

Public Document Pack

JOHN WARD
Director of Corporate Services

Contact: Democratic Services
Email: democraticservices@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 3 May 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 - 6)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 5 April 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 FROM OVERVIEW AND SCRUTINY COMMITTEE

- 5 **Scope for East Pallant House Options Appraisal** (Page 7)
The Cabinet is requested to consider the East Pallant House Options Appraisal Task and Finish Group Terms of Reference and background report discussed at the Overview and Scrutiny Committee which can be found on pages 21-23 of the Overview and Scrutiny Committee agenda pack for 22 March 2022 and make the following resolutions:
 1. That the East Pallant House Options Appraisal Task and Finish Group Terms of Reference be agreed.
 2. That the membership of the East Pallant House Options Appraisal Task and Finish Group be appointed.
 3. That the Chair of the East Pallant House Options Appraisal Task and Finish

Group be appointed.

4. That Cabinet agrees up to £20,000 from reserves to fund a third party to undertake the detailed valuation exercise to inform the options appraisal.

RECOMMENDATIONS TO COUNCIL

6 Delegation to Director of Growth & Place for lease values (Pages 9 - 10)

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

That the Director for Growth & Place's delegation to enter into leases to a value of £60,000 per annum be increased to up to £100,000 per annum, until such time as the Constitution is updated and approved.

7 Development Management Division Workloads and Resourcing (Pages 11 - 14)

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

1. The release of £56,600 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies, and;
2. The release of £74,225 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending a planning appeal.

8 Stock Condition Surveys (Pages 15 - 17)

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

That Council approves the release of £150,000 from reserves to cover the cost of engaging a specialist company to carry out stock condition surveys for all Council built assets.

KEY DECISIONS

None.

OTHER DECISIONS

9 Barnfield Phase 1 and 2a - Post Project Evaluation (Pages 19 - 25)

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

That Cabinet notes the Post Project Evaluation (PPE) for the development of land at Barnfield, Chichester Phases 1 and 2a.

Please note that Appendix 2 is a Part II document.

10 Bosham Car Park Options (Pages 27 - 32)

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

1. That Cabinet approves the IPPD to undertake an options appraisal for Bosham Car Park.
2. That Cabinet approves release of £20,000 from Reserves to support

the project.

11 **Changes to Parking Regulations** (Pages 33 - 35)

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

That Cabinet notes the amendment to the Traffic Management Act 2004 – Part 6 – Civil Enforcement of Traffic Contraventions and approves that the amendments are made to Chichester District Council's Parking Order.

12 **Public Conveniences Refurbishment** (Pages 37 - 49)

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

1. That the PID for the refurbishment of Public Conveniences at the five selected sites be approved.
2. That the release of £569,000 from the Asset Replacement Programme (ARP) to enable the commencement of the project, to cover the initial feasibility including site surveys, design and costings, with a further report to Cabinet on the total estimated cost before going out to tender be approved.

13 **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

14 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 9, appendix 2 and agenda item 15 whether the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

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

15 **Leisure Management Contract 2022-2023** (Pages 51 - 54)

The Cabinet is requested to consider the part II report and make the recommendation to Council as set out in section 2.1 a.

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 Covid-19 Risk Assessments members of the public are advised of the following;

- a. 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.
 - b. 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.
 - c. You are advised not to attend any face to face meeting if you have symptoms of Covid.
- (4) 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]
- (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 the Committee Rooms, East Pallant House on Tuesday 5 April 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 Cally Antill (West Sussex County Adaptions Manager), Mr N Bennett (Divisional Manager for Democratic Services), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr J Mildred (Divisional Manager for Corporate Services) and Mrs S Peyman (Divisional Manager for Culture)

157 **Chair's Announcements**

Cllr Lintill welcomed everyone to the meeting.

There were no apologies for absence.

There was one late item to take under Late Items to note an Urgent Decision Notice relating to the Discretionary Energy Rebate Scheme.

158 **Approval of Minutes**

RESOLVED

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

159 **Declarations of Interests**

Cllr Dignum declared a personal interest in relation to agenda item 7 as a member of Chichester City Council.

160 **Public Question Time**

There were no public questions.

161 **Energy, Efficiency and thermal Comfort Works at Westward House, Chichester**

Cllr Sutton introduced the item.

Cllr Dignum asked whether the energy saving levels were known. Mrs Reed explained that the information would be available following the surveys which would provide current and possible EPC ratings for each property. A decision would then be made on which measures to progress. High heat retention storage heaters and thermal insulation would be prioritised. If funding allowed smart hot water heaters, LED lighting and floor insulation could be added. She explained that the measures will improve the energy efficiency performance of the properties.

In response to a request from Cllr Dignum to clarify the recommendation Cllr Sutton explained that it is a request for a maximum figure which would not be spent in full if a suitable need is not identified following the surveys. Mrs Antill added that there is a maximum £7,500 that can be spent per property.

Cllr Sutton explained that the deadline for the funding was tight which is why the report had been brought before the Cabinet prior to the surveys. Cllr Dignum requested Cllr Sutton's assurance that the council gets value for money. He also asked whether the Asset Replacement Programme had been considered. Mrs Rudziak clarified that the project is about replacing an out-of-date heating system which had proved difficult in replacing broken parts. The Asset Replacement Programme does not cover the parts for the heating system but instead includes a renovation of Westward House in the future. She added that the improvements were likely to create savings for the residents of Westward House by making their energy consumption more efficient.

Cllr Plant then drew attention to the council's use of the Green Homes Grant.

Cllr Briscoe asked whether any energy savings would contribute to the council's overall energy savings levels. Cllr Sutton explained that this would become apparent following the surveys.

Cllr Wilding asked if the council was maximising the amount it could claim which was confirmed.

In a vote the following recommendations to Council were agreed:

RECOMMENDATION 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.

162 **Governance Arrangements for Housing and Communities Panel**

Cllr Sutton introduced the item. He explained that he would Chair the Housing and Communities Panel but would invite Cllr Briscoe to attend if there are items which directly affect Cllr Briscoe's Communities portfolio area.

Cllr Dignum asked with reference to the Terms of Reference whether all of the services under Mrs Rudziak's directorate would report to this Panel. Mrs Rudziak explained that Revenues and Benefits and Customer Services were not included. Cllr Dignum requested they be added which was agreed by the rest of the Cabinet.

Cllr Dignum requested that routeing changes be reviewed. Mr Ward agreed to look at the routeing outside of the meeting.

In a vote the following recommendations to Council were agreed:

RESOLVED

1. That Cabinet approve the Terms of reference set out in the Appendix to this report with amendment to include Revenues and Benefits and Customer Services.
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.

163 Report from the Priory Park Task and Finish Group

Cllr Sutton introduced the item.

Cllr Lintill allowed Cllr Plowman who had requested in advance to speak to address the Cabinet. Cllr Plowman spoke in support of the report and how the Task and Finish Group had been run.

Cllr Taylor asked in relation to section 5.2 of the report how many parks in rural areas are funded by the parish council and what steps had been taken to engage parish council's to see if they would fund the parks. Mr Ward agreed to investigate with Chichester Contract Services and provide a response after the meeting. Cllr Dignum suggested Mr Ward look back at the New Homes Bonus applications and the funding that had been provided to parish council's via that route.

Cllr Dignum in relation to paragraphs B and C of the report in particular the section stating *'the funding available with these aspirations'* commented that the Asset Replacement Programme would apply to the White Pavilion but not to the Brick Pavilion and did not want the council to be committed to any additional funding for that purpose. He added that the White Pavilion could be viewed as a community use building and therefore the council could to a limited extent provide top up funds from the Asset Replacement Programme for that purpose. Cllr Sutton clarified that during the course of the Task and Finish Group funding options for the Cricket Club had become apparent. Mrs Hotchkiss added that an IPPD would be brought forward for the Brick Pavilion to set out all the options including any additional costs. She

explained that the discussions with the Cricket Club regarding the White Pavilion were ongoing.

Cllr Lintill in relation to recommendation 2.2 asked Cabinet's views on whether to approach parish councils. Cllr Dignum explained that he would abstain from voting for that recommendation as he felt it was not a good use of officer time.

In a vote the following resolutions were agreed:

RESOLVED

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. Cabinet agree for parish councils to be approached to seek contributions towards parks that are maintained at CDC expense as detailed in paragraph 5.2.

164 Late Items

The Cabinet noted the Urgent Decision Notice relating to the Discretionary Energy Rebate Scheme.

165 Exclusion of the Press and Public

Cllr Lintill proposed and read the part II resolution in relation to agenda items 10 and 11. 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 10 and 11 the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

166 Part II Urgent Decision Notice - Leisure Management Contract agreement for 2022-23

The Cabinet noted the Part II Urgent Decision Notice relating to the Leisure Management Contract Agreement for 2022-23.

167 **Efficiency of the Service Retirement Report**

Cllr Wilding introduced the item.

Mrs Shepherd and Mr Ward responded to comments from Cllr Lintill and Cllr Wilding.

In a vote the following resolution was agreed:

RESOLVED

That the resolution as set out in section 2.1 of the report be approved.

The meeting ended at 10.16 am

CHAIRMAN

Date:

This page is intentionally left blank

EAST PALLANT HOUSE AND CDC FUTURE OFFICE ACCOMMODATION OPTIONS APPRAISAL

TERMS OF REFERENCE AND SCOPING

Review Topic	East Pallant House and CDC future office accommodation Options Appraisal
Membership (and Chairman)	Politically balanced membership including OSC representatives to be agreed by Cabinet. A maximum of 6 members to be appointed to the task and finish group.
Scope	The consideration of the future provision of the Council's office accommodation needs including the visitor's reception, public meetings area and back offices for staff. Consideration of the future use of the East Pallant site including car parks.
Terms of Reference	To receive regular updates on the development of the options appraisal to cover the three interdependent elements. 1 - establishing the ongoing requirements of the council's offices including the reception provision, the venue for public meetings and the back office facility for staff 2 – how are those needs best met, analysing viable options including remaining in EPH (with the potential to reduce onsite footprint), share with local partners or move to new premises either existing or new build. This element to include consultation with relevant parties and wider consideration such as social, environmental and economic. 3 – if we were to have either a reduced footprint or vacated the building what opportunities are there with the site.
Review Period	2022 -2023 with a final decision being made by the new Council post May 2023.
Officer support	Joe Mildred, Vicki McKay, Pam Bushby, Democratic Services and other services as required.
Frequency of Meetings	As required
Report back to	Updates to OSC and Cabinet with a final decision to be taken by Council in 2023.

This page is intentionally left blank

Chichester District Council

THE CABINET

3 May 2022

Delegation to Director of Growth & Place for lease values

1. Contacts

Report Author

Vicki McKay – Divisional Manager, Property & Growth

Telephone: 01243 534519 E-mail vmckay@chichester.gov.uk

Cabinet Member

Tony Dignum – Cabinet Member for Growth, Place & Regeneration

Telephone 01243 538585 Email tdignum@chichester.gov.uk

2. Recommendations

- 2.1. **That Cabinet recommend to Council that the Director for Growth & Place's delegation to enter into leases to a value of £60,000 per annum be increased to up to £100,000 per annum, until such time as the Constitution is updated and approved.**

3. Background

- 3.1. The Constitution currently provides for the Director of Growth & Place to enter into leases up to a value of £60,000 per annum, under delegate powers. This level has been in place for a number of years and is due for review as part of a wider update of the Constitution.
- 3.2. The current limit on lease value means that proposed lettings in excess of £60,000 per annum cannot be completed until such time as Cabinet authority is granted, resulting in delays and potential loss of tenants. The number of cases where a rental in excess of £60,000 per annum is low but those lettings are important to complete in a streamlined manner to secure occupiers who may have alternative premises under consideration.

4. Outcomes to be Achieved

- 4.1. The proposal will enable larger lettings to proceed in a timely manner and secure tenants for higher value Council premises.
- 4.2. Without this amendment to the delegation, lettings could still proceed, although any larger lettings could not proceed without Cabinet /Council authority.

5. Proposals

- 5.1. That the Director of Growth & Place be authorised to agree terms for lettings of premises in the Estates portfolio where the rental level does not exceed £100,000 per annum.

6. Alternatives Considered

- 6.1. Continue with the current delegation – this option would allow smaller to mid-sized lettings to complete, but larger lettings would be subject to Cabinet approval in each case. This builds in time and additional officer resource, increasing the risk of lettings not completing. It is therefore considered this option is not satisfactory.

7. Resource and Legal Implications

- 7.1. Resource will be required for individual lease negotiations and it is expected this will be undertaken using existing internal officer resources. Should any external agent be engaged in a marketing capacity, internal resource will still be required to oversee and manage any such instruction.
- 7.2. Legal services have advised on the current delegation to the Director of Growth & Place and have no concerns or issues with the proposal as set out in this report.

8. Consultation

- 8.1. No consultation has taken place as there is not considered to be a requirement for any consultation on the proposal.

9. Community Impact and Corporate Risks

- 9.1. If the delegation is not varied, individual reports will be required for any proposed letting in excess of the current delegation ceiling. This brings a risk of not completing lettings in a timely manner, leading to a delay in the receipt of revenue income.
- 9.2. There is a further risk that potential occupiers may go elsewhere if lettings cannot be completed without seeking Cabinet authority.

10. Other Implications

Crime and Disorder	None
Climate Change and Biodiversity	None
Human Rights and Equality Impact	None
Safeguarding	None
Health and Wellbeing	None
General Data Protection Regulations (GDPR)	None

11. Appendices

- 11.1. None

12. Background Papers

- 12.1. None

Chichester District Council

CABINET

3 May 2022

Development Management Division

Workloads and Resourcing

1. Contacts

Report Author:

Fjola Stevens – Divisional Manager Development Management

Tel: 01243 534557

Email: fstevens@chichester.gov.uk

Cabinet Member:

Susan Taylor - Cabinet Member for Planning Services

Tel: 01243 514034

E-mail: staylor@chichester.gov.uk

2. Executive Summary

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

3. Recommendation

3.1 That Cabinet recommends to Council to approve:

- i) The release of £56,600 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies, and**
- ii) The release of £74,225 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending three planning appeals.**

4. Background

Staffing

- 4.1 In December 2021 the Manager of the Applications Team was 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 the post has been filled by an agency planner. In addition, until 28 March 2022 there were 2 senior planning officer posts vacant (1 x 1FTE and 1 x 0.5 FTE) within the Majors & Business Team. In February 2022 Cabinet agreed to release £30,000 from reserves to fund until April 2022 three agency planners to cover vacant posts and to deal with a backlog of applications within the Applications and Majors Teams.

