

# Public Document Pack

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A meeting of the **Cabinet** will be held Virtually on **Tuesday 8 September 2020** at **9.30 am**

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

## AGENDA

### 1 **Chair's Announcements**

The Chair 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 - 8)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 7 July 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 **Chichester District Council Annual Report 2019-20** (Pages 9 - 51)

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

That the Annual Report 2019-2020 be received by the Council.

### 6 **Tangmere Strategic Development Location - Chichester District Council (Tangmere) Compulsory Purchase Order 2020** (Pages 53 - 74)

The Cabinet is requested to consider the report and note and approve the revised timetable identified in section 6 of the Report.

The Cabinet is also requested to recommend to Council:

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

## **KEY DECISIONS**

**7      Approval of the draft Infrastructure Business Plan 2021-26 for consultation (with the City, Town and Parish Councils and key Infrastructure Delivery Commissioners) (Pages 75 - 83)**

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

That the Draft Infrastructure Business Plan 2021-26 (Appendix 1) be approved for consultation (with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners) for a period of six weeks from 5 October to 16 November 2020.

**8      Chichester City Local Cycling and Walking Infrastructure Plan (Pages 85 - 87)**

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

That the draft Chichester City Local Cycling and Walking Infrastructure Plan be approved for consultation.

**9      Draft Climate Emergency Detailed Action Plan (Pages 89 - 127)**

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

That the Draft Climate Emergency Detailed Action Plan be approved for public consultation.

## OTHER DECISIONS

10 **2019-2020 Treasury Management outturn report** (Pages 129 - 147)

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

1. That the Treasury activity summarised in the report, taking into account any comments provided by the Corporate Governance and Audit Committee be considered.
2. That the assessment of the security of the Council's direct investments in commercial property be considered.

11 **Appointment to Cabinet and Panels**

The Cabinet is asked to note:

1. That the Leader appointed Cllr Tony Dignum as Cabinet Member for Growth, Place and Regeneration from 20 August 2020
2. That Cllr Martyn Bell steps down from the Cabinet following its meeting on 8 September 2020

The Cabinet is also requested to make the following appointments:

1. That Cllr Tony Dignum be appointed to Chichester District Parking Forum as Chair of the Forum in place of Cllr Martyn Bell
2. That Cllr Tony Dignum be appointed to Chichester District Growth Board in place of Cllr Martyn Bell
3. That Cllr Tony Dignum be appointed to the National Farmers Union Liaison in place of Cllr Martyn Bell

12 **The provision of Parking Services on behalf of West Sussex County Council**

(Pages 149 - 153)

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

1. That the additional services required to be delivered by CDC's Parking Services on behalf of WSCC (at no additional cost to CDC) as a variation to the current Agency Agreement, as set out in paragraph 3.3 of the report be approved.
2. That delegated authority be granted to the Director of Growth and Place in consultation with the Cabinet Holder for Growth, Place and Regeneration to agree minor amendments to the terms of the agreement.

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 items 15 and 16 (and for three appendices to agenda item 6) 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 only (printed on salmon paper)]

15 **Income Strip and Wrapper Lease** (Pages 155 - 158)

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

1. To receive the comments from Corporate Governance and Audit Committee.
2. That the proposal as set out in section 5 of the report be approved.

16 **Southern Gateway** (Pages 159 - 177)

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

That the update summary of the progress made in signing the Development Agreement in section 4.9 and the site acquisitions summary in section 4.10 be noted and the actions as set out in the proposal, section 6, of the report be approved.

## NOTES

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the *Local Government Act 1972*.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) 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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Minutes of the meeting of the **Cabinet** held Virtually on Tuesday 7 July 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 S Ballard (Senior Environmental Protection Officer), Mr N Bennett (Divisional Manager for Democratic Services), Ms H Chivers (Planning Policy Officer), Mrs V Dobson (Principal Planning Officer), Mr A Frost (Director of Planning and Environment), Mrs L Grange (Divisional Manager for Housing), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs V McKay (Divisional Manager for Growth), Mrs T Murphy (Divisional Manager for Place), Mrs M Rogers (Benefits Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

## 12 **Chairman's Announcements**

The Chair welcomed everyone present to the meeting.

There were no apologies for absence.

## 13 **Approval of Minutes**

### **RESOLVED**

That the minutes of the meeting of Cabinet held on Tuesday 2 June 2020 be approved as a correct record.

The Chair confirmed that she would sign a paper copy of the official minutes at an appropriate point.

## 14 **Declarations of Interests**

There were no declarations of interest.

15 **Public Question Time**

There were no public questions.

16 **Financial Impact of Covid-19**

Cllr Wilding introduced the item. Cllr Dignum was then invited to outline the recommendations made by the Corporate Governance and Audit Committee which were as follows:

**That the Corporate Governance and Audit Committee:**

- 1) Recommend to Cabinet that £8,070,000 be released from reserves to meet the in-year cost of the pandemic.
- 2) Recommend to Cabinet that in the current circumstances the minimum level of reserves be reduced from £6.3m to £4m.
- 3) Recommend to Cabinet that the Council should work towards achieving a balanced budget over the next 5 years, using reserves to help balance the intervening years.
- 4) Recommend to Cabinet that the Council should prioritise the identification and development of new income generation ideas.

The Chair explained that recommendation 1 would be amended to read 'up to £8 million'.

Cllr Wilding added that recommendation 4 from Corporate Governance and Audit Committee should be slightly reworded and then added to the Cabinet's recommendations to Council.

The Cabinet were supportive of the recommendations including the additions referenced above.

Mrs Shepherd clarified that the projects contained in the council's Capital Programme have only been put on hold until the financial picture becomes clearer.

In a vote the Cabinet made the following recommendations to Council:

**RECOMMENDED TO COUNCIL:**

- I. That the minimum level of reserves be reduced to £4m.
- II. That up to £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.
- IV. That officers pursue income generating initiatives where robust business cases can be demonstrated.

## 17 Covid 19 - Recovery Plan

The Chair introduced the item and then invited each Cabinet member to discuss the recovery teams they would be leading on.

Cllr Moss was then invited to outline the recommendations made by the Overview and Scrutiny Committee which were as follows:

### **That the Overview and Scrutiny Committee:**

- (i) Supports the development of the Covid 19 Recovery Action Plans for the four thematic areas as set out in appendices 1-4;
- (ii) Supports the policy options as set out in paragraph 6.4;
- (iii) Endorses the future services framework as set out in appendix 5;
- (iv) Endorses the governance arrangements as set out in appendix 6; and;
- (v) Requests that progress on the Recovery Action Plans and Future Services Framework be reported to the Committee every 3 months.

Cllr Oakley was then invited to speak. His questions related to the scope for instructing consultants at a cost of £20,000 to undertake an economic impact assessment, the rationale of maintaining a New Homes Bonus grants fund for parish allocations and horticulture in relation to the Tangmere Compulsory Purchase Order (CPO). Mrs Hotchkiss explained that consultants would be required as the council will be asked to provide Economic Impact and Social Impact studies in order to apply for future external funding grants. Mrs Shepherd advised that as the New Homes Bonus parish allocation scheme commenced in January 2020 and parish council's had already committed time and resource to the application process so it would not be appropriate to remove the scheme this year. Mrs Rudziak added that it would be timely to consider any future changes to the Scheme in October/November in order to allow parish council's time to adjust their precepts if required. With regards to the Tangmere CPO Mr Frost advised that the Recovery Plan should remain high level with reference to horticulture needs and future policies rather than detail specific locations.

The Chair then took two votes. The first on the resolutions to be made by Cabinet and the second on the recommendations to be made to Council. Both votes were carried with the Cabinet making the following resolutions and recommendations to Council:

### **RESOLVED**

- 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 and Overview and Scrutiny Committee every 3 months.

**\*RECOMMENDED TO COUNCIL:**

- (a) the Covid 19 Recovery Action Plans for the four thematic areas as set out in appendices 1-4 as amended;
- (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 up to £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.

**18 Vision Review and support to the High Street**

Cllr Bell introduced the item and then invited Mrs McKay and Mrs Murphy to comment.

Cllr Moss was invited to confirm the recommendations from the Overview and Scrutiny Committee which were as follows:

- 1) That the Vision work continues to be supported as set out in section 5.1.
- 2) That the Cabinet Member for Property, Growth and Regeneration leads the High Street Group for the City as a sub group of the Chichester Vision, engaging and involving partners, the Chichester BID and high street

retailers as set out in section 5.1 to support the recovery and transformation of the High Streets.

- 3) That Cllr Palmer sits on the Chichester High Street Group to assist in the delivery of the High Street recovery and transformation.
- 4) That support for the High Street recovery and transformation in Midhurst, Petworth, Selsey and East Wittering and Bracklesham is coordinated through the existing Vision Groups/ Town/Parish Councils.

In a vote the Cabinet made the following resolutions:

#### **RESOLVED**

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.

#### **19 Boxgrove Neighbourhood Plan Decision Statement**

Cllr Taylor introduced the item and confirmed that a Referendum would not be able to take place until May 2021.

In a vote the Cabinet made the following resolutions:

#### **RESOLVED**

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.

## 20 **Selsey Neighbourhood Plan Decision Statement**

Cllr Taylor introduced the item and confirmed that a Referendum would not be able to take place until May 2021. She also outlined the European Court of Justice decision.

In a vote the Cabinet made the following resolutions:

### **RESOLVED**

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.

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

Cllr Wilding introduced the item. Mrs Rogers also provided comment.

The Chair asked for clarification of why the funding level exceeds what the council appears to require. Mrs Rogers explained that the council already has a generous Council Tax reduction scheme in place to support those who need it. Cllr Briscoe asked for confirmation of what any underspend could be spent on. Mrs Rogers explained that the funding could be spent on any area which supports welfare reform within the current financial year.

In a vote the Cabinet made the following resolutions:

### **RESOLVED**

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.

## 22 **Public Space Protection Order (PSPO) Dogs Public Consultation Exercise**

Cllr Plant introduced the item. She explained that the Environment Panel at its meeting on 17 June 2020 had requested amendment to Schedule 1 of the draft PSPO to include reference to land adjacent to roads with a designated speed limit of 40mph or more by deleting the words 'having a designated speed limit of 40 mph or

less' from the text at Appendix 1, Schedule 1, Clause 1. The word 'cycleway' was also added to Schedule 1, Clause 2'.

Mr Ballard was then invited to provide comment.

The Chair requested clarification about the 40 mph speed limit referenced on page 174 of the agenda pack. Both Mr Bennett and Mr Ballard confirmed that it could be deleted as it had been carried over historically from the previous Act.

In a vote the Cabinet made the following resolutions:

**RESOLVED**

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

23 **Urgent Notice - Business Rates Grants Discretionary Fund**

**RESOLVED**

That the Urgent Notice be noted.

24 **Late Items**

There were no late items.

25 **Exclusion of the Press and Public**

Mrs Lintill proposed and read the part II resolution in relation to agenda item 15 which was seconded by Mrs Taylor.

The Cabinet then voted to go into part II.

**RESOLVED**

That with regard to agenda item 15 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.

26 **Increasing the provision of short stay accommodation at Freeland Close**

Cllr Sutton introduced the item. Mr Jones and Mrs Grange were also invited to comment.

In a vote the Cabinet made the following recommendations to Council:

**RECOMMENDED TO COUNCIL**

1. That the updated Project Initiation Document in Appendix 1 be approved.
2. That the additional funding requirements of the scheme as yet not released and detailed in paragraph 8.1 be approved.
3. That delegated powers be granted 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.

The meeting ended at 11.37 am

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CHAIRMAN

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Date:

**Chichester District Council**

**THE CABINET**

**8 September 2020**

**Chichester District Council Annual Report 2019-20**

**1. Contacts**

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**2. Recommendation**

- 2.1 That the Cabinet recommends the Annual Report 2019-2020 be received by the Council.**

**3. Background**

- 3.1 The Annual Report 2019-20 outlines the key achievements delivered during the year. Whilst the reporting of significant achievements is the main focus for the report, it should also be acknowledged that there are many other work areas in relation to the Council's core services that may not be specifically mentioned, a comprehensive list of these services can be found on the Council website.

**4. Outcomes to be Achieved**

- 4.1 The report focuses on work successfully delivered that supports the expected outcomes of projects contained within the Council's Corporate Plan and in relation to other significant work areas. In addition to these highlights, short summaries of major projects for 2019-20 have been included and are followed by end of year performance indicator outturns where the data is available.

**5. Proposal**

- 5.1 The Cabinet is asked to review the Council's performance and achievements over the last year as detailed in the Annual Report 2019-2020 and recommend the report is received by Council.

**6. Alternatives Considered**

6.1 None required.

**7. Resource and Legal Implications**

7.1 None.

**8. Consultation**

8.1 Each service area have provided commentary for the report.

**9. Community Impact and Corporate Risks**

9.1 A number of projects are noted in the Annual Report which demonstrate the Council's leadership or support role in reducing the impact of climate change, promoting safety and reducing levels of crime. A number of projects also highlight the Council's commitment to supporting vulnerable people and communities.

9.2 Addressing inequalities remains a key work area for the Council. Projects and work provided by our services are assessed to ensure our customers' needs continue to be met.

**10. Other Implications**

	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</b> (please specify)		x

**11. Appendix**

11.1 Chichester District Council Annual Report 2019-20

**12. Background Papers**

12.1 None.



# **Chichester District Council**

## **Annual Report**

**2019/2020**

# Chichester District Council Annual Report 2019/2020

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## Introduction

### Welcome to Chichester District Council's Annual Report 2019/20.

Let me begin by addressing the Covid-19 (C19) crisis. 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.

Along with the rest of the Country our communities and businesses have been severely affected by C19. 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 regulatory functions.

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.

Although the financial impact is significant, this Council has a long track record of strong financial management that will enable us to cover the expected budget deficit this year and deliver the additional support needed to deal with the immediate recovery.

Our key priority is to focus on the recovery phase for our residents, communities and businesses. We will work to support the recovery and manage the impact of C19 on our District, and our organisation. This Annual Report remains a summary of the key achievements and progress the Council made in 2019/20, mostly in the time prior to the first C19 cases in this country. As usual, details of our day to day functions and any service updates related to C19 can be found on the Council website.

The Council remains committed to supporting communities and individuals. New facilities for our communities were progressed in 2019/20; the new community hall in Westhampnett opened in November 2019 and funding was agreed for the conversion of Graylingwell Chapel in Chichester for community use. In addition, over £420,000 was awarded to Parish Councils and various community groups for 67 separate projects via the New Homes Bonus and our Grants and Concessions Panel. £3.9 million in funding has also been secured in 2019/20 via the Community Infrastructure Levy and Section 106 Agreements, which is available for infrastructure improvements needed by our communities.

Our Wellbeing Service worked with over 1,100 people and expanded in 2019/20 to include NHS Health Checks, Smoking Cessation and alcohol reduction services. Our Social Prescribing Service has gone from strength to strength in its second year; working with over 1,000 people, signposting them to agencies for support and helping them become more resilient. Thanks to further funding announcements this year, this valuable service has now been secured until 2023/24.

Support for those who are homeless, or at risk of homelessness continues to be delivered by our Housing Teams. This year, government funding was secured to allow us to employ 2 staff to engage with and support rough sleepers. This allowed us to successfully respond to the 'Everyone In' initiative to encourage all rough sleepers into temporary accommodation at the beginning of the C19 crisis. The ongoing project to provide more temporary accommodation has progressed in

2019/20 and, although affected by the C19 crisis, will continue in 2020/21. This will provide 17 additional units of secure, self-contained temporary accommodation, as well as 3 converted from existing units, including 2 accessible units.

The environment and climate change was strongly prioritised by this Council in 2019/20, with a climate emergency declared by the Council in July 2019. Following this, an Environment Panel was established to monitor progress on the Council's first Climate Change Action Plan. In 2019/20, key projects aligned to this plan included the installation of 18 electric vehicle charging points in 9 of the District's car parks, opening of Selsey Greenway cycle route between Selsey and Chichester and focus on Strategic Wildlife Corridors, through their inclusion as a policy in our emerging Local Plan, and as a separate project, which is in development. To progress the Action Plan further, a Climate Change Officer has been appointed and will lead on this work in 2020/21 and beyond.

The local economy continues to be a priority for the Council. In 2019/20, our Economic Development service concluded a Retail Training Programme for independent businesses, which saw 36 workshops delivered across Chichester, Midhurst, Petworth, Selsey and East Wittering, supporting over 70 businesses. The Service also saw a huge increase in requests for support as restrictions began to impact on businesses; in the final quarter of 2019/20, Economic Development supported 685 local businesses, more than in any whole year since 2013/14.

The District's first Summer Street Party also provided a boost to the economy and businesses in Chichester City Centre. This evening event, organised by the Council's Events Officer, with support from Chichester Business Improvement District (BID), saw many shops and businesses stay open late to host activities and provide refreshments. The event was a great success and was well received by visitors, traders and businesses alike. We hope to be able to hold and support more events in the District once restrictions allow. The Council's first Events Strategy was produced in 2019/20 and aims to embrace the opportunities and benefits provided by co-ordinated events.

Our commitment to raising the profile of Chichester District as a leading visitor destination extends to our own local attractions. The Novium Museum made national and international headlines in 2019/20 with their exhibition 'Mystery Warrior: The North Bersted Man'. The Iron Age Warrior and his burial possessions have been put on display as part of an exhibition exploring his life, health and death. Although the Novium was closed to the public in March 2020 due to C19, this exhibition has been extended to April 2021 to allow more people the chance to see this extraordinary discovery following the museum's reopening at the end of July 2020.

As well as the successes of our attractions, our excellent facilities have also been recognised this year. Our public conveniences in Northgate Car Park, Chichester received a 'Loo of the Year' award in the 'Space to Change' category for facilities catering to adults with profound or multiple disabilities and their carers. Overall, the Council are now placed in the top 20 Local Authority public toilet providers in the country.

To further support the local economy, regeneration projects have continued in 2019/20. Refurbishment plans for St James Industrial Estate in Chichester have progressed to design stage and existing tenants are being supported to secure alternative accommodation while the redevelopment takes place. Our large-scale regeneration partnership project for the Southern Gateway area of Chichester also progressed, with a preferred developer partner selected this year. It is expected that both these projects, although delayed due to C19, will continue, due to their essential contribution to the recovery of the local economy.

There is no doubt that the Council and our District are now facing unprecedented challenges. Our top priority for 2020/21 is to support our businesses and residents through the recovery phase. As a Council, the C19 crisis has seriously impacted our finances. However, I want to reassure people that we will continue to provide the infrastructure and support required to ensure Chichester district remains a place where communities and businesses can flourish.

**Leader of Chichester District Council**

A handwritten signature in black ink that reads "E. Lintill". The signature is written in a cursive, flowing style.

**Cllr Eileen Lintill**

## About Us

### District Profile

The largest district in West Sussex, Chichester District is a unique area, boasting a historic city, glorious countryside and the beautiful south coast. It has a population of 120,750<sup>1</sup> (mid-2019 estimate) and covers over 300 square miles, from Selsey in the south to Lynchmere in the north.

Chichester District Council is involved with the majority of day to day services and activities that residents come into contact with – from emptying the bins, to dealing with planning applications. Its main office is based in the centre of Chichester and it also provides a contact point for some Council services in Selsey.

There are 67 parishes in the District and 36 elected members of the Council, representing 21 District Wards. The political makeup of the Council at 31 March 2020 was:

- Conservative: 19
- Liberal Democrats: 10
- Green Party: 2
- Labour: 2
- Local Alliance: 2
- Independents: 1

### How We Make Decisions

#### **Council**

All councillors normally meet six times a year to decide the Council's overall policies and set the budget. These meetings are held in public and additional meetings can be held if needed.

In 2019/20, **Cllr Elizabeth Hamilton** was Chairman of the Council, with **Cllr Clare Apel** as the Vice-Chairman. They continue these roles into 2020/21.

#### **Cabinet**

The Cabinet meets on a monthly basis and includes seven councillors making key decisions on plans, strategies and budget. The Council's Constitution determines which of these decisions are then subject to approval by the Council.

From 21 May 2019, following a District Election, the Cabinet was made up of:

- **Cllr Eileen Lintill** – Leader of the Council
- **Cllr Susan Taylor** – Deputy Leader of the Council and Cabinet Member for Planning
- **Cllr Roy Briscoe** – Cabinet Member for Community Services and Culture
- **Cllr Tony Dignum** – Cabinet Member for Finance, Growth, Place and Regeneration
- **Cllr Norma Graves** – Cabinet Member for Corporate Services, Communications, Licensing and Events
- **Cllr Penny Plant** – Cabinet Member for Environment and Chichester Contract Services
- **Cllr Peter Wilding** – Cabinet Member for Housing, Revenues and Benefits

Cabinet Membership and Portfolios were revised part way through the year when Cllr Dignum stepped down from the Cabinet. From September 2019, for the rest of the year, the Cabinet was made up of:

- **Cllr Eileen Lintill** – Leader of the Council
- **Cllr Susan Taylor** – Deputy Leader of the Council and Cabinet Member for Planning
- **Cllr Roy Briscoe** – Cabinet Member for Community Services and Culture
- **Cllr Martyn Bell** – Cabinet Member for Growth, Place and Regeneration

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<sup>1</sup> Source: Office of National Statistics - Population Estimates

- **Cllr Norma Graves** – Cabinet Member for Housing, Communications, Licensing and Events
- **Cllr Penny Plant** – Cabinet Member for Environment and Chichester Contract Services
- **Cllr Peter Wilding** – Cabinet Member for Corporate Services, Finance and Revenues and Benefits

In May 2020, Cllr Alan Sutton took over the Cabinet Portfolio for Housing, Communications, Licensing and Events from Cllr Graves, and from September 2020 Cllr Dignum returns to Cabinet to replace Cllr Bell as the Cabinet member for Growth, Place and Regeneration.

### **Overview and Scrutiny**

The Overview and Scrutiny Committee holds the decision-makers to account. This can involve questioning councillors, council employees and representatives of other organisations in relation to key decisions, reports or policies. The committee then makes recommendations to Cabinet based on their findings. The committee also has an important role in looking at the delivery of all public services in the District.

We also have a Corporate Governance and Audit Committee; a Planning Committee; Licensing Committees; and a Standards Committee.

### **Officer Support**

Diane Shepherd, our Chief Executive, leads the Strategic Leadership Team (SLT) which also includes four Directors of Service and, until the post holder's retirement in December 2019, an Executive Director/Deputy Chief Executive. SLT, along with 14 Divisional Managers, support councillors while also managing the Council's day to day services.

### **Chichester in Partnership**

Chichester in Partnership consists of public, private, voluntary and community organisations working together to plan for the future of the District. Further detail on their projects and other projects undertaken in partnership is highlighted within this report.

### **Performance Management**

In order to achieve quality services whilst offering value for money we closely monitor our progress throughout the year to make sure that we deliver what we have said we will. Our Corporate Plan sets out our key priorities and objectives, and the projects to achieve these are set out in our service plans which are reviewed annually.

As part of the service planning process, we also set Performance Indicators and targets to help us track our performance. A traffic light system for monitoring this is used throughout this report.

<b>Icon</b>	<b>Performance Indicator Status</b>
	5% target variance or an individually set threshold
	1% target variance or an individually set threshold
	PI is on target
	Data Only – no target

It should be noted that the performance indicators published in this report are currently unaudited.

# Cabinet Portfolio: Community Services and Culture

## Key Areas of Responsibility

<b>Communities and Wellbeing</b>	<b>Culture and Sport</b>
<ul style="list-style-type: none"><li>• Choose Work</li><li>• Community Engagement</li><li>• Community Safety and CCTV</li><li>• Grants and Concessions</li><li>• Health and Wellbeing (inc. Social Prescribing)</li><li>• Partnerships</li><li>• Safeguarding</li></ul>	<ul style="list-style-type: none"><li>• Chichester Festival Theatre and Pallant House Gallery – Service Level Agreements</li><li>• Leisure and Sport Development contract management</li><li>• Novium Museum and Tourist Information Centre</li><li>• Visit Chichester – Service Level Agreement</li></ul>

## Communities and Wellbeing Division

### Community Engagement and Development

#### Key Achievements in 2019/20:

- The “Choose Work” programme again secured external funding to support residents struggling to return to work. A programme of workshops started in early 2020.
- The New Homes Bonus (Parish Allocations) Scheme allocated £273,018.35 (98.3% of the funding available) in September 2019, across 44 approved projects. Parishes were also offered the opportunity to apply for grants of £250 towards commemorating the 75<sup>th</sup> Anniversary of the end of the Second World War in 2020.
- The Grants and Concessions panel awarded a total of £155,997 this year across 23 separate schemes. This included a small number of ‘Fast Track’ (up to £1,000) bids, as well as larger amounts, considered by the quarterly Panel.
- New community facilities have been enabled through the use of Section 106 funds. The new Westhampnett Community Hall (part funded through neighbouring housing development) opened to the public in November 2019, and the Council agreed over £220,000 of funding to support the conversion of Graylingwell Chapel in Chichester for community use.

### Community Projects and Partnerships (inc. Community Safety)

#### Key Achievements in 2019/20:

- The ‘Technology doesn’t Byte’ project was launched in partnership with the Richmond Fellowship and the Citizens Advice Bureau. The project aims to help residents learn basic digital skills to reduce social isolation and help find employment.
- The new website [www.chichestercommunitynetwork.org](http://www.chichestercommunitynetwork.org) was launched to provide a social platform for partner organisations (such as Parish Councils and community groups), to share problems, ideas, solutions and to regularly communicate with each other.
- The 5 Ways to Wellbeing project has been transferred to a contract with START and was delivered in 6 primary schools, to 205 children across the district. The ‘Ideas into Action’ project was also delivered at Midhurst Primary School.
- Two events were delivered on behalf of Chichester in Partnership, alongside Natwest bank with the aim of raising awareness of community safety and fraud.
- CCTV evidence was linked to specific incident reports this year, increasing the use of this resource. This included traveller movements, drug and alcohol offences, anti-social behaviour, graffiti and damage to parked cars.
- The initial meeting of the Cross-Border MOLT (Mapping Offenders, Locations & Trends), held in May 2019 at Midhurst Rother College was exceptionally well attended with support from local schools and police forces as well as neighbouring Local Authorities.

- Significant work has taken place in the City centre to reduce Anti-social behaviour, including joint patrols involving CDC, Chichester College and Sussex Police.
- In response to C19 the Communities team worked with WSCC to establish a hub to help the most vulnerable people to self-isolate by provision of emergency food, picking up medicines and other support and assistance.

## **Health and Community Wellbeing**

### **Key Achievements in 2019/20:**

- The Wellbeing service has expanded this year with additional funding from WSCC Public Health for delivery of NHS Health Checks, Smoking Cessation and specialist alcohol reduction services. The team have been trained on how to deliver these new services and new staff recruited to ensure we have capacity to deliver a quality service.
- The team worked with 1,177 clients during 2019/20 with advice and information to make positive lifestyle changes. We have seen an increase in referrals from GPs, although self-referral remains the main route of entry into the service.
- 105 people took part in a 12 week weight management programme with the majority successfully reaching the target for weight loss.
- We have seen an increase in people wanting help to reduce their alcohol consumption along with support for pre diabetes and falls prevention. Our services supporting healthy workplaces, increasing physical activity, fuel poverty reduction and family wellbeing have all continued successfully this year.

## **Social Prescribing**

### **Key Achievements in 2019/20:**

- The service entered its second year in July 2019 and continued taking referrals from GPs to support clients with debt and money management, housing and lifestyle issues. Many are referred because they are socially isolated and need support to reconnect with their community. To date, the team have worked with over 1000 people, signposting them to agencies for support and helping them to become resilient and better able to cope.
- Funds were secured from Hyde Housing for a part-time post to focus on housing issues.
- Further funding for Social Prescribing was announced from NHS England and West Sussex Clinical Commissioning Group earlier in the year. This, together with funding from CDC will mean that the service is secure for 4 more years to 2023/24.

## **Culture and Sport Division**

### **Culture and Tourism**

The service oversees funding agreements and monitoring frameworks for Chichester Festival Theatre (CFT), Pallant House Gallery (PHG) and Visit Chichester. Annual Reports identifying achievements against targets are presented to the Overview and Scrutiny Committee and six-monthly update meetings take place to monitor progress. Due to Covid 19 the Theatre and Gallery along with The Novium and the leisure Centres had to close in mid-March 2020.

### **Key Achievements in 2019/20:**

- PHG delivered a number of successful exhibitions this year. New for 2019/20 were 'Julian Trevelyan: An Artist and his World' and 'Harold Gilman: Beyond Camden Town'.
- PHG had 57,470 visits during the year. 47% were repeat visitors within 12 months, and 26% were first time visitors.
- 'Festival 2019' ran from April to December 2019 in CFT and the Minerva Theatre. 223,784 people attended the 12 CFT-produced productions.
- 'The Midnight Gang' achieved the highest ever schools interaction of a production in CFT's history; 3,341 tickets were issued, engaging 56 local schools. 378 tickets (11%) were given free to 13 schools in deprived areas locally. This production was also livestreamed to the

children's wards of St Richard's and Worthing Hospitals, Chestnut Tree House Children's Hospice and to bedside televisions and public spaces at Great Ormond Street Children's Hospital.

- Visit Chichester delivered a number of networking events in 2019/20 and developed a number of new partnerships. A new brand is also being developed, which will include development of a new website.

### **Leisure and Sports Development**

The service oversees the Leisure management contract, which has been delivered by Everyone Active since May 2016. The contract is monitored through regular reports, meetings, site inspections and the Leisure Task and Finish Group, who meet quarterly.

#### **Key Achievements in 2019/20:**

- All three Leisure Centres and the Sports Development Team have been assessed by Quest; the UK Quality Scheme for Sport and Leisure. The Grange and Bourne Centres achieved 'Excellent', placing them in the top 25 centres in the UK and Westgate Leisure achieved 'Outstanding', which places it in the top ten. Both Westgate and The Grange received awards at the 2020 Chartered Institute for the Management of Sport and Physical Activity and Quest conference.
- There were 1,447,059 visits to our leisure centres in 2019/20; a 2% increase on 2018/19. Memberships also hit a record high this year with 7,019 members.
- Participation among the over-50s was growing (prior to the centres' closure in March due to C19), thanks to weekly walking sports sessions delivered at all sites. Walking netball and walking cricket sessions have been added to the programme. The sessions, delivered in partnership with Netball England and Sussex Cricket, encourage physical activity and give an opportunity for social engagement.

### **The Novium Museum and Tourist Information Centre (TIC)**

#### **Key Achievements in 2019/20:**

- The Novium Museum and TIC service had 50,559 visitors this year. The TIC responded to 12,950 enquiries and the Chichester Box Office managed sales of 7,982 tickets for 224 local events.
- 1,003 school pupils attended hands-on workshops across 49 sessions as part of the Museum's Learning Programme. A further 493 children attended 15 sleepovers, 830 pupils attended 30 outreach sessions and 104 loan boxes went to local schools.
- The headline exhibition 'Mystery Warrior: The North Bersted Man' opened to the public on 25 January. The exhibition was supported by a £50,000 grant from The National Lottery Heritage Fund, sponsorship from Irwin Mitchell and donation of the finds by Berkeley Homes. The exhibition received national and international press coverage, attracting visitors from far and wide before the museum closed on 17 March due to C19. The grant also funded a programme of events including a lecture series, community days and family days.

## Performance Indicators: Community Services and Culture Cabinet Portfolio

### Community Engagement and Development

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 230</b>	Number of new clients engaged with the Choose Work Service	Higher is better	74	80	<b>77</b>		Better		60
<b>LPI 230b</b>	% Choose Work Clients Supported into Paid Employment, Work Experience or Education	Higher is better	41.9%	40%	<b>41.6%</b>		Weaker	<p>32 out of 77 clients were supported to move closer to work in 2019/20.</p> <ul style="list-style-type: none"> <li>• 11 (14.3%) went into paid work</li> <li>• 8 (10.4%) went into work experience placements</li> <li>• 13 (16.9%) went into further education</li> </ul> <p>Choose Work Officers carried out 399 client interventions during 2019/20 including CV &amp; covering letter advice, job application support; interview advice/mock interviews, report writing and employability support workshops.</p>	40%

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### Community Projects and Partnerships

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 212</b>	All Reported Crime – Chichester (% increase – rolling year)	Lower is better	10.9%	0%	<b>5.5%</b>		Better	<p>Rolling year April 2018 to March 2019 = 7,051 offences</p> <p>Rolling year April 2019 to March 2020 = 7,442 offences</p>	0%

## Health and Community Wellbeing

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 234</b>	% people maintaining positive lifestyle changes after 3 months, following engagement with the Wellbeing Hub	Higher is better	79.3%	80%	<b>82%</b>		Better	Reported figure is an average across 2019/20. The Q4 result was 77% (amber status).	80%

## Leisure and Sports Development

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 007</b>	Increase in attendances at Leisure Centres (all sites)	Higher is better	1,420,767	1,449,182	<b>1,447,059</b>		Better	Overall attendance target met for 2019/20 (within 1%). Leisure Centres were closed from 20th March due to C19 and attendance had dropped off prior to this.	Targets for 2020/21 to be agreed
<b>LPI 290</b>	Increase attendance of people aged 50 or over	Higher is better	207,065	211,206	<b>202,693</b>		Weaker	Attendance for this group ended the year down by 2%. However, this was showing a 2% increase until March 2020. March visits were 6,996 down on last year due to C19.	
<b>LPI 291</b>	Increase attendance of young people aged 0-15	Higher is better	110,002	111,102	<b>105,175</b>		Weaker	Attendance for this group ended the year down by 4%. However, March visits were 4,827 down on last year due to C19.	
<b>LPI 292</b>	Increase attendance of people with disabilities	Higher is better	15,805	15,968	<b>15,623</b>		Weaker	Attendance for this group ended the year down by 1%. However, March visits were 367 down on last year due to C19.	
<b>CSD MPI 05</b>	Increase Customer satisfaction by 1% per year	Higher is better	92%	89%	<b>90%</b>		Weaker		

## The Novium and TIC

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 219</b>	The Novium - All museum admissions	Higher is better	52,513	55,000	<b>50,444</b>		Weaker	Visitor numbers declined significantly in March 2020 due to C19. The Novium was closed to the public from 17 March.	56,500
<b>LPI 220</b>	The Novium - Total number of tourist information enquiries	Higher is better	14,926	15,000	<b>12,950</b>		Weaker		15,000

# Cabinet Portfolio: Growth, Place and Regeneration

## Key Areas of Responsibility

<b>Place</b> <ul style="list-style-type: none"><li>• Bus Shelters</li><li>• Chichester City Vision</li><li>• Rural Town Visions</li><li>• City and Town Co-Ordination</li><li>• Parking Services</li><li>• Public Conveniences</li></ul>	<b>Property and Growth</b> <ul style="list-style-type: none"><li>• Building Services</li><li>• Economic Development</li><li>• Estates</li></ul> <b>Regeneration</b> <ul style="list-style-type: none"><li>• Southern Gateway</li></ul>
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## Place Division

### Chichester City and Rural Towns Visions

#### Key Achievements in 2019/20:

- Project teams have begun to deliver the outcomes in the Chichester Vision and the Vision Delivery Steering Group continues to monitor delivery. Work has also been undertaken with Selsey, Midhurst and Petworth to assist in the delivery of their Visions, and work has begun with East Wittering and Bracklesham Parish Council to support development and delivery of a Vision for that area.
- The 'Sea's The Day' Project to further engage Selsey with its fishing heritage, has delivered outputs including a film, recipe cards and oral history archives. The project received £32,578 from the National Lottery and has reached at least 98,500 people, as well as receiving coverage in local newspapers, television and radio. Sea's the Day has generated two further projects on lobster and sediment research and marine education, involving national research bodies and local marine enterprises.
- The team have worked closely with Chichester City Business Improvement District (BID).
- Supported by the Rural Towns Co-Ordinator, Midhurst Business Network has been established as a monthly meeting with training and has a growing membership.
- Closer working links with Petworth Business Association have been developed, enabling networks within the broader town centre community.

## Parking Services

#### Key Achievements in 2019/20:

- Digital permits have continued to be rolled out across all car parks.
- All car parks which held the British Parking Association's Safer Parking Award have successfully maintained their accreditation. This assists with reducing crime and fear of crime in car parks and provides assurance to the public that measures have been introduced to ensure a safe environment. The same car parks have also been awarded the Disabled Parking Accreditation which recognises off-street parking facilities which are accessible to disabled people.
- Investigation of Blue Badge Misuse has been increased, in partnership with West Sussex County Council and specially trained investigators.
- Work on a revised Parking Strategy for Chichester District has begun. This will reflect the requirements of the district and include consideration of the themes and issues from the West Sussex County Council Road Space Audit.
- North Street Car Park in Midhurst has been resurfaced and relined to further improve the street scene in this location.

## **Public Conveniences**

### **Key Achievements in 2019/20:**

- CDC was placed in the top 20 Local Authority public toilet providers in the UK this year. Inspectors rated the public toilets in North Street Car Park, Midhurst, and Northgate Car Park, Chichester, as 'Platinum', while public toilets at Hillfield Road, Selsey, and Pound Street Car Park, Petworth, were both rated 'Gold'. The Northgate Car Park public toilets received a national Space to Change trophy for providing the best facilities in this category. All four facilities also received certificates for Washroom Cleaner of the Year. These awards add to the previous year's successful 'Platinum' accreditation for facilities at Little London, Avenue De Chartres and Florence Park in Chichester.
- Hand washer / dryer units were upgraded across a number of the public conveniences this year. The new units are more energy efficient and provide a modern 'no touch' facility.

## **Property and Growth Division**

### **Building Services**

#### **Key Achievements in 2019/20:**

- Major refurbishment works at the Avenue De Chartres Multi Storey Car Park continued. Works completed this year included structural testing, replacement of lighting with LED luminaires, provision of edge protection for pedestrians and vehicles, electrical fixed wire testing and installation of new surface water pumps and access covers.
- The repair and maintenance programme for 2019/20 was delivered, including works in partnership with WSCC Highways to stabilise a stone retaining wall alongside the A272 Pound Street, Petworth and repairs to a local shopping parade.
- Legislative changes including requirements for improved energy conservation and carbon emissions targets for buildings have started to be addressed.

## **Economic Development**

#### **Key Achievements in 2019/20:**

- Delivery of the Retail Training Programme was completed with 36 workshops run across Chichester, Midhurst, Petworth, Selsey and East Wittering since the programme started in 2018. One to one sessions were also available. Over 70 businesses have been supported with training and linked Shop Front Grants for 29 businesses have been approved.
- The updated Economic Development Strategy was adopted in November 2019, along with the new Inward Investment & Growth Strategy.
- Alongside the Business Contact programme, which provides support to smaller businesses, the team has been building contacts with larger businesses in a number of sectors.
- Businesses have been encouraged to invest in apprentices by making them aware of the national support schemes and local training opportunities. The Enabling Grant programme has provided funding towards projects which aim to engage 23 apprentices and has approved funding applications for 5 more.

## **Estates**

#### **Key Achievements in 2019/20:**

- Plans for the redevelopment of St James Industrial Estate, Chichester, have progressed. Liaison with tenants has been taking place and the team have assisted with support and guidance on sourcing alternative premises on either a temporary or permanent basis.
- Management of the Old Bakery in Petworth has been taken back in-house this year, saving on costs and encouraging a closer landlord and tenant working relationship.

- Options appraisals have been undertaken for Priory Park and two areas of Council owned land at Bracklesham Bay and East Beach, Selsey.
- Discussions have continued with our developer partner for the Barnfield Site in Chichester. The access roundabout on Westhampnett Road is now complete and new Lidl Store open.
- Contract negotiations have continued for the sale of the Grange site in Midhurst and work to bring the Church Road, Chichester development site to the market has continued.

## **Regeneration**

### **Southern Gateway**

The largest regeneration project in the City for a generation; this involves 30 acres of largely brownfield land in and around the railway/bus transport hub, including land owned by the District Council. The project has the potential to deliver 21,600 m<sup>2</sup> business/leisure/retail floor space, create 1,137 new jobs and deliver 365 dwellings. The Local Enterprise Partnership has awarded £5m to the District Council to support the project.

### **Key Achievements in 2019/20:**

- An EU procurement process was undertaken and Henry Boot Developments has been selected as the preferred developer.
- Work has continued on completion of the Development Agreement.
- A relocation site for Stage Coach has been purchased in Terminus road and Heads of Terms have been produced.
- A Communication Strategy has been agreed and the website updated.
- Work continues with Homes England on the acquisition of the former court site.

## Performance Indicators: Growth, Place and Regeneration Cabinet Portfolio

### Parking Services

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 177a</b>	Tuesday - Average Number of Vacant Spaces in the Off-Street Public Parking Stock in Chichester City	Neither higher nor lower	810	Min. 300 Max. 952	<b>1,007</b>		Weaker	<p>Thresholds are set at no lower than 300 spaces to ensure demand isn't higher than spaces available, and no higher than 25% of available spaces to ensure income levels are not affected. Total capacity on a Tuesday is 3,810 spaces.</p> <p>Reported figure is an average across 2019/20. The March 2020 result was 2,137 (red status). This figure is greatly impacted by the C19 restrictions and has affected the average for the whole year. The average to end Feb 2020 was 904 (green status).</p>	Min. 300 Max. 952
<b>LPI 177b</b>	Wednesday - Average Number of Vacant Spaces in the Off-Street Public Parking Stock in Chichester City	Neither higher nor lower	763	Min. 300 Max. 888	<b>899</b>		Weaker	<p>Target calculated in line with LPI 177a (above). Total capacity on a Wednesday is 3,554 spaces.</p> <p>Reported figure is an average across 2019/20. The March 2020 result was 1,874 (red status). This figure is greatly impacted by the C19 restrictions and has affected the average for the whole year. The average to end Feb 2020 was 810 (green status).</p>	Min. 300 Max. 888

<b>LPI 177c</b>	Saturday - Average Number of Vacant Spaces in the Off-Street Public Parking Stock in Chichester City	Neither higher nor lower	971	Min. 300 Max. 993	<b>1,118</b>		Weaker	Target calculated in line with LPI 177a (above). Total capacity on a Saturday is 3,974 spaces.  Reported figure is an average across 2019/20. The March 2020 result was 2302 (red status). This figure is greatly impacted by the C19 restrictions and has affected the average for the whole year. The average to end Feb 2020 was 1011 (red status).	Min. 300 Max. 993
<b>LPI 34</b>	% of car parks in the City for which we have achieved Safer Parking Awards	Higher is better	100%	100%	<b>100%</b>		No Change	All City Car Parks have passed.	100%
<b>LPI 35</b>	% of rural car parks for which we have achieved Safer Parking Awards	Higher is better	75%	75%	<b>75%</b>		No Change	All car parks that met the standard previously have passed again. As in previous years, the exclusions are Bosham, East Beach Selsey and Selsey Marine.	75%

### Economic Development

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 231</b>	Number of businesses supported through the Business Support Programme	Higher is better	475	300	<b>1,509</b>		Better	In Q4, 685 businesses were supported. Due to C19, the team have been dealing with a far higher volume of enquiries, the majority concerning eligibility for financial support through the pandemic.	300
<b>LPI 237</b>	Respond to 90% of business planning applications	Higher is better	100%	90%	<b>100%</b>		No change		90%

<b>LPI 252</b>	Occupancy rate for our city and town centre shops	Higher is better	94.68%	91.8%	<b>95.38% (to end Q3)</b>		Better	Reported figure is an average across 2019/20. The Q3 result was 96.07% (green status). The latest available figure for the South East is 91.8% (October 2019). No data was available for Q4 due to C19.	Above South East average
<b>LPI 163b</b>	Increase survival rates of companies at year 3 to align with the South East actual	Higher is better	64.9% (2017)	58.4% (2018)	<b>58.5% (2018)</b>		Weaker	Next update will be in Jan 2021, when 2019 data is released at the end of Dec 2020.	South East actual

### Estates

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 53</b>	% empty units within our commercial and industrial property	Lower is better	9.18%	5%	<b>9.91%</b>		Weaker	Reported figure is an average across 2019/20. The Q4 result was 5.7% (green status). There continue to be a large number of vacant units at St James Industrial Estate pending redevelopment. From Q4 onwards, these units have been removed from the calculation to give a clearer picture of empty units in the rest of the estate.	5%
<b>LPI 54</b>	% rent and service charge arrears	Lower is better	2.81%	4%	<b>7.06%</b>		Weaker	Reported figure is an average across 2019/20. The Q4 result was 8.73% (red status). Arrears figures were significantly higher in the second half of the year. One large, late payment affected the figures for Q4 (this has now been received).	4%

# Cabinet Portfolio: Housing, Communications, Licensing and Events

## Key Areas of Responsibility

<b>Communications, Licensing and Events</b> <ul style="list-style-type: none"><li>• Communications</li><li>• Events</li><li>• Licensing</li></ul>	<b>Housing</b> <ul style="list-style-type: none"><li>• Homelessness</li><li>• Housing Options</li><li>• Private Sector Housing and Housing Enabling</li><li>• Temporary Accommodation</li></ul>
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## Communications, Licensing and Events Division

### Communications

#### Key achievements in 2019/20:

- The PR and Web Teams underwent a service review in 2019/20, which resulted in the teams coming together as the Communications Team. The team aims modernise the way we interact with our residents, visitors and businesses, and develop a digital focus.
- A Countdown to Christmas campaign was launched in association with local parish councils, organisations, businesses and media outlets, aiming to encourage people to shop in the district's high streets. The campaign reached over a million people on social media.
- Workplace, an internal communications tool, was introduced across the organisation, offering staff a digital forum to share documents, comments, updates and videos, as well as providing video conferencing facilities that can be used even in an emergency situation when council systems may be offline.
- In October, the Council signed up to the Local Digital Declaration; a sign of intent to align digital services to best meet customers' needs. As part of this, we are evaluating our focus on channel shift and the digital transformation needed to achieve this. The team have introduced a tool to monitor web and e-form transaction data. Targets and performance indicators will be set based on this.
- The team implemented (in under a week) the GOV Notify service, a free email/text alert service, developed by central government. This was a key part of our response to C19, allowing key messages to be delivered to residents through a variety of channels.
- The Team re-designed the Intranet and made changes to the external website homepage this year. They also designed, developed and deployed seven subsites generating an income of £25,000. These included - Birdaware, Selsey and Midhurst Visions, West Sussex Energy, Donnington Parish Council and Chichester Community Network.
- A new digital online 'flipbook' for Initiatives was introduced which enabled customers to view an interactive version of the long established magazine whilst also driving efficiencies.

### Events

#### Key achievements in 2019/20:

- The 2019 Summer Street Party was organised by the Licensing Team with support from Chichester Business Improvement District (BID); creating an exciting summer evening event in Chichester city centre. Many shops and businesses took part and stayed open late to host activities and provide refreshments. The event was a great success and was well received by visitors, traders and businesses.
- The Council's first Events Strategy has been developed, acknowledging the benefits of a coordinated approach to a programme of events, opportunities associated with hosting events and the benefits events can bring to the district. The Strategy aims to raise the profile of the district as a leading visitor destination and will be supported by an emerging Events Action Plan and events calendar for key partners.

- A review of markets was undertaken by the Market Task and Finish Group. This included potential changes to the delivery of the Farmers Market and assessment of the weekly markets in Chichester and other bespoke markets. This work will continue into 2020/21.

## **Licensing**

### **Key achievements in 2019/20:**

- The Council completed the statutory process of designating additional areas in Chichester City centre to allow certain street trading activities to take place, with Council consent. This change will promote diversity in the shopping offer, whilst providing support for businesses.
- In accordance with legislation and following consultation, the existing Public Spaces Protection Order covering Chichester City was extended in July 2019 for a further period of three years.
- More than 1,950 applications/notices under the various licensing regimes for alcohol, gambling, street collections, taxis and caravans were received this year; an increase of 5.9% on the previous year.
- A new system was introduced to undertake DVLA Driving Licence checks for licensed taxi drivers, which has improved efficiency and reduced costs.
- The House to House Collection Policy was reviewed and adopted, with some minor amendments, by the General Licensing Committee in February 2020.
- The team undertook a public consultation and engaged with key stakeholders about revisions to the council's Statement of Policy under the Gambling Act 2005. The updated Policy was adopted and came into effect in June 2019.

## **Housing Division**

### **Housing Advice**

#### **Key achievements in 2019/20:**

- A successful bid was submitted for Government funding under the Rough Sleeper Initiative, allowing us to employ a Rough Sleeper Coordinator and an Outreach Worker as well as providing additional resources for Stonepillow. This helped us to respond successfully to the Government's 'Everyone In' Initiative and arrange accommodation for all known rough sleepers in the area during the C19 crisis.
- The Team have responded to an increase in homelessness and a resulting increase in use of Bed and Breakfast accommodation by accelerating the planned scheme for additional temporary accommodation at Westward House and Freeland Close. This will provide 17 new temporary accommodation units, plus 3 more converted from the shared units at Westward House. This includes 2 wheelchair accessible flats.
- Securing landlords on our Homefinder scheme continues to be challenging as landlords leave the market due to changes in taxation. However, in 2019/20, 8 households moved from temporary accommodation into our managed properties and 22 more were helped into the private rented sector including four large families who needed properties with 5 bedrooms.

### **Housing Standards and HomeMove**

#### **Key achievements in 2019/20:**

- The new countywide discretionary Disabled Facilities Grant policy was formally adopted this year. This allows us to help more people with a wider range of adaptations and services. In 2019/20, 130 home adaptations were provided at a cost of £1.5m.
- 29 properties joined the Landlord Accreditation Scheme, or renewed their status during the year and 32 landlords received assistance to improve their properties.
- 141 new applications for mandatory licensing for Houses in Multiple Occupation were received this year. There are now 159 licensed properties in the district.

- 487 households on our Housing Register found homes through the HomeMove scheme.

### **Housing Delivery**

#### **Key achievements in 2019/20:**

- In partnership with West Sussex County Council, we reached an agreement with Registered Providers (Housing Associations) to provide new social rented homes at Petworth and Bracklesham.
- Housing needs surveys were undertaken in Southbourne, Oving and Chidham/Hambrook parish areas to assess local needs and opinions.
- Community led housing schemes in Midhurst and Westbourne have made great progress over the year.

## Performance Indicators: Housing, Communications, Licensing and Events Cabinet Portfolio

### Licensing

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 117</b>	% Licensing Act 2003 applications determined within 2 months	Higher is better	99.52%	100%	<b>98.2%</b>		Weaker	3 applications were not determined within target (compared to 1 last year). Mediation was ultimately successful in 1 case and 2 cases required a hearing of the Alcohol and Entertainment Licensing Sub-Committee. Hearings could not be arranged within the 2 month target but both were arranged and undertaken just outside of it.	100%
<b>LPI 118</b>	% Gambling Act 2005 applications determined within 2 months	Higher is better	100%	100%	<b>100%</b>		No change		100%

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### Housing Advice

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>HA MPI 02</b>	Total number of households in nightly-paid accommodation - all cases	Lower is better	9	N/A	<b>13</b>		Weaker	Reported figure is an average across 2019/20. The lowest figure recorded was 9 in Q1. The highest was 15 in both Q3 and Q4.  Households placed out of District will be measured separately from 2020/21.	N/A – data only

<b>LPI 204</b>	% of cases where homelessness is threatened but prevented	Higher is better	56.8%	50%	<b>31.1%</b>		Weaker	<p>Legislation, IT and staff changes have continued to impact the team in 2019/20. Due to these changes, figures from 2018/19 and earlier are not directly comparable. A more positive result of 50% has been recorded in Quarter 1 of 2020/21.</p> <p>For 2020/21, this PI will be supplemented with a new one to measure cases where a Homelessness Relief Duty is owed and homelessness is relieved. This will also have a target of 50%.</p>	50%
<b>LPI 205</b>	Percentage of homeless applications where the main housing duty is decided within 66 days	Higher is better	34.87% (to Feb 2019)	50%	<b>45.33%</b>		Better	<p>Due to legislation, IT and staffing changes, figures from 2018/19 and earlier are not directly comparable.</p> <p>Reported figure is an average across 2019/20. The March 2020 result was 93% (green status).</p>	50%

### Housing Standards and HomeMove

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 003</b>	Homes improved through the Council's Landlord Accreditation Scheme, financial assistance packages and enforcement	Higher is better	72	50	<b>81</b>		Better	The new Housing Strategy includes a measure to monitor the number of homes improved via renewal activity or adaptations. This monitoring will replace this performance indicator for 2020/21 onwards.	N/A

## Housing Delivery

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
LPI 002	Affordable homes enabled by the Council	Higher is better	171	140	<b>127</b>		Weaker	<p>In the 2019/20 period a total of 127 new affordable homes were delivered, including 63 for rent and 64 for sale.</p> <p>Some slippage took place in the programme as completions slowed in the last quarter of 2019/20 and many sites closed completely in March due to C19. We expect the outturn in 2020/21 to be correspondingly higher.</p> <p>A new target has been set for this PI for 2020/21 based on the approved Housing Strategy target (1000 additional affordable homes delivered by 2025).</p>	167

# Cabinet Portfolio: Environment and Chichester Contract Services

## Key Areas of Responsibility

<b>Chichester Contract Services</b>	<b>Health and Environment</b>
<ul style="list-style-type: none"><li>• Cemeteries</li><li>• Cleansing and Recycling Services</li><li>• Grounds Maintenance</li><li>• Parks and Open Spaces</li><li>• Vehicle Workshop and MOTs</li><li>• Waste</li></ul>	<ul style="list-style-type: none"><li>• Air Quality</li><li>• Building Control</li><li>• Coastal Protection and Foreshores</li><li>• Dog Control</li><li>• Environmental Protection</li><li>• Environmental Strategy inc. Biodiversity</li><li>• Health Protection (including Business Continuity and Health and Safety)</li><li>• Noise Pollution</li></ul>

## Chichester Contract Services Division

### Key achievements during 2019/20:

- Our Garden Recycling Service continues to grow and at the end of 2019/20 over 16,800 residents were using the service; an increase of 1,400 new subscriptions compared to the previous year. Alongside promotional work undertaken in the summer, we supported St Wilfrid's Hospice to deliver their first Christmas Tree Recycling Scheme which was a great success. St Wilfrid's volunteers collected over 600 trees for us to recycle and they raised over £7,000 for the hospice charity. We will be working with the St Wilfrid's team again to run the scheme for 2020/21.
- To enhance the service offering of our Business Waste and Recycling customers, Cabinet approved a new food waste recycling service for businesses. The new service provides businesses with further opportunities to recycle, reduce waste and save on their waste management costs. We will be working closely with new and existing customers during 2020/21 to grow the service. All food waste collected will be recycled via a process called anaerobic digestion, recommended by Government as one of the best methods for food waste recycling.
- We also increased the capacity of our mixed recycling collection rounds for businesses. The majority of our customers already use our recycling collections, which are charged at a much lower rate than the equivalent general waste bin, and a number of our customers have already taken advantage of this enhanced service offering. We also worked hard to keep costs down for all our customers and put in place a price freeze for 2019/20 for the majority of our emptying services.
- We were delighted to secure a new waste collection contract with the Chichester College Group which is being delivered in partnership with Horsham District Council and Adur and Worthing Councils. The contract covers all of Chichester College Group's sites, from Chichester to Brinsbury, and will also include their site at Haywards Heath from September 2020. The contract includes collection services alongside recycling support and advice.
- Working with the West Sussex Waste Partnership (WSWP), we ran several recycling campaigns during the year which included 'Fight Against Food Waste', 'Think Before You Throw' and 'Cutting Confusion'. Each campaign focused on waste reduction and helping residents to understand what items can be reused or recycled rather than going into the general waste bin. A further campaign called 'Mia Recycles' continues to run, which focuses on specific items around the household that can be recycled and also visits the Materials Recycling Facility in Ford to show what happens to recycling once it's been collected.

- We were delighted to be able to host the recycled plastic bottle Christmas tree again this year. Working with Chichester Business Improvement District and the WSWP, we hosted the recycled Christmas tree in North Street, Chichester to highlight the importance of reducing single-use plastics and recycling whatever plastics we can.
- DEFRA continues to consult on proposals set out in the Government's Resources and Waste Strategy for England. The consultations included areas such as (but not limited to) mandatory food waste collections, increased ownership and responsibility of material producers for the life of their products, deposit return schemes for containers and how waste collections can be more consistent across the nation. Proposals will undoubtedly involve significant changes for the UK waste industry as a whole and we will continue to work with the WSWP to respond to consultations as they are released.

## **Health and Environment Division**

### **Air Quality**

#### **Key achievements in 2019/20:**

- Working in partnership with Parking Services, 18 electric vehicle charge points were delivered across CDC car parks in the District, using a £60,000 grant from the Office for Low Emission Vehicles.
- Baseline air quality modelling for Chichester was completed.
- Using an award from the Business Rates Pool, a contract was let for development of a Local Cycling and Walking Infrastructure Plan for Chichester. This has now reached delivery of an early draft.
- Money from the Business Rates Pool also supported development of the Selsey to Chichester cycling commuter route; 'Selsey Greenway'.
- An Air Quality Management Area was declared at Rumbolds Hill, Midhurst.

### **Building Control**

#### **Key achievements in 2019/20:**

- 785 Building Regulations applications were received during the year, a reduction on the 2018/19 figure (845 applications).
- The Service generated £362,671 of income, which is short of 2018/19 figures and target income. Reasons for this are being explored and steps to address it identified, including reviewing the time allowance per application.
- The service continues to strive to comply with the Building Regulations 2010 regarding the charging requirements on local authorities. Fee levels were reviewed again in 2019.

### **Coastal Protection and Foreshores**

#### **Key achievements in 2019/20:**

- The fourth year of the Selsey & Wittering Beach Management Plan 2016-21 was successfully completed. Works included the enhancement of groynes on the Selsey & East Wittering frontages and the delivery and placement of 5,000t of shingle.
- The Selsey Bathing Water Enhancement project was successfully concluded, resulting in all three of our bathing waters now being rated as "excellent".
- The Foreshores Service was delivered from April to September 2019, during which time the Foreshores Team enforced the council's byelaws, completed 8 rescues, responded to 21 first aid incidents and spoke to over 900 dog owners.

## **Environmental Protection**

### **Key achievements in 2019/20:**

- Under the Litter and Fly Tip Strategy 2017-20 we ran six events working in partnership with local traders and delivered new education initiatives on waste and litter.
- The Team dealt with 2,683 environmental complaints, of which 534 related to noise and 197 to anti-social behaviour. This represents a significant increase on last year (1,830 complaints), particularly in the noise category.
- The Team carried out animal licensing inspections for 73 businesses, generating £13,851 of income.
- Tablet-based IT access was rolled out this year for officers working out in the district.

## **Environmental Strategy including Biodiversity**

### **Key achievements in 2019/20:**

- Green Gym sessions have been running throughout the year at Brandy Hole Copse Local Nature Reserve, where volunteers have been undertaking conservation works to benefit their mental and physical wellbeing.
- Ecological advice was provided on over 800 planning applications across Chichester District (including the South Downs National Park area) and Arun District;
- Background evidence and support was provided to enable the Council to declare a Climate Emergency in July 2019 and produce a Climate Change Initial Action Plan which was approved in January 2020.
- Strategic Environmental Assessments were undertaken for the Boxgrove, Selsey and Westbourne Neighbourhood Plans.
- The Team developed evidence to support the Strategic Wildlife Corridors Policy within the Local Plan Review and developed a Strategic Wildlife Corridors Project for which funding is being sought.

## **Health Protection (inc. Health and Safety)**

### **Key Achievements in 2019/20:**

- The Food Standards Agency undertook a two-day audit of food safety work. The Council performed well with only a small number of minor issues to address
- 68 local business employees received food safety training and our 'Safer Food Better Business' coaching continued with 5 courses offering bespoke training on site to aid food businesses in meeting legal requirements.
- High risk skin piercers were a focus of a special project this year. Of those inspected, standards were found to be good with only minor recommendations or advice given.
- Another project this year focused on gas safety in food businesses. Of the 21 premises inspected, 7 were found to be non-compliant and required inspection by a gas safe engineer. The team also identified 2 unregistered gas safe engineers who were reported to Gas Safe and the HSE.
- Since March 2020, the team have been instrumental in providing advice and support to local businesses on C19 and working safely as restrictions eased.

## Performance Indicators: Environment and Chichester Contract Services Cabinet Portfolio

### Contract Services

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
LPI 001	% graffiti removed within 5 working days	Higher is better	100%	100%	<b>100%</b>		No change		100%
LPI 005	Number of residents using the Garden Recycling Service	Higher is better	15,391	17,000	<b>17,164</b>		Better	Increase in sign-ups during C19 lockdown period and temporary closure of Household Waste Recycling Sites (end March 2020).	17,500
LPI 006	% fly-tips removed within 3 days	Higher is better	92.08%	90%	<b>94.4%</b>		Better	Reported figure is an average across 2019/20. The quarter 4 figure was 95.6% (green status).	90%
LPI 127	Cost of household waste collection per household	Lower is better	£33.58	N/A	<b>£50.52</b>	N/A	Weaker	The considerable increase year on year was driven by WSCC ceasing payment of recycling credits.  Due to the significant change, a target for 2020/21 will not yet be set.	TBC
LPI 191	Residual household waste in Kg per household	Lower is better	397.55	392	422.42		Weaker	Whilst there was an increase in both recycling and residual tonnage in the year, the disproportionate increase in residual waste per household has impacted the recycling rate.	TBC
LPI 192	% household waste sent for reuse, recycling and composting	Higher is better	46.5%	47.0%	44.93%		Weaker	In Q3, the Service also noted an increase of rejected recycling loads (being tipped as waste) following the Westhampnett fire and loads being taken directly to the MRF.	47.0%

## Building Control

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>BC MPI 01</b>	Site inspections undertaken within 24 hours	Higher is better	100%	100%	<b>100%</b>		No change		100%
<b>BC MPI 03</b>	Applications determined within 5 weeks (unless time extension agreed)	Higher is better	100%	100%	<b>100%</b>		No change		100%

## Environmental Protection

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 133</b>	% Premises with Environmental Permits due for an Audit that are inspected	Higher is better	100%	100%	<b>25%</b>		Weaker	<p>Inspections are usually carried out in February/March in order to combine them with risk ratings for the following year. Nearly all inspections in March had to be postponed due to C19 restrictions, which has meant we have only completed four out of 16 visits scheduled in 2019/20.</p> <p>From 2020/21, this PI will report the actual number of inspections carried out (in line with LPI 135). Target has been set in line with this.</p>	17
<b>LPI 135</b>	Number of Private Water Supplies sampled and/or risk assessed	Higher is better	25	22	<b>43</b>		Better	Includes all visits and all risk assessments carried out in 2019/20.	22

<b>LPI 193a</b>	Per capita reduction in CO2 emissions in the LA area	Lower is better	-36.1% (2017)	N/A	<b>-38.4% (2018)</b>		Better	Chichester District emissions in 2018 were 5.3 tonnes per capita CO2, down from 8.6t in 2005; (a reduction of 38.4%) and a 3.8% reduction on the 2017 figure of 5.5t. However, this is still the highest of all Districts and Boroughs in West Sussex and still above the West Sussex average (4.2t)	N/A
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### Health Protection

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 174</b>	% food premises due for inspection that were carried out	Higher is better	90.8%	100%	<b>82.78%</b>		Weaker	The lower figure this year is primarily due to having a vacant post, staff redeployment onto a complex accident investigation and lengthy preparations for Brexit. Inspection figures were well below target at the end of each quarter so the year-end result shows a significant recovery in the last quarter. C19 prevented us doing a final push to get inspections completed in March.	100%
<b>LPI 179</b>	% food businesses broadly compliant with statutory food safety requirements	Higher is better	96.58%	95%	<b>97.33%</b>		Better	The team have again worked really hard to support businesses in improving their standards.	95%

# Cabinet Portfolio: Finance, Corporate Services and Revenues and Benefits

## Key Areas of Responsibility

<b>Business Support</b> <ul style="list-style-type: none"><li>• Business Improvement / Corporate Policy</li><li>• Electoral Services</li><li>• Facilities</li><li>• Human Resources</li><li>• ICT</li><li>• Land Charges</li></ul>	<b>Legal and Democratic Services</b> <ul style="list-style-type: none"><li>• Democratic Services</li><li>• Legal inc. Procurement</li></ul>
<b>Financial Services</b> <ul style="list-style-type: none"><li>• Accountancy Services</li><li>• Internal Audit</li></ul>	<b>Revenues, Benefits and Customer Services</b> <ul style="list-style-type: none"><li>• Customer Services</li><li>• Revenues</li><li>• Business Rates and Benefits</li></ul>

## Business Support Division

### Corporate Improvement & Facilities

#### Key achievements in 2019/20:

- Work was undertaken with Councillors and Senior Officers to review the Council's priorities this year. This included several sessions, facilitated by the Local Government Association, which helped inform production of a new draft Corporate Plan. This piece of work was placed on hold when C19 impacted on Council priorities in the short term, but it will be revisited for the development of a new Corporate Plan for 2021-2025.
- An internal review of the Environmental Health Service was carried out; working with the services to improve processes, redesign structures and generate revenue savings of over £120,000 per year. Support was also provided to the review of the Public Relations and Web Teams.
- The Facilities Team worked with registered charity Sanctuary at Chichester to provide a space for them within East Pallant House, also securing rental income for the Council.
- The Team responded to the early stages of C19 by ensuring that the Council was suitably equipped with PPE to enable staff to work safely.

### Electoral Services (including Land Charges)

#### Key Achievements in 2019/20:

- 3 all-out Elections were delivered in 2019/20, 2 of which were unplanned; a District and Parish Council election and a European Parliamentary Election in May 2019 and a UK Parliamentary General Election in December 2019.
- 3 further by-elections and Neighbourhood Planning Referenda were administered.
- The Land Charges Team processed 1,773 Local Authority Searches and 1,066 Personal Searches with an average turnaround time of 6 working days. This generated £202,107.93 of income.

## **Human Resources**

### **Key achievements in 2019/20:**

- A new staff appraisal system was introduced, in consultation with the Staff Side and Unison involving staff assessment against competencies and using measures to assess performance and determine whether an increment can be awarded if eligible. The new system also includes use of Performance Development Plans where required.
- A new Market Supplements Procedure was introduced, following negotiation with the Staff Side and Unison. The procedure governs the use and administration of market supplements (Premia payments).
- Comprehensive HR support was provided to the Revenues, Benefits and Customer Services review. This included the merger of the existing Client Support team with the Customer Services team, which has now been incorporated into this division.
- This support was also provided to the Environmental Health review, which brought together the Environmental Protection and Health Protection teams into one division.
- The Team prepared initial guidance to staff and managers in response to the early stages of the C19 crisis. Advice was given to Senior Management, temporary policy changes were implemented and information was collected from staff to inform our response.

## **ICT**

### **Key achievements in 2019/20:**

- A full replacement of our Virtual Private Network (VPN) was undertaken to increase user capacity from 100 to 350.
- A safer, easier to use and more secure user authentication system was introduced for access to our network when working remotely. This involved replacement of our old 'tokens' with a more efficient and effective 2 factor authentication system.
- Initial movement of some Council systems to the cloud-based Microsoft 365 platform, including exchange (Outlook Email) and introduction of the Microsoft Teams application
- Jointly with Finance, the Team oversaw a move to a new and more efficient BACS provider.
- Our Public Sector Network accreditation was successfully retained and we participated in the Local Government Association Cyber Security assessment exercise.
- A project to support business continuity commenced, which will provide enhanced disaster recovery capability across council services.

## **Financial Services Division**

### **Accountancy Services**

#### **Key Achievements in 2019/20:**

- Draft statutory accounts were completed by 4 June 2019 for review by the Council's external auditors.
- A new Corporate Debt Recovery Policy was developed, which incorporated the Write off Policy and came into effect on 1 March 2020.
- Improvements were made to the Payment Card Industry Data Security Standards (PCI DSS) arrangements at the Novium and Chichester Contract Services.
- The Team continued to support major corporate projects including Freelands Close, the Barnfield site and Southern Gateway.
- The Treasury Management Task & Finish Group were supported to review liquidity and long term investments, which resulted in an increase of longer term deposits with an anticipated increase in annual yield whilst minimising risk.

## **Internal Audit and Corporate Investigations**

### **Key Achievements in 2019/20:**

- Audits of Travel and Subsistence, Land Charges, Building Control, HR and Recruitment and Selection were completed this year, as well as follow up audits and position statements on other areas reviewed.
- Key financial controls were tested and reviewed to establish compliance for key areas including asset management, Housing Benefit, cash and banking, and general ledger.
- Successful investigations and reviews (including the Empty Home Review and the National Fraud Initiative) have saved or brought in additional income of £398,074.

## **Legal and Democratic Services Division**

### **Member Services**

#### **Key Achievements in 2019/20:**

- A Members induction was completed successfully for all new and returning Members following the District and Parish elections in May 2019. All Members were offered a range of relevant training courses as a foundation for success in their roles.
- The annual Chairman's Reception was organised to support the Chairman in thanking members of the community who have made a difference in their neighbourhoods or across the District.
- A complete suite of systems were implemented to enable remote meetings to take place during the C19 pandemic, giving continued democratic decision making and public transparency. A Remote Meeting Protocol was also developed and rolled out.
- Members and Officers were supported with advice on how to retain effective and legitimate processes during the uncertainty of the pandemic including ensuring the exceptional decision records were maintained and presented to full Council.

### **Legal including Procurement**

#### **Key Achievements in 2019/20:**

- The Contract Register was updated to include information relating to several new requirements under procurement legislation.
- Several legal encyclopaedias were rolled out to enable remote working through the pandemic and legal advice was provided to all Services about application of the Coronavirus Act 2020.
- Legal support has been provided to Council projects including Southern Gateway, development of Freeland Close and Compulsory Purchase processes.
- The Team presented our own applications for injunctions in respect of complex matters including unauthorised encampment at Birdham.

### **Information Management**

#### **Key achievements in 2019/20:**

- The Team have continued to ensure that the General Data Protection Regulations (GDPR) have been embedded into the day to day activity of the Council.
- A second legal officer can now act as deputy Data Protection Officer.
- Several key information management policies have been adopted to reflect best practice and update local procedures.

## **Revenues, Benefits and Customer Services Division**

### **Revenues and Benefits**

#### **Key achievements during 2019/20:**

- A Debt Recovery team has been introduced, with the aim of improving debt recovery management and supporting the Council financially.
- The Council Tax Team supported colleagues in Parking Services on joint procurement of a contract for Enforcement Agents, to ensure best value.
- The Team successfully implemented a £1.5m Retail Relief scheme for businesses with a rateable value of less than £51,000.
- A Leadership Programme was introduced and completed by all line managers in the Division.
- All operational requirements to support residents and businesses affected by the C19 pandemic were successfully delivered. This ensured all available financial support was received promptly by those entitled to it from March 2020 onwards. This included (but was not limited to) Business Rate grants, the Hardship Fund and increased casework arising from the pandemic.

### **Customer Services**

#### **Key achievements during 2019/20:**

- The Revenues and Benefits Customer Contact Team have been successfully integrated into the Customer Services Team. This has ensured all customer contact is managed effectively and has helped to improve the customer experience and overall performance management of Customer Services.
- A restructure was completed to support required changes to Customer Services.

## Performance Indicators: Finance, Corporate Services and Revenues and Benefits Cabinet Portfolio

### Human Resources

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 143</b>	Working Days Lost Due to Sickness Absence	Lower is better	6.19	8.00	<b>7.97</b>		Weaker	Average sickness per employee for the period 1.4.19 to 31.3.20 = 7.97 days  Long Term Sickness = 5.01 days Short Term Sickness = 2.96 days  Average LTS has increased from 3.09 days last year, while average STS has fallen from 3.10 days.	7.00
<b>LPI 289</b>	Quarterly Staff Turnover	Lower is better	11.14%	15.0%	<b>8.53%</b>		Better	Reported figure is an average across 2019/20. The Quarter 4 result was 9.16% (green status).	15.0%

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### Land Charges

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 48a</b>	% of all searches carried out within 10 working days	Higher is better	55.12%	100%	<b>100%</b>		Better		100%

### Financial Services

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 156</b>	Creditor invoices paid within 30 days	Higher is better	95.2%	96%	<b>95.45%</b>		Better	Reported figure is an average across 2019/20. The March 2020 result was 92.71% (amber status).	98%

## Legal Services

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 74</b>	% of prosecution proceedings started within ten working days of receiving complete instructions	Higher is better	100%	95%	<b>100%</b>		No change	Reported figure is an average across 2019/20. The Quarter 4 result was 100% (green status).	95%

## Customer Services

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>CS MPI 01</b>	% Customer Service Centre enquiries resolved at first point of contact	Higher is better	86.9%	85%	<b>86.42%</b>		Weaker	Reported figure is an average across 2019/20. The March 2020 figure was 89% (green status).	85%
<b>CS MPI 02</b>	% calls to the Customer Service Centre that are answered	Higher is better	91.33%	95%	<b>92.58%</b>		Better	Reported figure is an average across 2019/20. The March 2020 figure was 93% (amber status). Performance was affected by an increase in calls related to the General Election in November / December 2019 and in March 2020 by C19. We have messaging in place while customers wait offering online options or customers can leave a message and the team will call them back as soon as the next person is free.	90%

## Revenues and Benefits

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
LPI 140	% Council Tax collected	Higher is better	97.85%	98.2%	<b>97.67%</b>		Weaker		98.2%
LPI 141	% Non-domestic Rates Collected	Higher is better	97.45%	98.2%	<b>97.65%</b>		Better		98.2%
LPI 004a	Time taken to process new claims for benefits (inc. Housing Benefit and Council Tax Reduction)	Lower is better	18.9 days	20 days (15 from Dec 2019)	<b>15.2 days</b>		Better	Figure represents average for both Housing Benefit and Council Tax Reduction combined across 2019/20.  Average performance for each benefit type for 2019/20 was: Housing Benefit: 13.25 days Council Tax Reduction: 17.17 days	15 days
LPI 004b	Time taken to process change events for benefits (inc. Housing Benefit and Council Tax Reduction)	Lower is better	10 days	7 days (HB) 10 days (CTR)  7 days (both) from Dec 2019	<b>8.4 days</b>		Better	Figure represents average for both Housing Benefit and Council Tax Reduction combined across 2019/20.  Average performance for each benefit type for 2019/20 was: Housing Benefit: 8.75 days Council Tax Reduction: 8.08 days	7 days

# Cabinet Portfolio: Planning Services

## Key Areas of Responsibility

<b>Development Management</b>	<b>Planning Policy</b>
<ul style="list-style-type: none"><li>• Development Management (inc. for the South Downs National Park Authority)</li><li>• Planning Enforcement</li><li>• Planning Administration</li><li>• Tree Protection</li></ul>	<ul style="list-style-type: none"><li>• Community Infrastructure Levy</li><li>• Conservation and Design</li><li>• Planning Policy and the Local Plan</li><li>• Neighbourhood Planning</li></ul>

## Development Management Division

### Development Management inc. Planning Enforcement, Administration and Tree Protection

#### Key achievements in 2019/20:

- 64 major planning applications were received for the Chichester Local Plan area this year, a significant increase of 27 on the previous year.
- Major housing-led developments continued to make progress in the Chichester Strategic Development Locations (SDLs) and in other settlements in the Chichester Local Plan area. Towards the end of 2019, permission was granted for the reserved matters relating to the first phases of housing at the Whitehouse Farm SDL, totalling 164 homes. Further reserved matters applications were also granted on other key sites, including Shopwyke Lakes and Phase 1 of the Madgewick Lane SDL.
- A Customer Service Improvement plan has been implemented this year, which included measures to improve communication and engagement with applicants and agents and ensure timely decisions on planning applications. Initial feedback from customers about the changes has been very positive.
- The Team have moved to a paperless working environment and electronic devices are now being used to assess most planning applications and enforcement cases. Some further work is required on the software for undertaking site visits, which will continue into 2020/21.
- Over 500 enforcement complaints were dealt with this year and 40 formal notices (including 31 enforcement notices) were issued.
- Planning Enforcement cases are now available for public access via an online register of cases where a breach of planning control has been established. Customers now have instant online access to details including the site address, a description of the matter investigated and, where available, the case outcome.
- Officers continue to push forward the legal case to challenge the failure of the occupiers and landowners to comply with the Enforcement Notices issued at the Birdham Gypsy and Traveller Site.

## Planning Policy Division

### Planning Policy (inc. Conservation and Design)

#### Key achievements in 2019/20:

- Representations received on the Preferred Approach version of the Local Plan Review were analysed and published.
- The evidence base was further expanded this year to include consideration of the impact of the Local Plan Review proposed development strategy on matters including transport, improvements to the A27, nitrates in Chichester Harbour, waste water and updates to the Housing and Economic Land Availability Assessment.

- The Team have worked in partnership with neighbouring authorities, Southern Water, the Environment Agency and Natural England on water quality issues.
- Work with neighbouring authorities and key statutory partners has been developed this year in relation to the Duty to Co-Operate.
- Support has continued to be provided to Parishes undertaking neighbourhood plans and neighbourhood plan reviews.
- In the financial year ending 31 March 2020 the Community Infrastructure Levy (CIL) Team collected a total of £3,200,224. £383,242 of this was passed to Parish Councils to spend on projects to support the growth of their areas and £2,656,971 remains available to spend on local infrastructure. Plans for projects to be funded include real-time passenger information displays for buses, school places, school access improvements, biodiversity, wildlife corridors, pedestrian, road and cycling improvements, additional health care facilities and new sports facilities.
- In the financial year ending 31 March 2020 the Council received £707,304 in contributions due under Section 106 legal agreements related to developments. During the year £939,535 was spent in supporting the provision of affordable housing, and community and leisure facilities throughout the district, together with measures to protect the environment at Chichester & Langstone Harbour and Pagham Harbour. Projects funded, at least in part, by this money include improvements to Village Halls at Tangmere and Fishbourne, outdoor play area refurbishment and replacement in Hunston and Swanfield Park, Chichester, a new clubhouse for Chichester Bowmen Archery Club, improvements to a number of Guide and Scout huts and nine affordable rented homes in Southbourne.
- A CIL and Section 106 Public Facing Module has been implemented to increase transparency and assist in meeting government requirements to produce annual Infrastructure Funding Statements.
- Progress has been made on the Compulsory Purchase Order at Tangmere, including a full Council resolution to use powers of compulsory purchase to acquire the necessary land.

## Performance Indicators: Planning Services Cabinet Portfolio

### Development Management

PI Code	Short Name	Assessment	2018/19 Outturn	2019/20 Target	2019/20 Outturn	Status	Trend - 2019/20 v 2018/19	Commentary	2020/21 Target
<b>LPI 187a</b>	CDC Area - % of planning applications determined in 13 weeks: Major applications	Higher is better	87.5%	60%	<b>97.22%</b>		Better		60%
<b>LPI 187b</b>	CDC Area - % of planning applications determined in 8 weeks: Minor applications	Higher is better	87.18%	65%	<b>81.63%</b>		Weaker		65%
<b>LPI 187c</b>	CDC Area - % of planning applications determined in 8 weeks: Other applications	Higher is better	94.0%	80%	<b>87.35%</b>		Weaker		80%
<b>LPI 188a</b>	SDNP Area - % of planning applications determined in 13 weeks: Major applications	Higher is better	100%	60%	<b>100%</b>		No change		60%
<b>LPI 188b</b>	SDNP Area - % of planning applications determined in 8 weeks: Minor applications	Higher is better	87.58%	65%	<b>88.28%</b>		Better		65%
<b>LPI 188c</b>	SDNP Area - % of planning applications determined in 8 weeks: Other applications	Higher is better	90.95%	80%	<b>87.72%</b>		Weaker		80%
<b>LPI 124</b>	CDC Area - Planning appeals allowed	Lower is better	20.59%	30%	<b>31.58%</b>		Weaker	Appeals allowed as a % of appeals submitted for CDC area. 18 allowed out of 57 submitted.	30%
<b>LPI 124a</b>	SDNP Area - Planning appeals allowed	Lower is better	30.76%	30%	<b>37.04%</b>		Weaker	Appeals allowed as a % of appeals submitted for SDNPA area. 10 allowed out of 27 submitted.	30%
<b>DM MPI 11 f</b>	CDC Enforcement - % Decisions Made Within 28 Days	Higher is better	N/A – new measure for 2019/20	100%				The Service is working to refine reporting for this indicator to allow accurate and reliable monitoring for the Chichester Local Plan area. The equivalent indicator for the South Downs National Park area is dependent on information supplied by that Authority and the Service will continue to liaise with them to develop this.	100%
<b>DM MPI 11ff</b>	SDNP Enforcement - % Decisions Made Within 28 Days	Higher is better		100%					100%

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**Chichester District Council**

**Cabinet**

**8 September 2020**

**Council**

**22 September 2020**

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

**1. Contacts**

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**2. Executive Summary**

Council has previously considered this report at its meeting of 3 March 2020 at which time the recommendations set out below were agreed. However, shortly after that meeting, the COVID 19 pandemic resulted in the closure of all public buildings as the country was placed into Lockdown. The Council, taking a pragmatic approach and acting in line with Government guidance (both then and as time has passed), suspended progress in connection with the making of a compulsory purchase order. It is now, however, considered appropriate to re-commence this process and given the passage of time, seek updated resolutions from Cabinet and Council that take into account the matters within this report and the updated supporting documents referred to.

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

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

The extent of the interests and rights in land proposed to be acquired (“**Order Land**”)

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

are set out in this report and a map of the Order Land is contained at Appendix B.

The report sets out the background to and need for the Scheme and information about the current ownership of the Order Land. It explains the relevant powers of the Council to acquire land compulsorily and the equivalent powers to acquire land and rights by agreement. It explains what the compulsory purchase process involves and where relevant makes reference to Government Guidance<sup>2</sup>.

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

### **3. Recommendation**

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

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

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<sup>2</sup> Guidance on Compulsory Purchase process and The Crichel Down Rules" – Ministry of Housing, Communities and Local Government (July 2019) and further guidance issued with regard to the impact of COVID 19 on the Compulsory Purchase process.

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

##### *Delivery of housing within the Local Plan area*

- 4.1 Policy 4 of the Local Plan makes provision for the Council to deliver 7,388 homes over the period 2012-2029 (equivalent to c.435 dwellings per annum ("dpa"). This housing target falls short of the Council's objectively assessed need ("OAN") as identified in the 'Review of Objectively Assessed Housing Need in light of 2012-based Subnational Population Projections' (August 2014) which identifies an OAN for 560-575 dpa in Chichester District. Paragraph 7.4 of the Local Plan sets out that part of this identified housing requirement for the District has been met in the South Downs National Park, which lies outside the Local Plan area, and that housing delivery in the National Park area of the District averaged around 70 dpa. Based on this assumption, the remaining OAN for the Local Plan area was estimated to be 505 dpa. The Local Plan was unable to meet the full OAN of 505 dpa due to key infrastructure constraints, including uncertainty about transport and wastewater treatment infrastructure provision. The target of c.435 dpa was based on the level of housing that could be realistically and sustainably delivered within the period, having regard to the identified constraints in the Local Plan area, the evidence base prepared to support the Local Plan and potential development capacity. It is therefore essential that, as a minimum, the Council meet the housing target identified in the Local Plan.
- 4.2 Of the 7,388 homes provided for in the Local Plan, 3,250 are to be provided at the Strategic Development Locations allocated at West of Chichester, Shopwyke, Westhampnett/North East Chichester and Tangmere. Delivery of housing on all of the Strategic Development Locations in the Local Plan (including the TSDL) is therefore essential to ensure that there is no shortfall in meeting the housing target set out in the Local Plan.
- 4.3 At 1,000 homes, the TSDL is the second largest allocation in the Local Plan and represents approximately 14% of the total housing need for Local Plan area for the period 2012-2029 and 31% of the total housing to be provided within the Strategic Development Locations. Development of the TSDL is therefore critical to delivery of the Council's housing target.
- 4.4 The East-West Corridor is the Council's main focus for new development in the Local Plan. The East-West Corridor has an emphasis on consolidating and enhancing the role of Chichester city as the District's main centre, whilst also developing the role of key settlements to its east and west, most notably Southbourne and Tangmere, to help to relieve pressure on the city and take advantage of access to jobs and services to the east and west of the District. It is proposed that the East-West Corridor (which includes the TSDL) will provide 6,156 homes during the Local Plan period.

##### *The importance of the TSDL*

- 4.5 The vision for the East-West Corridor proposes that the village of Tangmere will grow and develop its role as a 'settlement hub' by widening the range and improving the quality of public open space, leisure and community facilities for the local area. The vision seeks to significantly enhance the village's range of facilities

to the benefit of the local community through the development of new homes and workspace.

- 4.6 Paragraph 2.7 of the Local Plan notes that Tangmere hosts a number of local businesses and has some dispersed community facilities including shops and a medical centre, but that it currently lacks many of the amenities and services normally associated with a settlement of its size.
- 4.7 Policy 18 of the Local Plan allocates the TSDL for mixed development, comprising 1,000 homes, community facilities, open space and green infrastructure. The TSDL is the only housing allocation at Tangmere in the Local Plan.
- 4.8 The Scheme therefore plays a significant role in addressing the need for new housing across the Chichester Local Plan area and makes a significant contribution to the objectives of the Local Plan. In particular: delivering the vision for the East-West Corridor; assisting with the need to relieve pressure on Chichester city; addressing local needs for both market and affordable housing; and providing enhanced amenities and services for existing and future residents of Tangmere;
- 4.9 The fact that the Council's adopted Local Plan, even in the event of comprehensive delivery, does not in fact meet its full OAN (for the reasons set out in Paragraph 4.1 above) means it is imperative that each and every allocated site comes forward. In this regard the housing trajectory set out in the Local Plan in 2015 envisaged that delivery of homes at the TSDL would commence from 2019/2020 onwards. Failure to deliver homes on the site within the Plan period would mean a very significant shortfall in housing delivery.
- 4.10 The need for new development at Tangmere is further emphasised by the Council's proposals in the Emerging Local Plan (details of which are set out below) to increase the quantum of development at the TSDL from 1,000 to 1,300 homes.

#### *The Planning Policy Position*

- 4.11 The NPPF contains a presumption in favour of sustainable development.
- 4.12 The strategic objectives of the NPPF are to support economic growth, achieve a wide choice of high quality homes, widen opportunities for home ownership and create sustainable inclusive and mixed communities. The NPPF also supports the highest standards of architectural and urban design.
- 4.13 The TSDL is allocated for development in accordance with the Local Plan, which was examined against the relevant provisions of the NPPF (2012) and found to be sound. The Emerging Local Plan will be assessed against the most up to date version of the NPPF when submitted for examination. The development of the TSDL complies with the core principles of the NPPF and represents sustainable development in accordance with the prevailing national policy.
- 4.14 Paragraph 72 of the NPPF recognises that housing supply can sometimes be best achieved through planning for larger scale development, such as significant extensions to existing villages. The delivery of the Scheme will make a significant contribution to the housing supply for the Local Plan Area, as well as satisfying the NPPF's requirement for plans to deliver a sufficient supply of homes.

Residential development on the TSDL also has an important role to play in contributing to the development and vitality of Tangmere village centre, in accordance with paragraph 85 of the NPPF. The policy objectives of comprehensive development of the TSDL, including securing the necessary infrastructure, community facilities, services, and open space provision accord with the NPPF's principle of promoting healthy and safe communities and underpin the content of the Masterplan Document, which are being carried forward into the outline planning application.

- 4.15 The land is currently allocated within the Local Plan, and has been a site formally allocated for residential housing development since the adoption of the Local Plan in 2015. Previous to this the site was identified for residential development in 2010 within the Council's "Focus on Strategic Growth Options" consultation document. This document considered the potential options for significant growth within the District and accordingly formed part of the early stages of preparation for the formulation of the Local Plan.
- 4.16 Specific policy considerations can be summarised as follows
- Policy 2 (Development Strategy and Settlement Hierarchy) of the Local Plan identifies Tangmere as being capable of accommodating further sustainable growth to enhance and develop its role as a settlement hub.
  - Policy 4 (Housing Provision) states that strategic development locations are allocated in the Local Plan to accommodate 3,250 homes over the Local Plan period.
  - The TSDL is identified within Local Plan Policy 18 for the delivery of 1,000 homes and associated infrastructure including a school, open space and community facilities.
  - Policy 7 ('Masterplanning Strategic Development') confirms that development of the strategic locations identified in the Local Plan (including the TSDL) will be planned through a comprehensive masterplanning process, which will involve the active participation and input of all relevant stakeholders.
- 4.17 The Masterplan Document for the TSDL has been produced by Countryside Properties (UK) Ltd ("**Countryside**") (please refer to Section 4.35 below for further details on Countryside's role in respect of the TSDL) and endorsed by the Council as Local Planning Authority, in accordance with Policy 7, Policy 18 and emerging policies in the Emerging Local Plan. An outline planning application to be submitted by Countryside will seek permission for up to 1,300 homes and associated uses to reflect the proposed increase in the Emerging Local Plan, thus also ensuring the delivery of the 1,000 homes allocated in the current Local Plan. The outline planning application is being prepared to comply with all other relevant policy requirements within the Local Plan. The Scheme will realise the objectives of relevant policy as contained in the Local Plan.
- 4.18 The Local Plan is currently under review. The Council consulted on the Chichester Local Plan Review 2016 – 2035 Preferred Approach between December 2018 and February 2019. The Emerging Local Plan currently contains proposals for at least 12,350 dwellings during the period 2016 – 2035, equivalent to c.650 dpa. The Emerging Local Plan Preferred Approach also proposes to meet unmet housing need arising from that part of the District lying within the South Downs National Park. This comprises 41 dpa out of the total 650 dpa. At least 4,400 dwellings are proposed to come forward from strategic allocations, including the TSDL.

- 4.19 The Emerging Local Plan includes draft policies which are relevant to the TSDL. Draft Policy S3 (Development Strategy) includes Tangmere on a list of Strategic Development Locations to help achieve sustainable growth. Draft Policy AL14 (Land West of Tangmere) proposes to allocate land to the west of Tangmere for residential-led development of a minimum of 1,300 dwellings. Draft Policy S32 (Design Strategies for Major Development Sites) requires proposals for housing allocations and major development sites to be accompanied by a site-wide design strategy that includes a masterplan.
- 4.20 As above, the Masterplan Document for the TSDL has been produced by Countryside and endorsed by the Council, in accordance with draft Policy S32. The outline planning application will seek permission for up to 1,300 homes and associated uses in accordance with draft Policy AL14, and will have due regard to other detailed emerging policies as material considerations in the determination of the planning application, albeit that the Emerging Local Plan only carries limited weight at present. The Scheme would therefore realise the objectives of relevant policy as contained in the Emerging Local Plan.
- 4.21 The Tangmere Neighbourhood Plan was 'made' on 19 July 2016 and forms part of the development plan. The Neighbourhood Plan includes a concept statement for the development and is informing the master planning process. The vision of the Neighbourhood Plan is a "one village" concept to unite and integrate the existing Tangmere village with the new development. In line with Policy 2 (Strategic Housing Development) of the Neighbourhood Plan, this identifies the land as a Strategic Development Location and sets out the requirement for the provision of 1,000 new homes, new community facilities, a main village street, new open space and green infrastructure.
- 4.22 The Masterplan Document has been designed to comply with the requirements of the Neighbourhood Plan Policy 2 and also has regard to Policy 7 (Land to the West of Malcolm Road) given the Neighbourhood Plan's expectation that this land is considered as part of the TSDL masterplan. The Scheme will therefore realise the objectives of relevant policy as contained in the Neighbourhood Plan.

#### *Benefits of Scheme*

- 4.23 The Scheme will contribute to, and deliver extensive benefits in respect of, the economic, social and environmental wellbeing of the District. Taken as a whole, it will make a significant contribution to the Council's vision for its Local Plan Area and the Settlement Hubs within it (one of which is Tangmere). The Local Plan anticipates that the role of Settlement Hubs as key local centres is to provide a range of homes, workplaces, social and community facilities and the Scheme is a major contributor to those aspirations for Tangmere and its surrounding area.
- 4.24 In particular, as regards economic matters, the provision of the substantial new housing anticipated by the Scheme will not only create and support jobs in the construction sector but will also result in an increase in local population, bringing with it enterprise, labour, wealth and income all of which are necessary for economic prosperity. The resultant neighbourhood of approximately 2,800 residents (depending on the eventual outcome of the planning process) will

contribute to the viability and vitality of Tangmere village centre and nearby town centres.

- 4.25 In terms of social issues, the District currently has a clear need for additional housing and a requirement to diversify housing tenures within Tangmere. Delivery of the Scheme on the Order Land will contribute very significantly towards meeting housing targets, providing both market and affordable units. The development of balanced and mixed residential housing stock will retain and attract a wide diversity of population, ensuring a mixed, balanced and sustainable community. Provision of infrastructure associated with the residential development, including the school, open space and community facilities, will also make a material contribution to social wellbeing and a sense of community. Part of the Council's Local Plan vision is to promote and provide sustainable communities served by appropriate infrastructure and facilities and the Scheme makes a significant contribution to that vision for Tangmere.
- 4.26 In terms of environmental wellbeing, the Scheme offers the opportunity for on-site habitat creation in accordance with the Local Plan. Wastewater from the Scheme will drain via the Tangmere Waste Water Treatment works, which discharges into the Aldingbourne Rife, avoiding discharge into Chichester Harbour and the attendant environmental issues associated with it.
- 4.27 Further, the Scheme's delivery of modern, energy efficient homes in a well-planned development which incorporates open-space and sustainable drainage solutions will represent an environmental benefit. Such strategic development of land which has been identified for development through the Council's Local Plan process will also reduce pressure for development on other, less suitable sites.
- 4.28 Finally, the expansion of Tangmere, to include new housing and the provision of a range of community infrastructure will improve and enhance the sustainability of Tangmere as a Settlement Hub, reducing the need for residents to travel further afield for those facilities and services and providing the opportunity for the provision of substantially improved local public transport services and cycle connectivity to Chichester and other surrounding settlements.

*Progress in delivering the Scheme to date*

- 4.29 The Council has sought to encourage delivery of comprehensive development of the TSDL over a number of years, but no material progress has been made.
- 4.30 Throughout the formulation of the Local Plan (from its earliest stages in 2010 and thereafter), the Council was assured by the landowners and site promoters of the Order Land that there was a commitment to jointly deliver the residential development and the requisite infrastructure in a coordinated way, initially through the production of a masterplan and then a single subsequent outline planning application. However, no material progress was made prior to the adoption of the Local Plan in 2015, and since that date – unlike other strategic development locations allocated in the Local Plan which have been progressed, or are progressing – there has again been no material progress in terms of comprehensive delivery of the TSDL.

- 4.31 In this regard, the Council is aware that landowners have not been able to agree mutually acceptable commercial terms, which has proved a major barrier to development coming forward.
- 4.32 As a consequence, to date the only proposals to bring forward development at the TSDL by any of the existing landowners, have comprised suggestions that development be brought forward on individual land ownerships, on a piecemeal basis. For the reasons set out in this Report, such proposals are not acceptable, and would not be consistent with the Council's objectives. The Council believes that there are no credible alternatives to compulsory purchase to achieve delivery of the Scheme in accordance with the Local Plan.
- 4.33 Despite discussions between the Council and the landowners having commenced as early as 2010, when proposals for the development of what is now the TSDL were first considered, landowners and site promoters have not been able to work together to deliver development. Indeed, no meaningful proposals have been progressed, despite numerous assurances that a masterplan was in preparation and that all landowners were committed to progressing the TSDL in a policy compliant fashion.
- 4.34 The Council has, on various occasions (but until recently, without any such response being received), requested to be advised of any collaboration agreement or timeframe for bringing forward the entire TSDL for delivery of housing and infrastructure in accordance with the Local Plan. In early August 2020, the Council received a letter from the representative of the Heaver family land interests stating that all principal landowners had recently concluded an MoU (which is understood to refer to a Memorandum of Understanding, although only the phrase "MoU" is used in the correspondence). At the same time, the solicitor for the Heaver family land interests sent a letter making the same assertion to the solicitor for Countryside. The MoU referred to is expressed to *"make provision for agreeing detailed arrangements for formulating a Joint Strategy"* and it is stated that this will include *"the provision of a masterplan, land equalisation agreements and a procurement and delivery strategy to ensure timely delivery of infrastructure."* A copy of the MoU referred to has been requested from the legal and property representatives of the Heaver family land interests and the other landowners within the TSDL, but as at 26<sup>th</sup> August 2020, no copy of the MoU has been provided from any party. Without having had sight of the content of the MoU:-
- (a) the Council cannot be confident that there has been substantive change in the progress of the landowners in bringing forward meaningful proposals for the development of the TSDL to date; and
- (b) even if it can be meaningfully implemented, the MoU would clearly require a significant period of commercial negotiation by the landowners and subsequent negotiation and completion of legal agreements for the collaboration between the parties (including land equalisation, procurement and delivery of infrastructure) for bringing forward the TDSL, as well as the preparation, submission and approval of an alternative masterplan, planning application and Environmental Statement.

Accordingly, it is not considered that the reference to the MoU represents a reason for not progressing with the proposed Order and as at the date of this Report, the Council is not satisfied that the landowners are willing and able to work together to deliver the comprehensive development of the TSDL within any acceptable timeframe. In this regard, as noted above, the Council's housing trajectory as contained in the Local Plan anticipated delivery of dwellings at the TSDL from 2019/20 onwards. In view of this position, the Council considers the TSDL to be a stalled development site.

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

site inspections and enquiries, and the responses to notices issued under sections 172-179 of the Housing and Planning Act 2016.

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

- 5.1 The purpose being sought by the Council in considering making the CPO under the powers conferred by Section 226(1)(a) of the 1990 Act is to facilitate strategic housing delivery and associated development on the TSDL and, in conjunction with its development partner, to use the Order Land to bring forward the Scheme delivering the economic, social and environmental well-being benefits set out in this report.
- 5.2 The Scheme will comprise a residential-led, mixed use development comprising up to 1,300 homes, an expanded village centre (comprising units suited to A1, A2, A3, A4, A5 and B1(a) uses<sup>3</sup>), community facilities, education facilities, open space and green infrastructure. Although not yet finalised, the maximum quantum of development proposed as part of the Scheme is:-
- Units suits to A1, A2, A3, A4, A5 and B1(a) uses – up to 1,000 sqm;
  - C3 (residential) – up to 1,300 dwellings;
  - D1 (education) – 2.89 ha primary school plus early years provision; and
  - D2 (assembly and leisure) – approximately 1,100 sqm

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

## **6. Proposal for Order and its Justification**

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

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<sup>3</sup> A new Planning Use Classes Order comes into force on 1<sup>st</sup> September 2020 and therefore the use classes (but not the nature and/or scale of the proposed development) will require updating.

- (b) the promotion or improvement of the social well-being of its area; and
- (c) the promotion or improvement of the environmental well-being of its area.

*Need for Order to ensure Scheme delivery*

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

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

Supporting paragraph 7.33 of Policy 7 also states that:

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

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

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

impact of the development as a whole, and the prospect of these coming forward under a single agreed methodology is unlikely.

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

#### *Scheme Delivery and Viability*

- 6.10 As set out at section 4.35 above, through a competitive tender process, Countryside was selected as the Council's development partner to bring forward and facilitate the residential-led development of the TSDL. Under the terms of the Development Agreement entered into between the Council and Countryside, Countryside have agreed to underwrite the Council's professional and other legal and administrative costs associated with pursuing a Compulsory Purchase Order, capped at £300,000.
- 6.11 Countryside is a major housebuilding and urban regeneration company with over 60 years' experience. The company has a track record in delivering large scale residential led schemes in London and the South East, the Midlands and the North West of England. This has included several garden village developments providing between 1,000 and 3,600 residential units, including where compulsory purchase powers have been exercised to bring forward and deliver schemes.
- 6.12 In the year 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2019 Countryside completed on a total of 5,733 homes comprising a mix of private, affordable and PRS (Private Rented Sector).
- 6.13 Countryside, as the main trading entity of Countryside Properties PLC ("CPPLC") can call on its parent company for further lending support if necessary. In February 2016, CPPLC raised £130 million of new capital as part of its initial public offering and secured a Group revolving credit facility of £300 million, which is available until May 2023. As at 30 September 2019, the net assets of CPPLC were £899.1 million and for the financial year ended 30 September 2019, CPPLC delivered adjusted revenue of £1,422.8 million and adjusted operating profit of £234.4 million.
- 6.14 Therefore, Countryside's strong financial position provides the company with the flexibility necessary for implementing compulsory purchase order projects such as the Scheme.
- 6.15 Officers are satisfied that Countryside has sufficient resources and can obtain sufficient funding for both acquiring the Order Land and implementing the Scheme, both presently and during the compulsory acquisition process. Countryside have confirmed that, notwithstanding the COVID 19 pandemic, the financial information within this report remains accurate and that from their perspective, the Scheme is and remains viable.
- 6.16 A development agreement between the Council and Countryside was completed on 5<sup>th</sup> February 2019 and a supplemental agreement varying the development agreement in order to reflect the latest Order Map was entered into on 3<sup>rd</sup> April 2020. The development agreement provides an indemnity for the Council's costs of

bringing and making the Order, the acquisition of the land and the payment of compensation, together with securing planning permission and implementing the Scheme within an agreed programme. It also requires Countryside to prepare an outline planning application for the delivery of the TSDL, which is currently being prepared.

- 6.17 Officers have considered the financial viability of the Scheme and the Council has obtained external, independent viability advice from a firm of leading real estate practitioners in order to satisfy itself that the Scheme is and remains viable. Officers have obtained updated valuation advice as at 14<sup>th</sup> July 2020. It was considered prudent to re-visit the viability advice provided before the COVID 19 pandemic occurred, given the global impact and potentially far-reaching economic effects of it. Although the COVID 19 pandemic has increased uncertainty, the market value and viability advice remains the same as previously obtained and therefore it is not considered that the assessment of the Scheme's viability has materially changed. Officers have reviewed all viability advice and are satisfied that the Scheme is financially viable.

#### *Planning Position and Timetable*

- 6.18 Planning permission has not yet been granted in respect of the Scheme. As outlined further below, Countryside anticipate submitting an application for outline planning permission in respect of the Scheme, in October 2020. The outline planning application will seek permission for up to 1,300 homes and associated uses as required by Policy 7 and Policy 18 of the Local Plan, thus ensuring the delivery of the 1,000 homes allocated in the current Local Plan. The Emerging Local Plan proposes to allocate the site for 1,300 homes, and the outline application will seek permission for this number of homes in accordance with draft Policy AL14 and draft Policy S32. It is anticipated that the application will be compliant with planning policy at both a national and local level and therefore at this stage, there is no reason to believe that planning permission will not be forthcoming.
- 6.19 A Planning Performance Agreement was signed between the Council and Countryside on 15<sup>th</sup> May 2019. This provides for the provision of pre-application advice, masterplanning preparation and the timely consideration of an outline planning application for the Scheme.
- 6.20 Pre-application intrusive and non-intrusive surveying works over the extent of the TSDL were undertaken by Countryside during Spring and Summer 2019.
- 6.21 Following the Council's endorsement of the Masterplan Document in January 2020 and the making of the CPO, it is anticipated that the outline planning application for the Scheme will be submitted in October 2020, with the intention to target a resolution in March 2021.
- 6.22 Once the CPO has been confirmed, the Council will take possession of the entirety of the Order Land within 6 months. Once the Order Land has been transferred to Countryside, the S.106 agreement will be completed with outline planning permission to follow.
- 6.23 Following the grant of outline planning permission, the Scheme will be built in phases, each requiring a reserved matters consent application. The first reserved

matters application(s) will likely relate to the key strategic infrastructure required for the Scheme, including the north-south link road, principal areas of public open space and strategic landscaping.

6.24 The site preparation works associated with the development of the Scheme will be phased, with initial works anticipated to commence in 2023. This enables infrastructure and construction to commence in 2023. It is expected that the first homes would be completed and available for occupation within 12 – 18 months of starting on site.

6.25 Work undertaken to inform Members' assessment has included:-

- (a) an updated viability assessment of the site and a further update as at 14<sup>th</sup> July 2020;
- (b) a review of the Equalities Impact Assessment required for the CPO and a further Equalities Impact Assessment Addendum (to consider the impact of COVID 19 and any specific considerations now applying to the making of the CPO). The Equalities Impact Assessment and the Addendum to it are attached to this report as Appendix D and the Director for Planning and Environment's consideration of the Public Sector Equality Duty is attached to this report as Appendix E); and
- (c) the land referencing exercise (which originally took place in January 2018, was refreshed in February 2020 and has now been further updated) (Appendix C).

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

Table 1 Revised timetable:

<b>Project</b>	<b>Previous completion date (refers to end of relevant calendar month)</b>	<b>Revised completion date (refers to end of relevant calendar month)</b>
Signing of development agreement with Countryside	October 2018	February 2019
Masterplan completed	April 2019	January 2020
Council resolution to make the CPO	March 2020	September 2020
Planning application submitted	April 2020	October 2020
CPO inquiry to start	October 2020	April 2021
Resolution to grant planning permission	September 2020	March 2021
CPO Secretary of State decision on CPO	April 2021	October 2021
Vacant possession secured	August 2021	February 2022
Start on site	August 2022	February 2023

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

## **7. Alternatives Considered**

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

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

### *Finance implications:*

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

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

### *Resource implications:*

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

### *Legal implications:*

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

### *Human Rights*

- 8.6 The Human Rights Act 1998 incorporated into domestic law the European Convention on Human Rights (the "Convention"). The Convention includes provisions in the form of Articles, the aim of which is to protect the rights of the individual.
- 8.7 In resolving to make the Order the Council needs to consider the rights of property owners under the Convention against the wider public interest, and in particular those rights under the following provisions.
- 8.7.1 Article 1 of the First Protocol to the Convention - This protects the right of everyone to the peaceful enjoyment of possessions. No one can be deprived of possessions except in the public interest and subject to the relevant national and international laws
- 8.7.2 Article 8 - This protects private and family life, home and correspondence. No public authority can interfere with these interests except if it is in accordance with the law and is necessary in the interest of national security, public safety or the economic well-being of the country.
- 8.8 The European Court of Human Rights has recognised that "regard must be had to the fair balance that has to be struck between competing interests of the individual and of the community as a whole". Both public and private interests are to be taken into account in the exercise of the Council's powers and duties as a local planning authority. Any interference with a Convention right must be necessary and proportionate.
- 8.9 The Order Land is in agricultural use and does not include any residential properties (with the exception of occupiers who have extended gardens by encroachment into Plot 6 and Plot 13 within the Order Land). Accordingly, no Article 8 rights will be infringed by the making of the Order. There is no suggestion that the Scheme will result in the extinguishment of any commercial enterprise and the owners of the Order Land have themselves indicated an aspiration to bring the Order land forward for development. Agreement on compensation will be settled once the Order is confirmed and in accordance with the applicable code for compensation.

8.10 In light of the significant public benefits which would arise from the implementation of the Scheme as set out within this Report, and having regard to the extent of the interference with parties' rights, officers have concluded that it would be appropriate to make the Order. Officers do not regard the Order as constituting any unlawful interference with individual property rights.

*Public Sector Equality Duty:*

8.11 The Council has a duty under the Equality Act 2010 to have due regard to the need to eliminate discrimination, to advance equality of opportunities and foster good relations. The decision to make the Order is one that this duty applies to.

8.12 External consultants have been commissioned to advise the Council on compliance with their duties under the Equality Act 2010 in the context of a CPO and prepared an Equalities Impact Assessment ("**EqlA**") in respect of the Scheme and proposed Order. Since commissioning the EqlA, progress in making the Order has been impacted by the COVID 19 pandemic. Mindful of the need for the PSED to take into account the unique impacts of the COVID 19 pandemic, the Council commissioned an addendum to the EqlA, issued July 2020 ("**EqlA Addendum**"). A copy of the EqlA and EqlA Addendum are attached to this report as Appendix D and Appendix D(i). The EqlA and EqlA Addendum contain a number of recommendations and an action plan. Officers have had regard to these and the Council has put in place measures to implement the recommendations and actions that can be addressed prior to the making of the Order and will continue to do so following the making of the Order. Further, the Council notes that a number of the recommendations and actions relate to impacts yet to arise and the Council is mindful of the requirement to address these recommendations and actions as they do so.

8.13 The Council's assessment of the potential impacts of the Scheme indicate that the proposals have the potential to deliver multiple beneficial impacts for the local community, including those with protected characteristics in the local area, including:

- the delivery of a range of housing within Tangmere to address local need:
  - The quality of the new homes provided will have a range of positive impacts on equality, including accessibility and adaptability, which may be of significant benefit for those with disabilities, or the elderly.
  - Tangmere currently has a relatively high proportion of social housing, and development of the site will provide a diverse range of tenures including market and affordable housing, potentially providing low cost or shared ownership options, to create mixed and balanced communities.
  - The new homes will utilise sustainable design and construction techniques and be more energy efficient, which will benefit residents by reducing their energy usage.
- Delivering improvements to local infrastructure including local convenience shopping, and enhanced social, community, recreation, primary education and healthcare facilities, which will be of benefit to all residents in providing better accessibility to infrastructure.
- Providing enhanced open space and green infrastructure will link Tangmere to Chichester city, nearby developments and the South Downs National Park,

which will allow residents easy access to open space for health and wellbeing benefits.

- Integration with the existing village of Tangmere, in order to achieve the aspirations of the Neighbourhood Plan, to achieve their 'one village' vision. This will benefit new and existing residents by achieving a well-integrated and holistic development.

- 8.14 The Director of Planning and the Environment has considered the results of the EqIA, the EqIA Addendum and the Council's Public Sector Equality Duty and taken advice from the Council's legal advisers and is satisfied that in making the recommendations in this report, that the Council has given due regard to its obligations in this regard, a copy of that statement is attached to this report as Appendix E.
- 8.15 With regards to removing or minimising disadvantages suffered by those with protected characteristics, the Council will provide copies of the Cabinet and Council reports in different formats if required. The Council will publish all the Order documents on its website to make them as accessible and available as early as possible. It will also provide hard copies of the Order documents for those without access to the internet.
- 8.16 The Council has extended the statutory timescales for responding to requests for information or raising objections to the making of the Order by a period of two weeks and will provide electronic and/or hard copies of order documents as required. To that end, the Council has adopted the recommendations from the EqIA Addendum to ensure that impacts from the COVID 19 pandemic are mitigated.
- 8.17 As the process continues, should there be a need for a Public Inquiry, when choosing a venue the Council will have regard to those with disabilities and will consider what other steps it can take in respect of eliminating or minimising discrimination for those with protected characteristics.

## **9. Consultation**

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

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

- 10.1 As set out in this Report the acquisition of the TSDL for development is fundamental to the delivery of the objectives and policies of the adopted, and emerging development plans. Development of the TSDL has the capacity to create a significant number of new homes of different tenures, as well as sport and leisure

opportunities, a new school and community/retail facilities. There are considerable benefits of the scheme for the local community.

- 10.2 There may be a negative impact if the TSDL is not delivered in line with the Local Plan strategy.
- 10.3 There are potential strategic risks arising from the CPO process to deliver the TSDL, including challenges to the CPO decision, and potentially negative publicity for the Council. However, these have been weighed against the reputational risks to the Council of being perceived as failing to deliver the housing identified in the adopted Local Plan, as well as risks to the Council in being able to demonstrate a robust five year housing land supply.

## 11. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime and Disorder</b> The proposals in the masterplan and planning application should ensure that at the very least there is no negative impact on the potential for crime and disorder and that there should be a positive impact in reducing the potential for crime and disorder.	X	
<b>Climate Change and Biodiversity</b> Any masterplan or planning application should ensure that at the very least there should be no negative impact for climate change and that there should be a positive impact by including mitigation or adaption measures. Any application should seek to minimise the impacts on and provide net gains for biodiversity.	X	
<b>Human Rights and Equality Impact</b> Considered and set out at section 8 of this Report. The EqlA and EqlA Addendum is attached at Appendix D and officer assessment of compliance at Appendix E.	X	
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b> Proposed development at the TSDL is predicted to deliver multiple beneficial impacts for the local community, including for their health and wellbeing. The quality of the new homes, including their adaptability and accessibility, will positively impact the community, particularly those with disabilities and the elderly. Additionally, development would deliver positive impacts through improvements to local infrastructure including community and healthcare facilities, as well as the provision of enhanced open space and green infrastructure.	X	
<b>Other (please specify)</b>		X

## 12. Terms used

The following terms are used in this Report:

1981 Act	Acquisition of Land Act 1981.
1990 Act	Town and Country Planning Act 1990.

Countryside	Countryside Properties (UK) Limited of Countryside House, The Drive, Brentwood, Essex, CM13 3AT.
District	The administrative area of the Council.
Emerging Local Plan	Chichester Local Plan Review 2016-2035 – Preferred Approach (December 2018).
EqlA	An Equalities Impact Assessment, prepared by Mott MacDonald and dated 7 <sup>th</sup> February 2020.
EqlA Addendum	An addendum to the EqlA prepared by Mott MacDonald and dated July 2020.
Local Plan	The Chichester District Council Local Plan “Chichester Local Plan: Key Policies 2014-2029”, adopted by the Council on 14 July 2015.
Masterplan Document	The masterplan prepared by Countryside and submitted to and validated by the Council on 15 November 2019 (ref: 19/02836/MAS).
Neighbourhood Plan	The Tangmere Parish Council Neighbourhood Plan 2014-2029, “made” by the Council on 19 July 2016.
NPPF	The National Planning Policy Framework (February 2019)
NPPF (2012)	The National Planning Policy Framework (March 2012).
OAN	The objectively assessed housing need for the Council’s administrative area
Order	Chichester District Council (Tangmere) Compulsory Purchase Order 2020.
Order Land	Land identified within the schedule to the Order which refers to the Order Map.

Order Map	The map accompanying the Order which identifies the Order Land.
Schedule	The schedule to the Order
Scheme	The development of the TSDL to deliver at least 1,000 homes (consistent with the figure identified in the Local Plan) and up to 1,300 homes (consistent with the figure identified in the Emerging Local Plan), associated infrastructure, school, open space and community facilities. Further detail is set out in Section 5.2 of this Report.
Secretary of State	Secretary of State for Housing, Communities and Local Government.
TSDL	The Tangmere Strategic Development Location as identified within the Chichester Local Plan: Key Policies 2014 – 2029 and shown edged red on Appendix A.

### 13. Appendices

Appendix A: Red line plan of Tangmere SDL

Appendix B: Proposed Order Map

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

Appendix D: Equalities Impact Assessment

Appendix D(i): Equalities Impact Assessment Covid-19 Addendum

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

Appendix F: Statement of Reasons

Appendix G: Valuation Assessment (Part II – EXEMPT)

Appendix G(i): Valuation Assessment Update (Part II – EXEMPT)

### 14. Background Papers

Cabinet Report Tangmere Strategic Development Location –  
Chichester District Council (Tangmere) Compulsory Purchase Order 2020 (3 March 2020)

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

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

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

**Chichester District Council**

**Cabinet**

**8 September 2020**

**Approval of the draft Infrastructure Business Plan 2021-26 for consultation (with the City, Town and Parish Councils and key Infrastructure Delivery Commissioners)**

**1. Contacts**

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**2. Recommendation**

- 2.1. That Cabinet approves the Draft Infrastructure Business Plan 2021-26 (Appendix 1) for consultation (with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners) for a period of six weeks from 5 October to 16 November 2020.**

**3. Background**

- 3.1 The draft Infrastructure Business Plan (IBP) 2021-26 (Appendix 1) prioritises the strategic infrastructure projects which support the Chichester Local Plan. The projects within the five year CIL spending plan have been considered by the joint CDC/WSCC (Infrastructure and Growth) officers group, the Chichester District Growth Board and the Development Plan and Infrastructure Panel.
- 3.2 The IBP projects were identified by CDC, WSCC, key infrastructure delivery commissioners and city, town and parish councils. The IBP sets out the methodology for selecting which infrastructure projects have been prioritised for funding from the Community Infrastructure Levy (CIL), and which infrastructure projects need to be funded from other sources.
- 3.3 S106 projects have been identified as 'committed', this is because they are directly related to a site specific proposal. These don't need to be prioritised as there is more certainty that they will be provided alongside the development.
- 3.4 Since the implementation of the CIL on 1 February 2016 to the financial year ending 31 March 2020 the gross amount of CIL collected was £10,844,924, out of this £124,390 was refunded following legal advice on the interpretation of the regulations, £129,143 was earned in interest, giving a final grand total of £10,849,677. Out of this £238,204 (2%), was spent on monitoring; £1,815, 228 had been or was in the course of being handed to the Parish and Town Councils, £71,348 was spent on CIL projects, £60,000 is committed for CIL

spend drawdown in respect of IBP/355 RTP1 screens, leaving £8,664,897 available to spend on projects.

### **Amended projects**

- 3.5 West Sussex County Council officers' have requested that IBP/355 RTP1 screens be re-scheduled. The order is just being placed as the funding agreement was only finalised at the end of the financial year 2019/20, therefore the first phase of the project will now be delivered in financial year 2020/21 not 2019/20 as previously identified. The second phase will be delivered in 2021/22.
- 3.6 IBP/665 Phase 1 of the Road Space Audit to be delivered in 2020/21 is now for £500,000, and IBP/655 Phase 2 of the Road Space Audit to be delivered in 2021/22 is for £250,000. The total cost of the project remains unaltered.
- 3.7 IBP/332 Primary School Places Manhood Peninsula, and IBP/659 School Access improvements at expanded primary school(s), Manhood Peninsula) are now scheduled for delivery in year 2021/22. Expected pupil numbers in the locality has reduced, so the requirement to deliver new school places in the locality has been pushed back.
- 3.8 West Sussex County Council officers' have requested that funding for IBP/710: upgrading of the Westhampnett waste transfer station/household waste recycling centre, be split across two years, with £250,000 for design and feasibility in 2020/21 and £2,250,000 for delivery in 2021/22. The total cost of the project remains unaltered.

### **Removed Project**

- 3.9 The West Sussex Coastal Clinical Commissioning Group (CCG) has decided it no longer wishes to pursue IBP/398 Medical Centre planned for the new strategic development at Whitehouse Farm, West of Chichester City, where £1,750,000.00 was selected for CIL spend in 2020/21. The CCG explained their reasons as follows:
  - In 2012 West Sussex Primary Care Trust identified a need for additional GP surgery provision to support future housing growth in the city. An opportunity was identified to consider a new GP Practice at the West of Chichester strategic development site.
  - Whilst land has been secured for a GP surgery as part of the West of Chichester scheme, there is no obligation on the Clinical Commissioning Group (CCG) to progress any specific option.
  - The CCG have now concluded that a new GP practice in the west of the city is not a suitable option to improve patient care. This follows engagement with the Council over the last 2 years to explore the options that were available. The GP's also own their own surgeries and can meet their needs through expanding their existing premises quickly.
  - The CCG consequently decided that developing current sites where possible and then a future joint health services option was the preferred option. This

means that a new branch surgery in West of Chichester has been superseded, as aspects such as doctors/healthcare staffing and duplication of support services is not the best use of resources.

- The CCG recognise that improvements to existing surgeries are subject to securing planning permission but believe there are clear benefits for patients and the local community, allowing for capacity growth and supporting improved GP access.
- Consequently in terms of the CCG's requests for CIL funding, project IBP/398 could not adequately meet their future needs and a better solution is considered by the CCG to be expansion of existing surgeries in Southbourne (IBP/726) and Chichester City (Parklands and Langley House) (IBP/877) and to relocate the Cathedral Practice surgery into a health hub within the Southern Gateway redevelopment (IBP/773).
- The offer of the Southern Gateway was preferred due to its central location to support additional housing growth and would provide a longer term Integrated Care Facility which fits NHS requirements more closely.

3.10 A 'virtual' meeting took place on 23 July 2020 with senior officers' and councillors' of Chichester District Council, West Sussex County Council and the CCG. The CCG gave a clear explanation to all those present about their rationale for changing their strategy.

## **New projects for consideration for inclusion in the CIL Spending Plan**

### **West Sussex County Council officers' requests**

- 3.11 That IBP/840 College Lane/Spitalfield Road Junction improvement is selected for CIL funding of £60,000 during 2021/22. This would make it suitable for shared use and it would link to schemes to improve the northern side of Oaklands Way and Oaklands Way roundabout.
- 3.12 That IBP/841 Chidham Sustainable Transport Improvements is selected for funding of £500,000 for delivery in 2022/23. This scheme is to widen existing footways to accommodate shared use and to potentially re-align the junctions of Broad Road and the A259 and Chidham Lane and the A259 to accommodate the shared path and make crossing of the A259 safer for walkers and cyclists. It will also help alleviate heavy congestion outside the Primary School which will worsen due to the number of new developments taking place in the vicinity.
- 3.13 That IBP/593 Early Years Places, Whitehouse Farm Development is selected for funding of £2,100,000 for delivery 2025/26 dependent upon the build out rate of the new development.

### **Chichester District Council officers' requests**

- 3.14 That new project IBP/842 Biodiversity Measures to improve strategic wildlife corridors connecting Chichester and Pagham Harbour to the South Downs National Park is selected for £575,000 over five years as follows: £43,000 in 2021/22, £98,500 in 2022/23, £143,700 in 2023/24, £144,500 in 2024/25 and £145,300 in 2025/26. This project was subject to a Heritage Lottery Fund (HLF)

bid, which suspended applications due to the Covid 19 pandemic. HLF stated that projects cannot be started before they have formally made a decision about the funding application. CIL would not automatically prejudice an HLF bid and could in fact help it (through demonstrating match funding), but this depends on the HLF re-opening for bids and such a bid being able to complete their decision making process before the end of March.

- 3.15 That new project IBP/844 3G Sports Pitch for the Southern Gateway project is selected at a cost of £880,000 in year 2022/23. Funding of £100,000 will be provided by S106 developer contributions, and £500,000 from a Football Foundation Grant, will contribute to the cost of delivering this project.

#### **Other requests**

- 3.16 That following the removal from the CIL Spending Plan of the proposed medical centre at the Whitehouse Farm development, the IBP reflects the request of West Sussex Coastal CCG that the proposed increase in demand from new patients would be better met through the expansion of the following Chichester doctor's surgeries: IBP/877 Extension to Parklands Surgery at a cost of £300,000 in year 2025/26 and Extension to Langley House Surgery at a cost of £405,000 in year 2025/26, and IBP/726 Extension to Southbourne Surgery at a cost of £450,000 in year 2020/21.
- 3.17 It should be noted that only funding for projects to the value of current funds can be guaranteed, beyond this the figures are a best estimate, and will not be certain until the CIL has been collected.

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

- 4.1 The production of the IBP relies on the cooperation of all three tiers of local government and key infrastructure commissioners. The IBP promotes collaborative working relationships and a move away from reactive planning to a planned and proactive approach to infrastructure provision.
- 4.2 The IBP provides a transparent methodology to show how projects have been selected. It identifies other sources of funding in order to make best use of CIL.
- 4.3 Once the consultation has ended, officers will report any suggested amendments to the Chichester District Growth Board for its consideration before the IBP is further considered by DPIP in January 2021, Cabinet in February 2021 and Council in March 2021 for approval and publication.

#### **5. Proposal**

- 5.1 This report seeks Cabinet's approval for consultation of the draft IBP 2021-26, with those who contributed to it (particularly given that project priorities may have changed or need to be updated) and to give them an opportunity to influence and comment on the IBP before it is finalised.

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

- 6.1 To allocate CIL funds on an ad-hoc basis. The disadvantage is that this would not provide transparency about how projects have been selected, nor 'up front'

certainty about which infrastructure projects will be funded to enable them to be worked up and delivered in time to accompany the growth of the area.

## 7. Resource and legal implications

- 7.1 The projects selected for CIL funding must be in accordance with the CIL Regulations.

## 8. Consultation

- 8.1 The projects within this IBP were identified by West Sussex County Council; officers of Chichester District Council; key infrastructure providers, and the City, Town and Parish Councils. In the case of the latter, a workshop was held with the parishes north of the National Park on 6 March, and due to the Covid-19 lockdown the workshops planned with the other parish councils to be held on 24 March and 3 April were cancelled and dealt with by email correspondence.
- 8.2 The Chichester Growth Board met on 8 June 2020 and the Development Plan and Infrastructure Panel met on 22 July 2020. The draft CIL Spending Plan (Appendix 2) reflects their views about projects to be selected for funding within the next five years, with the exception of projects IBP/878 Extension to Parklands Surgery at a cost of £300,000 in year 2025/26 and IBP/877 Extension to Langley House Surgery at a cost of £405,000 in year 2025/26. The Growth Board and Development and Infrastructure Panel were concerned with the removal of the proposed medical centre at the Whitehouse Farm development and were not convinced that extension of the existing surgeries were preferable or feasible.

## 9. Community impact and corporate risks

- 9.1 The IBP provides transparency about which CIL projects have been prioritised for funding between years 2021-2026. It will enable the Council to have more control over the timely delivery of infrastructure. The risks are as follows:
- Outbreaks of pandemic slowing anticipated rates of development, or changes needed to the payment by instalment policy both resulting in a delay in collecting CIL receipts;
  - Changes to the CIL regime, resulting in less money being collected;
  - Other sources of funding fail to materialise;
  - Consensus not achieved over CIL spend;
  - Infrastructure delivery commissioner(s) funding priorities change;
  - That the infrastructure to be provided is insufficient to mitigate the impact of development.

## 10. Other Implications

	Yes	No
<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> (please specify)		✓

## **11. Appendices**

Appendix 1 – Draft Infrastructure Business Plan 2021/2026 (Note: the IBP Appendices have not been printed, but are available electronically).

Appendix 2 – Draft CIL Spending Plan

CIL Spending Plan APPENDIX 2

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>1st April b/fwd</b>	<b>6,004,678.05</b>	<b>8,849,287.21</b>	<b>8,335,554.43</b>	<b>-</b>	<b>-</b>	<b>961,814.43</b>	<b>4,488,289.43</b>
<b>INCOME</b>							
<b>Gross Income</b>	3,200,224.39	903,910.00	1,684,830.00	1,951,950.00	2,082,080.00	4,871,020.00	4,389,840.00
<b>Parish Share</b>	391,652.91	222,126.50	266,052.50	292,792.50	312,312.00	956,494.00	880,600.00
<b>Admin</b>	92,605.52	45,195.50	84,241.50	97,597.50	104,104.00	243,551.00	219,492.00
<b>CDC Net Income</b>	<b>2,715,965.96</b>	<b>636,588.00</b>	<b>1,334,536.00</b>	<b>1,561,560.00</b>	<b>1,665,664.00</b>	<b>3,670,975.00</b>	<b>3,289,748.00</b>
<b>Interest to 31st March</b>	129,143.20						
<b>Net Income Due From Prior Year</b>		1,049,679.22	600,000.00				
<b>Funds Available</b>	<b>8,849,787.21</b>	<b>10,535,554.43</b>	<b>10,270,090.43</b>	<b>1,393,350.43</b>	<b>1,530,514.43</b>	<b>4,632,789.43</b>	<b>7,778,037.43</b>
<b>EXPENDITURE</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
IBP/194 - Enhancements to the Lavant Biodiversity Opportunity Area -the stretch of the Lavant north of the Westhampnett SDL. (£500 retention until later in 2019)	500.00						
IBP/330 - Primary School places E-W Chichester (subject to further detail and evaluation)			1,200,000.00				
IBP/657 - School access improvements at expanded primary school(s) Chichester.			50,000.00				
IBP/656 - Sustainable transport corridor – City Centre to Portfield part of project 656 (subject to further detail and evaluation)			25,000.00	50,000.00	425,000.00		
IBP/355 - RTPi screens at Chichester City		60,000.00	60,000.00				
IBP/353 - Sustainable transport corridor – City Centre to Westhampnett (subject to further detail and evaluation).		500,000.00					
IBP/331 - Primary School places Bournes. (subject to further detail & evaluation)			1,200,000.00				
IBP/660 - School access improvements at expanded primary school(s) Bournes.			50,000.00				

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
IBP/332 - Primary School places Manhood Peninsula. (subject to further detail & evaluation)			1,200,000.00				
IBP/659 - School access improvements at expanded primary school(s) Manhood.			50,000.00				
IBP/349 - A286 Birdham Rd/B2201 (Selsey Rd Roundabout) Junction Improvement. (subject to further detail and evaluation).		440,000.00					
IBP/655 - Phase 2 of Chichester Road Space Audit. To better manage demand for parking & network management aspirations. (subject to further detail and evaluation).			250,000.00				
IBP/775 - Southern Gateway public realm with new city square. (subject to further detail and evaluation).			1,000,000.00				
IBP/710 - Reconfiguration/improvement of Westhampnett Waste Transfer Station/Household Waste Recycling Site. (subject to further detail and evaluation).		250,000.00	2,250,000.00				
IBP/593 - Early Years Places, Whitehouse Farm Development. (subject to further detail and evaluation).							2,100,000.00
IBP/206 - Southern Gateway provision of bus/rail interchange & improvements to traffic & pedestrian circulation.			3,000,000.00				
IBP/665 - Phase 1 of Chichester Road Space Audit. To better manage demand for parking & network management aspirations. (subject to further detail and evaluation).		500,000.00					
IBP/840 College Lane/Spitalfield Road Junction improvement to make it suitable for shared use and link to improve northern side of Oaklands Way & Oaklands Way roundabout (subject to further detail and evaluation).			£60,000.00				

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
IBP/841 Chidham Sustainable Transport Improvements to widen existing footways to accommodate shared use & re-align the junctions of Broad Road and the A259 and Chidham Lane and the A259 to accommodate the shared path and make crossing of the A259 safer for walkers and cyclists. Also to alleviate heavy congestion outside the Primary School (subject to further detail and evaluation).				500,000.00			
IBP/842 CDC strategic wildlife corridors connecting Chichester and Pagham Harbours to the SDNP (subject to further detail and evaluation).			43,300.00	98,500.00	143,700.00	144,500.00	145,300.00
IBP/877 Extensions to Chichester City GP surgeries: Langley House and Parklands (subject to further detail and evaluation).							705,000
IBP/726 Extension to Southbourne GP Surgery (Subject to further detail and evaluation)		450,000.00					
IBP/844 3G Sports Pitch, Southern Gateway (subject to further detail and evaluation)				880,000.00			
<b>Total expenditure</b>	<b>500.00</b>	<b>2,200,000.00</b>	<b>10,438,300.00</b>	<b>1,528,500.00</b>	<b>568,700.00</b>	<b>144,500.00</b>	<b>2,950,300.00</b>
<b>31st March c/fwd</b>	<b>8,849,287.21</b>	<b>8,335,554.43</b>	<b>-168,209.57</b>	<b>-135,149.57</b>	<b>961,814.43</b>	<b>4,488,289.43</b>	<b>4,827,737.43</b>

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**Chichester District Council**

**CABINET**

**8 September 2020**

**Chichester City Local Cycling and Walking Infrastructure Plan**

**1. Contacts**

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**2. Recommendation**

**2.1 That Cabinet approves the draft Chichester City Local Cycling and Walking Infrastructure Plan for consultation.**

**3. Background**

- 3.1 Local Cycling and Walking Infrastructure Plans (LCWIP) are set out in the Government's Cycling and Walking Investment Strategy as a strategic approach to identifying the walking and cycling infrastructure needed at a local level.
- 3.2 Cabinet approved expenditure of Business Rate Pool grant monies on the development of a LCWIP in March 2019 and a consultant was engaged for the delivery of the work in May 2019. The area of study is limited to the built area of Chichester City with linkages to surrounding parishes.
- 3.3 Using census data and Department for Transport (DfT) specified methodologies the consultant has specified 26 cycling routes for improvement and dual-use routes and improvements to the 'core walking zone' for investment with a range of costs from £6.7M (do minimum) to £16.7M (do more).
- 3.4 WSCC also commissioned a county-wide LCWIP which includes the three strategic Chichester District routes; Chichester to Emsworth ('Chemroute'), the Selsey to Chichester route ('Selsey Greenway) and Bognor to Chichester route. WSCC also led a district and borough officer working group to enable partnership working and knowledge sharing in this new type of work.

**4. Outcomes to be Achieved**

- 4.1 The creation of an LCWIP provides an evidence based list of infrastructure improvements for future investment over a ten year period. The intention is that WSCC will now prioritise the schemes included in all West Sussex LCWIPs. CDC's LCWIP allows the Council to demonstrate good governance for cycling and walking

improvements and, the guidance implies, will be best placed to be competitive when seeking grants for the delivery of such schemes.

- 4.2 This work supports the Corporate Plan Vision that communities should be 'active' and that CDC encourages 'sustainable living' through the aspiration to improve Chichester's walking and cycling infrastructure. On adoption of the LCWIP it is intended for it to inform policies in the emerging Local Plan and the revised Air Quality Action Plan.

## **5. Proposal**

- 5.1 There is significant political and community interest in walking and cycling and the DfT guidance suggests that 'engagement is as extensive as possible' during the period of producing an LCWIP. As such, a six week public consultation is proposed in accordance with the arrangements set out in section 8 of this report. The consultation responses will be reported back to DPIP and Environment Panel and subsequently to Cabinet, seeking resolution to adopt the document.

## **6. Alternatives Considered**

- 6.1 The alternative would be not to conduct a public consultation. This would not be in accordance with the DfT guidance or reflect the actions of many other authorities who have consulted on their draft LCWIP documents. As such a public consultation is recommended.

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

- 7.1 The consultation will be within current staff and financial resources and there are no legal implications.

## **8. Consultation**

- 8.1 CDC held two public stakeholder workshops for the development of the LCWIP. The outputs from the workshops were used in the process to help refine walking and cycling proposals. A list of those invited to the stakeholder events is at Appendix 3.
- 8.2 The full list of organisations proposed to be contacted directly as part of this public consultation is at Appendix 4 and the CDC website will host a consultation page.

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

- 9.1 The cycling and walking infrastructure schemes proposed by the LCWIP are unfunded. As such, once adopted, the intention is that the LCWIP will be associated with the Local Plan and revised Air Quality Action Plan such that appropriate bids can be made as funds become available. The adoption of an LCWIP is intended to advantage CDC in bidding for grant monies as the document assists in demonstrating a strategy and strong governance.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		✓
<b>Climate Change and Biodiversity</b> Subject to schemes being delivered then the related infrastructure should enable a greater number of trips to be made by foot and bike with a commensurate reduction in carbon emissions.	✓	
<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> The Council has made a commitment to 'help our communities be healthy and active'. The adoption of an LCWIP should enable CDC to more competitive in bidding for monies for walking and cycling infrastructure delivery. A more coherent and safer network of walking and cycling routes should enable a more active lifestyle.	✓	
<b>Other</b>		✓

## 11. Appendices – please note that colour versions are available online

- 11.1 Appendix 1 - Draft Chichester Local Cycling and Walking Infrastructure Plan  
 Appendix 2 - Appendix B & C of Draft Chichester Local Cycling and Walking Infrastructure Plan  
 Appendix 3 - List of consultees invited to CDC consultation workshops  
 Appendix 4 - List of partners, agencies and persons invited to comment in forthcoming public consultation

## 12. Background Papers

- 12.1 None.

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**Chichester District Council**

**Cabinet**

**8 September 2020**

**Draft Climate Emergency Detailed Action Plan**

**1. Contacts**

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**2. Recommendations**

**2.1 That Cabinet approves the Draft Climate Emergency Detailed Action Plan for public consultation.**

**3. Background**

3.1 The Council declared a Climate Emergency in July 2019. A Climate Emergency Initial Action Plan was approved by the Council in January 2020. A Climate Change Officer was appointed in May 2020 with the task of developing a Climate Emergency Detailed Action Plan.

3.2 The draft Climate Emergency Detailed Action Plan was discussed at Environment Panel on 17 August. The panel recommended that the draft be approved for consultation purposes by Cabinet before being subject to public consultation in September/October.

**4. Outcomes to be Achieved**

4.1 That a plan is agreed with realistic and deliverable actions that can be implemented to address the Council's declaration of a Climate Emergency.

## **5. Proposal**

- 5.1 The draft Climate Emergency Detailed Action Plan is set out in the appendix to this report. It references other Council policies that contribute to its aims such as the draft Local Cycling and Walking Infrastructure Plan, which has been the subject of significant public interest and will be published for public consultation in September 2020. Only one other item within the action plan has prompted significant recent debate and therefore attention is drawn to this item - Action 22 regarding the Climate Commission.
- 5.2 There have been calls from environmental groups and some Members for this event scheduled for 2022 to be brought forward so that members of the public could participate earlier in the process of considering how the district's emissions can be reduced. In light of this, an event is proposed for 2021. Instead of a Climate Commission, a Citizens' Jury event is proposed as it would better complement other proposed engagement activities. The nature of a Citizens' Jury and reasons for its selection are explained in the action plan under Action 22.
- 5.3 Another action to note is the proposed target for emissions reductions in CDC's own operations (Action 4), which, it is proposed, matches the scale of the area-wide target.

## **6. Resource and Legal Implications**

- 6.1 As a framework document, the action plan does not have any legal implications in itself, but individual actions within it will do and these will be addressed as they move through the Council policy and project approval processes.
- 6.2 Regarding resource implications, the most significant resource change to the initial action plan concerns the substitution of a Citizens' Jury for the Climate Commission. This will be a smaller scale event, but it may be advisable to buy in some specialist help from organisations experienced in running Citizens' Juries, which may not have been necessary with a Climate Commission.
- 6.3 The Detailed Action Plan is a live document and will be further developed. The next stage will be to apply a cost/benefit assessment to the specified actions in the plan to ensure the maximum carbon reduction can be achieved from investment of time and resources.

## **7. Consultation**

- 7.1 Public consultation on the action plan is proposed for September-October 2020, following which a version revised in response to the consultation comments will be presented to the Environment Panel in November and then to Cabinet for final approval in January 2021.

## 8. Community Impact and Corporate Risks

8.1 The action plan should have a positive community impact and no additional corporate risks have been identified.

## 9. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b> The action plan is designed to address climate change & some of the actions within it have intended benefits for biodiversity.	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> Fuel poverty is addressed by action 3c of the plan.	X	

## 10. Appendix

10.1 Draft Climate Emergency Detailed Action Plan

## 11. Background Papers

11.1 None

## Appendix

### Proposed Climate Emergency Detailed Action Plan

#### Introduction

The Council declared a Climate Emergency in July 2019 and a Climate Emergency Initial Action Plan was approved by the Council in January 2020. This document develops the initial action plan. It is not intended to be a fixed and complete five-year plan as there is a need to balance completeness against the urgency of action that the climate emergency requires. Therefore, it will constantly be under development and review as new opportunities for action are found. It is presented in three parts.

Section A updates the initial plan which was in a tabular form and the aim is to give an overview of how the initial plan has developed. Updates to Section A are shown in bold. Achievement of some actions has been delayed. Other actions have been progressed earlier than envisaged.

In the rest of the document the actions are ordered differently to the initial action plan and are divided between actions where CDC will be the lead, although others also have an important role (section B) and actions where others - individuals and organisations – will be the key partners (section C), although CDC will still have an important role. This latter case applies to the achievement of the area-wide target of 10% emissions year on year until 2025. Therefore, the key part of Section C is a process for involving individuals and organisations of all kinds in reducing the area's emissions.

This district-wide process has three components to it:

1. **Working Groups.** This component entails working through existing partnerships/groups of organisations to progress carbon reduction projects. Many partnerships and groups already have proposals for reducing carbon emissions or are developing visions for the future of specific geographical areas and would welcome CDC's help in ensuring they develop sustainably. However, there are also identifiable instances where a new working group on a particular theme e.g. transport would be beneficial and CDC could initiate a group.
2. **Behaviour change campaign & dialogue.** This would encourage individuals to reduce carbon emissions linked with their lifestyles. Importantly it would also provide an online platform for them to contribute their views on carbon reduction in the district.
3. **Citizens' Jury.** To establish a Citizens' Jury in 2021 comprised of a dozen or so members of the public selected to represent the demographic profile of the Chichester district. They will call on expert evidence to help them formulate detailed recommendations that can inform the decision-making of district councillors. The Citizens' Jury would replace the action point on a Climate Commission due to be held in 2022.

These components are developed below under Actions 3, 21 and 22. However, they are complementary, as shown by Table 1 below.

**Table 1: Engagement components**

	<b>Who is involved?</b>	<b>What is the output?</b>	<b>Duration</b>
<b>Working Groups</b>	Organisations	Implementation of low-carbon projects & visions for particular geographical areas.	On-going
<b>Behaviour change campaign &amp; dialogue</b>	Individual citizens	Lower carbon lifestyle, input of ideas & comments on carbon reduction in area.	Time-limited behaviour change campaign. Online dialogue platform would be on-going.
<b>Citizens' Jury</b>	Individual citizens	Recommendations for the district as a whole.	A few days' duration

The components will work together to provide on-going channels through which both individuals and organisations can work together to reduce carbon emissions in the district to develop and implement their own ideas. Furthermore, each component will inform the others, as will be outlined under Actions 3, 21 and 22. Some informal external engagement has already been conducted in moving from the initial action plan to this document and this is listed at the end of each action where this has occurred.

## Section A:

**Table 2 Actions based on the Climate Emergency Initial Action Plan**

**Cross-cutting themes: Putting our climate at the heart of decision making, ensuring all decision-making and investments are sustainable.**

	Action	Target	Timescale
1	Complete recruitment to Climate Change Officer post.	Suitable qualified and experienced person in post.	May 2020 <b>Achieved</b>
2	Develop the Climate Emergency Detailed Action Plan, containing detailed targets and project milestones, from this Initial action plan. The full plan is to be reported to the Environment Panel and approved by Cabinet.	Plan adopted by Cabinet and Council.	Was September 2020 <b>Now consultation September/October 2020.</b> <b>Revised version to Environment Panel in November &amp; to Cabinet in January 2021.</b>

	Action	Target	Timescale
3	<p>Set a local authority area-wide target for District CO<sub>2</sub> reductions of 10% year on year until 2025. Work with partner organisations across the District to co-ordinate actions towards meeting this target (see also action 22).</p> <p><b>3a Existing working groups identified or new groups established to implement projects to reduce greenhouse gas emissions in the District.</b></p> <p><b>3b Increase the installation of PV panels across the District.</b></p> <p><b>3c Reduce fuel poverty &amp; excess cold in households in the District while ensuring greenhouse gas emissions do not rise as a result through supporting CDC Housing Standards Manager.</b></p> <p><b>3d Work to reduce greenhouse gas emissions from taxis and private hire vehicles.</b></p>	<p>10% year-on-year reduction in emissions.</p> <p><b>3a To initiate working group approach.</b></p> <p><b>3b Launch Solar Together scheme.</b></p> <p><b>3c Support development &amp; implementation of Housing Standards Financial Assistance Policy.</b></p> <p><b>3d Support implementation of new statutory standards for these vehicles.</b></p>	<p>3 Target in place by 2020, target to run to 2025.</p> <p><b>3a Initiated by first quarter 2021.</b></p> <p><b>3b September 2020</b></p> <p><b>3c Policy to go to Cabinet in November 2020.</b></p> <p><b>3d To be set.</b></p>
4	<p>Quantify current carbon emissions from CDC operations. Set a CO<sub>2</sub> reduction target for CDC operations (development of existing target).</p> <p><b>4a Set a target of a 10% year-on-year reduction in greenhouse gas emissions from CDC operations from a 2018-2019 base year until 2024-2025 (target to cover scopes 1 and 2 and selected scope 3 categories.</b></p> <p><b>4b Develop the process for estimating more of CDC's scope 3 greenhouse gas emissions.</b></p>	<p>Target to be set based on the outcome of further assessment work.</p> <p><b>Sufficient work carried out to enable assessment of target.</b></p>	<p>Target in place by 2020, target to run to 2025.</p> <p><b>4b 2022</b></p>

	Action	Target	Timescale
5	<p>Put in place a system for identifying those CDC decisions with impacts on carbon emissions, air quality and biodiversity and ensure that negative impacts are avoided or mitigated.</p> <p><b>5a Develop training on climate change mitigation for officers, including integration into financial planning.</b></p> <p><b>5b Collate &amp; circulate overviews of funding sources for climate change mitigation.</b></p> <p><b>5c Integrate climate change mitigation into project development documentation.</b></p>	<p>That key decisions are identified in good time, impacts are assessed and any negative impacts are avoided.</p>	<p>Was systems in place by June 2020</p> <p><b>Now</b></p> <p><b>5a March 2021</b></p> <p><b>5b September 2020</b></p> <p><b>5c Draft September 2020</b></p>
6	<p>To report annually on the progress of this action plan.</p> <p><b>Change this to a quarterly report on progress of the plan to the Environment Panel and an annual report to the full Council.</b></p>	<p>Report to Environment Panel, identifying progress, successes, any new funding opportunities for evaluation and any changes to national policy context that will affect delivery.</p>	<p>Was “Annually from the adoption of the detailed action plan”.</p> <p><b>Now “A quarterly report to Environment Panel and an annual report to Council from the date of the adoption of the detailed action plan”.</b></p>

	Action	Target	Timescale
7	<p>To align our council statutory and non-statutory plans, policies and guidance with respective carbon reduction pathways and biodiversity restoration plans, including procurement.</p> <p><b>7a Ensure integration of environmental criteria into procurement practices.</b></p> <p><b>7b Integrate greenhouse gas mitigation into process of formulating recommendations to councillors.</b></p>	<p>Review of plans and policies together with recommendations for changes, to be reported back to Environment Panel and Cabinet.</p>	<p>Complete by September 2021</p> <p><b>7a Commencing August 2020.</b></p> <p><b>7b August 2020 for draft.</b></p>

Ref	Action	Target	Timescale	Services involved in Delivery
<b>Low Carbon Chichester Funding</b>				
Action 8	<p>Secure Low Carbon Chichester Funding from Homes England:</p> <ul style="list-style-type: none"> <li>Decide on areas of focus - energy efficiency/renewables within public sector/community buildings;</li> <li>Establish joint agreement with HE and Linden on criteria for funding applications; CO<sub>2</sub> savings in kg/year, locations (anywhere, District-wide), public ownership and/or public access, value for money £/kg CO<sub>2</sub>, deliverability, publicity;</li> <li>Establish match funding requirements from applicants.</li> </ul> <p><b>8a Manage process of disbursement of funds.</b></p>	<p>Legal agreement signed and funds transferred.</p> <p>Funding criteria agreed</p>	<p>Was May 2020. <b>Now Sept. 2020.</b></p> <p>Was July 2020. <b>Now Dec. 2020</b></p> <p><b>8a Jan 2021</b></p>	<p>Environmental Strategy Unit (ESU) - project officer to lead. Legal and PR to support the project.</p>
Action 9	<p>Report on the feasibility of establishing an ongoing District-wide fund for delivery of carbon reduction projects and biodiversity restoration projects. This will include a review of the opportunities to raise money for low-carbon infrastructure, including the potential to use legal and planning mechanisms for offsetting residual CO<sub>2</sub> from new developments.</p>	<p>Report finished</p> <p>Implementation of funding (continuation of LCCF)</p>	<p>Was Sept 2020. <b>Now May 2021</b></p> <p>Was end of 2020. <b>Now end 2021</b></p>	<p>ESU – project officer to lead. Planning Policy Team, <b>Finance</b></p>
<b>Minimise emissions from new housing</b>				
Action 10	<p>Require new development to achieve high levels of energy efficiency and minimise CO<sub>2</sub> emissions through policies within the Local Plan Review. (Subject to the outcomes of the Future Homes Standard consultation and implementation of any changes to the Building Regulations).</p>	<p>Highest viable level of CO<sub>2</sub> minimisation included in Local Plan review</p>	<p>Was 2020 (submission) <b>Now 2021 (submission)</b></p>	<p>ESU, Planning Policy</p>
<b>Minimise Corporate Carbon Emissions</b>				

Ref	Action	Target	Timescale	Services involved in Delivery
Action 11	Investigate opportunities to move to a Green Energy supplier within the existing LASER procurement framework.	New supply contract in place	October 2020 <b>Achieved</b>	Building Services
	<b>11a Investigate setting up Power Purchase Agreements (PPA) directly with renewable electricity and bio-methane generators.</b>		<b>2023</b>	<b>Building Services, ESU</b>

Ref	Action	Target	Timescale	Services involved in Delivery
Action 12	<p>Report back on previous review of existing and identify new opportunities for carbon saving within the Council's estate including options for external funding through BEIS's Salix interest free loans.</p> <p><b>12a The financial and technical aspects of PV panel installation on all council assets e.g. the Avenue de Chartres car park and Westhampnett depot.</b></p> <p><b>12b Investigate ways to improve the delivery of wood pellets to fuel the biomass boiler at Novium Museum and to install LED lighting at Novium.</b></p> <p><b>12c Investigate low-carbon replacements and funding sources for the boilers in use across the CDC estate so that this information is collated for use when replacements become due.</b></p> <p><b>12d Collate existing initiatives that incentivise low-carbon work travel by CDC staff into a Green Travel Plan and identify gaps.</b></p> <p><b>12e Work with the review of use of East Pallant House so that greenhouse gas emissions are factored in to the evaluation of the options considered.</b></p>	<p>Report on 5 major buildings</p> <p>Report on other CDC properties</p>	<p>2021</p> <p>2022</p> <p><b>Underway</b></p> <p><b>To be decided</b></p> <p><b>To be decided</b></p> <p><b>Underway</b></p> <p><b>To be decided</b></p>	<p>Growth and Place Building Services, Estates, Business Support.</p>
<b>Reduction in food waste</b>				
Action 13	Develop local plans for reducing food waste within national policy frameworks and targets.	Dependant on national policy and funding developments.	End of 2020	Chichester Contract Services (CCS)

Ref	Action	Target	Timescale	Services involved in Delivery
Action 14	Investigate opportunities for diverting food waste to anaerobic digestion.	Target to be set in terms of CO <sub>2</sub> saved / year.	End of 2020	CCS, WSCC
<b>Increase tree planting</b>				
Action 15	Increased tree planting on CDC land through carbon offset funding, Woodland Trust funding, or other national policy initiatives.	Parks Vision to include target for tree planting. <b>Tree-planting to be progressed alongside development of Parks Vision.</b>	2021	ESU, CCS
Action 16	Increased tree planting on non-CDC land through carbon offset funding, Woodland Trust funding and net biodiversity gain or other national funding streams.	Dependent on announcements on national policy and funding schemes.	End of 2020	ESU, Development Management
Action 17	Investigate opportunities for multi-function use of any land acquired for the mitigation of nutrient inputs into Chichester / Pagham Harbours. Wetland creation and tree planting would both act as carbon sinks and ensure that the land cannot revert to high input agricultural use.	Joint scheme of mitigation to be agreed with Partnership for South Hampshire and Natural England.	End of 2020	ESU, Planning Policy, Development Management



Ref	Action	Target	Timescale	Services involved in Delivery
Action 19	Achieve enhancements to walking and cycle networks through partnership working. <b>19a Delivery of CDC's Local Cycling and Walking Infrastructure Plan (LCWIP) and contribute to WSCC's LCWIP.</b>	Contribute to County's target of increasing the length of the cycle network by 15% per annum compared to a 5km base (across the County). <b>Delivery of targets in LCWIP.</b>	Spring 2022 <b>19a CDC's LCWIP will be open to consultation in September 2020.</b>	Environment Protection, West Sussex County Council
Action 20	Enable the continued expansion of the electric vehicle charging networks.	Will be developed based on the demand metrics from the recent installations and developments in the EV market	Ongoing	Environment Protection
<b>Communication and Promotion of Lifestyle Changes</b>				
Action 21	Promote, through various means climate change actions and lifestyle changes in the wider community including publicity campaigns such as the West Sussex Climate Change Pledge. <b>NB West Sussex Climate Change Pledge has been under review.</b>	Produce details of a costed campaign on key environmental issues (Climate Change, Biodiversity, Plastics)	Was end of 2020. <b>Now 2021.</b>	Public Relations/ESU

Ref	Action	Target	Timescale	Services involved in Delivery
Action 22	<p>Evaluate benefits and costs of setting up a Climate Commission. A commission would bring together major public and private sector organisations to:</p> <ul style="list-style-type: none"> <li>• Co-ordinate and monitor actions that contribute to District-wide carbon reductions.</li> <li>• Share best practice and innovative project ideas</li> <li>• Work together to improve sustainable transport networks, (including bus services , park and ride, car-share schemes and car clubs)</li> </ul> <p><b>Replace with a Citizens' Jury.</b></p>	Investigate opportunities for building on existing networks and partnerships.	2022	Communities/ Corporate Improvement/ESU
			<b>2021</b>	<b>ESU/Communities</b>

## Section B Chichester District Council Actions

### Action 4 CDC greenhouse gas reduction targets

The greenhouse gas (GHG) emissions inventory for CDC is given in the section headed "Supporting technical data" at the end of the detailed climate action plan. All of the emissions sources commonly estimated in organisational inventories have been quantified. Some adjustment may need to be made for leased assets, which is under investigation by the Climate Change Officer. Nevertheless it is proposed that CDC set an emission reduction target to match the one which it set for the area's emissions: 10% year-on-year reductions until 2025 with a base year of 01/10/2018 to 30/9/2019. This base year covers the date when the Council passed its climate emergency resolution. The target would cover scope 1 emissions (e.g. emissions from fuel use in council-operated assets) and scope 2 emissions (e.g. emissions from electricity consumed in council-operated assets) and some Scope 3 emission categories.

Scope 3 is a category of emissions that covers emissions associated with the Council's supply chain (e.g. goods and services that it has purchased) and emissions associated with Council's activities (e.g. emissions from the processing of waste and recyclable materials collected through its trade waste collection service). In general Scope 3 requires more comprehensive and sophisticated data collection and it is proposed that this is implemented in 2022 (Action 4a). However, emissions from some Scope 3 categories can be estimated now and it is proposed these are included in the target. These categories are business travel in employees' vehicles and the emissions associated with the production and distribution of fuels to the point of use (known as Well-To-Tank emissions) and emissions associated with the transmission and distribution of electricity.

A 10% year-on-year reduction would require the reductions set out in Table 3, although it is anticipated that reductions would not be linear as shown in the table, but would be unevenly spread across years as GHG emission reduction actions of different magnitudes were implemented. Over this period GHG emissions will be almost halved.

**Table 3 CDC GHG emissions reduction target**

<b>Year end</b>	<b>GHG emissions in tCO<sub>2</sub>e</b>
2019	2,144
2020	1,930
2021	1,737
2022	1,563
2023	1,407
2024	1,266
2025	1,139

### Action 5 Impact identification

A meeting with the Corporate Management Team and Business Support has been held to discuss a system for identifying CDC decisions with impacts on carbon

emissions, air quality and biodiversity and ensure that negative impacts are avoided or mitigated. It had the following outcomes.

- Climate Change Officer to instigate training for decision-makers across the council to assist them in developing projects and policies that support the council's climate emergency goal. This will be modelled on the training conducted within the council to support equality of opportunity (action 5a).
- Climate Change Officer to collate and circulate summaries of the funding opportunities as this will encourage decision-makers to incorporate environmental enhancements in their projects and policies. It will include information on payback periods of energy efficiency actions so that decision-makers have the latest information readily available (action 5b).
- Work with Business Support to amend CDC's project management process to enable project managers to fully consider climate change at the outset of a project in order to maximise opportunities to reduce carbon emissions (action 5c).

### **Action 6 Progress reports**

It is proposed to increase the frequency of reports on the progress of the action plan from annual reporting in the initial action plan to quarterly reporting. The schedule for this will be determined by the date at which the Council adopts the Climate Emergency Detailed Action Plan which is expected to be January 2021.

### **Action 7 Policy alignment**

This action point was considered at the meeting of the Corporate Management Team with the following outcomes:

- Climate Change Officer to support Democratic Services in its review of procurement practices so that environmental criteria are integrated (action 7a).
- Climate Change Officer to support Democratic Services in integrating greenhouse gas mitigation into process of formulating recommendations to councillors (action 7b).
- Further suggestions will be investigated.

### **Action 8 Low Carbon Chichester Fund**

Developer Linden/Downland Graylingwell LLP has committed to pay into a fund an amount of money in proportion to the carbon emissions that its Graylingwell development is estimated to produce annually. This is expected to be approximately £250,000 in total.

A legal agreement is being finalised to set up a process through which these funds will be disbursed to greenhouse gas (GHG) mitigation projects in the district. This process will include a Governance Body comprising: a chair being the Cabinet Member for Environment and Chichester Contract Services of Chichester District Council, elected members appointed to the Environment Panel of the Council, and representatives of the developer, Homes England, and technical advisors, the Buildings Hub.

In accordance with the Council's constitution, the final approval of expenditure will be by Cabinet following the Governance Body's recommendation. Cabinet may also in certain circumstances resolve to delegate approval powers to the Cabinet Member for Environment and Chichester Contract Services.

The first meeting of the Governance Body has been delayed due to the impact of Covid-19 on the working arrangements of the partners. However, to prepare for the first meeting and to hasten the disbursement of the funds, the Environment Panel decided its priorities for the fund and its preferred process on 24 July 2020, although this will be subject to subsequent agreement with the rest of the Governance Body.

The Climate Change Officer is tasked with managing the process of the disbursement of funds by the Governing Body (action 8a).

### **Engagement already conducted**

Homes England, Buildings Hub, East Hampshire District Council.

### **Action 9 District-wide fund**

The Environment Panel has made clear that it would prefer the Low Carbon Chichester Fund to support projects that would return funds to the LCCF to enable further projects to be funded. However, all of the criteria for the disbursement of the LCCF have to be agreed with the other organisations represented on the Governance Body of the LCCF.

### **Action 10 Local Plan**

Furtherance of this action point is contingent on the completion of the viability study into the financial "health" of developments in the District, taking into account the proposed CDC policies which developments would be expected to meet as well as regular development costs and national policies. Affordable housing levels, energy efficiency and biodiversity policies are examples of policies that would impact the financial outcome of developments and would be considered by the viability study.

### **Action 11 Energy procurement**

CDC will commence a new electricity and gas supply contract in October 2020. Its electricity use will be covered by certificates that certify that amounts of (a) electricity and (b) bio-methane gas equivalent to the amounts of electricity and natural gas consumed by CDC have been inserted into the electricity and gas networks.

In 2023 Building Services and the Climate Change Officer will investigate setting up Power Purchase Agreements (PPA) directly with renewable electricity and bio-methane generators in partnership with other local authorities or other organisations in the district to reduce the amount of officer time needed to set up the PPAs. They will investigate ways to reduce the risk of the generator leaving the market, learning from businesses that are experienced in negotiating PPAs. (Action 11a)

## Action 12 CDC carbon mitigation opportunities

Mitigation actions have already been taken by CDC. For example, among other steps, CDC has a policy that new and replacement cars and Light Duty Vehicle vans should be electric vehicles. Two car parking team vehicles have already been replaced by electric vehicles. East Pallant House has PV (solar electric) panels on its roof and solar thermal panels on the north wing extension. Pay-and-display machines have PV panels. Novium Museum has a biomass boiler.

Further steps to be investigated:

- The financial and technical aspects of PV panel installation on all council assets e.g. the Avenue de Chartres car park (Growth and Place division), and Westhampnett depot (Estates division) - Action 12a.
- Improving the delivery of wood pellets to fuel the biomass boiler at Novium Museum and to install energy efficient LED lighting at Novium, (Growth and Place division) - Action 12b.
- Investigate low-carbon replacements and funding sources for the boilers in use across the CDC estate so that this information is collated for use when replacements become due - Action 12c.
- Collate existing initiatives that incentivise low-carbon work travel by CDC staff into a green travel plan and identify gaps (Business Support) – Action 12d.
- Work with the review of use of East Pallant House by the Business Support Team so that greenhouse gas emissions are factored in to the evaluation of the options considered - Action 12e.

The Climate Change Officer will support the above activities.

## Action 13 Food waste

A new commercial food waste collection service was due to be launched in April 2020 but was suspended due to COVID 19. A relaunch is planned for September 2020. Unlike other commercial operators, the service CCS will be offering will include working alongside businesses to help reduce the amount of food waste they generate as opposed to a collection only service.

## Action 14 Anaerobic digestion

The food waste collected from the new [commercial waste service](#) will be going to an anaerobic digestion facility. The disposal of domestic household waste including food is the responsibility of WSCC which is currently reviewing the infrastructure options for when domestic food waste collections becomes mandatory, probably in 2023.

## Action 15 Trees on CDC land

Climate Change Officer will convene a meeting of CDC officers with responsibility for any land to identify tree-planting potential with a view to attaining funding for tree-planting. An initial conversation with the Green Spaces Lead at Chichester Contract Services suggests the potential for a maximum of 400 trees to be planted at a range of locations with some taking up to 100 trees and other just taking one or two. A key consideration would be funding for watering those trees in the first two years of their life.

## Section C Community Actions

### Action 3 Area-wide target

#### Overview of Action 3

This section covers detail of what this target means in terms of emission reductions and includes some indicative actions to give a sense of the scale of the task ahead, which is considerable. Achievement will require everyone and every organisation in the district to play a part. One route for organisations to participate will be via the working group component of the engagement process. This section outlines the role of these groups.

#### What reductions to we need to make to achieve the area-wide target?

The Climate Emergency Initial Action Plan contained a target of 10% reductions year on year until 2025. Year-end 2019 has been taken as the start point as this was the year in which the climate emergency resolution was passed. A central government-funded tool called SCATTER has been used to estimate emissions. The latest data available in SCATTER from 2016 and 2017 has been used as a proxy for 2019 data as this will not be available until 2021. A 10% year-on-year reduction every year would take the area's emissions to 342,739 tCO<sub>2</sub>e in 2025 (see Area-wide GHG emissions data from SCATTER

The data in the table below is taken from SCATTER and shows how the area's GHG emissions would change if a 10% reduction was made every year until 2025.

Table 4 in Supporting Technical Information at the end of the climate action plan).

SCATTER has been created to enable local authorities to see the effect of different actions on their area's emissions. Regarding our area's emissions, many of the actions modelled in SCATTER had to be selected at the highest level of ambition to get close to the 2025 target. Those actions that were not selected at the maximum level are generally not relevant for our area e.g. changes in international aviation and shipping practices. The selection would take emissions to 377,520 tCO<sub>2</sub>e in 2025, which does exceed the 342,739 tCO<sub>2</sub>e given above by 9%. This means that further ramping up of action will be required. Therefore, there does not appear to be a lot of leeway in the type of actions to be undertaken if the target is to be met i.e. there is limited opportunity to trade off a higher level of action in one area against lower level in another as effort needs to be maximised in nearly every area to achieve the target.

A full list of the actions selected in SCATTER to reach the 2025 target is given in Table 5 in the Supporting Technical Information at the end of the climate action plan. However, four of the easiest to visualize are given below to provide a sense of scale.

- 24% increase in forest cover by 2030.
- Tree-planting to increase current coverage by 30% by 2030; from 2030-2050 further increase of 20%.
- By 2050, 10% of current domestic housing stock is retrofitted in terms of heating and hot water demand to a medium level and 80% to a deep retrofit level.

- Average modal share of cars, vans and motorbikes decreases from current national average of 74% of total miles to 38% in 2050.

As mentioned above, SCATTER cannot fully take into account local circumstances so there may be opportunities/barriers to action that it does not capture.

**Work with partners organisations across the district to achieve this target (see action 22).**

CDC's own carbon emissions are small compared to the area's as a whole. The achievement of the area-wide target will be challenging (as the SCATTER list of actions emphasises) and will largely be done by other organisations and individuals. Therefore, an engagement plan has been drawn up to involve as many in the District as possible while staying tightly focussed on achievement of the target. The three components to this are summarised in the introduction. Engagement with individual citizens is covered by actions 21 and 22. The following section covers engagement with organisations via working groups.

**Working groups**

Discussion between the Climate Change Officer and other CDC officers has shown that there are already a number of partnerships, working groups and fora that could be channels through which the carbon reduction agenda could be pursued. The Manhood Peninsula Partnership Project Officer and the Rural Towns Initiative Officer have both identified groups of organisations on the Manhood peninsula and in Midhurst and Petworth that have carbon reduction projects that they would like to progress and would be likely to welcome assistance through technical knowledge and information on funding sources. There are doubtless other groups, already in existence and with carbon reduction projects that they wish to progress, that might welcome some technical/funding information input. Therefore, it is proposed that the Climate Change Officer continues discussions with other officers to identify these groups and investigate how best to support their carbon reduction actions.

However, some types of project would be best progressed by new working groups organised by theme. This is similar to an approach taken by Essex County Council which has established special interest groups that support its Climate Action Commission. Where suitable groups do not exist, CDC could use its contacts to set up new working groups.

CDC officers would convene these groups initially, which would be open to representatives of any organisation with an interest in the District. However, the groups should become self-sustaining in terms of setting up their own meetings and agendas. The intention is that they are fora that enable people to meet like-minds and develop solutions themselves with CDC providing technical input, information on funding opportunities and networking help.

Participants in existing or new groups could be:

- Businesses & business organisations
- Public sector services (health services, academic institutions)
- Third sector (fuel poverty, debt advice, local food co-ops)
- Other local authorities (parish councils, West Sussex County Council, neighbouring district councils)
- Special interest groups (environmental, social justice)

- Organisations representing particular demographic (youth, people with mobility difficulties)

A key feature is that the working groups will be ongoing to develop carbon mitigation actions, refine them in light of new events, success and failure. Oxford City Council's deputy leader (Tom Hayes) found that Oxfordshire County Council listened to its carbon reduction proposals more closely as its close community engagement gave its voice greater weight and legitimacy. This has helped to sway county council decisions that affect the district.

Some initial work has been done to identify issues that would benefit from the establishment of a new working group. Discussion with Environmental Protection Manager Simon Ballard has led to the tentative conclusion that the theme of transport would benefit from the setting up of a dedicated group that could, for example, look at expansion of car clubs and technical support for organisations considering electric vehicles for business use.

In contrast, initially a group working on domestic energy efficiency and renewable energy generation was considered. However, research showed there were already several initiatives underway and the most effective course of action would be to support them (see the section on Domestic Retrofit below).

Tree-planting will play a major role in reducing the area's emissions. Other habitats such as wetland can also be established to act as carbon sinks. However, land-owners and land managers may be uncertain how to proceed due to health and safety and biodiversity considerations and a lack of knowledge of the wide range of funding sources available. In response Chichester City Council organised a Tree Summit for this year. The Tree Summit had to be cancelled due to Covid-19. It may be re-scheduled and could provide a springboard for an on-going working group for carbon reduction through land use change, subject to the agreement and collaboration with the organisers.

Renewable energy generation in the district would be a third working group. However, its establishment would have to be scheduled to match limited resources.

To summarise the steps that characterise action 3a:

- Support existing partnerships/working groups with suitable carbon reduction projects.
- Establish a transport working group to enable organisations to collaborate to reduce transport emissions.
- Support Chichester City Council on its Tree Summit initiative
- Establish a renewable energy generation working group when time resources permit.

Whether existing groups are supported by Climate Change Officer or a new group established, reporting routes need to be created to capture the outcomes of carbon reductions actions so we can monitor progress. This is a recommendation from Stroud District Council, which is frequently upheld as a model on action on climate change.

### **Domestic retrofit**

Domestic retrofit can encompass both insulation and renewable energy installations. It can be split into householders that are able to pay for home improvements and householders that need financial support to do so and indeed may be in fuel poverty.

CDC is working with energy providers to [address fuel poverty](#) and [those at risk of cold homes](#). There is the [Chichester Warm Homes initiative](#) and [other schemes](#) with specialist home energy advisors to help householders on low incomes or with disabilities to navigate the schemes available. Furthermore, Solar Together is a Sussex-wide scheme to bulk-buy PV panels to make it cheaper for householders and small businesses to install them on their roofs. It is scheduled to open to Chichester district householders and small businesses wanting to register interest from September 2020. [Warmer Sussex](#) is an ongoing scheme to help householders improve the energy efficiency of their homes.

Looking further forwards, the CDC Housing Standards Manager has drafted the Housing Standards Financial Assistance Policy with input from the Climate Change Officer. The aim of the policy is to reduce fuel poverty and excess cold in homes in the district. Sometimes this can lead to increased fuel use and hence greenhouse gas emissions. Therefore the goal is to identify options that do not lead to increased emissions. To co-ordinate this work, a Fuel Poverty and Sustainability Project Group will be established to deliver targeted action to tackle those parishes with the highest levels of excess cold and fuel poverty, and significantly reduce homes with a low Energy Performance Certificate rating of F and G occupied by fuel poor households. This policy is due to go to Cabinet in November 2020.

The actions that fall under this heading are:

- Climate Change Officer to support Housing Standards Manager to deliver the finalised Housing Standards Financial Assistance Policy (action 3c).
- Public relations to promote the Solar Together PV scheme to householders and small businesses (action 3b).

### **Taxi and private hire licensing**

Climate Change Officer will support the Communication, Licensing and Events division in reducing greenhouse gas emission from taxis and private hire vehicles through the implementation of new statutory standards on these vehicles (action 3d).

### **Engagement already conducted**

West Sussex County Council sustainability team including energy services, Warmer Sussex home retrofit programme, Stroud District Council's climate change officer, easit, Chichester City Council, EcoChi, Extinction Rebellion, Community Energy South, Greater South East Energy Hub, West Sussex Fuel Poverty Partnership, Scottish and Southern Electricity Networks, Giki-Zero, Chichester and District Cycle Forum.

### **Action 16 Tree-planting on non-CDC land**

A document has been written identifying possible funding sources for tree-planting and has been circulated to parish councils and interested parties. A working group could be established to support organisations, especially land-owners and managers, interested in planting trees on their land – see action 3. CDC should also

support organisations that wish to seek funding to establish a tree nursery to enable a rapid expansion of UK-grown trees to reduce disease risk of importing trees.

### **Engagement already conducted**

Chair of Chichester city tree wardens, Woodland Trust, West Sussex County Council arboriculturist, Chichester City Council.

### **Action 18 Trees on Strategic Wildlife Corridors**

A document has been written identifying possible funding sources for tree-planting, which has been passed to the officer overseeing the SWC project for use with landowners within the SWCs who are interested in tree-planting.

### **Action 17 Nutrients**

Where land is acquired in Chichester District for the mitigation of nutrient inputs into the harbours, CDC will work with Natural England and the South Downs National Park Authority to ensure that this land is, wherever possible, planted to woodland or used for wetland creation. This will both ensure that mitigation land does not revert to agricultural use in the long term and that the land acts as a carbon sink.

### **Action 19 Cycling & walking initiatives**

The Environmental Protection team has taken this forward through the production of CDC's draft Local Cycling and Walking Infrastructure Plan (LCWIP), which will be open for consultation in September 2020 (Action 19a). Further to this, WSCC's (draft) LCWIP includes the two strategic routes Chichester to Emsworth (known as the Chemroute) and Chichester to Selsey (known as the Selsey Greenway/commuter route). Highways England has announced that it will build Chemroute, subject to funding availability and other caveats.

Environmental Protection team is also working in partnership with WSCC on WSCC's programme of improvements, drawn from the West Sussex Walking and Cycling Strategy and rolled out via WSCC's Sustainable Transport Package and Local Transport Improvement Plan.

Further enhancements have also been achieved through post-Covid19 recovery work i.e. the road space reallocation project's pop-up cycle lanes. As employees started to return to work, businesses were reminded of the Cycle to Work schemes that encourage cycling and e-biking and the green travel scheme easit through CDC's eBiz newsletter. The Wellbeing team at CDC also gave a fresh push to the council's own Cycle to Work scheme for employees.

### **Action 20 Electric vehicle charge points**

Eighteen electric vehicle charge points have been installed across CDC car parks. WSCC's contract intends a wider roll-out of EV charge point infrastructure. CDC has a policy of procuring/replacing its cars and Light Duty Vehicle vans with electric vehicles unless there is a significant business case not to. This boosts demand for the charge points. During the refurbishment of Westhampnett depot, ducting was installed under the new surfaces to facilitate the installation of electric vehicles charging points to service future electric vehicles in the Chichester Contract Services' fleet.

## Action 21 Behaviour change

The West Sussex Climate Change Pledge is run by West Sussex County Council (WSSC) has been under review. There will be a new communications plan which will support the county council's climate change strategy. This strategy was approved by WSSC in July 2020. WSSC has said that it would be keen to engage and involve the district councils in the new communications plan. However, there is still potentially a role for CDC to use its communication channels to support or augment whatever WSSC does.

CDC's communication division has advised that Spring 2021 would be the earliest time for the launch of a public campaign to encourage low carbon lifestyles. In investigating the plan, the Climate Change Officer encountered several instances of people being unaware of initiatives that were closely related to their professional and personal areas of interest. Therefore, one simple effective step would be to publicise existing initiatives. The Wellbeing team has agreed to use their expertise in helping people to make behavioural changes around health issues to advise on framing messages.

- a) Promote existing schemes e.g. Warmer Sussex, Your Energy Sussex, Solar Together, the CDC tree donation option to ensure they are widely known.
- b) Ask groups such as EcoChi, Transition Chichester, Tuppenny Barn and Extinction Rebellion if they would be willing to assist with public engagement to on behavioural change. Taking EcoChi as an example, members are involved in a wide range of key groups such as the Women's Institute, ChiCycle and other walking and cycling groups.
- c) Use existing social media platforms such as Facebook and Twitter to have conversations around the themes listed above. Instagram is possibly the best software application through which to reach young people and some of the groups listed above may be willing to use their Instagram accounts to raise awareness.
- d) Identify websites or mobile phone applications that can be used by individuals to understand their carbon footprint and how it can be reduced.
- e) Launch a public pledge page where individuals and organisations promise to make carbon savings. Try to capture the level of reductions that people commit to making. If the council uses its own site, the webpage needs to be:
  - Easy to find from the homepage
  - Attractive and inspiring
  - Interactive

## Action 22 Citizens' Jury

The Initial Climate Emergency Action Plan has this item as:

Evaluate benefits and costs of setting up a Climate Commission. A commission would bring together major public and private sector organisations to:

- Co-ordinate and monitor actions that contribute to District-wide carbon reductions.
- Share best practice and innovative project ideas

- Work together to improve sustainable transport networks, (including bus services , park and ride, car-share schemes and car clubs)

2022 is given as the date of implementation.

However, it is proposed to replace the Climate Commission with a Citizens' Jury to be held in 2021 for the following reasons. The Climate Commission was intended to bring together organisations to work on carbon reduction. There are a number of existing fora that can be used to do that as outlined in Action 3. Where there are gaps in engagement, targeted working groups of organisations can be established much more quickly than an all-encompassing commission. Furthermore, Chichester MP Gillian Keegan is holding a Climate Change Conference on 4 September 2020 aimed at constituents and groups that have expressed an interest in climate change. Therefore, there would be some overlap with that event.

The Citizens' Jury would take a different approach, complementing the other initiatives. It would be comprised of a dozen or so members of the public selected to represent the demographic profile of the citizens of Chichester district. They will call on expert evidence over 2-3 days to help them formulate detailed recommendations that can inform the decision-making of district councillors. Participants invest significant time in the exercise. They do not volunteer to participate because of an interest in climate change. Instead they are asked to participate because they represent particular sections of the community by virtue of their own characteristics e.g. age, income, ethnicity, etc. Therefore they are reimbursed for their time and their care costs if they have caring responsibilities as would be expected in a group that represents a cross-section of the community. For further information, see <https://www.climateemergency.uk/blog/citizens-assemblies-jurys/>  
The Community Project and Partnership Manager is willing to help to draft terms of reference for the process.

### **Engagement already conducted**

EoChi, Extinction Rebellion

## Supporting Technical Information

### Greenhouse Gas (GHG) emissions inventory<sup>1</sup> for Chichester District Council

#### Organisation information

Chichester District Council is a lower-tier local authority with its main offices at 1 East Pallant, Chichester, West Sussex, PO19 1TY.

#### Reporting period

01/10/2018 to 30/9/2019

#### Reasons for change in emissions

This is the first GHG inventory that CDC has reported on since y/e 2013. Up to 2013, it was mandatory for local authorities to report their GHG emissions, but this requirement lapsed and CDC ceased to estimate its GHG emissions in order to reduce costs during the period of austerity following the Global Financial Crisis. The reduction in scope 1 and scope 2 emissions between y/e 2013 and y/e 2019 is due in large part to the leasing of Westgate and Grange leisure centres to Everyone Active. They therefore pass out of the CDC's operational control and move from scope 1 and scope 2 to scope 3. These emissions have not yet been quantified.

In 2019 CDC passed a motion declaring a climate emergency. It committed itself to working towards area-wide emission reductions (covering all organisations and individuals in the district) of 10% year-on-year to 2025. It committed to setting a GHG emissions reduction target for itself and consequently the practice of estimating its GHG emissions has resumed.

#### Quantification and Reporting Methodology

We have followed the approach in the UK government's Environmental Reporting Guidelines dated March 2019 and the 2019 UK Government Conversion Factors for Company Reporting. We have also used the GHG Protocol Value Chain (Scope 3) Standard, but we are not able to report on all categories that may be relevant. Some adjustment may be to the emission figures following further investigation into leased assets and PV and solar thermal generation at East Pallant House, but the change is not expected to be significant.

#### Organisational boundary<sup>2</sup>

We have used the operational control approach. We have included all services delivered either directly by the Council or under contract to it via Chichester Contractual Services.

This encompasses fuel and electricity use at:

- The council's headquarters at East Pallant House which has solar electric (PV) and solar thermal arrays
- Westwood House homeless shelter
- Novium museum which has a wood pellet-fuelled boiler

<sup>1</sup> Inventory is the technical term for a footprint.

<sup>2</sup> There are different ways to draw a line around organisations – its boundary. We have used operational control so that we are accounting for emissions from activities over which we have day-to-day control.

- Car parks
- Westhampnett depot
- Other smaller buildings
- Refuse fleet
- Other council-operated vehicles

### Operational scopes

We have estimated our scope 1, 2 and certain scope 3 emissions.

Scope 1 <sup>3</sup> emissions in tCO <sub>2</sub> e <sup>4</sup>	2018-2019	Excluded emission sources	% of activity data <sup>5</sup> that is estimated	2012/2013
Gas consumption	105	Oving Jubilee Hall & 80 High Street, Selsey (aka Selsey Fire Station). Both used as Community Warden bases <sup>6</sup> .	0	972
Fuel oil	0	Thought to be none – to be confirmed.	0	56
LPG	43			
Fuel emissions for vehicles	1,179	None	0	1,157
Fugitive <sup>7</sup> emissions of refrigerants used in air con.	0	Thought to be none – to be confirmed.	0	Was not estimated due to cost.
<b>TOTAL SCOPE 1</b>	<b>1,327</b>			<b>2,185</b>
<b>Scope 2<sup>8</sup> emissions in tCO<sub>2</sub>e</b>				
Purchased electricity	437	Oving Jubilee Hall & 80 High Street, Selsey.	0	1,286
<b>TOTAL SCOPE 2</b>	<b>437</b>			<b>1,286</b>

<sup>3</sup> For those organisations using the operational control approach, scope 1 emissions are from activities or emission sources that we control day-to-day. They occur directly from those activities or sources i.e. a vehicle exhaust pipe.

<sup>4</sup> tCO<sub>2</sub>e stands for metric tonnes of carbon dioxide equivalent. The global warming caused by gases is standardised to the warming caused by one unit of carbon dioxide hence carbon dioxide equivalent.

<sup>5</sup> Activity data is the data used to estimate emissions e.g. how much fuel we have used, how many miles we have driven for business.

<sup>6</sup> CDC has no obligation to pay energy bills for these sites.

<sup>7</sup> Fugitive is the technical terms for emissions from leaks or accidental venting of equipment.

<sup>8</sup> Scope 2 and scope 3 emissions are indirect emissions. They occur as a result of activities over which we do not have control e.g. a power station generating electricity or at the paper mill of the company making CDC stationery. However, we have influence over these emissions which is why they are reported. Scope 2 is a special category of indirect emissions covering electricity, heat, steam and cooling that has been acquired (usually purchased).

<b>Scope 3 emissions in tCO<sub>2</sub>e</b>				
Purchased goods & services	We have not tried to quantify these emissions yet.			
Capital goods	We have not tried to quantify these emissions yet.			
Fuel- and energy-related activities not included in Scopes 1 & 2	334			102 (Indirect emissions from electricity purchased)
Upstream transportation & distribution	We have not tried to quantify these emissions yet.			
Waste generated in operations	We have not tried to quantify these emissions yet. Would include green waste from parks.			
Business travel	46	Employees who use their own vehicles for business travel but do not claim the mileage allowance. Employees using rail. This is infrequent.	11% is estimated. This is due to CDC not having the gCO <sub>2</sub> /km from the employee's V5 vehicle document.	60
Employee commuting	We have not tried to quantify these emissions yet.			
Upstream leased assets	Under investigation.			
Downstream leased assets	Under investigation.			
Downstream transportation & distribution	Not relevant.			
Processing of sold products	Not relevant.			
Use of sold	Not relevant.			

products				
End-of-life treatment of sold products	We have not tried to quantify these emissions yet. They would include emissions from trade waste collected by CCS.			
Franchises	Not relevant.			
Investments	We have not tried to quantify these emissions yet.			
Biogenic emissions	0.31			
<b>Intensity metrics</b>				
Scope 1, scope 2 & selected scope 3 emissions per district resident (tCO <sub>2</sub> e per capita)	0.02			No intensity metric given.
Scope 1, scope 2 & selected scope 3 emissions per unit area (tCO <sub>2</sub> e per km <sup>2</sup> )	2.64			No intensity metric given.

### Gross and net emissions

All in tCO <sub>2</sub> e or tCO <sub>2</sub> e	2018-2019	2012-2013
<b>Gross emissions (S1, S2 &amp; selected S3)</b>	2,144	3,633
Exported renewable electricity reduction	Under investigation – expected to be negligible.	0
Offsets	0	0
Woodland Carbon Units	0	0
<b>Net emissions (S1, S2 &amp; selected S3)</b>	2,144 less reductions for exported renewable electricity	3,633

### Base year

The base year is 01/10/2018 to 30/9/2019

We have chosen this period as it is:

- the year of the council's climate emergency resolution
- fits with the electricity and gas contract periods
- the subsequent period will show the effect of Covid 19 lockdown and any carbon reduction initiatives we put in place subsequent to the declaration of a climate emergency.

Our base year recalculation policy is to recalculate our base year and the prior year emissions for relevant significant changes which meet our significance threshold of 5% of base year emissions.

### Target

Our target is a 10% year-on-year reduction from the 2018-2019 base year, covering scopes 1 and 2 and Scope 3 business travel and fuel- and energy-related activities not included in

Scopes 1 & 2 until year-end 2025. As we have just set our target, we do not have any progress to report. Chief executive Diane Shepherd is responsible for achievement of this target.

### Intensity Metrics

Our chosen intensity metrics are scope 1, scope 2 and selected scope 3 emissions per resident in the district (tCO<sub>2</sub>e per district resident) and emissions per unit area (tCO<sub>2</sub>e per km<sup>2</sup>). The number of residents within the district is a key factor in determining the scale of our activities and hence our emissions. The acreage of the district is a factor in determining the how we deliver those services i.e. the extent to which services can be centralised.

### Electricity & heat data

<b>Electricity purchased for consumption (MWh)</b>	1,710
<b>Green tariffs or other renewable/low-carbon contractual instruments used</b>	None
<b>Renewable electricity (in MWh) generated in council-operated plants that was exported to the grid</b>	Electricity is generated via the photovoltaic panels on East Pallant House roof, but data on the quantity exported to the grid is not yet known
<b>Was this backed by Renewable Energy Guarantees of Origin (REGOs)?</b>	Not known
<b>Heat generated from council operated sources (in MWh).</b>	CDC has a solar thermal array generating hot water on East Pallant House roof. We do not have data on the quantity generated.

This is the end of the GHG emissions inventory.

## Area-wide GHG emissions data from SCATTER

The data in the table below is taken from SCATTER and shows how the area's GHG emissions would change if a 10% reduction was made every year until 2025.

**Table 4 10% year-on-year reduction in area-wide target emissions**

Year	Emissions tCO <sub>2</sub> e
2019	644,924
2020	580,431
2021	522,388
2022	470,149
2023	423,134
2024	380,821
2025	342,739

SCATTER allows the user to select GHG emission reduction actions to see their effect on emissions modelled for their local authority area. The table below shows those selected for Chichester district to come close to meeting the area-wide target.

**Table 5 Actions selected from the SCATTER tool to meet the area-wide target**

Ambition level selected out of levels available <sup>9</sup>	Sector	Title	Description
4/4	Agriculture and Land Use	Agriculture and land use - Forestry	24% increase in forest cover by 2030.
2/4	Agriculture and Land Use	Agriculture and land use - Land Management	By 2050, 3% decrease in grassland, 1% decrease in cropland; increase in the coverage of settled land.
3/4	Agriculture and Land Use	Agriculture and land use - Livestock Management	0.2% annual reduction in livestock numbers
4/4	Agriculture and Land Use	Agriculture and land use - Tree planting	Tree-planting to increase current coverage by 30% by 2030; from 2030-2050 further increase of 20%.
4/4	Domestic Buildings	Domestic lighting, appliances, and cooking - Demand	By 2050, domestic lighting and appliance total energy demand has dropped to 27% of current levels.
2/2	Domestic Buildings	Domestic lighting, appliances, and cooking - Electrification	Small reductions in efficiency of domestic cooking. Proportion of cooking which is electric increases to 100% in 2050.
4/4	Domestic Buildings	Domestic space heating and hot water - Demand	Hot water demand per household reduces by 8% every 5 years
3/4	Domestic Buildings	Domestic space heating and hot water	From 2021, 30% of all new houses per year are built to 2013 building regulations; 40% to AECB standard; 30% to passivhaus standard.

<sup>9</sup> The higher the number the higher the emission level.

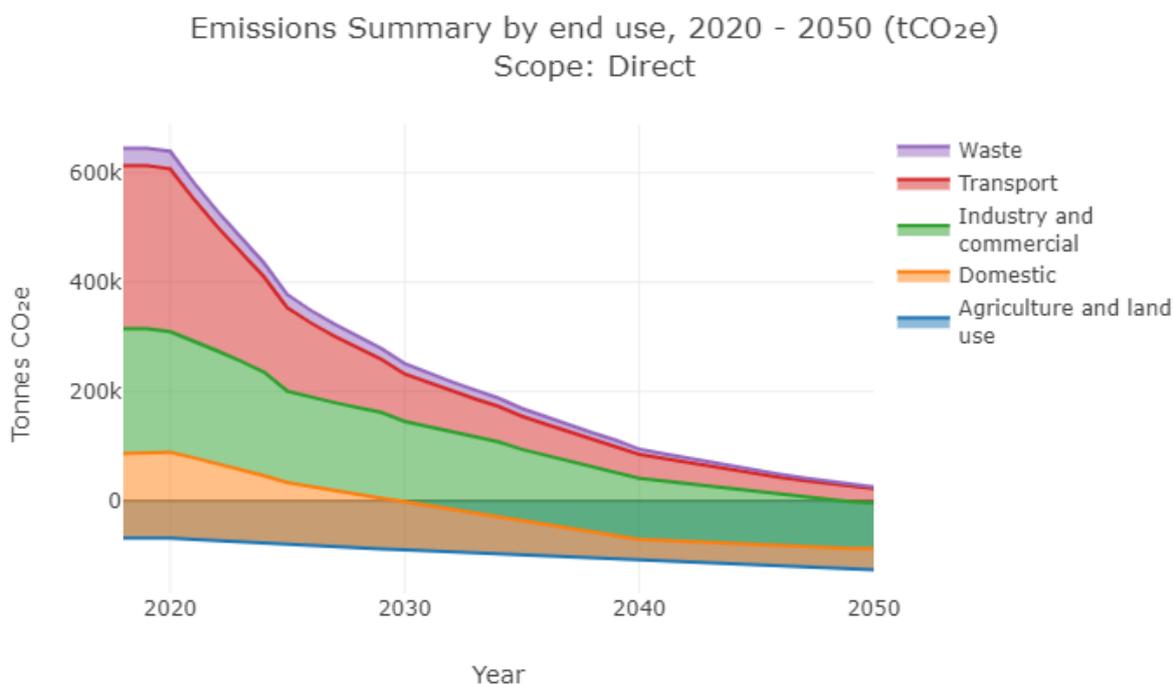
Ambition level selected out of levels available <sup>9</sup>	Sector	Title	Description
		- New build	
4/4	Domestic Buildings	Domestic space heating and hot water - Retrofit	By 2050, 10% of current stock is retrofitted to a medium level; 80% deep retrofit.
8/13	Domestic Buildings	Domestic space heating and hot water - Technology	By 2050, 50% of heating from heat-pumps (air and ground-source); the rest from community scale CHP
2/4	Energy Supply	Biomass/Coal power stations	Solid biomass generation increases by 50% in 2025, dropping off after that; Coal phase-out follows trajectories from the National Grid's Two Degrees scenario.
1/4	Energy Supply	Hydroelectric power stations	Hydroelectric power generation grows to 19 MWh per hectare inland water in 2030; 20 in 2050.
3/4	Energy Supply	Offshore wind	Large-scale onshore wind generation grows to 3.8 MWh per hectare in 2030; 5.9 MWh in 2050.
4/4	Energy Supply	Onshore wind	Large-scale onshore wind generation grows to 1.9 MWh per hectare in 2030; 2.2 MWh in 2050.
3/4	Energy Supply	Small-scale wind	Small-scale wind grows to 2.6 MWh per hectare in 2030; 2.9 in 2050 (from a baseline of 1.2 MWh per hectare.)
4/4	Energy Supply	Solar PV - Large	Large-scale solar generation grows to 200 kWh per hectare in 2030; 400 in 2050 (from a baseline of 50 kWh per hectare.)
3/4	Energy Supply	Solar PV - Small	Local solar capacity grows, generating equivalent to 1550 kWh per household in 2030; 3000 in 2050 (from a baseline of 400 kWh per household.)
3/4	Energy Supply	Tidal and Wave	For areas with wave / tidal power, 100-fold increase by 2030, 700-fold increase by 2050.
4/4	Industry and Commercial	Commercial heating and cooling - Demand	In 2050, commercial heating, cooling and hot water demand is 60% of today's levels

Ambition level selected out of levels available <sup>9</sup>	Sector	Title	Description
8/13	Industry and Commercial	Commercial heating and cooling - Technology	By 2050, 50% of heating from heat-pumps (air and ground-source); the rest from community scale CHP
4/4	Industry and Commercial	Commercial lighting, appliances, and catering - Demand	Commercial lighting & appliance energy demand decreases 25% by 2050.
2/2	Industry and Commercial	Commercial lighting, appliances, and catering - Electrification	By 2050, 100% of commercial cooking is electrified.
4/4	Industry and Commercial	Industrial processes - Efficiency	Industrial electricity consumption is 50% of total energy consumption by 2035; 65% by 2050. Output falls by 2% every year for non-heavy industry.
3/3	Industry and Commercial	Industrial processes - Output	Reductions in process emissions from all industry: general industry reduces process emissions at a rate of 4.5% per year. Chemicals emissions reduce 1% per year; metals 0.7% per year, and minerals 0.8% per year.
4/4	Transport	Domestic freight	By 2050, 22% decrease in distance travelled by road freight; 75% increase in efficiency. In waterborne transportation, 28% increase in use of waterborne transport.
4/4	Transport	Domestic passenger transport - Demand	25% reduction in total distance travelled per individual per year by 2030.
4/4	Transport	Domestic passenger transport - Modal shift	Average modal share of cars, vans and motorbikes decreases from current national average 74% total miles to 38% in 2050.
4/4	Transport	Domestic passenger transport - Technology	Cars and buses are 100% electric by 2035, rail is 100% electric by 2030. Average occupancies increase to 18 people per bus km (from 12), 1.65 people per car-km (up from 1.56), and 0.42 people per rail-km (from 0.32).
1/3	Transport	International aviation	Department for Transport "central" forecast for aviation. The "Central" forecast represents the DfT base-case. For reference see Pathways

Ambition level selected out of levels available <sup>9</sup>	Sector	Title	Description
			Methodology.
1/4	Transport	International shipping	By 2050, 48% increase in fuel use at UK ports.
4/4	Waste	Volume of Waste & Recycling - Recycling	65% recycling, 10% landfill, 25% incineration achieved by 2035, recycling rates increasing to 85% by 2050
4/4	Waste	Volume of Waste & Recycling - Reduction	Total volume of waste is 61% of 2017 levels by 2040.

The figure below shows the effect of the actions selected in Table 5 in graphical form.

**Figure 1 Emission reductions needed to achieve area-wide target – modelled in SCATTER**



Although the area-wide target runs until 2025, the graph above continues until 2050 because SCATTER has been designed to map pathways to the government’s target of net zero at 2050. Forestry and grassland within the district act as carbon sinks, sequestering carbon dioxide from the atmosphere, so are shown as negative figures below the x-axis. Therefore the “land use” figures act to “pull” the top line of the graph downwards the x-axis. Although the pathway has been designed with the 2025 target in mind, it would take the district close to net zero in 2050 with estimated emissions at 25,597 tCO<sub>2</sub>e in that year.

While it is encouraging that achieving the 2025 target could lay the groundwork for meeting the net zero carbon in 2050 target, please note the following. The renowned Tyndall Centre for Climate Change Research has created a [tool](#) to translate the UN Paris Agreement (equity principals and goal of limiting global temperature rise to well below 2 degrees Centigrade and pursuing a 1.5 degrees Centigrade target) to the UK carbon budget. The aim of the tool is to help UK local authorities see what the Paris Agreement would mean for their areas in terms of a maximum budget of carbon dioxide that can be emitted over a period of years and the goals still be met. Carbon dioxide persists in the atmosphere, so the sooner it is emitted, the longer it has to warm our planet<sup>10</sup>. Tyndall has taken this into account. As yet, Tyndall and SCATTER’s work is not integrated. However, as a rough estimate our area would significantly overshoot the Tyndall figure (see Table 6).

<sup>10</sup> Stopping a source of carbon emissions now, in 2020, does as much for the stock of carbon in the atmosphere as stopping a source 30 times as large in 2050 (Association for Public Service Excellence)

**Table 6 Comparison of Tyndall carbon budget and SCATTER figures**

	<b>Tyndall</b>	<b>SCATTER</b>
<b>Time period</b>	2020-2100	2020-2050
<b>Emissions unit</b>	tCO <sub>2</sub>	tCO <sub>2</sub> e (i.e. includes greenhouse gases in addition to CO <sub>2</sub> ).
<b>Emission sources</b>	CO <sub>2</sub> emissions from energy uses only	All sources except industrial installations. I have also excluded waste which is largely processed outside the district <sup>11</sup> .
<b>Figures</b>	4,700,000	8,725,563

Our area is a significant sink or store of carbon dioxide through land use in the district, which would reduce the difference as this is not factored into the Tyndall figures. Once Tyndall and SCATTER become integrated, it should be possible to understand the implications of the Tyndall budget better. For the moment, the point to make is that the area needs to act quickly to introduce its chosen carbon reduction actions.

A further point to note is that the SCATTER figures differ from the Department of Business, Energy and Industrial Strategy (Beis) local authority figures that are published annually. The differences are summarised in the following section.

#### **Differences between Scatter and Beis figures**

SCATTER uses Beis data augmented with other data sources. It therefore differs from the dataset called LACO2 produced by Beis. For example, LACO2 only includes carbon dioxide while SCATTER includes other greenhouse gases. This will increase its area-wide figures. On the other hand, SCATTER excludes the emissions associated with large industrial installations. This exclusion does not make much difference to Chichester's area emissions, which has had very few emissions in this category. The figures are therefore quite close: Beis's 2017 figure was 644,000 tCO<sub>2</sub> while SCATTER's is 644,924 tCO<sub>2</sub>e. Note there are two datasets within the Beis local authority data: the full dataset and the subset data. The full dataset has been used here. The subset data excludes sources over which local authorities are deemed to not have direct influence. It excludes large industrial installations (which are insignificant in Chichester district), diesel railways, motorways (of which there are none) and Land Use and Land Use Change and Forestry (LULUCF). Chichester District Council does consider that it has influence over LULUCF as it has included tree-planting on non-CDC land in its Climate Emergency Initial Action Plan. The subset data was previously used to report progress against National Indicator 186 under the Department for Communities and Local Government's (CLG's) Local Area Agreements which have since ceased.

<sup>11</sup> Domestic waste is taken from the CDC depot at Westhampnett to a material recycling centre at Ford in Arun district. General waste is taken to a site near Horsham where it undergoes mechanical and biological treatment and is either landfilled or made into refuse derived fuel. SCATTER assumes waste from Chichester district is landfilled within the district boundaries so these figures have been excluded from the total.

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**Chichester District Council**

**The Cabinet**

**8 September 2020**

**2019-2020 Treasury Management outturn report**

**1. Contacts**

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**2. Recommendation**

**2.1 The Cabinet is requested to consider the Treasury activity summarised in this report, taking into account any comments provided by the Corporate Governance and Audit Committee.**

**2.2 The Cabinet is also requested to consider the assessment of the security of the Council's direct investments in commercial property.**

**3. Overall position**

3.1 This report describes the Treasury Management activity undertaken for the year to 31 March 2020, which can mainly be split into two separate periods. Prior to the COVID-19 pandemic, the Council:

- balanced short-term investments between high credit quality banks, local authorities and money market pooled funds; and,
- made further investments in external pooled funds in line with the Council's 2019-20 Treasury strategy.

Since February 2020 the Council's Treasury team has focussed on:

- maximising the amount of liquidity available to the Council, whilst remaining within approved institutional investment limits;
- Securely managing the cash flows associated with Business Relief grants for which the Council was forward funded by the Government in early April 2020; and,
- Scenario planning and modelling cash flows for the next 12 months based on the evolving effects of the national and local responses to COVID-19.

3.2 The position at year end is summarised in Tables 1 and 2, below

Table 1: Treasury Management Summary

<b>Investments £000</b>	<b>Balance 01/04/2019</b>	<b>Movement</b>	<b>Balance 31/03/2020</b>
Short term Investments	39,000	(4,000)	35,000
Money Market Funds	4,350	1,700	6,050
<b>Total liquid investments</b>	<b>43,350</b>	<b>(2,300)</b>	<b>41,050</b>
Long term Investments	3,000	(3,000)	-
Pooled Funds – External	7,950	16,050	24,000
Pooled funds – Local Authority	10,000	-	10,000
Property fund			
<b>Total investments</b>	<b>64,300</b>	<b>10,750</b>	<b>75,050</b>

Note: the figures in the table above exclude any movements in Fair value.

Table 2: Gains and losses from external pooled funds (£000) – 31 March 2020

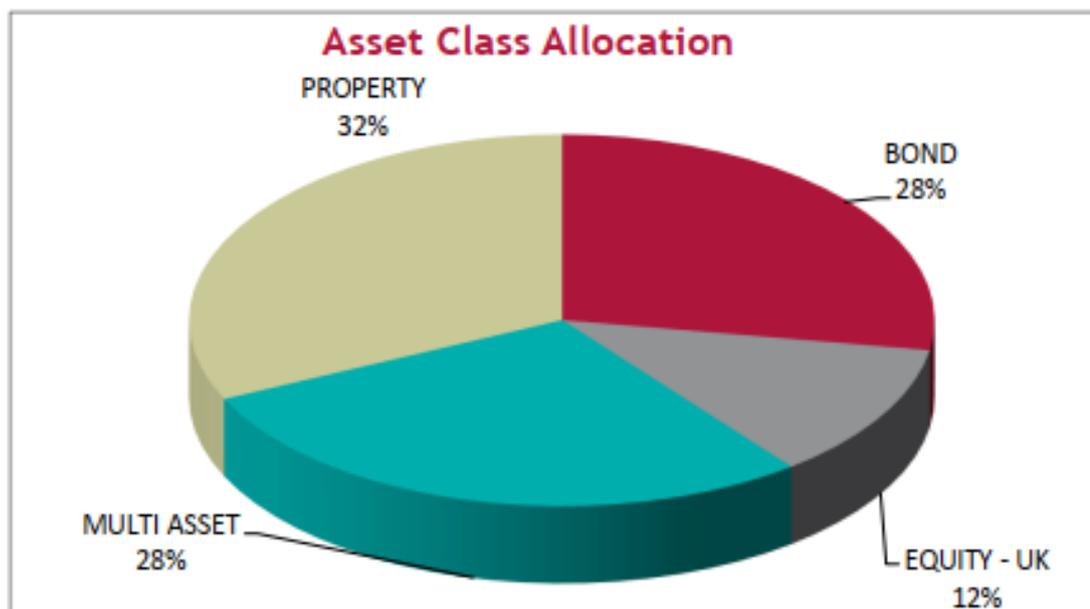
<b>Fund</b>	<b>Type of fund</b>	<b>Invested £000</b>	<b>Capital gain (loss)</b>	<b>31.3.20 Market Value</b>	<b>Latest Market Value 7 Aug 2020</b>	<b>Income 19-20 £k</b>	<b>Return (Income %)</b>
Local Authority Property Fund	Property	10,000	(485)	9,515	9,105	426	4.26
Ninety-One Diversified Income Fund	Multi Asset	5,000	(544)	4,456	4,786	163	4.10
Columbia Threadneedle Strategic Bond Fund	Bonds	2,650	(216)	2,434	2,682	65	2.48
Kames Diversified Income	Multi Asset	5,000	(960)	4,040	4,484	62	4.30
M&G Strategic Corporate Bond fund	Bonds	4,000	(419)	3,581	4,015	32	3.58
Schroder Income Maximiser	Equity	5,000	(1,470)	3,530	3,623	103	5.49
Columbia Threadneedle – short dated bond fund	Bonds	2,350	(154)	2,196	2,354	16	1.86
<b>Totals</b>		<b>34,000</b>	<b>(4,248)</b>	<b>29,752</b>	<b>31,049</b>	865	

3.3 Alongside other property funds, dealing (i.e. buying or selling units) in the CCLA Local Authorities Property Fund was suspended in March 2020. The relative infrequency of property transactions in March as the pandemic intensified meant that it was not possible for valuers to be confident that their valuations correctly reflected prevailing conditions. To avoid material risk of disadvantage to buyers, sellers and holders of units in the property fund, the management company was obliged to suspend transactions until the required level of certainty is re-established. The temporary suspension remains in force at the date of writing this report.

3.4 The Council's approach to these investments has been to develop a balanced portfolio of investments across asset types and using only those funds that projections showed were not required over the medium term (defined as 5 years). The Council's allocation of external investments across asset class is

shown below.

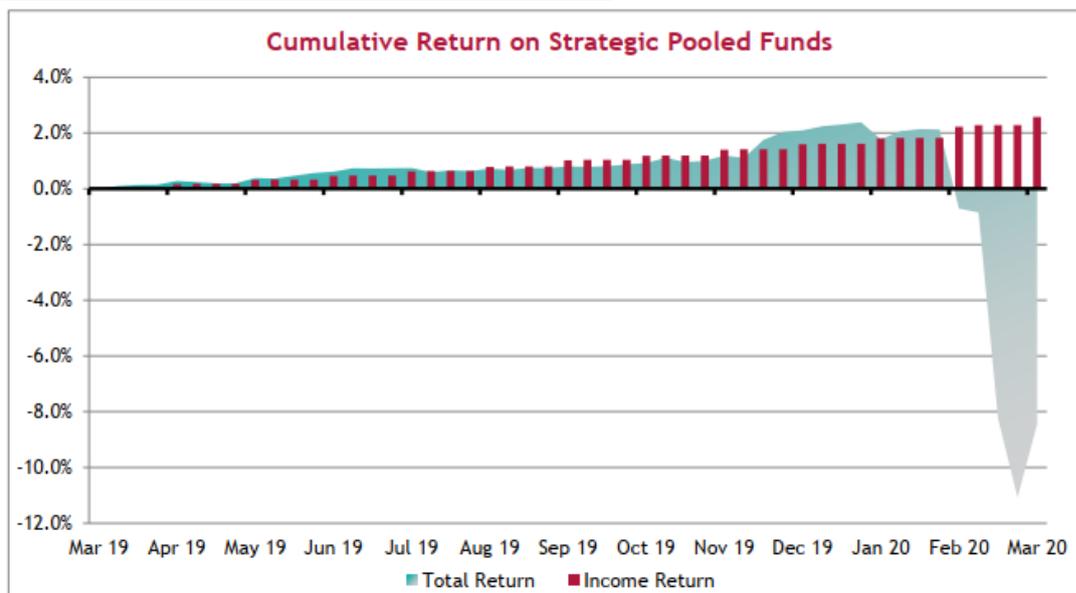
Exhibit 1: Asset class allocation 31 March 2020 External Funds



#### 4. Impact of the COVID-19 pandemic

- 4.1 The Council's external pooled fund investments were subject to significant carried losses at 31 March 2020, almost entirely due to the global market reaction to the COVID-19 emergency, illustrated by exhibit 2 (overleaf).
- 4.2 The events occurring since early 2020 have, at least over the short term, significantly affected the Council's main income streams and officers continue to forecast possible changes for the Council's Treasury returns and liquidity.
- 4.3 It is likely that returns from our internal and external investments will fall in 2020-21 by around £0.5m. The drivers for this are set out in section 9.
- 4.5 On a positive note, Government support for the Council, particularly in the form of reimbursement for Business Rate Reliefs awarded since March 2020, has eased some of the pressure on the overall liquidity position

## Exhibit 2: Funds cumulative return 2019-20



### 5. Other Non-Treasury Holdings and Activity

- 5.1 Although not classed as treasury management activity, the 2017 CIPFA Code now requires the Authority to report on investments held for policy reasons outside of normal treasury management.
- 5.2 The Authority continues to hold approximately £13.6m of investments in directly owned property. The 31 March 2020 valuation of one commercial investment showed a modest decrease in value against the purchase price. In these circumstances, the MHCLG's Investment Guidance requires an updated review of risks to the Council's ability to recover the invested principal for this investment.
- 5.3 The Council's risk assessment at present does not indicate any particular need to take action to mitigate the 'losses' at present. As with all investment valued on the basis of income generating potential, overall risk to security is subject to the market forces of supply and demand and the market conditions at the time of valuation. The short term risk to the Council remains the pressure on high street rents and the security of tenure.
- 5.4 In terms of recouping the principal of the investment, this is entirely dependent on how long we wish to hold the asset. The Council presently has no plans to dispose of the property which has an established tenant signed up to a long term lease. Theoretically, based on the income already received and the property's reported fair value, the aggregate value is higher than the capital initially invested.
- 5.5 Even prior to COVID-19 there were some vacant units within the Council's commercial property portfolio. Some retail premises, particularly Crane Street, have become partially vacant with three units unoccupied.
- 5.6 This was all pre-Covid19 and as such, officers are mindful there may be further reductions in our occupancy levels. Businesses have been hit hard and it is possible that some tenants will not be able to survive this crisis, despite our best

efforts. It could also impact our ability to attract new tenants as demand is likely to fall at least initially.

- 5.7 Further information on the performance of the Council's non-treasury investments is contained in appendix D.

## **6. Compliance Report**

- 6.1 How Treasury activities complied with the Council's main 2020-21 Treasury limits is disclosed at Appendix C. There are no exceptions for the reporting period.

## **7. Other Developments**

- 7.1 This section updates the Cabinet on relevant developments since the last report in earlier this year.

### **Review of external pooled fund investments**

- 7.2 During Autumn 2019 the Council, supported by Arlingclose Ltd, completed a review of its present external fund investments and increased its total investments in external pooled funds during the final quarter of 2019 by:

- Investing a further £5m in a new diversified asset fund, bringing the total in diversified asset funds to £10m
- Investing £5m in a UK equities fund
- Increasing the total invested in corporate bond funds from £4.3m to £10m

- 7.3 Whilst the effects of COVID-19 are keenly felt at present, the fundamental structure of the Council investment portfolio, comprising a well-diversified selection of funds selected to comply with the Council's appetite for risk has not changed. The biggest risk at present is liquidity as set out in section 5, although the long term effects of COVID-19 on market values may come more into focus as end of the 5-year statutory override in respect of IFRS9 approaches and the potential impact on the Council's 2023-24 General Fund.

### **Proportionality of Commercial Income**

- 7.4 During 2019-20 the Council reviewed potential indicators to measure the proportionality of commercial income generated by Chichester District Council. The Council determined that it expected income from commercial properties to remain below 10% of the Council's net cost of services.
- 7.5 In 2019-20 the Council's income from its commercial investments, net of direct costs was £963k, or 5.5% of the Council's net cost of services (£17,479k).

### **Treasury workshop for Members**

- 7.6 A Treasury workshop for all Members was delivered on 16 December 2019 to help inform Members of the issues facing the Council in advance of approving the 2020-21 Treasury and Investment Strategy. A similar event will be held in

December 2020 in advance of the Council's consideration of the same for 2021-22

## 8. Alternatives Considered

8.1 None

## 9. Resource and Legal Implications

9.1 It is likely that returns from our internal and external investments will fall in 2020-21, mainly as a result of:

- (a) A reduction in internal cash investments due to short-term cash burn;
- (b) The Bank Base rate cut early in 2020; and,
- (c) Reduced returns on external pooled funds of between 20 to 50% as the corporate world conserves cash and/or defers shareholder distributions

9.2 In total these factors are likely to reduce income from Treasury investments by £0.5m to £1m for 2020-21.

9.3 The Council is required by the Accounts and Audit Regulations to comply with CIPFA's Code of Practice for Treasury Management and the Prudential Code for Capital Finance

## 10. Consultation

10.1 The key messages in this report were considered by the Council's Corporate Governance and Audit Committee on 1 September 2020 and a verbal update will be provided at Cabinet.

## 11. Community impact and corporate risks

11.1 Addressed in section 9.

## 12. Other Implications

	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</b>		X

## 13. Appendices

- A - Movements in Fund fair values and income – Pooled Funds
- B - Benchmarking indicators
- C - Compliance report
- D - Non Treasury investments

E – Outlook for the remainder of 2020-21

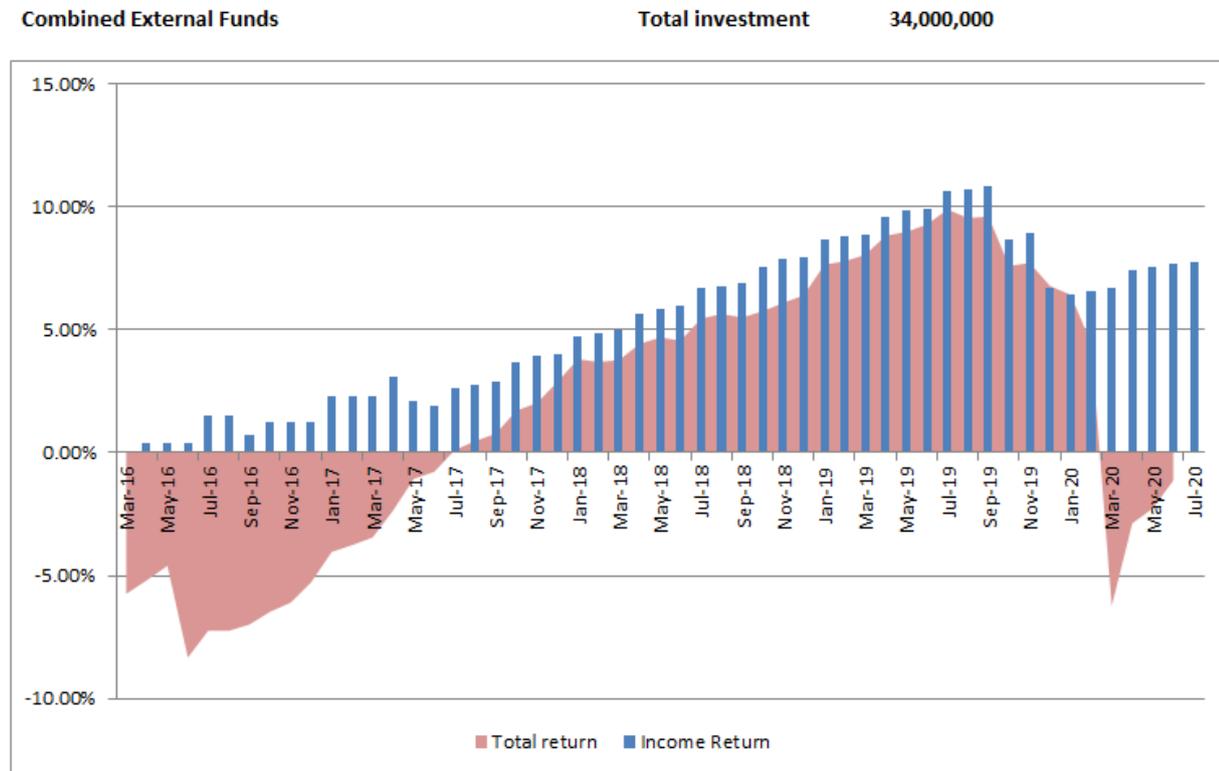
#### **14. Background Papers**

14.1 None.

**Appendix A: Movements in Fund fair values and income – Pooled Funds**

**Combined position (all funds)**

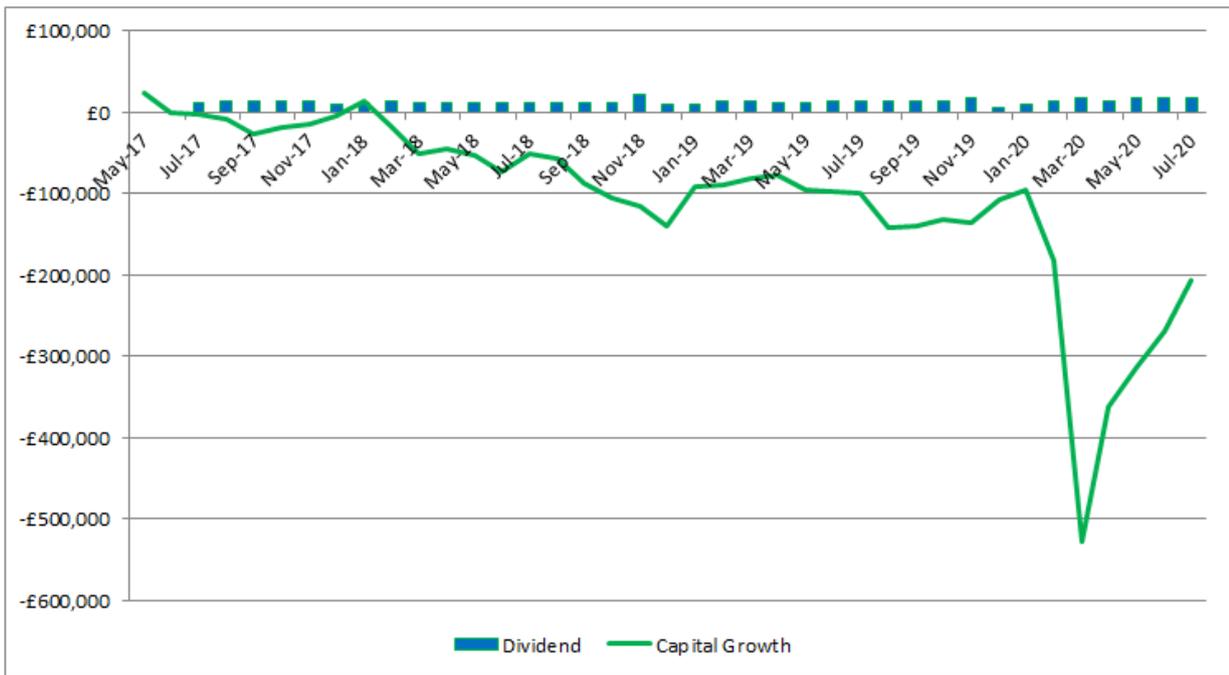
**Cumulative returns – total and income only**



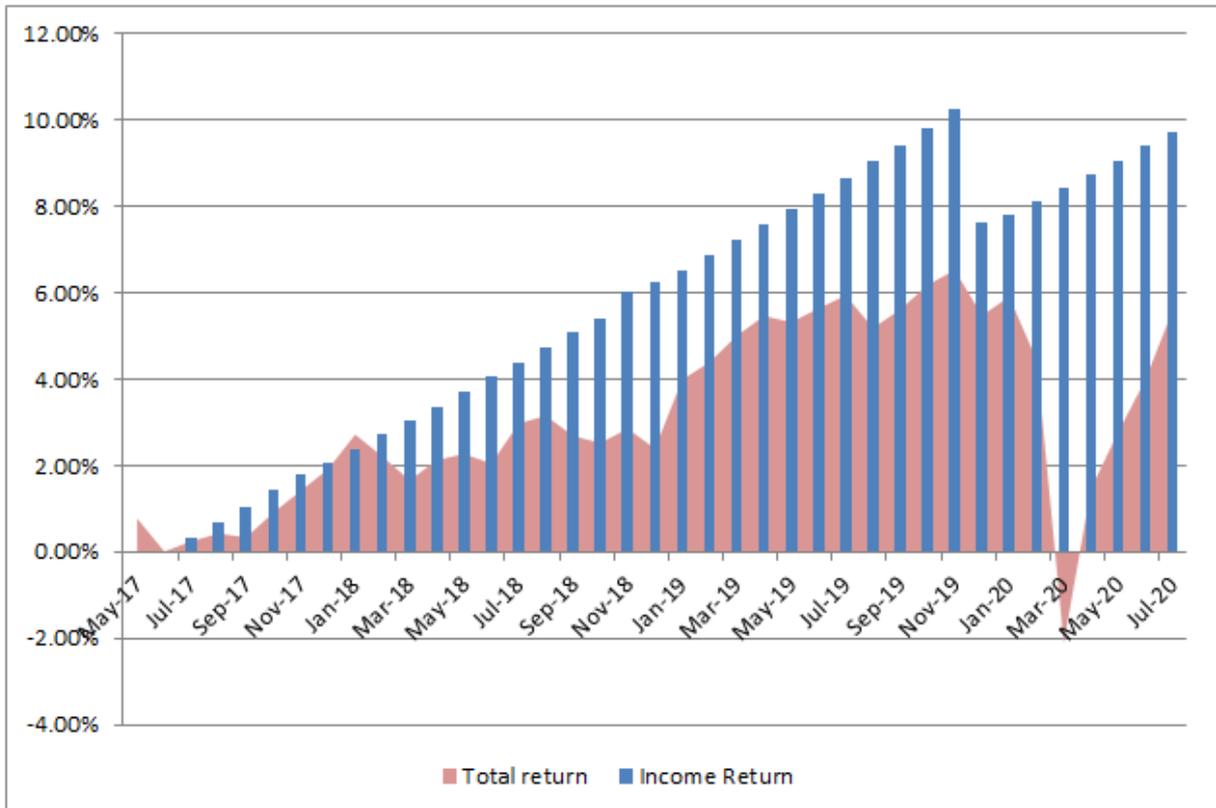
The income return (total distributions/ total investment) falls during late 2019 as a result of the additional investments made during this period.

# Ninety One (Investec)

## Month By Month



## Cumulative

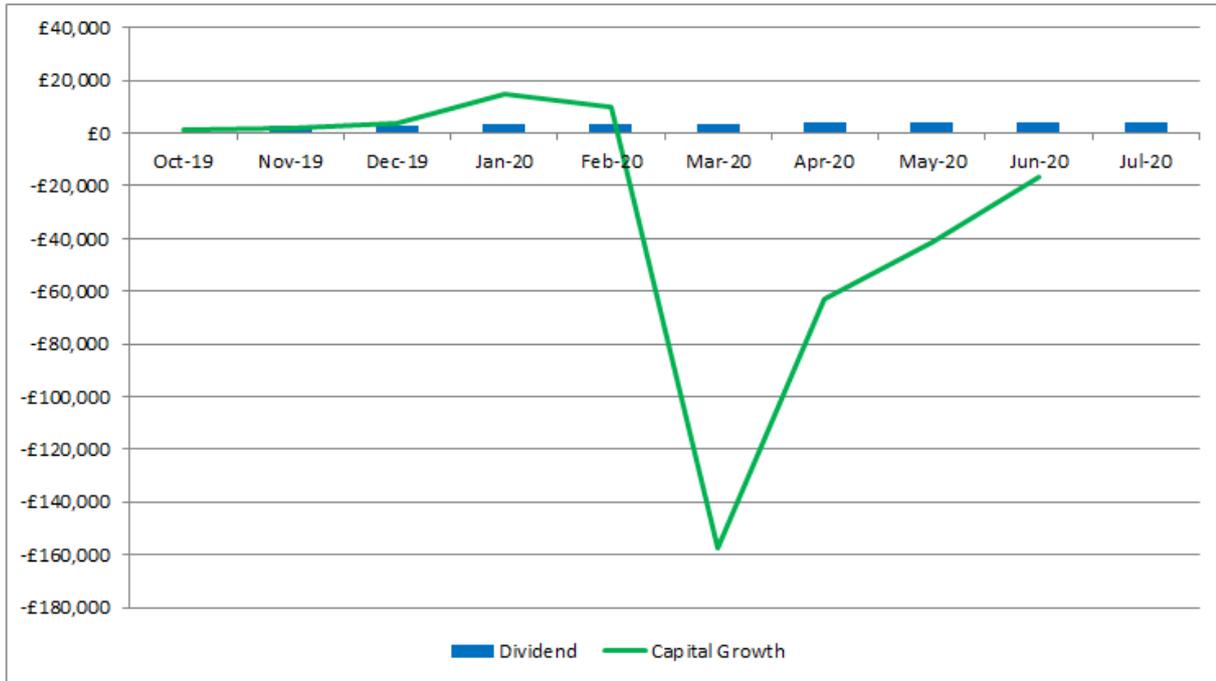


Further investments were made in this fund in late 2019.

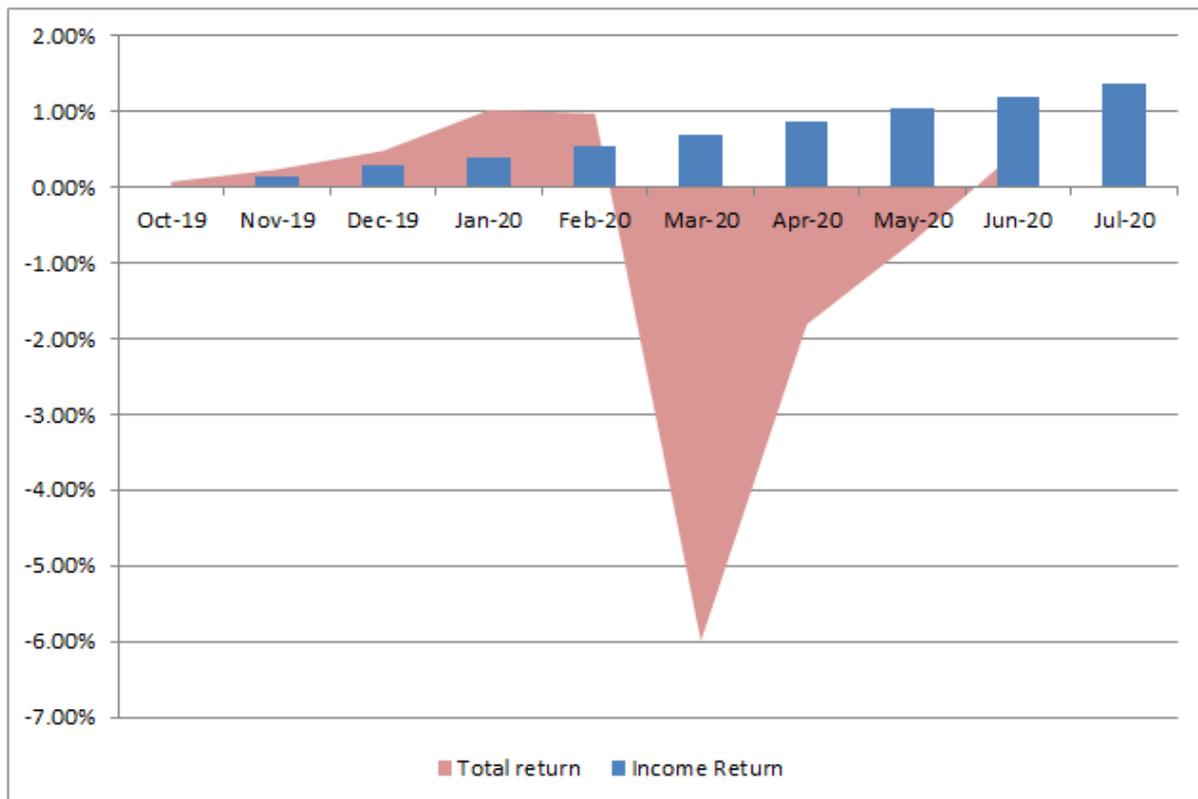
Columbia Threadneedle Short Dated Corporate Bond Fund  
 New Investment during 2019-20

Month By Month

Threadneedle Sterling Short Dated Corporate Bond Fund      Total investment      £2,350,000



Cumulative



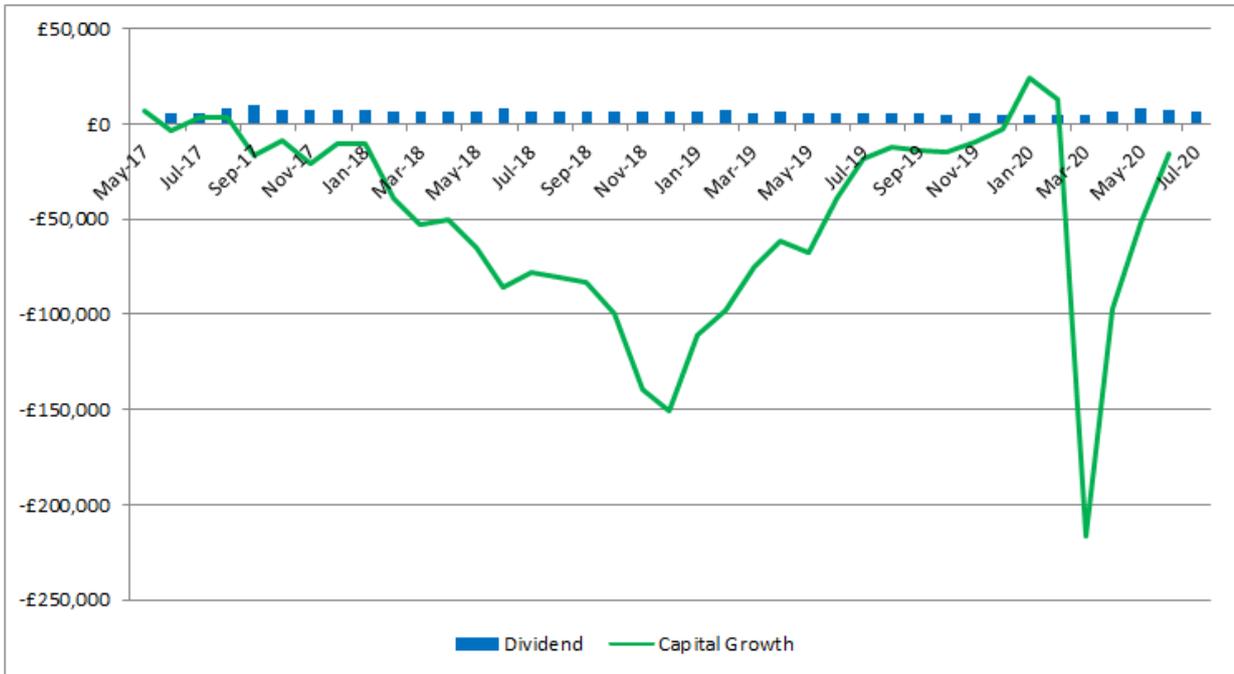
# Columbia Threadneedle Strategic Bond Fund

## Month By Month

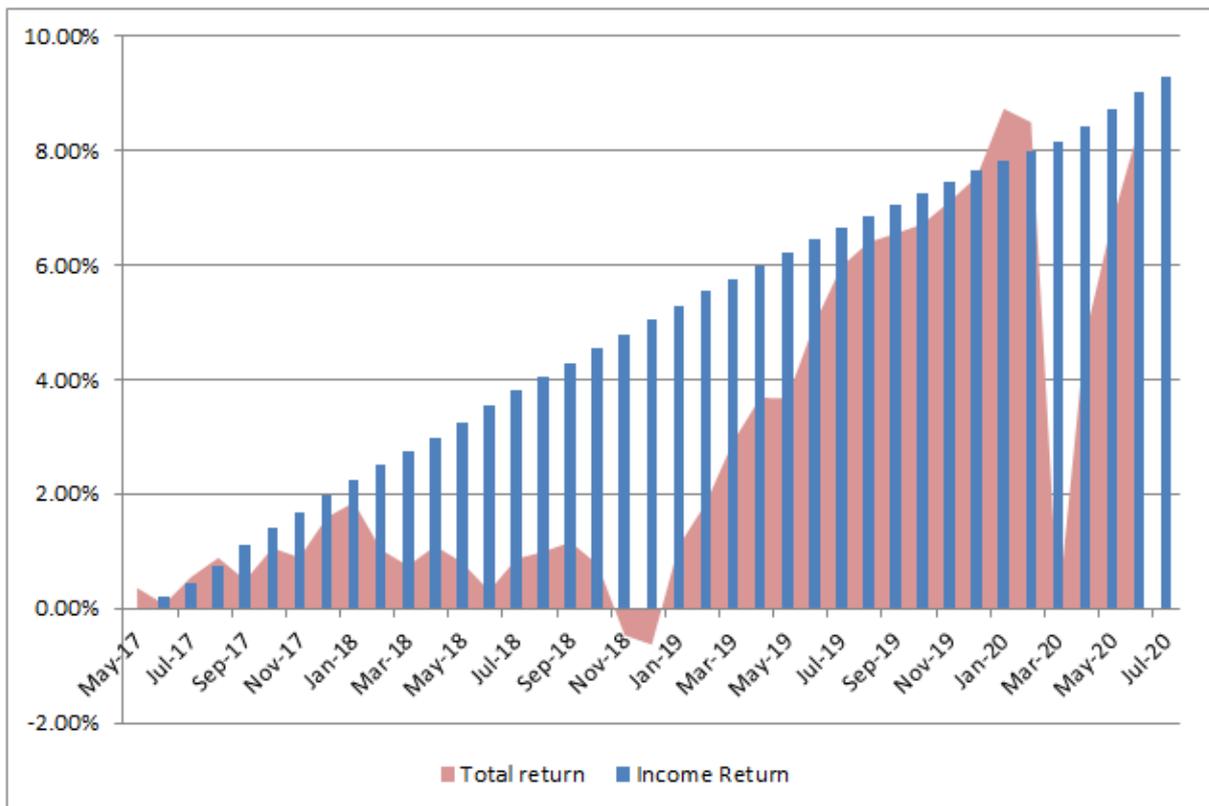
Threadneedle Strategic Bond Fund

Total investment

£2,650,000



## Cumulative



# M&G Strategic Corporate Bond Fund

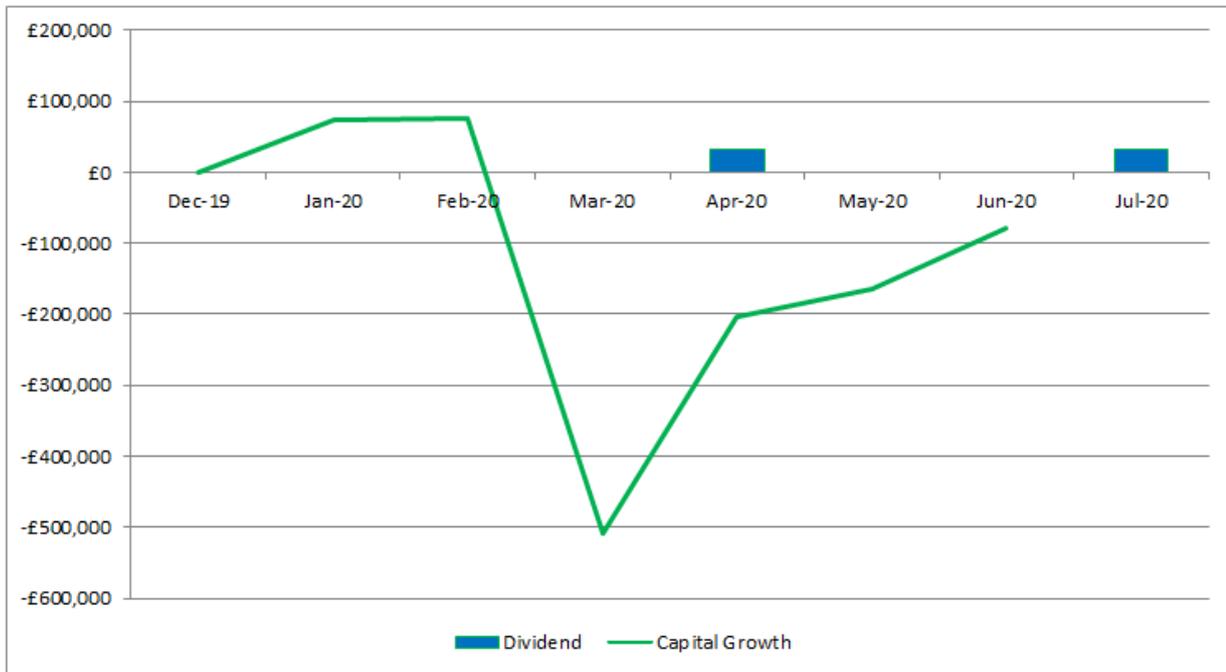
New Investment during 2019-20

Month By Month

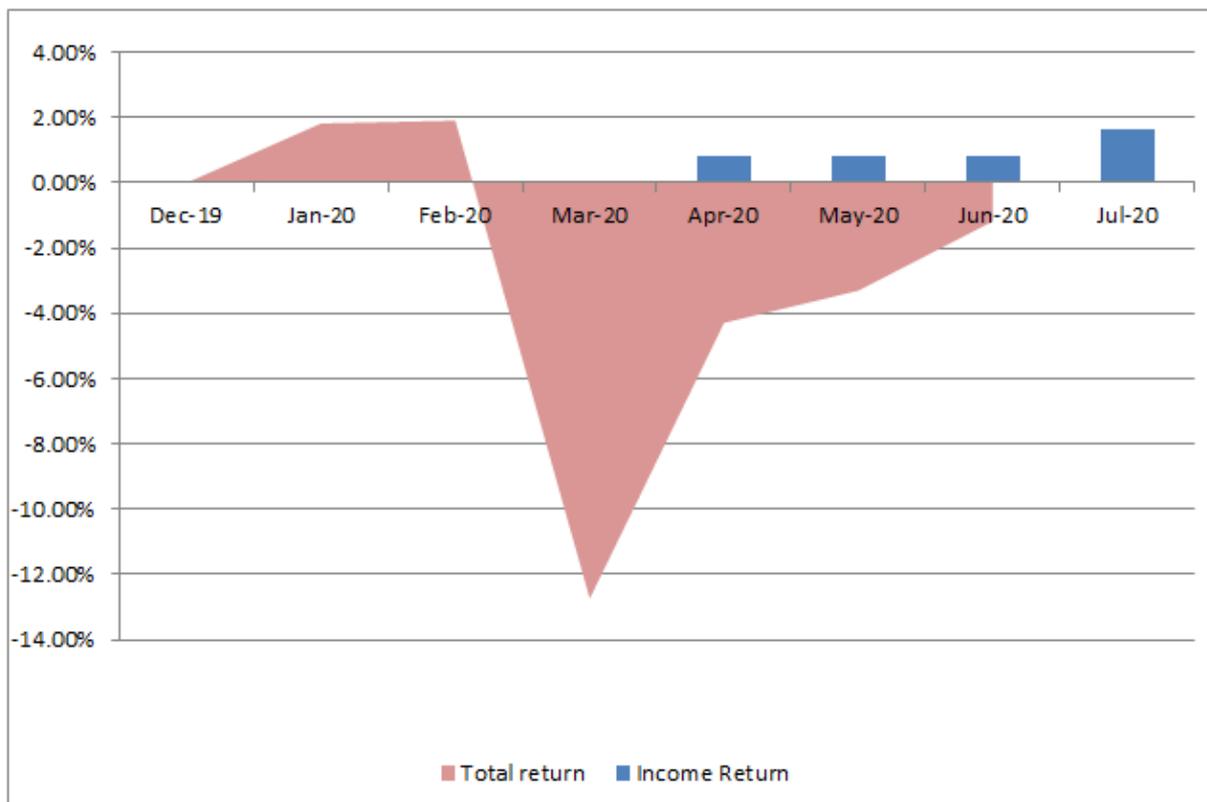
M&G Strategic Corporate Bond Fund

Total investment

£4,000,000



Cumulative

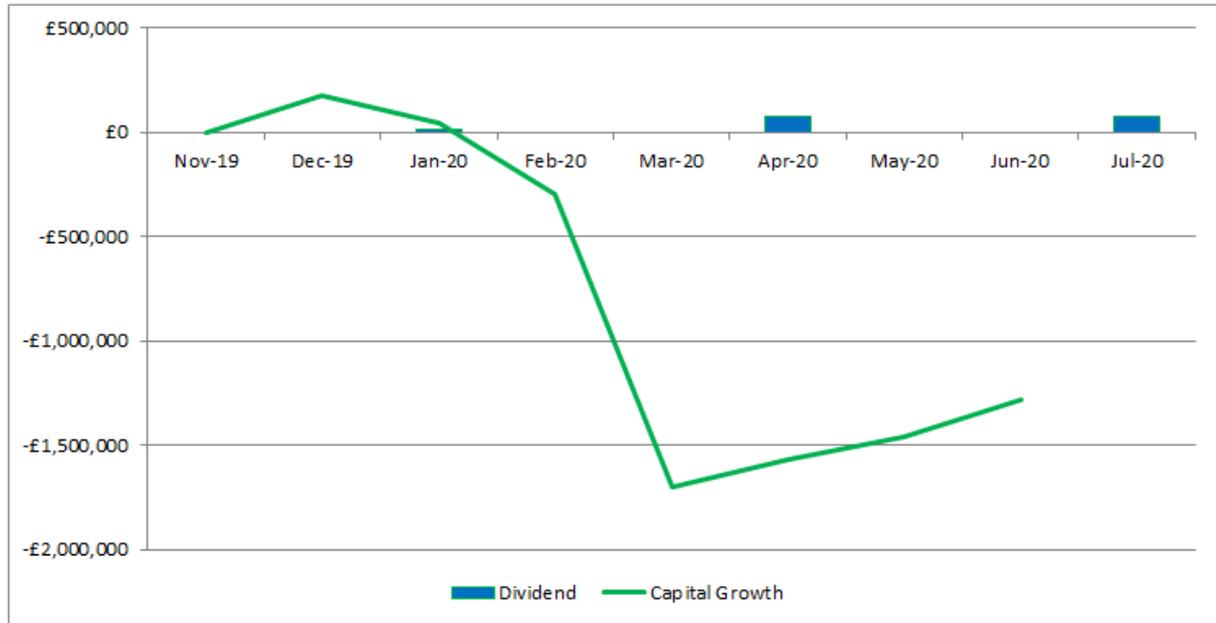


# Schroder Income maximiser

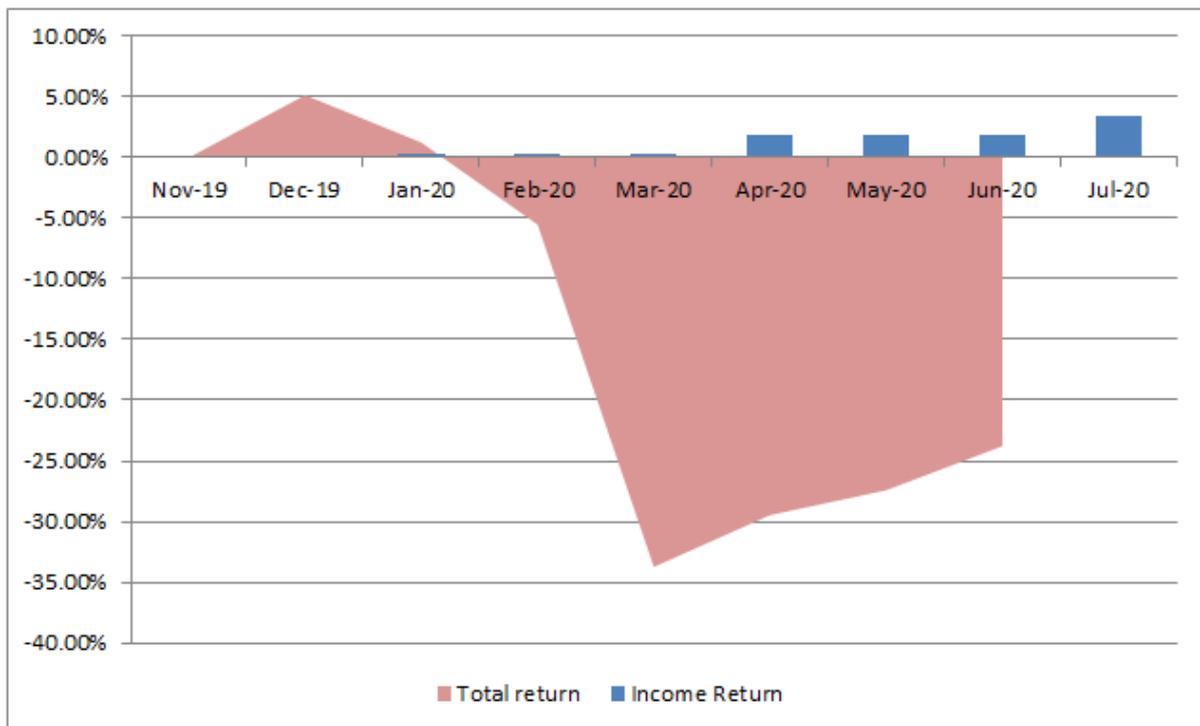
## New Investment during 2019-20

### Month By Month

Schroder Income Maximiser Z Total investment £5,000,000



### Cumulative

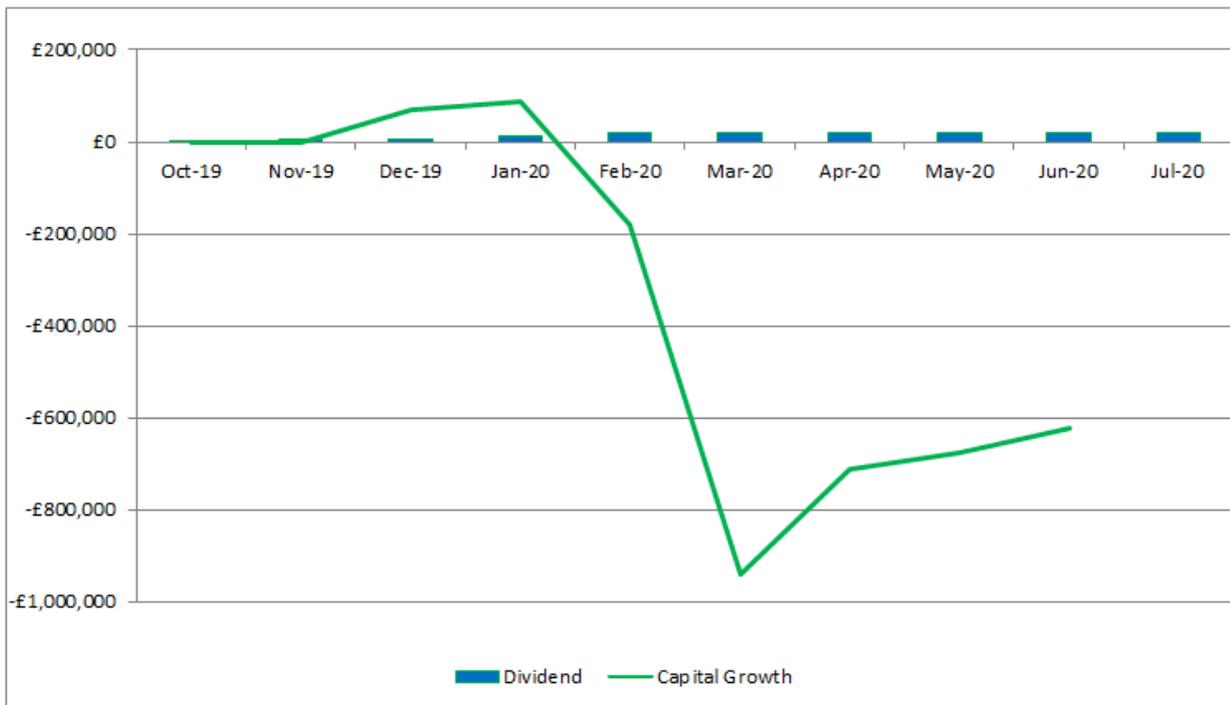


# Kames Diversified Income Monthly Fund

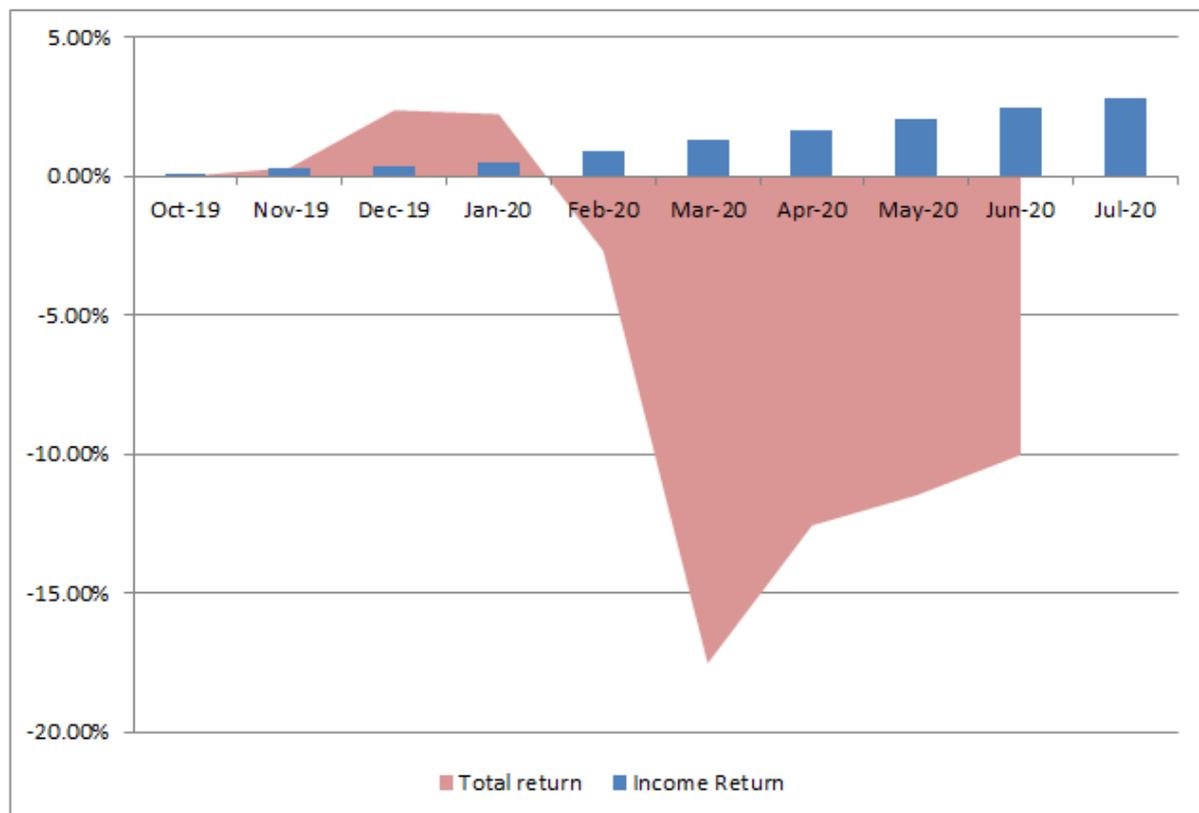
## New Investment during 2019-20

### Month By Month

**Kames Diversified Monthly Income Fund**                      **Total investment**                      **£5,000,000**

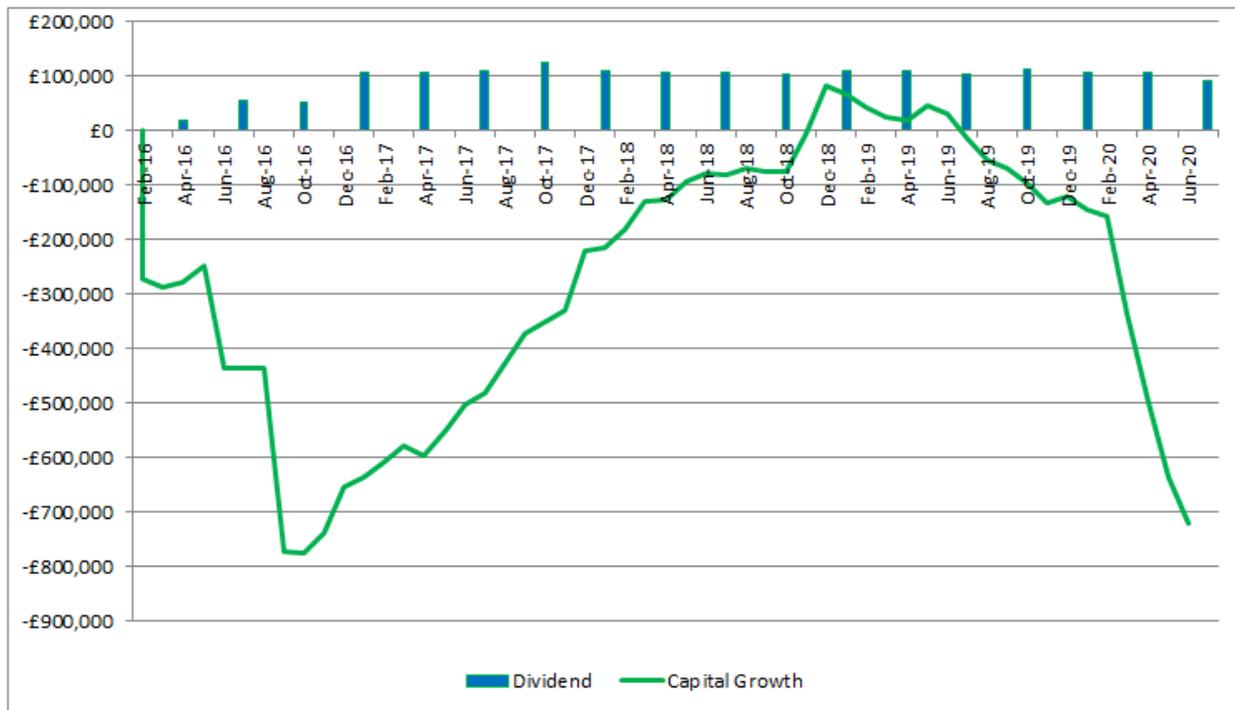


### Cumulative

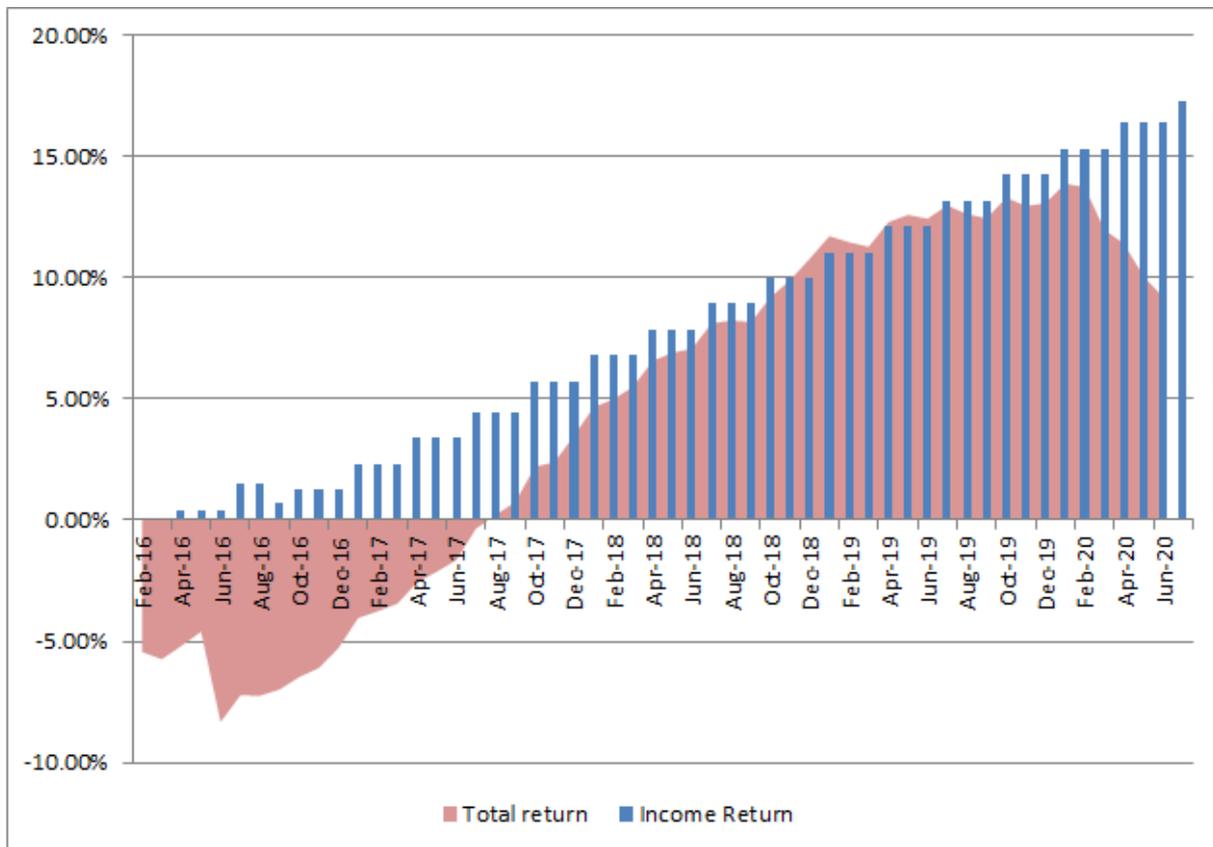


# Local Authority Property Fund: Total Investment £10,000,000

## Month by Month



## Cumulative



## Appendix B: Treasury Management – Benchmarking indicators

### Return

Measure	Qtr. 1 19-20	Qtr2 19-20	Qtr 3 19-20	Qtr. 4 19-20	Non-met districts Q4 average	Rating
Internal investment return %	0.95	0.89	0.86	0.81	0.68	AMBER
External funds – income return %	4.08	3.86	3.92	3.97	3.84	AMBER
External funds – capital gains/losses %	0.83	0.33	0.48	-7.87	-7.26	AMBER
Total treasury Investments – income return %	1.70	1.52	1.96	2.14	1.55	AMBER

External fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three to five-year period total returns will exceed cash interest rates. Despite this, an amber rating has been set due to:

1. The outlook for income return has deteriorated as set out in section 5;
2. the significant unrealised capital losses incurred in the last quarter of 2019-20.

### Security

	Average Credit Score (higher = better)	Average Credit Rating	Bail-in exposure (lower = better)	
31 March 2019	4.16	AA-	31%	
31 March 2020	3.85	AA-	29%	GREEN
Similar Local Authorities	3.95	AA-	59%	

The Council has maintained a low exposure to bail-in risk throughout 2019-20.

### Liquidity

	7 day liquidity	100 day liquidity	Average maturity	
31 March 2019	15%	51%	101 days	
31 March 2020	13%	43%	52 days	GREEN
Similar Local Authorities	43%	62%	53 days	

Pressures on liquidity due to the effects on cash flows of COVID-19 relief measures have eased significantly. Various Government measures have helped, including grant funding of the COVID-19 business rate reliefs awarded to certain sectors of the local economy.

## Appendix C – Compliance report

### Compliance with investment limits

	2019/20 Limit	Complied/ Exception Ref
Banks unsecured, total	£30m	Complied
Corporates, total	£10m	Complied
Local Authority property fund, total	£10m	Complied
Other pooled investment funds, total	£25m	Complied
Council's own bank, total max 7 days	£2.5m	Complied
Money market Funds, total	£24m	Complied
Counterparty ratings	various	Complied

### Interest rate exposure

This indicator is set to control the Authority's exposure to interest rate risk.

To measure this, the Council calculates the effect of a 1% change in interest rates and has set a reportable exception level where the impact of this exceeds 50% of the Council's individual counterparty limit (£3m).

	31.3. 20 Actual	2019/20 Limit	
Upper limit on one-year revenue impact of a 1% change in interest rates	0.42m	£3m	Complied

The figure above excludes any effect on returns from the external pooled fund which are subject to a large diverse asset base of differing securities and investments.

### Principal Sums Invested for Periods Longer than 364 days

The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The long-term principal sums invested to final maturities beyond the period end were:

	2019/20	2020/21	2021/22
Actual principal invested beyond year end	£34.0m	£34.0m	£34.0mm
Limit on principal invested beyond year end	£50m	£50m	£50m
	Complied	Complied	Complied

## **Appendix D: Non-Treasury investment indicators**

The Council has set the following indicators to measure its exposure to risk associated with non-treasury investments.

Measure	Description	31 March 2020
Commercial income to net service expenditure	This indicator measures the Council's dependence on income from its commercial property investments as a proportion of the net cost of services	In 2019-20 the Council's income from its commercial investments, net of direct costs was £963k, or 5.5% of the Council's net cost of services (£17,479k). The upper limit for this indicator is 10%.
Net operating surplus	This indicator measures the contribution received from the investment portfolio at a net level (income less costs) over time.	Net rental income from the Council's Investment Property portfolio for 2019-20 was £963k, giving a return of approximately 8.0% (7.7% 2018-19) against the initial investment (book cost).
Vacancy levels and tenant exposure	Monitoring vacancy levels to ensure the property portfolio is being managed productively.	Void level for the investment properties is currently at 14.0 %. This is monitoring and managed by the Council's Property and Growth team.
Exposure to credit default events for loans made	This will measure the Council's exposure to loss through default for non-treasury loans made to third parties	<p>Commercial Properties</p> <p>One credit default event occurred during 2019-20 involving approximately £20,000 in rental and service charge arrears. Action was taken to recover the amount and although this was initially successful at the end of February we commenced enforcement forfeiture proceedings were subsequently taken against the tenant. In the wider sense, monthly monitoring of debtors is undertaken, designed to provide an early flag of any potential debt issues.</p> <p>The Council incurred a small loss on an assisted house purchase loan made under the Council's recruitment and retention policy.</p>
Market value of commercial properties	This indicator will track the Council's ability to recover its investment in any commercial investment should the need arise.	<p>Commercial investment valuations were prepared as at 31st March 2020 and the Council's statement of accounts discloses a value of £13.6m for the Council's investment properties on that date.</p> <p>During that period, there was the start of the coronavirus pandemic, which has had and will have an impact on the global and national economy. CDC's valuations comply with RICS guidelines and the methodology and caveats are set out in the Council's statement of accounts.</p>

## Appendix E

### Outlook for remainder of 2020-21 – Arlingclose Ltd (May 2020)

The medium-term global economic outlook is exceedingly weak. While containment measures taken by national governments in response to coronavirus (COVID-19) are being eased, it is likely to be some time before demand recovers to pre-crisis levels due to rises in unemployment, the on-going need for virus control measures and the impact on consumer/business confidence.

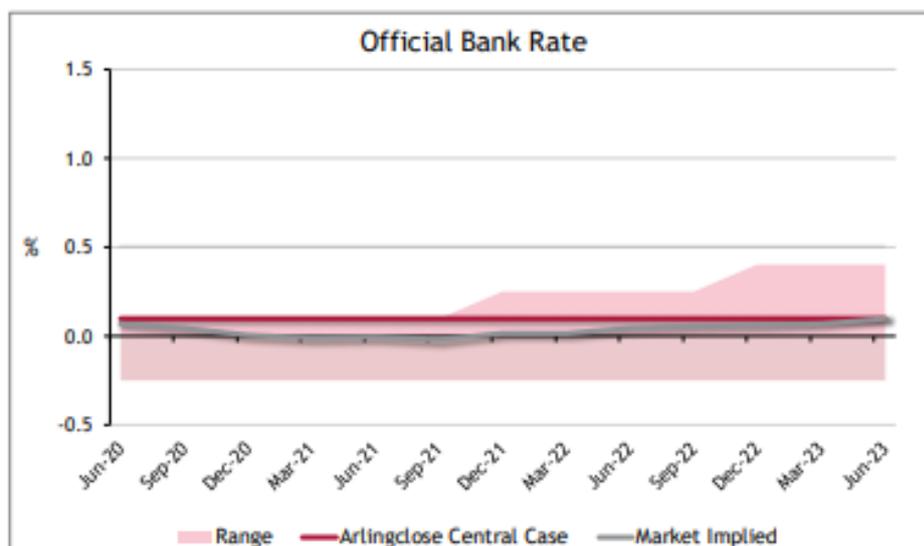
The responses from the Bank of England, HM Treasury as well as other central banks and governments have been significant and will act to support the recovery when it occurs, by keeping financial conditions stable and many businesses solvent/employees employed than would otherwise have been the case. There will be an economic bounce in the second half of the year, as businesses currently dormant begin production/supply services once more.

However, the scale of the economic shock to demand and the probable on-going social distancing measures necessary before a vaccine is produced will mean that the subsequent pace of recovery is limited.

Arlingclose expects that:

- (a) the Bank Rate to remain at the current 0.10% level. The central case for Bank Rate is no change, but further cuts to the Bank Rate to zero or even into negative territory cannot be ruled out.
- (b) Gilt yields will remain very low in the medium term. Shorter term gilt yields are currently negative and will remain around zero or below until either the Bank expressly rules out negative Bank Rate or growth prospects improve.
- (c) Downside risks remain in the near term, as households and businesses react to an unprecedented set of economic circumstances.

#### Exhibit: Arlingclose Ltd interest rate forecast



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**Chichester District Council**

**THE CABINET**

**8 September 2020**

**The provision of Parking Services on behalf of West Sussex County Council**

**1. Contacts**

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**Cabinet Member:**

Tony Dignum – Cabinet Member for Growth, Place and Regeneration

Telephone: 01243 538585 E-mail: [tdignum@chichester.gov.uk](mailto:tdignum@chichester.gov.uk)

**2. Recommendations**

**2.1. Cabinet approves the additional services required to be delivered by CDC's Parking Services on behalf of WSCC (at no additional cost to CDC) as a variation to the current Agency Agreement, as set out in paragraph 3.3 of the report.**

**2.2. That the Cabinet grants delegated authority to the Director of Growth and Place in consultation with the Cabinet Holder for Growth, Place and Regeneration to agree minor amendments to the terms of the agreement.**

**3. Background**

3.1. CDC signed an Agency Agreement with WSCC in 2010, which provided CDC with the power to enforce parking restrictions on-street on their behalf. This agreement was for a period of six years, with an extension provided for a further two years. In 2015 the authority agreed to a deed of variation of the contract which included the provisions for CDC to act on behalf of WSCC in the maintenance, procurement and collection of charges for on-street parking, along with carrying out and dealing with administrative and reporting requirements in relation to approved remedial works of on-street signs and lines in the controlled parking zone (CPZ) in the city centre of a minor nature. The agreement expired in 2018 and, following agreement by Cabinet, CDC has signed a further agency agreement to cover an additional five years with the potential to extend by a further up to four years. The existing agreement therefore runs until 2023 or 2027 with the extension.

3.2. CDC currently receives £115,000 each year to cover the costs of the work undertaken on WSCC's behalf relating to civil parking enforcement, along with an additional sum to undertake the cost of administration of the controlled parking zone (£60,000). Income collected by CDC relating to

on-street parking is paid across to WSCC each month with a deduction made to cover any costs of provision of the service.

- 3.3. Since the latest agreement was signed, WSCC has been reviewing a number of elements relating to parking across the county and these have an impact on the Agency Agreement which is in place between CDC and WSCC for the provision of parking services.

These include:

- (a) WSCC would like to extend the existing sign and line defect reporting and maintenance arrangements from within the city CPZ to include the rest of the district. Any works would be arranged by CDC and invoices for the works would be submitted to WSCC for payment. Costs of managing the process, arranging the works and the administration would be met by WSCC through an additional payment to be made on top of the existing arrangements, along with the proportion of time spent by the officers in dealing with the additional work. The works coming through CDC would result in a more joined up process with the Civil Enforcement Officers notifying areas which are currently unenforceable and the team arranging works in a timely manner. The process should therefore be swifter which improves on-street enforcement of parking contraventions.
- (b) WSCC have requested that CDC take on the enforcement of two WSCC owned car parks (County Hall and Records Office) where charges have been agreed by WSCC. This includes enforcement of both car parks along with administration of the parking related process such as the administration of the Penalty Charge Notice process. The cost of undertaking this works by CDC on behalf of WSCC is currently under discussion but will cover all time spent by the Officers in provision of this service.
- (c) Controlled Parking Zones (CPZs) have been introduced in Chichester city centre and the residential areas outside it in a number of stages since 1990. As pressures on on-street parking have grown over the years the zones have either been extended or additional zones have been created. There are currently 11 parking zones in Chichester for which residents or their visitors are required to display a permit when parking on the highway. The Parking Services team at CDC, through an Agency Agreement with WSCC, undertakes enforcement of the CPZ along with administration of the related services (sale of permits, issues of parking suspensions and dispensations and processing of Penalty Charge Notices, etc.)

Since 2015, WSCC has been undertaking a Road Space Audit of Chichester city which has reviewed the latest demands on the highway and suggested actions for improvement. One of these actions was a proposed extension to the current Controlled Parking Zone and consultation has been undertaken by WSCC relating to this. CDC were a consultee in this process. The latest round of consultation

closed earlier this year with the results having been analysed and discussed with the Cabinet Member for Highways and Infrastructure at WSCC. A decision has been taken by WSCC that amendments to the existing CPZ will be undertaken which will result in the creation of some new zones and some extensions of existing zones. WSCC have determined that this will be undertaken on a phased basis, with the intention that Phase 1 should be in progress from December 2020 with potential implementation from Spring 2021 if not before. Further Phases will follow. All CDC Members have been kept informed of the process of review of the CPZ and further details of the zones are set out at the web link shown in the background papers.

WSCC have requested that CDC undertake the duties on their behalf through an extension to the existing Agency Agreement which is currently in place to enforce and administer the new and extended parking zones. Negotiations are currently underway with WSCC to determine the cost involved in the provision of the service on their behalf.

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

- 4.1. To provide a single integrated parking service, combining on-street and off-street management and enforcement. To provide the effective enforcement of parking controls. To be self-financing with any surpluses arising from the enforcement regime on-street used to improve parking facilities, to provide passenger transport improvements and other approved transport and environmental improvements, within the District in which the surplus accrued.

#### **5. Proposal**

- 5.1. The current Agency Agreement is amended to reflect the extended areas of work required by CDC, any additional costs of this amendment is to be met by WSCC and that delegated authority to the Director of Growth and Place in consultation with the Cabinet Holder for Growth , Place and Regeneration to agree the amendments to the terms of the agreement.

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

- 6.1 Not to engage with WSCC through the Agency Agreement. This would not bring about the desired aspiration to continue to provide an integrated parking service across the district and would not assist with providing the effective, consistent enforcement of parking controls.

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

- 7.1. Resources are currently being considered to ensure that there are sufficient resources to cover the provision of the services required. The authority already receives income from WSCC to cover the costs of the provision of the services on their behalf and it has been agreed with

WSSC that this will increase to reflect the increased requirements on the parking team. Discontinuation of the arrangement would be detrimental to our position, as a proportion of overheads are recovered from WSSC.

- 7.2. It is anticipated that there will be an increase in demand on CDC’s Parking Services and Contact Centre Teams, with an initial potential peak as the zones are introduced. This is being reflected as part of the consideration of related costs. The additional costs of provision of the service are reflective of the anticipated demand on resources. There are currently around 1,800 resident permits which are administered by CDC for the scheme and, dependant on the demand for permits, these could increase to anywhere between 565 to 887 This results in a potential increase of between 31 to 49% increase of permits for Phase 1. The number of additional staff required is currently being finalised but is estimated to be around four, which will be covered by the increased income from WSSC.
- 7.3. Income relating to the sale of residential parking permits and from Penalty Charge Notices which are issued in the zones is collected by CDC but paid to WSSC, with enforcement and administration costs being deducted.
- 7.4. WSSC have asked that a number of other minor variations are made to the agency agreement which covers the frequency of performance reporting and payment and invoice arrangements. This will have no impact on the current level of resources required.

## 8. Consultation

- 8.1. Formal consultation is not required for the acceptance of this Agency Agreement. Discussions have been held between CDC and WSSC relating to this proposed Agreement.

## 9. Community Impact and Corporate Risks

- 9.1. An integrated parking enforcement service in the community helps to provide the free-flow of traffic and to ease potential congestion and is therefore of benefit to the community.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b> Congestion due to drivers queuing to locate a parking space can have an impact on air quality. When parking enforcement is undertaken effectively this can help to maximise roadspace.	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</b>		

## 11. Appendices

None

## 12. Background Papers

Information relating to the extension to the Controlled Parking Zone:

<https://haveyoursay.westsussex.gov.uk/highways-and-transport/chichester-proposed-parking-management-plan/>

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