

# Public Document Pack

## JOHN WARD

Director of Corporate Services

Contact: Democratic Services on 01243 534685  
Email: [democraticservices@chichester.gov.uk](mailto:democraticservices@chichester.gov.uk)

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
[www.chichester.gov.uk](http://www.chichester.gov.uk)



A meeting of the **Overview & Scrutiny Committee** will be held in Committee Room 2 - East Pallant House on **Tuesday 17 March 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 - 22)

To approve the minutes of the Overview and Scrutiny Committee meetings held on 19 November 2019 and 21 January 2020.

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 is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).

### 6 **The Economy and the High Street**

To receive an oral report updating the Committee on the work being undertaken by the Council to support the economy and the high street.

Following consideration by the Committee, a further more detailed written report will be considered by the Committee at a future date.

### 7 **Asset Management Plan**

To receive and oral report on the current procedure for the sale of CDC land and to consider if the Committee wishes to undertake a review.

### 8 **Community Safety Review Final Report from the Task and Finish Group - copy to follow**

The Committee is requested to consider the final report from the Community Safety 2020 Task and Finish Group.

9

### **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.

10

### **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](#) 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.



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2 - East Pallant House on Tuesday 19 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 H Belenger (Divisional Manager for Financial Services), Mr A Buckley (Corporate Improvement and Facilities Manager), Ms P Bushby (Divisional Manager for Communities), Miss K Davis (Democratic Services Officer), Miss Stephanie Evans (Environmental Coordinator), Mrs J Hotchkiss (Director of Growth and Place), Mrs T Murphy (Divisional Manager for Place), Mrs S J Parker (Public Relations Manager), Mrs S Peyman (Divisional Manager for Culture), Mrs L Rudziak (Director of Housing and Communities), Ms A Stevens (Divisional Manager for Environmental Protection) and Mr T Whitty (Divisional Manager for Development Management)

## 305 **Chairman's Announcements**

The Chairman welcomed Mrs Bushby, the lead officer of Scrutiny to her first meeting.

Apologies had been received from Mr Johnson.

## 306 **Minutes**

Mr Moss welcomed members comments. The Committee requested that in future the minutes be recorded as notes of the decisions made.

With regard to *minute 298 - Anti Poverty Strategy* it was confirmed that the item had been taken forward and would be brought back to the Committee next year.

Following the motion submitted to Full Council relating to social and affordable housing it was confirmed that the Committee would be invited to consider the draft Housing Strategy at its January meeting. The report will recommend that a Local Housing Delivery Task and Finish Group be set up.

## **RESOLVED**

That the minutes of the meeting held on 10 September 2019 be approved and signed as a correct record, subject to the amendment of minute 291, paragraph 4, delete "Supervisor".

### **307 Urgent Items**

There were no urgent items.

### **308 Declarations of Interests**

Mrs Apel declared a personal interest in relation to agenda item 9 as a friend and chaperone of Chichester Festival Theatre.

Mrs Sharp declared a personal interest in relation to agenda item 8 as a Chichester City Council appointed representative of the Business Improvement District.

### **309 Public Question Time**

There were no public questions.

### **310 Cabinet Member for Environment and Chichester Contract Services Address**

Mr Moss welcomed Mrs Plant, the Cabinet Member for Environment and Chichester Contract Services. Mrs Plant addressed the Committee outlining the importance that the council has given to the declaration of a Climate Emergency. She then provided an update on the council's environmental strategy which will address the concerns raised by the Declaration.

Members asked questions on the following topics:

- Using Friends of the Earth as a benchmark
- Solar Panel requirements within the Local Plan
- Electricity Prices
- Cost of Electric Cars
- Environment team staffing levels
- Funtington piggery expansion
- Air Quality Management Areas and health implications
- Creating a more radical approach to the management of air quality
- Emissions from vehicles used by developers
- Car Free Day
- Improving the focus on public health
- Improving public transport and cycle routes
- Solving rather than mitigating environment problems
- Making it easier and cheaper for individuals and businesses to help the environment
- Supporting the provision of additional staff to address the climate emergency issues
- Food waste schemes

- Public involvement
- Parish involvement

The Chairman thanked Mrs Plant and officers for their contribution.

### 311 **Reducing Single Use Plastics - Monitoring and Review**

Mr Moss welcomed Mrs Evans and Mrs Stevens from the Environment team. Mrs Evans outlined the report highlighting the Single Use Plastics Action Plan and what has been achieved to date.

Members asked questions on the following topics:

- Figures relating to the reduction of plastics since the implementation of the Action Plan
- Supermarket plastics
- Recycling measures at large public events
- Separate recycling bag colours for litter picks
- Increasing staffing
- Collection of crisp packets and biscuit wrappers and the number of local collection points
- Businesses and their use of single use plastics

The Chairman confirmed that a number of the points raised would be passed officers at Chichester Contract Services as Mr Carter had left the meeting.

#### **RESOLVED**

1. The Committee notes the progress on the Council's Single Use Plastics Action Plan.
2. The Committee requests that in the budget making process Cabinet considers increasing the resources available to officers to deal with the issues arising from the production of single use plastics.

The Chairman thanked officers for their contribution.

### 312 **Annual Review of Business Improvement Business District (BID)**

Mr Moss welcomed Mr Hicks from Chichester Business Improvement District (BID), Mrs Hotchkiss, Director of Growth and Place and Mrs Murphy, Divisional Manager for Place. Mr Hicks outlined the report highlighting the importance of the BID's partnerships in particular with the council. He emphasised the need to educate the public on the current condition of the high street with regard to the interpretation of the statistics.

Members asked questions on the following topics:

- Creation of a new body to discuss the future of the city
- The number of organisations involved in the future planning of the city
- The best options for leadership on the vision of the city
- Which bodies have the powers to tackle which issues

- The importance of the rural areas
- Positive feedback on the street party
- Homelessness in the city centre
- The impact of roadworks in the city centre

## **RESOLVED**

1. That the Committee recommends that a group led by the council be set up to actively address issues about aspects effecting the survival of the high street and representatives from the Committee will discuss the matter further with the Leader and the relevant Cabinet Member.
2. That the Committee notes the annual report relating to Chichester Business Improvement District (BID) performance.

The Chairman thanked Mr Hicks, Mrs Hotchkiss and Mrs Murphy for their contribution.

The Committee took a short break.

## **313 Chichester Festival Theatre Monitoring Report**

Mr Moss welcomed Ms Bourne and Ms Rooks from Chichester Festival Theatre (CFT) and Mrs Peyman, Divisional Manager for Culture and Sport. Ms Bourne provided an overview of the work carried out by the CFT.

Mr Moss commended the work of CFT for the district.

Members asked questions on the following topics:

- The use of CFT for purposes other than theatre related
- Encouraging ideas such as the Speigeltent to bring new audiences to the theatre
- Feedback on the volume of the Speigeltent initially affecting the main theatre
- Printing smaller tickets to reduce waste
- Pursuing links to the library service
- The percentage breakdown of involvement of local schools
- Comparative turnover to profit levels
- Encouraging more music performances
- Use of the theatre for the Women's Institute annual event
- Partnerships with community groups and residents associations such as Swanfield
- Reducing power consumption
- Travelling to and from the theatre
- Linking CFT to Chichester Vision
- Feedback on the CFT building project

## **RESOLVED**

The Committee received the annual report from the Chichester Festival Theatre and notes its performance in line with the agreed monitoring framework.

The Chairman thanked Ms Bourne, Ms Rooks and Mrs Peyman for their contribution.

**314 Consultations Task and Finish Group**

Mr Moss welcomed Mr Whitty, Divisional Manager for Planning and Mrs Parker, Public Relations Manager. Mr Whitty outlined the report and the work of the Task and Finish Group (TFG) which primarily linked to consultations relating to planning applications and planning policy. He emphasised that the process is governed by legislation and then outlined the five proposals as detailed in section 5.1 of the report.

Members asked questions on the following topics:

- Councillors as champions for public participation in consultations
- Pre-planning application advice training
- Expanding the parameters for the “my alerts” service
- Whether the council’s Facebook page could include more information on consultations

**RESOLVED**

1. The Committee notes the report relating to the review on planning consultations carried out by the Task and Finish Group.
2. That the Committee notes its satisfaction with the progress made to dates and agrees with the proposed improvements for the future.

The Chairman thanked Mr Whitty and Mrs Parker for their contribution.

**315 Corporate Plan Review Task and Finish Group**

Mr Moss welcomed Mr Buckley, Corporate Improvement and Facilities Manager and Mr Sutton as Chairman of the TFG. Mr Sutton outlined the report and explained that the TFG had focussed on the red indicators and the amber indicators as indicated in the report. He provided further information on the three red indicator areas; crime, Choose Work and retail training and shop front grants.

There were no questions as it was agreed that the TFG had carried out a full review.

**RESOLVED**

The Committee notes the report from the Corporate Plan Task and Finish Group and confirms that it is satisfied that the council is achieving satisfactory levels of performance against the targets and activities in the 2019/20 Corporate Plan mid-year progress report.

The Chairman thanked Mr Buckley and Mr Sutton for their contribution.