- 4.2 The 1 FTE Senior Planner post within the Majors & Business Team has been filled on a permanent basis since 28 March 2022, however the 0.5 FTE remains vacant. Efforts to recruit to the post are ongoing; however, it remains a difficult market. An agency planner (0.7 FTE) has been covering this post and dealing with appeal work arising from refused applications, primarily within the Majors & Business Team.
- 4.3 In order to ensure the ongoing effective management of the Applications Team and the handling of applications and appeals it is necessary to retain two agency planners (i.e., Development Manager for the Applications Team and 0.7 FTE Senior Planner in the Majors Team).

Planning Appeals

- 4.4 Where major applications have been refused planning permission it is often necessary for the Council to defend its case at appeal through costly and time-consuming Public Inquiries and/or complex Hearings. Prior to July 2020 the Council was able to demonstrate a 5-year housing land supply and therefore appeals mostly related to less complex matters and specialist advice was not frequently required. Between July 2020 and November 2021, the Council accepted that it was not possible to demonstrate a 5-year housing land supply, and consequently there was no need to defend the supply at appeal. However, since the publication of the updated position in November 2021 which states that the supply is 5.3 years, the Council has sought to robustly defend the 5-year housing land supply position, and this has resulted in the need for specialist consultants. In combination, the increase in the number of complex appeals and the need to defend the Council's 5-year housing land supply has resulted in an increase in spending on specialists to effectively defend the Council's case at appeal.
- 4.5 A significant and complex appeal taking place early in June 2022 is a Public Inquiry for 100 dwellings on land South of Clappers Lane, Earnley. In addition, a conjoined Public Inquiry for 2 major housing schemes which cumulatively comprise up to 200 dwellings on Land North of A259, Flat Farm, Main Road and Land East of Broad Road, Chidham is due to take place in August 2022. A further significant appeal due to take place in 2022 (date to be arranged) is a Hearing for 25 dwellings on land known as South Side of Church Lane, Birdham. These appeals require input from a range of specialist planning and related professionals.
- 4.6 The Clappers Lane appeal is expected to take 5 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 £37,050. The conjoined appeal in Chidham is expected to take 8 days, and in addition to the cost of the Council's appointed barrister the cost of defending the appeal will be approximately £33,525. The Church Lane appeal is expected to take 2 days and the cost of defending this appeal will be approximately £30,150. These costs are beyond the 2022/23 budget available for Professional and

Consultancy Services which is £26,500. Whilst this would contribute to the overall cost, a further £74,225 is required to cover the total cost.

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 ensure the effective management of the Applications Team and the efficient management of planning appeals and applications within the Majors Team.

6. Proposal

- 6.1 It is proposed that £56,600 is released from reserves to extend the contract of the interim Applications Team Manager (1FTE) until August 2022 and the contract of the Senior Planning Officer (0.7 FTE) until December 2022, to assist with the management of the Applications Team and the handing of applications and appeals in the Majors Team.
- 6.2 It is proposed that £74,225 is released from reserves to ensure that the local planning authority is in a position to robustly defend the Land south of Clappers Lane, Land at Flat Farm and Broad Road, and Land South of Church Lane appeals, for which specialist services are required including legal, housing supply and landscape specialists.

7. Alternatives Considered

- 7.1 Consideration has been given to advertising the temporary Development Manager post rather than the use of a more expensive agency planner, however it is highly unlikely to be possible to fill the post with a suitable candidate without them needing to fulfil a lengthy notice period, and a short 5-month contract would not likely be attractive to planners not working through an agency agreement. It is therefore considered that retaining the appointed agency planner is the most effective means to ensure the continued efficient running of the Applications Team.
- 7.2 Consideration has been given to attempting to deal with the current Major planning applications within existing resources, without extending the contract of an agency planner. However, there is no capacity in the team to deal with the cases expediently alongside more recently submitted applications and the ongoing appeals. 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 been given to dealing with all of the existing planning appeals using in house resources only. However, Public Inquiries require

specialists to give evidence on some of the complex matters that the Planning Inspector will consider, for which expertise needs to be sought externally. Hearings require specialists to discuss complex matters and answer questions from the Planning Inspector hearing the case. Failure to engage these specialist services will significantly reduce the Authority's prospects of winning these forthcoming appeals.

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

3 May 2022

Stock Condition Surveys

1. Contacts

Report Author:

Vicki McKay – Divisional Manager, Property & Growth
Tel: 01243 534519 E-mail: vmckay@chichester.gov.uk

Cabinet Member:

Tony Dignum – Cabinet Member for Growth, Place & Regeneration
Telephone 01243 538585 Email tdignum@chichester.gov.uk

2. Recommendation

- 2.1 That Cabinet recommend to Council that it approves the release of £150,000 from reserves to cover the cost of engaging a specialist company to carry out stock condition surveys for all Council built assets.**

3. Background

- 3.1 The Council's Repair & Maintenance and Asset Replacement programmes rely on information on the condition of the Council's built assets. Condition surveys of the Council's portfolio were last carried out over ten years ago, using in-house resource.
- 3.2 Ad hoc condition surveys have been undertaken in the intervening time but this is not the most efficient or effective way to plan for future works or inform strategic decisions about assets. The value of the Council's assets is significant and it is important that an overall picture of their condition is understood. A full and up to date round of condition surveys is therefore now required to support this.
- 3.2 A survey of each and every one of the Council's assets is a large and intensive piece of work, with over 180 surveys needed in total, covering all geographical areas of the District. The assets range from those occupied and used by CDC to commercially let premises, and from public conveniences to sports pavilions and listed buildings.

4. Outcomes to be achieved

- 4.1 To deliver up to date condition surveys for the Council's built assets, which will provide a set of baseline data for further analysis to help inform future decisions about our assets.

- 4.2 The condition surveys will also enable ongoing consideration of the data to inform future repair, maintenance and asset replacement programme plans.
- 4.2 The surveys would be presented as a summary report for each asset, identifying the following and accompanied by a photographic schedule: -
- Most severe – any issues present that could pose a health and safety risk or require remedying to protect the asset.
 - Significant – notable building, services or statutory issues that need to be rectified.
 - Maintenance issues – any issues that require repairs or maintenance over and above a general property management or maintenance programme.

5. Proposal

- 5.1 It is proposed that £150,000 is released from reserves to engage a third-party company to carry out stock condition surveys for all the Council's built assets, with subsequent reporting of the outputs.
- 5.2 A full procurement exercise will be undertaken to appoint a suitable company, in accordance with standing orders, overseen by the Divisional Manager for Property & Growth.

6. Alternatives Considered

- 6.1 Resourcing internally – the post of Building Services Manager remains vacant and ongoing workload for the remaining officer is higher as a result, with no capacity for this large piece of work. It is therefore not possible to resource this additional work through internal resources without forgoing other essential work.
- 6.2 Short term contract – this was the route pursued by officers, with significant work undertaken to secure an agency resource to carry out this work. Highly competitive market conditions have meant that contract staff are not readily available, with arrangements falling through in favour of other contract offers elsewhere.

7. Resource and Legal Implications

- 7.1 There are no further resource or legal implications, beyond that set out in this report. Internal resource will be required for the procurement exercise and subsequent contract management; this will be sourced from the Property & Growth division with support from building managers as required to inform individual surveys.
- 7.2 On completion of the surveys there will be a need for resource to evaluate and report on the survey data, with the likelihood of further work stemming

from that. At this point, the level of resource cannot be quantified but this is being considered as part of wider work planning throughout the coming year.

8. Consultation

8.1 No consultation has taken place at this stage.

9. Community Impact and Corporate Risks

9.1 Ensuring the Council's assets are in good and serviceable condition helps mitigate any risk of any incident or accident arising from disrepair or obsolete building elements.

10. Other Implications

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

11. Appendices

11.1 None

12. Background Papers

12.1 None

This page is intentionally left blank

Chichester District Council

CABINET

3 May 2022

Barnfield Phase 1 and 2a – Post Project Evaluation

1. Contact

Report Author:

Vicki McKay – Divisional Manager, Property & Growth

Tel: 01243 534519 E-mail: vmckay@chichester.gov.uk

Cabinet Member:

Tony Dignum – Cabinet Member for Growth, Place & Regeneration

Telephone 01243 538585 Email tdignum@chichester.gov.uk

2. Recommendation

Cabinet is recommended to:

- 2.1. Note the Post Project Evaluation (PPE) for the development of land at Barnfield, Chichester Phases 1 and 2a.**

3. Background

- 3.1.** The development of the Council's land at Barnfield, Chichester has been undertaken by a third-party developer. This report is therefore a review of those arrangements and outcomes rather than a 'post project evaluation' in the usual sense.
- 3.2.** The land, sited to the east of the city centre, was considered in 2 main parcels, known as Plots 1 and 2. A site plan is included as Appendix 1.
- 3.3.** In 2003, Brookhouse developed the Homebase store via a lease of land owned by the Council (Plot 1a), with other land in this 'phase' having been developed in prior years by Discovery Properties. Following appropriate procurement and due diligence processes, an Agreement for Lease between the Council and Brookhouse for the remaining Barnfield land was completed in 2011. Cabinet resolutions from that year supported the development of 'out of town' retail provision through a joint venture with Brookhouse and agreed that the then Director of Employment and Property agree terms for that agreement and subsequent leases for individual development sites.
- 3.4.** The remainder of Plot 1 (Plot 1b) has now been developed under the agreement with Brookhouse, with part of the land at Plot 2 (Plot 2a) more recently being developed to provide a Lidl foodstore.
- 3.5.** The remaining land (Plot 2b) remains covered by the agreement with Brookhouse, who will bring forward market led development opportunities as appropriate.

4. Post Project Evaluation

- 4.1 The Post Project Evaluation (PPE) provides a review of how the Barnfield Development has performed against the original intentions set out in the Agreement for Lease and subsequent supplemental documents. It allows lessons learned to be passed on to other projects and ensures that provisions have been made to address all open issues and risks alongside follow-on actions and recommendations where appropriate. It also provides the opportunity to assess any expected outcomes that have already been achieved and/or provide a review plan for those outcomes yet to be realised.
- 4.2 Detail of the development undertaken to date is as set out below. The financial detail of the development to date is contained in Appendix 2 (exempt).
- 4.2.1 Phase 1A
Homebase formed the key development of the earliest phase of the Barnfield development, with other earlier construction completed to deliver a pub/restaurant and a wholesale carpet warehouse.
- 4.2.2 Phase 1B
This comprises a development of Aldi stand-alone store, plus a terrace of units initially housing Halfords, Wickes and Iceland (Food Warehouse), which is complete and trading. The Wickes unit has more recently been assigned to Home Bargains.
- 4.2.3 Phase 2A
This accommodates the Lidl store that opened in March 2020, which was later than planned due to delays in the highways works.

5. Contract Monitoring and Performance

- 5.1 A summary of the contractual position is contained at Appendix 2 (exempt). Regular meetings take place between the Council and Brookhouse to discuss market activity and any contractual matters.
- 5.2 Independent professional valuation and legal advice has been obtained, which confirms that best consideration is maintained with Brookhouse and that appropriate indemnities are in place to protect the Council.

6. Consultation

- 6.1 Formal consultation on the development proposals has been carried out through the planning permission process.
- 6.2 This report has been considered by the Overview and Scrutiny Committee, with questions relating to the type of development, planning conditions and revenue income responded to.

7. Community impact and corporate risks

7.1 Development of the land at Barnfield has created local jobs and provided additional business investment into the area. Ongoing liaison between the Council and Brookhouse ensures any risks can be identified at an early stage and steps taken to mitigate their impact.

8. Other Implications

	Yes	No
Crime & Disorder: The additional employment opportunities created by the construction of the centre could help reduce incidents of crime and disorder.		X
Climate Change:		X
Human Rights and Equality Impact:		X
Safeguarding:		X
GDPR		X

9. Appendices

9.1 Appendix 1 – Location plan

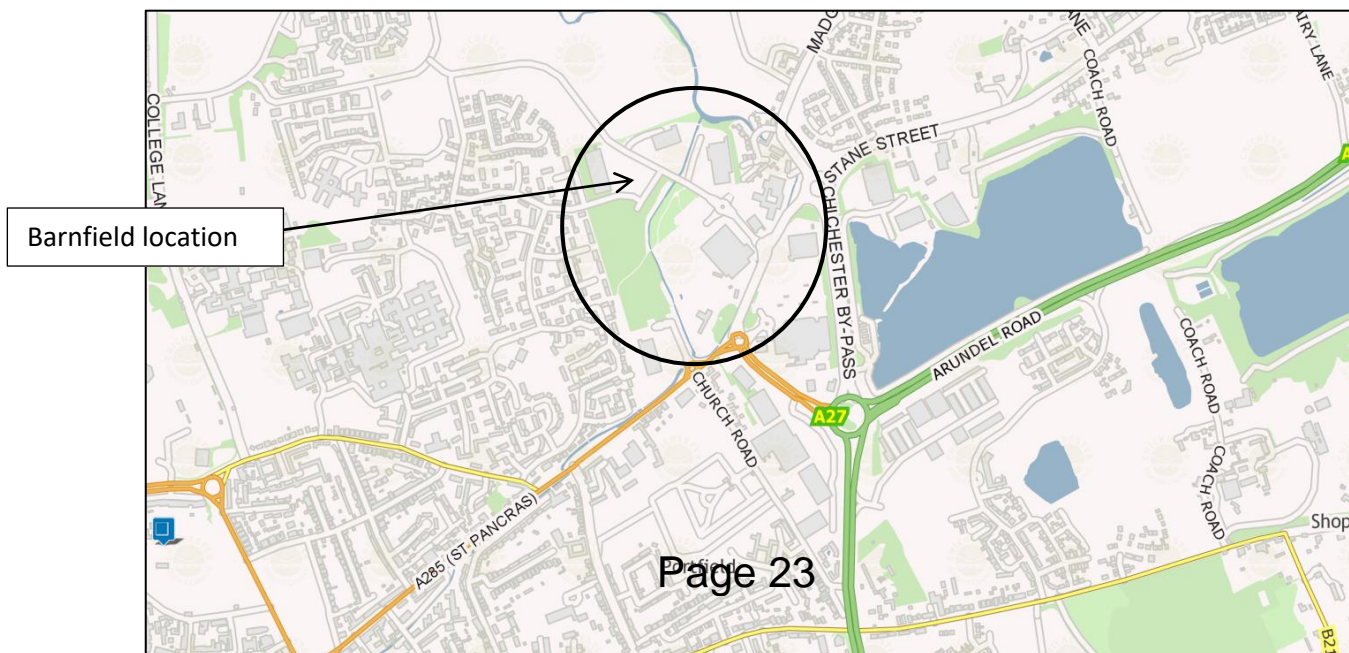
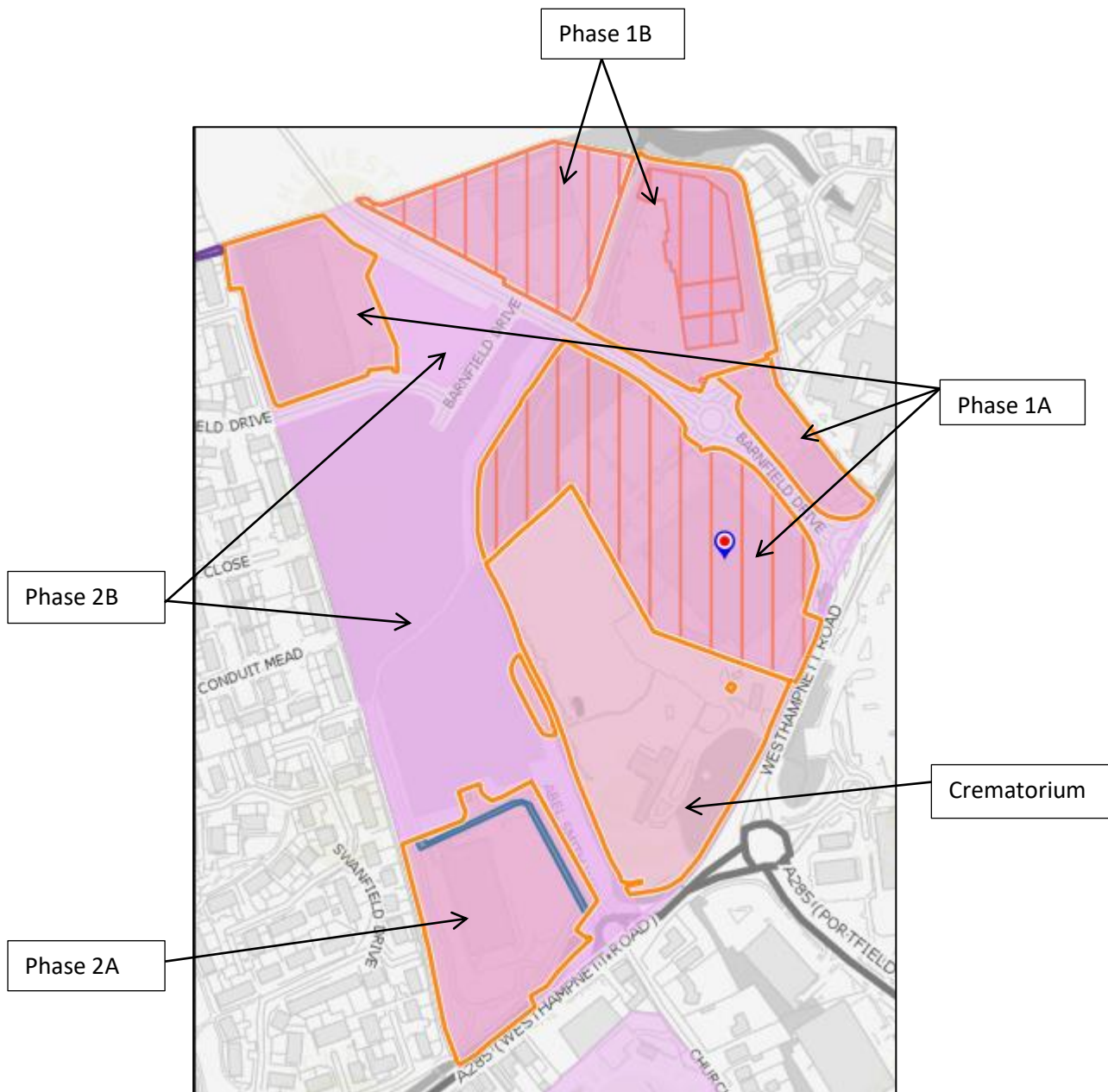
9.2 Appendix 2 – Financial and contract detail summary (Part II)

10. Background Papers

10.1 None

This page is intentionally left blank

Barnfield Phase 1 and 2a – Post Project Evaluation
APPENDIX 1



This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

Chichester District Council

THE CABINET

3 May 2022

Bosham Car Park Options

1. Contacts

Report Author:

Tania Murphy – Divisional Manager, Place

Telephone: 01243 534701 E-mail: tmurphy@chichester.gov.uk

Cabinet Member:

Tony Dignum - Cabinet Member for Growth, Place & Regeneration

Telephone: 01243 538585 E-mail: tdignum@chichester.gov.uk

2. Recommendation

- 2.1 That Cabinet approves the IPPD to undertake an options appraisal for Bosham Car Park.**
- 2.2 That Cabinet approves release of £20,000 from Reserves to support the project.**

3. Background

- 3.1. CDC owns an area of land in Bosham which is currently used for a car park and public conveniences for the village. It also provides an area which is used for boat storage for Chichester Harbour Conservancy through a licence agreement.
- 3.2. It is proposed that a project is progressed to undertake an options appraisal for this Car Park. The public conveniences will be considered for refurbishment as part of a separate project. This project will assist with making the best use of the land, giving consideration to the overall design and layout of the area and whether there is scope to re-design which could enable additional spaces, better traffic flows, improved signage and a more welcoming first impression of Bosham village. Improvements to the car park have also been recognised through the Neighbourhood Plan for Bosham.
- 3.3. To enable these works it is requested that £20,000 is released from Reserves to assist with funding of the initial works for surveys, along with exploring options with designers and engineers.

4. Outcomes to be Achieved

- 4.1 The project will provide an opportunity for design and layout of the area, to make best use of the land as a CDC asset. This will include consideration of options for the site, enhancing the links to the village and providing a cost-benefit analysis of the options – having both regard to commercial and community objectives. The development of options will also provide an opportunity for consideration of risks associated with proposals.

- 4.2 Good quality streetscape and public areas are vital to leaving people with a positive lasting impression.

5. Proposal

- 5.1 Cabinet is asked to approve the IPPD in appendix one, to undertake an option appraisal for Bosham Car Park, releasing £20,000 from Reserves to fund this work.
- 5.2 A tender exercise will be undertaken to provide support to the project.

6. Alternatives Considered

- 6.1 Not to undertake the options study. This could result in opportunities for improvements to the site not being progressed, could risk not benefitting from the potential for additional income streams and may result in increased costs of maintaining the site and could leave a negative impression of the district by visitors and residents.

7. Resource and Legal Implications

- 7.1 There are adequate resources within the Parking Services team to manage the project. A procurement process will be undertaken to provide the support to the project, using the £20,000 as requested for release from Reserves. A project delivery plan will be implemented to progress the project.

8. Consultation

- 8.1 Consultation will be undertaken with relevant stakeholders as the project progresses.

9. Community Impact and Corporate Risks

- 9.1 Risk that expectations will not be met if the options do not meet the anticipated needs. Reputation may be harmed if the area is not designed or maintained in a suitable manner and the potential that the area is not utilised to make the best use of the asset.

10. Other Implications

	Yes	No
Crime and Disorder It is anticipated that the scheme will assist with designing out antisocial issues	X	
Climate Change and Biodiversity The scheme will incorporate consideration of the most efficient use of energy and consideration of planting schemes.	X	
Human Rights and Equality Impact - Positive impact in consideration of the location of the provision for designated Blue Badge parking.	x	
Safeguarding and Early Help		x
General Data Protection Regulations (GDPR)		x
Health and Wellbeing		X

Other (please specify)		x
-------------------------------	--	---

11. Appendix

11.1 Appendix 1 – Initial Project Proposal Document

12. Background Papers

12.1 None.

This page is intentionally left blank

Project Documentation - Initial Project Proposal Document

Project: Re-design of Bosham Car Park

Author: Tania Murphy, Divisional Manager - Place

Version: 1

1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

This project will look at the options available to the Council to improve the area owned at Bosham Car Park. The project will consider options to the layout, licence arrangements, soft landscaping and links to the village. It is intended that this project will improve the welcome to visitors and make the best use of the land.

3. Background

The Council owns an area of land in Bosham which is currently used for a car park and public conveniences for the village and provides an area which is used for boat storage for Chichester Harbour Conservancy through a licence agreement.

The public conveniences require refurbishment and repairs to the interior and exterior of the building. Budget for this is allocated in the Asset Replacement Programme for the refurbishment of the public conveniences and this will be undertaken as part of a separate project.

To make the best use of the car park, a review of the layout of the land needs to be undertaken and whether there is scope to re-design the area which could enable additional spaces, better traffic flows, improved signage and a more welcoming first impression of Bosham village. The Neighbourhood Plan for Bosham provides some comments on aspirations for the car park.

4. Outcomes to be Achieved

- Options for design and layout of the car park to make the best use of the land as a CDC asset.
- Consideration of the potential to develop the site in order to make the best use of the space.
- Enhancing the links to the village.
- A cost / benefit analysis of the options having regard to both commercial and community objectives.
- Likely timescales for putting the possible options into action
- Any risks associated with each options of delivery

5. Timescales

There is no specific urgent timescale for this project, however, improvements to Bosham car park has been identified through the Bosham Neighbourhood Plan and has been recognised by the service area as a potential area of focus for improvement and review of options.

The Public Conveniences within the car park are within the asset replacement programme for refurbishment. Works to the Public Conveniences are proposed to take place in 2022-23. The works to the Public Conveniences can take place separately to the potential works to the car park.

There is some limited budget available for car park resurfacing, however this is unlikely to be sufficient to cover the full costs of the works of any potential project.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	£20,000 (estimate) for options	Professional fees – to cover a topographical survey and design of the car park.
Revenue	The Council currently receives annual rent from the licence in the car park for the Harbour Conservancy. There could be potential to identify new income generating opportunities. The addition of further spaces could assist with the generation of further income, this additional income would be dependent on the options available for the site.	
Savings	Potential additional income	
Services to be involved in the project delivery	Place, Property and Growth, Chichester Contract Services, plus the appointment of external consultants.	

7. Benefits vs. Cost

The Council will need to consider what investment would be required by the Council against the likely returns.

8. Identify Risks

The Council runs the risk of losing additional income if opportunities are not maximised, best value may not be achieved, and continued operating and repair and maintenance costs associated with the facilities. The Council may not receive immediate financial benefit should there be a need identified for capital outlay in respect major re-design.

Chichester District Council

THE CABINET

3 May 2022

Changes to Parking Regulations

1. Contacts

Report Author:

Tania Murphy – Divisional Manager, Place

Telephone: 01243 534701 E-mail: tmurphy@chichester.gov.uk

Cabinet Member:

Tony Dignum - Cabinet Member for Growth, Place & Regeneration

Telephone: 01243 538585 E-mail: tdignum@chichester.gov.uk

2. Recommendation

- 2.1 That Cabinet notes the amendment to the Traffic Management Act 2004 – Part 6 – Civil Enforcement of Traffic Contraventions and approves that the amendments are made to Chichester District Council’s Parking Order.**

3. Background

- 3.1. The Government has committed to make the moving traffic enforcement powers under Part 6 of the Traffic Management Act 2004 (“the 2004 Act”) available to local authorities outside London. The regulations giving effect to these powers (“the 2022 regulations”) were laid in Parliament earlier this year. In making these powers available, the legislative opportunity has also been taken to consolidate, under the 2004 Act, the existing civil enforcement regimes for bus lane contraventions alongside parking contraventions.
- 3.2. The consolidation of the regulations requires updates to local authorities’ stationery, notices and systems as the vast majority of local authorities refer to the enabling regulations in their parking statutory notices and Traffic Regulation Orders.
- 3.3. Any Penalty Charge Notice issued up to and including 30th May 2022 will be subject to the current regulatory regime for parking enforcement. This includes any statutory notices and associated correspondence relating to subsequent representations, appeals and debt recovery procedures. If the enabling regulations have been referenced, then statutory notices must still refer to the current regulations throughout the life of the case.
- 3.4. Any Penalty Charge Notice issued from 00.00 on 31st May 2022 and thereafter will be subject to the 2022 regulations. Authorities seeking to replace references to the regulations will need to be changed as follows:

(1) Existing regulations:	(2) To be replaced with:
The Civil Enforcement of Parking Contraventions (England) General Regulations 2007	The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022
The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007	
The Civil Enforcement of Parking Contraventions (Approved Devices) (England) Order 2007	
The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007	The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2002
The Civil Enforcement Officers (Wearing of Uniforms) (England) Regulations 2007	Any such reference must remain unchanged

3.5. The Parking Services team is currently amending all statutory notices, etc. to reflect the amended regulations. The Council's Parking Order, however, requires Cabinet approval for amendment. The current Parking Order refers twice to the regulations in the table above and it is proposed that these will be amended to reflect the correct reference to come into force from 31st May 2022.

4. Outcomes to be Achieved

- 4.1 Creating a cohesive civil enforcement regime will remove inconsistencies which could arise due to the disparate enabling legislation.
- 4.2 Amending the Parking Order to reflect the current regulations ensures that the parking enforcement service meets the requirements of the new regulations.

5. Proposal

- 5.1 Cabinet is asked to note the revised regulations and to agree to Officers amending the Parking Order accordingly.

6. Alternatives Considered

- 6.1 Not to update the Parking Order and Stationery. This would result in the council acting outside of the parking regulations in its parking enforcement, appeals and debt recovery process.

7. Resource and Legal Implications

- 7.1 The Parking Services team must ensure that the regulations are reflected accurately to ensure that the parking enforcement process can be undertaken correctly to cover both off street (in car parks) and on-street (on behalf of WSCC).
- 7.2 There are adequate resources within the Parking Services team to arrange for the amendment of the required stationery and Parking Order to reflect the required changes. The cost of amendment is minimal and within existing budgets. The Legal Services team have provided advice relating to the arrangements to be made.

8. Consultation

8.1 Consultation was undertaken by Government on the amendment to the regulations. The Council is not required to consult on the amended regulations.

9. Community Impact and Corporate Risks

9.1 Risk that the amendments are not made correctly to the stationery, notices, and Parking Order.

10. Other Implications

	Yes	No
Crime and Disorder - Yes – an adequate enforcement service can assist with ensuring parking regulations are adhered to.	X	
Climate Change and Biodiversity - Yes – enforcement of parking regulations assists with managing traffic flows and driver behaviour.	X	
Human Rights and Equality Impact - Yes – enforcement of designated Blue Badge Bays assists with ensuring that bays are only used by disabled users.	X	
Safeguarding and Early Help		x
General Data Protection Regulations (GDPR)		x
Health and Wellbeing		X
Other (please specify)		x

11. Appendix

11.1 None

12. Background Papers

12.1 None.

This page is intentionally left blank

Chichester District Council

THE CABINET

3 May 2022

Public Conveniences Refurbishment

1. Contacts

Report Author:

Tania Murphy – Divisional Manager, Place

Telephone: 01243 534701 E-mail: tmurphy@chichester.gov.uk

Alan Gregory – Project Manager, Estates

Telephone: 01243 534818 E-mail: agregory@chichester.gov.uk

Cabinet Member:

Tony Dignum - Cabinet Member for Growth, Place & Regeneration

Telephone: 01243 538585 E-mail: tdignum@chichester.gov.uk

2. Recommendation

- 2.1 That Cabinet approves the PID for the refurbishment of Public Conveniences at the five selected sites.**
- 2.2 That Cabinet approves release of £569,000 from the Asset Replacement Programme (ARP) to enable the commencement of the project, to cover the initial feasibility including site surveys, design and costings, with a further report to Cabinet on the total estimated cost before going out to tender.**

3. Background

- 3.1. CDC owns and manages a number of Public Conveniences across the district, this service provides important facilities for the public. Work to refurbish a number of these sites was paused as a result of the Covid pandemic.
- 3.2. Five sites have been identified in the district for the first phase of works to be undertaken. These sites are as follows:
 - Priory Park, Chichester
 - East Beach, Selsey
 - Tower Street, Chichester
 - Bosham Lane, Bosham
 - Market Road, Chichester
- 3.3. In October 2018 Cabinet, approved a PID and budget of £145,000 for the refurbishment of Tower Street Public Conveniences. This sum with the ARP budget for the 4 other site results in a total sum of £714,000 for the five sites.

- 3.4. It is proposed that the project is managed through a design-led approach to refurbish/reconfigure the sites on a phased basis. The project would be developed to RIBA Stage 2, after which estimates of costs will be provided. The site at Priory Park would be progressed as part of the early stage of the project (as previously agreed at Cabinet).
- 3.5. The programme of works will include any drainage issues, along with consideration of carbon reduction and the Equality Act. The potential for future proofing at the sites will also be considered, which will include options for potential charging facilities.

4. Outcomes to be Achieved

- 4.1 The provision of Public Conveniences which are modern, resolve any drainage issues, provide less opportunity for vandalism, and meet the requirements of the Equality Act. The refurbishment programme would provide better longevity for the facilities. Efficiencies in energy use will be considered as part of the scheme.
- 4.2 The Vision for Chichester City has a theme relating to providing a variety of events and activities and an attractive, clean and welcoming environment. Good quality streetscape and public areas are vital to leaving people with a positive lasting impression. This is also reflected in the town Visions across the district.

5. Proposal

- 5.1 Cabinet is asked to approve the PID in appendix one, to enable refurbishment, potential reconfiguration and drainage works and approves release of £569,000 from the Asset Replacement Programme to enable the commencement of the project to cover the initial costs of feasibility, site surveys, design and costings, with a further report to Cabinet on total estimated cost before going out to tender.
- 5.2 The five sites have been selected at this stage based on a number of factors, including consideration of the level of use of sites; timing within the asset replacement programme and available budget; feedback from the public and partners; and resources available.

6. Alternatives Considered

- 6.1 Not to undertake the refurbishment as described or to undertake a revised reduced level of refurbishment. However, this would not maintain the sites adequately, could leave a negative impression of the district by visitors and residents and may not achieve energy efficiencies.

7. Resource and Legal Implications

- 7.1 There is no statutory requirement for local authorities to provide and operate public conveniences.
- 7.2 There are adequate resources within the Place, Estates and CCS Services to manage the project. Tenders will be sought for the feasibility, site surveys and design works to be carried out and a project delivery plan will be implemented, using the PID as at Appendix 1 as the basis for this.

8. Consultation

8.1 Consultation will be undertaken with relevant stakeholders as the project progresses.

9. Community Impact and Corporate Risks

9.1 Risk that expectations will not be met if the refurbishment does not meet the anticipated needs. Reputation may be harmed if the facilities are not designed in a suitable manner.

10. Other Implications

	Yes	No
Crime and Disorder It is anticipated that the scheme will assist with designing out antisocial issues	X	
Climate Change and Biodiversity The scheme is likely to enable more efficient use of water, electricity, lighting, etc.	X	
Human Rights and Equality Impact - Positive impact	x	
Safeguarding and Early Help		x
General Data Protection Regulations (GDPR)		x
Health and Wellbeing - Positive	X	
Other (please specify)		x

11. Appendix

11.1 Appendix 1 - Project Initiation Document

12. Background Papers

12.1 None.

This page is intentionally left blank

Project Documentation

**PROJECT INITIATION DOCUMENT
(PID)**

**Public Conveniences Refurbishment Programme:
Priory Park, Chichester
Tower Street, Chichester
East Beach, Selsey
Market Road, Chichester
Bosham Lane, Bosham**

Release:	Draft
Date:	7 April 2022
Author:	Tania Murphy & Alan Gregory
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)

Consideration by the Corporate Improvement Team

Date	Reviewing Officer	Comments for Consideration
11 th April 2022	Andy Buckley	Minor comments fed back to Divisional Manager for consideration prior to final submission.

Approvals

This document requires the following approvals:

Name of person, group or committee
Jane Hotchkiss – Director of Growth & Place
Cabinet

Distribution

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

Name	Job Title
Diane Shepherd	Chief Executive
Jane Hotchkiss	Director of Growth & Place
John Ward	Director of Corporate Services
Tania Murphy	Divisional Manager, Place
Vicki McKay	Divisional Manager - Growth
Helen Belenger	Divisional Manager, Financial Services
Kevin Carter	Divisional Manager - CCS
Alan Gregory	Project Manager - Estates
Sherrie Golds	Commercial Property & Contract Lawyer
Christopher Dean	Facilities officer - CCS

Glossary of Terms

CCS – Chichester Contract Services

1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines the Public Conveniences Refurbishment Programme project for the five selected sites. It 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

The improvement, refurbishment and enhancement of the Council's public convenience provision in order to improve the quality of the facilities on offer in 5 key locations across the district. The project will deliver public toilets of a type and quality sufficient to meet the needs of local residents and visitors to the area whilst meeting the requirements of the Equality Act.

3. BACKGROUND

CDC owns and manages a number of Public Conveniences across the district. Work to refurbish these sites was paused as a result of the Covid pandemic. The sites provide an important facility to the public.

Five sites have been identified in the district for the first phase of works to be undertaken. The sites have been selected at this stage based on a number of factors, including consideration of the level of use of sites; timing within the asset replacement programme and available budget; feedback from the public and partners; and resources available. The five sites are as follows:

- Priory Park, Chichester
- East Beach, Selsey
- Tower Street, Chichester
- Bosham Lane, Bosham
- Market Road, Chichester

Following the feasibility work and design work a programme of works will be established with priority given to Priory Park. The programme of works will include consideration of any drainage issues, along with consideration of the Equality Act. Options for future proofing the sites will also be considered which will include the potential for charging facilities and carbon reduction.

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1. Outputs

- Bring the public convenience provision in key areas up to a standard where they have improved facilities and sustainable maintenance regimes.
- Use the allocated funds to secure the improvement, refurbishment and enhancement of the 5 sites included in the programme.
- Improved satisfaction levels from users of the facilities
- Reduced revenue costs.
- Appoint a QS to manage the refurbishment programme to practical completion.

4.2. Outcomes

- A revitalised public convenience provision that meets the needs of the local community and visitors alike.
- The continued operation of the refurbished provision is safeguarded.
- The needs of older people are acknowledged and the refurbished stock helps support their independence.
- Provision for people with disabilities is improved and facilities meet with the requirements of the Equality Act
- Opportunities for anti-social behaviour are prevented/reduced.
- The visitor economy is supported.
- Improved cleanliness.
- Reduced maintenance regimes.

4.3. Outcome Measures

- A reduction in annual maintenance costs to minor sums at the 5 locations where refurbishment work is carried out.
- Improved hygiene standards and the levels of cleanliness.
- Confirmation of compliance with the Equality Act.
- Fewer complaints from the public given the enhanced provision.
- Reduction in anti-social behaviour.

4.4. Dis-benefits

- The Council's funds are limited and an allocation to this project may prevent another from proceeding.
- There will be a loss of familiar public toilet facilities and some disruption to the provision during the period of the works.

4.5. Out of Scope

This PID relates only to the improvement, refurbishment and enhancement of the public convenience provision in the 5 locations included in the programme.

5. PROJECT IMPLICATIONS

- Opportunities to reduce the impact on climate through reduced energy and water resource consumption and decarbonisation of the public convenience stock will be a requirement of the project specification issued as part of the tender documentation.
- Overall project delivery will look to support the Council's Climate Emergency Action Plan
- Meeting all aspects of equality will form a benchmark in planning the improved public convenience provision.
- Improved facilities and cleanliness will reinforce community health and wellbeing.
- Reconfiguration of internal and external space and the introduction of direct access points will reduce opportunities for anti-social behaviour.

6. PROJECT CONSTRAINTS

- Unforeseen increases in refurbishment costs arising render the project impracticable.
- Unable to deliver the project to a required timescale due to unforeseen complications and /or delays.

- Sensitivity of the public convenience locations.

7. PROJECT ASSUMPTIONS

- Cabinet approval is given for the project costs and they are included in the Asset Replacement Programme.
- Any statutory consents required are given so the project can be delivered.

8. PROJECT COSTS

The main project costs associated with this proposal are professional fees and the costs of refurbishment and alteration of the 5 public conveniences included in the programme.

8.1. Project Delivery Costs

After completion of RIBA Stage 2 Plus works an estimate will be provided for total costs.

8.2. On-going Costs Following Project Completion

Once completed, the refurbished and improved facilities will require ongoing maintenance and staff time but this is anticipated to be a reduction from the existing arrangements and will be covered in work plans.

9. OPTIONS SUMMARY

In addition to a do nothing option the feasibility appraisal has considered the options for improving the public convenience stock including improvement and partial refurbishment and full refurbishment and replacement/alteration.

Do Nothing

The cheapest option in the short term is to do nothing but continue to maintain the public conveniences and undertake essential repairs and maintenance as they become necessary.

However, this approach would not meet the requirements of the Equality Act demanded of the programme and some of the key issues identified in the various site surveys such as drainage problems, damp and the presence of asbestos would continue.

Improvement and partial refurbishment

Approach and specification to be determined for each of the sites.

Full refurbishment and/or replacement

Approach and specification to be determined for each of:

1. Priory Park, Chichester
2. Tower Street, Chichester
3. East Beach, Selsey
4. Bosham
5. Market Road, Chichester

10. PROJECT APPROACH

- The output from the outline proposals developed for each site (equivalent to RIBA Stage 2) will be used to inform the subsequent activities required to take the project through the necessary scheme development stages and through to completion.
- A Quantity Surveyor will be appointed to manage the selection and appointment of the contractor and assemble the other members of the professional team and be responsible for the delivery of the programme to practical completion on time and within budget.
- The Project Management resource in the Estates Team will support the Project Sponsor to ensure the timely phasing of the refurbishment programme.

11. PROJECT PLAN

Task No.	Task / milestone	Completion Date	Owner	Dependency
Stage 1				
1.1	Cabinet meeting to consider recommendation for approval of the funding to commence the project.	May 2022	TM/AG	Completion and approval of PID and provision of all relevant information for Cabinet Report.
1.2	To produce service requirements for each site	May 2022	TM	Securing funding to start works
1.3	Prepare brief for appointment of QS, architect and CDM advisor and complete procurement process for their appointment. Appointed consultant team to prepare "Developed Design" (RIBA Stage 2 equivalent) and update proposals for design, building services, outline specifications and produce cost information.	June 2022	AG	Securing funding to develop the scheme.
1.4	Review procurement strategy and route to confirm project programme going forward. Report to Cabinet on costings and programme	July 2022	TM/AG	QS has been appointed to manage the process.
1.5	Consider any planning requirements and other statutory consents necessary to deliver the programme and obtain permissions if required.	Within timeframe of task 1.3	AG	Stage 3 design work is developed to a level of detail sufficient to

				support a planning application submission.
Stage 2				
2.1	Tender for the refurbishment programme works.	September 2022	AG	QS to manage the process.
2.2	Appoint the preferred contractor.	November 2022	AG	QS to manage the process.
2.3	Phased completion of works.	Timescale to be agreed as part of tender process and agreement on logistics of the phasing of the works	AG	QS to manage the process.
2.4	Review cleaning contract requirements and management of new facilities.	Upon phased completion	TM	Following practical completion of each phase
2.5	Post Project Evaluation	6 months after completion	TM	Practical completion date

12. PROJECT TEAM

Tania Murphy: Divisional Manager - Place	Project Sponsor – Responsible Officer
Alan Gregory: Project Manager - Estates	Managing the overall project resources to deliver the scheme, liaising with the various partners / contractors involved.
Christopher Dean: Facilities Officer – CCS Paul Hellyer: Facilities Officer - CCS	Project Operational Input and liaison with council's cleaning contractor
Sherrie Golds: Legal Services - Commercial Property and Contracts Lawyer	Responsible for providing Legal advice on relevant aspects of the project
Financial Services	Responsible for advising on financial aspects of the project and budget monitoring.

13. COMMUNICATION

There will be regular meetings of the Project Group with minutes of the meetings published on the X:Drive where all relevant and updated documents will be stored including a copy of this PID. All members of the Project Group will be kept informed

at all times of developments included being copied into relevant emails. The project team will meet as and when required, but certainly when there are changes or anticipated changes to the project.

The Council's Public Conveniences contractor to be informed of key dates and milestones in order that the cleaning programme can be considered accordingly.

A communication plan will be developed with the PR team

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	Cabinet do not approve the project.	Unlikely	Major	Feedback to Cabinet on option appraisal work and the need for the project to proceed	Project Sponsor
2	Project costs overrun.	Possible	Serious	Engage appropriate project support to manage contract and tendered works.	Project Manager
3	Planning and/or any other statutory consents required are refused.	Possible	Significant	Engage with statutory authorities in the development of the programme to ensure proposals are in accordance with statutory requirements	Project Manager
4	Programme delay and/or extended duration by appointed contractor	Possible	Significant	Regular project meetings and monitoring & review of contract requirements	Project Manager
5	Work required is more than that envisaged in the approved scheme proposals.	Possible	Serious	Include a contingency in the project budget.	Project Sponsor
6	Tender sum is in excess of that approved in the project budget	Possible	Serious	Additional budget requirements to be reported before the appointment of a contractor.	Project Sponsor
7	Loss of key staff	Possible	Significant	Shared ownership of project. Consider possible need to	Project team

				redeploy alternative staff resources if necessary and acknowledge in work plans.	
8	Disputes with professional advisors and/or contractors	Unlikely	Serious	Appointment of experienced and vetted contractors only. Clear briefs and thoroughly checked contracts.	Project Team

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank