

Public Document Pack

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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 1 February 2022 at 9.30 am**

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

AGENDA

- 1 **Chair's Announcements**
The Chair will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.
- 2 **Approval of Minutes** (Pages 1 - 8)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 11 January 2022.
- 3 **Declarations of Interests**
Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they might have in respect of matters on the agenda for this meeting.
- 4 **Public Question Time**
In accordance with Chichester District Council's scheme for public question time the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chair's discretion to extend that period.

RECOMMENDATIONS TO COUNCIL

- 5 **Consideration of responses and changes following consultation and approval of the Infrastructure Business Plan 2022 for approval and publication**
The Cabinet is requested to consider the recommendations from the Development Plan and Infrastructure Panel on 26 January 2022 which are as follows at the time of print:

That the Development Plan and Infrastructure Panel recommends to Cabinet to recommend that the Council:

1. Approves the proposed responses to the representations received and subsequent modifications to the Draft Infrastructure Business Plan 2022-2027 as set out in Appendix 1; and

2. Approves the amended IBP including the CIL Spending Plan attached as Appendix 2.

A supplement to the agenda will follow the Development Plan and Infrastructure Panel on 26 January 2022.

KEY DECISIONS

- 6 **Award of Contract for Cleaning for Operational Buildings and Public Conveniences 2022-2027** (Pages 9 - 13)
The Cabinet is requested to consider the report and its exempt appendix and make the following resolutions:
 - 2.1 That the contract for the cleaning of operational buildings and public conveniences for a period of three years from 1 April 2022 or as soon thereafter be awarded to Supplier C, the details of which are set out in the exempt appendix to the agenda report.
 - 2.2 That authority be delegated to the Director of Corporate Services to:
 - (1) make any minor contractual changes during the contract term.
 - (2) extend the contract by mutual agreement for up to 2 periods of 12 months each should the contract remain economically advantageous and the supplier perform satisfactorily.
 - 2.3 That Cabinet note the planned savings of £32,300 from this contract have been achieved, and approve that the further savings of £34,300 be retained to fund temporary staffing support during contract implementation.
 - 2.4 Subject to the agreement of 2.3, the requirement for the £34,300 in future years will be reviewed by Officers as part of the 2023-34 budget process and either repurposed towards contract variations or returned to the Council's base budget.

OTHER DECISIONS

- 7 **Development Management Division - Workloads and Resourcing** (Pages 15 - 18)
The Cabinet is requested to consider the report and make the following resolutions:

That Cabinet approves:
 1. The release of £60,000 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending a planning appeal.
 2. II) The release of £30,000 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies and enable the existing applications backlog to be removed.
- 8 **Economic Development Strategy Refresh & Inward Investment Delivery Plan** (Pages 19 - 36)
The Cabinet is requested to consider the report and its appendices and make the following resolution:

That Cabinet approve the refreshed Economic Development Strategy and Inward Investment Delivery Plan.

9 **Enabling Grants to support New and Existing Businesses** (Pages 37 - 39)

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

That Cabinet approves the proposed continuation of the Enabling Grants scheme for 2022/23, funded by £71,428 allocated from the Pooled Business Rates Fund.

10 **Social Prescribing** (Pages 41 - 44)

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

That the Cabinet agree a two year pilot for a Young Persons Social Prescriber.

11 **Notice of the Making of an Urgent Decision - Covid Additional Relief Funds** (Page 45)

The Cabinet is requested to note the Urgent Decision Notice relating to Covid Additional Relief Funds.

12 **Late Items**

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

13 **Exclusion of the Press and Public**

There are no restricted items for consideration at this meeting however the appendix for Agenda Item 5 are restricted and are attached for members of the Council and relevant officers only (printed on salmon paper)].

NOTES

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.
- (2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (3) Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. [Standing Order 11.3 of Chichester District Council's Constitution]
- (4) Subject to Covid-19 Risk Assessments members of the public are advised of the following:

- Where public meetings are being held at East Pallant House in order to best manage the space available members of the public are in the first instance asked to listen to the meeting online via the council's committee pages.
- Where a member of the public has registered a question they will be invited to attend the meeting and will be allocated a seat in the public gallery.
- It is recommended that all those attending take a lateral flow test prior to the meeting.
- All those attending the meeting are advised to wear face coverings and maintain social distancing when moving around the building and/or meeting room.
- Members of the public must not attend any face to face meeting if they or a member of their household have Covid-19 symptoms and/or are required to self-isolate.

(5) A key decision means an executive decision which is likely to:

- result in Chichester District Council (CDC) incurring expenditure which is, or the making of savings which are, significant having regard to the CDC's budget for the service or function to which the decision relates or
- be significant in terms of its effect on communities living or working in an area comprising one or more wards in the CDC's area or
- incur expenditure, generate income, or produce savings greater than £100,000

NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET

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

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



Minutes of the meeting of the **Cabinet** held in Committee Rooms, East Pallant House on Tuesday 11 January 2022 at 9.30 am

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

Members Absent

In attendance by invitation

Officers Present Mr S Ballard (Senior Environmental Protection Officer), Mr N Bennett (Divisional Manager for Democratic Services), Mr A Buckley (Corporate Improvement and Facilities Manager), Mr T Day (Environmental Coordinator), Mr T Whitty (Divisional Manager for Planning Policy), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs D Shepherd (Chief Executive), Mr J Ward (Director of Corporate Services) and Mrs J Westbrook (Corporate Improvement Officer)

106 **Chair's Announcements**

Cllr Lintill welcomed everyone to the meeting and read the fire evacuation procedure.

There were no apologies for absence.

107 **Approval of Minutes**

RESOLVED

That the minutes of the Cabinet meeting held on 7 December 2021 be approved as a correct record.

108 **Declarations of Interests**

There were no declarations of interest.

109 **Public Question Time**

The Cabinet received the following public questions in advance of the meeting which were read out:

Question from Ian Sumnall:

1. Can you explain why you are supporting the National Highways proposals when they actually increase the amount of road space for the exclusive use of motorised vehicles at the expense of active travel users? This is being proposed by removing cycle lanes on both sides of the road for instance in Chidham and many parts of Southbourne. This will only increase vehicles use and speed. How will this improve safety and the environment for communities alongside the A259?
2. Reference is made in Section 10 to the Equality Impact of the proposals. How can it be stated that the combining of pedestrians and cyclists moving both ways on one pavement is an improvement. Has an Equality Impact Assessment been carried out to be able to make this statement?

Answer from Cllr Plant:

1. *Chichester District Council supports the proposed scheme and the significant investment for local infrastructure because National Highways have provided reassurance that it presents a coherent, consistent and safer route than exists at present. It is not within Chichester District Councils remit to consider road safety aspects and therefore the Council does not have the expertise in-house to consider such matters in detail. In such circumstances, the Council looks to partner organisations, whose remit it is, to provide technical advice. National Highways and locally WSCC Highways are the authorities whose remit includes road safety and Chichester District Council has sought assurances from these agencies on road safety matters. WSCC will separately be considering the National Highways proposals. Chichester District Councils has not designed the scheme but is being consulted by National Highways. The Councils remit remains to consider the proposals against proposed Local Plan policies around sustainable transport and other relevant corporate policies and strategies as outlined in the report to Cabinet.*
2. *NH confirms that it has carried out an Equality Impact Assessment on the scheme. That assessment will form part of the Preliminary Design Report which will be publicly available for review in due course.*

Question from Andrew Gould on behalf of Chichester Cycling Forum (read by Democratic Services):

The National Highways proposals involve removing 3000m of existing cycle lane and replacing them with a shared pavement plan. It also involves the removal of cyclist's existing priority over motorists at 22 minor side roads. The Chichester and District Cycle Forum believes this will result in a downgrade to cycling facilities along the A259 and the majority of cyclists will remain on the road where they have priority. Given that the loss of priority at side roads will result in severe delays to cyclists' journey times, does the cabinet believe that the majority of cyclists will actually use this new facility?

Answer from Cllr Plant:

Following assurances from National Highways, the Council is comfortable that the proposed scheme is compliant with Local Transport note 1/20, which sets out five principles representing the essential requirements to achieve more people travelling by cycle or on foot. WSCC and National Highways state that the route aims to create a high-quality and inclusive walking and cycling infrastructure between Chichester and Emsworth where shared sections occur only where physical and operational constraints determine this. Individuals will decide whether or not to use the route and given the various types of cyclists such as leisure or commuting, it is not possible to predict which will be the majority group. However, the public engagement responses indicates that the route will be an improvement to many cyclists in encouraging modal-shift for shorter journeys in particular.

Question from Mark Record:

Why are our local authorities wasting public money on a scheme that departs entirely from national highway standards and follows a design strategy that is universally acknowledged to be unsuccessful wherever it has been implemented?

Answer from Cllr Plant:

The Council's understanding, informed by discussions with professional officers at NH and WSCC is that, despite the constraints to developing the route, it is compliant with LTN1/20 which is the current DfT guidance for cycling infrastructure. The District Council does not employ highways qualified professionals but takes all such advice (not just on this occasion) from either WSCC, NH or external consultants. The Council's role here is as a consultee to this proposal and is seeking to indicate to NH whether it supports the scheme in principle or not. The design and its success are in the domain of both NH and WSCC but officers of CDC are supportive of the principle of improving the safety, coherency and consistency of the route in line with the NH design and as per both NH and WSCC's indication to the Council.

No supplementary questions were permitted. The Chairman took advice from the Monitoring Officer on the public question process during this item.

110 Corporate Plan 2022/25 - Cllr Sharp Recommendation from the Overview and Scrutiny Committee

Cllr Dignum explained he had reviewed Cllr Sharp's proposal. He explained the following proposal. Cllr Lintill confirmed that Cllr Sharp had been made aware of the amendment.

In a vote the following resolution was made.

RESOLVED

That when considering the recommendation to Full Council relating to the Corporate Plan 2022-25 that under the 'Thriving Economy' section of the Plan 2.6 it be amended to read:

Provide support to businesses in the sectors of renewable, retrofitting and the circular economy.

The target should be set at 10 businesses per annum.

111 **Corporate Plan 2022-25**

Cllr Lintill introduced the item and outlined the proposed amendments as stated below.

In a vote the following recommendations and resolution were agreed:

***RECOMMENDED TO FULL COUNCIL**

1. That the Council be recommended to approve the Corporate Plan for 2022-2025 as set out in appendix 1 subject to the following amendments:
 - a. That under the 'Thriving Economy' section 2.6 to be amended to read: *provide support to businesses in the sectors of renewable, retrofitting and the circular economy.* The associated target to be 10 businesses per annum.
 - b. That under the 'Thriving Economy' bullet point 4 of the section 'How will we achieve this' to be amended to read: *develop cultural partnerships that coordinate the culture offer throughout the district.*
 - c. That under 'Supported Communities' section 3.7 to be amended to read: *to work with partners to create an action delivery plan for the cultural partnerships.*

RESOLVED

2. That the new project proposals for 2022-2023, as set out in appendices 2 and 3 be agreed.

***RECOMMENDED TO FULL COUNCIL**

3. That, subject to the Cabinet's agreement in para 2.2 to approve the new project proposals for 2022-2023, the Council be recommended to approve expenditure of £273,000 for the projects set out in para 5.6 of this report, of which £245,000 will be funded through the efficiencies programme and £28,000 from the Council's General Fund Reserve.

112 **Chichester District Council Equality Strategy 2022-26**

Cllr Wilding introduced the item.

Cllr Sharp was invited to speak. She thanked members and officers for including the following sentence in the Equalities Strategy:

We will explore all opportunities to celebrate diversity and support campaigns and events that promote inclusivity and tolerance in our communities.

Cllr Sharp asked what resources of staff and staff time will be required. Cllr Lintill confirmed that a response would be provided outside of the meeting.

Members of the Cabinet then spoke in favour of the Strategy.

In a vote the following recommendation was agreed:

***RECOMMENDED TO COUNCIL**

That the Council be recommended to adopt the Chichester District Council Equality Strategy 2022-26 (including the Council's equality objectives).

113 Planting Trees Outside of Woodlands Project - DEFRA Funding

Cllr Plant introduced the item.

Members spoke in favour of the Project.

Cllr Sutton also drew attention to the positive feedback received from the Parish Council's.

In a vote the following recommendations and resolutions were agreed:

***RECOMMENDED TO COUNCIL**

1. That Cabinet recommend to Council that a budget of £290,240 is approved for the DEFRA funded Trees Outside Woodland Project.
2. That, subject to Council approving recommendation 3.1, Cabinet approves expenditure for the project officer and the following two pilot projects:
 - a. £116,450 for the project officer
 - b. £60,040 for the Subsidised Trees pilot
 - c. £28,500 for the Urban Tree pilot.

RESOLVED

That Cabinet delegates authority to the Director of Planning and Environment, following consultation with the Cabinet Member for the Environment and Chichester Contract Services, to accept an increase in the approved budget and expenditure for any of the four pilot projects up to a total of £50,000 per pilot if additional funding is offered by DEFRA or by another participating local authority.

114 South Downs National Park Authority Renewal of Development Management Agency Agreement

Cllr Taylor introduced the item.

Members spoke in support of the Agreement.

In a vote the following resolutions were agreed:

RESOLVED

1. To approve the Council entering into a new Agreement with the South Downs National Park Authority (SDNPA) under section 101 of the Local Government Act 1972 to enable the Council to continue to provide a development management service to the SDNPA for up to two years initially, until 30 September 2024.
2. To delegate authority to the Director of Planning and Environment to agree an extension of the Section 101 Agreement for a further two years up until 30 September 2026 if the arrangements are working effectively and agreeable to both authorities.
3. To authorise the Director of Planning and Environment to conclude negotiations on the Section 101 Agreement including the Service Level Agreement, related Protocols and proposed basis for payments set out in Appendix 1; and then to complete the Agreement.

115 Draft for adoption revised Air Quality Action Plan

Cllr Plant introduced the item.

Mr Ballard provided an update to members. He explained that since the Cabinet report was published the Orchard Street air quality monitoring station stopped working, though it is currently being 'propped up' by equipment on loan from the council's service and maintenance contractor. The cost of repair is £2,200. Statutory guidance indicates that 'diffusion tube' monitoring gives adequate data in the circumstances of Orchard Street where air quality is highly compliant and predicted to continue to be so. As such it is proposed that the station is decommissioned once the loan equipment is returned.

Mr Ballard also provided the following updates to Appendix 1 to the report:

- Page 201, Point 15 – Orchard St Air Quality Management Area, third paragraph replaced with:
- *Given the length of time that air quality at Orchard Street has been compliant and the margin of compliance currently and predicted for the future then this AQMA will be undeclared.*
- Page 202, Point 15 – Stockbridge A27 Roundabout AQMA, third paragraph to be replaced with:
- *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 this AQMA will be undeclared.*
- Update point 17 from conclusions and recommendations from the Monitoring and Modelling and add to the bullet point list: *Keep Orchard St monitoring station until such time its equipment fails and then it will be decommissioned.*

Cllr Dignum with reference to section 3.7 of the report regarding increasing air quality standards asked if there were a requirement of reinstallation of air quality management areas or new AQMA would grants available to cover the cost. Mr

Ballard explained that in the past there have been funding opportunities but that cannot be guaranteed in the future.

Cllr Lintill requested clarification of whether there will still be monitoring where equipment is decommissioned. Mr Ballard explained that Orchard Street would continue to be monitored using the diffusion tube method. At Stockbridge the Stockbridge Monitoring Station will remain functional as it monitors particulates and nitrogen dioxide and will allow for fine particulates to be monitored should the Council be required to do so under the Environment Act 2021.

Cllr Briscoe asked why air quality has improved in some places. Mr Ballard explained that the improvements are through international and national improving background air quality schemes and improvements in engine and fuel technology and the increasing penetration of zero emission vehicles into the fleet.

Cllr Plant drew attention to the graph on page 188 which showed a decline in the nitrogen dioxide levels.

In a vote the following resolutions were agreed:

RESOLVED

1. That Cabinet notes the public consultation responses and approves the revised Air Quality Action Plan for adoption.
2. That Cabinet approves the revocation of the Stockbridge and Orchard Street Air Quality Management Areas and the decommissioning of the Lodsworth air quality monitoring station and Orchard Street Air Quality Monitoring Station once the equipment fails.

116 **Engagement Response to National Highways A259 Chichester to Emsworth Cycling and Walking Route**

Cllr Lintill welcomed a representative from Highways England and from West Sussex County Council Highways team. She explained that there was a proposed amended set of resolutions before members which had also been discussed with Cllr Moss.

Cllr Plant then introduced the item.

Cllr Sutton highlighted that the council is a consultee in the process.

Cllr Moss was invited to speak. He thanked Cllr Lintill and Cllr Plant for discussing and agreeing the amended recommendations. He spoke of the importance of continued ongoing discussion with all parties involved. He also highlighted that the A259 could be a road to encourage safe cycling.

Members discussed safe road spaces for both cyclists and motorists to use together.

Mr Ballard also confirmed that the council is a consultee in the process. He explained that the improvements proposed fit with a number of council's policies.

Edgar Vila-Pouca, National Highways Programme Manager was invited to speak. He outlined the approach of National Highways.

In a vote the following revised resolutions were agreed:

RESOLVED

Cabinet indicates the Council's support in principle for National Highways' proposed walking and cycling improvements to the A259 Chichester to Emsworth subject to:

1. Further consideration is given to the shared-use proposals through the village centres as recommended by the Environment Panel.
2. Further discussions are noted as being undertaken between West Sussex County Council and National Highways.
3. Final consultation with Chichester District Council following any changes to the proposals.

117 Late Items

There were no late items.

118 Exclusion of the Press and Public

There was no requirement to exclude the press or public.

The meeting ended at 10.46 am

CHAIRMAN

Date:

Chichester District Council

THE CABINET

1 February 2022

Award of Contract for Cleaning for Operational Buildings and Public Conveniences 2022-2027

1. Contacts

Report Author:

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Cabinet Member:

Peter Wilding – Cabinet Member for Corporate Services
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2. Recommendation

- 2.1 That the contract for the cleaning of operational buildings and public conveniences for a period of three years from 1 April 2022 or as soon thereafter be awarded to Supplier C, the details of which are set out in the exempt appendix to the agenda report.**
- 2.2 That authority be delegated to the Director of Corporate Services to:**
- (1) make any minor contractual changes during the contract term.**
 - (2) extend the contract by mutual agreement for up to 2 periods of 12 months each should the contract remain economically advantageous and the supplier perform satisfactorily.**
- 2.3 That Cabinet note the planned savings of £32,300 from this contract have been achieved, and approve that the further savings of £34,300 be retained to fund temporary staffing support during contract implementation.**
- 2.4 Subject to the agreement of 2.3, the requirement for the £34,300 in future years will be reviewed by Officers as part of the 2023-34 budget process and either repurposed towards contract variations or returned to the Council's base budget.**
- 3. Background**
- 3.1 Chichester District Council (CDC) currently maintains two separate cleaning contracts for its office cleaning and public conveniences. Those contracts were extended and aligned to run until 31 March 2022.**
- 3.3 Due to the financial size of the contract a tendering exercise was required and an EU notice inviting tenders was published on 4 November 2021. A total of nine completed tender applications were received.**

4. Outcomes to be Achieved

- 4.1 A new cleaning contract that ensures Council buildings are maintained to an appropriate standard. This will be monitored and managed by agreeing a set of Key Performance Indicators with the contractor prior to contract commencement.

5. Proposal

- 5.1 Each tender application was scored using the Price per Quality Point methodology, designed to identify the most economically advantageous tender. The tenderer's price was divided by the quality score (out of 100) to give a price per quality point. The tenderer with the lowest price per quality point is the preferred bidder.
- 5.2 The results are set out in the table below and the tender prices submitted are identified in the confidential Part II exempt appendix to this report:

	Supplier								
	A	B	C	D	E	F	G	H	I
Pass/Fail	Pass	Fail	Pass	Fail	Pass	Fail	Fail	Pass	Pass
PpQP *	£5,097	-	£3,073	-	£7,876	-	-	£5,337	£9,128
Rank	2	-	1	-	4	-	-	3	5

* PpQP stands for Price per Quality Point and assesses the value for money of tenders in order to identify the most economically advantageous tender.

- 5.3 It is therefore recommended that the Cabinet award the contract to Supplier C. The duration of the contract will be for three years and is extendable up to a further two years subject to agreement and satisfactory performance.
- 5.4 The contract needs to be formally offered to Supplier C based on their submission. There will be a formal ten-day period of standstill. The contract is anticipated to commence on 1 April 2022 or as soon thereafter.
- 5.5 The contract price will be fixed for three years and then reviewed annually with the Service Producer Price Inflation index being used to agree any price increases. Key performance indicators will be finalised with the supplier as part of the contract mobilisation process, and monthly contract performance meetings will subsequently take place between the preferred supplier's Contract Manager and the Council's appropriate service managers.
- 5.6 It should also be noted that Supplier C has indicated that they will include digital cleaning software and sensors that will monitor visitor traffic and consumption levels for consumables. This system will provide valuable management information to understand how best to utilise the cleaning resource.

6. Alternatives Considered

- 6.1 Officers have considered the possibility of bringing the cleaning contract 'in-house' and employing staff directly, but the additional resource required to setup and manage the staff, and their differing contractual terms and conditions, are considered to discount this option as a viable alternative.

7. Resource and Legal Implications

7.1 The tender from Supplier C will provide a cost saving of £66,600 against the current contract. However, the Council's efficiency programme already assumes a saving of £32,300 from this procurement exercise, therefore the balance of additional savings generated is £34,300. The table below compares current budget to the new contract prices.

Site	2021-22 Costs + 3% Inflation	New Contract Price 2022-23	Variation
Public Conveniences	£231,500	£205,300	-£26,200
East Pallant House	£55,000	£36,900	-£18,100
The Novium Museum	£26,700	£13,300	-£13,400
Westhampnett Depot *	£13,500	£5,200	-£8,300
Westward House	£1,100	£500	-£600
Total	£327,800	£261,200	-£66,600

* Westhampnett Depot relates to the cleaning of their public conveniences and shower units, the office cleaning is completed by a CDC employed staff member and is outside the scope of this contract.

7.2 Due to the scale and importance of this contract it is recommended that these additional savings of £34,300 are first used to fund the temporary appointment of an appropriately qualified Officer to work with the contractor and scrutinise contract performance to ensure that standards are maintained.

7.3 These funds can then be reviewed in 2023-24 and either returned to the Council's base budget or used as a contingency towards any contract variations that may be requested during the life of the contract.

8. Consultation

8.1 The procurement process has been carried out in compliance with the Council's Standing Orders and included advice from both Procurement and Legal Services.

9. Community Impact and Corporate Risks

9.1 None.

10. 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		X

11. Appendix

11.1 Submitted Tender Prices – confidential Part II exempt material

12. Background Papers

12.1 None

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

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Chichester District Council

CABINET

1 February 2022

Development Management Division

Workloads and Resourcing

1. Contacts

Report Author:

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Cabinet Member:

Susan Taylor - Cabinet Member for Planning Services

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2. Executive Summary

This report outlines the need to provide further temporary resourcing, principally in order to defend planning appeals arising from the Council's refusal of a number of major planning applications, but also to address temporary vacancies within the Development Management Division, which if unfilled, will have an impact on the delivery of timely decision making.

3. Recommendation

3.1 That Cabinet approves:

i) The release of £60,000 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending a planning appeal.

ii) The release of £30,000 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies and enable the existing applications backlog to be removed.

4. Background

4.1 Prior to the worldwide spread of Covid-19 the Development Management Division was operating with a number of vacancies in its professional planning staff, due to difficulties recruiting in what was a 'candidate dry' market. The number of applications received between April 2021 and December 2021 is approximately 7.7% higher than the same period in 2020 and 31% higher than the same period in 2019. The high number of applications combined with vacancies within the division has resulted in a backlog of applications.

- 4.2 Where major applications have been refused permission it is often necessary for the Council to defend its case at appeal through costly and time-consuming Public Inquiries and complex Hearings. A significant and complex appeal taking place early in 2022 is for 140 dwellings on land at Field South of Raughmere Drive, Lavant. The appeal requires input from a range of specialist planning and related professionals. This appeal is expected to take 8 days and requires a number of specialist witnesses in defence of the Council's case. In addition to the cost of the Council's appointed barrister, the cost of defending this appeal will be approximately £60,000, which is beyond the budget for 2021/22.
- 4.3 In September 2021, Cabinet approved additional resources for Development Management including the creation of 2 new posts (1 x Senior Planning Officer (Majors) and 1 x Assistant Planner (Applications)) plus the use of reserves to cover the cost of temporary agency staff. The Senior Planning Officer post remains vacant, whilst the Assistant Planner post was filled. However, as a result of staff turnover, changes to working patterns and internal promotion 2 Assistant Planner posts (2 FTE) and a further Senior Planner post (0.5 FTE) remain vacant. Efforts to recruit to the posts are ongoing; however it remains a difficult market.
- 4.4 Further, with effect from 20 December 2021 the Manager of the Applications Team has been seconded to the position of Divisional Manager for Development Management for a period of 6 months. In order to ensure continued effective management of the Applications Team it is necessary to ensure that the vacant position is re-filled. However, due to the short period of time the post is currently available and the need to fill it as soon as possible, it is anticipated the post will need to be filled by an agency planner.
- 4.5 As a result, there is a need to retain existing agency staff for the near-future, to create capacity in dealing with application workloads, but also a need to continue to deal with a significant 'backlog' of applications and to assist with the ongoing planning appeals.

5. Outcomes to be achieved

- 5.1 To ensure the necessary resources can be secured to engage appropriate specialist professional services to assist in the defence of planning appeals.
- 5.2 To secure temporary cover for existing vacant posts in the Development Management Teams to deal with the backlog of applications that has arisen and the increase in applications being submitted to the Council.

6. Proposal

- 6.1 It is proposed that £60,000 is released from reserves to ensure that the local planning authority is in a position to robustly defend the Raughmere appeal, for which specialist services are required including legal, housing supply, landscape, and noise specialists.

- 6.2 It is proposed that £30,000 is released from reserves to extend the contracts of three agency planners until April 2022, to assist with the determination of the backlog of applications in the Majors and Applications Teams.

7. Alternatives Considered

- 7.1 Consideration has been given to dealing with all of the existing planning appeals using in house resources only. Public Inquiries require the engagement of a barrister to act on the local planning authority's behalf and specialists are required to give evidence on some of the complex matters that the Planning Inspector will consider, for which expertise needs to be sought externally. Failure to engage these specialist services will significantly reduce the Authority's prospects of winning forthcoming appeals.
- 7.2 Consideration has been given to attempting to deal with the current backlog of planning applications within existing resources, without extending contracts with agency planners. There is no capacity in the applications teams to deal with the backlog of cases expediently alongside more recently submitted applications. The repercussions of this are not only dissatisfaction by applicants, but also poor staff morale, and possibly greater staff turnover in positions that may be difficult to refill, and a greater number of appeals against non-determination, with the added cost that will arise as a result.
- 7.3 Consideration has also been given to advertising the temporary Development Manager post rather than the use of a more expensive agency planner, however it is unlikely to be possible to fill the post with a suitable candidate without them needing to fulfil a lengthy notice period, and a short 6 month contract would not likely be attractive to planners not working through an agency agreement.

8. Resource and Legal Implications

- 8.1 There are no further resource or legal implications, beyond those set out in the body of the report. There may be an impact on legal team workloads and this will be monitored going forward.

9. Consultation

- 9.1 No consultation has taken place or is necessary.

10. Community Impact and Corporate Risks

- 10.1 The recommendations in this report are important to reducing the risks associated with the ability of the Council to deal with the planning applications submitted to it, and to be able to maintain a position where it is able to demonstrate a 5-year housing land supply.

10.2 Delays in the determination of planning applications can affect the viability of business as well as people's choices of how and where they live. It is therefore important that the Council deals with the determination of applications in an expedient manner.

11. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		x
Biodiversity and Climate Change Mitigation - Further resources will ensure proper consideration of these matters as part of the application determination process	x	
Human Rights and Equality Impact		x
Safeguarding and Early Help		x
General Data Protection Regulations (GDPR)		x
Health and Wellbeing – Workload levels are currently unsustainable for case officers. The proposed measures will reduce the risk of stress related illness.	x	

12. Appendices

12.1 None

13. Background Papers

13.1 None

Chichester District Council

CABINET

1 February 2022

**Economic Development Strategy Refresh &
Inward Investment Delivery Plan**

1. Contacts

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2. Recommendation

2.1 That Cabinet approve the refreshed Economic Development Strategy and Inward Investment Delivery Plan.

3.0 Background

3.1 The current Economic Development Strategy and Inward Investment & Growth Strategies were adopted in January 2020, for 5 and 2 year periods respectively.

3.2 Given the wide reaching changes to the economic environment over the past 2 years, the Economic Development Strategy has been reviewed and refreshed by the Economic Development Service and the draft is attached at Appendix 1.

3.3 The refreshed strategy makes no change in the aims to reflect the economic and organisational conditions that now exist; it is intended to be flexible enough to allow response to further changes in the economy, including those associated with the as yet uncertain medium term impacts of major changes such as Brexit and the Covid pandemic.

3.4 The Inward Investment Delivery Plan builds on the key areas contained in the original Strategy, these being branding and marketing, relationship development and developing a whole council approach to supporting business growth and inward investment. As the Inward Investment work forms part of the Economic Development Strategy, it is considered more appropriate to develop this into a Delivery Plan to be clear on the document 'hierarchy'. The draft Inward Investment Delivery Plan is attached at Appendix 2.

4. Outcomes to be Achieved

4.1 The Economic Development Strategy will remain in place until the end of 2024, with a refreshed overview and foreword. The Strategy will be the overarching document

linking other action plans and initiatives and is intended to allow for flexibility to react to the needs of our local economy. It continues to recommend a targeted approach to supporting indigenous businesses alongside the new Inward Investment Delivery Plan that seeks to promote the district as open for business. The Strategy also sets out that the High Street continues to be a key area of focus and that we need to make better economic use of the District's considerable natural and cultural assets.

- 4.2 Both the refreshed Economic Development Strategy and Inward Investment Delivery Plan build on what has been achieved over the last two years by continuing with the approaches that have been working, updating where necessary to reflect any significant changes in the economic climate and emphasising key areas of focus.
- 4.3 The Economic Development Service Action Plan will continue to highlight key projects and milestones for actions to be delivered each year.

5. Proposal

- 5.1 That the refreshed Economic Development Strategy is approved and adopted for the remaining duration of the strategy, this being to the end of 2024.
- 5.2 That the Inward Investment Delivery Plan is approved and adopted from February 2022, to be reviewed annually through the Economic Development Panel.

6. Alternatives Considered

- 6.1 Not to refresh the Economic Development Strategy. This route was not chosen as the wide reaching impact of events of the past 2 years needs to be recognised and reflected.
- 6.2 Not to have an Inward Investment Delivery Plan. The Inward Investment & Growth Strategy was the first driver of the Council's inward investment agenda to support economic growth. Whilst it is now considered more appropriate to have an Inward Investment Delivery Plan, this is still a key document in ensuring a coordinated and structured approach to inward investment within the District.

7. Resource and Legal Implications

- 7.1 Both the refreshed Economic Development Strategy and the Inward Investment Delivery Plan have been produced by the Council's Economic Development team.
- 7.2 There is no additional budgetary provision for the delivery of the Economic Development Strategy and the Inward Investment Delivery Plan and work on both of these will be undertaken by existing resources.

8. Consultation

- 8.1 Prior to the drafting of the Economic Development Strategy and the Inward Investment & Growth Strategy, consultation was carried out via planned research that included discussion with key businesses and business organisations as well as workshops with CDC officers.

8.2 The refreshed Economic Development Strategy and Inward Investment Delivery Plan have been considered by the Economic Development Panel, who suggested enhanced reference to the Council’s relationship with the University; this has been incorporated in the aims under ‘Priority 3’ in the attached Appendix 1.

8.2 No additional consultation has been carried out, given that the proposal is to simply refresh the Economic Development Strategy and to tailor the Inward Investment actions into a Delivery Plan. The Economic Development team have been working with White Label for some months, who have been able to offer insight and feedback relevant to the documents now being considered.

9. Community Impact and Corporate Risks

9.1 Without a coordinated and structured approach to Inward Investment and Growth within the District there is a risk that the employment land coming forward will not be promoted or filled. Having a refreshed Economic Development Strategy and an Inward Investment Delivery Plan will help reduce this risk. A loss of employment land, with fewer businesses and employment opportunities will mean the District is less viable and attractive as a place to live.

9.2 Without a refreshed Economic Development Strategy we run the risk of untargeted and ultimately ineffective support to business, particularly in the ‘post Covid’ markets. We need to attract inward investment into the district coupled with promoting that the district is a good place to do business for all. The Inward Investment Delivery Plan will support the objectives of the Economic Development Strategy to promote growth for the whole district.

10. 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)		x

11. Appendices

11.1 Appendix 1 – Draft Refreshed Economic Development Strategy

11.2 Appendix 2 – Draft Inward Investment Delivery Plan

12. Background Papers

None

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Creating a Prosperous and Sustainable Economy

Economic Development Strategy for
Chichester District 2022-2024



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Creating a Prosperous and Sustainable Economy

Economic Development Strategy for Chichester District

2022 - 2024

Foreword by Cabinet member for Growth & Place, Regeneration

Chichester District Council is committed to supporting local businesses. We recognise that our businesses are the core contributors to the prosperity of our District.

Chichester is an affluent district with a rich cultural heritage, a positive 'feel-good' atmosphere, high quality recreational facilities and an outstanding natural environment. It is a district that people aspire to belong and to, with a progressive District Council committed to supporting business, it has all the ingredients to be one of the most desirable locations in the UK for business.

However, along with the rest of the country, our businesses are dealing with the varied impacts of Covid. As a result we are seeing considerable changes to our high streets. Through the focused plans we have been developing in Chichester City and in the rural towns, we hope to be well placed to ensure the ongoing vibrancy of these centres.

We also have yet to see the full impact of Brexit so we need to ensure that we remain able to adapt our strategies to the realities of the local economy.

We have therefore reviewed this strategy bearing in mind the current challenges and consider that the principle aims remain sound. Through our annual Service Action Plans we will establish the detailed plans to support the strategy and ensure that it is effective for these challenging times making our district a place in which businesses thrive and prosper.

The priority areas of focus will be on the ongoing delivery of Inward Investment Delivery Plans to promote the district as open for business and on supporting the 'high street' through its current and future changes.

This economic development strategy also recommends a targeted approach to supporting indigenous businesses to grow, whilst encouraging inward investment.

It sets out that we need to attract and retain younger people; stresses the importance of education and training in raising aspirations and developing skills and aims to make better economic use of the District's considerable natural and cultural assets.

Cllr Tony Dignum

Cabinet member for Growth & Place, Regeneration

December 2021

About this Strategy

Chichester needs an economic strategy that reflects the changed economic and organisational conditions that now exist but needs to be flexible enough to allow response to changes in the economy.

Currently, a combination of Brexit and Covid is impacting the local economy's supply chains and recruitment in some sectors. It is not yet known how long this will continue and is a national issue. We do not know what the longer term impact will be.

Therefore this strategy will seek to allow for flexibility to react to the needs of our local economy.

This strategy is an update of the 2013 – 2019 strategy and will retain aspects of that strategy which continue to be relevant but will suggest additional aims and also show where this strategy links with the Coast to Capital Local Enterprise Partnership's Strategic Economic Plan, WSCC's Growth Plan, Chichester Vision and Visions in the Rural Towns.

At the time of developing the last strategy, no-one was predicting the seismic change which has impacted the Retail Industry and which is leading to an evolution of town centre usage. However, the Council has led the development of the Chichester Vision which has been adopted by the District Council and to which both WSCC and Chichester City Council have signed up. The delivery phase for the Chichester Vision is underway and through this together with the emerging Visions for the rural towns, the District Council should be well placed to react to the change in town centres but more importantly to plan ahead.

Equally, the pace of change within the digital economy has accelerated and the way businesses operate has evolved. Take up of commercial space is still heavily influenced by accessibility but occupiers are now considering how premises and locations can be more appealing to employees. The development of co-working and flexible office space is a crucial part of the offer.

Chichester District Council has foreseen some of these changes, evidenced by the Council establishing the Enterprise Centre.

Chichester District Council cannot affect economic outcomes at a macro level, but its actions, priorities and leadership can make a difference to local businesses and residents. It can develop strong partnerships to access funds; lobby for investment; achieve cost-effective outcomes; influence others to work towards a common agenda; send market signals to investors about the sort of economy Chichester wants; use its own land and assets for local economic benefit; and as a large local business itself, its positive approach to recruitment and procurement can make a genuine impact to the local economy.

Unemployment levels are at a relatively low level, business survival rates are currently the second best in West Sussex outperforming neighbouring districts but the district is one of the lower performing districts in West Sussex for business start-ups according to the data underlying the WSCC Growth Plan.

This refreshed economic strategy builds on what has been achieved over the previous five years and sets out the future direction, based on the evolving economic conditions resulting from the Covid pandemic and Brexit uncertainty and from the seismic changes in the Retail Industry. It recommends a targeted approach to supporting (high growth potential) indigenous businesses and a focus on Inward Investment. It acknowledges the need to attract and retain working age people; stresses the importance of education and training in raising aspirations and developing skills; encourages the District to make better economic use of its considerable natural and cultural assets.

Chichester District Council cannot take the credit for the District's future economic successes alone; nor can it take sole blame for its failures. Its impact will be judged in the way it leads, acts and co-ordinates activity in the areas where it can make the most significant difference. This strategy will help it to do this.

Background

As at the date of this Strategy Chichester has over 7,500 active enterprises. The West Sussex Growth Plan data has shown that Chichester District has the lowest start-up rate in the county but one of the highest business survival rates. The previous strategy was not to focus on getting more businesses but on getting existing businesses to grow. The survival rates indicate that our Business Contact Programme has helped to support businesses but we can do more to encourage and assist with growth. We have delivered funding schemes which since 2016 have supported over 180 businesses, enabled economic use of vacant premises, and supported independent local businesses. Through the Covid pandemic, the council has delivered £64m government grant funding to support businesses. Additionally, the council funded its own Covid Recovery Grants with over £490,000 of funding which helped 190 businesses.

The challenge now is to identify and support those businesses that have strong growth potential; that are likely to provide new higher value jobs and which will attract new investment. Such a targeted approach needs to sit alongside a broader sector based approach that focuses on strengthening networks and supply chains in key sectors.

The Economic Development Business survey conducted in the summer of 2018 asked businesses about their growth plans. Of those surveyed these key results emerged:-

Issues affecting growth	Response
Plans to move or acquire new premises	40%
Plans to expand	60%
Availability of suitable space is a barrier to growth	35%
Premises costs too high	32.3%
Lack of funding	32.3%
Hurdles affecting day to day business	Response
Recruitment and skills	40.7%
Business rates too high	29%
Being in the right premises	23.45

2 in 5 plan to move or acquire new premises and 3 in 5 businesses said they had plans to expand. However, 35% cited availability of suitable space as a barrier to growth and this is underlined by 32.3% stating premises costs are too high. Lack of funding was cited by 32.3% of respondents.

In terms of hurdles affecting the day to day running of their businesses, 40.7% listed recruitment and skills, 29% listed business rates and 23.4% mentioned being in the right business premises.

The district's retail businesses are undergoing an extremely challenging time with many national chains under threat of collapse or already closing. The high street is evolving so support to businesses in this sector, particularly our independent businesses, will need to be developed according to need and in line with the Chichester Vision and with the emerging Visions of the rural towns.

There are a number of successful entrepreneurs and business leaders in Chichester. The District Council should seek to engage with them to promote Chichester to investors and to critique approaches to supporting local economic development.

Geography and road transport links mean that it may be prudent to have some focus on supporting the growth of businesses that are not transport dependent, although not at the expense of one of the District's key strengths in food and drink production. Given this, it is vital that there is access to up to date digital infrastructure and broadband in all parts of the District; that transport improvements are made where this is viable; and that the business accommodation needs identified in the Chichester Employment Land Review 2018 are met.

Chichester is widely recognised as having some of the country's most outstanding countryside and its theatres, art galleries, museums and beaches inspire creativity in artists, designers and media professionals. Nearly three-quarters (70%) of the District's land is part of the South Downs National Park; Chichester Harbour is an Area of Outstanding Natural Beauty (AONB); it has a rich and diverse coastline that supports both tourist activity and marine businesses; and it has listed buildings and Sites of Special Scientific Interest aplenty. These natural assets support a strong tourism sector which contributes £460m per year to the District's economy.

The quality of light and soil support one of the country's most important horticultural clusters; and its agricultural businesses produce outstanding local food and drink. They are the economic lifeblood of the District's market towns and villages, and the guardians of its countryside. The beauty of Chichester Harbour makes it attractive for yachting enthusiasts and it provides an ideal location for businesses linked to the Marine sector. The Witterings and Bracklesham Bay are popular destinations for family holidays and for windsurfers, kite surfers, divers and fossil hunters.

These are all substantial assets that give Chichester a reputation for quality, culture and refinement that are the platform for its current and future economic success and are major selling points to potential investors. The District attracts 6.5 million visitors every year, Chichester Harbour can accommodate 12,000 yachts, and Glorious Goodwood, the Festival of Speed and Goodwood Revival are national highlights on the events calendar, but Chichester could create more innovative tourism packages that could encourage more of its day visitors to remain in the District for longer.

Chichester's rich and diverse food and drink production sector increasingly operates in competitive international markets and requires people with high-level business and technical skills. Its farmers and foresters have to find new ways of making their businesses competitive, making better use of their buildings and land, finding new ways of working together, exploring new markets (both at home and overseas), and strengthening supply chains.

Successful coastal areas are often those that have found ways of extending the holiday season to make better economic use of their access to the sea during the colder, winter months. This may mean strengthening marine related activities, improving and diversifying the retail and leisure offer in the coastal towns and to attract more people throughout the year.

Chichester has a well-educated population, high levels of entrepreneurship, and a high proportion of its residents work in 'higher level' occupations. The University of Chichester is a thriving higher education institution which was recently recognised as a one of the top-30 universities in the UK with key disciplines in sport, education, creative and digital technologies, and engineering. The University of Chichester has around 5,000 students but this is due to increases with the establishment of a new nursing degree course. It boasts the newly opened Engineering and Digital Technology Park and also has a school of Enterprise, Management and Leadership.

Chichester Further Education College has high student success rates; is a Queens Anniversary Prize winner for international education; and has a food and drink specialism at its Brinsbury Campus. The Chichester College Group is part of a consortium of Sussex colleges set to receive £7million government funding to boost skills training in sustainable industries.

West Dean College is an independent higher education college with an international reputation for conservation, creative arts and design.

However, GCSE attainment in some schools is below the national average; local businesses are concerned that the skills young people have are not well-matched to those that they need.

Universities and colleges are increasingly having to operate in a market environment, responding to student and business demand; whilst they are often expected to respond to forecasts of future skills needs in the local economy.

Developing and maintaining an on-going dialogue between education providers and business groups is essential to identifying ways of developing a more responsive curriculum; to find new ways of delivering learning packages on employer premises; and of equipping learners with the skills that they need to compete effectively in the local labour market. Education providers have an equally important role in developing learning pathways that are sufficiently attractive and flexible to raise the aspirations and skills of lower skilled people who might otherwise struggle to gain a foothold in the labour market.

Chichester has opportunities to do more to attract and retain young talent. It has a top-performing Further Education college that attracts a large number of international students; it has its own university, which could be supported to attract more students from elsewhere, and it has a large SME sector that could be encouraged to provide more work placements and opportunities for university and college leavers, and it can use its existing entrepreneurial talent to support its graduates to start their own businesses. It is no simple task to attract working age people, but the district will need them in the future to support its ageing population; improve its offer to visitors; and to provide the talent that its growth oriented businesses will need to prosper.

Our Priorities

Priority 1: Inward Investment

Having a large business base is not enough to secure sustainable economic growth. Many micro-businesses are not growth oriented and will not provide higher value jobs in the future or increase the District's prosperity. We need a delivery plan for Inward Investment and for development of Employment Land to provide the future space for growing and new businesses.

The District Council is a key stakeholder in the effectiveness of the A27 by-pass and needs to continue to lobby for improvements. Existing businesses have cited the A27 congestion as a barrier to growth and if we are to attract inward investment and to enable growth of existing businesses, the A27 must be improved.

A range of supporting actions will need to be implemented to support this priority, including:

Primary Aims

- 1.1 Develop and deliver an Inward Investment Delivery Plan.
- 1.2 Promote and market the district as 'open for business' through an Inward Investment website articulated through clear targeting and messaging to attract Inward Investment
- 1.3 Develop a Digital strategy that aims to secure high-speed digital infrastructure and broadband access across the whole of the District and to build on the Gigabit roll out to public sector buildings to encourage businesses to access full fibre services. Work with WSCC to find the most effective spine routes for the District as part of fibre roll out funded from the pooled business rates.
- 1.4 Promote the development of key employment sites identified in the HEDNA or Local Plan/Local Plan Review.

Priority 2: Supporting the 'high street'

Aligned with an Inward Investment Delivery Plan, we need to ensure that we support the 'high street' through its forthcoming changes. The future of the high street will not be all about retail and there is likely to be a significant shift towards independent businesses. The challenge will be to maintain a mix of sufficient 'anchor' shopping and experience draws whilst encouraging a variety of independent retailers. The Chichester Vision sets out recommendations for the future of the city centre and this along with the emerging town visions will shape the support to the high street.

Primary aims:

- 2.1 Support and contribute to the delivery of Chichester Vision and the emerging rural town visions.
- 2.2 Deliver targeted support programmes to retail businesses and other businesses

seeking to locate in our town centres.

- 2.3 Working with the BID, pro-actively support businesses which can contribute to a more diversified offer on the high street and those which can help develop our night-time economy offer.
- 2.4 Engage with the government's High Street Task Force on how best to utilise their emerging support.

Priority 3: Create the Conditions to Support Growth-Oriented Businesses

An unfocused approach to business engagement risks spreading resources too thinly and may mean that some businesses fail to grow to their full potential. Growth oriented businesses are not confined to particular sectors, but they need the right business accommodation in the right locations and high quality, up-to-date digital and physical infrastructure. Digital infrastructure is essential for future growth but businesses are at varying stages of development regarding their needs– we need to support initiatives which aim to future-proof digital infrastructure. There needs to be a focus on identifying those businesses ready to grow through the Business Contact Programme. However, we cannot forget that 90% of the businesses in our district are micro businesses reflecting increases in self-employment and these businesses will also need support. This should include engaging with businesses on their journey to carbon neutral and signposting to support.

Primary Aims

- 3.1 Through the business contact programme, provide targeted support to businesses which fit the priority sectors identified in the Inward Investment Delivery Plan and those which will positively contribute to the evolving high street.
- 3.2 Underpin support via the delivery of grant schemes or training programmes.
- 3.3 Direct district businesses to the learning and support being provided through the County –wide project to help SME businesses prepare for a low carbon economy
- 3.4 Utilise the working relationships with The University of Chichester's Business School to develop targeted support.

Secondary Aims

- 3.3 Undertake an audit of sector focused business support networks and establish where the District Council and its partners can add value to support business growth

Strategic Alignment

The aims for the above 3 priorities support the following priority themes that are set out in the West Sussex Economy Reset Plan, which provides the framework for a coordinated approach to economic development across the county:

- Protect and Revive the Coastal Towns

- Protect and Revive the Rural Economy
- Enable Business Start-ups, Business Survival and Business Adaptation
- Capitalise on Digital Infrastructure and Technology

These aims also align with the Coast To Capital LEP's Strategic Economic Plan (SEP)

Priority 2: Develop business infrastructure and support

Priority 3: Invest in sustainable growth

Priority 7: Improve digital network capability

Priority 4: Make Best Use of the District's Natural and Cultural Assets

Chichester's natural and cultural assets are what makes it distinct and special. They are the cornerstone of its economy and the reason why it is one of the England's most attractive places to live in and visit. Its natural and cultural assets underpin its great food and drink production and creative industries sector and give it the potential to develop industries linked to the marine sector. Working with the natural environment is a key component of sustainable economic development. Chichester's high quality natural environment needs to be viewed as an economic asset, not an obstacle to securing sustainable economic growth.

Primary Aims

- 4.1 Linked to the Vision work for the District's market towns; provide on-going support through the Business Contact Programme so that the towns remain thriving centres that serve their hinterlands.
- 4.2 Support the District's farmers, foresters and landowners to make best economic use of their buildings and land assets within the constraints of landscape, wildlife and listed buildings designations.
- 4.3 Develop a co-ordinated approach to engage, support and promote the food and drink sector so that Chichester District is recognised as one of the country's leading food and drink producers.
- 4.4 Better understand opportunities for developing and growing the District's marine and coastal related activities, linked to their strengths in the Solent area and improving and diversifying the retail and leisure offer in coastal locations.

Secondary Aims

- 4.5 Encourage co-ordinated, high value visitor packages and to increase the value of tourism and culture to the economy through supporting the emerging Tourism and Cultural Strategy work.
- 4.6 Support the development of comprehensive list of the cultural and tourism offer
- 4.7 Working with partners, such as Experience West Sussex and The Great Sussex Way , maximize the positive economic impact of the district cultural & creative industries.

Strategic Alignment

These aims support the following priority themes that are set out in the WSCC Economy Reset Plan

- Protect and Revive Coastal Towns
- Protect and Revive the Rural Economy
- Protect and Revive Tourism and the Visitor Economy

It will align with Coast to capital SEP

Priority 8: Build a strong national and international identity

5. Additional area of focus:

Match Skills to Business Needs and Attract and Retain working age talent

Talent attracts investment and enables businesses to innovate and compete on quality. It is a key driver of economic growth. Acquiring the right skills also gives individuals more choices in the labour market, enables them to command higher earnings, and reduces their risk of social deprivation. Universities, colleges and training providers are key to raising aspirations, nurturing talent and supporting workplace learning. Education is not a purely economic endeavour. However, learning providers are increasingly operating in a market environment, where learning is seen as an investment upon which learners and sponsoring businesses expect to see a return. Universities and colleges need to be supported to find new ways of identifying and responding to local business and community skill needs, so that they contribute to the District's economic growth.

Chichester District's economy needs working age people over the longer term if it is to achieve sustainable economic growth. It needs people who can fill the lower and intermediate level jobs that support its ageing population and growing visitor economy; ~~and~~ but it also needs to retain and attract fresh talent to enable its high growth businesses to expand and to attract new investment from outside. The District's housing stock is not accessible to younger working age households; its night-time economy is under-developed for younger people; and its SME-dominated labour market makes it difficult for many young people to build a career locally, hence the need to create higher value jobs.

Primary aims

- 5.1 Develop strong links with education-business networks and strengthen the links between the District's secondary schools and Further and Higher Education providers.
- 5.2 Work with partners as they develop their plans for upskilling the workforce.
- 5.3 Maximise internship and apprenticeship opportunities and increase work placement opportunities for young people and to develop their business and entrepreneurial skills.

Secondary Aims

- 5.5 Find viable solutions to specialist learning provision that meets local business needs.
- 5.6 Respond to the skills and employment needs arising from the South Downs National Park.

- 5.7 Undertake an audit of the District's recreational and cultural offer and its night time economy to ensure that it meets the needs and aspirations of younger households. This links closely to Chichester Vision work.

Strategic Alignment

These aims support the following priorities that are set out in the WSCC Economy Reset Plan , which provides the framework for a coordinated approach to economic development across the county:

- Enable Employment and Skills Recovery and Resilience

This will align with Coast to Capital's SEP

Priority 4: Create skills for the future

Working in Partnership

This Economic Development Strategy links strongly with the ongoing delivery of the Chichester Vision and emerging rural town visions and will therefore involve regular partnership working.

Supporting business relies on building our partnerships with the Chichester Chamber of Commerce and Industry, the BID and networking organisations in Midhurst, Petworth, Selsey and the Witterings.

Reviewing Progress

Chichester District Council cannot grow the local economy alone, but in leading the delivery of this strategy and working with private, public and voluntary sector partners, it can help support the District towards sustainable economic growth.

The strategy is a core part of the District's future strategic plans and supports the new Local Plan and Chichester Vision an annual action plan will be developed by the Economic Development Team as part of the Annual Service Plan.

Progress in delivering the strategy will be shared by the council within its existing partnerships and networks such as the Chamber of Commerce, BID, Town Councils, West Sussex County Council, the South Downs National Park Authority, the Coastal West Sussex Partnership, the Rural West Sussex Partnership; The Great Sussex Way, Experience West Sussex,; and the Coast to Capital Local Enterprise Partnership.

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Ongoing Projects

Project Description	Notes	Lead	Partners/ supporting resource	Key Actions	Timescales
Development of website	Information to include, but not be limited to; available sites, support the Council can offer and key contacts	II&G Officer	Admin Officer	<ol style="list-style-type: none"> 1. Monitoring of website for updates required 2. New information to be added as required 	Throughout 2022
Continued Engagement with land owners, developers and agents		II&G Officer		<ol style="list-style-type: none"> 1. Manage contact with all interested parties 	Throughout 2022
Ambassador project	This will now be a series of videos with key businesses; use of ambassadors will continue to be considered once Covid risks have abated.	II&G Officer	PR	<ol style="list-style-type: none"> 1. Identify key businesses and speakers 2. Arrange interviews and media recording 3. Publish on website and LinkedIn to promote the District 	<ol style="list-style-type: none"> 1. Spring 2022 2. Spring 2022 3. Summer 2022
Working with lead officers and teams across the Council to increase meaningful business engagement		II&G Officer	Other business facing teams in CDC	<ol style="list-style-type: none"> 1. Establish most effective ways to engage other teams and implement 2. Engagement with teams as per preferred approach 	Throughout 2022

New Projects

Project Description	Lead	Partners/Supporting Resource	Key Actions	Timescales
Develop a bi-annual event to engage with land owners/developer/agents	II&G Officer	Eco Dev	<ol style="list-style-type: none"> 1. Agree with stakeholders what support would be meaningful for them 2. Develop an initial programme of meetings 	<ol style="list-style-type: none"> 1. Summer 2022 2. Autumn 2022
Establish target sectors for major development sites in the Local Plan and emerging Local Plan using appropriate and up to date data	II&G Officer	Eco Dev/Planning Policy	<ol style="list-style-type: none"> 1. Explore which sectors could fit into use classes allocated in Local Plan/ Emerging Local Plan 2. Understand which uses are most likely to have traction utilising appropriate data 	<ol style="list-style-type: none"> 1. Summer 2022 2. Winter 2022
Identify potential high growth sectors within the District and consider targeted events for them alongside local partners	II&G Officer	Eco Dev	<ol style="list-style-type: none"> 1. Review emerging research on the local economy 2. Engage with local partners 3. Consider suitable events to engage with identified high growth sectors 	<ol style="list-style-type: none"> 1. Spring 2022 2. Throughout 2022 3. Spring 2023
Develop a more engaging "Welcome Pack"	II&G Officer	PR	<ol style="list-style-type: none"> 1. Explore which media mediums have been used to do this within CDC so far. 2. Develop video and media clips to include on the Invest Chichester website 	<ol style="list-style-type: none"> 1. Spring 2022 2. Throughout 2022
Develop a dedicated High Street page on Invest Chichester	II&G Officer	Web Team/Place Team/BID and Towns	<ol style="list-style-type: none"> 1. Establish key content 2. Link to work undertaken by BID and Rural Towns 	<ol style="list-style-type: none"> 1. Spring 2022 2. Summer 2022

Chichester District Council

CABINET

1 February 2022

Enabling Grants to support New and Existing Businesses

1. Contacts

Report Author:

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Cabinet Member:

Tony Dignum – Cabinet Member for Growth, Place and Regeneration

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2. Recommendation

- 2.1 That Cabinet approves the proposed continuation of the Enabling Grants scheme for 2022/23, funded by £71,428 allocated from the Pooled Business Rates Fund.**

3. Background

- 3.1 Since 2016 £71,428 has been secured annually from the pooled business rate fund to offer the Enabling Grant scheme.
- 3.2 From 2016, the scheme has awarded 182 grants to businesses across the District, with many seeing their business turnover increase. This has created economic growth and new job opportunities in the District. Grants have funded a range of projects including apprenticeships, new websites, the purchase of equipment to develop new products and services and upgrading of shop interiors.
- 3.3 Each round of the scheme has been administered within the Council's Economic Development Service and an important aspect of the scheme is that it is easy to access.
- 3.4 Following the success of the scheme to date across the County, a further application to the Pooled Business Rates Fund, in conjunction with the other West Sussex districts and boroughs, has now been approved, with the Council securing a further £71,428 to continue the scheme in 2022/23.
- 3.5 In order to access the funds, a lead authority is needed and this Council's Economic Development team have agreed to fulfil this role for the 2022/23 programme. Without a lead authority, the scheme cannot proceed and the funds would not be available. As the lead Authority, CDC will be required to coordinate regular updates from the other participating districts and boroughs to provide feedback on grants awarded, match-funding secured and jobs created.

3.6.1 It should be noted that it is highly unlikely the scheme will be able to continue beyond 2022/23, as Pooled Business Rates monies will not be available for this purpose. It is therefore considered important to deliver the scheme for 2022/23 to ensure businesses are supported this way whilst funds are still accessible.

4 Proposal

4.6 The Enabling Grant Scheme is planned to launch in April 2022 on the same simple-to-operate and easy-to-access basis as the previous grant scheme. The eligibility criteria have been reviewed and applicants are required to consider environmental sustainability within their project proposals. Applications from businesses providing green jobs will be prioritised.

4.7 Each applicant will be eligible for up to 50% of the total cost of their project, subject to a maximum of £2,000. The grants will not be offered to fund spend incurred by businesses retrospectively.

4.8 Smaller grants up to a maximum of £500 will be available for start-up businesses, without the need for match funding from the applicant.

5 Outcomes to be Achieved

5.6 To create jobs and growth by:

- giving small businesses the confidence to try something new
- enhancing the entrepreneurial culture within the District
- increasing access to new markets for small businesses
- encouraging investment by small business owners

5.2 The application forms will ask applicants to state their intended outcomes, jobs created, business turnover, profit enhancements, etc. The Council will then carry out a post-project evaluation to measure the outcomes.

6 Alternatives Considered

6.6 Do nothing. With funding available this is not considered appropriate.

7 Resource and Legal Implications

7.6 CDC will receive £71,428 from the Pooled Business Rates Fund. Based on data from previous years' schemes, this could lead to a minimum of £71,428 being invested as match funding by businesses securing enabling grants.

7.7 The scheme will be administered by the Economic Development Service and no additional resources are required. The team will also coordinate the scheme county-wide, with this work being undertaken by existing resource.

8 Consultation

8.6 The proposal for this Enabling Grants scheme has been considered by the Economic Development Panel, who highlighted the need to review and finesse the eligibility

criteria to cover the area of environmental sustainability, which is referenced in paragraph 4.1 of this report.

9 Community Impact and Corporate Risks

- 9.6 This scheme supports the objectives of the Council’s Corporate Plan and Economic Development Strategy.

10 Other Implications

	Yes	No
Crime and Disorder		x
Climate Change and Biodiversity The evaluation will consider environmental sustainability within their project proposals and that applications from businesses providing green jobs will be prioritised	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)		x

11 Appendix

None

12 Background Papers

None

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Chichester District Council

Cabinet

1 February 2022

Social Prescribing

1. Contacts

Report Author:

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Cabinet Member:

Roy Briscoe - Cabinet Member for Communities

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2. Recommendation

2.1 That the Cabinet agree a two year pilot for a Young Persons Social Prescriber

3. Background

- 3.1 It is widely recognised that Young People have been adversely impacted by the Covid 19 pandemic, primarily due to interruptions in their education, lack of social connections and becoming isolated during national lockdowns. This has resulted in consistently higher levels of anxiety, depression, and loneliness than other age groups.
- 5.2 Following the success of adult focused Social Prescribing services, nationally Young People focused Social Prescribing services are starting to be developed in response to this emerging need and there is much interest in the ongoing development and evaluation of these services
- 5.3 Evidence and feedback from Young People and local service providers shows that intervention services for Young People have very long waiting times because of lockdowns during the pandemic. In addition, there is no single point of contact for Young People which leads to confusion about what is available and where to go for support.
- 5.3 Reductions in youth services in West Sussex means there are fewer prevention / early intervention services than ever before and with the need increasing, a Social Prescriber can provide this low-level support of signposting, information and advice. It is recognised that a level one intervention, such as Social Prescribing, could prevent an issue worsening and spiralling into the need for more formal support.
- 5.4 A Social Prescriber equipped with the skills to enable a Young Person to articulate themselves, focus on goals, increase resilience and coach into independence as they transition into adulthood will reduce longer term need for services and better outcomes for Young People.

4. Outcomes to be Achieved

- Develop a level one service targeting Young People in greatest need to reduce their need for longer term interventions from statutory services.
- Tackle new and emerging issues for Young People in the district resulting from the Covid 19 Pandemic
- Reduce inequalities in Young People
- Strengthen local partnerships delivering services to Young People
- Provide an evidence base to support future funding

5. Proposal

- 5.1 This report describes a proposal to develop a Social Prescribing service focusing on Young People in need of advice and support due to the impact of the Covid-19 pandemic. This will be a 2-year pilot project funded by a combination of partners, existing internal revenue budgets and reserves held by CDC.
- 5.2 Initially focusing on areas of the district where inequalities are identified, a Social Prescriber, trained in youth work, will work with partners to identify Young People aged 13 – 19yrs in need of support. They will receive referrals from a range of sources e.g. schools, GPs, VCS partners etc. They will work one to one or in small groups with young people to identify their goals and needs and support them to build confidence, resilience and access community groups and services.
- 5.3 The post holder will help to research and design the service based on experience, best practice and advice from other areas of the UK and from local service providers. They will also consult with Young People themselves to identify how the service would best support their needs.
- 5.4 The post holder will sit alongside the current adult Social Prescribing team for parity, support, and management.

6. Alternatives Considered

- 6.1 This is a new project so at this time no other options have been considered

7. Resource and Legal Implications

- 7.1 There are no significant resource or legal implications associated with this project for the Council, costs are set out in the table below along with details of funding sources.
- 7.2 Oversight of the role will be included in the existing management structure.

Costs (£) 2022/23		Costs (£) 2023/24	Source 2022/23	Source 2023/24
One-Off	IT equipment £500	None	None	None
Revenue	Staff costs £32,159	Staff costs £32,492	£10,000 Hyde Housing Association	£10,000 Hyde Housing Association
	Operational budget £1000	Operational budget £1000	£10,000 Clarion Housing Association	£10,000 Clarion Housing Association
	Total £33,659	Total £33,492	£10,000 Community Safety Partnership Neighbourhoods grant (reserve held by CDC) £5,000 Health & Wellbeing partnership (existing revenue budget) Total £35,000	£10,000 Community Safety Partnership Neighbourhoods grant (reserve held by CDC) £5,000 Health & Wellbeing partnership (existing revenue budget) Total £35,000
Savings	None	None	None	None
Services to be involved in the project delivery		Wellbeing, Social Prescribing Adult team,		

8. Consultation

- 8.1 Informal consultation with local providers of services to young people has been conducted. It is widely felt that there is a real need for this service and all providers are happy to work in partnership to help develop the service and provide referral routes for young people. In addition, evidence suggest that a Young Persons Social Prescriber can often make a big difference to a Young Persons life by contributing to the cost of small items e.g. sports kit so a small operational budget has been included in the plan.

9. Community Impact and Corporate Risks

- 9.1 The impact on Young People in the Community, especially the targeted areas for the service, will be positive. The service is designed to prevent Young People needing to access statutory services for support by ensuring they are able to build resilience and problem solve before issues develop further.
- 9.2 Corporate risk is minimal, the management and development of the service will be provided within existing resources. There is also risk associated with sustainability after the two-year pilot period but there is much interest locally and nationally in Young Peoples Social Prescribing services and it is anticipated that with a growing evidence base, funding will become available in time. During the period of the pilot, we will work closely with similar services in West Sussex as they develop and with GPs to build evidence of effectiveness which will support bids for funding going forward.

10. Other Implications

	Yes	No
Crime and Disorder	The service will have a positive impact on crime by providing diversionary activities for young people	
Biodiversity and Climate Change Mitigation	Staff will be encouraged to use public transport, cycle or walk where appropriate when travelling	No
Human Rights and Equality Impact		No
Safeguarding and Early Help	The member of staff will be trained in safeguarding and will be in a position to identify any issues arising in the young people they work with.	
General Data Protection Regulations (GDPR)		No
Health and Wellbeing	The service will have a positive impact on the health and wellbeing of Young People, especially those in the areas identified as areas of inequality	
Other (please specify)		

11. Appendices

None

12. Background Papers

None

Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made.

A decision of this nature has been made as set out below:

Decision title	To adopt the Covid Additional Reliefs Fund (CARF) policy
Decision taker	Kerry Standing
Decision consultees	Eileen Lintill – Leader Clare Apel – Chair of the Overview and Scrutiny Committee Peter Wilding – Cabinet Member for Finance, Corporate Services, Revenues and Benefits
Decision date	6 January 2022
Decision details	In the absence of a Cabinet meeting officers be authorised to proceed with adopting the CARF policy (as agreed with the district and borough councils within West Sussex as stipulated on the CARF policy itself). The scheme in effect replaces the legal right for businesses to appeal to the Valuation Office Agency on material change of circumstances grounds due to Covid. The scheme provides relief to businesses who are eligible and apply up to an amount depending on how impacted an individual business has been during Covid.
Reason for urgency	Coronavirus pandemic
Name and date of the meeting to receive a full report	A full report is not required but the decision will be reported to the next available Cabinet and/or Council meeting.

Louise Rudziak
Director of Housing and Communities
1 February 2022

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