### 316 **Budget Review Task and Finish Group**

Mr Moss welcomed Mrs Belenger, Divisional Manager for Finance. She outlined that the TFG would be made up of three members of OSC and three members of Corporate Governance and Audit Committee (CGAC).

Mr Moss confirmed that Dr O'Kelly, Mr Johnson and Mr Dignum would be representing CGAC.

Mr Moss asked for volunteers.

The following members put themselves forward; Mr Palmer, Mr Sutton and Mr Hughes.

#### **RESOLVED**

That Mr Palmer, Mr Sutton and Mr Hughes be appointed to the Budget Task and Finish Group.

### 317 **Forward Plan**

Mr Moss welcomed members comments on the Forward Plan.

Mrs Sharp drew attention to page 146 of the agenda pack which required amendment to the Cabinet member referenced.

Mrs Rudziak then drew members attention to the volume of items already listed for next years Work Programme and reminded members of the work of the Business Routeing Panel.

### 318 **Work Programme**

Mr Moss invited Mrs Rudziak to provide an update.

Mrs Rudziak outlined the following amendments to the Work Programme:

- Review of off-street parking strategy will take place in March 2020
- The addition of the Inward Investment Strategy
- The addition of the Affordable Housing Delivery TFG whose membership and Terms of Reference will be agreed in January 2020
- The Novium Business Plan will be moved to March 2020

Mr Moss invited additional items from members:

- West Sussex County Council small schools closure consultation (it was agreed to take the item to the January 2020 meeting)
- Church Commissioners land ownership in Chichester – to be invited to attend a future meeting
- Hyde Group – operations and responses – to be invited to attend a future meeting



Mr Moss confirmed that he would consult with officers on the timescale for each item.

The meeting ended at 12.00 pm

---

CHAIRMAN

---

Date:

This page is intentionally left blank



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2 - East Pallant House on Tuesday 21 January 2020 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:** Mr T Ayling (Divisional Manager for Planning Policy), Mrs H Belenger (Divisional Manager for Financial Services), Ms P Bushby (Divisional Manager for Communities), Mrs L Grange (Divisional Manager for Housing), Mr J Mildred (Divisional Manager for Corporate Services), Mr T Radcliffe (Human Resources Manager) and Mr T Whitty (Divisional Manager for Development Management)

## 9 **Chairman's Announcements**

The Chairman welcomed officers, councillors and members of the public to the meeting of the Overview and Scrutiny Committee.

Apologies were received from Mr Tim Johnson and Mr Paul Wagstaff, Director of Education and Skills, West Sussex County Council.

Mr Moss advised that Agenda Item 11 would be moved forward and be taken as Agenda Item 10 in order to allow the presenting officer, Ivan Western, Housing Delivery Manager to attend a separate meeting.

## 10 **Minutes**

### **RESOLVED**

That the minutes of the Special Overview and Scrutiny Committee meeting held on 26 November 2019 were approved as a correct record.

In respect of the minutes of the meeting held on 19 November 2019 Mrs Bushby read out the following statement;

*Due to matters Mr Bennett has recently outlined to members unfortunately on this occasion it has not been possible for the 19 November 2019 OSC minutes to be included within this meeting's agenda pack. A shortened version of the minutes will be produced by the team. Members are also referred to the audio recording for the meeting which is available online. The Democratic Services team appreciate members understanding in this matter.*

## Matters Arising

Mrs Sharp advised that there was a spelling error on page 6, item 7, third paragraph, the word 'roll', should be changed to 'role'.

Mrs Sharp enquired what progress had been made on the following items discussed at the last meeting;

- Free parking provision within the City on events days. In addition to free parking could the option of offering a reduce fare on public transport (especially at events where alcohol is consumed) also be considered.
- Site provision for a park and ride scheme.
- Setting up quarterly meetings for the Southern Gateway. Mr Moss informed Mrs Sharp that this would be picked up at a later agenda item.

Mr Moss advised Mrs Sharp to write to Mr Bell, the Cabinet Member for Growth, Place and Regeneration, on behalf of the Overview and Scrutiny Committee for a direct response on the parking issues she had raised.

Mr Potter informed the Committee that Katy Bourne, Director of the Chichester Festival Theatre had been due to attend a meeting with the Women's Institute, however she failed to show up for the meeting and has offered no apologies. Mr Moss agreed to meet with Mr Potter outside the meeting to draft a correspondence to Mrs Bourne.

## 11 Urgent Items

Mr Moss announced that there were no urgent items.

## 12 Declarations of Interests

Mrs Clare Apel declared a personal interest in respect of agenda item 9 as a trustee of Stonepillow.

Mrs Sarah Sharp declared a personal interest in respect of agenda item 6 as a supporter of Rumboldswyke CE School.

## 13 Public Question Time

The following public questions had been received as follows:

**Christina Vitan had submitted the following question in relation to agenda item 6 (Education Provision in the Chichester District)**

What methods and assessments has WSCC undertaken to predict the medium-long term, the quality and the popularity of Primary school places in Chichester?

Government's document "Opening and closing maintained schools" (November 2018) states, when considering schools closure : " The decision-maker should take into account the future demand for places in the medium-long term, the overall quality of alternative places in the local area and the popularity of other local schools".

**Bill Sharp had submitted the following question in relation to agenda item 6 (Education Provision in the Chichester District)**

The County Council is consulting on closure of Rumboldswyke School. But County has also recently declared a climate emergency, and under statutory guidance is allowed to preserve the school under "exceptional circumstances"; regardless of the school's "inadequate" Ofsted rating last summer.

Could such "exceptional circumstances" include the need to preserve a school with excellent walking and cycling connections, and the need to anticipate substantially increased demand for places in a few years' time from increased numbers of housing, some of which, like the Gateway development, will be pretty much on the school's doorstep?

**Linda Curwen had submitted the following question in relation to agenda item 6 (Education Provision in the Chichester District)**

How reliable is WSCC's consultation process on closure of a school when WSCC's own children's services have been "inadequate" since March 2019?

Mr Moss thanked the members of the public for attending and confirmed that (with the permission from the members of the public) their questions would be forwarded to West Sussex County Council for a direct response.

Following the public questions Mrs Apel suggested that WSCC's Children's Services should be added to the OSC work plan given the level of concern surrounding both education and the provision of children's services within the district. Mr Moss asked that this be discussed under Agenda Item 14 (Work Programme).

**14 Education Provision in the Chichester District**

Mr Moss confirmed that there were no representatives present from West Sussex County Council; Mr Wagstaff had sent apologies and confirmed his attendance at the Overview and Scrutiny Committee on 17 March 2020.

In advance of the meeting Mr Moss invited Committee members to raise concerns, issues and questions which could be submitted to Mr Wagstaff ahead of his attendance.

The following issues, questions and concerns were raised by members of the Committee;

- Could a OSC write to Ofsted requesting them to carry out an inspection of the West Sussex Education Department.
- How does WSCC calculate their pupil predictions?

- Could further information be provided on WSCC's Educational Statement Plan and the provision of special educational needs within the District? How does the system work and what are future provision plans?
- What assistance is given to individuals moving out of the care of Children's Services and into the care of Adult's Services. These are some of the most vulnerable individuals within the District and there is great concern that their individual needs are not being addressed.
- What is WSCC doing to educate and 'skill-up' residents in response to Climate Emergency?
- What has been the impact of the Free School on schools within the local area?

In summary Mrs Rudziak suggested that a formal letter be sent to Mr Wagstaff, including both the Public questions and the points raised by the Committee. The invitation to attend the meeting could also be extended to Mr Jupp as the relevant Cabinet Member.

Members of the committee asked that the letter be copied to both the Chief Executive and the Leader of WSCC so they are aware of the concerns raised by the Overview and Scrutiny Committee.

In response to the specific question of writing to Ofsted, Mrs Rudziak confirmed that the OSC are entitled to write to whoever they choose, however, she advised that it would be prudent to seek legal advice before any letter is sent.

Mrs Sharp proposed that (taking into account legal advice) a letter from the OSC be sent to Ofsted asking them to look at WSCC's Education provision. This was seconded by Mr Hughes. Mrs Apel abstained from the vote, all other members voted in favour.

## 15 **Cabinet Member for Planning Address**

Mr Moss welcomed Mrs Taylor, as the Cabinet Member for Planning to the meeting. He explained that Mrs Taylor had been invited to the meeting to present the Committee with an overview of what is happening within her portfolio. Mr Ayling, Divisional Manager, Planning Policy and Mr Whitty, Divisional Manager, Development Management were also in attendance to answer questions.

Mrs Taylor informed the Committee that the main priority within her portfolio is the successful adoption of the Local Plan Review. She explained that CDC is required to review their Local Plan within five years of adoption of the current local plan, which is July 2020, after this date the current Local Plan will be out of date.

The confirmed housing need for the district has been set at 628 dwellings per annum from July 2020; this is one of the highest figures outside of London and a significant increase on the current housing supply of 435 per annum.

All promoted development sites are assessed to determine their deliverability. Buffer sites are also required to ensure delivery of the plan (as with the current plan).

Mrs Taylor highlighted to the Committee the importance of the Duty to Cooperate; she explained that this refers to how CDC and its adjoining neighbouring authorities work together to consider how any unmet housing need can be met. The South Downs National Park Authority (SDNPA) has requested that CDC incorporate their unmet need of 44 dwellings per annum; as yet no final decision has been made. If CDC fails to comply with the Duty to Cooperate (to consider requests) then the Council risk failure at the first stage of the Local Plan inspection; this happened recently at Wealden Borough Council. Progress on the West Sussex and Greater Brighton Planning Board has been slow; CDC is mitigating this through bilateral discussions with neighbouring authorities and West Sussex County Council. These conversations will be documented in statements of Common Ground.

Mrs Taylor stressed the importance of evidence in the Local Plan Review. The development strategy must be positively prepared and justified, to ensure that planned growth is sustainable particularly when taking into account infrastructure and environmental constraints. Work on the evidence base is ongoing; due to factors such as the recent public consultation; the declaration of a Climate Emergency and nitrates in the Solent. Mrs Taylor referred the Committee to paragraph 11, page 22 of the Cabinet Agenda pack for the meeting on from 3 December 2019, headed 'Further technical work', this paragraph lists the areas of further work required to take the Local Plan Review forward.

Although the requirement is for the Local Plan to be submitted in July 2020, it is imperative that the evidence base is sound. Mrs Taylor stressed the risk that is the evidence base is not complete this may cause the Local Plan Review to be found unsound and result in CDC being left without a Local Plan for a substantial period of time.

Infrastructure is one of the greatest challenges for the Local Plan Review, a number of studies are still outstanding in respect of this work, in particular the work required for transport (in particular the capacity of the A27) and waste water. Community infrastructure is considered and addressed through Infrastructure Providers Plans, for example school places.

One of the most innovative policies of the Local Plan Review is the introduction of the Strategic Wildlife Corridors.

CDC have endorsed the Governments proposal of Future Homes Standard, however, if this is not adopted by Government technical work is being undertaken to identify how zero carbon housing could be justified through the Local Plan Review (subject to viability). This work is identified in policies DM16 – Sustainable Construction and Design; and DM17 – Stand Alone Renewable Energy, of the Local Plan Review.

The Local Plan Review sets out the need for 91 pitches for Gypsies and Travellers, of which 66 are required within the first five years. 28 plots for Travelling Show People have also been identified, 18 are required within the first five years. Mrs Taylor explained that CDC has an unmet need. Work is being brought forward to

provide further detail on the identified need in the evidence; which will assist in determining the level of unmet need and help in establishing the provision for a five year supply of sites. Policy S7 of the Local Plan Review addresses Gypsy and Traveller Sites.

In concluding her update on the Local Plan Review Mrs Taylor made the Committee aware of Viability. She stressed that this is an important piece of work which tests the balance between affordable housing, the environment and infrastructure, as well as the relationship between building standards, housing tenure and developer contributions (S106).

In addition to the presentation on the Local Plan Review Mrs Taylor provided the Committee with a summary on the other services within her portfolio, including;

*Development Management*; made up of three application teams; CDC, SDNPA and Major Development and Business, there is also a dedicated Enforcement and administration team. Unfortunately there are current vacancies within the teams, but measures are being taken to attract professionals, and where possible through apprenticeship train existing members of staff. The main priorities for the coming year include; Strategic Development Sites; maintaining an efficient and customer friendly service; to meet government targets; to provide agreed planning services to the SDNPA and to move towards a paperless way of working.

*Enforcement*; Mrs Taylor informed the Committee that the main priority was to improve communications, work has been undertaken to create a public access system allowing members of public to view both the progress of particular enforcement complaints, as well as historic cases. The system will go live on Monday 27 January.

Mr Moss thanked Mrs Taylor for her update and invited the Committee to make comments.

The following questions were asked by the Committee;

- *Why has it taken so long for evidence to be collected, at such an advanced stage of the Local Plan Review?* Mrs Taylor explained that the evidence is ongoing; the initial process was started in 2016. Responses from the consultation have resulted in further evidence being required, as well as developing issues such as the nitrates in the Solent which was only announced in 2019.
- *Will CDC make the submission deadline (July 2020)?* Mrs Taylor reassured the Committee that officers were working at full capacity to meet the deadline; however, she stressed that it is imperative the evidence base is strong enough to ensure the plan is not found unsound at inspection.
- *Where does the shortfall for gypsy and travellers come from?* Mrs Taylor confirmed further work is currently being carried out to provide further clarification on this issue.



- *How can CDC meet the deadline when there are still so many changes taking place at Government?* Mrs Taylor acknowledged the question and reinforced the importance of establishing a sound and robust evidence base.
- *Why is the delivery of the largest strategic site (1600 homes) being delivered two and a half years later than originally anticipated?* Mr Whitty acknowledged that the West of Chichester site was being delivered later than accepted and assured the Committee that officers were aware of the concerns raised by both the Committee and the local community and have shared these with the Developers.
- *Why, when the housing strategy identifies that there is a need to deliver 478 homes per annum until 2036, is the only viable option 140?* Mrs Taylor explained that a viability test has to be undertaken in order to ascertain what is deliverable and a balance must be reached between affordable housing and developer contributions.
- *How can CDC deliver sufficient affordable housing through the Local Plan Review in order to meet demand?* Mr Ayling explained that the level of affordable housing delivered through the Local Plan must be justified.
- *Is the NHS consulted as part of the Local Plan Review?* Mrs Taylor confirmed that the Clinical Commissioning Group (CCG) have been consulted as part of the Local Plan Review.
- The Local Plan appears to be developer led and does not deliver on the local need within the district. More work should be done to encourage developers to deliver affordable housing.
- *Who undertakes the viability testing?* Mr Ayling informed the Committee that the Inspector will be in charge of the testing based on the evidence provided.
- *What is the timeline for the submission of the outstanding pieces of evidence?* Mrs Taylor informed the Committee that a timeline was being brought to the Development Plan and Infrastructure Panel (DPIP) for consideration.

No further questions were asked. Mr Moss thanked Mrs Taylor and officers for attending the Overview and Scrutiny Committee.

## 16 **Update on Sickness Levels within Chichester District Council**

Mr Mildred, Divisional Manager, Business Support Manager presented the report. Mr Radcliffe, Human Resource Manager was also present.

Mr Mildred informed the Committee that the Absence Management Policy has been reviewed and rewritten. A particular focus has been given to ensuring a consistent

application of the policy and managing stress levels is maintained. The latest figures are positive and show that the average number of sick days has reduced; the calculation used to determine the number of average sick days taken is done on a 12 month rolling basis and includes information from people who are no longer at CDC. If the figure was calculated using data provided from existing employees it would be 5.6 days per annum. In addition to the report Mr Mildred informed the Committee that individual cases are monitored on a case by case basis. Mr Mildred, Mr Ward (Director of Corporate Services) and the HR team meet monthly to review these cases and look at patterns within teams.

The Committee asked the following questions;

- *How much is stress associated with a lack in staffing numbers?* Mr Mildred explained a questionnaire the root cause of most stress absence was not caused by work, however, it was acknowledged as a contributing factor. Where stress at work has been identified as an issue work is been done to look at what can be done to mitigate the causes.
- *This appears to be a tick box exercise with focus being given to completing the form and less focus been given to the individual?* Mr Mildred assured the Committee that this is not a tick box exercise, every time a member of staff is off sick then the manager will have a face to face meeting with that member of staff. If an employee has been off for a period of seven days or three individual incidences then there is a welfare interview to identify any problems within the work environment. The next stages of the sickness absence process are the formal stages and a warning may be issued which will go on an employee's file for up to one year.
- *Can discretion be applied in cases of long term sick or would a formal warning still be issued?* Mr Radcliffe confirmed that it would be likely a formal warning would be issued, he explained that it was important to manage the sickness absence and the impact it has on service delivery.
- *Is there a specific timeframe which triggers the sickness absence process?* Mr Mildred confirmed that there was and this was set out in the policy.
- *Are there any departments which suffer from a higher occurrence of stress?* Mr Mildred informed the Committee that stress is consistent throughout the organisation. Patterns of sickness levels are monitored on a regular basis to identify any occurring trends.
- *Was any comparison made with absentee figures from 2008 – 2011 when there were more officers employed at CDC?* Mr Mildred informed the Committee that the sickness rates from 2008-11 were comparable with the present data.

### **Resolved**

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

Mr Ivan Western, Housing Delivery Manager presented the report. Mrs Linda Grange, Divisional Manager for Housing to the Committee was also present to answer questions.

As an overview Mr Western explained that the strategy has been developed in four parts;

- Scene setting
- Overview of the Local Housing Market
- Corporate Plan Objectives – there are three in relation to housing
- The Matrix – this takes the three corporate plan objectives and identifies under each objective a further eight separate strategic housing objectives.

The Committee asked the following questions;

- *How is the benchmark for the annual rough sleeper count calculated?* Mr Western explained that the figure used was from the annual count conducted in November; this is a verified count with agreed criteria.
- *Why has the number of rough sleepers increased?* Mrs Grange informed the Committee that the number of rough sleepers has varied between 12 and 20, it has risen and it has become more visible. She advised the Committee that a significant amount of action was been taken to address the issue. The aspirations and figures cited in the report are from the Governments National Strategy.
- *What can be done to eliminate rough sleeping within the District?* Mrs Bushby, Divisional Manager, Communities, explained that unfortunately rough sleeping is not something that can be eliminated, work is been done to reduce the number of rough sleepers to the minimum. However, there are some individuals who choose to live this way and do not engage with the services available.
- *During the cold weather how many rough sleepers made use of the accommodation offered?* Mrs Grange was unable to give exact figures, but informed the Committee that 10 individuals could be accommodated in an emergency.
- *Why has a comparison been made with other countries?* Mr Western informed the Committee that the comparison was referring to the number of homes developed through community based organisations. In Chichester a specific target has been identified to support community led housing within the district. Mr Western highlighted that within the UK this type of development is quite radical.
- *What work has been done to ensure tenants experience a consistent and adequate level of service from Hyde?* Mr Western informed the Committee that work had been undertaken to improve the way members can assist residents experiencing difficulties with Hyde. However, Mr Western highlighted that the purpose of the strategy was not to set out a mandate for how Hyde (and other service providers) maintain their properties.

In addition to Mr Western's answer, Mr Moss reminded that Committee that Hyde were attending a future Overview and Scrutiny meeting and that the concerns raised could be put directly to them at that meeting.

- *Affordable housing within the District is 80% of rent, this is not affordable, is it not possible to deliver more social affordable homes?* Mr Western explained that the definition used for Affordable Housing is set out in the National Planning Policy Framework. Going forward the aspiration is to deliver a greater number of social affordable homes
- *How are the issues surrounding welfare reform and universal credits being managed?* Mr Western assured the Committee that this was a key issue for social landlords and had been addressed within the Housing Strategy, under the prevention of Homelessness.
- *Could further detail be provided on the services being jointly commissioned with WSCC?* Mr Western explained that the WSCC budget has been reduced from £6 million to £2 million, with the service reductions coming into effect this year. CDC has worked with both WSCC and other District and Borough Councils to identify and RAG rate services. CDC is looking to co-commission services such as; the support offered to high risk offenders and the independent living scheme. Mr Western agreed that a summary document could be included within the strategy outlining what the changes mean to CDC and where there are key differences.
- *Is Homemove an outsourced provider and what IT support is there for users?* Mr Western confirmed that Homemove is managed by an outside agency, it is internet based and help can be provided to users if required.
- *How does the Affordable Housing Grant work?* Mr Western explained that the affordable housing grant is a payment made by developers in lieu of developing affordable housing. This money is held in a ring fenced account and is used only for the delivery of affordable housing.
- *Is there an opportunity that specific 'skills sets' could be added to the housing register in order to encourage people to the area?* Mr Western explained that to be on the housing register there must be a local connection.
- *Is it possible to encourage the development of Extra Care Housing schemes at large development sites?* Mr Western agreed that Extra Care housing could be delivered at a number of the larger development sites, however, there would need to be support from the developers.
- *How easy is it to introduce adaptations to old housing stock, in order for individuals to remain at an address?* Mr Western explained that Hyde have proposed an Investment Strategy to audit existing stock which will look to address this question.

- *On page 12 should there not be a tick in the Crime and Disorder box?* Mr Western confirmed that they could tick the Crime and Disorder box on page 12.
- *On page 15 could higher density be included as a recommendation?* Mr Western explained that this is a planning policy issue and not addressed through housing strategy.
- *Does CDC have an empty homes policy?* Mr Western informed the Committee that there was no current policy, but there is a preferred approach and funding is available to assist in bringing empty homes back on the market.
- *On page 24 have excess summer mortality rates be considered?* Mr Western was unable to comment on heat related deaths, figures cited in the report are provided by Public Health.
- *Can Community land trusts be developed in urban sites?* Mr Western advised that there was no reason Community Land Trusts not to be developed in urban areas.
- *Why is the desired number of affordable homes so low?* Mr Western explained that the Housing Strategy target is 1000 homes over five years (167 per annum). Mrs Grange added that there can be a delay in the delivery of affordable housing therefore when assessing what future targets should be an account must be taken of what sites are due to come forward and what sites are identified within the Local Plan. There are currently 732 affordable units due to be delivered, therefore an extra 268 units need to be found.
- *How are 'genuinely' affordable homes assessed?* Mr Western explained that these are the homes that are let on social rents. Mr Western offered to provide a more detailed written response to the question due to its complex nature.

Mr Moss thanked Mr Western and Mrs Grange.

## **Recommended**

**That Overview and Scrutiny make any comments on the draft Housing Strategy and recommend it to Cabinet and Council for adoption.**

## **18 Budget Review Task and Finish Group Feedback**

Mrs Belenger presented the report. She explained that the Budget TFG had been asked to consider the budget variations for 2020/21.

The proposed budget takes into account the high level assumptions made in the Council's five year financial model and builds upon those forecasts. Officers set out the main projected variances for the 2020/21 spending plans working from the approved base budget of 2019/20. The variances and their impact were set out in

detailed explanations, for example inflationary increases in pay and pensions which affect all service areas. Details were also provided where variances affected individual service areas for example in housing, where there is an expected impact on service demand due to the loss of WSCC funding. Chichester Contract Services have been set trade waste income targets, with a drive to increase income generating opportunities.

The Government's provisional financial settlement is broadly in line with expectation. Detailed estimates show a budget surplus for the coming financial year of £484,000; Mrs Belenger highlighted that this was subject to receiving the final government settlement. The surplus is lower than what was predicted in the financial forecast which showed a surplus of £759,000, Mrs Belenger explained that this was mainly due to a lower estimate on retained business rates.

Mrs Belenger explained that the Council has a statutory duty to produce a balanced budget, and the surplus proposed for the 2020/21 financial year can only be used on a 'one-off' basis as the five year model shows that there deficit budgets for two years from 2021.

In setting the budget Mrs Belenger confirmed that officers were adhering to the Council's financial principals set out in the Council's Financial Strategy.

Mr Dignum highlighted the following two variances to the Committee;

- The loss of the recycling credits which has cost CDC a sum £769,000
- The financial increase in replacing WSCC's supported housing contracts.

## **Resolved**

That the verbal report from the Budget Task and Finish group be noted.

*Mr Dignum left the meeting at 12.30pm.*

## **19 Local Housing Delivery Task and Finish Group Terms of Reference**

Mr Western introduced the item and explained the purpose of the TFG.

A short discussion ensued on the proposed TFG. Following the discussion Mrs Rudziak noted the following;

- That the definition of what is 'genuinely affordable' would be included within the scope of the TFG
- All members of the TFG would be fully briefed on the welfare system
- That interviews with other local authority Councillors would be included as part of the methodology.
- Whilst some items could be delivered in 'bitesize' and fed back to OSC at regular intervals, the timescale for the overall piece of work was realistic.

Mr Moss invited members of the Committee to put themselves forward for the TFG. The following members put their names forward; Mrs Clare Apel, Mr Kevin Hughes, Mr Henry Potter, Mrs Sarah Sharp and Mr Alan Sutton.

Mr Moss proposed Mr Kevin Hughes to be the Chairman of the OSC, this was seconded by Mr Chris Page. All members were in agreement.

**Resolved;**

1. That the Committee note the terms of reference and the scoping plan for the Local Housing Delivery Task and Finish Group
2. That Mrs Clare Apel, Mr Kevin Hughes, Mr Henry Potter, Mrs Sarah Sharp and Mr Alan Sutton, be appointed to the Local Housing Delivery Task and Finish Group.
3. That Mr Kevin Hughes is Chairman of the Local Housing Delivery Task and Finish Group.

**20 Community Safety Review Task and Finish Group Terms of Reference**

Mrs Bushby introduced the item and explained the purpose of the TFG.

Mr Moss sought three nominations.

**Resolved;**

1. That the Terms of Reference and the scoping outline plan for the Community Safety Task and Finish Group be noted
2. That Ms Tracie Bangert, Mr Adrian Moss and Mr Alan Sutton are appointed to the Community Safety Task and Finish Group.

**21 Forward Plan**

The Committee considered the latest Forward Plan.

**22 Work Programme**

The Committee considered the latest Work Programme.

The following items were added to the Work Programme for further involvement by this Committee;

- The Novium Business Plan
- Education update from WSCC Education Service
- The Economy and the High Street; requested by Mr David Palmer
- The Final Report of the Community Safety Task & Finish Group
- Asset Management Policy Review
- The development of the Barnfield Drive
- Off Street Parking
- Local Housing Delivery Task & Finish group
- Southern Gateway; as progress updates and meetings will need to be established.
- Liberator Place

The following amendment was made to the work programme;

- To invite the Local Chief Inspector instead of the Police Crime Commissioner

23 **Late Items**

There were no late items.

24 **Exclusion of the Press and Public**

There was no requirement to exclude the press or public.

The meeting ended at 12.52 pm

---

CHAIRMAN

---

Date: