the privately rented accommodation is higher than in other types of housing</li> <li>- A growing number of households, 15% of all households in the District, now live in privately rented homes. Besides an increased student population, this includes a growing number of numbers of families with children and older people who rely on private renting</li> </ul> <p><b>Where do we want to get to?</b></p> <ul style="list-style-type: none"> <li>- The government has acknowledged that local authorities require more powers to enforce against rogue landlords and tenants need increased redress against such landlords, consequently increased enforcement tools</li> </ul>	<p><b>4.1 Private Rented Sector:</b></p> <ul style="list-style-type: none"> <li>- Assistance provided to encourage landlords to bring property up to accreditation standard and empty properties back into use</li> <li>- Expansion of the Landlord Accreditation Scheme to reach more private rented properties and revision of current financial assistance policy used to determine eligibility</li> <li>- Introduction of a new Enforcement Policy to address poor standards.</li> </ul> <p><b>4.2 Home Repair Assistance:</b></p> <ul style="list-style-type: none"> <li>- Reducing the level of hazards in the private housing stock</li> <li>- Review ceiling for assistance</li> <li>- Review range of scheme to incorporate wider range of works criteria</li> </ul> <p><b>4.3 Chichester Warm Homes Initiative:</b> Addressing fuel poverty and excess cold in private housing:</p> <ul style="list-style-type: none"> <li>- Rebrand and Re-Launch of the Warm Homes Initiative</li> <li>- Review eligibility criteria through revisions to the Financial Assistance Policy</li> <li>- Review ceiling on assistance provided</li> </ul> <p><b>4.4 Disabled Adaptations</b></p> <ul style="list-style-type: none"> <li>- The Council’s budget allocation for Disabled Facility Grants (DFGs) has significantly increased in recent years, which has exceeded the demand for mandatory grants</li> <li>- Consequently a countywide Discretionary DFG Policy is</li> </ul>

<p>have been introduced.</p> <ul style="list-style-type: none"> <li>- Effective enforcement measures are in place to address poor housing standards.</li> <li>- Improved identification of those most at risk through wider promotion of the Chichester Warm Homes Initiative</li> <li>- Partnership working across a range of stakeholders to make 'every contact count'</li> <li>- Adoption of a Countywide approach to Disabled Adaptations allowing for more flexible use of funding to meet residents' needs and avoiding delayed discharges from hospital. This will include adaptations, relocation or even extension of homes</li> <li>- Ensure that the four major forms of assistance are based on relevant and appropriate criteria and are accessible to those in greatest need.</li> </ul> <p><b>Benchmark Measure:</b> No. of homes have been improved via renewal activity or adaptations.</p>	<p>being developed across West Sussex which is expected to be introduced in 2020</p> <ul style="list-style-type: none"> <li>- We will introduce fast track procedures for minor adaptations and broadening the use of DFGs.</li> </ul> <p><b>4.5 Monitoring the Condition of the Private Housing Stock</b></p> <ul style="list-style-type: none"> <li>- We plan to commission a housing stock condition modelling survey and private rented sector identification project in conjunction with several local authority partners which will aid us to appropriately direct our future resources</li> </ul>
<p><b>5. Optimise the use of social rented housing in the District</b> Where are we now?</p> <ul style="list-style-type: none"> <li>- Registered Providers own some 8,000 rented homes in the District which, in the main, are allocated to applicants through the Council's Housing Register via the Homemove choice based lettings scheme.</li> <li>- Nomination agreements with Registered Providers are designed to ensure that social housing is allocated fairly and meets locally defined needs. In rural areas this means giving priority to applicants with local connections.</li> <li>- Hyde Housing has undertaken a major review of its stock in Chichester. Much of this stock is ageing and will require investment to meet the standards which future residents will expect and government regulation will be expected to require. This is already true of some types of property for which there is limited demand. Over the long term the approach to this may involve significant investment in estate based regeneration schemes.</li> </ul>	<p><b>5.1 Review and revise the housing allocations scheme and Choice Based Lettings (CBL) process</b></p> <ul style="list-style-type: none"> <li>- Reviewing current income and savings eligibility thresholds</li> <li>- Review criteria used for eligibility and local connection</li> <li>- Complete the transition of the Homemove Lettings system to a new provider.</li> </ul> <p><b>5.2 Collaborate with Hyde on a long term strategy for the future of their Chichester housing portfolio</b></p> <ul style="list-style-type: none"> <li>- Identify areas where regeneration can optimise the use value of the stock to local residents</li> <li>- Where and if, necessary revise the stock transfer agreement with Hyde to facilitate long term regeneration opportunities</li> <li>- Agree protocols for stock rationalisation or regeneration</li> </ul>

<p><b>Where do we want to get to?</b></p> <ul style="list-style-type: none"> <li>- Ensure the Social Housing allocation process is seen to be fair, transparent and promotes the efficient use of the limited stock of homes; for example by improving mobility and reducing ‘under occupation’.</li> <li>- Social housing in the District is well maintained and meets contemporary needs, and in the future will meet carbon reduction target standards.</li> <li>- Some elements of the Council’s stock transfer agreement with Hyde will expire in 2031, we wish to explore the scope to review this agreement in ways which facilitate new investment by Hyde in areas where they own existing housing or land.</li> </ul> <p><b>Benchmark Measure: <i>Secure substantive progress through collaboration with Hyde Housing</i></b></p>	<p>where disposal or redevelopment may provide a better means of meeting long term needs.</p> <p><b>5.3 Ensure effective engagement with all affordable housing providers:</b></p> <ul style="list-style-type: none"> <li>- Build links with Almshouses and charitable housing providers</li> <li>- Maintain relationships with Registered Providers and Community Land Trusts through our forums</li> </ul> <p><b>5.4 Revise the 2013 Tenancy Strategy</b></p> <ul style="list-style-type: none"> <li>- Setting out guidelines for the use of fixed term tenancies by Registered Providers</li> </ul>
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Housing Strategy Objectives	Action Plan
<p><b>6. Deliver 1000 new affordable homes by 2025.</b> (NB This includes anticipated delivery during 2019/20 and five following years).</p> <p><b>Where are we now:</b></p> <ul style="list-style-type: none"> <li>- Since 2011 government housing policy has placed increasing emphasis on the extension of home ownership. Until recently, funding for new rented development has focused on delivering homes at ‘affordable’ rather than ‘social’ rents; the former being linked to market prices rather than local earnings. At the time of writing, Homes England’s priority is to support investment in social rented homes, but the long term direction of national policy is uncertain</li> <li>- CDC’s capacity to vary the mix of affordable housing is heavily constrained by development viability. Homes England funding isn’t available for planning ‘quota’ sites and the Council has limited ability to determine how the required affordable housing is brought forward. In some cases this involves reliance on ‘for profit’ providers.</li> <li>- CDC’s Housing and Economic Development Appraisal (HEDNA) identifies a net need to deliver 478 affordable homes p.a. across the District. This would not be viable and a more realistic target of an average of 140 homes p.a. has been adopted. The actual average number of affordable housing completions achieved over the last five years is 183</li> <li>- CDC’s current approach to the provision of new affordable housing is based on partnership working with RPs: different approaches to delivery companies are under consideration</li> <li>- In addition to negotiating new affordable housing through quotas on larger market sites, CDC also seeks to enable new provision through a range of approaches including the use of rural exception sites, grants to Registered Providers and encouragement of the development of 100% affordable housing schemes by Registered Providers</li> </ul>	<p><b>6.1 Delivery of new affordable housing</b></p> <ul style="list-style-type: none"> <li>- Bringing forward quantum of new development on strategic sites including Tangmere, Shopwyke, Westhampnett, West of Chichester and the Southern Gateway</li> <li>- Prioritising the provision of affordable housing as part of the redevelopment of the Portfield FC site which is owned by CDC</li> <li>- Use commuted sums to bring forward new affordable housing , currently approximately £1m is available to support suitable schemes</li> </ul> <p><b>6.2 Implementing an effective affordable housing planning policy</b></p> <ul style="list-style-type: none"> <li>- Review current policy approach in light of recent market intelligence : 2019 Housing and Economic Development Appraisal (HEDNA)</li> <li>- Working with the SDNPA to support the implementation of their planning policy to boost provision of new affordable homes in the national park.</li> </ul> <p><b>6.3 Evaluate performance of current home ownership models in light of affordability and contribution to need</b></p> <ul style="list-style-type: none"> <li>- Appraise the suitability of different home ownership models; discounted sales, shared ownership.</li> <li>- Review requirements re: tenure mix affordable rent/home ownership as informed by the 2019 HEDNA</li> </ul> <p><b>6.4 Review current approach to affordable housing delivery</b></p> <ul style="list-style-type: none"> <li>- Explore potential for alternative delivery models for affordable housing which might include the potential for establishing a local housing company directly</li> </ul>

<ul style="list-style-type: none"> <li>- Affordable housing is also a key priority for the South Downs National Park Authority which is the planning authority for much of the northern part of the District. The South Downs Plan which was adopted in 2019 seeks to deliver a step change in the delivery of affordable housing in the National Park and CDC works closely with the SDNPA to facilitate this.</li> </ul> <p><b>Where do we want to get to:</b></p> <ul style="list-style-type: none"> <li>- A more balanced housing market with a wider range of options for households in local employment at or below median earnings.</li> <li>- A range of delivery options with the capacity to respond to different needs and opportunities</li> <li>- A stronger emphasis on social rented units within the mix of new affordable homes supported by use of strategic funding from Homes England</li> </ul> <p><b>Benchmark Measure:</b> No. of affordable housing completions, target = 1,000 by 2025 (average = 167 p.a.)</p>	<p>accountable to CDC</p>
<p><b>7. Increase capacity to meet rural housing needs through ‘Community Led’ housing initiatives.</b></p> <p><b>Where are we now?</b></p> <ul style="list-style-type: none"> <li>- Sustainability of villages and rural communities across the District is threatened by the lack of affordable housing. Local housing is frequently out of reach of those in local employment with significant numbers of homes occupied by retired households, second home owners or those who work outside the District</li> <li>- Development of new affordable housing is challenging partly due to constraints on new development and lack of sites, also because of the difficulty of attracting Registered Providers to deliver small developments.</li> <li>- Community led housing schemes are seen as a pragmatic and effective response to bring forward new affordable housing development in rural communities</li> <li>- CDC has established a dedicated role to support this and several groups</li> </ul>	<p><b>7.1 Support local research to provide a clear picture of the extent of local housing need within rural communities</b></p> <ul style="list-style-type: none"> <li>- Deliver Housing Needs surveys where appropriate and feed into local Neighbourhood Plans</li> </ul> <p><b>7.2 Make Effective use of the Community Led Housing Fund</b></p> <ul style="list-style-type: none"> <li>- £1.3m has been made available within the District to be used to support capacity building, identification of sites and feasibility studies for the development of affordable housing via Community Groups</li> </ul> <p><b>7.3 Establish a sustainable source of support for local Community Led Housing groups</b></p> <ul style="list-style-type: none"> <li>- Provide training and networking opportunities for existing and emerging groups</li> <li>- Use dedicated funding to subsidise and build capacity within the sector</li> </ul>

	<p>have been established</p> <p><b>Where do we want to get to?</b></p> <ul style="list-style-type: none"> <li>- The level of new housing delivery from the community led sector in the UK is much lower than in comparable countries in Europe or North America where several per cent of overall housebuilding is not unusual.</li> <li>- We wish to foster a growing network of community based providers with the appetite and capacity to identify and deliver new homes where there is a proven need</li> <li>- Although progress is expected to be slow and numbers small we aspire Chichester to be seen as an exemplar of best practice in Community Led Housing.</li> </ul> <p><b>Benchmark Measure</b></p> <p>No. of active community led housing partners, pipeline of schemes in progress</p>	
	<p><b>8. Address the needs of increasing number of households who require specialised housing</b></p> <p><b>Where are we now?</b></p> <ul style="list-style-type: none"> <li>- WSCC's Adult social care strategy 2019-21 highlights that within the next 20 years the number of people aged 65 and over living in West Sussex will increase by more than 100,000. People aged 85 and over will make up a third of this increase. The strategy focusses on increasing independence and helping people to help themselves.</li> <li>- Although there are two existing ECH schemes in Chichester District, Leaholme in Chichester, and Lapwing Court in Selsey, there is still by the available measures, an undersupply of ECH and therefore room for further development in Chichester District. Chichester District covers a large geographical area, and there may be demand for two schemes of 60 homes each, in the timescale of this strategy.</li> <li>-</li> </ul> <p><b>Where do we want to get to?</b></p> <ul style="list-style-type: none"> <li>- Supporting working-age adults who have care and support needs to be as independent as possible is equally important. Extra Care Housing can again contribute to meeting the housing and care requirements of some of these</li> </ul>	<p><b>8.1 Support development of new extra care housing (ECH)</b></p> <ul style="list-style-type: none"> <li>- Identify an appropriate site for additional ECH</li> <li>- Work with WSCC to support the development of a partnership with the capacity to deliver ECH scheme</li> </ul> <p><b>8.2 Undertake an appraisal of the needs for other kinds of specialised accommodation</b></p> <ul style="list-style-type: none"> <li>- Explore potential with WSCC/NHS partners to support specialist housing provision which reduces reliance on high dependency care settings</li> <li>- Potentially ECH can offer an all age housing solution so ideally barriers (such as aged over 55) should be removed from the criteria for this type of housing going forward.</li> </ul>

	<p>adults.</p> <ul style="list-style-type: none"><li>- As well as providing an attractive option for those requiring Care and Support, ECH can provide the incentive to move home, for those occupying larger family sized affordable homes who need care. This can result in a better use of housing stock and may if developed and used wisely contribute towards meeting Objective 5 of the Strategy: Using the Districts affordable housing as effectively as possible.</li></ul> <p><b>Benchmark Measure:</b> Progress on delivery of specialised housing</p>	
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## Existing Financial Resources for the Housing Strategy

Spending Priority	Amount available £000s	Description
<b>Disabled Facilities Grants</b>	1,600	This is the amount of government funding which CDC was allocated for spending on DFGs in 2019/20
<b>Private Sector Renewal Grants</b>	274	This represents capital funding which CDC currently has available for private sector renewal including accreditation, HomeFinder assistance & empty homes)
<b>Chichester Warm Homes Initiative</b>	150	Annual revenue spending on Chichester Warm Homes
<b>Homeless Prevention Fund</b>	42	£42K is available for use in preventing homelessness
<b>Rural Housing Fund</b>	460	This has been earmarked to support the compulsory purchase of a site to provide affordable housing
<b>Affordable Housing Grant Fund</b>	1,800	This consists of commuted sums paid by developers in lieu of provision of affordable housing . This must be spent on affordable housing or returned to the developer.
<b>Affordable Housing Capital Fund</b>	2,500	This is a capital fund which is available to support new schemes
<b>Housing Investment Fund £1m</b>	1,000	This is earmarked for the development of CDC's new temporary accommodation
<b>Right to Buy Receipts</b>	479	This represents CDC's 'share' of the proceeds of sales under the Right to Buy. The amount the Council receives fluctuates from year to year. These receipts are used to support the Council's capital programme.

## Glossary and Background Sources

**Affordable Housing:** housing for sale or rent, including social housing, for those whose needs are not met by the market

**Almshouses:** Accommodation provided by charitable providers and let exclusively to residents in accordance with the charity's purpose.

**Choice Based Lettings:** a lettings system for social housing which gives applicants the opportunity to bid for properties which they would like to be offered.

**Community Land Trust:** a non-profit organisation for the ownership and/or management of assets such as housing for the benefit of the local community.

**Disabled Facility Grant:** a means tested system of grants to provide residential adaptations for people with disabilities

**Diverted Giving:** a charitable giving scheme which encourage members of the public to support rough sleepers through indirect financial contributions, rather than giving cash to individuals.

**Excess Winter Mortality:** the difference between the number of deaths in the four 'winter' months (December to March) and the average of the numbers of deaths in the rest of the year. Green Paper: a consultation document produced by the Government

**Homefinder:** a Chichester District Council scheme to assist residents into privately rented accommodation

**Homelessness Reduction Act 2017:** An Act of Parliament which creates new duties for local authorities to manage and prevent the incidence of homelessness in their areas.

**Housing Health and Safety Rating System:** a risk based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from deficiencies identified in dwellings

**Housing Register:** a statutorily defined system which local authorities use to define eligibility and priority for the allocation of social housing.

**Local Housing Allowance:** a scheme applicable in the private rented sector, which limits the maximum amount of Housing Benefit or the Housing Cost Element of Universal Credit to an applicable rate, based on household size and Broad Market Rental Area

**Local Plan:** a plan that sets out detailed policies and specific proposals for the development and use of land in a local district.

**National Planning Policy Framework:** a framework that sets out the Government's planning policies for England and how these are expected to be applied.

**Private Sector Renewal:** publicly supported initiatives which are designed to address poor housing standards in the privately owned housing

**Registered Provider:** a landlord that is registered with the Regulator of Social Housing, this includes private registered providers such as housing associations.

**Severe Weather Emergency Provision:** temporary arrangements through which local authorities or partners establish emergency overnight accommodation for use by rough sleepers

**Shared ownership:** an affordable home ownership scheme that allows residents to purchase a share of a property and then pay a subsidised rent on the remaining share.

**White Paper:** a policy document produced by the government that sets out proposals for future legislation.

#### **Background Sources**

- Chichester District Council: Homelessness Review 2019
- Chichester District Council: Tenancy Strategy 2020-25
- Chichester District Council: draft Housing and Economic Development Appraisal 2020 (not yet published)

## **Task and Finish Group - Terms of Reference**

### **The viability of setting up a local housing company to deliver affordable housing**

**Membership:** To be appointed by Overview & Scrutiny Committee.  
Chair to be appointed by Overview and Scrutiny Committee

**Lead Officer:** Ivan Western, Housing Delivery Manager

**Officer Support:** Finance and Legal support to be confirmed.

#### **Purpose of the Group**

The purpose of the Group is to examine the medium/long term viability of setting up a local housing company as an independent arm's length organisation wholly owned by the council and operated on a not-for-profit basis.

In doing this the Group will:

1. Consider the risks to capital invested in the council housing presented by the current right to buy referencing how other council's manage this risk.
2. Review the land under Council control and /or which has potential to be under council control with capacity to build up to 199 council houses.
3. Consider the likely set up costs and resources/ skills/expertise required to set up a local housing company, referencing other Council's models.
4. Consider how the Council can best deliver affordable housing including assessing the effectiveness of existing delivery mechanism's and alternative options to increasing affordable housing delivery in the district.

#### **Scope**

- The study will focus on an initial viability of setting up a local housing company to deliver affordable housing, to be made available as affordable/social rent or part-ownership.
- The study will consider alternative options to delivering affordable housing with pro's and con's of each approach.
- Market housing and for profit investment will not be within the scope of the study.

#### **Methodology**

- The study will involve desktop research, interviews with other local authority officers and visits to get an understanding of the issues involved.

#### **Outcomes**

- The findings/ recommendations of the Study will be reported back to Overview and Scrutiny Committee/ Cabinet and will feed into future housing policy and funding requirements.

**Review period / timetable**

The Group will meet monthly.

March - Initial meeting

Apr - June evidence collecting including visits

Jul- Sep analysing and assessing evidence

Oct-Nov Draft report

Report to SLT: December

Report to OSC: Jan 2021

Report to Cabinet: Feb 2021

## COMMUNITY SAFETY TASK AND FINISH GROUP

### TERMS OF REFERENCE, SCOPING OF REVIEW AND OUTLINE PLAN

Review topic	Community Safety Review 2020
TFG members	To be appointed at the Overview and Scrutiny Committee meeting of 21 January 2020.
Officer Support	Mrs P Bushby and Miss K Davis
Background	<p>Section 17 of the Crime and Disorder Act 1998 states that all relevant authorities have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area.</p> <p>The Overview and Scrutiny Committee has a <b>statutory duty</b> in accordance with Sections 19 and 20 of the Police and Justice Act 2006 to review the district's Community Safety Partnership (CSP) with the following objectives:</p> <ul style="list-style-type: none"> <li>• To hold the CSP to account for its decision making</li> <li>• To scrutinise the performance of the CSP</li> <li>• To undertake policy reviews of specific community safety issues</li> </ul>
Terms of Reference	<ul style="list-style-type: none"> <li>• To hold the Chichester District Community Safety Partnership to account for its decision-making.</li> <li>• To scrutinise the performance of the Chichester District Community Safety Partnership.</li> <li>• To undertake policy reviews of specific crime and disorder issues e.g. child sexual exploitation/ modern slavery</li> <li>• To consider how the Partnership and individual responsible authorities are contributing to local joint initiatives and achieving their aims and objectives.</li> </ul>
Outcomes to be achieved	<p>The following <b>outcomes</b> should be achieved by the committee from undertaking this review:</p> <ul style="list-style-type: none"> <li>➤ Review of the CSP's performance over the last year.</li> <li>➤ Identification of any areas of concern for further in-depth review. Potentially Serious Organised crime particularly around drug exploitation and scams.</li> <li>➤ Input into the strategic direction of the CSP next year</li> </ul>
Methodology/ approach	CSP overview report for Q3; plan and budget; police crime stats; road safety stats.
In scope	Interviews with key agencies eg POLICE and WSCC, Chair CSP, Officers CSP Plan, budget, activity, partner work to support plan.
Excluded from scope	General or case specific police work. Police & Crime Commissioner decisions unconnected to CSP work i.e. Crime Prevention and Community Safety.

Consultation	<ul style="list-style-type: none"> <li>• Community Safety Partnership (Mrs E Lintill – Chairman)</li> <li>• Sussex Police</li> <li>• West Sussex County Council – re West Sussex Strategic Community Safety Partnership (WSSCP) structure</li> <li>• Police and Crime Panel (PCC) - Mrs E Lintill, the council's representative)</li> </ul>
Evidence sources	CSP Annual Report 2017/18 CSP Performance Plan 2018/19 and Q3 update CSP Budget 2018/19
Site visits	n/a
Frequency of meetings	Two meetings in February 2020 (to be held w/c 10 February)
Review completion date	Report to OSC 17 March 2020
How does the review link to strategic aims and priorities?	Corporate Plan targets: - Provide clear leadership and effective influence to 'bring together partner organisations and facilitate delivery for common benefit'. - Maintain low crime levels

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 February 2020 to 31 May 2020**

**An outline of the decisions expected to be made by the Council's Cabinet**

**Published 19 December 2019**

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2020 TO 31 MAY 2020**

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 February 2020 to 31 May 2020. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

Parts of these meetings may be held in private if the Cabinet considers it likely that there will be disclosure of confidential information or exempt information of a description specified in Part 1 of Schedule 12A to the Local Government Act 1972.

The Forward Plan includes key decisions, which are those which if taken by the Cabinet will have significant financial implications or significant impact in the District, and other decisions which may be of interest to the public.

The Forward Plan includes information on the person to contact to inspect relevant documents.

The Cabinet may also consider other documents or items which are not included in the Forward Plan due to changing circumstances.

The membership of the Cabinet is currently as follows:

Councillors Mrs E Lintill (Chairman), Mrs S T Taylor (Vice Chairman), Mr M Bell, Mr R Briscoe, Mrs N Graves, Mrs P Plant, Mr P Wilding,

The Forward Plan will be revised each month and rolled forward to the next four monthly period.

Any person who wishes to make representations about any matter in the Forward Plan should contact the report author or Democratic Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail [democraticservices@chichester.gov.uk](mailto:democraticservices@chichester.gov.uk)) at least a week before the meeting at which the decision is to be made. Any person who wishes to receive a copy of any document relevant to the matters listed in the Forward Plan should contact the same people.

If you have any general queries on the contents of the Forward Plan please contact Fiona Baker, Democratic Services Officer on 01243 534609 (e-mail [fbaker@chichester.gov.uk](mailto:fbaker@chichester.gov.uk))

Eileen Lintill  
Leader of the Council

**Topics due to be considered are as follows:**

<b>Topic</b>	<b>Page</b>
<b>4 February 2020</b>	
2020-21 Treasury Management & Investment Strategy and Capital Strategy update	5
Authority's Monitoring Report 2018-19	5
Budget Spending Plans 2020-21	5
Corporate Debt Recovery Policy & Write-Off Policy	6
Disposal methodology for land at Church Road, Chichester	6
Infrastructure Business Plan (IBP) - Approval Following Consultation	6
New Local Biodiversity Action Plan 2020 - 2024	7
Provision of a Parking Enforcement Service	7
Revenues software system contract renewal	7
<b>3 March 2020</b>	
Approval to Consult on Draft Air Quality Action Plan	8
Bracklesham Bay - Options Appraisal	8
Charging for food hygiene advice	8
Local Cycle and Walking Infrastructure Plan	8
Old Bakery, Petwoth - Options Appraisal	9
Senior Staff Policy Statement 2020 -21	9
Social Prescribing	9
Tangmere Compulsory Purchase Order	10
Westbourne Neighbourhood Plan Decision Statement	10

<b>7 April 2020</b>	
Increasing the provision of the Councils temporary homeless accommodation	10
<b>5 May 2020</b>	
Corporate Plan Annual Review	11
<b>2 June 2020</b>	
Production of an Air Quality Action Plan	11

Date of Meeting	4 Feb 2020
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>2020-21 Treasury Management &amp; Investment Strategy and Capital Strategy update</b> The Treasury Management and Investment Strategies for 2020-2021 will be presented for approval in accordance with CIPFA's Treasury Management in the Public Services: Code of Practice. An update of the Council's Capital Strategy will also be presented within the same agenda item.
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	<b>Authority's Monitoring Report 2018-19</b> The Authority's Monitoring report 2018-19 reports progress on preparing development plans and neighbourhood plans, housing delivery, CIL and section 106 receipts and other indicators relating to Local Plan implementation
Report author	Ms Anna-Marie Ferrier, Planning Policy Officer amferrier@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Budget Spending Plans 2020-21</b> Budget Spending Plans 2020-21  To set a net budget requirement and the council tax for the Council for the financial year 2020-21.  Key issue – yes  (Recommendation to Council)
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services

	hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	<b>Corporate Debt Recovery Policy &amp; Write-Off Policy</b> To consider the updated and refreshed Corporate Debt Recovery and Write -Off Policies, which were last approved in September 2017 by Cabinet.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	<b>Disposal methodology for land at Church Road, Chichester</b> Establishing disposal methodology and assessment criteria for land at Church Road, Chichester
Report author	Mrs Vicki McKay, Divisional Manager for Growth vmckay@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	4 Feb 2020
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Infrastructure Business Plan (IBP) - Approval Following Consultation</b> Recommend approval by Council on 25 February 2019 Following Consultation. Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board & Development Plan and Infrastructure Panel) (Recommendation to Council)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	<b>New Local Biodiversity Action Plan 2020 - 2024</b> To approve Chichester District Council's new Local Biodiversity Action Plan which will run from 2020 until 2024 and will demonstrate how CDC will meet its Statutory Biodiversity Duty under Section 40 of the Natural Environment and Rural Communities Act 2006
Report author	Miss Stephanie Evans, Environmental Coordinator sevans@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	<b>Provision of a Parking Enforcement Service</b>
Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	<b>Revenues software system contract renewal</b> To seek approval of Revenues Support & Maintenance contract renewal with its software supplier effective from the 1st April 2020.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Approval to Consult on Draft Air Quality Action Plan</b> Consultation on the draft Air Quality Action Plan for Chichester District.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Bracklesham Bay - Options Appraisal</b> Recommendations to Cabinet of preferred option, together with PID
Report author	Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Charging for food hygiene advice</b> To set out and approve a new scheme enabling the charging of advice given for food hygiene rating scheme revisits, as well as advice given to new and existing food businesses.
Report author	Mrs Lauren Dyer, Health Protection Manager lkdyer@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 March 2020
Matter in respect of which the decision is to be made	<b>Local Cycle and Walking Infrastructure Plan</b> To report the findings of the study into cycling and walking infrastructure which will be used to support improvements to the infrastructure within the Chichester City.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Old Bakery, Petwoth - Options Appraisal</b> Recommendation to Cabinet of preferred option following completion of options appraisal, together with PID
Report author	Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Senior Staff Policy Statement 2020 -21</b> That the Senior Staff Policy Statement is published
Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Social Prescribing</b> The Social Prescribing service is currently funded until July 2020, additional funding has been secured from new Primary Care networks to extend two of the existing posts, Cabinet are requested to contribute funding (amount to be decided) towards extending the remaining two posts.
Report author	Mrs Elaine Thomas, Wellbeing Manager ethomas@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Tangmere Compulsory Purchase Order</b> To seek resolution to make the CPO for Tangmere
Report author	Ms Hannah Chivers, Planning Policy Officer hchivers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	<b>Westbourne Neighbourhood Plan Decision Statement</b> To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan.  The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
Report author	Mrs Valerie Dobson, Principal Planning Officer vdobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	7 Apr 2020
Matter in respect of which the decision is to be made	<b>Increasing the provision of the Councils temporary homeless accommodation</b> In December 2018 the Council approved a project to provide additional temporary homeless accommodation units.  This report will seek approval: 1. To allocate commuted sum grant towards the scheme; 2. To allocate capital funds to cover the construction costs through to completion; and 3. To award the development contract  A revised project initiation document will also be presented with revised timescales.
Report author	Mrs Linda Grange, Divisional Manager for Housing lgrange@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

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Date of Meeting	5 May 2020
Date of Council Meeting	19 May 2020
Matter in respect of which the decision is to be made	<b>Corporate Plan Annual Review</b> Annual refresh of the Council's Corporate Plan and consideration of the Initial Project Proposal Documents put forward for 2019-20.
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	2 Jun 2020
Matter in respect of which the decision is to be made	<b>Production of an Air Quality Action Plan</b> To seek resolution to consult on a new draft Air Quality Action Plan, without prejudice, for Chichester and Midhurst.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

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## OSC WORK PROGRAMME 2019-2020

Issue	OSC's role in this review	Lead Officer
<b>18 June 2019</b>		
OSC 2018-19 Annual Report and 2019-20 Work programme	Monitoring & review	K Davis
Pallant House Gallery Annual Report	Monitoring & review	S Peyman
<b>10 September 2019</b>		
Cabinet Member for Finance, Growth, Place and Regeneration address	Monitoring & review	T Dignum
Ice Rink Review – Breakdown of costs and update on the grass	Monitoring & review	S Peyman
Economic Development Strategy	Monitoring & review	M Burgoyne
Visit Chichester Annual Report	Monitoring & review	S Peyman
Leisure Contract Monitoring	Monitoring & review	S Peyman
Impact of the introduction of Universal Credit in the district in July 2018	Monitoring & review	Marlene Rogers
Social Prescribing Project – outcomes one year on from implementation March 2018	Corporate priority Monitoring & review	E Thomas
Corporate Plan Review TFG Terms of Reference and membership	Corporate priority Monitoring & review	J Mildred
<b>19 November 2019</b>		
Cabinet Member for Environment and Chichester Contract Services address – P Plant Environmental Issues including climate change and air quality action plan – Alison Stevens	Monitoring & review	P Plant A Stevens
Budget Review TFG Terms of Reference and membership	Monitoring & review	J Ward
Corporate Plan Review TFG – final report	Corporate priority Monitoring & review	J Mildred
Reducing Single Use Plastics	Monitoring & review	A Stevens
Chichester Festival Theatre Annual report	Monitoring & review	S Peyman
Update on the progress of the BID (T Murphy has advised C Hicks is available)	Monitoring & review	T Murphy

<b>Issue</b>	<b>OSC's role in this review</b>	<b>Lead Officer</b>
Consultation TFG – Planning Consultation Review	Monitoring & review	T Whitty, V Owen, L Foord
<b>26 November 2019 – special Meeting</b>		
Southern Gateway	Corporate priority	P Over
Southern Gateway TFG Final report	Monitoring & review	P Over
Parking Proposals and Off-street Parking Charges	Monitoring & review	T Murphy
<b>21 January 2020</b>		
Education update from WSCC Education service	Monitoring & review	WSCC
Housing Strategy	Corporate priority	L Grange
Sickness Absence – Review of impact of revisions to the Absence Management Plan	Monitoring & review	J Mildred
Affordable Housing Delivery TFG Terms of Reference	Corporate priority	L Grange
Budget Review TFG – final report	Corporate priority Monitoring & review	H Belenger
Community Safety Review TFG – Terms of Reference and membership	Corporate Priority	P Bushby
<b>17 March 2020</b>		
Novium Business Plan	Corporate priority Monitoring & review	S Peyman
Community Safety Review TFG – final report	Corporate priority	P Bushby
Development of an Asset Management Policy	Monitoring & review	J Hotchkiss
Development of Barnfield Drive Post Project Evaluation (PPE)	Monitoring & review	Vicki McKay
Review of Off-Street Parking Strategy	Monitoring & review	Tania Murphy
Housing Delivery TFG Term of Reference and membership	Corporate priority	L Grange

**Other potential subjects identified for scrutiny in 2019-20:**

- Air Quality Action Plan – Review of existing and briefing paper on proposals for new Midhurst AQAP – *Likely to come forward in the new AQAP next year. (item for All Parishes meeting?)*
- Cultural Strategy – timescales to be identified for OSC involvement and Cabinet decision
- East Beach, Selsey Options App

- Education Review – update and discussion of TFG
- Hyde Asset review
- Midhurst, Selsey and Petworth Visions Delivery Plans including improving communication between visions
- Review of LEP
- Southern Gateway Implementation – timescales to be established for further OSC involvement
- Police and Crime Commissioner Attendance and KPI for Crime Rates in the District
- Remaining Cabinet Member Addresses (over a 2 year period)
- Increasing the provision of the Councils temporary homeless accommodation
- West Sussex County Council Highways Infrastructure (air quality)
- Pallant House Gallery – light touch report November 2020 (no PHG officer attendance required)
- Events and Markets (Cabinet TFG) – membership
- Process of the Pay Review
- Universal Credit – Anti poverty strategy
- Inward Investment Strategy – date to be allocated
- Attendance of Coast to Capital and Coastal West Sussex

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