

# Public Document Pack

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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 5 July 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 7 June 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 **Chichester District Council Annual Report 2021-22** (Pages 7 - 48)  
The Cabinet is requested to consider the report and its appendix and make the following recommendation to Full Council:  
  
**That the Cabinet recommends the Annual Report 2021-2022 be received by the Council.**
- 6 **Cultural Grants Funding Agreement Extension** (Pages 49 - 51)  
The Cabinet is requested to consider the report and make the following recommendations to Full Council:

1. To recommend to Council that a further extension of support of £187,500 for one year be awarded to Chichester Festival Theatre to be funded from the existing revenue budget.
2. To recommend to Council that a further extension of support of £130,000 for one year be awarded to Pallant House Gallery to be funded from the existing revenue budget.

7 **Supporting You - a proposal for a holistic support service for residents in the Chichester district** (Pages 53 - 56)

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

1. Recommends to Council the proposal to create a help and support service for residents facing cumulative problems of financial, debt and other cost of living issues, run as a 2-year pilot with a review built in 6 months after going live and subject to on-going and final evaluation.
2. Recommends to Council that £300,000 to come from the General Fund Reserves for staffing and operational costs for up to 2 years.
3. Recommends to Council that the further detail including allocation of funding to the various elements of the proposal is delegated to the Divisional Manager Housing, Revenues and Benefits in consultation with the Director of Housing and Communities and Cabinet Members set out in section 1 above.

#### **KEY DECISIONS**

None.

#### **OTHER DECISIONS**

8 **Brick Pavilion, Priory Park, Chichester** (Pages 57 - 64)

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

1. That Cabinet approves the IPPD to undertake a survey and feasibility report for the Brick Pavilion, Priory Park, Chichester.
2. That Cabinet approves release of £20,000 from Reserves to fund the survey and feasibility report.

9 **Chichester Business Improvement District Articles of Association** (Pages 65 - 67)

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

**That Cabinet approves the Council representation on the Chichester Business Improvement District (CBID) Board be changed from a Director role to that of invitee to each board meeting.**

10 **Chichester Contract Service: Planning for kerbside food waste collection** (Pages 69 - 72)

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

resolutions:

1. **Cabinet resolves that planning work can commence for the implementation of domestic kerbside food waste collections.**
2. **That Cabinet resolves that up to £22,500 can be released from reserves to support 2.1 above.**

11 **Review of Character Appraisal and Management Proposals for Westbourne Conservation Area** (Pages 73 - 123)

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

1. **That the revised Character Appraisal and Management Proposals for Westbourne Conservation Area, attached at Appendix 1 to this report, be approved as a material consideration in relevant planning decisions.**
2. **That the recommended changes to the Westbourne conservation area boundary as shown on the draft map on page 40 of the revised Character Appraisal and Management Proposals, attached at Appendix 1 to this report, be approved.**
3. **That the proposed responses to representations, attached at Appendix 2, to this report, be approved.**

12 **Exception to Tender** (Pages 125 - 126)

The Cabinet is requested to note the Exception to Tender relating to the renewal of Microsoft Enterprise Agreement 2022 – 2025.

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**

There are no part II items on the agenda.

## 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;
  - Where public meetings are being held at East Pallant House in order to best manage the space available members of the public are in the first instance asked to listen to the meeting online via the council's committee pages.
  - Where a member of the public has registered a question they will be invited to attend the meeting and will be allocated a seat in the public gallery.

- 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.



# Public Document Pack Agenda Item 2



Minutes of the meeting of the **Cabinet** held in Committee Rooms, East Pallant House on Tuesday 7 June 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 and Mr A Sutton

**Members Absent** Mr P Wilding

**In attendance by invitation**

**Officers Present** Cally Antill (West Sussex County Adaptions Manager), Mr N Bennett (Divisional Manager for Democratic Services), Ms P Bushby (Divisional Manager for Communities), Mr K Carter (Divisional Manager, CCS), Mr A Howard (Open Spaces and Street Scene Manager), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

## 1 **Chair's Announcements**

Cllr Lintill welcomed all those present and read the emergency evacuation procedures. She hoped everyone had enjoyed a good Jubilee weekend and drew attention to the Carnival of Lights which would be taking place at the Chichester Canal Basin on Friday 10 June 2022.

Cllr Lintill explained that item 10 had been withdrawn from the agenda.

Apologies for absence were received from Cllr Wilding.

## 2 **Approval of Minutes**

### **RESOLVED**

That the minutes of the Cabinet meeting held on 3 May 2022 be approved as a correct record.

## 3 **Declarations of Interests**

Mrs Shepherd declared a prejudicial interest in respect of agenda item 5 and withdrew to the public seating area for the duration of the item.

#### 4 **Public Question Time**

##### **Mr Andy Sargent asked the following question:**

A number of residents who attended the planning appeal for the Church Road Wittering Appeal were concerned that Officers were not sufficiently briefed and subsequently the planning appeal was won by the developer and costs awarded against CDC. Considering CDC have taken additional funds out of reserves how will CDC ensure that the barrister employed by CDC, planning officers and expert witnesses are well enough briefed for future appeals and specifically for the Pallant Homes sites in Chidham and Hambrook?

##### **Cllr Taylor provided the following response:**

Thank you for your question, this first thing I would like to say is that this Council has a very good track record for defending its appeals for major development. As of April 2022 the percentage of appeals allowed over a two year rolling period for major development was 1.6%.

In respect of the appeal at Church Road, West Wittering, the case centred on 2 reasons for refusal; the unsustainable location of the site and the impact of the proposed development upon the character of the area. These were the strongest possible reasons for refusal, nonetheless it is recognised that these matters can be subjective and challenging to defend at appeal. I appreciate that local residents had additional concerns about the proposed development, particularly in respect of foul drainage and infrastructure. However, these did not form part of the Councils' reasons for refusal, and therefore it was not possible for officers or expert witnesses to include these matters in their arguments at appeal.

In awarding costs, the Inspector concluded that the decision of the Planning Committee to refuse the application constituted unreasonable behaviour. Whilst the Inspector agreed with the Council that the proposal would result in an adverse impact to the character of the immediate area, she considered that the level of harm would subside over time, and that the harm did not outweigh the other benefits of the proposal. The Inspector did not however agree the site was in an unsustainable location. The Inspector found that the site was in a location with good access to services to meet the day to day needs of residents and an acceptable distance from larger settlements for secondary education provision and additional social and recreation facilities.

The Inspector also did not accept that the Council could demonstrate a 5-year housing supply, despite another Inspector previously agreeing that the Council could. Such inconsistency in the appeal decisions is unacceptable and we are deeply unhappy with this situation. As a result, the Council has written to the Secretary of State setting out the Council's concerns about the lack of consistency. The letter explains that this lack of consistency has resulted in confusion and considerable difficulty for the Council as to its position, and also that the inconsistency has also caused significant and understandable concern amongst the affected local communities. We are currently awaiting a response to the letter.

As we approach a number of appeals over the summer months, including the Pallant Homes appeal in Chidham and Hambrook, I know officers are working closely with experienced expert witnesses and barristers to ensure that the Council's reasons for refusal are robustly defended.

Mr Sargent was invited to ask a supplementary question. He asked why the East Birkhold case had not been used in the five year housing land supply argument. Cllr Lintill explained that a written response would be provided.

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

Cllr Briscoe introduced the item.

Mrs Bushby added that the number of refugees that had arrived in the district covered the funding requested.

Cllr Taylor asked whether the fund would apply to other organisations who are providing support to refugees and if so how would they be made aware. Mrs Bushby explained that they would be eligible to apply for a portion of the council's allocation via a simple form which will be advertised on the council's website.

In a vote the following recommendations were agreed:

### **RECOMMENDATIONS TO COUNCIL:**

1. That WSCC funding of £1,000 per refugee be accepted.
2. That authority be delegated to allocate these funds to the Divisional Manager for Communities and Customer Services as set out in para 5.2 and 5.4 to provide community support.

## **6 Appointments to Panels and related Governance matters**

Cllr Lintill introduced the item and handed over to Mr Bennett. Mr Bennett drew attention to section 2.1 of the report and confirmed that although a responsibility of the Cabinet all Group Leaders had been consulted in the appointments. With regard to section 2.4 of the report he explained that Corporate Governance and Audit Committee had an in depth debate about whether Panels should be held in public or private. He added that by nature of the content of some Panel meetings there is a legal requirement to be held in private. In order to be held in public the content of the meeting would need to be carefully considered by the Chair and Mr Bennett as Monitoring Officer.

Cllr Moss was invited to speak. He drew attention to concerns he had received from members of the community who would like to see the Panels more open and transparent. He confirmed that this was also the view of his Group. He requested the default of a Panel meeting to be public with public minutes. Mr Bennett drew attention to section 2.4 and the balance between transparency and privacy of decision making. He added that Panels are there to debate ideas with final decisions being made at public meetings.

Cllr Dignum explained the benefit he saw to Panels being held in private in order to openly debate policy development.

Cllr Plant explained that the Environment Panel would be a Panel that could be held in public. She then suggested a minor amendment to the wording of the third line of recommendation 4 to read 'should be able to'. This was seconded by Cllr Dignum. Mr Bennett confirmed that the wording was acceptable.

Cllr Taylor with reference to the Development Plan and Infrastructure Panel explained that there are a number of items that are considered by the Panel that are commercially sensitive and therefore would not be appropriate to be debated in public. She requested members consider the length of speeches made at Panel meetings to avoid grandstanding and allow more time for debate on the agenda items.

Cllr Sutton wished to support the comments made by the other Cabinet members including Cllr Plant's amendment.

In a vote the following resolutions were agreed:

**RESOLVED**

1. That Cabinet approve membership of Panels as set out in the revised 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 and Strategic Risk Group as set out in the revised appendix to this report.
3. That Cabinet confirm the Housing and Communities Panel membership as set out in the revised 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 be able to turn their meetings into public meetings, subject to discussion with the Monitoring Officer.

**7 Chichester Contract Service: Procurement of new refuse collection vehicles**

Cllr Plant introduced the item.

In a vote the following resolutions were agreed:

**RESOLVED**

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 cost of £397,209 excluding VAT. Funded from the existing 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**

Cllr Sutton introduced the item. He outlined two corrections. On page 33 of the report it should read 'boat crisis' rather than 'canal crisis'. With regard to paragraph 7.1 of the report it should refer to 'subsequent years' rather than 'proceeding years'.

Mrs Antill wished to thank members for the opportunity to run the project. Cllr Lintill on behalf of the Cabinet congratulated Mrs Antill on the project which had come in under budget. She also drew attention to the green credentials such as solar panels and bat boxes which had been incorporated at the sites.

In a vote the following resolution was agreed:

### **RESOLVED**

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**

Cllr Plant introduced the item.

Cllr Moss was invited to speak. He welcomed the report and requested consideration be given in the follow up report to providing the service in house.

Cllr Sutton requested clarification of whether the service would be offered across the whole district. Mr Howard confirmed that it would with the caveat that there are more graffiti occurrences in the city centre and therefore resources would be allocated accordingly. He added that a weekly graffiti patrol service would be set up in addition to a responding to real time reports of graffiti.

Cllr Briscoe wished to give his support and explained that it would be likely to have the additional benefit of reducing anti-social behaviour. He asked whether the council would be able to charge West Sussex County Council for the removal of graffiti from their assets. Mr Howard explained that this would be investigated.

Cllr Lintill asked how the service would prevent reoccurrence. Mrs Bushby explained that the council are working with Police, university and college partners to identify tags and to encourage education on the impacts of graffiti. She added that the council was looking at the provision of a graffiti wall to provide a place for artistic expression.

In a vote the following resolution was agreed:

**RESOLVED**

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, collaborative with partners and return to Cabinet with recommendations for future management of graffiti.

10 **Updated Westbourne Conservation Area Appraisal**

This item was withdrawn from the agenda.

11 **Late Items**

There were no late items.

12 **Exclusion of the Press and Public**

There was no requirement to exclude the press and the public.

The meeting ended at 10.18 am

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CHAIRMAN

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Date:

**Chichester District Council**

**THE CABINET**

**5 July 2022**

**Chichester District Council Annual Report 2021-22**

**1. Contacts**

**Report Author:**

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**Cabinet Member:**

Eileen Lintill - Leader of the Council

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**2. Recommendation**

**2.1 That the Cabinet recommends the Annual Report 2021-2022 be received by the Council.**

**3. Background**

3.1 The Annual Report 2021-22 outlines the key achievements delivered during the year. Whilst the reporting of significant achievements and future work areas is the main focus for the report, it should also be acknowledged that there are many other work areas in the Council's core services that may not be specifically mentioned. A comprehensive list of these services can be found on the Council website.

**4. Outcomes to be Achieved**

4.1 The report focuses on work successfully delivered that supports the expected outcomes of projects contained within the Council's Corporate Plan and in relation to other significant work areas. Short summaries of major projects for 2021-22 have been included and are followed by end of year performance indicator outturns where the data is available. Brief information on the expected areas of work for 2022-2023 is also included.

**5. Proposal**

5.1 The Cabinet is asked to review the Council's performance and achievements over the last year as detailed in the Annual Report 2021-2022 and recommend the report is received by Council.

**6. Alternatives Considered**

6.1 None required.

**7. Resource and Legal Implications**

7.1 None.

**8. Consultation**

8.1 Each service area has provided commentary for the report.

**9. Community Impact and Corporate Risks**

9.1 Several projects noted in the Annual Report demonstrate the Council's leadership or support role in reducing the impact of climate change, promoting safety and reducing levels of crime. Several projects also highlight the Council's commitment to supporting vulnerable people and communities.

9.2 Addressing inequalities remains a key work area for the Council. Projects and other work carried out by our services are assessed to ensure our customers' needs continue to be met.

**10. Other Implications**

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

**11. Appendix**

11.1 Chichester District Council Annual Report 2021-22

**12. Background Papers**

12.1 None.





# **Chichester District Council**

## **Annual Report**

**2021/2022**

## Introduction

### Welcome to Chichester District Council's Annual Report for 2021/22.

The Council's continuing priority for 2021/22 has been to support our residents, businesses and communities through the ongoing COVID-19 pandemic and the gradual easing of restrictions.

Vulnerable individuals and those experiencing difficulties because of the pandemic have continued to be supported by our Revenues and Benefits Teams, who have administered the Hardship Fund; paying out £350,000 to residents in receipt of Council Tax Reduction, the Test and Trace Support Scheme on behalf of the Government and issued fuel and food vouchers for the Household Support Fund on behalf of WSCC.

We have also worked to support the recovery of our businesses and high streets. With Welcome Back Funding from the Government, media campaigns and improvements to the public realm have been delivered. Our Economic Development and Revenues Teams have continued to support businesses to navigate and access various government grant schemes and our Health Protection Team have been on hand to support them to operate safely.

We have also supported the vaccination programme both through promoting Government messages around vaccination and practical support through use of the Westgate Leisure Centre as a Vaccination Centre and part of our Northgate Car Park as a Vaccination and Testing Centre. Our Culture and Sport, Parking Services and Estates Teams all worked to enable this to happen.

As restrictions eased, many of our Services developed hybrid approaches, maximising the benefits from new approaches adopted during the pandemic. Our Wellbeing Team and Social Prescribers now work more often with clients over the telephone but have re-introduced face-to-face and drop-in sessions. Our Democratic Services Team, who worked to ensure Councillors could meet safely in line with changing restrictions, have been exploring options for hybrid meetings (where Councillors can attend the same meeting either in person or virtually) and planning to deliver them next year.

In some cases, innovative approaches adopted during the pandemic have led to lasting positive change. The Novium introduced Virtual Field Trips to allow primary schools to continue to benefit from Museum content, even though they could not attend in person. The feedback for this was overwhelmingly positive and the programme has been shortlisted for a national Museums and Heritage award. Our Cultural Partner, Pallant House Gallery held outdoor workshops in Bishops Palace Gardens in response to restrictions on meeting indoors. These have been so successful that they have continued when weather allows.

In response to the pandemic, online services offered by the Council have been improved and expanded, increasing convenience by allowing customers to self-serve. In particular, the improved online offer put forward by our Parking Services Team has been recognised at the national PATROL awards. Online Services will be a key project for the Council moving forward. Next year our Communications, Customer Services and IT Teams will focus on the customer experience to ensure our customers are always at the centre of our work.

As restrictions have eased, key projects have been able to continue this year. Work has continued to progress the Southern Gateway Regeneration project and the practical phase of a major redevelopment project has begun on St James Industrial Estate in Chichester. Our construction project at Freeland Close in Chichester completed this year, with 17 additional units of temporary accommodation in use from March 2022. We hope this will help to end our reliance on bed and breakfast accommodation for those experiencing homelessness.

Our Events Team helped make sure Chichester benefited from the further easing of restrictions in the Summer. Our second Summer Street Party was held in Chichester City Centre in August and the Team supported a similar event in Midhurst. The first 'Cross, Market and More' event was held in November 2021 and repeated in March 2022. This event was designed to promote the city as a destination and showcase the work of the best local designers and producers, including the Traders

of Tomorrow element, which offered students the opportunity to sell their products. At least 2 further 'Cross, Market and More' events are planned for 2022.

In addition, much of the planning work for the Culture Spark project was carried out with partners in 2021/22. Culture Spark is an exciting season of events, performances, live entertainment, and community projects, to celebrate the significant anniversaries of some of our Cultural attractions in 2022. The Season began with 3 First Spark Events in Chichester, Selsey and Midhurst in March and will continue until October.

While the District has seen some positive news this year, recent headlines both nationally and internationally have been concerning. Making our District safe for everyone is a top priority for the Council and our partners. The Council is represented on the local Community Safety Partnership and this year, the group has set up a multi-agency women's safety group who have introduced twice weekly security patrols in the city at night, anti-spiking measures in licenced premises and active bystander training to tackle misogynistic and discriminatory behaviour.

At the end of the year, the Council were shocked and saddened by the situation in Ukraine. Some of our local charities and businesses were very swift to begin collecting donations, food, and clothing. Our Communications Team have set up a dedicated page on our website for anyone looking for information on how they can help, and our Housing and Communities Teams have been supporting those arriving under the Homes for Ukraine Scheme and will continue to do so in the coming year.

Looking to the future, our Future Services Framework, initiated as a response to uncertainties caused by the pandemic, includes work to ensure we remain able to deliver our most important services to the standards expected by our residents and businesses. As part of this, an efficiencies programme is on track to deliver around £2m of annual revenue savings to support our position.

Despite the current challenges, CDC remains committed to ensuring we, as a Council, can continue to support our local residents, communities, and businesses.

**Leader of Chichester District Council**

A handwritten signature in black ink that reads "E. Lintill". The signature is written in a cursive, flowing style.

**Cllr Eileen Lintill**

## About Us

### District Profile

The largest district in West Sussex, Chichester District is a unique area, boasting a historic city, glorious countryside, and the beautiful south coast. It has a population of 121,508 (mid-2020 estimate) and covers over 300 square miles, from Selsey in the south to Lynchmere in the north.

Chichester District Council is involved with many day-to-day services and activities that residents encounter – from emptying the bins, to dealing with planning applications. The Council's main office is based in the centre of Chichester.

There are 67 parishes in the district and 36 elected members of the Council, representing 21 District Wards. The political makeup of the Council on 31 March 2022 was:

- Conservative: 17
- Liberal Democrats: 11
- Independents: 3
- Green Party: 2
- Labour: 1
- Local Alliance: 2

### How We Make Decisions

#### Council

All councillors normally meet six times a year to decide the Council's overall policies and set the budget. These meetings are held in public and additional meetings can be held if needed.

In 2021/22, Cllr Elizabeth Hamilton was Chairman of the Council, with Cllr Henry Potter as Vice-Chairman.

#### Cabinet

The Cabinet meets monthly and includes seven councillors making key decisions on plans, strategies, and budget. The Council's Constitution determines which of these decisions are then subject to approval by the Full Council.

In 2021/22, the Cabinet was made up of:

- **Cllr Eileen Lintill** – Leader of the Council
- **Cllr Susan Taylor** – Deputy Leader of the Council and Cabinet Member for Planning
- **Cllr Roy Briscoe** – Cabinet Member for Community Services and Culture
- **Cllr Tony Dignum** – Cabinet Member for Growth, Place and Regeneration
- **Cllr Alan Sutton** – Cabinet Member for Housing, Communications, Licensing and Events
- **Cllr Penny Plant** – Cabinet Member for Environment and Chichester Contract Services
- **Cllr Peter Wilding** – Cabinet Member for Finance, Corporate Services and Revenues and Benefits

#### Overview and Scrutiny

The Overview and Scrutiny Committee holds the decision-makers to account. This can involve questioning councillors, council employees and representatives of other organisations in relation to key decisions, reports, or policies. The committee then makes recommendations to Cabinet based on their findings. The committee has an important role in looking at the delivery of all public services in the district.

We also have a Corporate Governance and Audit Committee; a Planning Committee; Licensing Committees; and a Standards Committee.





### **Officer Support**

Diane Shepherd, our Chief Executive, leads the Strategic Leadership Team (SLT) which includes four Directors of Service. SLT, along with Divisional Managers, support councillors while also managing the Council's day to day services. Due to retirement, the number of Divisional Managers reduced in 2021/22 from 14 to 13.

### **Performance Management**

To achieve quality services whilst offering value for money we closely monitor our progress throughout the year to make sure that we deliver what we have said we will. Our Corporate Plan sets out our key priorities and objectives, and the projects to achieve these are set out in our service plans which are reviewed annually.

As part of our service planning process, we also set Performance Indicators and targets to help us track our performance. A traffic light system for monitoring this is used throughout this report.

<b>Icon</b>	<b>Performance Indicator Status</b>
	5% target variance or an individually set threshold
	1% target variance or an individually set threshold
	PI is on target
	Data Only – no target

It should be noted that the performance indicators published in this report are currently unaudited.

# Cabinet Portfolio: Community Services and Culture

## Key Areas of Responsibility

<b>Communities and Wellbeing</b> <ul style="list-style-type: none"><li>• Community Engagement</li><li>• Safeguarding</li><li>• Choose Work</li><li>• Grants</li><li>• Voluntary Sector</li><li>• Partnerships</li><li>• Community Safety and CCTV</li><li>• Overview and Scrutiny</li><li>• Public Health</li><li>• Health and Wellbeing (inc. Social Prescribing)</li></ul>	<b>Culture and Sport</b> <ul style="list-style-type: none"><li>• Leisure and Sports Development – Contract Management</li><li>• The Novium Museum and Tourist Information Centre</li><li>• Chichester Festival Theatre, Pallant House Gallery and The Great Sussex Way – Service Level Agreements</li></ul>
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## Communities and Wellbeing Division

### Community Engagement

#### Key Achievements in 2021/22:

- Successfully delivered the Youth Hub funded by the Department for Work and Pensions, providing support to young people aged 18 – 25 looking to get into work or “Kickstart” government funded work placements.
- The Choose Work service saw an increase in referrals this year, with self-referrals up 33% on the previous year.
- The final round of the New Homes Bonus (Parish Allocations) Scheme saw applications from all eligible Parishes. In September 2021, £243,326 (96.7% of the funding available) was approved across 41 projects. The balance was used to establish a Jubilee Grants fund for Parish, Town, and City Councils to apply to for the celebrations in 2022.
- The Grants and Concessions Panel awarded a total of £161,323 across 32 separate schemes and approved 92.3% of bids submitted. The Panel also developed proposals to introduce consideration of the environmental impact of proposed projects into determination of grants from April 2022.
- Funding approved in 2019 for the redevelopment of Graylingwell Chapel was released to Chichester Community Development Trust this year. This funding, in combination with a large grant from Heritage Lottery, has seen the conversion of the former Asylum Chapel into a new heritage and community centre, opened in March 2022.

#### Key Areas of Work for 2022/23:

- Implementation of the new funding principles for CDC Grants, in particular communicating with applicants about the need to mitigate the environmental impacts of their project or service.

### Community Projects and Community Safety

#### Key Achievements in 2021/22:

- A multi-agency women’s safety group was set up, resulting in twice weekly security patrols of the city at night, anti-spiking measures in licenced premises, improved visibility in targeted locations and active bystander training to tackle misogynistic and discriminatory behaviour.

- Continued Community warden patrols in Chichester City centre, dealing with e-scooters, shoplifting, and supporting the reopening of the high street by reminding the public to follow the appropriate Covid guidance.
- A District-wide Peer Group Conference has been developed with secondary schools across the district to discuss and find ways to support young people of most concern using a contextual safeguarding approach.

#### **Key Areas of Work for 2022/23:**

- Continued support for refugees and particularly those from Ukraine under the “Homes for Ukraine” scheme.
- Review of the Community Warden Service to ensure it is still set up in the best way for the benefit of the communities they work in and a review of CCTV to ensure it is fit for purpose and provides value for money.
- With the support of St Anthony’s School, continue work on improvements to Swanfield green.

### **Health and Community Wellbeing**

#### **Key Achievements in 2021/22:**

- Since the lifting of lockdown restrictions, referrals to the Wellbeing service have increased to pre pandemic levels. The Service has been promoted widely, focusing on elements that have a potentially greater impact on the severity of Covid 19; e.g., weight management, quitting smoking, physical activity, and alcohol.
- Appointments offered were a blend of telephone and face to face sessions, with the regular drop-in sessions also re-started.
- Additional funding was received to extend the weight management programme in the north of the district; nine new classes were offered in Midhurst, Petworth and Loxwood areas. 45 people attended the 12-week programmes and the target of 5% weight loss over the 12 weeks was met at each.
- A new Alcohol Wellbeing advisor worked with clients who have noticed an increase in their drinking during the pandemic and now need support to reduce it to safe levels.

#### **Key Areas of Work for 2022/23:**

- Signing up to a new 5-year contract with WSCC to deliver the Wellbeing service, focusing on health inequalities and targeting services to our 20% most deprived areas and key at risk groups e.g., carers, care leavers, BAME communities.
- Re-starting NHS health checks and working more closely with small and medium sized workplaces to ensure working age adults are encouraged to access the service.

### **Social Prescribing**

#### **Key Achievements in 2021/22:**

- 3 new members of the team were recruited, and a Team Leader role introduced to help with service development and relationship building with partners. The team received more than 1000 referrals this year.
- Social Prescribers still worked mainly by phone but began to return to GP practices and introduce community visits and some home visits where necessary.
- Clients still mainly access the service for support with issues associated with their housing, money, debt and benefits, social isolation, and employment but we are seeing far more with mental health problems.

- The Team worked with local therapists and groups to introduce a series of mindful walks, speaking through music sessions and equine therapy sessions to help people manage their mental wellbeing in a holistic way.

#### **Key Areas of Work for 2022/23:**

- Working with other NHS roles e.g., Care Coordinators and Health and Wellbeing Coaches to establish multi-disciplinary teams and joint working.
- Developing a service directory for the Team to use to ensure we have clear quality assured pathways for working with clients.
- Setting up a two-year pilot for a Young Persons Social Prescribing service.

## **Culture and Sport Division**

### **Leisure and Sports Development**

The service oversees the Leisure Management contract, delivered by Everyone Active since May 2016. The Leisure Centres were subject to COVID-19 closures and restrictions throughout the year.

#### **Key Achievements in 2021/22:**

- Westgate Leisure Centre was used by the NHS as a vaccination site, delivering over 100,000 vaccinations.
- Swimming lessons numbers have now surpassed pre-covid levels, with over 1300 swimming lessons delivered per week compared to 981 before the pandemic.
- In May 2021, Westgate Leisure Centre opened a toning suite providing power assisted equipment that allows people to exercise at an intensity suitable for their health needs to improve their fitness, strength, mobility, and joint stability. 162 people have now been inducted to use the room, including many who are not able to take part in any other form of exercise.
- Working with Chichester Community Development Trust and social housing providers, walk/run programmes were delivered for individuals who will particularly benefit from improving their physical and mental health. Sport England funding enabled participants to receive run leader and mental health first aid training so they can support and lead future sessions. Sport England Inequalities funding also allowed a physical activity support programme for homeless people to be offered, where vulnerable adults are supported to improve their physical and mental health.
- Everyone Active is supporting Sussex Police to work with children and young people aged 11-18 years who are involved in anti-social behaviour or low-level criminality or those placing themselves in vulnerable situations. These individuals are given access to the leisure centre facilities and supported to make best use of them.

#### **Key Areas of Work for 2022/23:**

- Completion of the practical phase of the decarbonisation scheme at Westgate Leisure Centre, aiming to reduce the centre's carbon emissions by an estimated 25% and contributing to an overall reduction in the council's reported emissions.
- Continue to work with partners on delivery of 3G sports pitches within the district.

### **The Novium Museum and Tourist Information Centre (TIC)**

The Museum and TIC reopened on 18 May 2021 after a third national lockdown.

#### **Key Achievements in 2021/22:**

- An innovative series of virtual field trips for primary schools were created, combining collection objects, actors, and interactive elements. The response to the pilot was overwhelmingly positive and an expanded offer has now launched. The virtual field trips have been shortlisted for a national Museums and Heritage award in the Best Learning Programme category.



- Events delivered included space-themed activities as part of the Cathedral's 'Luke Jerman, Museum of the Moon' programme, Chichester Starlight Trail with Pallant House Gallery and the Library and The Guildhall School of Wizardry, which was attended by 120 children.
- 11 weddings were hosted at The Guildhall and 21 more bookings were secured for next year.
- Grant funding from the South Downs National Park, helped launch an online shop in November which, although still in its infancy, allows us to reach audiences worldwide. Other funding secured included £37,700 to support next year's Art of Chichester Exhibition and £4,900 to conserve the Mystery Warrior's sword.
- Exhibitions included Mystery Warrior: The North Bersted Man, The Livestock Markets of Chichester, From Field to Fork to Lockdown, and Brick Wonders.
- The Team responded to 117 research enquiries, gifted 54 items to the social history collection, processed 5 archaeological fieldwork notifications, made 12 archaeological depositions and 2 archaeological acquisitions, and dealt with 9 new research enquiries and 6 research visits.

### **Key Areas of Work for 2022/23:**

- The Headline Exhibition 'The Art of Chichester: 60 Years of Creativity' will explore the arts, culture, and heritage of the district from 1962 (when Chichester Festival Theatre opened) to the present day, embracing professional and amateur work across all art forms.
- A display to celebrate the Novium's 10<sup>th</sup> anniversary is being developed, highlighting the vast improvements to collections care and display since the collection moved. A birthday party on 9 July will bring history to life, with actors in period costume to reflect the breadth of our collection and drop-in activities spread across the three floors of the museum.
- Installation of 3 thin, vertical banners on the façade of the museum, which will greatly improve our visibility from West Street and the far end of Tower Street.

### **Culture and Tourism**

The service oversees funding agreements and monitoring frameworks for Chichester Festival Theatre (CFT), Pallant House Gallery (PHG) and The Great Sussex Way (formerly Visit Chichester).

### **Key Achievements in 2021/22:**



- Following a pilot project, CFT began planting trees in Oaklands Park in place of opening night gifts, as a commitment to their environmental sustainability.
- PHG opened the Community Programme Fundraising Exhibition when the Gallery itself reopened in May 2021. Works created during the closure period covered the studio walls and showed the skill and talent of community artists.
- Outdoor workshops were held in Bishops Palace Gardens initially due to restrictions on indoor gatherings but, following their success, they have continued when weather allows.
- CDC, CFT and PHG, supported by The Great Sussex Way (TGSW) as our marketing partner, developed and launched Culture Spark 2022; Chichester District's season of Culture with community lantern workshops and 3 First Spark events in Chichester, Selsey and Midhurst.
- To coincide with COP 26, TGSW created a "human sign" to engage with the local community and create a sense of civic pride. It was also an opportunity to showcase our district as an environmentally conscious holiday destination with green credentials.
- A number of 'Great Outdoors' social media engagements were led by TGSW including cycling, foraging, wine harvest, birdwatching, kayaking, eat local and buy local. 3 new itineraries were developed themed around mindfulness, star gazing and dog friendly.

**Key Areas of Work for 2022/23:**

- Cultural partners around the district will deliver a full programme of new and bold events whilst our key partners also celebrate their significant anniversaries as part of the Culture Spark season of culture.
- TGSW will continue work to promote Chichester as the 'Sparkling Wine Capital of Sussex', including development of further itineraries giving more accommodation options and information about other local attractions so that the increased national and international interest in local wines benefits a wider ecosystem of tourism businesses.
- TGSW will continue work to make Chichester district a cycling destination. This is in response to the challenge presented by the semi-rural nature of Chichester District in connecting dispersed local businesses and consumer demand for an authentic green tourism experience, making cycling a strategically important part of the district's offering.


## Performance Indicators: Community Services and Culture Cabinet Portfolio

### Community Engagement


PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 230</b>	Number of new clients engaged with the Choose Work Service	Higher is better	66	60	<b>88</b>		Better		60
<b>LPI 230a</b>	% Choose Work Clients Supported into Paid Employment, Work Experience or Education	Higher is better	83.5%	40%	<b>40.9%</b>		Weaker	<p>The service took on 88 new clients in 2021/22 and in the same period 29 clients were supported into work and 7 into work experience.</p> <p>Nearly 40% referred themselves in Q4, so are still in the earlier stages of support. Also 13 clients were referred, after a period of work, to more appropriate services, e.g., mental health or wellbeing support.</p>	40%

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### Community Projects and Community Safety

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 212</b>	All Reported Crime – Chichester (% increase – rolling year)	Lower is better	-13.5%	0%	<b>20.9%</b>		Weaker	<p>April 20-March 21 = 6,456 offences April 21-March 22 = 7,807 offences % difference is +20.9%.</p> <p>We are still seeing a high volume of vehicle break ins, which tend to increase over spring and summer. For some crime types, we are seeing high percentage increases, though volumes remain low. Harassment reports have risen, but this could be due to victims being more confident in reporting a crime, rather than there being more victims. There was also a significant decline in crime during the lockdowns and some of the rise can be accounted for by the easing of restrictions.</p>	0%

## Health and Community Wellbeing

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 234</b>	% People maintaining positive lifestyle changes after 3 months, following engagement with the Wellbeing Hub	Higher is better	98%	80%	<b>93%</b>		Weaker	Reported figure is an average across 2021/22. The Q4 figure was 89% (green status).	80%

## Leisure and Sports Development

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 007</b>	Increase in attendances at Leisure Centres (all sites)	Higher is better	Not reported due to the impact of various closures and restrictions.	N/A	<b>980,099</b>	N/A	N/A	Targets were not set in 2021/22 due to continuing restrictions but are reinstated for 2022/23. Performance is reported annually to OSC in the Autumn.	1,121,378
<b>LPI 290</b>	Increase attendance of people aged 50 or over	Higher is better		N/A	<b>181,011</b>	N/A	N/A		185,346
<b>LPI 291</b>	Increase attendance of young people aged 0-15	Higher is better		N/A	<b>96,026</b>	N/A	N/A		98,300
<b>LPI 292</b>	Increase attendance of people with disabilities	Higher is better		N/A	<b>9,396</b>	N/A	N/A		9,757

## The Novium and TIC

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 219</b>	The Novium - All museum admissions	Higher is better	6,835	N/A	<b>33,003</b>	N/A	Better	The Museum and TIC reopened on 18 May 2021. Targets were not set in 2021/22 due to continuing restrictions but are reinstated for 2022/23.	37,500
<b>LPI 220</b>	The Novium - Total number of tourist information enquiries	Higher is better	1,394	N/A	<b>6,407</b>	N/A	Better		10,000

# Cabinet Portfolio: Growth, Place and Regeneration

## Key Areas of Responsibility

Place	Property and Growth
<ul style="list-style-type: none"><li>• Parking Services</li><li>• Public Conveniences</li><li>• City and Town Co-Ordination</li><li>• Chichester Vision</li></ul>	<ul style="list-style-type: none"><li>• Economic Development</li><li>• Building Services</li><li>• Estates inc. Regeneration projects</li></ul>

## Place Division

### Parking Services

#### Key Achievements in 2021/22:

- Rollout of digital permits has been completed across all car parks.
- Investigation of Blue Badge misuse has continued, in partnership with West Sussex County Council and specially trained investigators.
- Work on a revised Parking Strategy for Chichester District has begun. This will reflect the parking requirements of the district over the coming years.
- Improved online services have successfully helped more customers to self-serve, resulting in recognition at the national PATROL (Parking and Traffic Regulation Outside London) awards. Customers are also increasingly making use of the many ways to pay in car parks, with use of the phone/app solution having increased significantly. E-forms have been introduced to assist with customer transactions within the team.
- Civil Enforcement Officer presence was increased in the coastal areas over the summer months in response to the increased number of visitors to the coast.
- Parking incentives were introduced across several car parks in response to the covid pandemic, to assist with supporting the high street in place of the Christmas Park and Ride.
- The parking team facilitated the introduction of several covid test sites and a vaccination site within the car parks.

#### Key Areas of Work for 2022/23:

- Develop a project to improve connectivity and accessibility between Northgate Car Park and the surrounding facilities.
- Delivery of a refreshed Parking Strategy and action plan.

### Public Conveniences

#### Key Achievements in 2021/22:

- A review of Public Conveniences was undertaken to consider proposed actions over the coming years. The action plan will be implemented from April 2022.
- CDC took the decision to keep all public conveniences open during the pandemic, to ensure that facilities were provided for delivery drivers, residents, and visitors to the district.

#### Key Areas of Work for 2022/23:

- Refurbishment project for several key Public Conveniences sites.

### City and Town Co-Ordination (Inc. Visions)

#### Key Achievements in 2021/22:

- Project teams have continued to deliver the projects in the Chichester Vision and the Vision Delivery Steering Group continues to monitor delivery. The Chichester Vision action plan has been reviewed and refreshed to take account of the latest priorities.
- Work has been undertaken with Selsey, Midhurst, Petworth, and East Wittering and Bracklesham to assist in the delivery of their Visions.

- Projects to support high streets have been implemented across the district, including media campaigns and improvement to the public realm through use of the Welcome Back Fund.
- The 'Sea's the Day' Project to further engage Selsey with its fishing heritage, has continued to deliver outputs including generating two further projects on lobster and sediment research and marine education, involving national research bodies and local marine enterprises. These are progressing well and are now closely integrated with the Help Our Kelp project being implemented by Sussex Inshore Fisheries Conservation Authority and Sussex Wildlife Trust.
- The team have continued to work closely with Chichester City Business Improvement District (BID) to deliver projects across the city. The Team managed the ballot process on behalf of the BID, which resulted in a successful turnout and another five-year term.

#### **Key Areas of Work for 2022/23:**

- Coordinate delivery of the Chichester Vision refreshed action plan.
- Support to town and city vision projects
- Progress the CHASM (Crab Habitat and Sediment Migration) project to understand the impact of seabed sediment and seawater quality on lobsters, crabs, and other sea life.

## **Property and Growth Division**

### **Economic Development**

#### **Key Achievements in 2021/22:**

- The Team created and launched the 'Invest Chichester' brand and website. They have worked with several companies to promote inward investment and supported those seeking to open in the district.
- Ongoing delivery of the Business Contact programme, alongside an increased volume of enquiries from businesses needing support to understand government Covid support grant schemes.
- Used the remaining government funded Additional Restrictions Grant scheme to facilitate introduction of an online shopping platform across the district.
- Managed the Enabling Grants programme to support 67 small businesses with funding towards growth or start-up projects.
- Developed and hosted a Food & Drink business event in conjunction with Chichester College, bringing together producers and suppliers from across the district.

#### **Key Areas of Work for 2022/23:**

- Delivery of a training and grant programme for independent retail businesses.
- Plan and deliver an event targeting the Creative Digital sector to inspire businesses to plan for growth and encourage networking.
- The 'ambassador project'; a series of videos with key businesses produced and published on the Invest Chichester site.
- Delivery of an updated Enabling Grant programme prioritising applications from businesses in the 'green' sector or applications for projects to reduce a business's environmental impact.
- Supporting businesses in the circular, retrofitting and renewables sectors.

### **Building Services**

#### **Key Achievements in 2021/22:**

- Provided support to Parking Services for a repairs and resurfacing contract, plus topographical surveys.
- Provided support and technical advice for the cleaning of the external walls of the Novium.
- Completed fire precautions work across the Council's property portfolio.

- Repairs to the Grange Leisure & Community Centre.

**Key Areas of Work for 2022/23:**

- Provide support for decarbonisation projects related to CDC buildings.
- Completion of stock condition surveys across the portfolio.
- Procure and award a new Electrical Services contract.

**Estates (inc. Regeneration Projects)**

**Key Achievements in 2021/22:**



- Key aspects of the Southern Gateway project are progressing; demolition of the old Kingsham School has been completed and, working with WSCC, the Clinical Commissioning Group (CCG), Sussex Community Foundation Trust (SCFT) and the GP surgery, a feasibility study for an Integrated Health Hub is underway. For the Stagecoach relocation site, detailed site investigations works have been completed and designs finalised and submitted for pre application planning advice. Stagecoach have agreed the operational requirements and locations for future bus stop provision in accordance with WSCC Bus Service Improvement Plans and technical feasibility work is underway to progress this.
- Appointed a contractor and started works on site to deliver the redevelopment project at St James Industrial Estate, Chichester. Planning consent was also secured for revisions to Block 1 to enable its proposed subdivision into smaller units.
- Successfully marketed and selected a purchaser for land at Church Road, Chichester.
- Provided support for the siting of a Covid vaccination centre in Northgate car park.
- Successfully let the remaining vacant units at Ravenna Point, Chichester.
- Managed the operational contract for the Enterprise centre, with the centre being over 95% occupied.

**Key Areas of Work for 2022/23:**

- The Southern Gateway project will continue with assistance from WSCC to conclude the feasibility study with the Health Authorities for the Integrated Health Hub to gaining board approval from the CCG and the SCFT. Technical studies around the bus stop relocations will be concluded and Heads of Terms are to be finalised and agreed with Stagecoach. Following this, the opportunities for the assembled land will be reviewed.
- Completion of the redevelopment project at St James Industrial Estate, Chichester and, following this, preparation, and implementation of a marketing strategy to secure lettings for new units.
- Complete disposal of the development site at Church Road, Chichester.
- Complete an options appraisal for land at the western end of Terminus Road.
- Develop options for the Brick Pavilion, Priory Park.




## Performance Indicators: Growth, Place and Regeneration Cabinet Portfolio

### Parking Services


PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 34</b>	% Of car parks in the city for which we have achieved Safer Parking Awards	Higher is better	100%	100%	<b>100%</b>		No Change	All car parks which held the Safer Parking Award have maintained their accreditation. This assists with reducing crime and fear of crime in car parks and provides assurance that measures have been introduced to ensure a safe environment.  The same car parks have been awarded the Disabled Parking Accreditation which recognises off-street parking facilities that are accessible to disabled people.	100%
<b>LPI 35</b>	% Of rural car parks for which we have achieved Safer Parking Awards	Higher is better	75%	75%	<b>75%</b>		No Change	All car parks that met the standard previously have passed again. As previously, the exclusions are Bosham, East Beach, Selsey and Selsey Marine.	75%

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### Economic Development

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 163b</b>	Survival rates of companies at year 3 to align with the South East actual	Higher is better	61.1% (2019)	58.5% (2020)	<b>62.1% (2020)</b>		Better		Discontinued
<b>LPI 231</b>	Number of businesses supported through the Business Support Programme	Higher is better	2,351	300	<b>1,756</b>		Weaker	Replaced for 2022/23 onwards with measures of support for medium/high growth potential businesses and those in the renewable, retrofitting, and circular economy sectors.	Replaced
<b>LPI 237</b>	Respond to 90% of business planning applications	Higher is better	95%	90%	<b>100%</b>		Better		90%



<b>LPI 252</b>	Occupancy rate for our city and town centre shops	Higher is better	95.78% (Q2 only)	88.2%	<b>93.8%</b>		N/A	South East figure is from March 2022 (Local Data Company). CDC figure is the average occupancy across our towns. Figures are not comparable with last year as a complete year was not measured during the pandemic.  Replaced for 2022/23 onwards with a measurement of commercial space void levels.	Replaced
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## Estates

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 53</b>	% Empty units within our commercial and industrial property	Lower is better	6.0%	10%	<b>3.5%</b>		Better	Reported figure is an average across 2021/22. The Q4 result was 4.46% (green status). Vacant units at St James are not included during redevelopment work.  Vacancy rates remain stable with Willow Park now available to lease. A risk remains of more premises being handed back and ongoing performance will be subject to COVID regulations and the long-term impact of Brexit.	10%
<b>LPI 54</b>	% Rent and service charge arrears	Lower is better	12.34%	8%	<b>9.28%</b>		Better	Reported figure is an average across 2021/22. The Q4 result was 11.35% (amber status).  Despite some sectors recovering from the pandemic better than others, tenants continue to struggle to fulfil their leasehold obligations. The moratorium on pursuing rent arrears has been lifted, although we are still bound by a code of conduct to work with tenants who have arrears, rather than taking formal action. Until we can fully exercise our options for recovering debt, we do not anticipate making significant inroads to the arrears.	8%

# Cabinet Portfolio: Housing, Communications, Licensing and Events

## Key Areas of Responsibility

Communications, Licensing and Events	Housing
<ul style="list-style-type: none"><li>• Licensing</li><li>• Communications</li><li>• Events</li></ul>	<ul style="list-style-type: none"><li>• Housing Options</li><li>• Private Sector Housing and Housing Enabling</li><li>• Homelessness</li><li>• Temporary Accommodation</li></ul>

## Communications, Licensing and Events Division

### Licensing

#### Key achievements in 2021/22:

- The council's Statement of Licensing Policy under the Licensing Act 2003 and the Statement of Licensing Principles under the Gambling Act 2005 were both revised and approved.
- Developed and implemented a new Hackney Carriage and Private Hire Licensing Policy and Conditions, including a revised Criminal Convictions Policy which was adopted for immediate use.
- Issued regular communications to licence holders following changes to legislation or guidance because of the pandemic and supported the trade through the various stages of recovery.
- Adopted new fees and determination policies under The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020.

#### Key Areas of Work for 2022/23:

- Oversee the potential introduction of safeguarding training for taxi & private hire licensing applicants in collaboration with WSCC, to comply with the Department of Transport's Statutory Standards (July 2020).

### Communications

#### Key achievements in 2021/22:

- Ensured residents, businesses, partners, councillors, and staff remained well informed of the latest advice and support available throughout the pandemic, using clear and up-to-date communications across all our platforms. This included making sure businesses were accessing available support, supporting the vaccination programme, making sure residents were accessing information and financial support they needed and running campaigns with media partners encouraging people to 'support local'.
- A survey conducted around internal communications identified that 93.2% of staff who responded felt well informed.
- Delivered a successful Christmas Campaign, encouraging people to support local businesses.
- Developed and delivered the first stage of the Climate Change communications campaign – sharing all elements with our District and Borough partners. The Team also achieved significant media coverage around COP26.
- The council's website was again awarded a Plain English Crystal Mark. Significant work has also been carried out to ensure the site complied with the Government's accessibility standards, which is now a legal requirement for all public sector websites.

- Delivered targets set in the Web Improvement Plan, including redesigning the Parking Services section of the website to make it easier for customers to access the services they need.
- Delivered consultations and attended public events, such as the consultation on protective measures for parks and gardens.
- Achieved a record amount of income from the advertising in initiatives, enabling us to continue to cover the costs of the print, design, and production of the council magazine even though costs have risen.
- Continued to support several key projects/campaigns, working with other Council Services, such as – Local Plan progress, Freeland Close, Culture Spark, Diverted Giving, recruitment initiatives and future strategy, and a Customer First campaign.
- Supported the Census and made sure that the council delivered everything it needed to on this important project.

#### **Key Areas of Work for 2022/23:**

- Deliver communications on the Local Plan Review Process, including consulting with residents on the proposed plan.
- Support CCS with development of a new app which focuses on waste and recycling updates and develop a communications campaign around this.
- Deliver the next stage of the Climate Change communications plan and start to develop a web subsite to focus on the council's work on this important topic.
- Deliver the updated Website Improvement Plan helping to drive digital transformation and channel shift.

#### **Events**

##### **Key achievements in 2021/22:**

- Delivered a successful Summer Street Party 2021 and supported the introduction of a similar event in Midhurst.
- Delivered the inaugural 'Cross Market & More' event in Chichester city centre in November 2021 and a repeat event in March 2022. This included engagement with 'Traders of Tomorrow' (Chichester College).
- Appointed an architect for a feasibility study and options appraisal associated with a potential permanent market/events structure at the Cattle Market Car Park.
- Launched a new innovative and dedicated social media platform for events and markets.
- Appointed Natural PR to assist in the revision and updating of Farmer's Market terms and conditions along with seasonal activities/campaigns.

##### **Key Areas of Work for 2022/23:**

- Coordinate & deliver an Evening & Night-Time Economy baseline evaluation study as part of the Chichester Vision Action Plan.
- Deliver two 'Cross Market & More' events in Chichester city centre in July and October 2022.
- Deliver seasonal initiatives, campaigns and promotional material associated with the Farmer's Market, including use of allocated funding for new stalls.
- Work with the Climate Change Officer, to develop and introduce 'environmental events/markets guidance' including investigating the opportunity for guidance on reducing car travel and other sustainable initiatives.
- Work with the Communications Team and ICT to investigate and introduce an online booking module for the Cross Market & More and Farmer's Market.

## **Housing (now part of the Housing, Revenues and Benefits Division)**

### **Key achievements in 2021/22:**



- Sustained a reduction in the number of rough sleepers in the district to around 2 or 3, compared to 30 before the COVID-19 pandemic.
- Worked with Hyde to complete the Large-Scale Voluntary Transfer agreement and agree their asset management programme in the district.
- Completed the Freeland Close development, with individual units of temporary accommodation let from March 2022.
- Completed a staffing restructure.
- Successfully bid for Government funding to expand the former Stone pillow 'Lodge'. This is now known as Hicks House and formally opened in September 2021 with 6 new units. Hicks House now provides 12 self-contained flats for the most vulnerable former rough sleepers.
- Through partnerships with Registered Providers, we successfully delivered 203 new affordable homes for sale and rent. Hyde and Clarion both continue to provide new homes on the strategic sites at Shopwhyke Lakes and Graylingwell. Three Registered Providers who are new to Chichester also completed their first schemes in the district: Vivid Homes (west of Chichester and Bracklesham), Aster (former Bartholomew's site) and Sage (Madgwick Park).
- A new Housing Allocations Policy was adopted, and a new Housing Standards, Financial Assistance and Enforcement Policy was implemented.
- 144 home adaptations for people with disabilities were provided at a cost of £1.4m. These included property extensions, wet room installations, kitchen adaptations, ramped accesses, and stair lift installations.
- The Team received funding to undertake a Minimum Energy Efficiency Standards project. This identified 461 non-compliant properties at the outset, reducing to 90 properties within 6 months.
- Developers' contribution funding was provided to support the development of additional older persons affordable housing by Chichester Greyfriars (Royal Close, Chichester).

### **Key Areas of Work for 2022/23:**

- Review Housing IT Systems to ensure they are fit for purpose.
- Review the Private Sector Rented offer to ensure the supply of private accommodation is available to meet housing need.
- Work with Hyde as part of the Hyde 2050 strategy.
- Complete energy efficiency and thermal comfort works at our Westward House temporary accommodation to maximise energy efficiency and reduce carbon footprint.
- Review website content related to Housing.
- We aim to end reliance on bed and breakfast accommodation altogether, other than for very short-term emergency stays. This will be facilitated by the opening of our Freeland Close accommodation, which has allowed us to start 2022/23 with only 5 single adults in Bed and Breakfast accommodation; a figure lower than it has been for many years.




## Performance Indicators: Housing, Communications, Licensing and Events Cabinet Portfolio

### Licensing



PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
LPI 117	% Licensing Act 2003 applications determined within 2 months	Higher is better	96.15%	100%	<b>89.15%</b>		Weaker	Due to a high volume of incoming work, as well as the need to respond to new challenges that have arisen due to Covid-19, it was unfortunately not always possible to issue licences within the target 2 months. However, our customers have all been advised whether their application had been successful and made aware that the appropriate authorisation would be issued as soon as possible.  The situation was compounded by various staff absences, however, since 19 April 2022 we have had a fully staffed Team and one of the current priorities is to clear the backlog of cases requiring an authorisation to be issued.	100%
LPI 118	% Gambling Act 2005 applications determined within 2 months	Higher is better	100%	100%	<b>75%</b>		Weaker		100%

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### Housing Advice and Temporary Accommodation

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
LPI 013	Households in Nightly-Paid Temporary Accommodation (not CDC Owned) - All Cases	Aim to Minimise	65	50	<b>41</b>		Better		50
LPI 204a	% Of cases where homelessness is threatened but prevented	Higher is better	59.08%	50%	<b>48.23%</b>		Weaker	Reported figure is an average across 2021/22. The Q4 figure was 58% (green status).	50%
LPI 204b	% Of cases where homelessness is relieved	Higher is better	53.12%	50%	<b>53.81%</b>		Better	Reported figure is an average across 2021/22. The Q4 figure was 68% (green status).	50%

## Housing Standards and Delivery

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 002</b>	Affordable homes enabled by the Council	Higher is better	188	167	<b>203</b>		Better		167
<b>LPI 003</b>	Homes improved with Financial Assistance from the Council	Higher is better	56	50	<b>48</b>		Weaker	Customer requests for help with home improvements have been less frequent this year due to the pandemic. Furthermore, as a result of several lockdowns, non-essential inspections have been very limited, which has directly affected demand for financial assistance.	50

# Cabinet Portfolio: Environment and Chichester Contract Services

## Key Areas of Responsibility

Chichester Contract Services	Environment and Health Protection
<ul style="list-style-type: none"><li>• Waste</li><li>• Cleansing and Recycling Services</li><li>• Grounds Maintenance</li><li>• Cemeteries</li><li>• Parks and Open Spaces</li><li>• Vehicle Workshop and MOTs</li></ul>	<ul style="list-style-type: none"><li>• Environmental Protection (including air quality, dog control and noise pollution)</li><li>• Health Protection</li><li>• Health and Safety (including Business Continuity and Emergency Planning)</li><li>• Environmental Strategy</li><li>• Coastal Protection and Foreshores</li><li>• Building Control</li></ul>

## Chichester Contract Services Division

### Key achievements in 2021/22:

- Despite the challenges presented by the continuing pandemic, the Division was able to maintain a continuous level of service across all its work areas, including kerbside waste collection, street cleaning and parks and gardens.
- In response to the growing challenge of recruiting and retaining qualified HGV drivers, CCS introduced a scheme to train employees wishing to become HGV drivers which has now successfully yielded three home grown drivers and has a further three employees currently in the programme.
- The Parks and Gardens team noticed a significant increase in use of our parks and gardens, beyond pre-covid levels. The Team received good feedback on the general maintenance and appearance of these facilities.
- Our Street Cleaning teams kept the high streets to a very high level of cleanliness making the overall environment as positive as possible for new and repeat visitors.
- The Commercial waste team saw a noticeable increase in new customers during the year. This was partly due to being seen as providing a very flexible and reliable collection service during Covid, as well as winning two large accounts to service WSCC premises (including schools) in both Chichester and Arun as well as the University of Chichester campuses.
- The commercial food waste collection service continued to sign up new customers as lock down came to an end, finishing the year with growing interest in the service.
- The Service continued to keep up to date with DEFRA consultations on proposals set out in the Government's Resources and Waste Strategy for England. These included mandatory food waste collections, increased ownership and responsibility of material producers for the life of their products, deposit return schemes for containers and ways to make waste collections more consistent across the country. The Government response to these consultations is now awaited.
- A composition analysis of domestic waste bins across West Sussex in November 2021 revealed that food waste continues to be the largest contributor to general waste streams. In Chichester District, food accounts for 36.6% of the general waste bin; a 2.7% reduction compared to the previous analysis completed in 2018.
- A new trial service collecting small electricals, textiles and coffee pods launched in July 2021, aiming to divert further waste types from general waste.

### Key Areas of Work for 2022/23:

- Continue to review and monitor the commitments that will be required as part of the new Environment Bill.

- Replacement of a number of Refuse Collection Vehicles, including delivery of our first all-electric units.
- Commence key projects that have been on hold while Covid impacted our operational team, including a new domestic and commercial bin washing service and a bulky bag collection service, adding to the range of commercial services CCS can offer.
- Work will continue on managing the impact of Ash Die Back disease throughout our estate.

## **Environment and Health Protection Division**

### **Environmental Protection (inc. Air Quality, Dog Control and Noise Pollution)**

#### **Key Achievements in 2021/22:**

- Work progressed on the approved Local Cycling and Walking Infrastructure Plan including an exercise to prioritise routes and bring one route forward for a feasibility study.
- A GIS digital mapping layer for cycle routes to inform the Local Plan Review was partially completed.
- Consultation was undertaken for the approved Planning Noise Advice Document, which was subsequently adopted.
- An Electric Vehicle charge point was procured for the staff pool car project.

#### **Key Areas of Work for 2022/23:**

- Continued development of the Local Cycling and Walking Infrastructure Plan.
- Completion of a GIS digital mapping layer showing cycling and walking infrastructure for integration into the Local Plan Revision.
- Integration of air quality guidance into the Local Plan Review.
- Development of actions under the revised Air Quality Action Plan.
- Introduction of two pool cars (one electric) and two electric bikes for staff business/visit use.
- Delivery of enhanced online E-forms for increased online access for Environmental Protection services.
- Expansion of Chichester car club by one vehicle.

## **Health Protection**

#### **Key Achievements in 2021/22:**

- The food inspection programme recommenced, having been put on hold throughout the pandemic. As well as continuing to give Covid advice and with a vastly increased programme, the team were still able to achieve over 600 inspections and work towards clearing the inspection backlog.
- Engaged with over 50 event organisers to ensure they were operating their events in a Covid safe manner.
- Worked alongside Trading Standards to support them and provide intelligence in the implementation of Natasha's Law which focuses on the labelling of allergens for products that are pre-packaged for direct sale.
- Continued to provide support to WSCC Public Health and the UK Health Security Agency in advising businesses on outbreak management, particularly in relation to the Covid pandemic.
- Worked alongside the Food Standards Agency, Sussex Inshore Fisheries Conservation Authority and Sussex Police in investigating the possible illegal harvesting of shellfish in Chichester Harbour.



### **Key Areas of Work for 2022/23:**

- Continue to complete food inspections in line with the Food Standards Agency's Local Authority Recovery Plan.
- Focus our resources in tackling the possible illegal harvesting of shellfish in Chichester Harbour.
- Continue to develop the Commercial Premises app as part of our database to allow officers to carry out tablet-based inspections and to ultimately go paperless, bringing efficiencies to the team in the long term.

## **Environmental Strategy**

### **Key achievements in 2021/22:**

- Delivered the actions due in 2021/22 in the Detailed Climate Emergency Action Plan 2020-2025 and produced the first annual progress report to Council.
- Delivered the first planting season of the Treasury-funded Trees Outside Woodlands Project with over 8,000 trees planted across the district. This includes our free tree scheme for residents, 3 'Miyawaki style' mini urban-forest plots and new trees under the 'Trees in the Farmed Landscape' pilot.
- Completed a baseline survey and project planning phase of the Strategic Wildlife Corridors Project which will deliver biodiversity enhancement to sites within the proposed Wildlife Corridors to increase their resilience to change. This work is funded by the Community Infrastructure Levy.
- Completed procurement for the carbon reduction measures at Westgate leisure centre funded by £1.35m from the Public Sector Decarbonisation Fund.
- Completed feasibility reports for decarbonisation projects across the Council's operational buildings and car parks.

### **Key Areas of Work for 2022/23:**

- Launch additional community engagement events and communication campaigns relating to Climate Change issues.
- Deliver a second planting season for the Trees Outside Woodlands project, including a 50% subsidised tree scheme for householders and landowners in Chichester District.
- Deliver the first year of enhancement works within and adjacent to the Strategic Wildlife Corridors.
- Prepare for the implementation of the new requirements of the Environment Act 2021, including the Biodiversity Net Gain system and preparation of the Local Nature Recovery Strategy.

## **Coastal Protection and Foreshores**

### **Key achievements in 2021/22:**

- Successful delivery of the first year of the Selsey & Wittering Beach Management Plan 2021-26 works, including enhancing existing timber groynes and delivery and placement of 9,000t of shingle recycled from Littlehampton West Beach.
- Successfully secured a grant and commenced work on the Economic Assessment and Implementation Plan for the future of coastal defences in Selsey.
- The Foreshores Service operated in Bracklesham Bay from May to September 2021. During this time, the service completed 10 rescues and attended 23 first aid incidents.
- Existing, failed defences have been removed, and new defences which work with nature have been constructed at East Head, West Wittering. This work has been delivered by the East Head Coastal Issues Advisory Group, which the Council chairs and which includes risk management agencies, regulators, landowners, and local representation.

**Key Areas of Work for 2022/23:**

- Completion of the second year of the Selsey & Wittering Beach Management Plan 2021-26, including further groyne enhancement and beach replenishment.
- Ensure a smooth transition and integration into Coastal Partners, the group of Hampshire Coastal Protection Authorities for the delivery of coastal and land drainage services.
- Completion of the Selsey coastal scheme 'Economic Assessment and Implementation Plan', and completion / submission of a business case for the next steps.
- Provision of the Foreshore Service from April to October 2022.

**Building Control****Key achievements in 2021/22:**

- Whilst a proportion of market share has been diverted to the Private Sector (Approved Inspectors), the Service received 887 Building Regulations applications during the year, compared to 760 for 2020/21.
- Income in 2021/22 was £441,104.98, resulting in a surplus of £33,404.98. This is due to a very busy year and the Council's success in winning business.

**Key Areas of Work for 2022/23:**

- The Service income target has been set at £424,000 for the coming financial year, including a 4% increase in our fees in-line with inflation.

## Performance Indicators: Environment and Chichester Contract Services Cabinet Portfolio



### Contract Services

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
LPI 001	% Graffiti removed within 5 working days	Higher is better	100%	100%	<b>100%</b>		No change		Discontinued
LPI 005	Number of residents using the Garden Recycling Service	Higher is better	19,109	17,500	<b>20,508</b>		Better	Nearly 1,400 new customers joined the Service this year.	20,200
LPI 006	% Fly-tips removed within 3 days	Higher is better	92.88%	90%	<b>94.28%</b>		Better	Reported figure is an average across 2021/22. The Q4 figure was 95.1% (green status).	Discontinued
LPI 191	Residual household waste in Kg per household	Lower is better	470	300 (to end Q3)	<b>323 (to end Q3)</b>		Better	Although COVID continued to impact waste volumes and recycling behaviours, there has been a 9% reduction in general waste compared to last year.  We continue to promote food waste reduction messages and focus on materials which can be diverted from general waste.	1% reduction on final 2021/22 outturn
LPI 192	% Household waste sent for reuse, recycling, and composting	Higher is better	44.5%	47.0%	<b>48.3% (to end Q3)</b>		Better	Year-end estimate outturn is 47% based on Q4 performance being typically lower owing to garden waste seasonal tonnage reductions.	47.0%



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### Environmental Protection



PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
LPI 133a	Number of Industrial Processes with an Environmental Permit that are Audited	Higher is better	17	17	<b>17</b>		No change	The number of inspections varies subject to a guidance driven risk assessment of each premises (i.e., not all premises are audited each year).	15

<b>LPI 135</b>	Number of Private Water Supplies sampled and/or risk assessed	Higher is better	21	22	<b>36</b>		Better		45
<b>LPI 193a</b>	Per capita reduction in CO2 emissions in the LA area	Lower is better	-40.1% (2019)	N/A	<b>TBC</b>		TBC	The 2020 data is expected at the end of June 2022. For 2022/23, this measure will be replaced with 10% emissions reduction targets as per the Climate Emergency Action Plan and the new Corporate Plan.	Replaced

### Health Protection

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 174</b>	% Food premises due for inspection that were carried out	Higher is better	24.21%	100%	<b>78.76%</b>		Better	Although below target, this is a big improvement on last year. The food programme was suspended due to Covid during Q1, and the year began with a considerable backlog. The team and contractors continue work to address this.	100%
<b>LPI 179</b>	% Food businesses broadly compliant with statutory food safety requirements	Higher is better	98.34%	95%	<b>98.18%</b>		Weaker	This result continues to be above target. The Team continue to complete the food programme in line with the Food Standards Agency's Covid-19 Local Authority Recovery Plan.  This PI is discontinued for 2022/23 onwards as it is not included in the new Corporate Plan. Results have consistently exceeded the target since 2014/15.	Discontinued

### Building Control

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>BC MPI 01</b>	Site inspections undertaken within 24 hours	Higher is better	100%	100%	<b>100%</b>		No change		100%
<b>BC MPI 03</b>	Applications determined within 5 weeks	Higher is better	100%	100%	<b>100%</b>		No change		100%

# Cabinet Portfolio: Finance, Corporate Services and Revenues and Benefits

## Key Areas of Responsibility

<b>Business Support</b> <ul style="list-style-type: none"><li>• Electoral Services</li><li>• Land Charges</li><li>• Business Improvement / Corporate Policy</li><li>• Facilities</li><li>• ICT</li><li>• Human Resources</li></ul>	<b>Legal and Democratic Services</b> <ul style="list-style-type: none"><li>• Democratic Services</li><li>• Legal inc. Procurement and Information Management</li></ul>
<b>Financial Services</b> <ul style="list-style-type: none"><li>• Accountancy Services</li><li>• Audit</li></ul>	<b>Revenues and Benefits</b> <ul style="list-style-type: none"><li>• Revenues</li><li>• Business Rates and Benefits</li></ul>
	<b>Customer Services</b>

## Business Support Division

### Electoral Services (including Land Charges)

#### Key Achievements in 2021/22:

- A major planning exercise was undertaken to prepare for West Sussex County Council and Police Crime Commissioner Elections, along with Neighbourhood Plan Referendums and parish by-elections that took place in May 2021. Running these elections amid Covid restrictions presented many challenges including recruitment of staff and ensuring polling stations and counts could be run in a Covid safe manner.
- Several Neighbourhood Planning Referenda and by-elections took place, including a County Council and a District Council by-election.
- The Land Charges Team saw an increase in searches, mainly due to the continuation of the stamp duty holiday for 3 months and the reduction of Covid restrictions.
- The Electoral Services Team successfully delivered the annual canvass.

#### Key Areas of Work for 2022/23:

- Implementation of the new Elections Bill including Voter ID.
- Preparation for the District and Parish Council elections in May 2023.
- Deliver by-elections instigated by casual vacancies and Neighbourhood Planning Referenda as and when they occur.

## Corporate Improvement & Facilities

#### Key achievements in 2021/22:

- A new Corporate Plan for 2022 – 2025 was agreed by the Council in January 2022. The Plan was extensively updated to take account of new challenges and opportunities for Chichester District and includes updated targets and key actions for the Council to deliver.
- Worked with Members to coordinate a service prioritisation exercise as part of the Future Services Framework, ensuring we can set a balanced budget over the medium term by weighing up resources available against discretionary spend areas as well as providing a tool to assess new bids for growth against existing discretionary services.

- Continued to coordinate the Council's efficiencies programme, which remains on target to deliver around £2m of annual revenue savings to support our revenue budget position.
- Produced a new Equalities Strategy that ensures the Council continues to integrate effective diversity and equality practice into everything it does as a locality leader, as a provider and commissioner of services, and as an employer.
- Completed an internal review of all health and safety procedures and processes in the Facilities team.
- Ensured the office environment remained covid-secure during the pandemic and subsequently helped facilitate the safe return to offices post-covid.

#### **Key Areas of Work for 2022/23:**

- Review and refresh the corporate project management processes and guidance notes.
- Review and refresh the corporate equalities guidance to ensure it meets the requirements of the new Equality Strategy.
- Support the Council's Levelling Up bidding process.
- Continue to coordinate the ongoing requirements of the Future Services Framework.

## **ICT**

#### **Key achievements in 2021/22:**

- Maintained remote working capabilities across the council, including updating our Virtual Private Network (VPN), supply of equipment to improve homeworking environments and managing software to support remote working and conferencing facilities.
- Achieved successful re-assessment against our Public Sector Network accreditation, including security validation of our remote working environment.
- Commenced full hourly server backup at our off-site disaster recovery facility.
- Began roll-out of Microsoft 365 which will provide enhanced flexible, collaborative, and secure working environments.

#### **Key Areas of Work for 2022/23:**

- Complete the roll-out of Microsoft 365 for all staff across the council.
- Complete, test and commission the new Disaster Recovery off-site Server facility.
- Support and enable delivery of Chichester Contract Services' Improvement Programme.
- Review and renewal of the corporate telephone system contract.

## **Human Resources**

#### **Key achievements in 2021/22:**

- Prepared and issued guidance to staff/managers regarding a range of policies and staff support issues and collected relevant data from staff relating to Covid. Also contributed to Covid guidance and messaging.
- HR support was provided for the Housing Review, involving full staff and union consultation.
- Led on the introduction of a pay benchmarking system for key posts for all Sussex district and borough councils.
- Updated the Absence Management Policy involving extensive consultation with Unison.
- Introduced a new Occupational Health provider (Health Partners), a salary sacrifice scheme for staff to lease cars with low CO2 emissions and a Shared Cost AVCs salary sacrifice scheme for staff in the Local Government Pension Scheme. All these included contract negotiation, implementation, roll-out and training.

### **Key Areas of Work for 2022/23:**

- Review of how CDC presents and markets itself as an employer, including advertising approaches, use of social media, website content and marketing documents.
- Revising the on-line recruitment process to enable CVs to be accepted as part of a streamlined job application process.
- Benchmark all market supplements currently being paid in preparation for a review in April 2023.
- Revise and update the Stress Management Policy and associated forms.
- Review and update the Workforce Development Strategy.

## **Financial Services Division**

### **Accountancy Services**

#### **Key Achievements in 2021/22:**

- Successfully procured new contracts for the Council's insurance services for the next 3 years with year-on-year efficiency savings of approximately £60,000.
- Streamlined the process for suppliers to apply for registration on the Council's accounts payable system and developed new processes for recording and authorisation of Council credit card expenditure.
- Delivered a Treasury service that generated more than £1.3m to support front line services.
- Achieved key deadlines for completion of the Statutory Accounts and their subsequent audit, whilst also delivering the 2022-23 budget.
- Carried out regular budget monitoring and financial forecasting on expenditure and income, to monitor the continued financial impact of COVID and assess measures taken to reduce the projected budget deficit.
- Completed the continued monthly government budget monitoring returns and compiled information to support the Council's final claim under the Sales, fees, and charges compensation scheme.

#### **Key Areas of Work for 2022/23:**

- Implement a Method of Payment Policy, with the aim of no longer accepting cheques and investigate options to streamline cash collection and processing, to reduce manual processes and improve efficiency.
- Recentralise the procure to pay process into finance to improve the prompt payment of council suppliers.
- Investigate options to externalise printing and posting of invoices and reminders.
- Complete the Council's Statutory Accounts for 2021-22 in preparation for external audit review.

## **Internal Audit and Corporate Investigations**

#### **Key Achievements in 2021/22:**

- 12 audits and 3 follow ups were completed, and 9 key financial systems were tested and reviewed to ensure compliance with procedures and internal controls.
- The annual Empty Home Review resulted in £229,841 of additional revenue for the Council.
- Completion of the investigations linked to the data matches undertaken for the National Fraud Initiative (NFI), including reviewing Single Person Discount and the Council Tax Reduction Scheme.

**Key Areas of Work for 2022/23:**

- Undertake audits and follow up reports as detailed in the plan approved for the year by the Corporate Governance & Audit Committee in March 2022.
- Complete the investigations linked to the 2021-22 bi-annual premium data matches from the NFI exercise, and the Team's annual work plan.

**Legal and Democratic Services Division****Democratic Services****Key Achievements in 2021/22:**

- Facilitated the return to face-to-face Council meetings, in line with progress through the stages of national covid restrictions. An assessment of how hybrid meetings could be achieved, and associated costs was also undertaken.
- Completed a Governance review of meetings and how decisions are made, including their timing and location.
- Training for Members on chairmanship, equalities and scrutiny roles was delivered.
- Established new electronic tree preservation order processes to improve efficiency and transparency.

**Key Areas of Work for 2022/23:**

- Prepare an improved induction process and an accompanying suite of documents.
- Set up hybrid meetings, including updating of physical sound and related equipment.
- Undertake a trial of evening meetings.

**Legal (inc. Procurement and Information Management)****Key Achievements in 2021/22:**

- Enforcement in respect of unauthorised encampments was prioritised and significant litigation through the higher courts undertaken for sites; in particular, Birdham.
- The Council information retention register was updated.
- Complex litigation in such areas as RIPA (Surveillance) work has been undertaken and warrants granted enabling effective enforcement.
- Strategic spend analysis work continued, with several departments spend being combined to achieve savings and other improvements, including the cleaning contracts for all buildings.
- New Contract Standing Orders were adopted, and budget holders trained in their application.
- The procurement area of the intranet was updated to match post European processes.
- Work to embed social and environmental considerations into procurement decision making continued, and the new requirements for contract notifications were implemented.

**Key Areas of Work for 2022/23:**

- Update Council information policies, including for surveillance.
- Update the Register of information processing and create a new register of requests for data sharing.
- Update the Council's standard contract terms.



## **Revenues and Benefits (now part of the Housing, Revenues and Benefits Division)**

### **Key achievements during 2021/22:**

- Continued to administer multiple Business Rate grant schemes and the Test and Trace Support Scheme due to the pandemic.
- Administered the Hardship Fund from April 2021 and paid out £350,000 to residents in receipt of Council Tax Reduction; each resident benefitting from a one-off payment of £150 towards their Council Tax balance. Where residents had balances less than £150, they received the equivalent amount.
- Supported administration of the Household Support Fund through issuing fuel and food vouchers on behalf of WSCC.
- Issued annual Council Tax bills to all households and Business Rates and Business Improvement levy bills to businesses (as applicable).
- Promoted online services regularly to help increase self-service take up.

### **Key Areas of Work for 2022/23:**

- Review of the Council Tax Reduction Scheme, exploring options to ensure the scheme is fit for the future.
- Investigate technology to assist with debt recovery action and to assist residents with income maximisation.
- Complete a review of website content.
- Prepare for the Business Rates Revaluation from April 2023.
- Support residents with ongoing increased living costs through discretionary schemes administered by the Council and signposting residents to other support available externally.

## **Customer Services (now part of the Communities, Customer Services and Wellbeing Division)**

### **Key achievements during 2021/22:**


- The reconfigured Customer Service Centre at East Pallant House opened in June 2021. The new design encourages use of self-serve terminals where possible, with a view to moving more customers to online services, in line with the Council's Channel Shift Strategy and Website Improvement Plan.
- A 4-month pilot of chat bot technology was carried out with analysis completed and submitted to the Digital Working Group.

### **Key Areas of Work for 2022/23:**



- Project manage, in conjunction with ICT, delivery of a new Customer Relationship Management system.
- Working with the Web Team, Public Relations and Service Teams, develop a Customer Experience Improvement Plan, identifying improvements to enhance the customer experience and implementing required changes.

## Performance Indicators: Finance, Corporate Services and Revenues and Benefits Cabinet Portfolio

### Land Charges


PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 48a</b>	% Of all searches carried out within 10 working days	Higher is better	76%	100%	<b>69.1%</b>		Weaker	The Team saw an increase in the volume of searches following the Stamp Duty Relief Scheme, had multiple Covid-19 staff absences and lost a member of staff who retired in December 2021, which all impacted our ability to complete searches within 10 working days. It is worth noting that our average turnaround time for the year was 8 working days.	100%

### Human Resources

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 143</b>	Working Days Lost Due to Sickness Absence	Lower is better	5.46 days	7 days	<b>7.54 days</b>		Weaker	Average sickness days per employee for the period 1.4.21 to 31.3.22 = 7.54 days Long Term Sickness = 4.29 days Short Term Sickness = 3.25 days Recorded sickness levels were suppressed in 2020/21 due to periods of lockdown and enforced working from home. Cases of Covid (confirmed and suspected) were also not recorded in the normal sickness figures. The 2021/22 outturn is back in line with pre Covid levels.	7 days
<b>LPI 289</b>	Quarterly Staff Turnover	Lower is better	1.41%	15.0%	<b>16.61%</b>		Weaker	Local government can be impacted by a lack of flexibility on pay rises (at a time of very high inflation) as these are nationally negotiated. The 1.75% for 21-22 was slow to come through and negotiations for 22-23 are only expected to commence in June 22.	15%


									Local government has been experiencing skills shortages in some professional areas due to insufficient new people coming into these careers and, in some cases, higher paying private sector competition. A range of measures are being introduced to mitigate this.	
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### Financial Services





PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
LPI 156	Creditor invoices paid within 30 days	Higher is better	85.94%	98%	<b>95.98%</b>		Better	Reported figure is an average across 2021/22. The March 2022 result was 96.08% (amber status).  The impact of remote working and necessary changes to procedures during Covid, continued to cause delays in resolving and processing invoices for the teams. The outturn still represents a significant improvement on last year. Proposals have been made to improve performance in the coming financial year.	98%

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### Legal Services

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
LPI 74	% Prosecution proceedings started within ten working days of receiving complete instructions	Higher is better	100%	90%	<b>100%</b>		No change		90%

## Revenues and Benefits

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 004a</b>	Time taken to process new claims for benefits	Lower is better	17.5 days	15 days	<b>14.4 days</b>		Better	Reported figure is an average for Housing Benefit and Council Tax Reduction combined across 2021/22. March 2022 figure was 11.5 days (green status).	15 days
<b>LPI 004b</b>	Time taken to process change events for benefits	Lower is better	5.2 days	7 days	<b>4.9 days</b>		Better	Reported figure is an average for Housing Benefit and Council Tax Reduction combined across 2021/22. March 2022 figure was 2.5 days (green status).	7 days
<b>LPI 140</b>	% Council Tax collected	Higher is better	97.19%	98.2%	<b>97.79%</b>		Better		98.2%
<b>LPI 141</b>	% Non-domestic Rates Collected	Higher is better	95.59%	98.2%	<b>97.12%</b>		Better	<p>Collection has been challenging due to the ongoing pandemic, which saw many businesses close. The Government awarded a mandatory reduction in business rates to some businesses; initially 100% but from 1 July 2021 66% of full rates were payable. This required businesses to be rebilled with new instalments from July 21, the effect of which was to move more gross debit towards the end of the financial year. As some payments were made after the deadline, this has resulted in a reduced collection rate.</p> <p>In addition, some firms remain in financial difficulty and have agreed to repay their business rates over an extended period. These types of arrangements also mean that less is collected in year, which will also suppress the collection rate.</p>	98.2%

## Customer Services

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 011a</b>	% Customer Service Centre enquiries resolved at first point of contact	Higher is better	81.42%	85%	<b>80.42%</b>		Weaker	<p>Reported figure is an average across 2021/22. The March 2022 figure was 80% (red status).</p> <p>Less staff being based in EPH, and an increased rate of staff turnover has impacted first point of resolution rates. Training is completed as quickly as possible for new staff, but it takes at least 6 months to train to a good competency level</p>	85%
<b>LPI 011b</b>	% Calls to the Customer Service Centre that are answered	Higher is better	87.92%	90%	<b>72.92%</b>		Weaker	<p>Reported figure is an average across 2021/22. The March 2022 figure was 81% (red status) with an average staffing level of 89%.</p> <p>Call volumes increased by 16.5% in March due to Council Tax annual bills, new year Housing Benefit Letters and annual waste invoices being sent. Taxation staff assisted with calls at this time. Customers hear information about our online services when waiting.</p> <p>Staff turnover has recently been higher than usual with many internal opportunities secured by Customer Service officers. Training of new staff is assisted by experienced officers and leads to reduced skilled staff on phones. Training continues to be a top priority.</p>	90%

## Cabinet Portfolio: Planning Services

### Key Areas of Responsibility

Development Management	Planning Policy
<ul style="list-style-type: none"><li>• Development Management including for the South Downs National Park Authority</li><li>• Planning Enforcement</li></ul>	<ul style="list-style-type: none"><li>• Local Plan and infrastructure planning</li><li>• Community Infrastructure Levy</li><li>• Neighbourhood Planning</li><li>• Conservation and Design</li></ul>

## Development Management Division

### Development Management

#### Key achievements in 2021/22:

- Terms were agreed for the new Section 101 agency arrangement for provision of a development management service to the South Downs National Park Authority from 1 October 2022 - 2024.
- Major housing-led developments continued to make progress in the Chichester Strategic Development Locations (SDLs). The 'reserved matters' applications have now been approved for all residential areas and the local centre (including school, community building, employment, and retail spaces) on Phase 1 of the Whitehouse Farm SDL.
- Significant progress has been made on acquiring land under compulsory purchase to deliver the Tangmere SDL.
- Over 500 enforcement complaints were dealt with this year and 59 formal Notices were issued.
- Whilst Covid-19 led the courts to allow further time for the occupants of the Birdham Gypsy and Traveller site to vacate the land, officers have continued to drive forward the legal case for compliance with the order of the court.

#### Key Areas of Work for 2022/23:

- Determination of applications (outline and detailed applications) for Tangmere SDLs as well as an outline application for Phase 2 of Whitehouse Farm SDL.
- Continuing to drive forward the process of seeking compliance with enforcement notices at Birdham Gypsy and Traveller site and Crouchlands Farm, Lagoon 3.
- Updating web content, including guidance notes, to better inform customers about the planning process and enforcement of planning controls.

## Planning Policy Division

### Planning Policy (including Local Plan, Infrastructure Planning and Conservation and Design)

#### Key achievements in 2021/22:

- Work on the Local Plan has continued to be progressed, with key steps to be addressed prior to its finalisation identified.
- A revised distribution of development was discussed and agreed informally with Members as a direction of travel and the basis for testing.
- Key documents were published, including evidence on housing and employment needs, retail and town centre uses, an audit of employment land and availability of land.
- Work on transport issues was progressed and work on water quality and freshwater extraction issues was undertaken in partnership with neighbouring authorities, Southern Water, the Environment Agency, and Natural England.









- The Tangmere Compulsory Purchase Order was successfully confirmed.
- Support has continued to be provided to Parishes undertaking neighbourhood plans and neighbourhood plan reviews.
- The Community Infrastructure Levy Team collected £7,133,321 this year of which £619,242 was passed to Parish Councils to spend on projects to support the growth of their areas.
- The Council received an estimated £1,469,013 in contributions due under Section 106 legal agreements related to developments this year. £1,591,422 was spent in supporting provision of affordable housing and community and leisure facilities across the district, together with measures to protect the environment at Chichester & Langstone Harbour and Pagham Harbour.

**Key Areas of Work for 2022/23:**

- Establishing the Local Plan position on key infrastructure (strategic road network, wastewater, water neutrality and education) and documenting it in Statements of Common Ground.
- Submission of the Local Plan for examination, following Regulation 19 consultation.
- Progressing the Gypsy and Traveller Development Plan Document.
- Supporting production of Neighbourhood Plans.
- Completion of programmed Conservation Area Appraisals.

## Performance Indicators: Planning Services Cabinet Portfolio

### Development Management

PI Code	Short Name	Assessment	2020/21 Outturn	2021/22 Target	2021/22 Outturn	Status	Trend - 2021/22 v 2020/21	Commentary	2022/23 Target
<b>LPI 187a</b>	CDC Area - % of planning applications determined in 13 weeks: Major applications	Higher is better	91.48%	60%	<b>73.58%</b>		Weaker		60%
<b>LPI 187b</b>	CDC Area - % of planning applications determined in 8 weeks: Minor applications	Higher is better	80.5%	65%	<b>75.52%</b>		Weaker		65%
<b>LPI 187c</b>	CDC Area - % of planning applications determined in 8 weeks: Other applications	Higher is better	91.09%	80%	<b>82.67%</b>		Weaker		80%
<b>LPI 188a</b>	SDNP Area - % of planning applications determined in 13 weeks: Major applications	Higher is better	100%	60%	<b>100%</b>		No change		60%
<b>LPI 188b</b>	SDNP Area - % of planning applications determined in 8 weeks: Minor applications	Higher is better	84.91%	65%	<b>76.36%</b>		Weaker		65%
<b>LPI 188c</b>	SDNP Area - % of planning applications determined in 8 weeks: Other applications	Higher is better	86.36%	80%	<b>84.8%</b>		Weaker		80%
<b>LPI 124</b>	CDC Area - Planning appeals allowed	Lower is better	24.44%	30%	<b>28.21%</b>		Weaker	Appeals allowed as a % of appeals submitted for CDC area. 11 allowed out of 39 submitted.	30%
<b>LPI 124a</b>	SDNP Area - Planning appeals allowed	Lower is better	35.29%	30%	<b>29.17%</b>		Better	Appeals allowed as a % of appeals submitted for SDNPA area. 7 allowed out of 24 submitted.	30%



**Chichester District Council**

**CABINET**

**5 July 2022**

**Cultural Grants Funding Agreement Extension**

**1. Contacts**

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**Cabinet Member:**

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**2. Recommendation**

- 2.1 To recommend to Council an extension of support of £187,500 for one year (April 2023 to March 2024) be awarded to Chichester Festival Theatre to be funded from the existing revenue budget.**
- 2.2 To recommend to Council an extension of support of £130,000 for one year (April 2023 to March 2024) be awarded to Pallant House Gallery to be funded from the existing revenue budget.**

**3. Background**

- 3.1 In 2016, a formal review of funding for Chichester Festival Theatre (CFT) and Pallant House Gallery (PHG) was initiated to consider the future of the funding arrangements, under the heading of “Cultural Grants”. Recommendations were presented to Overview and Scrutiny Committee in November 2016 and were approved by Cabinet in December 2016.
- 3.2 Annual funding of £187,500 for CFT and £130,000 for PHG for the years 2018 to 2022 was committed. The funding agreements are conditional upon the reporting to the satisfaction of the Council (acting reasonably) on annual activity and the Grantee continuing to receive Arts Council England (ACE) funding for the same period.
- 3.3 On 19 January 2021, Council agreed to a one-year extension to the funding agreements until 31 March 2023 in line with an extension of ACE funding. This enabled the theatre and gallery to continue and extend their work with the local community and targeted groups for the long recovery from the lockdowns as a result of covid-19.

**4. Outcomes to be Achieved**

- 4.1 A joint social and economic impact assessment between CFT, PHG and The Novium Museum was planned during 2020/21 but due to covid this was not progressed at that time. Discussions with both organisations has highlighted that even this year the validity of results from a social and economic impact study are going to be heavily affected by covid. The return of customers is still significantly below pre-covid figures and therefore it is felt that it would be more beneficial to wait for the studies to be completed in 2023/24 to allow for a fuller recovery of operations.
- 4.2 CFT and PHG have just submitted their National Portfolio Organisation (NPO) ACE Funding Application for 2023-26. An initial offer of conditional investment should be announced in October 2022 with a final funding agreement being agreed and signed by February 2023. The continued support from the district council will be favourably considered in ACE's assessment of the NPO funding applications.

## **5. Proposal**

- 5.1 To recommend to Council that a further extension of support for one year be awarded to Chichester Festival Theatre and Pallant House Gallery to be funded from the existing revenue budget.
- 5.2 Complete the joint Social and Economic Impact Assessment early in 2023/24 and understand the ACE NPO Funding allocation for 2023/26 so this information can feed into the Council's funding review of cultural grants.

## **6. Alternatives Considered**

- 6.1 The other option available is not to offer the extension and undertake a full review during 2022-23 of the cultural funding currently being offered by the council to CFT and PHG.
- 6.2 This year however is already a busy time of partnership working with a full programme of events and activities being delivered by all parties to promote the districts Culture and celebrate the organisations anniversaries through Culture Spark.

## **7. Resource and Legal Implications**

- 7.1 The one-year extension to the current funding agreement is a total cost of £317,500. In effect this is a reduction to the support offered to CFT and PHG due to the current inflation levels.

## **8. Consultation**

- 8.1 Consultation has taken place with the Novium Task and Finish Group regarding the timing of the social and economic impact assessment. The options for the cultural grants have been discussed with Leader of the Council and the Cabinet Member for Community Services and Culture.

## **9. Community Impact and Corporate Risks**

- 9.1 Securing funding for an additional year will enable the theatre and gallery to continue and extend the work they do with the local community and targeted groups for the long recovery from the lockdowns as a result of covid-19.

9.2 This extension also allows the findings of the social and economic impact studies to feed into the review of funding and the Council will also know the outcome of the ACE NPO Funding for 2023-26.

9.3 Any impact on funding may restrict the Council's partnership work with the Gallery and Theatre to develop a legacy project as a result of this year's Culture Spark programme.

## 10. Other Implications

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

## 11. Appendices

11.1 None

## 12. Background Papers

12.1 None

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**Chichester District Council**

**CABINET**

**5 July 2022**

**Supporting You – a proposal for a holistic support service for residents in the Chichester district**

**1. Contacts**

**Report Authors:**

**Report Author:**

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**2. Recommendation**

**That Cabinet: -**

- 2.1 Recommends to Council the proposal to create a help and support service for residents facing cumulative problems of financial, debt and other cost of living issues, run as a 2-year pilot with a review built in 6 months after going live and subject to on-going and final evaluation.**
- 2.2 Recommends to Council that £300,000 to come from the General Fund Reserves for staffing and operational costs for up to 2 years.**
- 2.3 Recommends to Council that the further detail including allocation of funding to the various elements of the proposal is delegated to the Divisional Manager Housing, Revenues and Benefits in consultation with the Director of Housing and Communities and Cabinet Members set out in section 1 above.**

**3. Background**

- 3.1 At present residents are required to contact several organisations and Council service teams when they need help, advice or support. Many of the current services can only offer signposting to further services and it becomes apparent that many customers fall out of the system between agencies and services, often not following up on signposting advice. This frequently leads to significant consequences such as deterioration of mental health, homelessness and unmanageable debts.

- 3.2 Given the often-numerous challenges the districts residents are now facing due to the spiralling cost of living the number of households needing help and support will only grow and the consequences of not providing help and support will inevitably place additional demands on public services.
- 3.3 The social prescribing team maintain data and statistics on the approaches they receive for help and support. During 2021/22 a total of 991 client referrals were received and 303 clients approached the team for help with financial or debt issues. The team have signposted these individuals for benefits, money and/or debt advice.
- 3.4 The Revenues and Benefits service introduced an app called 'Telljo' on 1 February 2022 which is used to engage residents who may be experiencing debt issues. So far in 2022 a total of 2,886 questionnaires have been sent, via Telljo, to residents who have missed a payment of council tax. 11% (315) of these were returned and this led to referrals for debt advice, payment arrangements and referrals to utility companies.

#### **4. Proposal**

- 4.1 To provide a holistic in house "Supporting You" team for residents in the Chichester district facing cumulative problems of financial, debt and other cost of living issues, run initially as a 6-month pilot project subject to review and evaluation with the intention of running the project for up to 2 years. The team will also be able to advise and signpost residents on energy tariffs and grants available to make their home more fuel efficient.
- 4.2 This will include working closely with Choose Work as employment can often be part of the solution for some individuals. Where intense debt management support is required individuals will be signposted to relevant organisations. This will also include proactive outreach work at areas identified throughout the district where we feel we can reach out to residents who may be facing problems of financial, debt and other cost of living issues.
- 4.3 The new team will sit within the Housing, Revenues and Benefits Division and will directly report into the Benefits and Systems Support Manager. The new team will work closely with the Communities and Customer Services Division to ensure the overall success of the pilot and to ensure residents who use the service get a seamless customer journey (as much as is reasonably practical). There will be clear links to the Social Prescribing and Wellbeing teams.
- 4.4 A Steering Group is proposed to be set up which includes both internal and external stakeholders to assist with partnership working and will monitor the overall success of the team and customer outcomes.
- 4.5 It is proposed that the new team will commence from October 2022 to enable recruitment to take place and all actions required to set the team up successfully.

#### **5. Resource and Legal Implications**

- 5.1 Some additional resource is required to form this new team and all costs form part of the request for £300k funding. Whilst the bulk of the funding will be for staffing the team part of this funding may be utilised for direct support to residents via Discretionary Housing Payments, or the Homelessness Prevention Fund.

## 6. Consultation

- 6.1 There are plans to engage with key voluntary sector organisations including but not limited to the Selsey Community Help, Voluntary Action for Arun And Chichester, The Department for Works and Pensions, Registered Providers and Citizens Advice in early July.

## 7. Community Impact and Corporate Risks

- 7.1 The primary aim of the proposal is to have a positive community impact and to make a difference to Chichester district residents. However, it should be noted that this proposal is brought to members now in order to get ahead of the anticipated curve and therefore figures for demand are not readily available. This project looks ahead to the demand and needs officers and partners anticipate are coming over the future months based on the economic projections available at the current time.
- 7.2 An important aspect of the scheme is the regular monitoring of outcomes and impacts so that the service can be amended as we learn whilst delivering the service.
- 7.3 There will be an Issues, Decisions and Risks Log which will be reviewed and monitored by the Team Leader.
- 7.4 One of the challenges and potential risks will be to make sure we can recruit an experienced team leader.

## 8. Other Implications

	Yes	No
<b>Crime and Disorder</b>		√
<b>Biodiversity and Climate Change Mitigation</b>		√
<b>Human Rights and Equality Impact</b> This proposal is designed to help those with less life chances and who are experiencing more hardship and have less equality in life than others.	√	
<b>Safeguarding and Early Help</b> It is likely that as the new service will be helping residents with high levels of need and hardship, it is inevitable that the team will need to understand and recognise safeguarding, self-neglect and early help issues. They will need to make appropriate referrals under the West Sussex safeguarding and self-neglect policies.	√	
<b>General Data Protection Regulations (GDPR)</b> This proposal will necessitate officers accessing and handling sensitive and personal data about customers and their finances. Strict protocols and information sharing arrangements will need to be considered and in place to protect all those running and engaging with the service.	√	
<b>Health and Wellbeing</b> This proposal is designed to improve residents' health and wellbeing by assisting them to tackle difficult and challenging financial and other issues.	√	
<b>Other</b> (please specify)		

**9. Appendices**

9.1 None



**Chichester District Council**

**THE CABINET**

**5 July 2022**

**Brick Pavilion, Priory Park, Chichester**

**1. Contacts**

**Report Author:**

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**Cabinet Member:**

Tony Dignum - Cabinet Member for Growth, Place & Regeneration

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**2. Recommendation**

- 2.1 That Cabinet approves the IPPD to undertake a survey and feasibility report for the Brick Pavilion, Priory Park, Chichester.**
- 2.2 That Cabinet approves release of £20,000 from Reserves to fund the survey and feasibility report.**

**3. Background**

- 3.1. The Brick Pavilion in Priory Park is owned by CDC and has been vacant since 2017, save for part of the building being used on a seasonal basis by the Bowls Club for their social space. The building is not listed but is of local historic interest, with features including leaded light windows and a decorative veranda to the front elevation.
- 3.2. The building is considered to be in poor overall condition, with only essential works taking place to ensure safety is maintained. Ongoing issues with anti-social behaviour and vandalism have seen the building targeted with damage to the roof, window boarding and guttering all needing to be addressed.
- 3.3. A range of organisations have expressed interest in the building but this cannot be effectively progressed without robust information on the condition of the building and the options and cost to bring it back to a lettable standard.

**4. Outcomes to be Achieved**

- 4.1 The survey and feasibility report will provide information from which a clear direction for the future of the building can be determined.

**5. Proposal**

- 5.1 Cabinet is asked to approve the IPPD in Appendix one, to engage a firm to undertake a full survey and feasibility report for the Brick Pavilion, Priory Park, Chichester, releasing £20,000 from Reserves to fund this work.

## 6. Alternatives Considered

- 6.1 Not to undertake the survey work. This would result in opportunities for improvements to the building not being brought forward, leading to further deterioration of the asset.
- 6.2 To undertake the survey as part of the wider stock condition survey work planned for all Council owned assets. Given the interest in this particular building, and the ongoing issues with anti-social behaviour and low-level crime around the building, it is recommended that a survey of this building is carried out sooner in order that recommendations can be made at the earliest opportunity.
- 6.3 At the time of writing this report the Brick Pavilion is being considered as part of an application to the Levelling Up round two funding (LUF2). The decision process is expected to take at least 4 months and due to the reasons stated above it is recommended that the survey is carried out before the outcome of the LUF2 process, the work from the survey will assist the delivery of the project if the LUF2 application is successful.

## 7. Resource and Legal Implications

- 7.1 There are adequate resources within the Estates team to manage the proposed project. A procurement process will be undertaken to provide the support to the project, using the £20,000 as requested.

## 8. Consultation

- 8.1 The building was considered by the Priory Park Task & Finish Group and the subsequent report to Cabinet from that Group resolved that officers would continue to explore a community of commercial use for the building.
- 8.2 There have been a number of enquiries about the building from both community groups and businesses, with officers noting the interest pending the work proposed in the IPPD.

## 9. Community Impact and Corporate Risks

- 9.1 The building is in poor condition and doing nothing brings with it a risk of further vandalism and damage, resulting in additional cost to rectify.
- 9.2 There is wide community interest in the building and doing nothing could bring a reputational risk in not addressing the issues with the building to enable it to be brought back into use.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b>		X
<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding and Early Help</b>		X

<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b>		X
<b>Other</b> (please specify)		X

## **11. Appendix**

11.1 Appendix 1 – Initial Project Proposal Document

## **12. Background Papers**

12.1 None.

# Project Documentation - Initial Project Proposal Document

## Project: Brick Pavilion, Priory Park

**Author:** Vicki McKay – Divisional Manager, Property & Growth

### 1. Purpose of Document

The purpose of this document is to set out the options for the Brick Pavilion in Priory Park.

### 2. Project Description

This document sets out the various options for the Brick Pavilion in Priory Park, which is currently vacant and in a poor condition. The overall objective is to set a clear direction for the future of the building.

### 3 Background

The Brick Pavilion has remained vacant since the lease to the Cricket & Hockey Club expired in 2017. Since then, part of the building has been used on a seasonal basis by the Bowls Club for their social space.

The building comprises two main parts, the original two storey brick built structure with decorative veranda to the front elevation and leaded light windows, plus a more modern single storey brick extension to the north side. In total, the building provides approximately 300 square metres of floor space. Its current condition is considered to be poor, with only essential works having taken place to ensure safety is maintained. Ongoing issues with anti-social behaviour have seen the building targeted with damage to the roof, window boarding and guttering all needing to be addressed. The building is not listed, or locally listed, but is of local historic interest.

With both the Cricket and Bowls clubs not wishing to take a lease of the Brick Pavilion and a café now provided elsewhere in the park, there is no real scope to secure an occupier from existing users of the park.

The Estates team have been contacted by a range of organisations expressing an interest in the building but none of that interest has progressed beyond the early stages. Those expressing interest more recently have been advised that the options for the building are being considered before any particular route progressed.

### 4 Options

- Do nothing  
This is not an option, given the repair work needed to the building and the concerns raised around the anti-social behaviour in the immediate vicinity.

- Demolish  
The building is not listed and as such demolition could be considered. This would provide additional space to be returned to open park and would address the issue with anti-social behaviour by improving open sight lines and visibility across this corner of the park. Whilst demolition and making good costs are estimated to be in the region of £70,000 (excluding any abnormal asbestos removal costs), the ongoing cost liability would be limited to maintenance of park/landscaping.

A proposal to demolish is likely to be met with potentially significant objection from Members, park users and local residents; there may also be concerns from a planning/conservation perspective.

- Seek occupier to undertake works required in return for a rent free period  
This option would place the cost burden of the repair/refurbishment work onto the subsequent occupier, with the Council contributing perhaps the ARP funds to the overall cost.

Whilst saving the 'up front' expenditure, there would be a significantly reduced rental stream as a result of an occupier funding the work. This option is more usually found in lettings where much less significant works are required, or where an occupier needs a particular form of fit out.

- Seek commercial occupier(s)  
This type of occupier would lease the building for market rent, subject to any planning permission needed for the intended use. Although options are limited due to the location and opening hours of the park, there could be potential for artist/creatives/office uses.

To date, there has been little interest from these sectors, although a more recent enquiry suggests new activity in this area, particularly from the creatives sector.

- Seek community group occupier(s)  
This type of occupier will be unable to pay market rent and their occupation would be dependent on securing a concessionary rent. An alternative could be for a Council service area (or third-party organisation) to manage the short-term hiring of space in the building, in a similar way to facilities at the New Park Centre, and Graylingwell CCDDT as examples.

This option would not generate a monetary 'return' for the Council but could help deliver against other corporate objectives, whilst bringing additional visitors to the park. Given the size of the building, it is more likely that multiple community groups would look to use the space, which would need managing. The cost of this management has not been reflected in this report.

In addition, consideration would need to be given to other similar facilities to ensure there is sufficient demand to warrant offering another community space. Current discussions with the Cricket Club for a lease of the White Pavilion in Priory Park also include proposals for them to manage the hiring of that space to community groups

## 5 Timescales

On the basis that the demolition option is not taken forward, the anticipated process to bring the building back into use will include the following steps: -

1. Full condition survey of the building together with costing of works required to bring the premises to a lettable standard.
2. Procurement of main contractor/project team to undertake works required.
3. Seek approval for funding for works required and complete as an Estates led project.
4. Agree target type(s) of occupier(s).
5. Marketing plus negotiation/agreement of lease terms.

It is proposed that a fully costed feasibility report is procured by early Summer with completion of that work expected by the end of July. This will enable further consideration of the remaining steps as set out above.

## 6 Project Costs and Resources

	Costs (£)	Source
One-Off	£20,000 (estimate for fully costed feasibility report)	Reserves
	£200,000 – £250,000 (estimate for remedial works)	ARP £150,000 Reserves £50,000 – £100,000
Revenue	£20,000 per annum (estimate)	Potential rental once refurbished.
	£3,500 - £5,000 per annum (estimate)	Lower end figure based on community use with hiring/concessionary rent.  Higher end figure based on commercial letting of whole building.
Savings	Potential repair and maintenance and NNDR savings, depending on type of occupier. Current NNDR	

	payable is approximately £3,500 per annum.	
Services to be involved in the project delivery	Property and Growth, CCS, Culture & Sport, plus the appointment of external consultants in connection with refurbishment works.	

## 7. Benefits vs. Cost

Bringing the building back to a lettable standard will require significant expenditure, with limited potential for any commercial 'payback'. Even if a commercial occupier was secured, the estimated annual rent would take over 12 years to cover the estimated £250,000 cost to bring the building back into use. In current market conditions, even the strongest occupier covenants are only committing to lease terms of around 5 years certain. A commercial occupier is also likely to seek a rent free period to undertake their own fit-out and/or modifications to suit their use.

Carrying out the refurbishment of the building could bring a number of non-financial benefits, including: -

- Potential to create/provide jobs connected with the use of the building
- Opportunity for local businesses and/or the visitor economy
- Supporting the local cultural offer
- Improving this area of the park, which has suffered from anti-social behaviour

## 8. Identify Risks

The risk of doing nothing is a continued deterioration in the condition of the building, leading to increased costs associated with emergency repairs to ensure the building is safe. An empty and boarded up building is likely to continue to attract anti-social behaviour and there is a small risk that could escalate to more serious incidents such as breaking in or arson.

There is a risk that no occupier is secured for the building, resulting in a significant level of expenditure having been made against an empty asset. This risk could be mitigated by seeking to secure firm interest before committing to the full refurbishment works.

Ongoing repair and maintenance costs may remain with the Council if the building is retained for community use(s). These would be quantified once the refurbishment work was completed, to develop a planned programme.

There is cost risk associated with unknown elements – until a full survey is carried out and ground conditions understood the cost of the works cannot be fully assessed. Current market conditions are showing rising prices for materials and labour, so there may be abnormal cost inflation to account for depending on the timing of the tender exercise.



**Chichester District Council**

**THE CABINET**

**5 July 2022**

**Chichester Business Improvement District Articles of Association**

**1. Contacts**

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**2. Recommendation**

- 2.1 That Cabinet approves the Council representation on the Chichester Business Improvement District (CBID) Board be changed from a director role to that of invitee to each board meeting.**

**3. Background**

- 3.1. Chichester Business Improvement District have recently undertaken a review of their Articles of Association. This review has included consideration of the number of current BID Board directors and their designation. Whilst there is no requirement in the BID regulations for local authorities to have a seat on the BID Board, or even for them to be involved, CDC Member representation has been present on the Board since its inception, along with Officer representation in the form of an observer (currently the Divisional Manager for Place).
- 3.2. Currently the BID Board has eleven directors (two of which being local authorities – CDC and Chichester City Council). Given that there are two directors from local authorities there is a risk that the company could become a regulated company if those directors carry more than 20% of the voting rights, hence the need for nine other directors. At each board meeting the BID has to ensure that it has eleven directors present in order to be quorate. There is a lower quorum if only one local authority director is present, but there is rarely a full house of directors at the meeting, which means that achieving quorum could be challenging if both local authority Board directors are present.
- 3.3 As part of the consideration of the Articles of Association, the legal officer working on behalf of the BID has proposed that the local authorities (Chichester District Council and Chichester City Council) are asked if they would be prepared to switch to being invitees to the board meetings as opposed to directors. This would allow the BID to operate with a smaller board, but with the local authorities as invitees at each board meeting. (The legal officer is proposing that this position is by way of a standing invitation written into the articles of association). He considers the local authorities would still be present and fully involved, but would not have a vote, which would result in an easier

process for the BID to achieve quorate meetings. It has been suggested that CDC would still have officer representation on the Board in the form of an Observer.

#### 4. Outcomes to be Achieved

- 4.1 To maintain an efficient governance system at Chichester BID, whilst continuing to have direct communication with the BID Board and ensure strategic awareness between the two bodies.

#### 5. Proposal

- 5.1 Cabinet is asked to note the BID's review of their articles and agree the proposal to change from being a director on the board to being an invitee with no voting rights.

#### 6. Alternatives Considered

- 6.1 Not to agree to the proposal. However, this would not assist the BID as one of CDC's key partner organisations. Additional consideration was given by the BID to alternating the BID seat on the board between the two local authority representatives, but this was seen to be difficult to manage.

#### 7. Resource and Legal Implications

- 7.1 There is no legal requirement for a local authority Member to have a seat on the board of a Business Improvement District. Inviting a Member to attend BID board meetings along with Officer representation from CDC will assist with maintaining the level of engagement between CDC and the BID. No additional resources are required.

#### 8. Consultation

- 8.1 Consultation was undertaken on this proposal with CDC from the Chairman of the BID. The Chairman of Chichester BID is also consulting with Chichester City Council on the matter.

#### 9. Community Impact and Corporate Risks

- 9.1 Risk that the links between the BID and CDC are weakened as a result of the proposal, however it is considered that Member and Officer invitation to the BID board will assist with maintaining the working arrangements, alongside the additional meetings which are held between Officers and the BID Officers on an ongoing basis.

#### 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b>		X
<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding and Early Help</b>		x
<b>General Data Protection Regulations (GDPR)</b>		x

<b>Health and Wellbeing</b>		X
<b>Other</b> (please specify)		x

## 11. Appendix

11.1 None

## 12. Background Papers

12.1 None.

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**Chichester District Council**

**CABINET**

**5 July 2022**

**Chichester Contract Service: Planning for kerbside food waste collection**

**1. Contacts**

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Cabinet Member for the Environment and Chichester Contract Services

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**2. Recommendations**

- 2.1. Cabinet resolves that planning work should commence for the implementation of domestic kerbside food waste collections.**
- 2.2. That Cabinet resolves that up to £22,500 can be released from reserves to support 2.1 above**

**3. Background**

- 3.1. The new Environment Act that passed in 2021 will set legally binding long-term environmental targets in key environmental areas in particular in resource and waste reduction. The Government's Resource and Waste Strategy identified the potential roadmap for the waste industry to make a step change in effective waste or resource management within England and the subsequent Government consultations that have been issued provide an indication as to the actions both waste collection and waste disposal authorities will be required to take in the following years.
- 3.2. A consistent theme and direction the Government have made over the last 2-3 years is the objective to make weekly domestic food kerbside collection mandatory, although it should be noted this has not yet been formally confirmed.
- 3.3. Just over 50% of local authorities in the UK currently provide this service to their residents; and these local authorities, on average, have much higher recycling rates than those who do not.
- 3.4. In the early documentation from Government a target date to implement the service was 2023, although it is recognised this date is now unachievable by

waste disposal and waste collection authorities alike, with a likely date now being 2024 onwards.

- 3.5. It is anticipated that when Government mandate the service provision and importantly confirm if any potential funding will be made available, many local authorities will commence planning for the implementation of the service. With such a large increase in demand, the supply chain for equipment required for the service may well be over-stretched leading to higher prices and extended deliveries.
- 3.6. In 2019, Eunomia, on behalf of WSCC, conducted a full costed review for food collection and disposal across all seven District and Boroughs (D and B). This review used many assumptions and costs relevant in 2019 and provided a good indication of the capital and revenue costs that each D and B incur in collecting food waste. Over the last 3 years the general environmental awareness has increased across the UK and food collection data has shown an increase in both capture rates (Kg per household) and participation rates (% of households actively using the service). In addition, other operational cost assumptions have also significantly changed such as fuel, labour, and equipment. from recent trials. Using funds from WRAP (Waste and Resources Action Plan) a refresh of this review is being commissioned, which will provide CDC will more up to date top level data than the 2019 report.
- 3.7. The same report provided an indication of the different impacts (cost, recycling % etc) for a two weekly collection of Dry Mixed Recycling (DMR) and residual waste with a weekly collection of food waste (defined as a 2:2:1 system) as well as a three weekly collection pf residual waste. two weekly collection of DMR and weekly food waste collections (defined as a 3:2:1 system)
- 3.8. Following COVID 19, the route optimisation work for CSS existing rounds is progressing well, with a full set of baseline data now entered into the software. It is expected that that system will be able to provide more detailed operational considerations than the Eunomia work mentioned above. This will require a separate project be undertaken to model options for food collection rounds, using different sized vehicles and crew sizes.
- 3.9. A key consideration in deciding the 'go live' date of food waste collections will be to have greater clarity on the implementation tasks and the time to undertake these. In addition, it would be useful to understand the advantages and disadvantages of potentially different options of implementation such as a phased or 'big bang' approach.
- 3.10. Government documentation has also indicated that commercial food waste will also be the subject of new regulations, with all food waste generating businesses (cafes. restaurants, pubs etc) required to have a food waste collection.

#### **4. Outcomes to be achieved**

- 4.1. Provide greater clarity on the impacts and opportunities of implementing a food waste collection service for the residents of CDC, that will support any

future decision in respect of its implementation. In order to do so the following will be developed; -

- (a) Update of Eunomia model using current data to identify total system costs for the implementation of a kerbside food waste collection service.
- (b) Development of more detailed operational plans to identify different delivery model options for consideration.
- (c) Development of implementation timescales, from formal approval to proceed to commencement of service provision.
- (d) Identification of key risks and issues that would be associated with the introduction of a food waste collection service.
- (e) Identification of waste disposal requirements from WSCC
- (f) Identification of any potential opportunities for the growth of commercial food waste collections.

## **5. Proposal**

- 5.1. In conjunction with WRAP, commission Eunomia to update the basis of the 2019 report with current data. The first update will be funded by WRAP, subsequent and follow up clarifications may be required which will be funded by CDC, up to a maximum of £5,000
- 5.2. In conjunction with the route optimisation provider to develop operational delivery options using different vehicle and crew size assumption at an estimated cost of £7,500
- 5.3. In conjunction with procurement framework providers and suppliers to ascertain the current market position of key externally sourced equipment such as vehicles and food waste bins.
- 5.4. Review best practice from other Local Authorities who are already collecting food waste to identify different approaches and identify key learning points in the implementation and operation of food waste collections.
- 5.5. Prepare the formal report for presentation to Audit and Scrutiny committee and then to Cabinet in September / October 2023. Additional support for the Divisional Manager may be required (if suitable options are available), estimated at circa £10,000

## **6. Alternatives that have been considered**

- 6.1. Planning can be delayed until the formal publication of the Governments intentions, although it is considered prudent that members are made aware of the implications of food waste collections in the short term, to be best placed to fully consider the implications when making any future decisions.

## 7. Resource and legal implications

- 7.1. Release of up to £22,500 from reserves, to fund the additional costs identified in 5.1, 5.2 and 5.5 above. (if required)
- 7.2. During the preparation of the report more clarity from the Government may be released which will need to be taken into consideration prior to completion and issue.

## 8. Consultation

- 8.1. No formal consultations are required for the completion of the report.

## 9. Other Implications

<b>Crime &amp; Disorder:</b>	None
<b>Climate Change:</b>	Whilst there are no implications for the preparation of the report, if approval is subsequently provided there will be a positive environmental impact .
<b>Human Rights and Equality Impact:</b>	None
<b>Safeguarding:</b>	None

## 10. Appendix

- 10.1 None included



**Chichester District Council**

**CABINET**

**5 JULY 2022**

**Review of Character Appraisal and Management Proposals for  
Westbourne Conservation Area**

**1. Contacts**

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**2. Executive Summary**

This report seeks approval of the revised conservation area character appraisal and management proposals for Westbourne Conservation Area and changes to the conservation area boundary to include Westbourne Cemetery.

**3. Recommendations**

- 3.1. That the revised Character Appraisal and Management Proposals for Westbourne Conservation Area, attached at Appendix 1 to this report, be approved as a material consideration in relevant planning decisions.**
- 3.2. That the recommended changes to the Westbourne conservation area boundary as shown on the draft map on page 40 of the revised Character Appraisal and Management Proposals, attached at Appendix 1 to this report, be approved.**
- 3.3. That the proposed responses to representations, attached at Appendix 2, to this report, be approved.**

**4. Background**

- 4.1. The Council has a duty under present legislation to designate those areas of Chichester District, outside of the South Downs National Park, considered to have outstanding architectural or historic interest as conservation areas and keep those designations under review.
- 4.2. The original Conservation Area Character Appraisal for Westbourne was published in March 2007. Historic England's guidance recommends that conservation area appraisals should be subject to review to ensure that they are up to date and relevant as planning policy documents. The more up-to-date an appraisal is the greater the weight that can be attached to it, for example at planning appeals.

- 4.3. As part of the Council's duty to review Conservation Areas and in accordance with its Historic Environment Strategy; consideration also needs to be given as to whether the addition of further planning controls in the form of Article 4 Directions are an appropriate tool to form part of the management proposals. Since the last review of Westbourne was undertaken in 2016 the overall quality of the townscape and of individual buildings in general has improved. In terms of potential harm normally covered by Article 4 Directions, such as windows, chimneys, front boundary walls; better design choices in general already are being made, without the need for Article 4 Directions. There is no reason to suspect that trend will not continue, and therefore an Article 4 Direction is not warranted at this time.

## **5. Outcomes to be achieved**

- 5.1. Up-to-date Conservation Area Character Appraisal documents provide a sound basis for protecting the character of conservation areas and give greater confidence in decision making. They also provide a useful evidence base that will be available to local communities who wish to take forward their own proposals such as Neighbourhood Plans.

## **6. Proposal**

- 6.1. The appraisal has been reviewed in compliance with the National Planning Policy Framework (NPPF) and in accordance with guidance contained in Historic England advice note 1: Conservation Area Designation, Appraisal and Management (Second Edition February 2019). The consultation draft of the revised appraisal document is available on the councils website and is listed under background documents in section 13. Further changes have been made following public consultation and a full list of these change is annotated against the responses received. The final post-consultation version of the document being recommended for approval is attached at Appendix 1.
- 6.2. As part of the appraisal process, the existing conservation area boundary was reviewed and the suggestion to include the area of the Westbourne Cemetery was proposed. The cemetery is proposed for inclusion for its clear historic link and relationship with the historic settlement of Westbourne. It represents a characterful open space with interesting and high quality architecture, planting and means of enclosure.
- 6.3. The suggested boundary change was included in the public consultation document and is now recommended, as amended, to the Cabinet for approval.
- 6.4. Details of the proposed boundary changes including justification for the proposed changes are included within the appraisal document on pages 29 and 30.
- 6.5. Once approved by the Council, the revised conservation area character appraisal will replace the existing appraisal document and be used as a material consideration in planning decisions. If approved, the boundary changes will be implemented in accordance with statutory procedures including advertisement in the local press and London Gazette.

- 6.6. This report seeks approval of the revised appraisal document for Westbourne Conservation Area and for the implementation of the recommendations in respect of proposed changes to the conservation area boundary.

## **7. Alternatives Considered**

- 7.1. The alternative would be to rely on the existing appraisal document and issue errata sheets to cover any inaccuracies within it. As a result, the existing appraisal document would gradually become increasingly out-of-date which could weaken the Council's case in defending against inappropriate proposals that could potentially harm the character of the conservation area.

## **8. Resource and Legal Implications**

- 8.1. The review of the appraisal has been undertaken in-house by existing staff. Costs accrued were in relation to advertising the conservation area consultation and legal resources which were met from existing budgets.
- 8.2. The Planning (Listed Buildings and Conservation Areas) Act 1990 imposes duties on local planning authorities to designate Conservation Areas and from time to time to formulate and publish proposals for their preservation and enhancement.

## **9. Consultation**

- 9.1. The preparation of the documents involved area surveys including an initial walkabout with the Ward Member for Westbourne and representatives of the Joint Burial Committee. Further detailed surveys of the wider conservation area were conducted by the Conservation and Design team.
- 9.2. The draft appraisal and management proposals and recommendations for modification of the existing conservation area boundary were the subject of public consultation between 22 March and 22 April 2022. The appraisal document was made available on the Council's website alongside promotion on the Council's social media channels. Copies of the appraisal document were sent to a list of key consultees and local stakeholders. Hard copies were made available at St John the Baptist Church and Westbourne Parish Hall. Representations were made by e-mail and letter to the Conservation and Design Team.
- 9.3. Several changes to the documents have been made in response to the representations received. Details of the representations received, the responses to them and changes made to the document as a result are included at Appendix 2 to this report.

## **10. Community Impact and Corporate Risks**

- 10.1. The main implications arising from this report and potential risks to the Council achieving its objectives are assessed to be as follows:-
  - a) Positive (Opportunities/Benefits): Delivery of corporate objectives; raise the quality of development in the rural areas; meet statutory obligations in relation to conservation area management.

- b) Negative (Threats): Raised expectations, as whilst the appraisal will be a material consideration in the development management process, it is not a 'rulebook' for development and each application will have to be considered on its own merits.

## 11. Other Implications

	Yes	No
<b>Crime and Disorder</b>		√
<b>Biodiversity and Climate Change Mitigation</b>		√
<b>Human Rights and Equality Impact</b>		√
<b>Safeguarding and Early Help</b>		√
<b>General Data Protection Regulations (GDPR)</b>		√
<b>Health and Wellbeing</b>		√
<b>Other (please specify)</b>		√

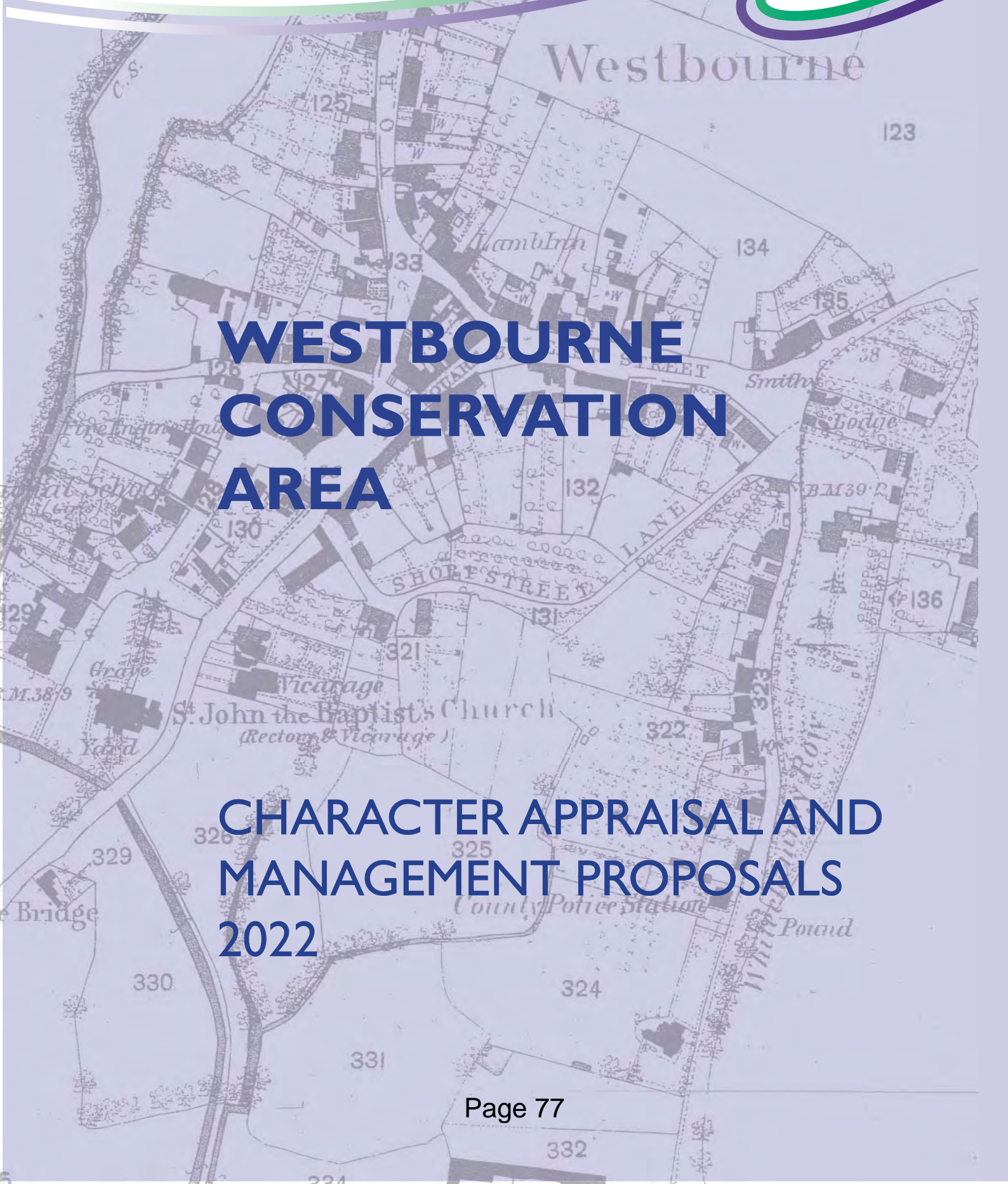
## 12. Appendices

- 12.1. Appendix 1 - Revised Character Appraisal and Management Proposals for the Westbourne Conservation Area.
- 12.2. Appendix 2 - Proposed Council responses to representations following public consultation.

## 13. Background Documents

Pre consultation draft of Westbourne Conservation Area Character Appraisal available at

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

A detailed historical map of the Westbourne area, showing streets, buildings, and landmarks. The map is overlaid with a semi-transparent blue and purple wave graphic at the top. The title 'Westbourne' is written in a large, serif font at the top center of the map area. Various street names like 'Shop Street', 'Lamb Inn', and 'Smiths' are visible. Landmarks such as 'St. John the Baptist's Church' and 'County Police Station' are also marked.

# WESTBOURNE CONSERVATION AREA

## CHARACTER APPRAISAL AND MANAGEMENT PROPOSALS 2022



## PART I WESTBOURNE CONSERVATION AREA CHARACTER APPRAISAL

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## I INTRODUCTION

### I.1 WHY A CHARACTER APPRAISAL IS NEEDED

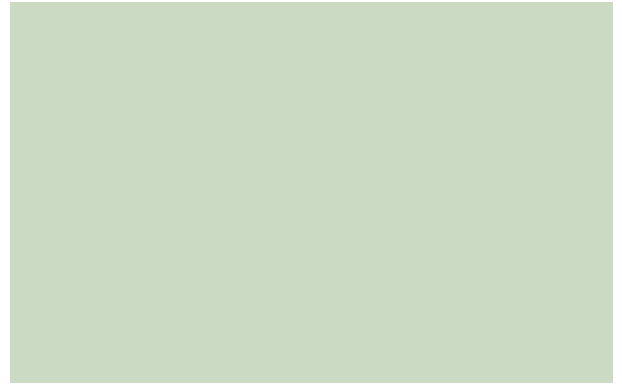
Local authorities are required by law to preserve or enhance their conservation areas and part of that process is the production of a character appraisal to explain what is important about the area.

Part 1 of this document defines the key elements that contribute to the special historic and architectural interest of the Westbourne Conservation Area, and identifies features that might be improved. Part 2, the Management Proposals, sets out a programme for further work, based on the issues identified in Part 1. This process involves a thorough review of the existing conservation area boundary and provides a number of suggestions for change.

### I.2 SUMMARY OF KEY CHARACTERISTICS

The Character Appraisal concludes that the key characteristics of the conservation area are:

- Large linear settlement pattern encompassing the former mill and mill pond, various residential streets, and the village centre, with its shops and other facilities;
- The open farmland and countryside that form the setting of the historic settlement
- The historic Westbourne Cemetery set deliberately distant from the main settlement
- River Ems and its various mill leats and ponds
- North Street is a winding, mainly residential, road connecting the village centre to Westbourne Mill and Commonsides;
- Westbourne House is a fine 18<sup>th</sup> century house and is listed at grade II\*;
- High concentration of listed buildings in the village centre around The Square and St John the Baptist's Church (listed grade I);
- The church occupies a focal position on Westbourne Road, and its churchyard is notable for the ancient yews which face Church Road;
- East Street and Foxbury Lane lead out of the village centre and have a number of prestigious listed houses including Mile End House, dating to the 18<sup>th</sup> century and listed grade II;
- White Chimney Row is a quite separate winding lane with many early listed buildings on the west side, and two substantial gentry houses (Westbourne Court and The Lawn) somewhat concealed by high walls and planting on the east;
- Varied materials including flint, brick, thatch and clay roof tiles;
- Five distinct "Character Areas" as detailed in Chapter 4.



*St John the Baptist's Church*



*White Chimney Row*



## 2 LOCATION AND LANDSCAPE SETTING

### 2.1 LOCATION

Westbourne is located on the western extremity of Chichester District and the West Sussex/Hampshire boundary actually follows the course of the River Ems for some distance. The A27(T), the modern replacement for the historic coastal road (now the A259) which connected Portsmouth to Chichester, is less than one kilometre to the south. Emsworth lies about four kilometres beyond this, marking one of the channels of Chichester Harbour.

### 2.2 TOPOGRAPHY

Westbourne lies on the flattish coastal plain which marks the boundary between the South Downs and the English Channel. The immediate surroundings are notable for the meandering river Ems which has been canalised to create mill leats and mill ponds. The settlement is just above the 10 metre contour but almost immediately to the north the land rises to around 45 metres.

### 2.3 RELATIONSHIP OF THE CONSERVATION AREA TO ITS SURROUNDINGS

Westbourne is only 2km from the harbour in Emsworth and is close to other coastal settlements which have for centuries relied for their prosperity on the safe harbours created by the various inlets of Chichester Harbour. The turnpike road which connects these settlements (the modern A259) is a major feature, although this has now been eclipsed by the very busy A27(T). Areas of open ground (Strategic Gaps) have been left between these villages and towns so that Westbourne is separated from Emsworth in the south, Havant in the west, and Southbourne in the south-east by flat, open fields. To the north, the land rises to Southleigh Forest and the forests and lands associated with Stansted House, with Rowlands Castle beyond. There are no towns or villages to the immediate north-east, which is characterised by rolling countryside with small farms, areas of woodland and the historic Westbourne Cemetery.

### 2.4 GEOLOGY

Westbourne lies close to the South Downs which provided chalk for lime and flints for building. The village itself lies on extensive deposits of clay, brick earth and alluvial material associated with the two streams. The brick earth provided the raw material for brick-making and names like "Brick Kiln Ponds" to the immediate north of the village confirm that this was an important local industry. Otherwise, the local soils are suitable for agricultural purposes, and around Westbourne there are still a number of farms (Chantry Farm, Lumley Farm, and to the north, Monk's Farm and Valley Farm) that confirm the importance of agriculture to the local economy.



*Non designated heritage assets in North Street*



*The River Ems north of Westbourne, one of only 200 chalk streams in the world*



*The area around Westbourne is generally flat (River Street)*



*The Westbourne Cemetery*



## 2.5 BIODIVERSITY

Westbourne is situated in the middle of agricultural land that has been extensively farmed for many centuries. The fields are used for both arable farming and grazing, and tend to be regularly shaped, suggesting that their form results from the planned enclosures which took place between 1818 and 1823. The area was once important for watercress farming, largely using artificially-made ponds and streams. Large areas of forest to the north provide a haven for wild life. A *Site of Special Nature Conservation Importance* lies between River Street and Foxbury Lane along the line of the river Ems. In addition there are several Local Wildlife Sites in the local area and it is a significant Biodiversity Opportunity Area (although this is due to be replaced by a Nature Recovery Network). The emerging Chichester Local Plan 2035 also proposes a Strategic Wildlife Corridor which covers much of the local area. Locally identified bat, water vole, barn owl and dormouse networks are identified in the local area and these are used to inform the development of Neighborhood Plans as well as the new Strategic Wildlife Corridor. Westbourne lies a few kilometres to the north of the Chichester Harbour Area of Outstanding Natural Beauty (AONB), which includes many further areas of special nature conservation.



*Flint and brick are important local building materials*



*A mill leat goes through Old Rectory Close*





### 3 HISTORIC DEVELOPMENT AND ARCHAEOLOGY

#### 3.1 HISTORICAL DEVELOPMENT

The name *Westbourne* reflects the fact that the river Ems, originally referred to as *The Bourne*, forms part of the western boundary to the parish as well as the boundary between Hampshire and West Sussex. The village itself is large and irregularly laid out, the plan form largely dictated by the course of the river Ems and its various mill leats and mill ponds.

In the 11<sup>th</sup> century Westbourne was owned by Godwin, Earl of Kent, and father of King Harold. After the Norman Conquest, Bourne, as Westbourne was then known, was one of several manors bestowed by William the Conqueror on his friend and relative, Roger de Montgomery, the first Earl of Arundel. It then passed to Robert de Belesme, the king's commander-in-chief. However, after unsuccessfully rebelling against Henry I in 1102, all of de Belesme's estates were confiscated and Westbourne remained directly under the king's charge until 1135, when on his death he left it to his wife, Queen Adeliz. A few years later she was remarried to William de Albin who was appointed the Earl of Arundel. A close ally of King Henry II, he and his descendants held on to Bourne until 1579 when Henry, the last of the FitzAlan Earls of Arundel, died. Subsequently, the adjoining manors of Stansted and Westbourne passed to John Lord Lumley and remained in the Lumley's possession for over two centuries. In



*St John the Baptist's Church*



*River Ems / millpond (off River Street)*

In 1781 Stansted was bought by the Indian nabob, Richard Barwell. Despite his eulogistic memorial in Westbourne's church he was very unpopular, acquiring his fortune by dubious means and denying access to parts of the estate that had previously been open to the public. Other prominent characters to have owned the manors of Stansted and Westbourne include Lewis Way, noted for founding the Society for Promoting Christianity among the Jews, Charles Dixon, a wine merchant from London, and the Wilder family, who were living at Stansted at the turn of the 20<sup>th</sup> century when the house was badly damaged by fire destroying most of its contents and records. Throughout history, the relationship between Stansted and Westbourne has been significant, not just in terms of church benefactions, but also in providing local people with agricultural work and housing.

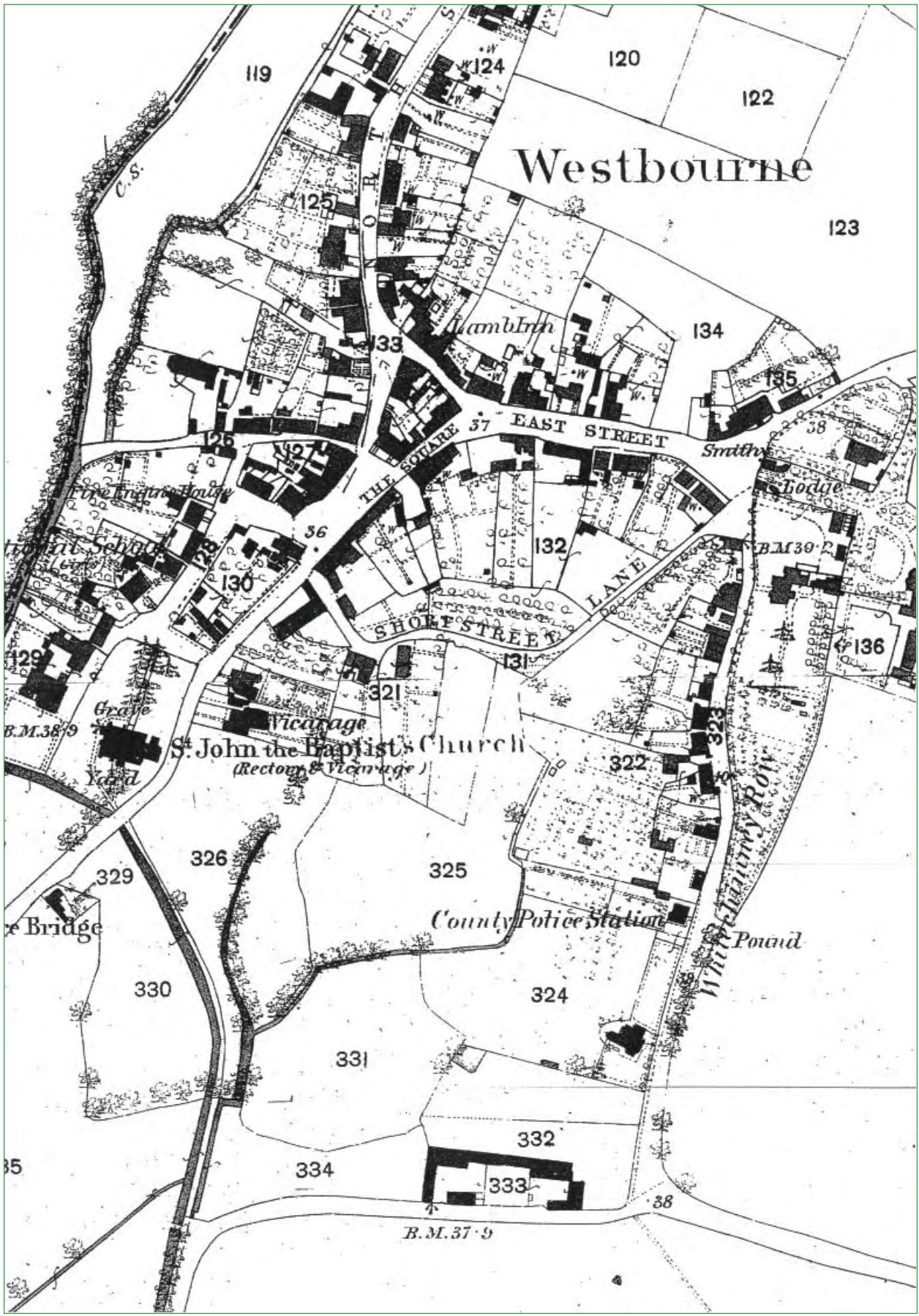
In 1086, the Domesday Survey records that there were four water-mills in the manor, utilising both Ham Brook and the Ems. The Ham Brook is located to the east of Westbourne and runs southwards through Nutbourne. At Watersmeet the Ems flows in culverts under River Street to join Westbourne Mill Pond. It then flows into the village, where most of the water was diverted, probably in the 18<sup>th</sup> century, into a leat which runs through the churchyard and which serves Lumley Mill.

Westbourne was probably a trading centre from early times. In 1302 there was a weekly market and a fair on the 28<sup>th</sup> August, the day of the Beheading of St. John the Baptist (the patron of the church). There were also nineteen tenants who held stalls in the market-place. There is a small triangular island in the middle, now covered with 18<sup>th</sup> century and later buildings, which may have been this medieval market-place, or alternatively it may have been located closer to the church. In 1348, Westbourne, as with the whole of Britain, was ravaged by the Black Death, a disease that wiped out entire families and depopulated whole villages. The value of acreage in Westbourne dropped significantly as there were no longer enough people to cultivate and maintain



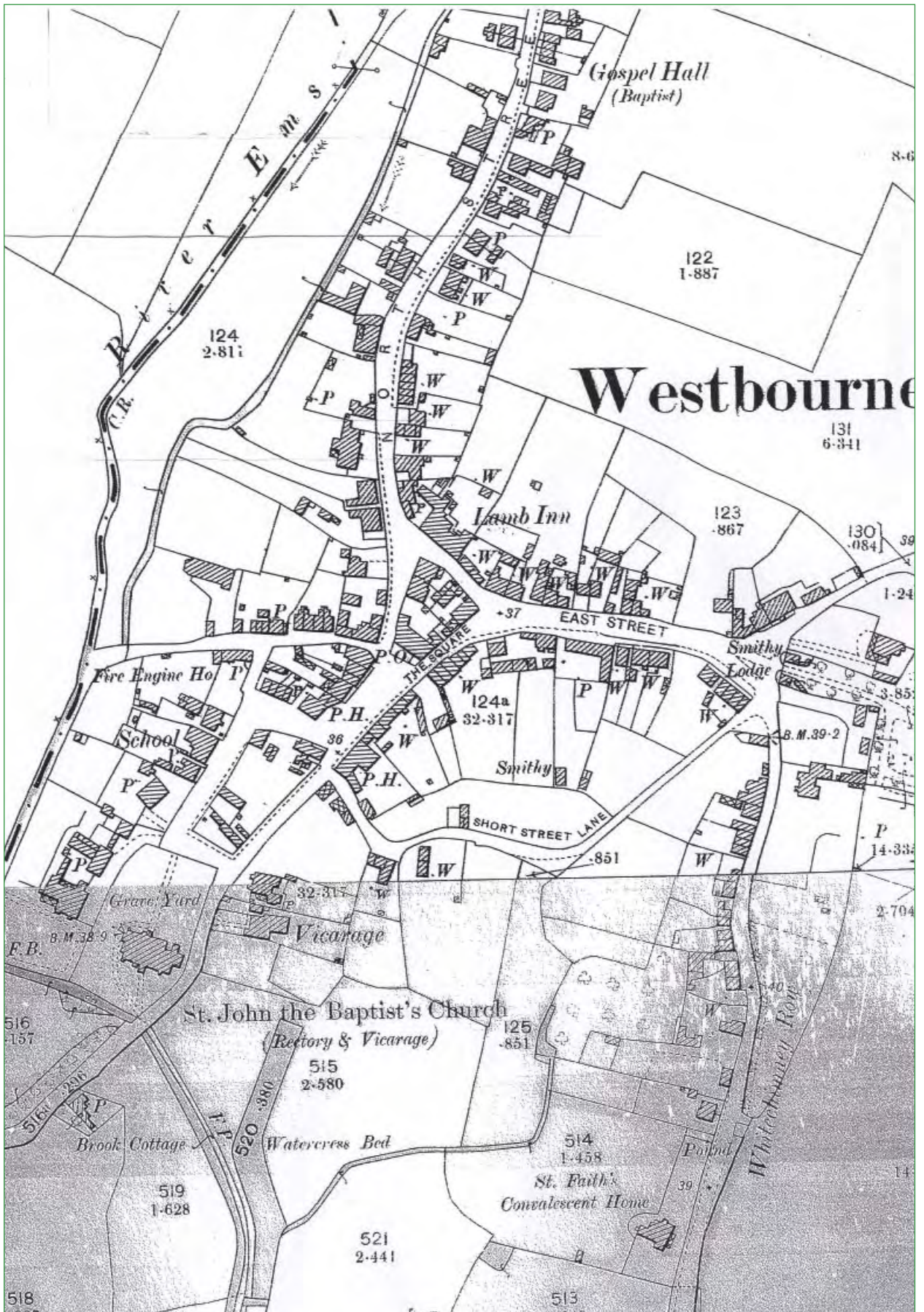
1840 Tithe Map





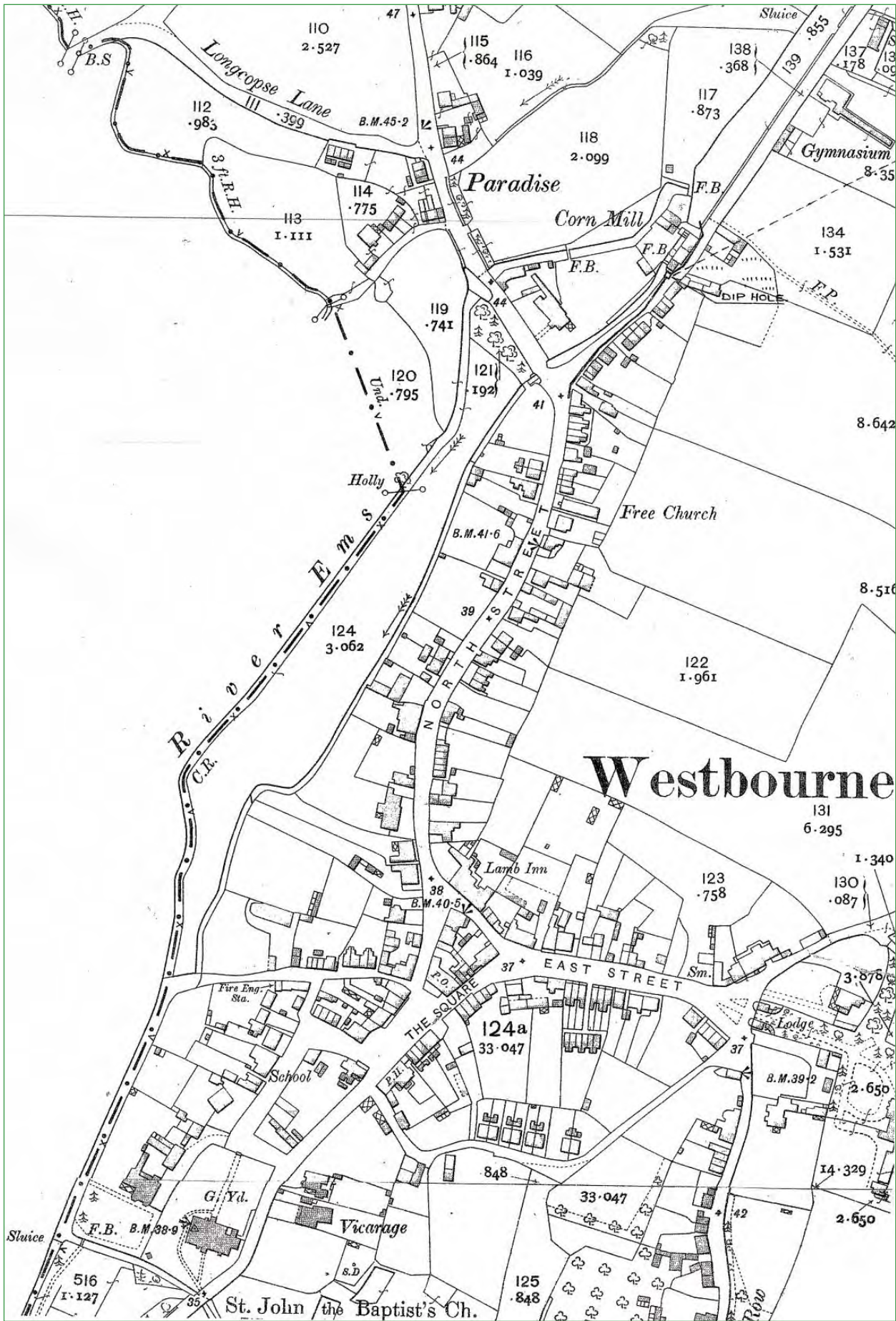
1874 First Edition Ordnance Survey





1898 Second Edition Ordnance Survey





1912 Third Edition Ordnance Survey

the land. A detailed rental of the manor drawn up about 1375 shows that the tenements in Bourne itself were mostly small cottager holdings. However, later, in the 15<sup>th</sup> and 16<sup>th</sup> centuries, Westbourne became famous for sheep, cattle and pony trading and the settlement reached the height of its prosperity in the late 1600s, during the reign of Charles II. A disastrous fire destroyed a large part of the village at about this time, resulting in few of the ancient buildings surviving. Before the end of the 18<sup>th</sup> century the market had died out, although the annual fair lingered on for another 50 years or so.

The parish church of St John the Baptist is believed to date back to Norman times, although it has been much altered since. Substantial evidence of the Norman building is documented in the early 13<sup>th</sup> century, when the building comprised 'a nave flanked by north and south aisles, and chancel'. The church underwent considerable alterations in the late 14<sup>th</sup> century, when the nave and aisles were extended and a vestry added to the chancel, and again in the 16<sup>th</sup> century with the construction of the tower, perpendicular arcades and chancel arch. In 1770 the spire was added to the tower. By 1858 the existing churchyard was so overcrowded that it was deemed a potential health hazard. This led to a new cemetery, along with its own chapel, being opened on church-owned land to the north east of the village in 1860. The cemetery was sited deliberately distant from the village given the belief at the time in miasma, the idea that rotting organic matter and its associated smells were responsible for outbreaks of disease. A major rebuilding was undertaken by 1865 under the guidance of the Reverend J H Sperling. The north side of the church is now approached by a yew tree avenue planted by the Arundel family about 500 years ago and thought to be one of the oldest in England.

The first school in Westbourne was established in 1819 and was situated in the poor house. Supported by the village, parishioners voted unanimously to allow the schoolmaster to sleep and eat there at parish expense. By 1835 land was acquired from the Lord of the Manor for a new school which opened in 1846, accommodating 160 pupils. In 1876 it was converted into the Girls' and Infants' School with the boys transferring to new premises in School Road at the age of five. Sadly, however, with many parents unable to meet the cost of further education the majority of children left school when they reached 12 years of age. Such was the poverty that, during the winter months, attendance dropped off due to the defective boots the children wore. In 1911, the council merged the two schools in Westbourne into one in a new building in River Street. During the war the school took in over 100 evacuees from Wimbledon.

Westbourne Baptist Church in North Street was completed in 1867. Today the church is also used by the Parish Council for meetings. In the 20<sup>th</sup> century the importance of agriculture to



*The Square, site of the former market place*



*St John the Baptist's Church from Westbourne Road*



*Westbourne Primary School*



*Westbourne Baptist Church (on right)*





Westbourne retains a variety of shops (The Square)

the local economy gradually declined. Large housing estates were added to the north of the village, connecting the outlying hamlets to the village centre, and to the south-west, towards Emsworth, although the creation of Strategic Gaps by the local planning authority has protected some of the green open space around Westbourne. Today, the village retains a primary school, two churches, a wide variety of smaller shops and several public houses and other eating places, providing an attractive village centre. The proximity of the south coast railway with stations at Emsworth and Southbourne, and the convenience of the fast road connections to Portsmouth or Chichester, has made Westbourne a popular location with a high demand for property.

### 3.2 SURVIVING HISTORIC FEATURES

The following are the most significant surviving historic features:

- Continuous occupation since the Norman period;
- St John the Baptist's Church, with Norman origins, and some late 14<sup>th</sup> century and later fabric;
- Unusual, dispersed layout with the main part of the village centred on the church and possible site of the medieval market place;
- The survival of Westbourne Mill and its mill pond next to River Street;
- Meandering streams and mill leats;
- Some 16<sup>th</sup> century houses along Church Road;
- Westbourne House, North Street is a fine 18<sup>th</sup> century building.

### 3.3 ARCHAEOLOGY

Because of its particularly rich natural resources the West Sussex coastal plain has been exploited continuously since hominids first arrived in Britain c.500,000 years ago. The older, Palaeolithic deposits would not normally survive close enough to the surface to be relevant, but later prehistoric deposits, from the Mesolithic to the Early Saxon, and most particularly Bronze age to Roman, should be expected to survive at plough depth.



Westbourne House





Former engine house at Watersmeet

The Sites and Monuments Record (SMR) for Westbourne records the following features:

- Middle Bronze Age cremation burial was found close to Mill Road in 1949 (an Archaeologically Sensitive Area);
- St John the Baptist Church: an important medieval church with a Norman foundation;
- Existing 18<sup>th</sup> century water mill to the west side of River Street may be on the site of *Northmylle*, which is mentioned in the Domesday Survey of 1086 and which may have included a malthouse. A corn mill is recorded also in 1663. The current building ceased operations in the late 1920s.
- Former Engine House on east side of River Street (now converted to a house). This housed a water-powered engine which supplied water to Stansted House from the river Ems. In 1855 a steam engine was installed which apparently ceased working in the 1900s, presumably when mains water was supplied;

- A medieval seal was found in Westbourne in 1986, and a 13<sup>th</sup> century silver ring was found in 1985 when new houses were being built to the north of the village;
- A Roman coin was found in a field outside Westbourne;
- Evidence of the canalisation of the river Ems in the 18<sup>th</sup> century to the north-east of Westbourne, probably to provide a source of water to Westbourne Mill or to alleviate flooding;
- Four mills once existed between Westbourne and Lumley;
- Late Bronze Age, Roman and Middle or Late Saxon pottery was found close to Foxbury Lane, possibly along the former line of the river Ems, during 1999-2000;
- The Westbourne Union Workhouse was once located to the north of the village but had been demolished and replaced by new housing by the 1980s.





## 4 SPATIAL ANALYSIS

### 4.1 CHARACTER AREAS

The main feature of the Westbourne Conservation Area is the way in which the local stream, the river Ems, has had an impact on the historical development of the settlement. The stream forms the western boundary to the village and has for centuries been used to power mills and to provide water for homes and for agriculture – watercress beds were a particular local speciality. At various points there are reminders of this, with two large ponds to the north and east and various mill leats which meander attractively through the village. Despite the large areas of 20<sup>th</sup> century housing to the north-east and north-west of the historic core, the conservation area retains a recognisably historic streetscape, helped by the surrounding open countryside which is a notable feature to the west and east of Westbourne.

The conservation area itself is large and includes a rural, open area to the north, with the mill and mill pond; the sinuous line of North Street with mainly residential properties; the commercial village centre around The Square; a quieter more residential area around St John the Baptist's Church; and another, quite separate "suburb" along White Chimney Row, notable for its many listed buildings and enclosed, winding street.



North Street

Each of these areas has a slightly different character according to the historic form of development, including the road layout and plot boundaries; the relationship of the buildings to the street; the types of buildings and their use of materials; and the uses and activities within each area. These "Character Areas" are:

- Area 1: Westbourne Mill and millpond;
- Area 2: North Street;
- Area 3: The village centre and The Square;
- Area 4: St John's Church and Church Road;
- Area 5: White Chimney Row.



No.56 Commonsides (Bridge House) looks over the River Ems (Area 1)



**Area 1: Westbourne Mill and millpond – key characteristics:**

- River Street is a long straight road with open fields and a large pond to the east and another large mill pond to west;
- Deep grass verges provide rural character, enhanced by the views over adjoining farmland;
- To the north (the old hamlet of Commonside) there is a small green and views of the stream, with a group of historic buildings and a picturesque bridge;
- To the south, the principal building is Westbourne Mill, dating to the 18<sup>th</sup> century and listed grade II, and other listed buildings are close by, forming a group;
- Other interesting buildings include Watersmeet, with a high brick chimney denoting the former function as a pumping station.



*River Street looking north*

**Area 2: North Street – key characteristics:**

- Winding, mainly residential, lane connecting the village centre to Westbourne Mill and Commonside;
- Views over the mill leat of the river Ems and the back of the mill at the northern edge;
- Terraces or small groups of good quality 19<sup>th</sup> century houses and cottages, with a number of mainly 18<sup>th</sup> century detached listed buildings;
- Mainly frontage development with small front gardens;
- Westbourne House (grade II\*) and Norman House (grade II) are the principal listed buildings;



*Westbourne Mill*

**Area 3: The village centre and The Square – key characteristics:**

- Attractive village centre with triangular street pattern, created by 18<sup>th</sup> century and later infilling of the original market place;
- Commercial uses mixed with residential;
- High concentration of listed buildings along the north and west side of The Square;
- Domestic scale, mainly two storeys, with no front gardens;
- The Art House retains a good quality late 19C shopfront
- East Street and Foxbury Lane lead out of the centre and have a number of prestigious listed houses including Mile End House, dating to the 18<sup>th</sup> century and listed grade II.



*North Street*



*Norman House*

**Area 4: St John's Church and Church Road – key characteristics:**

- Quiet backwater on one side (Church Road and Old Rectory Close) with St John the Baptist's Church (grade I) the principal listed building;
- The church occupies a focal position on Westbourne Road, very important in views along this much busier street;
- Churchyard retains a number of very old yew trees;
- Mill leat flows through the churchyard and under Westbourne Road towards open countryside;
- Impressive group of very varied listed buildings to north of the church;
- Well detailed row of purpose-built shops in The Grove, dating to the 1920s.



*Entrance to Old Rectory Close*

**Area 5: White Chimney Row – key characteristics:**

- Narrow, winding lane defined by listed buildings on one side, and a high brick wall on the other;
- Buildings sit right on the back of the pavement, creating tight urban form;
- More open, spacious plots to the south, with some infill 20<sup>th</sup> century development;
- Views over open fields to the south and east.



*Shops in The Grove*



*The Square (west side)*



*The northern entrance to White Chimney Row is very narrow*



*The Square (looking south)*



*White Chimney Row*



## 4.2 PLAN FORM, BUILDING TYPES AND BOUNDARIES

The Westbourne Conservation Area encompasses two outlying areas (Commonside and White Chimney Row) which are linked by the village centre and the area around the church. The most significant features of the plan form of the conservation area are the triangular village centre (The Square) with its wide open street to the south; the linear, curving form of North Street (to the north towards Commonside) and White Chimney Row (to the south); St John the Baptist's churchyard and Church Road; and the open green spaces which abut River Street and the area around the church. Of note is the effect of the river Ems and its mill leats on the layout of the village, particularly to the west of North Street where the mill leat forms the back boundary of the properties, and to the south of the church, where another mill leat forms the boundary to the churchyard.

The historic buildings within the conservation divide neatly into four types. Firstly, St John the Baptist's Church and the Westbourne Baptist Church are the only religious buildings and St John's is the most significant building in visual terms in the whole conservation area. Secondly, there are a number of prestigious, mainly detached gentry houses of the 18<sup>th</sup> and early 19<sup>th</sup> centuries, the best example of which is Westbourne House in North Street. Thirdly, there are a variety of smaller listed houses and cottages, the most notable of which are the 17<sup>th</sup> century timber-framed properties facing the north and east side of The Square and similarly dated thatched cottages along White Chimney Row. Some of these have been converted for commercial uses. Finally, there are the buildings which were once associated with agricultural or industrial uses, such as Westbourne Mill in River Street (now used as a house); the former barn off Church Road (now Westbourne Animal Supplies); Churchers Farmhouse in North Street; and Homelands in White Chimney Row, probably once the farmhouse to Lumley Farm.

The boundaries to these properties are very varied, although in some streets, where the buildings immediately abut the pavement, boundaries are not needed. There is much use of flint to create walls of varying heights, such as those that can be seen in Church Road, which vary between just over one metre to over two metres high. These are usually capped in brick or in stone. Hedging is also popular, as can be seen along East Street, where the planting is positioned behind an existing low flint wall to provide greater privacy. Brick walls are also significant within the conservation area, such as the red brick wall, about 1.200 metres high, outside Norman House in North Street.



*The mill leat to the east of Westbourne Road*



*17<sup>th</sup> century timber-framed cottages face The Square*



*Westbourne Animal Supplies*



*Flint walls and hedging in East Street*



### 4.3 OPEN SPACES, TREES AND VIEWS

Starting from the north, there are three significant “spaces”, of very different character, within the conservation area:

(i) *River Street green and triangle*

At the northern end of River Street, on the edge of the conservation area, the grassy verges are wide and provide in places an attractive boundary between the stream and the road. With the small adjoining triangle of land at the road junction, this creates the character of a village green, very much in a rural setting, with views across the neighbouring fields.

(ii) *The Square*

This former market place has been infilled to a degree by buildings, creating a triangle of roads with a wide section leading to the south towards the church. This provides a centre piece or “hub” to the conservation area and most of the village shops are located here. The many historic buildings, most of which are listed, create a townscape of high quality.

(iii) *St John the Baptist’s Churchyard and Church Road*

The church sits strangely on the modestly sized churchyard at an angle to the road and very close to it on the eastern edge. The space is dominated by



*River Street and green*



*Listed buildings along the north side of The Square, facing west*



*Trees are important around Norman House*





*Trees in the garden of The Lawn*

the very old yew trees which are located mainly on the northern edge of the space. The churchyard links visually with Church Road, which leads northwards and is also relatively wide. The southern boundary of the churchyard is formed by the mill leat, which links to the river Ems beyond the modern houses which form Old Rectory Close.

Trees are not particularly important in the middle of the conservation area, due to the lack of front gardens and the closeness of the buildings. However, they make a far more important contribution on the edges of the village where the conservation area abuts the surrounding fields. Good groups of trees are of special merit in the following locations:

- To the north beyond the river bridge at Commonsidge;
- At the southern end of River Street, especially around Norman House;
- Around St John the Baptist's Church, where ancient yew trees are particularly significant;
- To the south of Foxbury Lane, particularly in the garden of The Bucknalls and its boundary with The Lawn;
- To the east of White Chimney Row, particularly in the gardens of Westbourne Court and The Lawn.

Because of the enclosed nature of the village centre, views within the core of the conservation area are limited to vistas along the main streets. However, at certain points around the edges of the conservation area, there are longer views over the surrounding countryside, such as those obtained from River Street to the east. The spire of St John the Baptist's church acts as a focal point in some of these views.



*View of the church spire from White Chimney Row*



## 5 DEFINITION OF THE SPECIAL INTEREST OF THE CONSERVATION AREA

### 5.1 ACTIVITIES AND USES

The Westbourne Conservation Area encompasses a village centre, with a variety of commercial premises including several public houses, a number of small shops, and a petrol filling station (in East Street). Around this central core are several residential streets, mainly North Street, Church Road, East Street and White Chimney Row, with a variety of cottages and houses, including a number of former farmhouses, but the economic link with the surrounding countryside has now largely gone. St John the Baptist's church and the Westbourne Baptist Church continue to provide spiritual support to the local community.

Westbourne is mostly a relatively peaceful village and is clearly a popular location in which to live. The village shops are small but varied and the easy on-street parking is a bonus. The close proximity of Chichester, which provides a more comprehensive range of goods and services, adds to its popularity. A good range of shops and other facilities can also be found in nearby Emsworth. There can be significant disturbance from through traffic during the morning and afternoon rush-hours when the local schools close, but the main source of noise is the A27 which is very close to the southern edge of the village.



*Churchers Farm House, North Street*



*Mile End House, Foxbury Lane*

### 5.2 LISTED BUILDINGS

There are 60 listed buildings in the conservation area, all of them, apart from St John the Baptist's church, in residential uses. The church is listed grade I, reflecting its late 14<sup>th</sup> century origins, and is built from flint with stone dressings and a tiled roof. The tower is early 16<sup>th</sup> century and the whole building was quite heavily restored in 1865. There are also a number of important gentry houses some of which are listed grade II\*. These include Westbourne House, a very well detailed house built from red brick with grey headers, and Mile End House in Foxbury Lane, a substantial five window wide 18<sup>th</sup> century building built from red brick. Norman House in North Street was built in the 18<sup>th</sup> century but was extended in the 19<sup>th</sup> with the addition of an additional storey. Other houses are less prestigious, such as the more modest Churchers Farmhouse in North Street, three windows wide and also built from red brick. Some of these houses also have good doorcases, panelled front doors and original six over six sash windows. Mostly they have steeply pitched roofs covered in handmade clay tiles.

Apart from these houses there are a number of more vernacular cottages some of which are 17<sup>th</sup> century and built from timber, sometimes hidden by 19<sup>th</sup> century encasing in brick or flint. The earliest example is no. 23 East Street (Box Cottage), notable for its 16<sup>th</sup> century square timber-framing infilled with painted brick. Another example is nos. 1, 2 and 3 The



*Petrol filling station in East Street*



*No. 23 East Street, Box Cottage*



Listed buildings in White Chimney Row



The Old Schoolhouse, Church Road



Church House, The Grove - a non designated heritage asset



Non designated heritage asset outbuilding in Church Road

Square, dated 1631, and also built from timber with flint infilling. Other early buildings are located along the north side of The Square, all of which are two storeys high and some of which are faced in roughcast, suggesting an earlier timber-framed structure beneath. White Chimney Row has a number of similarly early cottages, such as Fire Tree Cottage and Timbers (both 17<sup>th</sup> century) and The Old Dairy, possibly the earliest secular building in the conservation area and dating to the 16<sup>th</sup> century. The survival of these early buildings in this part of the conservation area may be because a fire in the early 17<sup>th</sup> century apparently destroyed part of the village.

More recent listed buildings include the former mill house in River Street, an 18<sup>th</sup> century building of flint and red brick, with a variety of outbuildings associated with its original use; The Old School House in Church Road, a mid-19<sup>th</sup> century building of flint with white brick dressings and Gothic details; and Watersmeet, an 18<sup>th</sup> century house, also in River Street, with an attached pumping station which once supplied water to Stansted.

### 5.3 NON DESIGNATED HERITAGE ASSETS

There are a number of key unlisted buildings within the Westbourne Conservation Area which make a *positive* contribution to the character and appearance of the conservation area. They are mainly 18<sup>th</sup> or 19<sup>th</sup> century

and, with the listed building described above, form an important part of the special architectural and historic interest of the area.

These are scattered throughout the conservation area but are particularly notable along North Street, where they comprise a variety of 19<sup>th</sup> century brick cottages and houses; in East Street and The Grove; and along the northern edge of Church Road where they include a number of flint and brick outbuildings, which all add to the rural qualities of this part of the conservation area.

### 5.4 BUILDING MATERIALS AND COLOURS

The conservation area is notable for its varied building materials, including timber (for framing and cladding); knapped or boulder flint; red, brown or white brick; and clay roof tiles, usually handmade and producing the pleasing variations in texture which are so important on many of the buildings. Clay was found locally as is proven by the existence of the former clay pit (now a small lake) to the south of New Road. There is some imported limestone, as can be seen on the church, which possibly comes from the Bembridge quarry on the Isle of Wight. Along River Street is a long section of wall made from small pieces of a grey stone, possibly also from the Isle of Wight. A number of the historic





Stone wall in River Street



Thatch is important in Westbourne (north side of The Square)



The Thatched Cottage, Church Road



Mill Brook Cottage, Church Road

buildings, mainly of the mid to late-19<sup>th</sup> century, are rendered and painted, usually white or a pastel colour. Some of the earlier cottages are also roofed in thatch, which would have originally been produced locally but is now brought from Kent or even further afield.

In summary:

Roofing:

- Handmade clay peg tiles (steep pitches above 40 degrees) – made locally e.g. many of the 18<sup>th</sup> and early 19<sup>th</sup> century properties facing The Square;
- Grey slate (shallower pitches) – imported from Wales or the West Country e.g. the late 19<sup>th</sup> century cottages along the south side of East Street;
- Thatch – made from straw rather than water reed – examples in Church Road, White Chimney Row and New Road.

Walling:

- Timber framing, infilled with flint or brick e.g. The Thatched Cottage in Church Road;
- Red brick, often enlivened by the use of blue or grey brick e.g. Sparrows in North Street; Elmhurst in Church Road; Millbrook Cottage in Church Road;
- Grey headers with red brick dressings e.g. The Mill House, River Street; Yew Tree Cottage and Ivy Cottage, North Street;



Coachmans, Old Rectory Close



- Painted render, usually white or a pastel colours e.g. 1a River Street; Coachmans;
- Whole beach pebbles or cobbles, set in lime mortar, with red or yellow brick; dressings e.g. Little Thatch in New Road;
- Fine quality flint work, sometimes with flint chipping (galletting) to the joints e.g. St John the Baptist Church;
- Flint with white or red brick dressings e.g. The Old School House in Church Road;
- Brown stock brick, mainly for the unlisted 19<sup>th</sup> century cottages e.g. cottages on the south side of East Street.



*Little Thatch, New Road*

*Windows (all timber and usually painted white):*

- Timber sashes eight over eight for the pre-1850 windows, two over two thereafter e.g. Westbourne House in North Street;
- Side opening casement with six or eight lights e.g. Smugglers Cottage in Church Road.



*Brown brick cottages off East Street*

*Front doors (all timber and painted):*

- Six panelled either with raised and fielded panels or flush panels e.g. Mile End House in Foxbury Lane;
- Modest ledged and braced “cottage” doors e.g. The Thatched Cottage, Church Road.



*Nos.6-9 River Street*





Signpost in The Square

Overall the impression of colours is that they are very varied, but with the orangey-brown of the clay tiles and bricks predominating, along with the silvery-grey of the flint and the pastel-painted walls of the many cottages and houses within the conservation area. The mid-green paint on nos. 6-9 (consec.) River Street could be considered rather too bright.

### 5.5 PUBLIC REALM

There are no historic paving materials in the conservation area, the pavements of which are generally covered in black tarmacadam with modern concrete kerbs. The simplicity of these materials suits the rural conservation area, which is enhanced by wide grass verges in River Street and the informality of the layout in Church Road, where the road and pavement merges. Simple traditional street name signs are made from aluminium, with white lettering on a black background. Traditional white finger posts are a feature of conservation area, such as the one on the triangle of grass in Commonside, and in The Square at its junction with North Street.

In the centre of the conservation area, street lighting is provided by well detailed steel standards with reproduction 19<sup>th</sup> century lanterns. On the edges, the lighting is more utilitarian and comprises tall modern steel standards, probably of the 1970s and usually painted green. In several locations, timber telegraph poles and overhead cables are regrettable. Litter bins are plain black plastic and again unobtrusive. Overall a number of items of street furniture are in need of replacement.



“Heritage” street light in North Street

## 6 ISSUES

### 6.1 NEGATIVE FEATURES

Westbourne is a well preserved rural village with few obvious threats to its character. The buildings are generally in good condition and it is clearly a desirable location in which to live, particularly because of its proximity to Chichester. There are few serious threats to the character of the conservation area, although the following “negative” features have been identified:

#### Area 1: Westbourne Mill and millpond

- Oversize roof dormer on no. 1a River Street, a grade II listed building;
- Plastic windows in a number of the unlisted houses in River Street;
- Modern windows in Watersmeet, a grade II listed building;
- The stone wall facing the millpond would benefit from some careful repointing and repair in places;
- Small changes are needed to the conservation area boundary.

#### Area 2: North Street

- Obtrusive overhead cables in some places;
- Busy traffic at times along North Street;
- Poor quality pavements, such as the one to the north of Westbourne House (concrete with tarmacadam trench);
- Plastic windows and modern doors in a number of the non designated heritage asset properties;
- Poor quality front boundaries, such as the wire fence next to Churchers Farmhouse.

#### Area 3: The village centre and The Square

- Petrol filling station (Murco) with its modern canopy and large signs;
- Busy traffic at times along the principal roads;
- Obtrusive overhead cables in some places;
- New development facing The Square is not well detailed throughout;
- Plastic windows and modern doors in a number of the non designated heritage asset properties;
- Poor quality concrete pavements and concrete kerbs in many places.

#### Area 4: St John’s Church and Church Road

- Plastic windows and modern doors in a number of the non designated heritage asset houses and cottages;
- Obtrusive parked cars in Church Road;
- Some of the non-residential buildings are in a poor state of repair;
- Site to the back of The Thatched Cottage is defined by temporary timber fencing and is rather untidy;
- Obtrusive overhead cables in some places.



*Over-sized “dormer” at No. 1a River Street*



*Poor quality front fencing should be discouraged*



*The petrol filling station in East Street is a visually negative site but important for local residents.*



## Area 5: White Chimney Row

- Narrow street with little provision for pedestrians;
- Busy traffic at times is a threat to residents and visitors.

### 6.2 ISSUES

From the various harmful features identified in 6.1, the following areas for improvement are considered to be the most relevant:

- Unsympathetic alterations to listed buildings;
- The use of modern materials and details on non designated heritage assets
- The poor quality pavements;
- Lack of pavements in White Chimney Row;
- Busy traffic at certain times of the day;
- Some poor quality front boundaries;
- Obtrusive telegraph poles and overhead cables;
- New development in the conservation area needs to be appropriate;
- The conservation area boundary needs amending in the River Street area.



*There are no pavements in parts of White Chimney Row*



### I BACKGROUND

The designation of a conservation area is not an end in itself as under Section 71(1) of the *Planning (Listed Buildings & Conservation Areas) Act 1990* the District Council is required to periodically review its conservation areas and to publish proposals for their preservation and enhancement.

Part 1 of this document, the Character Appraisal, therefore assesses the character of the Westbourne Conservation Area and identifies the positive features which make the conservation area special. Additionally, the character appraisal also notes the less attractive, negative features and these are discussed in Chapter 6 “Issues”.

Part 2 of this document, the Management Proposals, presents proposals to achieve the preservation and enhancement of the conservation area’s special character, by providing a series of recommendations for future action based on the issues raised in Chapter 6.





## 2 RECOMMENDATIONS

### 2.1 UNSYMPATHETIC ALTERATIONS TO LISTED BUILDINGS

A small number of listed buildings in the Westbourne Conservation Area have suffered from unsympathetic alterations including the insertion of large roof dormers and modern windows, out of keeping with the historic character of the listed building. It is accepted that some of these may have been completed before the buildings were listed, but clearly the District Council needs to remain vigilant and ensure that all alterations are subject to Listed Building Consent applications and that subsequently the quality of the work is carefully monitored.

**Recommendation:**

*The District Council will continue to ensure that all alterations to listed buildings which affect the building's special architectural or historic interest in the Westbourne Conservation Area are subject to detailed applications for Listed Building Consent (and Planning Permission, where relevant) and that the quality of the completed work is checked carefully.*



*Non designated heritage assets can easily be harmed by the incorrect use of modern materials such as UPVC window frames*

### 2.2 THE USE OF MODERN MATERIALS AND DETAILS IN BUILDINGS CONSIDERED NON DESIGNATED HERITAGE ASSETS

Many of the unlisted historic buildings in the conservation area have been unsympathetically altered by the insertion of poor quality UPVC windows and doors. Use of synthetic, non traditional materials should be avoided as far as possible.



*Listed buildings like this one in Church Road need to be protected from unsympathetic alterations (Smugglers Cottage)*





Poor quality pavements in North Street



White Chimney Row



Traffic calming in the village centre might be advantageous

**Recommendation:**

*Applications for change to non designated heritage assets in the conservation area, will be assessed in the light of the “Good Practice Guidance” enclosed at Appendix 3.*

**2.3 POOR QUALITY PAVEMENTS**

Some of the pavements in the conservation area are poor quality concrete, through which trenches have been cut for the various statutory undertakers. These have not been reinstated in matching materials and the overall impression is of a poor quality environment.

**Recommendation:**

*The various public bodies concerned with the care of the pavements (West Sussex County Council, Chichester District Council, and the statutory undertakers) should ensure that all alterations and repairs to the existing pavements in Westbourne are carried out using matching materials.*

**2.4 LACK OF PAVEMENTS IN WHITE CHIMNEY ROW**

This winding lane has a number of residential properties, mainly along the west side, for which there is little or no pavement access. This makes it extremely dangerous, particularly since the road is very narrow in places with bends which make it difficult to see oncoming traffic.

**Recommendation:**

*West Sussex County Council, Chichester District Council and the Parish Council could consider whether the addition of a pavement or perhaps a system of traffic chicanes to parts of White Chimney Row is required, possibly also with some other forms of low key traffic calming. These would need to be very carefully designed to take the historic environment into consideration.*

**2.5 BUSY TRAFFIC AT CERTAIN TIMES OF THE DAY**

Although Westbourne is some distance from busy through roads, there is a certain amount of local traffic which at peak times can be obtrusive.

**Recommendation:**

*West Sussex County Council, Chichester District Council and the Parish Council could consider*

whether some form of traffic calming in the village centre would be appropriate. This would need to be carefully designed to take the historic environment into consideration.

## 2.6 POOR QUALITY FRONT BOUNDARIES

Westbourne is notable for its variety of wall materials: flint cobbles, grey stone, and brick. All of these add to the special character of the conservation area, particularly by enclosing views along the street. Occasionally, these have been removed to create off-street car parking, creating disruptive breaks in the street. Also, there are some examples of poor quality front boundaries, using unsuitable modern materials.

### **Recommendation:**

*Any changes to the existing boundaries of the buildings in the conservation area should follow the “Good Practice Guidance” enclosed at Appendix 3.*

## 2.7 OBTRUSIVE TELEGRAPH POLES AND OVERHEAD CABLES

In some parts of the conservation area, large timber telegraph poles and a plethora of overhead cables are visually obtrusive.



*The loss of garden space and front boundaries to create off-street car parking is regrettable*

### **Recommendation:**

*West Sussex County Council, Chichester District Council and the Parish Council, in partnership with BT, could consider undergrounding these wires, perhaps on a rolling programme over a five year period.*



*Overhead cables can give a cluttered appearance to an otherwise historic street scene*



## 2.8 NEW DEVELOPMENT

Some new development has already taken place in Westbourne, such as the new house on the east side of The Square. Whilst the overall bulk and height of the new buildings is in keeping, some of the details, such as the small front windows on the first floor, and the lead roof to the dormer window on the side extension, are not traditional.

### **Recommendation:**

*All new development should follow the “Good Practice Guidance” included at Appendix 3.*



*New development in The Square*

## 2.9 THE ADDITION OF WESTBOURNE CEMETERY TO THE CONSERVATION AREA

A thorough review of the existing conservation area boundary was undertaken as part of the survey work for the conservation area character appraisal.

Westbourne Cemetery lies on the outskirts of Westbourne, a short distance from the existing conservation area and shares architectural characteristics with the historic parts of Westbourne contained within the conservation area. As such it was thoroughly surveyed for inclusion.

### **Background**

Westbourne Cemetery was completed in 1860 in reaction to the increasingly congested graveyard at St John the Baptist. The location of the new graveyard some distance from the centre of the village was deliberate. The mid 19C saw the rise of the belief in the theory of 'miasma', that the gases given off by the putrefaction of recently interred bodies was the primary cause of urban diseases such as cholera and malaria. As such, the new Westbourne graveyard was located some distance from the historic village centre, deliberately surrounded by open fields. The planting of yew trees on the boundary facing Westbourne is particularly notable, it was believed that trees dissipated airborne 'miasma'.

New graveyards such as Westbourne were designed with reassuringly familiar features that recalled the idealised rural medieval graveyards they replaced. Features of this type at Westbourne include the gothic revival chapel, historic materials such as flint, stone and wrought iron. Dispersed naturalistic planting schemes included an abundance of yew trees, particularly symbolic of older graveyards.



*Westbourne Cemetery Chapel - built to mimic the relationship of medieval churches with their graveyards*



*Historic flint and stone walls surround the cemetery, establishing an architectural link to medieval cemetery walls and serving to deter grave robbers.*



## Summary

The following characteristics are of central importance to the special architectural and historic interest of the Westbourne Cemetery:

- (i) The deliberate settlement gap distance from the centre of Westbourne to the cemetery and the surrounding open countryside
- (ii) The gothic revival graveyard chapel
- (iii) The flint and stone boundary walls
- (iv) The border of mature yew trees facing Westbourne
- (v) The open and verdant character of the dispersed and naturalistic planting within the graveyard.

Westbourne Cemetery has a clear historic link with the 19C development of Westbourne and is a characterful physical indicator of the early historic development of public health policy. Its high quality architectural and landscaped features such as the gothic chapel, yew tree planting and surrounding rural hinterland are important historic features in their own right.

### Recommendation:

*Amend the conservation area boundary to include;*

- (i) *Westbourne Cemetery and the historically important settlement gap to the immediate south west as shown at Appendix 5. Addition of the cemetery as Character Area 6 to this appraisal.*



The Lodge and original wrought iron cemetery gates. In the background can be seen the border of yew trees to filter 'miasma'.



The 1875 OS Map shows the layout of the cemetery before its extension eastwards along Cemetery Lane. Note the regular boundary planting facing Westbourne



## 4 CONTACT DETAILS

For queries on general planning matters:

**Email:**  
**[dcplanning@chichester.gov.uk](mailto:dcplanning@chichester.gov.uk)**

**Telephone:**  
**01243 785166**

For queries regarding conservation and design matters:

**Email:**  
**[conservationanddesign@chichester.gov.uk](mailto:conservationanddesign@chichester.gov.uk)**

**Telephone:**  
**01243 785166**





## APPENDIX I LEGISLATIVE BACKGROUND

### NATIONAL PLANNING POLICY

National Planning Policy Framework (NPPF) The NPPF sets out the government's planning policies and how they should be applied. It provides the national framework for conserving and enhancing the historic environment, including conservation areas.

### LOCAL PLAN CONSERVATION POLICIES

The emerging Chichester Local Plan 2035 includes several relevant policies which cover conservation areas, listed buildings, non designated heritage assets and landscape visual impacts and settlement gaps.

The Westbourne Conservation Area was designated in January 1981. The Local Plan insert map which is relevant is no. 38. This confirms the following designation:

- A conservation area is based on River Street, North Street, The Square, Church Road, East Street and White Chimney Row;
- A Settlement Policy Area (policy BE1) defines a larger area, encompassing the conservation area and the mainly Post-War housing developments which are located to the north and north-east of the conservation area. A field to the north of Foxbury Lane is included within this Settlement Boundary;
- A "Site of Nature Conservation Importance" (Policy RE8) lies along the line of the river Ems between River Street and Foxbury Lane, outside the Settlement Boundary.
- A "Strategic Gap" green open space designation covers the western and southern boundaries of the village.



The following consultees and avenues to wider public consultation will be used:

- a. Westbourne Parish Council
  - i. To hold hard copies for public viewing
- b. Southbourne Parish Council
- c. West Sussex County Council
- d. Westbourne Local History Group
- e. Greening Westbourne
- f. Roy Briscoe Chichester District member for Westbourne
- g. Chichester District Council social media channels

This document was approved by Chichester District Council for development control purposes on XXXXX and will be a material consideration when making decisions about applications for development within, or in the setting of, the Westbourne Conservation Area. The document will also inform other agencies and individuals whose activities impact on the fabric of the Westbourne Conservation Area, such as West Sussex County Council, Westbourne Parish Council, local traders and householders.





## APPENDIX 3 GOOD PRACTICE GUIDANCE

### CONTENTS:

- 1 CONSERVATION AREA DESIGNATION
- 2 THE REQUIREMENTS FOR PLANNING PERMISSION IN A CONSERVATION AREA
- 3 ARTICLE 4 DIRECTIONS
- 4 NEW DEVELOPMENT
- 5 LISTED BUILDINGS
- 6 NON DESIGNATED HERITAGE ASSETS
- 7 ROOFS
- 8 FRONT BOUNDARIES AND DRIVEWAYS
- 9 TREES
- 10 SATELLITE DISHES
- 11. SOLAR PANELS AND OTHER RENEWABLE ENERGY INSTALLATIONS

### 1 CONSERVATION AREA DESIGNATION

Designation as a conservation area brings a number of specific statutory provisions aimed at assisting the “preservation and enhancement” of the area. These are as follows:

- The District Council is under a general duty to ensure the preservation and enhancement of the conservation area, and has a particular duty to prepare proposals (such as conservation area appraisals or grant schemes) to that end;
- Extra publicity is given to planning applications affecting conservation areas and the District Council must take into consideration the desirability of preserving and enhancing the character of the conservation area when determining such applications. This is usually achieved through the use of advertising in the local newspaper;
- *Planning permission* is required for the demolition of any unlisted building in a conservation area and the local authority or the Secretary of State may take enforcement action or institute a criminal prosecution if permission is not obtained. This means that all non designated heritage assets within the conservation area will have a strong presumption in favour of retention unless there are an exceptional case for demolition can be made.

- Written notice must be given to the District Council before works are carried out on any tree in the area;
- The display of advertisements may be somewhat more restricted than elsewhere;
- The District Council or the Secretary of State may be able to take steps to ensure that a building in a conservation area is kept in good repair (similar to the powers which protect listed buildings);
- Limited financial assistance may be available for the upkeep of a building in the conservation area through grant schemes with English Heritage or the Heritage Lottery Fund, (though these are usually targeted to areas of economic deprivation).

### 2 THE REQUIREMENTS FOR PLANNING PERMISSION IN A CONSERVATION AREA

In a conservation area, certain works to houses within the designated area, which are normally considered to be “permitted development”, will require planning approval from the District Council. The overall effect of these additional controls is that the amount of building works which can be carried out to a house or within its grounds without a planning application is smaller in a conservation area than elsewhere.

These are:

- Planning permission is needed for extensions to houses in conservation areas where they are on the side of a property or more than one storey to the rear of a property (front extensions require planning permission);
- Planning permission is needed for external cladding to houses in conservation areas, using stone, artificial stone, timber, plastic or tiles. However, cement and pebble dashing is still permitted development following a court case in 1995;
- Planning permission is needed for roof extensions;

- Planning permission is needed for the erection of any structure within the curtilage which is located to the side of a house.
- Planning Permission is needed for the installation of chimneys, flues and soil and vent pipes on the principal or a side elevation that fronts a highway.

It is worth noting that where a building is statutorily listed, different legislation applies, as all internal and external alterations which affect the special architectural or historic interest of the building require Listed Building Consent. Furthermore, commercial properties (such as shops and public houses), and houses which are in multiple occupation (flats) have far fewer permitted development rights and therefore planning permission is already required for many alterations to these buildings.

### 3 ARTICLE 4 DIRECTIONS

Designation as a conservation area means that the District Council can consider whether serving an Article 4 Direction is appropriate, by withdrawing permitted development rights for unlisted dwellings. This could affect all of the non designated heritage assets where unsympathetic change would be most detrimental. The changes that are commonly controlled by an Article 4 Direction are:

- The enlargement, improvement or other alteration of a dwelling (this includes new windows and doors);
- Alterations to the roof (such as changing the roof material);
- The construction of a porch;
- The provision of a building or enclosure, such as a swimming pool;
- The construction of a hardstanding and the creation of a new means of access;
- The painting of external walls.

The District Council can consider serving an Article 4 Direction, which does not require an application to the Secretary of State, although thorough public consultation is needed. In many of the conservation areas in the District, Article 4 Directions would help to protect the historic character of the area and the District Council will consider their use as and when resources are available.

### 4 NEW DEVELOPMENT

All applications for new development within Chichester's conservation areas are considered in the light of policies contained within the adopted Local Plan and central government guidance. For conservation areas, it is especially important to maintain the historic form of development, such as buildings lines, plot ratios and building form and uses. There is a general presumption that all listed buildings, and non designated heritage assets will be retained, and their setting protected. There is also a presumption that existing open spaces, especially those which are defined within the Character Appraisal for each conservation area, will be protected. Gardens, fields and other landscape features all make a vital contribution to the conservation area's "special character or appearance" and should therefore be retained.

Where new buildings are to be allowed, their design should be carefully considered in terms of their context, so that they fit in with their surroundings in terms of scale, density, massing and bulk. Over dominant, cramped development is usually inappropriate in a conservation area.

For Bosham, Sidlesham Quay, Sidlesham Church and West Wittering, new development should follow also the guidance contained within the Village Design Statements.

### 5 LISTED BUILDINGS

Listed Building Consent is required from the District Council for all alterations or extensions which affect the character of the listed building. The interior, as well as the exterior, of the building is covered by the listing, so changes to such features as fitted cupboards, panelling, staircases and even floorboards all require Consent. The listing description is merely a tool for identification so the exclusion of any particular feature does not mean that it is not "listed". It is a criminal offence to alter a listed building without having first obtained Consent so owners should always check first with the District Council before commencing work.

## 6 NON DESIGNATED HERITAGE ASSETS

As part of the appraisal process, and as recognised by the NPPF and Historic England non designated heritage assets have been identified and are marked on the Townscape Appraisal maps for each conservation area. Generally, these are individual or groups of buildings which retain all or a high proportion of their original architectural detailing and which add interest and vitality to the appearance of the conservation area.

As with listed buildings, there is a general presumption in favour of their retention. Any application for the demolition of a non designated heritage asset will therefore need to be accompanied by a reasoned justification as to why the building cannot be retained, similar to that required for a listed building. The owner must also have made positive efforts to market the building, or to find a suitable new use, before an application can be determined.

## 7 ROOFS

In all of Chichester's conservation areas, but most particularly in the more urban areas, roofs play an important part in contributing to the area's special character. Their pitch, shape and materials are all important and should not be compromised by the insertion of over-dominant rooflights or dormers. The loss of chimney stacks and chimney pots will be resisted by the District Council, particularly on listed and non designated heritage assets within the conservation area.

Thatch, handmade clay tiles and natural slate are the traditional materials for roofs within the conservation areas. For thatched roofs, the District Council will continue to encourage the use of long straw thatch and traditional details. Historically, long straw would have been sourced from local farmers as a waste product from grain production, and roughly shaped before fixing, often over the top of old thatch. This gave the buildings a

characteristically shaggy outline which the modern "combed wheat reed" roofs tend to lack. Combed wheat reed is also straw, but it is a more processed material which when fixed produces a much flatter, thinner roof than long straw. It has also become usual for the ridges of thatched roofs to be repaired using *raised* ridges, with decorative swirls and crescents, rather than the much simpler but historically more correct *flush* ridge which continued the outside face of the main roof. The use of water reed results in an even greater change of character, as this material is laid in thinner layers, given a crisper, more angled outline, with raised ridges adding to the difference. Organic long straw is now being grown commercially in Kent, so it is possible to source the correct material.

Handmade clay tiles are another material which would have been made locally, but which can still be purchased from brick makers in West Sussex. They are notable for their curved shape, producing a softly undulating roof shape which machine-made tiles, which tend to be almost flat, cannot emulate. Their soft reddish-brown colour is another important local feature. Ridges are created by rounded clay tiles, sometimes crested.

Natural slate was rare in West Sussex before the mid-19<sup>th</sup> century but its use became almost ubiquitous after the 1840s when slate became more fashionable and also far more affordable due to the coming of the railways. Welsh slate is preferable to imported slate as its colour is a better match for existing roofs and because of tighter quality controls it lasts much longer. Lead flashings, simply detailed (no curves or cut-outs) is traditional with slate.

Cast iron rainwater goods are required on listed buildings, but cast aluminium, which is cheaper and which almost replicates the sections of cast iron, is acceptable on non-listed buildings within the conservation area.

## 8 FRONT BOUNDARIES AND DRIVEWAYS

Where front gardens exist, and on-street parking is in short supply, there is often a demand for the creation of private parking spaces. In a conservation area, this can be to the detriment of the environment, involving as it does the removal of existing front boundaries

and the creation of hardstandings, often using modern materials such as concrete or tarmacadam. For many of the conservation areas in Chichester District, the front boundary walls, made from a variety of materials - brick, flint, sandstone or limestone - make an important contribution to the character and appearance of the area and they should be retained.

Generally, the District Council therefore wishes to discourage private owners from carrying out such alterations. Permission will usually be required from the County Council for the creation of a new crossover onto a public highway, and for listed buildings, Listed Building Consent will be required for the demolition of any existing walls. For the rural conservation areas, new driveways should be covered in a "soft" material, such as gravel or resin-bonded gravel, rather than tarmacadam or concrete blocks or slabs.

Where there is a real threat to the conservation area, the District Council can control the creation of hardstandings and the removal of more minor walls through the imposition of an Article 4 (2) Direction. This can be allied to a Direction to control other unsympathetic changes, such as the installation of uPVC windows or front doors.

## 9 TREES

Within conservation areas, anyone intending lopping or felling a tree greater than 100 mm diameter at 1.5 metres above the ground, must give the Council six weeks written notice before starting the work. This provides the Council with an opportunity of assessing the tree to see if it makes a positive contribution to the character or appearance of the conservation area, in which case a Tree Preservation Order may be served. This protects the tree from felling or inappropriate lopping. Fruit trees are no longer exempt, although slightly different constraints occur where the tree forms part of a managed forest or is in another agricultural use.

## 10 SATELLITE DISHES

The rules governing satellite dishes in conservation areas are significantly tighter than outside such areas. These state that the installation of a satellite antenna on any building or structure within the curtilage of a house in a conservation area is only permitted development if the following conditions are met:

### For building less than 15metres high

- No more than 2 antennas are installed on the property overall
- The dish does not exceed 100 cm in any dimension (not including any projecting feed element, reinforcing rim, mounting and brackets);
- Where two antennas are installed, one is not more than 100 centimetres in any linear dimension, and the other is not more than 60 centimetres in any linear dimension (not including any projecting feed element, reinforcing rim, mounting and brackets)
- the cubic capacity of each antenna is not more than 35 litres
- No part of it must exceed the highest part of the roof;
- If it is installed on a chimney it is not more than 60 centimetres in any linear dimension and does not stick out above the chimney;
- It is not on a wall or roof slope fronting a highway or footway;

### For buildings exceeding 15 metres in height

- No more than 4 antennas are installed on the property overall
- The dish does not exceed 130 cm in any dimension (not including any projecting feed element, reinforcing rim, mounting and brackets)
- If it is installed on a chimney it is not more than 60 centimetres in any linear dimension and does not stick out above the chimney;
- No part of it must exceed the highest part of the roof by more than 300cm;
- It is not on a wall or roof slope fronting a highway or footway;

If you live in a flat these limits apply to the building as a whole and not to each separate flat.

If any of these do not apply, a specific planning application will be required,

and it is unlikely that permission will be granted.

## 11. SOLAR PANELS AND OTHER RENEWABLE ENERGY INSTALLATIONS

The installation of renewables is encouraged within conservation areas and can often be accomplished with minimum visual interruption to historic buildings and streetscenes. There are however tighter rules on what equipment can be installed without planning permission.

These are

- Planning permission is needed to fix a solar panel to a principal or side elevation visible from a public road or space
- Planning Permission is needed to fix solar panels onto an outbuilding within the curtilage of a dwelling house where it is visible from a street or public place.
- Planning permission is also needed to fix a wind turbine to the roof.
- Free-standing solar arrays within the curtilage of the building must not be visible from a public street or place

It is permitted development to install solar panels on the roof slope even if it is visible from the road, but is only permitted if the following conditions apply.

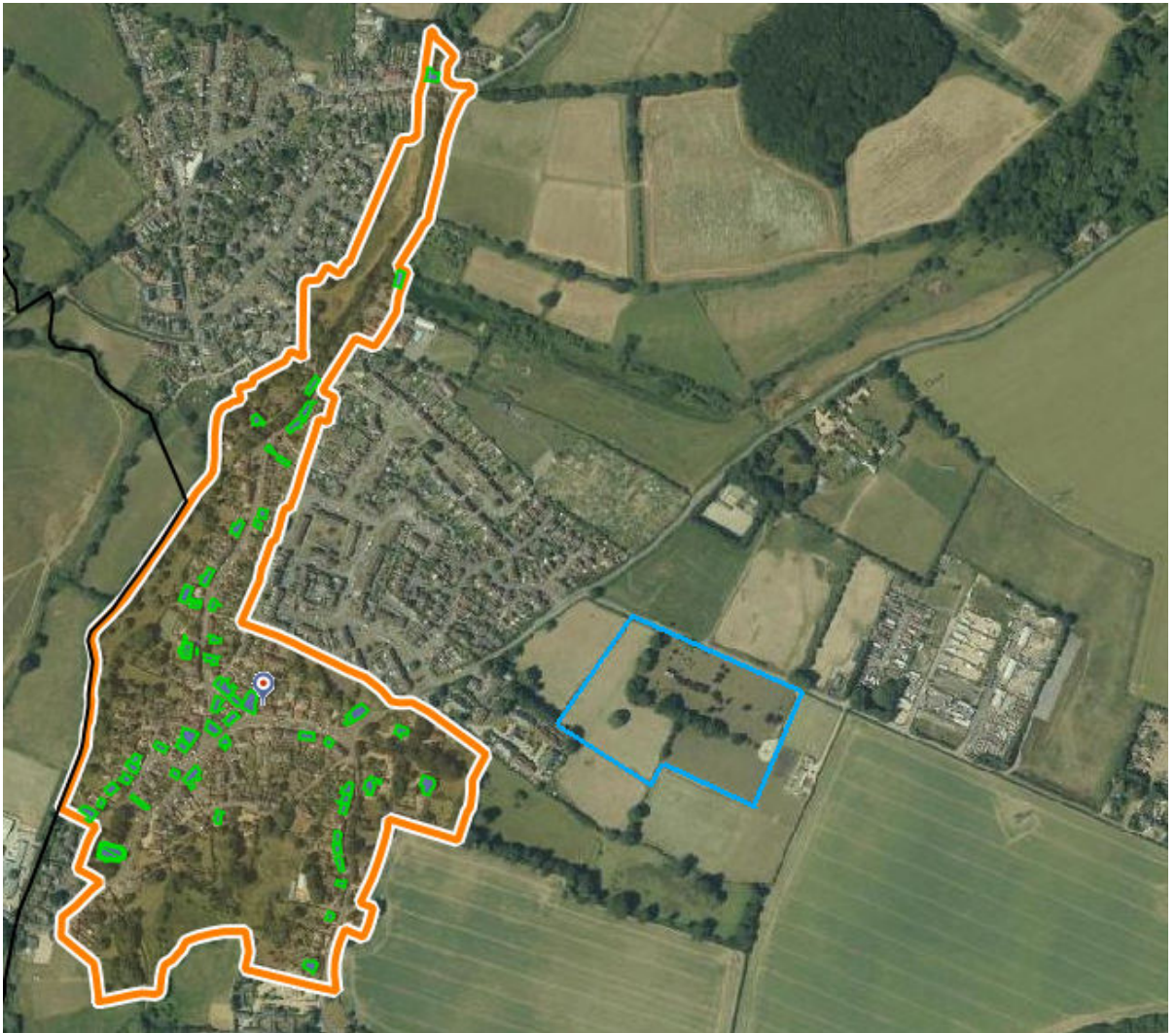
- The panel should not extend materially beyond the existing plane of the roof.
- Panels on a building should be sited, so far as is practicable, to minimise the effect on the appearance of the building.
- They should be sited, so far as is practicable, to minimise the effect on the amenity of the area.
- When no longer needed for micro-generation they should be removed as soon as possible.



## APPENDIX 4 BIBLIOGRAPHY

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- Jackson, L (2015) *Death in the city: the grisly secrets of dealing with Victorian London's dead, The Guardian, 22 January 2015. Available at: <https://www.theguardian.com/cities/2015/jan/22/death-city-grisly-secrets-victorian-london-dead>*





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## APPENDIX 2

### WESTBOURNE CONSERVATION AREA CHARACTER APPRAISAL AND MANAGEMENT PLAN (2022)

#### RESULT OF PUBLIC CONSULTATION

Between 22 March and 22 April 2022

No	Consultee / Resident name and address	Comment	Response	Action
1	Westbourne & Southbourne Joint Burial Committee	Fully support new extension, important to protect cemetery and its surroundings. New additions to landscape should be in keeping with history of cemetery	Agreed	No action required
2	David Hayes, Chantry Hall Westbourne	Didn't see much publicity for the consultation, although did find in local magazine. Very supportive of new appraisal document and addition of cemetery. Some comments in regards to specifics, suggested changes to text.	Some changes made, but several issues of emphasis not particularly divergence in fact, and these are retained as unchanged. For example, "disturbance from traffic is present much of the time, not just at rush hours." The appraisals broadly acknowledges this but identifies specific windows where it is busier.	Changes to text
3	Nigel Peake, Westbourne	Strong support for revised document, strategic document that captures essence of local area. Some wording tweaks suggested.	Agreed, suggested changes made.	Changes to text
4	Greening Westbourne	Supportive of the document, mention made of the priorities of Greening Westbourne.	Agreed	No action required
5	Richard Hitchcock, Westbourne Parish Council	Supportive of the document and proposed boundary changes. Several detailed suggestions made regarding the specifics of nature conservation and the status of various protective mechanisms mentioned within the document.	Clarification sought from Tom Day Environmental Co ordinator. Updates made to document in line with recommendations.	Changes to text

No	Consultee / Resident name and address	Comment	Response	Action
5	Richard Hitchcock, Westbourne Parish Council	Supportive of the document and proposed boundary changes. Several detailed suggestions made regarding the specifics of nature conservation and the status of various protective mechanisms mentioned within the document.	Clarification sought from Tom Day Environmental Co ordinator. Updates made to document in line with recommendations.	Changes to text
6	Neil Attewell Pioneer Minister Westbourne Meeting Place	Comment suggesting re naming of Westbourne Baptist Church to Westbourne Meeting Place. Other comments made endorsing the document.	The appraisal is generally concerned with identifying buildings as their historic function, rather than current use. For the purposes of conservation the building in question is more readily identifiable under its original description.	No changes proposed.
7	Roger Wilding, Westbourne History Group	Wide ranging comments suggesting nuanced changes to descriptions and historic references. New map suggested.	Adopting most of the suggested changes that can be verified and sit within the objectives of a concise document. Some suggestions not taken on board, for example the River Ems is known as such colloquially, it is not a river but is easily identifiable as such locally and thus serves the objectives of the appraisal more clearly. There are several examples similar to this.	Changes to text and change to map.
8	Westbourne Parish Council	The Parish Council agrees to support the proposals to expand Westbourne's Conservation Area to include Westbourne Cemetery as it would offer greater protection to the sanctity of the Cemetery and Chapel. The Parish Council offers its thanks to Chichester District Council for reviewing the Character Appraisal.	Agreed	No changes proposed.
9	Jude Whitehead	Comments supporting the use of UPVC and opening up of front boundary walls for parking within the Conservation Area. General comments on heritage moving with the times and the use of double glazing within listed buildings.	UPVC is a poor quality framing material that causes clear visual harm to historic buildings and areas, better quality alternatives are available. The removal of historic walls to assist parking would also cause harm to the character of the conservation area. The recommendations should remain as they are on this basis.	No changes proposed.
10	Alan Stokes	Supportive general comments.	Agreed	No changes proposed.



No	Consultee / Resident name and address	Comment	Response	Action
11	Martin Stern	Comment made regarding rewilding as soon as possible before it is too late.	The appraisal is supportive of natural conservation and identifies key green spaces. The Cemetery is an important area of green space that will be added to the conservation area.	No changes proposed.
12	Roy Briscoe, Local member for Westbourne	Strongly in favour of the revised appraisal and extension. Comments made regarding the tranquility of the area around the cemetery, the use of Cemetery Lane by mourners and the local building materials and character of the cemetery as well the connect to local important wildlife.	The appraisal captures the importance of the points raised and gives the character and appearance of the cemetery a statutory level of protection that it did not have before.	No changes proposed.

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## Exception to the Need to Tender Form

The Constitution of the Chichester District Council requires that most contracts should be subject to a tender process in the interests of best value and fairness and proper public process.

However, the constitution page 171 provides for this to be superseded on certain grounds – see attached.

(1) The Council requires that the following works be completed –

### **Renewal of Microsoft Enterprise Agreement 2022 – 2025**

In the opinion of the officer who is the contract administrator, one or more of the grounds for an exception applies in this instance.

(2) The ground / s on which an exception is sought is –

6.1 The work to be executed or the goods or materials or services to be supplied:

- are procured via an approved and valid framework agreement. The use of such agreement to be approved in consultation with the Legal Services Practice Manager and the Chief Finance Officer (or his appointed Representative).

6.2 The work to be executed or the goods or materials or services to be supplied:

- are exclusively manufactured by the supplier, or the goods, materials, or services are sold only at a fixed price and no satisfactory alternative is available.

(3) The estimated value of the work is approximately:

**£158,076.93 per year for a three-year term (total expenditure: £474,230.79)**

(4) The organisation which it is recommended that the works be performed is –

**Microsoft through their authorised distributor Softcat**

Submitted by: Andrew Forward (The contract administrator)

(Job Title) ICT Manager

Date 14 June 2022

The decision must always be considered by the appropriate Head of Service, and by the Chief Finance Officer.

Considered by: Joe Mildred (Head of Service)

(Job Title) Divisional Manager Business Services

Decision of Head of Service Approved

Date 15 June 2022

Considered by: John Ward (Chief Finance Officer)

(Job Title) Director of Corporate Services

Decision of Chief Finance Officer Approved

Date 16 June 2022

Note that the above decision, if approved, must be referred to Cabinet where the contract is estimated to exceed £50,000.

The contract administrator should note that at all times he or she will need to demonstrate that the contract represents value for money and that the Council will receive Best Value for the work undertaken. Further advice may be obtained by the contract administrator or the Head of Service from Legal Section on the Constitution as it applies to this application.