

Public Document Pack

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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 5 April 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 1 March 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 **Energy, Efficiency and thermal Comfort Works at Westward House, Chichester** (Pages 9 - 25)
The Cabinet is requested to consider the report and its appendix and make the following recommendations to Council:
 1. The approval of the Project Initiation Document (PID) for the energy efficiency and thermal comfort works at Westward House (see separate Appendix).
 2. The approval of the Council's financial contribution of up to £80,000 funded from council reserves. The overall project cost to install energy efficiency measures at Westward House is up to £305,000. The Council will receive a grant of up to £205,000.

KEY DECISIONS

None.

OTHER DECISIONS

6 **Governance Arrangements for Housing and Communities Panel** (Pages 27 - 31)

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

1. That Cabinet approve the Terms of reference set out in the Appendix to this report.
2. That Cabinet approves the numbers of members forming the Housing and Communities Panel, DPIIP, Environment Panel and Economic Development Panel as set out in paragraph 5.2 of this report.

7 **Report from the Priory Park Task and Finish Group** (Pages 33 - 52)

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

1. That Cabinet note the findings of the task and finish group in section 5, and resolve:
 - (a) That the changes to the Events strategy set out in Appendix B are approved.
 - (b) Officers to continue supportive discussions with the Bowls club and the Cricket club to explore their aspirations for development of their respective facilities, and the funding available consistent with those aspirations.
 - (c) Officers continue to explore a community or commercial use for the brick pavilion.
 - (d) Proposals for refurbishment of the public conveniences be progressed at the earliest opportunity.
 - (e) Officers to bring to cabinet proposals for reprovision of the play equipment.
- 2.2 Cabinet are also asked to consider whether parish councils should be approached to seek contributions towards parks that are maintained at CDC expense, para 5.2.

8 **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

9 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 10 and 11 whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

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

- 10 **Part II Urgent Decision Notice - Leisure Management Contract agreement for 2022-23** (Page 53)
The Cabinet is requested to note the Part II Urgent Decision Notice relating to the Leisure Management Contract agreement for 2022-23.
- 11 **Efficiency of the Service Retirement Report** (Pages 55 - 56)
The Cabinet is requested to consider the report and make the resolution as set out in section 2.1 of the report.

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.
 - You should not attend any face to face meeting if you have symptoms of Covid-19 or if you have been instructed by NHS Test and Trace 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.

Public Document Pack Agenda Item 2



Minutes of the meeting of the **Cabinet** held in Committee Rooms, East Pallant House on Tuesday 1 March 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 Mrs H Belenger (Divisional Manager for Financial Services), Mr N Bennett (Divisional Manager for Democratic Services), Mr K Carter (Divisional Manager, CCS), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mr D Cooper (Group Accountant), Mrs L Dyer (Health Protection Manager), Mrs A-M Ferrier (Planning Policy Officer), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr D Hyland (Community and Partnerships Support Manager), Mr J Mildred (Divisional Manager for Corporate Services), Mrs V Owen (Principal Planning Policy Officer), Mrs E Reed (Environmental Housing Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive), Ms A Stevens (Divisional Manager for Environmental Protection), Mrs F Stevens (Divisional Manager for Planning), Mrs E Thomas (Wellbeing Manager), Mr J Ward (Director of Corporate Services), Western (Housing Delivery Manager) and Mr T Whitty (Divisional Manager for Planning Policy)

138 **Chair's Announcements**

Cllr Lintill welcomed everyone to the meeting. She explained that as a council the Ukraine flag would be flown as a sign of support to the Ukraine and all those affected both in the Ukraine and the district.

There were no apologies for absence.

139 **Approval of Minutes**

RESOLVED

That the minutes of the Special Cabinet meeting held on 24 January 2022 be approved a correct record.

RESOLVED

That the minutes of the Cabinet meeting held on 1 February 2022 be approved a correct record.

140 **Declarations of Interests**

There were no declarations of interest.

141 **Public Question Time**

There were no public questions.

142 **Draft Treasury Management, Investment and Capital Strategies**

Cllr Wilding introduced the item.

Cllr Taylor with reference to page 21, table 2 requested clarification of why the balance sheet lists no CIL figure for 2025 and 2026. Mr Catlow explained that although CIL is anticipated the table refers to what is known to be spent.

Cllr Dignum asked what impact the increase in interest rates is having on the capital value of the council's bonds. Mr Catlow explained there is a difference between short term and long term bonds. He outlined a u-shaped curve in the value of bonds which he saw beginning to stabilise. Cllr Dignum followed up by asking the cost implication if the council were to sell assets at a loss. Mr Catlow explained that at present it would be deferred on a statutory override until 2023 with the first year charged to revenue.

Cllr Sutton requested information on whether the situation in Russia affects the council's Strategy. Mr Catlow explained that the council's external pool fund investments are not directly linked to Russia however there are indirect risks due to the impact on companies such as BP and on the overall impact on the UK stock market and the impact that has on shares.

In a vote the following recommendations were made:

RECOMMENDED TO COUNCIL

1. That the Treasury Management Policy Statement, the Treasury Management Strategy Statement, the Investment Strategy and relevant Indicators for 2022/23 be approved.
2. That the Council's Capital Strategy for 2022/23 to 2026/27 be approved.

143 **Budget Spending Plans 2022-23**

Cllr Wilding introduced the item.

Cllr Sutton asked what the impact of the rise in inflation is on the council's budget. Cllr Wilding confirmed that the net effect of inflation is around £22,000 and therefore not of significant impact.

Cllr Sutton also asked for clarification of whether there is a cut on the planning budget. Cllr Taylor explained that the impression given by the report is due to the way local authorities have to present their accounts. It is a requirement of local authority accounting that any capital monies sent to third parties as grants or contributions must be shown in the revenue budget, such as CIL monies. If any of those monies come from an outside body they have to be shown in the service budget.

Cllr Dignum asked for further information of what the large income streams were under Cllr Sutton's portfolio. *Officers provided a written response to members after the meeting.*

In a vote the following recommendations were made:

RECOMMENDED TO COUNCIL

- a) That a net budget requirement of £15,015,600 for 2022-23 be approved.
- b) That Council Tax be increased by £5.00 from £170.81 to £175.81 for a Band D equivalent in 2022-23.
- c) That a contribution from the General Fund Reserve of £576,100 be approved to help fund the 2022-23 budget.
- d) The capital programme, including the asset renewal programme (appendix 1c and 1d of the agenda report) be approved.
- e) That a local Council Tax Hardship Reliefs Scheme for 2022-23 giving an additional £150 deduction on council tax bills for relevant taxpayers in receipt of CTR as set out in paragraph 6.7 of this report, using the £159,916 grant received in 2021-22.

144 Allocation of Commuted Sums to Deliver Affordable Housing

Cllr Sutton introduced the item.

Cllr Taylor asked whether the nomination agreement would be in perpetuity or for the first or second lettings. Mr Western explained that the council has 100% of the nomination rights for the first let. At the point of re-let this changes to 50% with the other 50% being made from the housing association's own waiting list.

In a vote the following recommendation and resolution were made:

RECOMMENDED TO COUNCIL

The allocation of £50,000 commuted sum monies to Chichester Greyfriars Housing Association to fund the delivery of 5 social rented flats at Royal Close, Chichester.

RESOLVED

That delegated authority is given to the Director of Housing and Communities to allow the payment of monies prior to practical completion to allow the trust to acquire the units subject to satisfactory discharge of planning conditions and receipt of solicitor's completion statement.

145 Senior Staff Pay Policy Statement 2022-2023

Cllr Wilding introduced the item. He drew attention to the agenda supplement with amended Appendix 1 following agreement of the pay award.

In a vote the following recommendation was made:

RECOMMENDED TO COUNCIL

That the Senior Staff Pay Policy Statement 2022-2023 be agreed for publication.

146 Chichester Wellbeing

Cllr Briscoe introduced the item.

Cllr Lintill explained that the recommendations would now be made to Council.

In a vote the following recommendations were made:

RECOMMENDED TO COUNCIL

1. To enter into a partnership agreement with West Sussex County Council for 2022/23 – 2026/27 and receive funding annually to deliver the Wellbeing service in line with the agreed business plan.
2. Delegated authority for the Director for Housing and Communities to finalise, sign and enter into the Wellbeing partnership agreement with West Sussex County Council.

147 Authorities Monitoring Report 2020-2021

Cllr Taylor introduced the item.

In a vote the following resolutions were made:

RESOLVED

1. That Cabinet approve the Authority's Monitoring Report 1 April 2020 – 31 March 2021 for publication.
2. That the Director of Planning and the Environment be authorised, following consultation with the Cabinet Member for Planning Services, to make any

minor amendments to the Authority's Monitoring Report prior to its publication.

148 Changes to Priorities and Principles of Grant funding

Cllr Briscoe introduced the item.

Cllr Plant drew attention to a minor amendment required to page 195 to refer to seven principles.

RESOLVED

In a vote the following resolution was made:

That Cabinet approve the Council's Priorities and Principles of Grant Funding shown in appendix 1, with effect from 1 April 2022.

149 Choose Work

Cllr Briscoe introduced the item.

Cllr Dignum asked whether the £62,000 grant from West Sussex County is received in three tranches or as a lump sum. Mr Hyland explained that it would be a lump sum and that the expectation would be that additional sources of funding would need to be found.

In a vote the following resolution was made:

RESOLVED

That Cabinet agree to receiving £62,857 from the West Sussex Economic Recovery Fund and delegate to the Divisional Manager for Communities the allocation of funds over three years (2022/23 – 2024/25).

150 Review of Skin Piercers Registration Policy, Fees and Charges

Cllr Lintill confirmed that it had been clarified that Cabinet would be recommending to the General Licensing Committee as per the Constitution.

Cllr Plant introduced the item.

In a vote the following recommendation was made:

RECOMMENDED TO THE GENERAL LICENSING COMMITTEE

That Cabinet recommends the revised skin piercing registration fees and charges 2022-23 for approval by the General Licensing Committee.

151 The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 – Civil Penalty Policy

Cllr Sutton introduced the item.

Cllr Dignum asked whether similar regulations apply to registered providers. Mrs Reed confirmed that registered providers are required to have an EPC but there is no minimum level to that EPC. She added that the Government is encouraging registered providers to improve their provision with associated funding available.

Cllr Taylor asked how the council would be proactive to ensure properties are up to standard. Mrs Reed explained that the project has allowed a targeted approach to F and G rated properties. She added that in September 2021 there were 461 properties at that level which following engaging with landlords has now reduced to 90.

Cllr Lintill asked what would happen after the project. Mrs Reed explained that it was likely that the work would continue within the team.

Cllr Briscoe asked if there is a green homes grant. Mrs Reed explained that there is Eco funding provided by energy providers to those on low income subject to their landlords agreement.

Cllr Plant asked about properties in conservation areas and can anything be done to improve them. Mrs Reed explained that properties in conservation areas are not exempt if low impact improvements that do not affect the appearance can be made. The project has allowed officers to explain to landlords of older properties how energy efficient changes can be made.

In a vote the following resolutions were made:

RESOLVED

1. That Cabinet approves The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 – Civil Penalty Policy
2. That Cabinet delegates the enforcement powers and ability to issue civil penalties in relation to the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 to the Director of Housing and Communities.
3. That the monies received through the issuing of fines are used to meet the cost and expenses incurred in, or associated with, carrying out any such enforcement work.

152 **Late Items**

There were no late items.

153 **Urgent Decision Notice - Westward House Energy, Efficiency and Thermal Comfort Project February 2022**

The Cabinet noted the Urgent Decision Notice related to the Westward House Energy, Efficiency and Thermal Comfort Project February 2022.

154 Exclusion of the Press and Public

Cllr Lintill proposed and read the part II resolution in relation to agenda items 18 and 19. This was seconded by Cllr Taylor and agreed by the Cabinet with a vote to go into part II.

RESOLVED

That with regard to agenda items 18 and 19 the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

155 Award of contract for electric refuse collection vehicles

Cllr Plant introduced the item.

Cllr Lintill invited Cllr Moss to speak on the item.

Questions were received from Cllr Wilding, Cllr Dignum and Cllr Sutton. Mr Carter responded.

In a vote the following resolutions were made:

RESOLVED

That the resolutions as set out in sections 2.1 and 2.2 of the report be agreed.

156 Financial Services Contracts 2022

Cllr Wilding introduced the item.

Questions were received from Cllr Plant and Cllr Lintill. Mr Catlow responded.

In a vote the following resolutions were made:

RESOLVED

That the resolutions as set out in sections 2.1, 2.2, 2.3 and 2.4 of the report be agreed.

The meeting ended at 11.15 am

CHAIRMAN

Date:

Chichester District Council

CABINET

5 April 2022

**Energy Efficiency and thermal comfort works
at Westward House, Chichester**

1. Contacts

Report Author:

Liz Reed – Housing Standards and Delivery Manager
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Cabinet Member:

Alan Sutton - Cabinet Member for Housing, Communications, Licensing and Events
Telephone: 07951 312020 E-mail: asutton@chichester.gov.uk

That Cabinet recommends to Council

- 2.1 Approval of the Project Initiation Document (PID) for the energy efficiency and thermal comfort works at Westward House (see separate Appendix).**
- 2.2 Approval of the Council's financial contribution of up to £80,000 funded from council reserves. The overall project cost to install energy efficiency measures at Westward House is up to £305,000. The Council will receive a grant of up to £205,000.**

2. Background

- 3.1 The Council has been awarded funding in principle to improve the energy performance certificate (EPC), thermal comfort and reduce the carbon footprint of residential housing within the district via the Government's Green Homes Grant Local Authority Delivery (LAD) 2 scheme. The scheme is being administered by the Greater South East Energy Hub (GSEEH) who have appointed Warmworks as managing agent to delivery projects in the consortium area.
- 3.2 The scheme is open to owner-occupied and tenanted homes. Landlords are required to make a financial contribution of one third towards the cost of any measures installed, with two thirds of the cost being covered by grant funding, up to £5,000 per property. The funding is available until 30th June 2022.
- 3.3 One of the projects proposed is an energy efficiency project at Westward House to firstly improve the energy performance of the accommodation, and secondly deal with the current heating units that are obsolete and cannot be easily repaired.
- 3.4 The Council has signed a contract with Warmworks to carry out property surveys of all the units at Westward House to determine the current energy performance ratings and identify energy efficiency measures that will bring improvement. The cost of these surveys is circa £20,000 which has been approved through an Urgent Decision Notice

noted by Cabinet on 1 March 2022. This report seeks approval for an additional £80,000 to meet the Council's financial contribution towards the cost of the project.

3. Outcomes to be Achieved

- 4.1 The proposed works seek to improve the Energy Performance Certificate rating, thermal comfort and reduce energy consumption and maintenance.

4. Proposal

- 5.1 The proposal is to utilise funding from the LAD 2 scheme to install energy efficiency measures at Westward House. Under the terms of the scheme the Council will receive an estimated £205,000 towards the cost of the works, with the Council meeting the cost of the landlord's contribution up to a maximum of £100,000. £20,000 has already been approved through an Urgent Decision Notice. Cabinet is asked to recommend to Council the approval of a further £80,000 to fund the Council's remaining contribution towards the project costs.

- 5.2 The proposed works include replacement of the heating units with high heat retention storage heaters and increased thermal insulation of 41 units at Westward House. (This excludes the three refurbished flats which are not eligible). Furthermore, once full surveys of the units have been undertaken there will be the potential to include additional measures such as smart hot water heaters and LED lighting, if funding limits permit.

5. Alternatives Considered

- 6.1 An alternative would be to retain the existing heaters and meet the Government's objective of homes reaching EPC C rating by 2035. By opting for this option, the Council would forgo the LAD 2 funding opportunity. Cabinet is asked to note that the existing heaters were installed in 2013 and have been assessed as obsolete by a qualified electrician so their replacement will be required before 2035. As a result, this option has been discounted.

- 6.2 Air source heat pumps have been considered as an alternative to high heat retention storage heaters but have been deemed unsuitable for the following reasons:

- A wet heating system with extensive pipework would need to be installed at a significantly increased cost, along with the associated disruption for residents.
- Due to the building design and lack of external space at Westward House ASHP's could not be easily accommodated.
- Installing a new heating technology such as an ASHP would increase the input required from staff at Westward House. New residents would have to be adequately educated on using such a system and due to the high resident turnover, this would be on a regular basis.

- 6.3 As a result this option has been discounted.

6. Resource and Legal Implications

7.1 Cabinet is asked to recommend to Council the approval of £80,000 to fund the Council's financial contribution to this project. £20,000 has already been approved by an urgent decision.

7. Consultation

8.1 The Divisional Manager for Legal & Democratic Services has been engaged to review and confirm the procurement of Warmworks.

8.2 The Leader of the Council, Leader of the Opposition and Cabinet Member for Housing, Communications, Licensing and Events have all been briefed as part of the Urgent Decision Notice. The Senior Leadership Team have also been consulted.

8. Community Impact and Corporate Risks

9.1 All risks and mitigation are detailed in the risk register which found in the appendix to this report.

9.2 There is a risk that the project will not progress as expected, however any issues relating to performance of Warmworks and the contractors they appoint would be managed by GSEEH. In this instance the Council would escalate issues of concern at the earliest time to ensure GSEEH hold Warmworks accountable against their contractual targets.

9.3 The time allowed for completion of this project is short, so the probability of the works not be complete by 30th June 2022 is high. This risk has been raised with the GSEEH who have indicated that providing works have started on site an extension would be granted.

9. Other Implications

| | Yes | No |
|---|-----|----|
| Crime and Disorder | | √ |
| Biodiversity and Climate Change Mitigation The project will facilitate the installation of energy efficiency heating and insulation measures resulting in a reduction in carbon emissions. | √ | |
| Human Rights and Equality Impact The installation of energy efficiency measures will ensure a reduction in fuel consumption and associated fuel costs for vulnerable residents occupying out temporary accommodation units. | √ | |
| Safeguarding and Early Help | | √ |
| General Data Protection Regulations (GDPR) | | √ |
| Health and Wellbeing The improvements made to the standard of accommodation will increase the level of thermal comfort, having a positive impact on health and wellbeing. | √ | |
| Other (please specify) | | |

10. Appendices

11.1 Project Initiation Document – Energy Efficiency and thermal comfort works

at Westward House, Chichester

11. Background Papers

None

Project Documentation

**PROJECT INITIATION DOCUMENT
(PID)**

**Energy Efficiency and thermal comfort works
at Westward House, Chichester**

| | |
|---------------------|----------|
| Release: | Draft |
| Date: | |
| Author: | Liz Reed |
| Approved by: | |

Note: the completion of this document is required for medium and large projects as defined by the Project Type Matrix.

Document History

| Revision Date | Version | Summary of Changes | Reviewer(s) |
|---------------|---------|--------------------|-------------|
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Consideration by the Corporate Improvement Team

| Date | Reviewing Officer | Comments for Consideration |
|----------|-------------------|---|
| 09/03/22 | Jenny Westbrook | Comments including suggested clarifications fed back to PID author. |

Approvals

This document requires the following approvals:

| Name of person, group or committee |
|---|
| Leader of the Council and Leader of the Opposition under an Urgent Decision Notice Cabinet |
| CC Kerry Standing, Divisional Manager for Housing, Revenues and Benefits, Cally Antill, West Sussex County Adaptations Manager/Project Co-ordinator |
| CC Ivan Western, Housing Solutions Manager and Mark Hughes, Housing Accommodation Team Leader |
| CC CDC Estates Department |

Distribution

A final copy of the approved document will be distributed to:

| Name | Job Title |
|---------------------------|--|
| Alan Sutton | Cabinet Member for Housing, Communications, Licensing and Events |
| Strategic Leadership Team | |
| Kerry Standing | Divisional Manager for Housing, Revenues and Benefits |
| Cally Antill | West Sussex County Adaptations Manager/Project Co-ordinator |
| Ivan Western | Housing Solutions Manager |
| Mark Hughes | Housing Accommodation Team Leader |
| Victoria McKay | Divisional Manager Property and Growth |

1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines the Westward House energy efficiency and thermal comfort project and sets out the aims of the project, why the project should go ahead, who is involved and their responsibilities. This PID will provide the baseline for the project's management and for an assessment of its overall success.

2. PROJECT DESCRIPTION

Installation of energy efficiency measures in 41 units at Westward House.

3. BACKGROUND

The Council has been awarded in principle funding to improve the energy performance certificate (EPC), thermal comfort and reduce the carbon footprint of residential housing within the district as part of the West Sussex/Brighton and Hove group of councils. This is via the Government's Green Homes Grant Local Authority Delivery (LAD) 2 funding and is being administered via the Greater South East Energy Hub (GSEEH). The money will be used to fund local-authority schemes in the region.

The Government is strongly urging housing providers to improve their stock to Energy Performance Rating of 'C' or above by 2035 in line with the net zero target to be achieved by 2050. The outcomes achieved through this project will contribute towards the council's target of reducing its own reported emissions, as well as district-wide emissions.

The scheme will fund the installation of energy efficiency measures to improve homes with a low EPC (D to G rated homes). This will deliver progress towards sustainable warmth, making homes more energy efficient and reduce household energy consumption and bills.

The scheme is open to owner-occupied and tenanted homes. Landlords are required to make a financial contribution of one third towards the cost of any measures installed, with two thirds of the cost being covered by grant funding, up to a maximum grant of £5k per property. The funding is only available until 30th June 2022 and all projects must be agreed by the end of March 2022.

One of the projects agreed in principle by GSEEH is an energy efficiency and thermal comfort project at Westward House, Chichester. The aim is to improve the energy performance of the accommodation and to deal with the current obsolete heating units the controls for which are no longer available and the units cannot be repaired.

The proposed project is to replace the storage heaters and increase the thermal insulation of 41 units at Westward House. (This excludes the three recently refurbished flats which are not eligible). Furthermore, once the 'whole house' surveys and assessments of the properties have been undertaken there may be an opportunity to include additional measures such as smart hot water heaters and LED lighting, if the funding limits permit.

The Council has already agreed to meet the cost of undertaking the surveys of the 41 units (£20k) under the urgent decision procedures.

GSEEH had previously appointed EON as the Managing Agent for the West Sussex/Brighton and Hove area. However after a long delay EON pulled out of the arrangement and the GSEEH was left without a managing agent to take forward any projects in the area. It proved extremely difficult to secure an alternative managing agent. However Warmworks, who were acting as managing agent in other regions of the country, agreed to step in on an urgent basis and to do what they could to prevent a total failure of the scheme in the south east.

The procurement of Warmworks has been reviewed and confirmed by the Divisional Manager for Legal & Democratic Services.

The proposed works will contribute to reducing the Council's own carbon emissions, as well as the district-wide target set in the Council's Climate Change Action Plan. The improvements made to Westward House also meet the Corporate Plan objectives to:

- Reduce fuel poverty and excess cold
- Improve the condition and energy efficiency of homes
- Minimise carbon emissions from new housing, existing housing and other development, with the support of central government, registered providers and individual householders
- Minimise our own corporate carbon emissions

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1. Outputs

The project will enable the installation of high heat retention storage heaters and additional thermal insulation to the accommodation at Westward House. There may also be the opportunity to add further measures budget permitting.

4.2. Outcomes

- Energy Performance –

The installation of high heat retention storage heaters and additional thermal insulation will improve the energy performance of the accommodation.

The EPC available for the accommodation at Westward House is based on an assessment of the house which is 'E' rated (A rating is most efficient, and G least efficient). EPCs for all the properties will be assessed as part of the 'whole house' surveys being undertaken in April 2022. At that time the level of improvement in EPC which can be achieved will be determined.

The main advantage of the high heat retention storage heaters is that they are cheaper to run compared with other types of electrical heating which generally operate during peak hours. Furthermore, storage heaters made since 2018 must have built-in programmable timers, fans, and thermostats to allow them to release heat as needed, depending on the external temperature. This results in less energy being consumed overheating a property when it doesn't

need it. For example, Dimplex, a leading manufacturer of storage heaters, asserts that their units are 25% cheaper to run and use 20% less energy than comparable static storage heaters.

- Thermal Comfort – The installation of the energy efficiency measures will improve the thermal comfort for residents who will be provided with a more controllable, modern heating system. The improvement will positively improve health and wellbeing, and it is hoped the reduction in energy consumption will result in lower energy bills.

- Energy Consumption –

The improvement to the energy performance of the accommodation through the installation of high heat retention storage heaters and thermal insulation will allow residents to reduce their energy consumption whilst maintaining a comfortable indoor temperature.

According to the Energy Savings Trust data it is anticipated that the increase in the thermal insulation of the loft spaces at Westward House, assuming current minimal thermal insulation, will result in a 50 kg saving of CO² per annum per loft space.

- Reduced Maintenance – The existing heaters are obsolete and the controls can no longer be repaired or replaced so heating unit failures are time-consuming and costly. The installation of modern units will provide confidence to staff managing the accommodation, and future repairs can be actioned more quickly and efficiently.

4.3 Outcome Measures

- Warmworks will undertake surveys of all 41 properties, draw up 'whole house plans', undertake 'retrofit assessments', and calculate the EPC ratings before and after the work.
- The effectiveness of the measures installed will be measured by the improvement in the EPC ratings compared with the baseline ratings. The energy performance certificates will also provide data regarding carbon savings which will be achieved following the installation of energy efficiency measures.

4.4. Dis-benefits

- There are no assessed dis-benefits.

4.5. Out of Scope

The project will not include:

- Any other CDC buildings including Freeland Close, the recently renovated office and three refurbished flats at Westward House.
- Any other project utilising LAD2 funding in Chichester district.

5. PROJECT IMPLICATIONS

- Crime and Disorder – none identified
- The Environment (e.g. Climate Change, Biodiversity, Air Quality) – reduction in carbon emissions
- Human Rights and Equalities – reduction in fuel consumption and associated fuel costs for vulnerable residents
- Safeguarding and Early Help – none identified
- Health and Wellbeing – improvements to thermal comfort will have positive impact on residents' health and wellbeing

6. PROJECT CONSTRAINTS

- The funding available is limited to a maximum of £5k per flat, providing the landlord contributes one third of the overall cost. The maximum total grant funding available for Westward House is therefore £205,000 (£5000 x 41 units). The project will prioritise the installation of high heat retention storage heaters and thermal insulation. However, once the property surveys are complete additional measures such as smart hot water heaters and LED lighting will be considered if funding permits.
- The project must be completed by 30th June 2022 as part of the funding conditions.

7. PROJECT ASSUMPTIONS

- Officers have already received urgent approval for £20k to meet the cost of surveying 41 properties. The surveys will confirm the current energy performance rating, the options for proposed measures to be installed and the projected carbon savings. On conclusion of the surveys each property's eligibility for funding will be confirmed. It is assumed that the majority of properties will be eligible due to the inefficiency of the current heating units and the minimum level of loft insulation in place.
- In order to proceed to the next phase of this project, officers will require Cabinet approval to fund the Council's financial contribution towards the cost of the works. The estimated cost is currently based on indicative costs provided by Warmworks. The final costs will only be available once the surveys have been completed, and Warmworks have carried out a mini competition to procure the heaters.

8. PROJECT COSTS

8.1. Project Delivery Costs

- The early indicative costs provided by Warmworks to deliver the high heat retention storage heaters and thermal insulation is £79k. However, there is the potential for this cost to increase once surveys have been completed, up to date quotes are received, and any additional energy efficiency measures

have been identified. A ventilation assessment is also required as part of the whole house assessment.

- Warmworks has suggested that the Council should plan for a maximum contribution of up to £100k with a maximum grant of £205k being available for this project.
- Warmworks, the Managing Agent, will be responsible for managing delivery of the works. However, it will be necessary to appoint a CDC project lead who will be responsible for finalising the specification of the works and overseeing the installation and completion of the project. This role will be sourced from existing resources within the Housing department. Input will also be needed from Finance to ensure payments can be made within the 7 days required under the contract.

8.2. On-going Costs Following Project Completion

- Once the measures are installed there should be minimal on-going costs. The high heat retention storage heaters will need to be checked every 5 years as part of the overall electrical safety inspection. Repairs will be required from time to time, but it is anticipated this will be infrequent.

9. ALTERNATIVES CONSIDERED

- Do nothing – Retain the existing obsolete heaters and replace them as they fail. This would mean that the council would miss the LAD2 funding opportunity. Funding would need to be identified from elsewhere to meet the Government's objective of homes reaching EPC C rating by 2035
- Installation of alternative low carbon measures, including air source heat pumps have already been considered but due to the design of the building, lack of external space, cost and the short stay/turnover nature of the residents they have been deemed unsuitable.

10. PROJECT APPROACH

- The project will be delivered through a third-party managing agent; Warmworks. Warmworks has been appointed by the GSEEH, acting on behalf of the Department of Business Energy and Industrial Strategy. CDC has recently signed a contract with Warmworks in order to meet the tight deadline for the surveys of 41 units at Westward House to be completed.
- Warmworks will manage the delivery of the project however, there will be a need for CDC resources to manage the CDC side of the project. Housing resources will also be identified to liaise with residents, book appointments for surveys and installation works and to arrange access.
- Once a project timeline has been agreed with Warmworks, CDC will begin to engage with residents to arrange for access to the properties for surveys to be completed. A provisional project timetable detailing the steps involved, along with forecast timings can be found below.

11. PROJECT PLAN

| Task No. | Task / milestone | Completion Date | Responsible Owner | Dependency |
|---|--|--|----------------------------|----------------------|
| Stage 1 – Approval and Contract | | | | |
| | Seek emergency agreement for £20k approval to survey Westward House flats | Completed 28 th February 2022 | Cally Antill | |
| | CDC to sign contract with Managing Agent, Warmworks | Completed 1 st March 2022 | Nick Bennett | |
| | PID approval | 5 th April 2022 | Liz Reed/Cally Antill | Cabinet approval |
| Stage 2 – Survey and Final Proposals | | | | |
| | Survey of 41 units at Westward House. Access to be arranged by CDC. | Mid - April | Warmworks/ Cally Antill | |
| | Surveys to be evaluated; property eligibility confirmed, additional energy efficiency measures proposed by Warmworks | 30 th April 2022 | Warmworks | |
| | CDC to consider Warmworks' final proposal ensuring sufficient funding is available and project objectives will be met. | Early May 2022 | Cally Antill | |
| Stage 3 - Works | | | | |
| | Works begin on site | 30 th May 2022 | Warmworks | Eligibility of flats |
| Stage 4 - Evaluation | | | | |
| | Project review and close | July 2022 | Warmworks/ Cally Antill | |
| | Post Project Evaluation | January 2023 | Cally Antill/Liz Reed | |

12. PROJECT TEAM

Kerry Standing – Senior Responsible Owner
Cally Antill – Project Lead

Liz Reed – Assist Project Lead as required.

Mark Hughes – Housing Accommodation Team Leader – Assist with access to flats for surveys and works to be undertaken.

13. COMMUNICATION

- There will be fortnightly operational meetings between the Project Lead and Warmworks with additional project team members attending as required.
- Communication with residents at Westward House will be managed by the Project Lead with support being provided by the Housing Accommodation Team Leader.

14. RISK LOG

The following risks have been identified together with an assessment of their severity and actions that can be taken to mitigate/reduce the risk. Details of all project risks will be recorded as and when they are identified.

| Risk No | Risk Description | Impact Minor Moderate Substantial Major | Likelihood Unlikely Possible Probable Almost Certain | Planned Actions to Reduce Risk | Responsible Officer |
|---------|--|---|--|--|-----------------------|
| 1. | Failing to complete the project on time. The BEIS deadline for project completion is 30th June 2022. Warmworks described the timetable as 'aggressive' and subject to change. A provisional project timetable is shown on page 12. | Substantial | Probable | Officers have raised this risk with GSEEH who have indicated that if installation has begun, they would be supportive of an extension request to BEIS. | Cally Antill/GSEEH |
| 2. | Cabinet decides not to approve the Council's financial contribution to the project and the project cannot proceed. | Major | Possible | Provide comprehensive project information to enable elected members to make an informed decision | Cally Antill/Liz Reed |
| 4. | Warmworks fail to meet their | Major | Unlikely | Escalate all concerns to GSEEH at the | Cally Antill/GSEEH |

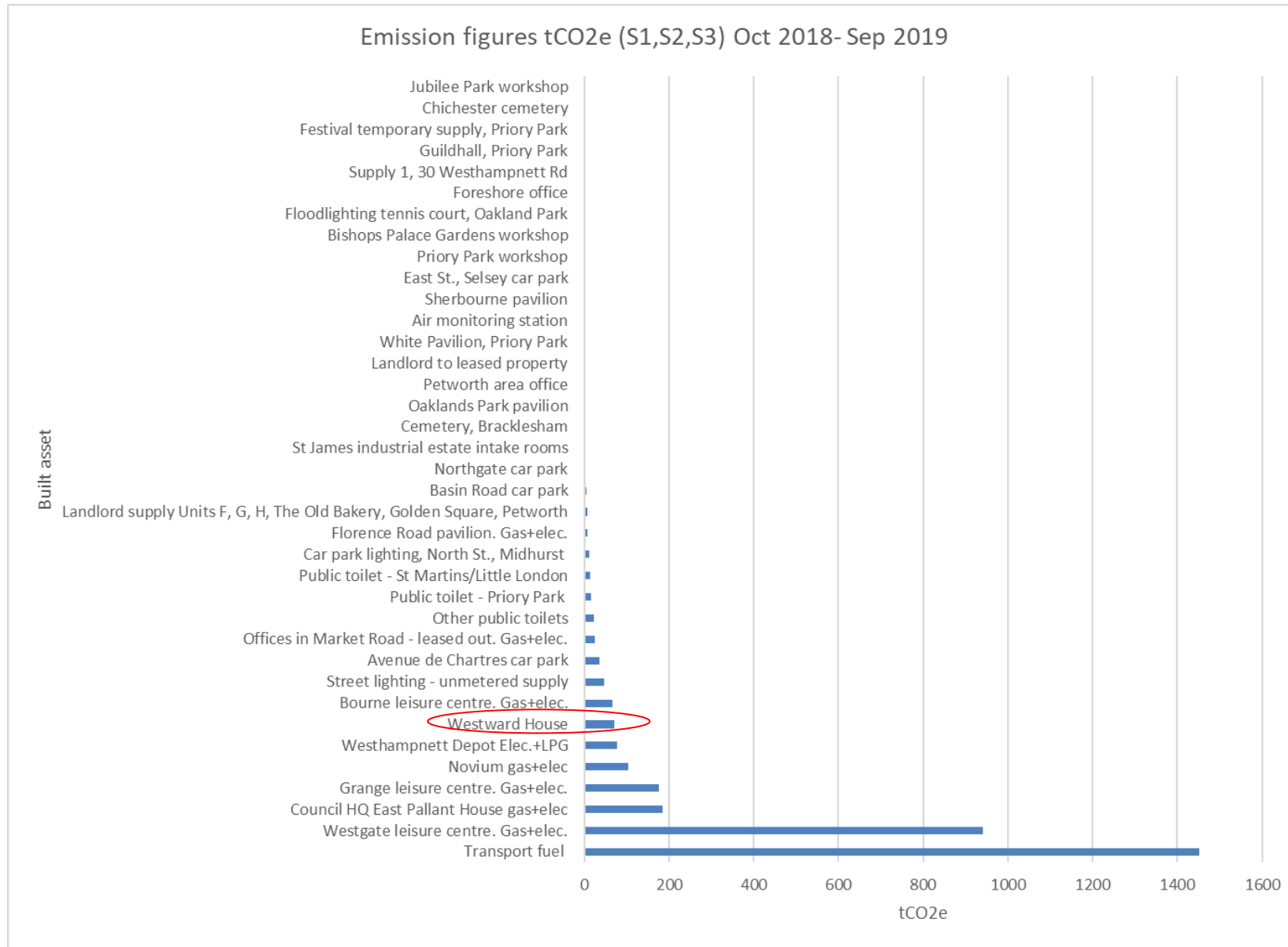
| | | | | | |
|----|---|-------------|----------|---|----------------------------|
| | contractual responsibilities and the project is not completed. | | | earliest possible time with. GSEEH hold Warmworks accountable against their contractual targets. | |
| 5. | Equipment & installers are not available to install undertake the works in timeframe. | Major | Possible | Fortnightly operational meetings with Warmworks | Cally Antill/ Warmworks |
| 6. | Impact on CDC staff time is greater than expected, affecting other projects. | Substantial | Possible | Project resource requirements will be discussed and reviewed regularly with the Divisional Manager and the project lead. | Kerry Standing |
| 7. | Actual costs exceed the indicative costs following the min tendering exercise for the heaters and insulation. | Major | Possible | Regular liaison with GSEEH and Warmworks to ensure the project budget is being carefully managed. If the cost of the energy efficiency measures proposed exceed indicative costs, the project would be revised to complete works up to the maximum grant available. | Cally Antill |
| 8. | Disruption to residents | Minor | Probable | This should be minimal as the same space and electrical supply is being used for the new heaters. Insulation will be carried out in the loft spaces outside of the residents' homes. Any additional work proposed after the surveys will be assessed for impact on residents. Housing staff will be able to support any vulnerable or | Cally Antill |

| | | | | | |
|----|----------------------|-------|----------|---|--|
| | | | | residents with associated risks. | |
| 9. | Access to properties | major | Unlikely | The council retains keys and the right to access all properties to carry out works and inspections. | |

Appendix A: CDC Greenhouse Gas Emissions

This graph shows emissions from CDC’s owned assets including Westward House and is ranked according to size.

Appendix B: Westward House Project Timetable



| | w/c | 28/02/2022 | 07/03/2022 | 14/03/2022 | 21/03/2022 | 28/03/2022 | 04/04/2022 | 11/04/2022 | 18/04/2022 | 25/04/2022 | 02/05/2022 | 09/05/2022 | 16/05/2022 | 23/05/2022 | 30/05/2022 | 06/06/2022 | 13/06/2022 | 20/06/2022 | 27/06/2022 | 04/07/2022 | 11/07/2022 | 18/07/2022 | |
|------------------------------------|--------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|
| Kick off meeting | | █ | | | | | | | | | | | | | | | | | | | | | |
| Tenant warm up activities | Draft comms plan | | █ | | | | | | | | | | | | | | | | | | | | |
| | Draft comms | | █ | | | | | | | | | | | | | | | | | | | | |
| | Deliver plan | | | █ | | | | | | | | | | | | | | | | | | | |
| Start appointment bookings | | | | | | █ | █ | | | | | | | | | | | | | | | | |
| Retrofit Assessments | | | | | █ | █ | █ | █ | | | | | | | | | | | | | | | |
| Carry out whole house plans | | | | | | █ | █ | █ | █ | | | | | | | | | | | | | | |
| Review Batch 1 | 20 Assessments | | | | | | | | | | █ | | | | | | | | | | | | |
| Review Batch 2 | Remaining | | | | | | | | | | █ | | | | | | | | | | | | |
| Allocate measures | Batch 1 | | | | | | | | | █ | | | | | | | | | | | | | |
| | Batch 2 | | | | | | | | | █ | | | | | | | | | | | | | |
| Installer activities | Technical surveys | | | | | | | | | | | █ | █ | █ | | | | | | | | | |
| | Installations | | | | | | | | | | | █ | █ | █ | █ | | | | | | | | |
| | Quality inspections | | | | | | | | | | | | | | █ | | | | | | | | |
| | Handovers | | | | | | | | | | | | | | | █ | | | | | | | |
| Invoicing | Assessments and surveys | | | | | | | | | | █ | | | | | | | | | | | | |
| Measures | Staged payments | | | | | | | | | | | | █ | | █ | | | | | | | | |
| | Final accounts | | | | | | | | | | | | | | | █ | | | | | | | |
| Fortnightly ops meetings | | | | | █ | | █ | | █ | | █ | | █ | | █ | | █ | | █ | | | | |
| Project review and close | | | | | | | | | | | | | | | | | | | | | | █ | |

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Chichester District Council

CABINET

5 April 2022

Governance Arrangements for Housing and Communities Panel

1. Contacts

Report Author:

Nicholas Bennett – Divisional Manager for Democratic Services
Telephone: 01243 534658 E-mail: nbennett@chichester.gov.uk

Cabinet Member:

Alan Sutton - Cabinet Member for Housing, Communications, Licensing and Events
Telephone: 07951 312020 E-mail: asutton@chichester.gov.uk

2. Recommendations

- 2.1 That Cabinet approve the Terms of reference set out in the Appendix to this report.**
- 2.2 That Cabinet approves the numbers of members forming the Housing and Communities Panel, DPIP, Environment Panel and Economic Development Panel as set out in paragraph 5.2 of this report.**

3. Background

- 3.1 The Council directed the Corporate Governance Committee to consider the governance arrangements of the authority. In turn that Committee established a task and finish group, and reports were made to full Council and further detail on the subject reported to the Committee on 14th March. On the 14th March Corporate Governance debated various suggested elements in particular as to the terms of reference of a new Housing and Communities Panel.

4. Outcomes to be Achieved

- 4.1 The proposed terms of reference provide a clear outline of the matters within the consideration of the new Housing and Communities Panel.

5. Proposal

- 5.1 The first proposal is to apply the terms of reference as produced from the debate at Corporate Governance Committee in March. Some further detail has since been provided by the Director for Housing and Communities which can be seen as tracked changes in the appendix. These changes were made to reflect the fact that CGAC were clear that the Panel's role should be one of policy development rather than scrutiny.

5.2 The second proposal is to settle membership of four main panels established to facilitate debate on key areas of the Council activity. The recommendation of Corporate Governance Committee was that the number of seats across panels in total should equal that of whole membership and that DPIP – 10, Environment Panel – 8, Economic Development Panel – 8 and Housing and Communities Panel – 10. Cabinet is asked to note that this represents no change for DPIP, but that the Environment Panel currently has 6 members.

6. Alternatives Considered

6.1 As a panel there is wide discretion as to the terms of reference. As with other panels at the authority the terms may evolve in the future at the direction of the Cabinet.

6.2 CGAC debated having eight members on each of the panels, but that would represent a reduction for DPIP which was not considered desirable. On balance the committee settled that it would be preferable to be able to appoint to panels on a ratio of 1:1 versus Council membership ie 36 seats, as this avoids rounding issues that normally impact the smaller minority groups’ entitlement.

7. Resource and Legal Implications

7.1 None

8. Consultation

8.1 The governance process has involved Cabinet, Full Council and detailed consideration at Corporate Governance. The relevant service Director has also been involved.

9. Community Impact and Corporate Risks

9.1 None beyond the normal requirement that governance arrangements for the authority are fit for purpose and effective.

10. Other Implications

| | Yes | No |
|---|-----|----|
| Crime and Disorder | | √ |
| Biodiversity and Climate Change Mitigation The project will facilitate the installation of energy efficiency heating and insulation measures resulting in a reduction in carbon emissions. | | √ |
| Human Rights and Equality Impact The installation of energy efficiency measures will ensure a reduction in fuel consumption and associated fuel costs for vulnerable residents occupying out temporary accommodation units. | | √ |
| Safeguarding and Early Help | | √ |
| General Data Protection Regulations (GDPR) | | √ |
| Health and Wellbeing The improvements made to the standard of accommodation will increase the level of thermal comfort, having a positive impact on health and wellbeing. | | √ |
| Other (please specify) | | |

11. Appendices

Appendix 1 – Draft Terms of Reference (in tracked form).

12. Background Papers

None

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Housing & Communities Panel – Terms of Reference

Membership:

Chairman – Cabinet Member for Housing, Communications, Licensing and Events

OR Cabinet Member for Communities, Sport and Culture

Other members – x members appointed by the Cabinet on the recommendation of the Cabinet Member for Housing, Communications, Licensing and Events and/or the Cabinet Member for Communities Sport and Culture

Frequency: Quarterly

Broad Objectives:

To advise the Cabinet on ~~policy and receive monitoring reports~~ relating to the Housing Strategy

To advise the Cabinet on all Housing related policies including (but not limited to):

- Housing standards & Financial Assistance
- Enforcement policies
- Allocations policy

To identify ~~and evaluate the~~ priority policy areas for working with partners to reduce rough sleeping ~~including monitoring of Rough Sleeper Initiative funded projects~~

To advise on policy for delivery of ~~monitor delivery of~~ affordable housing in the district. ~~including allocation of commuted sums and community led housing funding.~~

To advise the Cabinet on Communities related policies including (but not limited to):

- Anti-social behaviour policy
- Safeguarding Policy

To advise on policy relating to ~~monitor delivery of~~ Wellbeing and Social Prescribing services, the Community Safety Partnership ~~Plan~~, Community Engagement and other services ~~and projects~~ delivered with the Communities team.

To consider opportunities for joint initiatives and partnership working in support of these broad objectives

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Chichester District Council

CABINET

5 April 2022

Report from the Priory Park Task and Finish Group

1. Contacts

Report Author:

John Ward – Director of Corporate Services

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Cabinet Member:

Alan Sutton – Cabinet Member for Housing, Communications, Licensing and Events

Telephone: 01798 342452 E-mail: asutton@chichester.gov.uk

2. Recommendation

2.1 That Cabinet note the findings of the task and finish group in section 5, and resolve:

- (a) That the changes to the Events strategy set out in Appendix B are approved.**
- (b) Officers to continue supportive discussions with the Bowls club and the Cricket club to explore their aspirations for development of their respective facilities, and the funding available consistent with those aspirations.**
- (c) Officers continue to explore a community or commercial use for the brick pavilion.**
- (d) Proposals for refurbishment of the public conveniences be progressed at the earliest opportunity.**
- (e) Officers to bring to cabinet proposals for reprovision of the play equipment.**

2.2 Cabinet are also asked to consider whether parish councils should be approached to seek contributions towards parks that are maintained at CDC expense, para 5.2.

3. Background

- 3.1. The September 2021 meeting of Council received a motion from Councillor Richard Plowman as set out in Appendix A. This motion was carried and Cabinet subsequently set up a task and finish group Chaired by Councillor Alan Sutton in order to address the issues raised by the motion.
- 3.2. The task and finish group have met three times. Representatives from the Bowls club and the Cricket club were invited to address the group as part of the first meeting.
- 3.3. This report sets out the current position in relation to the Events Strategy and Policy, and the proposed way forward for each of the assets within the park that were subject to the motion.

4. Outcomes to be Achieved

4.1. To address the concerns raised by the motion regarding the use of Priory Park, and the subsequent Council resolution.

5. Proposal

5.1. During the meetings several issues were debated including the availability of funding for Priory Park projects. There may be a need to reallocate some of the asset replacement programme (ARP funding). However, it will not be possible to do this until we are clear on the way forward for the redevelopment of some of the park buildings (see below).

5.2. The debate on funding also lead to a wider point on the funding of parks generally and specifically the fact that some parishes, predominantly the rural parishes, fund their own parks. The Future Services Framework has identified investment in parks as a relatively low priority given the current financial climate that the Council is in. Cabinet may therefore wish to debate the merits of engaging with parishes, where CDC maintain parks, to see if those parishes are willing to either assume responsibility or make a financial contribution towards the maintenance or enhancements.

5.3. **Events Strategy** – the Events Strategy 2020 - 2025 (attached at Appendix B) has been updated to reflect the motion from Councillor Richard Plowman approved at Council on 21 September 2021.

An additional bullet point, as set out below, has been added to the Strategy at the section titled ‘*CDC Hire of Land*’ (page 9). No other changes were required to be made to the Strategy itself.

“Priory Park has limitations in terms of access and the dual role as a war memorial making it unsuitable for Headline and large scale feature events involving construction of major temporary buildings or structures which have the potential to damage the fabric of this historic Park.”

5.4. **White Pavilion** – discussions will continue with the Cricket Club regarding their proposal to lease the White Pavilion and make alterations/improvements to the building to support their aspirations to develop women’s and girls’ cricket in Priory Park. Officers will consider if and how the ARP funds allocated for this building could be used to support the refurbishment works needed, together with a review of other potential funding from s106 or CIL. The Cricket Club are looking for the project to take a minimum of 2/3 years, depending on securing funding and planning permission. In the meantime, the Council will continue to maintain and repair the building to prevent any deterioration in its condition.

5.5. **Brick Pavilion** – the Estates team will follow up on interest in the building from local community groups, with a focus on ensuring there is a full awareness of the level of work and expenditure required to bring the building up to current lettable standards. Officers will also consider other options for the building, considering the available ARP funds. Options will also be explored to address the ongoing issues with vandalism. It is anticipated that the planned demolition of the old depot

building behind the brick pavilion and the lowering of the adjacent wall will help reduce anti-social behaviour and vandalism in this area, as this corner of the park will be opened up with improved sight lines and general visibility.

5.6. **Bowls club** – discussions to continue between the Bowls Club and the Estates team to help develop their plans to extend the current Bowls Pavilion. The Club have confirmed they do not wish to take a lease of the Brick Pavilion and will focus on improvements to their existing premises. The timescale of this will be driven by the Bowls Club and supported by CDC officers.

5.7. **Public Conveniences** – The public conveniences in Priory Park are included on the Asset Replacement Programme (ARP) for refurbishment and improvement during 2022/23. Officers are currently developing a specification for works for the site and will be tendering the refurbishment works in the coming months.

5.8. **Play Provision** - Funding for play equipment replacement is included the 2022/23 ARP along with several other parks within a similar timeframe. Each refurbishment will require varying degrees of consultation and engagement with local communities and interested parties to ensure suitable and appropriate play provision. Consideration is currently being given as how Priory Park and other similar schemes can be brought to fruition. Previously these schemes were grouped together and delivered under a single delivery programme with a dedicated resource to ensure this was undertaken in a timely and efficient way.

6. Alternatives Considered

6.1 None. Cabinet were tasked to undertake the review by Council.

7. Resource and Legal Implications

7.1 The recent work by members on the Future Services Framework (FSF) has identified parks as being a relatively low priority. Although the FSF has not led to funding reductions for services, including the parks service, it is unlikely that further budget increases would gain support at Council. The proposals that stem from this review will be developed and brought back to members for consideration with the aim to utilise existing budget provision only and not require additional investment.

8. Consultation

8.1 The task and finish group engaged with both the Bowles and Cricket clubs as part of the process to understand their aspirations of the buildings occupied by them.

9. Community Impact and Corporate Risks

9.1 We may want to indicate here something about how the change in events may impact.

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 Motion to September 2021 Council – Appendix A

11.2 Events Strategy 2020 – 2025 – Appendix B

12. Background Papers

12.1 None

Priory Park: Motion to Full Council 21st September, 2021

Proposer: Councillor Richard Plowman

Seconder: Councillor Martyn Bell

The construction and dismantling of the large stage for the BEL Events in Priory Park on July 30th and 31st caused serious damage to fabric of Park similar to the damage caused by the operation, construction and dismantling of the Ice rink. The weather was a contributing factor but with climate change, this will become more severe and unpredictable.

1. In the light of this and recognising the Events Strategy and Policies for Chichester District 2020-2025 are evolving documents, Council require Cabinet to consider the following addition of a third bullet point is proposed to Page 5 under the heading CDC hire of land to recognise the limitations of Priory Park.

The district has its challenges when it comes to hosting events, the following needs to be recognised in order to manage expectations:

- *CDC Hire of Land*
 - *We have limited number of suitable spaces for events to take place, with the majority of these being in Chichester City Centre*
 - *The largest spaces and most suitable spaces are close to residents and a major tourist destination, both of which impact the number, size and type of events we are able to host*
 - *Priory Park has limitations in terms of access and the dual role as a war memorial making it unsuitable for Headline and large scale feature events involving construction of major temporary buildings or structures which have the potential to damage the fabric of this historic Park.*

2. Council also requests that any Events Policies affected by this addition are reviewed by Officers, The Cabinet Member for Events and local District Council Members.

3. That Cabinet set up a Task and Finish group to look at the operation, management and future of Priory Park particularly given the poor state of the buildings with the exception of Fenwick's Café and the Guildhall.

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Events Strategy

for Chichester District

2020-2025

Page 39



Foreword

Chichester District Council (CDC) has recognised the benefits of establishing a coordinated approach to a programme of events, acknowledging the opportunities associated with delivering events and the benefits these can bring to the district.

The events strategy has been developed to embrace opportunities and raise the profile of the district in order to become a leading visitor destination.

It recognises that the district has a varied landscape with urban, coastal and rural areas, and comes with infrastructure limitations. The aspirations within the strategy are sympathetic to the district's uniqueness and aims to achieve collaboration in forming a coordinated approach to a programme of events.

The strategy is the first of its kind from Chichester District Council and will be used to shape the future of events within the district, and is supported by a public consultation.

It sets out the need to be open for business and ready for events to organisers, but also highlights the opportunity for the council to produce our own range of events to provide an attraction for our local community and economy.

Cllr Alan Sutton

Cabinet Member for Housing, Communications,
Licensing and Events



Vision

To establish a year round programme of events that meets the needs of the District's communities. Promoting Chichester District in order to raise the profile of the area,

and positively contribute to the local economy and cultural experience, creating a destination experience in line with council priorities and Visions.

About this Strategy

Events can provide significant benefits for a host destination and are acknowledged as opportunities to stimulate tourism and economic growth by showcasing the destination and attracting visitors from outside the area. A positive experience for an attendee at an event can prompt them to become a destination advocate.

Events can help to boost the local economy by encouraging tourist visits and local people to stay local; raise the profile of an area, highlighting the unique features and benefits; enhance community pride and togetherness.

The importance of events has been recognised by Parliament with the confirmed continuation of the All Party Parliamentary Group (APPG) for the UK Events Industry, the purpose for which is to; represent the UK events industry in Parliament, highlight the value of the industry, engage with politicians and industry representatives to ensure that the UK benefits from the success of large internationally prominent events. The APPG advocates that events provide a mechanism for attracting visitors without the need for expensive, tourism-based investment and infrastructure.



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

The DMP suggests it is important for the district to build a strong destination brand, which includes creating an 'experience' through events and activities, giving people a specific reason to visit an area. The DMP specifically recognises music tourism as an opportunity to build the district offer via events, and sees events generally as a tourism product.

Local authorities are also recognising the strategic importance of major events and plan accordingly to attract investment if required. They understand that events act as a platform for transformation of their area and actively promote and enhance their 'offer'.

"Festivals organised and/or funded by local government and participated in and attended by the local community can be seen as communications vehicles, and viewing them as such helps to clarify their objectives and, therefore, their potential "feel good" factor in the community, through celebration and entertainment, to promoting pride in the region, acceptance of cultures, community cohesion, a feeling of belonging, and more active citizenship (Derrett, 2002; Quinn, 2005; Richards & Wilson, 2004).

A robust approach to events in the Chichester District is important as it will:

- Benefit the economy
- Make the district a more attractive place to live, work and visit
- Support the longer term developments of the district



Background

The Chichester Vision is an inspirational document outlining the issues and aspirations of the city and its community, the content of the document was produced from a number of partners and extensive community engagement. One of the areas highlighted from the Vision was the need and desire to establish a year round programme of widely publicised events, festivals and activities, in order to create a leading visitor destination.

The Towns Visions, including Petworth, Midhurst and Selsey also all highlight the importance of events for local economies and communities, the findings of which are from surveys and workshops in the local communities.

Chichester District currently plays host to several events, the most recognised are those that take place at Goodwood, namely Festival of Speed, Revival and the Qatar Goodwood Festival. Similarly other established venues in the district are also well known for the large, well-attended events such as the Gold Cup at Cowdray Park.

CDC owns twelve areas of open recreational spaces where several events take place each year. Depending on the size and nature of the event some may require licenses, and a Safety Advisory Group (SAG) both of which are managed by the CDC. In addition to the regular sporting fixtures approximately 21 events took place in 2019 on council owned land, the most common themes being food or music, and all of which were delivered by external operators. Whilst there are already many valuable events in the district, there is potential to host more.

There is also an opportunity for CDC to manage events, expanding on the success of the 2019 Summer Street Party, organised by CDC with support from Chichester BID, the aim of which was to create an exciting summer evening event to attract footfall into the centre and to help support the retail offer. The event was a great success and there is potential for it to grow.



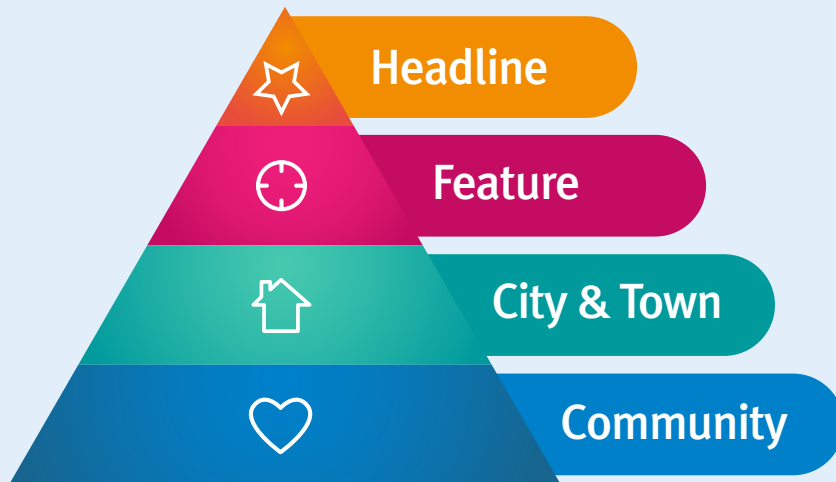
The town councils within the district also host successful events, including the Midhurst Christmas Festival and Summer Carnival procession, the Petworth Christmas event and regular farmers markets and Selsey's Screen on the Green and Selsey Festival.

Whilst Chichester district already has a great calendar of events, there is potential for there to be a more joined up approach across the district, with the town councils and CDC

coming together regularly to discuss ways in which the events benefit the district as a whole.

We are at a time where there is an opportunity to bring a distinctive new edge to the district, enhancing the attractiveness of the areas assets, generating an appealing new buzz about the district, ensuring people of all ages feel it's 'thiers'.

To bring focus to the priorities and aims proposed later on in the strategy, events have been categorised as follows:



Headline Events

Headline Events are high profile, large scale events with the purpose being to attract visitors from across the UK, to encourage overnight stays and increase dwell time, and to promote and showcase the district to a large audience.

Feature Events

Medium to large scale events, generally hosted on CDC land and require authorisation under the Licensing Act 2003 and other statutory regulations, and will also require a Safety Advisory Group (SAG). They tend to have a theme (i.e. food, music, arts, sporting) and can be recurring or one-off, and attract visitors from the district and surrounding counties.

City & Town Events & Markets

City and Town based events which are predominantly aimed at local residents and those from surrounding districts and boroughs. The events encourage a sense of community, showcase and celebrate the location and promote the districts cities and towns as community hubs and help to create a destination experience.

Community Events

Community events are organised and attended by local communities, including charitable events, primarily neighbourhood focused.



Consultation Results

A public consultation was undertaken between May and July 2019, 296 responses were received to the questionnaire. Some respondents said their views represents more than one person, with this taken into account the views of 1,613 individuals were recorded. Another consultation was also conducted with Chichester College, whereby 250 16-18 olds responses were recorded.

- The majority of respondents do not currently attend events in the district, those that do tend to visit markets or open air film events. The main reasons for people not attending events is because they are unaware of what's on, or there is not enough interest for them to attend. The most common way people hear about events in the district is through social media or word of mouth.
- Respondents feel that there are currently not enough events in the district, music and food and drink were the two most popular types of events people would like to see more of.

- Parks/green spaces and city and town centres were the most popular places people would like to see more events, with less wanting more events in the country or in coastal areas.
- Low cost came out as the as the main factor to attract people to events, and almost half of respondents would like to see more markets across the district specifically food and craft markets.

Evaluation results from the 2019 Chichester Summer Street Party demonstrated that a high proportion of visitors came into the city centre that day especially for the event, demonstrating how events can be used to promote or enhance an area. A large number of those visiting said that they visited High St businesses as a result of attending, and nearly all of those asked would recommend the event to family and friends and would like to see more events like this in Chichester.



Whilst the over-riding theme of the results is for more events throughout the district, it is important for CDC to engage in and where possible encourage events that complement and bring value to the district. It is also important to consider the infrastructure needs of an event and if the particular host area is able to suitably accommodate that event.

The district has its challenges when it comes to hosting events, the following needs to be recognised in order to manage expectations:

CDC Hire of Land

- We have a limited number of suitable spaces for events to take place, with the majority of these being in Chichester City Centre
- The largest spaces and most suitable spaces are close to residents and a major tourist destination, both of which impact the number, size and type of events we are able to host
- Priory Park has limitations in terms of access and the dual role as a war memorial making it unsuitable for headline and large scale feature events involving construction of major temporary buildings or structures which have the potential to damage the fabric of this historic Park.

Chichester City Centre

- Limited performance space available for large gatherings
- Narrow city centre streets don't provide an ideal setting for events

Restrictions

- Strict planning restrictions in the district
- The district consists of a large area of natural beauty
- Transport links, limited especially to smaller towns

Early consultation is also key for larger events to be a success, keeping all partners/stakeholders informed and involved consistently throughout the whole event process, minimising any potential issues or ramifications further down the line.



Our Priorities

Priority 1:

Chichester District is a place that welcomes events

Actively promote the district as an events destination and welcoming host, and attract new events. Supporting event organisers, and forming strong relationships so there is a mutual understanding of what is expected and what is needed to hold a successful event in the district.

Aims:

- 1.1 Work collaboratively with partners to promote the district as an events destination.
- 1.2 Promote the district to potential event organisers; develop relationships with other councils and event organisers to promote the district.
- 1.3 Ensure information is up to date and readily available for organisers, including a dedicated events page on the CDC website.
- 1.4 Work with established event venues across the district, such as Goodwood to cross promote their calendars, capturing attendees before and after their events encouraging them to visit more of the district.



Priority 2:
**Chichester District is a place
that supports events**

Ensure the district has the correct support in place and the appropriate facilities and infrastructure to host events.

Aims:

- 2.1 Have a consistent approach to use of CDC land through the production of an 'Events Policy: Parks & Open Spaces'. The development of this document will help to determine what events are suitable for a particular site as well as other factors including; frequency, size and scale, noise allowance etc.
- 2.2 Provide support to enable event organisers to deliver safe and well managed events, with thorough pre-event communications and a robust SAG process.
- 2.3 Ensure current guidelines are fit for purpose, including events information on CDC website and information relating to events including hire of land, licenses, road closures, SAG's and Street Trading.
- 2.4 Evaluate what infrastructure is available to host events and if further infrastructure is required to help promote successful events. For example water and electricity supply to our event spaces.



Priority 3:
**Chichester District establishes
a year round calendar of events**

Facilitate and support a district wide events calendar which enhances the district's tourism offer, profile and economy, working collaboratively with event, venue and tourism partners.

Aims:

- 3.1 As a district we will aim to host the following number of events from each of the category's summarised earlier in the strategy. The following targets are for the next 5 years and include any current events:
 - Headline – At least 1
 - Feature – 5-10
 - Town & City – 5-10
- 3.2 Work collaboratively with partners via Visit Chichester to determine future events, working closely with Visit Chichester to identify opportunities to develop new events to extend the tourism season.
- 3.3 Work with Visit Chichester to create a non-public facing events calendar that all partners can contribute to, to assist in identifying gaps and avoid potential date clashes.
- 3.4 Work with Visit Chichester to create a public facing 'go to' events calendar for the district.

Priority 4:
Create a CDC managed events programme

Introduce events created and managed by CDC, with the aim to create footfall and promote the businesses in the district's city and towns, celebrating the heritage and culture of the district, promote civic pride and provide entertainment for residents and visitors.

Aims:

- 4.1 Establish a series of CDC managed feature events throughout the district that complement the towns and city centres, working closely with local businesses, town councils and other partners.
- 4.2 Following on from the success of the Chichester Summer Street Party 2019 introduce the event model into the districts towns and establish an annual event.
- 4.3 Develop proposals for potential sponsors to fund CDC events.
- 4.4 Creation of a 'Destination Market' with various zones celebrating local producers and makers, with supplementary street food, children's activities and entertainment.
- 4.5 Development of markets within the district, having an agile approach to what markets there currently are and identifying the potential for new markets.



Reviewing Progress

The strategy relies on working in partnership and building relationships with key partners across the district, including Visit Chichester, Chichester BID, Chichester City Council, Petworth, Midhurst and Selsey Town Councils, and all of the vision groups across the district.

An annual action plan will be developed, and progress in delivering the strategy will be reported through the city and towns visions.



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

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