

Public Document Pack

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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 7 June 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 3 May 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 **Community Support for Ukrainian Refugees as part of the Homes for Ukraine Scheme** (Pages 7 - 10)

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

1. That Cabinet recommends to Council that WSCC funding of £1,000 per refugee be accepted.
2. That Cabinet recommends to Council to delegate authority to allocate these funds to the Divisional Manager for Communities and Customer Services as set out in para 5.2 and 5.3 to provide community support.

KEY DECISIONS

None.

OTHER DECISIONS

- 6 **Appointments to Panels and related Governance matters** (Pages 11 - 13)
The Cabinet is requested to consider the report and its appendices and make the following resolutions:

1. That Cabinet approve membership of Panels as set out in the appendix to this report.
2. That Cabinet approve appointments to current existing Panels: Boundary Review Panel, Business Routeing Panel, Development Plan and Infrastructure Panel, Economic Development Panel, Environment Panel, Grants and Concessions Panel, Joint Employee Consultative Panel, Strategic Risk Group as set out in the appendix to this report.
3. That Cabinet confirm Housing and Communities Panel membership, Terms of Reference and appointments as set out in the appendix to this report.
4. That Cabinet approve a local protocol that Panel meetings are to remain private meetings as a default, but that the respective Chairs of each Panel should move to turn their meetings into public meetings, subject to discussion with the Monitoring Officer.

Please note the appendix to the report is to follow.

- 7 **Chichester Contract Service: Procurement of new refuse collection vehicles** (Pages 15 - 19)

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

1. That Cabinet resolves that three 12 -15 tonne (Gross Vehicle Weight) refuse collection vehicles (paragraph 5.1) be purchased from tenderer C at a total cost of £397,209 excluding VAT. Funded from the existing vehicle replacement budget.
2. That Cabinet resolves that the vehicle replacement budget be supplemented by a further £7,209 from reserves to enable completion of the procurement exercise.

- 8 **Freeland Close and Westward House, Chichester - Post Project Evaluation Report** (Pages 21 - 36)

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

That Cabinet notes the Post Project Evaluation Report (PPER) for the development and conversion works at Freeland Close and Westward House (as set out in the Appendix).

- 9 **Graffiti & Fly Poster Removal** (Pages 37 - 39)

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

That Cabinet approves the allocation of £30,000 from reserves to tackle a recent increase in graffiti and fly posting across the district. A targeted removal campaign will be delivered over a twelve-month period. Officers will capture information, collaborate with partners and return to Cabinet with recommendations for future management of graffiti.

10 Updated Westbourne Conservation Area Appraisal

Report to follow.

11 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

12 Exclusion of the Press and Public

The Cabinet is asked to consider in respect of the appendix to agenda item 7 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 appendix within this part of the agenda are attached for members of the Council and relevant only (printed on salmon paper)]

NOTES

(1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the Local Government Act 1972.

(2) The press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.

(3) Subject to 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 Committee Rooms, East Pallant House on Tuesday 3 May 2022 at 9.30 am

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

Members Absent

In attendance by invitation

Officers Present Mr N Bennett (Divisional Manager for Democratic Services), Mr A Frost (Director of Planning and Environment), Mr A Gregory (Project Manager - Estates), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs V McKay (Divisional Manager for Growth), Mr J Mildred (Divisional Manager for Corporate Services), Mrs T Murphy (Divisional Manager for Place), Mrs S Peyman (Divisional Manager for Culture), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

168 **Chair's Announcements**

Cllr Lintill welcomed everyone to the meeting.

There were no apologies for absence.

169 **Approval of Minutes**

RESOLVED

That the minutes of the Cabinet meeting held on 5 April 2022 be approved as a correct record.

170 **Declarations of Interests**

There were no declarations of interest.

171 **Public Question Time**

There were no public questions.

172 **Scope for East Pallant House Options Appraisal**

Cllr Lintill introduced the item and explained that the Task and Finish Group would be politically balanced. She added that nominated substitutes would be accepted for the Group and that due to the nature of the Group the meetings would need to be held in person.

Cllr Lintill read out the nominations and proposed that she Chair the Group. The nominations were as follows:

- Cllr Roy Briscoe (Con)
- Cllr Eileen Lintill (Con) and meeting Chair
- Cllr Carol Purnell (Con)
- Cllr Adrian Moss (Lib Dem)
- Cllr Richard Plowman (Lib Dem)
- Cllr Chris Page (Indep Minority Party)
- Cllr Francis Hobbs (Con Reserve)
- Cllr Bill Brisbane (Lib Dem Reserve)
- Cllr Sarah Sharp (Green Minority Party Reserve)

Mr Mildred added that West Sussex County Council were also undertaking a similar options appraisal which may provide a possibility of sharing the work.

In a vote the following resolutions were agreed:

RESOLVED

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 agreed as follows:
 - a. Cllr Roy Briscoe (Con)
 - b. Cllr Eileen Lintill (Con)
 - c. Cllr Carol Purnell (Con)
 - d. Cllr Adrian Moss (Lib Dem)
 - e. Cllr Richard Plowman (Lib Dem)
 - f. Cllr Chris Page (Indep Minority Party)
 - g. Cllr Francis Hobbs (Con Reserve)
 - h. Cllr Bill Brisbane (Lib Dem Reserve)
 - i. Cllr Sarah Sharp (Green Minority Party Reserve)
3. That the Chair of the East Pallant House Options Appraisal Task and Finish Group be appointed as Cllr Eileen Lintill.
4. That the Cabinet agrees up to £20,000 from reserves to fund a third party to undertake the detailed valuation exercise to inform the options appraisal.

173 **Delegation to Director of Growth & Place for lease values**

Cllr Dignum introduced the item.

In response to a query from Cllr Taylor regarding when the last review had taken place Mr Bennett confirmed it was July 2016.

In a vote the following recommendation to Council was agreed:

***RECOMMENDED TO COUNCIL**

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

174 Development Management Division Workloads and Resourcing

Cllr Taylor introduced the item. She explained that there was a need to increase the amount of funding requested from reserves to cover specialist professional services by £10,000. This would provide a contingency which would be carried forward to support the work of future appeals if not required on this occasion.

Cllr Lintill asked if the amount would be enough. Mrs Stevens explained that it had been estimated based on the appeals known to date. Mr Frost added that it was likely that future appeals would require further funding but the request dealt with what was known at the present time.

In a vote the following recommendations to Council were agreed:

***RECOMMENDED TO COUNCIL**

1. The release of £56,000 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies, and
2. The release of £84,225 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending a planning appeal.

175 Stock Condition Surveys

Cllr Dignum introduced the item.

Cllr Lintill asked whether there would be salary savings from the vacant Building Services Manager post. Mrs McKay confirmed that the savings from last year had been returned to reserves. The post remains advertised but if unfilled would provide further underspends to reserve this year.

In a vote the following recommendation to Council was agreed:

***RECOMMENDED 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.

176 Barnfield Phase 1 and 2a - Post Project Evaluation

Cllr Dignum introduced the item.

In a vote the following resolution was agreed:

RESOLVED

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

177 Bosham Car Park Options

Cllr Dignum introduced the item.

Cllr Lintill asked whether the refurbishment of the toilets which was outside of the scope of the project would be considered alongside the project. Mrs Murphy confirmed that the two projects would work alongside one another.

In a vote the following resolutions were agreed:

RESOLVED

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.

178 Changes to Parking Regulations

Cllr Dignum introduced the item.

In a vote the following resolution was agreed:

RESOLVED

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

179 Public Conveniences Refurbishment

Cllr Dignum introduced the item.

Cllr Dignum and Cllr Briscoe both asked that the refurbishment of the toilets maintain separate male and female toilet areas. Cllr Dignum also asked that cubicles not open directly onto the street.

In a vote the following resolutions were agreed:

RESOLVED

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.

180 Late Items

There were no late items.

181 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 item 15 the public excluding 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.

Members took a short break.

182 Leisure Management Contract 2022-2023

Cllr Briscoe introduced the item.

Mrs Shepherd requested clarification of section 7.2, Mr Ward responded.

Mrs Peyman provided some additional points of clarity.

In a vote the following recommendation to Council was agreed:

***RECOMMENDED TO COUNCIL**

That Cabinet makes the recommendation to Council as set out in section 2.1a of the report.

The meeting ended at 10.23 am

CHAIRMAN

Date:

Chichester District Council

Cabinet

7 June 2022

Community Support for Ukrainian Refugees as part of the Homes for Ukraine Scheme

1. Contacts

Report Author:

Pam Bushby, Divisional Manager Communities,
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Cabinet Member:

Roy Briscoe, Cabinet Member for Community Services and Culture
Tel: 07877070591 E-mail: rbriscoe@chichester.gov.uk

2. Recommendation

- 2.1 That Cabinet recommends to Council that WSCC funding of £1,000 per refugee be accepted.**
- 2.2 That Cabinet recommends to Council to delegate authority to allocate these funds to the Divisional Manager for Communities and Customer Services as set out in para 5.2 and 5.3 to provide community support.**

3. Background

- 3.1 On the 24 February 2022 Russian troops began the invasion of Ukraine and since that date millions of Ukrainians have fled their home country. The UK Government responded by setting up the Family Visa Scheme on the 4 March 2022 which allowed Ukrainians with family already in the UK to join them and also for any Ukrainians living in the UK to extend their stay. Anyone accessing this scheme has the right to live, work or study in the UK and access public funds and healthcare.
- 3.2 The UK Government announced the Homes for Ukraine scheme on the 14 March 2022 whereby members of the public could offer up a room in their home or an empty property to accommodate and sponsor a Ukrainian family or individual. Refugees coming into the country under this scheme have the same rights as those under the family visa scheme but would be matched to a sponsor who would undertake to host them for a minimum of 6 months. The sponsors are eligible for an optional monthly payment of £350 whilst the arrangement continues. The refugees, known as “guests”, have the right to stay in the UK for up to 3 years.
- 3.3 Councils have a number of important functions in supporting the Homes for Ukraine scheme the majority of which are being undertaken at County level. As a Council we are supporting West Sussex County Council (WSCC) with undertaking home inspections prior to guests arriving. There is also an expectation, set down in government guidance, that we support the integration of Ukrainian families and

individuals into their local communities. This might include community events, use of community champions and working with the local voluntary sector organisations to help signpost for help and support. We are also responsible for ensuring the guests receive any Council administered benefits they are entitled to and support any homeless applications should the sponsor guest relationship breakdown.

- 3.4 WSCC, as the lead authority for the scheme, receive funding from the government of £10,500 per guest and have proposed that they pass £1,000 of this to District & Borough Councils to fund community support.

4. Outcomes to be achieved

- 4.1 Voluntary organisations are already working with refugees in the district and the Homes for Ukraine scheme could see numbers on an unprecedented scale coming into the district which will have a significant impact on demand for their services. This funding if agreed will make a huge difference in what they can offer refugees from Ukraine and ensure they are quickly supported to access services and feel part of a new community after being torn from their own
- 4.2 Displaced Ukrainian families and individuals will have timely access to a variety of support and services to help them settle into a new community and way of life which may be very different from the one they left behind.

5. Proposal

- 5.1 Upper tier authorities are being allocated by Government £10,500 per refugee that arrives in their area to cover education, social care and other associated costs, WSCC have agreed to pay each District & Borough Authority £1000 per refugee arrived in those local areas. There are no caveats on how this money will be spent other than it is to be spent on community support and integration. The total fund is expected to significantly exceed £150,000.
- 5.2 The community response to the covid 19 pandemic demonstrated the amount of goodwill Chichester residents have to help others and a large network of support is still available in the district. In order to harness this local support in relation to Ukrainian refugees it is proposed to allocate £100,000 of this funding to Voluntary Action Arun Chichester (VAAC) who will further allocate the funds to other voluntary organisations including Sanctuary in Chichester. This will enable those voluntary organisations to further develop and strengthen their response to refugees in the district. A further £50,000 will be allocated for smaller groups to bid for in a similar way that the Community Safety Partnership allocate funding and using a simple bidding form. There will be an MOU in place with VAAC around this allocation of funds.
- 5.3 It should be noted that the £150,000 of expenditure in paragraph 5.2 will need to happen up front in order to put in place the necessary resources to support refugees. However, the intention is that all of the costs will be recovered from the funding made available to us from WSCC. The issue for CDC is one of cashflow as funding will be received after commitments are made.

5.4 Cabinet are recommended to approve delegation of the allocation of these and future funds received in this regard to the Divisional Manager Communities and Customer Services.

6. Alternatives that have been considered

6.1 The Council could wait for the funding to be received from WSCC before allocating funds , this could be piecemeal, take more time and may not necessarily cover all the costs the Voluntary sector have indicated they need now to support vulnerable refugees. This could delay appropriate support being available to people who have already arrived in the district and been through significant trauma.

7. Resource and Legal Implications

7.1 Any staff resources needed to progress this proposal will be provided within existing resources.

7.2 The initial expenditure of £150,000 will be replenished on receipt of the £1000 per refugee from WSCC. In effect the funding will be received in arrears. This is a common issue for externally funded schemes. The Council’s S151 officer has been consulted and is content that this is manageable from the Council’s cashflow.

8. Consultation

8.1 Key voluntary sector organisations have been consulted on what resource would be necessary to support this influx of refugees and that allowed an estimate of the costs necessary to develop this work. WSCC have also been consulted on this approach and are supportive.

9. Community impact and corporate risks

9.1 There is a small risk that the actual number of arrivals of refugees in the district may not meet the necessary number to cover the £150,000 although current projections suggest this should not happen.

9.2 By allocating this funding it is hoped those refugees coming into Chichester district are supported to integrate quickly and sensitively so they feel welcomed, less isolated and to avoid any potential community tensions from developing.

10. Other implications

	Yes	No
Crime & Disorder: Good early community integration can prevent any community tensions developing which may lead to unsettled communities and potential crime and disorder.	x	
Climate Change and Biodiversity:		x
Human Rights and Equality Impact:	x	

Positive impact in supporting vulnerable people.		
Safeguarding and Early Help: Positive impact in identification and referral of issues if identified.	X	
General Data Protection Regulations (GDPR):		X
Health and Wellbeing Access to support and good community integration will be of significant wellbeing benefit to those refugees who have fled their home country to live in the district.	X	

11. Appendices

None

12. Background Papers

None

Chichester District Council

THE CABINET

7 June 2022

Appointments to Panels and related Governance matters

1. Contacts

Report Author

Nicholas Bennett – Divisional Manager, Democratic Services

Telephone: 01243 534658 E-mail nbennett@chichester.gov.uk

Cabinet Member

Eileen Lintill – Leader

Telephone 01243 Email eLintill@chichester.gov.uk

2. Recommendations

- 2.1. **That Cabinet approve membership of Panels as set out in the appendix to this report.**
- 2.2. **That Cabinet approve appointments to current existing Panels: Boundary Review Panel, Business Routeing Panel, Development Plan and Infrastructure Panel, Economic Development Panel, Environment Panel, Grants and Concessions Panel, Joint Employee Consultative Panel, Strategic Risk Group as set out in the appendix to this report.**
- 2.3. **That Cabinet Confirm Housing and Communities Panel membership, Terms of Reference and appointments as set out in the appendix to this report.**
- 2.4. **That Cabinet approve a local protocol that Panel meetings are to remain private meetings as a default, but that the respective Chairs of each Panel should move to turn their meetings into public meetings, subject to discussion with the Monitoring Officer.**

3. Background

- 3.1. The Council Corporate Governance Committee has undertaken work to consider governance arrangements for Panels at the authority including a task and finish group which reported to that Committee on 14th March 2022. The Committee considered and debated those reports and in turn now their recommendations are submitted at part 2 of this report. In particular these provide membership and appointment details for those Panels.
- 3.2. Meetings of the Council may be public or private. Whilst many meetings are public with related rights to attend, some meetings are private. Broadly the rules are that the public meetings are the more formal with the usual rights on publicity and timing which are very familiar to members. Private meetings are less formal and the public are only entitled to attend by agreement of members applying the rules on confidentiality. Another key difference is that private meetings may not decide matters, only make recommendations to another (public) meeting.

- 3.3. Panels are private meetings, though members have shown a wish to encourage access to them more often. So that the final decision lies with members on a case by case basis, recommendation 2.4 empowers Chairmen to make that decision following discussion (rather than formal consultation) with the Monitoring Officer.

4. Outcomes to be Achieved

- 4.1. The Council is required to have meetings to carry out its business and Panels operate to enable wider discussion by members of topics of interest to build understanding. They are typically private meetings and not subject to many of the rules related to formal public meetings. It is important that such arrangements are effective.
- 4.2. There is inherently some friction between the need to be transparent and the duties of confidentiality which apply to some matters being debated. The recommendation 2.4 gives a clarity that Chairmen have control of that decision panel to panel under advice from the Monitoring Officer depending upon the matters being discussed.

5. Alternatives Considered

- 5.1. Continue with the current structures and appointments Members have already indicated that they wish to enable the same opportunity to consider housing and communities matters in the model successfully applied for Economic development, Development Plan and Infrastructure Panel and Environment Panel.

6. Resource and Legal Implications

- 6.1. Resource will be required to support the new panel particularly from the relevant Directorate as well as Democratic Services division.
- 6.2. Legal services have advised on the proposed Housing and Communities Panel terms of reference and have no concerns or issues with the proposal as set out in this report.

7. Consultation

- 7.1. No external consultation has taken place though members have been involved at task and finish group and Corporate Governance Committee as described above.
- 7.2. Suggested appointments to each Panel follow consultation and discussion between Group Leaders.

8. Community Impact and Corporate Risks

- 8.1. If the new panel works effectively it will enable more informed debate and briefing to members on the key work of the Housing and Communities Directorate.
- 8.2. By creating an integrated consistent approach to panels at the authority it is considered that services will be protected and improved and that members

involvement in policy setting can be more in depth, both of these should reduce risks to the Council of successful challenge against those policies.

9. 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

10. Appendices

- 10.1. Recommended appointments to all Panels and terms of reference to Housing and Communities Panel.

11. Background Papers

- 11.1. None

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Chichester District Council

CABINET

7 June 2022

Chichester Contract Service: Procurement of new refuse collection vehicles

1. Contacts

Report Author:

Kevin Carter – CCS Divisional Manager

Tel: 01243 534697 Email: kcarter@chichester.gov.uk

Cabinet Member:

Penny Plant, Cabinet Member for Environment,

Cabinet Member for the Environment and Chichester Contract Services

Tel: 01243 575031 Email: pplant@chichester.gov.uk

2. Recommendations

- 2.1. Cabinet resolves that three 12 -15 tonne (Gross Vehicle Weight) refuse collection vehicles (paragraph 5.1) be purchased from tenderer C at a total cost of £397,209 excluding VAT. Funded from the existing vehicle replacement budget.**
- 2.2. That Cabinet resolves that the vehicle replacement budget be supplemented by a further £7,209 from reserves to enable completion of the procurement exercise.**

3. Background

- 3.1. The three current vehicles are now be beyond economical repair, given their average age of nine years and that they will be over 10 years old when replaced. Replacement vehicles are therefore required to ensure continuity of the refuse collection service.
- 3.2. At the Cabinet meeting held in 1 June 2021 and full Council on 20 July approval was given to commence procurements, and associated budgets as follows:

Vehicle Type	Budget approved
2 x New Electric RCVs	£820,000
12 x New Diesel RCVs (9 x 26 Tonne and 3 12 Tonne)	£1,869,000 (including £390,000 for smaller vehicles)
5 x Used RCVs	£515,000

Total	£3,204,000
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- 3.3. Separate procurements have commenced for the diesel and electric vehicles.
- 3.4. The purchase of the diesel refuse collection vehicles required that tenders were invited in compliance with Public Contract Regulations 2015 (as amended), using the ESPO Framework agreement ref 215 – Lot 1 Specialist Vehicles valid between 1/12/2020 to 30/11/2024
- 3.5. The original tender was for nine 26 tonne and three 12 tonne vehicles in accordance with the asset replacement programme. On receipt of tender responses there were no fully compliant bids for the three 12 tonne vehicles, although procurement of the 26 tonne vehicles have now been approved and completed (December 2021 Cabinet Item 14.0)
- 3.6. A review was undertaken to ascertain why no compliant bids were received for the smaller vehicles and following this another procurement in accordance with section 3.4 above was commenced for three 12 -15 tonne vehicles
- 3.7. The original estimate for the replacement vehicles was in line with the asset replacement plan. However, all of the bids received exceeded this estimate. The proposed bid to be accepted was also the lowest price of those submitted.

4. Outcomes to be achieved

- 4.1. Replacement vehicles will offer reduced emissions and continue to meet future business need. In addition, all new vehicles will include Euro 6 compliant engines with improved fuel economy and significant reduction in emissions.
- 4.2. Stringent Euro 6 emission regulations result in significant lowering of pollutants. Nitrogen oxide reduces from the previous Euro 5 specification to 0.4g/km (from 2g/kWh), carbon monoxide 1.5g/kWh (no change), hydrocarbons 0.13 (from 0.46) and particulates 0.01g/kWh (from 0.02g/kWh).
- 4.3. High vehicle payload and manoeuvrability are critical to service efficiency. The proposed vehicles to be purchased have a maximum gross vehicle weight (GVW) of 13.5 tonnes replacing 12.0 tonne GVW vehicles. Each new vehicle will be capable of achieving a payload of 4.98 tonnes an increase of 488 kg to those being replaced. The new vehicles will be 500 mm longer and have additional ground clearance to the rear axle. This should make these vehicles more robust in servicing the more remote locations throughout the district.
- 4.4. Two vehicles will be fitted with bin weighing systems to make them suitable for use on trade rounds, allowing for bin weights to be monitored and if appropriate additional charges to be levied for heavy bins.

5. Proposal

- 5.1. The EPSO framework is open to all potential RCV suppliers to the UK market. Four responses were received from companies A, B, C, and D. The most economically advantageous tender, taking into consideration price, delivery, warranty and on-going service support as well as environmental characteristics, was received from Contractor C See Appendix.

6. Alternatives that have been considered

- 6.1. Vehicle life extension was not considered appropriate given the increasing maintenance costs of the aging fleet.
- 6.2. Lease or hire vehicles were not considered financially viable.
- 6.3. Reduce the size of the fleet was also deemed not feasible based on current working practices due to the housing growth within Chichester District.
- 6.4. Alternative fuel proposals were proposed within the previous cabinet report and reviewed at cabinet and council, resulting in the approval to purchase two electric vehicles instead of a further two diesel units..

7. Resource and legal implications

- 7.1. Release of £390,000 from the Asset Replacement Plan (ARP) and withdraw an additional £7,209 from reserves to fund the additional costs above that included within the ARP.
- 7.2. The increased vehicle costs due to the increased prices will be reflected in the 25 year asset replacement programme as part of the 2022-23 budget process.

8. Consultation

- 8.1. The procurement process has been checked by finance and procurement. Both are satisfied with adherence to procurement regulations.

9. Other Implications

Crime & Disorder:	None
Climate Change:	Reduced vehicle emissions (nitrogen oxide and particulates) Paragraph 4.2
Human Rights and Equality Impact:	None
Safeguarding:	None

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

Document is Restricted

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Chichester District Council

CABINET

7 June 2022

Freeland Close and Westward House, Chichester – Post Project Evaluation Report

1. Contacts

Report Author:

Cally Antill – West Sussex County Adaptations Manager/Project Co-ordinator
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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

2. Recommendation

That Cabinet

- 2.1 Notes the Post Project Evaluation Report (PPER) for the development and conversion works at Freeland Close and Westward House (see Appendix 1).**

3. Background

- 3.1 The document attached in the appendix provides a review of how the project to redevelop 22 Freeland Close and refurbish the bedsit accommodation at Westward House performed against the original outcomes set out in the Project Initiation Document (PID)
- 3.2 The purpose of the PPER is to allow 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 relevant.
- 3.3 the project was designed to:
- provide 17 new properties on the site of the bungalow at 22 Freeland Close,
 - create 3 new one-bedroom flats from the 6 bedsits with shared facilities,
 - refurbish and improve the office for staff, customers and partners,
 - replace the waste and recycling store and
 - improve the bike store
- 3.4 One of the specific aims of the project was to provide a sustainable building with an emphasis on a 'fabric first' approach which included the provision of photovoltaic panels (solar panels) on the roof, double the building regulations requirement for insulation and an EV charging point. An emphasis on sustainability also saw the provision of a wildlife friendly planting scheme and the installation of bird and bat nesting boxes.

4. Outcomes to be Achieved

- 4.1 The PPER concludes that the outcomes set out in the PID have been achieved.
- 4.2 The project has come in well under the estimated budget and the council's stock of short stay accommodation has been increased providing safe, secure and welcoming homes for those facing homelessness.
- 4.3 A number of positive features have been possible as part of the development both large and small for example traffic calming at the entrance to Westward House, EV charging points, improved habitats for wildlife such as birds and bats, better accommodation for staff and visitors to the office and the conversion of unsatisfactory shared accommodation into self-contained flats.

5. Resource and Legal Implications

- 5.1 In July 2020, Cabinet agreed a total budget of £3,338,700 for the scheme. This provided for the purchase of the property and an options appraisal, the development of scheme designs and planning applications, the diversion of a gas main, and the technical design, construction, and handover of the redeveloped building.
- 5.2 The final account for the project is currently being prepared but it is anticipated that the total project spend will be £2,815,259. This includes an agreed retention figure of £32,692 which equates to 1.5% of the construction contract sum which will only be released after the satisfactory defects inspection carried out 12 months after practical completion of the project (9th March 2023). The primary reasons for the £523,441 underspend is because of a keen tender price for the construction works component of the project and rigorous project management throughout to maintain costs, control spend and overcome challenges.

6. Consultation

- 6.1 Consultation has been held with the Divisional Manager for Legal & Democratic Services, the Divisional Managers for Finance and Revenues, Benefits & Housing and the group Accountant. In addition the Corporate Improvement Team have been consulted.

7. Community Impact and Corporate Risks

- 7.1 All risks and mitigation were included in a detailed project risk register which formed part of the PID. The risk register was regularly reviewed throughout the project with the Managing Agent, the contractor, the internal project team and the Divisional Manager for Legal and Democratic services.
- 7.2 There was also an Issues and decisions log which was reviewed on the same basis, recording those items requiring a decision or which may become a risk as well as the decisions made on the project to reflect changes and updates as the project progressed.

7.3 The community impact is positive as the project has delivered much needed short stay accommodation.

8. Other Implications

	Yes	No
Crime and Disorder		√
Biodiversity and Climate Change Mitigation The project facilitated the installation of energy efficiency and sustainability measures .	√	
Human Rights and Equality Impact The project allowed the provision of a further 17 new properties to accommodate homeless households as well as converting shared bedsit accommodation to more appropriate self-contained flats to meet customers' needs	√	
Safeguarding and Early Help		√
General Data Protection Regulations (GDPR)		√
Health and Wellbeing The improvements made to the standard of accommodation will have a positive impact on the health and wellbeing of residents.	√	
Other (please specify)		

9. Appendices

9.1 Post Project Evaluation Report – 22 Freeland Close and Westward House

10. Background Papers

Project initiation Document (PID)

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Project Documentation

**POST PROJECT EVALUATION DOCUMENT
(PPE)**

22 Freeland Close and Westward House

Page 25

Release:	Final – for consideration by Cabinet
Date:	1 st May 2022
Author:	Cally Antill
Approved by:	Louise Rudziak

Note: the completion of this document is only required for medium and large projects as defined by the project type matrix. The final version should be saved in a sub folder on the x drive under project management / project documentation.

Consideration by the Corporate Improvement Team

This document must be passed to the Corporate Improvement Team before it is approved by the Senior Responsible Owner (SRO). The Team will use the space below to record key information that needs to be considered by the SRO or by SLT or members. Please allow one week for the Team to fulfil this support role and incorporate this time into the approval process

Date	Reviewing Officer	Comments for Consideration
25/5/22	Andy Buckley	No comments

Approvals

This document requires the following approvals:

Name of person, group or committee
Cabinet – 07.06.2022

Distribution

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

Name	Job Title
Cllr Eileen Lintill	Leader of the Council, CDC
Cllr Susan Taylor	Deputy Leader of the Council, CDC
Cllr Alan Sutton	Cabinet Member for Housing, CDC
Cllr Peter Wilding	Cabinet Member for Corporate Service, CDC
Louise Rudziak	Director of Housing and Communities, CDC
Jane Hotchkiss	Director of Growth and Place, CDC
John Ward	Director of Corporate Service, CDC

Kerry Standing	Divisional Manager Revenues, Benefits and Housing, CDC
Helen Belenger	Divisional Manager Financial Services, CDC
Joe Mildred	Divisional Manager Business Support, CDC
Nicholas Bennett	Divisional Manager Democratic Services
Cally Antill	West Sussex County Adaptations Manager & Project Co-ordinator, CDC
Mark Hughes	Accommodation Services Manager, CDC
David Cooper	Group Accountant, CDC

1. PURPOSE OF DOCUMENT

1.1 This document provides a review of how the redevelopment and refurbishment of the Council’s temporary accommodation at Freeland Close and Westward House project performed against the original outcomes set out in the Project Initiation Document (PID).

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.

2. ORIGINAL PROJECT DESCRIPTION

- 2.1. The redevelopment of 22 Freeland Close and refurbishment of Westward House, Chichester was to provide additional short stay accommodation for homeless households to meet the Council’s statutory purpose. After an options appraisal and feasibility study, it was proposed and approved to demolish and redevelop the existing property to maximise the effective use of the site. The dwellings are designed as self-contained promoting independent living, meeting the identified demand for short stay accommodation.
- 2.2 The redevelopment of the bungalow at 22 Freeland Close has provided 13 no. one bedroom studios, 1 no. one bedroom wheelchair accessible flat and 3 no. two bedroom flats as well as improvements to the existing bin store and cycle store.

- 2.3 A refurbishment of the existing 6 no. shared bedsits at Westward House to provide 3 no. 1 bedroom self-contained flats and refurbishment of the existing office space.

3. PROJECT OBJECTIVES

3.1 Outputs

To provide:

- 17 new units of temporary accommodation
- Conversion of 6 no. bedsits to 3 no. one bedroom flats
- Improved safety and office space for the Accommodation Services Team based at Westward House
- Provision of an electric vehicle charging point
- Provision of photo voltaic panels on the roof of the new redevelopment.
- Reduction in number of individuals/households in bed and breakfast accommodation and associated costs from the loss of housing benefit subsidy.
- Improved carpark layout to increase the capacity and safety for drivers and pedestrians

3.2 An important aspect of the project was to introduce sustainability features not only to the new build element but to the office, the conversion of the bedsits and the environment around westward house.

This encompassed a wide range of features in addition to those listed in 3.1 above

- A fabric first approach with double the required amount of roof insulation, full filled cavities and low water usage taps and showers
- Bird and bat nesting boxes
- Wildlife friendly landscaping and planting design
- Conversion of all external lighting at Westward House to LED
- A new waste and recycling store with some replacement bins and improved layout to increase the recycling rates and reduce contamination of the recycle
- Increased capacity in the bike store to encourage more use of cycles and cycling

3.3 Outcome and measures

	Outcome	Measure	Achievement
1	Increase of provision of temporary accommodation at Freeland Close and Westward House. Refurbishment of office space and bin store	<p>Capital costs</p> <p>Overall Capital cost of the project.</p> <p>Agreed budget of £3,338,700 (Cabinet 7 July 2020)</p> <p>Funded through the following sources:</p> <p>Housing investment reserve: £225,000 (purchase of property) £165,000 (developed designs and submission of planning applications) £120,000 (Diversion of the Southern Gas Networks main) £494,700 (Technical design, construction and handover)</p> <p>Capital programme – Affordable Housing Capital Fund: £2,334,000 (Technical design, construction, and handover)</p> <p>Budget cost to CDC £3,338,700</p>	<p>Total spend Freeland Close £2,815,259 (including retention).</p> <p>Figure for the redevelopment came in lower than expected through a competitive tender process with W.Stirland Ltd having the best price per quality score and careful management of the project throughout as regards costs and challenges to overcome.</p> <p>CDC is currently holding £32,692 retention linked to the successful completion of defects at the end of the 12 month defect period.</p>

	<p>The operation of the new accommodation at Freeland Close and Westward House refurbished flats and office.</p>	<p>Revenue Costs</p> <p>The PID outlined a table of projected additional revenue costs and income which is displayed below:</p> <p>Cabinet July 2020</p> <table border="1" data-bbox="488 564 1182 906"> <thead> <tr> <th>Item</th> <th>Anticipated Value £</th> </tr> </thead> <tbody> <tr> <td>Additional income</td> <td>(128,000)</td> </tr> <tr> <td>Additional running costs</td> <td>35,200</td> </tr> <tr> <td>Reduction in council tax liability for shared units</td> <td>(4,000)</td> </tr> <tr> <td>Life cycle costs</td> <td>70,200</td> </tr> <tr> <td>Net impact*</td> <td>(26,600)</td> </tr> </tbody> </table> <p>*The net impact does not include the expected 50% reduction in the use of bed and breakfast accommodation which would result in a commensurate reduction in the amount of housing benefit subsidy paid out. At the time of the PID, this accounted for £181,000.</p>	Item	Anticipated Value £	Additional income	(128,000)	Additional running costs	35,200	Reduction in council tax liability for shared units	(4,000)	Life cycle costs	70,200	Net impact*	(26,600)	<p>The full revenue implications of this project are yet to be realised; the project having only been handed over in March 2022. Nevertheless, the figures outlined in the table below have been factored into the Budget Spending Plan for 2022-23 agreed by Council in March 2022:</p> <table border="1" data-bbox="1205 564 1910 799"> <thead> <tr> <th>Item</th> <th>Anticipated Value £</th> </tr> </thead> <tbody> <tr> <td>Additional income</td> <td>(183,700)</td> </tr> <tr> <td>Additional running costs</td> <td>75,400</td> </tr> <tr> <td>Net impact</td> <td>(108,300)</td> </tr> </tbody> </table> <p>In addition to the above, the Budget Spending Plan for 2022-23 included a net budget reduction of £227,900 on the basis that the new temporary accommodation at Freeland Close would reduce the need for bed and breakfast accommodation for homeless persons and rough sleepers.</p> <p>This will continue to be monitored over the coming financial years.</p>	Item	Anticipated Value £	Additional income	(183,700)	Additional running costs	75,400	Net impact	(108,300)
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Item	Anticipated Value £																						
Additional income	(183,700)																						
Additional running costs	75,400																						
Net impact	(108,300)																						
<p>3</p>	<p>Sustainability features</p>	<p>The development has centred around a fabric first approach and included several sustainable features including double the levels of roof insulation against building regulations, an array</p>	<p>The features have resulted in a very good thermal performance of the building.</p> <p>The benefits of the PV panels have been designed in a</p>																				

		<p>of recessed photovoltaic panels on the new development roof and a provision of an electric vehicle charging point.</p>	<p>way that benefit all residents at Westward House and Freeland Close.</p> <p>The electric vehicle charging point has been installed in accordance with the planning conditions. Joju has been selected in line with the providers of other EV charging points in the Council owned car park. It is anticipated that this will be responsive to future changes in the automotive industry and a general shift towards electric vehicles and help to reduce the Council's carbon footprint.</p>
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3.4 Dis-benefits

None

4. PROJECT COSTS

See above

5. PROJECT PLAN – Construction

Task / milestone	Schedul ed completi on date	Actual completion date	Comments
Stage 1- Secure Planning Permission			
Appoint design team	18.12.18	18.12.18	
Consultation with the Cabinet Member for Housing Services	30.10.19	30.10.19	

Develop design and submit planning application	18.12.19	18.12.19	
Secure planning permission	15.06.20	13.07.20	The application was delayed through the worsening condition of nutrient neutrality in the Solent and the lack of capacity at the Apuldram Waste water Treatment Works. An appropriate assessment was conducted and consulted with the Environment Agency and Southern Water which delayed the determination of the application.
Cabinet approval of revised PID and report, setting out developed design, associated costs, authority to progress scheme to RIBA stage 4 and delegate authority to invite tenders for works.	07.07.20	07.07.20	Unanimous approval of the proposals and allocation of funds.
Stage 2 – Secure Funding			
Secure funding for consultants and design team to undertake an options appraisal.	07.03.17	07.03.17	
Council approval of capital funds to enable a planning application submission and finalise design for tender process.	22.01.19	22.01.19	
Cabinet and Council approval of capital funds to cover construction – completion costs. (RIBA stages 5-6)	Cabinet 07.07.20 Council 21.07.20	Cabinet 07.07.20 Council 21.07.20	
Stage 3 – Pre-development Work			
Final design and production information	18.12.19	18.12.19	The finalised elevation and floor plans were submitted for planning approval. These had been responsive to pre-application advice received from the local planning authority.
Procurement – prepare tender documents	29.01.20	29.04.20	Internal clarifications were required on what procurement method was to be utilised. The adoption of a price per quality scoring method was relatively new and need some clarification on who in the council assesses what part. Also delayed because of the Covid pandemic and shut down of several contractors and businesses.
Tender Period	30.04.20 – 09.07.20	14.08.20	Full OJEU compliant tender process which allowed 1 member of the tendering firm to do a site visit. A further week was added after the site visits for clarifications to be submitted through the portal.

Evaluation and award of tender including stand still period	09.07.20 – 21.08.20	21.08.20	A moderated evaluation of the tenders was conducted. 4 assessors were present (2 from CDC & 2 from Calfordseaden) and moderated by the Category Procurement Manager from Hampshire County Council. 2 tenders did not pass the initial requirements for the tender and were not assessed any further. The remaining 9 were fully assessed and W. Stirland Ltd were ultimately successful.
Contract preparation and finalisation	21.08.20 – 20.10.20	20.10.20	
Lead in period and site set up	20.10.20	20.10.20	12 week lead in period as advised by the successful tenderer.
Stage 4 – Construction Works to Practical Completion			
Start on site	15.02.21	15.10.21	
Contract completion date	31.01.22	09.03.22	5 week delay as a result of materials and labour shortages caused by Brexit, Covid and the Suez canal crisis.
Practical completion		09.03.22	
Stage 5 – Post Practical Completion			
Occupation	February 2022	March 2022	

6. PROJECT MANAGEMENT PROCESS

- 6.1 The project management plan for redevelopment of 22 Freeland Close and the refurbishment works to the shared flats and office involved a number of external partners and key stakeholders.
- 6.2 In order to keep all external and internal support services involved an internal project group was established.

The lead officer also reported to the project sponsor and portfolio holder for housing on a regular basis and undertook numerous site visits with the ward members.

The core group consisted of:

Louise Rudziak - Project Sponsor

Linda Grange – Senior Responsible Officer (left part way through the project)

Cally Antill – Project coordinator and Lead Officer

Bryn Jones – Housing Enabling Officer & Project Officer

Mark Hughes – Accommodation Services Manager

David Cooper – Group Accountant

Helen Belenger – Divisional Manager Finance Services & Deputy S151 Officer

Daniel Bramley – ICT Development Manager

Nicholas Bennett - Divisional Manager Legal and Democratic Services

Sherrie Golds – Commercial Property Solicitor

Warren Townsend – Safety & Resilience Manager

Terri Foster – Senior Communications Officer

- 6.8 An external project manager was appointed from Calfordseaden LLP to coordinate the design team and perform the role of Contract Administrator. The Project Coordinator, the Project Officer and the Accommodation Services Manager attended the monthly design team and contractor meetings. Additional design team meetings were held at key stages. A clerk of works was also employed on behalf of the council to maintain a close relationship with the team on site and to rigorously check standards and challenge the many issues and hurdles which arose.
- 6.9 All of the above groups had agendas, minutes, actions, project programmes and risk registers.
- 6.10 Ad hoc meetings/consultations were set up with the existing housing team to keep staff fully informed.
- 6.11 As this was a large project with a number of key stakeholders it was important that actions and responsibilities were recorded. The stakeholders had to be assessed in terms of the available resources available to work directly with the group or to liaise as a larger group. Members and the local community were also very interested in the project and a communication plan was produced by PR. Large notice boards were displayed on site. Monthly newsletters were produced and distributed to the residents at Westward House and the surrounding properties to keep them abreast of upcoming works and any disturbance.

- 6.12 The project management process worked well with key actions and communications coming back through the project lead officer to ensure that the local members, the cabinet holder and the Council's Strategic Leadership Team could be kept informed of the progress or any issues and to ensure that the overall project programme, budget and associated risks be assessed.
- 6.13 The working relationship with the external project manager was good however there was an incident in which the allocated senior partner at the project management firm was removed due to unprofessional behaviour. There was no loss in the day-to-day administration of the project which was being mainly done by the associate project manager but did lack in some of the experience at crucial moments of the project.
- 6.14 This was a design and build contract so all sub-consultants were procured and managed by W.Stirland Ltd with the exception of the project manager, clerk of works and principal designer who were directly employed by CDC. Collateral warranties were provided for all sub-consultants and checked by the Commercial Property Solicitor.
- 6.15 The project experienced a number of changes in a number of W Stirland staff including three changes of quantity surveyor, two contracts managers and two designers which made it difficult to ensure a consistent approach and knowledge of the scheme. Fortunately the site manager remained consistent throughout which was of vital importance.
- 6.14 Due to the duration and scale of the project, internal support was required from a number of support services. The level of support was different from the respective service areas at different times. Due to the number of corporate projects being delivered at the time this meant that a number of services were stretched to cover resources required. The Project Coordinator and Project Officer tried to mitigate any significant workloads being passed onto the project team and only consulted when necessary or on areas out of their expertise e.g. Health and Safety, insurances and legal matters.
- 6.15 The project experienced a number of challenges which had to be overcome in order for the project to start on site and continue on site. These included:
- A high water table and the need for winter water testing at a very specific time of year which could have delayed the project starting by a year
 - The Environment Agency's requirement to prevent any further nitrates entering Chichester harbour as a consequence of the scheme
 - The lack of capacity at the Apuldram waste water treatment plant
 - Post Brexit material supply issues and the loss of a substantial part of the European building workforce and HGV drivers

- Covid including lock downs, self isolation and social distancing in workforce teams, manufacturing plant shut downs, shortage of a wide range of materials from screws and nails to doors, all wood products and cement based products to name just a few.

7. FURTHER ACTION

- 7.1 Ongoing - To review the performance of the building and address any latent defects which may occur over the preceding years. Reduce the impact of the housing benefit subsidy loss by ensuring pathways are there for clients to move unintentionally homeless households into the temporary accommodation and onto permanent housing. Assess the benefits of the sustainable measures and whether there are savings to the Council and residents in its utilities costs
- 7.2 The operational costs of the service are monitored and reviewed to ensure there is adequate budget and that the service is managed efficiently.
- 7.3 To complete the defects inspections at six and twelve months and manage the retention budget.

8. REVIEW PLAN

- 8.1 To continue to monitor the revenue budget for Westward House and Freeland Close.
- 8.2 To complete the end of defect process by March 2023.

Chichester District Council

Cabinet

7 June 2022

Graffiti & Fly Poster Removal

1. Contacts

Report Author:

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Cabinet Member:

Penny Plant - Cabinet Member for the Environment and for Contract Services
Telephone: 01243 575031 E-mail: pplant@chichester.gov.uk

2. Recommendation

- 2.1 Cabinet approves the allocation of £30,000 from reserves to tackle a recent increase in graffiti and fly posting across the district. A targeted removal campaign will be delivered over a twelve-month period. Officers will capture information, collaborate with partners and return to Cabinet with recommendations for future management of graffiti.**

3. Background

- 3.1 Under the Code of Practice on Litter and Refuse the council is responsible for keeping highways and public areas clean. This includes the removal of litter, detritus and fly tipped waste. The Code does not require the removal of graffiti and flyposting. Instead, it recommends local agencies work together on an agreed approach.
- 3.2 Until recently CCS has managed a contract for the removal of graffiti and fly posters from any building or asset across the district. The contract covered attendance by the contractor two days a week and any reported incidents would be cleared during these visits. The contract value was split 50/50 with WSCC Highways.
- 3.3 In 2020 WSCC Highways had to review their expenditure due to budget pressures. The graffiti contractor was unable to demonstrate work completed for WSCC so value for money could not be ascertained. WSCC offered a significantly reduced 'pay as you go' solution but this was not considered financially viable to CCS due to the admin burden associated with handling reports, organising clearance and invoicing WSCC. It would also have left CCS unable to fulfil its contractual obligations. Instead, the contract was reduced in scope to cover one day a week and removal from CDC assets only.
- 3.4 In 2021 the Street Cleaning team at CCS and the Community Wardens started to clear graffiti and fly posters from CDC assets but it soon became apparent that graffiti was accumulating on other buildings and assets. There has also been a noticeable

increase in the amount of ‘tagging’ occurring across the district. Officers believe this trend needs addressing to maintain Chichester’s reputation as a clean and attractive place in which to live and work.

4 Outcomes to be Achieved

- 4.1 A targeted effort to reduce graffiti and fly posting across the district. Research has shown swift removal enhances the perception of safety in an area and can promote good behaviour. Areas with high levels of graffiti, which is considered a signal crime, may also see higher levels of anti-social behaviour fly-tipping and crime in general.
- 4.2 Information about graffiti and fly poster removal will be captured to enable analysis, identifying hot spots, common themes and repeat offenders. This information will be shared with the police and other agencies to promote a renewed collaborative approach.
- 4.3 Officers will report back to Cabinet on the effectiveness of the project and recommend measures to manage graffiti and fly posting moving forward.

5 Proposal

- 5.1 That £30k be allocated from reserves to enable a focussed effort on graffiti and fly poster removal for a twelve-month period.
- 5.2 In line with the Council’s procurement policy Officers will invite three quotes from contractors for removal work and reporting, including before and after images.
- 5.3 Reports of all work completed will be captured to enable analysis by officers and collaboration with others. Recommendations for future management will be presented to Cabinet within a year.

6 Alternatives Considered

- 6.1 Continuing to clear graffiti and fly posters from council assets only has been considered. However, this will result in an increase in graffiti and fly posting on other buildings and structures across the district, which may promote other forms of crime and antisocial behaviour.

7 Resource and Legal Implications

- 7.1 £30k from reserves is required to enable the twelve-month project to proceed. It is currently anticipated that this project may qualify for funding from the UK Shared Prosperity Fund (UKSPF) application - see Council agenda 17 May 2022. CDC reserves would only be utilised if the scheme cannot be funded via UKSPF. Funding of the service will be considered after the initial 12-month period.
- 7.2 Officers from CCS and the Communities and Customer Services divisions will continue to work together on this area and seek to engage other agencies where possible.

8 **Consultation**

8.1 SLT and the council’s Communities and Customer Services and Place teams have been consulted as part of this project.

9 **Community Impact and Corporate Risks**

9.1 Failure to keep the area clear of graffiti and fly posters will present a poor image of the district and could lead to other forms of antisocial behaviour and crime.

10 **Other Implications**

Are there any implications for the following?		
	Yes	No
Crime and Disorder	✓	
Biodiversity and Climate Change Mitigation		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing		✓
Other (None)		

11 **Appendices**

None

12 **Background Papers**

None

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