

# Public Document Pack

## JOHN WARD

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A meeting of the **Cabinet** will be held Virtually on **Tuesday 7 July 2020 at 9.30 am**

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

## AGENDA

### 1 Chairman's Announcements

The Chairman will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.

### 2 Approval of Minutes (Pages 1 - 4)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 2 June 2020.

### 3 Declarations of Interests

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

### 4 Public Question Time

In accordance with Chichester District Council's scheme for public question time as amended by Full Council on 24 September 2019 the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chairman's discretion to extend that period.

## RECOMMENDATIONS TO COUNCIL

### 5 Financial Impact of Covid-19 (Pages 5 - 13)

The Cabinet is requested to consider the report and make the following recommendations to Council:

- I. That the minimum level of reserves be reduced to £4m.
- II. That £8,070,000 be released from reserves to address the in-year impact of the pandemic.
- III. That the Council should work towards achieving a balanced budget over the next 5 years, using reserves in the intervening years to help balance the budget.

6 **Covid 19 - Recovery Plan (Pages 15 - 89)**

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

- (a) that the recommendations and comments from the Overview and Scrutiny Committee 30 June 2020 be considered;
- (b) that the serious impact Covid 19 has had on the Council's finances be noted and taken into account when considering this report;
- (c) that the Governance arrangements as set out in appendix 6 be approved and;
- (d) that progress on the Recovery Action Plans and Future Services Framework be reported to the Cabinet every 6 months

The Cabinet is also requested to recommend to Council:

- (a) the Covid 19 Recovery Action Plans for the four thematic areas as set out in appendices 1-4;
- (b) the future services framework as set out in appendix 5;
- (c) the following policy options:
  - (i) to forego the Homefinder's fee at a cost of £20k pa;
  - (ii) to contribute £20k towards an economic impact study for Novium, CFT and PHG. To be funded from reserves;
  - (iii) to increase the current level of support for Visit Chichester by £100k per year in years 2020/21, 2021/22 & 2022/23 and provide new support of £130k per year in 2023/24 & 2024/25, and that delegated powers is given to the Director for Growth and Place to approve a new Service Level Agreement with Visit Chichester following consultation with the Cabinet Member for Communities and Cabinet Member for Growth, Place and Regeneration;
  - (iv) to create a new grants fund of £500k. To include £250k for a Community Recovery Grants Fund and £250k for an Economic Recovery Grants Fund, and that delegated powers are given to the Director of Housing & Communities and the Director of Growth and Place to approve criteria for the grants following consultation with the Cabinet Member for Communities and Cabinet Member for Growth, Place and Regeneration respectively. To be funded by reducing the sum allocated for parish NHB grants by an equivalent amount.

## KEY DECISIONS

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### **Vision Review and support to the High Street** (Pages 91 - 130)

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

1. That the comments from the Overview and Scrutiny Committee (OSC) on the 30 June on the vision reviews for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham be noted and that the support to the Visions continue as set out in section 5.1 be approved.
2. That the setting up of a High Street Group led by the Cabinet Member for Property, Growth and Regeneration to support the recovery and transformation of Chichester High Street be approved.
3. That the Cabinet Member for Property, Growth and Regeneration invites representation from partner organisations and retailers as set out in section 5.1 to work on the group along with the nominated representative from the OSC Committee.
4. That the support for the High Street recovery and transformation in Midhurst, Petworth, Selsey and East Wittering and Bracklesham be coordinated through the existing Vision Groups, Towns and Parish Council.

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### **Boxgrove Neighbourhood Plan Decision Statement** (Pages 131 - 146)

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

1. That the Decision Statement as set out in the appendix be approved for publication.
2. That the examiner's recommendation that the Neighbourhood Development Plan proceed to referendum, subject to modifications as set out in the Decision Statement be approved.

9

### **Selsey Neighbourhood Plan Decision Statement** (Pages 147 - 155)

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

1. That the Decision Statement as set out in the appendix, along with the Final Environmental Report for Strategic Environmental Assessment (SEA) of the Selsey Neighbourhood Plan and Non-Technical Summary (October 2019), be published and;
2. Following expiry of a six week period, and subject to no legal challenge being received, that the examiner's recommendation that the Neighbourhood Development Plan proceed to referendum, subject to modifications as set out in the amended Decision Statement, be approved.

10 **Discretionary Council Tax Hardship Fund (Covid-19) Policy** (Pages 157 - 166)  
The Cabinet is requested to consider the report and make the following resolutions:

1. That the proposed Discretionary Council Tax Hardship Fund Policy for 2020/2021 be approved.
2. That Cabinet allow for monthly review of this policy with any changes being agreed by the Director of Housing & Communities following consultation with the Cabinet Member for Finance, Corporate Services, Revenues, Benefits & Customer Services.

11 **Public Space Protection Order (PSPO) Dogs Public Consultation Exercise** (Pages 167 - 195)  
The Cabinet is requested to consider the report and make the following resolutions:

1. That the attached draft Public Spaces Protection Order 2020 – Control of Dogs and schedules and maps (Appendices 1-4) for the purpose of a public consultation be approved.
2. That Cabinet authorises commencement of a public consultation exercise on the draft Public Spaces Protection Order 2020 – Control of Dogs.

#### **OTHER DECISIONS**

12 **Urgent Notice - Business Rates Grants Discretionary Fund** (Page 197)  
The Cabinet is requested to note the Urgent Decision made during the current Pandemic.

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

14 **Exclusion of the Press and Public**  
The Cabinet is asked to consider in respect of agenda item 15 whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

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

## **EXEMPT RECOMMENDATION TO COUNCIL**

**15 Increasing the provision of short stay accommodation at Freeland Close  
(Pages 199 - 222)**

The Cabinet is requested to make the following recommendations to Council:

1. That the updated Project Initiation Document in Appendix 1 is approved.
2. That the additional funding requirements of the scheme as yet not released and detailed in paragraph 7.1 are approved.
3. That delegated powers are given to the Director of Housing and Communities and the Director of Corporate Services following consultation with the Cabinet Member for Housing and the Cabinet Member for Finance, Corporate Services, Revenues and Benefits, to award the development contract.

### **NOTES**

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) A key decision means an executive decision which is likely to:
  - result in Chichester District Council (CDC) incurring expenditure which is, or the making of savings which are, significant having regard to the CDC's budget for the service or function to which the decision relates or
  - be significant in terms of its effect on communities living or working in an area comprising one or more wards in the CDC's area or
  - incur expenditure, generate income, or produce savings greater than £100,000

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

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

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

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# Public Document Pack Agenda Item 2



Minutes of the meeting of the **Cabinet** held Virtually on Tuesday 2 June 2020 at 9.30 am

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

**Members Absent**

**In attendance by invitation**

**Officers Present** Mr N Bennett (Divisional Manager for Democratic Services), Mr K Carter (Divisional Manager, CCS), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mr A Frost (Director of Planning and Environment), Mrs J Hotchkiss (Director of Growth and Place), Mr A Howard (Open Spaces and Street Scene Manager), Mrs T Murphy (Divisional Manager for Place), Mrs S Peyman (Divisional Manager for Culture), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

## 1 Chairman's Announcements

The Chairman welcomed everyone to the first webcast Cabinet meeting.

(Please note the full audio recording of the meeting is available to listen to online: <https://www.chichester.gov.uk/viewcouncilmeetings>)

## 2 Approval of Minutes

**RESOLVED**

That the minutes of the Cabinet meeting held on 12 May 2020 be approved.

## 3 Declarations of Interests

There were no declarations of interest.

## 4 Public Question Time

No public questions were submitted for this meeting.

## 5 Supporting our Leisure Centres

Cllr Briscoe introduced the item. Mrs Peyman was also present.

Cllr Lintill asked if Cllr Moss could continue to be included in the urgent decision making process for the additional period proposed. Mrs Peyman confirmed that this would be possible. She explained that a further report would be brought back to Cabinet in July.

In a vote the following resolution and recommendation were made.

### **\*RESOLVED**

That the Cabinet notes the current financial support to Everyone Active under the Urgent Decision Notice procedure reported to Cabinet and Council in May.

### **RECOMMENDATION TO COUNCIL**

That any further extension of support during the closure and recovery phase, up to a maximum of the current monthly amount be delegated to the Director of Growth and Place in consultation with the Leader, the Cabinet Member for Community Services and Culture and the Chairman of the Overview and Scrutiny Committee for a period up to three months.

## 6 Parking Incentives

Cllr Bell introduced the item. Mrs Murphy was also present.

Cllr Lintill allowed Cllr Moss to provide comment on behalf of the Overview and Scrutiny Committee. Cllr Moss shared the views that care workers also be provided with free parking in the Northgate Car Park. He also explained the wish to bring a report to Full Council in July. Cllr Lintill explained that it would be too soon and Full Council in September would be more timely.

In a vote the following resolutions were made.

### **\*RESOLVED**

1. That when the current suspension of the car parking charges ends on the 8 June 2020 that the options for parking incentives as set out in section 4.1 are implemented from 8 June 2020 with the addition of free parking for Care workers in Northgate Car Park.
2. That a further report is brought back to Overview and Scrutiny Committee, the Cabinet and Council within six months.

Cllr Lintill then allowed Cllr Barrett to make a statement. Cllr Barrett wished to thank Mrs Murphy and her team for all the effort put into the recent management of the Witterings Car Park.

**7      Urgent Decision Notice - Financial support for the Council's leisure contractor, Sport & Leisure Management Limited**

**RESOLVED**

That the Urgent Decision made during the current Pandemic be noted.

**8      Vehicle Wash Down Facility at Weshampnett Depot**

Cllr Plant introduced the item. Mr Howard and Mr Carter were also present.

In a vote the following resolution was made.

**RESOLVED**

That the appointment of Contractor A to supply, erect and commission a new vehicle wash facility at the Westhampton depot be approved.

**9      Late Items**

There were no late items.

**10     Exclusion of the Press and Public**

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

The Cabinet then voted to go into part II.

**RESOLVED**

That with regard to agenda item 11 the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

**11     Award of Financial Management System Contract**

Cllr Wilding introduced the item. Mr Catlow was also present.

Mr Catlow explained that section 3.2 of the report should read section 3.1. He also advised of a misspelling in section 3.3.

In a vote the following resolution was made.

**RESOLVED**

That the resolutions as set out in section 3.2 and 3.3 of the report be agreed.

The meeting ended at 10.33 am

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CHAIRMAN

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Date:

## Chichester District Council

CABINET

Date 07 July 2020

### Financial Impact of COVID - 19

#### 1. Contacts

##### Report Author:

John Ward – Director of Corporate Services  
Telephone: 01243 534805 E-mail: jward@chichester.gov.uk

##### Cabinet Member:

Peter Wilding - Cabinet Member for Finance and Corporate Services  
Telephone: 01428 707324 E-mail: pwilding@chichester.gov.uk

#### 2. Recommendation

##### 2.1 That cabinet recommend to Council:

- (i) That the minimum level of reserves be reduced to £4m.
- (ii) That £8,070,000 be released from reserves to address the in-year impact of the pandemic.
- (iii) That the Council should work towards achieving a balanced budget over the next 5 years, using reserves in the intervening years to help balance the budget.

#### 3. Background

- 3.1 The council is facing an extremely challenging financial position. It is clear that we will be facing a deficit in the future, but the amount cannot currently be predicted with certainty. However, to do nothing to address this will result in reserves being depleted, and still leaves the issue to be addressed once reserves have expired. Action must be taken to address the position, and develop a strategy that enables the budget to be balanced over the medium term.

#### 4. Economic Outlook

- 4.1 The current COVID-19 pandemic has already impacted the UK economy and many others around the world. GDP for quarter 1 of 2020 has been estimated to have fallen by 4%, but that almost entirely relates to March only. The Office for National Statistics have indicated that during April alone the UK economy shrank by 20.4%.
- 4.2 Although the current economic position is extremely difficult to predict, the Bank of England's Monetary Policy Committee (MPC) have modelled a likely, but by no means certain, scenario for the UK economy. This predicts, after falling sharply in the first half of 2020, GDP will pick up relatively quickly in the second

half of the year. However, it will take significantly longer for it to return to its previous trajectory representing more of a U shaped recovery, than a V shaped one. The MPC's model makes a number of assumptions which are extremely uncertain, not least of which is that the lockdown will gradually be released from June through to December, and that a favourable trade deal with the EU will be struck by January 2021.

- 4.3 Inflation is expected to face downward pressure over the rest of this financial year, but is expected to pick up again towards the 2% target by 2021.
- 4.4 In spite of huge government fiscal intervention, it is highly likely that unemployment will rise adding to a general reduction in consumer confidence, and reluctance to spend on non-essential items which is expected to last much longer.

## 5. Impact for this Council

- 5.1 Like many other Councils, Chichester has pursued service efficiency and additional income from commercial activity in order to replace government funding which has gradually been withdrawn over the last decade.
- 5.2 Currently the Council is funded from the following primary sources of income:

Council Tax	£9.m
Business Rates	£3.4m
Income from Fees and Charges	£18.1m
Total income	£30.5m

- 5.3 Whilst the economic outlook is extremely uncertain, what is absolutely clear is that the Council's income from fees and charges will face significant pressure for the foreseeable future.
- 5.4 Some of our income streams, such as car parking (£6.4m 2020-21 budget) may never return to their previous levels as the lockdown is likely to accelerate changes in social behaviour, such as workers choosing to work from home on a more frequent basis, and shoppers moving to on-line, thereby reducing the demand for parking in the city.
- 5.5 Income from Business Rates and Council Tax will also both come under pressure as unemployment increases and businesses struggle to recover, resulting in increased Council Tax Reduction claims and lower Business Rate collection.
- 5.6 Added to this the government intends to press ahead with the already delayed Fair Funding Review, and Business Rate reset. This is expected to result in a significant reduction in the amount of business rates that the Council will be able to use to fund its services. The also delayed 2020 spending review will set government departmental spending limits in this autumn. It is likely that local government will not fare well, especially at shire district level.

## 6 Impact during 2020-21:

- 6.1 The May 2020 cabinet received a report containing a breakdown of the main impacts on the Council's finances during the current year. We are currently experiencing a loss of income in the region of £1m per month, although the reintroduction of parking charges will help to reduce that in the remainder of the year. Depending on how quickly lockdown restrictions are lifted, it is estimated that the cost this year could be in the region of £8m. This is a combination of income lost (£7m) and increased costs (£1m) such as bad debts and homelessness costs. Against this the government have provided £1.25m of funding. No further government funding is guaranteed, although a further allocation is being debated currently. It is clear however, that any further funding will be inadequate, and in any case will just be a temporary one off allocation.
- 6.2 Members will undoubtedly want to assist the community during the recovery phase and make some policy choices that will add further expenditure to the Council's budget, as set out in the Recovery Report. Some of this will be one off cost for 2020-21 only, while others may have longer term consequences. These have been incorporated into the 5 year model attached as appendix 1 under the heading "Policy Choices".
- 6.3 The Council does have relatively healthy reserves to enable it to cope with the immediate pressures. £22.8m is available to call upon. However, this includes the minimum General Fund balance of £6.3m. Whilst the minimum balance can be reviewed it cannot be reduced to nil. The Corporate Governance and Audit Committee are asked to consider reducing this which would release more reserves to support the recovery plan while the Council looks to address its budget position over the medium term.
- 6.4 The Council's cashflow and Treasury management arrangements have been tested, and it is anticipated that there will be no liquidity issues for this Council, with sufficient short term investments to enable the Council's cashflows to be managed in spite of the current loss of income.
- 6.5 All Divisional Managers have been instructed to avoid all unnecessary expenditure until further notice. This includes not filling staff vacancies in all but the most urgent and specialised roles and then only by agreement of SLT. Additionally all approved capital projects will also only proceed by exception. This should assist in keeping costs in the current year to a minimum, and reduce the draw against reserves.

## **7 Impact for 2021-22 and beyond:**

- 7.1 Of much greater concern is the potential deficit the council will face in future years. Whilst reserves are held for just such emergencies, they are a finite resource and cannot be relied upon to balance the budget on a recurring basis. To do so not only fails to address the issue, which will still need to be addressed at some point, it would also deplete reserves which could otherwise have been invested to assist the Council, the local economy, and our residents.
- 7.2 The 5 year financial model has been updated, building on the MPC model, and estimating the likely reduction in our income streams. This is attached as appendix 1 to this report. This currently indicates a significant deficit on the

Council's projected revenue budget in each of the next five years, and unless action is taken this would require £24.2m of reserves to be used.

7.3 Key assumptions in the model are as follows:

	2021-22	2022-23	2023-24	2024-25	2025-26
Inflation	1%	2%	2%	2%	2%
Pay inflation	2%	2%	2%	2%	2%
Increase in CTR claims*	50%	40%	25%	10%	nil
Reduction in Fees and Charges	20%	15%	10%	5%	5%

\*NB a 50% increase in CTR claims equates to about 2,000 band D properties, or 3.6% of our tax base.

It must be acknowledged that the model at this time is of course very difficult to predict with accuracy, and the actual deficit will undoubtedly vary from the model. However, having gone from a position of being broadly balanced prior to COVID-19, it is not surprising that we are now facing a significant funding gap.

## 8. Outcomes to be Achieved

- 8.1 To achieve a balanced budget over the medium term, whilst protecting vital public services as far as possible. And to maintain an adequate level of reserves to mitigate any further emergencies in the future.

## 9. Proposal

- 9.1 It is a legal requirement to set a balanced budget. It is also sound financial management to do so within the context of the medium term projections. The issue facing the Council is not whether we need to make savings, clearly we must, it is a question of timing.
- 9.2 Preferred option – Option 3. It is recommended that the Council should develop a strategy to address a savings target of at least that predicted for year 5 of the model, currently estimated to be £2m. The strategy, and savings, to be implemented in time for the 2022-23 budget. This will mitigate the impact on reserves and also achieve a balanced budget position over the medium term. It will also mean that service delivery will not be impacted before the true financial consequence of the pandemic are fully understood.
- 9.3 In the meantime officers will also embark on a round of service efficiency reviews to ensure all services are delivered as efficiently and effectively as possible. Some of these efficiency savings should be achieved for the 2021-22 budget. A model to help with the prioritisation of services has been developed and is detailed in the Recovery Report, a copy of which is attached.

- 9.4 In effect this option builds upon option 2 as set out below, but includes reviewing all services to identify any efficiency savings that might be achieved which would reduce the use of reserves.
- 9.5 The Council's minimum level of general fund reserves has been set at £6.3m for several years. However, this is at a relatively high level for a District Council. Other West Sussex District authorities have a minimum level of reserves ranging from £1.5m to £6m. It is recommended that the minimum level for Chichester be reduced to £4m, thus enabling £2.3m to be made available should it be necessary. If this is approved, then the Council could access £18.8m of the £22.8m that is technically available. This would be insufficient for option 1 below, but would enable the Council to implement the Future Services Framework during the next 12-18 months ahead of setting the 2022-23 budget.

## **10. Capital Programme**

- 10.1 The council currently has an approved £47m capital programme. Some of these projects are funded from sources other than the Council's own reserves, for example those schemes funded from CIL, or Disabled Facility Grants funded by the government. However, there are a significant number of CDC funded projects, which if stopped, or reduced would free up further reserves that could either be deployed to support revenue, or be diverted to fund economic recovery projects.
- 10.2 It is proposed that capital schemes funded from this Council's reserves, and which are not already contractually committed will be deferred to the 2021-22 financial year. Only in very exceptional circumstances will projects continue, for example where not replacing an asset might create a health and safety risk.
- 10.2 The redevelopment of St James' Industrial Estate, and Freeland Close redevelopment projects will however, continue as planned as these have significant economic and social value to the community.

## **11. Alternatives Considered**

- 11.1 Option 1 - Delay implementing a new deficit reduction plan. This has the advantage of waiting until the financial position becomes more certain, and thereby avoiding the potential to impact service delivery too early. But delaying also has the disadvantage of having to use up more reserves during the interim which could perhaps be used in other ways to aid the economy, such as investing in Southern Gateway and the Green agenda, and ultimately the deficit will still need to be addressed. To do nothing for the whole duration of the 5 year model would use up £24m of reserves, including the current year's deficit. This is clearly not affordable, or prudent and as the Council's S151 officer I cannot recommend that course.
- 11.2 Option 2 - A more reasonable approach would be to defer making any immediate decisions in relation to funding, but to plan for what might be necessary and develop a flexible strategy that can be implemented as soon as the economic picture becomes clearer. Implementing only those decisions that are necessary, and no more. The model attached suggests that we will be facing a reduction somewhere in the region of £2m by the end of the 5 years. A

strategy based on the predicted year 5 deficit, if implemented in time for the 2022-23 budget would reduce the need to use reserves by around £8m to £16m. It should be noted that any further policy choices which increase expenditure, would also reduce the amount of reserves that are available. This would be more affordable than option 1, but still significantly reduces the ability for the Council to invest reserves in economic development projects.

- 11.3 Option 3 - The recommended approach takes the approach of option 2, and adds an efficiency review across all council services to ensure the deficit is minimised before impacting on service delivery.

## 12 Resource and Legal Implications

- 12.1 It is a legal requirement to set a balanced budget. However, it is perfectly legal to achieve this by using reserves. This report aims to enable the Council to achieve a balanced budget without continually relying on reserves over the medium term. The Director of Corporate Services and Council's S151 officer considers such an approach to be both essential and prudent in the current climate.
- 12.2 The Council could choose to borrow to support future capital investment schemes, but would need to deplete all available reserves first. The impact of taking the Council into debt has not been factored into the financial model at this time.
- 12.3 No other legal issues arise from this report.

## 13 Consultation

- 13.1 This report is being debated at the Corporate Governance and Audit committee on 2 July. A verbal update will be provided to Cabinet.
- 13.2 Public consultation may be necessary should front line service delivery be impacted by recommendations arising from the Future Services Framework (see Recovery Report).

## 14 Community Impact and Corporate Risks

- 14.1 Failure to set a balanced budget over the medium term.
- 14.2 Depletion of reserves to a level which is unsustainable.
- 14.3 Reserves used to support revenue rather than investing in economic recovery projects.

## 15 Other Implications

<b>Are there any implications for the following?</b>	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b>		X

<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b>		X
<b>Other (please specify)</b>		X

**16 Appendices**  
**5 year Financial Model – Exempt appendix**

**17 Background Papers**  
**None**

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

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## Chichester District Council

Cabinet 7 July 2020

### Covid 19 – Recovery Report

#### 1. Contacts

##### **Report Author**

Diane Shepherd, Chief Executive email: [dshepherd@chichester.gov.uk](mailto:dshepherd@chichester.gov.uk)

##### Cabinet Member

Eileen Lintill, Leader of the Council, [elintill@chichester.gov.uk](mailto:elintill@chichester.gov.uk)

#### 2. Executive Summary

This Report is two-fold:

1. It sets out a number of proposed actions to aid recovery over the next 12 months based on four thematic areas:
  - Community and Housing Recovery
  - Economic Recovery
  - Planning, Health and Environmental Protection Recovery
  - Organisational Recovery
2. A Future Services Framework template to assist members shape and determine the types and levels of services to be provided from 2022-23.

Members are also asked to consider a number of financial proposals to support the actions in the Recovery Plan.

#### 3. Recommendations

##### 3.1 That Cabinet:

- (a) considers the recommendations and comments from the Overview and Scrutiny Committee 30 June 2020;
- (b) notes the serious impact Covid 19 has had on the Council's finances and takes this into account when considering this report;
- (c) approves the Governance arrangements as set out in appendix 6; and
- (d) that progress on the Recovery Action Plans and Future Services Framework be reported to the Committee every 6 months

##### 3.2 That Cabinet recommends to Council:

- (a) the Covid 19 Recovery Action Plans for the four thematic areas as set out in appendices 1-4;
- (b) the future services framework as set out in appendix 5;
- (c) the following policy options:
  - (i) to forego the Homefinder's fee at a cost of £20k pa;
  - (ii) to contribute £20k towards an economic impact study for Novium, CFT and PHG. To be funded from reserves;
  - (iii) to increase the current level of support for Visit Chichester by £100k per year in years 2020/21, 2021/22 & 2022/23 and provide new support of £130k per year in 2023/24 & 2024/25, and that delegated powers is given to the Director for Growth and Place to approve a new Service Level Agreement with Visit Chichester following consultation with the Cabinet Member for Communities and Cabinet Member for Growth, Place and Regeneration;
  - (iv) to create a new grants fund of £500k. To include £250k for a Community Recovery Grants Fund and £250k for an Economic Recovery Grants Fund, and that delegated powers are given to the Director of Housing & Communities and the Director of Growth and Place to approve criteria for the grants following consultation with the Cabinet Member for Communities and Cabinet Member for Growth, Place and Regeneration respectively. To be funded by reducing the sum allocated for parish NHB grants by an equivalent amount.

#### **4. Background**

- 4.1 In May the Chief Executive reported to Cabinet the Council's response to the Covid 19 (C19) crisis and Cabinet resolved that a report on the financial implications for the Council is prepared for consideration by Corporate Governance and Audit Committee, Cabinet and Council. It also resolved that a Recovery Framework is developed to enable members to shape the future priorities for its communities, businesses and the Council for consideration by Overview and Scrutiny Committee, Cabinet and Council.
- 4.2 At the time of writing this report the crisis is still on-going and the impact on businesses and the community could have long term implications for the Council. Many of the Council's services have been affected due to government restrictions, reductions/increases in demand, new services being introduced, or staff being re-deployed to priority services. Many services that have seen an increase in demand, such as the Homelessness Service, expect these demands to continue for the foreseeable future.

- 4.3 Along with the rest of the Country our communities and businesses have been severely affected by C19. The data on the impact changes daily as new information comes to light.
- 4.4 The Council's finances have been significantly affected. The Director of Finance and Corporate Services predicts, as far as practically possible in these uncertain times, that the current year's budget (2020-21) will run at a deficit of about £8m and that savings of approximately £2m will need to be made over the next 5 years in order to balance its budget.
- 4.5 Although the financial impact on the Council is significant, due to the very strong financial management, it does have good levels of reserves that can be used to cover the expected budget deficit this year. In the short-term there is likely to be the need to spend additional monies to deal with the immediate recovery. How quickly the Council will want to eliminate the budget deficit and how much additional resources it wants to allocate to the recovery process is a decision for members. Corporate Governance and Audit Committee will advise Cabinet and Council on what it thinks is a prudent position, balancing the financial position with the need to support our communities. However, the longer the Council takes to recover the budget deficit the greater impact on reserves and thus less money available to invest in other projects that members may consider a priority. Further details of the financial impact are set out in the Director of Finance and Corporate Services' report elsewhere on the agenda.
- 4.6 As seen throughout this crisis our communities rely on good effective public services and the Council is well placed to help local communities and businesses recover from the impacts of C19. We have many tools to make a difference, especially those that relate to your regulatory function.
- 4.7 The Council can make a difference by supporting economic projects such as the Southern Gateway and the redevelopment of St James; it can shape the future of its high streets and help businesses by having effective policies in its draft Local Plan; it can make our City, towns and villages ready for the digital economy by continuing to support Gigabit and other relevant technologies; it can help rough sleepers by developing pathways for recovery, it can continue to work with the community to help them support their neighbourhoods; it can use this opportunity to support and move forward the Green Agenda; and it can use its natural, historic and cultural assets to help boost the return of tourism to the area.

## **5. Outcomes to be Achieved**

- 5.1 A short term focussed recovery action plan, with targeted interventions, that is agile and helps supports communities, businesses and the Council's services recover from the impact of C19.
- 5.2 A new Future Service Framework template to establish priority services to be delivered in the future, and return the Council's finances to having a balanced budget over the medium term.

## **6. Proposal**

6.1 With significantly less resources it will be extremely important that the Council:

- Is agile and flexible and is able to bring forward projects quickly that will aid recovery to businesses and the community
- Develops a focused, balanced and affordable recovery plan.
- Concentrates on those things where it can make the most difference recognising that capacity is limited
- Is open and flexible to businesses by using its statutory powers to aid recovery i.e. licencing and planning
- Uses the local plan process to shape the future planning policies for our communities, businesses, the high street and the environment.
- Defines clearly what its priorities are, as not everything can be a priority, and accept and expect other partners should take the lead where they have the principal role for any given activity.
- Learns from the crisis and becomes more agile and efficient.

6.2 The recovery report is two-fold:

- It sets out for members to consider the actions that are needed in the next 12 months; and
- A Future Services Framework template to assist members shape and determine the types and levels of services to be provided from 2022-23.

### **Recovery Plan for Next 12 Months**

6.3 The Recovery Action Plan is based on four themes:

- Community & Housing Recovery- Appendix 1
- Economic Recovery – Appendix 2
- Planning, Health and Environmental Protection Recovery - Appendix 3
- Organisational Recovery - Appendix 4

Appendix 1-4 provides a summary of each of thematic work streams and an action plan. Each action plan sets out a list of proposed actions, who will be responsible for implementing the actions, the timeframe, member and community involvement and any financial implications. The suggested priorities for each of the work streams are:

#### **Community & Housing Recovery:**

- Pathways for rough sleepers
- Managing increased use of emergency and temporary accommodation and increased homeless applications
- Financial Support for affected individuals and businesses and a revised debt recovery policy
- Support for voluntary and community organisations, including community halls and sports clubs
- Capturing community networks for future emergency planning.
- Tackling the backlog of Disabled Facility Grants (DFG)

#### **Economic Recovery:**

- Inward Investment
- Visions, High Streets and Retail
- Micro Businesses

- Agriculture and Horticulture
- Tourism, Culture and Hospitality
- Digital Infrastructure
- CDC's commercial estate: Southern Gateway; St. James Redevelopment; Barnfield Drive; Ravenna Point; Enterprise Centre
- Licensing and events
- Sports and Leisure

### **Planning, Health and Environmental Protection Recovery**

- Supporting the housing and construction industry
- Health Protection
- Building Healthy communities and protecting the environment during recovery

### **Organisational Recovery:**

- Adapting our services
- Supporting Staff
- Robust and resilient ICT infrastructure
- Options for future office accommodation
- Acceleration of channel shift

6.4 Members are asked to consider the following policy options to assist with the immediate recovery process that will require Council approval at its July meeting. These are:

- i) to forego the Homefinder fee at a cost of £20k pa (see appendix 1). This loss of income will be met from existing budgets in 2020/21 but will impact the budget from 2021/22 onwards.
- ii) to contribute £20k towards an economic impact study for Novium, CFT and PHG. To be funded from reserves.
- iii) to increase the current level of support for Visit Chichester by £100k per year (from £50k to £150k) in years 2020/21, 2021/22 & 2022/23 (the current funding of £50k is due to end after 2022/23). In 2023/24 & 2024/25 to provide new support of £130k per year, and that delegated powers are given to the Director for Growth and Place to approve a new Service Level Agreement with Visit Chichester following consultation with the Cabinet Member for Communities and Cabinet Member for Growth, Place and Regeneration
- iv) Create a new grants fund in the capital programme of £500k. This will include £250k for a Community Recovery Grants Fund and £250k for an Economic Recovery Grants Fund, and that delegated powers are given to the Director of Housing & Communities and the Director of Growth and Place to approve criteria for the grants following consultation with the Cabinet Member for Communities and Cabinet Member for Growth, Place and Regeneration respectively. To be funded by reducing the sum allocated for parish NHB grants by an equivalent amount (currently £1.25m over 5 years is allocated for parish grants).

Note the support package agreed for the Leisure operator – see exempt finance appendix 7(i). This decision was agreed under the urgent powers within the constitution and will be reported to Council for noting at July Council. The package agreed relates to 2020/21 only and further support will be considered as part of the 2021/22 budget.

## **Post Recovery – The Future Services Framework**

- 6.5 The Action Plans deals with the immediate aftermath of the C19 crisis. However, in the medium term it is highly unlikely that the Council can afford to continue to fund all of its current services and any new services it wishes to introduce. The new financial landscape will require members to critically challenge and reset the services that we currently provide. Therefore a Future Services Framework has been developed to assist members shape the future of the Council. Full details of the framework is set out in appendix 5 and is based on a three stage approach:

**Stage 1 Efficiency and Effectiveness.** This stage challenges what and how we do things to ensure services are efficient and effective. The Chief Executive has asked Officers to undertake an efficiency review to identify opportunities to boost productivity and generate cashable efficiency savings.

**Stage 2 Policy options.** This stage will consider the policy options stemming from the efficiency review and will specifically relate to those options that directly affect the community and require a member decision and potentially community engagement prior to its adoption.

**Stage 3. Service Prioritisation.** This stage looks at service prioritisation and it is based firstly on the requirement for the Council to deliver its statutory services (those services that the Council has a legal duty to deliver, such as planning). It then categories services into statutory plus (where we deliver higher than the statutory minimum), optional and optional plus services (these are services that are discretionary and may include new services, such as food waste collection). Officers will be working with members to determine the service level of its statutory services that we have a statutory duty to provide. This will then be costed and any money remaining in the budget will then be allocated on a priority bases (agreed by Council) to the optional services. Each service will be assessed and measured for impact to help members prioritise. The limiting factor will be the level of resources available.

The efficiency review has commenced and will be completed by December 2020, policy options will be brought forward to members for consideration in advance of the 2021-22 budget cycle and work on the service prioritisation will begin August 2020 and be completed by October 2021 to allow time consult and take any necessary decisions in time for the 2022-23 budget. Members will be involved in considering policy options and the development of the Future Services Framework.

## **Partnership Working**

- 6.6 The Council already works very closely with its partners and many of its officers and members are on a number of partnership Boards / formal working groups. Some of which CDC leads and others are led by partners. Partnership working is very important and it is right to work in partnership with others to ensure that work is not

duplicated and that the system works as a whole. However, with limited officer capacity we should be mindful of which partnerships we should take a lead on, which ones others should take the lead and which ones we should withdraw from altogether. The Recovery Action Plan suggests who we should be working with to aid recovery.

- 6.7 We are in close and regular contact with key partners and many of them (WSCC, Coast to Capital, Coastal West Sussex, the Rural Partnership, CFT, PHG, Parish Councils, Visit Chichester etc.) are also developing recovery plans and we will ensure we link into them and provide support where appropriate.

## **Governance**

- 6.8 As the Council embarks on its recovery it is essential that it has an appropriate agile governance framework in place to steer this important piece of work. A proposed governance structure is set out in appendix 6 and it proposes that four Recovery Teams are set up. Each would be led by a director and the relevant Cabinet member(s). Each cabinet member may invite two other members to act as advisors, one of whom should be from an opposition group. The Chief Executive and Leader will be involved in all four work streams. The recovery process will be overseen by OSC, CGAC, Cabinet and Council and regular reports will be tabled at the meetings.

## **7. Alternatives Considered**

- 7.1 Some elements of the recovery process we must do, i.e. dealing with homelessness applications, but other actions members can decide not to support or add new ones to the action plan providing they are affordable and officers have the capacity to deliver.
- 7.2 The status quo in the medium term is not an option as the world has changed substantially since the beginning of 2020 because of C19 and what may have been a priority for the Council previously may not be a priority now. The Council's finances have also been seriously impacted and the depth and breadth of services provided by the Council currently is likely to be unsustainable in the future. The Council could decide not to adopt the Future Services Framework and have an ad hoc approach to reduce its expenditure but this is not recommended. Having a defined framework will help members challenge and prioritise services based on outcomes and cost/benefit and will ultimately allow them to decide which optional services are funded in the future.

## **8. Resource and Legal Implications**

- 8.1 The financial impact of C19 is set out in the Director of Finance's report elsewhere in the agenda.
- 8.2 Any policy priorities decided by Council to be funded by reserves – see para 6.4
- 8.3 The Council has a legal obligation to balance its budget and it also has a legal obligation to provide its statutory services. Once these have been defined and costed the remainder of the Council's budget can be allocated on a priority basis to other services up to the level of budget available.

8.4 There are likely to be implications for staff and these will be dealt with in accordance with employment law and the Council's staffing policies.

## **9. Consultation**

9.1 The Recovery Action Plans sets out who should be consulted.

9.2 All members will be involved in policy choices and service prioritisation.

9.4 Any statutory requirement to consult will be followed and a Community Engagement Framework will be developed to assist with the prioritisation of non-statutory services.

9.5 Staff Representatives and the Union.

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

10.1 The future is very uncertain and the full impact of C 19 on our community, businesses and the Council may not be known a long period of time. It is hoped that a vaccine will be developed and/or the level of C 19 in the community stays low or dies out, none of which can be guaranteed. There may be a second peak requiring a tightening up of lock down measures and until social distancing measures are removed many businesses' productivity, including the Council will be affected. Whatever decisions the Council takes they should be agile and able and flexible to enable us to respond quickly.

## **11. Other Implications**

There is likely to be a number of implications arising from the proposed actions in the Recovery Plan. Each action will be assessed individually and where necessary mitigations will be put in place.

## **12. Appendices**

**Appendix 1 Housing and Communities Recovery Plan**

**Appendix 2 Economic Recovery Plan**

**Appendix 3 Planning, Health and Environmental Protection Recovery Plan**

**Appendix 4 Organisational Recovery Plan**

**Appendix 5 Future Services Framework**

**Appendix 6 Governance**

## **13. Background Papers**

None

## Community & Housing Recovery

### **Introduction**

Our communities and the networks within them have shown themselves to be strong, self-reliant and often well organised. CDC wants to actively support communities as we move into recovery from the Covid crisis. We have been overwhelmed by the level of support offered for vulnerable people and want to capture that moving forward in case there is a second wave of Covid 19, or any other emergency situation where people need help and support.

Our established charitable and voluntary sectors have stepped up to the challenge, in particular StonePillow, Four Streets and HEART who have worked with CDC to support rough sleepers off the street, and VAAC who have co-ordinated the groups supporting vulnerable people to access food and other support.

We have identified, within the Housing and Communities Directorate, several strands that we believe are key to the recovery of our communities. These are focused on support for our communities and vulnerable people. Immediate, medium term and long term options have been considered and are included in the action plan but a summary is below.

### **1:Pathway for rough sleepers**

Covid 19 has provided a unique opportunity for CDC to address the issue of rough sleeping in the district. With effect from w/c 23rd March almost all of the known rough sleepers have been accommodated in private "nightly paid" accommodation. Despite lapses and absences most remain accommodated now. The stability provided during this period has enabled some of those accommodated to make significant and beneficial changes to their lifestyle.

The challenge of successfully sustaining these arrangements was always going to be greater than finding and securing accommodation in the first instance. The success of this lies in the commitment and partnership between CDC, Stonepillow, and other local homelessness charities.

The challenge now is to build on this progress by securing medium and long term arrangements for clients which allow them to move on from nightly paid placements. In the longer term we need to take the opportunity to consolidate the progress we have made and prevent a return to the levels of rough sleeping seen in Chichester at the end of last year.

Officers are working closely with MHCLG and have discussed the possibility of repurposing some of the Rough Sleepers Initiatives (RSI) Grant we received which came with very tight criteria over usage. The bid included an additional outreach worker, however, now the rough sleepers are off the streets the funding could be better used elsewhere. The Council is also in receipt of a letter from the Minister for Rough Sleeping & Housing asking us to share our plans with them by 11<sup>th</sup> June and asking us to:

- Encourage people to return to friends and family
- Find sustainable move-on options
- Put in place short term accommodation options where sustainable move-on options are available

- Recognise that for some people a voluntary return to their country of origin may be the best option
- Work with health partners to support clients physical and mental health, including substance abuse

A summary of proposed actions is below:

**Immediate:** Move rough sleepers from emergency “nightly paid” accommodation into temporary accommodation whilst long term solutions are found.

- Create a personal pathway for each Rough Sleeper in partnership with StonePillow, Registered Providers (RP) and Health partners
- Prioritise rehousing for those already in supported or temporary accommodation (e.g. StonePillow, Westward House) in order to free up capacity for those currently in emergency accommodation
- Stimulate additional supply from private landlords via Homefinder through more flexible promotion and use of the scheme
- Recruit into the Co-ordinator post funded by MHCLG Rough Sleeper Initiative funding
- Offer our support to StonePillow for their Housing First project, and consider repurposing funding from the RSI fund for an Outreach worker to this project
- Consider options for rough sleepers with no recourse to public funds
- Work with immigration to support those who wish to voluntarily return to their country of origin

**Medium term:** Establish pathways for rough sleepers

- Consider entering into agreements with local housing providers for longer term use of suitable properties as part of single homelessness pathway.
- Continue with joint commissioning of “Pathways Home” with WSCC
- Work with WS colleagues on the development of a pathway for complex individuals with multiple needs
- Ensure Diverted Giving messages are continued as people return to the High street

**Long term:** Establish longer term solutions

- Consider ‘trusted assessor’ nominations for key partners such as Stonepillow as part of a wider review of the Housing Register and Allocation Policy
- Consider what additional resources may be required to embed a successful Housing First approach for Rough Sleepers with challenging needs
- Continue with Freeland Close

## **2: Increased use of emergency and temporary accommodation and forecast increase in homelessness applications**

The number of households in temporary accommodation (TA) particularly B&B, due to Covid 19 is at an exceptional level and this is placing additional extra demand on the service, at extra cost to the Council. There is also an expected spike in homelessness applications due to increased unemployment, debt and family breakdown following lockdown. Having carefully considered how we can to respond to the situation, officers have identified some

immediate actions and operational practices which can be improved to not only help us address the current situation but that will also contribute to improving the overall efficiency of the service.

A summary of proposed actions is below:

Immediate: Prioritise moving people out of TA (particularly B&B)

- Focus on moving people out of TA and Westward House by expanding HomeFinder, using discretions (in exceptional cases) in the allocations policy and encouraging RP's to prioritise moves for people leaving TA
- Cancel the fees chargeable for HomeFinder as an incentive to landlords to join the scheme and immediately seek new properties to add to the portfolio.
- Ensure appropriate level of staffing with focus on prevention and tenancy sustainment to include retention of 2 deployed workers and a senior agency worker.
- Review of Homelessness Prevention Fund to make it more flexible

Medium term: Ensure a focus on support & prevention to avoid use of B&B moving forward. Ensure fair access to social housing via the housing allocations policy.

- A full review of the allocations Scheme
- Review of support / prevention provision.
- Full implementation of the new IT operating system for Homelessness and Choice Based Lettings and development of accurate flow of data.

Long term: Embed learning and review processes to ensure prevention is prioritised

- Analysis of all relevant data and service delivery methods.
- A full review of structure and staffing
- Training, development and succession planning
- Developing an ongoing review programme of policies, procedures and performance.
- Continue with Freeland Close

### **3: Financial support for affected individuals and businesses and debt recovery policy**

CDC has been given the following funding to support residents and businesses following COVID19:

- A Hardship Fund of £699,209; At present all residents in receipt of Council Tax Reduction have been awarded a £150 Hardship fund payment. CDC still has £446k to spend this year supporting residents. The fund may be used flexibly and current options being explored include, but are not limited to, supporting residents who are in arrears with their Council Tax and where possible provide support to residents who fail to qualify for Council Tax Reduction within a certain amount
- £37m for businesses in receipt of Small Business Rates, also for those in Retail, Leisure & Hospitality has already been paid out
- Expanded Business Rate grants funding of £1.85m. The criterion for the expanded Business Rate grants scheme is being developed by the Revenues, Benefits & Customer Services Division and the Economic Development team. This work is also being undertaken in conjunction with other councils across West Sussex so that

there is one consistent approach for businesses whilst allowing some discretion depending on individual local authority priorities. The scheme is currently being drafted and will be subject to member approval. To ensure the scheme can be publicised and administered as quickly as possible it is proposed that the criteria for an award will be agreed using the Council's urgency powers.

- The Council also administers the Discretionary Housing fund and has additional funding already in reserves of £140k. The current policy is flexible enough to allow applications from residents affected by COVID19 without the need for any change.

A soft approach to recovery is proposed to be taken in June 2020 along with a return to full recovery from August 2020 onwards to maximise income to the Council. All officers working in Recovery will be using a supportive approach to debtors and will be advising of the full range of support mechanisms in place including but not limited to: encouraging claims for Council Tax reduction or other welfare benefits where appropriate, extending payment plans, signposting to the Citizens Advice Bureau and debt management agencies etc.

#### **4:Support for voluntary & community organisations (VCS) (inc Community Halls and Sports and Leisure Clubs) and businesses affected by Covid 19**

The Covid 19 crisis has had a number of impacts on the voluntary and community sector. The statutory sector support to the community has been enormously assisted by the number of community groups (new and existing) who have risen to the challenge of supporting their neighbours. However, depending on their scale and the level of use, some have or will be incurring costs that they will need to address somehow.

Lockdown has also affected the sector including sports clubs and village halls. Some are sustaining or increasing their services but their income has reduced, some have had to cease operation but they continue to incur costs. There is some support from the government, but not all groups are eligible and others still need to replace lost income.

It is proposed that members consider setting up a one-off fund of up to £250k as a Community Recovery Grants fund for 20/21 only to support established VCS organisations and groups who have either been financially impacted by Covid 19 and require funding to maintain levels of service or meet increased demand, or require funding for innovative projects to support recovery in the community.

Members will also be aware of the huge financial impact Covid has had on local businesses. Whilst there have been several sources of support, including the Business Grants for small businesses, retail, leisure and hospitality grants, and the subsequent expanded Discretionary Business Grants, there may be businesses that have failed to qualify. It is proposed that members consider setting up a one-off fund of up to £250k as an Economic Recovery Grants fund for 20/21

Funds could be administered via the Grants Panel and if agreed it is proposed that the next Grants Panel discuss the criteria for such grants at their next meeting on 24<sup>th</sup> June. This funding should be quick to access and a fast track process is proposed. Criteria could include that groups/businesses should not be able to access funding elsewhere and funding should not be given to organisations that are unlikely to survive the current crisis. Any unspent funding at 31<sup>st</sup> March 2021 could be returned to reserves.

It is proposed that the £500k is top sliced from future NHB funding and that the balance of funding is reviewed after 3 months with flexibility to move funding between the two pots.

## **5: How to capture community networks for future emergency planning**

The Covid 19 crisis has seen a volunteer response in the district on a scale like no other. Numerous small un-constituted groups have grown up in many areas of the district, some stand alone and others aligned to existing volunteer groups, Parish Councils or Residents Associations. This has resulted in the majority of areas in the district having access to volunteer support often in excess of the current need. There is a concern that once the lockdown period is over and the country goes back to some form of normality the numbers of volunteers and momentum could significantly reduce and impact those still required to self isolate. Also the unprecedented response of community networks has demonstrated that if retained these groups could act as a key resource if a second wave of Covid were to occur, or indeed any other crisis. The options recommended, summarised below, try to capture this and make the groups more established moving forward:

- Signpost these small groups to VAAC for support to potentially formalise their offer and make contact with other volunteer groups. Encourage all the groups to sign up to Chichester Community Network our online platform for community support and issues.
- Task the web team with mapping all the offers of volunteer support across the district and overlay this on to a map of the district to identify any gaps in provision. Raise the gaps in provision with volunteer groups in the proximity and encourage some expansion of recruitment and reach. A copy of this map along with contacts for all the volunteer groups could be held in the emergency planning room for reference.
- Work with the Parish Councils to raise awareness of the groups in their areas and encourage them to include them in reviewing and practising their emergency plans.

## **6: To tackle the backlog of DFG**

We have built up a DFG backlog as the Occupational Therapists have been using the lockdown period to clear their waiting lists of requests for simple adaptations. The team have, however, been doing lots of preparation work, including getting cases to approval, to ensure we are in the best position to clear the back-log once we are able to start visiting again. We plan to start progressing external works (ramps) etc immediately.

The team feel we are in a good position and have capacity to deal with the back-log. We will be doing this in a measured manner so not to overwhelm our contractors and cause the backlog further down the chain.

## **Recovery Action Plan – Community Recovery**

1: Immediate action (0-3 months) 2: Medium term actions (3-6 months) 3: Longer term actions (6 to 12 months)

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
<b>Pathways for Rough Sleepers</b>						
1: Move rough sleepers from emergency “nightly paid” accommodation into temporary accommodation (TA) whilst long term solutions are found.	DM for Housing	Sept 2020	Cabinet member	Stonepillow WSCC MHCLG Registered Providers Private Landlords Health partners	Current cost of emergency accommodation is approx. £5.5k per week  Loss of income if HomeFinder fees cancelled £20k/annum	<ul style="list-style-type: none"> <li>• Create a personal pathway for each Rough Sleeper in partnership with StonePillow, RP and Health partners</li> <li>• Prioritise rehousing for those already in supported or temporary accommodation in order to free up capacity for those currently in emergency accommodation</li> <li>• Stimulate additional supply from private landlords via Homefinder through more flexible promotion and use of the scheme. Consider removal of fees.</li> <li>• Recruit into Co-ordinator Post funded by MHCLG Rough Sleeper Initiative funding and work with MHCLG to agree priorities and plans</li> <li>• Offer our support to StonePillow for their (6 month) Housing First project &amp; consider repurposing the Outreach Worker funding from RSI to this project.</li> <li>• Consider options for rough sleepers with no recourse to</li> </ul>

							<ul style="list-style-type: none"> <li>public funds</li> <li>Work with immigration to support those who wish to voluntarily return to their country of origin</li> </ul>
2: Establish Pathways for Rough Sleepers	DM for Housing	Dec 2020	OSC Cabinet	Stonepillow WSCC MHCLG Registered Providers Private Landlords	May be some residual costs if rent exceeds LHA. Will depend on any agreement. Budget agreed.		<ul style="list-style-type: none"> <li>Consider entering into agreements with local accommodation providers for longer term use of properties as part of single homelessness pathway.</li> <li>Continue with joint commissioning of "Pathways Home" with WSCC</li> <li>Work with WS colleagues on the development of a pathway for complex individuals with multiple needs</li> <li>Ensure Diverted Giving messages are continued as people return to the High street</li> </ul>
3: Establish longer term solutions	DM for Housing	Jun 2021	OSC Cabinet	Stonepillow WSCC Registered Providers	Costs unknown – potential capital or revenue cost. FC £2.8m		<ul style="list-style-type: none"> <li>Consider 'trusted assessor' nominations for key partners such as Stonepillow as part of a wider review of the Housing Register and Allocation Policy</li> <li>Consider what additional resources may be required to embed a successful Housing First approach for Rough Sleepers with challenging needs</li> <li>Continue with Freeland Close</li> </ul>

<b>Address the increased use of emergency &amp; temporary accommodation (inc B&amp;B) and forecast increase in homelessness</b>						
1: Prioritise moving people from temporary accommodation into permanent accommodation	DM for Housing	Sept 2020	Cabinet member	Registered Providers Private Landlords		<ul style="list-style-type: none"> <li>Focus on moving people out of TA and Westward House by expanding Homefinder, using discretions on the allocations policy for exceptional cases and encouraging RP's to prioritise moves for people leaving TA.</li> <li>Ensure appropriate level of staffing with focus on prevention and tenancy sustainment to include retention of 2 deployed workers and a senior agency worker.</li> <li>Cancel the fees chargeable for HomeFinder as an incentive to landlords to join the scheme and immediately seek new properties to add to the portfolio.</li> <li>Review of Homelessness Prevention Fund to make it more flexible</li> </ul>
2: Ensure a focus on support & prevention to avoid use of B&B moving forward. Ensure fair access to social housing via the housing allocations policy.	DM for Housing	Dec 2020	OSC Cabinet	Registered Providers Private Landlords	As above.	<ul style="list-style-type: none"> <li>A full review of the allocations Scheme.</li> <li>Review of support / prevention provision.</li> <li>Full implementation of the new IT system for Homelessness and Choice Based Lettings</li> </ul>
3: Embed learning and new processes to ensure prevention is prioritised	DM for Housing	Jun 2021	OSC Cabinet			<ul style="list-style-type: none"> <li>Analysis of all relevant data and service delivery methods.</li> <li>A full review of structure and staffing</li> <li>Training, development and</li> </ul>

						<p>succession planning</p> <ul style="list-style-type: none"> <li>• Developing an ongoing review programme of policies, procedures and performance.</li> <li>• Continue with Freeland Close</li> </ul>
<b>Financial support for affected individuals and businesses and debt recovery policy</b>						
1: Financial support for individuals via a Hardship Scheme and Discretionary Housing Payments (DHP).  Approach to recovery of debt owed to the Council	DM for R&B	July 2020 Cabinet  Hardship Scheme to continue for 20/21  DHP's ongoing	Cabinet Council		Hardship fund of £699k funded by Government  Additional funding of £140k for DHP's already in place.	<ul style="list-style-type: none"> <li>• All residents in receipt of Council Tax Reduction have been awarded a £150 Hardship fund payment.</li> <li>• Remaining £446k to spend this year</li> <li>• Options being explored include: supporting residents who are in arrears with their Council Tax, support to residents who fail to qualify for Council Tax Reduction</li> <li>• The Council also administers Discretionary Housing Payments and has additional funding already in reserves of £140k. Flexible criteria should be used to allow applications from residents affected by COVID19.</li> <li>• It is proposed that a soft approach to recovery is taken in June 2020 with a return to full recovery from August 2020 onwards to maximise income to the Council.</li> <li>• Recovery Officers should use a supportive approach to debtors and advise of the full range of support mechanisms in place including: encouraging claims for</li> </ul>

						CTR or other welfare benefits, extending payment plans, signposting to the CAB and debt management agencies etc.
1: Financial support to small and micro businesses via the Discretionary Business Grants	DM for R&B	June 20 and ongoing	Cabinet member Leader Chair of OSC		Gov funding of £1.85m	<ul style="list-style-type: none"> <li>• West Sussex framework in place</li> <li>• Criteria has been agreed by urgent decision</li> <li>• Application deadline is 14<sup>th</sup> June and payments should be made as soon as possible</li> </ul>
<b>Support for voluntary &amp; community organisations and businesses affected by Covid19</b>						
1: Financial support to Voluntary/Community groups (VCS) and businesses affected by Covid19.	DM for Communities	Sep 20 for 20/21	Cabinet Council Grants Panel		£250k one off funding for VCS  £250k one off funding for businesses	<ul style="list-style-type: none"> <li>• Members to consider setting up a one-off fund of up to £500k as a fund for 20/21. £250k for VCS and £250k for businesses.</li> <li>• Grants to be agreed through the Grants Panel process but via a fast track to enable quick assessment and payment</li> <li>• Grants Panel to consider criteria for VCS who have either been financially impacted by Covid 19 and require funding to maintain levels of service or meet increased demand, or require funding for innovative projects to support recovery in the community.</li> <li>• Grants Panel to consider criteria for businesses impacted by Covid 19</li> <li>• Organisations that can access other grants or are unlikely to</li> </ul>

						<p>survive should not receive funding</p> <ul style="list-style-type: none"> <li>• Consider limits on individual awards</li> <li>• Funding to be time limited to the 20/21 financial year and any remaining funds to be returned to reserves.</li> </ul>
<b>Capturing community networks for future emergency planning</b>						
1: Offer support for groups to formalise themselves	DM for Communities	Sep 20 for 20/21	Cabinet member			<ul style="list-style-type: none"> <li>• Signpost groups to VAAC for support to potentially formalise their offer and make contact with other volunteer groups.</li> <li>• Encourage groups to sign up to Chichester Community Network our online platform for community support and issues.</li> </ul>
2: Capture this resource by embedding community groups into future emergency plans	DM for Communities & DM for Environmental & Health Protection	Dec 20	Cabinet member	Local groups & networks Parish Councils SRF WSCC		<ul style="list-style-type: none"> <li>• Task the web team with mapping all the offers of volunteer support across the district and overlay this on to a map of the district to identify any gaps in provision</li> <li>• Consider how best to fill any gaps in consultation with Parish Councils and/or local groups</li> <li>• A copy of this map along with contacts for all the volunteer groups to be held in the emergency planning room for reference.</li> <li>• Work with the Parish Councils to raise awareness of the groups in their areas and encourage them to include them in reviewing and practising their emergency plans.</li> </ul>



**Summary:**

This appendix covers the following background information to the recovery report:-

- Sector Impact and Gap Analysis
- Liaison with Partner Organisations
- Support required by High Street businesses to aid recovery
- CDC Commercial Portfolio
- Economic Recovery Action Plan

It covers the expected impacts on key sectors of the district's economy, and where known, the gaps in support. The report looks at sectoral decline across the area with manufacturing the most impacted by value, followed by Education, Retail, and Real Estate, construction, accommodation and food services.

It is suggested that Coastal West Sussex faces less severe impacts than the national average but still has significant challenges, not least the disproportionate impact on the coastal towns.

It is too early to predict exact impacts but initial research conducted by the Coastal West Sussex indicates an 11% loss in GVA for 2020.

Whilst some sectors such as food retailers have continued to operate through the lockdown, with some of these seeing boosts in turnover, the costs of opening have increased so there is little translation into boost in profits. However, being able to trade has kept them going.

Whilst the government grant scheme benefited many businesses who met the criteria of either being in receipt of small business rate relief or being in the retail and hospitality sector with a rateable value of under £51,000 there were many businesses who didn't qualify for this support. The government subsequently introduced the 'top up' scheme , CDC has tried to make this funding go as far as possible but the mandatory elements of the scheme coupled with the prioritised businesses means that many businesses may still not benefit. We expect the fact that these businesses have had to continue to meet fixed costs may well impact their ongoing viability. Initially businesses were very averse to taking on debt but the bounce back loan scheme has been better received and may be a lifeline.

**Background:**

The UK economy shrank by 2% in January and February (ONS June 2020) and in April it shrank by 20.4% the largest monthly contraction on record. The International Monetary Fund (IMF June 2020) predicts that the world economy will shrink by 3% the worse since the Great Depression of the 1930's and it predicts huge falls in GDP for 2020 of 6.5% for the UK. It is also well documented that the Covid19 pandemic has accelerated what was already a challenging landscape for the 'High Street', with some reports suggesting changes that were predicted to take 5 years to come to fruition are now expected to be seen in 5 months.

In terms of a more local, Coastal West Sussex have commissioned an Impact Assessment Report, the draft report indicates a loss of 11.2% GVA in the Coastal West Sussex area for

2020 and that to recover that loss in the next 5 years, the area would need an annual growth rate of 2.5%; this level of growth was last achieved in 2016.

From the start of the introduction of 'lockdown' measures, Economic Development Service has been fielding hundreds of business enquiries and once the first grant schemes were announced these enquires focussed on funding. Funding has continued to be a theme in dialogue with businesses which reflects the high percentage of micro and small businesses in the district.

Many businesses have been panicked and confused because of the uncertainty but we have come across some examples of businesses trying to adapt. Businesses are now focussing on the social distancing arrangements they will need to put in place in order to re-open and the challenge of this varies considerably across the different sectors. For many city and town based businesses the small and old premises pose particular difficulties. All businesses who receive customers on site are concerned to send a message that they are safe to visit.

## **Sector Impact and Gap Analysis**

### **Retail**

Before the Covid crisis, the struggles on the high street were a national issue and we were seeing various chains going into administration. Therefore, we should not underestimate the potential impact on vacancy rates. In the last few weeks we have seen both Oasis on East Street and Cath Kidston in South Street close down. Nationally, the British Retail Consortium reports that the lockdown has cost non-food retailers £1.8bn in lost sales each week and that many retailers will not bounce back.

The Centre for Cities has identified 3 CWS coastal towns as being in the top 50% most at risk nationally out of 804 towns , these being Littlehampton, Bognor and Selsey (ranked 404). Chichester is ranked 517 and is suggested to be more impacted than Worthing (627) and Shoreham (633)

However, we may have short term issues post lock down and in recovery for hospitality businesses as they will struggle the most with social distancing. This may mean an initial slowdown in demand for A3 space versus A1 but longer term, this is likely to go back to pre Covid demand and our policies need to be ready for this.

The current closure of the high street could well have accelerated further the changes in shopping habits with even more people getting used to shopping online and/or reassessing their need to buy 'things'.

As we move forward, we expect that businesses coming up for lease renewal negotiations will be taking tough decisions as to whether to re-sign and this will be particularly prevalent with chain retailers in the fashion sector. These retailers are likely to be heavily discounting spring/summer stock when they can re-open and then potentially facing future supply issues for autumn/winter

We do not yet know what the impact will be on the non 'retail' businesses operating in our city and towns. If these businesses fold, there will naturally be a further reduction of people using our high streets, impacting spend during recovery. Conversely, there could be a continuance of home working resulting in a reduction of out-commuting and potential shoppers in our towns versus spend going to London etc.

Over 200 retailers have been contacted in Chichester, Midhurst, Petworth, East Wittering and Selsey to ask businesses whether they have been able to operate at all and the adaptations they made through to the sort of support they are going to need in recovery. Additionally the BID put out the same questions to all their levy payers and received over 30 responses.

Regarding support from CDC, the most prevalent responses in Chichester (less so elsewhere in the district) have been about wanting free parking to continue.

However there were key themes emerging around:-

- Support with social distancing and helping shoppers to be comfortable that businesses are meeting a standard that is somehow endorsed
- Cleanliness and safety of the pavements
- Flexible approach regarding 'planning'
- Support to promote the city as open for business
- Ongoing support to promote businesses
- Facilitation of increased use of local supply chains
- Assistance with sourcing PPE

There was also recognition about how well CDC had communicated the grant support available and the speed with which the grants were issued.

When asked what they consider to be their own biggest challenges for re-opening, the main themes were:-

- availability of PPE, and sanitising materials
- small size of premises and impact of social distancing in a small space and how this could lead to poorer customer service and potentially drive more business to on-line options
- Queuing to enter shops an issue on narrow streets and what happens when it rains?
- Concern that the public will ignore social distancing as some business have already observed this happening and the potential frustrations with queuing.
- a view that shops may get back to some sort of normality eventually but that cafes and restaurants will struggle to get customers feeling comfortable in re-configured spaces with the 2m rule.
- Reduction of customers at any one time (eg in hair salons) resulting in the need to extend trading hours
- Further adjustments may be necessary to staffing structures as the revenue drop has been significant and may continue to be reduced.

## Hospitality

This sector is heavily impacted by tourism and does form part of the Tourism sector when considering impacts on the wider economy of the district.

Restaurants and cafes may struggle to survive when they are allowed to reopen as they will have to have social distancing measures in place and these measures will impact on the number of covers they can serve. This combined with existing tight margins is likely to result in loss making operations.

Some cafes and restaurants have been able to adapt into takeaway operations and may need to rely on this trade in the longer term too if social distancing continues. However,

they could conclude that the rents payable on premises are not generating sufficient return per square foot and reassess keeping premises.

As we move forward, we expect that businesses coming up for lease renewal negotiations will be taking tough decisions as to whether to re-sign. This is likely to be a particular issue for the chain restaurants as they nationally re-assess.

Whilst not affected as extensively as retail businesses, many hospitality businesses have not benefitted from the government grants because of the rateable value threshold. Across the district, some 52 hospitality businesses have been ineligible for government grants.

## Tourism

Tourism is of great importance to the district with the total tourism value of the district being approximately £470m. 14% of all employment in the district is in the tourism sector, equating to 6,472 FTE. During recovery, tourism will play a large role in supporting the economy of the district. Tourism is strongly supported by the cultural offer within the district and therefore the sectors will need to work closely in an attempt to reinvigorate the tourist economy.

Estimated losses of £240m GVA across West Sussex. As of April, 80% of all UK workers in hotel, food and accommodation are on furlough.

Significant impact on small businesses in the district who are part of the supply chain for events.

It is not just the obvious businesses affected (B&B's, hotels, attractions, events) but all those who service these businesses from food and drink suppliers to laundry services, to printers of events materials, to staging/stall providers.

Earlier this month, Visit Britain submitted a paper to Government highlighting how government could help the tourism industry to recover. Some of the requests relevant to us as a local authority are:-

- Acceleration and expansion of the 'tourism zones' proposed in the Sector Deal to support tourism's contribution to the recovery, as part of the government's ongoing ambition to 'level up' poorer parts of the country.
- Development and recognition of a 'stay safe' charter mark.
- A rent holiday for the tenants and landlords of restaurants and other premises.
- Relaxation of planning restrictions that limit the opening season for some businesses, or limit where food and drink can be served/consumed.

Whilst we have not heard on this directly from Goodwood, the impact on their events programme is significant and this impacts on tourism locally. Studies commissioned by Goodwood have suggested that £37 million is fed directly back into the Chichester area by Festival of Speed and Revival. Goodwood have announced the postponement of Festival of Speed and it is not yet clear on whether the 'Revival' will go ahead .

If social distancing is still in place, we may need to consider how the district can capitalise on these and other events in a safe manner in the future.

Visit Chichester need further financial support to provide the increased promotional activity to support this sector and with their re-brand to 'The Great Sussex Way' due to be launched soon.

## **Culture**

A strong cultural sector and enriching cultural life can contribute towards the revitalisation of communities, the development of trust, improved health and wellbeing and the possibility of a more positive future.

The cultural offer strongly underpins the tourism offer within the district and therefore the sectors will need to work closely.

The Chichester Festival Theatre has had to cancel this year's season but is actively looking at ways it can put on productions with social distancing in place and Pallant House Gallery are looking to open in late July/August and extending the season into November.

## **Sports and leisure**

Leisure providers play an important role in ensuring the mental and physical wellbeing and social connectedness of local communities. Public Health England reports that regular physical activity can reduce the risk of many chronic conditions, including coronary heart disease, stroke, type 2 diabetes, cancer, obesity, mental health problems and musculoskeletal conditions.

Engagement in leisure activities also contributes strongly to mental wellbeing, by allowing people to be active and to connect with others.

Although public buildings have been temporarily closed during the coronavirus crisis, some leisure facilities have been repurposed to support the COVID-19 response and some provider websites have begun to deliver streamed workout videos and community information online.

The services provided by leisure providers will be even more important as we move towards thinking about recovery and supporting communities to return to fitness, activity and mental wellbeing. Locally the Everyone Active contract also employs over 300 people.

Additionally, there has been a growth in privately run gyms throughout the district and this had been one of the sectors requiring an increase in appropriate commercial space, with many enquiries regarding the possibility of changes of use.

## **Agriculture and horticulture**

The recent opening of Garden Centres has been welcomed but also seen as "too little, too late" in terms of support. Ironically, there were shortages of stocks of bedding plants due to the seasonal nature of the ornamental sector and the perishability of the plants. Losses for many Commercial Growers are as high as 50%. WGA and the sector nationally are lobbying government for support similar to that provided to horticulture by the Dutch government - £400m. They are concerned that without similar support to survive, the future market will be lost to the Dutch.

Viticulture sector also did not qualify for grants because of high rateable values. One business reports being impacted by cancellations of tours, events and a major drop in wholesale to the on-trade. They have increased online marketing which has helped grow sales, but this in turn has posed logistics challenges. At the moment, they report that supply

chains and labour seems to be fine, but that the bigger issue will be in the longer term supply and demand, if the sales for English wine drops.

### **Self-employed / micro businesses**

With over 90% micro businesses in the district, the lack of clear funding to support this sector has been one of the main gaps. The new 'Discretionary' grants should help provide some much needed financial support but the available funding is finite.

West Sussex Districts and Boroughs have worked together on guidance so that there is a consistent approach.

Impacts of over 50% drop in revenue felt by local co-working space providers Rume 2 and Freedom Works who have both invested in the city centre in the last year.

Rume2 and Freedom Works in partnership with WSCC and C2C, surveyed 350 small businesses across West Sussex and results have shown that 58% have seen a reduction of over 50% of their income as a direct result of COVID-19, with 26% experiencing a decline of over 90%. The impact on revenue has been due to widespread client cancellation (74%) client inability to pay (38%) and 44% of businesses simply unable to deliver their services during lockdown.

Of those surveyed, 19% stated they were unlikely to survive this year and a further 24% neither likely nor unlikely to survive. Only 16% of business owners said they would start up their business again.

### **Broadband/Gigabyte**

This crisis has underlined the importance of connectivity with so many businesses needing their employees to work from home in order to keep going. Additionally, businesses have had to introduce an online facility for customers and others have seen increased use of any existing platforms.

Businesses that may not have seen the advantages of gigabit before will be identifying how it can help in the future.

The importance of town centre Wi-Fi is now even more crucial – if this were to be in place it would help with communications on social distancing and would certainly improve the ability to promote the city and town centres more effectively.

With so many people working from home, and education being delivered on line, households with poor broadband have been disadvantaged through this crisis.

### **Liaison with Partner Organisations**

<b>Organisation</b>	<b>Areas of focus</b>	<b>Actions being undertaken</b>
WSCC	WSCC leads the weekly Covid Economy Group meetings for all districts & boroughs to cover approach to supporting	Weekly meetings Distribution of Business intelligence summaries to and from LEP ( with CWS)

	<p>businesses. Sharing of how we have dealt with communication with businesses on government support. Trying to ensure some commonality of approach and sharing of ideas.</p> <p>All now starting to look at the issues for high streets in recovery phases. Challenges of social distancing for our businesses in terms of the public realm impact</p>	<p>Working on identifying key issues in West Sussex for recovery. Particularly Gatwick, Tourism sector, Skills and potential crisis to come for youth employment. Looking at the walking and cycling challenge and whether any funding for this area.</p>
CWS (Coastal West Sussex)	<p>CWS attends the weekly Covid Economy Group Meeting</p> <p>Commissioning research in to impact on Coastal West Sussex economy</p>	<p>Collates the business intelligence summary for West Sussex and submits to LEP</p> <p>Looking at the skills issues and branding to attract inward investment.</p>
LEP (Local Enterprise Partnership)	<p>LEP Growth Hub officers attend the weekly meetings and kept us updated on the C2C grants so we could publicise and encourage applications; subsequently they have been running webinar 'clinics' for businesses. They are also working on a Local Industrial Strategy for the area.</p>	<p>Grants</p> <p>Business webinar clinics</p> <p>Have worked with Experience West Sussex on webinars targeted at tourism businesses</p>
RWSP (Rural West Sussex Partnership)	<p>RWSP attends the weekly meetings</p> <p>Regular engagement with the Farming and Rural Issues Group, FRIGSE, Defra and the Rural Payments Agency.</p> <p>Attends Defra's funding working group virtually</p> <p>Championing the EAFRD Growth Grants and raising issues with the RPA about applicants reconsidering because reluctant to commit funds in light of Covid-19 pressures. Trying to get some flexibility on deadlines.</p> <p>Horticulture and in particular the plight of the ornamental horticulture sector</p>	<p>Pilot project with SDNP on helping growers to get their product to consumers direct – problems with buy in from growers once they saw that opening of garden centres was likely to happen. Too many issues with payment methods and deliveries.</p> <p>Is conducting research on impacts on rural economy across West Sussex.</p>
Chichester BID	<p>Supporting levy payers – initially in sharing the grants information and forwarding queries and now regular updates on the advice from government. Published a directory of all the businesses who</p>	<p>Working on app to promote city centre businesses.</p> <p>Co-ordinating with CDC High Street Recovery Team on communication with businesses.</p> <p>Planning to put up new flag</p>

	were open and those who had adapted their offer eg take away and food delivery options.	designs
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## CDC Commercial Portfolio

The land and buildings within the Council's ownership could present us with opportunities to promote and stimulate economic recovery and ultimately growth. Whilst not immune to the impacts set out above with void levels expected to remain at current levels or increase, the following are key areas of focus for economic recovery:-

### Southern Gateway Regeneration Project

Major project which will support the regeneration of the city to transform 30 acres of land creating a transport interchange, under the current master plan to deliver of 20,000 square metres of commercial space, 365 homes, leisure and tourism facilities, landscaping and public spaces, improvement to cycling and walking links to the city and health care facilities. Work is progressing on site assembly and completion of the Development agreement with our selected developer

### St James

The design and preparatory work for the redevelopment project at St James is well underway, with a full planning application likely in early summer. This project is of great importance to the district, providing smaller modern industrial units in a key location, as well as enabling the expansion of a local business with whom a significant pre-let has been agreed. Continuing with this project will demonstrate the Council's commitment to the industrial sector and offer a range of premises options to businesses currently in the district or looking to locate here, linking to the Council's Inward Investment strategy. Estates officers continue to work with existing contacts with the aim of securing additional pre-lets.

### Ravenna Point

Four of the six units at Ravenna Point are vacant, with terms agreed for a letting of one and one other unit currently under offer; interest in the units has remained steady during the pandemic and, with some flexibility in rental levels to reflect market conditions, Estates officers feel the remaining units have a good possibility of occupation by the end of this financial year, possibly with relocations from the St James estate, although this of course is dependent on demand from this sector remaining at current levels.

### Enterprise Centre

This facility is leased to and managed by Basepoint. Recent reports show a decline in occupancy levels, with a number of the businesses located in the Centre reducing in size or ceasing to operate during the pandemic (a travel company being an example). Estates officers will need to work closely with Basepoint over the coming months to monitor marketing and occupancy levels; should occupancy levels show no sign of improving, further review will be needed and consideration given to options available under the terms of the management agreement.

### Barnfield Drive

The 'phase 2' development land at Barnfield drive is leased to Brookhouse Developments, with the new Lidl store having recently been completed on part of the site. The remaining land is subject to a 5 year option for Brookhouse to develop and let similar large retail units. Before the onset of the pandemic, Brookhouse had met with officers to set out revised proposals, prompted by a significant fall in demand from retail occupiers. Current market reports suggest that this position is unlikely to change . This site is one that requires early consideration and assessment of the options available.

**Risks:**

We have yet to see how businesses will cope when they need to make decisions on ceasing furloughing of staff. The scheme has been extended to October but with a key change which allows staff to return part-time from August. Businesses will have to start contributing for staff that return part-time.

Whilst the part-time option may well be very helpful, businesses will find this a difficult balancing act. We may well see redundancies and closures in October.

We do not yet know the medium and longer term impacts. There will be pressures on businesses beyond the point of re-opening. Many have taken out the government backed loans which will not require repayment until 2021 at which point businesses may or may not find the repayment a struggle, depending on how well they have recovered.

There is already a view that businesses will review their need for premises, particularly in the office and retail sectors, which could lead to increased void levels across the district.

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### Recovery Action Plan – Economic Recovery

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
<b>Inward Investment Strategy</b>	DM Property & Growth					
1. Inward investment strategy action plan	Eco Dev Manager	July 2020	Cabinet member	Businesses LEP CWS RWSx	Existing staffing budget. Recurring cost as action plan needed each year.	<ul style="list-style-type: none"> <li>Draft action plan for 2020/21 taking into account revised economic position and recovery plan.</li> </ul>
2. Promote inward investment, build business relations with landowners and developers	Eco Dev Manager	August 2020 (then ongoing)	Cabinet member	Businesses LEP CWS RWSx	Existing staffing budget. Recurring cost as promotion of inward investment will be ongoing.	<ul style="list-style-type: none"> <li>Identify target sectors and key contacts.</li> <li>Develop and implement contact programme.</li> </ul>
3. Develop and build an online prospectus	Eco Dev Manager	October 2020	Cabinet member		Existing budget (£25,000 remains from allocated funds) One-off expenditure	<ul style="list-style-type: none"> <li>Create online content.</li> </ul>
<b>High Street/Retail Issues</b>	DM Property & Growth					
1. High Street recovery action group	DM Property & Growth	July 2020	Cabinet Member	- Town/Parish Councils - Business Associations - WSCC - BID - Chamber - LEP - Members - Vision	- Existing budget. - Recurring cost to deliver actions.(not all CDC costs) - Redeployment of resources to support .	<ul style="list-style-type: none"> <li>Review current group members.</li> <li>Establish working group as a sub group of the Vision</li> <li>Cabinet member to lead group</li> <li>OSC to nominate member onto the group</li> <li>Extend group to</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
				<ul style="list-style-type: none"> <li>- steering groups</li> <li>- Town Vision groups</li> </ul>		<ul style="list-style-type: none"> <li>include businesses, partners and members.</li> <li>• Identify actions needed for medium/longer term recovery and transformation of the High Street.</li> </ul>
2. Short term 'safer high streets' issues	DM Property & Growth	June 2020	Cabinet Member OSC	<ul style="list-style-type: none"> <li>- Town/Parish Councils</li> <li>- Business Associations</li> <li>- BID</li> <li>- Chamber</li> <li>- LEP</li> </ul>	<ul style="list-style-type: none"> <li>- RHSS Fund £108,000</li> <li>- Possible additional funds needed for works not eligible for RHSS funding.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement immediate actions needed for 15<sup>th</sup> June</li> <li>• Implement actions needed for the 4 July opening up of leisure , culture, café, restaurants and public houses</li> <li>• Monitor and review and address further actions arising over the coming months.</li> </ul>
3. Retail grants/training	Eco Dev Manager	September 2020	Cabinet Member G&C Panel	<ul style="list-style-type: none"> <li>- Town/Parish Councils</li> <li>- Business Associations</li> <li>- BID</li> </ul>	<ul style="list-style-type: none"> <li>- Enabling Grants – pooled business rates (c£71,000 to 2021/22)</li> <li>- Possible additional funds needed for any schemes outside of Enabling Grants remit.</li> <li>- Covid 19 grant funding budget</li> </ul>	<ul style="list-style-type: none"> <li>• 2020/21 enabling grants programme criteria to be set.</li> <li>• 2020/21 enabling grants launch and allocation.</li> <li>• Establish Covid19 grant funding to support through recovery</li> <li>• Consider other options for financial support for SMEs – possible loans.</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
4. Refresh of Local Plan retail strategy	Eco Dev Manager/DM Planning Policy	October 2020	DIP Cabinet Members		- Additional budget required for consultant work. - One-off cost if work is a fixed project.	<ul style="list-style-type: none"> <li>Planning Policy to commission refresh of the Retail Study to reflect Covid impact</li> </ul>
<b>Self-employed and micro Businesses</b>	DM Property & Growth					
1. CDC Support for this sector.	Eco Dev Manager	September 2020	Cabinet Member	<ul style="list-style-type: none"> <li>Town/Parish Councils</li> <li>Business Associations</li> <li>LEP</li> </ul>	<ul style="list-style-type: none"> <li>Covid 19 grant funding Budget</li> </ul>	<ul style="list-style-type: none"> <li>Review the needs of the sector.</li> <li>Establish Covid19 grant funding to support through recovery</li> <li>Grant funding to be administered by Grants panel</li> <li>Development of Criteria for grant funding.</li> </ul>
<b>Agriculture and horticulture</b>	DM Property & Growth					
1. CDC support for these sectors	Eco Dev Manager	October 2020	Cabinet Member	<ul style="list-style-type: none"> <li>WS Growers Association</li> <li>LEP</li> <li>Rural WS</li> </ul>	<ul style="list-style-type: none"> <li>Existing resources (provided no financial support is to be offered).</li> </ul>	<ul style="list-style-type: none"> <li>Request and collate information from these sectors to understand support needs – short and longer term.</li> <li>Raise awareness of the sector and the importance locally</li> </ul>
2. Relaxation of Horticultural Development Areas	Eco Dev Manager/ Planning Policy Manager	March 2021	Cabinet Cabinet Members	<ul style="list-style-type: none"> <li>CDC Planning Policy</li> <li>WS Growers</li> </ul>	<ul style="list-style-type: none"> <li>Existing budget (provided no external</li> </ul>	<ul style="list-style-type: none"> <li>Consult with stakeholders and collate views/feedback.</li> <li>Discussions with</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
				Association <ul style="list-style-type: none"> <li>• LEP</li> <li>• Rural WS</li> </ul>	support or advice required). <ul style="list-style-type: none"> <li>• One-off cost if work is a fixed project.</li> </ul>	Planning Policy to establish achievable aims.
3. Local supply chain support	Eco Dev Manager	October 2020	Cabinet Member	<ul style="list-style-type: none"> <li>• WS Growers Association</li> <li>• LEP</li> <li>• Rural WS</li> </ul>	<ul style="list-style-type: none"> <li>• Existing resources</li> </ul>	<ul style="list-style-type: none"> <li>• Request and collate information from these sectors to understand support needs – short and longer term.</li> </ul>
<b>Hospitality</b>	DM Property & Growth					
1. CDC support for this sector	Eco Dev Manager	December 2020	Cabinet members	- Business associations	Existing budget.	<ul style="list-style-type: none"> <li>• Consultation/survey of businesses in this sector.</li> <li>• Establish key areas of focus/support.</li> <li>• Establish delivery mechanism for support.</li> </ul>
<b>Digital Infrastructure and Gigabit</b>						
1. Continue to work with Cityfibre and their Fibre to the Premises project for Chichester City.	DM for Business Support	December 2022	Cabinet Member	To be led by Cityfibre WSCC	Existing Resources	<ul style="list-style-type: none"> <li>• Liaison with Cityfibre/WSCC on project updates.</li> <li>• Promotion of FTP scheme to businesses – link to Inward Investment</li> </ul>
2. Work with WSCC Digital Infrastructure Team to ensure that Chichester benefits from the	WSCC/CDC	December 2020	Cabinet Member / all member briefing	WSCC lead with CDC input	Funding from Pooled Business Rate Pilot pot. May need additional staff resources.	<ul style="list-style-type: none"> <li>• Early engagement with DCMS to ensure that rural West Sussex is an early beneficiary of the Government's £5bn roll out for the Final 20</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
wider digital infrastructure projects across the county.						<p>scheme.</p> <ul style="list-style-type: none"> <li>• Ensure that the usage of the council's gigabit connections within Chichester City provide a maximum benefit for local businesses and the economy.</li> <li>• Explore options for town centre Wi-Fi.</li> </ul>
<b>Southern Gateway</b>	Director Growth and Place					
1. The delivery of the Southern Gateway regeneration project	Director Growth and Place	March 2028	Leader of the Council Cabinet Member Economic Recovery Board Growth Board Southern Gateway partnership Group	Community Consultation	Current funding from CDC £75,000 OPE £80,000 LEP£5m Grant application in with Homes England for £10m	<ul style="list-style-type: none"> <li>• Completion of the DA</li> <li>• Development of planning strategy</li> <li>• Community consultation</li> <li>• Phasing programme and viability assessments</li> <li>• Site assembly</li> <li>• Relocation of existing services</li> <li>• Pre let agreements</li> <li>• </li> </ul>
<b>St James</b>	DM Property & Growth					
1. Redevelopment of site to provide modern industrial units	Project Manager Valuation & Estates Manager	February 2022	Council Cabinet Cabinet Member Economic Recovery Board		Provisional project budget approved. Final budget required to be reported to Cabinet/Council post tendering for the works for approval .	<ul style="list-style-type: none"> <li>• Finalise design.</li> <li>• Prepare project comms plan.</li> <li>• Prepare and submit planning application.</li> <li>• Gain vacant possession of the site/support for existing tenants.</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
						<ul style="list-style-type: none"> <li>• Secure known pre-let.</li> <li>• Seek additional pre-lets.</li> <li>• Construction</li> <li>• Promote the developer charter for local supply chains</li> </ul>
<b>Barnfield drive</b>	DM Property & Growth					
1. Development of remaining land 'Phase 2B'	DM Property & Growth	December 2020 (5 year option runs to March 2025)	Cabinet Cabinet Member Economic Recovery Board	Brookhouse Developments	Existing Budget.	<ul style="list-style-type: none"> <li>• Review of terms of current contract.</li> <li>• Agreement of CDC objectives for the site.</li> <li>• Negotiations with the developer to meet the agreed CDC aims.</li> </ul>
<b>Ravenna Point</b>	DM Property & Growth					
1. Letting of remaining vacant units	Valuation & Estates Manager	September 2020	Cabinet Member	N/A	Existing budget. Recurring cost from staffing budget for ongoing management.	<ul style="list-style-type: none"> <li>• Review of valuation and rental offer.</li> <li>• Review of marketing approach.</li> </ul>
<b>Enterprise centre</b>	DM Property & Growth					
1. Successful operation of the centre and increased/sustained occupancy levels	Valuation & Estates Manager	August 2020	Cabinet Member Economic Recovery Board	Basepoint	Existing budget. Recurring cost from staffing budget for ongoing contract management.	<ul style="list-style-type: none"> <li>• Joint marketing approach.</li> <li>• Promote relocations from St James.</li> </ul>
<b>Visions</b>						

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
1. Chichester Vision To co-ordinate delivery of the Chichester Vision Action Plan, working with partners.	DM Place	Various timescales for delivery of projects within action plan	Cabinet Member Property Growth and Regeneration	Vision Partners – includes CDC, WSCC, CCC, BID, Visit Chichester, Chichester College, CCCI, Chichester Cathedral, University of Chichester, CFT etc.	Existing revenue budget. Plus additional Partner funding for projects	<ul style="list-style-type: none"> <li>Revise action plan based on feedback from partners post covid 19 to aid recovery of the City</li> <li>Establish the High Street recovery sub group .</li> <li>Review CDC funding</li> </ul>
2. Midhurst Vision To work with partners to support the co-ordination of a vision for Midhurst and the implementation of the action plan.	DM Place/ Rural town coordinator	Various timescales linked to actions	Cabinet Member Property Growth and Regeneration, Midhurst Members	Vision Partners final CIC structure currently being developed.	One off budget provision as part of corporate plan priorities.	<ul style="list-style-type: none"> <li>Assist with establishing a Community Interest Company in Midhurst to take on the responsibilities of the Vision actions</li> <li>Review of the actions to aid recovery post Covid 19</li> <li>Rural town coordinator to Support the high street using the Vision group</li> </ul>
3. Petworth Vision To work with partners to support the delivery of projects in Petworth either identified through the vision for Petworth or through the work emerging from the town.	DM Place/ Rural town coordinator	Petworth Vision have set various timescales for projects	Cabinet Member Property, Growth and Regeneration, Petworth Members, Cabinet Member for Housing, Communications , Licensing and Events (Board	Vision Partners	One off budget provision as part of corporate plan priorities	<ul style="list-style-type: none"> <li>Assistance with projects through the Board where required</li> <li>Provision of support to Petworth Town Council for projects which are beneficial to the town.</li> <li>Rural town co coordinator to support the High Street</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
			Member on Petworth Vision)			
4. Selsey Vision Selsey Town Council has subsumed the majority of actions from the Vision within the Selsey Business Plan.	DM Place/ Rural town coordinator	Selsey Town Council have set various timescales for projects	Cabinet Member Property, Growth and Regeneration, Selsey Members	Vision Partners	One off budget provision as part of corporate plan priorities	<ul style="list-style-type: none"> <li>Completion of the projects as agreed through Cabinet resolution in relation to the recommendations following the Selsey Haven project i.e. options for improvements to East Beach; wayfinding and support to fisheries in Selsey.</li> <li>Rural town coordinator to support the high street</li> </ul>
5. Bracklesham & East Wittering Vision  To work with partners to support the co-ordination of a vision for East Wittering and Bracklesham	DM Place/ Rural town coordinator	BREW Vision hope to consult over the late summer 2020	Cabinet Member for Property Growth and Regeneration, The Witterings Members		One off budget provision as part of corporate plan priorities	<ul style="list-style-type: none"> <li>Continue to support the parish council through the delivery of the actions from the emerging consider options for improvements to the Village Centres and Landscaping project.</li> <li>Rural town coordinator to support the high street .</li> </ul>
<b>Licensing</b>	DM Communications, Licensing & Events					
1. Review of Statement of Licensing Policy	DM Communications, Licensing & Events	Cabinet Oct/Nov	Cabinet Member for Housing, Communications	Statutory consultation with Responsible	Existing resources.	<ul style="list-style-type: none"> <li>Under Licensing Act 2003 Licensing Authorities are required to prepare and</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
(SoLP) 2021 – 2026 (Licensing Act 2003) Current SoLP expires 6 January 2021		20/Council Nov/Dec 2020 Adoption of new SoLP before 7 January 2021	, Licensing and Events General Licensing Committee Full Council	Authorities prescribed under Licensing Act 2003, holders of licences, relevant stakeholders and public.		consult on SoLP setting out our strategic approach to licensing every five years.
<b>Events</b>						
1.Delivery of Events Strategy and supporting Events Policy and Action Plan.	DM Communications, Licensing & Events	October 2020	Cabinet Member for Housing, Communications , Licensing and Events  OSC  Cabinet	Public consultation already undertaken surrounding Events Strategy.  Internal engagement with CDC services areas Culture & Sport, Environment Protection Team, Licensing, Communications Team etc..	Delivered with existing resource from Communications, Licensing & Events plus resource from CDC Culture & Sport	<ul style="list-style-type: none"> <li>• Development of events policy for CDC land</li> <li>• Implementation of Events action plan</li> <li>• Delivery of events to aid recovery post Covid19</li> </ul>
<b>Tourism</b>						
1. Rebranding of Visit Chichester and relaunch the DMO, making it more relevant to the whole of the district, working with partners on	Visit Chichester supported by DM Culture & Sport	July 2020	All Members	Tourism and Cultural Partners	Existing £50k annual funding agreement + request for additional funding below.	<ul style="list-style-type: none"> <li>• Rebranding of Visit Chichester to The Great Sussex Way to lead, drive and facilitate high quality, sustainable and coordinated growth in Chichester District's visitor</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
the recovery of the tourism sector following Covid-19						<p>economy by providing strategic direction, coordinated marketing activity and business intelligence.</p> <ul style="list-style-type: none"> <li>• Creation of new logo and branding</li> <li>• Launch event to be hosted when lockdown restrictions allow</li> </ul>
2. Development of The Great Sussex Way tourism website	DM Culture & Sport	September 2020	Cabinet Member for Communities and Culture	Tourism Partners	Existing Budgets £30k	<ul style="list-style-type: none"> <li>• Appointment of website designer by Visit Chichester.</li> </ul>
3. Additional support for Visit Chichester to develop strong organisational structure and campaign based activities to regrow the tourism economy in the district	DM Culture & Sport	September OSC	OSC and Cabinet Members		<ul style="list-style-type: none"> <li>• Request for additional funding</li> <li>• 20/21 additional £100k,</li> <li>• 21/22 additional £100k</li> <li>• 22/23 additional £100k (end of current five years)</li> <li>• 23/24 – £130k</li> <li>• 24/25 - £130k</li> </ul>	<ul style="list-style-type: none"> <li>• To establish resources required to deliver the new Business Plan and to develop and promote The Great Sussex Way™ visitor experience and destination.</li> <li>• To support partners at both local and national level and seek to generate economic growth in line with or better than the national average b</li> <li>• To be financially sustainable with public and private funding.</li> </ul>
<b>Culture</b>						
1. Development of Cultural Strategy	DM Culture & Sport	December 2020	Cabinet Member for Communities and Culture	PHG, CFT Cultural sector	Partnership funding to commission a joint EIA and social impact study .	<ul style="list-style-type: none"> <li>• Completion of economic impact assessment for the city centre in partnership with CFT, PHG and The Novium.</li> <li>• Complete social impact study</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
					<ul style="list-style-type: none"> <li>CDC funding required £20k</li> </ul>	<ul style="list-style-type: none"> <li>Development of cultural strategy and cultural partnership for the district to aid recovery post covid19</li> <li>Work in partnership to deliver a year of culture in 2022</li> </ul>
2. CFT – continue to support CFT with the annual Cultural Funding Agreement	DM Culture & Sport	March 2022	Cabinet Member for Communities and Culture OSC Cabinet Council	CFT	<ul style="list-style-type: none"> <li>£187,500 annual agreed until March 2022</li> </ul>	<ul style="list-style-type: none"> <li>Support CFT with alternative events during recovery phase post covid 19</li> <li>Review support required by CFT post March 2022</li> <li>Work with CFT on year of Culture event for 2022</li> </ul>
3. Pallant House Gallery – continue to support PHG with the annual Cultural Funding Agreement	DM Culture & Sport	March 2022	Cabinet Member for Communities and Culture OSC Cabinet Council	PHG	<ul style="list-style-type: none"> <li>£130k annual agreed until March 2022</li> </ul>	<ul style="list-style-type: none"> <li>Review support required by PHG post March 2022</li> <li>Work with PHG on year of Culture event for 2022</li> </ul>
4. Novium Museum	DM Culture & Sport	Dec 2020	Cabinet Member for Communities and Culture Novium task and finish group OSC Cabinet Council		<ul style="list-style-type: none"> <li>Existing resources</li> </ul>	<ul style="list-style-type: none"> <li>Review options for the future delivery of the Novium museum and Tourist Information Service</li> <li>Development of options for the service.</li> </ul>
<b>Sport &amp; Leisure</b>						
1. Support for Leisure Contract during reopening and recovery	DM Culture & Sport	March 2021	Cabinet Member for Communities and Culture Leisure Task and Finish Group OSC		<ul style="list-style-type: none"> <li>Currently being reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of consultants to support negotiations with leisure contractor</li> <li>Agree opening strategy and financial support for the leisure contractor until the end of the financial</li> </ul>

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
			Cabinet Council			<p>year.</p> <ul style="list-style-type: none"> <li>• Discuss and review the contract terms for the remaining period of the contract including options for the plus 5 years.</li> </ul>

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## **Planning, Health and Environmental Protection**

### **Introduction**

The Covid-19 pandemic and subsequent lockdown restrictions have had a significant impact on the housebuilding and construction industry, requiring the Council to consider how these sectors can be supported by the planning process in recovery. The Council's roles in these areas include:

- As Local Planning Authority (LPA), in setting local planning policy, determining planning applications, ensuring compliance with planning permission and using compulsory purchase powers where appropriate;
- As Housing Authority, liaising with Registered Providers and private developers to secure affordable housing;
- As CIL Spending body, allocating and spending CIL funds in accordance with the annual Infrastructure Business Plan process;
- As a landowner in the city and development partner in the Southern Gateway site;
- There is also a community leadership role, as advocate for Chichester in wider public policy, for instance in the debate on the future of the A27.

The Council's response for delivery of the planning service has required changes to working practices and processes, some as a result of temporary changes to planning guidance and regulations. The pandemic and 'new normal' will also lead to a revaluation of some of the emerging policies in the Local Plan Review. This paper highlights some of the opportunities and actions that we may wish to consider in more detail.

In relation to health and environmental protection, the Council's responsibilities include:

- Environmental Health and regulation of food hygiene, air pollution, health and safety at work, nuisance and noise, including construction site disturbance etc. thereby assisting businesses and ensuring a fair commercial environment.
- As consultees in the development management and alcohol/public entertainment licensing regimes to ensure protection of health and the environment.
- Environmental strategies to promote biodiversity, climate change and air quality, including active transport, through proactive action plans.
- Building Control, supporting the construction industry by determining building control applications and ensuring compliance with the Building Regulations.

This paper also addresses the Council's statutory roles in these areas in supporting the high street, healthy communities and the environment in recovery.

## **1. Supporting the Housing and Construction Industry**

The Government recognises the importance that the Planning System will play in the economic recovery and since the beginning of the crisis has repeatedly emphasised the need for Local Planning Authorities to do all they can in ‘keeping the planning system running’, including policy making and the determination of planning applications.

The Government has introduced a temporary relaxation of some procedures and planning requirements during the COVID-19 crisis, including:

- Permitted development change from A3 (restaurants) and A4 (drinking establishments) to A5 (takeaway) for a period expiring 23 March 2021. This means that certain businesses can run takeaways without further permission from the Council for a temporary period. It is apparent that many establishments have found this planning relaxation helpful.
- Overnight deliveries for food and essential products. This amounts to a temporary relaxation of planning enforcement where it relates to planning conditions restricting the timing of deliveries, for example overnight.
- Increased flexibility for construction site working hours - the Government expects local planning authorities to approve requests to temporarily extend construction working hours, where they are controlled by planning condition, unless there are compelling reasons not to. As government has left it to LPA's to determine how this flexibility is applied, a procedure note is being prepared by officers.
- Temporary changes have been made by government to the statutory publicity requirements, including newspaper publicity and neighbour notification. This allows for other reasonable steps to be taken to publicise planning applications, for example, through the use of social media and other electronic communication. We ceased sending individual neighbour notification letters at the start of lockdown and have instead used site notices to ensure we comply with statutory requirements. Officers are now giving further consideration to whether other forms of notification would also be appropriate.

In broad terms, those planning applications which are best positioned to aid economic recovery are dealt with predominantly by the Council’s Development Management Majors and Business Team. Since the start of lockdown in March 2020, the total number of new planning applications submitted in the CDC Plan area has fallen by 17% and in the Chichester part of the South Downs National Park area by 22%. Notably, April 2020 saw the same number of Major applications submitted as April 2019 in the CDC Plan area, although no further Major applications were received in May. Nevertheless, officers have been given notice by developers of a number of major housing schemes that are being actively prepared for submission in the near future. Many of these will be ‘speculative’ applications for housing development outside settlement policy boundaries, relying upon the likely imminent shortfall in the Council’s 5-year housing land supply position. The Council will need to consider these carefully and robustly and staff resources are being

prioritised in delivering appropriate housing and commercial development to aid recovery wherever possible.

Under lockdown and the movement restrictions imposed as a result of coronavirus, working practices within the planning service generally has changed. The Planning Policy team are working entirely from home. The majority of staff within the Historic Environment and Development Management teams are also working from home and use photographic supporting information, mapping and other electronic material to determine applications through desktop assessment and only if that is not possible, undertaking site visits.

The housebuilding industry relies upon expedient and timely decision making to provide a healthy supply of consented sites for housing development. The focus moving forward should therefore be how the Council can streamline and support the planning application process so as not to present a barrier to development.

In terms of planning policy, we have already considered a range of options to address the expected shortfall in the Council's 5 year housing land supply position from mid-July onwards. This position is likely to be exacerbated by the slowdown in house building due to the pandemic. Actions considered so far that will contribute to recovery include:

- Preparing an Interim Policy Statement for housing development, to facilitate the consideration of applications for housing development in advance of the emerging Local Plan. This was approved for consultation by the Planning Committee on 3 June 2020.
- Prioritising progress on the delivery of known sites. This includes progressing the Tangmere CPO as soon as circumstances allow and testing more long term sites such as Southern Gateway to investigate what could be delivered within five years and hence included within the 5 year housing land supply.
- Inviting developers to intensify and speed up development. It may be the case that certain development sites may be suitable for more intensive development to increase supply in the medium term.

The Overview and Scrutiny Committee has also agreed the terms of reference and scoping outline plan for the Local Housing Delivery Task and Finish Group, looking into the long term viability of the Council setting up an arm's length housing company, with an expectation that a report will be brought back the Council early in 2021.

A summary of proposed actions to support recovery in this area is set out below:

Medium term:

- More flexibility over the timing of CIL payments, where justified, to help developer confidence and commence work on site, to include potentially formally reviewing the Council's instalments policy. On 13<sup>th</sup> May the Government also announced that they intend to introduce temporary changes to the CIL regulations to help small and medium sized developers.

- Consider reprogramming/renegotiation of Section 106 agreements, where supported by viability evidence, to ensure work can start on site. This may enable developers to bring forward development more quickly, in an uncertain market.
- Liaise with developers and Registered Providers in the area to see if increased affordable housing provision on strategic sites would build confidence, encourage sites to recommence and/or speed up delivery.
- Undertake a programme of engagement with the developers of existing sites to understand any additional “ask” of the Council.
- Revisit the council’s own landholdings to consider if they have potential for development, and potentially development for alternative uses (e.g. housing).
- Revisit emerging planning policy approach on main town centre uses to inform a more flexible approach to planning policy.
- Review of the Planning Application Validation ‘Local List’ to provide certainty to the development industry when submitting planning applications. The local list is currently under review and this work should be completed within the next two months.
- Consider introduction of fast-track planning services and complete pre-application advice service review. Both of these projects will allow developers to tailor the way in which they engage with the Local Planning Authority and to expedite decisions on planning applications.
- Use of shorter implementation periods when granting permission for economically important development and housing sites. The National Planning Policy Framework encourages local planning authorities to consider imposing a shorter time period to ensure that proposals for housing development are implemented in a timely manner.
- Use of Local Development Orders (LDOs) to allow minor retail or commercial development or changes of use including temporary uses/works, without the need for further planning permission, or an expedited application process. This would allow certain premises to be used more flexibly and would aid economic recovery.
- Reassess Development Management team structures to ensure they are focused on supporting the timely determination of those applications particularly important to economic recovery. Prior to the COVID-19 crisis, workloads in the Development Management Majors and Business Team were reaching an unmanageable level and consideration was being given to further necessary resources. The immediate downturn in application numbers during March 2020 has meant that current staffing levels are sufficient to deal with current workloads, however if the number of applications submitted increases back up to previously anticipated levels (likely while the Council cannot demonstrate a 5-year housing land supply), further consideration should be given to whether and how the existing team structures can be adjusted to resource this important work.

Long term:

- Review the Council’s scheme of delegation and Red Card procedure in relation to the determination of planning applications. The Planning Committee plays an important role in the decision making process particularly for large scale, complex or

very controversial applications. However, this also adds considerable further time and resource to the consideration of applications and meetings can be very long. Although these matters have been the subject of past reviews, there may be scope to make further adjustments to delegation to enable a greater focus by the committee on major applications, faster decision making and greater capacity in determining applications.

## **2. Health Protection**

The Council's role in relation to Health Protection required adjustment during the response phase to defer or cease certain mainly non critical work areas (e.g. routine low impact health and safety work) and project work that was restricted by the lockdown measures. This resulted in a focus on matters such as enforcement of the business closure regulations, providing business support and addressing complaints regarding social distancing together with dealing with a significant increase in complaints about noise and bonfires due to the lockdown. Corporate health and safety advice was also focused on providing Council support and advice on ensuring social distancing measures were addressed to ensure safe delivery of the Council's services.

As we move away from national lockdown to a phased lifting of restrictions, the service is now preparing to support the government's recently introduced test and trace programme. This will involve close working with WSCC as part of a local outbreak control team to trace and contain local outbreaks.

The service is also planning the phased restoration of a range of mandatory inspection programmes with Covid 19 safety measures in place, prioritising the construction sector or programmes with public health impact: Building Control, Food Hygiene and Private Water Supplies. Monitoring illegal shellfish harvesting is also a priority to recommence as this activity poses a significant public health risk. These proactive inspection regimes support business and economic recovery, ensuring an even commercial playing field. The Food Hygiene programme has however been deferred by Government until 17 July and it is unclear at this stage whether the Food Standards Agency will revise the programme or whether the suspension of the programme will place the Council in a deficit position of the annual inspections not yet undertaken.

A summary of proposed actions to support recovery in this area is set out below:

Short term:

- Supporting WSCC in its role in the national test and trace system to extend the capacity of local Outbreak Control Teams, involving mapping and monitoring specific at risk sectors.
- Continued business support and advice/enforcement for social distancing including as part of the Council's High Street Recovery group.

Medium term:

- Recomence food hygiene inspection programme when permitted by government.
- Provision of a fast track food hygiene advice revisit service.
- Implementation of recommendations from environmental health service review to promote channel shift, self-service, use of e-forms for food hygiene inspections, food safety advice and service requests.

### **3. Building Healthy Communities and Protecting the Environment in Recovery**

The linked objectives of building healthy communities and protection of the environment are influenced by the Council's planning and environment services largely through the Local Plan and other specific project initiatives in a number of ways:

- a) By including a health and wellbeing policy in the Local Plan Review (Policy S21) that will incorporate the elements required to support healthy communities in the recovery phase.
- b) By promoting healthy lifestyles and improving quality of life, via protection and enhancement of the environment (specifically Policy S28 Pollution).
- c) By promoting cycling and walking routes in new developments.
- d) By requiring new development to incorporate elements required for building communities, in one overarching policy for larger scale developments, Policy S32 Design Strategies for Strategic and Major Development Sites.
- e) By provision of suitable open space and recreation areas in development.
- f) By inclusion of Green Infrastructure networks, providing benefits for the economy, local people and wildlife.
- g) By preparation of an initial climate change action plan and appointment of a climate emergency officer to develop this important area of work.

The Local Plan also supports protection of the environment by:

- a) Directing development away from areas of most harm (e.g. nature conservation assets).
- b) Ensuring new development is delivered to environmental standards and is served by modes of transport other than the private car.
- c) Securing environmental gains as part of wider development schemes; and
- d) Safeguarding the natural and historic environment through the development management process.

The Local Plan Review provides an opportunity to address health and well-being issues by influencing the provision of new and improved facilities and opportunities to encourage healthy choices and active lifestyles when creating new places and new development.

A summary of proposed actions to support recovery in this area is set out below:

Short term:

- Continued support for the CDC and WSCC work on temporary and permanent road space reallocation projects to support pedestrians and cyclists maintain social distancing and promote sustainable travel modes.
- Draft Interim Policy Statement for Housing - includes guidance to emphasise Local Plan policies that support healthy communities (e.g. wildlife corridors/sustainable travel linkages/quality design). As stated above, this was approved by the Planning Committee for consultation on 3 June 2020.

Long term:

- Local Plan Review - This contains draft policies that recognise the health and wellbeing benefits that can be gained from the built and natural environment; in particular the inclusion of a separate policy (Policy S21 Health and Wellbeing) consolidates this and should contribute to building healthy communities as part of recovery. The current Local Plan does not include such a policy.
- Further appropriate amendments to the emerging Local Plan will be assessed to ensure relevant aspects for health are addressed. For example, adopting national minimum space standards for new residential dwellings.
- Preparation of a detailed climate change action plan and policy framework as part of the Local Plan Review.
- Completion of a revised Air Quality Action Plan and Local Cycling and Walking Infrastructure Plan to develop sustainable transport initiatives to be implemented as a result of Covid-19.

It should also be noted that with the current lockdown restrictions and a focus on essential work and projects that will contribute to recovery, the following projects and work areas are to be delayed or deferred until next year:

- Conservation area character appraisal reviews - delayed until 2021/22.
- Progress on making Tangmere CPO - Delayed but it is envisaged that following recent government announcements that works can recommence. Officers are taking legal advice on how to proceed, including any requirement to revisit evidence in light of increased economic uncertainties and the time passed since the resolution by full Council in March 2020 to make the CPO.
- Neighbourhood planning – some plans have been delayed due to restrictions imposed by Covid19 which affect public consultation. This issue may affect progress of plans where statutory stages will be reached in the coming months and appropriate public consultation/examination solutions will need to be identified. Referendums are delayed until 6 May 2021.
- Health Protection team proactive service plan projects:
  - Carry out traceability checks on high risk foods with an emphasis on imported foods.
  - Advice to food businesses on how to cut down food waste and to encourage recycling.

- Carry out compliance checks on all registered ear piercers.
  - Provide advice and check compliance on the safe operation of inflatables at premises in the district.
- Develop opportunities for biodiversity enhancements to sites within the Strategic Wildlife Corridors - to be scaled back due to HLF currently being withdrawn for new projects.

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
<b>Supporting the Housing and Construction Industry</b>						
1. Adopt Interim Guidance Statement on Housing Delivery	DM for Planning Policy	September 2020	Cabinet member DPIP Planning Committee	External consultation	None	<p>Actions required:</p> <ul style="list-style-type: none"> <li>• Report to Planning Committee 3 June to approve and agree consultation</li> <li>• 4 week consultation</li> <li>• Report to Planning Committee Sept 2020 to agree final version</li> </ul>
2. Prioritise progress on the delivery of known development sites and inviting developers to intensify and speed up development	DM for Planning Policy / DM for Development Management	December 2020	Cabinet/Council Planning Committee	Tangmere PC Planning process	None	<p>Actions required:</p> <ul style="list-style-type: none"> <li>• Progress work on making Tangmere CPO</li> <li>• Agree planning strategy and programme for Southern Gateway</li> <li>• Assess scope for more intensive development at suitable sites</li> </ul>
3. Actions to support development viability	DM for Planning Policy / DM for Development Management	As soon as revised Regs are published, envisaged Sept 2020. For S106 as requested	Cabinet		None	<p>Actions required</p> <ul style="list-style-type: none"> <li>• Revise CIL instalments policy</li> <li>• Implement changes to CIL Regs to support small &amp; medium sized developers</li> <li>• Reprofile developers Section 106 payments</li> </ul>

						where justified by viability
4. Programme of engagement with Developers/Registered Providers	DM for Planning Policy / DM for Development Management	December 2020	Cabinet member Planning Committee		None	<p>Actions required</p> <ul style="list-style-type: none"> <li>Meetings to assess actions required to build confidence, remove obstacles, recommitment or speed up delivery</li> </ul>
5. Review draft planning policies in Local Plan review	DM for Planning Policy	December 2020	DPIP Cabinet/Council	Local Plan consultation	None	<p>Actions required</p> <ul style="list-style-type: none"> <li>Commission update to retail study</li> <li>Review emerging policies in light of evidence</li> </ul>
6. Making planning processes more responsive and efficient and encourage implementation of permissions	DM for Development Management	December 2020	Planning Committee Cabinet	Developers Parish Councils	None	<p>Actions required</p> <ul style="list-style-type: none"> <li>Introduce Fast Track Planning Services</li> <li>Review Pre Planning Application Advice Scheme</li> <li>Review of Local Validation List</li> <li>Use of shorter permission implementation periods</li> </ul>
7. Consider use of Local Development Orders (granting automatic planning permission for specified uses / development)	DM for Development Management	December 2020	Planning Committee Cabinet	Developers Parish Councils	None	<p>Actions required</p> <ul style="list-style-type: none"> <li>Assess scope for LDO's</li> <li>Report to Planning Committee and Cabinet</li> </ul>
8. Review Development Management team structures	DM for Development Management	December 2020	Cabinet member		None	<p>Actions required</p> <ul style="list-style-type: none"> <li>Review of team structures to ensure focused on recovery</li> </ul>
9. Review Scheme of Delegation and Red Card Procedure	DM for Development Management	March 2021	Cabinet member Cabinet/Council	Parish Councils	None	<p>Actions required</p> <ul style="list-style-type: none"> <li>Reports to Cabinet and Council</li> </ul>

<b>Health Protection Moving Forward</b>						
10. Support WSCC in its role in the national Test and Trace system	DM for Environment & Health Protection	June 2020 & ongoing	Cabinet member		None	<p>Actions required</p> <ul style="list-style-type: none"> <li>Liaise with WSCC to assess requirements and impact on capacity of Health Protection team</li> </ul>
11. Business support and advice for social distancing as part of CDC officers High Street Recovery Group	DM for Environment & Health Protection	June 2020 & ongoing	Cabinet member		None	
12. Recomence food hygiene programme when requested by Food Standards Agency and inspection of high risk new businesses	DM for Environment & Health Protection	July 2020	Cabinet member		None	<p>Actions required</p> <ul style="list-style-type: none"> <li>Prepare for restart of food hygiene programme</li> <li>Introduce fast track food hygiene advice revisit service (chargeable)</li> </ul>
13. Implement recommendations from Environmental Health Service Review that support business	DM for Environment & Health Protection	December 2020	Cabinet member		Net savings £114,000	<p>Actions required</p> <ul style="list-style-type: none"> <li>Deliver channel shift</li> <li>Deliver e-form availability for food hygiene inspections/advice and service requests</li> </ul>
<b>Building Healthy Communities and Protecting the Environment in Recovery</b>						
14. Complete Road space Reallocation work	DM for Environment & Health Protection	August 2020	Cabinet member		Reopening High Streets Safely Fund (CDC) / Emergency Active Travel Fund (WSCC)	<p>Actions required</p> <ul style="list-style-type: none"> <li>Complete input into Road space Reallocation work with WSCC</li> <li>Complete input into CDC 'High Street' action plan</li> </ul>
15. Adopt Interim Guidance Statement on Housing Delivery	DM for Planning Policy	September 2020	Cabinet member DPIP	External consultation	None	<p>Actions required</p> <ul style="list-style-type: none"> <li>Inclusion of guidance to emphasise LP policies that</li> </ul>

			Planning Committee			support healthy communities
16. Progress Local Plan review to adoption	DM for Planning Policy	April 2022	Cabinet/Council	External consultation	None	<p>Actions required</p> <ul style="list-style-type: none"> <li>• Inclusion of specific policy requirements for health &amp; well-being in addition to other policies that indirectly contribute to building healthy communities</li> </ul>
17. Draft detailed Climate Change Action Plan	DM for Environment & Health Protection	Jan 2021	Environment Panel Cabinet	Consultation?	TBC	<p>Actions required</p> <ul style="list-style-type: none"> <li>• Set up Low Carbon Chichester Fund project</li> <li>• Report on the feasibility of a District-wide fund for delivery of carbon reduction and biodiversity projects</li> <li>• Report full Action Plan to Environment Panel and Cabinet</li> </ul>
18. Complete Revised Air Quality Action Plan	DM for Environment & Health Protection	March 2021	Environment Panel Cabinet	External consultation	None	<p>Actions required</p> <ul style="list-style-type: none"> <li>• Reports to Environment Panel and Cabinet</li> </ul>
19. Complete Local Cycling and Walking Infrastructure Plan (LCWIP)	DM for Environment & Health Protection	March 2021	Environment Panel Cabinet	External consultation	None	<p>Actions required</p> <ul style="list-style-type: none"> <li>• Reports to Environment Panel and Cabinet</li> </ul>

## Organisational Recovery – Summary

### Introduction

The current COVID-19 pandemic has forced unprecedented change on the authority in the way that it operates. This has presented some challenges that we have had to overcome, but it has also created some opportunities to harness changes that have been positive, and to adopt those on a permanent basis.

This report highlights some of the opportunities that we could choose to adopt, and also some of the challenges that still remain, and poses a number of questions for members to consider. Please refer to the background paper on Organisational Recovery for further detail on other actions that have taken place.

### Adapting our services

We have started an exercise with all services to look at how their service delivery has been affected in the short term including changes in demand, initial changes in delivery and limitations created by lockdown. We have then asked services to begin to plan moving towards recovery, and lastly to think about their future service delivery including using some of the short term changes that might benefit the service / community in the longer term. These initial ideas will need development and implementation over the coming months and years.

We have used technology to continue to deliver our services, have changed some of our methods of physical inspections and cut out most physical meetings. Whilst some journeys will be important to reintroduce, it is important that we do minimise travel where appropriate.

A centralised admin function has developed rapidly and one main admin team is now providing a service to many other teams that are no longer physically based in the building. This has mainly been focussed on post and scanning to date but this has potential to be developed into a longer term solution creating efficiencies and flexibility playing a key role enabling longer term remote working.

Key actions:

- To conduct a review of all of our current practices and policies in relation to staff travel and a wide ranging green staff travel plan is developed.
- Develop the concept of a centralised admin team and its potential benefits.

## Working From Home and ICT

Whilst the initial exercise to get everyone WFH was successful, many staff were not used to doing so and some did not have all of the appropriate equipment in place. Most staff were not WFH for prolonged periods and it has meant that major changes for almost all have been necessary. We have gone back to staff to see what further support and equipment, both ICT and office furniture, to ensure that all are working both safely and effectively now that WFH will be the new normal for most in the medium term at least. As far as we can equipment from EPH will be repurposed for this, but some costs might be incurred.

We have been working with managers on how best to effectively manage completely remote teams. A shift to managing by outcomes and how individual workloads can contribute to wider outcomes as well as developing trust is more important than ever. Maintaining effective communication channels with managers, teams and colleagues is vital and this is an area that will need continual development.

#### Key action:

- To enable WFH to become the norm, the council may need to invest further in the VPN, and adapt its culture to managing remote teams.

#### **Use of East Pallant House**

During lockdown, the use of East Pallant House (EPH) has changed dramatically. It is not currently open to the public and very small numbers of staff are using the building.

The way that our customers have interacted with us has been very different over the last few months and will continue to be so, we will need to consider how our Customer Contact Centre evolves at the appropriate time.

We also need to think about our future requirements in terms of office space, moving into recovery and beyond. If we continue to be working and interacting with customers remotely then our office footprint could reduce significantly. This reopens the questions as to whether we should still be in EPH or whether a smaller, cheaper to run alternative site is more appropriate.

We also need to consider what the plans of our current tenants within EPH (CAB, the Courts and Sanctuary) are. Currently none are using the building and we will need to include them in our recovery plans.

#### Key Action:

- Undertake a review of the office needs, and possible solutions to meet that need in the most efficient way. To include options to relocate to a different smaller facility.

#### **Channel Shift**

During the COVID pandemic the Council has closed its reception to the general public. This has accelerated the shift to delivering services online or by phone rather than face to face.

The Council has pursued channel shift for several years to modernise service delivery, improve customer access, and at the same time reduce cost to the authority. It is important that these most recent gains are not lost after the pandemic is over.

As mentioned above, should the council choose to move to smaller offices, and promote greater use of working from home as a permanent feature, enabling our clients to interact with the Council online as a first preference or via the phone will become even more important.

It should be stressed that no one should be disadvantaged or excluded from accessing Council Services, but face to face meetings should only be used as a last resort.

#### Key Action:

- To prepare a workplan with measurable targets to build upon the recent channel shift, and enable more service users to self serv online.

### **Procurement**

Although the Council is still required to comply with European procurement rules, and the need to obtain best value for the authority, we do have some discretion especially in relation to smaller procurements that fall below the EU tendering thresholds.

#### Key Action:

- Procurement and Contract Standing Orders to be revisited to ensure that we set additional objectives to be graded for contracts beyond price, so that we can more positively value local delivery of services. This will supplement the primary driver of being focussed upon “best value” and making decisions which are lawful but also that look to support local business as far as we can.

### **Risks:**

- We are likely to need some investment eg systems, equipment, ICT infrastructure, office accommodation.
- Culture fails to adapt to new working practices.
- Opportunities for beneficial change / transformation are missed
- Potential negative physical or mental health impacts on our staff
- Potential not to capitalise on channel shift, failure to make savings from the building etc if we simply reopen as we were before.
- Tenants no longer rent office space due to financial constraints and social distancing requirements

## Recovery Action Plan – Organisation

What	Who	Timescale	Member Engagement	Community / Partnership Engagement	Financial Implications	Comments/ actions needed
<b>Adapting our Services</b>						
1. Assess impacts on service delivery.	Led by DM for Business Support. Input from all DMs	In progress - June 2020	Cabinet member	N/A		<p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>• Survey of all services underway.</li> <li>• Assess changes in demand, changes in delivery and any limiting factors.</li> <li>• Plans for recovery drawn up including identification of changes in service delivery that should be adopted as preferable. Examples already identified include Green travel plans, and centralised Admin (see below)</li> </ul>
2. Review existing travel policies and practices & develop a new Green Travel Plan.	DM for Business Support	September 2020	Cabinet member. Joint Staff Consultative Panel (JSCP).	May need to engage with some service users eg development companies & agents re planning & B C.		<p><b>Actions required:</b></p> <ul style="list-style-type: none"> <li>• Adopt where possible remote meetings and electronic submission and review of documents in place of physical site visits &amp; meetings.</li> </ul>

3. Develop a business case for a centralised Admin service.	DM Business Support, supported by DM for Dev. Management.	By December 2020	Cabinet Member plus JECP Cabinet / Council depending on costs.	Service departments affected and Staff Reps	Savings to be implemented for 2021 budget. Some capital costs may be needed for any implementation costs.	<p><b>Actions required</b></p> <ul style="list-style-type: none"> <li>• Review and assess benefits and dis-benefits of centralising admin functions into a single team.</li> <li>• Scope services to be included, and quantify resources needed &amp; new structure for admin team.</li> <li>• Staff consultation &amp; implementation.</li> </ul>
<b>Managing Staff</b>						
1. Ensure sufficient staffing resources are available to critical services.	DM for Business Support	March 2020 – on-going	Cabinet Council			<p><b>Action required</b></p> <ul style="list-style-type: none"> <li>• Continually review capacity in Services and identify critical pinch points.</li> <li>• Redeploy staff where possible</li> <li>• Furlough staff unable to work where possible to minimise cost.</li> </ul>
2. Support staff wellbeing.	DM Business Support & Wellbeing team.	June – on-going	Cabinet Member & JECP			<p><b>Action required</b></p> <ul style="list-style-type: none"> <li>• Ensure support mechanisms are in place and staff signposted appropriately.</li> </ul>

Working from Home & ICT support						
1. Ensure staff have the tools necessary for them to work effectively from home.	DM for Business Support & ICT manager	July 2020			Some capital costs might be required for VPN development.	<p>Action required</p> <ul style="list-style-type: none"> <li>• Complete staff survey of ICT / equipment needs, and supply reasonable requests. Repurposing equipment where possible.</li> <li>• Review and identify improvements to the VPN to increase performance &amp; reliability.</li> <li>• Complete the DR solution at the depot as soon as contractors available.</li> <li>• Ensure systems are secure.</li> <li>• Further develop remote meeting systems for both formal and informal meetings.</li> <li>• Support &amp; training for Managers in managing remote teams.</li> </ul>

Use of East Pallant House						
1. Assess the requirements for office accommodation in the future.	DM Business Support / BI & Facilities Manager / DM for Property & Growth.	<ul style="list-style-type: none"> <li>Initial study- Aug 2020</li> <li>Appraisal of options – March 2021</li> </ul>	Cabinet Member O&S Cabinet Council	Depending on preferred option some community engagement might be required, but should be minimal if little / no impact on service delivery.	Depending on final option chosen there may be a capital sum required, at least to bridge a potential gap between moving and realising a capital receipt. Revenue savings should be realised.	Action required <ul style="list-style-type: none"> <li>Facilities to access the need for office accommodation.</li> <li>Estates Service to identify possible solutions including shared accommodation, new development, pre-let in SG.</li> <li>Business case to be developed incorporating capital spend, capital receipt, operating savings, impact on services &amp; customers.</li> </ul>
Channel Shift						
1. Develop an improvement programme to ensure services are delivered electronically rather than face to face.	DM for Communications, Licensing and Events	June - Aug 2020 – to agree targets	Cabinet member			Action required <ul style="list-style-type: none"> <li>Working with services, set out a clear and measurable set of channel shift targets. Focus being on areas of greatest impact.</li> </ul>
2. Deliver Website Enhancements.	DM for Communications, Licensing and Events	Sep 2020 – June 2021	Cabinet	Some user / access groups might need to be engaged.	Some capital investment may be required.	Action required <ul style="list-style-type: none"> <li>Upgrade website to enable more mobile friendly version of eforms.</li> <li>Create a wizard based contact us form.</li> </ul>

						<ul style="list-style-type: none"> <li>Push customers via eforms rather than generic email.</li> <li>Push more services to online booking.</li> <li>Investigate use of chat bots.</li> <li>Other service specific targets identified above.</li> </ul>
Procurement						
1. To ensure as far as we legally can, we support local businesses through our purchasing arrangements.	DM for Democratic Services	Sep 2020	Cabinet member Cabinet Council		none	<p>Action required</p> <ul style="list-style-type: none"> <li>Review and amend contract standing orders to enable local purchasing to be considered when procuring goods and services, as far as reasonably practicable.</li> <li>Train budget holders.</li> </ul>
Finance						
1. Identify savings opportunities in the short to medium term through Efficiency Savings & Policy Options.	SLT & DMS Co-ordinated by Andy Buckley	June to Dec 2020	Efficiencies – SLT & Cabinet Members Policy options Cabinet & Council (Might need O&S involvement)	Unlikely unless significant policy changes proposed. Staff reps.	Savings	<p>Action required</p> <ul style="list-style-type: none"> <li>Divisional Managers develop ideas to achieve savings within their services</li> <li>Divisional Managers provide initial list of quantified savings ideas for consideration</li> <li>Coordinate DM</li> </ul>

						<p>submissions broken down between “efficiency savings” and “policy options” for review at SLT Strategy Day</p> <ul style="list-style-type: none"> <li>• Present efficiency savings and policy options to Cabinet / SLT strategy day and determine those to take forward</li> <li>• Cabinet to consider policy options and recommend options to Council (worth noting that some options may take longer to finalise e.g. EPH)</li> <li>• Council to consider policy options and determine which to adopt</li> <li>• Work with finance / DMs to feed efficiency savings into 2020-21 budget</li> </ul>
2. Implement the Future Services Framework	SLT Co-ordinated by AB & JM	July 20 to Dec 21	Panel of senior members plus CEO.  O&S Cabinet Council	Staff reps  Public consultation on options for implementation.	Revenue savings.  Some use of reserves might be necessary for restructuring.	<p>Action required</p> <ul style="list-style-type: none"> <li>• Send out service analysis templates to Divisional Managers</li> <li>• Service Analysis papers drafted and submitted</li> </ul>

						<ul style="list-style-type: none"><li>• Draft categorisation and impact analysis of services and costs provided to SLT</li><li>• SLT Workshop to challenge assumptions and reprioritise services and rescore impact analysis</li><li>• Outcomes of SLT session compiled and draft FSF completed</li><li>• Member input –Panel / Cabinet / Council repeat process completed by SLT to challenge service categorisation and impact analysis scoring</li><li>• Outcomes of member sessions coordinated and final FSF prepared</li><li>• Finance availability compared to FSF and service provision adjusted according to funding (to be considered at Strategy Days)</li><li>• Service changes fed into budget process 2022-23</li></ul>
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## Future Services Framework

The COVID-19 outbreak created an immediate and deep downturn in the global economy that will significantly impact on the needs of our residents and businesses over the coming years. Alongside these challenges it also potentially requires us to reconsider how we support our communities and reset how we operate as a Council.

Whilst many things still remain uncertain, one known challenge facing us is our funding and income levels during and post COVID-19 will be heavily affected. This new financial landscape dictates that we must critically challenge how we provide our services, and to what extent, so that we can ensure the continued delivery of our statutory functions to an excellent standard and thereby meet the needs of our district.

In planning this piece of work Officers have considered how best to review our services whilst protecting service delivery. First and foremost we must challenge ourselves to make sure that we are delivering our services as efficiently and effectively as possible. Once that process has been completed the proposed approach is to carry out an in-depth review of all services to make certain that they best meet the needs of our residents and businesses.

The proposal is to break this project down into 3 key areas;

- 1) Efficiency savings: an inward-facing review of all services to identify opportunities that boost productivity and generate cashable efficiency savings.
- 2) Policy options: will stem from the efficiency savings work but these relate specifically to those requiring a Member decision prior to adoption.
- 3) Service prioritisation: an exercise to categorise services between 'statutory', 'optional', and 'enhanced' in order to help members plug any funding gap remaining after the 2 points above.

The intention is for points 1 and 2 to be completed over the Autumn/ Winter of this year to allow cost reductions to feed into the 2021-22 budget cycle, whereas point 3 is a more substantial piece of work requiring significant member/community input and so the planned completion for this piece of work is Autumn 2021 with the budget adjustments likely to take effect from 2022-23 onwards.

### **1. Efficiency Savings**

The Council's policy remains to protect frontline service provision by delivering our services as efficiently and effectively as possible. Whilst this pandemic has clearly caused great difficulties for our residents, businesses, and this Council, it has demonstrated some opportunities to work differently that could boost productivity and generate cashable efficiency savings.

COVID-19 has forced services to work differently, redesigning processes to allow staff to primarily work from home whilst still delivering a good service to our

customers. This brings benefits in terms of productivity, reduced travel time, and less time spent making offsite visits. Officers will be tasked with capturing these efficiencies to ensure they're not lost over time.

In addition Divisional Managers will seek to challenge their current service delivery models and identify areas of improvement. By identifying and realising these gains Officers will seek to generate budget savings without impacting on service provision.

These changes can, where appropriate, be implemented as soon as possible and will be the first building block towards bridging the budget deficit.

## **2. Policy Options**

As part of the same evaluation process Officers may identify and propose changes that do impact, at least to an extent, upon service provision. These may include innovative ideas to change the way that we deliver our services, and the proposals would need to generate efficiency savings and the impact on our residents and businesses would need to be relatively minor. Each option would require a policy decision to be made by Members. An example of this could be amending our CCTV monitoring arrangements.

Once Officers have identified the options that have a viable business case a report will be brought to members to consider which policy options they support. These will be added to the efficiency savings to give a total budget reduction that can be achieved without materially affecting frontline service delivery.

## **3. Service Prioritisation**

Once the efficiency savings and policy options have all been considered and incorporated it is likely that we will still be facing a budget deficit. We need to plan our response should we be faced with this situation. To do this we should consider, analyse, and prioritise the services that we currently provide and any new services that we may want to introduce.

Consideration must first be given to what we must provide (our Statutory services), and then what we would like to provide (our Optional services). Much of this work can be undertaken in advance of us fully understanding our medium term financial position, thereby preparing us to deliver it at the appropriate stage and without delay.

Services and projects should be analysed and challenged; we will consult with our communities and realign our resources where appropriate to protect statutory services and continue to deliver on the economic and social needs of our residents and businesses.

### **3.1 Proposed Approach**

#### Phase 1 – Data Gathering

Gather the metrics for each service to understand what resource (money and people) is currently committed to them and how the demand for each service may now change. As the picture is impossible to accurately predict at this stage we will need to use scenarios and then model how those various changes in demand would impact on resource requirements and income levels.

#### Phase 2 - Categorisation

Carry out a high-level review of all Council services that categorises them between ‘statutory’, ‘optional’, and ‘enhanced’.

To effectively complete this exercise we must understand and define the extent to which we provide the service compared to the basic requirements, we will break that down into two elements – ‘basic’, and ‘enhanced’. E.g. Planning is a statutory service but will be broken down into 2 sub categories, ‘statutory basic’ will be the minimum requirement to deliver our statutory duty to acceptable levels, and ‘statutory enhanced’ will be the additional resource we could/do allocate in order to improve performance above that level.

The categorisation table will be as follows;

Category	Short Code	Description
Statutory Basic	S	Minimum service level required to satisfy our statutory responsibilities to an acceptable level
Optional Basic	O	Essential service requirements to deliver our non-statutory services in line with locally defined and evidenced areas of need
Statutory Enhanced	S+	Additional service investment required to supplement the basic statutory requirements and deliver improved performance
Optional Enhanced	O+	Additional investment that makes a further positive impact against our local priorities

In addition to the categorisation table above, services will subsequently have additional notes against them to stipulate where the responsibility for a service or function ultimately sits. Examples may be District Council, County Council, NHS, etc. with the aim to provide additional clarity when determining where resources must be focused or perhaps where a more supportive role may be more appropriate.

### Phase 3 – Service Impact

Once the categorisation and metrics have been compiled the impact each service has on our residents must be captured and challenged. The way we'll approach this is by measuring and presenting impact in two categories.

- Depth – the significance of the benefit on residents or businesses because of our ability to influence and positively impact on outcomes (e.g. Benefit claimants' lives are significantly impacted by the Benefits service).
- Breadth – the number of residents or businesses as a proportion of the District who are benefiting from the service (e.g. Waste Collection impacts every household).

This work will be supplemented by the inclusion of a costs to benefits ratio. This will provide Members with a headline financial indicator of the cost to our local tax payers for each service compared to the number of local people who benefit.

### Phase 4 – Prioritisation

Once phases 1 to 3 have been completed, Members will have the required information to make informed decisions around prioritising services that factor in the legal duty, community benefit, and economic impact. The proposed approach will provide the framework for members to define what the post-COVID19 Council looks.

Services categorised as Statutory Basic (S) that the Council must deliver to an expected standard will be grouped and form the first building block of the future Council. All other services after that will be incorporated on a priority basis dependent upon the level of budget available to the Council.

That prioritisation will initially be listed and ranked by the service impact score, then sub-categorised by the costs to benefits ratio. This is the starting point for the recommended prioritisation of services.

Members will have the opportunity to challenge and amend the recommended categorisation, and ultimately also to move any service up or down their list of priorities should they wish to do so. Once the implications of COVID-19 on Council budgets are known this will be the final element to factor in, and if necessary the rankings will be used as a guide to inform members the most appropriate areas to withdraw resources in order to protect other key services.

An example of how the final framework would be presented is included on the next page.

## Future Services Framework

**Budget Availability (as an example)** £28,500,000

Category	Ref	Rank	Service	Impact Score (higher is better)	Cost / Benefit (lower is better)	Direct Budget	Cumulative Budget	Sufficient Funding Available?
Statutory Services - Basic	S1	1	Service A	80	£88	£4,400,000	£4,400,000	Yes
	S2	2	Service B	56	£41	£2,040,000	£6,440,000	Yes
	S3	3	Service C	56	£44	£2,200,000	£8,640,000	Yes
	S4	4	Service D	56	£109	£2,400,000	£11,040,000	Yes
	S5	5	Service E	56	£60	£3,000,000	£14,040,000	Yes
	S6	6	Service F	50	£8	£420,000	£14,460,000	Yes
	S7	7	Service G	50	£20	£160,000	£14,620,000	Yes
	S8	8	Service H	35	£114	£400,000	£15,020,000	Yes
	S9	9	Service I	35	£158	£950,000	£15,970,000	Yes
	S10	10	Service J	30	£453	£1,360,000	£17,330,000	Yes
	S11	11	Service K	30	£786	£1,100,000	£18,430,000	Yes
	S12	12	Service L	24	£5	£240,000	£18,670,000	Yes
Optional Services - Basic	O1	13	Service M	56	£28	£1,400,000	£20,070,000	Yes
	O2	14	Service N	35	-£29	-£400,000	£19,670,000	Yes
	O3	15	Service O	24	£66	£1,650,000	£21,320,000	Yes
	O4	16	Service P	21	£135	£270,000	£21,590,000	Yes
	O5	17	Service Q	15	£38	£250,000	£21,840,000	Yes
	O6	18	Service R	15	£71	£1,000,000	£22,840,000	Yes
	O7	19	Service S	14	£500	£150,000	£22,990,000	Yes
	O8	20	Service T	14	£1,000	£250,000	£23,240,000	Yes
	O9	21	Service U	14	£2,800	£280,000	£23,520,000	Yes
	O10	22	Service V	9	£563	£450,000	£23,970,000	Yes
Enhanced Services (additional to the Basic requirements)	S2+	23	Service B	56	£8	£376,000	£24,346,000	Yes
	S5+	24	Service E	56	£16	£820,000	£25,166,000	Yes
	O2+	25	Service N	30	£29	£400,000	£25,566,000	Yes
	O1+	26	Service M	24	£8	£400,000	£25,966,000	Yes
	S1+	27	Service A	21	£24	£1,210,000	£27,176,000	Yes
	S6+	28	Service F	21	£192	£480,000	£27,656,000	Yes
	O7+	29	Service S	20	£267	£80,000	£27,736,000	Yes
	S11+	30	Service K	20	£750	£450,000	£28,186,000	Yes
	S10+	31	Service J	20	£4,933	£370,000	£28,556,000	No
	O6+	32	Service R	15	£21	£300,000	£28,856,000	No
	S4+	33	Service D	15	£41	£490,000	£29,346,000	No
	S7+	34	Service G	9	£33	£40,000	£29,386,000	No
	O10+	35	Service V	9	£150	£120,000	£29,506,000	No
	O3+	36	Service O	8	£11	£280,000	£29,786,000	No
	O4+	37	Service P	6	£65	£130,000	£29,916,000	No
	O5+	38	Service Q	3	£8	£50,000	£29,966,000	No

#### **4. Next Steps**

1. Proposed approach to be considered by O&SC in June, and Cabinet and Council in July.
2. Efficiency review to commence in July 2020 and complete by December 2020.
3. Policy Options to be brought forward to members for consideration as part of the 2021-22 budget cycle.
4. Officers to compile background information and prepare draft service prioritisation for members to subsequently challenge, input, and amend as appropriate – works to begin July 2020 and complete for the 2022-23 budget cycle.

## Recovery Plan – Governance Framework

### Summary:

As the Council embarks on its recovery plan it is essential that we have an appropriate governance framework in place to steer this important piece of work.

### Background:

The impact of COVID-19 on the council, and on our communities is significant and will be long lasting. As the Council embarks on its recovery plan it is important that effective governance is in place so that the work can progress in a way that is agile and controlled. Input from members will be crucial, but excessive involvement from various different angles could potentially distract officers, create potential for confusion and hamper the recovery work.

This paper sets out a suggested approach to creating a governance structure that involves members.

### Proposal:

The proposal is to have recovery work structured into four themes. Each of these would have a Director as the lead officer, working closely with the relevant cabinet member(s). These would be the 4 Recovery Teams, drawing in officer support, partners, stakeholders, and the public as necessary. Each cabinet member may invite up to 2 other members (one of whom should be from an opposition group) to act as advisors to them and their recovery team.

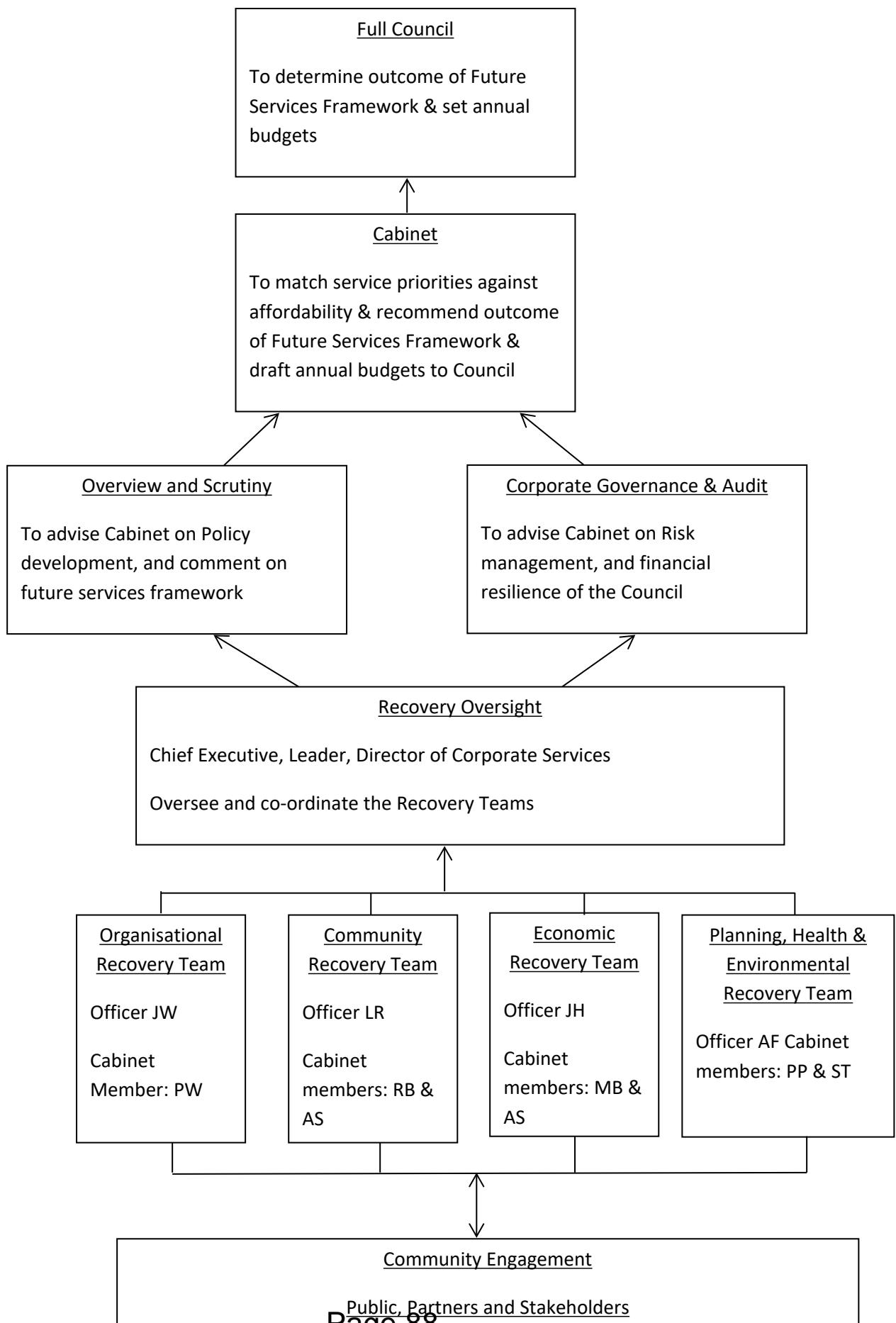
The four Recovery Teams will be coordinated by the Leader, Chief Executive and the S151 officer ie the Director of Corporate Services. This will provide oversight, monitor progress and coordinate resources.

The Recovery Teams will make recommendations to O&S in relation to policy decisions including service priorities, and to CGAC in relation to the financial position of the Council.

Cabinet will then receive the recommendations from O&S, and CGAC. Taking these views into account, Cabinet will then consider the shape of the Council for the future, and make its final recommendations to Council.

This approach means that both O&S and CGAC are fully engaged in areas that are entirely consistent with their constitutional remit.

## Recovery Plan – Governance Arrangements





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## Chichester District Council

Cabinet

7 July 2020

### Vision Review and support to the High Street

#### 1. Contacts

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#### 2. Recommendation

**2.1 Cabinet note the comments from the Overview and Scrutiny Committee (OSC) on the 30 June on the vision reviews for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham and approve that the support to the Visions continue as set out in section 5.1**

**2.2 Cabinet approve the setting up of a High Street Group led by the Cabinet Member for Property, Growth and Regeneration to support the recovery and transformation of Chichester High Street.**

**2.3 Cabinet approve that the Cabinet Member for Property, Growth and Regeneration invite representation from partner organisations and retailers as set out in section 5.1 to work on the group along with the nominated representative from the OSC Committee.**

**2.4 Cabinet approve that the support for the High Street recovery and transformation in Midhurst, Petworth, Selsey and East Wittering and Bracklesham is coordinated through the existing Vision Groups, Towns and Parish Council.**

#### 3. Background

**3.1** The recovery and transformation of the High Streets is a key action within the District Councils Economic Recovery Action Plan and Economic Strategy. The Council is committed to supporting the city and local towns to help deliver improvements for residents and to make the area a better place to live, work and visit. One way of doing this is to work collaboratively with partners in the city and towns to create a Vision which sets out strategic aims and objectives which are considered to reflect the nature of those areas and an action plan which identifies

lead partners and the key actions for delivery. Visions provide an opportunity to consider the needs of residents, workers and visitors and set aims for how the areas might develop both commercially and culturally, providing opportunities for economic growth and job creation.

Visions provide an opportunity to collectively consider challenges for local areas and actions to respond to these. The authority has been working with partners in Chichester, Midhurst, Petworth, Selsey, and East Wittering and Bracklesham to support the production of a Vision and to implement the actions. Whilst not the lead organisation, for all of these Visions, the district has provided support in the form of staff resources and some funding. There are also some projects within the action plans for which CDC is the lead partner for delivery.

All of the Visions are at different stages, with some being in their initial stages of setting up the structure for delivery and actions. The resources to support each of the Visions vary between the vision groups.

Partners across the district have been contacted recently to gather feedback relating to their views on the Visions within the district and how the aims and objectives might need to change to reflect the current and emerging position with regard to Covid 19. A summary of the feedback received from partners is provided in the Appendices 2 to 6.

An evaluation of the priorities for each of the Vision area has been undertaken and paragraph 5.1 sets out a summary of the proposals for each of the areas. The Appendices to this report also set out some of the key areas of achievement for each of the Visions so far.

'Supporting the High Street' is one of the key objectives of the Council's Economic Development Strategy and is a key action within the Covid recovery plan. Linked to the delivery of the Visions, the main aims are to;

- deliver targeted support programmes to retail businesses and other businesses seeking to locate in our town centres
- work with the BID and other organisations across the district to pro-actively support businesses that can contribute to a more diversified offer
- To support and develop our night-time economy offer
- To support the transformation of the high street
- engage with the Government's High Street Task Force to utilise their emerging support
- To work with the LEP to develop 'safer cities'

In light of the Covid19, this objective has become increasingly important; it is already well documented that the crisis has accelerated what was already a challenging landscape, with some reports suggesting changes that were predicted to take 5 years to come to fruition are now expected to be seen in 5 months.

As part of the Councils' economic recovery considerations, it is recommended that the action plans for both the Economic Development and Inward Investment Strategies are reviewed to ensure they reflect the current position and the most pressing issues needing our resource and support over the coming year. This work will be led by the Economic Development team, who have strong links with businesses and a detailed

knowledge of the individual towns across the district.

A number of key guidance documents have been published, including the High Street ‘Task Force Template for Recovery’ and the Government ‘Guidance for Safer Public Spaces – Urban Centres and Green Spaces’. Both contain a structure to assist Local Authorities to produce a ‘roadmap’ of priorities and action plans, covering the immediate forthcoming weeks and the medium term.

An ‘Opening High Streets Safely’ fund of £108,000 has been awarded to Chichester District against which CDC is eligible to claim expenditure on works associated with ensuring the district high streets are reopening in a safe manner in accordance with the criteria set out by the Government.

To manage and coordinate the various elements and considerations relating to the ‘High Street’ opening up, recovery and transformation , including the documents referenced above, an internal High Street Recovery officer group has been formed working with a number of partners including City, Town and Parish councils, WSCC, Chichester BID, CWS, and the LEP (Coast to Capital ) to oversee and implement the actions required, both those with an immediate timeframe for the opening up on the 15 June and the 4 July and those taking us through the medium and longer term. Whilst a number of the areas of work are outside of the Council’s statutory control, officers are well placed to take the lead where necessary, working with our partners and stakeholders to achieve a collaborative approach. A summary of the actions undertaken to date for the ‘opening up’ is set out at Appendix 1.

Extensive consultation has been undertaken with our local retailers and feedback to date clearly shows that in the short term they are looking for help and support with social distancing in the high streets, as well as assistance in promoting the high streets as ‘open for business’.

Due to the fast changing actions associated with the opening up of the High Streets, Officers will provide a verbal update on the further actions taken since this report was written and further actions planned.

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

4.1The authority must ensure that its focus on projects within the visions remain relevant and reflects the latest position within the city and towns, with resources allocated appropriately.

4.2All Visions across the district have governance arrangements in place which provide both an overview and lead to the projects along with an opportunity to scrutinise actions in place.

4.3 The High Streets Task Force template for recovery sets out four key stages of this process (Crisis, Pre-Recovery, Recovery & Transformation) and the aim is to move through the ‘recovery’ period into the ‘transformation’ phase, which looks at partnerships, investment and delivery of vision, thereby linking with the Visions as set out in this report. It will be important to work collectively with partners and key retailers from the towns/city to ensure the profile and offer/brand of our high streets is championed and promoted.

4.4 The officers are already working with businesses about their need for support at this time and inviting their input to the High Street Recovery and transformation group will provide an opportunity for their feedback and issues to be raised, discussed and implemented if appropriate.

## 5. **Proposal**

5.1 It is proposed that the District Council continues to support the Visions across the district using existing resources and budget, the level of support is reflected on a place by place basis. In summary this is suggested to be as follows:

**Chichester** –Lead the delivery of the Vision with the Cabinet Member for Property, Growth and Regeneration Chairing the Vision Steering Group Revise the projects and action plan based on the feedback received from partners.

The High Street Recovery and Transformation Group, to be a sub group of the Chichester Vision to be led by the Cabinet Member for Property, Growth and Regeneration and will have the following representation on the group supported by CDC Officers:

- Chichester BID
- National Retail Representative
- Independent Retail Representative
- Hospitality/Culture/ Leisure Representative
- Chichester City Council
- WSCC
- Chichester Chamber of Commerce
- Member of OSC Committee

**Midhurst** – continue to have representation on the Midhurst Vision Steering Group; assist the group with the development of a Community Interest Company to take on the responsibilities of the Vision actions and review of the actions as a result of Covid 19.

**Petworth** – continue to be represented on the Petworth Vision Board (Cllr Alan Sutton) assist with projects through the Board subject to available resources and provide support to Petworth Town Council.

**Selsey** – Provide support to Selsey Town Council where identified in the Selsey Business Plan and complete the projects as agreed by Cabinet for the Selsey Haven project - the consideration of options for improvements to East Beach; wayfinding and support to fisheries in Selsey.

**East Wittering and Bracklesham** - Support the parish council through the production of the BREW Vision and the delivery of options to consider the improvement to the Village Centre public realm.

## 6. **Alternatives Considered**

6.1 Not to review the Visions and the authority continues to support the actions as previously agreed, however this would not reflect the latest positions.

6.2 The authority withdraws its support to the Visions, however this would result in potential lack of collaboration on projects and could result in duplication or missed opportunities.

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

7.1 The Visions are supported by officers within the Directorate for Growth and Place. This includes a proportion of the time of the Divisional Manager - Place along with the Rural Towns Co-ordinator and the Manhood Peninsula Partnership Project Officer. Other officer support from the directorate and across the authority is also provided to the relevant projects, which may be in the form of leading an action or collaborating on the delivery of the projects in place.

7.2 Officer resource from across the Council will continue to be required to support the High Street Recovery working group. Beyond the immediate 'reopening' phase, continued resource will be required to ensure a sustained recovery and to develop actions to contribute towards the 'transformation' phase as described earlier in this report. Resources will also be required from stakeholders and partner organisations to support the respective action plans.

7.3 Whilst the 'Opening High Streets Safely' fund provides a means to reclaim an initial level of expenditure, any medium or longer term actions will require further consideration of cost and available funding sources.

7.4 There is no legal requirement to provide Visions, however they are viewed as best practice to encourage partnership working and allocation of pooled resources and funding.

## **8. Consultation**

8.1 All partners involved with the Visions across the district have been contacted to request their views on the Visions. Previously consultation has taken place with the public and key stakeholders to set the priorities and action plans for the Visions.

8.2 Town and Parish Councils, as well as business associations, such as the BID have been involved with the High Street recovery actions to date and it is intended that they will continue to do so. The officers have also been working with the C2C regarding 'safer cities'. Contact has been made with high street businesses to seek their feedback on the issues they would like support with and to seek to engage with them in respect of their own proposals.

8.3 OSC have received a report on the Vision review and the High Street and have been asked to nominate a representative from OSC to sit on the High Street Recovery and Transformation Group.

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

9.1 If the authority does not collaborate on partnership projects there is a risk that strategic objectives will not be delivered.

9.2 If the authority does not provide support to projects, other organisations may withdraw.

9.3 Without taking action to ensure our high streets are safe and following up to date social distancing guidelines, there is a high risk to recovery and impact on the business and retail communities in our towns and city.

9.4 As referenced earlier in the report, 'Supporting the High Street' is a key objective of the Council's Covid 19 Recovery Plan and Economic Development Strategy and this will be an ongoing focus to consider the transformation of our high streets post-recovery; without this, there is a risk that recovery will not be sustained.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b> There are projects within the Visions which might improve the position.	X	
<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b> There are projects within the Visions which positively impact on the Health and Wellbeing of residents.	X	
<b>Other (please specify)</b>		X

## 11. Appendices

- 11.1 Appendix 1 – Reopening of High Streets actions summary
- 11.2 Appendix 2 – Background, Progress Report and Summary of feedback from Chichester Vision partners
- 11.3 Appendix 3 - Background and Summary of feedback from Midhurst Vision partners
- 11.4 Appendix 4 - Background and Summary of feedback from Petworth Vision partners
- 11.5 Appendix 5 - Background and Summary of feedback from Selsey Vision partners
- 11.6 Appendix 6 - Background and Summary of feedback from East Wittering and Bracklesham Vision partners

## 12. Background Papers

- 12.1 Visions on web site [www.chichester.gov.uk/cityandtownvisions](http://www.chichester.gov.uk/cityandtownvisions)

## **Appendix one**

### **HIGH STREET RECOVERY ACTIONS COMPLETED FOR 15<sup>th</sup> JUNE REOPENINGS**

#### **Highways**

- Audit of each town completed and proposals for initial public realm measures circulated for feedback.
- Street maps plotting furniture etc received for Chichester and plans/arrangements for Chichester railway station received to assist planning.
- Chichester Station/Spitfield Lane cycle route – submitted to WSCC as CDC project for WSCC capital funding (WSCC).
- No additional cycle racks to be provided initially – monitor usage levels and direct cyclists to use Station facilities if necessary. To be reviewed as part of Vision project for cycle racks.
- Social distancing signage to be displayed at Northgate pedestrian underpass.
- Suspension of parking bays in East Street, Chichester and Petworth to facilitate pedestrian flow .

#### **Markets**

- Farmers Market to locate in Cattle Market car park from 05/06.
- Farmers market Signage arranged.
- Marshalling support arranged for farmers market.
- Arrangements made for general market to locate in Cattle Market car park (Wednesday and Saturday).

#### **Communications**

- CDC wide communications plan includes business support and signposting to Government guidance for businesses able to reopen.
- Cost of comms in press/media and posters confirmed as eligible to claim from 'reopening high streets safely' fund (subject to design criteria being met).
- Press release issued regarding reopening of high streets and 'shop local' campaign.
- CDC webpage created for 'High Street' information.
- CDC linking with partners (BID/town & parish councils) to work together on press campaign.
- E-Biz newsletter – further issue to be sent w/c 08/06.
- Health Protection newsletter sent w/c 08/06
- CDC stakeholder updates.

#### **Businesses**

- Information being collated from retailers regarding reopening plans and queuing plans – responsibility for queue management plans sits with businesses but support/guidance may be needed.
- Retailers to carry out own RAs following Government guidance.
- 'Complaints' process in place for concerns about businesses opening or social distancing.
- Eco Dev and Health Protection teams offering general support/signposting for businesses.
- Liaison taking place with EHDC regarding return of litter enforcement officers– initial focus will be on areas where litter levels have been reported as problematic.
- Information collected on Chichester businesses with table/chairs licence in place pre-Covid.
- Comments/feedback on pavement use by cafés etc collated for further consideration and discussion.
- Liaison with BID

## **Signage**

- Initial signage order made for delivery w/e 12/06.
- Temporary signage proposals shared across partners and feedback received.
- Downloadable signs sent to parishes and members.
- Initial high street signage will be temporary and ‘instructional’ in nature.
- Support agreed from some town/parish councils to assist with installation of signs.

## **Stewarding/Marshals**

- CDC Community Wardens for Chi City, Selsey & East Wittering able to provide signposting/reassurance to support the measures put in place.
- BID Rangers returning wef 06/06 – rotas have been shared with CDC community warden so coverage each day in place.
- Civil Enforcement Officers to help deliver messages of social distancing and signposting as part of their role.
- Community Wardens and Estates Officers arranged as high street observers 15/06 to help form ongoing plans and inform revised actions.

## **Cleaning – street furniture etc**

- Wettons and BID cleaning contractor quotes for additional cleaning work.
- No immediate plans for increased cleaning – monitor and review.

## **Car Parks & Public Conveniences**

- Public conveniences remain open – Signage in place
- Car parking charges reinstated wef 08/06 – incentives for MiPermit and ADC weekend parking.
- Signage in place.

## **Reopening High Streets Safely fund**

- Legal advice provided re publicity, procurement and state aid issues.
- Finance system set up for orders and monitoring of RHSS fund.
- Details of fund shared with partners for suggestions on using fund.

## **Chichester Vision**

The Chichester vision was developed working in partnership, and following extensive consultation was formally adopted by CDC and WSCC in November 2017. A number of key partners in the city are involved – these include CDC, CCC, WSCC, CCCI, BID, Visit Chichester, Chichester Cathedral, University of Chichester and Chichester College.

Partners considered what they wanted the city to be, what was impacting the city and considered feedback from communities regarding what the city could be in the future. Three key themes were developed - Living: An Accessible & Attractive City; Working: A Vibrant & Growing Economy and Visiting: A Leading Visitor Destination.

The Vision is a template against new projects, policies and proposals emerging for the City Centre can be tested, guiding and influencing future economic and planning policies for the City Centre. The Vision will guide how future budgets and resources are allocated and help attract inward investment.

The Chichester Vision Delivery Steering Group meets regularly to consider required actions and progress on projects.

Chichester Vision action plan has been developed, a number of partners are leading on individual projects, some funding has been provided by CDC and other partners are contributing to the projects. The table below sets out the latest status on each of the short to medium term projects. Longer term projects identified by the Vision (which are monitored by the Growth Board) include Southern Gateway, Northern Gyratory, West Sussex Gigabyte and West Street Pedestrianisation.

<b>Project</b>	<b>Lead</b>	<b>What's been achieved</b>
The Look and Feel of the City	BID	<ul style="list-style-type: none"><li>• Project team set up – partners involved including CDC, CCC, WSCC.</li><li>• Wayfinding options considered for city – consultant appointed.</li><li>• Fingerpost audit undertaken ready for implementation into a works order.</li><li>• Northgate underpass improvements undertaken.</li><li>• New city map designed.</li><li>• Survey of street clutter carried out, some signs removed.</li><li>• Improvements made to lighting schemes at a number of locations.</li><li>• Crane street planters updated.</li><li>• Additional street cleaning undertaken</li><li>• Painting and cleaning of lampposts</li></ul>
Improve Infrastructure for Cyclists	CDC	<ul style="list-style-type: none"><li>• Audit of cycle racks in city undertaken.</li><li>• All cycle racks in city replaced with</li></ul>

<b>Project</b>	<b>Lead</b>	<b>What's been achieved</b>
		<p>stainless steel – funded by CCC and CDC.</p> <ul style="list-style-type: none"> <li>• Cycle lanes in the city under consideration and to be included as part of the brief for engineers to design a layout for Northgate car park.</li> </ul>
Parks and Open Spaces	CDC	<ul style="list-style-type: none"> <li>• Audit of parks and open spaces in city centre undertaken.</li> <li>• Refurbish and repair of Coade stone statue in Priory Park undertaken</li> <li>• Tender exercise undertaken to undertake works to improve Priory Park. Works to begin end March 2020.</li> <li>• Public consultation relating to parks to be carried out from May.</li> </ul>
Shop Fronts and Facades	CDC	<ul style="list-style-type: none"> <li>• CDC applied for pooled business rate funding.</li> <li>• Twelve workshops run in Chichester, 95 delegates, 83 1-1 mentoring visits to businesses, 37 businesses supported.</li> <li>• Seven shop front grants approved - £45,000 to businesses in Chichester city.</li> <li>• One shop front grant in process</li> <li>• Feedback from businesses has included the fact that turnover has increased, businesses have increased social media coverage, improved business to business links, improvements to customer experience. Some businesses have moved from starter premises to larger and more central premises – training has provided encouragement and guidance to do this.</li> </ul>
Welcoming Environment for Students and Young People	Chichester College	<ul style="list-style-type: none"> <li>• Meeting held between University Student Union, CDC and BID to forge links</li> <li>• Executive Principal of Chichester College has held a meeting with staff from the college to progress the action.</li> </ul>

<b>Project</b>	<b>Lead</b>	<b>What's been achieved</b>
		<ul style="list-style-type: none"> <li>• Consideration of a potential event specifically for young people by the College.</li> </ul>
Cultural Partnership	CDC	<ul style="list-style-type: none"> <li>• Meeting held between CDC, Chichester Festival Theatre and Pallant House Gallery to explore opportunities for developing a cultural partnership and a high level strategy.</li> </ul>
Tourism Offer for the City	Visit Chichester	<ul style="list-style-type: none"> <li>• Destination Management Plan produced.</li> <li>• Tourism Action plan developed.</li> <li>• Chichester Tourism Guide produced and circulated.</li> <li>• Stakeholder engagement undertaken.</li> <li>• Increased social media campaigns for the city.</li> <li>• Hosting of Visit Chichester at the Novium Museum.</li> <li>• Visit Chichester Membership scheme launched, promotes city-centre located enterprise.</li> <li>• A number of promotional events have been held.</li> <li>• Re-branding exercise undertaken and to be developed further.</li> </ul>
Programme of Events	CDC	<ul style="list-style-type: none"> <li>• Events Officer recruited by CDC.</li> <li>• Review of Markets and Farmers Markets undertaken.</li> <li>• Ice Rink introduced to Priory Park for Christmas period, resulting in increased footfall.</li> <li>• Public consultation undertaken to determine the level and type of events preferred, 296 responses received.</li> <li>• Summer Street party held in city centre.</li> <li>• Consultation with Chichester College and University of Chichester to determine nature of events required.</li> <li>• A review of street trading controls within the city centre, which will result in potential additional areas for events and markets.</li> <li>• CDC's Events Strategy nearing</li> </ul>

<b>Project</b>	<b>Lead</b>	<b>What's been achieved</b>
		completion.
Chichester's Retail Offer	BID	<ul style="list-style-type: none"> <li>• CDC completed a retail study.</li> <li>• CDC submitted bid to Government's High Street Fund.</li> <li>• BID held informal meetings with a shoppers group along with major and independent retailers have been undertaken.</li> <li>• Project team set up between BID, CDC and Chichester Chamber of Commerce.</li> <li>• CDC led Countdown to Christmas Campaign to help support Chichester high street, over £1.1million people reached by CDC posts alone.</li> </ul>
Evening and Night-time Economy	Previously BID, now CDC	<ul style="list-style-type: none"> <li>• Presentation to Vision Delivery Steering Group to consider the evening and night time economy and Purple Flag principle.</li> <li>• Audit of Evening and Night Time Economy currently being undertaken by CDC to set the baseline.</li> </ul>
Enhancement of the Public Realm - Pavements	TBC	<ul style="list-style-type: none"> <li>• CDC arranged meeting between WSCC and City Council to discuss concerns.</li> <li>• CDC and City Council both allocated £8,000 each to update a feasibility study to consider pavements and roads in the city centre.</li> <li>• WSCC have applied for funds to support the improvement of pavements and roads in the city centre.</li> </ul>
Northgate Car Park	CDC	<ul style="list-style-type: none"> <li>• Budget agreed to support the work to consider options for Northgate car park.</li> </ul>
West Street Pedestrianisation	Chichester Cathedral	<ul style="list-style-type: none"> <li>• Stakeholder workshops undertaken by WSCC</li> <li>• Chichester Sustainable Transport Package and Chichester Vision Study Stage 1 reports issued. Reports identify a number of traffic interventions and re-allocation of road space in West Street.</li> </ul>

<b>Project</b>	<b>Lead</b>	<b>What's been achieved</b>
		<ul style="list-style-type: none"> <li>• £20,000 budget secured by WSCC for progression of feasibility study relating to West Street.</li> </ul>
Short Stay Car Parks	CDC	<ul style="list-style-type: none"> <li>• Consultant appointed for updated Parking Strategy. Final Report due May 2020.</li> </ul>
Public Sector Premises	WSCC	<ul style="list-style-type: none"> <li>• £50,000 budget allocated to feasibility options for WSCC premises.</li> </ul>
'Smart City' Strategy	CDC	<ul style="list-style-type: none"> <li>• Contract signed with City Fibre.</li> <li>• New fibre introduced across the city.</li> </ul>
Business Incubation Hub	University of Chichester	<ul style="list-style-type: none"> <li>• Co-working space introduced in Crane Street – part funded by CDC.</li> <li>• CDC has developed a Pop-up shop initiative in 2 premises in Crane Street.</li> </ul>
Hornet, St Pancras and Market Avenue Car Park	CDC	<ul style="list-style-type: none"> <li>• Chichester Sustainable Transport Package and Chichester Vision Study Stage 1 reports issued. Whilst the report did not identify the Hornet, St Pancras and Market Avenue Car Park as high priority by WSCC, this location will be considered as part of the review of the Parking Strategy by CDC.</li> </ul>

All partners have been contacted to seek feedback on the current position and their potential level of support to projects in the future, with a summary of feedback as below:

#### **1. What do you consider the strengths of the Vision are?**

Bringing lots of partners together.

That so many organisations had input into the development of the Vision and the partners who signed up to it.

The overall aims are well articulated and the action plan has been clear.

Sets the direction of travel without being too prescriptive. Respects the city's heritage, celebrates what makes the city special but recognises the need to attract new audiences. The three themes are logical and well presented.

Good opportunity to have a variety of partners working together to achieve a shared goal.

Strong framework from which to form defined actions.

Identifiable 'brand' or 'banner' under which covers interlinking areas and themes.

It's good to have a single forum to discuss the range of areas and subjects listed to improve our District and environment.

## **2. What are the weaknesses of the Vision?**

Lack of money and lack of action. The ideas in the Vision document are such a long way from becoming reality. Too much talk and not enough action.

Lack of leadership, commitment and delivery amongst the partner organisations, some of whom seem to work against the Vision at times.

Some of the original partner representatives have moved on with seemingly little by way of handover within their organisations.

It is not the fault of the Vision but the delivery has suffered from lack of funding. Chichester has not been well served by government programmes such as the FHSF and I have concerns that we won't be top of the list post Covid either.

Again, not the fault of the Vision but timing has played its part. The High Street struggles have increased at a pace and now we have the Covid emergency.

Although the BID is on the steering group, there is not a lot of direct involvement of Chichester high street businesses. This is part of a bigger issue in Chichester about the lack of businesses willing to step forward to take a lead. They are happy to suggest initiatives for others to carry out but rarely offer to organise. The BID has also suffered from this.

On one hand I understand the scope being limited to the city centre. This probably prevented the project from becoming too unwieldy. However there can sometimes be criticism of CDC for being Chichester centric so perhaps a districtwide approach could have been considered at the outset to ensure consistency while recognising the unique characteristics of different areas e.g. Selsey, Midhurst, Petworth, South Downs and surrounding villages.

For me the main weakness was that the action plan was produced without adequate stakeholder engagement. Actions were allocated and approved without stakeholder knowledge. Consultation should have been carried out with partners and actions agreed collaboratively to ensure a realistic and achievable action plan.

Lots of organisations talking about things but limited resource or commitment to actually lead or deliver themselves.

Challenges in having an ‘all encompassing’ document can lead to lack of clarity and focus.

Need for continuity from partners has proved difficult – possibly other agendas prevent true ‘partnership’ working?

It might help to have some sort of managing executive group to drive things forward and with some sort of discretionary spending authority so it can invest in and support specific areas it feels will make a big difference to the overall strategy.

As this forum is very Chichester centric, which it should be, it needs to find an appropriate way to engage with organisations like Visit Chichester’s The Great Sussex Way™ which is seeking to help the whole district. There really needs to be a focus for Chichester City to relate in the same way that towns like Midhurst, Petworth, Selsey and the Witterings are relating to it. It may be that focus comes via the BID, or it’s a new coordination forum within the Vision?

**3. Do you consider the frequency of the Vision steering group meetings are suitable?**

Organisations or groups that push things through usually meet weekly in my experience.

There is at times a disconnect between the Vision and the action plan. As a result a number of actions and particularly the timescales were unrealistic from the outset.

Yes

Perhaps 2 key meetings a year with a short update every 90 days if needed. The reporting function should support proactive action management action by a management group supporting all projects.

**4. Are the lead organisations correct for the projects?**

Yes.

Yes and no. The BID is the right lead for the projects it has been given but they have not been able to drive those projects.

Ideally, WSCC should lead the West Street pedestrianisation project as so much of this falls within their authority.

CDC have ended up leading on the Evening Economy but in most cities with a BID, it would be the BID who would lead.

Consider how to get the City Council to own some of the projects?

Yes I believe so. The question is perhaps whether the correct people form those organisations are involved?

Partners to take on more delivery rather than expecting CDC to lead and deliver on all of the projects

Difficult to comment. Visit Chichester, particularly with its new lead brand The Great Sussex Way™ could make a significant contribution to the overall picture but needs a collective focus to be really successful. We must all own a bit of each project on the list and ensure our efforts amplify the whole.

**5. Should any other organisations be involved to assist with the Vision?**

Community groups. The community has done such a lot during Covid to support the vulnerable so opening this up more widely would be key. Design Collective. Charity sector. More grassroots.

Possibly the LEP

Commercial Landlords

None that I can think of but this may change as specific projects develop

Student representative (in addition to College/Uni reps)

I think unity of purpose would provide best value for all engaged.

**6. What actions will your organisation be undertaking regarding Recovery following Covid 19?**

Post Covid I would like to continue to support residents via the Mayor's Hardship fund, I would like to put in an application for funding to help people get online who were left without internet access when the library closed. I would like to get a community space for my residents to repair, share, meet, print documents and support each other and develop innovative ideas. I would also like to start regular garage sales in front gardens and also sociable Sundays where people meet on their community streets like we did on VE Day.

The High Street Recovery Team will lead on this for CDC.

It is likely that we will be focussing on three things – delivery of core services, cost reduction and income generation.

Visit Chichester has a new brand The Great Sussex Way™. We want a major launch in the Autumn, as soon as we are allowed to engage more widely. It's an exciting prospect and hope all will support it.

**7. Will you still be able to commit to the Vision moving forward? Any issues re Actions / Resources / Finances?**

Yes I hope so. I would like to support the vision by promoting pop up cycle lanes, one way twittens and streets, removal of on street parking to enable people to have enough space to socially distance themselves outside busy shops where there are narrow pavements. I would like to support widening pavements and using pavement space for cafes and restaurants to re-open in the fresh air like in Vilnius. DfT in theory should be supporting this.

This is probably a discussion for higher up the chain i.e. SLT level. As things stand at the moment it is likely to be a low priority for my service area, which will be focussing on the areas noted in the question 6.

Yes

Yes, will support as best we can.

**8. Do you feel the actions / projects should change in terms of the Vision moving forward? Any gaps in projects?**

More projects for bringing people together to do things and experience Chichester without having to shop or buy things. More art, more open streets where people can walk and cycle safely. The public spaces between our streets are relatively safe as they are in the open air where the virus can be broken down by sun and wind. I would like to support more food producers to sell in the open air – Guildford has supported its food stall through the whole of the lockdown by keeping the market open and not charging the stall holders. We need to support our markets to start up again as they are essential for local food production and bring life and vibrancy to the city. I would like to support more repair, recycle and share projects as people will have less money post lockdown if they have lost their jobs. I would like there to be much more community activity to promote mental health and reach out more to local neighbours. I would like there to be much more support for the homeless – so we continue this Housing First policy and don't put the vulnerable back on the streets post lockdown.

Should be reviewed in the light of Covid recovery plans. There may be opportunities coming out of recovery which synergise with the Vision – pedestrian areas, reduced traffic, cycling etc.

Post Covid, businesses are going to have many calls on their tight finances and they will not be looking at shop fronts so we need to be realistic about this project in the immediate term

Yes, if the Vision is to proceed I would suggest a review of the action plan and proper stakeholder engagement to set realistic and achievable actions... recognising they may be modest in the circumstances as a reduction in funds is inevitable.

Yes, think this should focus more on the needs of the changing high street. This will not be fully understood until the recovery from lockdown.

Retail Offer may well look very different 'post Covid19', with possibly less focus on retail?

The changes to working arrangements following Covid19 may present additional opportunities for the consideration of Public Sector Premises.

Chichester now included in CityFibre's next 'smart city' phase.

Clear central support and direction with discretionary funding for the management team to amplify specific areas. No funding capability and each simply focuses on its own area without looking to the wider collective good.

## **9. What should the priorities be to assist with Recovery following Covid 19?**

Infrastructure to encourage sustainable transport.

Support to ensure that people are given access to resilient food chains, support to residents who require food.

Digital exclusion: access could/should be woven into something like a community hub, unfortunately our library (wonderful though it is) does not lend itself to being developed into such. This comes back to our idea of a community hub/meeting space/repair cafe etc as a space for local charities/community outreach, we made a good start with the space on north street on market days, but this needs to translate into a building (easily accessible). There will possibly be such a space that we could consider going forward.

Support to vulnerable communities, support to the volunteer groups which have increased during the pandemic.

Encouraging better participation in community life to enable community groups who have developed as a result of the crisis to continue.

Consideration of a survey of local residents to determine what they would like to see going forward in response to the pandemic.

Emphasis of greening on the built environment.

Traffic reduction and enabling more cycling.

Safe streets, community cohesion – lots of community events (that are free or very low cost), meal vouchers to key workers to say thank you and promote local restaurants.

Re-using empty shops creatively at no cost as this will boost innovation and entrepreneurship – examples from London show this.

Look at the opportunities which might present themselves in a post Covid environment – will the Vision be able to take more of the public with it when the harder to implement projects move forward – eg West Street.

It's very difficult to say what things will be like post Covid. Perhaps play to Chichester's strengths; built heritage, access to coast and countryside. A day or short break destination – domestic tourism. Worry less about fingerpost design and ensure what assets we do have are attractive and well maintained.

Identifying what people want and need from the changing High Street especially with changing shopping habits following Covid-19, people changing ideas about what is important and also addressing peoples anxieties around returning to busy and interactive lifestyles. Once this is known we should support individual business, specific sectors or themes where needed to support this.

We must invest in local businesses to re-generate wealth and feel good factor for the area. We will be competing with other areas close to London so clear focused investment to create maximum impact will give us a competitive advantage.

It is generally agreed that time will be required during the country's recovery period before events can actually take place. This will be a constant rolling assessment and will be guided by central government.

Our main priority should be to encourage events back in to the district and support the organisers to be able to do so. We will also need to build confidence to get visitors attending events again, although this will sit with the organisers, we will have a responsibility to stipulate what events need to be doing along the lines of relevant social distancing.

Chichester District Council recognises the benefits of establishing a coordinated approach to a programme of events, acknowledging the opportunities associated with hosting events and the benefits these can bring to the district. Events can provide significant benefits whether socially or culturally and act as catalysts to stimulate tourism and economic growth by showcasing the destination and attracting visitors from outside the area. A positive experience for an attendee at an event can prompt them to become a destination advocate.

The Council's new Events Strategy acknowledges events can help boost the local economy by encouraging tourist visits and local people to stay local; raise the profile of an area, highlighting the unique features and benefits; enhance community pride and togetherness.

The Visit Chichester Destination Management Plan 2019-2023 (DMP) also highlights the benefits of events, promoting events-based tourism as a source of delivering local economic and social benefits that outweigh their cost.

#### **10. Do you have any other comments you wish to make?**

People are looking for fun, cheery, exciting and different projects to cheer us all up. Bring in artists and independents eg Design Collective to make sure our vision going forward is fresh, forward looking and innovative.

We don't want same old, same old. We want the new normal to be better, cleaner, greener, more friendly, more sustainable and open to new ideas. Other towns and cities are pulling forward their plans for school streets, community streets and low traffic neighbourhoods, pop up cycle lanes being built and key worker corridors has been put in in Leicester to help nurses and doctors cycle to the hospital. Pop-up, temporary changes to roads (eg removal of on street parking) to make sure that pavements are wide enough for people. (2/3rds of pavements in London are under 2m and I expect that ours are similar). More communal gardening and wildflower areas to boost our links with nature. More allotments and more for mental health.

No, other than the repeat the need for central management to ensure extra intellectual and financial resource can be focused on where it's needed. Otherwise this becomes a talking shop rather than an action committee.

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## **Midhurst Vision**

Midhurst Vision Steering Group was set up to consider actions required to refresh the previous Vision which was produced in 2008, and to consider key actions for the area.

To facilitate this a Steering Group was set up consisting of main stakeholder groups in Midhurst along with support from local authorities from county, district and town. An action plan was created, with some initial actions having been achieved – these include the resurfacing and relining of North Street car park in Midhurst, the repainting of bollards in the town and additional cleaning in the town centre. It was recognised that a key action would be to engage on a refreshed Vision for the future.

CDC provided some initial funding. The Vision has then proceeded on a partnership basis, seeking contributions from partners to deliver an agreed action plan and making applications for external funding where needed.

During 2019, a campaign jointly funded by CDC, Cowdray Estate, MTC, Town Team and Visit Midhurst plus some free / reduced cost services was undertaken to encourage engagement in Midhurst to consider what the priorities for a Vision should be. This included Press, posters, banners, beer mats, social media, talks to local groups and parishes, a website was created with online survey - printed version also distributed. 1085 responses were received.

From September 2019 - February 2020 a specialist consultant was engaged to run a series of workshops bringing together all stakeholder groups and representatives from all parts of the community. This work informed by a wide reaching survey of the local community, including the town, the surrounding parishes it serves and various user groups, for example people working in or visiting the town.

The Steering Group is currently considering governance arrangements to take the Vision forward. The option being considered is to set up a Community Interest Company within Midhurst which will include membership of key partners – it is proposed that CDC will be one of these.

Partners have been asked a series of questions, with the answers summarised as below:

### **What should the priorities be to assist with Recovery following Covid 19?**

Covid only goes to support what the Vision has been working towards to make the local community and environment the best it can possibly be. Focus more on what's local. There will be more demand for people wanting to live in areas like Midhurst. Cowdray has seen a lot of demand from people wanting to live in the area.

Midhurst Vision more relevant than ever.

Midhurst Vision has an important role as the delivery vehicle for the post COVID-19 recovery in Midhurst.

The Vision principles and concepts, developed through the Malcolm Allan workshops and work of the steering group, still holds strong.

The CIC needs to be formed and key delivery makers in place.

Priorities to assist with recovery. Not sure that is part of our role. Other than to make sure that we progress in such a way to be empathetic to the difficulties individuals and companies/organisations who we wish to work with are experiencing.

MTC will most likely be looking to its Rural Towns Co-ordinator to focus on providing help and support towards business recovery in Midhurst following the lockdown. MTC will be asking for regular reporting/figures (for example: the percentage of empty business units, numbers of business working at full/part capacity, number of businesses lost, start-ups etc) this information will help MTC understand the impact on those businesses and Midhurst's economy in general. This together with a comprehensive shop by shop, business by business study to ascertain the full damage the pandemic has had on the town would be very useful. The business community can use that information to bid for whatever support is available post C-19 by way of rebuilding. MTC thinks that this, together with the promotion of a big 'shop local' campaign is something that can be achieved at a local level.

Midhurst Vision Group could assist this work by spending their time helping the town get back to normal and suspending the vision until the town is back up and running. MTC believes the focus should be on shopping local and using local facilities. We will need that huge campaign to encourage people not to shop out of town and to try to continue the good feeling towards the shops that have done such sterling work for the community while in lockdown. We note that to date much of the Midhurst Vision has been about making the town great for visitors and residents alike, and this may need to take a back seat whilst the town recovers.

Midhurst needs to punch hard, this is a fresh start, and needs to be viewed as such, it's a chance to start again, Quality needs to be ensured. This is the kind of time that you need to invest. Focus moving forward (in the minds of shoppers and tourists) will be local first. Local shops are the way forward. Need to build up the 'entrepreneurial spirit'. Each town needs to be more localised, got to keep the identity of Midhurst separate – think of the town's USP.

Keep the economy going. Increase footfall. Support businesses. Improvements to the digital representation of the town.

### **What actions will you/your organisation be undertaking regarding Recovery following Covid 19?**

Important to progress in areas where we can. ie set up CIC, work on strategy this can then be presented/shared with the wider group in the autumn when hopefully people are able to look beyond current situation.

MTC will have the immediate task of concentrating on getting its operation and staff back to a state of business as usual – Council will need to look at what activities have been suspended during the period of lockdown and which of those can be resurrected and still delivered. As such, MTC will aim to continue to deliver work it has in progress as and when

possible but for now it is of the opinion that genuine support for an ailing town to help it get back on its feet is what is needed.

Additionally, MTC will have a 'post C-19 de brief' and analyse what it has done and, if anything, what it could've done better to support its residents during this period. Some of the suggestions in the response to question one may change as a result of this work.

Would like to see Vision become the PAT – Plan Ahead Team co-ordinating body. Midhurst Vision needs to constitute itself as a CIC , then become for a period of time, the co-ordinating body in the town for the recovery. The Vision is well placed to do this, as it will form a broad partnership from all sectors and will not be shackled by local authority structures.

Town Team is currently co-ordinating a photography of businesses project (supported by CDC before the crisis) using a local photographer, with the emphasis on quality.

Some of the vision work might need to shift to become recovery. Good idea to have Vision at the heart of co-ordinating recovery as it is a broad and neutral group and can soon be an incorporated organisation (CIC in this case) able to accept funding.

People locally are more aware that there are many in the community that need help. Work of Midhurst's 'Covid-19 Angels', for example. Would be good for a group to continue working with their data and contacts/volunteers moving forward.

Communication is key.

**Will your organisation still be able to commit to the Vision moving forward? Any issues re Actions / Resources / Finances?**

Yes

Yes - ready to support and add value to the projects that deliver its purpose and duty. The success of the Vision is crucial for Midhurst.

We already have an issue with finance - we need resources to enable us to start seeking partnership funding for at least one project - improvement and greening North Street? Also as things progress with projects towards the end of the year finance to pay a part time administrator.

Those Councillors already participating in the vision will continue to do so if they are able (Council/Employment commitments permitting), there may be a change in individuals from time to time.

MTC would prefer to be referred to by the term 'stakeholder' of the vision rather than partners.

As far as funding goes, MTC is unable to provide funding for the financial year 2020/2021 as the budget has already been set. For future financial years MTC will expect a full business plan to be prepared by MVG for individual projects it proposes to run and specific requests

for funding to MTC, if required, to be submitted no later than the 1st November of the year preceding the new financial year.

**What does the Vision need to include in the future, how should vision / actions should be amended to reflect the coronavirus in the future?**

Importance of Vision.

What will change post COVID is the action plan for the next 12-18 months, which will be recovery focused.

MV could fill the gaps left by recession/austerity, etc. as it could independently bid for funding on a partnership basis, and through project delivery sub-groups deliver different aspects of the economic and community recovery.

It is important through the recovery period, to ensure that the environmental improvement side of MV is woven into the action planning for recovery.

It might be prudent to revisit the vision statement to add in some kind of social responsibility in terms of distancing, other than that we don't see the group holding any authority or responsibility over measures that need to be taken following a national emergency.

Midhurst Vision Group could assist recovery by spending their time helping the town get back to normal and suspending the vision until the town is back up and running.

We need to expand the business groups and the Vision group

Maybe communicate using the 'Midhurst Rants' idea (where many people get their local information).

Looking at all elements of how they operate, from suppliers, to staffing, and ways of doing daily business

Lots of support for a 'local delivery service' with pick-ups and deliveries from all town centre shops to addresses within a 5 mile radius.

**From your perspective, what are the next steps in creating the Midhurst Vision?**

As previously planned strategy for town, CIC set up, focusing on recovery first few years.

Very important that MTC understands its role in the Vision and is able to view the Vision as a delivery vehicle for activities and projects in the town, also that the Vision is seen by them as a focus for the delivery of post COVID-19 recovery.

There needs to be a 'united front' in Midhurst.

The MV provides a rare and valuable baseline, as it sets out the aspirations and needs of the local community.

Set up CIC, strategy for future of the town with plan for years 1 & 2 and longer term, projects (prioritised).

Once incorporated via a community interest company, MVG will have the ability to raise funds and apply for grant funding towards its projects, Council expects MVG to then become responsible for those projects. Council would like to see MVG produce an Action Plan from which to choose projects to work on. MTC has already shared a comprehensive list of its activities, initiatives and projects with MVG to ensure there is no duplication of effort.

Once MVG have formulated their action plan we encourage them to share this with MTC to confirm there is no overlap and to enable MTC to assist with an indication of any areas where, and who, MVG may need prior consultation with.

When MVG are in a position to start working on project plans we ask that they engage with MTC to share each individual plan with the town council as stakeholders of the Midhurst Vision. MTC ask that like its own Business Plans, their plans include; an outline of the purpose/scope of the project, the reasons, benefits, options, any risks, issues, assumptions, dependencies. Proposals need to be costed (breaking down the sources of funding), have a timescale and a named project owner for implementation, including how and who will be responsible for delivery.

For the Town Council's part, it can then decide which committee is best placed to discuss the proposals and it can, where and if necessary, invite a representative from MVG to come and explain further. This will give MTC an opportunity to discuss and make any suggestions to assist MVG's progress.

Should the Town Council have any plans for items appearing on MVG's action plan, where appropriate it may ask a member of MVG to join a working party or invite representatives to a meeting where MTC can suspend 'standing orders' to discuss the plans or suggestions in more detail.

This process can be integrated into the councils work and is how MTC expects to see all project proposals presented to it from MVG, regardless of the size of the proposals.

### **Are there any other organisations who should be involved to assist with the Vision?**

As previously groups involved plus any new organisations set up eg. Task Force?

MTC, SDNPA, Cowdray, WSCC, Midhurst Town Team and Business Network, Visit Chichester - other Midhurst organisations MRC etc.

Possibly a more representative group from the towns traders if indeed, MVG do change their immediate focus to supporting business/economic recovery, otherwise, none that are not already involved.

### **What level of support do you consider is needed from partners moving forward?**

Continued support from CDC - possibly more short term.

Continued support from Steve Hill and Tania Murphy plus funding for admin person later in year and for initial project as mentioned previously.

Support from CDC is crucial to enable Midhurst Vision to resume and actually achieve some of its aims.

MTC thinks that CDC should remain as partners or 'stakeholders', however as this is not a district wide initiative MTC wonders if it is fair and equitable to provide the support to MVG in the way it has to date. We are sure that CDC will have much more work in terms of assistance to the district following the C-19 pandemic.

Needs CDC to invest in 2 things:

- revenue funding for a staff member (part-time, maybe one day pw) to set up and administer the Midhurst Vision Partnership CIC. CDC needs to realise that revenue funding will be more important than project funding for the recovery period.

- invest in a website to give the town a co-ordinated business and community identity - the website would include all shops and enable online ordering and local delivery to take place.

At least initially, some shoppers would be reluctant to visit physical stores now the Visit Midhurst site was several years old, the whole idea needed to be built from scratch using the latest technology, the website would complement the photography project, helping to provide a platform to project a high quality image for Midhurst.

### **Do you have any other comments you wish to make?**

Will it change things forever in a town this size - not sure it will. Retail businesses must realise that they have to be able to operate effectively on-line too which many small businesses do not.

If anything Covid has hi-lighted the growing realisation of the importance of well-being and community. People have really enjoyed less traffic and may be less resistant to pedestrianisation or shared space. Greening areas etc all come to the fore.

The vision group has agreed to be an action group, not a lobby group, once through C-19, it is probably therefore time for the talking to stop and the action begin. A fair amount of money has been spent on the vision to date and MVG needs to show residents what value they are getting for that money.

A document could be put together by the MVG similar to that of the last vision which the various stakeholders could continue to reference when planning their own initiatives and to progress elements of the vision as and when considered appropriate.

MTC consider that the emphasis should be more about how we live with Covid-19 going forward rather than a 'post' Covid -19 situation.

Sadly, we will not be living in a post Covid 19 era for the foreseeable future. As such, we should be seeking to ask how we live with Covid 19 and how Midhurst can thrive in this situation - at least until we do move into a post Covid - 19 era. We need to seek the energies

and imagination of shop keepers, business people and all of us to develop ways of living with Covid 19.

CDC, WSCC and all with greater authority than that of MTC should be pressing the Government for more regular testing of people who interface with public. Locally we could look to develop policies which use measures to keep our residents and business people as safe as we possibly can by looking into the provision of hand sanitising, regular mask wearing (at the very least inside businesses), and maybe even the introduction of temperature testing when entering shops and buildings. Our Community & Environment Committee have been asked to look in more detail at how Midhurst can be seen, and be, as far as possible, a safe place to be.

How keen are staff going to be to return to work? Will they feel safe? Can they be afforded by businesses?

Size of most premises means that social distancing will be difficult.

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## **Petworth**

Petworth Vision was created to address the aspirations of the residents, businesses and visitors of the town. There is representation on the Board by a CDC Member. The Vision group work on a number of projects within the town. Petworth Town Council, while not part of the Petworth Vision group, deliver projects to make improvements within the town. CDC has supported both the Vision organisation and the Town Council to deliver a number of projects of benefit to the area. A number of organisations were contacted within Petworth for feedback, with the summarised information as below:

### **1) What should the priorities be to assist with Recovery following Covid 19?**

To advertise that Petworth is open for business from 1st June and that we are taking measures to protect our customers.

Getting the economy going again. Shops in Petworth need help. Social distancing might prove to be difficult due to the historic layout of the units. One business in Petworth has already started addressing the idea of maintaining social distance after lockdown. This will be shared through the PBA.

To ensure that when businesses re-open all the proper safety precautions are put in place and that not for profit organisations are supported by the government financially in order to continue the work they have been carrying out within their communities to help the most vulnerable.

### **2) What actions will you/your organisation be undertaking regarding Recovery following Covid 19?**

Continued support to our members. We have set up a hot line to answer questions from our members.

We are also planning to provide our members with: Hand sanitiser, Floor stickers & signage, Face masks and Gloves at a heavily subsidised price.

Petworth Town Council is continuing to move forward with plans that they had pre-crisis. These include developing the visitor economy for when people are ready to visit again and keeping 'In-Bloom' going (this will still be judged, but while observing social distancing). Keep the town looking pretty for when people start visiting again.

PTC has been co-ordinating the crisis helpdesk. This has proved very positive as they have been able to engage with community members that they've never been able to before. They hope to retain this engagement post-crisis.

The crisis has demonstrated the need for a community hub in Petworth and PTC want to work more closely with Mind.

Petworth Vision will do everything they can to continue to support the residents of Petworth many of whom are elderly and will not be able to come out of lockdown for sometime. This includes continuing to deliver medication to those who most need it as well as providing a

phone chum for those living in isolation to make sure they are mentally able to cope with being alone during the period after lockdown.

**3) What issues re actions/resources/finances is your organisation likely to face?**

People don't know that we are open. It will be great if CDC can arrange for Free Parking in Petworth. This will encourage visitors and shoppers.

PTC not sure what extra resources are needed at the moment, currently compiling a list of what's needed. They spent some of their grants on future proofing PTC, making sure online meetings could be held effectively.

Many of the volunteers recruited during lockdown are already starting to go back to work. This has created a problem with regards to volunteer resource which we depend on for the delivery of medications, food (in some cases) and general support. In order to be able to continue this service funding will need to be sought to help us support those most in need.

**4) What level of support do you consider is needed from partners moving forward?**

Keep us up to date with any information that you have and possible financial support.

Start the Farmers' Market again. Some of the businesses involved really need the Farmers' Market. Some will avoid it for health reasons. PTC will help some of the others update their approach, i.e. online sales.

Would PTC be allowed to use part of the car park for the market, rather than the Town Square, as this will aid social distancing.

Help in the recruitment of volunteers most particularly during working hours as this is when both the pharmacy and the surgery are open and medication can be picked up

Funding in order to support the organisations who are currently manning help lines and running the administration of this vital programme.

**5) Do you have any other comments you wish to make?**

Thank you for the work you have done.

We would welcome CDC's support in helping to reinstate our Farmers Market which is important to local people to purchase produce but also to the small businesses selling at the market. We are considering trying the market in a small section of CDC's car park which will be easier to manage in terms of social distancing - we would of course only be able to do so should CDC allow us to use the car park. Some support here would be appreciated.

Our help desk initiative, whereby we are providing help to locals (particularly our most vulnerable residents) during the pandemic has been hugely successful and we may look to keep a level of "help desk" / community hub type support for the long term. Particularly as we have an ageing demographic in Petworth as well as pockets of deprivation. We hope some of the many volunteers who have kindly come forward to support fellow residents through the pandemic will continue to engage with the Town Council on future projects, perhaps to

offer their skills and experience to others in need. Again, support from CDC with this work would be welcome.

Over the past 7 weeks the Help Line in Petworth consisting of myself on behalf of Petworth Vision and three members of Petworth Town Council have taken over 100 calls (approx.) from vulnerable members of community who have been self isolating and unable to pick up their own medication. Most of these patients are vulnerable, scared and some alone and I would predict that even after lockdown will continue to be at risk for sometime. It is vital that we find a way to continue to offer the services we have been providing. Any assistance that can be provided would be greatly received.

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## **Selsey**

A Selsey Vision Steering Group was set up to consider actions required to develop a Vision for Selsey. Alongside this the five recommendations as agreed at Cabinet for delivery by CDC within Selsey were incorporated into the Vision action plan. These are:

1. Develop trails and improve signage
2. Provide New Temporary Commercial Units or Concession Opportunities
3. Employ a Seafood Sales & Marketing Champion
4. Develop and Host Crab and Lobster Events
5. Improve the Public Realm at East Beach, including Wayfinding between East Beach Green and Selsey High Street.

The Sea's The Day project to highlight the Selsey Fishermen was also one of the Vision projects. This project attracted £26,000 in external funding.

Extensive consultation was undertaken with the community to identify priority issues for a Vision. 712 responses were received and have been considered for potential action. Selsey Town Council has subsumed the majority of actions from the Vision within the Selsey Business Plan.

Partners within Selsey were contacted to request feedback on issues in Selsey, with the summary of responses as below:

### **1. What should the priorities be to assist with Recovery following Covid 19?**

Selsey based community support for issues such as benefits/housing and economic development/small business support. Regular surgery type sessions on a weekly/fortnightly basis so that residents and businesses can access support.

The renewed emphasis on walking and cycling and the funding available. From a Council perspective I would hope for speedy moves to develop the cycling strategy for the rural communities. For us as a project team it is about working hard to put all the route, permission and ecological issues in place as soon as we can so a ready made 9 mile route can be built.

Continued regular updates on what initiatives Selsey businesses can access to help them to increase their bottom line, so that STC can signpost businesses to these via our own comms.

Whilst there are numerous funding opportunities for a variety of Covid projects to include mental health, poverty, etc there has been little funding for loss of income for small charities.

I would suggest that CDC funding be broadened to accommodate well- ness projects going forward rather than just support for business. So for one year change the priorities, to allow charities which have a huge social function to get back on their feet

Develop a strategy with the regional Town Councils of how you/ they will go forward with the Vision.

Undertake an analysis of the Selsey Town Council Business plan 2019 -2024, to see what could be salvaged and acted upon, especially in relation to any monies that may not be spent, and could be in the next year- such as Public Art

Positive effects have been seen in the natural environment. Not just due to cuts in emission but also in how people have become more aware of the green spaces round them, and value them more. This has implications for planning.

The plus points of Covid-19 from an environmental perspective include:

- Opportunities to rebuild the economy to include green initiatives.
- Travelling to work – changes in transport
- Cutting down the amount of road travel onto the peninsula
- Opportunities to respond to people's increased awareness and appreciation of the green spaces round them. This can include rewilding and changing grass/plant cutting regimes.
- Working from home more, or in satellite offices.
- To facilitate home working better connections are needed.

The downside has been that MWHG has no volunteers available at the moment, but the project work that doesn't rely on voluntary input has been progressing as usual.

- FLOW work is ongoing either through home working or visiting locations alone.
- MWHG finance is driven by grants not revenue, so has not been affected.
- The Selsey photographic archive project continues through home working.

## **2. What actions will you/your organisation be undertaking regarding Recovery following Covid 19?**

Examining opportunities to support our community through stronger partnerships with our local voluntary sector and local councils at all levels, promoting Selsey to the wider district and nationally, assessing the services we offer to ensure they meet local needs.

Our organisation will have to respond to significant change over the coming months and our discussions have proposed:

- In the short and long term there should be no increase in fees for our regular art, singing, and choral activities.

- to comply with social distancing we will need to book larger spaces for art activities and for one day art workshops.
- In the short term to comply with social distancing no class size will be greater than 15 resulting in additional classes, thus all our professional workshop leaders and creative practitioners will be paid for extra hours worked.
- In terms of action research our proposed September adult singing workshop, our proposed October young people's dance workshop, our November Songs and Arias Sunday tea performance will be postponed until 2021. We will postpone our 2 Christmas Concerts and hopefully undertake them as Spring activity.
- To facilitate planned change we will consult with CFT, Applause Touring and our Brighton contacts to facilitate live streaming of productions and performances, and consider alternative suggestions they may have
- Through valuable consultation with Chichester District, West Sussex Town Council and Selsey Town Council we will research new local funding models that can support our development.
- To accommodate the particularities of our different types of projects, we will assign new roles for our trustees, that will support the interface with our 20 creative leaders.
- To facilitate cohesive management interaction, we will facilitate through Zoom fortnightly Trustee minuted meetings.
- We will also apply to funders for loss of income monies

Many of our volunteers are 70 years plus and would need to be self-isolating. This would mean that those activities organised by the Selsey Dementia Action Alliance, Selsey Carers and the Befriending groups (movies for memories, shop talk, befriending visits) would be suspended. Leading to our most vulnerable people potentially becoming socially isolated. Telephone links were set up so that the daily welfare calls could take place to all on our contact list. Staff and volunteers rose to the challenge and provided a friendly contact during these testing times.

### **3. What issues re actions/resources/finances is your organisation likely to face?**

Loss of hall hire income for the foreseeable future, limited staffing in terms of hours and expertise.

Arts Dream Selsey has lost income from the cancellation of events.

We will also lose money going forward due to having to book larger spaces for art activities, not being able to undertake anything with an audience, or any singing choral activities.

Many local charities such as Arts Dream and Sports Dream have lost money anticipated by holding events this summer. Sports Dream and others are still applying for external funding, but it remains to be seen whether external sources will have funds available once Covid-19 has passed.

Youth work continues in a peninsula wide initiative that includes EWB. There are 14 partners involved who would like to employ a joint youth worker covering all young people in most parishes on the peninsula. Funding will be sought from the National Lottery – Reaching Communities Fund.

The main Covid-19 response locally has been by the Selsey Community Forum using a 'buddy' system. They have engaged with 1700 people per week by making deliveries and phone calls to support the lonely and vulnerable. It has been a really co-operative venture between businesses and community groups.

It is thought charities will bounce back, but next year a downside is likely to manifest itself should a recession take place. A number of new services will therefore be needed to help address arising issues. Current concerns are as follows:

- New services working on the front line to deliver advice about debt, mental health, physical health and work are needed. An issue specifically with the mental health of single adult males living on their own has been identified in Selsey.
- There is a will to preserve the buddy system after the Covid-19 outbreak has passed. A regular partnership is desirable to be a regular grass roots driver for work in the town.
- Family providers are running out of money. They are currently being helped, but ongoing help is now becoming a need. (Food parcels are being provided anonymously for the time being to those who do not want to seek help, but who need it). At the moment grant money can be obtained from the emergency funds currently available. Something for the future needs to be considered because the effects of the current crisis are likely to become more profound as time passes.
- How high street shops will respond in the longer term is a concern.

Many local charities such as Arts Dream and Sports Dream have lost money anticipated by holding events this summer. Sports Dream and others are still applying for external funding, but it remains to be seen whether external sources will have funds available once Covid-19 has passed.

Projects arising from the Selsey Vision have, on the whole, been subsumed into the STC Business Plan 2020-2024. The projects that arose during the Selsey Vision consultation in which CDC are involved are the following:

#### East Beach Green and Wayfinding:

- Improvements to East Beach Green
- Partnership work to secure improvements to facilities at East Beach Green
- Delivery of wayfinding project to improve links between the retail areas, the seafront and the holiday camp

#### Selsey fishery:

- Partnership work to raise the profile of Selsey's fishing industry and its produce.

- Partnership work to improve shore-based facilities for Selsey's fishing & diving industry.

**Arts & Heritage:**

- Partnership work to examine opportunities for establishing a Heritage Centre
- Delivery of a flexible community space for performance, music & the arts.

These are all still our priority projects as all have a focus on our ultimate goal of regenerating the local economy through making Selsey a Chichester District destination to visit whilst protecting our fragile fishing industry. We need to be mindful that all these projects link into and feed into each other-East Beach Green improvements give a focus to this area for walkers, families, water sports enthusiasts, wayfinding and Selsey's fishing heritage/industry. To be a true success this needs to be a joined-up process including all other elements being supported by CDC and STC Officers.

**4. What level of support do you consider is needed from partners moving forward?**

Active and visible participation in improving facilities and services within the town with particular emphasis on the three Vision issues identified above. It would be great to undertake smaller, linking projects offering the chance to promote the journey between the idea and the reality. With no events staffing or funding now available at STC, an event to promote the fisheries/seafood held at East Beach would be an example of how to link the work done on the Haven/Vision with the promotion of the Fisheries and improvements to East Beach Green and be a fabulous opportunity for engagement.

The type of subsidy that started for electric cars could be mirrored for electric cycles and the conversion kits for existing bikes. This could be linked to the existing Cycle to Work Scheme- that offers a tax incentive for cycle purchase.

On the ground an integrated approach to the use of cycle : bus : walking could be developed. Some cycle and bus interchange points on the Greenway route where an essential element is cycle storage. Concern for the security of cycles when left and we must again look into both this and storage.

Integrated "feeder routes" entering the City with the Greenway being one of these.

**5. Do you have any other comments you wish to make?**

Huge thanks and appreciation for the ongoing commitment of CDC officers in their support to STC staff and Selsey generally, particularly to those who have been so effective and efficient in ensuring we have received early funding support in terms of advice and grants in the light of Covid-19.

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## **East Wittering and Bracklesham**

A Vision Steering Group for East Wittering and Bracklesham has been set up, with the main focus having been to consider a project for landscape enhancements within the area, along with the development of a consultation programme to help to determine the future priorities.

Parish representatives were asked for feedback on the Vision process and priorities, with the following provided:

The Vision projects will have much greater significance and positive impact on tourism next year. 2020 will not be a good year. Traditionally sea side resorts conduct enough trade in the summer and over bank holidays to support them in the winter months. Revenue from two major bank holidays has already been lost, and there is concern that even if restrictions are lifted social distancing and a reluctance to go out will impact the forthcoming summer holiday season. Many local pubs and restaurants are small, making social distancing difficult and compounding the issue.

Another issue is the type of work dominant in coastal areas. This is mainly seasonal, short term work in hospitality, and there are also a high number of self-employed covering a variety of sectors.

2021 is anticipated as being a good year for businesses in East Wittering & Bracklesham. It is likely that people will still be wary about travelling abroad for holidays, therefore an increase in staycations is likely to provide a much needed boost to the local economy. However there are a number of issues that will come to the fore once the initial Covid-19 wave has passed. The BREW Vision will address some of these issues, but there will be a need for additional help to support the other issues. The areas affected and proposed solutions are outlined as follows:

1. BREW Vision: projects of most help in boosting the visitor economy in 2021 will be those affecting the seafront and village centre. Improvements to Booker Green (seafront) and East Wittering village centre are a priority.
2. Employment support: finance for a Full Time post for two years to support the unemployed in the hospitality sector, the self-employed, and people formerly businesses supporting the visitor sector. A Selsey Worx model will be ideal, in which the community support person will build and maintain a community support network locally. This can include a one stop shop approach enabling people to access the following services:
  - a. CDC services - Benefits support, employment information, pay council tax bills, parking tickets, sorting out wheelie and waste bins, disabled parking badges.
  - b. WSCC services - bus pass renewals
3. The current crisis has engendered a huge amount of positive community effort, and cross working between many individuals and organisations in professional and voluntary capacities. The parish want this to continue. EWB aim to fund a Part Time post for one year to build a community forum to provide businesses and local groups with the means to access local support when necessary. The role will initially create the forum and identify

funding moving forward. EWB funding is likely to be from the New Homes Bonus. It would help if CDC would also consider a contribution.

# Chichester District Council

# Cabinet

7 July 2020

# **Boxgrove Neighbourhood Plan**

## 1. Contacts

## **Report Author:**

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## **Cabinet Member:**

Susan Taylor,  
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## 2. Recommendations

## **2.1 That Cabinet agrees:**

- a. That the Decision Statement as set out in the appendix be published.
  - b. To approve the examiner's recommendation that the Neighbourhood Development Plan proceed to referendum, subject to modifications as set out in the Decision Statement.

### 3. Background

- 3.1. The examination into the Boxgrove Neighbourhood Plan Submission Plan has now been completed and the examiner's report published. The examiner's summary sets out the general findings.
  - 3.2. The examiner has carefully considered the contents of the Boxgrove Neighbourhood Plan in relation to the requirements of the Basic Conditions. In order to ensure the Neighbourhood Plan meets these requirements the examiner recommends a number of modifications that should be made to the Plan. Subject to the inclusion of these modifications (which relate principally to revisions to the wording and content of policies), he finds that the Plan would meet the basic conditions.
  - 3.3. On the basis that the Plan is amended to accommodate the identified modifications, the examiner then goes on to recommend that the draft Plan as modified should be submitted for referendum.
  - 3.4. The Decision Statement (attached as an appendix to this report) sets out the examiner's recommended modifications along with the justification for each of them. This Decision Statement has been produced jointly with Boxgrove Parish Council.
  - 3.5. It is also the examiner's role to consider the referendum area and whether or not it is appropriate if the Plan is to proceed to referendum. In this respect the examiner considers that the referendum area should extend to the Plan area, comprising the

parish boundary in accordance with the designated area as confirmed on 4 December 2012.

- 3.6. Further government guidance has been published since the beginning of the Covid19 outbreak. Having confirmed the position with the Council's Principal Solicitor and Electoral Services Manager, the Council can proceed to issuing and publishing a Decision Statement in line with Regulation 18 of the Neighbourhood Planning General Regulations 2012 with the referendum to be held on 6 May 2021 (in accordance with Regulation 13 of the Postponement of Elections and Referendum Regulations 2020). Once this is done, Government guidance is that the plan may carry significant weight where relevant to an application, even though it would not have been tested through referendum.

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

- 4.1. Following the referendum, a community based statutory plan that can be used to identify local features of importance and to guide future development in the neighbourhood plan area.

#### **5. Proposal**

- 5.1. In the light of the examiner's recommendations, it is proposed that the Decision Statement is agreed for publication. It is further proposed that the Boxgrove Neighbourhood Plan should be modified as set out in the Decision Statement and should then proceed to referendum. However, in the current circumstances the Decision Statement should note that the poll will not take place until 6 May 2021 due to Covid19.

#### **6. Alternatives Considered**

- 6.1. That the Council does not agree the Decision Statement for publication and the Boxgrove Neighbourhood Plan cannot proceed to referendum.

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

- 7.1. The referendum will incur appropriate costs in line with the Council's duties and procedures. These costs will be met through existing budgets.

#### **8. Consultation**

- 8.1. Boxgrove Parish Council and the local member have been involved in the completion of the Decision Statement and have agreed its contents. The South Downs National Park Authority has been informed and agrees with this approach.

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

- 9.1. There may be a negative community impact if the Boxgrove Neighbourhood Plan is not agreed to proceed to referendum. The Parish and community may lose confidence in the neighbourhood planning process.

## **10. Other Implications**

<b>Are there any implications for the following?</b>		
	<b>Yes</b>	<b>No</b>
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b> The plan recognises the value of supporting renewable and low carbon sources. It also seeks to incorporate biodiversity within and around development in general.	X	
<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b> The plan supports independent living along with overall provision of general healthcare facilities. In addition, it looks to protect open space and local green space.	X	
<b>Other</b>		X

## **11. Appendices**

11.1 Boxgrove Neighbourhood Plan Decision Statement.

## **12. Background Papers**

12.1. None

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# Chichester District Council



## Chichester District Council Local Planning Authority

### Boxgrove Neighbourhood Plan 2017-2029

#### DECISION STATEMENT

##### 1. Introduction

- 1.1 Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of Neighbourhood Plans and Orders and to take plans through a process of examination, referendum and adoption. The Localism Act 2011 (Part 6 Chapter 3) sets out the local planning authority's responsibilities under Neighbourhood Planning.
- 1.2 This report confirms that the modifications proposed by the examiner's report have been accepted, the draft Boxgrove Neighbourhood Plan has been altered as a result of it and that this plan may now proceed to referendum.

##### 2. Background

- 2.1 The Boxgrove Neighbourhood Plan relates to the area that was designated by Chichester District Council as a neighbourhood plan area on 4 December 2012 and by the South Downs National Park Authority (SDNPA) on 14 March 2013. This area corresponds with the Boxgrove Parish Council boundary that lies within the Chichester District Council and South Downs National Park local planning authority areas. Chichester District Council is the lead local planning authority for neighbourhood planning.
- 2.2 Following the submission of the Boxgrove Neighbourhood Plan to the Council, the plan was publicised and representations were invited. The publicity period ended on 8 June 2018.
- 2.3 Mr Tony Burton was appointed by Chichester District Council, with the consent of Boxgrove Parish Council, to undertake the examination of the Boxgrove Neighbourhood Plan and to prepare a report of the independent examination.
- 2.4 The examiner's report concludes that, subject to making modifications recommended by the examiner, the Plan meets the basic conditions set out in the legislation and should proceed to a Neighbourhood Plan referendum.

2.5 Having considered each of the recommendations made in the examiner's report, and the reasons for them, the Parish Council has decided to make the modifications to the draft plan referred to in Section 3 below, to ensure that the draft plan meets the basic conditions as set out in the legislation.

### 3. Decision

- 3.1 The Neighbourhood Planning (General) Regulations 2012 require the local planning authority to outline what action to take in response to the recommendations of an examiner made in a report under paragraph 10 of Schedule 4A to the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to a neighbourhood development plan.
- 3.2 Having considered each of the recommendations made by the examiner's report, and the reasons for them, Chichester District Council with the consent of Boxgrove Parish Council, has decided to accept the modifications to the draft plan. The SDNPA has been informed and agrees. Table 1 below outlines the alterations made to the draft plan under paragraph 12(6) of Schedule 4B to the 1990 Act (as applied by Section 38 A of the Act) in response to each of the examiner's recommendations and the justification for them.

**Table 1: Recommendations by the Examiner agreed by Chichester District Council in consent Boxgrove Parish Council**

POLICY	MODIFICATION RECOMMENDED	JUSTIFICATION
All text	To accommodate the changes in the Policies of the Plan, it will be necessary to make consequential changes to the supporting text.	For completeness.
Main body of plan	Include the Plan period of 1 January 2017 to 31 March 2029 in the main body of the Plan (e.g. Foreword)	To meet the Basic Conditions and for clarity
Overall plan	Amend the Plan to use the same wording for each of the Core Objectives and Chapter headings for the Plan's policies, and present them in the same order]  Amend the Plan to align the headings used in Section 3.0 with those used in Sections 4.0 and 5.0	For clarity
Chapter headed 'A Spatial Plan for the Parish'	Replace Chapter heading " <i>A Spatial Plan for the Parish</i> " with "Development outside Boxgrove settlement boundary" or include Policy SB1 in the " <i>Environment and Heritage</i> " section of the Plan's policies.	For clarity

Chapter headed ‘The Presumption in Favour of Sustainable Development’	Delete section 5.2 “ <i>The Presumption in Favour of Sustainable Development</i> ”	For clarity
Overall plan and evidence base	Reference and provide a link in the Introduction (paragraph 5.1) to a single consolidated evidence base hosted on Boxgrove Parish Council’s website which includes all the relevant documents in one place (including on housing) and update relevant references throughout the Plan.	To meet the Basic Conditions and for clarity
Overall plan and evidence base	Include text in paragraph 5.1 explaining the way the Justification for each policy is provided, including how references are used for numbered sections of the NPPF]  Delete sections 6.1 and 6.2	For clarity
Overall plan	Include Appendices 1, 2 and 3 in the body of the Plan	To improve use of the plan and for clarity
Foreword	Amend Foreword to refer to a Vision to 2030	To avoid confusion and provide clarity
Paragraph 1.2	Replace “ <i>relevant</i> ” with “qualifying” in paragraph 1.2	For accuracy
Paragraph 2.1.2	Amend paragraph 2.1.2 to delete “ <i>secondary planning authority</i> ” and add “Authority” after “South Downs National Park”  Update references to the South Downs Local Plan and Chichester District Council’s Site Allocations Development Plan to reflect their adoption	To meet the Basic Conditions
Maps A to E	Replace Maps A to E with higher resolution versions which can be used precisely to identify locations and boundaries and provide a link to where each map can be located online	To meet the Basic Conditions
Style and numbering	Amend the Plan to provide consistent and clear use of heading styles and numbering throughout	To improve use of the plan and for clarity
Basic Conditions Statement	Add Policies EE6 and LC6 to an updated Basic Conditions statement in relation to the NPPF’s sections on design and healthy communities	To provide comprehensive evidence and suite of documents
Basic Conditions Statement	Complete the sustainability assessment for Policies EH9, GA3, GA4, LC6 and LC7 in an updated Basic Conditions statement	To provide comprehensive evidence and suite

	Provide a separate heading in an updated Basic Conditions statement for the assessment of how the Plan contributes to the achievement of sustainable development	of documents
Section 1.4	Amend Section 1.4 to briefly describe the SEA and HRA process undertaken for the Plan	To meet the Basic Conditions
Section 5.3 Policy SB1 Settlement Boundary	<p>Amend the settlement boundary shown in Map E to align with that established in the Chichester Local Plan – First Review (April 1999) as amended by the adopted Site Allocations Development Plan Document</p> <p><b>Amend Policy SB1 to replace “not be acceptable other than” with “will only be supported” and replace “or where other policies within this plan indicate otherwise” with “where this is consistent with other development plan policies”</b></p> <p>Add “Chichester Local Plan Policies 45 and 46 establish the criteria to be met by development outside the settlement boundary.” to the end of paragraph SB1.1</p> <p>Replace Chapter heading “A Spatial Plan for the Parish” with “Development outside settlement boundary” or move Policy SB1 into the Environment and Heritage section, with appropriate renumbering of the policies</p>	To meet the Basic Conditions and for consistency and clarity
Section 5.4 Policy EH1 Protection of trees and hedgerows	<p><b>Replace the first paragraph with “Development proposals that result in the loss of or adverse impacts on trees or hedgerows of arboricultural, amenity or historic value should demonstrate that the benefits clearly outweigh the harm or loss.”</b></p> <p><b>Replace “must” with “should”</b></p> <p><b>Insert “significantly” between “which” and “affect” in the third paragraph</b></p>	To meet the Basic Conditions
Section 5.4 Policy EH2 Renewable and Low Carbon Energy	<p><b>Amend Policy EH2 to:</b></p> <ul style="list-style-type: none"> <li>• Delete “Where planning permission is required”</li> <li>• Add “and” at the end of criterion d)</li> <li>• Delete section f)</li> </ul> <p>Delete paragraph EH2.2</p>	To meet the Basic Conditions

Section 5.4 Policy EH3 Reinstatement and restoration of land at Boxgrove and Earham Quarries	<b>Delete Policy EH3</b>	To meet the Basic Conditions
Section 5.4 Policy EH5 Development on Agricultural Land	<p><b>Amend Policy EH5 to:</b></p> <p>Replace “<i>fertile</i>” with “best and most versatile”</p> <p>Replace “<i>will be resisted unless it can be demonstrated</i>” with “any proposal which would involve its significant loss should demonstrate”</p> <p>Add “and” after “<i>harm</i>;” in second criterion</p> <p>Add a third criterion “c) Development of poorer quality agricultural land has been fully considered”</p> <p>Replace bullets with lettered criteria a) to c)</p>	To meet the Basic Conditions
Section 5.4 Policy EH6 Landscape character and important views	<p>Replace Policy EH6 with the following “Development proposals in Conservation Areas should preserve or enhance their historic, townscape and landscape character, including the attributes of significant views and vistas and heritage assets making a positive contribution to the townscape, as identified in the Conservation Area Character Appraisals and Townscape Appraisals for Boxgrove and Hailnaker.”</p> <p>Amend Policy title to “Development in Conservation Areas”</p> <p>Include references and links to the Conservation Area Character Appraisals and Townscape Appraisals for Boxgrove and Hailnaker in the supporting text and locate the Character and Townscape Appraisals together in the evidence base provided online</p> <p>Delete Appendices 2 and 3</p>	To meet the Basic Conditions
Section 5.4 Policy EH7 Dark Skies	<b>Replace Policy EH7 with the following</b> “Development proposals should respect the unlit environment of the neighbourhood area, including the special qualities of dark skies in the South Downs National Park, and take all appropriate opportunities to reduce light pollution.”	To meet the Basic Conditions

	<p>Add “The special qualities of the dark skies in the South Downs National Park are recognised in its International Dark Sky Reserve status as reflected in the South Downs Local Plan.” to the supporting text</p>	
Section 5.4 Policy EH8 Conserve and Enhance the Landscape and Heritage Environment	<p><b>Amend Policy EH8 as follows:</b></p> <p>Replace <b>“New development must respect and enhance”</b> with <b>“Development proposals should respect”</b></p> <p>Replace <b>“must demonstrate that all the following criteria have been met”</b> with <b>“that have an impact on the landscape and historic environment should demonstrate how they”</b></p> <p>Replace the second bulleted section of the Policy with:</p> <ul style="list-style-type: none"> <li>• <b>“protect the setting of designated and non-designated heritage assets</b></li> <li>• <b>respect landscape character</b></li> <li>• <b>maintain the individual identity of settlements; and/or</b></li> <li>• <b>protect the predominantly open and undeveloped character of the area”</b></li> </ul> <p>Amend Policy title to “Respecting Landscape and the Historic Environment</p>	To meet the Basic Conditions and for clarity
Section 5.4 Policy EH9 South Downs National Park	<p><b>Amend Policy EH9 to:</b></p> <p>Replace <b>“Parish”</b> with <b>“neighbourhood area”</b></p> <p>Replace <b>“only be permitted”</b> with <b>“be supported”</b></p> <p>Replace <b>“SDNP”</b> with <b>“South Downs National Park”</b></p> <p>Delete the second paragraph</p>	To meet the Basic Conditions and for clarity
Section 5.5 Policy EE1 Employment and Enterprise	<p><b>Amend Policy EE1 to:</b></p> <p>Insert <b>“for new buildings for employment use or”</b> after <b>“proposals”</b> in the first paragraph</p> <p>Delete second paragraph</p> <p>Replace <b>“When new development is</b></p>	To meet the Basic Conditions

	<p><i>proposed, appropriate mitigation will be required for both uses</i>" with "Development proposals for employment uses which have a significant adverse impact on residential or public amenity should provide appropriate mitigation."</p> <p>Add new Policy EE2 titled "Loss of land and buildings in employment use" –</p> <p>"Development proposals for the redevelopment or change of use of land or buildings in employment use to non-employment use should demonstrate that the existing use is no longer economically viable or compatible with adjoining uses. Evidence should be provided that the site has been actively marketed in accordance with the Chichester Local Plan: Key Policies Appendix E Appropriate Marketing Guidance or any successor guidance."</p> <p>Add "Employment uses in these policies are defined as development in Classes A, B and C1 of the Use Classes Order" to the supporting text</p> <p>Make appropriate consequential amendments to the Policy numbering for this section of the Plan</p> <p>Change the Policy title of Policy EE1 to "Employment uses"</p>	
Section 5.5 Policy EE2 Tourism activities	<p><b>Amend Policy EE2 to:</b></p> <p><b>Delete "Policy SD23 of the emerging South Downs Local Plan and"</b></p> <p><b>Delete "or impacts on" and insert a comma after "amenity"</b></p> <p><b>Replace the second paragraph with "Development proposals relating to land outside the Boxgrove settlement boundary should be appropriate in terms of form and design and demonstrate they will not have an adverse impact on the rural landscape and will, where appropriate due to their location, contribute positively to the natural beauty, wildlife and cultural heritage of the South Downs National Park."</b></p> <p><b>Replace the third paragraph with "Parking provision should be contained within the site where possible."</b></p>	To meet the Basic Conditions

Section 5.5 Policy EE3 Communications infrastructure	<b>Amend Policy EE3 to replace “must” with “should”</b>  Add “For the purposes of this Policy high quality communications infrastructure has the same meaning as Super-fast broadband in the Chichester Local Plan – broadband connections of 20 Megabits per second (Mbps) or above.” to the supporting text.	To meet the Basic Conditions
Section 5.5 Policy EE4 Agricultural/ Horticultural/ Equine/ Viticultural employment	<b>Delete Policy EE4</b> and its supporting text  Add “Employment uses also relates to agricultural, horticultural, equine and viticultural activity” to the supporting text for new Policy EE2	To meet the Basic Conditions
Section 5.5 Policy EE5 Rural Buildings	<b>Amend Policy EE5 to:</b>  <b>Replace “an” in the fifth criterion with “any significant”</b>  <b>Add “and” to the end of the fifth criterion</b>  <b>Replace bullets with lettered criteria a) to f)</b>	To meet the Basic Conditions
Section 5.5 Policy EE6 Quality of Design of Commercial Buildings	<b>Delete Policy EE6 and make the changes recommended to Policy EE1</b>	To meet the Basic Conditions
Section 5.6 Policy LC3 Protection of assets of community value	<b>Amend Policy LC3 to:</b>  <b>Replace “will be resisted, unless it can be clearly demonstrated” with “should demonstrate”</b>  <b>Add “Evidence should be provided that the site has been actively marketed in accordance with the Chichester Local Plan: Key Policies Appendix E Appropriate Marketing Guidance or any successor guidance.” at the end</b>	To meet the Basic Conditions and for consistency
Section 5.6 Policy LC4 Designation of local green spaces	<b>Amend Policy LC4 to read “The areas shown in Schedule A are designated as Local Green Space.”</b>  Provide high quality, large scape maps of each of the Local Green Spaces in a revised Schedule A with consequential amendments to delete The Flower Field and Boxgrove Common and provide these online	To meet the Basic Conditions

Section 5.6 Policy LC5 Designation of local open spaces	<p><b>Amend Policy LC5 to read “The areas shown in Schedule B are designated as Local Open Space where development proposals should demonstrate that their benefits outweigh any identified harm and there are no reasonable alternative sites available.”</b></p> <p>Provide high quality, large scale maps of each of the Local Open Spaces in a revised Schedule B</p>	To meet the Basic Conditions
Section 5.6 Policy LC6 Village shop	<p><b>Amend Policy LC6 to:</b></p> <p><b>Replace “a” with “the” before “village shop”</b></p> <p><b>Replace “will not be permitted, unless the existing use can be shown to be” with “should demonstrate the existing use is”</b></p> <p>Add “Boxgrove” before “Village shop” in the Policy title</p> <p>Introduce a sub-heading “Village shop” before paragraph 3.6.3</p>	To meet the Basic Conditions and for clarity
Section 5.7 Policy H1 Quality of Design	<p><b>Reword Policy H1 as follows: “Proposals for residential development should be designed to a high quality, respect local character and contribute positively to the environment. Particular consideration should be given to the following issues:</b></p> <ul style="list-style-type: none"> <li>• <b>Provision of bin stores and recycling facilities in accessible locations out of public view</b></li> <li>• <b>Provision of infrastructure and services as inconspicuously as possible.”</b></li> </ul> <p>Add to H1.1 “For the purposes of Policy H1:</p> <p>“Residential development” includes any extensions or external alterations to existing buildings</p> <p>“Infrastructure and services” includes meter boxes, flues and ventilation ducts, guttering and rainwater pipes, satellite dishes, soil and drainage pipes, oil and other fuel tanks, telephone and power lines and renewable energy supplies.”</p>	To meet the Basic Conditions
Section 5.7 Policy H2 Housing Mix	<b>Amend Policy H2 to read “Development proposals which deliver a range of house types, sizes and tenures will be supported.”</b>	To meet the Basic Conditions

Section 5.7 Policy H3 Windfall Sites	<p><b>Amend Policy H3 as follows:</b></p> <ul style="list-style-type: none"> <li>• Replace “<i>shall</i>” with “<i>should</i>” after “Map E)”</li> <li>• Delete sections i), v), vi) and viii)</li> <li>• Replace “<i>must</i>” with “<i>should</i>” in section vii)</li> <li>• Add “<i>where appropriate</i>” to end of section viii)</li> </ul>	To meet the Basic Conditions
Section 5.7 Policy H5 Small development sites	<p><b>Reword Policy H5 as follows:</b> “The land at The Old Granary, Boxgrove shown in Map C is allocated for residential development. Any development of the site should respond positively to the significance of nearby heritage assets, including the setting of Priory Farmhouse and views into and out of the Conservation Area, and its contribution to landscape and townscape character.”</p> <p><b>Delete The Old Coal Yard and Brambles from Policy H5</b></p> <p>Make consequential changes to Map C and provide a higher quality large scale map of the site</p> <p>Retitle Policy as “Residential development of land at The Old Granary, Boxgrove”</p> <p>Retain only paragraph H5.3 of the supporting text</p>	To meet the Basic Conditions
Section 5.8 Policy GA1 Footpath and cycle path network	<p><b>Amend Policy GA1 to read “Development proposals that maintain, improve or extend the existing footpath and cycle path network shall be supported.”</b></p> <p>Replace Map D with a high quality version which can be used to identify the detailed route of paths, title this “Desired path improvements” and provide a key to the information displayed.</p> <p>Include details of the Community Infrastructure Levy priorities in the supporting text s follows “Boxgrove Parish Council will use contributions from the community infrastructure levy to enhance the footpath and cycle path network in order to enable safe and easy pedestrian access to amenities, especially the Village Shop, Village Hall, Playing Field and Church; provide and maintain a safe and suitable cycle path network for both commuting to work (e.g. Chichester) and recreational use as part of a</p>	To meet the Basic Conditions and for clarity

	wider network of cycle routes beyond the Parish.”	
Section 5.8 Policy GA2 Parking in new development	<p><b>Replace Policy GA2 with “Development proposals which make best use of on-site parking provision shall be supported.”</b></p> <p>Replace both instances of “<i>shall</i>” with “should” in the sixth bullet of paragraph GA2.2</p>	To meet the Basic Conditions
Section 5.8 Policy GA3 Streets and Access ways to serve new residential development	<p>Amend Policy GA3 to:</p> <ul style="list-style-type: none"> <li>• Replace “<i>shall</i>” with “should” in all instances</li> <li>• In the first part replace “<i>with appropriate emphasis on</i>” with “for” and add “as appropriate” at end</li> <li>• In the second part replace “<i>secure</i>” with “<i>secured</i>” and “<i>“eyes on the street”</i>” with “<i>passive surveillance</i>”</li> <li>• Delete the third part</li> <li>• Replace the fourth part with “Boundaries along new and existing access routes which respect local character, including low hedges, walls and fences shall be supported.”</li> <li>• Amend the Policy title to “Access to new development”</li> <li>• Add “<i>Secured by Design</i> is a UK Police initiative combining the principles of designing out crime with physical security (<a href="http://www.securedbydesign.com/">http://www.securedbydesign.com/</a>)” to the supporting text</li> </ul>	To meet the Basic Conditions and for clarity
Section 5.8 Policy GA4 Promoting sustainable movement	<p><b>Amend Policy GA4 as follows “Development proposals with a significant transport impact should demonstrate how these impacts are mitigated, including as appropriate through:</b></p> <ul style="list-style-type: none"> <li>• extension or improvement of walking and cycling routes</li> <li>• supporting improvements to public and community transport services; and</li> <li>• avoiding loss of existing walking and cycling routes.”</li> </ul> <p>Include the second part of Policy GA4 in the supporting text and provide an explanation for the acronym “IBP”</p>	To meet the Basic Conditions and for clarity

#### **4. Conclusion**

- 4.1 The Authority (Chichester District Council) confirms that the Boxgrove Neighbourhood Plan 2017-2029, as revised, meets the basic conditions mentioned in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act and complies with the provisions made by or under Sections 38A and 38B of the Planning and Compulsory Purchase Act 2004. The Boxgrove Neighbourhood Plan can now proceed to referendum.
- 4.2 It is recommended that the Boxgrove Neighbourhood Plan 2017-2029 should proceed to referendum based on the neighbourhood plan area defined by Chichester District Council on 4 December 2012. However, the poll will not take place until 6 May 2021 by virtue of Regulation 13 of the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020.
- 4.3 This decision has been made according to the advice contained in the above report in response to the recommendations of the examiner made in a report under paragraph 10 of Schedule 4B to the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to the Neighbourhood Development Plan.

## Chichester District Council

**CABINET**

**7 July 2020**

### **Selsey Neighbourhood Plan 2014 - 2029**

#### **1. Contacts**

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#### **2. Recommendations**

- 2.1. That the Decision Statement as set out in the appendix, along with the Final Environmental Report for Strategic Environmental Assessment (SEA) of the Selsey Neighbourhood Plan and Non-Technical Summary (October 2019), be published; and
- 2.2. Following expiry of a six week period, and subject to no legal challenge being received, that the examiner's recommendation that the Neighbourhood Development Plan proceed to referendum, subject to modifications as set out in the amended Decision Statement, be approved.

#### **3. Background**

- 3.1. The examination into the Selsey Neighbourhood Plan was completed and the [examiner's report](#) published. The examiner's summary and conclusion at the beginning of the report is of particular note as it clearly sets out the examiner's general findings. A copy of the draft submission [neighbourhood plan](#) is also available on the website.
- 3.2. The examiner carefully considered the contents of the Selsey Neighbourhood Plan in relation to the requirements of the Basic Conditions. In order to ensure the Neighbourhood Plan met these requirements the Examiner recommended a number of modifications that should be made to the Plan. Subject to the inclusion of these modifications (which relate principally to revisions to the wording and content of policies), he found that the Plan would meet the basic conditions.
- 3.3. On the basis that the Plan is amended to accommodate the identified modifications, the examiner then went on to recommend that the draft Plan as modified should proceed to referendum.

- 3.4. However, in the light of recent case law decisions and subsequent legal advice, further procedures relating to the Habitats Regulations Assessment and Strategic Environmental Assessment were identified as being required prior to the publication of the Decision Statement. As such, the Final Environmental Report for Strategic Environmental Assessment (SEA) of Selsey Neighbourhood Plan and Non –Technical Summary (October 2019) have now been completed and may be agreed for publication. In usual circumstances, the SEA would be provided to the examiner as part of the examination. However, as the change in case law occurred following the conclusion of the examination, the examiner was no longer engaged and able to receive and consider the SEA. The Neighbourhood Planning regulations do not cover this scenario.
- 3.5. In view of the fact that the conclusion of the SEA is that the policies in the plan will not result in a significant negative impact on the environment, officers are inclined to take the view that the Decision Statement should be published and the Plan should proceed to referendum. However, it should be recognised that as the examiner has not considered the SEA as part of his examination into the Neighbourhood Plan, the decision to publish the Decision Statement carries a low risk of being challenged in the High Court. There is a six week period, following the publication of the Decision Statement, within which applications may be made to the High Court, if anyone wishes to challenge its validity. The plan should not therefore proceed to a referendum until such period has passed (although in the light of present circumstances the referendum will not take place now until May 2021). The alternative would be to rerun the whole examination process.
- 3.6. The Decision Statement (attached as an Appendix to this report) sets out the examiner's recommended modifications along with the justification for each of them. It has been amended to reflect the up to date position relating to the conclusion of the Environmental Report. This amended Decision Statement has been produced jointly with Selsey Town Council.
- 3.7. It is also the examiner's role to consider the referendum area and whether or not it is appropriate if the Plan is to proceed to referendum. In this respect the examiner considered that the referendum area should extend to the Plan area, comprising the parish boundary in accordance with the designated area as confirmed on 4 December 2012.
- 3.8. Further government guidance has been published since the beginning of the Covid19 outbreak. Having confirmed the position with the Council's Principal Solicitor and Electoral Services Manager, the Council can proceed to issuing and publishing a decision statement in line with regulation 18 of the Neighbourhood Planning General Regulations 2012. However, the referendum will not be held until 6 May 2021 by virtue of regulation 13 of the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020. Once the Decision Statement is published, the guidance provides that the plan may carry significant weight where relevant to an application, even though it would not have been tested through referendum.

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

- 4.1. Following the referendum, a community based statutory plan that can be used to identify local features of importance and to guide future development in the neighbourhood plan area.

#### **5. Proposal**

- 5.1. In light of the examiner's recommendations and taking account of the conclusion of the Environmental Report of the plan, it is proposed that the amended Decision Statement is agreed for publication. It is also proposed that the Final Environmental Report for Strategic Environmental Assessment (SEA) of Selsey Neighbourhood Plan and Non –Technical Summary (October 2019) be published at the same time. Following expiry of the six week period following publication of the Decision Statement, and subject to no legal challenge being received, it is proposed that the Selsey Neighbourhood Plan should be modified as set out in the Decision Statement and should then proceed to referendum. However, in the current circumstances the Decision Statement should note that the poll will not take place until 6 May 2021 due to Covid19.

#### **6. Alternatives Considered**

- 6.1. The Examiner has recommended amendments to the Neighbourhood Plan to meet the basic conditions. These amendments are acceptable and, therefore, with these in place the Neighbourhood Plan can move forward to referendum. The alternative is to make only some of the recommended changes or not to proceed to referendum. These alternatives could lead to legal challenge, reputational damage and damage to community relationships. The parish and community have invested considerable time and effort in producing the neighbourhood plan and therefore the plan should be supported and the alternative to not proceed to referendum is not recommended.

#### **7. Resource and Legal implications**

- 7.1. The referendum will in due course incur appropriate costs in line with the Council's duties and procedures. These costs will be met through existing budgets.

#### **8. Consultation**

- 8.1. Selsey Town Council and the local members have been involved in the completion of the amended Decision Statement and have agreed its contents.

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

- 9.1. The Selsey Neighbourhood Plan, subject to successful referendum, will, in all likelihood become a 'made' plan and form part of the development plan for the area. As a result it provides an important mechanism through which the community can influence the way in which the area is developed.

## **10. Other Implications**

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

## **11. Appendix**

11.1 Selsey Neighbourhood Plan Decision Statement.

## **12. Background Papers**

12.1. None

# Chichester District Council



## Chichester District Council Local Planning Authority

### Selsey Neighbourhood Plan 2014 - 2029

#### DECISION STATEMENT

##### 1. Introduction

- 1.1 Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of Neighbourhood Plans and Orders and to take plans through a process of examination, referendum and adoption. The Localism Act 2011 (Part 6 Chapter 3) sets out the local planning authority's responsibilities for Neighbourhood Planning.
- 1.2 This report confirms that the modifications proposed in the examiner's report have been accepted, the draft Selsey Neighbourhood Plan has been altered as a result of it and that this plan may now proceed to referendum.

##### 2. Background

- 2.1 The Selsey Neighbourhood Development Plan relates to the area that was designated by Chichester District Council as a neighbourhood area on 4 December 2012. This area is coterminous with the Selsey Town Council boundary that lies within the Chichester District Council local planning authority area.
- 2.2 Following the submission of the Selsey Neighbourhood Plan to the Council, the plan was publicised and representations were invited. The publicity period ended on 23 March 2018.
- 2.3 Mr John Slater was appointed by Chichester District Council, with the consent of Selsey Town Council, to undertake the examination of the Selsey Neighbourhood Development Plan and to prepare a report of the independent examination.
- 2.4 The examiner's report concludes that, subject to making modifications recommended by the examiner, the Plan meets the basic conditions set out in the legislation and should proceed to a Neighbourhood Plan referendum.
- 2.5 Having considered each of the recommendations made in the examiner's report, and the reasons for them, the Town Council has decided to make the

modifications to the draft plan referred to in Section 3 below, to ensure that the draft plan meets the basic conditions as set out in the legislation.

### 3. Decision

- 3.1 The Neighbourhood Planning (General) Regulations 2012 require the local planning authority to outline what action to take in response to the recommendations of an examiner made in a report under paragraph 10 of Schedule 4A to the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to a neighbourhood development plan.
- 3.2 Having considered each of the recommendations made in the examiner's report, and the reasons for them, Chichester District Council with the consent of Selsey Town Council, has decided to accept the recommended modifications to the draft plan. However, in the light of changes to legislation and subsequent legal advice, further procedures relating to the Habitats Regulations Assessment and Strategic Environmental Assessment were identified as being required prior to the agreement of the Decision Statement. These procedures are now complete and conclude the policies in the plan will not result in a significant negative impact on the environment. Table 1 below outlines the alterations made to the draft plan under paragraph 12(6) of Schedule 4B to the 1990 Act (as applied by Section 38 A of the Act) in response to each of the examiner's recommendations and the justification for them.

**Table 1: Recommendations by the Examiner agreed by Chichester District Council in consent with Selsey Town Council**

POLICY	MODIFICATION RECOMMENDED	JUSTIFICATION
All text	<b>Modification to the text throughout the Plan, where necessary, to reflect consequent changes required to the text as a result of the examiner's recommendations and the current development plan situation.</b>	For precision and to meet the Basic Conditions.
Policy 001	<p>Retitle the section heading “<b>Design</b>” rather than “<b>Design and Heritage</b>”</p> <p>In the first bullet point replace “<b>dwellings</b>” with “<b>buildings</b>”.</p> <p>Insert a new bullet point “<b>Contemporary and innovative materials and design will be supported.</b>”</p> <p>At the end of the second bullet point, delete all the text after “<b>vernacular</b>” and insert “<b>by being in keeping with the materials used in</b></p>	For clarity and to meet the Basic Conditions.

	<p><b>the immediate area”.</b></p> <p>In the third bullet point replace “<b>careful account of height and roof elevations</b>” and replace with “<b>account of the height and scale of building elevations</b>”</p> <p>In the fourth bullet point insert “<b>where appropriate</b>” after “<b>landscaping</b>”</p>	
Policy 002	<p>Reword the policy as follows:</p> <p><b>“Any new development that will affect either directly, or the setting of any listed buildings or a conservation area, will be expected to recognise, respect, conserve or enhance and seek to better reveal the significance of that building or area. The effect of development on the significance of locally listed buildings and other non-designated historical assets will be judged having regard to the scale or harm of any loss and the significance of the heritage asset”</b></p>	To meet the Basic Conditions.
Policy 003	In the first bullet point replace “ <b>sustainable</b> ” with “ <b>residential, employment, leisure and community</b> ”	In the interests of clarity, to meet the Basic Conditions.
Policy 004	In the first bullet point delete “ <b>look to</b> ”	To meet the Basic Conditions.
Policy 006	Delete the final bullet point.	To meet the Basic Conditions.
Policy 007	<p>Insert the paragraph currently in the supporting text into the policy after the last paragraph of the policy:</p> <p><b>“Proposals for essential infrastructure (where essential relates to major utilities, coast protection schemes or security projects) will be supported in special circumstances, where the benefit outweighs any harm or it can be demonstrated there are no reasonable alternative sites available.”</b></p>	For clarity.
Policy 008	That the policy be deleted and be replaced as a Community Aspiration.	To meet the Basic Conditions. This could be included in a section on

		Community Aspirations.
Policy 009	That the policy be deleted and be replaced as a Community Aspiration.	To meet the Basic Conditions. This could be included in a section on Community Aspirations.
Policy 010	<p>Move the first sentence of the policy to the supporting text.</p> <p>Insert a new first sentence as follows “<b>The employment site shown on the map in Appendix 2 is allocated for employment uses.</b>”</p> <p>In the second paragraph of the policy replace “<b>with a commercial usage classification</b>” with “<b>within Use Classes A1- A5, B1, B2 and C1</b>” and replace all text after “<b>retained</b>” with “<b>or redeveloped for that use or similar commercial uses, unless it can be shown that there is no demand for the continued use and the site has been marketed continually and effectively for a period of 12 months.</b>”</p>	For precision and to meet the Basic Conditions.
Policy 011	Replace “ <b>refurbishment, upgrading or modernisation</b> ” with “ <b>extension or alteration</b> ”	For clarity
Policy 012	<p>In the first sentence after “<b>centres</b>” insert “<b>as shown on the Policies Map shown in Appendix 2</b>”.</p> <p>Delete all of the text in the first sentence of the second paragraph after “<b>supported where</b>” and also delete the first and third bullet points.</p>	To meet the Basic Conditions.
Policy 013	<p>At the end of the first paragraph replace “<b>where</b>” with “<b>provided it is demonstrated that it complies with all the relevant policies contained in the Neighbourhood Plan, Policies 26 and 29 of the Chichester Local Plan and where</b>”.</p> <p>In the first bullet point replace “<b>provision</b>” with “<b>development</b>” and insert at the end “<b>and/ or</b>”.</p>	For clarity and to meet the Basic Conditions.

	<p>Replace all of the second and third criteria with:</p> <ul style="list-style-type: none"> <li>• <b>The development enhances the tourist offering and/ or</b></li> <li>• <b>The development delivers enhanced community facilities”</b></li> </ul>	
Annex A and Annex B	<p>Insert the following text on the front cover of both documents:</p> <p><b>The contents of this annex do not form part of the development plan and its contents should not be used for the determination of planning applications”</b></p>	For clarity

#### 4. Conclusion

- 4.1 Taking account of the conclusion that the policies will not result in a significant negative impact on the environment, the Authority (Chichester District Council) confirms that the Selsey Parish Neighbourhood Development Plan 2014-2029, as revised, meets the basic conditions mentioned in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 (as amended) and complies with the provisions made by or under Sections 38A and 38B of the Planning and Compulsory Purchase Act 2004. The Selsey Parish Neighbourhood Plan can now proceed to referendum.
- 4.2 It is recommended that the Selsey Neighbourhood Development Plan 2014-2029 should proceed to referendum based on the neighbourhood area defined by Chichester District Council on 4 December 2012. However, the poll will not take place until 6 May 2021 by virtue of Regulation 13 of the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020.
- 4.3 This decision has been made according to the recommendations of the examiner made in a report under paragraph 10 of Schedule 4B to the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to the Neighbourhood Development Plan.

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## Chichester District Council

CABINET

July 2020

### Discretionary Council Tax Hardship Fund (Covid-19) Policy

#### 1. Contacts

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#### 2. Executive Summary

This report is two-fold:

1. It seeks approval of a proposed Discretionary Council Tax Hardship Scheme. The proposed scheme alongside the existing Council Tax Reduction scheme aims to support Council Tax payers of the District who are financially vulnerable as a result of Covid-19.
2. The report also asks members to agree a second recommendation allowing a monthly review of the scheme and distribution of funding. This is because Covid-19 is a developing situation and the need and funding distribution requires ongoing monitoring throughout this financial year.

Members are asked to consider proposals to support residents experiencing financial hardship arising from Covid-19.

#### 3. Recommendation

- 3.1 **That Cabinet approve the proposed Discretionary Council Tax Hardship Fund Policy for 2020/2021.**
- 3.2 **That Cabinet allow for monthly review of this policy with any changes being agreed by the Director of Housing & Communities following consultation with the Cabinet Member for Finance, Corporate Services, Revenues, Benefits & Customer Services.**

#### 4. Background

As part of its response to Covid-19, the Government announced in the budget on the 11<sup>th</sup> March 2020 that it would provide Local Authorities in England with £500 million of new grant funding to support economically vulnerable people and households in their local area. The Council's allocation of this funding was £699,209.

The Government's expectation is that the majority of this funding will be used to provide council tax relief, alongside existing council tax reduction schemes. Billing Authorities have been directed to provide all working age recipients of council tax reduction (CTR) with a further £150 for the 2020/21 financial year.

Having allocated the grant to reduce the council tax of working age CTR recipients billing authorities have the freedom to establish their own approach to using any remaining grant funding. This may include, but is not restricted to:

- Council tax relief using discretionary hardship policies, adapted where necessary in order to capture those most likely to be affected by Covid-19 and;
- Additional support outside the Council Tax system through welfare or similar schemes;
- A higher level of CTR for those working age council tax reduction recipients whose liability exceeds £150.00

The Council has allocated the funding of £150 to all working age recipients of CTR up to the 31<sup>st</sup> May 2020. The cost of this allocation to date is £151,232; Officers have drafted the Policy in appendix 2 of this report to determine how the residual funds are to be distributed. In drafting this Policy consideration has been given to how council tax payers of the District have been impacted by Covid-19 and how they may continue to be impacted for the remainder of the financial year.

## **5. Outcomes to be achieved**

- 5.1. That Cabinet approve the proposed Discretionary Council Tax Hardship Covid-19 Policy (DCTR) and that support is given to economically vulnerable people in the district.

## **6. Proposal**

- 6.1 Chichester has a CTR scheme that supports its residents on low incomes up to the full Council Tax liability. The initial support to working age CTR recipients used around 22% of the emergency grant funding. This leaves a significant proportion unspent that the Council has the freedom to use at its discretion.

- 6.2 The proposed policy in appendix 2 has been drafted to allow the council to broaden the support to other council tax payers that may be financially vulnerable as result of Covid-19. The policy defines three groups who have been identified as people whom may benefit from additional council tax support and defines the maximum award for each group. These groups are:
  - Group 1 – working age recipients of CTR who require more support than the £150 already applied. Support for this group is capped at £250. To clarify this group have already received £150 in the form of a Hardship Fund payment and if eligible will also receive an additional £100 credited to their Council Tax account.

- Group 2 – all CTR recipients who require additional support as a consequence of Covid-19. Support for this group is capped at £150. To clarify this group have not received a £150 Hardship Fund payment as they are not working age and if eligible will receive a maximum of £150 credited to their Council Tax account.
- Group 3 – Any council tax payer that is financially vulnerable as a consequence of Covid-19. Support for this group is capped at £150. To clarify this group have not received a £150 Hardship Fund payment as they are not in receipt of CTR. If eligible this group will receive a maximum of £150 credited to their Council Tax account.

6.3 The groups have been proposed with reference to estimated need, this was informed by sampling current CTR cases with arrears. Group 1 will have already received an automatic award of £150 and financial hardship did not need to be shown to receive this initial award. The proposed policy aims to extend support in this group to £250 however the additional £100 would only be paid where financial hardship is proven. Similarly the capped award for Group 2 was determined with reference to arrears, of the cases sampled there were two groups of customers, those with pre-existing arrears and those with more recent arrears. It is proposed that it was more appropriate to consider assisting people with arrears directly related to Covid-19 i.e. recent arrears. Capping the award at £150 seemed fair and reasonable given the level of automatic allocation in Group 1. This approach aids decision making as the Officer only needs to consider whether financial hardship has been shown, if it has then the maximum award amount is predetermined, this may also allow for a greater number of individuals to be supported. As in group 2 the capped award for group 3 was decided to be fair and reasonable and again aimed at maximising the support that could be provided to council tax payers with temporary disruptions to their income as a result of the pandemic.

6.4 The proposed policy is intended to work alongside the existing CTR reduction scheme including existing discretionary support. It is intended that CTR including discretion be considered first alongside any other discounts and reliefs already offered by the Council before making a discretionary award under the proposed scheme. This will ensure that grant funding distribution is maximised.

6.5 It is proposed that Officers proactively identify cases with potential eligibility offering support to those identified. The Council will also publicise scheme availability by encouraging those struggling financially to make contact to discuss potential options including CTR, discounts, instalment changes and this discretionary grant funding.

6.6 It is proposed that this policy be regularly reviewed. The intention of this is to ensure that the Council continues to offer support to those most in need. Unemployment is predicted to increase by 92% in 2020/21 remaining high until 2024 (source: Office of Budget Responsibility (OBS) May 2020, see background papers). The CTR caseload for working age claims has risen by 10% from January 2020 to May 2020. It is predicted that CTR caseload may increase in line with unemployment. It is anticipated this would be from July 2020 when the Government's PAYE furlough and the self-employed schemes introduced in response to Covid-19 begin to taper off. Regular review allows for adequate provision to be made for new working age recipients of CTR that require support and to redirect surplus grant funding to other welfare spending such as the additional cost of CTR or Discretionary Housing Payments as appropriate.

- 6.7 The overall cost of CTR is likely to increase in response to Covid-19; therefore the Council may decide to use some of this grant funding to support the increased cost of CTR to the Council. The CTR scheme 2020/21 determines that entitlement for claimants falling into Class F or those in receipt of Universal Credit (UC) is determined with reference to income bands. The Government increased the additional earnings disregard within UC in response to Covid-19. This change was mirrored in the Housing Benefit scheme and therefore the Council mirrored this with CTR as allowed by the CTR scheme rules. The increased cost of this (from initial award posting not ongoing costs) was £103,176 the Council's contribution would be 9% of this. This will continue to increase through the year however it is not separately identifiable and will just be included as an overall increase in cost of CTR.
- 6.8 Financial modelling estimates that the cost of DCTR to working age CTR claims, including those that are expected to be made up to 31st March 2021, will be £300,000. This is based on a 92% increase in unemployment. This accounts for around half of the grant funding; the remainder will be used for awards in groups 1, 2 & 3 on a case by case basis until the funds are exhausted. Any remaining grant funding at the end of the financial year will be used to support the additional cost of CTR for the Council, or to support other welfare spend such as Discretionary Housing Payments. This will be determined by regular review of spending in consultation with the Director of Housing & Communities, the Director of Corporate Services and the Cabinet Member for Finance, Corporate Services, Revenues, Benefits & Customer Services.

## **7. Alternatives that have been considered**

- 7.1 Automatically award greater than £150 to all working age CTR recipients that are eligible. This was modelled at £200, £250 and £300. As the software cannot be applied automatically for past awards it was decided that allowing additional awards on a case by case basis was more appropriate. Analysis of arrears also suggested that working age CTR recipients were not the only group vulnerable to financial difficulty as a result of Covid-19. Particularly as the Government's support via the furlough schemes appears to have allowed for some financial stability for this group.
- 7.2 Award the £150 to all working age CTR recipients up until the end of May 2020, making no provision to automatically award this support to new CTR claims made after this date. This was dismissed on the same basis as above changes to the furlough scheme due in July 2020 and its cessation in October 2020 could potentially increase CTR applications. These new applicants may benefit from the breathing space that the discretionary award may provide. Therefore making allowances for new applicants seemed a more reasonable approach.
- 7.3 Only allow discretionary support to CTR recipients. The groups were decided based on prediction of future need and with regard to arrears demonstrating financial vulnerability. Broadening the scope of support allows for more freedom to support those most at risk from financial vulnerability.
- 7.4 Capping the awards in each group, at either different amounts or no capped amount. The levels are proposed with reference to current arrears for those in receipt of CTR. From the accounts in arrears it was evident that there are two

groups of people, those with persistent arrears and those with more recent arrears. It was decided that those with recent arrears are the cases that would benefit from the support, as the intention is to assist those who are financially vulnerable as a consequence of Covid-19. Having a capped award for each group allows for more people to be supported and simplifies the decision making process.

- 7.5 Using discretionary grant funding to support other welfare schemes such as Discretionary Housing Payments. This was dismissed on the basis that at this stage the demand on the DHP scheme has not increased. The Policy allows for the position to be reviewed monthly allowing for the DHP scheme to be topped up by this grant funding should the need arise, within the scope of remaining funds.

## **8. Resource and legal implications**

It is intended that the work be completed by existing Benefit assessment staff, they are familiar with discretionary relief assessment. The team have the appropriate software and have tested this to ensure that the proposed scheme can be delivered.

## **9. Consultation**

Consultation has been limited to other service areas in the Council such as Housing who provide have direct contact with people affected by welfare support. Time constraints have not allowed for wider consultation as this is an emergency measure in response to Covid-19.

## **10. Community impact and corporate risks**

The community will be impacted positively by this policy it allows the Revenues Department to deliver additional council tax support at its discretion, providing support to those identified as being financially vulnerable as a consequence of Covid-19.

## **11. Other Implications**

	Yes	No
<b>Crime and Disorder</b>		No
<b>Climate Change and Biodiversity</b>		No
<b>Human Rights and Equality Impact.</b> The proposed policy considers financial vulnerability as a consequence of Covid-19. This can impact any bill payer regardless of ethnicity, gender, age and disability. The proposed policy supports people of working age in receipt of Council Tax Reduction more favourably than any other group this is in accordance with the funding intention, to support those who have had changes to their income as a result of Covid-19. This is more likely to be people of working age who have been made redundant, furloughed, had a reduction in hours or people whose incomes have been temporarily disrupted. This is mitigated by opening up the support to other groups within this proposed policy, including pension age applicants and all council tax payers. This	Yes	

considers financial vulnerability regardless of ethnicity, gender, disability and age. It is also intended that bill payers with arrears be targeted for support, again the process will be applied indiscriminately looking at arrears as a guide and using the availability of support as an opening to provide assistance under the scheme. This approach can have a positive impact on some groups as they may not have approached the Council for support previously. Particularly those with disability that impacts their mental health or ethnic groups not previously familiar with welfare support.		
<b>Safeguarding and Early Help</b> The proposed policy and the proactive approach in terms of targeting support described above enables vulnerable adults and children to be identified and referred for support as appropriate.	Yes	
<b>General Data Protection Regulations (GDPR)</b>		No
<b>Health and Wellbeing</b>		No

## 12. Appendices

11.2 Discretionary Council Tax Hardship Fund Policy 2020/21

## 13. Background papers

12.1 Council Tax Covid-19 Discretionary Funding Guidance

<https://www.gov.uk/government/publications/council-tax-covid-19-hardship-fund-2020-to-2021-guidance>

12.2 Council Tax Reduction Scheme Rules 2020/21

<https://www.gov.uk/government/publications/council-tax-covid-19-hardship-fund-2020-to-2021-guidance>

12.3 Council Tax Discretionary Reduction Scheme Policy

12.4 <https://obr.uk/coronavirus-analysis/>

## Discretionary Council Tax Hardship Covid-19 Policy 2020/2021

### 1. Background

As part of its response to Covid-19, the Government announced in the budget on the 11<sup>th</sup> March 2020 that it would provide Local Authorities in England with £500 million of new grant funding to support economically vulnerable people and households in their local area. Chichester District Council's allocation of this funding was £699,209.

The expectation is that the majority of this hardship funding will be used to provide council tax relief, alongside existing local council tax reduction (CTR) schemes. Billing Authorities have been directed to provide all working age recipients of CTR with a further reduction of £150 for the 2020/21 financial year.

Having allocated the grant to reduce the council tax of working age CTR recipients billing authorities have the freedom to establish their own approach to using any remaining grant funding. This may include, but is not restricted to:

- Council tax relief using discretionary hardship policies, adapted where necessary in order to capture those most likely to be affected by Covid-19 and
- Additional support outside the council tax system through welfare or similar schemes;
- A higher level of CTR for those working age CTR recipients whose liability exceeds £150.

### 2. Legislation

Section 13a of the Local Government Finance Act 2012 enables a billing authority to reduce a sum owed in council tax, including reducing it to nil.

This is done via the CTR scheme, which includes discretionary provision to support people disadvantaged by the banded scheme for Universal Credit (UC), customers whose CTR awards have been adjusted who face financial hardship and for care leavers. Awards including discretion are defined by the CTR scheme rules 2020-2021.

Customers who still face hardship after considering the support provided by the CTR scheme including discretion or those not eligible for CTR can make

an application under 13a(1)(c) of the Act. This process is defined by the Councils Council Tax Discretionary Reduction Scheme Policy.

This Discretionary Council Tax Policy (DCTR Covid-19) is intended to work alongside these existing schemes, offering support to those financially impacted by Covid-19 who demonstrate financial vulnerability and difficulty in meeting the cost of their council tax.

### 3. Progress to date

As of the 31<sup>st</sup> May 2020, the Council has paid a total of £151,232 to around a 1000 working age council tax reduction recipients. There are currently 6519 households claiming CTR across the district of whom 3548 or 54% are working age. Therefore just under a third of working age recipients have benefited from the additional £150 afforded by this emergency funding. The remainder of this group would be in receipt of maximum support with no remaining liability and therefore are not eligible for the funding.

### 4. Future considerations

Unemployment is predicted to peak in 2020 to 2.5 million, remaining higher than pre Covid-19 until 2024. This represents an increase of 92%, if this predicted increased follows through to demand for means tested benefits such as CTR we can expect our working age caseload to increase by a similar amount. Therefore provision needs to be made within the remaining grant funding to support new working age claims made in the 2020/21 financial year.

To date we have seen a 10% increase in working age CTR claims. Locally there has been a sharp rise in the number of UC claims however this increase has not yet translated into a similar increase in CTR claims. This could be due in part due because of the financial support provided by the Government's PAYE furlough and the self-employed support schemes. However it is anticipated that when these schemes end (October 2020), and when employers need to make a contribution to these schemes (from July 2020) that this may impact on employment and therefore increase demand on welfare support including CTR.

### 5. Further support distribution

Three groups have been identified as people who may benefit from additional council tax support. These and the maximum levels of support are described below.

**Group 1** – Working age in receipt of CTR, including DCTR Covid-19 support who require further support in paying their council tax. This support is capped to £250.

**Group 2** – All recipients of CTR, including any existing discretion within the CTR scheme who require additional support in paying council tax. This support is capped to £150.

**Group 3** – Any Council Tax payer that is financially vulnerable as a consequence of Covid-19 and is unable to meet council tax payments. This support is capped to £150. Examples include: people who have been unable to move home who would have qualified for a single occupancy discount , landlords unable to let out a property or people that have had their household income reduced or are suffering financial hardship and do not qualify for CTR.

## 6. Application & decision making process

Applications must be made online, with applicants being asked to detail their household income and expenditure and explaining how Covid-19 has affected their financial situation. This may include details of steps that they are taking to improve their position, such as seeking budgeting and/or debt advice or applying for payment holidays on household debt such as mortgages, loans, utilities and credit cards etc.

All applicants will have made a claim for CTR and other available discounts to reduce their council tax liability prior to DCTR being considered.

Applications will be decided on a case by case basis, with the amount of support determined by the awarding officer based on the circumstances and remaining liability of the applicant.

Successful applicants will have the DCTR applied to their council tax account and be issued with a revised bill showing the award. Applicants that are unsuccessful will be advised in writing. Applicants have the right of appeal if they disagree with the decision. Further information can be found at <https://www.valuationtribunal.gov.uk/council-tax-reduction-appeal-form-guidance>

## 7. Changes in circumstance

Any change in circumstances that prompts a change in DCTR will be considered and any discretionary support that is no longer required as a result of that change will be returned to the fund and redistributed as appropriate.

## 8. Monitoring and review

A number of factors can influence the continuation of the scheme.

- The discretionary grant fund is cash limited when the Council's allocation of funds have been distributed no further awards will be made.
- To allow for fair distribution of the funding and to ensure that as many working age customers are supported by the funding as possible the balance of funding and spending on CTR will be reviewed on a monthly basis.
- The impact of Covid-19 on CTR is anticipated to change over the course of the 2020-21 financial year the Council reserve the right to adapt this scheme as appropriate in consultation with the Director of Corporate Services and Cabinet Member for Housing, Revenues & Benefits.
- The Council also reserve the right to distribute any remaining funding at the end of the financial year to support the overall cost of CTR or to support other welfare spending such as Discretionary Housing Payments.

**Chichester District Council**

**CABINET**

**7 JULY 2020**

**Public Spaces Protection Order  
Control of Dogs Public Consultation Exercise**

**1. Contacts**

**Report Author:**

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Penny Plant - Cabinet Member for Environment and Chichester Contract Services  
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**2. Recommendations**

- 2.1 That Cabinet approves the attached draft Public Spaces Protection Order 2020 – Control of Dogs and schedules and maps (Appendices 1-4) for the purpose of a public consultation.**
- 2.2 That Cabinet authorises commencement of a public consultation exercise on the draft Public Spaces Protection Order 2020 – Control of Dogs.**

**3. Background**

- 3.1 The Anti-Social Behaviour, Police and Crime Act 2014 introduced Public Spaces Protection Orders (PSPO's), replacing the Dog Control Orders and local byelaws that were in existence prior to this date.
- 3.2 The power to make a PSPO rests with local authorities, in consultation with other relevant stakeholders and the public. The PSPO can be in force for up to a maximum of three years. A PSPO must be reviewed before it expires and can be extended up to a maximum of three years. The local authority must consult before extending or varying the PSPO.
- 3.3 A PSPO was made by Cabinet in 2017 for the control of dogs; specifically dog fouling, the exclusion of dogs from specific areas, and the power to require dogs to be put on a lead.
- 3.4 Dog control matters continue to attract significant numbers of complaints from residents to the council. Stakeholders consulted support the PSPO to be extended for a further 3 years, with some amendments that are considered necessary for effective enforcement. At its meeting in June, the Environment Panel discussed and commented on the draft PSPO and it is this PSPO and its appendices (appendices 1-4 below) which are presented for Cabinet's approval.
- 3.5 Orders can be enforced by authorised officers of the Council and other agencies and organisations where the Council has delegated such authority. In establishing

a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act.

- 3.6 A breach of the PSPO, without reasonable excuse is an offence which can be dealt with through the issuing of a Fixed Penalty Notice of up to £100, or a Level 3 fine of up to £1,000 on prosecution.
- 3.7 The Environment Panel considered the draft order at the 17 June 2020 meeting. Whilst there was some concern at the proposal to remove the dog exclusion zones at East Wittering and Bracklesham bathing beaches the Panel resolved overall to support the proposed amendments.

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

- 4.1 The ultimate outcome, on adoption of the revised PSPO, is appropriate dog control to manage and where necessary enforce against dog fouling, require dogs to be on leads and to exclude dogs from specified areas.

#### **5 Proposal**

- 5.1 To consult on a PSPO proposed for the three year period beginning 17 October 2020, following expiration of the current PSPO.
- 5.2 In most respects the restrictions covered by the proposed PSPO are unchanged. Dogs will continue to be excluded from some public parks, children's play areas, and a designated section of Selsey bathing beach. The requirements relating to dog fouling in defined areas, and provision for keeping dogs on leads, by direction throughout the District, remain the same.
- 5.3 The proposed amendments are:
  - To remove the sections of bathing beaches at East Wittering and Bracklesham from which dogs are excluded from 1 May to 30 September.
  - To enable officers from other Local Authorities to enforce any requirement of the PSPO where properly authorised to do so. Such an Agency Agreement already exists with East Hampshire District Council with respect to dog fouling under the current PSPO.

#### **6 Alternatives Considered**

- 6.1 The alternative to extension of the PSPO is to allow the current PSPO to lapse without replacement. However, the public health and ecological rationale for controls over certain dog behaviours is well understood and generally widely accepted by the public. The Council has evidence to support the demand for the current PSPO in terms of complaints made and continues to believe that PSPOs are a timely and effective tool which may be useful where other tools or remedies are slow or otherwise inadequate.
- 6.2 The alternative to extension of the PSPO without amendment is to simply extend the current PSPO, and keep the requirements to exclude dogs from the sections of bathing beaches at East Wittering and Bracklesham. Reviewing the effectiveness of the current PSPO has shown that the orders in these areas are not enforceable. In both locations the exclusion zones are impractical to demarcate effectively and

clearly for the public to comply with. Specifically, it is not possible to apply signage at low tide, so dog walkers can unknowingly move from excluded to non-excluded zones.

## **7 Resource and Legal Implications**

- 7.1 The consultation process and adoption of the revised PSPO will be undertaken within existing staff resources.

## **8 Consultation**

- 8.1 Officers have communicated with the Parish Councils, the Environment Agency, and foreshores officers involved in enforcing the order to inform the review of the 2017 PSPO and the revised draft PSPO included at Appendices 1 to 4.
- 8.2 The Environment Panel considered the draft order at the 17 June 2020 meeting and support the proposed amendments.
- 8.3 This report requests that a full public consultation exercise is undertaken based on the draft PSPO at Appendices 1 to 4.

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

- 9.1 The PSPO - Control of Dogs enables the Council to deal with dog related nuisance, recreational disturbance of wildlife and public health issues that arise from dog fouling.
- 9.2 Failure to consult and consider the views of consultees, the public and partner agencies to the evidence based PSPOs would place the Council at legal, financial and reputational risk.

## **10 Other Implications**

	<b>Yes</b>	<b>No</b>
<b>Crime and Disorder</b> If supported a PSPO will directly address aspects of antisocial behaviour.	✓	
<b>Climate Change and Biodiversity</b>		✓
<b>Human Rights and Equality Impact</b> PSPO may impact Article 8, the right to respect private and family life by restricting the right to take a dog on to those areas where they are excluded by the Order. However, the restriction is on the grounds of protection of health and is therefore deemed as reasonable and potentially necessary. An Equality Impact Assessment demonstrates that the PSPO will have a positive impact on equalities because it exempts registered blind people and people with a disability that would prevent them from doing so, from having to remove dog faeces and the same are exempt from provisions of the exclusion areas.	✓	
<b>Safeguarding and Early Help</b>		✓
<b>General Data Protection Regulations (GDPR)</b>		✓
<b>Health and Wellbeing</b>		✓
<b>Other (please specify)</b>		✓

## **11 Appendices**

- Appendix 1 Draft PSPO Control of Dogs 2020 and Schedules
- Appendix 2 Draft PSPO 2020 Maps for Dog Fouling
- Appendix 3 Draft PSPO 2020 Maps showing area from which Dogs are excluded all year round
- Appendix 4 Draft PSPO 2020 Map showing area from which Dogs are excluded between 1 May and 31 September

## **12 Background Papers**

- 12.1 None

## **Appendix 1**

### **CHICHESTER DISTRICT COUNCIL**

### **ANTI SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014**

### **PUBLIC SPACES PROTECTON ORDER - DOG CONTROL 2020**

This PSPO shall come into effect on 16 October 2020.

Chichester District Council (the Council) in exercising of the power under Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 (the Act), being satisfied that the conditions set out in Section 59 of the Act have been met, makes the following order.

#### **Part A – THE FOULING OF LAND BY DOGS**

The Order applies to the land specified and shown on the plans in Schedule 1 of this Order (the “Restricted Areas”).

- (1) If a dog defecates at any time on land to which this Order applies and a person who is in charge of the dog at that time, fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless –
  - i. He has a reasonable excuse for failing to do so; or
  - ii. The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) Nothing in this article applies to a person who –
  - i. is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
  - ii. has a disability which affects his mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.
- (3) For the purposes of this article –
  - i. a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
  - ii. placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be a sufficient removal from the land;

## **Appendix 1**

- iii. being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
- iv. each of the following is a “prescribed charity” –
  - a. Dogs for the Disabled (registered charity number 700454)
  - b. Support Dogs (registered charity number 1088281)
  - c. Canine Partners for Independence (registered charity number 803680)

## **PART B - DOGS ON LEAD BY DIRECTION**

The Order applies to the land specified in Schedule 2 of this Order (the “Restricted Areas”).

In this Order “an authorised officer of the Authority” means an officer authorised by the Council or authorised by another Authority given powers to discharge the Environmental Enforcement Functions within the Council’s administrative area under Agency Agreement.

- (1) A person in charge of a dog shall be guilty of an offence if at any time, on any land to which this Order applies, he does not comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead of not more than 8 metres in length, unless –
  - a) he has a reasonable excuse for failing to do so; or
  - b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- (2) For the purposes of this article –
  - a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
  - b) an authorised officer of the Authority may only give a direction under this Order to put and keep a dog on a lead if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog likely to cause annoyance or disturbance to any other person on any land to which this Order applies or the worrying or disturbance of any animal or bird.

## **Appendix 1**

### **PART C - THE EXCLUSION OF DOGS**

The Order applies to the land specified and shown on the plans in Schedule 3 of this Order (the “Restricted Areas”).

- (1) A person in charge of a dog shall be guilty of an offence if, during the periods specified in Schedule 3 he takes the dog onto, or permits the dog to enter or to remain on, any land to which this Order applies unless –
  - a) he has a reasonable excuse for doing so; or
  - b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.
- (2) Nothing in this article applies to a person who –
  - a) Is registered as a blind person in a register compiled under Section 29 of the National Assistance Act 1948; or
  - b) Is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which he relies for assistance; or
  - c) Has a disability which affects his mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance
- (3) For the purposes of this article –
  - a) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog; and
  - b) Each of the following is a “prescribed charity” –
    1. Dogs for the Disabled (registered charity number 700454)
    2. Support Dogs (registered charity number 1088281)
    3. Canine Partners for Independence (registered charity number 803680)

### **PENALTY**

A person guilty of an offence under this Order commits an offence and shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale

**Date:**

**Signed:**  
**Andrew Frost**  
**Director of Planning and Environment**

## **Appendix 1**

### **PSPO DOG CONTROL**

#### **SCHEDULE 1 – FOULING OF LAND BY DOGS**

This Public Space Protection Order applies to all land which is open to the air and to which the public are entitled or permitted to have access within the administrative area of the Council, falling within the following descriptions:

1. All adopted roads, highways and carriageways having a designated speed limit of 40mph or less together with any adjoining footpaths, cycleways or verges constituting highway land.
2. The entire width (including adjoining verges) of any footway, footpath, bridleway, cycleway or pedestrianised area to which the public have access.
3. All public parks, pleasure grounds, sports grounds, recreation grounds, playing fields, village greens, cemeteries, closed churchyards and other public open space owned or maintained by the Council and which are not otherwise subject to an order of the Council banning dogs from the use of such land.
4. All beaches foreshores and promenades which are not otherwise the subject of this Public Space Protection Order banning dogs.
5. All public parks, pleasure grounds, sports grounds, recreation grounds, playing fields, village greens, cemeteries, churchyards or other open public spaces owned or maintained by any City, Parish or Town Council within the administrative area of Chichester District Council and which are not otherwise subject to a byelaw of the City, Parish or Town council excluding dogs from the use of such land.
6. All nature reserves established under section 21 of the National Parks and Access to the Countryside Act 1949 and public open space owned or maintained by West Sussex County Council (in this order known as “County”) and which is not otherwise subject to an Order of County excluding dogs from the use of such land.
7. The following specified areas shown edged by black lines on the plans attached to this order being.
  - a. Fishbourne Meadows – Plan No. 1
  - b. Fishbourne Playing Field - Plan No. 2
  - c. Fernhurst Recreation Ground - Plan No.3
  - d. Maybush Copse, Cot Lane, Chidham – Plan No. 4
  - e. Quay Meadow (Bosham) - Plan No. 5
  - f. Brandy Hole Copse (Chichester) - Plan No. 6
  - g. The sports area at the Cowdray Ruins (Midhurst) - Plan No. 7
  - h. West Wittering Estate - Plan No. 8
  - i. East Head (West Wittering) - Plan No. 9
  - j. Cakeham Estate - Plan No. 10
  - k. North Mundham Playing Field - Plan No. 11
  - l. Petworth Park Sports Ground - Plan No. 12
  - m. Havenstoke Park, Graylingwell – Plan No. 13

## **Appendix 1**

8. The communal footpaths and communal grassed areas within the ownership or control of Hyde Housing or any successor in title to it.

(Note: Land placed at the disposal of the Forestry Commissioners is excluded from the Public Space Protection Orders by statute (The Controls on Dogs (Non-application to Designated Land Order) 2006.

## **Appendix 1**

### **PSPO DOG CONTROL**

#### **SCHEDULE 2 – DOGS ON LEAD BY DIRECTION**

This Public Space Protection Order applies to all land which is open to the air and to which the public are entitled or permitted to have access, with or without payment, within the administrative area of the Council, other than land which is placed at the disposal of the Forestry Commissioners under Section 29(1) of The Forestry Act 1967.

## **Appendix 1**

### **PSPO DOG CONTROL**

#### **SCHEDULE 3 – EXCLUSION OF DOGS**

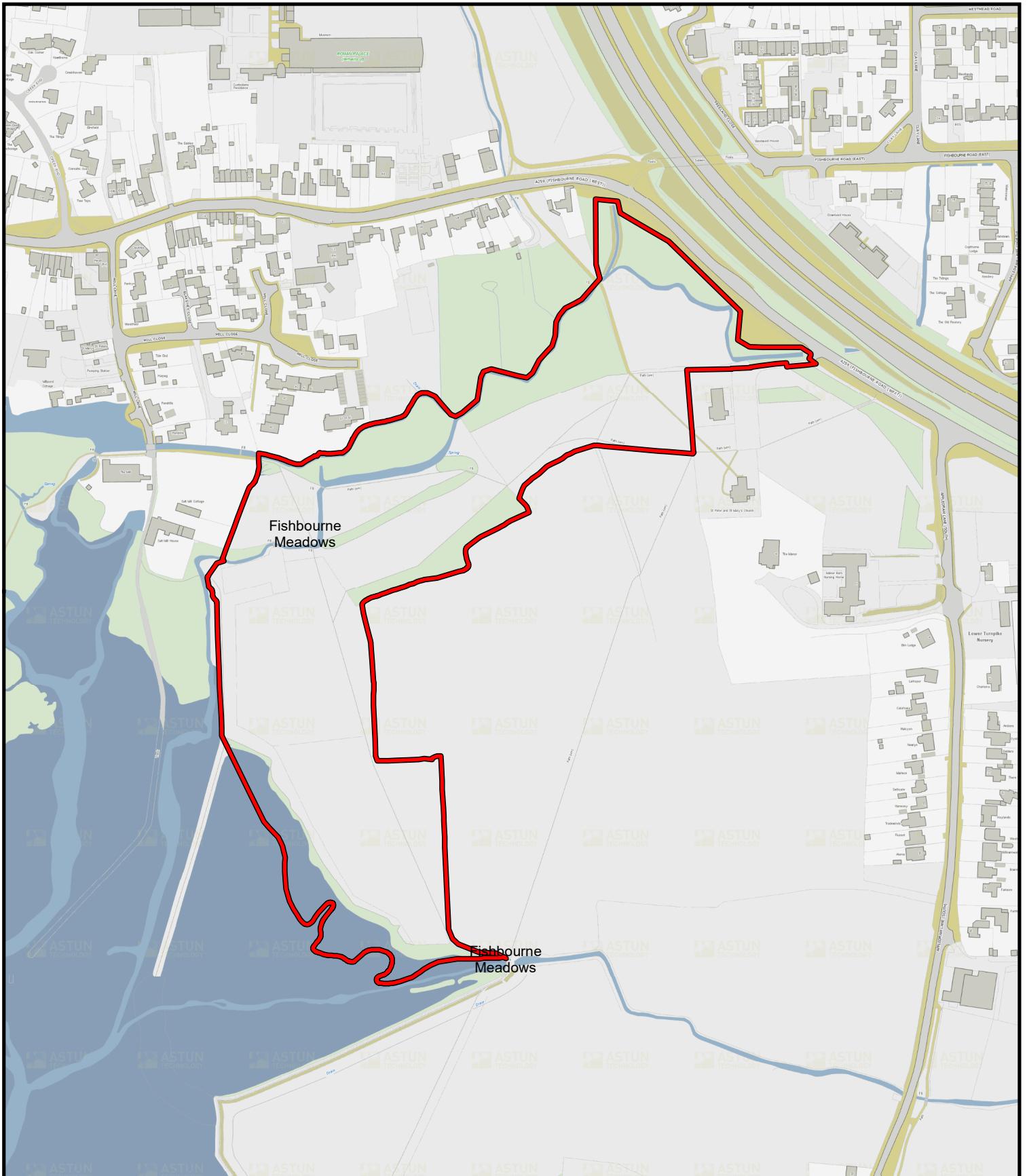
This order applies to land which is open to the air and to which the public are entitled or permitted to have access within the following descriptions:

1. All children's play areas which are (1) enclosed by means of a fence and/or gate and (2) owned or maintained by Chichester District Council or by any city, parish or town council within the administrative area of Chichester District.
2. Bishop's Palace Gardens (Chichester) – Plan No. 14
3. Priory Park (Chichester) – Plan No. 15
4. The foreshore and beach, Selsey – from groyne E26 to E33 – Plan No. 16

For the areas detailed in paragraphs 1, 2 & 3 of Schedule 3 above, the exclusion of dogs shall apply at all times

For the area detailed in paragraph 4 of Schedule 3 above, the exclusion of dogs shall apply between 1 May to 30 September of each year.

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## CHICHESTER DISTRICT COUNCIL

Location **Fishbourne Meadows**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:3,800

Plan 1

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Date: 16/06/2020

Author: Mark Jennings





# CHICHESTER DISTRICT COUNCIL



## **Location Fishbourne Playing Field**

**PSPO – Control of Dogs 2020 - Fouling of Land by Dogs**

Scale: 1:3,000

Plan 2

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Date: 16/06/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL

Location **Fernhurst Recreation Ground**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:2,000

Plan 3

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Date: 16/06/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL

Location **Maybush Copse, Cot Lane, Chidham**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:2,000

Plan 4

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Date: 16/06/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL

Location **Quay Meadow, Bosham**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

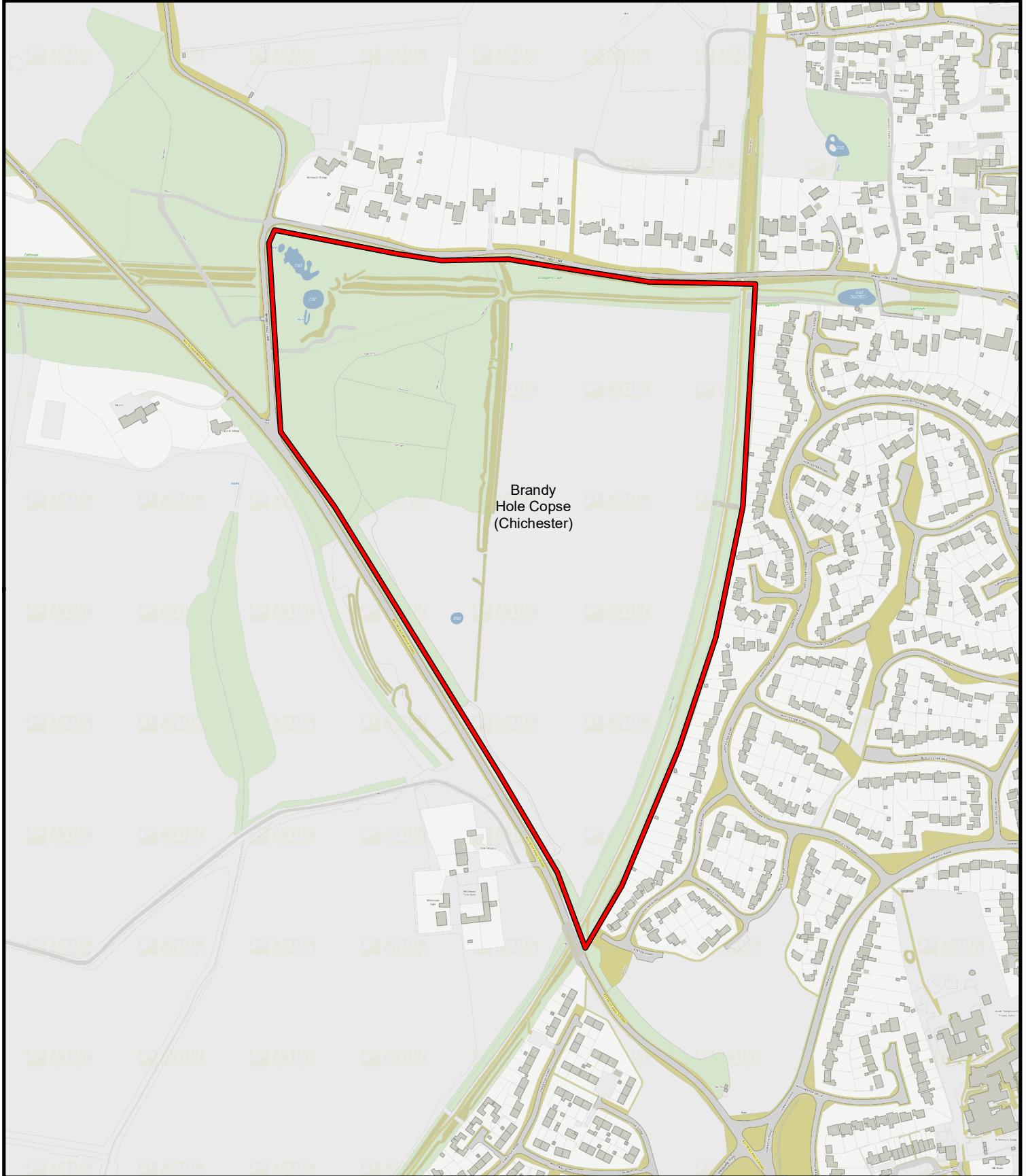
Scale: 1:550

Plan 5

Date: 16/06/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL

Location **Brandy Hole Copse (Chichester)**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:5,000

Plan 6

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Date: 16/06/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL



Location **Sports Area, Cowdray Ruins**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:2,000

Plan 7

Date: 16/06/2020

Page 185 Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL



Location **West Wittering Estate**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:10,000

Plan 8

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Date: 16/06/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL



Location **East Head, West Wittering**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:10,000

Plan 9

Date: 16/06/2020  
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Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL



Location **Cakeham Estate**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:14,000

Plan 10

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Date: 16/06/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL



Location **North Mundham Playing Field**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:2,000

Plan 11

Date: 16/06/2020  
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Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL

Location **Sports Ground, Petworth Park**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

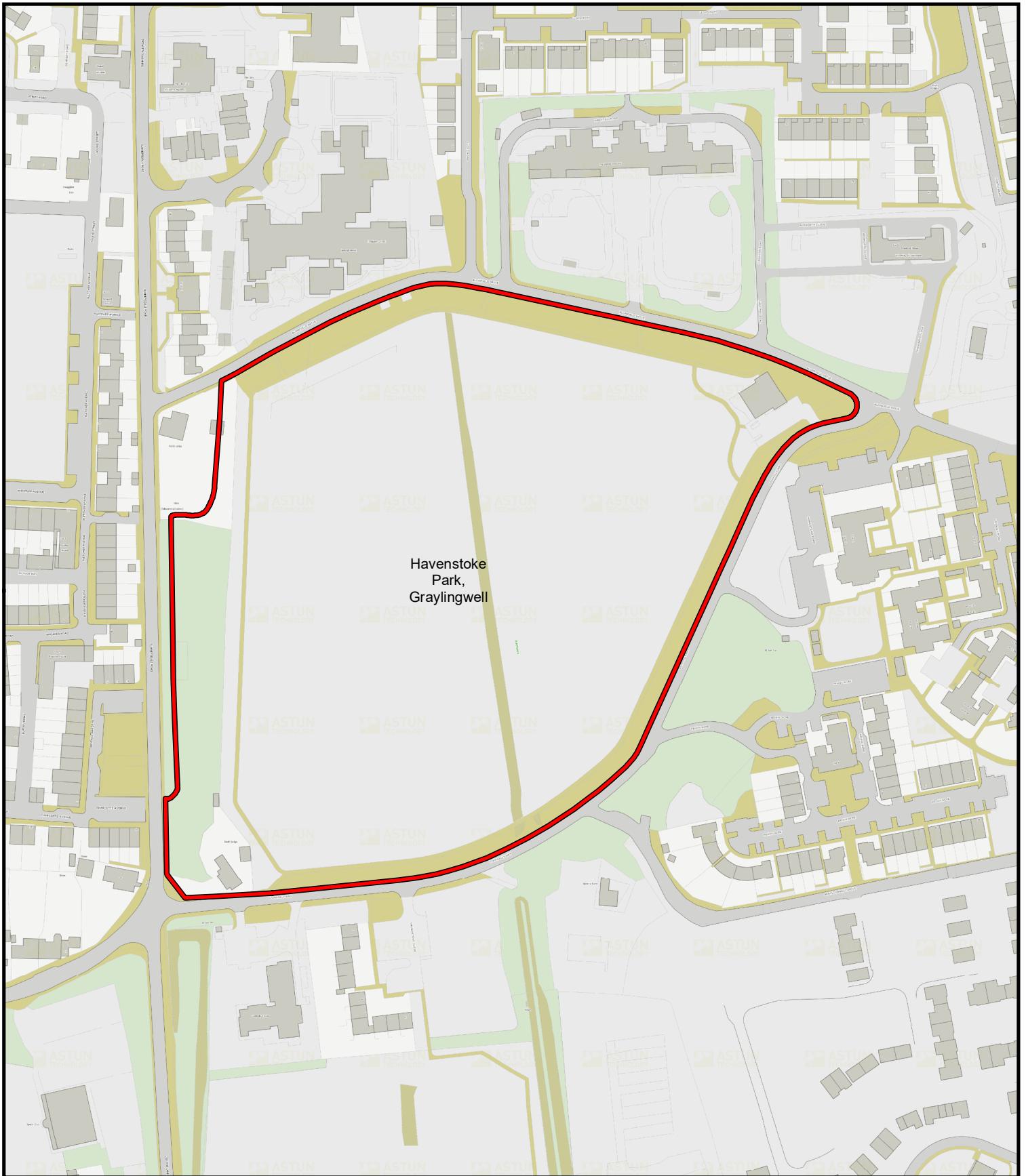
Scale: 1:2,000

Plan 12

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Date: 16/06/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL

Location **Havenstoke Park, Graylingwell**

### PSPO – Control of Dogs 2020 - Fouling of Land by Dogs

Scale: 1:2,500

Plan 13

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Date: 16/06/2020

Author: Mark Jennings



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## CHICHESTER DISTRICT COUNCIL



Location **Bishops Palace Gardens**

### PSPO – Control of Dogs 2020 - Exclusion Area

Scale: 1:1,250

Plan 14

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Date: 29/05/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL

Location Priory Park ,

### PSPO – Control of Dogs 2020 - Exclusion Area

Scale: 1:1,500

Plan 15

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Date: 29/05/2020

Author: Mark Jennings





## CHICHESTER DISTRICT COUNCIL



Location Selsey Beach & Foreshore (groyne E26-E33)

### CDC PSPO – Control of Dogs 2020 Exclusion Area

Scale: 1:1,800

Plan No 16

Date: 10/06/2020

Author: Mark Jennings



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### **Notice of the Making of an Urgent Decision**

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

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

Decision title	To approve the Discretionary Grants Fund policy
Decision taker	Kerry Standing
Decision consultees	Eileen Lintill – Leader Adrian Moss - Chairman of the Overview and Scrutiny Committee Peter Wilding – Cabinet Member for Finance, Corporate Services, Revenues and Benefits
Decision date	29 May 2020
Decision details	In the absence of a Cabinet meeting officers be authorised to proceed with administering the Discretionary Grants Fund from 1 June 2020. This is to support businesses suffering financial hardship as a result of Coronavirus. This scheme is intended to support businesses which previously did not qualify under the Business Rate grants scheme.
Reason for urgency	Coronavirus pandemic
Name and date of the meeting to receive a full report	A full report is not required but the decision will be reported to the next available Cabinet meeting.

Louise Rudziak  
 Director of Housing and Communities  
 2 June 2020

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## Agenda Item 15

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

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of the Local Government Act 1972.

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