

Public Document Pack

JOHN WARD
Director of Corporate Services

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

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



Notice of Meeting

To All Members of Chichester District Council

You are hereby summoned to attend a **Special** meeting of **THE COUNCIL** which will be held in the **Committee Rooms, East Pallant House** on **Tuesday 31 January 2023** at **2.00 pm** for the transaction of the business set out in the agenda below.

A handwritten signature in black ink, appearing to read 'Diane Shepherd'.

DIANE SHEPHERD
Chief Executive

20 January 2023

AGENDA

- 1 **Minutes** (Pages 1 - 18)
The Council is requested to approve as a correct record the minutes of the meeting held on 22 November 2022
- 2 **Urgent Items**
The Chair will announce any urgent items which due to special circumstances are to be dealt with under Late Items.
- 3 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 4 **Chair's Announcements**
Apologies for absence will be notified at this point.

The Chair will make any specific announcements.
- 5 **Public Question Time**
In accordance with Chichester District Council's scheme for public question time the Council 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 BY THE CABINET

To consider the following recommendations of the Cabinet requiring the approval of the Council.

6 **Compact Sweeper Procurement**

The Council is requested to consider the report as set out in pages 7 to 10 of the Cabinet papers for 6 December 2022 and make the following resolution:

That Council allocates £205,000 from reserves to purchase a new electric powered compact sweeper for use within the city centre and surrounding streets.

7 **Consideration of Consultation Responses Received on Chichester District Council's Draft Infrastructure Business Plan 2023-2028**

The Council is requested to consider the report and its appendices as set out in pages 11 to 38 of the Cabinet papers for 10 January 2023 and make the following resolutions:

- 1. To approve the proposed responses to the representations received and subsequent modifications to the Draft Infrastructure Business Plan 2023-2028 as set out in Appendix 1 to the report.**
- 2. To approve the amended IBP including the CIL Spending Plan as set out in Appendix 2 to the report.**

8 **Pallant House Gallery Funding Update**

The Council is requested to consider the report and its appendices as set out in pages 95 to 98 of the Cabinet papers for 10 January 2023 and make the following resolution:

That following the withdrawal of Art Council England National Portfolio Funding the Council continues to support Pallant House Gallery under current funding arrangements for 2023/24.

9 **The Procurement and Allocation of Temporary Accommodation for Homeless Applicants Policy**

The Council is requested to consider the report and its appendix as set out in pages 99 to 110 of the Cabinet papers for 10 January 2023 and make the following resolution:

That Councils adopts the Procurement and Allocation of Temporary Accommodation for the Homeless under Part VII of the Housing Act 1996 and Related Legislation Policy.

10 **Treasury Management and Investment Strategies for 2023-24**

The Council is requested to consider the report and its appendices as set out in pages 39 to 93 of the Cabinet papers for 10 January 2023 and make the following resolution:

That the Treasury Management Policy Statement, Treasury Management Strategy Statement, the Investment Strategy, and relevant indicators for 2023/24 be approved.

11 **UK Shared Prosperity Fund and Rural England Prosperity Fund**

The Council is requested to consider the report and its appendices as set out in

pages 111 to 127 of the Cabinet papers for 10 January 2023 and make the following resolution:

That Council accepts the allocation of Rural England Prosperity Fund (REPF), once advised, which is anticipated to be in the region of £718,000.

RECOMMENDATIONS BY COMMITTEES

None.

OTHER REPORTS

- 12 **Climate Emergency Action Plan - second annual progress report** (Pages 19 - 66)
The Council is requested to consider the report and its appendices as set out in the agenda pack for this meeting and make the following resolution:
- That the Council notes this report and the progress on implementing the Climate Emergency Action plan.**
- 13 **Urgent Decision Notice - UK Shared Prosperity Funding** (Pages 67 - 69)
The Council is requested to note the Urgent Decision Notice related to the UK Shared Prosperity Fund.
- 14 **Questions to the Executive**
Members are invited to ask a question of a member of the Executive (maximum of 30 minutes duration).
- 15 **Late Items**
To consider any late items as follows:
- 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.
- 16 **Exclusion of the press and public**
The Council is asked to consider in respect of agenda items 17, 18 and 19 whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information. **The reports dealt with under this part of the agenda are attached for members of the Council and senior officers only (salmon paper).**
- 17 **Urgent Decision Notice** (Page 71)
The Council is requested to note the exempt Urgent Decision Notice.
- 18 **CCTV transmission contract renewal**
The Council is requested to consider the exempt report as set out in pages 129 to 131 of the Cabinet papers for 10 January 2023 and make the following resolution:
- That Council approves the recommendation as set out in section 2.1 of the report.**
- 19 **Future Services Framework**
The Council is requested to consider the exempt report and its appendices as set

out in exempt Cabinet papers pack for 10 January 2023 and make the resolutions as set out in the exempt Decision List recommendations to Council circulated to members on 12 January 2023.

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 issued 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]

MEMBERS

Mrs E Hamilton

Mr H Potter

Mrs C Apel

Mrs T Bangert

Mr G Barrett

Miss H Barrie

Mr M Bell

Rev J H Bowden

Mr B Brisbane

Mr R Briscoe

Mr J Brown

Mr A Dignum

Mrs D Johnson

Mr T Johnson

Mrs E Lintill

Mrs S Lishman

Mr G McAra

Mr A Moss

Mr S Oakley

Dr K O'Kelly

Mr C Page

Mr D Palmer

Mrs P Plant

Mr R Plowman

Mrs J Duncton
Mr J Elliott
Mr G Evans
Mrs J Fowler
Mrs N Graves
Mr F Hobbs

Mrs C Purnell
Mr D Rodgers
Mrs S Sharp
Mr A Sutton
Mrs S Taylor
Mr P Wilding

This page is intentionally left blank

Public Document Pack Agenda Item 1



Minutes of the meeting of the **Council** held in the Committee Rooms, East Pallant House on Tuesday 22 November 2022 at 2.00 pm

Members Present: Mrs E Hamilton (Chairman), Mr H Potter (Vice-Chairman), Mrs C Apel, Mrs T Bangert, Mr G Barrett, Miss H Barrie, Mr M Bell, Mr B Brisbane, Mr R Briscoe, Mr J Brown, Mr A Dignum, Mrs J Duncton, Mr G Evans, Mrs J Fowler, Mrs N Graves, Mr F Hobbs, Mr T Johnson, Mrs E Lintill, Mrs S Lishman, Mr A Moss, Mr S Oakley, Dr K O'Kelly, Mr C Page, Mr D Palmer, Mrs P Plant, Mr R Plowman, Mrs C Purnell, Mr D Rodgers, Mrs S Sharp, Mr A Sutton, Mrs S Taylor and Mr P Wilding

Members not present: Rev J H Bowden, Mr J Elliott, Mrs D Johnson and Mr G McAra

Officers present all items: Mrs L Baines (Democratic Services Manager), Mr N Bennett (Divisional Manager for Democratic Services), Mr A Frost (Director of Planning and Environment), Mrs J Hotchkiss (Director of Growth and Place), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

165 **Minutes**

RESOLVED

That the minutes of the Full Council meeting held on 27 September 2022 be approved as a correct record.

166 **Urgent Items**

There were no urgent items.

167 **Declarations of Interests**

Cllr Oakley declared a personal interest in relation to agenda items 7 and 8 as a member of West Sussex County Council.

168 **Chair's Announcements**

Apologies for absence were received from Cllr Bowden, Cllr Elliott, Cllr Donna Johnson and Cllr McAra.

The Chair made the following announcement:

It is with great sadness that I announce the passing of John Connor and John Ridd. John Connor was a member from 2007 – 2019. He sat on Cabinet, Licensing Committees, Parking Forum, the then Environment Panel and Overview and Scrutiny Committee. John Ridd was a member from 1999 – 2019. He was also Chairman of the Council from 2005 until 2011. I will ask you all to hold a two minutes silence in memory of John Connor and John Ridd. Please will everyone who is able now stand.

A two minutes silence took place.

169 **Public Question Time**

The following question was submitted by Jane Towers and read by Democratic Services:

With ref to Agenda item 9 it is no surprise that there were only 8 responses to your request for views on evening meetings. I hesitate to call it a consultation. The only way you would have stumbled across it would have been a couple of posts popping up on social media. There was no engagement with Parish Councils on their flexibility on this. Some of the reasons given against evening meetings, by members, are quite frankly extraordinary. Those responses for, cite the, not unreasonable reasons, that having day time meetings is not conducive to attracting a diverse range of people to the Council, the difficulty for those who are working or have young families and caring duties. A start time of 4pm would do little to address this. A real opportunity ahead of the May elections has been missed.

I would like to ask the following questions:

- 1. Will you re run this as a proper consultation ie through Have Your Say, engagement with Parish Councils and other organisations, which would reach a much higher number of people?*
- 2. Can this be reviewed in May 2023 when the Council will have new members who may be a little more responsive to moving in line with practically every other council in the country?*

Cllr Lintill provided the following response:

Thank you for your question. The Council carried out a cross party exercise for some months which was made known to the public, parish councils and other organisations in the same way as many other exercises. This consultation was expanded into various social media routes to increase public awareness by the Council press team through that period. A wide range of sources of evidence were taken as outlined in the report and considered by the members involved in coming to their recommendations. It will be open to a future Council to reconsider any matter though no earlier than six months from a previous decision. Any methods of consultation could also be amended if they chose.

170 **Determination of the Council Tax Reduction Scheme 2023 – 2024**

Cllr Wilding introduced the item.

The recommendation was proposed by Cllr Wilding and seconded by Cllr Lintill.

Cllr Moss gave his support to the scheme but asked that further consideration be given to how more people could be supported. Cllr Lintill explained that if further support were to be provided then additional work would need to take place to look at how it would be funded.

Cllr Oakley requested clarification of how many Local Authorities have similar schemes. Mrs Rudziak confirmed that a quarter of councils have a scheme which allows a 100% reduction in Council Tax.

In response to a query of whether West Sussex County Council (WSSC) members should declare a personal interest Mr Bennett explained that in this instance it is not a strict legal requirement of members but is members choice whether to declare.

Cllr's Duncton, Oakley and Sharp then declared a personal interest in relation to the item as members of WSSC. Cllr O'Kelly asked if she should declare if she wished to speak. Mr Bennett explained that if a member were looking to influence the vote the advice would be to declare. Cllr Purnell then declared a personal interest in the item as a member of WSSC.

Cllr Sharp wished to note her thanks to the Supporting You team.

Cllr Purnell wished to commend the council for its work on the Scheme.

In a vote the following resolution was agreed:

That the proposed Council Tax Reduction Scheme for 2023-2024 be approved.

171 **Financial Strategy and Plan 2023-24**

Cllr Wilding introduced the item and thanked the finance team for their hard work on the Strategy and Plan.

The recommendations were proposed by Cllr Wilding and seconded by Cllr Lintill.

Cllr Plowman wished to note his concern of the impact of inflationary costs and parking charges on businesses.

Cllr Brown noted his support for the Strategy and Plan.

In a vote the following resolutions were agreed:

- a) The key financial principles and actions set out in Appendix 1 of the 5 year Financial Strategy report are approved.**
- b) That the Minimum Level of Reserves level is set at £4m following the recommendation of the Corporate Governance and Audit Committee.**
- c) That the current 5 year Financial Model detailed in appendix 2 (Part 2) and the Resources Statement in appendix 3 to the Financial Strategy report be noted.**
- d) That £1.457m is transferred from the General Fund Reserve to the Investment Risk reserve to increase the mitigation held for fair value adjustments for the Council's long-term investments.**

172 **Boundary Review Panel Recommendations**

Cllr Oakley as Chair of the Boundary Review Panel introduced the item. He thanked officers for their time on the recommendations.

The recommendations were proposed by Cllr Oakley and seconded by Cllr Lintill.

Cllr Oakley outlined all the options detailed within the report. He then spoke in favour of option 2.1c as outlined in the report. He explained that it would mean that it includes the whole of the A286 from the city to Midhurst in the Chichester constituency and avoids upper Lavant valley parishes being detached.

Cllr Brown spoke in favour of option 2.1b. He referred to maps he had provided to members prior to the meeting. He spoke against the Boundary Commission proposals as it results in areas of Bognor being included in the Chichester constituency and the exclusion of the South Downs within the Chichester constituency. He explained that proposals should be kept as simple as possible. Option 2.1b is a straight swap to put Bognor areas into Arun and South Downs.

Cllr O'Kelly explained that Harting Parish Council had debated the matter. She spoke in favour of the footprint of the constituencies being in line with local authorities for collaborative work. She added that the other local authorities should all be in line in order to get the changes through.

Cllr Hobbs spoke in favour of Lodsworth remaining in Chichester constituency. He requested the council responded with a preference to option 2.1c.

Cllr Duncton spoke in favour of option 2.1c.

Cllr Potter spoke in favour of option 2.1d in order to maintain the Goodwood ward within the Chichester constituency.

Cllr Plowman agreed with Cllr Potter about maintaining the Goodwood ward within the Chichester constituency. He also commented that it would be good to maintain Lodsworth too.

Cllr Moss agreed with the comments made to bring everyone in line to the same view. He included the MP in that. He wished to support option 2.1b at this stage.

Cllr Purnell supported a combination of option 2.1b and option 2.1c in order to achieve the optimum.

Cllr Dignum supported maintaining Harting, Easebourne and Midhurst and whatever else was mathematically possible.

Cllr Moss requested comment from the Chief Executive to provide members with a solution.

Cllr Purnell explained that the Boundary Commission appeared open to change. She added that the numbers presented to the Boundary Commission would be presented in order that they are checked rather than calculated.

Cllr Sharp commented that Pagham and Bersted are better linked to Bognor Regis. She spoke in favour of option 2.1c.

Cllr Briscoe drew members attention to the recommendation which allows for a combination of the options to be put forward. He spoke in favour of option 2.1c but could support a combination of options 2.1b 2.1c and 2.1d.

Cllr Brown explained that Cllr Oakley and Mr Mildred had carried out work to establish the different number options. He wished to note that Cllr McAra who was not present had spoke in favour of option 2.1a. He requested members vote on whether to include option 2.1d and then vote between 2.1b and 2.1c. He suggested submitting both options to the Boundary Commission to have 2.1c as the preferred option with 2.1b as a second preference if 2.1c is not workable.

Cllr Lintill supported Cllr Brown's approach.

Cllr Oakley proposed that given the council's desire to include as much of the district within the Chichester constituency that options 2.1b and 2.1c be put forward with equal weighting to the Boundary Commission. The proposal was seconded by Cllr Brown.

Cllr O'Kelly raised concerns about not aligning the options with other stakeholders.

Mrs Shepherd explained that a counter proposal would have to be made in order to put forward a preferred option with a second preference.

Cllr Purnell put forward a counter motion to put forward option 2.1c as the preferred option with option 2.1b as a second preference. This was seconded by Cllr Duncton.

The Chair took a short break in order to compile the amendments.

Mrs Shepherd clarified that option 2.1d would be a separate vote. She added that of the two counter motions members would vote first on Cllr Purnell's and if that were successful then not on Cllr Oakley's counter motion however if Cllr Purnell's counter motion fell then Cllr Oakley's motion would be voted on.

The Chair clarified the two counter motions:

- Cllr Purnell, seconded by Cllr Duncton put forward that option 2.1c be put forward as the preferred option with option 2.1b as a second preference.
- Cllr Oakley, seconded by Cllr Brown put forward that options 2.1b and 2.1c be put forward with equal weighting.

Mrs Shepherd explained if both fall then the vote would be on the substantive recommendation.

Cllr Hobbs wished to add a preamble that the aim of the council is to ensure the maximum amount of the district falls within the Chichester constituency. Cllr Purnell clarified that the additional recommendation in the report would give delegated authority for Cllr Oakley and Mr Mildred to word the response and therefore that would be included. Cllr Oakley confirmed that would be the principle of the response.

Mr Bennett asked members to maintain the discipline of speaking through the Chair for all comments.

The Chair then asked members to vote on Cllr Purnell's counter motion.

The vote was tied. The Chair gave her casting vote to the counter motion.

In a vote the following resolution was carried:

RESOLVED

That option 2.1c be put forward to the Boundary Commission for England as the preferred option with option 2.1b as a second preference.

The Chair then moved to a vote on option 2.1d.

In a vote the following recommendation was carried:

RESOLVED

To recommend that the Boundary Commission for England move the whole of the Goodwood CDC ward from the Arundel and South Downs constituency into Chichester constituency. This would need to be offset by the parish of Lodsworth remaining within the Arundel and South Downs constituency rather than moving with the rest of Easebourne CDC ward into the Chichester constituency.

The Chair then moved to a vote on option 2.2

In a vote the following recommendation was carried:

RESOLVED

That it is delegated to the Chairman of the Boundary Review Panel supported by the Divisional Manager for Business Support to set out detailed proposals as appropriate and finalise the consultation response to the Boundary Commission for England.

173 Committee Calendar of Meetings May 2023 - May 2024 and Evening Meeting Trial

Cllr Purnell as Chair of the 2023 Elections Task and Finish Group introduced the item. The recommendations were proposed by Cllr Purnell and seconded by Cllr Lintill.

Cllr Moss was then invited to introduce his amendment:

That the Monitoring Officer is asked to carry out a review of meeting times in June to August 2023 to assess new councillors preferred choices of meeting times; outcomes of that review to be reported to Council.

The amendment was seconded by Cllr Brown.

Cllr Moss acknowledged that the calendar of meetings agreed would be for the period May 2023 – Annual Council 2024. He explained that following the District Elections in May new members may have views on when the meetings should be held. He therefore proposed the amendment in order that those views can be considered for meetings taking place from May 2024.

Cllr Barrett raised concerns that evening meetings would clash with parish meetings. He suggested 4pm Full Council starts in the summer months only.

Cllr Plowman suggested the debate take place after the elections.

Cllr Tim Johnson explained that 8pm cut offs would be beneficial for working councillors. 4pm – 8pm would be a compromise.

Cllr Purnell explained that a new council could bring the decision back for consideration six months after the decision is made. Cllr Oakley agreed.

Cllr Oakley explained that he did not support evening meetings due to parish meetings and long days. He noted that 4pm starts would still clash with parish meetings and the working day. He also raised concerns that an 8pm guillotine could result in additional special meetings.

Cllr Barrie supported Cllr Moss's comments and amendment. She explained that the possibility of evening meetings may help to attract a more diverse range of councillors.

Cllr Brown supported the amendment from Cllr Moss. He explained he supported the 4pm start time for the Full Council meetings. He gave example that other councils are able to manage evening meetings and if they are able to be planned for that would help. He explained he would prefer more evening meetings but accepted incremental change as a compromise. He noted that four day weeks could work for staff that are supporting evening meetings.

Cllr Hobbs explained that he felt the debate should wait for the new council following May 2023. Cllr Duncton noted that she agreed.

Cllr Graves outlined the difficulties of traveling home late at night from rural parts of the district.

Cllr Sharp spoke in favour of Cllr Moss's amendment. She spoke in favour of evening meetings to allow those who work to stand for election and attend council meetings.

Cllr Sutton explained that for those who work and have other roles evening meetings can cause clashes. This is also the case for parish meetings. He noted that during the trial some attendees left prior to the end of the meeting. He also noted that there could be issues for those wishing to attend meetings trying to get evening childcare.

Cllr Plowman requested that the Chair move to the vote on the amendment then follow with the debate on the substantive Motion.

The Chair moved to vote on Cllr Moss's amendment. Cllr O'Kelly sought a point of order as she wished to comment on the amendment. Mrs Shepherd explained that members were being asked to vote on the amendment submitted by Cllr Moss. Following the vote on that Motion further debate will be permitted on the substantive recommendation before a vote to approve Appendix A or Appendix B. Cllr Purnell asked for clarification of why the amendment would be voted on first as she viewed it as an additional recommendation. The Chair asked members to vote on the amendment first.

Cllr O’Kelly was permitted to speak to the amendment. She asked that new members be provided with a form to submit their preferences once elected.

Members then voted on Cllr Moss’s amendment Motion. A request was made to abstain having voted. Mr Bennett explained that as the Chair had not yet reached abstentions this could be permitted at her discretion. Members were reminded that members should not be voting twice. The Chair asked members to raise their hands in favour, against and abstain.

In a vote the following resolution was agreed:

RESOLVED

That the Monitoring Officer is asked to carry out a review of meeting times in June to August 2023 to assess new councillors preferred choices of meeting times; outcomes of that review to be reported to Council.

The Chair invited comments on the substantive recommendations.

Cllr Oakley commented on the daytime work that would need to take place when the officers required are available.

Cllr Tim Johnson wished to note that an employer only has to provide two working days annual leave per year. Cllr Apel noted that when she was working she used to take holiday in order to carry out her council duties.

Cllr Purnell noted that there are different views which will not please everyone whichever option is chosen.

Cllr Hobbs explained that further work should be done at a later date. He wished to have an informal conversation with Mr Bennett about the different types of councillors that may apply.

Cllr O’Kelly explained that she did not see the benefit of the 4.00pm start time for Full Council. She felt that 6.00pm would be better. She noted that 4.00pm was a small step forward but more could be done.

Cllr Bangert requested clarification of whether allowances cover childcare costs. It was confirmed that they do.

Mr Bennett explained that in response to Cllr Tim Johnson’s comments that the general rule is that employees are entitled to reasonable time off to carry out the role of a councillor.

Mr Ward clarified that when members vote if Appendix A is carried then a vote would not take place on Appendix B.

The Chair then moved to the vote for Appendix A. The vote was tied and the Chair used her casting vote to vote in favour of Appendix A.

RESOLVED

That Appendix A be approved as the Calendar of Meetings for 2023/24.

Members took a short break.

174 Motion from Cllr Wilding

Cllr Wilding proposed his Motion which was seconded by Cllr Hobbs.

His Motion was as follows:

There is a growing problem in this District and across the UK of speculators buying areas of farm land or woodland and then selling it on the internet in small lots. Look up Land for sale - Barney Estates. The speculators can double or treble their investment but at the same time they are permanently ruining the landscape by turning fields and woods into allotments. There are 5 instances of this happening in or near my ward in the last year. The effect can be reduced by CDC issuing an Article 4 Direction or a whole wood TPO, but this creating a huge amount of work for Enforcement and Legal.

I propose a motion as follows:

This Council deplores the practice of subdividing agricultural and forestry land into small lots for sale and asks the Leader/Chief Executive to write to the MP requesting that she lobbies Government to legislate against it.

As Cabinet member Cllr Taylor responded first. She explained that the landscape in the district is characterised in part by the network of fields and forests across our countryside. Whilst the rural landscape has been subject to change over time, fields and woodlands remains for the most part open and undeveloped, even where land is used for agricultural or forestry operations. The creation of leisure plots may result in a change of use that needs planning permission if it is used for domestic or recreational purposes, but this is not always the case if the subdivision of the land does not alter its primary use. Therefore, the local planning authority does not necessarily have control over the subdivision of fields or areas of woodland. The sub-division of fields and woodland can result in a proliferation of boundary fences, accesses, and tracks, outbuildings, and paraphernalia which is more domestic in nature, than equipment and development necessary to carry out agricultural uses or forestry operations. The subdivision of rural landscapes, the creation of leisure plots, and the development that is associated with the use is therefore often harmful to the character of the rural area.

Cllr Taylor added that an Article 4 Direction, served under the provisions of the Town and Country Planning (General Permitted Development) Order 2015, as amended, allows a local planning authority to remove permitted development rights for some of the harmful elements that would otherwise not require planning permission. This includes means of enclosure such as fencing and hard standing for tracks. Article 4 directions are a useful tool to proactively manage what development can take place on a parcel of land. However, it is important to note that Article 4's do not prevent land from being sold or land being subdivided in terms of the ownership of the land. Seeking to control the sale of land is outside the scope of the planning system, and therefore this is beyond the remit of an Article 4 direction.

Cllr Taylor suggested that she ask the Chief Executive to write to the Secretary of State for the Department of Levelling Up, Housing and Communities expressing the Council's

concerns about the effects of sun-division of rural land and requesting that further legislation is considered to address the problem.

Cllr Hobbs as seconder was invited to speak. He gave an example of a similar practice in Lodsworth. He added that the South Downs National Park Authority had used its statutory powers in order to help in that situation.

Cllr Moss spoke on behalf of the Liberal Democrats group and explained that the Group wished to support the Motion.

Cllr Oakley added that the practice occurs both in and out of the National Park.

Cllr Potter gave his support to the Motion.

Cllr Lintill confirmed that she was happy for the letter to be sent in her name.

In a vote the Motion was carried:

RESOLVED

This Council deplores the practice of subdividing agricultural and forestry land into small lots for sale and asks the Leader/Chief Executive to write to the MP requesting that she lobbies Government to legislate against it.

175 Motion from Cllr Barrett

Cllr Barrett proposed his Motion which was seconded by Cllr Brown.

His Motion was as follows:

Having requested data from the Councils Council Tax team I have been advised that there are currently 1,688 properties listed for Council Tax in West Wittering parish. On looking through the Government website <https://www.gov.uk/council-tax-bands> for West Wittering there were a significant number of entries where properties have had their Tax Band 'Deleted' thus do not pay Council Tax. Whilst there are a number of potential reasons for that, it may be that these properties now fall under the Business Rate structure as they are being rented out as holiday homes.

In West Wittering Parish there are currently 326 properties registered as Second Homes of which many may be let out as holiday accommodation. The Councils business rating list indicates there are 33 properties registered as holiday homes in the parish. However, it would appear that if the Rateable Value of the Business property is less than £12000 there are no charges to pay as small business rate relief is applied. In the case of holiday accommodation the Rateable Values are well below £12000, and the average in West Wittering for this type of business is £4,750, meaning that no business rates are actually paid.

It is apparent that these properties do not contribute to the Councils cost of providing services so I would like to put forward the Following Motion:

That this Council write to the Member of Parliament for Chichester to raise this matter with the Secretary of State for Department for Levelling Up, Housing and Communities to have

this matter addressed and propose a solution whereby Councils are reimbursed for the services they provide.

Cllr Brown as seconder was invited to speak. On behalf of the Liberal Democrats group he explained that the Group wished to support the Motion.

As Cabinet member Cllr Wilding then responded. He explained that currently there is a loophole where a property owner can claim their property is available to let for 140 days a year in order to get it assessed for business rates rather than Council Tax and, if it is small business, it will pay no rates. This applies even if it is not advertised or the rent is prohibitively high. The rules are being tightened from 1st April 2023, so rather than just being available for let for 140 days a property must also have actually been let for 70 or more days in the previous year in order to qualify for the rating list rather than Council Tax so this may result in some properties that are currently rated moving back into Council Tax. Cllr Wilding added that there is a proposal to increase the Council Tax for second homes by adding a premium of 100% (i.e. charging double the normal rate). This part of the Levelling Up Bill, but this has not passed into law yet, but even if it does pass into law, it will only apply to properties paying Council Tax. Cllr Wilding explained his view that holiday lets should not be exempt from Council Tax because they receive the same services as a property occupied by the owner. He therefore gave his support to the Motion to write to the MP for Chichester to raise the issues around some properties not contributing to local services with the Secretary of State for Levelling Up, Housing and Communities, and request that a solution is found whereby Councils are re-imbursed for the services they provide.

Cllr Purnell gave her support to the Motion and asked that the letter to the MP include reference to refuse collection from second homes. Mr Ward explained that officers were in the process of contact owners of properties being used as either Air BnB or commercial operations to explain that there refuse collection will be charged under commercial waste collection. Cllr Purnell thanked Mr Ward for the update.

In a vote the Motion was carried:

RESOLVED

That this Council write to the Member of Parliament for Chichester to raise this matter with the Secretary of State for Department for Levelling Up, Housing and Communities to have this matter addressed and propose a solution whereby Councils are reimbursed for the services they provide.

176 Motion from Cllr Sharp

Cllr Sharp proposed her Motion which was seconded by Cllr Brown.

Her Motion was as follows:

Everyone has the right to a warm home that is affordable to heat:

- *Improving energy efficiency is central to tackling the energy crisis & cost of living crisis;*
- *Fossil fuels should be left in the ground, & investment in energy supply should instead be targeted at renewables;*

- *All new homes & workplaces should be built to the highest possible energy efficiency standards.*

This council notes that:

- *Chichester District Council declared a climate emergency in 2019 which makes the District an inappropriate place to carry out oil and gas exploration;*
- *Buildings account for 23% of UK greenhouse gas emissions;*
- *CDC has supported energy efficiency for homes & businesses in the district, but needs far more support from central government*
- *Current UK government investment in energy efficiency is nowhere near the level required to address fuel poverty or meet our legally binding UK climate targets. To date only approximately 50 homes have been improved through Local Authority ECO3 Flex and Green Homes Grant Local Authority Delivery schemes.*

The council therefore calls on the Leader to write to the Prime Minister & to our MPs to call for:

- *Immediate further direct financial support to help people to manage the cost of living crisis, with most support provided to low income households;*
- *A fully funded nationwide action plan to insulate all homes & businesses as quickly as possible to improve energy efficiency & reduce bills;*
- *A commitment to keep fossil fuels in the ground, & to invest instead in developing the renewable energy technologies & businesses that are essential for our future energy security;*
- *A commitment to require any applications for oil and gas exploration, including fracking, to demonstrate a net zero impact on carbon emissions, environmental and population health and water supplies;*
- *Immediate introduction of significantly improved energy efficiency standards for new buildings.*

Cllr Brown as seconder was invited to speak. He proposed his amendments submitted in advance of the meeting as per the Motions procedure. His amendments were as follows:

Amendment A:

Change: "The Council therefore calls on the Leader to write to the Prime Minister and to our MPs to call for:"

To: "The Council therefore calls on the Leader to write to the Prime Minister, the Secretary of State for Business, Energy and Industrial Strategy, the Secretary of State for Environment, Food and Rural Affairs and to our MPs to call for:"

Amendment B:

Add the following to Bullet Point three:

"including capping the Autumn Statement's newly increased windfall tax on renewable energy to be no greater than that imposed on fossil fuels and to give the same investment allowances to renewables that are available to fossil fuel investors."

As Cabinet member Cllr Plant then responded. She explained that everyone is aware of how the cost of energy bills, energy security and climate emergency are inextricably linked together and that improved energy efficiency in housing and other buildings and investment in renewable energy will provide a way forward. She explained that the councils influence with central government is limited, but she gave her support for a call for further action and confirmed she would be happy to write to government including the local MPs on this important matter. In relation to the specific points raised Cllr Plant explained that direct financial support is a short term measure and whilst it should be targeted at those in most need the government's proposals for this are already clear and are unlikely to change in the short term. In terms of the second point, an insulation programme would be a more sustainable way of reducing energy bills. However in the current fiscal situation, a fully funded nationwide Plan for all may not amount to the most efficient use of our national resources. Nevertheless, any such plan needs to provide clear incentives for people to take action and also tackle the non-financial barriers to improving energy efficiency. With regard to the three points concerning: investment in renewably energy technologies; ensuring a net zero approach to our national energy strategy; and finally, bringing forward the planned Future Buildings standards for new builds Cllr Plant agreed that the council could and should urge government to act and request that the local MPs support them. Based on the comments made above Cllr Plant gave support to the thrust of the Motion.

Cllr Purnell requested a vote on each of the points of the Motion as she could support some of the points but not others. This proposal was seconded by Cllr Dignum.

Cllr Plowman gave his support to the Motion.

With regard to the second, third and fourth bullet points Cllr Oakley commented that members on the WSCC Planning Committee may wish to consider abstaining. He asked members to consider whether there is capacity within industry and where the materials would come from. He suggested maximising tidal energy. Cllr Apel gave her support to the suggestion.

Cllr Lintill explained that she would be happy to write on all but the first bullet point which had been superseded by the Autumn Budget Statement.

Cllr Hobbs gave his support to the thrust of the Motion. He asked whether the wording could be amendment to 'acknowledge the council's support'.

Cllr Briscoe commented on the practicalities of the Motion but explained he felt the proposals were admirable.

Cllr Barrie acknowledged what remained outside of the council's control. She spoke in support of the Motion and called for change.

Cllr Palmer explained that he would support bullet points two and five only.

Cllr Sutton commented on bullet points three and four as aspirational.

Cllr Brown explained that the Motion is to fund the creation of the action plan not the outcome of an action plan.

Cllr Moss gave his support to the Motion in full.

Cllr Hobbs asked if Cllr Sharp would consider the wording again to acknowledge the council's desire rather than committing to it. Cllr Sharp agreed if it meant the Motion could be supported.

Cllr Sharp confirmed that she had accepted the inclusion of Cllr Brown's amendments within her Motion.

Cllr Lintill explained that she would share the draft with Cllr Sharp before sending the letter.

Cllr Purnell requested more information on the wording in order to be able to vote.

Cllr Lintill confirmed that the wording would remove the word commitment and bullet point one.

Mr Bennett explained that the Leader would be required to write broadly in terms of the Motion and amendments.

Cllr Moss requested that the letter be shared with both Cllr Sharp and Cllr Brown as proposer and seconder.

Cllr Duncton explained that as a member of both the South Downs National Park and WSCC Planning Committee's she would not be voting on bullet points three and four.

Cllr Purnell then withdrew her proposal to vote on the bullet points separately.

In a vote the Motion as amended was carried:

RESOLVED

This council notes that:

- **Chichester District Council declared a climate emergency in 2019 which makes the District an inappropriate place to carry out oil and gas exploration;**
- **Buildings account for 23% of UK greenhouse gas emissions;**
- **CDC has supported energy efficiency for homes & businesses in the district, but needs far more support from central government**
- **Current UK government investment in energy efficiency is nowhere near the level required to address fuel poverty or meet our legally binding UK climate targets. To date only approximately 50 homes have been improved through Local Authority ECO3 Flex and Green Homes Grant Local Authority Delivery schemes.**

The Council therefore calls on the Leader to write to the Prime Minister, the Secretary of State for Business, Energy and Industrial Strategy, the Secretary of State for Environment, Food and Rural Affairs and to our MPs to call for:

- **A fully funded nationwide action plan to insulate all homes & businesses as quickly as possible to improve energy efficiency & reduce bills.**
- **Acknowledges the desire to keep fossil fuels in the ground, & to invest instead in developing the renewable energy technologies & businesses that**

are essential for our future energy security including capping the Autumn Statement's newly increased windfall tax on renewable energy to be no greater than that imposed on fossil fuels and to give the same investment allowances to renewables that are available to fossil fuel investors.

- **Acknowledges the desire to require any applications for oil and gas exploration, including fracking, to demonstrate a net zero impact on carbon emissions, environmental and population health and water supplies;**
- **Immediate introduction of significantly improved energy efficiency standards for new buildings.**

177 **Late Items**

There were no late items.

178 **Exclusion of the press and public**

The Chair announced that the Part II agenda item 16 would be heard first with the Council to then return to public session for Questions to the Executive. The Chair then read the Part II resolution in relation to agenda item 16. This was proposed by Cllr Lintill and seconded by Cllr Taylor. The Council then voted to go into part II.

RESOLVED

That with regard to agenda item 16 the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

179 **Leisure Management Contract Review**

Cllr Briscoe introduced the item.

The recommendation was proposed by Cllr Briscoe and seconded by Cllr Lintill.

Comments and questions were made by Cllr Brown, Cllr Moss, Cllr Sharp, Cllr Bangert, Cllr Apel, Cllr Barrie, Cllr Oakley and Cllr Plowman. Responses were provided by Cllr Briscoe, Mrs Hotchkiss and Mr Bennett.

In a vote the following resolution was agreed:

That recommendation 2.1 of the exempt report as set out on page 55 of the Cabinet agenda for 1 November 2022 be approved.

180 **Questions to the Executive**

The Chair announced that the meeting had returned to public session.

Questions to the Executive were as follows:

Cllr Gareth Evans asked for assurance that following the case of Awaab Ishak that the council is seeking assurances from Hyde and other social housing providers to ensure that never happens in Chichester. He requested information on what steps would be taken to resolve the very serious issues with their housing stock. Cllr Sutton thanked Cllr Evans for sight of the question in advance. He expressed sadness at the case of Awaab Ishak. He highlighted the responsibility of the district council which has a duty to keep housing conditions under review which is carried out through a housing conditions survey. As Cabinet Portfolio Holder Cllr Sutton explained he meets with officers regularly to discuss complaints brought forward by residents. Officers have approached Hyde for comment and will update all members in due course. Cllr Sutton confirmed that he would also be writing to all housing providers operating within the district to ask them about the assessment of their stock, the processes they have in place for dealing with poor housing conditions and their plan for action as required.

Cllr Apel requested an update on the response rate of Hyde following Cllr Sutton discussing the matter at a recent Overview and Scrutiny Committee. Cllr Sutton confirmed there had been improvement with quarterly meetings providing a greater focus on resolutions.

Cllr O'Kelly requested some communications for residents. Cllr Sutton confirmed he would bring forward some communications and asked Cllr Evans and Cllr O'Kelly for their input.

Cllr Sharp asked for details of the measures being taken to prepare voters for the new Voter ID system being introduced for next May's elections. Mrs Shepherd as Electoral Registration Officer and Returning Officer was asked to provide a response. She explained that Voter ID would take effect for the May elections. For those that do not have ID they will be able to apply for a Voter Authority Certificate from Gov.uk. Staff in polling stations will not be able to issue ballot papers unless they see a form of identification or a Voter Authority Certificate. There will be a large scale PR campaign from the council's PR and the Electoral Commission in the new year. A targeted awareness campaign will also be undertaking to communicate directly to groups where there may be high levels of the electorate who do not hold a valid ID such as students and care homes residents. Full guidance should be available in the new year but Legislation has been made so it would be too late to write to the Minister.

Cllr Adrian Moss asked for an update following the resolution made by the Planning Committee on 7 April 2021 that officers make an application to the Secretary of State under Regulation 7 of the Town and County Planning Act Control of Advertising 2007 for a direction that deemed consent should not apply for estate agent advertising in the Chichester Conservation Area for a period of 10 years. Cllr Susan Taylor agreed to provide a written response to all members.

Cllr Simon Oakley requested a meeting with a member of the Cabinet and Tangmere Parish Council relating to Section 106 monies which the Parish are having difficulty progressing projects to spend the funds. Mr Bennett asked that Cllr Oakley discuss operational matters with Mr Frost's officers directly. Mr Frost confirmed he would be happy to arrange a separate meeting with Cllr Oakley to discuss further.

The meeting ended at 6.19 pm

CHAIRMAN

Date:

This page is intentionally left blank

Chichester District Council

Council

31 January 2023

Climate Emergency Action Plan – second annual progress report

1. Contacts

Report Author:

Andrea Smith – Carbon Reduction Project Manager

Tel: 01243 521175 Email: asmith@chichester.gov.uk

Cabinet Member:

Penny Plant – Cabinet Member for the Environment and Chichester Contract Services

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

2. Recommendations

2.1 That the Council notes this report and the progress on implementing the Climate Emergency Action plan.

3. Background

3.1 In January 2021 the Council approved a Climate Emergency Detailed Action Plan. Action 3.4 within this plan was that the Council receives an annual progress report. This is the second annual report.

3.2 This report covers progress on the individual actions and the two greenhouse gas emission reduction targets within the plan and summarises the council’s capital expenditure measures to address sustainability concerns.

4. Key points

4.1 Table 1 summarises the overall position of actions within the Climate Emergency Detailed Action Plan. More detail on each action is given in Appendix 1.

Table 1: Status of actions within Climate Emergency Detailed Action Plan

Status	Number of actions
On-going	38
Waiting for input from others	6
May not be initiated/completed on time	0
Not initiated/completed on time or not expected to be	3
Completed	13
Not due to be started yet	4

Total number of actions in plan	64
---------------------------------	----

- 4.2 Focussing on the behind-schedule actions, the first relates to holding another public meeting on sustainability, similar to the home energy efficiency event held in November 2021. The reason for the delay is that the Council was initially unable to fill a new role that would have focused on engagement with individuals and organisations on climate change, such as organising another public event on climate change. The second recruitment attempt was successful with the new staff member starting in December 2022 as a Specialist Environment Officer. A further event is now being organised.
- 4.3 The second behind-schedule action is the project to reduce greenhouse gas emissions from Westgate leisure centre. This project has overrun primarily due to delays in the supply of equipment, the project is nearing completion.
- 4.4 The third behind-schedule action concerns writing a report on the feasibility of establishing an on-going District-wide fund for sustainability related improvements. As funding has not been a significant limiting factor in the past two years, with successful applications made to several Government schemes, this action has not been a priority. However, this prioritisation will be kept under review and brought forward if/when current funding sources are not available.
- 4.5 In relation to project completion, two major council projects with decarbonisation measures have been completed since the first annual progress report: the installation of energy efficiency measures estimated to reduce energy use by 54% at Westward House and the opening of Freeland Close new short stay accommodation for residents facing homelessness. Freeland Close incorporates sustainability features such as photovoltaic panels, two electric charging points and higher levels of insulation. It has been built so that energy consumption will be minimised to achieve at least a 19% improvement on the energy standard within the 2013 building regulations.
- 4.6 Looking district-wide, the council continues to promote grants to reduce greenhouse gas emissions from homes. Promotion of these schemes will be stepped up by the new Specialist Environment Officer. This officer will focus on engaging with individuals, households, and not-for-profit organisations. The role complements the focus of the temporary post which started in August 2022: the Growth and Sustainability Officer within the Economic Development team. This role is focussed on supporting small- and medium-sized enterprises to operate and grow their business in ways which are more sustainable and to reduce their overall carbon footprints.
- 4.7 Turning to capital expenditure, since the start of 2021 the council has maintained a record of the additional costs incurred to achieve environmental goals above a business-as-usual scenario. Expenditure falling in this period includes the purchase of two electric refuse vehicles for £410,000 each. The capital cost of a diesel equivalent is £185,000, but the running costs are greater. The whole life costs of the vehicles will need to be collated and compared when the information on the EVs is available. The car parks team have also purchased two electric vehicles for £25,000 each. The final accounts

for Freeland Close have not yet been closed, so a figure cannot be given. Regarding Westward House, the council applied for £205,000 government funding via the Greater Southeast Energy Hub and also agreed up to £135,000 as a funding contribution in its role as the landlord of Westward House.

- 4.8 Turning to the targets, the action plan includes an area-wide target of a 10% reduction year-on-year until 2025 with year 2019 as the start point. Government data is used to assess progress towards this target. This data is published annually in June with a two-year time lag. The 2020 data was released on 30 June 2022. As can be seen from Table 2, the reduction from 2019 to 2020 is 8.7%, 1.3% short of the target.

Table 2: Chichester district greenhouse gas emission figures

Year	Greenhouse gas emission figures in tCO ₂ e	% difference
2019	743,100	
2020	678,100	-8.7%

- 4.9 The council's own greenhouse gas emissions are less than 0.5% of the emissions of the district as a whole. Therefore, few emissions in the district are under the council's direct control. However, the council set the district wide target so it could help coordinate and promote possible actions that could unite the efforts of individuals and organisations across the district to reduce their emissions. More information on the area's emissions is given in Appendix 2, which also sets out some of the council's actions to help individuals and organisations in the district to reduce their emissions.
- 4.10 The action plan has a target for the council's own emissions of a 10% year-on-year reduction from the 2018-2019 base year, covering scopes 1 and 2 and selected Scope 3 categories until year-end 2025. Scopes 1 and 2 cover direct fuel use and electricity use and the council's Scope 3 categories are certain leased assets, business mileage and emissions associated with the extraction, production and distribution of fuels and electricity. Table 3 shows the year-on-year changes.

Table 3: Chichester District Council's own emissions

Year	Emissions (S1, S2 & selected S3) tonnes CO ₂ e	% change
2018-2019	3,479	
2019-2020	3,046	-12%
2020-2021	2,930	-4%

- 4.11 More information on these emission figures is given in Appendix 3, which includes a graph showing year-on-year changes in specific emission sources (e.g. refuse vehicles, Westgate leisure centre, East Pallant House).

5. Proposal

- 5.1 That this report is noted.

6. Resource and Legal Implications

6.1 Production of this report entails allocation of staff time only.

7. Community Impact and Corporate Risks

7.1 Chichester district includes coastal areas vulnerable to flooding and areas of freshwater stress, just two of the challenges associated with climate change. Whilst, climate change is a global problem, actions by the council to reduce emissions in the district are an important, albeit small contribution to the global effort to reduce emissions. If the council does not take reasonable steps to reduce its own emissions and assist other individuals and organisations in the district to do likewise, it could be accused of not playing its part in this global crisis, damaging its reputation.

8. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity The action plan is designed to address climate change & some of the actions within it have intended benefits for biodiversity.	X	
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing Fuel poverty is addressed by the plan.	X	

9. Appendices

9.1 Appendix 1 – Report on individual actions within the Climate Emergency Detailed Action Plan

9.2 Appendix 2 – Chichester District Greenhouse Gas Emissions in 2019 to 2020

9.3 Appendix 3 - CDC greenhouse gas emissions inventory for 2020-2021

10. Background Papers

10.1 None

Appendix 1

Annual progress report on Chichester District Council's Climate Emergency Detailed Action Plan

Introduction

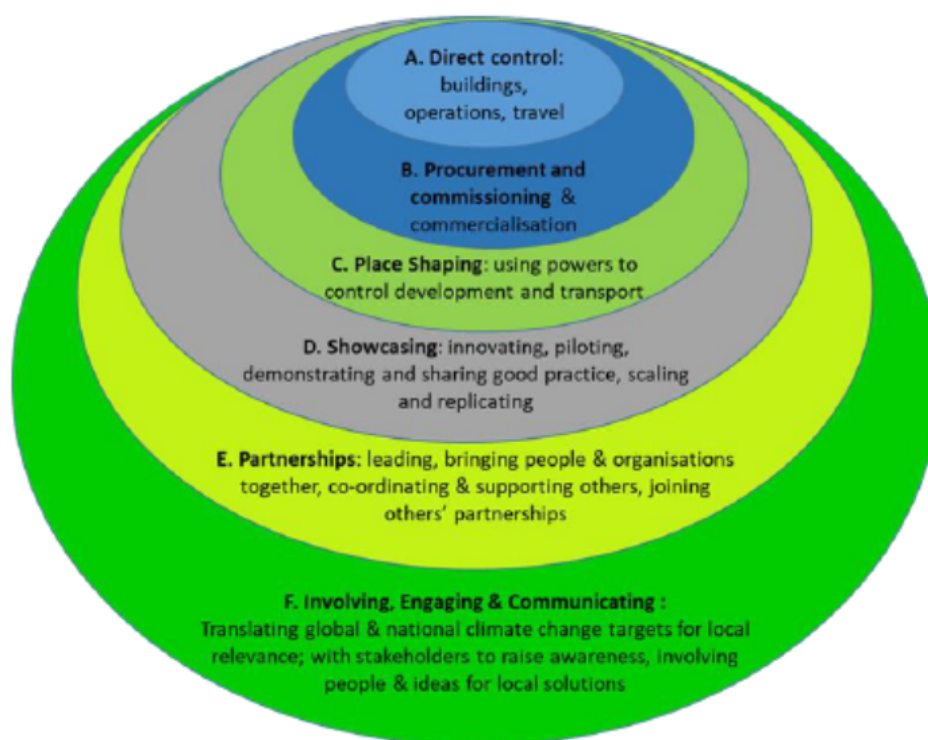
Colour coding is used to show if projects are underway (green), may not be initiated/completed on time (amber), or have not been initiated/completed on time or are not expected to be (red). No colour has been assigned if the project start date has not yet been reached and the project has not begun. "Dark purple with white writing" indicates a project is completed. Light purple indicates that the Council has completed its part and is waiting on others to complete work. If greenhouse gas mitigation actions have taken place in addition to those originally in the plan, they are listed in the appropriate section.

Below the colour coding for progress on projects, letters have been assigned to indicate the degree of influence that the council has over the action, with the letter A indicating direct control and the letter F indicating the least level of control where the council can influence emission reductions only through raising awareness and involving local people and organisations in seeking solutions. This is summarised in Table 1. This is based on Figure 1, which has been taken from a report entitled "Local Authorities and the Sixth Carbon Budget" published by the Climate Change Committee, the Government's advisers on meeting the UK's carbon budgets.

Table 1: Council's degree of influence over actions - categories

Category	Description
A: Direct control	Buildings, operations, travel
B: Procurement	Procurement, commissioning, commercialisation
C: Place-shaping	Using powers to control development and transport
D: Showcasing	Innovating, piloting, showcasing best practice, scaling and replicating.
E: Partnerships	Leading, bringing people and organisations together, coordinating and supporting others, joining others' partnerships.
F: Involving, Engaging and Communicating	Translating global and national targets on climate change for local relevance, engaging with stakeholders to raise awareness, involving people in ideas for local solutions.

Figure 1: How local authorities control and influence emissions



Source: 'Onion diagram' based on internal Centre for Sustainability model and amended for this report.

Table 2: Progress on actions in action plan

CDC processes

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
3.2 On-going	Climate Emergency Officer Group established	First quarter 2021	Senior Leadership Team, other services.	Alison Stevens, Divisional Manager Environmental and Health Protection
A: Direct Control	Meetings focussed on decarbonising CDC buildings and other internal projects. Currently the focus is on promoting the sustainability of events.			
3.3 On-going	A half-yearly progress report to Environment Panel.	On-going.	Environmental Strategy Unit (ESU) to co-ordinate reporting by CDC teams.	Tom Day, Environmental Strategy Manager

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
A: Direct Control	The frequency of progress reports has been reduced to half-yearly due to a reduction in the frequency of the Environment Panel meetings.			
3.4 On-going	An annual report to full Council.	First report from the date of the adoption of the detailed action plan.	ESU to co-ordinate reporting by CDC teams.	Tom Day, Environmental Strategy Manager
A: Direct Control	Next report is due January 2023.			
3.5 On-going	Review of statutory and non-statutory plans and policies together with recommendations for changes, to be reported back to Environment Panel and Cabinet.	Review will be a rolling programme, schedule determined by individual policy review dates.	All services	Andrea Smith, Carbon Reduction Project Manager, to assist services.
A: Direct Control	Ongoing. Service plans are reviewed annually to ensure opportunities for greenhouse gas mitigation are identified and actioned.			
3.6 On-going	Training for council decision-makers	Initiated March 2021 then ongoing.	ESU	Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	Following a seminar with a Committee on Climate Change consultant, discussion groups and production of a guide on incorporating climate change into decision-making, adding training to the member induction pack is under investigation.			
3.7 On-going	Keep funding document up to date.	Ongoing	ESU	Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	Ongoing			
3.8 On-going	Ensure integration of environmental criteria into procurement practices.	Ongoing as goods and services are procured.	Legal, ESU	Nicholas Bennett, Divisional Manager,

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
				Corporate Services
B: Procurement	This is being done but will continue to be challenging due the technical knowledge needed to give the right advice on subjects as diverse as the recycled plastic content of wheelie bins and graffiti remover. Procurement has been linked to the projects identified in service plan reviews and therefore ESU can support service areas undertaking procurement where necessary. However, templates for reports continue to be amended and definitions on specifications in the contract procedure rules have been amended to include environmental factors. This updating work will be maintained going forward.			
3.9 On-going	Develop the process for estimating more of CDC's scope 3 greenhouse gas emissions, including considering possible routes for collecting Scope 3 data from CDC tenants.	Start 2022 and then ongoing.	ESU working with Growth and Culture teams in relation to data from CDC tenants.	Andrea Smith, Carbon Reduction Project Manager.
E: Partnerships	Following inclusion of some Scope 3 sources in the council's target, the emissions sources included in the target have been stabilised to enable year-on-year comparisons to be reported consistently.			

Area-wide processes

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
5.1 On-going	Existing working groups identified, or new groups established to implement projects to reduce greenhouse gas emissions in the District.	Process initiated by first quarter 2021	Place	Tania Murphy, Divisional Manager, Place

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
E: Partnerships	<p>The existing groups engaged with are indicated in bold in the text below. A renewable energy working group was established by CDC and is covered under Action 14.1.</p> <p>Chichester Vision has undertaken a review of its action plan in light of new circumstances such as the impact of Covid. Partners have met to consider the revised delivery action plan, and this has included consideration of projects which will directly or indirectly assist with carbon reductions and sustainability. The review of the action plan has been progressed by the Divisional Manager for Place. One project in the original Vision was to pedestrianise West Street adjacent to the cathedral, opening up the space for market stalls and events. This project is progressing, and a feasibility study is currently underway to consider issues and options for the area.</p> <p>A plan has produced by Selsey Town Council to revitalise the park on Hillfield Rd. The aim is to make it an interactive space in which children and adults can learn about the natural environment.</p> <p>The Manhood Peninsula Partnership Officer (MPPO) has been working with Selsey Town Council to progress wayfinding in the town. The intention is to create a seal wayfinding figure that follows a design similar to the seals created for the Seals around Selsey project. The seals lead the viewer on foot between the High Street and East Beach Green and link to the Destination Selsey website via QR codes. The project has been approved by CDC and is being progressed.</p> <p>Local food production is being supported by MPPO through working in partnership (the CHASM project) to investigate whether declining crab and lobster catches in the Selsey fishery area are related to increased sediment volumes and pollution. 55 representatives from 36 organisations took part in the first CHASM event held in June 2022 at Selsey. Work is now underway to produce a bid to the National Environment Research Council (NERC) in Jan 2023 for a project defined by work undertaken during the past 2 years.</p> <p>East Wittering & Bracklesham Parish Council carried out public consultation on village centre improvements and landscaping. Landscaping could include scope for additional trees. Other suggestions include reducing traffic flow, including town centre traffic.</p> <p>Petworth Vision has benefitted from Vision funding from CDC for community IT training, which may assist with reducing the need to travel to Chichester. The training is for residents of Petworth and the surrounding areas and includes online banking and shopping, using</p>			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
	<p>Zoom and Skype, and IT security. Training sessions have now expanded into a wide range of groups and clubs.</p> <p>Midhurst Vision: Potential project ideas are now developed into a draft masterplan, working with the key stakeholders to ensure coordination with other proposed works. Engagement with the wider public has been undertaken and a number of projects which will improve the public realm and access around the town are under consideration. This includes additional planting and better use of road spaces and projects to encourage alternative forms of transport. CDC has provided a grant to South Downs National Park Authority which links to the Midhurst Vision Project to improve walking and cycling facilities in the town centre. This relates to the declaration of the Air Quality Management Area at Rumbold's Hill but should also assist in mitigating carbon dioxide emissions.</p>			
5.2 On-going	Produce details of a costed campaign on key environmental issues, potentially in partnership with WSCC.	2021	Communications, ESU, Wellbeing.	Sarah Parker, Communications Manager
E. Partnerships and F: Engaging with others	<p>CDC works with other West Sussex local authorities to promote behavioural change in the following areas: water saving, walking and cycling, energy efficiency & renewable energy, supporting the local economy, biodiversity, food.</p> <p>The following approaches have been used:</p> <ul style="list-style-type: none"> • Social media posts and videos created by the comms team • A range of posters with hard copies available on request • Media releases • Inclusion in initiatives magazine and other council communications • Screen displays for staff and visitors to East Pallant House • Outdoor advertising at Avenue de Chartres car park • Internal and stakeholder communications • Email newsletters <p>Chichester Contract Services and the Communications team also produced social media messages for Food Waste Action Week in March.</p> <p>The Communications team has produced a video, involving staff from across the council, to highlight the huge amount and breadth of work that is being done to help reduce greenhouse gas emissions within the work of the council and across the district. This has been publicised on social media, will feature on the webpage, and the</p>			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
	<p>narrative has also been used as a feature in the winter 2022 issue of initiatives magazine.</p> <p>The council has launched a new cost of living campaign called Supporting You, which covers a range of different areas. As part of this, there are key messages around: accessing help with energy bills; reducing energy consumption; saving water; reducing food waste; and improving the energy efficiency of homes and buildings. The campaign has already had a significant impact and an eight page pull out with advice and help appeared in the Observer series in December 2022.</p>			
5.3 On-going	Let's Talk Panel	2021	Communications, ESU	Sarah Parker, Communications Manager, and Andrea Smith, Carbon Reduction Project Manager.
F: Engaging with others	<p>We have over 800 people signed up to our Let's Talk Panel. Each member is made aware of every consultation that the council runs and is encouraged to take part. We are currently carrying out an exercise that is looking to target groups that may be underrepresented. This includes working with the University of Chichester to encourage more involvement of young people. The Students' Union is currently actively involved in this. The panel is widely promoted across all the council's communication channels and at events.</p> <p>Let's Talk Panel members were invited to participate in the survey described in section 5.4 on the next public information event.</p>			
5.4 On-going	Use existing communication channels to invite further feedback on the climate emergency plan.	2021	Communications, ESU	Sarah Parker, Communications Manager, and Andrea Smith, Carbon Reduction Project Manager.
F: Engaging with others	<p>In autumn 2020, CDC held a major consultation exercise on its draft Climate Emergency Action Plan. The council continues to use its communication channels to invite further feedback on the plan as it develops. A feedback route on the CDC climate change web page was considered, but it was felt that specific surveys, promoted through the council's communications channels, would provide a</p>			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
	<p>better engagement opportunity for stakeholders and offer more focused and effective feedback. This will add to the dialogue that already takes place between the council and members of the public on climate change activities through the council's social media channels.</p> <p>Specific activities include the council inviting people in the district to take part in a survey on the next climate change related public event it was going to organise. The survey was carried out in September 2022 and was widely publicised to local media, members, parish councils, the University of Chichester and Chichester College, as well as to members of the public through a wide variety of social media methods. The answers from the 143 people who replied are being used by ESU to plan its next event.</p> <p>WSCC has launched its online engagement platform Environment & Climate Change Your Voice West Sussex which CDC uses. This includes online discussion forums, an ideas bank and also a map of community climate action across West Sussex that members of the public can add to.</p>			
5.5 On-going	Formalise the holding of twice-yearly public meetings which are already held on an ad-hoc basis	2021	ESU	Andrea Smith, Carbon Reduction Project Manager.
F: Engaging with others	<p>An online public meeting was held in February 2022. To try to widen public engagement with the Climate Emergency Action Plan, ESU officers joined the monthly environmental awareness stall staffed by volunteers at the Chichester farmers' market on September 16, 2022, to talk to people about the plan and about the grant opportunities for energy efficiency and renewable energy in the home.</p> <p>Council officers also took part in Great Big Green Week events organised by Transition Chichester in partnership with the New Park Centre, Chichester, including a stall at the Saturday eco-fair.</p>			
5.6 On-going	Climate film made by young people	Start August 2022	Communities	Jo Losack, Youth Engagement Officer

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
F: Engaging with others	The Youth Engagement Officer is working with a school and a professional film company to deliver this project which would develop students understanding of climate change and what can be done to mitigate it. The output will be screened at a Chichester cinema. The project is in full swing and filming has begun.			
5.7 Not initiated/ completed on time or not expected to be	Public meetings on sustainability issues	Ongoing	ESU	Tom Day, Environmental Strategy Manager
F: Engaging with others	The intention was to hold a 2 nd public meeting on a sustainability issue following on from the success of the home retrofit event in November 2021. Unfortunately, this has been delayed due to recruitment difficulties. However, a successful recruitment to ESU has now taken place and this event is one of the first activities planned.			
5.8 Completed	Council's grant program to incorporate climate change considerations into bid assessment process.	Completed	Communities, ESU	James Brigden, Community Engagement Manager
E: Partnerships				

Funding

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
6.1 Input required from others	Low Carbon Chichester Fund legal agreement signed, and funds transferred.	June 2021	ESU to lead. Legal to support.	Tom Day Environmental Strategy Manager
E: Partnerships				

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
6.2 Input required from others	LCCF funding criteria agreed.	2021	ESU, Communications to support.	Tom Day Environmental Strategy Manager
E: Partnerships				
6.3 Input required from others	Manage process of disbursement of funds.	Start 2021 and the ongoing.	ESU	Tom Day, Environmental Strategy Manager and Sara Osman, Specialist Environment Officer
E: Partnerships				
	<p>Graylingwell was a zero-carbon development with an agreement which, at the end of the development, if zero carbon was not achieved, the developer has to provide money for carbon offsetting fund. A further tripartite agreement agreed this fund will be passed to CDC for low carbon projects within the Chichester District. Developer Vistry and Homes England have agreed to commission the Buildings Hub to independently verify the carbon to be offset from the Graylingwell development. The schedule of payment and timescales can then be incorporated into the draft legal agreement. As much as this project is within the council's control, officers continue to progress this work through regular meetings with the stakeholders, the next meeting being scheduled for 10 January 2023.</p>			
6.4 Not initiated/ completed on time or not expected to be	Report on feasibility of establishing on-going District-wide fund.	Complete by October 2021	ESU to lead. Planning Policy.	Tom Day Environmental Strategy Manager; Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	<p>There are currently opportunities to apply for external funding. Funding has not been a significant limiting factor in the past two years with successful applications made to several Government schemes and therefore this action has not been a priority. However, this prioritisation will be kept under review and brought forward if/when current funding sources are not available.</p>			

CDC operations, buildings and land

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
7.1 On-going	Investigate setting up Power Purchase Agreements (PPA) directly with renewable electricity and bio-methane generators.	Start and finish 2023	ESU, Legal, Financial Services.	Andrea Smith Carbon Reduction Project Manager
B: Procurement	CDC has been offered a PPA in 2024. The Senior Leadership Team has approved investigation of this new form of energy procurement for CDC. This is underway with the solar farm developer, our current procurement framework LASER, CDC legal and procurement teams.			
7.2 Completed	Commission a review of CDC operational buildings for options for carbon savings.	Completed	ESU, Growth, Facilities, Culture, Place, Chichester Contract Services	Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	A consultant conducted feasibility studies at East Pallant House, Bourne and Grange leisure centres, the Novium museum, Westhampnett depot and selected CDC car parks. The reports have been used to inform decisions.			
7.3 On-going	Collate existing initiatives that incentivise low-carbon work travel by CDC staff into a Green Travel Plan and identify gaps.	Start in early 2021. Planned outcomes agreed by summer 2021, followed by implementation.	Business Support, Environmental Protection	Joe Mildred, Divisional Manager Business Support
A: Direct Control	A staff Green Travel Plan has been developed and internal approval to fund some components has been secured. Two new electric car charging points have been installed at East Pallant House and two electric vehicles for staff to use for business are in place along with two ebikes for work related journeys.			
7.4 On-going	Factor GHG emissions into the evaluation of the options for the Council's ongoing office requirements and	Scope to be finalised in Spring 2022 and options appraisal	Business Support, ESU.	Joe Mildred, Divisional Manager Business Support

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	the future use of East Pallant House.	to follow with final recommendations to be made in early 2023.		
A: Direct Control	The options appraisal will consider the future office requirements and whether to remain or relocate from East Pallant House, If the preferred option is to remain in at least part of East Pallant House, then significant work will need to be undertaken to improve the energy efficiency of the building. This will form an integral consideration within the forthcoming options appraisal.			
7.5 Completed	Plant 400 trees (whips) across a variety of CDC's parks and green spaces using funds from Trees Outside Woodlands Project, where appropriate.	2021-2025	Chichester Contract Services, ESU.	Ian Baker, Green Spaces Lead
E: Partnerships	Using funds from the Trees Outside Woodlands project, during the 2021/22 planting season 80 trees were planted on CDC owned land in Summersdale, in addition 394 trees were planted on CDC-owned land on East Broyle Green. See Action 13.1 for information on the Trees Outside Woodlands project. Further funding for 300 trees was awarded to CDC by Podback, following the implementation of a coffee pod collection service within CDC. These trees have been planted on CDC owned green space by Summersdale Copse. The target of 400 trees has been reached and exceeded. More trees continue to be plant more, so this figure will increase considerably.			
7.6 On-going	Two diesel refuse vehicles to be replaced with electric vehicles.	Dates of arrival are January & March 2023. Duration of trial period is 12 months.	Chichester Contract Services (CCS)	Kevin Carter, Divisional Manager, CCS
A: Direct control	This is a trial of electric vehicles. If successful, further electric vehicles could be procured. As the fleet becomes electrified, infrastructure costs will increase to support the increased electrical charging requirements. A phased approach to increasing this infrastructure is being developed.			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
7.7 Completed	Diesel vehicle chassis replaced by other diesel vehicles with improved fuel efficiency.	Delivered in August 2022.	Chichester Contract Services (CCS)	Kevin Carter, Divisional Manager, CCS
A: Direct control	Diesel vehicle chassis that have been replaced by other diesel vehicles have improved fuel efficiency, leading to an estimated 2-3% saving across nine vehicle replacements.			
7.8	Optimisation of domestic waste collection routes to reduce mileage	April 2023- March 2025	CCS	Kevin Carter, Divisional Manager, CCS.
A: Direct control	Aim to reduce mileage by 5% with consequent reduction in greenhouse gas emissions.			
7.9 Not initiated/ completed on time or not expected to be	A project to reduce carbon emissions from Westgate Leisure Centre.	Completion and handover in December 2022.	Leisure Services, ESU, Legal and Procurement	Sarah Peyman, Divisional Manager, Leisure and Cultural Services
A: Direct control	This project has overrun primarily due to delays in the supply of equipment, but the project is nearing completion. It should reduce GHG emissions from the centre by almost a quarter.			
7.10 On-going	Trial of an electric van – complete – exploring options to purchase two more	31st March 2023	Parking Services	Tania Murphy, Divisional Manager, Place
A: Direct control	The Parking Services team purchased two electric vehicles in 2019 as part of a trial to determine whether they met the needs of the service. This trial has proven successful and work is currently underway to progress purchasing an additional two electric vans to replace the petrol vans. The purchase of these vehicles will mean that the team is fully electric in its fleet.			
7.11 Completed	Online parking services	Completed	Parking services	Tania Murphy, Divisional Manager, Place
A: Direct control	The Parking Services team has also continued to move services online and to ensure that the online services are as easy as possible to access, which has helped with the reduction of the number of journeys into the main office. The success of this has been recognised nationally with Chichester District Council having won the award for 'Best Online			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	Services' through the Parking Services Annual Reports Awards process managed by PATROL (Parking and Traffic Regulation Outside London).			
7.12 On-going	Review of recycling in key premises	Underway	Facilities	Tony Holdway, Facilities Manager
A: Direct control	All paper and card recycling bins have been replaced and appropriate signage installed. What constitutes confidential waste has been made clear and a company is being considered to deal with this. The company is Chichester based which should reduce travel emissions. Other recycling is being considered, including coffee pod recycling. CDC continues to work within the recycling capabilities of the region. Once completed for EPH, improved recycling will be investigated for other offices and sites.			
7.13 Completed	Freeland Close development	Completed		Cally Antill, West Sussex County Adaptations Manager/Project Co-ordinator
A: Direct control	Freeland Close short-stay accommodation for residents facing homelessness fully opened in March 2022. The building has PV panels, two electric vehicle charge points, water use reduction measures and bird and bat boxes.			
7.14 On-going	St James's redevelopment	January 2023	Estates	Alan Gregory, Project Manager
A: Direct Control	The redevelopment of St James industrial estate is underway and the new site has been designed to have reduced carbon emissions through the materials used and installation of PV and EV charge points.			
7.15	Southern Gateway Regeneration	To be decided.	Estates, Planning Policy, Development Management and Legal	Victoria McKay, Divisional Manager, Property & Growth
F: Partner-ships	Implementation of Southern Gateway Regeneration Plan will have a positive environmental impact because construction will seek to attain the best achievable rating using the BREEAM assessment (Building Research Establishment Environmental Assessment Method) once practical and financial considerations have been taken into account.			
7.16 On-going	Public Conveniences Action Plan	31 March 2023	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Refurbishment, improvements and amendments to operations of public conveniences. The five sites as part of the first phase of works have been identified and a quantity surveyor has been appointed to work with CDC to deliver the programme of refurbishment. The project will enable consideration of elements to improve energy efficiency where possible.			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
7.17 On-going	Bracklesham Bay public conveniences and café options	31 March 2023	Estates, Place	Victoria McKay, Divisional Manager, Property & Growth; Tania Murphy, Divisional Manager Place
B: Procurement	Options for the improvement and enhancement of the café and public conveniences building are currently under consideration.			

Economy and jobs

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
8.1 On-going	Working through existing partnerships (e.g., Manhood Peninsula Partnership, Chichester BID/Vision) and with existing engagement routes (e.g., eBiz newsletter) to provide local organisations (businesses, educational institutions, etc.) with information to support them in transitioning to a low-carbon local economy. Through CDC's Choose Work programme, we will assist residents in finding employment that supports the low-carbon economy.	To be set.	ESU, Place, Growth, Communities	Sara Osman, Specialist Environmental Officer
F:	See action 5.1.			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
Engaging with others	<p>The council has created two new roles. A Growth & Sustainability Officer role has been created within Economic Development through to March 2024 to support the targets within the agreed corporate plan and to provide support to small and medium-sized enterprises to operate and grow their business in ways which are more sustainable and to reduce their overall carbon footprint. A second post of Specialist Environment Officer has been created within the Environmental Strategy Unit. This permanent post will have a complementary focus of supporting individuals and non-for-profit organisations within the district to reduce their greenhouse gas emissions.</p> <p>Furthermore, CDC is working with other West Sussex local authorities to help small- and medium-sized enterprises prepare for the low carbon economy. Funded through the West Sussex Economic Recovery Fund 2021-2024, this is being co-ordinated by the WSCC. WSCC engaged a videographer and creative coordinator to produce informative and inspirational videos on climate resiliency for businesses. They have reviewed businesses in the county known to be taking action on their greenhouse gas emissions and selected one case study business per local authority area, covering a range of sectors.</p> <p>The series of videos highlighting businesses in West Sussex who have taken steps towards net zero has now been produced known as "Low Carbon Business Case Studies". A link is on our website Business advice & support: Chichester District Council under Green Business Support and the videos are also regularly promoted on the council's social media channels.</p>			

Homes

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
9.1 On-going	Secure funding for home energy efficiency and renewable energy measures	Ongoing while funding is available	Housing Standards, ESU	Liz Reed, Housing Standards Manager; Cally Antill, County Adaptations Manager/Project Co-ordinator, Sara Osman, Specialist Environmental Officer
E: Partnerships	Set out below is an update on the number of homes being improved through assistance schemes made available through the district council.			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>Local Authority ECO3 Flex. Between September 2021 and June 2022: No. of homes retrofitted: 20 Work carried out: 15 cavity wall insulations, 12 loft insulations, 5 heating measures. Estimated tCO2 saved: 8 (loft and cavity wall insulation only)</p> <p>Green Homes Grant Local Authority Delivery (LAD) Phases 1a and 1b. Schemes now closed.</p> <p>No. of homes retrofitted: 75 Work carried out: 56 had PV panels, 16 park homes had external wall insulation (some also had underfloor insulation), three had an Air Source Heat Pump (all were previously on electric room heaters/storage heaters). Total spend £612,600.</p> <p>Green Homes Grant LAD Phase 2 - Completed Westward House (short stay housing scheme) – 41 flats have had work done to their heating systems and kitchen and bathroom lights to improve their Energy Performance Certificate ratings and energy efficiency, reducing their greenhouse gas emissions and the energy usage for residents.</p> <p>Green Homes Grant LAD Phase 3 Between April 2022 when the scheme opened and 3 January 2023: No. of applications: 81 Properties partially completed or completed: 4 Funding spent to date: £26,133</p> <p>Home Upgrade Grant 1 (HUG1) Between April 2022 when the scheme opened and 3 January 2023: No. of applications: 43 Properties partially completed: 1 Funding spent to date: £1,165</p> <p>Citizens Advice offers a one-stop shop service for district residents seeking one-to-one help on energy (bills, grants, behaviour change to reduce consumption).</p>			
9.2 Completed	Minimum Energy Efficiency Standards for Private Rented	30 September 2022	Housing Standards	Liz Reed, Housing Standards Manager

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	Properties project			
F: Engaging, Informing and Communicating	461 properties were identified as Energy Performance Certificate (EPC) F & G rated at the start of the project in September 2021. Through the work of the project team which has included data cleansing of the EPC register, working with landlords to support them with property improvements, and advising landlords to apply for property exemptions if improvements are not practically possible, 37 properties remain non-compliant at the end of October 2022. For the remaining properties, officers are actively working with landlords to support them with making improvements and signposting them to grant funding opportunities. Any landlords not engaging will be dealt with more formally through service of a compliance notice. Failure to comply with a notice will result in a financial penalty.			
9.3 On-going	Solar Together	Ongoing	ESU	Tom Day, Environmental Strategy Manager; Andrea Smith, Carbon Reduction Project Manager
E: Partnerships	<p>iChoosr runs this PV installation scheme, which district and borough councils in West Sussex have participated in as a consortium led by West Sussex County Council. iChoosr and the councils promote the scheme. Residents register their interest in buying a PV installation and then this package of potential business is auctioned with the lowest priced installer being awarded the contract. Installers have to meet certain quality criteria to bid.</p> <p>Phase 1 (2020) ran during the Covid restrictions. During the protracted installation period, costs of equipment rose, leading to the contractor EEC Solar refusing to do the remaining 211 installations as contracted, including 39 within the Chichester district. The decision of the partnership of local authorities was to offer these residents the option to transfer to an alternative supplier HomeSmart Energy. Of the 211, 106 took that option; the rest asked for their deposits back or had not responded and were being contacted again by iChoosr. Of the 106 that transferred to HomeSmart Energy, 19 were from Chichester district. As at December 2022, of these 19, 16 properties have been surveyed with eight of these having had their installations completed and a further four had the work booked.</p> <p>Phase 2 (2021) is proceeding well. Fourteen local authorities in East and West Sussex participated with 1,649 residents signing up for the scheme. The numbers participating in each local authority area vary widely. As at December 2022, Chichester district had a median number of initial sign ups (178), but a high drop-out rate of 44</p>			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>cancellations. Installation has been completed for 118, with 12 bookings made, four in the pipeline, and two awaiting a customer response.</p> <p>Because of the issue with EEC Solar, participation by the Sussex partnership in a further round of Solar Together has been paused while contractual amendments are negotiated. iChoosr responded with a proposal in November 2022 and this was being assessed by WSCC legal services.</p>			

Development and planning

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
10.1 On-going	Require new development to achieve high levels of energy efficiency and minimise greenhouse gas emissions through policies within the Local Plan Review. (Subject to the outcomes of the Future Homes Standard consultation and implementation of any changes to the Building Regulations).	Adoption anticipated 2024	Planning Policy, ESU	Tony Whitty, Divisional Manager, Planning Policy Tom Day, Environmental Strategy Manager
C: Place Shaping	Work is progressing to move the plan to Regulation 19 consultation at the start of 2023. The Local Plan Review incorporates a number of policy requirements to ensure that, upon adoption of the plan, new development will be designed to use less energy, source a greater proportion of energy needs from renewable sources, and require less potable water. The viability of the policy demands is being tested, to ensure that development can bear the cost of the draft policy requirements.			
10.2 On-going	Tangmere Strategic	31 March 2023	Planning	Planning Policy

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
	Development Location (TSDL)			
C: Place Shaping	<p>To further the Corporate Plan objectives to ensure the right mix of homes are built for all sectors of our society to the highest achievable environmental standards, support opportunities for business growth, regeneration and quality employment and reduce the impact of climate change and promote biodiversity through new development.</p> <p>No challenges were received to the Compulsory Purchase Order (CPO) decision and the CPO has since been confirmed. Work is continuing to progress the process to acquire the remaining land within the TSDL. Alongside this, the council has resolved to grant outline planning permission for 1,300 new homes, subject to the completion of a related Section 106 Agreement that will help deliver important infrastructure. The approved scheme includes an agreed housing mix (including the more recent First Homes requirements) and opportunities for business development and includes measures designed to deliver a high quality and sustainable development that should be fully fit for the future.</p> <p>More recently, a very minor technical amendment to the scheme has been submitted by the applicant and this has just been advertised and is currently being considered by the council. This does not change the agreed scheme in any way at all, but it does bring a very small area of (what had previously been thought to be public highway) land into the application site, so as to ensure that the main access into the site can be fully provided. It is proposed that any matters (if there are any) which arise from this minor change, will be considered early in 2023.</p>			

Waste and recycling

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
11.1 Input required from others	Following the passing of the Environment Act 2021 we were waiting on the release of new regulations (expected 2022), to develop delivery plans to implement the	Planning to commence mid 2022 (on the assumption the Environment Act related secondary legislation is passed early	Chichester Contract Services	Kevin Carter, Divisional Manager, Chichester Contract Services

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
	changes in domestic resource collection including food waste.	2022). Finish April 2023.		
A: Direct Control	<p>The Environment Bill was enacted in November 2021. This gives the required powers to the Government to implement different aspects of the bill. Although the Government published the new environmental targets in December 2022, the details of what and how these will be achieved has not been issued. Secondary legislation and approved guidance is due to be released early 2023. In 2021 the Government issued a wide sweeping consultation in support of the new Environment Act that would potentially lead to far reaching changes in how waste is collected and disposed of as well as how these changes would be financed.</p> <p>This consultation comprised 3 parts:</p> <ul style="list-style-type: none"> • Extended Producer Responsibility (EPR) - how the Government intends to tax the producers of packaging to help pay for its collection and disposal • Deposit Return Scheme (DRS) - how the Government intends to encourage the public to recycle more • Consistency of Collections – What the Government will mandate has to be collected by local authorities and by when <p>The Government published its response to EPR and has advised that it will publish responses to its consultations on consistency in household and business recycling in England and the deposit return scheme (DRS) “in due course”. – NB:-The funding from EPR is supposed to help pay for some of the additional collection costs in ‘consistent collections’ so the 3 key strategic themes and their respective responses cannot be seen or treated in isolation and an extensive review across all three will be required when all are published.</p> <p>The industry does however seem confident that mandatory domestic food collection will be required moving forward. Clearly the target to have this in place by 2023 is now not possible so the likely date will be at the earliest 2024 /25 The likelihood is that the municipal waste recycling target will be increased to 65% but this will include the domestic food that will be captured and recycled. A separate target for Dry Mixed Recycling has not been included to date.</p> <p>The waste industry is still waiting for the response to the industry wide consultation conducted at the beginning of 2021 and it is not now expected until early 2023.</p>			

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
	The council has resolved that planning work can commence for implementation of domestic kerbside food waste collections and that up to £22,500 can be released from reserves to support this. A report was to be taken to Overview and Scrutiny Committee in January.			
11.2 Input required from others	In conjunction with WSCC to investigate opportunities for diverting food waste to anaerobic digestion and develop implementation plan options.	Start date March 2022. Finish June 2022.	Chichester Contract Services, West Sussex County Council	Kevin Carter, Divisional Manager, Chichester Contract Services
F: Partnerships	WSCC has now agreed the scheme that will be adopted by the Mechanical Biological Treatment plant to treat the significant increase in domestic food waste that will be delivered to it. The timing of starting work on this at the facility is dependent on when each of the district and borough councils start to collect food waste.			
11.3 On-going	Pilot kerbside collection of textiles, small electrical items and coffee pods	A trial commenced in 2021, which has subsequently been modified to improve the collection process.	Chichester Contract Services	Kevin Carter, Divisional Manager, Chichester Contract Services
D: Showcasing	A revised collection methodology was proposed to provide a more cost-effective service as well as to improve the collection rate and weight. Early indications are that this revised methodology is proving successful.			
11.4 Completed	Hot bins pilot	Completed	Chichester Contract Services	Kevin Carter, Divisional Manager, Chichester Contract Services
D: Showcasing	CDC has run a pilot of "hot bins" that accelerate the composting of garden and food waste. The pilot was deemed successful by the residents who took part. The next steps are currently being considered by the Strategic Waste Officers Group for West Sussex. Work has not progressed due to other priorities.			

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
11.5 Completed	Showcasing recycling	October 2022	CCS, Leisure, Events, ESU	Andrea Smith, Carbon Reduction Project Manager
F: Partnerships	Nellie the fish, the sculpture used to collect plastic bottles and owned by Final Straw Foundation, was sited at Chichester Cathedral Green in October 2022.			

Transport

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
12.1	Promote reduced carbon travel through provision of information on options and funding opportunities to partners.	To be set	Environmental Protection	Andrea Smith, Carbon Reduction Project Manager
F: Engaging with others	Related to actions 5.1 and 8.1.			
12.2 Completed	Develop new taxi licensing policy.	To go to General Licensing Committee in February 2021.	Licensing, Environmental Protection	David Knowles-Ley, Licensing Manager
A: Direct Control	This action has been completed.			
12.3 Completed	Approval of CDC's Local Cycling and Walking Infrastructure Plan (LCWIP).	2021	Environmental Protection	Simon Ballard, Environmental Protection Manager
A: Direct Control	Approved by the Council in May 2021			
12.4	Delivery of schemes in CDC's LCWIP.	To be set.	Environmental Protection, WSCC	Simon Ballard, Environmental Protection Manager
F: Partnerships	WSCC has prioritised for delivery all the schemes contained in all of the LCWIP documents across West Sussex. Three of the			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>schemes (Route K, B and E) in the Chichester City LCWIP scored as high priority for delivery.</p> <p>Route K (Westgate, Chichester): This is in the first tranche of three schemes across West Sussex for delivery. WSCC has let a contract for a feasibility study for this route.</p> <p>Route B (Broadway, College Lane and Oaklands Park, Chichester). This scheme is in WSCC's second tranche of schemes for delivery. This work will follow the implementation of the Route K scheme. Officers have met with Chichester University who are keen to see improvements to non-car mode links between the University Campus and Chichester.</p> <p>Route E (North Mundham to Chichester via Quarry Lane): This route is in the priority level following Route B however it poses some significant challenges for alterations to on-street parking and as such will be subject to review later to establish the route's viability for delivery.</p> <p>As at 12 December 2022 WSCC intend a public engagement exercise on LCWIP Route K in the Spring of 2023.</p>			
12.5 On-going	Contribute to WSCC's target of increasing the length of the cycle network by 15% a year compared to a 5km base (across the county).	Start Spring 2022.	Environmental Protection (EP), WSCC	Simon Ballard, Environmental Protection Manager, WSCC
F: Partnerships	EP officers continue to work with WSCC towards delivery of LCWIP schemes (see 12.4 above). Officers are discussing how to advance the Oaklands Park aspects of Route B from the Chichester City LCWIP which was included in the council's Levelling Up Fund bid.			
12.6 On-going	Enable the continued expansion of the electric vehicle (EV) charging networks, based on the demand metrics from the recent installations and developments in the EV market.	Ongoing	Environmental Protection	Simon Ballard, Environmental Protection Manager
E: Partnerships	Officers in the Estates and Car Parks teams selected council land-holdings suitable to be offered to the WSCC/Connected Kerb Concession Contract. Cabinet resolved to join the WSCC Concession Contract and the provider, Connected Kerb, is now			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	considering the council assets surrendered to the contract and completing its consultation on Traffic Regulation Orders for the implementation of ten on-street EV charge point locations (the numbers of charge points to be installed in these locations is subject to confirmation at the time of writing).			
12.7 Completed	Review of Off-Street Parking Strategy for Chichester District	31 March 2023	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	A review of the Off-Street Parking Strategy for Chichester District has been undertaken and a revised draft strategy and action plan was considered by the Parking Forum in October. Cabinet received a report in December 2022.			
12.8 On-going	Review and enhancement of Bosham car park	31 March 2023	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Options for Bosham car park are being considered during 2022-23, with potential enhancements to include improved and enhanced planting and landscaping, along with a revised layout. Topographical survey for the car park has been undertaken and results received. The results are in the process of being reviewed.			
12.9 On-going	Northgate car park improvements	31 March 2023	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Options for Northgate car park will be considered, to include a walkway and cyclepath linking the city centre and Chichester Festival Theatre, along with enhanced and improved planting, landscaping and lighting. These measures will assist with modal shift. Topographical survey undertaken and brief has been finalised ready to be considered by potential consultants.			
12.10 On-going	Review of off-street parking charges for 2023 to 2024	31 March 2023	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Parking Charges for 2023-24 were considered during the autumn. Parking charges set at the correct level can assist with reducing vehicles idling and can encourage modal shift and choice of use of car parks.			

Nature-based solutions

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
13.1 On-going	Increased tree planting on non-CDC land through HM Treasury funded Trees Outside Woodlands project, carbon offset funding, Woodland Trust and other charity funding and net biodiversity gain or other national funding streams. Dependent on announcements on national policy and funding schemes.	September 2023 (project completion)	ESU, Development Management	Sophie Hamnett, Tree Project Officer
E: Partnerships	<p>As part of the HM Treasury funded Trees Outside Woodlands project, coordinated by Defra, CDC is taking part in five tree planting pilots.</p> <p>During the 2021/2022 planting season 8,020 trees were distributed to successful applicants as part of the CDC free tree scheme, 1,476 trees across three mini urban forests were planted and 2,406 trees were planted through eight grants for community orchards, agroforestry projects and tree planting in the farmed landscape. In addition to accessing trees directly through CDC, advice is given on how to access and apply for free and subsidised trees through external funding sources.</p> <p>For the current planting season (November 2022 – March 2023), the council is offering subsidised trees, and further grants for tree planting on farms and for orchard and agroforestry projects. Applications for these trees are now open and ongoing until the total budget has allocated. To date 5,060 trees have been allocated through the subsidised tree scheme and seven grants for planting projects have been approved</p> <p>New project proposals under the Community Tree Nursery (CTN) pilot have been approved for the Witterings and Selsey. Through this pilot we are funding the extension of an existing CTN in West Wittering, and part funding a new CTN in Selsey.</p>			
13.2 On-going	Joint scheme of nutrient input mitigation to be agreed with	End of 2021 (initiation date)	ESU, Planning Policy,	Tom Day Environmental Strategy Manager, Tony

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	Partnership for South Hampshire and Natural England.		Development Management	Whitty Divisional Manager, Planning Policy
E: Partnerships	Work has started. A project officer has been appointed through the Partnership for South Hampshire (including funding from CDC). A site search has been done and potential sites identified for further work on suitability and funding. An initial site at East Dean has been secured for current applications. However further sites will soon be required for future applications. Revised guidance and a revised calculator have been issued nationally by Natural England in March 2022 and training for members and officers has taken place. A recent ministerial announcement has been made that Natural England will now take a lead role in managing and monitoring a system of nutrient credits, and work is now underway on this project.			
13.3 Complete	Secure funding for the Strategic Wildlife Corridors Project through the Community Infrastructure Levy (CIL).	March 2021 (completion date)	ESU	Tom Day Environmental Strategy Manager
E: Partnerships	£575,000 in CIL funding was secured for the Strategic Wildlife Corridors (SWC) Project which launched in April 2021. Therefore, this action is complete. Progress of the project will be reported under action 13.4 below. Network Rail SWC's biodiversity enhancements cost to date is £385,000, with a further committed cost of spend for 2022/23 year at £75,000k and estimated costs for a 'wildlife tower' and 'dormouse bridge' at £385,000. The biodiversity enhancements are across the entire seven proposed SWCs.			
13.4 On-going	Implement a series of habitat improvement projects within the Strategic Wildlife Corridors, including tree and woodland planting where appropriate. Ditch and watercourse enhancements etc.	October 2022 – March 2026.	ESU	Sarah Hughes and Mark McManus Wildlife Corridor Project Officer (job-share)
E: Partnerships	The public launch was delayed until a decision on the final number and boundaries of the corridors for the submission of the Local Plan Review has been agreed. Key contacts with landowners have been established and the enhancement plan includes 58 sites across 7			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>corridors. The enhancement plan for Network Rail land and its funding was agreed by Network Rail on 21 Jan 2022, and work is underway on delivering enhancements across the National Rail landholding.</p> <p>Work relevant to the different SWCs: SWC All – People’s Trust for Endangered Species Dormouse training for volunteers (x 7) SWC 2 – Guided Walk SWC All - Vincent Pro Bat Boxes x 12 SWC All – Barn Owl Boxes x 2 SWC All – Echo Touch Bat Detectors x 7 SWC All - Dormouse surveys & training sessions SWC All - Attended Eco Green Fair / The Great Big Green Week SWC All – Project Officer Training – 1st Aid & Safeguarding Level 2 SWC All - Bat Training – Echo Touch Bat Detector x 30 volunteers SWC 5 – Working Party - habitat improvement at Fishbourne SWC 6 – Working Party – habitat improvement at Westhampnett</p>			
13.5 On-going	Harbour Summit Project	31 March 2023	ESU	Tom Day, Environmental Coordinator
E: Partnerships	<p>The aim of this project is Chichester and Langstone Harbours Special Protection Area (SPA) and Pagham Harbour SPA to be in favourable condition (nitrogen mitigation, restore/reverse current losses and degradation, compensatory/supporting habitats). The partnership has agreed membership, terms of reference and a vision. Resourcing to date has been provided through Southern Water. The Natural Capital report has been completed. A central information and mapping website has been produced and work is underway on a compilation of all legal and regulatory requirements pertaining to the harbours. However, the partnership has not agreed a draft action plan and another summit meeting of Leaders is scheduled for February 2023.</p>			

Renewable energy generation

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
14.1 Input required from others	Set up a working group of organisations that want to progress larger scale renewable energy generation projects.	See working groups section (Action 5.1)	ESU	Andrea Smith, Carbon Reduction Project Manager
E: Partnerships	<p>Working group is paused due to lack of grid capacity for more large-scale renewable generation. However, support work continues through the Growth and Sustainability Officer in</p>			

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
	<p>Economic Development who supports small- and medium-sized enterprises to operate and grow their business in ways which are more sustainable and to reduce their overall carbon footprint. A Specialist Environment Officer in ESU will work on engaging with not-for-profit organisations (and individuals) to reduce their greenhouse gas emissions.</p> <p>Increased grid capacity is dependent on the Distribution Network Operator and is steered through primary legislation.</p>			

This page is intentionally left blank

Appendix 2

Chichester District Greenhouse Gas Emissions in 2020

- 1.1 In 2019 Chichester District Council declared a climate emergency and set a challenging target of a 10% reduction in greenhouse gas emissions every year until 2025 for the whole of the Chichester district. The target was chosen to reflect the emission reductions that need to be made to reduce the disastrous effects of climate change, rather than what was easily achievable.
- 1.2 In the first year of the target — 2020 — an 8.7% reduction was reached. This is the most recent year of data that we have available. Data is created by the Government and there is always a two-year time lag in the data received from the Government due to the amount of underlying information to be processed.
- 1.3 In 2020 the UK went through the Covid pandemic, leading to some of the biggest changes to our way of life in living memory. The fact that emissions in the district did not reduce further, despite lockdowns, shows the scale of the challenge to avert climate disaster. The council's own emissions are a small fraction of this district wide total (less than a 0.5% of the emissions of the district as a whole) but the council is working to reduce them and help others in the district to reduce their emissions.
- 1.4 Graph 1 below illustrates the emission sources. Road transport emissions are so big that they are split into two bars on Graph 1: emissions from vehicles on A roads and emissions from vehicles on minor roads. The road network is the responsibility of West Sussex County Council (WSCC) except for the A27 which is the responsibility of National Highways. However, Chichester District Council works with WSCC on walking and cycling schemes and you can read about that in Section 12.3 of the Climate Emergency Action Plan.
- 1.5 Households are another big source of greenhouse gas emissions. Chichester District Council has successfully applied for Government funding to improve the energy efficiency of homes and install renewable energy generation. See Section 9.1 of the plan for the latest numbers. The council encourages householders and landlords to sign up for these schemes.
- 1.6 Forests and other ecosystems such as grassland can be carbon dioxide “sinks”. This means that on balance they take in and store more carbon dioxide than they give out. That is why there are two negative bars in the graph below. Mindful of this, and the need to protect wildlife and biodiversity in the district, the council is taking part in five tree planting pilots, funded by HM Treasury in partnership with Defra. This has led to almost 12,000 trees being planted in the 2021/2022 tree-planting season and thousands more trees are set to be planted in the 2022/2023 planting season. These trees are planted in partnership with landowners, farmers, community groups, parish councils,

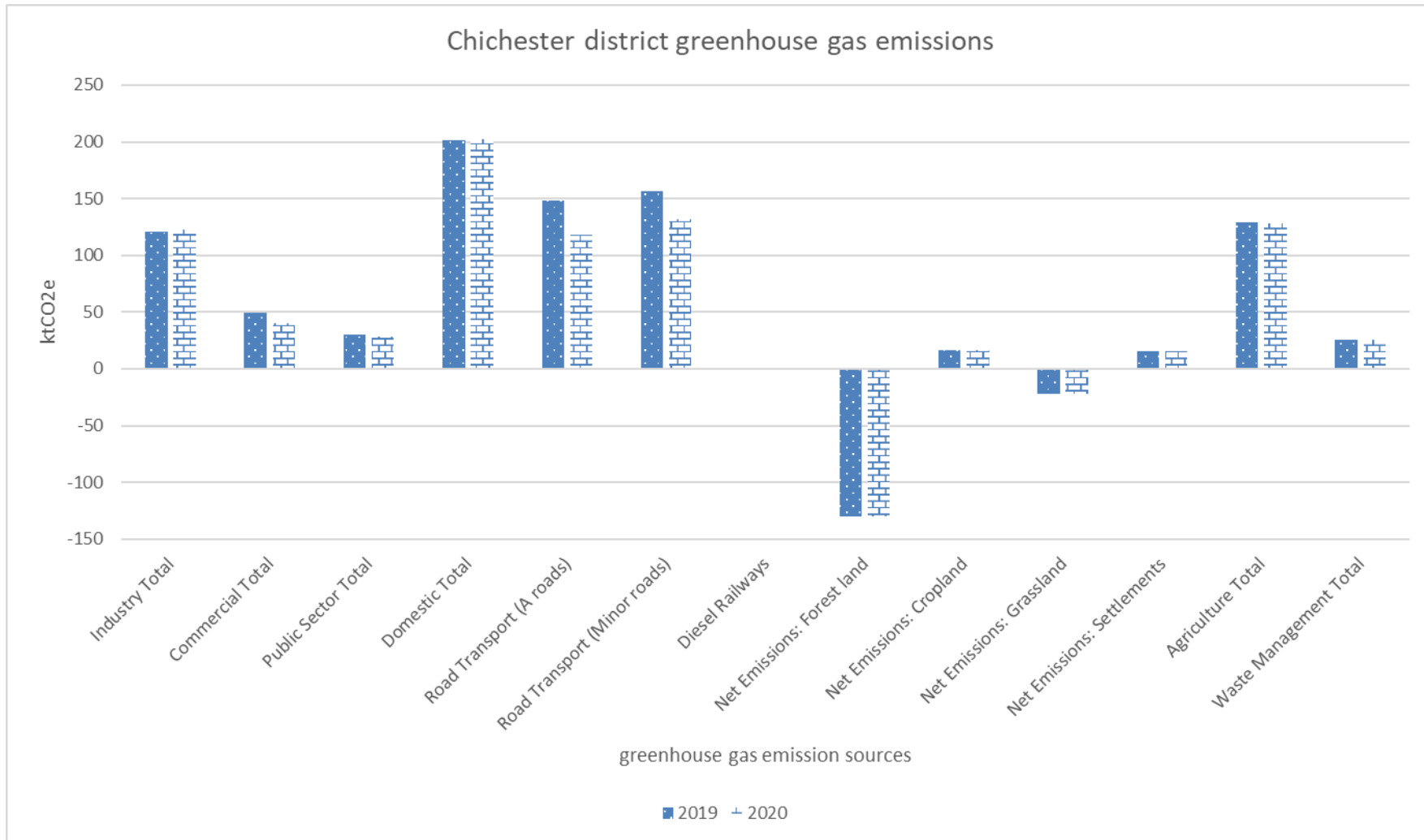
schools, charities and businesses, and hundreds of the trees have been planted on the council's own land.

- 1.7 In 2022 the council created two new roles in the council focused on sustainability: one sits within Economic Development and is focused on supporting small- to medium-sized enterprises to operate and grow their business in ways which are more sustainable and to reduce their overall carbon footprint and the other role sits with the Environmental Strategy Unit and is focused on working with individuals and other not-for-profit organisations. These roles will assist in reducing emissions in the district.
- 1.8 To explain Graph 1, 2019 was set as the baseline year for the target as it was the year in which the council declared the climate emergency. Government data for all local authorities is used to assess progress towards this target. The 2020 data was released on 30 June 2022. It is the first year of data available for the area-wide target. Previously the Government data only covered one greenhouse gas: carbon dioxide. It now includes two more greenhouse gases: methane and nitrous oxide. The effect of each of these gases is weighted by its global warming potential, so that total greenhouse gas emissions can be reported on a consistent basis in tonnes of carbon dioxide equivalent units (CO₂e). The impact of these gases has been backdated by the Government to 2019.
- 1.9 Emissions per resident have traditionally been reported, although they are not the basis of a council target. They are included below for completeness. Per person emissions showed an 8.2% reduction (see Table 1). This figure is still the highest of all districts and boroughs in West Sussex. The West Sussex average is 4.0 tCO₂e/person.

Table 1: Per person emissions in Chichester district

Year	Per person greenhouse gas emission figure in tCO ₂ e	% difference
2019	6.1	
2020	5.6	-8.2%

Graph 1: Chichester District Greenhouse Gas Emissions



This page is intentionally left blank

Appendix 3

Greenhouse Gas (GHG) emissions inventory¹ for Chichester District Council for 2020-2021

1. Overview

This report follows the template set out in UK's government Environmental Reporting Guidelines dated March 2019. The template is technical but the aim is to enable emissions reported by different organisations to be compared, so readers know that broadly speaking they are comparing like-for-like. This section aims to put across the key points in a non-technical way.

The first point is that we are trying to make our emissions inventory – our carbon footprint – better so that it includes more emission sources – even though we do not control them directly. We have focused on buildings that we own but lease out. So far, we have included our leisure centres. In this report, we have added in St James Industrial Estate, which has been re-built to higher standards of energy efficiency and included electricity generating solar panels. We have estimated emissions for all the years covered by the target for St James. Some other adjustments have been made to the list of smaller leased out assets in these years.

Our target is to reduce our emissions by 10% year-on-year from a start year of October 2018-September 2019. The year was chosen because it covers when the council declared a Climate Emergency and the start month of October reflects the start of the council's energy contract. The changes outlined above - along with the addition of some missing electricity data - means that the reduction for the first year of the target (2019-2020) has been reduced from -16% to -12%.

This report covers the second year of the target, 2020-2021. Emissions have reduced by 4% in this year. This is below our 10% target. The advantage of year-on-year target is that the pressure is on immediately to make reductions. All our biggest emissions sources – see the graph in section 7 - either have projects underway to reduce their emissions or have just been assessed to see what can be done. These actions are described in our Climate Emergency Action Plan. However, it takes time for projects to be planned, equipment and contractors procured, and work to be done. Delivery times for renewable energy equipment are particularly long currently due to global supply chain issues. However, the effect of some projects should be visible in the October 2022-September 2023 figures, with the benefits of other actions coming through after that.

¹ Inventory is the technical term for a footprint.

2. Organisation information

Chichester District Council is a lower-tier local authority with its main offices at 1 East Pallant, Chichester, West Sussex, PO19 1TY.

3. Reporting period

01/10/2020 to 30/9/2021

4. Organisational boundary²

We have used the operational control approach. Therefore, all services delivered directly by the council and Chichester Contract Services are included in Scope 1 and Scope 2 emissions.

This encompasses fuel and electricity use at:

- The council's headquarters at East Pallant House which has solar electric (PV) and solar thermal arrays
- Westward House short stay accommodation
- Novium museum which has a wood pellet-fueled boiler
- Car parks
- Westhampnett depot
- Other smaller buildings
- Refuse fleet
- Other council-operated vehicles

We have been trying to include emissions from assets that we own but lease out to reflect our shared responsibility for these assets. These emissions fall into the Scope 3 emissions category for the council. For some smaller leased out assets, we pay for the energy and then recharge the tenant. For other assets, we request the data from the tenant. This applies to the leisure centres (Westgate, Bourne and Grange) which were the first to be added to our inventory.

For this 2020-2021 report, emission estimates for St James industrial estate were added to the inventory. St James is a business park owned by CDC. It is being re-developed by the council to a higher energy efficiency standard and with PV panels on the roof. Emissions have been estimated pre re-development. Only emissions resulting from the use of communal areas and the heating and lighting of the business units have been estimated as the units have been used for different business purposes which could have widely different energy consumptions. Emissions have been estimated for the business units post-redevelopment and these will be incorporated into the CDC inventory as these units are let.

For this 2020-2021 report, the Well-To-Tank emissions from electricity lost during transmission and distribution on the grid are included for the first time and have been retrospectively added to 2019-2020 emission figures.

² There are different ways to draw a line around organisations – its boundary. We have used operational control so that we are accounting for emissions from activities over which we have day-to-day control.

Adding emission sources triggers recalculation of the previous years' emission figures. This makes it difficult to keep track of progress against the target, so extra sources will not now be added until the next target is set.

5. Reasons for change in emissions

There was a significant decrease in coal generation of electricity and an increase in the amount of renewable and nuclear electricity generation on the national grid. This means that for every kWh of electricity used from the grid, 9% fewer greenhouse gases were emitted compared to the previous reporting period (source: the UK Government GHG Conversion Factors for Company Reporting for 2021). This is the second year running that emissions per kWh have decreased by 9%.

On the other hand, the Well-to-Tank emissions per kWh have increased. Well-To-Tank emission factors account for the production, transport and distribution of the fuels used in electricity generation. The UK Government has improved the methodology for calculating the Well-To-Tank emissions factor for UK electricity. This has increased this emission factor from 0.03217 kgCO₂e/kWh in 2019-2020 reporting year to 0.05529 kgCO₂e/kWh in 2020-2021. Therefore, although our electricity consumption has decreased year-on-year, our emissions in this Scope 3 category have gone up by a substantial 24 tCO₂e.

The changes above are due to changes in emission factors, but there are other ways that our emissions can change: through a reduction in energy use. National measures to reduce the spread of Covid fell within this period which affected working practices and use of the leisure centres and other facilities.

There are other factors specific to the council that affect its energy use. The depot has additional electricity using equipment on site. The vehicle washing facility started operating in the summer of 2020, so 2020-2021 would be the first full year of operation. The council's data centre is now located at the depot. Data began to be backed up there from July 2000, although it did not become full operational until July 2022.

Correlating weather data with energy consumption would be a development that will enable CDC to understand its emissions better, but the focus for the moment is reducing emissions from the major emission sources.

6. Quantification and Reporting Methodology

The UK government's Environmental Reporting Guidelines dated March 2019 and the 2021 UK Government Conversion Factors for Company Reporting have been used, along with the GHG Protocol Value Chain (Scope 3) Standard.

Electricity used via CDC's network of public Electric Vehicle charge-points has for the first time been split out from CDC's electricity use in its own operations. It is still accounted for within our inventory but as Scope 3 emissions rather than Scope 2. This change has been applied retrospectively applied to previous years.

7. Operational Scopes

We have estimated our Scope 1, 2 and certain Scope 3 emissions.

Table 1: CDC's Scope 1, Scope 2 and Scope 3 emissions

Emissions in tCO₂e³	2020-2021	Excluded emission sources	% of activity data⁴ that is estimated	2019-2020
Gas consumption	102	Oving Jubilee Hall & 80 High Street, Selsey (aka Selsey Fire Station). Both used as Community Warden bases ⁵ .	0	99
LPG	40	None	0	37
Fuel emissions for vehicles	1,114	None	0	1,154
Fugitive ⁶ emissions of refrigerants used in air con.		Air con unit reporting is being developed.		
TOTAL SCOPE 1	1,256			1,290
Purchased electricity – location-based approach	277	Oving Jubilee Hall & 80 High Street, Selsey, public conveniences at Itchenor ⁷ .	0	346
TOTAL SCOPE 2⁸	277			346
Scope 3⁸ emissions in tCO₂e				
Purchased goods & services		We have not tried to		

³ tCO₂e stands for metric tonnes of carbon dioxide equivalent. The global warming caused by gases is standardised to the warming caused by one unit of carbon dioxide hence carbon dioxide equivalent.

⁴ Activity data is the data used to estimate emissions e.g. how much fuel we have used, how many miles we have driven for business. Some activity data has not been measured or taken from records and is estimated instead.

⁵ CDC has no obligation to pay energy bills for these sites.

⁶ Fugitive is the technical terms for emissions from leaks or accidental venting of equipment.

⁷ These conveniences at Ferryside, The Street, are leased from Chichester Harbour Conservancy.

⁸ Scope 2 and scope 3 emissions are indirect emissions. They occur as a result of activities over which we do not have control e.g. a power station generating electricity or at the paper mill of the company making CDC stationery. However, we have influence over these emissions which is why they are reported. Scope 2 is a special category of indirect emissions covering electricity, heat, steam and cooling that has been acquired (usually purchased).

Emissions in tCO ₂ e ³	2020-2021	Excluded emission sources	% of activity data ⁴ that is estimated	2019-2020
		quantify these emissions yet.		
Capital goods		We have not tried to quantify these emissions yet.		
Electricity – transmission & distribution (T&D) losses	24		0	30
Fuel- and energy-related activities not included in Scopes 1 & 2	371		0	346
Upstream transportation & distribution		We have not tried to quantify these emissions yet.		
Waste generated in operations		We have not tried to quantify these emissions yet. Would include green waste from parks.		
Business travel	25	Employees who use their own vehicles for business travel but do not claim the mileage allowance. Travel using rail. This is infrequent.	2% is estimated. This is due to CDC not having the gCO ₂ /km from the employee's V5 vehicle document.	33
Employee commuting		We have not tried to quantify these emissions yet.		
Upstream leased assets		Not thought to be relevant.		

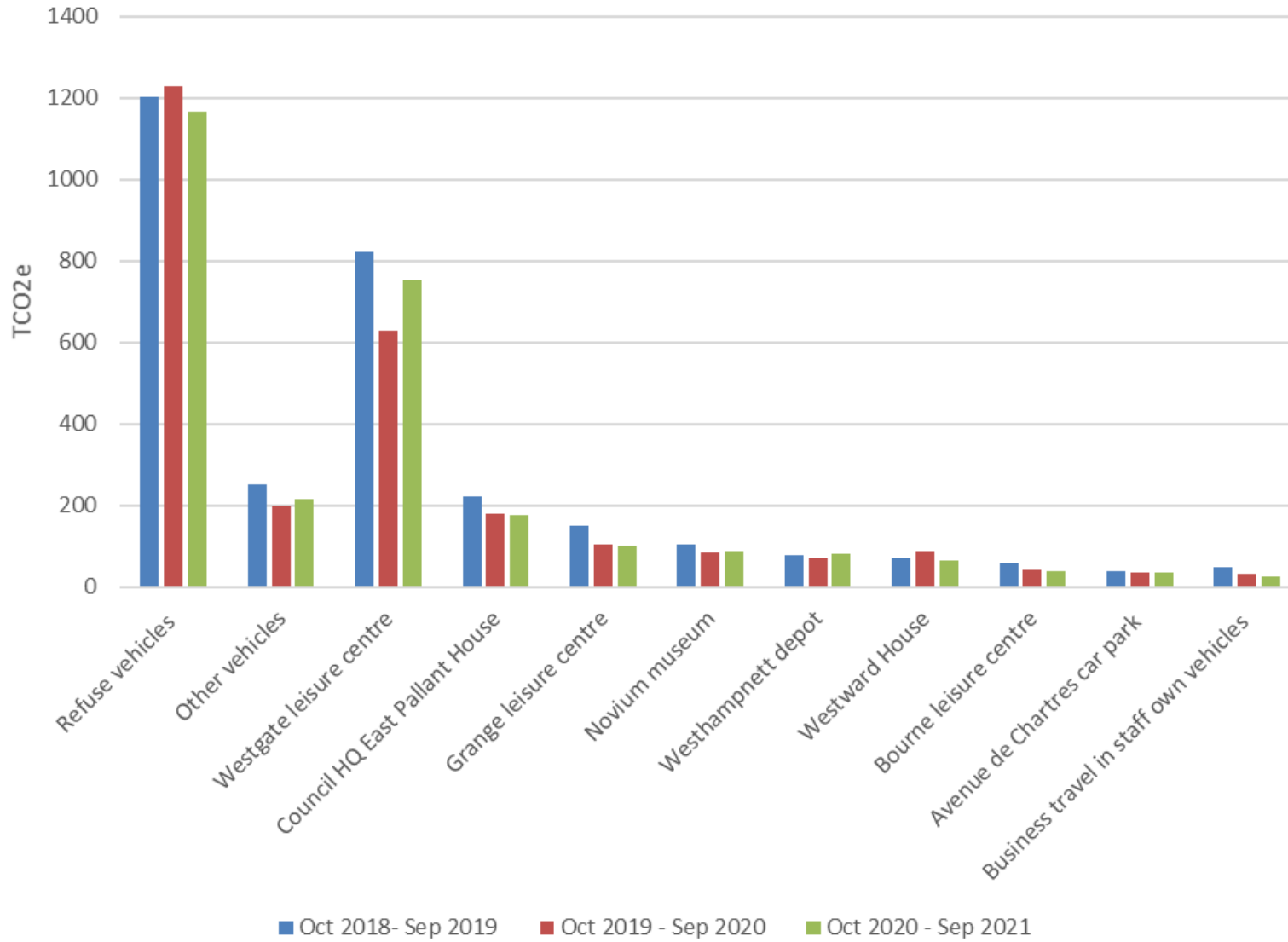
Emissions in tCO₂e³	2020-2021	Excluded emission sources	% of activity data⁴ that is estimated	2019-2020
Downstream leased assets	973	Collecting data from leased out assets is being developed.	0	995
Downstream transportation & distribution		Not relevant.		
Processing of sold products		Not relevant.		
Use of sold products	6	Electricity used via CDC EV charge-points only.	0	6
End-of-life treatment of sold products		We have not tried to quantify these emissions yet. They would include emissions from trade waste collected by CCS.		
Franchises		Not relevant.		
Investments		We have not tried to quantify these emissions yet.		
Biogenic emissions	0			0.07
Intensity metrics				
Scope 1, Scope 2 & selected Scope 3 emissions per district resident (tCO ₂ e per capita)	0.02			0.03
Scope 1, Scope 2 & selected Scope 3 emissions per unit area (tCO ₂ e per km ²)	3.61			3.75

Table 2: Emissions totals

	2020-2021	2019-2020	% reduction
Emissions (S1, S2 & selected S3) tCO₂e	2,930	3,046	4%

The year-on-year change in emissions from the Council's key emission sources is shown in the graph below.

Graph: Chichester District Council emissions (S1, S2, S3) annual emissions



8. Base year

The base year is 01/10/2018 to 30/9/2019

We have chosen this period as it is:

- the year of the council's climate emergency resolution
- fits with the electricity and gas contract periods
- the subsequent periods will show the effect of Covid 19 lockdown and any GHG reduction initiatives we put in place following the declaration of a climate emergency.

9. Target

Our target is a 10% year-on-year reduction from the 2018-2019 base year, covering Scopes 1 and 2 and selected Scope 3 categories until year-end 2025. When emissions were reported to full Council in January 2022, an emission reduction of 16% from 2018-2019 to 2019-2020 was reported. This has been revised downwards to 12%.

The change is due to several reasons. As explained in Section 4, the council has been developing its reporting of Scope 3 emissions from the downstream leased assets. Emissions from Bourne, Grange and Westgate leisure centres had already been included in our inventory and prior years have been recalculated as a result. To expand our coverage of leased out assets, estimates of emissions from St James Industrial Estate have been made for 2018-2019, 2019-2020 and 2020-2021 and added to those years' emission figures. Furthermore, Well-to-Tank emissions from electricity lost during transmission and distribution on the grid are included for the first time for this year 2020-2021. This change has been applied retrospectively to previous years. These changes impact the previously reported percentage change in emissions reported for 2019-2020 compared to 2018-2019.

Two other changes affect previously reported emissions for 2019-2020: missing electricity data has now been added in; there have been adjustments to the leased out assets list; double-counting of emissions from 3 Market Road has been removed. The aggregate effect of these changes is that a 12% reduction is reported rather than a 16% reduction.

For 2010-2021, we can report that our emission reduction is 4%.

10. Intensity Metrics

Our chosen intensity metrics are Scope 1, Scope 2 and selected Scope 3 emissions per resident in the district (tCO₂e per district resident) and emissions per unit area (tCO₂e per km²). The number of residents within the district is a key factor in determining the scale of our activities and hence our emissions. The acreage of the district is a factor in determining the how we deliver those services i.e. the extent to which services can be centralised.

11. Electricity & heat data

Energy purchased for consumption (MWh)	1,303 MWh electricity. 556 MWh gas.
Green tariffs or other renewable/low-carbon contractual instruments used	Yes for both gas and electricity, but we have used a location-based accounting approach.
Renewable electricity (in MWh) generated in council-operated plants that was exported to the grid	Electricity is generated via the PV panels on East Pallant House roof, but data on the quantity exported to the grid is not yet known.
Was this backed by Renewable Energy Guarantees of Origin (REGOs)?	Not known
Heat generated from council operated sources (in MWh).	CDC has a solar thermal array generating hot water on East Pallant House roof. We do not have data on the quantity generated.

Notice of the Making of an Urgent Decision

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

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

Decision title	UK Shared Prosperity Funding															
Decision taker	Council															
Decision consultees	Councillor Eileen Lintill (Leader) and Councillor Clare Apel (Chairman of OSC)															
Decision date	15.12.2021															
Decision details	<p>At the May 2022 Full Council, it was agreed that a UKSPF investment Plan should be submitted to (DLUHC). The investment plan is to cover projects from across the district which already have some form of partnership or stakeholder involvement and/or are supported by a strategic plan and meet the criteria set out by Government for the release of the Funding.</p> <p>Due to the tight timescales, it was approved that the Chief Executive, Director of Corporate Services and Director of Growth and Place, under delegated authority, in consultation with the Leader of the Council and the Leader of the Opposition party agree the final Investment Plan. The investment plan was completed and submitted to DLUHC in August 2022.</p> <p>We have heard from the Secretary of State for Levelling Up, Housing and communities regarding our investment plan for the UKSPF allocation. The secretary of state has allocated funding for 2022/23 and set out indicative funding for the 2023/24 and 2024/25 as below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">Allocation 2022/2023 (£)</th> <th rowspan="2">Indicative allocation 2023/2024 (£)</th> <th rowspan="2">Indicative allocation 2024/2025 (£)</th> </tr> <tr> <th>Capital</th> <th>Revenue</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">11,660</td> <td style="text-align: center;">94,090</td> <td style="text-align: center;">20,000</td> <td style="text-align: center;">211,500</td> <td style="text-align: center;">682,750</td> </tr> </tbody> </table> <p>The indicative allocations for 2023/24 and 2024/25 will be reviewed on submission of progress on spend for 2022/23 and 2023/24 and confirmed in the annual Grant Determinations. For the avoidance of doubt the Secretary for State has indicated that they may reduce our funding allocation, overall or for a specific</p>			Allocation 2022/2023 (£)			Indicative allocation 2023/2024 (£)	Indicative allocation 2024/2025 (£)	Capital	Revenue	Capacity	11,660	94,090	20,000	211,500	682,750
Allocation 2022/2023 (£)			Indicative allocation 2023/2024 (£)	Indicative allocation 2024/2025 (£)												
Capital	Revenue	Capacity														
11,660	94,090	20,000	211,500	682,750												

year if we do not comply with the performance monitoring requirements or if they believe progress on project delivery is unsatisfactory. We need to ensure that expenditure is spent in accordance with all applicable legal requirements. This includes, for example, subsidy control and public procurement law and where we are proposing to pass the grant to organisations that are not Contracting Authorities, we need to ensure that procurements achieve value for money.

The funding is subject to two conditions:

1. To provide further information of the governance arrangements on how the UKSPF partnership group is being implemented and the ongoing management of the UKSP programme ensuring a range of local partners are a core component of how the fund is delivered. We intend to manage the governance arrangements through the existing vision partnership groups and the grants and concession panel. A report will be going to January Cabinet (as this is not an urgent decision) setting out the new policy for the grants and concession panel and is currently out to consultation with the grant panel members. Further information has been sent to DLUHC on the approval process to form the Vision groups, the partnerships involved and the governance arrangements for the grants process to complete this condition.
2. Payment is also conditional upon agreement of the Memorandum of Understanding (MOU). The MOU must be signed and returned by 23 December 2022 for payment to be made. The MOU has been checked by Legal services and they have no concerns over the content of the MOU.

If the above conditions are met as requested and the MOU is in place, then payment will follow for 2022-2023 UKSPF allocation as promptly as possible.

Approval is required for the following:

- 1. To approve that the Memorandum of Understanding is signed by the Section 151 Officer or Chief Executive to enable CDC to enter into the agreement with the Department for Levelling Up, Housing and Communities to allocate CDC its share of the UK Shared Prosperity Fund.**
- 2. That Chichester District Council accepts the allocation of £1,020,000 UK Shared Prosperity Fund (UKSPF) to deliver the CDC UKSPF investment Plan.**
- 3. That £383,000 of the UKSPF is allocated for the direct delivery of projects as set out in the investment plan.**

	<p>4. That there is a scheme of delegation of the UKSPF grants award to outside organisations to the Grants and Concessions panel and approves the allocation of £454,000 of UKSPF for this purpose.</p> <p>5. Approves that £103,000 is allocated to business grants and delegated authority is given to the Director of Growth and Place to allocate the grants in accordance with the existing business grant criteria.</p> <p>6. Approves that the Director of Growth and Place, in conjunction with the Leader of the Council, is authorised to amend the above allocations in accordance with the UKSPF criteria set out for the funding, should this be required.</p>
Reason for urgency	The MOU must be signed and returned by 23 December 2022 for payment to be made. The funding allocated for this financial year must be spent by March 2023 by agreeing to the UDN this will give Officers an additional month to complete the projects this financial year.
Name and date of the meeting to receive a full report	The decision will be reported to the next Full Council meeting on 31 January 2023.

Jane Hotchkiss
13.12.2022

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank