

Public Document Pack

JOHN WARD

Director of Corporate Services

Contact: Katherine Davis on 01243 534674

Email: kdavis@chichester.gov.uk

East Pallant House

1 East Pallant

Chichester

West Sussex

PO19 1TY

Tel: 01243 785166

www.chichester.gov.uk



A meeting of the **Overview & Scrutiny Committee** will be held Virtually on **Tuesday 9 March 2021 at 2.00 pm**

MEMBERS: Mr A Moss (Chairman), Mr K Hughes (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr G Barrett, Mrs N Graves, Mr D Palmer, Mr C Page, Mr H Potter, Mrs C Purnell, Mrs S Sharp and Mr T Johnson

AGENDA

1 **Chairman's Announcements**

Any apologies for absence will be noted at this point.

2 **Minutes (copy to follow)**

To approve the minutes of the Overview and Scrutiny Committee meeting held on 17 November 2020.

To receive an update on progress against recommendations made to the Cabinet and the Council.

3 **Urgent Items**

The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to late items.

4 **Declarations of Interests**

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

5 **Public Question Time**

The procedure for submitting public questions in writing no later than noon 2 working days before the meeting is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).

6 **Progress on Social Subscribing**

The Committee has invited a representative from the Hyde Foundation to attend the meeting as a partner of the Council's Social Prescribing Service.

7 **Cabinet Member for Community Services and Culture Address**

The Cabinet member for Community Services and Culture is invited to present his priorities and areas over the coming months and to answer questions from the Committee on progress towards achieving the priorities within his portfolio.

8 **Social Prescribing Update (Pages 1 - 3)**

That the Committee notes progress and outcomes to date for the Social Prescribing service.

9 **Universal Credit Update (Pages 5 - 9)**

The Overview and Scrutiny Committee are requested to note the contents of this

report which provides an update on the impacts of Universal Credit within the district. In addition the report details how the Council is working to mitigate any negative impacts on residents.

- 10 **Draft Revised Air Quality Action Plan** (Pages 11 - 73)
That Overview and Scrutiny Committee recommends to Cabinet that the revised Air Quality Action Plan be approved for public consultation.
- 11 **The Novium Museum Task and Finish Group** (Pages 75 - 78)
To note the actions of the Novium Museum Task and Finish Group and feedback any comments to the group.
- 12 **Forward Plan** (Pages 79 - 90)
Members are requested to consider the latest Forward Plan and whether any items should be added to the Committee's Work Programme.
- 13 **Late Items**
Consideration of any late items as follows:
- a) Items added to the agenda papers and made available for public inspection.
 - b) Items which the Chairman has agreed should be taken as matters of urgency by reason of special circumstances reported at the meeting.
- 14 **Exclusion of the Press and Public**
The Committee is asked to consider in respect of the following item whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Part 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Schedule 12A of the Local Government Act 1972, as indicated against the item 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. **The reports dealt with under this part of the agenda are attached for members of the Overview and Scrutiny Committee and senior officers only (salmon paper).**
- 15 **Efficiency Programme Progress Report** (Pages 91 - 99)
The Committee is requested to:
- 1) Note the projected total for the programme, as detailed in Appendix 1 now stands at £2.07m of annual revenue savings compared to the original position of £2.09m.
 - 2) Note that only 75% of this total figure is assumed in the Council's financial projections.
 - 3) Note that the 2021-22 budget assumes a net saving of £747,000 from the efficiency programme, but that latest projections predict a net saving of £936,000.

NOTES

1. The press and public may be excluded from the meeting during any item of business where it is likely that there would be disclosure of "exempt information" as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
2. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:

- a) Members of the Overview & Scrutiny Committee, the Cabinet and Senior Officers receive paper copies of the supplements (including appendices).
- b) The press and public may view this information on the council's website [here](#) unless they contain exempt information.

NON-OVERVIEW AND SCRUTINY COMMITTEE MEMBER COUNCILLORS SPEAKING AT THE MEETING

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 Chairman intends to apply this standing order at Overview and Scrutiny Committee 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 Overview and Scrutiny Committee 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.

This page is intentionally left blank

Chichester District Council

Overview and Scrutiny

9 march 2021

Social Prescribing update

1. Contacts

Report Author

Elaine Thomas – Community Wellbeing Manager

Telephone: 01243 534588 E-mail: ethomas@chichester.gov.uk

2. Recommendation

2.1 That the committee notes progress and outcomes to date for the Social Prescribing service

3. Background

- 3.1 Social Prescribing is a service that connects people to services and support in their local area. It is a service for GPs and other professionals to access for patients who present with problems that are essentially non-medical and require more holistic community-based interventions. The service was launched in July 2018 as a two year pilot with funding from a range of partners. The pilot ended in July 2020 and since then we have secured funding until March 2024 and expanded the size of the team from 4FTE to 6.5FTE
- 3.2 Social Prescribers are located in GP surgeries and take referrals direct from practice staff. They then work with clients on a one to one basis, for up to 6 sessions, to support with issues associated mainly with social isolation and signpost to services that provide support for housing, debt and money management, and employment issues.
- 3.3 The team continue to primarily take referrals from GPs but are now expanding to take direct referrals from key agencies for example registered housing providers and mental health services. The importance of this is the relationships that have built which enable a shared approach to dealing with issues and supporting the clients.
- 3.4 During the pandemic the team have worked from home, initially providing telephone support for their clients who were struggling to cope. We have seen an increase in clients struggling with general anxiety and fearfulness about the pandemic and with services closed or only available online this has been challenging.

4. Outcomes Achieved

- 4.1 The service supports the Corporate Priority of 'Support for our Communities'. The team focus on person centred outcomes for individuals. Each client is supported to set their own goals during their time with the Social Prescriber, every client is different, but if they are able to access services independently and achieve their goals then that is a successful outcome. Each client referral is recorded along with

their individual outcomes. Since the start of the service in 2018 the team have received 1488 referrals, two thirds are female varying across the older adult age range. The pandemic has led to an increase in the proportion of referrals for older people aged 80+.

- 4.2 Most referrals are for multiple reasons where social isolation is most common, followed by support needed with money, debt and benefits, housing issues, lifestyle (these are signposted to the Wellbeing Team), employment and training and support for Carers. Around half of clients have problems with their mental health.
- 4.3 We currently do not have the resources to undertake formal long term evaluation or access to NHS IT systems to monitor longer term impact on the health system. This is an issue across West Sussex for all of the Social Prescribing services and is being addressed at CCG level.
- 4.4 The team have had real successes supporting people including the following;
- Maximising income by ensuring clients access the benefits they are entitled to. Some clients have received significant back payments in unpaid benefits.
 - Help to manage finances to maintain a tenancy.
 - We have helped clients to obtain small grants for furniture or white goods when they have moved into housing association properties.
 - Linking clients to the Food Bank and other food providers in the short term.
 - Support with mobility issues and accessing loans for equipment.
 - Support with digital inclusion, loan IT equipment and training to use it.
- 4.5 Some of the more unexpected outcomes relate to the partnership relationships that have formed as a result of the service. This has really highlighted that different services can support individuals more effectively simply by working collaboratively and recognising and supporting each other's role in the process.
- 4.6 We have a particularly good working relationship with Hyde and have worked with 240 of their residents since 2018. As a result of this demand Hyde have contributed funding to the service. A successful outcome arising from this working relationship with Hyde led to a client with mobility issues and poor health having her overgrown garden cleared so that she could enjoy it again and also helped to resolve a related neighbour dispute.

5. Resource and Legal Implications

- 5.1 Funding for the service is secure until March 2024. We will continue to evaluate and review the service regularly to ensure it is effective and work with partners to secure further funding.

6. Community Impact and Corporate Risks

- 6.1 This service is particularly targeted to those in greatest need and referrals are higher from areas where known inequalities exist eg Selsey.
- 6.2 Risks are associated with funding. If funding partners withdraw then staff would be made redundant, the cost of which is incorporated within the budget plan. Funding

partners are involved in service development and good relationships are in place to mitigate against this risk.

- 6.3 The impact of the pandemic initially led to a reduction in referrals to the service but as time has gone on we have seen a gradual increase towards pre-covid levels. This is an issue under constant review.

7. Other Implications

	Yes	No
Crime and Disorder – eg the service works with people who may be experiencing neighbour disputes but this is an example of how issues can be progressed or resolved by working with partners and providing support		x
Climate Change and Biodiversity. There are there no implications		x
Human Rights and Equality Impact. An Equality Impact Assessment was written when the service was developed.	x	
Safeguarding and Early Help. The Social Prescribing team work with vulnerable people and make safeguarding referrals when appropriate.		x
General Data Protection Regulations (GDPR). The team are aware of the need to protect client data and comply with GDPR regulations.	x	
Health and Wellbeing. The service has a positive impact on health inequalities		x

8. Appendices

None

9. Background Papers

None

This page is intentionally left blank

Chichester District Council

Overview and Scrutiny Committee

9 March 2021

Universal Credit Update

1. Contacts

Report Author

Marlene Rogers – Benefits & Systems Support Manager

Telephone: 01243 534644 E-mail: mrogers@chichester.gov.uk

2. Recommendation

The Overview and Scrutiny Committee are requested to note the contents of this report which provides an update on the impacts of Universal Credit within the district. In addition the report details how the Council is working to mitigate any negative impacts on residents.

3. Background

The Welfare Reform Act of 2012 introduced Universal Credit (UC) in April 2013 and this new benefit combined six legacy benefits into one payment. It was aimed at simplifying and streamlining the benefits system, improving work incentives, tackling poverty among low income families and reducing the scope for fraud and error. It is a benefit administered by the Department for Work and Pensions (DWP).

4. Outcomes to be Achieved

That the Committee acknowledges that the Council is working effectively to support residents impacted by Universal Credit (within the controls it has).

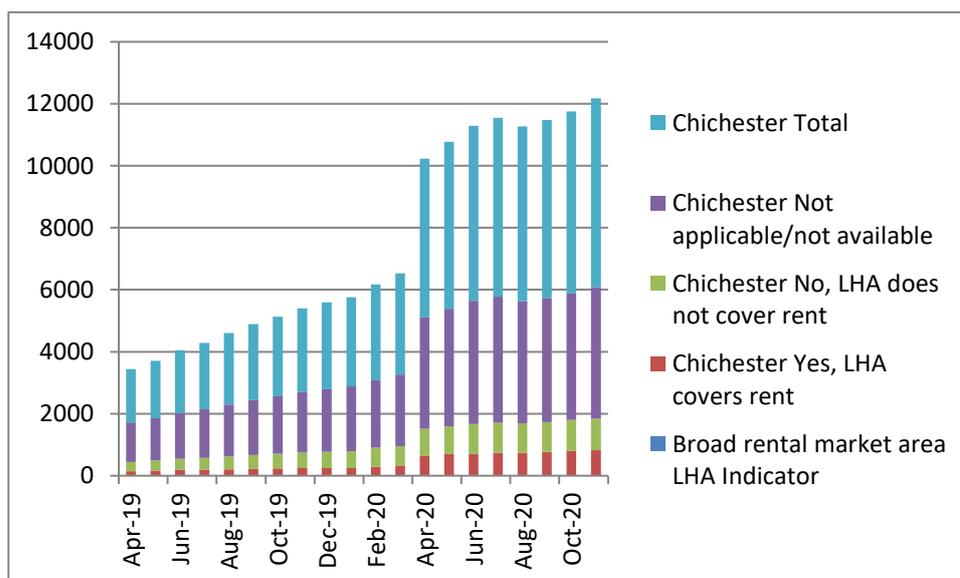
5. Report findings

5.1 UC statistics published by the DWP in February 2021 show the following headlines;

- The number of people on UC at 14 January 2021 was 6 million. This is a 98% increase since 12 March 2020.
- 91% of new claims and 97% of all claims received their payment in full and on time for the assessment period covering October 2020, compared with 86% and 95% respectively in March 2020.
- 4.5 million claims were made for UC between 13 March 2020 and 14 January 2021.

5.2 Restrictions were introduced across the country in March 2020 as a result of the Coronavirus pandemic. These led to large increases in the number of people applying for UC nationally.

- 5.3 In the first two weeks of the lockdown between 20 March 2020 and 2 April 2020 there were 1.1 million claims made. This represents an increase of 10 times the usual weekly average amount of new claims made for UC.
- 5.4 The COVID pandemic has therefore heightened the need for welfare assistance. The DWP has coped with unprecedented claim volumes. The creation and extension of the furlough scheme has mitigated this to some extent with UC claim volumes decreasing in the period that followed.
- 5.5 For the South East there has been a 118% increase in people claiming UC. Further details can be found in the full report published by the DWP (link in section 9 to this report).
- 5.6 The chart below shows the number of UC cases in the Chichester broad rental market area (BRMA) from April 2019 to October 2020*. This is further split into cases where the local housing allowance (LHA) is covered by the housing costs element of UC, where it is not and where that is not known. This is in line with the National increased trend as a result of COVID-19. This has caused an increased number of residents to claim Council Tax Reduction, although not to the same extent. Therefore this will continue to be promoted to ensure that customers struggling with Council Tax payments are signposted to apply where appropriate.



*Source DWP Universal Credit Statistics 23 February 2021.

Universal Credit Time Line

- 5.6 Appendix A provides summarises the UC roll out to date. A managed migration pilot was started in Harrogate in 2019. This pilot was started with a view to informing how the managed migration programme would be implemented, with the DWP target of managed migration being completed across the country by 2023. This has subsequently been delayed until summer 2024. Managed migration is the process whereby claimants are transferred from legacy benefits to UC. Those that are disadvantaged by the change receive transitional protection. However in natural migration, where a claimant has a change in their circumstances that prompts a claim to UC, they do not get transitional protection.

Impact of UC roll out on the Council and Residents

- 5.7 Due to the COVID-19 pandemic studies or work regarding the impact of welfare reform particularly the roll out of UC has been superceded. Most data and research now focuses on this. It is worth noting that changes to benefits, including the additional amount of UC paid in reaction to the COVID-19 pandemic will most likely be announced at the spring Budget. Any reductions to benefit at this time combined with the restriction on evictions lifting will inevitably mean a rise in cases of residents needing Council advice and support services.
- 5.8 As stated earlier in this report the number of people claiming UC increased early in the pandemic, volumes have stabilised. However the introduction and extension of furlough has likely mitigated any sustained rise. Anecdotally it is apparent that those new to claiming welfare in the form of UC are finding adjusting to reduced budgets difficult. It is likely that this will continue for some time, and will have a particular impact on customers being able to pay some bills such as Council Tax, and in turn will have an impact on debt advice services, housing advice and food banks etc.

Summary of how the Council continues to support residents migrating over to Universal Credit

- 5.9 Like many Government Services the Council and its stakeholders and service users have been impacted by the COVID-19 pandemic. This has led to an increased number of residents migrating over to UC sooner than had been expected. In terms of how the Council supports its residents this is summarised below:
- Discretionary Housing Payments are payable to people with a shortfall between either the housing benefit or UC housing costs payment that they receive and the amount of rent that they are liable to pay. These can be paid either as an ongoing award or as a one off to assist a household to move into more affordable or suitable accommodation or to assist with rent arrears as a result of shortfalls in benefits.
 - Council Tax Reduction (CTR) is a means tested benefit that assists residents liable for Council Tax in meeting this cost. We have seen an increase in claims for CTR, and the number of people adjusting to a new financial situation is apparent in these situations. Additional Discretionary Support is available for customers in receipt of CTR on the UC banded scheme who are disadvantaged as a result.
 - Further Discretionary CTR is available for Council Tax payers that have been financially impacted COVID-19. Plans are currently in place to further support residents with their Council Tax bills during 2021/22 where underspends from the Hardship Fund for 2020/21 allow this.
 - Social prescribing which started in 2018 will continue at present until 2024. The team have also been expanded to allow for more people to be assisted by the team. This project has enabled the gap between poor health and non-medical vulnerability to be bridged. With clients being supported in a number of ways, particularly signposting to other Council services and external stakeholders.
 - Building relationships with external stakeholders such as Chichester & Arun Citizens Advice Bureau, Chichester Foodbank and Stonepillow. This allows for

referrals to be made for support where appropriate which helps to ensure that those that are vulnerable receive additional support where needed.

- The Housing Division continue to work with people across the District who are homeless or threatened with homelessness. People having difficulty accessing or maintaining a UC claim can impact on rent arrears and therefore homelessness. Intervening early enables homeless prevention both now and in the future.
- Recruitment of specialist rough sleeper officers. Often it is this group that struggle with making and maintaining an UC claim, particularly those with restricted access to IT. The transfer between UC and legacy benefits, and vice versa is particularly difficult for this group to navigate. Therefore this work is important as it helps this group in terms of sustaining a tenancy in the longer term.
- The Council's Corporate Debt Recovery Team recovers debts owed to the Council including but not limited to Council Tax, Housing Benefit, Business Rates, Housing, Licensing and Contract Services. The team looks at the overall debt owed to the Council when determining the most appropriate course of action. Additionally the team signpost customers to stakeholders where appropriate to ensure that customers in debt or financial difficulty are dealt with reasonably. This therefore balances the need for recovery with the need to support individuals.

6. Community Impact and Corporate Risks

- 6.1 There are potential negative impacts on the roll out of this reform, particularly around housing & homelessness, arrears of council tax and the potential impact of recovery of such debts. That said processing times for Universal Credit claims continue to improve although residents still have to wait up to six weeks to receive their first payment of Universal Credit. The Council needs to ensure that these impacts are considered in relevant areas of Council Policy.

7. Other Implications

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

8. Appendices

Appendix A - Universal Credit Timeline

9. Background Papers

<https://www.gov.uk/government/statistics/universal-credit-statistics-29-april-2013-to-14-january-2021/universal-credit-statistics-29-april-2013-to-14-january-2021>

Appendix A Universal Credit Timeline

January 2011	Welfare Reform Bill published
December 2012	Final Regulations laid
April 2013	First UC pathfinders launched
October 2013	Roll out starts across the country – limited to single jobseekers without housing costs.
June 2014	Gateway conditions introduced
November 2014 to May 2016	Introduction of digital service. The reset in roll out that happened in February 2013 allowed a dual roll out, the roll out of live service alongside digital roll out.
May 2016	Digital Service is renamed full live service and is rolled out across the country. Claimants on live service transferred across shortly after.
Autumn Statement 2017	<ul style="list-style-type: none"> • Abolition of the 7 day waiting period. • Increase in advance payments from 50% of estimated entitlement to 100% • Making it easier to apply for an advance payment • Increasing the recovery schedule for recovery of an advance from 6 to 12 months • UC claimants in receipt of HB will receive an extended payment of HB to ease the transition into UC. The customer will not need to pay this back. • Alternative Payment Arrangements (APA) a simpler process for Landlords to apply for the housing element to be paid direct (where the claimant is in arrears).
April 2018	Removal of temporary accommodation from UC
August 2019	Start of managed migration pilot, aimed at informing the DWP on its target of completing managed migration by 2024.
April 2020	In response to the COVID-19 pandemic the freeze on benefit rates for working age claims was lifted, in addition Universal Credit rates were increased by around £20 per week. This is set to come to an end on the 31 st March 2021, although whether this may be extended and in what form is unknown at the present time.
January 2021	Claims with a severe disability premium on legacy benefits can claim UC from the 27 th January 2021. These groups were previously unable to claim as they were disadvantaged in comparison to legacy benefits this has now been resolved.

This page is intentionally left blank

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

09 March 2021

Draft revised Air Quality Action Plan

1. Contacts

Report Author:

Simon Ballard, Environmental Protection Manager,
Tel: 01243 534694 E-mail: sballard@chichester.gov.uk

Cabinet Member:

Penny Plant, Cabinet Member for Environment and Chichester Contract Services,
Tel: 01243 514034 E-mail: pplant@chichester.gov.uk

2. Recommendation

- 2.1. **That Overview and Scrutiny Panel recommends to Cabinet that the revised Air Quality Action Plan be approved for public consultation.**

3. Background

- 3.1. Chichester District Council declared by order four Air Quality Management Areas (AQMA) (in 2006, 2007 and 2020). These AQMAs were declared where air quality fails or is likely to fail an Air Quality Objective for Nitrogen Dioxide (NO₂) prescribed in Regulations. These AQMAs are in parts of St Pancras, Orchard Street, Stockbridge A27 roundabout and Rumbold's Hill, Midhurst. When an AQMA is declared then adopting an Air Quality Action Plan (AQAP) is a legal requirement. The AQAP must propose actions aimed at driving local air quality towards compliance with the relevant air quality objective of 40µgm⁻³ of NO₂ measured as an annual mean.
- 3.2. The statutory guidance suggests that AQAPs should be renewed every five years and the revised AQAP 2021 follows the two previous AQAPs from 2008 and 2015 which were also subject to a public consultation.
- 3.3. The previous AQAPs have been Chichester centric as at that time there were only AQMAs declared in Chichester. In January 2020 the Council declared the Rumbolds Hill, Midhurst AQMA and so the revised AQAP now includes Midhurst.
- 3.4. Actions within AQAPs are generally unfunded but adoption of the plan enables bidding for grants to deliver air quality actions. Under the previous AQAPs projects delivered using grant monies include the Co-Wheels car club in Chichester, doubling the number of bike racks in Chichester City Centre, delivering policy for the integration of electric vehicles in the Council fleet, assisting Parking Services to procure two electric vehicles,

delivering staff benefits including the 'cycle to work' scheme, a green lease car scheme for staff and Easit, delivery of a district-wide network of electric vehicle charge points, the Local Cycling and Walking Infrastructure Plan, grant assisting the development of the Selsey Greenway (Selsey to Chichester) cycling and multi-user route, a feasibility study for a cycleway, behavioural change interventions in the community and schools and promotional activities such as for 'Bike to Work' day.

- 3.5. The draft for consultation revised AQAP contains an analysis of air quality monitoring and air quality modelling data with an emphasis on NO₂. Air quality in the district has steadily improved in the last five years and the modelling predicts that this trend will continue. Air quality in the Stockbridge A27 and Orchard Street AQMAs is such that the AQAP recommends these AQMAs are 'undeclared' and the Orchard Street air quality monitoring station is decommissioned. A watching brief is recommended for the St Pancras and Rumbold's Hill AQMAs which are predicted to both be compliant with the UK's Air Quality Standards by 2024.
- 3.6. The document contains a list of proposed and current air quality actions or projects with indicative timescales. For Midhurst this is informed by discussions with partners and community members following the more recent declaration of the Rumbold's Hill AQMA.
- 3.7. The Council also monitors ground-level Ozone (O₃) at Lodsworth. The pollutant is not included in the Local Air Quality Management regime and the AQAP proposes that the O₃ monitoring station is decommissioned as part of the post-Covid recovery work budget reductions.

4. Outcomes to be achieved

- 4.1. The outcomes sought through the AQAP are:
 - To present an evidence base from the air quality monitoring and modelling data for air quality policy in Chichester District,
 - To detail a proportionate policy response to the air quality issues in Chichester District,
 - To deliver actions that seek to improve air quality in Chichester District,
 - The future 'undeclaration' of the Orchard Street and Stockbridge A27 roundabout AQMAs (which will be the subject of a future Cabinet report(s)),
 - The future decommissioning of the air quality monitoring stations at Orchard Street and Lodsworth with an annual saving of approximately £5,000 and
 - To maintain a watching brief for NO₂ at St Pancras and Rumbolds Hill AQMAs.
- 4.2. This work supports the Corporate Plan priority that CDC will 'manage our built and natural environments to promote and maintain a positive sense of

place' and the actions in the Council's Climate Emergency Detailed Action Plan.

5. Proposal

- 5.1. To consult on the draft for consultation revised AQAP and, subsequently, to report back the consultation responses and draft for adoption AQAP to Cabinet.

6. Alternatives considered

- 6.1. None. Where an authority declares an AQMA the adoption of an AQAP is a statutory matter as is the requirement to publically consult on draft AQAPs.

7. Resource and legal implications

- 7.1. The intended work is within existing budgets in relation to staffing costs. The 'air quality actions' contained in the AQAP are either proposed and subject to funding, or where the projects are current, they are funded. The adoption of the AQAP post-consultation will help support bids for grant monies for the following five year period.

8. Consultation

- 8.1. Prior to going out for public consultation the AQAP will be considered by Environment Panel (EP) and Cabinet. A verbal update on EP's resolution will be provided to Overview and Scrutiny Committee.
- 8.2. The Council will consult the following (including statutory consultees):
 - (i) Internal consultees: Development Management, Planning Policy, Parking Services, CDC Members via Members' Bulletin Board.
 - (ii) External consultees: Chichester City Council, West Sussex County Council (Planning and Transport Policy), the Environment Agency, Sussex-air, South Downs National Park Authority, West Sussex Public Health, Transition Chichester, Chichester and District Cycle Forum.
 - (iii) Public consultation by publishing on the Council's website 'Let's Talk' page.
- 8.3. The consultation period will be from 17 May to 28 June 2021.

9. Community impact and corporate risks

- 9.1. The adoption of an AQAP has, over the past 12 years, enabled grant bids for the delivery of a number of air quality actions (a selection of which are detailed at paragraph 3.4). The impact of the adoption of a revised AQAP will enable continued grant bids to deliver air quality actions as detailed in the AQAP.

9.2. The work proposed by the AQAP largely depends on grant funding. As such there remains the risk that relevant grants do not become available or that applications and bids do not result in CDC being awarded monies. Likewise, whilst we seek to deliver initiatives and interventions that offer the best business case we are nonetheless influenced by what grants are available. The AQAP allows for these possibilities and, whilst it seeks to direct our efforts to where they will have most effect, allows flexibility to accommodate the above issues.

10. Other Implications

	Yes	No
Crime and Disorder		✓
Biodiversity and Climate Change Mitigation Many air quality actions seek to enable walking and cycling and the reduction of use of liquid fuelled vehicles both of which also reduce carbon emissions.	✓	
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing Many air quality actions seek to enable walking and cycling and the reduction of use of liquid fuelled vehicles. Active travel and reduced air pollution have mental and physical health co-benefits.	✓	

11. Appendices

11.1. Draft revised AQAP for consultation.

Chichester District Council

Air Quality Action Plan

2021 - 2026

Prepared by Chichester District Council in fulfilment of Part IV of the Environment Act 1995

Local Air Quality Management

February 2021



Consultation

This document is for public comment. We are keen to receive your views and ideas about the document and air quality generally. The public consultation closes on the 28th June 2021.

To comment on this consultation draft AQAP please log onto CDC's website at this link:

<https://www.chichester.gov.uk/letstalksurveys>

Simon Ballard
Environmental Protection Manager
01243 534694
sballard@chichester.gov.uk

Chichester District Council
East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY

Further details on our consultation can be found at Appendix 1 of this document. Thank you for your interest.

Foreword by Councillor Penny Plant, Cabinet Member for Environment and Chichester Contract Services:

Since the 2015 AQAP was adopted by the council air quality has risen steadily up the political agenda. The evidence base for the health impact of this 'invisible killer' has grown hugely over this period. Air pollution has occupied many newspapers' front pages and the public's desire to see action has likewise increased.

The health impacts of air pollution are now known to be systemic in humans. Perhaps unsurprisingly much of what we breathe can pass through our lungs into our bloodstream to be distributed through our bodies. Air pollution is implicated in health effects across the whole span of our lives and the whole function of our bodies with a massive body of statistical and clinical evidence supporting these assertions.

Local community expectations have also grown. In tackling air pollution there are linkages to tackling climate change and, as we move to adopt this plan in a post-Covid era, the 'lockdown' period has undoubtedly caused us to reflect on what we value which includes 'clean air' with the Prime Minister stating that 'clean air will be to the 21st century what clean water was to the 19th.'

There are now strong indications that local air quality has improved and is on an improving trend. The impacts of the post-Covid economy are yet to make themselves known. Nevertheless the good news is that Chichester district's air quality is increasingly compliant with the UK's air quality standards which are designed to protect the most vulnerable in our society.

Notwithstanding the improvements we continue to see air quality as an important public health issue where even air quality that is compliant with standards is known to have health impacts. We have strengthened our partnerships since the 2015 AQAP and will continue to strive to deliver meaningful projects that seek to tackle air pollution.

I hope you will find this action plan a proportionate and suitable response to the challenge of tackling air pollution and an approach that is realistically within the gift of what this authority and its partners can deliver.

P C Plant



**Councillor Penny Plant
Cabinet Member for Environment and Chichester Contract Services**

Chichester District Council

Local Authority Officer	Simon Ballard
Department	Environment and Planning
Address	Chichester District Council Pallant House 1 East Pallant Chichester PO19 1TY
Telephone	01243 534694
E-mail	sballard@chichester.gov.uk
Report Reference Number	AQAP 2021 – 2026
Date	February 2021

Executive summary

Chichester District Council (CDC) has produced this revised Air Quality Action Plan as part of its duty under the Environment Act 1995 subsequent to the declaration of four Air Quality Management Areas (AQMAs). The AQMAs are declared in relation to air quality in these locations failing to meet the UK air quality objective for Nitrogen Dioxide (NO₂). The declaration of an AQMA places a statutory obligation on us to produce an Air Quality Action Plan (AQAP).

This Plan presents and responds to the evidence gathered from our air quality monitoring and modelling and an analysis of the sources of air pollution contributing to the problem. The data does provide some good news in that Nitrogen Dioxide concentrations have fallen in recent years and our recent computerised modelling suggests that this trend will continue. Two of our four AQMAs could be 'undeclared' (Orchard Street and Stockbridge A27 roundabout) and Rumbolds Hill is currently borderline compliant with the relevant standard. St Pancras, Chichester remains non-compliant.

Nevertheless, despite the positive news, we cannot be complacent as air pollution does impact on health at concentrations below the UK's air quality standards and is the biggest environmental impact on health across the UK.

Since our 2015 AQAP there have been various events that have made the context for an AQAP significantly different to five years ago. The science that quantifies the health impacts of air pollution continues to become more refined with figures now being available for regional health impacts and air pollution being associated with a wide range of impacts on human health.

This AQAP sets out actions that will positively impact on our local air quality. These actions are both within and beyond the powers of this Council and likewise its finances. As such the actions proposed in this document will rely on effective engagement with our partners both to galvanise effective action and to seek monies to fund related projects. In this context our key partners are West Sussex County Council, Highways England and the local community..

Tackling gaseous transport emissions locally requires a move away from liquid fuelled vehicles. Using the evidence available key transport sectors can be targeted with policies to regulate, support and incentivise the shift. This particularly applies to diesel fuelled vehicles.

Maintaining or reducing pollutant levels and improving health in the context of new housing and employment related development requires evidence-based land-use and transport planning policies and actions.

The Action Plan details the most immediate and developed actions, outlines the actions in development and highlights those wider actions contributing to improved air quality. Where possible it sets out the known timescales, and reporting metrics for those actions. However the document is required to be flexible and be able to respond to funding and policy changes.

Update on progress with the AQAP measures, including the new measures, will be incorporated into the Annual Status Report on air quality in Chichester District; the most recent version is available on the Council website¹.

Responsibilities and Commitment

This AQAP was prepared by CDC’s Environmental Protection Team with the support and agreement of the following:

CDC	Planning Policy
CDC	Development Control
Pan-Sussex	Sussex-air
WSCC	Highways
WSCC	Public Health

This AQAP will be subject to an annual review, appraisal of progress and reporting to CDC’s Environment Panel by the authority’s Annual Status Reports (ASRs), as part of our statutory Local Air Quality Management duties. All ASRs will be published on CDC’s website.

¹ <https://www.chichester.gov.uk/pollutioncontrolairquality>

Contents

1.	Introduction	9
2.	Review and Assessment of air quality	9
3.	The National context.....	10
4.	The Environment Bill.....	11
5.	The Road to Zero.....	11
6.	Public Health and air quality	11
7.	Land-use planning and air quality	11
8.	Gear Change.....	12
9.	Strategic alignment	12
	West Sussex Local Transport Plan review.....	12
	The emerging CDC revised Local Plan	Error! Bookmark not defined.
	Chichester Car Park Strategy (2010 to 2020).....	12
	Sussex-air	13
	airAlert	13
	CDC Climate Change Action Plan	13
10.	Delivery under the previous AQAP	14
	Priority 1: Measure, model and report on air quality.....	14
	Priority 2: Strengthen partnerships, seek funds, pool resources and exploit synergies	14
	Priority 3: Encourage low emission technology.....	14
	Priority 4: Encourage and Foster behavioural change/modal shift	15
	Priority 5: Be innovative, capitalise on opportunities and build on success	15
11.	Chichester District Air Quality Management Areas	16
	Description of Orchard Street, Chichester AQMA	16
	Description of St Pancras, Chichester AQMA	17
	Description of Stockbridge A27 Roundabout AQMA.....	18
	Description of Rumbold’s Hill, Midhurst AQMA	18
	Relevant exposure locations	19
12.	Summary of Air Quality Monitoring in Chichester District:	20
	Introduction	20
	Air quality monitoring at ‘background sites’	21
	Nitrogen Dioxide overall data trend	22
13.	Air quality within the AQMAs	23
	Orchard Street AQMA.....	23

St Pancras AQMA	24
Stockbridge	25
Rumbolds Hill	27
Ozone monitoring	28
14. Air Quality Modelling Data in Chichester District	29
15. Required reductions in emissions	37
16. The Way Forward.....	39
17. Conclusions and recommendations from the Monitoring and Modelling	39
18. Air Quality Actions - Key Themes	40
19. Priorities for Action	42
Appendix 1: Response to Consultation	53
Appendix 2: Reasons for Not Pursuing Action Plan Measures	54
Appendix 3: Rumbolds Hill, Air Quality Management Area.....	55
Appendix 4: Calculation to determine the Road NOx Emission necessary to achieve compliance at St Pancras, Chichester:.....	56

1. Introduction

The purpose of the Air Quality Action Plan (AQAP) is to set out the evidence for air pollution in the district so to design and publish proportionate and targeted actions aimed at tackling air pollution. In Chichester district we have declared four Air Quality Management Areas and the evidence and response is separately described in the pages that follow. The document is informed by discussions with our key partners. As the source of local air pollution in Chichester district is traffic then our Highways colleagues at West Sussex County Council (as the local Highway Authority) and Highways England are key partners.

Whilst the Council cannot significantly affect air quality at a macro level, its actions, priorities and leadership can make a difference to local residents and businesses and thereby air quality. It can access funds, lobby for investment and influence others to work towards cost-effective outcomes; use its own land and estate in ways that encourage 'green' and healthier behaviour and signal to the local community the sort of activity that it wants to encourage through investment, leadership and publicity.

This plan will be reviewed every five years.

2. Review and Assessment of air quality

Part IV of the Environment Act 1995 requires local authorities to review and assess air quality on a regular basis. Pollution levels within the local authority area are assessed against air quality standards and objectives² (see Table 1 below) which are prescribed in national legislation for the protection of human health and the environment. The air quality standards are designed to protect those most vulnerable to the effects of air pollution and CDC reports annually to DEFRA in its statutorily required Annual Status Report³.

Table 1: The UK National Air Quality Objectives for the protection of human health:

National Air Quality Objectives⁴:				
Objective	Concentration measured as¹⁰	Date to be achieved by and maintained thereafter	European obligations	Date to be achieved by and maintained thereafter
Nitrogen Dioxide (NO₂)				
200µg.m ⁻³ not to be exceeded more than 18 times a year	1 hour mean	31 December 2005	200µg.m ⁻³ not to be exceeded more than 18 times a year	1 January 2010
40µg.m ⁻³	annual mean	31 December 2005	40µg.m ⁻³	1 January 2010
Particulates (PM₁₀)				
50µg.m ⁻³ not to be exceeded more than 35 times a year	24 hour mean	31 December 2004	50µg.m ⁻³ not to be exceeded more than 35 times a year	1 January 2005
40µg.m ⁻³	annual mean	31 December 2004	40µg.m ⁻³	1 January 2005

² https://uk-air.defra.gov.uk/assets/documents/National_air_quality_objectives.pdf

³ <https://www.chichester.gov.uk/pollutioncontrolairquality>

⁴ Objectives for other pollutants are not included here as air quality is compliant with them in Chichester and largely so across the UK.

3. The National context

Since the adoption of CDC's 2015 AQAP the public profile of air quality has grown very significantly. The metrics for the impact of air quality on human health have become ever more detailed so illuminating a wider understanding of the importance of good air quality. Air quality has become commonplace on the front-page of national newspapers, web-sites and social media feeds. The UK government states that 'air pollution is the top threat to public health after cancer, heart disease and obesity'⁵ with associated costs to our health of £1.7Bn/year at 2020 rising to £5.3Bn from 2030.⁶ Poor air quality is estimated to reduce life expectancy by an average of six months in the UK, is associated with lung disease, heart attacks and there is increasing evidence for association with cognitive decline and reduced lung-volume for children brought up in areas of poor air quality.

The UK government published a Clean Air Strategy (CAS) in 2019 which proposes tackling pollution from a wide range of sources including transport, agriculture, industry, domestic solid-fuel burning and domestic cleaning products. As some of the biggest sources of pollution have been tackled the contribution of some of the smaller sources has become relatively more significant so requiring new action. The opportunity here is to tackle pollution from many sources to make our air healthier to breathe, protect nature and boost the economy.

Across the UK 242 local authorities have one or more AQMA(s). Local government is responsible for many relevant policy areas including health, housing, transport, education, local economics, greenspace and quality of life. The CAS states 'in summary the current legislative framework has not driven sufficient action at a local level' and seeks through revised legislation to make the statutory basis for tackling air pollution at a local level more effective. This greater effectiveness is evolving⁶ as this document moves towards adoption.

The UK has a national emission reduction commitment for PM_{2.5}. The Local Air Quality Management (LAQM) Policy Guidance suggests that 'Local Authorities are expected to work towards reducing emissions and concentrations of PM_{2.5} in their area as practicable.'⁷ The Guidance is not specific about LA's involvement in this regard only that the LA should work with Public Health to define this role. Nevertheless there is growing national and local interest in this pollutant and so this document seeks to respond to that 'interest' in as far as is practicable. Many actions that seek to reduce NO₂ (the emphasis of this Plan) will also help to reduce particulate matter (PM) emissions too. The Policy guidance does however suggest that the authorities should seek 'to move towards a specific objective in line with the annual average EU⁷ limit value for PM_{2.5} of 25µgm⁻³ ⁸.

The greater national context as this document is being written might be described as one of uncertainty. The impact of the UK leaving the EU and the impact of Covid on economic activity are yet to be fully understood.

⁵

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/770715/clean-air-strategy-2019.pdf

⁶ See the Section on the Environment Bill.

⁷ The Guidance is yet to be updated for the removal of EU references.

⁸ See Appendix xx which suggests that CDC's air quality meets that standard, in the worst case location, by a large margin.

4. The Environment Bill

The Environment Bill (EB) delivers key aspects of the Clean Air Strategy. As this AQAP was being written the detail of how the EB, as it becomes law (an Act), will impact on Local Air Quality Management (LAQM) was yet to be clear. Nevertheless the EB will, we understand, set a legally binding target for PM_{2.5}, an additional long-term air quality target, which will require Councils and other relevant public bodies to work together to resolve air quality issues and make it easier for LAs to enforce restrictions on smoke emissions from domestic burning⁹. The EB also gives the government the power to make vehicle manufacturers recall vehicles if they do not comply with relevant environmental standards. The EB details wider measures which are important both nationally and for Chichester District but that nonetheless won't be within the gift of LAs to deliver or enforce.

5. The Road to Zero

The Road to Zero Strategy outlines how the government will support the transition to zero emission road transport and reduce emissions from conventional vehicles during the transition. The Strategy is supported by funding, offered as grants, for the purchase of EVs and the installation of EV charge points. CDC has already access the Plugged in Car Grant to procure two Renault Zoe EV's for Parking Services and eighteen EV charge points installed across the district. Since the publishing of the Strategy it has since brought it's deadline to 2030 when all new cars in the UK will be EV (or zero-emission) only.

6. Public Health and air quality

Each year PHE publishes a Public Health Outcomes Framework¹⁰. Chichester has one of the lowest fraction of mortality (4.5% in 2019) attributable to particulate pollution (PM_{2.5}) of any area in the South East¹¹. Nevertheless particulates cause statistically measurable harm to human health at any airborne concentration. Whilst the sources of such pollution is significantly related to non-local sources there are still many actions that can be taken at a local level that will assist in reducing airborne concentrations.

7. Land-use planning and air quality

The adopted Local Plan provides the broad policy framework and a long-term strategy to manage development, protect the environment, deliver infrastructure and promote sustainable communities within Chichester District (excluding the area within the South Downs National Park) to 2029. CDC is in the process of revising its Local Plan and the Environmental Protection team and Planning Policy team are working together to ensure 'air quality's' policy presence within the revised Local Plan.

⁹ Burning wood and coal in open fires and stoves makes up 38% of the UK's primary emissions of fine particulate matter (PM_{2.5}).

¹⁰

<https://fingertips.phe.org.uk/search/particulate#page/0/gid/1/pat/6/par/E12000008/ati/101/are/E07000225/cid/4/page-options/ovw-do-0>

¹¹ Range 5% Chichester to 6.5% Dartford.

Sussex-air has developed Planning Guidance, 'Air Quality and Emissions Mitigation Guidance (2019)'¹² Officers are working to associate this document with the emerging Revised Local Plan so as to provide a proportionate place for air quality in planning policy.

The Environmental Protection team is also working towards the adoption of a Local Cycling and Walking Infrastructure Plan. Discussions with the policy planners are at an advanced stage and there is the intention to include route details, from the LCWIP, in the Revised Local Plan.

8. Gear Change

In 2020 the DfT published Gear Change 'A bold vision for cycling and walking'. Gear Change comes with a £2Bn budget for cycling and walking over the life of the current parliament. The document celebrates the many co-benefits of walking and cycling with the aim that 'Cycling and walking will be the natural first choice for many journeys with half of all journeys in towns and cities being cycled or walked by 2030'.

Working in partnership with WSCC the Council's LCWIP puts CDC in a good position to seek the benefit of the monies that come with Gear Change.

9. Strategic alignment

West Sussex Transport Plan review

The existing West Sussex Transport Plan 2011-26 (LTP3) is being reviewed to update WSCC's strategic approach to investment in, and management of, the transport network. The draft Plan is currently in preparation with the intention of public consultation in the summer of 2021 and adoption in 2022.

The Council and Sussex-air will engage with WSCC to ensure the presence of air quality related policy in that Plan. This will include sustainable transport, walking and cycling and supporting the uptake of EVs.

Chichester Car Park Strategy (2010 to 2020)

CDC's Car Park Strategy is currently under review with the intention of rewriting and updating the document. Covid has significantly impacted on car parking and the work to update the Strategy had been paused for several months during the pandemic. It is intended that this work will progress again in 2021.

West Sussex Climate Change Strategy (2020 – 2030)¹³

West Sussex County Council's Climate Change Strategy lists air quality amongst the benefits sought from tackling climate change through reducing transport by petrol and diesel to reduce Nitrogen Dioxide emissions.

West Sussex Electric Vehicle Strategy (2019 – 2030)¹⁴

¹² <https://sussex-air.net/ImprovingAQ/Default.aspx>

¹³ https://www.westsussex.gov.uk/media/14787/climate_change_strategy_2020-2030.pdf

WSCC published an ambitious Electric Vehicle Strategy in 2019 with the aims to create a public facing electric vehicle charging network powered by renewable energy.

Sussex-air

Sussex Air is a partnership of all the Local Authorities in Sussex which includes strong links to academic institutions (Brighton University and Imperial College, London).

The purpose of the partnership is to:

- Help Local Authorities to meet their statutory obligations to assess and report on local air quality through knowledge and best-practice sharing.
- Provide information to the public on air quality in their area.
- Collaboratively develop and deliver projects to improve local air quality and to reduce people's exposure to poor air quality.

airAlert

airAlert (<https://airalert.info/Sussex/Default.aspx>) is a free at point of receipt air pollution prediction service provided by Sussex-air. It is aimed at supporting those with pre-existing respiratory conditions in the management of their health either by a carer or directly themselves. Subscription is either by an app or via the Sussex-air webpages. Recipients then receive notifications by app, text or email when pollution (PM₁₀ or Ozone) predictions for the following day have potential to impact on their health. Subscribers can then amend their behaviour, either by minimising their exposure or by self-medicating.

The air quality predictions are produced daily by a team at Imperial College, London and are reviewed annually for their accuracy. Air quality monitoring data across the whole of Sussex, London and other parts of the South East, for whom Imperial manage the air quality data, informs the predictions and is mainly concerned with Ozone and PM₁₀ data. Currently there are 66 subscribers to the service in Chichester district (though this excludes the unknown number of persons who access the service by app) and a total of 1,171 subscribers across Sussex.

CDC Climate Change Action Plan

The Climate Change Action Plan (CCAP) was agreed by the Council in January 2021 and is the development of an initial plan that was agreed by Council in January 2020. This initial plan set a target for reducing greenhouse gases across the district of Chichester. The target is 10% reduction year on year until 2025 with year-end 2019 as the start point. While the primary greenhouse gas, carbon dioxide, does not fall under the air quality action plan, steps to reduce carbon dioxide emissions will have the additional benefit of reducing air pollution, particularly those from road transport. Nitrogen dioxide is both a greenhouse gas and air pollutant that falls under this air quality action plan and is found in exhaust fumes.

The CCAP outlines actions that the Council will take to reduce greenhouse emissions from transport. These actions will focus on behaviour changes rather than infrastructure projects which are largely under the remit of the highways authority, West Sussex County Council, and the Highways Agency. A public information campaign is planned which will promote low or zero carbon modes of transportation. The Council will also seek to provide information on funding opportunities that are

¹⁴ <https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/electric-vehicles/>

available from central Government and useful contacts to other organisations so that they can promote low or zero carbon modes of transportation to their staff. The Council is working on collating and improving its staff incentives to use low or zero carbon modes of transport. This complements its policy of procuring electric vehicles unless there is a strong business case not to and its installation of public electric vehicle charge-points across the district.

10. Delivery under the previous AQAP

We have been working hard since the adoption of the 2015 AQAP seeking monies to deliver meaningful actions to tackle local air pollution. Actions delivered under the auspices of the 2015 – 2020 AQAP are described under the priorities outlined in that document as follows:

Priority 1: Measure, model and report on air quality

Under this priority we have:

- Added a further real-time air quality monitoring station for Nitrogen Dioxide (NO₂) on Westhampnett Road , Chichester,
- delivered air quality modelling to help facilitate an evidence base upon which to build this 2020 AQAP (this work is described in detail at section 12),
- continued to maintain and run four real-time air quality monitoring stations,
- continued to publish real-time air quality monitoring information on the internet at <http://www.sussex-air.net/> and
- continued to meet our annual statutory reporting requirement to DEFRA in a timely manner.

Priority 2: Strengthen partnerships, seek funds, pool resources and exploit synergies

Under this priority we have:

- Bid directly and been partners in an annual bid to DEFRA’s annual Air Quality Grant fund,
- twice bid to the West Sussex Business Rates Pool monies for cycling (receiving a total of £131K),
- chaired the pan-Sussex air quality group of local authorities and academics known as Sussex-air,
- been active contributors to the Sussex-air document ‘Air quality and emissions mitigation for Sussex (2020)’¹⁵,
- established stronger partnership working with West Sussex Public Health and
- attended and worked with the WSCC convened Inter-Authority Air Quality Working Group.

Priority 3: Encourage low emission technology

Under this priority we have:

- installed 18 electric vehicle charging points across Chichester district’s car parks (see case study below),
- worked up the business case and introduced a policy for integrating electric vehicles in the CDC fleet,

¹⁵ <http://www.sussex-air.net/Reports/SussexAQGuidanceV.12020.pdf>

- catalysed and led, under the above described policy, the procurement of two electric vehicles for Parking Services,
- implemented the Easit scheme at CDC to encourage public transport use,
- implemented a car lease scheme at Chichester District Council which significantly incentivises the uptake of electric cars and
- won monies for the expansion of the Chichester car club.

Priority 4: Encourage and Foster behavioural change/modal shift

Under this priority we have:

- Delivered a draft for consultation Local Cycling and Walking Infrastructure Plan,
- delivered a small section of bike path at Franklin Place/Jubilee Gardens, Chichester,
- provided grant monies to support the development of the aspirational Selsey to Chichester bike path ('Selsey Greenway'),
- delivered a feasibility study for the conversion of a footway into a dual-use path on Oaklands Way, Chichester and
- carried out promotional activities on Bike to Work Day.

Priority 5: Be innovative, capitalise on opportunities and build on success

Under this priority we have:

- Been awarded £62K of Office for Low Emissions Vehicles grant money for the installation of eighteen electric vehicle charge points,
- been awarded £131K¹⁶ of grant monies from the Business Rates Pools money from WSCC (see case study 3 below) and
- been allocated CDC unspent £13K of S106 monies to enlarge the community car club in Chichester.

Case studies

Case study 1: Making the business case for electric vehicles in the CDC fleet

The Environmental Protection (EP) Team was awarded free DfT consultancy to establish the initial business case in principal for electric vehicles in the CDC fleet under a scheme then known as the Plugged in Fleet Initiative. EP officers then worked with the CDC finance team to build a whole-life costing spreadsheet for the procurement of EVs, this used input data from the Energy Savings Trust, CDC Estates, OLEV, vehicle providers and mileage records from vans in the existing fleet. The spreadsheet evidenced that it would be possible to pay back the excess capital cost of an EV compared to a conventional liquid fuelled vehicle through EVs significantly lower running and servicing costs and based on Parking Services mileage records. This enabled Parking Services to procure two Renault Zoe EVs in 2019.

The policy was approved by Cabinet in November 2015 such that the adopted policy is: 'That the Council purchases electric vans and cars instead of conventionally fuelled vehicles unless there are significant business reasons why this is not appropriate.' A supporting pack of information to support the policy has since been added to the CDC intranet and a briefing provided to all of the Corporate Management Team.

Case study 2: Electric vehicle charge points

¹⁶ As two separate awards of £70K and £61K.

EP Officers took a paper to Cabinet in December 2015 which resulted in Cabinet resolving to support a bid to the Office for Low Emission Vehicles (OLEV) for grant to support the installation of eighteen electric vehicle charge points with the support of up to £45K of match funding. A business model was then approved by the Senior Leadership Team to prove that the service could be provided and be revenue neutral to the authority. Two Frameworks for the provision of EVCPs were then assessed and a provider chosen, a specification for the EVCPs was written and a provider invited to tender. The resulting costs were used as the basis for a bid to OLEV who awarded CDC £62K. The install was managed by EP and the eighteen EVCPs are now operational.

Case study 3: Chichester City Local Cycling and Walking Infrastructure Plan

A successful bid to the West Sussex Business Rates Pool led to a grant award of £70K for cycling related projects. Following a Cabinet resolution to spend the monies a tender specification was written and a consultant awarded the contract to produce the Chichester City LCWIP. Two public consultation workshop sessions were held and, working in partnership with WSCC Highways, a draft LCWIP was produced. The draft for consultation document passed through Environment Panel, Development Plan and Infrastructure Panel, Overview and Scrutiny before approval for public consultation. 240 consultation responses were received and the document amended ready to pass back through the committees for approval by Cabinet for adoption in the spring of 2021. The Environmental Protection Team is working with Planning Policy colleagues to maximise the presence of the LCWIP schemes (routes) in the Revised Local Plan and Infrastructure Business Plan to maximise the opportunity for scheme delivery.

11. Chichester District Air Quality Management Areas

Chichester District Council (CDC) has four locations which exceeded the annual air quality standard for nitrogen dioxide (NO₂) and for which four AQMAs are declared. The AQMA locations are as listed below:

Table 2: Chichester District’s AQMA details:

AQMA location (road):	Year declared:	Link to declaration order:
Orchard Street, Chichester (A286)	2007	https://www.chichester.gov.uk/media/7896/Orchard-Street-AQMA-Order/pdf/Orchard_Street_Order.pdf
St Pancras, Chichester (A286)	2007	https://www.chichester.gov.uk/media/7898/St-Pancras-AQMA-Order/pdf/St_Pancras_Order.pdf
Stockbridge A27 roundabout, Chichester (A27)	2006	https://www.chichester.gov.uk/media/7897/Stockbridge-AQMA-Order/pdf/Stockbridge_Order.pdf
Rumbold’s Hill, Midhurst (A286, A272)	2020	https://www.chichester.gov.uk/media/33350/Rumbolds-Hill-AQMA-Order/pdf/AQMA - Rumbolds Hill - Midhurst-.pdf

Description of Orchard Street, Chichester AQMA

Orchard Street is a residential street which is also part of the A286 trunk-road. The AQMA is only declared for the Eastern length of the street between Orchard Gardens and the junction with

Northgate roundabout, the street is broadly flat. The street also has Immanuel Church and Chichester Lancastrian Infants School and Central Church of England Academy school West of the AQMA boundary. The street is partially canyonised and experiences increased traffic volumes at peak hours.

Plan 1¹⁷: Orchard Street AQMA, Chichester:

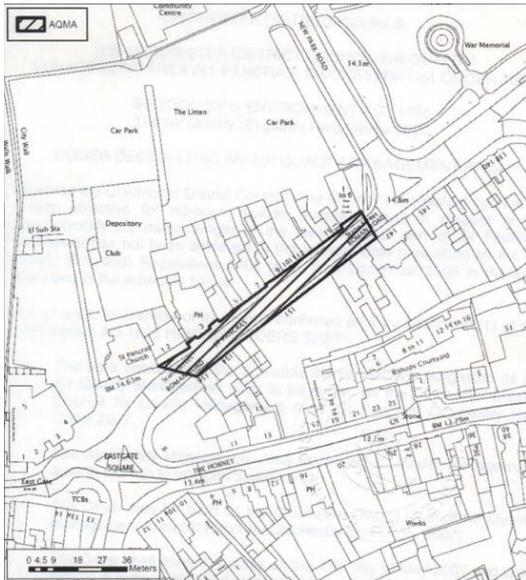


Description of St Pancras, Chichester AQMA

St Pancras is also part of the A286. Only the Western most section of St Pancras, between Eastgate Square and the junction with New Park Road, is declared an AQMA, the street is one-way traffic flowing West to East and is broadly flat. The AQMA contains mixed residential and retail properties where the ratio of the building heights to road width creates a canyonised street feature. Traffic generally flows freely though is subject to acceleration into the AQMA from being stopped at two pedestrian crossings, exiting East Street and traversing the sharp corner between the Hornet and St Pancras.

Plan 2: St Pancras AQMA, Chichester:

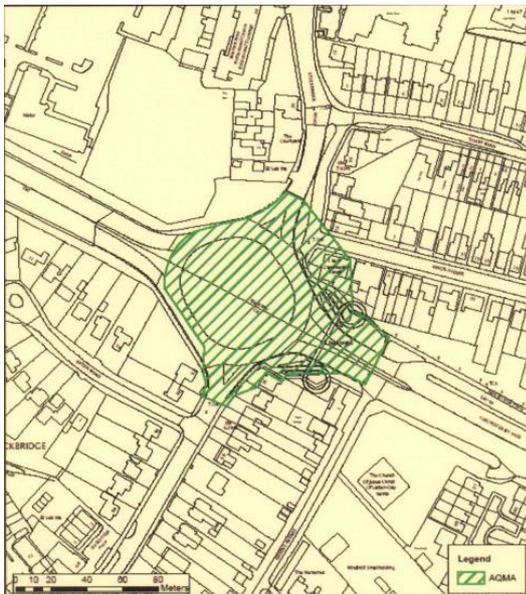
¹⁷ All AQMA plans are taken from the plan on the declaration Order at:
<https://www.chichester.gov.uk/pollutioncontrolairquality>



Description of Stockbridge A27 Roundabout AQMA

Stockbridge roundabout is a four arm roundabout at the junction of the A286 and A27 and where the junctions are on North-West to South-East and North East to South West axes and the topography is broadly flat. The junction features residential receptor locations in close proximity and a high degree of vehicle acceleration and deceleration in-to and out-of the junction. The junction generally does not feature significant queues but at peak hour does feature queuing. The junction is also the dominant route to the peninsula’s sandy beaches and features significant congestion on sunny ‘beach days’ and when Goodwood is hosting large events which give rise to significant volumes of additional traffic.

Plan 3: Stockbridge A27 Roundabout AQMA, Chichester:



Description of Rumbold’s Hill, Midhurst AQMA

Rumbold’s Hill is designated as both the A286 and A272 and the AQMA is declared for the full length of Rumbold’s Hill which runs, at its northern end, between North Street, Midhurst and the Petersfield Road and Bepton Road junction at its southern most extent. The road is on a gentle slope

rising from it's northern end to the south and is narrow such that some vehicles are forced to stop to allow on-coming traffic to pass and such that it is a canyoned in relation to the adjacent residential and commercial buildings. Due to the constraints in the highway width, delivery vehicles stopping on North Street, the need for vehicles to stop to allow passage for on-coming vehicles and traffic lights and junctions close to either end of Rumbold's Hill then there is frequent queuing and stop start traffic.

Plan 4: Rumbold's Hill AQMA, Midhurst:



Relevant exposure locations

The UK's Air Quality Objectives (AQO) only apply to prescribed locations and for the Annual Mean Standard for NO₂ the key location is residential facades. As such table 3 below details the numbers of residential facades within the relevant AQMA boundary.

Table 3: Numbers of residential properties exposed in each AQMA:

AQMA Location:	Number of residential properties exposed:
Stockbridge A27 Roundabout, Chichester	1 in AQMA (comprising 9 flats) (7 properties abutting)
Orchard Street, Chichester	73 properties (inc 2 properties abutting)
St Pancras, Chichester	32 properties (inc 6 flats and 1 property abutting)
Rumbold's Hill, Midhurst	25 properties (including 16 flats) 1 property abutting

12. Summary of Air Quality Monitoring in Chichester District:

Introduction

CDC currently has eighteen air quality monitoring locations using diffusion tubes to monitor Nitrogen Dioxide and four real-time air quality monitoring stations to monitor pollutants as listed in table 4 below:

Table 4: Real-time air quality monitoring stations and the pollutants that they measure

Air quality monitoring station location:	Pollutants measured:
A27 Stockbridge layby ¹⁸ , Chichester	PM ₁₀ , NO ₂
Orchard Street, Chichester	NO ₂
Westhampnett Road, Chichester	NO ₂
Lodsworth, Chichester	O ₃

Note: The whole data-set of real-time air quality monitoring data for CDC and all Sussex air quality monitoring stations is available at: <http://www.sussex-air.net/>

Whilst we are appropriately resourced for air quality monitoring we are unable to monitor 'everywhere'. Over the years we have monitored in many additional locations. In locations where we have found air pollution concentrations to be highly compliant with the Objectives then we have discontinued monitoring there and often redeployed that resource to monitor at other locations of interest.

An annual summary of our air quality monitoring data is reported in the statutorily required Annual Status Report¹⁹ (ASR). This report is submitted to DEFRA who audit the report and our progress on delivery of the AQAP. The ASR includes plans of all monitoring locations.

Air quality monitoring is the pre-eminent evidence in considering local air quality in relation to the UK's air quality objectives. It tells us what airborne concentrations of pollutants there have been over defined periods, specific to the monitoring locations. CDC has approximately twenty years' worth of monitoring data and the recent year's reports are available on CDC's webpages. This data is the foundation of making an informed policy response to the local air quality challenges that are expressed through the data-set. It was also the principle evidence for the declaration of the AQMAs.

Monitoring in the same locations across time allows us to see trends in the data-set. These trends are important in considering the weight of 'air quality' as a policy area and how it influences related policy areas such as land-use planning, highways planning and transport.

Air quality monitoring only tells us about the past, what airborne concentrations of pollutants 'have been'. Of course our AQAP is all about influencing the future of air quality. As such we need to augment our understanding of past air quality, garnered from our air quality monitoring data, with an understanding of what we predict air quality to do in the future. As such we commissioned a consultancy to provide CDC with air quality modelling expertise. The outputs of the modelling are

¹⁸ East of Stockbridge A27 roundabout and AQMA on the north of the A27.

¹⁹ <https://www.chichester.gov.uk/pollutioncontrolairquality>

discussed at section 12 in this report. Nevertheless the air quality model is calibrated by reference to our monitoring data and so again we see the importance of our monitoring data in shaping our understanding of both the past, present and future of Chichester district’s air pollution.

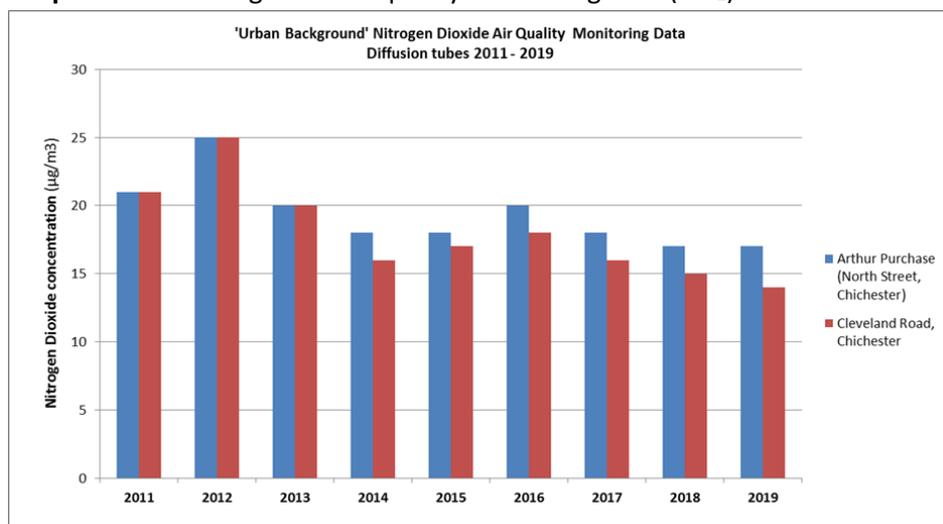
Covid-19 has significantly impacted on economic activity, especially through the mandated lockdown periods. The significantly lower traffic volumes through-out 2020 and into 2021 will impact on air pollution concentrations, nevertheless all of the monitoring data presented in this report is preCovid-19 and therefore unaffected by this consideration.

Air quality monitoring at ‘background sites’

Broadly speaking air pollution consists of two components; local air pollution, from traffic, industry, bonfires, domestic emissions and agriculture etc – and – a ‘background’ component, which is pollution that may come from many hundreds of miles away and which arrives on the advected air mass, or, more simply put, is pollution blown by the wind from distant locations²⁰. It is very difficult to measure only the background pollution but it is possible to monitor in locations where the impact of local pollution is minimal²¹. CDC has two such locations, at North Street, Chichester and Cleveland Road, Chichester where we have long-term diffusion tube monitoring locations. We only have ‘background sites’ for NO₂.

Graph i below shows the last nine years’ worth of data from these two locations.

Graph i: Urban background air quality monitoring sites (NO₂).



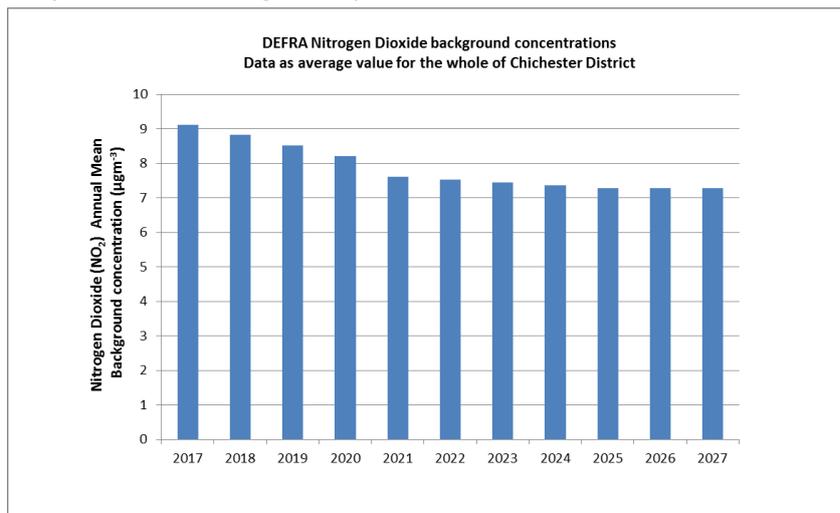
The graph clearly shows a trend of gently, but significantly improving air quality. This is important as it suggests that wider policy measures at a national and international level of government(s) are causing improvements in the air quality that is ‘imported’ into Chichester District. Of course there

²⁰ Some pollution changes its chemical and/or physical form during that journey. For instance some gaseous emissions turn into small particles, some mixtures of gases react to form new gases (for example Ozone) and some particles join together to form bigger particles or simply drop-out of the air stream through a variety of mechanisms.

²¹ Note: from a scientific point of view these monitoring locations are not measuring purely background pollution but they are classified as ‘urban background sites’ in accordance with DEFRA guidance for LAQM purposes.

are many variables at play here but a recent and significant variable is likely to be the impact of Covid-19 on economic output. Whilst there is an increasing de-coupling of economic output and environmental quality, it seems likely that the economic slow-down associated with the Covid-19 pandemic will cause a drop in emissions with a commensurate improvement in air quality. As such it seems probable that local background air pollution concentrations will be sustained or be improved. Nevertheless DEFRA’s predictions for background NO₂ concentrations, stated as an average value for Chichester district show a slowing of the improvement in background NO₂ levels compared to 2017 – 2021 (see Graph ii). These values are not adjusted for the impact of Covid-19.

Graph ii: DEFRA background pollution concentrations 2017 - 2027²²²³



Nitrogen Dioxide overall data trend

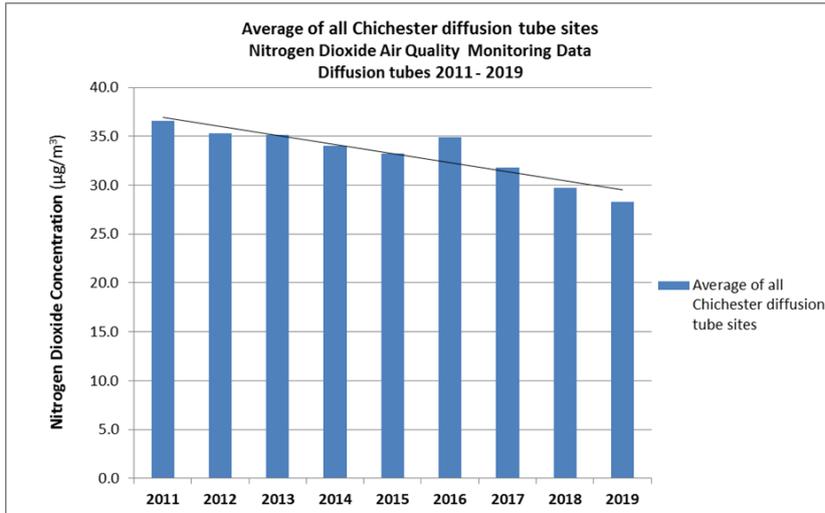
There are many variables that affect air quality monitoring data such that all data is very specific to the location at which it was measured. As such, without very detailed scientific analysis of the data, ‘seeing’ trends accurately is fraught with challenges. One way of partially seeing through the ‘noise’ created by these variables is to average all of the available data. Graph iii below illustrates that approach²⁴.

²² Data from: <https://uk-air.defra.gov.uk/data/laqm-background-maps?year=2011>

²³ Data range for 2019 6.94 to 15.86µgm⁻³.

²⁴ Note that the data is only averaged for the monitoring sites that have existed across the whole period (Kings Avenue/Southbank Junction, Claremont Court, A27 air quality monitoring station, Stockbridge Road South, Cleveland Road, Westhampnett Road, The Horner, St Pancras, Arthur Purchase North Street, St Pancras, Orchard Street) .

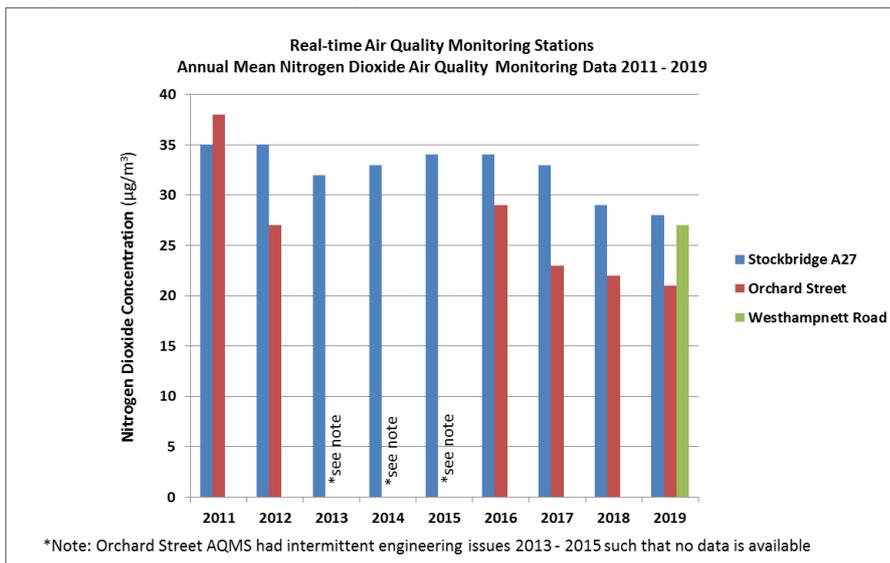
Graph iii: Average of all CDC diffusion tube data 2011 - 2019.



Within its limitations Graph iii suggests a clear trend towards improving air quality (for Nitrogen Dioxide) in Chichester district. Transport and in particular diesel fuelled road vehicles are the dominant source of NO₂ for our monitoring locations.

This trend is further amplified by the data from the real-time air quality monitoring stations, shown in Graph iv below:

Graph iv: Annual mean Nitrogen Dioxide (NO₂) concentrations for all air quality monitoring stations

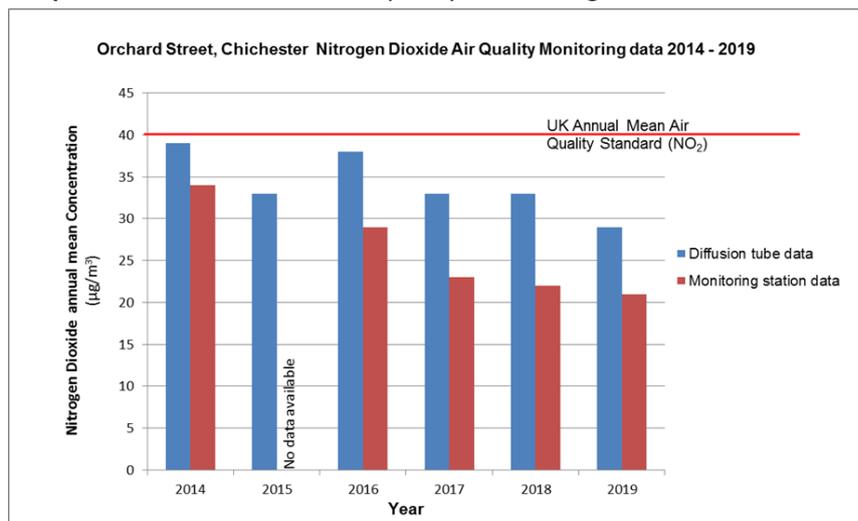


From all air quality monitoring data for NO₂ across the period of the previous AQAP 2015 – 2020 it appears that air quality has improved ie NO₂ concentrations have decreased.

13. Air quality within the AQMAs

Orchard Street AQMA

CDC has two monitoring locations in Orchard Street, one as a diffusion tube and one as a real-time air quality monitoring station. Data from both monitoring locations is presented in Graph v below:

Graph v: All Orchard Street air quality monitoring data 2014 – 2019:

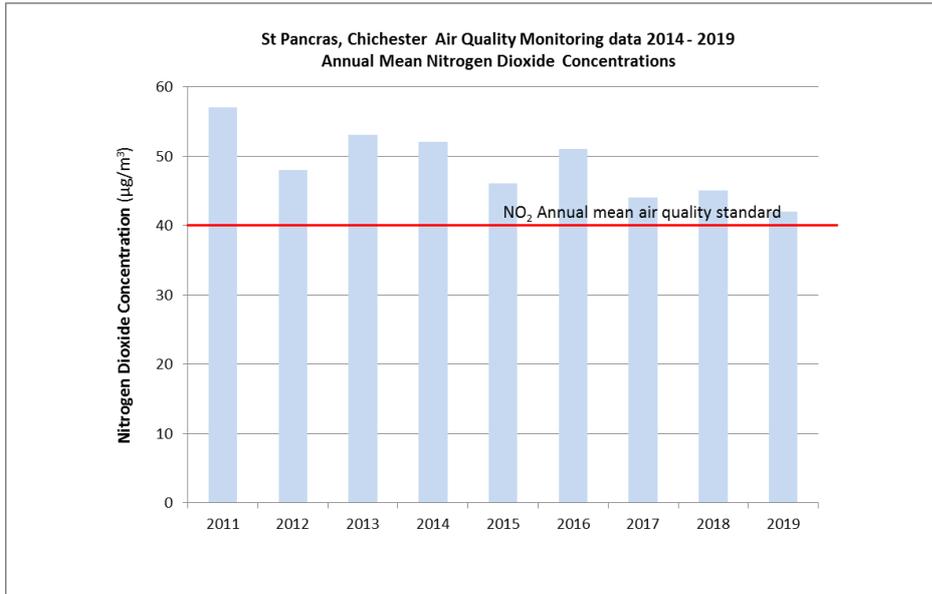
The monitoring data shows clear long-term compliance with significant headroom beneath the standard such that a return to previous concentrations is highly unlikely. As such the monitoring data strongly suggests that the AQMA at Orchard Street is no longer commensurate with the data. On the basis of the monitoring data the AQMA should be 'un-declared'. This is consistent with CDC's ASR 2019 and is further discussed at Section 29 of this report in relation to the air quality model's outputs for future years in this location. For the same reasons it would also be appropriate to withdraw the real-time monitoring station from Orchard Street but continue the diffusion tube monitoring there.

St Pancras AQMA

CDC has two NO₂ monitoring locations in the St Pancras AQMA, one at either end (East and West) and on opposing sides (North and South) of the canyonised section containing the AQMA. Graph vi below shows the monitoring data from this location though the data from only the original monitoring location is shown as the second location is under 12 months old²⁵.

²⁵ At the time of writing the 2019 ASR.

Graph vi: St Pancras air quality monitoring data 2011 – 2019:



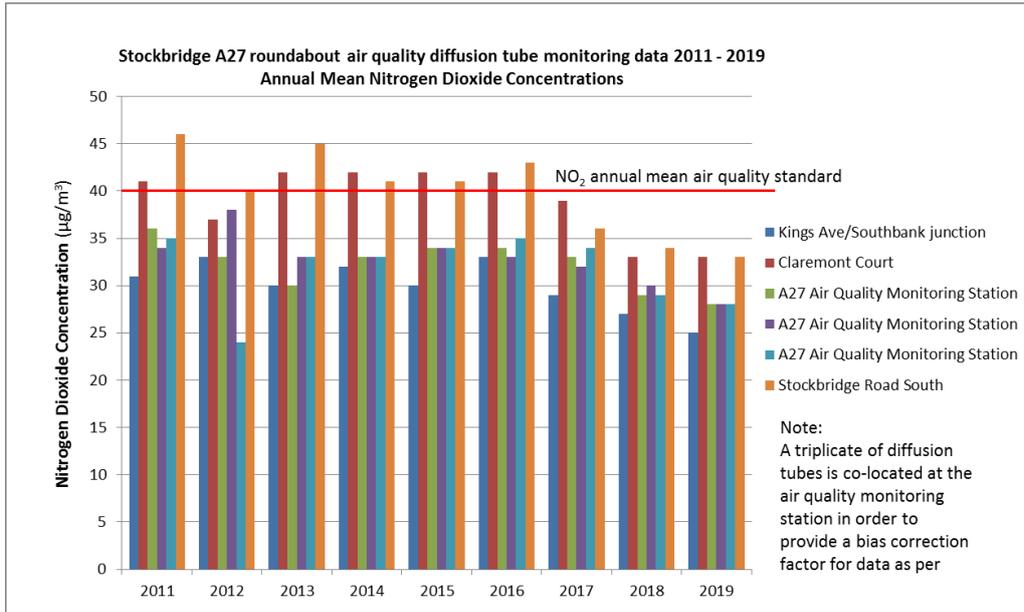
Whilst the monitoring data from St Pancras AQMA shows a trend towards improving air quality it is not yet compliant with the air quality standard. Monitoring will continue in this location in order for us to understand whether the trend of improving air quality ultimately leads to compliance.

Stockbridge

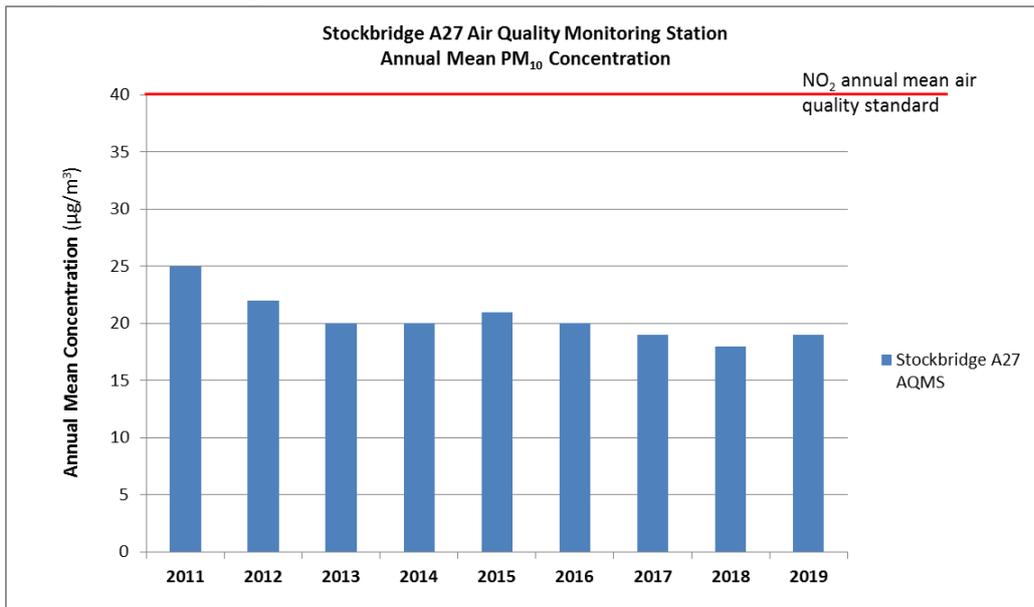
CDC has four monitoring locations in and around the Stockbridge A27 junction. Four as diffusion tubes and one as a real-time air quality monitoring station²⁶. Data from all monitoring locations is presented in Graphs vii to ix below:

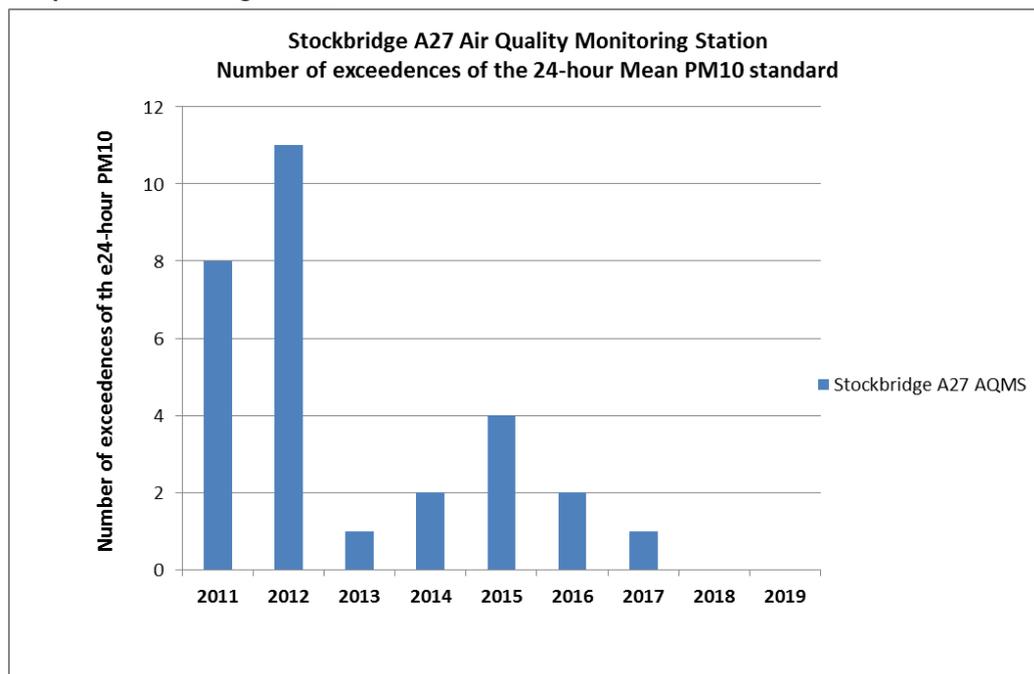
²⁶ where three diffusion tubes are co-located in order to provide a performance check on the data they provide, known as a bias correction factor.

Graph vii: Stockbridge diffusion tube monitoring data 2011 – 2019:



Graph viii: Stockbridge annual mean PM₁₀ concentrations 2011 – 2019:



Graph ix: Stockbridge PM₁₀ exceedences of the 24-hour mean standard 2011 - 2019:

From the monitoring data it is clear that air quality at this location has improved significantly and all Stockbridge monitoring locations have been compliant with the standard since 2017. This commentary is supported by the real-time data for both NO₂ and PM₁₀ which show significant improvements 2011 to 2019.

CDC does not monitor PM_{2.5}. Nevertheless we are aware of the importance of this pollutant in relation to public health and note that the Government's draft Environment Bill commits the UK to adopting an ambient air quality standard for PM_{2.5}. As such the DEFRA guidance provides a methodology for estimating PM_{2.5} from PM₁₀ monitoring data. Applying this methodology gives us an estimated 2019 annual mean concentration of PM_{2.5} at the Stockbridge air quality monitoring station (where we monitor PM₁₀) of 13.2µgm⁻³. This is considered to be a worst-case location for this estimate given the proximity to the A27 with its ~48K annual average daily traffic flow. The calculation for this is presented at Appendix 5. This is comfortably compliant with the annual average EU²⁷ limit value for PM_{2.5} of 25µgm⁻³ as suggested by the Policy Guidance.

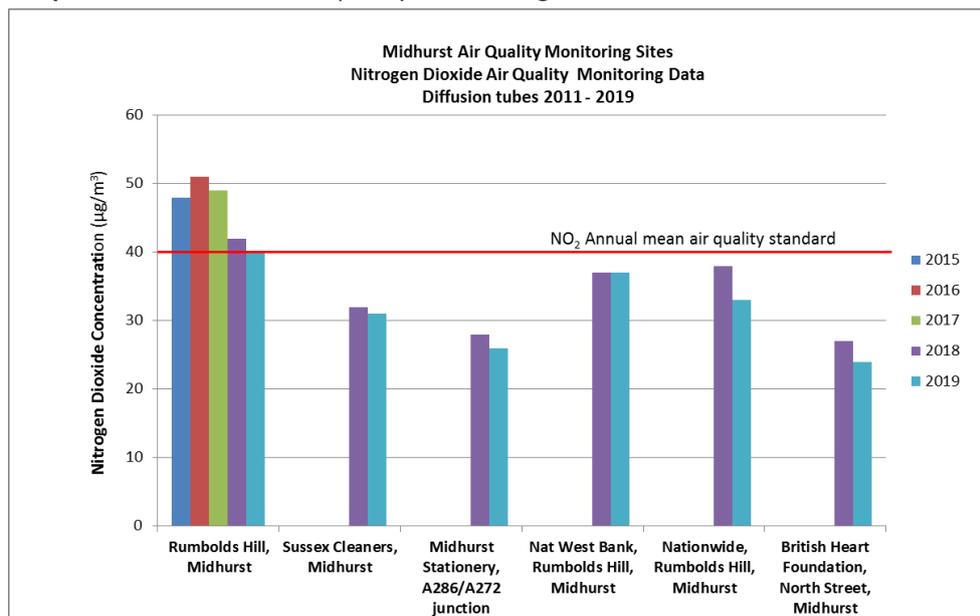
Both the monitoring data and modelling data (presented at section 29 below) have been discussed with Highways England (HE) (as the A27 is managed by HE). Officers of both organisations agree that the monitoring data indicates that this AQMA could be un-declared.

Rumbolds Hill

Rumbolds Hill was declared as an AQMA in January 2020. As such CDC has several monitoring locations there in order to best inform our understanding of air quality there. The two monitoring locations that are both outside of the AQMA (Midhurst Stationary and the British Heart Foundation) suggest that the topography of Rumbolds Hill is important in relation to the air quality there. The BHF monitoring site largely carries an identical volume of traffic and yet because it is outside of the narrow streetscape of Rumbolds Hill it's air quality is very significantly better.

²⁷ The Guidance is yet to be updated for the removal of EU references.

Graph x: Rumbolds Hill air quality monitoring data 2015 - 2019



Nevertheless the 2019 air quality data for the long-term diffusion tube site at Rumbolds Hill is borderline compliant with the air quality standard.

Ozone monitoring

The Council monitor ground-level Ozone at Lodsworth in the north of the district as the pollutant mostly affects rural air quality away from other sources of pollution. Ozone is an important pollutant both in relation to public health, its impact on crop-yields and other eco-system effects. Whilst the National Air Quality Objective for Ozone (see table 5 below) is not part of Local Air Quality Management we have monitored it since 2006²⁸. The data is an important input for the Sussex-air pollution forecast airAlert²⁹ service and the bulk of spring and summertime airAlerts are for ground level ozone. The data at Lodsworth is commonly non-compliant with the Air Quality Objective (see Graph xi below).

There is discussion about this pollutant in relation to the warming climate. As the pollutant is produced by photochemical atmospheric reactions driven by bright sunshine then it is predicted that ground level ozone will worsen due to climate change.

Table 5: National air quality standard for Ozone:

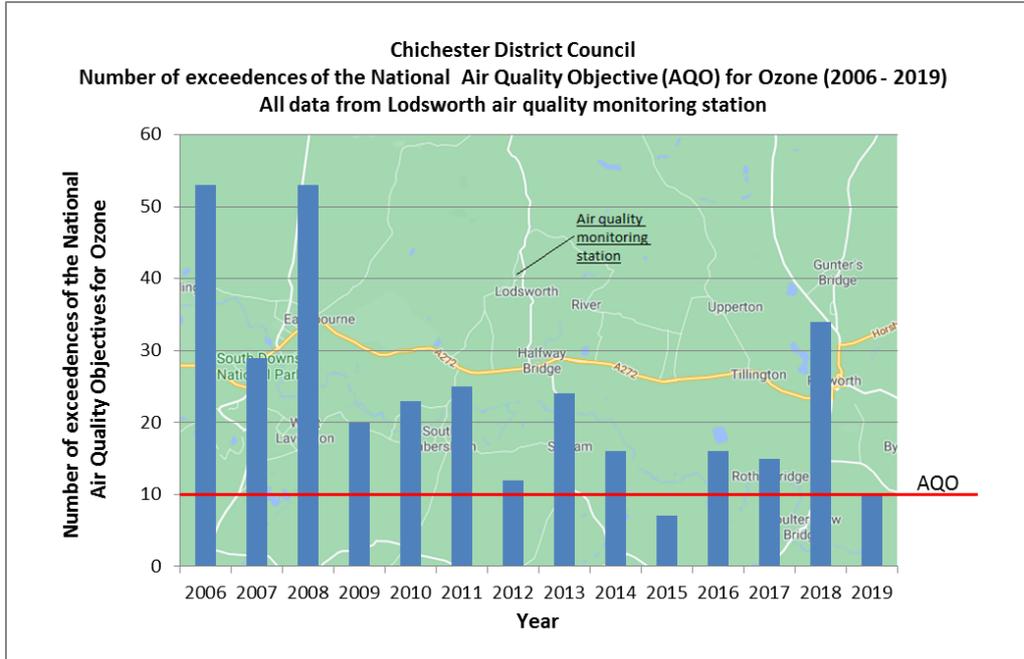
Pollutant:	Objective:	Concentration measured as:	Date to be achieved by:
Ozone	100µgm ⁻³ not to be exceeded more than ten times a year	8 hour mean	31 December 2005

²⁸ The capital cost of installing the station was funded by European grant money as part of a Sussex-air Interreg project.

²⁹ The airAlert service can be found at this link: <https://airalert.info/Sussex/>

Nevertheless, given the non-statutory nature of the monitoring it is intended to withdraw from ozone monitoring.

Graph xi: Ozone monitoring data from Lodsworth real-time Ozone monitoring station:



14. Air Quality Modelling Data in Chichester District

1. Introduction

Air quality modelling is an important tool for air quality scientists as it allows us to predict future air quality for specified pollutants and provide us with a spatial picture of air pollution. This compares to air quality monitoring which informs us about the past and (spatially) only for the monitoring point where the data was collected.

Modelling also allows insights into the sources of pollution that make up the overall burden in any modelled location. This is known as ‘source-apportionment’ and allows for policy makers more discrimination into what sources of pollution are most important. This is important evidence upon which we can build a targeted response pointed at the worst polluters on a location by location basis. Furthermore modelling allows us to predict the impact of proposed actions to inform our understanding before we commit our resources to any one action.

CDC does not have an in-house capability for air quality modelling and as such commissioned external consultants to deliver the modelling. The full report is at the link here: <<<< link air quality modelling report link here >>>>

Scope and description of the air quality modelling work

Our consultant was instructed to provide modelling data for a range of locations for the years 2018, 2020 and 2025. The locations specified were:

The Locations of the AQMAs ie:

- Orchards Street,
- Stockbridge A27 roundabout, Chichester,
- St Pancras, Chichester and
- Rumbold's Hill, Midhurst.

Additional locations were specified, with the reason for them being specified for modelling provided in brackets, as follows:

- The Hornet, Chichester (the Council's diffusion tube monitoring data indicated a potential for the site to breach the NO₂ annual mean standard),
- Whyke A27 roundabout, Chichester (HE A27 Chichester Bypass Environmental Study Report Appendices (February 2016) detail air quality monitoring that exceeded the NO₂ annual mean air quality standard and air quality modelling submitted with planning application reference 19/01286/FUL predicted an annual mean concentration of NO₂ for 2019 of 39.6µgm⁻³).

Modelling was undertaken using software known as the Advanced Dispersion Modelling Software (ADMS Roads). Other details of the modelling approach include:

- The pollutants modelled were; NO₂, PM₁₀ and PM_{2.5} all as annual mean concentrations,
- for the base year 2018 and future years 2020 and 2025,
- predictions for specified property facades in and around the locations specified above,
- using the most relevant meteorological data-set (for Charlwood, 2018),
- using CDC air quality monitoring data,
- using DEFRA background air quality data,
- using WSCC, DfT and HE traffic data and future year growth factors agreed with WSCC,
- using the DEFRA Emissions Factors Toolkit,
- traffic data included 11 categories of vehicles (including bus fleet data supplied by WSCC) and
- the ADMS model was set-up to reflect the urban topography and acceleration and braking of vehicles at junctions.

As per best practice specified in the DEFRA guidance (TG(16)) the model was run for each location and then verified for the baseline year of 2018. This is done by comparing the model's output predictions for 2018 to the relevant monitoring location's data. An adjustment factor is then derived which is applied to the model on a location specific basis. The verified model was then run to make predictions as presented below.

Because the traffic data input into the model was broken down into 11 vehicle classes then the ADMS model also provides separate predictions for each class of vehicle. This is known as 'source apportionment' and allows for an understanding of the relative contribution of pollution from each vehicle class.

Baseline model results

The model output data for a 'do nothing' scenario is as presented in Table 6 below:

Table 6: Baseline model output NO₂ Chichester locations:

Chichester							
NO ₂ concentration - annual mean (µgm ⁻³)							
Receptor location:	2018	2020	2021	2022	2023	2024	2025
1	34.5	31.5	29.4	27.9	26.4	25.1	23.8
2	<u>39.9</u>	<u>36.4</u>	33.8	31.9	30.1	28.5	27.0
(3,4,5)	31.8	29.1	27.2	25.8	24.5	23.3	22.1
6	34.6	31.5	29.5	27.9	26.4	25.1	23.8
8	32.3	30.4	29.0	27.9	26.8	25.8	24.5
9	41.5	<u>39.0</u>	<u>37.2</u>	35.8	34.4	33.1	31.3
10	50.2	47.0	44.7	42.6	40.7	<u>38.8</u>	<u>36.6</u>
12	<u>36.6</u>	34.4	32.8	31.6	30.3	29.2	27.6
CI1	31.8	29.1	27.2	25.8	24.5	23.3	22.1
CI4	24.7	23.4	22.5	21.8	21.1	20.5	19.7
15	40.0	<u>37.6</u>	35.9	34.6	33.3	32.0	30.3
W1	43.5	<u>39.5</u>	<u>36.8</u>	34.8	32.9	31.2	29.5
W2	31.3	28.6	26.8	25.5	24.3	23.1	22.0
O1	30.7	28.4	26.8	25.7	24.7	23.7	22.7
O2	42.4	<u>39.0</u>	<u>36.6</u>	35.0	33.4	31.9	30.3

Note: Exceedances of the Air Quality Standard are shown in bold and those within 10% (>36µgm⁻³ are underlined).

Table 7: Baseline model output NO₂ Midhurst locations:

Midhurst							
NO ₂ concentration - annual mean (µgm ⁻³)							
Receptor location:	2018	2020	2021	2022	2023	2024	2025
14	39.9	36.9	35.4	33.8	32.6	31.8	29.1
18	36.2	33.6	32.2	30.8	29.6	28.9	26.6
19	37.7	34.9	33.4	32.0	30.9	30.1	27.6
20	34.7	32.2	30.9	29.6	28.5	27.8	25.6
21	32.6	30.3	29.1	27.9	26.9	26.3	24.2

Note: Exceedances of the Air Quality Standard are shown in bold and those within 10% (>36µgm⁻³ are underlined).

The receptor locations in Tables 8 and 9 above are defined as below:

Table 8: Chichester Receptor location descriptions:

Chichester receptor locations:				
Receptor ID	NGR X	NGR Y	Location description:	
1	485773.91	103960.26	Kings Ave/ Southbank Junction	Stockbridge Roundabout AQMA

2	485771.47	103847.47	Claremont Court	Stockbridge Roundabout AQMA
(3,4,5)	485880.84	103791.63	AQMS on Chichester Bypass (A27) and Stockbridge Roundabout	Stockbridge Roundabout AQMA
6	485695.78	103730.9	Stockbridge Rd South (A286)	Stockbridge Roundabout AQMA
8	487340.41	105474.71	Westhampnett Rd	-
9	486502.25	104793.87	The Hornet	(South of) St Pancras AQMA
10	486532.97	104860.06	St Pancras	St Pancras AQMA
12	485913.44	105186.34	174 Orchard St	Orchard St AQMA
CI1	485880.84	103791.63	Stockbridge, near to the Chichester Bypass and Stockbridge R'about	Stockbridge Roundabout AQMA
CI4	485981.41	105222.45	Orchard St	Orchard St AQMA
15	486575.92	104799.25	32 The Hornet	(South of) St Pancras AQMA
W1	486916.28	103709.01	Nursing Home, Whyke Rd (B2135)	NE of Whyke/A27 roundabout
W2	486843.81	103719.1	22/23 Whyke Close	NW of Whyke/A27 roundabout
O1	487745.06	105015.62	Church Rd property	NW of Oving Rd/A27 intersection
O2	487803.03	104975.94	187/188 Oving Rd property	SE of Oving Rd/A27 intersection

Table 9: Midhurst receptor locations:

Midhurst receptor locations			
Receptor ID	NGR X	NGR Y	Location description:
14	488559.88	121478.29	Rumbold's Hill
18	488544.69	121434.01	Rumbold's Hill (Stationary Shop)
19	488583.53	121511.69	Rumbold's Hill (Natwest)
20	488601.94	121538.76	Rumbold's Hill (Nationwide)
21	488629.56	121614.62	North Street (BHF)

The model outputs for PM₁₀ and PM_{2.5} are not presented here as the modelling output data predicted no exceedance of the short-term or annual-mean standards³⁰ though the data is available in the air quality model reports³¹.

Baseline model outputs discussion

The model predicts improving air quality year-on-year to the final years modelled (2025). Full compliance with the UK Air Quality Standards is predicted by 2024 with St Pancras being the last site to comply. The model outputs are all verified against diffusion tube data for 2018, an adjustment factor is then applied to the model such that it accords well with monitored pollution concentrations in the baseline year (2018). The adjusted model performs well i.e. it predicts pollution concentration values close to monitored concentrations. Nevertheless the model verification set-up is such that it predicts for a height of 3m which is the same height as the diffusion tubes' exposure locations. When the model is run for pollution concentrations for LAQM purposes the pollution concentrations are modelled at a height of 1.5m ie in the breathing zone. Whilst this has not generally caused any anomalies it has caused some model performance issues for St Pancras. Further discussion of this point is as below.

Orchard Street, Chichester AQMA

Orchard Street (Receptor location 12) is predicted to continue to have improved air quality and increased compliance with the air quality standard. The modelled data confirms the conclusion that the AQMA is no longer commensurate with the measured and modelled data. As such the AQMA could be undeclared.

St Pancras, Chichester AQMA

St Pancras (receptor location 10) is predicted to continue to have improving air quality leading to marginal compliance with the Air Quality Standard in 2024. Nevertheless the modelling does not compare to the monitoring data for this site; the modelled prediction for 2018 is 50.2µgm⁻³ whereas the diffusion tube result for 2018 is 45 µgm⁻³, similarly the modelled result for 2019 is 47µgm⁻³ against the measurement of 42 µgm⁻³. This apparent discrepancy, not observed to the same degree for other modelled locations is explained by artefacts in the modelling software. In fact the model verification shows that the model performs well for St Pancras. The apparent discrepancy arises from the model verification being run for a height of 3m, which is the height of the diffusion tube exposure location, whereas the actual model run is for a height of 1.5m, ie the breathing zone. Nevertheless the modelled data's discrepancy with the monitoring data at 1.5m is large and as such this needs to be borne in mind when designing a proportionate policy response. As such a watching brief is recommended to see how air quality in St Pancras changes in the period of this Plan, though it appears that the modelling here is significantly more pessimistic than the monitoring suggests.

³⁰ The model out-puts for particulates (PM₁₀ and PM_{2.5}) are included in the full modelling report appendices).

³¹ See Appendix D Table D.2.

Stockbridge, Chichester AQMA

Stockbridge AQMA (receptor locations 1 to 6) is predicted to continue to have improved air quality and significantly increased compliance with the AQS in 2025. This confirms the monitoring data and suggests that the AQMA could be undeclared.

Rumbolds Hill, Midhurst AQMA

Rumbolds Hill (receptor locations 14 – 20) is predicted to move from marginal compliance to full compliance at 2025. Again should this modelled trend be borne out in monitoring data then the AQMA could be undeclared.

The Hornet

The Hornet (receptor location 9 & 15) is predicted to continue to have improved air quality and move further from being a candidate AQMA with little apparent risk of being declared as an AQMA.

Whyke A27 roundabout

Whyke nursing home (receptor location W1)) is predicted to continue to have improved air quality and move from being a candidate AQMA to compliance with the air quality standard for NO₂.

Oving Road A27 cross-roads

Oving Road (receptor location O2) is predicted to continue to have improved air quality and move further from being a candidate AQMA.

Source apportionment results

Following analysis of the output data from the baseline model source-apportionment (as described in the 'scope and description' section above) was carried out for the locations of most concern as modelling indicated their potential to continue to be non-compliant with the NO₂ annual mean standard.

Source apportionment was refined for buses as WSCC supplied detail of the operator Stagecoach's fleet (vehicle type, age and route). No data was available for hackney cabs or licensed private hire vehicles and so their impact on local air quality was not able to be modelled.

Output for source apportionment is for total 'NOx' for each location ie not for 'NO₂'. This best represents how vehicles emit this pollution. The sub-species of NOx are then oxidised in the environment to become NO₂. The baseline model outputs include source apportionment pie charts for the years 2018, 2020 and 2025. As such readers wishing to see the pie-charts should follow the link from this report to the baseline modelling report, though in any case the summary tables are included in the section that follows.

Note: None of the source apportionment includes background NOx but instead focus is on the local vehicular emission sources. Source apportionment is not carried out for Orchard Street AQMA as the location is now highly compliant with the AQS.

No exceedances of the particulate (PM₁₀ and PM_{2.5}) AQS were identified at any of the modelled locations in 2018, 2020 and 2025 and so the data is not presented or discussed in detail in the AQAP but is available in the modelling reports.

Table 10: St Pancras AQMA source apportionment:

Vehicle type:	NOx source apportionment		
	2018	2020	2025
Petrol Cars (%)	7.4%	7.3%	9.5%
Diesel Cars (%)	50.5%	51.4%	50.3%
Taxis (%)	-	-	-
Petrol LGVs (%)	0.1%	0.0%	0.0%
Diesel LGVs (%)	26.6%	25.9%	22.6%
Rigid HGVs (%)	2.7%	2.0%	1.2%
Artic HGVs (%)	0.8%	0.5%	0.3%
Buses/Coaches (%)	11.6%	12.0%	13.9%
Motorcycles (%)	-	-	-
Full Hybrid Petrol Cars (%)	0.1%	0.2%	0.5%
Plug-In Hybrid Petrol Cars (%)	0.0%	0.0%	0.1%
Full Hybrid Diesel Cars (%)	0.2%	0.5%	1.4%
Battery EV Cars (%)	-	-	-

Table 11: Stockbridge A27 roundabout source apportionment

Vehicle type:	NOx source apportionment		
	2018	2020	2025
Petrol Cars (%)	5.3%	5.6%	8.0%
Diesel Cars (%)	36.2%	39.1%	42.1%
Taxis (%)	-	-	-
Petrol LGVs (%)	0.1%	0.1%	0.1%
Diesel LGVs (%)	35.9%	37.1%	35.5%
Rigid HGVs (%)	16.1%	12.8%	8.1%
Artic HGVs (%)	4.5%	3.0%	2.3%
Buses/Coaches (%)	1.6%	1.7%	2.2%
Motorcycles (%)	-	-	-
Full Hybrid Petrol Cars (%)	0.1%	0.2%	0.4%
Plug-In Hybrid Petrol Cars (%)	0.0%	0.0%	0.1%
Full Hybrid Diesel Cars (%)	0.2%	0.4%	1.2%
Battery EV Cars (%)	-	-	-

Table 12: Rumbold's Hill AQMA, source apportionment

Vehicle type:	NOx source apportionment		
	2018	2020	2025
Petrol Cars (%)	3.3%	3.3%	4.4%
Diesel Cars (%)	30.6%	31.8%	31.6%
Taxis (%)	-	-	-
Petrol LGVs (%)	0.0%	0.0%	0.0%

Diesel LGVs (%)	20.8%	20.7%	18.6%
Rigid HGVs (%)	7.0%	5.4%	3.3%
Artic HGVs (%)	5.5%	3.8%	2.8%
Buses/Coaches (%)	32.1%	34.1%	37.8%
Motorcycles (%)	0.2%	0.2%	0.2%
Full Hybrid Petrol Cars (%)	0.1%	0.1%	0.2%
Plug-In Hybrid Petrol Cars (%)	0.0%	0.0%	0.0%
Full Hybrid Diesel Cars (%)	0.1%	0.3%	0.9%
Battery EV Cars (%)	-	-	-

Source-apportionment conclusions

St Pancras, Chichester AQMA

NOx emissions from the diesel car and diesel LGV sector dominate the St Pancras AQMA location with the ratio of NOx emissions at approx. 77% in 2018 but reducing to 73% toward 2025. Bus and coach emissions are lower but significant over the period, increasing slightly from 11.6% to 14%. The ratio of HGV emissions is relatively small with a decline over this period from approx. 3.5% to 1.5%.

Stockbridge A27 roundabout, Chichester AQMA

NOx emissions from the diesel car and diesel LGV sector dominate the Stockbridge AQMA /A27 location with the ratio of NOx emissions between approx. 72% to 77.5% over the period between 2018 and 2025. HGV emissions are significant at 20.5% in 2018, however reduce to approx. 10.5% by 2025. Bus and coach emissions are small in comparison at 1.6% in 2018 and increasing to 2.2% by 2025. There is an increase in Hybrid Diesel vehicle emissions as a contribution over the period 2018 – 2025 with emissions rising from 0.2% to 1.2% by 2025.

Rumbolds Hill, Midhurst AQMA

NOx emissions from the Bus, diesel car and diesel LGV sectors dominate the Midhurst location with the ratio of NOx emissions at approx. 85% over the period between 2018 and 2025. HGV emissions decline as a proportion of the total NOx emissions over this period with a reduction from approx. 12.5% to 6%.

Scenario modelling

As described above; baseline modelling (presented and discussed above) provides outputs for the future years modelled (2018, 2020 and 2025). The modelling assumption at this point is that no interventions (no air quality actions) are made in an attempt to improve air quality (though the input data includes assumptions about fleet improvements and the number of vehicle movements due to additional housing and a larger local population). The source-apportionment (presented above) allows us to understand how the different classes of vehicles that make up the vehicle fleet contribute pollution to air quality in a specific area. This understanding can assist us in designing interventions that are targeted and proportionate.

To design effective policy it is necessary to focus air quality actions on issues which it is theoretically possible for the Council and its partners to affect. As such the two scenarios chosen for modelling were improved bus emission standards and modal-shift.

For St Pancras and Rumbolds Hill AQMAs buses are identified as significant contributors of NO_x at 37.8% and 13.9% of all vehicle emissions respectively.

Chichester Buses Low Emission Zone Scenario modelling

WSCC provided details of Stagecoach's current fleet's engine standards and an indication of which routes the vehicles were run on. This enabled model runs to establish the predicted NO_x contribution from the buses to the St Pancras AQMA and all Chichester receptor locations both with the fleet as existing (baseline) and with the fleet fully upgraded to Euro VI engine standard.

The full details of this scenario are in the air quality modelling 'Report 2: Scenario Modelling'. For several receptor locations this scenario makes a significant difference in the predicted NO₂ concentration compared to the baseline. For The Hornet, St Pancras and Orchard Street the predicted reduction in the annual mean concentration is of the range -2.9 µgm⁻³ to -3.5µgm⁻³ at 2021. As such, from a pure air quality perspective this scenario is a priority action for this plan.

Modal shift scenario

Modal-shift is getting people out of their cars to greener modes of transport and, where possible, to walk and cycle. Walking and cycling are zero emission forms of transport and are ideal, subject to many variables, for local journeys. AQAPs commonly seek to affect transport mode choice and in particular to promote walking and cycling. As such two highly ambitious mode –shift scenarios, of 2% and 5%, were modelled.

The maximum annual mean NO₂ concentration reduction predicted by the 5% modal-shift (to zero emission transport) at 2021 was -0.9 µgm⁻³ for Chichester and -0.4 µgm⁻³ for Midhurst. Nevertheless mode-shift has a multitude of co-benefits for physical health, mental health and climate change and remains a priority for this AQAP.

15. Required reductions in emissions

DEFRA require that authorities detail the reduction in emissions required for a location to become compliant with the relevant air quality standard.

Orchard Street AQMA

Air quality monitoring data from Orchard Street indicates that air quality at that location has been compliant with the annual mean NO₂ standard for over five years. Furthermore the five year trend in air quality there is towards greater compliance and the degree of compliance is now significant.

Air quality modelling data for Orchard Street builds on the evidence from the air quality monitoring and suggests that at 2020 the degree of compliance will be approximately $7 \mu\text{gm}^{-3}$ (or 17.5%) and by 2025 the degree of compliance will be $10 \mu\text{gm}^{-3}$ (or 25%).

Given the length of time that air quality at Orchard Street has been compliant and the comfortable degree of compliance currently and predicted for the future then it is concluded that this AQMA is a candidate for being undeclared. CDC will wait to see this year's air quality data (in spring 2021) and, in the event that it confirms the conclusions here, will move to un-declare the Orchard Street AQMA.

Stockbridge A27 roundabout AQMA

Worst-case air quality monitoring data from the Stockbridge AQMA indicates that air quality at that location has been compliant with the annual mean NO_2 standard for three years. Furthermore the five year trend in air quality there is towards greater compliance and the degree of compliance is now significant.

Air quality modelling data for Stockbridge AQMA builds on the evidence from the air quality monitoring and suggests that at 2020 the degree of compliance will be approximately $10 \mu\text{gm}^{-3}$ (or 25%) and by 2020 the degree of compliance will be $15 \mu\text{gm}^{-3}$ (or 38%).

Given the length of time that air quality at Stockbridge has been compliant and the comfortable degree of compliance currently and predicted for the future then it is concluded that this AQMA is a candidate for being undeclared. CDC will wait to see this year's air quality data (in spring 2021) and, in the event that it confirms the conclusions here, will move to un-declare the Stockbridge AQMA. This position is caveated by CDC's consideration of what, if anything, HE might propose for the A27 improvements and specifically whether such proposals amend the junction layout at Stockbridge.

Rumbold's Hill, Midhurst AQMA

At the current time Rumbold's Hill's air quality monitoring data indicates that air quality there is at parity with the Air Quality Standard. As such air quality at this location is compliant, albeit very marginally. Given the reduction in traffic volumes through the period of Covid-19 then we anticipate that the 2020 monitoring data will not be a reliable metric by which to establish any indication of a trend in pollution concentrations. As such it seems likely that the first data useful in making judgements about pollution trends at this location will be available in the spring of 2022.

In any case the air quality modelling for this location suggests a trend of increasing compliance.

As such there is no required reduction in pollution levels in this location in order to achieve compliance. Nevertheless a watching brief is recommended of a minimum period of four years prior to making any decisions as to whether the AQMA remains or could be un-declared.

St Pancras AQMA

Air quality monitoring at St Pancras continues to measure non-compliance with the Annual Mean Standard for Nitrogen Dioxide and air quality modelling suggests borderline compliance at 2025. Nevertheless the model performance issues described above make us more reliant on the monitoring data for this site.

The 2019 - 2020 monitored annual mean for NO₂ was 42µgm⁻³.

Required Reduction in Emissions for St Pancras

DEFRA Guidance suggests that AQAPs contain an estimate of the reduction in emissions necessary to deliver compliance with the AQS should be presented in AQAP's.

The monitoring and modelling data described above shows that only the air quality at St Pancras, Chichester is currently non-compliant and is predicted to be non-compliant until 2025. As such it is only necessary that CDC calculates the reductions in emissions necessary to achieve the AQS for St Pancras, Chichester as all other locations are already compliant, albeit for the case of Rumbolds Hill the compliance is borderline.

The calculation for the reduction necessary at St Pancras, Chichester is presented³² at Appendix 4 and is calculated as 7.2% decrease in road NO_x emissions based on the 2019 diffusion tube measurement made at St Pancras of 42µgm⁻³ and allowing for a background concentration of 13.87µgm⁻³ as NO_x. This is the reduction in NO_x emissions necessary for the air quality at St Pancras to become compliant with the relevant Air Quality Standard (ie 40µgm⁻³ stated as an annual mean NO₂ concentration). The necessary road NO_x reduction is useful in the context of the scenario modelling reported above which predicts what is achievable through improved emissions from buses and from transferring car journeys to walking and cycling ('Smarter Choices'). There are many other sources of NO_x and although it was not possible to model these they remain important in seeking to reduce ambient pollution. The private licensed hire fleet and hackney cabs are such an example.

16. The Way Forward

Traffic is the dominant source of local air pollution for Chichester and Midhurst (where our AQMAs are located) and so our overall focus is on measures that tackle transport emissions. We are aware that road transport plays a vital role in all of our lives and so the overall approach here is not anti-car but more pro-choice, leadership and fostering change. Like many complex problems there is no single solution but more the aggregation of marginal gains from many measures to assist in tackling the issue. Our priorities should simultaneously assist in tackling climate change/greenhouse gas emissions as we recognise that the two issues of poor air quality and climate change are highly interrelated.

Whilst our AQMAs are all discreet locations in Chichester and Midhurst the effect of air quality actions should be beneficial in tackling air pollution and climate change gases in all locations.

17. Conclusions and recommendations from the Monitoring and Modelling

- Move to undeclare Orchard Street and Stockbridge A27 Roundabout AQMAs,

³² The calculation is made in accordance with DEFRA Guidance TG(16), page 7-35, Box 7.6.

- decommission the real-time air quality monitoring station at Orchard Street,
- maintain a watching brief for St Pancras and Rumbolds Hill AQMAs,
- maintain a watching brief for all other locations of interest including; The Hornet, Whyke, A27 roundabout and Oving Road cross-roads,
- decommission the real-time ozone monitoring station at Lodsworth and
- develop on-going actions to continue to tackle the remaining issues.

18. Air Quality Actions - Key Themes

Theme 1: Support for development of sustainable transport measures

A wide range of measures are required to support the development of alternative low emission and low carbon transport, including transport management measures and investing in public transport infrastructure. Many of these measures will be developed in partnership with the WSCC as the Transport Authority.

- We will continue to develop our LCWIP.
- WSCC are in the process of considering how they will roll out EV charge points largely for households who do not have the benefit of off-street parking. This work is in conjunction with district and borough councils and we will consider CDC's position with regard to this work once the full details are known.
- We will continue to seek monies for the delivery of sustainable transport related projects.
- We will support progression of the programme of projects identified by WSCC through the Chichester Area Sustainable Transport Package.
- Consider the implementation of secure bike parking in relevant locations.
- Consider the introduction of bike hire schemes.
- Consider cargo bikes to reduce last-mile delivery emissions and cargo consolidation

Theme 2: Support for the uptake of low and zero emission vehicles

This will look at measures such as low emission vehicle infrastructure development to encourage the uptake of electric and other low emission vehicles. This theme will also cover low emissions behaviours such as eco-driving and anti-idling policies.

To foster change towards zero emission vehicles we will:

- Work with WSCC and bus operators to encourage reductions in bus emissions, support the tightening of emissions standards in contracted services and explore funding opportunities to reduce bus emissions.
- Work with the council's taxi licensing team and wider partners to deliver infrastructure that will support the electrification of hackney cabs and private hire vehicles.
- Work with WSCC and local businesses to explore the development and implementation of a local fleet recognition scheme³³.
- Promote the uptake of EVs by working with our partners to install EV charging infrastructure³⁴.

³³ One such scheme is Eco-stars <https://www.ecostars-uk.com/>

- Continue to develop ULEV and ZEV vehicles in our own fleet.
- Work to deliver a pilot pool car fleet for CDC to include ULEV and ZEV vehicles.
- Promote the development of ULEV and ZEV car clubs across the district.
- Promote the understanding of EVs for businesses in the district
- Seek to understand the impact of ZEVs on air quality in Chichester and Midhurst.

Theme 3: Planning for sustainable transport

New development provides the opportunity to support sustainable transport both through the form of the development and new infrastructure. This provides the opportunity to use Community Infrastructure Levy (CIL) and Section 106 agreement funding to support wider sustainable and low emission transport projects.

We will seek to strengthen the use of the planning system to further reduce transport emissions as follows:

- Ensure that air quality assessments for new development are appropriate and robust.
- Work with our planning policy team to incorporate robust policies and supporting documentation that encourage the delivery of development that considers and responds to air quality issues and challenges.
- Explore policy measures that require developers to provide investments in and contributions to the delivery of low emission transport projects and measures to off-set emissions both on and off of development sites.
- Seek to associate a GIS layer of aspirational walking and cycle routes with a sustainable transport policy in the Revised Local Plan. The GIS layer will contain routes from CDC and WSCC's LCWIPs as well as schemes described by WSCC's Sustainable Transport Package and Local Transport Infrastructure Plan.
- WSCC are in the early stages of rewriting the West Sussex Transport Plan. In conjunction with Sussex-air we will seek to embed air quality policy and considerations within that document and the policies therein.

Theme 4: Managing the Council's own transport emissions

The Council must lead by example by reducing emissions from our own transport activities with regards to fleet vehicles, business travel and contracted transport services and deliveries.

- We will continue to work to implement our policy that 'all new council cars and vans shall be electric unless there is a business case as to why not'.
- Continue to assess our fleet in terms of mileage management and efficient routing of vehicle movements.
- Tackle CDC grey-fleet mileage through delivery of an ULEV and EV pool car fleet for staff business mileage with a view to expanding the fleet after evaluation of the pilot project.
- Encourage staff travel to and from work to be by the most sustainable means through the provision of the Easit scheme and offering the staff benefit of vehicle leasing which most encourages the take up of EVs.

³⁴ CDC currently has a watching brief for the installation of EV charging points where we are monitoring the usage statistics of our current network before they suggest that further installations should be considered.

- Deliver a small fleet of electric bikes equipped such that staff can make work related journeys on them.

Theme 5: Developing partnerships and public education

By working with key stakeholders we can consider partnerships to share resources and develop wider strategies to deliver greater benefits. We believe that there is the willingness by the public to engage in actions to reduce emissions and CDC relies on partnerships to widen it's reach and the possibility of success.

To foster a partnership approach and target our messaging we will:

- Write a communications plan for air quality.
- Consider anti-idling campaigns at locations such as railway level crossings, school gates and bus/coach-stops³⁵.
- Work with WSCC to promote the incorporation of stop / start technology on buses.
- Continue to be an active member of the pan-Sussex Sussex-air group of local authorities and academics.
- Continue to attend and participate in any WSCC hosted working groups.
- Continue to attend the Chichester and District Cycle Forum.
- Continue to support the Sussex-air 'Air-alert' pollution warning system.
- Consider invites to new partnership meetings with relevance to transport emissions.
- In partnership with WSCC consider support for Play Streets

Theme 6: Miscellaneous projects

In speaking to councillors and other key interested parties we have received many ideas as to how we might improve air quality.

- Consider declaring Smoke Control Areas which would allow for regulatory oversight for the quality of firewood and stoves being sold. This mainly relates to tackling particulate emissions.
- To include in the Communications Plan for Air Quality a specific thread on domestic burning, bonfires, fire-pits, open-fires and wood burners.
- Greening the council's procurement policy. In procuring goods and services the council must demonstrate 'best value' in its use of public money. Nevertheless 'green' related considerations can be considered through the quality considerations of procurement.
- Consider green walls and tree planting to help improve air quality.

19. Priorities for Action

The following tables expand on the broad ideas for actions as set out above. Proposed actions are highlighted together with those which are already in progress and/or partially delivered. The majority of all air quality actions for all authorities are subject to funding. As such our list of actions is not prioritised. In our experience the implementation of air quality action is driven by the

³⁵ Where buses and/or coaches might sit idling for extended periods.

availability of external grant monies which do not accord with locally set priorities. Once this Plan is adopted then the inclusion of the actions as described below facilitate the Council to seek grant money as and when relevant monies become available. The Council has had some success in accessing grant monies and so we believe that progress toward delivery of the actions below, over the Plan period, is realistic and deliverable.

Notwithstanding the above the modelling (summarised at 12 above) points to the importance of upgrading the Euro standard of the buses and the continued development and expansion of our LCWIP remain of the highest importance to take forwards as finance allows.

Note: monitoring air quality is not mentioned in the action planning tables as below. Nevertheless, subject to the changes suggested in the pages above, air quality monitoring will continue across the district across the period of the AQAP.

Key Priority Area	Measure	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in AQMA	Progress to Date	Estimated Completion Date	Associated Benefits	Chichester (C) and/or Midhurst (M)
Support for development of sustainable transport measures	Continue to develop the Chichester City LCWIP	CDC, partnered by WSCC	on-going	2021 - 2031	Schemes bought forward to feasibility studies, detailed design and implementation. Further LCWIP developed for Midhurst. Inclusion of LCWIP schemes in CDC Local Plan Revision.	Modal-shift NOx reductions estimated in Air Quality Modelling Report	Draft GIS layer of schemes completed.	on-going	Tackles carbon emissions and promotes public health and wellbeing.	C & M
	Roll-out of EV charging for homes without the benefit of off-street parking.	WSCC in partnership with all DnBs and potentially CDC	on-going	2021 - 2026	CDC to consider whether to be part of WSCC's approach to delivery once WSCC's approach is defined.	NOx reduction not estimated but	Considered at Environment Panel and Cabinet	on-going	Tackles carbon emissions too	C & M
	Seek monies for sustainable transport projects	partnered and supported by WSCC and Sussex-air	on-going	2021 - 2026	Grant monies won	NOx reduction not estimated	Various grant awards during the 2015 AQAP period	on-going	Likely to tackle carbon emissions too	C & M
	Secure bike parking in relevant locations	CDC partnered by WSCC and possibly Southern Rail	on-going	2022 - 2026	Installation of secure bike parking facilities	NOx reduction not estimated	None	on-going	Encourages cycling and active lifestyle with co-benefits for physical and mental health	C & M
	Bike hire schemes	CDC in partnership with WSCC	on-going	2021 - 2026	Installation of bike hire scheme(s)	NOx reduction not estimated	Various discussions with providers	on-going	Encourages cycling and active lifestyle with co-benefits for physical and mental health	C & M
	Cargo bikes for last mile and city centre deliveries	CDC in partnership with WSCC and BID etc	on-going	2022 - 2026	Purchase cargo bike	NOx reduction not estimated	None	on-going	Fosters behavioural change by setting an example	C & M

Support the uptake of zero emission vehicles	Upgrade as high a proportion as possible to zero emission and to expedite / facilitate the process or as a minimum to Euro VI	WSCC with CDC and potentially Sussex-air providing air quality support	on-going	2023 - 2026	Number of buses upgraded to Euro VI	Nox reduction targets estimated in Air Quality Modelling Report.	Approaches made to bus companies via Sussex-air under the previous AQAP. WSCC are aware of the Air Quality Modelling.	on-going	Climate change benefits too	C & M
	Improve emissions standards for CDC's Taxi Licensing Standards	CDC	Jan-21	2021	Improved emissions standards, maximum age for vehicles entering the fleet and possibly early review of the policy as EVs achieve greater market penetration	Insufficient data available to enable modelling	Discussions between CDC Licensing, Climate Change and Environmental Protection Team	2021	Climate change benefits too	C & M
	Work with WSCC and local businesses to explore the development and implementation of a local fleet-recognition scheme	CDC, WSCC	on-going	2023 - 2026	Launch of scheme and fleet operators becoming members of the scheme	NOx reduction not estimated	Discussions at Sussex-air	2023 - 2026	Climate change benefits too	C & M
	Deliver EV charging points at locations that will enable taxis to transfer to EV technology	CDC, WSCC	on-going	2024 - 2026	Grant and/or EV charge points in relevant locations	NOx reduction not estimated but potentially significant	Early discussions with CDC Licensing Team and at Sussex-air. A relevant grant might facilitate such action.	2024 - 2026	Climate change benefits too	C & M
	Promote development of ULEV and EV car clubs across the district	CDC potentially pertnered by WSCC	on-going	2023 - 2026	Expansion of existing (6 car) car club, both geographically and by number of vehicles	NOx reduction not estimated	CDC currently funded for one additional car club vehicle	on-going	Members of car clubs demonstrably use alternative modes more often. CC benefits too	C & M

Chichester District Council

Support the uptake of zero emission vehicles	Promote the understanding of EVs for businesses	CDC, WSCC, BID, Chamber of Commerce etc	on-going	2021 - 2026	Inclusion within Comms Plan and roll-out.	NOx reduction not estimated	None	on-going	Wider air quality and CC benefits	C & M
	Seek to understand the impact of EVs on AQ in Chichester and Midhurst	CDC, WSCC	As required	2021 - 2026	Continued monitoring in the AQMAs and environs and possible additional modelling.	Not applicable	Existing modelling provides some insight into the impact of mode shift and Euro VI buses	As required	Enhanced understanding of AQ impacts of EVs	C & M

Planning for Sustainable Transport	AQ assessments for planning applications	CDC	on-going	2021 - 2026	Planning applications considered for the air quality impact on them or the predicted air quality impact from them	NOx reduction not estimated	On-going consultation for proposed development as it passes through the DM system	on-going	Assists in designing out air quality impacts	C & M
	Inclusion of air quality related policy in the Revised Local Plan	CDC	2021	From Revised Local Plan adoption onwards	Relevant policy in the Local Plan Review. Possibly includes Sussex-air's Low Emissions Guidance being associated with the Local Plan Revision	Not broadly applicable	Discussion between Environmental Protection and Planning Policy Team	2022	Assists in including air quality considerations in future planning decisions.	C
	Embed a GIS layer of walking and cycling routes in the Local Plan Revision	CDC with significant input from WSCC	2021	From Revised Local Plan adoption onwards	GIS layer embedded in the Revised Local Plan	Modelling estimates NOx reduction associated with 2% and 5% modal-shift	Discussion between Environmental Protection and Planning Policy Team. Early draft GIS layer	2022	Fosters delivery of walking and cycling routes with AQ, CC and public health benefits	C
	Review of on-street parking arrangements in Midhurst	WSCC, CDC	on-going	Subject to funding	Bid for grant suitable for funding such an approach	NOx reduction not estimated	email exchange between relevant partners only	on-going	Encourages alternative modes to access retail and town centre	M
	Inclusion of air quality policy in the revised Local Transport Plan (LTP3)	Sussex-air, CDC and all other West Sussex DnB's	2021	2023	Inclusion of air quality policy	NOx reduction not estimated	Early discussions with WSCC	2023	Includes air quality considerations in Transport Planning decisions.	C & M

Managing the Council's own transport emissions	Continue to implement the Council's policy that 'all replacement cars and LGVs will be electric unless there is a business case as to why not'	CDC	on-going	2025 - 2026	Growth in the number of EVs in the CDC fleet (currently 2)	NOx reduction not estimated	Policy and exception reporting in place. CCS actively exploring greater integration of EVs into the fleet	on-going	Climate change benefits too	C & M
	Deliver a pool car fleet for CDC staff to utilise on work related journeys	CDC	Jan-2021 - April 2021	2021 - 2022	Two pool cars available for staff use, one of which is EV and a double-socket charge point to support	NOx reduction not estimated	Internal working group proceeding to delivery	2021 - 2022 (potential expansion after evaluation)	Climate change benefits too	C & M
	Encourage staff green travel for all journeys both private and work related through provision and promotion of Easit scheme	CDC	Complete	on-going	Numbers of staff joining Easit and making journeys using Easit discounts (monitored through travel claims)	NOx reduction not estimated	Implemented	annual renewal	CC, social and AQ benefits	C & M
	Provide a small fleet of suitably equipped ebikes for staff to use for local work related journeys	CDC	2021	2021 - 2022	Miles displaced to ebikes / expansion of the number of e.bikes	NOx reduction not estimated	Part of staff travel group post Covid recovery work. Budget identified	2021 - 2022	Reputational, CC, health and AQ benefits	C
	Continue to assess CCS fleet in terms of route optimisation using software	CDC	2021	2021 - 2022	Implementation of waste collection routes designed by software. Reduced mileage for waste collection vehicles	NOx reduction not estimated	Software purchased and being implemented	2022 - 2023	Reduced fuel costs for CDC	C & M

Developing partnerships and public education	Produce a communications plan for air quality	CDC	2021 - 2022	2022 - 2026	Tweets, Facebook posts and newspaper articles on the subject of Air Quality	NOx reduction not estimated	Highlighted with CDC PR	2022	Greater public awareness	C & M
	Deliver anti-idling campaigns in targetted locations	CDC in partnership with WSCC	2021 - 2022	2022 - 2026	Number of campaigns delivered and count of interactions with customers	NOx reduction not estimated	None	2022 - 2026	Promotes wider awareness of AQ issues	C & M
	Continue to participate in Sussex-air	WSCC and Adur and Worthing	on-going	2021 - 2026	Attendance at meetings	Not applicable	CDC has attended both groups regularly	on-going	Shared best practice and knowledge across East and West Sussex LAs. Joint levering of resources where appropriate	N/A
	Support Air-Alert	Sussex-air	on-going	2021 - 2026	Include link to Air-alert on the website	Not applicable	Implemented/on-going	on-going	Assists persons with respiratory conditions to manager their medication and exposure to pollution. Reduced burden on health care settings	C & M
	Contribute to a new local business 'Easit' group	CDC, WSCC, BID, Chamber of Commerce etc	2021	2021 - 2026	New group set-up and meetings convened	NOx reduction not possible to estimate	Discussion with WS NHS and agreement in principle	2021	Wider air quality and CC benefits across many organisations	C & M
	Consider support for Play Streets	CDC, WSCC	2022	2023 - 2026	Number of Play Streets delivered	NOx reduction not possible to estimate	None	2023	Fosters community and a public re-appraisal of how we utilise our public space	C

Miscellaneous projects	Consider declaring Smoke Control Areas	CDC	2022	2023	Smoke Control Zones declared	Non-AQMA related action. This action is targetted at particulate (PM10 and PM2.5 emissions)	None	2023	Educates public regarding the health risk from solid fuel burning both in wood burners, open grates, bon fires and fire pits. CC and AQ issue.	C
	Tree planting to improve air quality	CDC	2021	2021 - 2023	Number of trees planted	Non-AQMA related action. There is inadequate room in all existing AQMAs to plant trees and doing so might actually make air quality worse	Tree Officer employed in the Climate Change Team	2024	Wellbeing from aesthetically 'softened' urban settings, minor AQ benefits, mainly CC benefits	C
	Promote use of the car parks	CDC	2022	2022 - 2024	Local campaign to encourage use of CDC car parks to minimise parking on North Street	NOx reduction not possible to estimate	None	2024	Smoother traffic flow	M

Development and Implementation of Chichester District AQAP

In developing this draft for consultation AQAP, we have worked with the local authorities across East and West Sussex, the Environment Agency, to improve local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in Table xx below.

Table 13: Statutory consultees for the AQAP:

Consultee:
The secretary of State
The Environment Agency
The Highways Authority
All neighbouring local authorities
Other public authorities as appropriate
Bodies representing local business interests and other organisations as appropriate

The response to our consultation stakeholder engagement is given in Appendix 1.

Glossary of terms

Abbreviation:	Meaning:
AQAP	Air Quality Action Plan
AQMA	Air Quality Management Area
AQO	Air Quality Standards and Objectives contained in the UK Air Quality Regulations
Canyonised	A street where the buildings are tall in relation to its width
CDC	Chichester District Council
DEFRA	Department of Environment, Food and Rural Affairs
DfT	Department for Transport
ERG	Environmental Research Group (part of King's College London)
EU	European Union
Imperial	Imperial College London
IPPC	Integrated Pollution Prevention and Control
LAQM	The Local Air Quality Management regime
LEP	Local Enterprise Partnership
LTP	Local Transport Plan
Modal-shift	Changing transport modes to greener modes
NO ₂	The pollutant Nitrogen dioxide
NOx	The pollutant 'family' Oxides of Nitrogen
OLEV	Office for Low Emission Vehicles (part of DfT)
PM ₁₀	Particulate matter smaller than 10µm in diameter
PM _{2.5}	Particulate matter smaller than 2.5µm in diameter
PPB	Parts per billion
WSCC	West Sussex County Council

Appendix 1: Response to Consultation

Please note this section will be completed post- the public consultation and will include a summary and analysis of the consultation responses received.

Appendix 2: Reasons for Not Pursuing Action Plan Measures

Table xx: Action Plan Measures Not Pursued and the Reasons for that Decision

Table 14: Action Plan Measures Not Pursued and the Reasons for that Decision:

Action Category	Action Description	Reason Action is not being pursued (including Stakeholder views (WSCC Highways))
Sustainable transport	Provision of electric scooter hire	escooters are not yet legal on the Highway (including the footway). Some of Midhurst’s pavement is unsuitable for escooters (features cobbles).
Reviewing parking charges	Differential parking charges to favour EVs	EVs are no longer a novel product and are predicted to reach price point parity within two years. No market subsidy in the form of parking charges is required to now ensure their success. CDC has previously provided free parking and electricity at two 3kW charge points which in 2017 led to complaints about access to the EV charge points (demand out-stripped supply).
Sustainable Transport	Expand North Street car park behind North Street.	It is not clear that this would have any significant benefit for air quality.
Highways improvements	Traffic lights at either end of Rumbolds Hill	Potential significant concerns due to knock on impacts on traffic congestion/queuing in Midhurst due to inter-green time for traffic held across at least 3 if not 4 arms of the roundabout (depending on approach to accessing West St)
Highways improvements	Widening pinch point on Rumbolds Hill - Nat West Bank currently vacant.	Un-realistic and over-scale for the AQAP especially as air quality is predicted to achieve compliance.
	Re-routing of large HGV’s away from A272.	A272 is part of the West Sussex advisory lorry route network as it is the most appropriate route of those available for HGV movements in the area.

Appendix 3: Rumbolds Hill, Air Quality Management Area

Ideas for inclusion in the Air Quality Action Plan for Midhurst (Chichester District):

CDC officers attended the Midhurst Vision Group and discussed the AQAP for Midhurst with individual CDC and WSCC councillors and SDNPA officers. Ideas harvested from both those meetings and related correspondence were discussed with WSCC. The resulting air quality actions are listed as below:

1. Car-sharing / car-club
2. Ongoing development and delivery of Midhurst Greenway
3. Promote use of the car parks
4. Employ a traffic consultant to review Rumbolds Hill and Midhurst High Street (for; goods deliveries, potential for cycling on North Street, novel use of space to better manage delivery traffic, placement of street furniture to discourage parking in selected locations, short-term parking on Church Hill by TRO, Review pedestrian crossings' timing and sequencing, retractable bollards on North Street to prevent people parking in delivery bays, Make Church Hill junction left in left out only and a signed priority system at Rumbolds Hill.
5. Further develop the SDNPA LCWIP for Midhurst (including Jubilee Path informal crossing)
6. Anti-idling campaigns
7. Review parking charges
8. Increase parking enforcement
9. Active travel plan for Midhurst
10. Encourage the use of electric vehicles, cycling and walking

Ideas proposed by the group but rejected for inclusion in the Air Quality Action Plan:

Suggestion:	Reason for being rejected for inclusion in the AQAP:
To completely remove all car parking in North Street and only allow deliveries.	Would potentially pose issues for persons with mobility issues.
Creation of a town bypass.	Over-scale for the AQAP.
Expand North Street car park behind North Street.	It is not clear that this would have any significant benefit for air quality.
Traffic lights at either end of Rumbolds Hill	Previously rejected by WSCC Highways.
Widening pinch point on Rumbolds Hill - Nat West Bank currently vacant.	Un-realistic and over-scale for the AQAP.
Re-routing of large HGV's away from A272.	Previously rejected by WSCC Highways.
Permissive walking route through Cowdray to connect Easebourne to Midhurst.	This idea requires discussion with the land-owner before it is to be included in a public document. Nevertheless the idea has some merit.
e.scooter hire.	escooters are not yet legal on the Highway (including the footway)
More parking enforcement.	Beyond the scope of the AQAP. Idea forwarded to CDC Parking Services. This is more of a Parking policy issue.
Parking charge amendments to encourage people to park their cars in the car parks and not on North Street.	Idea forwarded to CDC Parking Services. This is a Parking policy issue.

Appendix 4: Calculation to determine the Road NO_x Emission necessary to achieve compliance at St Pancras, Chichester:

The calculation is made in accordance with the guidance: DEFRA, Local Air Quality Management, Technical Guidance (TG16), April 2016, page 16, Box 7.6 (note the method deviates from the TG(16) but was confirmed by the LAQM Helpdesk 25-11-2020):

Calculation for 2018 NO₂ diffusion tube result:

Converting the 2018 diffusion tube measurement of 45µgm⁻³ NO₂ to its equivalent NO_x value ≡ 72.93µgm⁻³ NO_x ('Road-NO_x-Current').

NO_x background concentration = 13.87 µgm⁻³ from DEFRA Background maps (using the nearest grid reference to St Pancras, Chichester).

The 'Road-NO_x-Required' value is calculated as 60.95µgm⁻³.

The target reduction is then calculated as:

Road-NO_x-Current – Road-NO_x-Required ie 72.93 – 60.95 = 11.98 µgm⁻³ or stated as a percentage reduction 11.98/72.93 * 100 = 16.4% decrease.

Calculation for 2019 NO₂ diffusion tube result:

Converting the 2019 diffusion tube measurement of 42µgm⁻³ NO₂ to its equivalent NO_x value ≡ 65.58µgm⁻³ NO_x ('Road-NO_x-Current').

NO_x background concentration = 13.87 µgm⁻³ from DEFRA Background maps (using the nearest grid reference to St Pancras, Chichester).

The 'Road-NO_x-Required' value is calculated as 60.88µgm⁻³.

The target reduction is then calculated as:

Road-NO_x-Current – Road-NO_x-Required ie 65.58 – 60.88 = 4.7 µgm⁻³ or stated as a percentage reduction 4.7/65.58 * 100 = 7.2% decrease

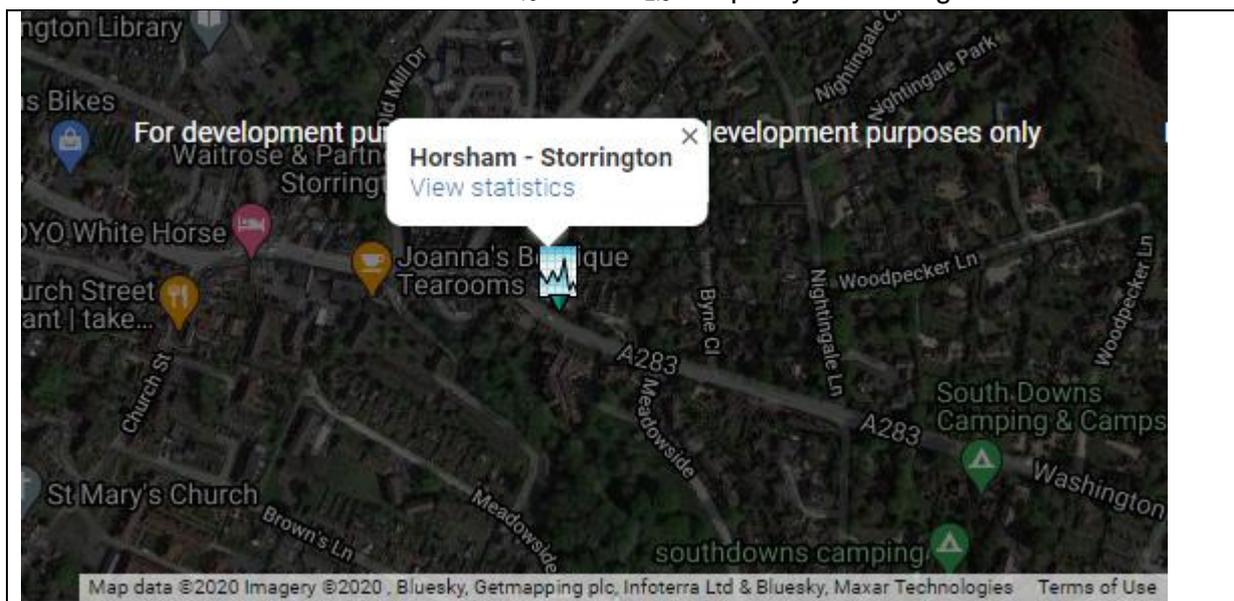
The calculations behind the numbers presented here are carried out on a spreadsheet provided by DEFRA.

Appendix 5: Calculation to estimate PM_{2.5} concentrations in Chichester District:

The calculation is made in accordance with the guidance: DEFRA, Local Air Quality Management, Technical Guidance (TG16), April 2016, page7-36, Box 7.7:

The nearest PM_{2.5} and PM₁₀ air quality monitoring station of which we are aware is in Horsham District Council’s Area at Storrington (Location shown in Plan xx below):

Plan xx: Horsham District Council PM₁₀ and PM_{2.5} air quality monitoring location:



The TG(16) methodology allows us to apply the ratio between PM_{2.5} and PM₁₀ at Storrington to the Chichester PM₁₀ data to estimate the PM_{2.5} concentration at CDC’s air quality monitoring station (ie CDC’s Stockbridge air quality monitoring station derived PM₁₀ concentration). The method applied where all values are as annual-mean concentrations.

Horsham District Council has provided monitoring data from their Storrington air quality monitoring station (the nearest to Chichester) in Table xx below:

Table 15: Horsham air quality monitoring data (PM₁₀ and PM_{2.5} only):

Year:	Annual mean PM _{2.5} concentration (µgm ⁻³):	Annual mean PM ₁₀ concentration (µgm ⁻³):	PM _{2.5} /PM ₁₀ ratio
2016	13.2	18.8	0.70
2015	11.2	15.8	0.71
2014	11.3	N/A	N/A
2013	16.6	23.0	0.72
2012	16.2	20.6	0.79
2011	15.6	22.4	0.70
2010	14.5	20.4	0.71

The Horsham DC monitoring station was shut-down after 2017 and so there is no more recent data than presented above. TG(16) allows a generic factor of 0.70 to be used to estimate PM_{2.5} annual mean concentrations from PM₁₀ annual mean concentrations. In any case it is observed that the TG(16) factor is remarkably similar to the 2013 to 2016 factors derived from Horsham DC's data.

The ratios are then applied to CDC's PM₁₀ monitoring data from the Stockbridge air quality monitoring station in order to estimate the PM_{2.5} concentrations in Chichester District at Stockbridge. Note Stockbridge air quality monitoring station is considered to be a worst-case location for air quality monitoring given it's proximity to the A27 and related volume of traffic.

Table 16: Estimated PM_{2.5} concentrations at Stockbridge A27, Chichester:

Year:	Monitored annual mean PM ₁₀ concentration (at Stockbridge A27 AQMS) (µgm ⁻³):	PM ₁₀ to PM _{2.5} conversion factor ^a :	Estimated annual mean PM _{2.5} concentration (µgm ⁻³):
2019	19	0.70	13.3
2018	18	0.70	12.6
2017	19	0.70	13.3
2016	20	0.70	14.0
2015	21	0.71	14.9

^a 2019, 2018 factors are from TG(16), page 7-36, paragraph 7.109; 2015 to 2017 factors are derived from Horsham DC data as detailed above.

References:

Air Pollution and Street Play 2017, Playing Out
Annual Status Report 2020
Breathing Better; a partnership approach to improving air quality in West Sussex, May 2018
Chichester Air Quality Action Plan Review – 2020, Report 1: Baseline modelling update (2020), August 2020
Chichester Air Quality Action Plan Review – 2020, Report 2: Scenario modelling, August 2020
LAQM PG(16), DEFRA
LAQM TG(16), DEFRA
West Sussex Transport Plan

This page is intentionally left blank

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

9 MARCH 2021

The Novium Museum Task and Finish Group

1. Contacts

Report Author

Sarah Peyman – Divisional Manager Culture & Sport

Telephone: 01243 534791 E-mail: speyman@chichester.gov.uk

2. Recommendation

2.1 To note the actions of the Novium Museum Task and Finish Group and feedback any comments to the group.

3. Background

3.1 In July 2018, Cabinet agreed that following limited interest received from the soft market testing, the procurement process for the operational management of the museum and tourist information service should not be pursued further. It was agreed that a Task and Finish group be established to oversee the review the Novium Museum and Tourist Information Centre (TIC) Business Plan, to identify potential opportunities for generating additional income and/or reducing expenditure.

3.2 The business plan for the Novium Museum and Tourist Information Services was approved by February 2019 Cabinet. The report noted the Initial Project Proposal Document (IPPD) that was approved at January 2019 Cabinet to support additional feasibility works to investigate options of reconfiguration of the front of house area, glazing over the Roman Baths, an improved café provision within the Novium building and improvements to exhibition infrastructure. All of these actions were contained in the short term business plan actions and it was agreed that the business plan and budget would be reviewed once the information from this work was completed and ascertained if technically feasible. The Task and Finish Group continued to meet to support the development of these options.

4 Outcomes to be Achieved

4.1 Robinson Low Francis were appointed to undertake a further appraisal to look at options to improve the visitor experience, to provide a greater impact as part of the Chichester's visitor economy and to achieve a greater proportion of self-generated income resulting in a reduction of service costs.

4.2 Further investigation work has been carried out on the reconfiguration of the front of house area to improve the visitor experience and provide a larger retail space, glazing over part of the Roman Baths, improvements to the café provision and improvements to exhibition infrastructure. All of these improvements could potentially increase visitor numbers and generate additional income.

5 Proposal

- 5.1 The capital costs for all of the consultants suggested improvements were £1.7m with a payback period of 18 years. A reduced option was also suggested which excluded any improvements to the exhibition spaces on the first and second floors, costing £776,000 with a payback period of 13 years.
- 5.2 Due to the large costs of the proposals and the long payback periods, it was agreed by the task and finish group that officers should look at a few smaller projects which could have a positive impact on visitor numbers and experience. These included external advertising banners, provision of an external biomass hopper, removal of the large reception desk to provide increased retail space and improvements to the audio visuals for the roman baths. The options below will be presented back to the Novium Museum Task and Finish group on 26 February and a verbal update will be provided to OSC at the 9 March meeting, any options that the Task and Finish Group agree to take forward will be presented back to Cabinet.
- 5.3 Lack of wayfinding signage for the museum (and the City) has been raised as an issue and Chichester BID are leading on a wayfinding project for the City as part of the Chichester Vision. New directional signage which is being funded by the City Council and the District Council is to be installed in the next few months. The installation of an external banner sign to make the building more visible from West Street has also been explored and an advertising consent application has been submitted. Estimated cost £10,000
- 5.4 Work on the provision of an external hopper for the biomass has started and quotations for this work are being explored. The Council's Climate Change Officer is also looking at any options to source wood pellets from a local supplier. If an external hopper can be provided this will reduce the number but increased volume of deliveries and also provide additional storage space which could allow for the integration of the current retail storage area into the public retail space.
- 5.5 The removal of the existing reception desk and the provision of two smaller sales points would free up space in the entrance area and shop to provide additional retail space. Estimated cost £15,000-£20,000.
- 5.6 The café has been removed from the Novium since Covid-19 to allow for social distancing. It is proposed that the café is not reinstated in its original form as it obscures the view of the bathhouse, creates a pinch point at the entrance to the museum and requires additional staffing to manage during peak periods. A self-serve café option is being investigated.
- 5.7 Officers were asked by the task and finish group to look at audio visual options, in particular holograms for the roman bath area. There are a number of different ways this could be achieved and would require the commissioning of an interpretation strategy. Estimated cost £10,000 opportunities for grant funding for this are currently being explored.
- 5.8 A tourist information touchscreen point in the front window was also investigated but unfortunately due to the thickness of the glass this was not possible. A standalone information point was then considered for the external area under the entrance canopy but feedback from the planning department suggested this would not be the

preferred option and a more suitable location for this may be the train/bus station.

- 5.9 As part of the recent Service Efficiency Savings, £52,000 annual savings have been identified from 2021/22 for the Novium Museum and TIC budgets. This saving has been found from a small staffing restructure, utilities, supplies and services.
- 5.10 An additional £83,900 annual saving has also been identified which relates to a current business rates appeal for museums.

6 Resource and Legal Implications

- 6.1 The Covid pandemic has forced the museum service to close 3 times as a result of national lockdowns and when allowed to open, operate reduced services or had further closures as a result of tier 3 & 4 restrictions.
- 6.2 During closures, museum staff have been supporting other service areas of the council including Public Relations, Revenues and Benefits and Health Protection. In the first national lockdown some of the staff also assisted Stonepillow with the preparation and delivery of food for the homeless.
- 6.3 The service has also been able to take limited advantage of the flexible furlough scheme when staff have not been needed for redeployment for all of their contracted hours.
- 6.4 Over the last year, staff have continued to share Chichester's history and have made more of the exhibitions and collections available online. They have also been successful in 6 grant applications during this period totalling nearly £40,000 of funding to respond during the pandemic by creating new online services and physical measures to protect staff and museum visitors.
- 6.5 The Covid pandemic has also had a negative impact on the ability of contractors to visit site and provide costings for the proposed projects, which has impacted on the work for the Task and Finish group.

7 Consultation

- 7.1 The Novium Task and Finish Group have continued to meet over the past year however a number of meetings were cancelled or delayed due to staff redeployment or not being able to complete planned physical visits to The Mary Rose Museum, Portsmouth and Fishbourne Discovery Store.
- 7.2 The latest Task and Finish Group was held on Friday 26th February and the Chairman, Councillor Roy Briscoe will provide a verbal update from the meeting at the Overview and Scrutiny Committee.

8 Community Impact and Corporate Risks

- 9.1 The positive impact museums can have on the community is widely published. Museums can increase sense of wellbeing, help people feel proud of where they have come from, can inspire, challenge and stimulate, and make people feel healthier.

9.2 With society facing issues such as poverty, inequality, intolerance and discrimination, museums can help people understand, debate, and challenge these concerns. They can also enhance everyone’s life chances by breaking down barriers to access and inclusion. Museums do this through active public participation, engaging with diverse communities, and sharing collections and knowledge in ways that are transforming lives.

9 Other Implications

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

10 Appendices

10.1 None

11 Background Papers

11.1 None

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 February 2021 to 31 May 2021**

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

Published 22 December 2020

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2021 TO 31 MAY 2021

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 February 2021 to 31 May 2021. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

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

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

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

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

The membership of the Cabinet is currently as follows:

Councillors Mrs E Lintill (Chairman), Mrs S T Taylor (Vice Chairman), Mr R Briscoe, Mr T Dignum, Mrs P Plant, Mr A Sutton, Mr P Wilding,

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

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

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

Eileen Lintill
Leader of the Council

Topics due to be considered are as follows:

Topic	Page
5 January 2021	
2021-22 Treasury Management & Investment Strategy and Capital Strategy update	4
Authority's Monitoring Report 2019/20	4
[Exempt item] Award of contract for Insurance Broker services	4
Budget Spending Plans 2021-22 & Council Tax Setting	4
Housing Standards Financial Assistance and Enforcement Policy 2020-25	5
The IBP 2021.	5
Land at Church Road, Chichester	5
Local Development Scheme	6
Low Carbon Chichester Fund	6
Parking Charges	6
Provision of Coastal Engineering Service	7
Report consultation responses and approve adoption of Local Cycling and Walking Infrastructure Plan	7
St James Industrial Estate	7
Textile and WEEE (Waste Electronic and Electrical Equipment kerbside collection pilot	7
Update of Contract Procedure Rules	8
Approval to Consult on Draft Air Quality Action Plan	8
Business Rates Pool Grant Award	8
Local Plan Review	8
Section 106 Funding for 3G pitch at Oaklands Park, Chichester	9
Selsey & Wittering Beach Management Plan 2021-26	9
CCS RCV Fleet procurement strategy	9
Westbourne Neighbourhood Plan Decision Statement	10
Approval of an Air Quality Action Plan	10
Award of Contract for Insurance Services	10
Future Funding for Community Wardens	10

Date of Meeting	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	2021-22 Treasury Management & Investment Strategy and Capital Strategy update The Treasury Management and Investment Strategies for 2021-22 will be presented for approval in accordance with CIPFA's Treasury Management Code of Practice. An update of the Council's Capital Strategy will also be presented within the same agenda item
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Authority's Monitoring Report 2019/20 To agree the Authority Monitoring Report for publication. The AMR sets out information about delivery of the Local Plan, including performance against key targets.
Report author	Ms Vicky Owen, Principal Planning Policy Officer vowen@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	[Exempt item] Award of contract for Insurance Broker services This report will seek approval to award a contract for Insurance Broking and Advisory Service in accordance with CCS Framework RM6020. The broker will support the subsequent procurement of insurance services for the Council during 2021.
Report author	Mr Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt
Date of Meeting	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the	Budget Spending Plans 2021-22 & Council Tax Setting

decision is to be made	To set a net budget requirement and the council tax for the Council for the financial year 2021-22. Set the Council Tax for 2021-22.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Housing Standards Financial Assistance and Enforcement Policy 2020-25 Proposed new policy detailing capital spending in relation to housing improvement, with a focus on reducing cold homes and fuel poverty, and also improving standards in the private rented sector. The document also includes a new Enforcement Policy providing officers with all the legislative tools available, to enable them to deal with those who fail to maintain their properties to a safe standard, including rogue landlords.
Report author	Mrs Liz Reed, Environmental Housing Manager lreed@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	The IBP 2021. Recommend to Council, the approval of the consultation responses and approval and publication of the IBP 2021
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Land at Church Road, Chichester To agree marketing approach and extent of disposal site.
Report author	Mrs Vicki McKay, Divisional Manager for Growth vmckay@chichester.gov.uk

List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt
Date of Meeting	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Local Development Scheme The Local Development Scheme identifies and timetables the planning documents that the Council will prepare to plan for development in that part of the District which falls outside the South Downs National Park.
Report author	Mr Toby Ayling, Divisional Manager for Planning Policy tayling@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Low Carbon Chichester Fund To agree the scope of the fund and the criteria to be used in assessing carbon saving projects for approval. The scheme utilises funds being provided via Homes England from the redevelopment of Graylingwell.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Parking Charges Consideration of consultation feedback relating to Parking Charges
Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021

Matter in respect of which the decision is to be made	Provision of Coastal Engineering Service Review of coastal engineering service models
Report author	Ms Alison Stevens, Divisional Manager for Environmental Protection astevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Report consultation responses and approve adoption of Local Cycling and Walking Infrastructure Plan To report the results of the earlier Cabinet approved consultation for the Local Cycling and Walking Infrastructure Plan and to recommend its adoption.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	St James Industrial Estate Updated information on capital costs and approval to proceed to the next stage in which the Council will enter into a contract with the preferred contractor.
Report author	Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt
Date of Meeting	2 Feb 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Textile and WEEE (Waste Electronic and Electrical Equipment kerbside collection pilot) To approve the pilot to collect textiles and small WEEE items from domestic properties.
Report author	Mr Kevin Carter, Divisional Manager, CCS kcarter@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open
Date of Meeting	2 Feb 2021
Matter in respect of which the decision is to be made	Update of Contract Procedure Rules Update of contract procedure rules
Report author	Mr Nicholas Bennett, Divisional Manager for Democratic Services nbennett@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Approval to Consult on Draft Air Quality Action Plan Consultation on the draft Air Quality Action Plan for Chichester District.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Business Rates Pool Grant Award To authorise the spend of a Business Rates Pool £70,000 grant award on cycling projects
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Mar 2021
Date of Council Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Local Plan Review Proposed Submission Local Plan consultation
Report author	Mr Toby Ayling, Divisional Manager for Planning Policy tayling@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open
Date of Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Section 106 Funding for 3G pitch at Oaklands Park, Chichester Release of Section 106 money towards the development of a 3rd Generation Artificial Turf Pitch at Chichester City Football Ground, Oaklands Park, Chichester.
Report author	Mrs Sarah Peyman, Divisional Manager for Culture speyman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	2 Mar 2021
Matter in respect of which the decision is to be made	Selsey & Wittering Beach Management Plan 2021-26 Seeking approval to proceed with a five year project to protect our coastline from flood / erosion risk, including works schedule, approval to draw down funds from the Environment Agency and delegation of awarding of annual construction contracts.
Report author	Mr Dominic Henly, Senior Engineer (Coast and Water Management) dhenly@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	6 Apr 2021
Matter in respect of which the decision is to be made	CCS RCV Fleet procurement strategy To consider the proposed procurement strategy to replace the CCS fleet of refuse collection vehicles and to approve the commencement of the procurement The report will recommend a preferred option to proceed
Report author	Mr Kevin Carter, Divisional Manager, CCS kcarter@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	6 Apr 2021
Matter in respect of which the decision is to be made	Westbourne Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan. The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
Report author	Mrs Valerie Dobson, Principal Planning Officer vdobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open
Date of Meeting	6 Jul 2021
Matter in respect of which the decision is to be made	Approval of an Air Quality Action Plan To report on the results of the public consultation and to adopt the Air Quality Action Plan
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open
Date of Meeting	7 Sep 2021
Matter in respect of which the decision is to be made	Award of Contract for Insurance Services Award of the Council's Insurance Service contract with associated broker contract (if necessary).
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt
Date of Meeting	2 Nov 2021
Matter in respect of which the decision is to be made	Future Funding for Community Wardens Decision needed as to how the Community Warden Service will be funded from April 2021 if partner organisations cannot fully fund 50% of Service including the Senior Community Warden post.
Report author	Ms Pam Bushby, Divisional Manager for Communities pbushby@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank