

Public Document Pack

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Notice of Meeting

To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** which will be held in the **Committee Rooms - East Pallant House** on **Tuesday 23 January 2024** 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

12 January 2024

AGENDA

- 1 **Minutes** (Pages 1 - 10)
The Council is requested to approve as a correct record the minutes of the meeting held on 28 November 2023.
- 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 Commuted Sums Spending Policy (Affordable Housing)

The Council is requested to consider the report and its appendices on pages 11-19 of the agenda pack for 9 January 2024 Cabinet meeting and make the following resolutions:

- 1. The adoption of a Commuted Sums Spending Policy (Affordable Housing) as amended as attached at appendix 1.**
- 2. That delegated powers are given to the Director of Housing and Communities, following consultation with the Cabinet member for Housing, Revenues and Benefits, to make minor amendments to the policy.**

7 Housing Covenants policy

The Council is requested to consider the report and its exempt appendix as set out on pages 21-33 of the Cabinet agenda for 9 January 2024 and make the following resolution:

The introduction of a policy for determining applications relating to properties subject to a restriction under Sections 37 and 157 of the Housing Act 1985, or any other restriction of this nature as attached at appendix 1.

8 Consideration of Consultation Responses Received on Chichester District Council's Draft Infrastructure Business Plan 2024-2029

The Council is requested to consider the report and its appendices as set out on pages 35-67 of the Cabinet agenda for 9 January 2024 and make the following resolutions:

- 1. Approves the proposed responses to the representations received and subsequent modifications to the Draft Infrastructure Business Plan 2024-2029 as set out in Appendix 1; and;**
- 2. Approves the amended IBP (Appendix 3) including the CIL Spending Plan attached as Appendix 2.**

9 Corporate Plan and Initial Project Proposals for 2024-2025

The Council is requested to consider the report and its appendices as set out on pages 69-110 of the Cabinet agenda for 9 January 2024 and make the following resolutions:

- 1. To approve the refreshed Corporate Plan 2022-2025 as set out in appendix 1.**
- 2. That Council sets aside a further £3,628,800 from the Council's General Fund Reserve to fund the projects identified in para 5.4(b), with release of funding being subject to future consideration by Full Council.**

10 Cultural Grants Extension

The Council is requested to consider the report and its appendices as set out on pages 111-113 of the Cabinet agenda for 9 January 2024 and make the following resolutions:

1. That the funding agreement for Chichester Festival Theatre is extended for a further year until 31 March 2025 to allow for the results from the social and economic impact assessment to be fully considered.
2. That the funding agreement for Pallant House Gallery is extended for a further year until 31 March 2025 to allow for the results from the social and economic impact assessment to be fully considered.

11 **Public Conveniences Refurbishment**

The Council is requested to consider the report and its exempt appendix as set out on pages 7-14 of the Cabinet agenda for 5 December 2023 and make the following resolution:

To approve the additional budget required as set out in the part two appendix, for the refurbishment programme works to Priory Park, Market Road, East Beach, Selsey and Bosham.

12 **Review of Parking Charges**

The Council is requested to consider the report and its appendices as set out on pages 115-128 of the Cabinet agenda for 9 January 2024 and make the following resolution:

To approve the proposal as set out in 5.1 of the Cabinet report on the increases to the car parking charges from 1 April 2024.

13 **Section 106 Allocation for The Selsey Centre**

The Council is requested to consider the report and its exempt appendix as set out on pages 15-17 of the Cabinet agenda for 5 December 2023 and make the following resolution:

That the Council releases £112,320.72 Section 106 Community Facility monies to Selsey Town Council for improvements to The Selsey Centre.

14 **Selsey Coastal Scheme - Next Stage Plan**

The Council is requested to consider the report and its appendices as set out on pages 129-147 of the Cabinet agenda for 9 January 2024 and make the following resolutions:

1. **Approval of the Project Initiation Document (Appendix 1).**
2. **Approval of submission of a business case to the Environment Agency for Grant in Aid (GiA) funding of the option appraisal & outline design stage of scheme development.**
3. **Approval for undertaking the next stage of scheme development (option appraisal and outline design), if GiA funding is secured.**
4. **To note the significant funding gap anticipated and undertake to explore funding options towards any future construction stage, including a supporting letter to the Environment Agency in order to address the funding gap and enable a scheme at Selsey. (para 5.3)**
5. **That delegated authority is given to the Director of Planning and Environment, in consultation with the Director of Corporate Services, for the Grant in Aid funding spend and appointment of professional services for the Selsey scheme, and to agree project financial tolerances and spend with the delivery team. (Para 5.1, 5.5 & 5.6)**

RECOMMENDATIONS BY COMMITTEES

None.

OTHER REPORTS

- 15 **Climate Emergency Detailed Action Plan - Annual Progress Report** (Pages 11 - 46)
The Council is requested to consider the report and appendix included in the agenda pack and make the following resolution:
- That Council notes the report and the progress on implementing the Climate Emergency Action Plan.**
- 16 **Finalised Draft Statement of Community Involvement (SCI) for Adoption** (Pages 47 - 66)
The Council is requested to consider the report and appendix included in the agenda pack and make the following resolution:
- That Council approve the finalised draft Statement of Community Involvement for adoption.**
- 17 **Urgent Decision Notice - S106 Community Facilities Contribution** (Page 67)
The Council is requested to formally note the Urgent Decision Notice relating to the S106 Community Facilities Contribution.
- 18 **Questions to the Executive**
Members are invited to ask a question of a member of the Executive (maximum of 30 minutes duration).
- 19 **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.
- 20 **Exclusion of the press and public**
The Council is asked to consider in respect appendices to agenda items 7, 11, 13 and agenda item 21 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).**
- 21 **Urgent Decision Notice (PART II Exempt) - Public Conveniences Refurbishment** (Pages 69 - 70)
The Council is requested to formally note the Part II Exempt Urgent Decision Notice relating to Public Conveniences Refurbishment.

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 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 C Apel	Mr G Evans
Mr J Cross	Mrs E Hamilton
Mr I Ballantyne	Mr C Hastain
Mrs T Bangert	Ms O Hickson
Mr R Bates	Mr F Hobbs
Mr D Betts	Mrs D Johnson
Mr S Boulcott	Mr S Johnson
Mr B Brisbane	Mr T Johnson
Mr R Briscoe	Mr A Moss
Mr J Brookes-Harmer	Ms E Newbery
Mr J Brown	Mr T O'Kelly
Ms J Brown-Fuller	Mr H Potter
Ms B Burkhart	Ms S Quail
Mrs H Burton	Mrs S Sharp
Mx R Chant	Mr C Todhunter
Mr M Chilton	Mr J Vivian
Ms M Corfield	Ms V Weller
Ms H Desai	Mr T Young

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Public Document Pack Agenda Item 1



Minutes of the meeting of the **Council** held in Committee Rooms - East Pallant House on Tuesday 28 November 2023 at 2.00 pm

Members Present: Mrs C Apel (Chair), Mr J Cross (Vice-Chairman), Mr I Ballantyne, Mrs T Bangert, Mr D Betts, Mr S Boulcott, Mr B Brisbane, Mr R Briscoe, Mr J Brown, Ms B Burkhart, Mrs H Burton, Mr M Chilton, Ms H Desai, Mr G Evans, Mrs E Hamilton, Ms O Hickson, Mr F Hobbs, Mrs D Johnson, Mr S Johnson, Mr T Johnson, Mr A Moss, Ms E Newbery, Mr T O'Kelly, Mr H Potter, Ms S Quail, Mr C Todhunter, Ms V Weller and Mr T Young

Members not present: Mr R Bates, Mr J Brookes-Harmer, Ms J Brown-Fuller, Mx R Chant, Ms M Corfield, Mr C Hastain, Mrs S Sharp and Mr J Vivian

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)

45 Minutes

RESOLVED:

That the minutes of the Full Council meeting held on 26 September 2023 be approved as a correct record.

46 Urgent Items

There were no urgent items.

47 Declarations of Interests

There were no declarations of interests.

48 Chair's Announcements

Apologies of absence were received from Cllr Brookes-Harmer, Cllr Brown-Fuller, Cllr Chant, Cllr Corfield, Cllr Hastain and Cllr Sharp.

The Chair announced her Chairs charities for the year which included:

- Stone Pillow
- Pallant House Gallery (to create a community fund)

The Chair also invited members to congratulate the Chair of Transition Chichester on their recent award from the Royal Horticultural Society South and South-eastern Bloom for Grow Chichester which received the award for the Bishops Palace Community Gardens.

The Chair also stated it was with sadness that she had to announce the death of former District Councillor Alan Chaplin. The Chair stated that Councillor Chaplin was a District Councillor until 2015 and was Chairman of the Overview and Scrutiny Committee for a while. Councillor Chaplin was very passionate about housing and helped the council immensely with this. The Chair also invited members to hold a minute silence for all those affected by the war in Gaza.

49 **Public Question Time**

Question from Simon Oakley:

Noting the CDC Cabinet Decision made on 6th December 2022 (Minute 53), what, if any, progress has been made with regards replacing the existing T.S. Chichester Sea Cadet building on the CDC owned site adjacent to Florence Park, with a facility that would provide not only a modern building for that youth organisation but also community hall facility for the central Eastern part of Chichester City which at present does not have one.

Answer from Cllr Moss:

Thank you Simon for your question. As you will be aware this is a site and location that is of interest to many people to try and bring forward a community building on this site. The site is currently leased to the Sea Cadets and as such it is for them to bring forward proposals for a new building. Officers continue to work with the Sea Cadets in accordance with the Cabinet Decision made on 6 December 2022 (Minute 53) to achieve a successful outcome.

50 **Determination of the Council Tax Reduction Scheme for 2024-2025**

The Chair invited Cllr Betts to introduce the item.

In a vote members made the following resolution:

RESOLVED:

That the proposed Council Tax Reduction Scheme for 2024-2025 be approved by Full Council.

51 **Financial Strategy and Plan 2024-25 to 2028-29**

The Chair of the Council invited Cllr Chilton to introduce the report.

Members enquired about the government Autumn statement regarding the significant reduction in spending for local government and asked if that changed the numbers. Cllr Chilton responded by stating that this would not affect the numbers as they had already anticipated a reduction in local government spending.

In a vote members made the following resolutions:

RESOLVED:

- 1. That the key financial principles and actions set out in Appendix 1 of the 5-year Financial Strategy report are approved.**
- 2. That the Minimum Level of Reserves is set, following the recommendation of the Corporate Governance and Audit Committee.**
- 3. 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.**
- 4. That the earmarked Revenue Budget Support Reserve of £8m is returned to the Council's General Fund Reserve.**

52 Unauthorised Vehicle Deterrents - Parks and Green Spaces

The Chair invited Cllr Chilton to introduce the item.

Members asked if they would be able to return to this issue in the future to determine if deterrents would be advisable at other sites. Cllr Chilton responded by stating that it would be possible as there is a list of potentially vulnerable sites.

In a vote members made the following resolution:

RESOLVED:

That £141,000 from reserves to fund vehicle deterrent measures at Florence Park, Oaklands Park, Whyke Oval and Sherborne Road be released by Council.

53 Replacement of Groyne Aids to Navigation

The Chair invited Cllr Brown to present the item.

A number of members welcomed this initiative on behalf of their wards.

In a vote members made the following resolution:

RESOLVED:

That £125,000 be allocated from General Fund reserves for the repair and replacement of 5 groyne markers.

54 Making the West Wittering Neighbourhood Development Plan

The Chair invited Cllr Brisbane to introduce the item.

Members praised the hard work of the West Wittering Parish Council in formulating the Neighbourhood Development Plan.

In a vote members made the following resolution:

RESOLVED:

Following the successful referendum result on 22 November 2023 Council agrees to make the West Wittering Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

55 Unreasonable Complainants Policy

The Chair invited the Monitoring officer to present this item.

Members asked if there was a particular issue that had happened in the recent past that might have prompted this Policy. Mr Bennett responded by stating that in recent years the number of complaints by residents had risen and that this Policy provided a clear framework to deal with the complaints. Additionally, the complaints were more complex and intense than before.

In a vote members made the following resolution:

RESOLVED:

That the unreasonable complaints policy attached to the agenda pack be approved.

56 Meeting Timings

The Chair invited Cllr Moss to introduce the item and his amendment. Mr Bennett was then invited to comment on the report.

Some members commented that scheduling meetings in the evening could have a detrimental effect on council engagement, specifically parents with young children who may find it difficult to attend council meetings in the evening. It was also noted that hosting meetings in the evenings could exclude people who have to commute from far distances. In addition it was noted that a guillotine of 9.30pm could result in excluding Questions to the Executive being heard on a regular basis.

Many members however agreed with the proposed amendment motion and stated that they often struggled to attend daytime meetings due to work commitments. Additionally, some members mentioned that a mixed hybrid approach if the law allowed would go further.

Members in favour of the amendment commented that a move to an evening meeting would be more inclusive.

Cllr Moss was invited to sum up his amendment motion.

Cllr Hickson proposed that the Housing and Communities Panel be held in person rather than online which was seconded by Cllr Briscoe. The Chair of the Panel Cllr Betts was in agreement so it was agreed to include this amendment in the substantive vote below.

Following a call for a recorded vote in the line with the Constitution Mrs Shepherd then carried out a recorded vote on the amendment motion. The results were as follows:

a) That Council amend the start time for Full Council to 6pm.

Cllr Apel – For
Cllr Ballantyne – For
Cllr Bangert – For
Cllr Bates – Absent
Cllr Betts – For
Cllr Boulcouth – For
Cllr Brisbane – For
Cllr Briscoe – Against
Cllr Brookes-Harmer – Absent
Cllr Brown – For
Cllr Brown-Fuller – Absent
Cllr Burkhart – Against
Cllr Burton – For
Cllr Chant – Absent
Cllr Chilton – For
Cllr Corfield– Absent
Cllr Cross - For
Cllr Desai – For
Cllr Evans – For
Cllr Hamilton – For
Cllr Hastain – Absent
Cllr Hickson – For
Cllr Hobbs – Against
Cllr Donna Johnson – For
Cllr Steven Johnson – For
Cllr Timothy Johnson – For
Cllr Moss - For
Cllr Newbery – For
Cllr O’Kelly – For
Cllr Potter – Against
Cllr Quail – For
Cllr Sharp – Absent
Cllr Todhunter – For
Cllr Vivian – Absent
Cllr Weller – For
Cllr Young – Against

For = 22

Against = 6

Absent = 6

b) a guillotine shall apply to Full Council at 9.30pm.

Cllr Apel – Against
Cllr Ballantyne – Against
Cllr Bangert – Against
Cllr Bates – Absent
Cllr Betts – For
Cllr Boulcouth – For
Cllr Brisbane – For

Cllr Briscoe – Against
Cllr Brookes-Harmer – Absent
Cllr Brown – For
Cllr Brown-Fuller – Absent
Cllr Burkhart – Against
Cllr Burton – For
Cllr Chant – Absent
Cllr Chilton – Against
Cllr Corfield– Absent
Cllr Cross - For
Cllr Desai – For
Cllr Evans – For
Cllr Hamilton – For
Cllr Hastain – Absent
Cllr Hickson – For
Cllr Hobbs – Against
Cllr Donna Johnson – For
Cllr Steven Johnson – For
Cllr Timothy Johnson – For
Cllr Moss - For
Cllr Newbery – For
Cllr O’Kelly – For
Cllr Potter – Against
Cllr Quail – For
Cllr Sharp – Absent
Cllr Todhunter – For
Cllr Vivian – Absent
Cllr Weller – For
Cllr Young – For

For = 19

Against = 9

A vote was then taken for recommendations 1.C and 2.

RESOLVED:

1. That:

- a) The Council amend the start time for Full Council to 6pm.**
- b) A guillotine shall apply to Full Council at 9.30pm.**
- c) The Council do not amend the timing of any other statutory meetings.**

2. That the Calendar of Meetings for 2024/25 (as set out in Appendix 2) as amended be approved subject to the above modifications.

57 Regeneration site and local plan policy

The Chair invited the Cllr Moss to present the report.

In a vote members made the following resolution:

RESOLVED:

That proposals for the development of the Basin Road, bus station and bus depot sites are developed in accordance with the requirements of Policy A4 of the Council's Proposed Submission Local Plan be approved.

58 Motion from Cllr Briscoe

The Chair Invited Cllr Briscoe to introduce his Motion.

Several members praised Cllr Briscoe for his work on formulating this Motion. Members supported the motion.

In a vote members made the following resolutions:

RESOLVED:

That Council urges the Leader of the Council and the Cabinet member for the Environment to take the following steps:

- 1. Write an official letter to the Head of the Environment Agency, expressing our concerns about the ongoing environmental damage to the river Ems caused by over-abstraction and requesting an explanation for the lack of effective action taken to address this issue and request an urgent review of the abstraction license from the Ems with a view to rescinding the license to abstract from this water course.**
- 2. Write a letter to the Minister for Environment, highlighting the significance of the river Ems as a rare Chalk stream and a recognized special habitat, and urging them to intervene and ensure that the Environment Agency fulfils its responsibility to protect this vital resource.**

59 Questions to the Executive

The following Questions to the Executive were asked with responses that followed:

Cllr Hobbs asked in relation to the lack of affordable housing in the district, whether the leader could provide an outline of how the Cabinet intend to use levers within their control to increase local housing provision. Cllr Moss explained that the current Local Plan requires 30% Affordable Housing in the area. Cllr Moss confirmed that work is ongoing to assist residents to afford to live in privately rented properties in the district.

Cllr Burton stated that she was extremely concerned to see that Hyde were selling social housing in the villages surrounding Midhurst and Petworth. Cllr Burton asked if enough pressure was being applied on Hyde to retain the rural housing wherever possible despite the potential high relet costs. Cllr Betts responded by stating that he had been working with Hyde on a number of issues including this although it should be noted that Hyde is accountable to the Regulator of Social Housing. Cllr Betts explained that where Hyde can they are investing in bringing properties up to energy efficiency standards.

Cllr Stephen Johnson asked a question on behalf of Cllr Bates. The question related to Southern Water acknowledging that it has statutory obligations to treat the sewage. Cllr Johnson asked how the council could engage with the regulator Ofwat to ensure the utility is fulfilling its statutory obligations. Cllr Brisbane responded by stating that in May last year the water Ombudsman CCW and Ofwat published a short report entitled customer experiences of Sewer flooding. Cllr Brisbane read out the following recommendations:

1. To provide an easy to find single point of contact for reporting incidents or complaints
2. Provide information quickly as to what the company will do in response
3. Establish the cause of flooding incidents as soon as possible and provide clear timescales for the completion of the repair work
4. Provide information on payment of compensation

Cllr Brisbane stated that the council has previously liaised with Southern Water and individual complaints have been lodged. However, in the short term there is little prospect of a comprehensive solution to the problem of sewer flooding after heavy periods of rain. Cllr Brisbane explained that the council should provide communities with specific contact details of Southern Water and Ofwat and monitor the number of complaints lodged.

With reference to Cllr Hamilton's question Mr Bennett stated that the matter should be dealt with via the formal code of conduct process outside the meeting.

Cllr Briscoe asked why some Cabinet members were not wearing poppies during the Cabinet meeting that took place on the 7 November 2023 before Remembrance Day. Cllr Briscoe asked the Cabinet to clarify their official stance on wearing poppies and support for military veterans. Cllr Bangert responded first as the council's spokesperson for the military. Cllr Bangert stated that she had worn a poppy during the Cabinet meeting of the 7 November. Cllr Bangert explained that she was in her fifth year as a military champion for the Chichester District and that she was very proud of her role. Cllr Bangert explained how she had helped initiate the breakfast club and that she had worked with a number of homeless veterans recently. Cllr Brisbane also responded that he wore his poppy on his overcoat and stated that it was a personal decision when and where to wear poppies.

Cllr Quail asked Cllr Betts if he was aware that some asylum seekers in the Chichester area will very soon receive notification that they can stay in the United Kingdom. Cllr Betts responded by stating that once an asylum seeker is given leave to remain; they are given full access to the same benefits as a British citizen. Cllr Betts explained that there has been an increase in homelessness nationally due various factors including landlords leaving the private rented sector.

60 **Late Items**

There were no late items

61 **Exclusion of the press and public**

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

The meeting ended at 5.07 pm

CHAIRMAN

Date:

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Chichester District Council

Council

23 January 2024

Climate Emergency Detailed Action Plan – Annual Progress Report

1. Contacts

Report Author:

Andrea Smith – Carbon Reduction Projects Manager

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

Cabinet Member:

Jonathan Brown – Cabinet Member for Environmental Strategy

Tel: 07890595450 Email: jbrown@chichester.gov.uk

2. Recommendations

2.1 That 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 Action Plan. This report is the third annual progress report to Full Council as required by action 3.4 within the plan.

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 below summarises the overall position of actions within the Climate Emergency Detailed Action Plan. More detail on each action is given in Appendix 1. In Appendix 1, there are three tables. Table 2 covers updates from the second half of 2023 and the table was reviewed by Environment Panel in November 2023. Some actions were completed prior to this period and to give a comprehensive picture they are contained in Table 3. Across the lifetime of the action plan, a total of 17 actions have been completed. There are two new actions (7.18 and 7.19). These relate to a project to make car park lighting more energy efficient and a grant application to switch more of the Novium museum's lighting to low energy bulbs.

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

Status	Number of actions
On-going	40
Waiting for input from others	4
May not be initiated/completed on time	1
Not initiated/completed on time or not expected to be	1
Completed	17
Not due to be started yet	2
Closed – unable to complete	1
Total number of actions in plan	66

- 4.2 Focussing on the behind-schedule actions, the first is the project (Action 7.9) to reduce greenhouse gas emissions from Westgate leisure centre. This project has overrun primarily due to delays in the supply of equipment. The project has almost been completed. The remaining work to be done primarily involves communications equipment and software to enable remote monitoring of the energy system.
- 4.3 One action has been closed; this concerns writing a report on the feasibility of establishing an on-going fund aimed at organisations in the district seeking to reduce their greenhouse gas emissions rather reducing the council’s own emissions. This action has been affected by changes to national planning policy as explained in Action 6.4.
- 4.4 Turning to 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. This is capital expenditure only, not revenue. The following information relates to expenditure since a report was made to full council in January 2023.
- 4.5 In February 2023 CDC purchased two electric mowing machines for £45,900. These replace use of hired fossil fuel powered machines. CDC received the second electric refuse vehicle for £433,475 in June 2023. A diesel refuse vehicle costs about £185,000.
- 4.6 Regarding the project to reduce greenhouse gas emissions from Westgate leisure centre, the project has cost approximately £1.3 million. It has been funded mainly by a Public Sector Decarbonisation Scheme Phase 1 grant administered on behalf of the Government by Salix with up to £210,000 committed from Council reserves.
- 4.7 Freeland Close is new, short stay accommodation for people facing homelessness. It opened in March 2022 and has environmental features, such as PV panels. It was reported to full council in January 2023 that it was not possible to give a final expenditure figure for Freeland Close. This remains the case as the final accounts have not yet been closed.
- 4.8 Financial information can now be given on Westward House, another short stay housing scheme where environmental improvements have been made. Energy efficiency improvements were completed to 41 flats in October 2022. The

council applied for £205,000 government funding via the Greater South East Energy Hub and also agreed up to £135,000 as a funding contribution in its role as the landlord of Westward House. Of that, CDC has spent £131,130.30, leaving an underspend of £3,869.70.

- 4.9 The action plan has a target for the council's own emissions of a 10% year-on-year reduction from an October 2018 - September 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 in employee vehicles and emissions associated with the extraction, production and distribution of fuels and electricity. As previously reported, in the first two years of the target, the council's emissions reduced by 12% and 4%. In the third year there was an increase of 2%. The main factor for this relates to coming out of the Covid period, with emissions increasing as life started to return to pre-pandemic patterns. The Carbon Reduction Projects Manager is currently gathering data to estimate the council's emission figures for October 2022 to September 2023. The figures are expected to be ready before March 2024.
- 4.10 The plan has a second target covering greenhouse gas emissions from the district. Its base year is calendar year 2019 and it finishes on 31 December 2025. The target is for a 10% year-on-year reduction. This is an aspiration though as most of the emission sources in the district are not owned or controlled by the council, but the council is working with businesses and householders to help them reduce their emissions. District wide data is provided by central government and released in June each year, 18 months after the end of the year to which they refer. 2022 figures are expected in June 2024. In 2020 emissions reduced by 10.6%, probably due to the Covid lockdowns. In 2021 emissions increased by just under 1%.
- 4.11 Detailed information on changes in emissions covered by both targets can be found at www.chichester.gov.uk/climatechange

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. Climate change is a global problem and actions by the council to reduce emissions in the district will not solve these issues but can do so as part of a 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

10. Background Papers

- 10.1 None

Appendix 1

2023 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. Blue indicates an action that has been closed as we are unable to complete it. 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 since interim progress report to Environment Panel in June 2023

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	<p>The working group has split into two: one for sustainable events guidance and one to look at buildings and vehicles.</p> <p>The Sustainable Events Guidance working group met in August to review draft guidance. However, it has been noted that Vision: 2025, the UK outdoor event industry's steering group for environmental sustainability, has been commissioned by the Event Industry Forum's (EIF) Purple Grants Fund, to write a new chapter of the Purple Guide on Environmental Sustainability for events. It</p>			

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
	was decided to hold off final guidance until the Purple Guidance has been updated and incorporate that into our guidance. The buildings and vehicles working group had meetings on 19 July 2023 and 31 October 2023. The issues discussed are covered under other headings in this report.			
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
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 annual report is due January 2025.			
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. No new issues were identified.			
3.6 On-going	Training for council decision-makers	Initiated March 2021 then ongoing.	ESU	Sara Osman, Specialist Environment Officer
A: Direct Control	Carbon Literacy training has been delivered to 86% of managers and team leaders. Eighteen Members undertaken training in October 2023. Evaluation shows that following the training managers had a better understanding of climate change and the impact the council can make. They also had clearer ideas of practical examples needed to tackle climate change.			

	Actions	Target start date unless stated otherwise	Services involved in delivery	Named officer
	<p>The training has led to greater communication within the organisation and outside of work. About a quarter completed both the pre- and post-training surveys. Of these, 100% of managers/team leaders said they talked about climate change more often to friends & family, 93% talked more often about climate change to colleagues at work and 87% talked more often to people they delivered work to.</p> <p>The training is yet to be reviewed to decide whether to roll out the training further and whether to opt to become accredited as a Carbon Literate Organisation (CLO).</p>			
3.7 On-going	Keep funding document up to date.	Ongoing	ESU	Andrea Smith, Carbon Reduction Project Manager
A: Direct Control	Ongoing. This document summarises all known funding sources available to CDC and organisations and individuals in the district.			
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, Corporate Services
B: Procurement	New regulations which are understood to include specific reference to assessment of climate impactful factors in selecting tenderers are being drafted by the Government with the intention of making them law in 2024.			
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
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 Delivery Steering Group meet on a quarterly basis to consider the action plan and progress on projects. Projects are included which will directly or indirectly assist with carbon reductions and sustainability. One project in the original Vision was to pedestrianise West Street adjacent to the cathedral, opening up the space for market stalls and events.</p> <p>Selsey Town Council has been working on a project 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. Seal wayfinding figures that follow a design similar to the seals created for the Seals around Selsey project 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 completed.</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. Analysis of data acquired from the seawater monitoring units (sonde units) in Chichester Harbour is being undertaken, with the aim being to assess changes in water quality over time, and between locations. A paper is being produced by the universities of Brighton, Southampton, and Portsmouth summarising findings to date, and projecting next steps.</p>			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
	<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 can assist with reducing the need to travel. The training was for residents of Petworth and the surrounding areas and includes online banking and shopping, using Zoom and Skype, and IT security.</p> <p>Midhurst Vision: Project ideas have been developed into a masterplan, working with the key stakeholders to ensure coordination with other proposed works. Following engagement with the wider public, a number of projects which will improve the public realm and access around the town are being progressed. This includes additional planting and better use of road spaces and projects to encourage alternative forms of transport.</p> <p>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> <p>UK Shared Prosperity Fund and Rural England Prosperity Fund During 2022, the council applied for a portion of the Government's UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) to spend on a variety of projects across the district. The council's application was approved last winter by the Government's Department for Levelling Up, Housing and Communities and the council was allocated £1 million for UKSPF and £700,000 for REPF. The window when organisations could bid to the council for this money closed on 3rd January 2024 and projects are currently in the process of being assessed</p> <p>The purpose of the UKSPF is to help encourage economic growth and improve the quality of life for people across the district. The REPF is intended to support projects which assist businesses and community infrastructure to address particular challenges faced by rural areas.</p> <p>The funding schemes encourage applications which embrace or introduce initiatives to reduce carbon emissions and increase active travel. Projects which have already been approved include solar panels, heat pumps and planting schemes.</p>			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
	The Specialist Environmental Officer supported a trial Climate Fresk workshop for local environment groups. Climate Fresk is shorter and a more interactive way than a Carbon Literacy course to learn about climate change and may be more suitable to community and resident engagement. Several people were keen to support further workshops as part of a trial to see what interest there would be from the general public on climate education.			
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 using a wide variety of approaches.</p> <p>The latest campaign was launched in Autumn 2023 to raise awareness of the range of home energy grants and support available for residents and landlords in the district. This included media relations, radio advertising, social media, advertising through the council's channels, and outdoor advertising.</p>			
5.3 On-going	Let's Talk Panel	2021	Communications, ESU	Sarah Parker, Communications Manager, and Andrea Smith, Carbon Reduction Projects Manager
F: Engaging with others	CDC has over 800 people signed up to its Let's Talk Panel. Each member is made aware of every consultation that the council undertakes. We have worked with the University of Chichester to encourage more involvement of young people. Recently we have been exploring other consultation options including new possible engagement platforms and approaches.			
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

	Actions	Target start date unless otherwise stated	Services involved in delivery	Named officer
				Projects Manager
F: Engaging with others	Recently we have been exploring other consultation options including new possible engagement platforms and approaches.			
5.5 On-going	Formalise the holding of twice-yearly public meetings to report on progress on the climate emergency action plan.	2021	ESU	Andrea Smith, Carbon Reduction Project Manager and Sara Osman, Specialist Environment Officer
F: Engaging with others	One meeting has been held this year. The second has been postponed as a programme of consultation is being prepared on a new action plan to follow this one which ends in 2025.			
5.6 Completed	Climate film made by young people	Start August 2022	Communities	Jo Losack, Youth Engagement Officer
F: Engaging with others	The Youth Engagement Officer worked with students at Chichester Free School and a professional film company to deliver this project which develops students understanding of climate change and what can be done to mitigate it. It was screened at Chichester cinema at New Park and can be seen on YouTube. Search for Chichester Free School and climate change.			
5.7 Ongoing	Public meetings on sustainability issues	Ongoing	ESU	Sara Osman, Specialist Environment Officer
F: Engaging with others	No further public meetings have been held since June 2023. The Strategic Engagement Officer has delivered presentations to the following groups: The Disability Forum, The Bournes Forum and the Local Community Network.			

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				
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, requires the developer to provide money for a carbon offsetting fund. A further tripartite agreement is proposed to enable this fund to be passed to CDC for low carbon projects within the Chichester District. The developer Vistry and Homes England have commissioned the Buildings Hub to independently verify the carbon to be offset from the Graylingwell development that has been completed to date. This work has been delayed from 2021. Once the amount is calculated then the schedule of payments and timescales can be incorporated into the draft legal agreement. Once Vistry and Homes England have reached agreement on the level of funding for the phases of the development completed to date, then CDC can progress the establishment of the fund. The timescales therefore remain outside our control. Once funds are transferred from Vistry to Homes England, then they can be transferred onto CDC. The Environment Panel (with additional representatives from Homes England and Vistry) will then become the governance body for the funds, determining priorities and recommending funding decisions to Cabinet.</p>			
6.4 Closed	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

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
				Reduction Project Manager
	<p>This fund was to be aimed at organisations in the district seeking to reduce their greenhouse gas emissions rather than reducing the council's own emissions. It was envisaged that "allowable solution" type contributions from new developments could form a funding source but with the changes introduced nationally under the Future Homes standard this is no longer possible, although the Low Carbon Chichester fund would form a pilot for this type of funding. In light of this, this action is now closed. To note though some £26k of funding for community groups to help address fuel poverty was available through the Shared Prosperity Funding for 2024/25 and applications for this grant (intervention E13) have recently closed and projects are being assessed.</p>			

CDC operations, buildings and land

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
7.1 Completed	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	Legal and technical advice was procured by the council on this sophisticated form of energy procurement and assessed by a project team including senior financial and legal officers. In light of this assessment, the council has decided not to pursue a PPA option.			
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

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
A: Direct Control	The two electric pool cars based at East Pallant House for council staff to use for work journeys have been made available for members of the public to use outside of council hours through the Co-wheels car club. Several members of staff have committed to targets of greener travel including greater use of the EV pool cars on completion of their Carbon Literacy training course.			
7.4 On-going	Factor GHG emissions into the evaluation of the options for the Council's ongoing office requirements and the future use of East Pallant House.	Recommendation on way forward by end of 2024	Business Support, ESU.	Joe Mildred, Divisional Manager Business Support
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.			
7.6 On-going	Two diesel refuse vehicles to be replaced with electric vehicles.	Dates of arrival are January & March 2023. Duration of trial period is 24 months.	Chichester Contract Services (CCS)	Kevin Carter, Divisional Manager, CCS
A: Direct control	The second of the two electric vehicles arrived in the summer and both vehicles are now in service as a trial. If successful, further electric refuse vehicles could be procured. As the fleet becomes electrified, infrastructure costs will increase to support the increased electrical charging requirements as the current installed capacity at the CCS depot has now been reached. A phased approach to increasing this infrastructure is being developed.			
7.8 May not be initiated/ completed on time.	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% against a calendar baseline with consequent reduction in greenhouse gas emissions. It should be noted that as new homes are built more mileage will be required to provide a collection service.			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
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	The project has almost been completed. The remaining work to be done involves communications equipment and software to enable remote monitoring of energy system. The project should reduce GHG emissions from the centre by about 23%, but this will not be seen in the October 2022 to September 2023 council carbon footprint as the project was not fully operational.			
7.10 On-going	Trial of an electric van – complete – exploring options to purchase two more	30 th September 2023	Parking Services	Tania Murphy, Divisional Manager, Place
A: Direct control	Following a successful trial of an electric van, the purchase of two electric vans to replace two petrol vans is planned to proceed following approval of the specification for procurement. The purchase of these vehicles will mean that the Parking Services team is fully electric in its fleet.			
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 project will enable consideration of elements to improve energy efficiency where possible. A report went to the December Cabinet meeting to approve the appointment of the contractor for the works, with works due to start at the end of January.			
7.17 On-going	Bracklesham Bay public	31 August 2023	Estates, Place	Victoria McKay, Divisional Manager, Property & Growth;

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	conveniences and café options			Tania Murphy, Divisional Manager Place
B: Procurement	Options for the improvement and enhancement of the café and public conveniences building are currently under consideration.			
7.18 On-going	Street lighting	31 March 2024	Place	Tania Murphy, Divisional Manager Place
Procurement	There are 246 lights in place across the car parks and on-street which CDC has responsibility for. The plan is to replace the light head with an LED light rather than replacing the whole streetlight where possible and appropriate. It is proposed that around 80 will be replaced before 31 st March 2024.			
7.19 On-going	Novium museum LED lights	Application outcome before 2024	Leisure and Cultural Services	Sarah Peyman, Divisional Manager, Leisure and Cultural Services
Direct control	Museum manager is applying for a Going Green grant to increase the number of lights switched to LED. This has already occurred in some parts of the building and this application would extend the roll out of LEDs.			

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	On-going,	ESU, Place, Growth, Communities	Sara Osman, Specialist Environmental Officer, Derek Irvine, Growth and Sustainability Officer, James Brigden, Community Engagement Manager, and officers in other service areas.

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>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.</p>			
F: Engaging with others	<p>The Growth & Sustainability Officer has:</p> <ul style="list-style-type: none"> Engaged with a broad range of businesses across the district promoting sustainability support and funding opportunities from various third parties e.g. Clean Growth UK, Brighton Energy Partnership and the universities in the region. <p>As a result of information and guidance, a wide range of businesses across our district have now installed renewable energy using local installers, which further benefits the local economy. This investment has made a positive contribution to reducing their carbon footprint and energy bills. WaterScan in Chichester and Selsea Fish and Lobster in Selsey are just two of the companies who have benefitted from solar driven energy systems.</p> <ul style="list-style-type: none"> Promoted the county-wide "Let's Go Net Zero" Programme for businesses across our district and had encouraging response and take up at two Let's Go Net Zero events hosted by businesses based in our district. Events held at Woodfire Camping in Graffham and Tinwood Estate Vineyard at Halnaker received positive feedback from a wide range of businesses who attended. Participants benefitted from hearing first-hand how local businesses were taking practical steps to reduce their carbon footprint and adapt their working practices. Hosted a sustainability in business event at Chichester Enterprise Centre on Terminus Road. The event was well attended with 27 attendees participating in the discussions and picking up tips on becoming more sustainable from our expert speakers. Supported eight local businesses to secure funding from the first round of UK Shared Prosperity Fund and Rural England Prosperity Fund. A key element of all funding requests was 			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>ensuring that the impact on the environment and sustainability was addressed for all projects. (See Action 5.1)</p> <ul style="list-style-type: none"> A further sustainability themed event is scheduled for 24 January 2024. Entitled the Sustainable Growth Summit, this event will focus on the food and drink makers, hospitality and tourism sectors and also the supply chains into these major areas of the local economy. We are working in partnership with South Downs National Park and The Great Sussex Way to promote and deliver this event and it will be hosted at the South Downs Centre in Midhurst. 			

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	Sara Osman, Specialist Environmental Officer, Liz Reed, Housing Standards Manager
E: Partnerships	<p>9.1a: Government funded grants and schemes:</p> <p>The following paragraphs provide an update on the grant schemes promoted and their uptake.</p> <p>Sustainable Warmth</p> <p>CDC is a member of the Warmer Homes consortium - a partnership of 22 councils that delivers Sustainable Warmth energy improvement funding across the South-East.</p> <p>The Local Authority Delivery scheme (LAD) has now closed and final figures are provided below. LAD provided grants to low-income households where the property is connected to gas for heating.</p> <p>The Home Upgrade Grant (HUG) is for low-income households where the property does not use gas as the main heating source. HUG1 has now closed and final figures are detailed below. HUG2 funding commenced in September 2023 and a new eligibility criterion was introduced to include all properties in areas that fall within bands 1-3 of the Index of Multiple Deprivation (IMD) irrespective of household income. There are three areas in our district that fit this criterion, all within Chichester City. A mailout to eligible houses was sent in September.</p>			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery																																																
	<p>The council has received funding through the Warmer Homes programme to support a marketing campaign to promote the Home Upgrade Grant. The Specialist Environment Officer has been working with the PR team on an extensive campaign to promote home energy grants.</p> <p>It has been noted that there is a high drop-out rate for both LAD (77% of applications) and HUG1 (68% of applications). The Specialist Environment Officer has asked for detailed feedback on the low conversion rate from applications to completions.</p> <p><u>Local Authority Delivery (LAD) Phase 3</u> (launched April 2022 and closed September 2023)</p> <table border="1" data-bbox="502 772 1177 1209"> <thead> <tr> <th data-bbox="502 772 954 813">LAD 3</th> <th data-bbox="954 772 1177 813">FINAL FIGURES</th> </tr> </thead> <tbody> <tr> <td data-bbox="502 813 954 853">Applications received</td> <td data-bbox="954 813 1177 853">116</td> </tr> <tr> <td data-bbox="502 853 954 893">Properties completed</td> <td data-bbox="954 853 1177 893">27</td> </tr> <tr> <td data-bbox="502 893 954 934">Measures completed</td> <td data-bbox="954 893 1177 934">35</td> </tr> <tr> <td data-bbox="502 934 954 1167">Measure type:</td> <td data-bbox="954 934 1177 1167"></td> </tr> <tr> <td data-bbox="502 974 954 1014">Loft Insulation</td> <td data-bbox="954 974 1177 1014">10</td> </tr> <tr> <td data-bbox="502 1014 954 1055">Cavity Wall insulation</td> <td data-bbox="954 1014 1177 1055">3</td> </tr> <tr> <td data-bbox="502 1055 954 1095">Solid wall insulation</td> <td data-bbox="954 1055 1177 1095">1</td> </tr> <tr> <td data-bbox="502 1095 954 1135">Solar PV</td> <td data-bbox="954 1095 1177 1135">17</td> </tr> <tr> <td data-bbox="502 1135 954 1176">Heat pump</td> <td data-bbox="954 1135 1177 1176">4</td> </tr> <tr> <td data-bbox="502 1176 954 1216">Funding spent</td> <td data-bbox="954 1176 1177 1216">£186,478</td> </tr> </tbody> </table> <p><u>Home Upgrade Grant (HUG) HUG1</u> (HUG1 launched April 2022 and closed June 2023) (HUG2 launched September 2023 – 46 applications so far)</p> <table border="1" data-bbox="502 1422 1235 1937"> <thead> <tr> <th data-bbox="502 1422 970 1462">HUG 1</th> <th data-bbox="970 1422 1235 1462">FINAL FIGURES</th> </tr> </thead> <tbody> <tr> <td data-bbox="502 1462 970 1503">Applications received</td> <td data-bbox="970 1462 1235 1503">53</td> </tr> <tr> <td data-bbox="502 1503 970 1543">Properties completed</td> <td data-bbox="970 1503 1235 1543">17</td> </tr> <tr> <td data-bbox="502 1543 970 1583">Measures completed</td> <td data-bbox="970 1543 1235 1583">28</td> </tr> <tr> <td data-bbox="502 1583 970 1897">Measure type:</td> <td data-bbox="970 1583 1235 1897"></td> </tr> <tr> <td data-bbox="502 1624 970 1664">Solar PV</td> <td data-bbox="970 1624 1235 1664">8</td> </tr> <tr> <td data-bbox="502 1664 970 1704">Air source heat pump</td> <td data-bbox="970 1664 1235 1704">6</td> </tr> <tr> <td data-bbox="502 1704 970 1744">High retention storage heaters</td> <td data-bbox="970 1704 1235 1744">4</td> </tr> <tr> <td data-bbox="502 1744 970 1785">Cavity wall insulation</td> <td data-bbox="970 1744 1235 1785">2</td> </tr> <tr> <td data-bbox="502 1785 970 1825">Loft insulation</td> <td data-bbox="970 1785 1235 1825">6</td> </tr> <tr> <td data-bbox="502 1825 970 1865">Park home floor insulation</td> <td data-bbox="970 1825 1235 1865">1</td> </tr> <tr> <td data-bbox="502 1865 970 1906">Park home wall insulation</td> <td data-bbox="970 1865 1235 1906">1</td> </tr> <tr> <td data-bbox="502 1906 970 1946">Funding spent</td> <td data-bbox="970 1906 1235 1946">£192,478</td> </tr> </tbody> </table> <p><u>Local Authority Energy Company Obligation (ECO) scheme:</u></p>				LAD 3	FINAL FIGURES	Applications received	116	Properties completed	27	Measures completed	35	Measure type:		Loft Insulation	10	Cavity Wall insulation	3	Solid wall insulation	1	Solar PV	17	Heat pump	4	Funding spent	£186,478	HUG 1	FINAL FIGURES	Applications received	53	Properties completed	17	Measures completed	28	Measure type:		Solar PV	8	Air source heat pump	6	High retention storage heaters	4	Cavity wall insulation	2	Loft insulation	6	Park home floor insulation	1	Park home wall insulation	1	Funding spent	£192,478
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Applications received	116																																																			
Properties completed	27																																																			
Measures completed	35																																																			
Measure type:																																																				
Loft Insulation	10																																																			
Cavity Wall insulation	3																																																			
Solid wall insulation	1																																																			
Solar PV	17																																																			
Heat pump	4																																																			
Funding spent	£186,478																																																			
HUG 1	FINAL FIGURES																																																			
Applications received	53																																																			
Properties completed	17																																																			
Measures completed	28																																																			
Measure type:																																																				
Solar PV	8																																																			
Air source heat pump	6																																																			
High retention storage heaters	4																																																			
Cavity wall insulation	2																																																			
Loft insulation	6																																																			
Park home floor insulation	1																																																			
Park home wall insulation	1																																																			
Funding spent	£192,478																																																			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery									
	<p>The Energy Company Obligation (ECO) scheme is a legal obligation on energy suppliers to deliver energy efficiency and heating measures to reduce home heating costs for low-income, fuel poor and vulnerable people, and incorporates the replacement of broken heating systems, the upgrade of inefficient systems and the installation of insulation.</p> <table border="1" data-bbox="502 539 1369 701"> <thead> <tr> <th data-bbox="502 539 876 618">ECO (all)</th> <th data-bbox="876 539 1102 618">To June 2023</th> <th data-bbox="1102 539 1369 618">Increase since December 2022</th> </tr> </thead> <tbody> <tr> <td data-bbox="502 618 876 658">Households receiving ECO</td> <td data-bbox="876 618 1102 658">3,106</td> <td data-bbox="1102 618 1369 658">14</td> </tr> <tr> <td data-bbox="502 658 876 701">Measures installed</td> <td data-bbox="876 658 1102 701">3,660</td> <td data-bbox="1102 658 1369 701">37</td> </tr> </tbody> </table> <p>CDC is part of the West Sussex wide Affordable Warmth Partnership (AWP). The Statement of Intent for ECO4 Flex and the new Great British Insulation Scheme (GBIS) was published at the beginning of October 2023 and covers all district and borough councils in West Sussex.</p> <p>Publication of this statement means that delivery of this latest round of funding can now commence in West Sussex. The AWP has partnered with the National Energy Foundation to provide administration and reporting of the scheme. The Citizens Advice Energy Service is the first point of contact for enquiries about ECO4 and GBIS. We are also working with E.ON to establish a partnership for some targeted promotion of both schemes in the new year.</p> <p>The Great British Insulation Scheme is also funded through energy suppliers and launched nationally in September. All households in council tax bands (A-D in England) are eligible for insulation through this scheme.</p> <p><u>Boiler Upgrade Scheme:</u></p> <p>The Boiler Upgrade Scheme (BUS) provides upfront capital grants to support the installation of heat pumps and biomass boilers in homes and non-domestic buildings. Data on uptake and delivery of the Boiler Upgrade Scheme is only provided by region and not local authority so we do not have data on specific uptake in the Chichester district.</p> <p>9.1b: CDC supported projects:</p> <p>The following paragraphs outline direct support offered by the council:</p> <p><u>SuperHomes:</u></p> <p>The council has funded up to 40 district residents to join the SuperHomes Network. This is a membership group run by the National Energy Foundation to provide support and advice for anyone who wants to reduce carbon emissions in their homes but does not know where to start. The aim is to support householders able to pay for improvements by providing independent advice on</p>				ECO (all)	To June 2023	Increase since December 2022	Households receiving ECO	3,106	14	Measures installed	3,660	37
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Households receiving ECO	3,106	14											
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	Actions	Target dates	Services involved in delivery	Officer responsible for delivery																								
	<p>where to start, how to find installers and how to proceed with retrofit work. The offer was launched on 20 March and 16 residents had signed up by 20 April 2023 and seven of these are in the process of obtaining a Whole House Retrofit Plan.</p> <p><u>Energy Advice Service:</u></p> <p>Arun and Chichester Citizens Advice’s energy advice service provides a one-stop shop for energy advice for county residents seeking one-to-one help on energy (bills, grants, behaviour change to reduce consumption) and signposts eligible residents to grant support. So far this year, up to September 2023, they provided support for energy issues to 547 residents, a 38% increase on the same period last year where they supported 395 residents by September 2022. CDC has committed to continued financial support for this service for the next three years, with annual reviews.</p>																											
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 and battery 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 installations and then this package of potential business is auctioned with the lowest priced installer being awarded the contract. Installers must meet quality criteria to bid.</p> <p>Solar Together has completed two rounds of installations in 2020 and 2021. There were two application windows in 2023: April and May. This led to 930 applications (873 for solar PV and 57 for battery storage). Interim figures are that 167 applicants accepted their offer and paid a deposit, and the installers are now completing these installations.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Solar Together</th> <th>2020</th> <th>2021</th> <th>2023 (interim figures)</th> </tr> </thead> <tbody> <tr> <td>No. Registrations</td> <td>665</td> <td>719</td> <td>930</td> </tr> <tr> <td>Accepted and paid</td> <td>n/a</td> <td>n/a</td> <td>167</td> </tr> <tr> <td>Total measures installed</td> <td>54</td> <td>128</td> <td>64 so far</td> </tr> <tr> <td style="text-align: right;">Solar PV</td> <td>46</td> <td>121</td> <td>TBC</td> </tr> <tr> <td style="text-align: right;">Battery storage</td> <td>8</td> <td>7</td> <td>TBC</td> </tr> </tbody> </table>				Solar Together	2020	2021	2023 (interim figures)	No. Registrations	665	719	930	Accepted and paid	n/a	n/a	167	Total measures installed	54	128	64 so far	Solar PV	46	121	TBC	Battery storage	8	7	TBC
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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	The Local Plan Review has completed its pre-submission consultation. The introduction of the Future Buildings standard nationally means that the plan no longer specifies localised carbon reduction or renewable energy standards. Policy P1 requires a sustainability statement detailing how the development will reduce embodied carbon, incorporate measures to adapt to climate change and to reduce impacts from transport.			
10.2 On-going	Tangmere Strategic Development Location (TSDL)	31 March 2023	Planning	Planning Policy
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 first Compulsory Purchase Order (CPO1) decision and the CPO has since been confirmed. A second CPO was the subject of a recent public inquiry the outcome of which will enable all the required land to be acquired. 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</p>			

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
	<p>business development and includes measures designed to deliver a high quality and sustainable development that should be fully fit for the future.</p> <p>A very minor technical amendment to the scheme was submitted by the applicant in December 2022. 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 to ensure that the main access into the site can be fully provided. In June 2023 a small change was made to the red line of the application site and the indicative location of the community orchard was amended. The proposed amendment has been assessed and is considered to be acceptable. The Planning Committee considered the amendments and on 16 August 2023 they resolved to grant planning permission subject to a S106.</p>			

Waste and recycling

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
11.1 On-going	Following the Environment Act 2021, develop delivery plans to implement the changes in domestic resource collection including food waste.	Initial Government indications is timescale for implementation now expected to be March 2026 for domestic food waste. This has to be confirmed by Cabinet/Council.	Chichester Contract Services	Kevin Carter, Divisional Manager, Chichester Contract Services
A: Direct Control	Initial planning work has been completed in advance of recent consultation response by the Government. We are currently assessing options for food waste collections which may well increase our carbon footprint. Report to Overview and Scrutiny Committee in January 2023 sets these out. The formal governance process is being discussed with Cabinet.			
11.2 Input required from others	In conjunction with WSCC to investigate opportunities for diverting food waste to anaerobic	WSCC has completed the planning to modify MBT plant to accept county wide food waste	Chichester Contract Services, West Sussex County Council	Kevin Carter, Divisional Manager, Chichester Contract Services

	Actions	Target dates	Services responsible for delivery	Officer responsible for delivery
	digestion and develop implementation plan options.	collections. Waiting further guidance from Government.		
F: Partnerships	WSSC has now agreed the scheme that will be adopted by the Mechanical Biological Treatment (MBT) 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 with now over 2 million coffee pods collected. The pilot is coming to an end early 2024 and options to continue etc will be presented via Environment Panel / Cabinet as required.			

Transport

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
12.1 Ongoing	Promote reduced carbon travel through provision of information on options and funding opportunities to partners.	Ongoing	Environmental Protection with assistance from Economic Development and Environmental Health	Andrea Smith, Carbon Reduction Project Manager
F: Engaging with others	Information on sustainable travel options is being circulated via the council's eBiz and Food Bites newsletters to businesses.			
12.4	Delivery of schemes in CDC's Local Cycling & Walking Infrastructure Plan (LCWIP).	To be set.	Environmental Protection, WSSC	Simon Ballard, Environmental Protection Manager

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
F: Partnerships	<p>WSSC has prioritised for delivery all the schemes contained in the LCWIP documents across West Sussex. Three of the 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. WSSC ran two stakeholder briefing sessions and a full public engagement and consultation for LCWIP Route K in 2023. On 5 September 2023 Cabinet resolved to support Option 2 and Option A of the consultation designs. WSSC will now analyse and report back on the consultation responses. If there is majority support for the concept then WSSC will seek monies to revisit the design, reconult and, again subject to majority support, seek monies for delivery. Approximate timeline indication from WSSC: 2029.</p> <p>Route B (Broadway, College Lane and Oaklands Park, Chichester). This scheme is in WSSC's second tranche of schemes for delivery. This work will follow the implementation of the Route K scheme. Officers have met with Chichester University which is 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>WSSC is seeking grant money for the redesign of Chemroute. National Highways have indicated that they will not provide further monies for the scheme until there are enforceable 20mph restrictions through the villages along the A259 between Chichester and Emsworth. WSSC has asked the harbour villages on the corridor to consult their communities and then request a Traffic Road Order for the 20mph TROs. WSSC will then consider and implement the TROs which will unlock the possibility of being awarded further Designated Fund monies for the redesign of the scheme. There is no current agreed timeline for the delivery of Chemroute.</p> <p>WSSC has completed a public consultation on a draft Active Travel Strategy and Local Cycling and Walking Infrastructure Plan for West Sussex. Cabinet considered the matter and resolved to support it.</p>			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
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	See 12.4 above. Environmental Protection officers continue to work with WSCC towards delivery of LCWIP schemes. 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 from Environmental Protection and Parking Services are working with WSCC and EV chargepoint provider Connected Kerb (CK) for delivery of further infrastructure. CK has found it challenging to activate the three Chichester sites with the District Network Operator and they remain without electricity at present. Phase ii on-street and car parks locations for chargepoints have been proposed by CK and officers are working with CK to clarify the list prior to consulting members by email.			
12.8 On-going	Review and enhancement of Bosham car park	31 March 2024	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Options for Bosham car park are being considered during 2023-24, 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 2024	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Options for Northgate car park are being considered, to include a walkway and cyclepath linking the city centre and Chichester			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	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 submitted to the landscape architect and engineer and some initial designs have been produced and are in the process of being reviewed.			
12.10 On-going	Review of off-street parking charges for 2024 to 2025	31 March 2024	Place	Tania Murphy, Divisional Manager, Place
A: Direct Control	Parking Charges for 2024-25 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 Government funded Trees Outside Woodlands project. Dependent on announcements on national policy and funding schemes.	September 2023 (initial project completion). Further funding has been awarded to March 2025	ESU, Development Management	Michael Pierce, Tree Project Officer (maternity cover for Sophie Hamnett)
E: Partnerships	<p>As part of this project, coordinated by Department for Environment, Food and Rural Affairs, CDC is taking part in several tree planting pilots until March 2025.</p> <p>During the 2021/22 and 2022/23 financial years CDC took part in five tree planting pilots: Subsidised Tree Scheme, Urban Tree Establishment, Agroforestry & Orchards, Trees in the Farmed Landscape and Boosting Community Tree Nurseries. Through these pilots a total of 23,824 trees were planted across the district at public and private sites. The West Wittering Community Tree Nursery and new Selsey Community Tree Nursery were also supported through the project. Finally, an additional 1,145 trees were planted in a mini urban forest in Hambrook through a grant from The Tree Council.</p>			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<p>Phase 2 of the TOWs project was confirmed in 2023. From September 2023 to March 2025 CDC is taking part in three tree-planting pilots and during the 2023/24 financial year CDC is leading on a Community Orchard research study. These are described below:</p> <ul style="list-style-type: none"> • Targeted Tree Planting pilot: Co-led by project officers at CDC and Cornwall County Council, this pilot is testing ways to incentivise tree planting in specific areas using different targeting themes. Chichester District and Norfolk are employing ecological connectivity of woodland habitats as a targeting theme and Cornwall, Shropshire and Kent are using restoration of historic woodland features as their targeting theme. An interactive map has been developed which landowners can use to check if they fall within priority planting areas. Project planting within priority areas will be eligible for 100% funding. • Urban Tree Planting pilot: this pilot began in the 2021/22 & 2022/23 financial years. It will continue with a different experimental model and additional planting options, including applying it to hedgerow establishment and lone/street trees. In CDC the lone/street tree trials will only be taking place in the form of lone tree trials. No street trees will be planted through this pilot. Miyawaki tree-planting interventions are eligible for 100% funding support for trees, all works, and basic maintenance for the first 2 years. • Trees on Farms pilot: this combines the Trees in the Farmed Landscape and Agroecology & Orchards pilots from previous years. Multiple planting styles will be eligible. The Trees on Farm pilot offers 100% funding for trees and basic maintenance, and 50% funding for protection and sundries. • Community orchards: CDC has commissioned The Orchard Project to research how to create successful community orchards. The study is focusing on aftercare models and data is being gathered through a comprehensive survey, distributed to hundreds of community orchards around the country, including several in Chichester district. The final report is scheduled to be completed by end 2023/24 financial year. 			
13.2 On-going	Joint scheme of nutrient input mitigation to be	End of 2021 (initiation date)	ESU, Planning Policy,	Tom Day Environmental Strategy

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	agreed with Partnership for South Hampshire and Natural England.		Development Management	Manager, Tony Whitty Divisional Manager, Planning Policy
E: Partnerships	An initial site at East Dean has been secured for current applications. However further sites will soon be required for future applications. A first phase Expression of Interest (a bid for central government funding) has been submitted by PfSH. This is likely to include a proposal for a Chichester Harbour specific mitigation site in Phase 3 (spring 2024 funding round). Several development sites have secured their own mitigation sites privately and the West of Chichester Phase 2 development is also likely to deliver a substantial amount of nutrient mitigation for the catchment. This may mean that a Phase 3 bid is not required to deliver the Local Plan.			
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	<p>Activities fall mainly into the following categories:</p> <ul style="list-style-type: none"> • Advice: e.g. installation of 12 bird nestboxes at Bosham • Installations: a storage shed for tools, 50 dormouse boxes at Chidham, Barn Owl box at Lavant, pre-planted coir rolls on the Hambrook • Working parties at Brandy Hole Copse (4 sessions), Aldsworth Pond (2 sessions), Old Bridge Meadow, Bosham (2 sessions), Rolls Royce Motor Cars (2 sessions) • Monitoring: dormice monitoring at The Woodhorn Group and Oldbury Farm • Staff training: National Examination Board of Occupational Safety and Health refresher, beaver knowledge so SWCs are beaver-ready. • Talks: Southbourne Environment Group, St. Paul's Ladies Group, Chichester, Bosham Horticultural Society, Eastergate & Barnham Women's Institute, Chichester Organic Society. 			

	Actions	Target dates	Services involved in delivery	Officer responsible for delivery
	<ul style="list-style-type: none"> • Training volunteers: sessions on bat detection and dormice handling and Smart Rivers Training (scientifically robust citizen science) for volunteers/residents on the River Ems. • Site meeting and monitoring at Meadow Blue Solar Farm (working party dates to be confirmed). • Several further working parties planned plus the creation of three ponds. 			
13.5 On-going	Harbour Summit Project	31 March 2023	ESU	Tom Day, Environmental Strategy Manager
E: Partnerships	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). A Project Development Manager has been appointed. We have worked up a vision and are preparing a new strategy. However further high-level leaders summits have not yet been held.			

Renewable energy generation

	Actions	Target date	Services involved in delivery	Officer responsible for delivery
14.1 On-going	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	Working group was paused due to lack of grid capacity for more large-scale renewable generation in the district. Upgrades are being carried out on the electrical network that serves the district. In light of the new circumstances, officers are considering the best way forward to encourage new renewable generation in the district.			

Table 3: Actions completed prior to interim progress report to Environment Panel in June 2023

Area-wide processes

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
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	A new priority on climate impacts for assessing all grant applications was introduced in April 2022, along with guidance for applicants. It is also in use for levelling up (Shared Prosperity Fund / Rural Economy Prosperity Fund) grants.			

CDC operations, buildings and land

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
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.			
7.5 Completed	Plant 400 trees (whips) in CDC's parks & green spaces using funds from Trees Outside Woodlands Project, where appropriate.	Completed	Chichester Contract Services, ESU.	Ian Baker, Green Spaces Lead

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
E: Partnerships	<p>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.</p> <p>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.</p> <p>The target of 400 trees has been reached and exceeded. More trees continue to be planted, so this figure will increase considerably.</p>			
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.			
7.11 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 Services' through the Parking Services Annual Reports Awards process managed by PATROL (Parking and Traffic Regulation Outside London).			
7.12 Completed	Review of recycling in CDC sites	Completed	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.			

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
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 Completed	St James's redevelopment	January 2023	Estates	Alan Gregory, Project Manager
A: Direct Control	The redevelopment of St James industrial estate has been completed. The new premises have been designed to have reduced greenhouse gas emissions through the materials used and installation of PV and EV charge points.			

Homes

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
9.2 Completed	Minimum Energy Efficiency Standards for Private Rented Properties project	30 September 2022	Housing Standards	Liz Reed, Housing Standards Manager
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.			

Waste and recycling

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
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.			
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 start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
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			

12.7 Completed	Review of Off-Street Parking Strategy for Chichester District	Completed	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 and the strategy has been adopted with an action plan in place.			

Nature-based solutions

	Actions	Target start date unless otherwise stated	Services involved in delivery	Officer responsible for delivery
13.3 Completed	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	<p>£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.</p> <p>Network Rail SWC's biodiversity enhancements cost were £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.</p>			

Chichester District Council

Full Council

23 January 2024

Finalised Draft Statement of Community Involvement (SCI) for Adoption

1. Contacts

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2. Recommendation

That Council approve the finalised draft Statement of Community Involvement for adoption.

3. Background

3.1 It is a requirement of the Planning and Compulsory Purchase Act 2004 for a Local Authority to prepare a Statement of Community Involvement (SCI). An SCI sets out the Council's approach to engagement with the public and other stakeholders on planning policy and development management matters, to ensure that people are involved in planning decisions that affect them.

3.2 Under regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) local planning authorities must review Statements of Community Involvement at least once every 5 years to ensure effective community involvement at all stages of the planning process.

3.3 Government guidance recognises it is good practice for authorities to inform the public of their intention to update an SCI, and of the changes that have been made.

4. Outcomes to be achieved

4.1. An up-to-date SCI, in accordance with regulatory requirements and best practice, that promotes and enables constructive engagement in the planning process with the Council.

5. Proposal

- 5.1 The current adopted SCI was last revised in January 2018. The proposed SCI has been updated with factual amendments to reflect minor changes to planning processes, and to provide new hyperlinks to relevant guidance and supplementary information.
- 5.2 The draft SCI was first considered by the Development Plan and Infrastructure Panel on 26 July 2023. Suggested amendments from the panel were incorporated into the draft, which received approval from Cabinet on 5 September and was subject to a 6 week period of public consultation from 27 September.
- 5.3 The consultation resulted in 12 representations from 10 respondents, summarised as follows:
- Chidham and Hambrook Parish Council commented on the complexity and time-consuming nature of the planning appeals process for local residents;
 - The Environment Agency sought to clarify its own status as a statutory consultee for certain types of planning application;
 - Friends of the Old Ford to Hunston Canal commented on the need to consult the Inland Waterways Association when affecting navigable waterways, and the importance of notification via site notices for the full statutory consultation period;
 - Historic England commented that the proposed consultation process was adequate;
 - National Highways support CDC's recommendation to engage consultees within pre-application discussions, and drew attention to Department for Transport Circular 1/22 which summarises NH's approach to engagement with the planning system;
 - Natural England conveyed general support for the principle of meaningful and early engagement between the community and statutory bodies on local planning matters;
 - A local resident suggested amendments to the description of neighbourhood planning within the draft statement;
 - Wisborough Green Parish Council raised concerns that the recent Regulation 19 Local Plan consultation was insufficiently accessible and therefore discriminatory and undemocratic;
 - Surrey County Council and Waverley Borough Council responded to advise they had no comments to make.
- 5.4 In response to the representations, the draft SCI was amended to clarify the extent of council responsibilities regarding the production of Development Plan Documents at paragraph 2.3, and to confirm the description of statutory consultees and 'Specific Consultation Bodies' as well as the non-exhaustive nature of the list provided at paragraph 3.4. Other matters raised were considered beyond the scope of the SCI.

6. Alternatives that have been considered

6.1 The alternative is not to proceed with updating the SCI. This may, however, result in the document not complying with Government regulations and best practice.

7. Resource and legal implications

7.1 There are no significant resource or legal implications arising from the revision of the SCI.

8. Community impact and corporate risks

8.1 Following adoption, the revised SCI will provide continued clarity and transparency on the Council’s approach to engaging the public and other stakeholders in all planning policy and development management matters and will form a commitment that will need to be considered when undertaking consultation.

9. Other Implications

	Yes	No
Crime and Disorder		✓
Climate Change		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR) The SCI references established arrangements to ensure the necessary protection of personal information	✓	
Health and Wellbeing		✓

10. Appendices

11.1 Appendix 1 – Revised SCI

11. Background Papers

12.1 None

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Statement of Community Involvement



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Revised January 2024

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Why get involved in planning decisions?

- 1.1 Planning affects us all. The homes we live in, the places we work, the open spaces where we relax, and the roads we travel on are all a result of planning decisions.
- 1.2 The way that Chichester District, excluding the area within the South Downs National Park, develops in the future will be affected by planning, and it is important that local people are able to put across their views by participating in planning decisions.
- 1.3 This Statement of Community Involvement sets out how the council will involve people in planning decisions. It provides brief guidance to explain how the planning system works and advises on how you can participate in planning decisions, and what you can expect if you choose to get involved.

How does the planning system work?

- 1.4 There are two key parts to the local planning system - Planning Policy and Development Management.
- 1.5 **Planning Policy** is concerned with producing the local planning documents and policies that are used to guide development in Chichester District¹. These documents must conform to relevant government guidance, and there are specific regulatory procedures which must be followed during their preparation.
- 1.6 **Development Management** is responsible for processing and determining planning applications, along with other applications including works to trees, and consents regarding advertisements and listed buildings. The Development Management team provides pre-application planning advice, and the Enforcement Team investigates and takes appropriate action in respect of breaches of planning control.
- 1.7 The Planning Inspectorate (on behalf of the Secretary of State for Communities and Local Government) is responsible for examining local plan-making and deciding planning and enforcement appeals.
- 1.8 On 1 April 2011 the South Downs National Park Authority (SDNPA) became responsible for all planning in the South Downs National Park. The SDNPA produces its own Statement of Community Involvement and local planning documents. The Chichester District Council Development Management team operates an agency arrangement with the SDNPA and determines the majority of planning applications within the national park which fall within Chichester District.

¹ Excluding the area within the South Downs National Park

Local planning documents

- 2.1** The council has a strategic vision for Chichester District², and the Planning Policy team produces documents containing the planning policies to achieve it.
- 2.2** They consider a range of different issues such as the provision of new housing, and the delivery of employment, retail and open space, seeking to ensure that these are delivered in the right place at the right time.
- 2.3** There are two main types of planning document produced by the council; **Development Plan Documents (the Local Plan)** and **Supplementary Planning Documents**.
- 2.4** **Development Plan Documents** are formal plans that set out policies for a particular geographical area. They are subject to public consultation and a Sustainability Appraisal, which is an assessment of the economic, social and environmental impacts of a plan. They must also be considered at independent examination and obtain Full Council approval before they can be adopted.
- 2.5** **Supplementary Planning Documents** can expand upon a particular theme covered in a Development Plan Document to provide additional detail and guidance. These are also subject to consultation and may sometimes require a Sustainability Appraisal. Although Supplementary Planning Documents are not subject to independent examination, they need to obtain approval at Full Council.
- 2.6** The Chichester District Local Plan, together with the housing and employment requirements identified therein, relate to the part of the district that does not fall within the park authority boundary. The South Downs National Park Authority produces its own Local Plan. Their current Plan was adopted in July 2019.

Producing a planning document

- 2.7** From time to time, the council will need to produce new planning documents, or update existing documents. The timetable for drafting and consulting on the plans is kept up to date and published on the council's website. Full details are found in the Local Development Scheme. This can be accessed at: <http://www.chichester.gov.uk/article/24662/Timetable---Local-Development-Scheme>
- 2.8** Depending on whether we are working to produce a Development Plan Document or a Supplementary Planning Document, there will be different preparation and consultation stages to undertake. We will involve people as early as possible and invite feedback on the draft documents. We will also ensure that people are kept informed throughout the document drafting process. The steps involved in Development Plan Document production, and opportunities to participate are summarised on the next page.
- 2.9** The process for preparing a Supplementary Planning Document is similar to a Development Plan Document, however, they are not subject to independent examination by the Planning Inspectorate.

² Excluding the area within the South Downs National Park

Stage 1 – Preparation – Issues and Options (early engagement)

- Collecting evidence through various sources
- Notify and work with groups, organisations and residents. Consider issues and alternatives
- Prepare content of draft document and provide feedback where possible

Stage 2 – Preparation - Preferred Approach (Regulation 18)

- Statutory stage – 6 weeks (minimum) to comment on plan, sustainability appraisal and supporting evidence
- Documents made available for inspection on the council's website
- Representations received at Stage 2 summarised and made publicly available through appropriate channels
- Consideration of representations made

Stage 3 – Publication of Pre-submission Document (Regulation 19)

- Publication of Pre-submission document and request for submission of representations (limited to matters of soundness, legal compliance and the duty to cooperate)
- Statutory stage – 6 weeks (minimum) to comment on document, Sustainability Appraisal and supporting evidence
- Documents made available for inspection on the council's website

Stage 4 – Submission and Examination (Regulation 22)

- Development Plan Documents and representations received submitted to Secretary of State for independent examination
- 'Statement of Consultation' produced to demonstrate the Statement of Community Involvement has been followed
- Independent examination (parties can engage within hearing sessions held by the Inspector)
- Further consultation on any 'main modifications' – 6 week period

Stage 5 – Inspector's Report and Adoption

- Planning Inspector issues report
- Document is adopted by Council if found 'sound' by Inspector and agreed by Council

Stage 6 – Monitor

- The Plan is regularly monitored, to make sure it is achieving its aims
- The Plan may be reviewed, where necessary

3.1 When the council consults people and organisations on a planning document, we will be guided by the following five engagement commitments:

1. **Be clear about what we're doing** - From the outset we will ensure that people understand why we are consulting and engaging them, and how their comments will help to inform or influence decisions. Clear timescales will help people understand when and how their input will be used.
2. **Be inclusive** - We will provide opportunities for people to engage with us to ensure that our plans and processes reflect the diverse and varied communities that make up our district. We will actively work to remove barriers to participation.
3. **Be accessible** - We will ensure that people have opportunities to take part and are made aware of consultation exercises as early as possible, so they are able to participate at the right time in the process to influence decision-making.
4. **Be transparent** - We will make clear how the decision-making process will work and how consultation feedback will be used, giving people the confidence that their input and involvement is actively being used to help shape decisions that affect them. This will mean being clear in stating who makes the decisions and when the decision will be made. At the end of each consultation period, we will undertake an analysis of all the responses received. This will be included in a summary report published on the council's website, outlining the actions that we propose to take.
5. **Be accountable** - We will let people know how we have reached decisions. This will involve making clear the different types and sources of information that have been considered in reaching a final decision.

3.2 By using a range of methods to inform, consult and involve people at the right time, we will enable them to influence the future planning of the Chichester Local Plan Area. The methods are flexible in order to tailor the consultation methods to the individual circumstances and different audiences we are targeting.

3.3 We also have to meet the statutory consultation requirements of the Planning Regulations. To meet these requirements, we will:

- Make all consultation documents available to view at council offices during normal office hours. For a Development Plan Document, the statutory consultation stage is a minimum six-week period. For Supplementary Planning Documents, consultation lasts a minimum of four weeks.
- Publish documents and supporting information, including details of where and when copies of the documents can be viewed, and how people can comment, on the council's website: <https://www.chichester.gov.uk/localplan>

Who do we involve?

3.4 When preparing planning policy documents the council consults various organisations, known as ‘Specific Consultation Bodies’³ or statutory consultees, depending upon the nature of the consultation being undertaken. These organisations include (but are not restricted to):

- Environment Agency
- Natural England
- Historic England
- Coal Authority
- Network Rail
- National Highways
- Adjoining local authorities (Havant, East Hampshire, Horsham, Waverley, Arun, South Downs National Park)
- Parish councils (including those which adjoin the district in neighbouring local authority areas)
- Relevant county authorities (West Sussex County Council, Hampshire County Council, Surrey County Council)
- NHS Sussex
- Sussex Police
- Homes England
- Sport England
- The Marine Management Organisation
- Relevant electronic communication companies
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers, such as Thames Water, Southern Water and Portsmouth Water

³ As defined in the Town and Country Planning (Local Planning) (England) Regulations 2012

- 3.5** The Council consults with many other people, groups and organisations who have particular interests or local involvement, and are able to offer a variety of perspectives, contributing knowledge and expertise across a range of subject areas. These include 'General Consultation Bodies' representing the interests of different racial, ethnic, disability and faith groups or local businesses, or whose activities benefit the Local Plan area. Other parties might include local residents, residents' associations and members of the development industry.
- 3.6** To ensure seldom heard groups are represented, the council will work closely with relevant organisations that have experience in a particular matter to find the best means of consulting with these groups.
- 3.7** If you are interested in finding out more about consultation on planning policy documents, you can email your contact details to us at planningpolicy@chichester.gov.uk, or call us on 01243 785166 and we will add you to our database so that you are automatically notified of any new consultations.
- 3.8** Before a Development Plan Document can be adopted, it must be submitted to the Secretary of State for independent examination by the Planning Inspectorate. The examination considers whether the document is sound and legally compliant. The procedure used, either written form or to be heard in person by the Inspector, will depend on the issue and evidence that the Inspector is dealing with, and the nature of the representations.
- 3.9** All written comments made in the six-week consultation period at the pre-submission, undertaken within Stage 3, will be considered fully by the Inspector in deciding on the main matters and issues for all types of examination. You will only be able to appear in front of the Inspector if you are seeking a change to the document being examined.

Adopting a planning document

- 3.10** The last stage in producing a planning document is to present it to the relevant decision makers, who will consider its adoption as council policy. The decision to adopt will be taken by the Full Council.
- 3.11** Full Council is made up of all 36 Councillors in the district. It is responsible for making all major policy decisions including approval of all statutory documents produced for the Local Plan. Members of the public are able to attend meetings of the Full Council and can ask questions at the start of the meeting.
- 3.12** If you would like to know more about asking questions at council, further information can be found on our website at <https://chichester.moderngov.co.uk/mgGeneric.aspx?MD=mgpublicspeakingatmeetings>.

Neighbourhood Planning

- 3.13** Neighbourhood Plans are community-produced statutory planning documents that enable people to take a more direct role in shaping the places where they live.
- 3.14** A Neighbourhood Plan can build upon the broader policies set out in the council's local planning documents and represents a chance for people to influence the location, appearance and type of development that comes forward in a neighbourhood/parish.
- 3.15** The Government encourages communities to get involved in plan production and consultation, by responding to Local Plan consultations and/or by producing a Neighbourhood Plan. This is recognised as requiring a significant commitment from those involved in drafting and producing a neighbourhood plan in terms of time and resources.
- 3.16** In an area like Chichester District, it is usually the parish or town council who prepares a Neighbourhood Plan. It can cover all or part of the parish and in some cases may involve a number of parishes. In some areas, resident associations or other bodies may be interested in drawing up a Neighbourhood Plan and act as a forum. However, this will need to be carried out with the parish/town/city council who initiate and support the project.
- 3.17** The council will seek to provide support and advice on a range of issues, including consultation and the process of document production. Further information on this can be found at:

<http://www.chichester.gov.uk/neighbourhoodplan>.

What is Development Management?

- 4.1** Development Management is the stage at which decisions are made on proposals for the use and development of land and buildings. It is an enabling process involving a positive, problem-solving approach taken by the council to shape and decide proposals for new development. The Development Management Service is responsible for determining the planning applications we receive.
- 4.2** Decisions on planning applications must be made in accordance with the development plan, including made Neighbourhood Plans (where these exist), unless other material considerations indicate otherwise. The NPPF is a material consideration in planning decisions. Where the development plan is silent, or its policies are out of date, the NPPF states that planning permission should be granted unless the development conflicts with the policies within the framework or adverse impacts significantly and demonstrably outweigh the benefits when assessed against the policies within the framework.

Consulting on planning applications

- 4.3** The council undertakes consultation with statutory and other consultees on the majority of planning applications that are received. Statutory consultees are under a duty to provide a 'substantive response'⁴ and include, for example, West Sussex County Council, Historic England, Natural England and National Highways. Pre-application consultation may also be undertaken by developers.

Developer-led pre-application consultation

- 4.4** This applies to consultation undertaken by a developer before a planning application is submitted, usually for major schemes. It can be a helpful in identifying potential problems or improvements that could be made to proposals at an early stage. This can benefit local communities by enabling their input into the design of proposals to help ensure development is acceptable and can also assist developers by reducing the scope for objections at a later stage.
- 4.5** The Development Management Service strongly recommends that developers undertake pre-application consultation with local residents and other consultees, in addition to that undertaken with the council, prior to submitting any planning application for significant development. Developers undertaking pre-application consultation are asked to address the commitments identified in this document (para 3.1). In particular, we would ask developers undertaking pre-application consultation to:
- Set clear objectives and agree the consultation approach with Development Management, including who will be consulted;
 - Let people know what the application is proposing and be clear about what they can influence by making comments;

⁴ As defined by Article 22 of the Town and Country Planning (Development Management Procedure) (England) Order 2015

- Use a range of engagement methods to maximise opportunities for people to influence the proposals. Particular steps should be taken to involve any seldom heard groups that could be affected by a proposal;
- Submit a statement alongside the final planning application outlining the community involvement work that has been undertaken. This should include a summary of any responses received at consultation and should explain how feedback has influenced the proposals.

Application publicity

4.6 When a planning application is registered there is a statutory period of 21 days during which anyone can comment on the proposal. It is the council's responsibility to publicise planning applications in accordance with legislative requirements. Our approach to notification of planning applications will be to:

- Publish details of planning applications online. You can view details of planning applications at the council's website at <http://www.chichester.gov.uk/viewplanningapplications>. This can be used to see which planning applications have been registered and to access plans and supporting information relating to both current applications and historic planning decisions. Applications can be searched by address or by an individual planning reference.
- Undertake appropriate notification. This will vary according to the type of application and so we will undertake notification as considered necessary and proportionate. This could involve writing to individual neighbours, displaying a site notice, and/or a press advertisement.
- Parish and town councils and the city council are consulted on all planning applications in their parish or city as statutory consultees.

Commenting on a planning application

4.7 If you would like to comment on a planning application, your comments must be submitted to the council in writing and should be within the 21 day consultation period, although representations received after this will be taken into account up until the point that a decision is made. You will need to provide details of your name and address, which will appear with your comments on the council's website. If you wish for your comments to be anonymous, you should be aware that they will be given reduced weight as their relevance to the planning decision may be unclear or unknown. Otherwise, provided your comments relate to planning matters, they will be taken into account by the council in determining the application.

4.8 The easiest way to comment on a planning application is to search for it at the council's website at <http://www.chichester.gov.uk/viewplanningapplications>. You can search for an application by address or by its planning reference number and submit your comments online. You can also view any comments that other people have submitted in this way. You can also write to the Director of Planning and the Environment, or email us at dcplanning@chichester.gov.uk.

4.9 The comments we receive in response to planning applications are a matter of public record. This means that we cannot treat comments as confidential, and they will be made available to view on the council's website alongside the name and address of the person making the comment. We will not publish telephone numbers, private email addresses or signatures. We reserve the right not to publish any comments or parts of comments that are not considered suitable for public view, including comments that are offensive, personal or defamatory.

What can I comment on?

4.10 If you comment on a planning application it is important that your comments relate to planning matters, as it is only these matters that can be taken into account by the council when making a decision. Some of the issues that are considered to be planning matters include:

- external appearance and design
- impact on the street scene or character of the local area
- issues of noise, privacy, disturbance and amenity
- loss of trees or impact on conservation issues
- drainage
- highway safety, traffic and parking issues
- loss of light or overshadowing.

This list is not exhaustive. There may be other relevant issues that you wish to comment on.

4.11 Some issues are not normally regarded as planning matters and are not usually taken account of when reaching a planning decision. These include:

- loss of private view
- property value
- other private property matters such as boundary and ownership disputes, or private rights of way
- moral issues or applicant's motives
- possible future uses outside the scope of the application

- matters covered by other legislation, such as building regulations, licensing or restrictive covenants
- personal matters relating to the identity of the applicant

Making a decision

4.12 There are two main ways in which the council will reach a decision on a planning application. These are by designated senior officers of the council (a delegated decision), or by the Planning Committee, or exceptionally by the Council.

Delegated decisions

4.13 Once the consultation period has been completed, the planning case officer will take into account all material considerations, including relevant local planning policies and national planning guidance. The reasoning behind the case officer's recommendation will be set out in a short report. A decision will then be made in accordance with the council's Scheme of Delegation by authorised senior officers on behalf of the Director of Planning and the Environment.

Planning Committee (Development Management)

4.14 In some cases, a decision cannot be made under delegated powers and must instead be decided by Councillors at a Planning Committee. The main reasons for referral of a planning application to a Planning Committee are where:

- The officer recommendation is contrary to an objection made by a statutory consultee or the relevant parish council (other than for certain minor types of application).
- A District Councillor requests that the application be determined by the Committee.
- The decision would significantly conflict with the council's planning policy.
- The applicant is a Councillor or council employee.

4.15 Please note this is a simplified list – the full text is available in the council's Constitution on our website at:

<https://chichester.moderngov.co.uk/ieListMeetings.aspx?CId=280&info=1&MD=TheConstitution>.

4.16 Anyone can speak at Planning Committee meetings, provided that they have registered that they or a person acting on their behalf want to do so by no later than 12 noon on the day before the meeting.

4.17 You can register by contacting the Democratic Services Team at East Pallant House, Chichester on 01243 534684 or 01243 534674 or by email at democraticservices@chichester.gov.uk.

4.18 Further information on public speaking at Planning Committee meetings can be found on our website at:

<https://chichester.moderngov.co.uk/mgCommitteeDetails.aspx?ID=134>.

4.19 The council publishes a list of Committee dates and those applications to be considered by the next relevant Committee on the council's website.

Appeals

4.20 In circumstances where a planning application is refused, or a decision is not made within specified time limits, the applicant may choose to appeal. Where this happens, an independent planning inspector or the Secretary of State will make a final decision on the application, and there may be a further opportunity for public involvement in the process.

How can I find out about planning decisions?

4.21 Once a decision has been made, a decision notice is sent to the applicant and/or agent to inform them of the decision. All planning decisions are published on a public register, which is available to view online at <http://www.chichester.gov.uk/viewplanningapplications>.

4.22 If there is a planning application-related issue that you would like to discuss, you can contact the Development Management Service on 01243 785166 or by email at dcplanning@chichester.gov.uk.

Produced by
Planning Policy - Chichester District Council,
East Pallant House, 1 East Pallant, Chichester,
West Sussex PO19 1TY

Chichester District Council. January 2024

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	To approve a grant of £112,320.72 to Selsey Town Council as a contribution toward the delivery of larger male and female toilet facilities.
Decision taker	Louise Rudziak
Decision consultees	Adrian Moss – Leader Brett Burkhart – Vice-Chair of the Overview and Scrutiny Committee Tracie Bangert – Cabinet Member for Communities and Wellbeing
Decision date	18 th Dec 2023
Decision details	<p>This decision is in relation to the S106 Community Facilities fund for the development of Land North West of Park Road development (15/00490/FUL) of which there is a total of £175,812.50 remaining to spend. Selsey Town Council wishes to request £112,320.72 as a contribution toward the delivery of larger male and female toilet facilities.</p> <p>Selsey Town Council is planning to deliver improvement to the centre which will remove the under used changing facilities, to allow for the delivery of larger male and female toilet facilities and a new Changing Places toilet facility (funded separately through CDC's Changing Places grant).</p> <p>Approval has already been sought and approved by Cabinet on 5 December 2023.</p>
Reason for urgency	Due to tight deadlines for spend of the Changing Place funding an urgent decision is required to ensure we can allow the project to progress within the timeframe.
Name and date of the meeting to receive a full report	Full Council, 23 January 2024

James Brigden
 Community Engagement
 12/12/2023

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

Document is Restricted

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