

Public Document Pack

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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 11 July 2023 at 9.30 am**

MEMBERS: Mr A Moss (Chairman), Mr J Brown (Vice-Chairman), Mrs T Bangert, Mr D Betts, Mr B Brisbane, Ms J Brown-Fuller, Mr M Chilton and Ms H Desai

AGENDA

- 1 **Chair's Announcements**
The Chair will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.
- 2 **Approval of Minutes** (Pages 1 - 8)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 6 June 2023.
- 3 **Declarations of Interests**
Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they might have in respect of matters on the agenda for this meeting.
- 4 **Public Question Time**
In accordance with Chichester District Council's scheme for public question time the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chair's discretion to extend that period.

RECOMMENDATIONS TO COUNCIL

- 5 **Chichester District Council Annual Report 2022-23** (Pages 9 - 51)
The Cabinet is requested to consider the report and its appendix and make the following recommendation to Council:
That the Cabinet recommends the Annual Report 2022-2023 be received by the Council.
- 6 **Public Conveniences Refurbishment** (Pages 53 - 60)
The Cabinet is requested to consider the report and exempt appendix and make the following recommendations:

That Cabinet recommends to Council approves scheme A and releases from general fund reserves the additional budget of £152,000 as set out in

Appendix one for the refurbishment of the public conveniences at Priory Park, East Beach, Bosham Lane and Market Road and the demolition of the Tower Street public conveniences.

That Cabinet approves that the Tower Street public conveniences site is surplus to requirements and delegates authority to the Director of Growth and Place to progress alternative use or disposal of the site to achieve best value.

That Cabinet approves the cost of demolition, if required, for the Tower Street public conveniences

That Cabinet notes the revenue savings and anticipated improvements in energy efficiency as set out in paragraphs 7.3 and 9.2 as a result of the works.

Please note the Appendix to this report is exempt and printed on salmon paper
KEY DECISIONS

7 Commissioning of a Regeneration Strategy for Chichester City (Pages 61 - 66)

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

Cabinet approves the Initial project proposal document (IPPD) in appendix one to commission a consultancy company to undertake the development of a regeneration strategy for Chichester City.

Cabinet approves to allocate £45,000 from reserves to cover the estimated cost of the commission.

OTHER DECISIONS

8 Asylum Seeker Grant Funding (Pages 67 - 69)

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

That Cabinet approves delegated authority to allocate grant funding for dispersal of asylum seekers, in line with 4.1 and 4.2 below, to the Divisional Manager for Communities and Customer Services following consultation with the Cabinet member for Communities.

9 Outside Body Appointment - iESE Transformation Limited and PUSH update
The Cabinet is requested to appoint a member to iESE Transformation Limited. An update will also be provided relating to the Outside Body appointment to PUSH.

10 Late Items

- a) Items added to the agenda papers and made available for public inspection
- b) Items which the Chair has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting

11 Exclusion of the Press and Public

The Cabinet is asked to consider in respect of the Appendix to Agenda Item 6 and/or Agenda Item 12 whether the public including the press should be excluded

from the meeting on the following ground of exemption in Schedule 12A to the *Local Government Act 1972* namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

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

12 **Lease arrangements at Bracklesham Bay** (Pages 71 - 77)

The Cabinet is requested to consider the exempt report and exempt appendix and make the resolutions as set out in section 2.1 of the report:

(Part II)

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]
- 5) A key decision means an executive decision which is likely to:
 - result in Chichester District Council (CDC) incurring expenditure which is or the making of savings which are, significant having regard to the CDC's budget for the service or function to which the decision relates or
 - be significant in terms of its effect on communities living or working in an area comprising one or more wards in the CDC's area or
 - incur expenditure, generate income, or produce savings greater than £100,000

NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET

Standing Order 22.3 of Chichester District Council's Constitution provides that members of the Council may, with the Chairman's consent, speak at a committee meeting of which

they are not a member, or temporarily sit and speak at the committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should *normally* seek the Chairman's consent in writing by email in advance of the meeting. They should do this by noon on the Friday before the Cabinet meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where the Chairman would therefore retain their discretion to allow the contribution without the aforesaid notice.

Public Document Pack Agenda Item 2



Minutes of the meeting of the **Cabinet** held in the Committee Rooms, East Pallant House on Tuesday 6 June 2023 at 2.00 pm

Members Present Mr A Moss (Chairman), Mr J Brown (Vice-Chairman), Mrs T Bangert, Mr D Betts, Mr B Brisbane, Ms J Brown-Fuller, Mr M Chilton and Ms H Desai

Members Absent

In attendance by invitation

Officers Present Mrs L Baines (Democratic Services Manager), Mr N Bennett (Divisional Manager for Democratic Services), Bristow (Housing Delivery Officer), Mr A Frost (Director of Planning and Environment), Mrs J Hotchkiss (Director of Growth and Place), Mrs T Murphy (Divisional Manager for Place), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive), Ms K Standing (Divisional Manager, Revenues, Benefits and Housing), Mrs F Stevens (Divisional Manger for Planning), Mr J Ward (Director of Corporate Services) and Williams (Housing Enabling Officer)

1 **Chair's Announcements**

Cllr Moss welcomed all those present and those watching online to the first Cabinet meeting of the new administration. He thanked the previous Cabinet for their hard work and support of the community and also thanked officers for their help and support in working with the new Cabinet members in preparation of the new administration.

Cllr Moss then raised the following that had been sent in from Cllr Chant:

A resident wrote to several Councillors expressing views and experiences as a member of the LGBTQ community in Chichester. The accounts of harassment raises concerns that there is a growing problem in Chichester.

Cllr Chant asks on behalf of the LGBTQ community:

1. *What will the District Council do to show solidarity with and representation of residents who are part of the LGBTQ community?*

2. *What will the District Council do to create safe spaces and culture change within Chichester District to support members of the LGBTQ community?*

3. *What is the new Cabinet's message to this community in Chichester District?*

Cllr Moss explained that a full response would be sent to Cllr Chant and the resident of the concerns raised.

Cllr Moss added that the council's message is that it will reach out to all communities in our District to ensure that they are all given the respect they deserve. He acknowledged that it is important that our District celebrates diversity and respects all residents. He explained that the council will work across community groups and organisations to ensure all residents are shown respect and dignity.

2 **Approval of Minutes**

Mr Bennett explained that as there were no members on Cabinet that were Cabinet members at the last two meetings that no concerns had been raised to officers about the minutes and as such members could be assured that they could approve the minutes.

In two separate votes the following resolutions were agreed:

RESOLVED

1. That the minutes of the Cabinet meeting held on 7 March 2023 be signed and approved as a correct record.
2. That the minutes of the Cabinet meeting held on 20 March 2023 be approved and signed as a correct record.

3 **Declarations of Interests**

There were no declarations of interest.

4 **Public Question Time**

The following public questions and answers were heard:

Question from Joseph O'Sullivan:

What are the Council doing about the growing housing crisis in the local private rented sector?

Rents are increasing but the Local Housing Allowance (LHA) is frozen at 2019 levels.

In the year up to March 2023 there were only 5 properties in this area advertised with Rightmove where the rent was covered by LHA.

Freezing LHA will lead to more rent arrears, evictions and homelessness.

Answer from Cllr Betts:

Thank you for your question. I agree with you this is a real problem not only for Chichester but nationally.

The government's Renters Reform Bill is currently in development but unfortunately makes no reference to rent setting.

Local Housing Allowance rates are set by the Valuation Agency Office (VOA). LHA rates are reviewed annually by them but do not necessarily increase annually and as you rightly say have been frozen since 2019. I can confirm that private rent levels are not regulated, and landlords can choose to charge whatever amount of rent they decide. It is also important for me to emphasise that as a local authority, whilst we have no control over this, we do understand the enormity of this issue.

As such we are committed to the delivery of affordable housing and are on track to have delivered 1,000 affordable homes by 2025 over the life of our Housing Strategy. We also provide funding to support Community Land Trusts who can deliver affordable housing for local people. As a local authority we provide support to residents moving through rent in advance and deposit schemes. We also administer a Discretionary Housing Payment scheme to support residents in the short-term with rent shortfalls. Whilst Discretionary Housing Payments cannot be long-term, we do support residents as much as we can, and the Council put an additional £100,000 in 2023/24 to support the budget provided to us by the Department of Work & Pensions.

Mr O'Sullivan was invited to ask a supplementary question. He explained that as a volunteer at the Citizens Advice Service he saw that people are in need of support as housing is expensive in the area. He looked forward to the council providing help. Cllr Moss responded by explaining that housing is a priority of the council. He thanked Mr O'Sullivan for his question and comments. Cllr Betts then added that he was committed to raising the issues with the local MP.

Question from Tom Broughton:

The current Climate Emergency Action Plan is unlikely to meet its objectives of "10% reduction in greenhouse gas emissions year-on-year until 2025", excepting the extraordinary consequence of the COVID lockdown. Will the action plan be reviewed, including a comprehensive engagement with the population of the Chichester District?

Also, will a Local Area Energy Plan be developed for the Chichester District?

Answer from Cllr Brown:

Thank you Tom, for your question. It is an enormous challenge and the short and plain-speaking answer is that I agree with you that we are not on course to meet the targets within the action plan – certainly at least as far as the area-wide target goes.

But yes, the action plan will be reviewed and yes, we need greater engagement with the population of the District.

We are a new Cabinet and a new Council, so we will be looking at our options for addressing the Climate Emergency. We will look at how our action plan can help us as an organisation and all of us in the district reduce our carbon emissions and work toward a net zero future as rapidly as possible. We recognise how important it is to get everyone - residents, businesses, parish councils and other community organisations working together to fight climate change.

There are a number of ways we might do this effectively, each with their own pros and cons, so I do not think we can commit to a specific approach today, but it is vital that we do this and vital that we get it right.

I personally am not – yet – very familiar with Local Area Energy Plans, but they look very interesting and we will consider the merits of putting time and money into facilitating one. We would want to see how it might meet the needs of the businesses and other public sector organisations who would deliver the plan alongside us. I suspect you are already aware, but I should flag up the constrained capacity of the national grid to accept new connections for larger scale energy generators in this area, over the short to medium term, which could be a major factor in weighing up the effectiveness of such a Plan. Thank you for suggesting it as a way forward – I really appreciate it and will study it further.

Mr Broughton was invited to ask a supplementary question but had no further comment to add. Cllr Moss thanked him for his question and comments.

Cllr Moss explained that a third question had been submitted but as the member of the public was unable to attend a written response would be provided to them.

5 Development Management Resources

Cllr Brisbane introduced the item. Ms Stevens was invited to the table.

Cllr Brown gave his support to the proposal. He asked how much the council was paying for external specialist support versus how much officers could provide knowledge internally. Ms Stevens explained that the consultants brought in are specialist in their field and able to respond to detailed questioning by barristers when cross examined at appeals. She added that officers provide the planning technical expertise.

Cllr Chilton asked for assurance that the proposed budget would provide the level of barrister needed. Ms Stevens explained that the barristers are employed on a case by case basis ensuring they are suitably experienced and qualified.

Cllr Moss asked whether the proposed budget allowed for an appeal to run over the estimated timescale. Ms Stevens confirmed that a 10% contingency fund had been applied and that any additional funding beyond that would require a further report to Cabinet.

In a vote the following recommendations to Council were agreed:

RECOMMENDATION TO COUNCIL

That Cabinet recommends to Council to approve:

1. The release of £21,000 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies, and
2. The release of £276,650 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending six planning appeals.

6 Car Parks Maintenance Contract

Cllr Desai introduced the item. Mrs Murphy was invited to the table.

Cllr Moss invited Cllr Sharp to the table as she had pre-submitted a question on the item. Cllr Sharp noted the update that a tick was to be added to include climate change on the report table on page 22 of the agenda pack. She then asked what the balance would be between financial requirements and environmental requirements. Cllr Moss responded he explained that the environment will be a focus of the council. In relation to the report it would be considered in line with the council's procurement scheme. Mr Bennett added that there would be new procurement regulations later in the year which would be likely to provide greater scope for discretion.

In a vote the following resolutions were agreed:

RESOLVED

1. That Cabinet approves a 3-year contract with contractor B, in appendix one, to undertake maintenance works within CDC's car parks.
2. That Cabinet approves delegated authority to the Divisional Manager of Place to agree an option to extend the contract for a further 2 years subject to performance.

7 Contract for repairs and maintenance works for domestic properties

Cllr Betts introduced the item. Ms Standing was invited to the table.

Cllr Moss commented that the proposal was a big improvement. He asked how it would work to ensure completion in a timely manner. Ms Standing explained that it would be through good contract management in order to turn around the properties as quickly as possible so they are ready for residents.

Cllr Moss congratulated officers in bringing the report forward.

In a vote the following resolutions were agreed:

RESOLVED

1. That Cabinet approves a 3-year contract with Contractor B (with an option to extend for up to a further 2 years) at a value over 5 years of £457,500, and budget growth of £6k per annum.
2. That Cabinet delegates authority to the Divisional Manager for Housing, Revenues and Benefits to extend the contract up to a further 2 years subject to satisfactory performance.

8 Membership, Role and Terms of Reference for Panels

Cllr Moss explained that he wished to add an additional recommendation to the report to request that Panel meetings, where possible, in the Constitution be moved into public from September 2023. This was seconded by Cllr Brown. Cllr Moss then asked Cllr Chilton if he was happy for Mr Bennett to introduce the item and the updates as a Monitoring Officer matter. Cllr Chilton agreed.

Mr Bennett then introduced the item. He explained that Panels are a mechanism for members to discuss, understand, interpret and make recommendations. He explained that the additional recommendation would provide opportunity for the public to attend or view the Panel's included but at this point it would not provide provision for public participation included public questions as it is not accounted for in the council's Constitution and would require an amendment through Full Council.

Mr Bennett then outlined Appendix 1. He explained that on page 5 Cllr Hickson would be removed from the Development Plan and Infrastructure Panel membership as there is only provision for 10 members. He clarified that Appendix 2, the Panels Terms of Reference had been tabled at the meeting and would be published alongside the minutes of the meeting. Appendix 3 also had one amendment to add membership for the new Coastal Partners arrangements with this being proposed as Cllr Richard Bates.

Cllr Chilton added that the appointments had been considered by members as a whole with the appointments to Panels proportionate to political balance.

Cllr Moss confirmed that the Cabinet would consider any amendments to the Panels Terms of Reference over the summer. He added that the Panels being held in public would be from September to allow Democratic Services time to prepare the changes required.

Cllr Brown added that members appointed to Outside Bodies will be asked to report back to the whole council about the work of the Body they are appointed to.

In a vote the following resolutions were agreed:

RESOLVED

1. ***That Cabinet establish the membership of all Panels at the Council as set out at Appendix One as amended.***

2. *That Cabinet note the legal restrictions upon operation of panels at the authority.*
3. *The Cabinet approve the External Bodies appointments as set out in Appendix Three as amended.*
4. *That the Cabinet resolves to move all Panel meetings into public from September 2023 with items to be restricted as required under Part II regulations.*

Cllr Chilton left the meeting.

9 **Urgent Decision Notice - Free Parking in Midhurst**

RESOLVED

That the Urgent Decision Notice related to free parking in Midhurst be noted.

10 **Urgent Decision Notice - S106 Grant to Birdham Scouts**

RESOLVED

That the Urgent Decision Notice be noted.

11 **Late Items**

There were no late items.

12 **Exclusion of the Press and Public**

Cllr Moss invited Mrs Rudziak to explain the reasoning for the item being in Part II. She explained that it was due to the figures included which detailed the financial support required towards the project.

Cllr Moss then proposed that the Cabinet went into Part II. This was seconded by Cllr Brown.

RESOLVED

That the Cabinet considers in respect of agenda item 13 that the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

13 **Allocation of Commuted Sums to Deliver Affordable Housing**

Cllr Betts introduced the item. Ms Williams and Mr Bristow were invited to the table.

Cllr Betts thanked Liz Reed, James Brigden, Louise Williams and Mark Bristow for their work on the project. He then outlined an amendment to recommendation 2.

Cllr Briscoe was invited to the table to speak by Cllr Moss.

Cllr Bangert congratulated the Community Land Trust and their Chair. She also thanked Cllr Briscoe for his support.

Cllr Brisbane asked a question that was answered by Ms Williams in relation to the distribution of funding.

Cllr Brown congratulated the Community Land Trust and asked for further information about any similar schemes which was provided by Ms Williams.

Cllr Moss asked officers what members could do to further support the project. Ms Williams responded. Cllr Betts made a suggestion of an item for an All Parishes meeting. Cllr Moss agreed.

Cllr Moss congratulated officers in bringing the report forward.

In a vote the following recommendations to Council were agreed:

RESOLVED

That the recommendations set out in sections 2.1 and 2.2 of the report as amended be approved.

The meeting ended at 3.19 pm

CHAIRMAN

Date:

Chichester District Council

THE CABINET

11 July 2023

Chichester District Council Annual Report 2022-23

1. Contacts

Report Author:

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Cabinet Member:

Adrian Moss - Leader of the Council

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2. Recommendation

2.1 That the Cabinet recommends the Annual Report 2022-2023 be received by the Council.

3. Background

3.1 The Annual Report 2022-23 outlines the key achievements delivered during the year. Whilst the reporting of significant achievements and future work areas is the focus for the report, it should also be acknowledged that there are many other work areas in the Council's core services that may not be specifically mentioned. A comprehensive list of these services can be found on the Council website.

4. Outcomes to be Achieved

4.1 The report focuses on work successfully delivered that supports the expected outcomes of projects contained within the Council's Corporate Plan and in relation to other significant work areas. Short summaries of major projects for 2022-23 have been included and are followed by end of year performance indicator outturns where the data is available. Brief information on the expected areas of work for 2023-2024 is also included.

5. Proposal

5.1 The Cabinet is asked to review the Council's performance and achievements over the last year as detailed in the Annual Report 2022-2023 and recommend the report is received by Council.

6. Alternatives Considered

6.1 None required.

7. Resource and Legal Implications

7.1 None.

8. Consultation

8.1 Each service area has provided commentary for the report.

9. Community Impact and Corporate Risks

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

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

10. Other Implications

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

11. Appendix

11.1 Chichester District Council Annual Report 2022-23

12. Background Papers

12.1 None.



Chichester District Council

Annual Report

2022/2023

Introduction

Welcome to Chichester District Council's Annual Report for 2022/23.

Rising energy bills, inflation and the cost-of-living crisis have had a significant impact this year, particularly on our most vulnerable residents. Across the Council, our Services are committed to supporting local residents and businesses who find themselves in difficulty.

The Supporting You Team pilot launched in November 2022 alongside an extensive media campaign informing residents of the full range of help available. The Team have been working across Council services to deliver holistic support and ensure each person they work with receives individual, tailored help that addresses all their needs. Our Housing Solutions Team have also begun a pilot with Beam ([About Beam](#)) to support those experiencing homelessness into employment and opening up options for them to secure accommodation. The impact of both pilots will be closely monitored this year.

We have also worked to support Government interventions in the cost-of-living crisis, with our Revenues Team issuing the £150 energy rebate to over 34,000 eligible residents in April and May 2022.

With the lifting of COVID restrictions, our officers continue to support the reopening and recovery of our local businesses. Following completion of an extensive regeneration project, we have reopened units at St James Industrial Estate in Chichester, refurbished to a high standard. Our Estates and Economic Development Teams have secured tenants or offers for 21 of the 30 newly available units, following a marketing campaign and promotion events targeted at local businesses.

With our Registered Provider partners, building of affordable homes has accelerated this year with 376 units being delivered across the district; a huge increase on the previous year. A further 18 units, funded by the Local Authority Housing Fund, will be delivered this year with the primary purpose of providing homes for refugees settling in Chichester District.

Decarbonisation projects at some of our buildings have completed this year. An air source heat pump and solar panels were installed at the Westgate Leisure Centre and works to improve thermal comfort and energy efficiency at our Westward House temporary accommodation were completed. These projects are expected to contribute significantly to the Council's greenhouse gas emissions reduction target in the future.

The Local Plan reached a key stage this year. The Planning Policy Team have worked hard to gather evidence and research, particularly around the key issues of housing targets, roads, the environment, wastewater and water neutrality. The Plan was approved by the Council in January for a final consultation stage in February and March 2023. The next step will be to submit the plan for examination.

The district's cultural partners have also seen some recovery from the periods of closure during the pandemic. The Novium Museum and the leisure centres have begun to see attendance numbers increase this year and our cultural partners benefited from the first full season with no COVID restrictions since 2019.

We have built on this with the Culture Spark initiative, which has seen cultural partners come together to deliver events across the district. Over 1000 people participated in Culture Spark events this year and over 140 local creative artists were supported. Highlights of the programme included the Carnival of Lights lantern parade in Chichester, a Sand Drawing workshop in West Wittering and a community landscape art project in Petworth. In addition, Chichester hosted our first Christmas market in December 2022 and, working with partners, delivered a spectacular 2-day laser show at the Canal Basin. Further events are planned for this coming year and we will increase the focus on Chichester's evening and night-time economy and our offer for students and young people.

Some of these events have been supported by funding through the UK Shared Prosperity Fund and the Rural England Prosperity Fund. These Government funds were made available to Local Authorities in 2022 following submission of Investment Plans setting out how the money could be spent locally to benefit communities and businesses. Chichester District Council will receive £1.7m across both funds from 2022/23 until 2024/25. This funding will be used to support further events and work to enhance the visitor offer and evening and night-time economy. Funding will also be made available via a grants scheme to local organisations, communities, and businesses to deliver projects to improve local areas and support business growth.

With the nation, the Council mourned the death of Her Majesty The Queen in September. Our Facilities and Democratic Services Teams ensured the ceremonial and governance impacts of this were completed effectively and local people were able to pay their respects

More locally, several of our Services came together to support the Midhurst community after a devastating fire in March. Nominated staff across the Council were quick to set up a rest centre for those who had been displaced and support those affected in the immediate term. Our Economic Development Team worked with the businesses affected by the fire and subsequent road closure. In the coming year, the Council, will continue to support Midhurst as it recovers from the fire.

Following the elections in May, the new Council administration has started work on reviewing Council priorities and projects. The new council will prioritise our communities, the environment, housing, regeneration, and nature recovery whilst ensuring the Local Plan helps ensure the Council is plan led. A comprehensive budget review and efficiency programmes will continue to ensure the Council remains able to deliver the most important services to our residents.

A handwritten signature in black ink that reads "Adrian Moss". The signature is written in a cursive style and is underlined with a single horizontal line.

Cllr Adrian Moss

Leader of Chichester District Council

About Us

District Profile

The largest district in West Sussex, Chichester District is a unique area, boasting a historic city, glorious countryside, and the beautiful south coast. It has a population of 124,068 (Census 2021) and covers over 300 square miles, from Selsey in the south to Lynchmere in the north.

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

There are 67 parishes in the district and 36 elected members of the Council, representing 21 District Wards. The political makeup of the Council on 31 March 2023 was:

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

In May 2023, following District Council Elections, the political make-up of the Council changed to:

- Liberal Democrats: 25
- Conservative: 5
- Local Alliance: 4
- Green Party: 2
- Independents: 0
- Labour: 0

How We Make Decisions

Council

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

In 2022/23, Cllr Elizabeth Hamilton was Chairman of the Council, with Cllr Henry Potter as Vice-Chairman. For 2023/24, the Chairman of the Council will be Cllr Clare Apel, with Cllr John Cross as Vice-Chairman.

Cabinet

The councillors who make up the Cabinet meet monthly and make key decisions on plans, strategies, and budget. The Council's Constitution determines which of these decisions are then subject to approval by the Full Council.

In 2022/23, the Cabinet was made up of:

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

Following the May 2023 District Council Elections and change in control of the Council, membership of the Cabinet changed. From May 2023 the Cabinet was made up of:

- **Cllr Adrian Moss** – Leader of the Council and Cabinet Member for Regeneration
- **Cllr Jonathan Brown** – Deputy Leader and Cabinet Member for Environmental Strategy
- **Cllr Mark Chilton** – Cabinet Member for Finance, Corporate Services and Contract Services
- **Cllr Tracie Bangert** – Cabinet Member for Communities and Wellbeing
- **Cllr David Betts** – Cabinet Member for Housing, Revenues and Benefits
- **Cllr Bill Brisbane** – Cabinet Member for Planning
- **Cllr Jess Brown-Fuller** – Cabinet Member for Culture and Events
- **Cllr Harsha Desai** – Cabinet Member for Growth and Place

As this report is mainly backward looking, it is arranged by Cabinet portfolios, as they were for 2022/23.

Overview and Scrutiny

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

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





Officer Support

Diane Shepherd, our Chief Executive, leads the Strategic Leadership Team (SLT) which includes four Directors of Service. SLT, along with Divisional Managers, support councillors while also managing the council's day to day services.

Performance Management

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

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

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

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

Cabinet Portfolio: Community Services and Culture

Key Areas of Responsibility

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

Communities, Customer Services and Wellbeing Division (Customer Services items appear under the Corporate Services, Finance, Revenues and Benefits portfolio)

Community Engagement

Key Achievements in 2022/23:

- The Grants and Concessions Panel awarded a total of £171,700 across a variety of schemes and embedded the new principle of considering the environmental impact of proposed projects into their determination of grants from April 2022.
- A Coronation grants pot was administered to Parish Councils and will be funding a range of activities and commemorative items. Emphasis was given to community events and volunteering.
- A film about climate change has been developed with Chichester Free School and will be screened in New Park cinema later in 2023.

Key Areas of Work for 2023/24:

- Supporting allocation of the UK Shared Prosperity and Rural England Prosperity Fund grants.

Community Projects and Community Safety

Key Achievements in 2022/23:

- Continued support around the violence against women and girls agenda, continuing training and safeguarding patrols in the city centre at night.
- Safeguarding level 2 training was delivered to over 200 Chichester District Council staff.
- Secured funding for 3 years to ensure the Community Warden service can continue to operate.
- The multi-agency response to city centre arsons led by the Joint Action Group (part of the Community Safety Partnership) resulted in regular agency checks on premises, advice given around placement of bins and no further arsons reported since the implementation of this work.

Key Areas of Work for 2023/24:

- Continue support for refugees, particularly those from Ukraine under the “Homes for Ukraine” scheme.
- Support for the Governments Asylum dispersal scheme, which will see more asylum seekers placed in Chichester district.
- An in-depth review of CCTV will be carried out, as well as a review of the Council’s Safeguarding Policy.
- Implementing changes to Anti-social Behaviour powers and engaging with a government review of Community Safety Partnerships.

Health and Community Wellbeing

Key Achievements in 2022/23:

- A new 5-year contract was signed with WSCC to deliver the Wellbeing service, focusing on health inequalities, and targeting services to our 20% most deprived areas and key at risk groups e.g., carers, care leavers, BAME communities.
- Positive engagement from workplaces has increased this year, enabling Wellbeing Services to reach the working age population in our district.
- Since the end of the pandemic and recent cost of living pressures, the Team have seen an increase in people needing emotional support alongside support with their health and wellbeing. This has been challenging, but also highlights the value of the one-to-one element of the service.
- The Chichester Local Community Neighbourhood Network is a partnership of 20+ local organisations working together to improve the health and wellbeing of people who live, work and study in Chichester. This year the partnership supported a new Dial a Ride service in Chichester, delivered community events and training for frontline staff around cost-of-living pressures, improved access to cancer screening and developed an Older People's network where partners can share information.

Key Areas of Work for 2023/24:

- As part of the new contract with WSCC the Team are now required to report on the number of people who set a date to stop smoking and the number of NHS health checks provided.
- Work with wellbeing hubs across West Sussex to jointly commission a new Falls Prevention service.
- The Chichester Local Community Neighbourhood Network will target work around access to services, reducing isolation and cost of living pressures.

Social Prescribing

Key Achievements in 2022/23:

- The team have worked with over 1,000 clients this year, mainly for support with housing, money, debt and benefits, social isolation, and employment. Far more clients are also being seen with mental health problems.
- There is now a wider range of non-clinical roles in Primary Care settings, so multi-disciplinary teams and joint working arrangements have been established, in particular, with Care Coordinators, Mental Health coaches and Health and Wellbeing Coaches.
- A two-year pilot was launched for a Young Persons Social Prescribing service, called Chichester Youth Connections. The service went live in September 2022 and is now working with young people who self-refer for support with issues including lack of confidence, feeling lonely or isolated, and needing a greater sense of connection to community and friends.

Key Areas of Work for 2023/24:

- Secure funding to continue the Social Prescribing service beyond 2023/24.
- Develop an evaluation report to show the service's outcomes and impact on individuals, primary care appointments and wider community groups.
- Continue to develop Chichester Youth Connections and gain more referrals from Young People.

Culture and Sport Division

Leisure and Sports Development

Key Achievements in 2022/23:

- Free access to the Leisure Centres has been granted to Ukrainian refugees, Looked after Children, and those suffering with Parkinson's.
- Sport and physical activity sessions, weekly circuit training and monthly multisport activities were provided for young adults from the Think18 group; a charity that supports young people with learning disabilities. The sessions provide opportunities to be active in an inclusive, and safe environment.
- Westgate Leisure Centre was nominated for a UK Active award for Diversity and Inclusion for the Physical Activity intervention project for vulnerable adults.
- Across the contract, membership has grown from 4,853 to 5,777.
- Completed a project to install decarbonisation measures at Westgate Leisure Centre.

Key Areas of Work for 2023/24:

- Together Fund money has been allocated for a weekly women-only exercise class and a further submission has been invited to support monthly family sessions. This project will include working with the local Voluntary Action Group and Connecting Cultures; a group of Asian and Muslim women who feel marginalised from this type of service provision. Consultation indicates that many of the women who will benefit from this project feel lonely and isolated and have experienced cultural barriers preventing them accessing existing activity opportunities.
- Refurbishment of the gym at Westgate Leisure Centre, including some kit replacements and decoration of all gym areas.
- Celebration of Bourne Leisure centre's 20th birthday.

The Novium Museum and Tourist Information Centre (TIC)

Key Achievements in 2022/23:

- More than 4,000 pupils engaged with the museum's learning programme. The collections team responded to 108 research enquiries and were gifted 36 items for the social history collection. 22 weddings were hosted at The Guildhall.
- Events delivered included the Starlight Trail, Chichester Roman Week, a geology day, and a party to celebrate the Novium's 10th birthday attended by 375 people. Events linked to the Art of Chichester exhibition also took place including family days, 'in conversation' talks and creative workshops.
- A Pilgrim Trust grant allowed conservation to be undertaken on the Mystery Warrior sword and scabbard including x-rays, commissioning of a bespoke mount, and delivering public engagement activities at the museum.
- Exhibitions included 'Brick Wonders', '200 years of Chichester Canal', 'Queen Elizabeth II Platinum Jubilee', 'The Novium Museum at 10', 'The Art of Chichester: 60 Years of Creativity' and 'Young Artists: A Creative Response to The Art of Chichester'.
- The Novium was awarded TripAdvisor Travellers Choice, which is only awarded to the top 10% of visitor attractions worldwide

Key Areas of Work for 2023/24:

- Delivery of two touring exhibitions: 'The Magic of Middle-Earth' (April – September 2023) and 'May the Toys be with You' (October 2023 – April 2024).
- Funding from the Art Fund will allow delivery of The Wild Escape project which includes a large-scale community event on Earth Day 2023.

Culture and Tourism

Key Achievements in 2022/23:



- Culture Spark; an initiative to deliver joined up cultural projects across the district reached over 1,000 participants and provided employment for over 140 local creative artists. Highlights were the Carnival of Lights lantern parade through Chichester to celebrate the 60th anniversary of CFT, a Community Sand Drawing Workshop on West Wittering Beach and Community Landscape Work of Art in the grounds of Petworth House.
- CFT's first full Festival Season since 2019 saw audiences return in high numbers, including the huge success of the summer musical *Crazy For You*. CFT also co-produced shows with the National Theatre, Theatr Clwyd and the Bridge Theatre, and delivered the transfer of CFT productions to the West End, on tour nationally and Broadway.
- PHG delivered two highly acclaimed exhibitions; *Glyn Philpot: Flesh & Spirit* and *Sussex Landscape: Chalk, Wood and Water*. The latter included JMW Turner's Chichester Canal (on loan from the Tate) and three new commissions by contemporary artists. This was the Gallery's most popular exhibition in the last decade, welcoming over 40,000 admissions during its run.
- PHG's Community Programme celebrated its 20th anniversary and was shortlisted for the Museum & Heritage Awards 'Community Engagement Programme of the Year'. 60 Access Passes were issued to local charities and community groups, giving members free admission.
- Establishing Chichester as the Wine Capital of England gained traction nationally including coverage from BBC South and BBC Southeast television as well as BBC Radio Sussex. TGSW has led continued collaboration between Vineyards, hospitality, and attractions, which has led to an increase in wine sales and accommodation bookings.
- A new data-led Chichester City campaign to attract new audiences to our flagship attractions reached over 130,000 people. The same expertise will be used to deliver dynamic tailored support to Midhurst.

Key Areas of Work for 2023/24:


- CFT will develop Creative Career paths including leading the national expansion of apprenticeship opportunities within the theatre industry, launching an Artist Development Programme and expanding its current provision of routes into the industry.
- PHG will conduct an Audience Development survey in relation to both current visitor profile and opportunities to attract, engage and retain new audiences in person, and digitally.
- An Economic Impact Study and Social Impact Study will be undertaken to enable better understanding of the economic and social benefits of the cultural organisations.
- Culture Spark are delivering an event for Earth Day in Chichester with Autin Dance Theatre who will be performing *Out of the Deep Blue*, an outdoor family spectacle featuring a 13-foot-tall Sea Giant puppet called EKO and a contemporary dancer.
- Work to promote Chichester as a cycling destination will continue with Press Trips to the Manhood peninsula and a cycle trip from Bignor Roman palace to the Novium as part of Roman Week.

Performance Indicators: Community Services and Culture Cabinet Portfolio


Community Engagement

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 230	Number of new clients engaged with the Choose Work Service	Higher is better	88	60	101		Better		60
LPI 230a	% Choose Work Clients Supported into Paid Employment, Work Experience or Education	Higher is better	40.9%	40%	53%		Better		40%

Community Projects and Community Safety

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 212	All Reported Crime – Chichester (% increase – rolling year)	Lower is better	20.9%	0%	5%		Better	<p>April 21-March 22 = 7,804 offences April 22-March 23 = 8,193 offences % difference is +5%.</p> <p>Crime trends are generally improving, but burglary (mostly outbuildings and e-bike thefts) and serious violence remain the key concerns.</p>	0%

Health and Community Wellbeing

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 234	% People maintaining positive lifestyle changes after 3 months, following engagement with the Wellbeing Hub	Higher is better	93%	80%	87.75%		Weaker		80%

Leisure and Sports Development

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 007	Increase in attendances at Leisure Centres (all sites)	Higher is better	980,099	1,121,378	1,229,888		Better		1,245,150
LPI 290	Increase attendance of people aged 50 or over	Higher is better	181,011	185,346	223,285		Better		221,300
LPI 291	Increase attendance of young people aged 0-15	Higher is better	96,026	98,300	121,467		Better		126,660
LPI 292	Increase attendance of people with disabilities	Higher is better	9,396	9,757	9,678		Better	The slightly lower attendance increase in this group compared to other key groups is attributed to those with disabilities possibly having a slower return to activities following the impact of shielding during the pandemic.	9,770

The Novium and TIC

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 219	The Novium - All museum admissions	Higher is better	33,003	37,500	43,300		Better		42,500
LPI 220	The Novium - Total number of tourist information enquiries	Higher is better	6,407	10,000	9,074		Better	Tower Street closed for 10 days in Feb 2023 for road works. Discontinued for 2023/24. Attendance figures captured in admissions data (LPI 219).	N/A

Cabinet Portfolio: Growth, Place and Regeneration

Key Areas of Responsibility

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

Place Division

Parking Services

Key Achievements in 2022/23:

- Work to prepare for the digitisation of all on-street permits for parking.
- Several parking payment machines were upgraded to improve the speed of payments for customers.
- Completed a review and achieved agreement of the Parking Strategy and related action plan.
- Parking incentives were introduced across several car parks to support the high street in the lead up to Christmas.
- Continued to enable the covid vaccination and test sites in some of the car parks.
- Implemented free parking in car parks in Midhurst to support businesses following the major fire.

Key Areas of Work for 2023/24:

- Explore options to improve connectivity and accessibility between Northgate Car Park and the surrounding facilities.
- Delivery of the actions in the Parking Strategy and action plan.
- Review and enhancement of Bosham car park.
- Implementation of the move to digital on-street parking permits.

Public Conveniences

Key Achievements in 2022/23:

- Began work on the refurbishment of five public convenience sites across the district.
- Achieved the successful award of funding to enable delivery of three Changing Places toilet facilities across the district. These facilities are designed for those with multiple and complex disabilities, who cannot use a standard accessible toilet.

Key Areas of Work for 2023/24:

- Continuation of the project to refurbish and improve several key public convenience sites.
- Oversee delivery of the funded Changing Places toilet facilities in the district.

City and Town Co-Ordination (Inc. Visions)

Key Achievements in 2022/23:

- Project teams have continued to deliver the projects in the Chichester Vision and the Vision Delivery Steering Group continues to monitor delivery. The Chichester Vision action plan has been reviewed and refreshed to take account of the latest priorities.
- Work has been undertaken with Selsey, Midhurst, Petworth, and East Wittering and Bracklesham to assist in the delivery of their Visions.
- Investment Plans were submitted to allow the council to access funding from the UK Shared Prosperity and Rural England Prosperity Funds. This included reviewing information submitted by partners, researching evidence of need in the district and consideration of an appropriate split

of funding between priorities. Both Plans were approved and resulted in additional income of £1.7million to CDC over three years.

- The Crustaceans, Habitat and Sediment Movement project (CHASM) has continued to investigate the change in local fishing grounds.
- Continued engagement with Chichester City Business Improvement District (BID) to deliver projects across the city.
- Manhood Peninsula Partnership Project meetings have continued, discussing several actions of concern across the Manhood Peninsula, with the two sub-groups; Green Links across Manhood (GLAM) and Surface Water Issues and Solutions (SWISH), continuing to progress actions.

Key Areas of Work for 2023/24:

- Coordinate delivery of the refreshed Chichester Vision action plan and continue support to town and city vision projects.
- Progress the CHASM project to understand the impact of seabed sediment and seawater quality on lobsters, crabs, and other sea life.
- Delivery of the UK Shared Prosperity and Rural England Prosperity Funds including co-ordination and submission of regular progress reports to Government.
- Collating and presenting data and information to support funding bids and monitor the impact of projects being delivered in the district.

Property and Growth Division

Economic Development

Key Achievements in 2022/23:

- Delivery of a training and grant programme for independent retail businesses.
- Development of the 'Ambassador Project' through a series of videos with key businesses produced and published on the Invest Chichester site to encourage inward investment.
- Delivery of an updated Enabling Grant programme for small businesses.
- Developed and hosted a business networking event at the newly refurbished St James industrial estate in Chichester.
- Supported development of the Investment Plans connected with the UK Shared Prosperity and Rural England Prosperity Funds and associated business grants scheme.

Key Areas of Work for 2023/24:

- Deliver a networking event focussed on sustainability and targeted at the hospitality and tourism sector and its supply chain.
- Contribute driving forward partnerships, new initiatives, and collaborative networks in relation to the green and circular economy and covering the engineering/manufacturing and low carbon/renewables sectors.
- Identify potential high growth sectors within the district and consider targeted events for them alongside local partners.
- Support businesses in Midhurst as they recover from the effects of the major fire.

Building Services

Key Achievements in 2022/23:

- Provided support for decarbonisation projects at CDC buildings including the Westgate Centre and Westward House temporary accommodation.
- Completion of stock condition surveys and fire precaution work across the portfolio.
- Provided support for a repair and resurfacing contract, plus topographical surveys of Council car parks.

Key Areas of Work for 2023/24:

- Continued support for decarbonisation projects for CDC buildings.
- Complete an assessment of the results of the stock condition surveys.
- Procure and award a new Electrical Services contract for CDC.

Estates (inc. Regeneration Projects)**Key Achievements in 2022/23:**



- Completion of technical design and traffic modelling work for proposed bus stop relocation in relation to the Southern Gateway Regeneration project.
- Completion of the St James redevelopment project and implementation of a marketing strategy for securing lettings for the units.
- Exchange of contracts with the selected purchaser for land at Church Road, Chichester.
- Completion of an options appraisal for land at the western end of Terminus Road.
- Agreement of lease terms for large lettings at Terminus Road.

Key Areas of Work for 2023/24:





- Agreement of proposals for the remaining land at Barnfield Drive, Chichester.
- Finalising and agreeing Heads of Terms with Stagecoach in relation to the Southern Gateway Regeneration project. Following this, opportunities for the assembled land will be reviewed.
- Complete the disposal of the development site at Church Road, Chichester.
- Development of options for the Brick Pavilion in Priory Park, Chichester.

Performance Indicators: Growth, Place and Regeneration Cabinet Portfolio



Parking Services

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 34	% Of car parks in the city for which we have achieved Safer Parking Awards	Higher is better	100%	100%	100%		No Change		100%
LPI 35	% Of rural car parks for which we have achieved Safer Parking Awards	Higher is better	75%	75%	75%		No Change	All car parks that met the standard previously have passed again. As previously, the exclusions are Bosham, East Beach, Selsey and Selsey Marine.	75%

Economic Development

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 012	Commercial Space Void Levels	Lower is better	New for 2022/23	9.6%	9.2%		New for 2022/23	Outturn is an average of high street vacancies across the 5 main high streets.	Lower than Southeast average
LPI 231a	Number of medium or high growth potential businesses supported	Higher is better	New for 2022/23	30	44		New for 2022/23		30
LPI 231b	Number of businesses supported in the sectors of renewable, retrofitting and the circular economy	Higher is better	New for 2022/23	10	15		New for 2022/23		10
LPI 237	Respond to 90% of business planning applications	Higher is better	100%	90%	98.75%		Weaker	One application for a large site was received at the very end of Q2 and was commented on in the following quarter.	90%

Estates

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 53	% Empty units within our commercial and industrial property	Lower is better	3.5%	10%	8.79%		Weaker	<p>CDC took back possession of the recently developed St James Industrial Estate at the beginning of March 2023. Accordingly, we have an additional 30 units which are not yet fully occupied. Of those 30, 21 are either tenanted or under offer. The vacancy rate is therefore anticipated to significantly reduce during the next two quarters.</p> <p>Elsewhere, vacancy rates remain stable. Final terms have been agreed for Willow Park and 2 vacant units at the Woodruff Centre.</p> <p>Ongoing performance will be subject to how market conditions react to the ongoing cost of living crisis, interest rate rises and the long-term impact of Brexit.</p>	10%
LPI 54	% Rent and service charge arrears	Lower is better	9.28%	8%	7.74%		Better	<p>Despite some sectors recovering better than others, some tenants continue to struggle to fulfil their leasehold obligations. Whilst we continue to work with those tenants, now that we can fully exercise our options for recovering debt, we have started to make inroads to the historic arrears, which is evidenced by the reported figures. This figure remains susceptible to change should some of the larger rents be outstanding at quarters end.</p>	8%

Cabinet Portfolio: Housing, Communications, Licensing and Events

Key Areas of Responsibility

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

Communications, Licensing and Events Division

Licensing

Key achievements in 2022/23:

- Working with external partners, delivered an audit and baseline study of Chichester city centre's Evening & Night-time Economy.
- Four Alcohol and Entertainment Licensing Sub-Committee hearings were facilitated; two relating to applications for new Premises Licences and two review hearings instigated by Trading Standards and the Home Office respectively.
- The council's Hackney Carriage and Private Hire Licensing Policy was reviewed, amended, and adopted for immediate use.

Key Areas of Work for 2023/24:

- Form a multi-agency working group to ensure the city has an attractive, diverse, and safe Evening & Night-time Economy. This will include engaging specialists to measure the volume and value of Chichester's current offer.
- Consult on revised fees and charges for private hire vehicle and operator licences and hackney carriage vehicle licences and undertake three multi-agency compliance check operations of licensed vehicles.
- Oversee the anticipated permanent extension of the Pavement Licence regime from September 2023 with revised processes & fee structure.
- Implement The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020 & raise awareness amongst relevant sites/residents.

Communications

Key achievements in 2022/23:

- Launched the 'Supporting You' campaign in response to the cost-of-living crisis, targeting the most vulnerable in our district, as well as providing useful information to all those who have been impacted by increased costs.
- Delivered the climate change campaign focusing on home energy efficiency measures, including creation of a video illustrating all the actions the Council has taken on climate change.
- Delivered communications, redesigned the web content, and supported the consultation process for the Local Plan.
- Supported the launch of the new Chichester District Council app, which led to thousands of residents signing up within a very short period.
- Communications have been delivered on high-profile projects including Culture Spark, St James' Industrial Estate, the UK Shared Prosperity Fund, and the opening of Freeland Close.
- The council's website was again awarded a Plain English Crystal Mark and continued to comply with the Government's accessibility standards, now a legal requirement for all public sector websites.

Key Areas of Work for 2023/24:

- Introduce a booking system on the website and further improvements as part of the Cloud project.
- Continue to deliver the Supporting You campaign, Climate Change communications campaign and communications support for the Culture Spark partnership.
- Support Contract Services with marketing their services to generate income for the council.
- Deliver a recruitment campaign in association with other councils in West Sussex.
- Support communication campaigns and public messaging for communities/businesses in Midhurst following the devastating fire.

Events

Key achievements in 2022/23:

- Delivered a two-day laser extravaganza at Chichester Canal Basin attracting 1,000s of spectators and working in collaboration with the Chichester Canal Society and Rotary Club.
- Worked with a commercial market operator to secure a Christmas Market in the city centre.
- Delivered a successful Summer Street Party in July and worked with local artisan creators and designers, plus students from Chichester College to deliver two Cross Market & More events in Chichester city centre in October and March.
- Staged the Southeast heat of the UK National Barista championships in Chichester for the first time, working with local roasters and retailers from across the district.
- Curated the inaugural 'City Sounds' event enabling local musicians to perform live music at various licensed premises across the city.

Key Areas of Work for 2023/24:

- Review the City's offer for students and younger people, creating and delivering events for them.
- Deliver three 'Cross Market & More' events in Chichester city centre in July, October and November 2023 and aim to secure repeats of the 'Sounds of the City' event and National Barista Competition (Southeast heat).
- Working with town councils to bring in "Love" market traders. i.e., "love Midhurst" comprising makers and traders from Midhurst.
- Deliver an event and year-round tourist resources for the Street Art 10th Anniversary.
- Work with the Communications Team to develop a more accessible, public friendly and informative events/what's on website linked with local and business tourism.

Housing (part of the Housing, Revenues and Benefits Division)

Key achievements in 2022/23:

- Implemented Hyde and CDC working groups to help inform and shape the work plan as part of the Hyde 2050 project, following the Large-Scale Voluntary Transfer agreement and Hyde's asset management programme in the district.
- Newly opened temporary accommodation units at Freeland Close were brought into use for homeless households. Occupancy levels for the Council's temporary accommodation (Freeland Close and Westward House) were consistently above 90%.
- Work has begun with Hyde and Vivid Housing to build an additional 18 homes as part of the Local Authority Housing Fund with units on track to be fully developed by 30 November 2023.
- Reviewed the Housing Allocations Policy following feedback from officers and members.
- 158 home adaptations for people with disabilities were provided at a cost of £1,464,079. These included property extensions, wet room installations, kitchen adaptations, ramped accesses, and stair lift installations.
- As part of a large south coast consortium of local authorities, the Council was successful in a funding bid to deliver energy efficiency upgrade measures for residents.
- Work began on reviewing the approach for self and custom build properties and how best to promote this to our community.



- Energy efficiency and thermal comfort works were completed at Westward House to maximise energy efficiency and reduce the carbon footprint. The works improved Energy Performance Certificates for individual units.
- A mini fruit tree orchard was planted in Autumn 2022 behind Westward House to improve the environment and habitat.
- Worked with Community Land Trusts to support them with developing affordable housing. Progress has been made this year on potential sites in Midhurst and Westbourne.
- Following Rt Hon Michael Gove MP's letter to Local Authorities about housing standards in rented properties, all Registered Providers were contacted to obtain confirmation of how they were managing damp and mould cases.
- Began a pilot with "Beam" to support homeless people into employment.

Key Areas of Work for 2023/24:



- Review of the Housing IT Systems to ensure they are fit for purpose.
- Review of the Private Sector Rented offer to ensure the supply of private accommodation is available to meet housing need.
- Continue to work with Hyde as part of the Hyde 2050 strategy.
- Review website content related to Housing.
- Continue to aim to minimise reliance on bed and breakfast accommodation, other than for very short-term emergency stays.
- Continue to support delivery of community led housing and self-builds.

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



Events



PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 008a	Number of Feature Events held in the district each year	Higher is better	New for 2022/23	5	5		New for 2022/23	Chichester PRIDE - May 2022 Cross, Market & More & Summer Street Party (combined) - July 2022 Christmas Market - December 2022 Laser Extravaganza - February 2023 UK National Barista Championship - Southeast Heat - February 2023	5
LPI 008b	Number of Town and City Events and Markets held in the district each year	Higher is better	New for 2022/23	5	6		New for 2022/23	CDC Farmer's Markets - 23 individual dates Chichester Roman Week - June 2022 Cross, Market & More - October 2022 and March 2023 French Market - November 2022 Wittering Beach Sand Art - February 2023 Petworth Park 'Art in the Park' - March 2023	5

Licensing




PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 117	% Licensing Act 2003 applications determined within 56 days	Higher is better	89.15%	100%	97.73%		Better		100%
LPI 118	% Gambling Act 2005 applications determined within 56 days	Higher is better	75%	100%	80%		Better	3 applications out of 15 submitted were not determined within 56 days. However, all applications in Quarters 3 and 4 have been processed in accordance with requirements.	100%

Housing Solutions

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 013	Households in Nightly-Paid Temporary Accommodation (not CDC Owned) - All Cases	Aim to Minimise	41	50	121		Weaker	Target amended following Corporate Plan Mid-Year Review Task and Finish Group, in recognition of the increased demand on homelessness services brought about by the cost-of-living crisis.	100
								Homelessness applications increased in 22/23 and the Council continues to rely on nightly paid accommodation to meet the immediate needs of homeless households. Occupancy in our own temporary accommodation is consistently above 90% and the throughput of residents into permanent rehousing is being maintained.	
LPI 015	Number of people sleeping rough in the district	Aim to Minimise	2.8	3	3.7		Weaker	Reported figures are averages taken from the monthly count. The count includes 3 entrenched rough sleepers who refuse assistance and are regularly observed bedding down at known sleep sites. The Council's Outreach Team and partners continue to work with these individuals. For context, the rough sleeper figure before the pandemic was around 30.	3

LPI 204a	% Of cases where homelessness is threatened but prevented	Higher is better	48.23%	50%	60.5%		Better		Target under review
LPI 204b	% Of cases where homelessness is relieved	Higher is better	53.81%	50%	43.5%		Weaker	<p>Homelessness prevention is the focus for the service, with early interventions providing the opportunity to resolve housing issues before homelessness arises. The performance vision for the service is to increase the number of customer contacts at prevention stage, with relief figures then reflecting those situations where prevention identification was not possible, or interventions attempted could not prevent homelessness from occurring.</p> <p>Service performance in respect of both prevention and relief activity is most clearly demonstrated by the low number of customers experiencing rough sleeping in the district.</p>	Target under review

Housing Standards and Delivery

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 002	Affordable homes enabled by the Council	Higher is better	203	167	376		Better		167
LPI 003	Homes improved with Financial Assistance from the Council	Higher is better	48	50	48		No change		50
LPI 014	% Customers Satisfied with delivery of Disabled Facilities Grants	Higher is better	New for 2022/23	95%	95.5%		New for 2022/23		95%

Cabinet Portfolio: Environment and Chichester Contract Services

Key Areas of Responsibility

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

Chichester Contract Services Division

Key achievements in 2022/23:

- Garden waste continues to play a significant part in improving the council's recycling rate and customer numbers have increased by 8% against the previous year. We also continued to work with St Wilfrid's Hospice to provide a Christmas tree recycling scheme which was well received by residents who are not subscribed to our Garden Recycling Service.
- The Business Waste and Recycling team continue to work closely with local schools as part of the waste and recycling collection contract and rolled out over 100 food waste bins for school canteens to reduce the amount of material going to general waste and maximise recycling outputs.
- We are the lead authority of the West Sussex Waste Partnership aimed at combatting fly-tipping. Our #SCRAP Fly Tipping campaign has gained multi agency support including all district and boroughs, the Rural Crime Unit, the Environment Agency and the office of the Police and Crime Commissioner.
- We successfully launched the Cloud 9 app, allowing residents to search various waste and recycling information as well as accessing other District Council services. The App allows us to send messages direct to the user informing them of dates for bin collections and in exceptional circumstances more bespoke messages. Currently over 6,000 residents have downloaded the app, which CDC are the first local authority in West Sussex to implement.
- Our combined service collecting coffee pods, textiles and small electrical items has gone from strength to strength following introduction of an online booking service. Coffee pod collections, delivered in partnership with Podback, have increased significantly, with nearly 2,000,000 coffee pods now separately collected for recycling.
- As the cost-of-living crisis hit many households, the South Coast followed a Nationwide trend and saw a resurgence of industrial action across many waste collections teams. CCS were also targeted and while very robust contingency plans were prepared, direct strike action was avoided through negotiations.
- With an aging fleet, a full tender process was completed for replacement Refuse Collection Vehicles, which included the purchase of 2 all-electric 26 tonne vehicles. These will be put into service to build up our knowledge of operating electric vehicles within a waste collection context.
- Deterrents against unauthorised vehicles parking on two of our open spaces (New Park and East Broyle) were completed and, after establishing themselves, have proven to be successful.

Key Areas of Work for 2023/24:

- The Resources and Waste Strategy for England (published 2018) brings together a wide range of topics and sets the policy direction in the field of resource and waste management. Following consultation, the key aspects of this strategy have been included in the Environment Act 2021.

We await the results of the final consultation stage, which we anticipate will include the legal requirement to collect food waste from all domestic properties on a weekly basis. Once details are known, planning can commence to meet this new statutory responsibility. In addition, a new scheme to apply a collection and disposal levy to packaging producers for their products, called Extended Producer Responsibility, is currently being progressed and there will be a requirement to input into and support this scheme in the coming year.

- Two paid-for services will be introduced; a bin washing service for residents and commercial customers and a bulky bag service, to collect HIPPO-type bags of waste direct from a residence or business premises.
- We will continue develop our business food waste recycling service and work with our customers to help maximise their recycling.
- We have reviewed our MOT service and will be introducing an online booking system, working with the Communications Team to improve the customer journey and access to our services.

Environment and Health Protection Division

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

Key Achievements in 2022/23:

- Worked with Parking Services and Estates to enable the Council to join the WSCC/Connected Kerb contract for the design, delivery and management of an on-street and car park based Electric Vehicle charge point network in the district (and across West Sussex).
- Procured a new air quality monitoring device for the measurement of small particles (PM2.5).
- Issued 1,000 Fixed Penalty Notices, mainly for littering offences.
- Procured two car-club type Electric Vehicles and 2 e-bikes for officers to use for work related visits as part of the corporate green travel project.

Key Areas of Work for 2023/24:

- Review and renew the Environmental Enforcement Contract for littering and dog related enforcement.
- Carry out a public consultation for the review and renewal of the Public Space Protection Order related to dog control.
- Continue to develop and deliver the Air Quality Action Plan and the Chichester City Local Cycling and Walking Infrastructure Plan.

Health Protection

Key Achievements in 2022/23:

- The backlog of food hygiene inspections built up from the Covid pandemic was cleared, alongside the full food hygiene programme for this year. Health Protection officers worked to get inspections up to date, particularly where standards in food premises were found to have dropped.
- A multi-agency intervention, organised by the Health Protection Team but involving the Food Standards Agency, National Food Crime Unit, Sussex Police, Sussex Inshore Fisheries Authority, and the Gangmasters Licensing Abuse Authority took place throughout 2022. Known as Operation Pearl, the purpose of the action was to deal with the illegal harvesting of shellfish in Chichester Harbour, which had increased substantially since the Covid pandemic. The action culminated in a link being made to a premises on our District. To date the action has achieved the required response with few reports of illegal activity now being received, although this may change as the new season approaches.
- New charges were introduced for premises and persons wishing to register as skin piercers.

Key Areas of Work for 2023/24:

- Continue the food hygiene inspection programme and implement the proposed modernised food hygiene delivery model, which will be announced by the Food Standards Agency later this year.
- Continue to develop the Commercial Premises app as part of our database to allow tablet-based inspections and ultimately go paperless, bringing efficiencies to the team in the long term.
- Implement the Electronic Data Retention Tool across our database to ensure the team fulfil all GDPR requirements.
- Implement any licensing regime requirements for skin piercers that come out of the new Health and Care Act 2022.
- Assisting the Events Team to meet the requirements of Martyn's Law in ensuring preventative action plans are in place for terror attacks.

Environmental Strategy

Key achievements in 2022/23:

- The second planting season of the Treasury-funded Trees Outside Woodlands Project was delivered, with just under 8,000 trees planted across the district. This includes our 50% subsidised tree scheme for residents and community groups, support for Community Tree Nurseries and new trees for farmers under the 'Trees in the Farmed Landscape' and the 'Agroforestry and Orchards' pilots.
- Habitat enhancements were delivered in our Strategic Wildlife Corridors, including tree planting, creating new hedgerows and putting in boxes for bats, dormice and barn owls. This work is funded by the Community Infrastructure Levy.
- The installation of an air source heat pump and solar panels at Westgate leisure centre was completed, funded by £1.35m from the Public Sector Decarbonisation Fund.
- A new communications campaign and promotion of Local Authority Delivery (LAD) and Home Upgrade Grants (HUG) scheme for domestic energy efficiency works was delivered. A second public event was held, this time focussing on energy saving and renewable energy.

Key Areas of Work for 2023/24:

- For the Climate Emergency Action Plan, feasibility work will be completed on a Power Purchase Agreement for local renewable electricity, and a pilot will be run for electric refuse vehicles. We will start a review of the Action plan and targets which currently run until 2025.
- The Trees Outside Woodlands project has secured extension funding until 2025. Work is ongoing on designing new and continuation pilot projects. Once finalised we will implement relevant pilots for the winter 23/24 planting season.
- A further year of enhancement works within and adjacent to the Strategic Wildlife Corridors will be delivered.
- Prepare for the implementation of the new requirements of the Environment Act 2021, including the Biodiversity Net Gain system within planning and the preparation of the Local Nature Recovery Strategy.

Water Management

Key achievements in 2022/23:

- The Service joined Coastal Partners; a group of 5 Hampshire and West Sussex local authorities this year. Coastal Partners provides resilience and efficiencies in delivering the service against the increasing demands of aging sea defences, sea level rise and increased storms and flooding arising from climate change.
- The second year of the Selsey & Wittering Beach Management Plan 2021-26 was successfully delivered. Works included enhancing existing timber groynes and the delivery and placement of 9,000t of shingle recycled from Littlehampton West Beach.

- The feasibility study for the future of coastal defences in Selsey was completed and the final report is awaited. The study included technical reports to establish the economic case for replacement defences and an implementation plan which pulls together the information from the feasibility study and the plan for the next steps.
- Emergency works were undertaken on 2 sections of defences in Selsey, where the sea breached existing defences. This work prevented the immediate loss of properties.

Key Areas of Work for 2023/24:

- Complete the third year of the Selsey & Wittering Beach Management Plan 2021-26, including further groyne enhancement and beach replenishment.
- Following the completion of the Selsey coastal scheme Economic Assessment and Implementation Plan, delivery of the next steps will begin. This will involve identifying the sea defence options, securing authority to progress the project to the next phase, progressing to detailed design and beginning the consultation phase.
- Continue to develop the working relationship with Coastal Partners.

Building Control

Key achievements in 2022/23:



- Whilst a proportion of market share has been diverted to the Private Sector (Approved Inspectors), the Service received 715 Building Regulations applications during the year.
- Building Control Officers helped to deliver the redevelopment project at St James Industrial Estate in Chichester.

Key Areas of Work for 2023/24:




- To help to achieve the Service income target of £467,000 for 2023/24, a focus will be placed on ensuring unauthorised building works are identified and appropriately regulated.
- Further work will be undertaken to promote the service and form partnerships with local builders and architects.

Performance Indicators: Environment and Chichester Contract Services Cabinet Portfolio



Contract Services

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 191	Residual household waste in Kg per household	Lower is better	323 (to end Q3)	320 (to end Q3)	309.49 (to end Q3)		Better		1% reduction on 2022/23 outturn
LPI 192	% Household waste sent for reuse, recycling, and composting	Higher is better	48.3% (to end Q3)	47%	47% (to end Q3)		Weaker		47%



Environmental Protection

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 009	Number of Premises Licenced Under the Animal Welfare Act 2018 Inspected	Higher is better	New PI for 2022/23	40	58		New PI for 2022/23	Includes announced and unannounced visits.	40
LPI 133a	Number of Industrial Processes with an Environmental Permit that are Audited	Higher is better	17	15	13		Weaker	The Shell fuel stations in Birdham and Tangmere, which are permitted premises due for inspection, were subject to refits in the later part of 2022-23 meaning that inspections were not possible. Both will be inspected in early 2023/24.	15
LPI 135	Number of Private Water Supplies sampled and/or risk assessed	Higher is better	36	45	51		Better		45



Environmental Strategy

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 010a	Reduction in the Council's Carbon Emissions from 2019 to 2025	Higher is better	12% (Oct 19– Sept 20)	10%	4% (Oct 20– Sept 21)		Weaker	<p>For the first year of the Council's emissions reduction target, one of the biggest contributors was Westgate leisure centre, which is the council's second biggest source of emissions. This is being attributed to the effects of Covid restrictions on the centre's operation in 2020.</p> <p>For the second year, a 4% reduction is being reported (3,046 tCO2e down to 2,930 tCO2e). Westgate's emissions increased in this year, possibly due to reduced Covid restrictions, although the impact of the weather has not been analysed.</p> <p>Further information can be found in the Climate Action Plan Annual Report, presented to Full Council in January 2023.</p>	10%
LPI 010b	Support the District in Reducing its Carbon Emissions from 2019 to 2025	Higher is better	Comparable data is currently only available for 2019 and 2020.	10%	8.7% (2019 to 2020)		N/A	<p>Government data is used to assess progress towards this target. It is published annually in June with a two-year time lag. The 2020 data was released on 30 June 2022.</p> <p>The data includes emissions of carbon dioxide, methane, and nitrous oxide. Comparable data is available for 2019 onwards.</p> <p>Area wide emissions in 2019 were 743,100 tCO2e, reducing to 678,100 tCO2e in 2020; a reduction of 8.7%.</p> <p>Further details about the Council's progress on the Climate Change Action Plan were reported to Full Council in January 2023.</p>	10%

Health Protection

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 174	% Food premises due for inspection that were carried out	Higher is better	78.76%	100%	99.29%		Better	The full inspection programme was completed, and the backlog cleared. The remaining 1% were premises that could not be accessed for justifiable reasons.	100%
HP MPI 01	% Food businesses broadly compliant with statutory food safety requirements	Higher is better	98.18%	95%	98.11%		Weaker		95%

Building Control

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
BC MPI 01	Site inspections undertaken within 24 hours	Higher is better	100%	100%	100%		No change		100%
BC MPI 03	Applications determined within 5 weeks	Higher is better	100%	100%	100%		No change		100%

Cabinet Portfolio: Finance, Corporate Services and Revenues and Benefits

Key Areas of Responsibility

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

Business Support Division

Electoral Services (including Land Charges)

Key Achievements in 2022/23:

- Preparation for the District and Parish elections, which were successfully delivered in May 2023.
- Implementation of the relevant elements of the Elections Act 2022 including the roll out of Voter ID requirements for the May 2023 elections.
- Delivery of the annual canvass.
- The Local Land Charges Team processed over 2,000 local authority searches and 800 personal searches.
- Street Naming and Numbering registered 50 developments in the district this year, including 3 major developments.

Key Areas of Work for 2023/24:

- Preparation for the Police and Crime Commissioner elections in 2024.
- Continued delivery of the requirements of the Elections Act 2022.
- Local Land Charges will be working closely with council departments to hand over the Local Land Charges Register to His Majesty's Land Registry by the end of 2023/24.

Corporate Improvement & Facilities

Key achievements in 2022/23:

- Worked with Members to coordinate the service prioritisation exercise as part of the Future Services Framework, ensuring the Council remains able to deliver its most important services to the standards expected by our residents and businesses.
- Continued to coordinate the Council's efficiencies programme, where we remain on target to deliver around £2m of annual revenue savings to support the Council's revenue budget position.
- Coordinated the Council's Levelling Up Fund application process. The application consisted of 3 linked projects all aiming to bring new activity into the city and the district. Only 21% of the 529 total bids were awarded funding, and despite the government feedback describing Chichester's bid as very strong it proved unsuccessful in this round of funding.

- Supported production of the Investment Plan submitted to Government to unlock the Council's UK Shared Prosperity and Rural England Prosperity Fund allocations.
- Managed the on-boarding of a new corporate cleaning contract, providing an annual saving of £66,600 per annum without impacting on service standards.

Key Areas of Work for 2023/24:

- Work with the new administration to develop and define their priorities, including delivery of any new policy or project work requested.
- Coordinate the Future Services Framework or an alternative mechanism agreed by the new Council.
- Review and refresh the corporate project management processes and guidance notes.
- Plan and manage the Asset Replacement Programme works at East Pallant House.

ICT

Key achievements in 2022/23:

- Maintained remote working capabilities across the council, including updating our Virtual Private Network (VPN), supply of ICT equipment to improve homeworking environments and further developing the use of Microsoft Teams to support remote working and conferencing facilities.
- Achieved a successful Public Sector Network accreditation and a rigorous external assessment of the Council's IT estate including security validation of our remote working environment.
- Completion and full commissioning of our new off-site disaster recovery facility.
- Completed the roll-out of Microsoft 365, providing for enhanced flexible, collaborative and secure working environments.

Key Areas of Work for 2023/24:

- Implementation of a new Customer Relationship Management (CRM) and new corporate and contact centre telephony systems.
- Refresh of the ICT & Digital Strategy
- Preparatory work ahead of nationwide copper-telephone-wire (PSTN) switch off expected in December 2025.
- Scoping and options appraisal of East Pallant House IT Network Refresh project.

Human Resources

Key achievements in 2022/23:

- Carried out a review of how CDC markets itself as an employer leading to revised advertising approaches, enhanced use of social media, revised website content and marketing documents to strongly emphasize employee benefits.
- Revision and streamlining of the on-line job application process to enable CVs to be accepted.
- Benchmarking all market supplements currently being paid in preparation for a review.
- Fully updated the Stress Management Policy including full consultation with the Staff Side representatives.
- Reviewed and updated CDC's Workforce Development Plan.
- Completed a project to enable the CDC Coastal Protection team to work under a section 113 (Local Government Act 1972) agreement as part of the Coastal Partners, followed by a TUPE transfer of the team to Coastal Partners completed on the 1 April 2023.

Key Areas of Work for 2023/24:

- Implement agreed actions from the Workforce Development Plan 2023-26 including a review of the corporate training programme, the induction process and the e-learning tool.

- Continue to ensure the council can recruit and retain sufficient resources to deliver its services in a challenging employment market, using a range of tools and responding in a flexible and innovative manner where required.

Financial Services Division

Revenue and Corporate Financial Monitoring

Key Achievements in 2022/23:

- Completed the Council's Statutory Accounts for 2021-22 in preparation for external audit review.
- Successful recruitment and training of additional staff resources for the Income and Payments team, ready for implementation of the recentralisation of the procure to pay process.
- Implemented new Financial Management health check meetings for each directorate as part of the quarterly financial monitoring reported to members. The meetings enabled directors and service managers to better understand financial matters with the aim of improving financial management across the council.

Key Areas of Work for 2023/24:

- Complete the Council's Statutory Accounts for 2022-23 for external audit review and consideration by the Corporate Governance & Audit Committee.
- Support the Budget Review process as part of the Council's Financial Strategy preparation.
- Develop the Council's revenue budget and spending plans for 2024-25 based on the approved Financial Strategy.
- Re-centralise the Council's procure to pay process in the Income and Payments team.

Capital and Strategic Financial Monitoring

Key Achievements in 2022/23:

- Implemented a Method of Payment Policy, which ended the Council's acceptance of cheques. Alternative options are more efficient, cost effective and reduce the potential for fraud, errors and cheques being lost.
- Completed preparation and testing for the recentralisation of the procure to pay process within the Council's Financial Management System, Civica.
- Completed a major upgrade of the Council's income management system.
- The Finance Systems team brought in improvements for Civica including dashboard indicators and new e-forms for the debtor's module with IT support.

Key Areas of Work for 2023/24:

- Finance system support to manage the recentralisation of the procure to pay process.
- Undertake a major upgrade on the Council's Financial Management System (Civica).

Internal Audit and Corporate Investigations

Key Achievements in 2022/23:

- 14 full audits and 3 follow ups were completed, and 9 key financial systems were tested and reviewed to ensure compliance with procedures and internal controls.
- The annual Empty Home Review resulted in £229,593 of additional revenue for the Council, as it was established that 138 properties in the district were not empty.
- Completion of investigations linked to the data matches undertaken this year for the National Fraud Initiative (NFI) resulting in savings to the public purse of £488,269.

Key Areas of Work for 2023/24:

- Undertake audits and follow up reports as detailed in the plan approved for the year by the Corporate Governance & Audit Committee in March 2023.

- Complete investigations linked to the 2023-24 bi-annual premium data matches from the NFI and carry out the Team's annual work plan.

Legal and Democratic Services Division

Democratic Services

Key Achievements in 2022/23:

- Operation London Bridge to oversee the ceremonial and governance impacts of the passing of Her Majesty Queen Elizabeth was completed effectively, in partnership with other public bodies.
- A video suite was integrated into the Committee Rooms on time and within budget and now allows a larger number of people to watch than was possible under the previous audio only suite.
- Supported implementation of the Code of Conduct in several parishes and undertook investigations into code of conduct breaches in other Districts and Boroughs, creating a new income stream.

Key Areas of Work for 2023/24:

- Implement an induction and training programme for new Members following the 2023 District Council election.

Legal (inc. Procurement and Information Management)

Key Achievements in 2022/23:

- Several Compulsory Purchase orders to enable strategic work in the district were made. Major transfers of land were also made at the direction of full council such as the Midhurst Castle and Westbourne community land trust sites.
- Major project work to support St James industrial estate redevelopment and the issuing of leases to all new tenants was undertaken and is ongoing.
- The procurement partnership with Hampshire County Council developed further with several cross-authority procurements taking place where economically advantageous to do so. This has various advantages of efficiency and cost saving.
- A partnership agreement to deliver environmental health prosecutions was agreed at zero cost to this authority.

Key Areas of Work for 2023/24:

- Supporting the LA Housing fund to generate housing for Ukrainian and other refugees.
- Reviews of body worn cameras, subsidy control, procurement practice and information policies, following impending changes of statute and procurement regulations will need to be carried out and implemented following member input.

Revenues and Benefits (part of the Housing, Revenues and Benefits Division)

Key achievements during 2022/23:

- Over 34,000 Energy Rebates were administered with eligible residents receiving their £150 during April and May 2022.
- Business Rates revaluations were completed in time for annual billing, effective from April 2023.
- The Covid Additional Relief Fund, our rates relief scheme to assist businesses not required to close during the pandemic but nevertheless affected, continued to be administered following further guidance from government.
- Administration of the Household Support Fund was supported through issuing fuel and food vouchers on behalf of WSCC.
- Annual Council Tax bills were issued to all households and Business Rates and Business Improvement levy bills were issued to all businesses as applicable.

- The Council's new Supporting You Team was set up this year. Once officers were appointed, the team began working with residents having trouble due to the cost-of-living crisis.
- Telljo, a software tool enabling greater understanding of an individual's circumstances was implemented to aid Supporting You and our approach to our residents.
- Policy in Practice, a software tool to enable us to target our resources and efforts where deprivation is known and to help residents maximise their income and living standards was procured and implemented this year.
- Online services were promoted regularly to help increase self-service take up.
- A Discretionary Council Tax Reduction Scheme was administered, making 7,553 awards to residents struggling with Council Tax payments.

Key Areas of Work for 2023/24:

- A review of the Council Tax Reduction Scheme, exploring options to ensure the scheme is fit for the future.
- Investigate technology to assist with debt recovery action and to assist residents with income maximisation.
- Complete an evaluation of the Council's 'Supporting You' initiative.
- Continue to review website content ensuring it is up to date and reaches the target audience.
- Support residents with ongoing increased living costs through discretionary schemes administered by the Council and signposting residents to other support available externally.

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

Key achievements during 2022/23:

- External and internal officer training has built resilience in the team, keeping staff skilled, flexible, and motivated, improving staff retention and enabling future expected improvements in performance.
- Amendments have been made to the Customer Service Centre at East Pallant House. A lectern now provides a focal point for customers when visiting the offices. Improved working practices in the Centre have served to further support our Customer Service officers and enhanced the customer experience.
- An equalities monitoring form is now available for customers to complete when visiting the offices if they wish to do so, helping to ensure services are accessible to all residents in the district.

Key Areas of Work for 2023/24:

- Project manage, in conjunction with ICT, delivery of the new Customer Relationship Management system and the new integrated corporate and Customer Service Centre telephony solution.


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

Land Charges


PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 48a	% Of all searches carried out within 10 working days	Higher is better	69.1%	100%	51.7%		Weaker	We did not achieve our target due to new staff in two different posts which impacted our turnaround time earlier in the year. We are now up to date with all searches between January and April 2023 being completed within 10 working days. Our average turnaround time for this period is 3 working days.	100%

Human Resources


PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 143	Working Days Lost Due to Sickness Absence	Lower is better	7.54 days	7 days	8.89 days		Weaker	<p>Average sickness days per employee for the period 1.4.22 to 31.3.23 = 8.89 days</p> <p>Long Term Sickness = 5.57 days Short Term Sickness = 3.32 days</p> <p>A contributory factor is a change in sick pay arrangements. From July 2022 sick pay for Contract Services staff was fully aligned with the rest of the council. This means that during the first 7 calendar days of any sickness period full sick pay is now received.</p> <p>HR continues to work closely with Contract Services and others to actively manage absence, ensuring that support is given to staff as needed and formal steps under the Absence Management Policy are taken whenever appropriate.</p>	8 days

LPI 289	Quarterly Staff Turnover	Lower is better	6.1%	15.0%	16.49%		Weaker	<p>The labour market for our sector remains an employees' market due to on-going supply and demand issues. The public sector can be particularly impacted by the lack of flexibility regarding nationally negotiated pay rises at a time of continuing high inflation. The April 2023 pay award may not be settled for many months due to the breakdown in national negotiations and threatened strike action.</p> <p>A range of measures are used to mitigate this, including use of market supplements, one-off recruitment payments, enhanced professional development, use of specialist employment agencies, expanded promotion of the employee benefits package, and on-going appraisal of how jobs are marketed, including much increased use of social media and the recent change to accept CVs.</p>	15%
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Financial Services



PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 156	Creditor invoices paid within 30 days	Higher is better	95.98%	98%	96.19%		Better	<p>Issues with incomplete vouchers which delay payments to suppliers has been a common theme for some time. To improve this, the procure to pay process will be recentralised back into the Financial Services Division. Extra staff resources were recruited and trained ready to 'Go Live' on 15 May 2023. Following this, performance is expected to improve, and it is envisaged that the target will be raised to 99% in future years.</p>	98%

Legal Services



PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 74	% Prosecution proceedings started within ten working days of receiving complete instructions	Higher is better	100%	90%	100%		No change	This indicator has met the target for seven years and is well embedded into the practices and procedures of the authority. Removal of this indicator and instead focusing on managing litigation matters in Planning is being proposed to the new Planning Committee membership.	N/A

Revenues and Benefits

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 004a	Time taken to process new claims for benefits	Lower is better	14.4 days	15 days	15.8 days		Weaker	The number of new claims for Housing Benefit (HB) and Council Tax Reduction (CTR) have increased from 2021/22 to 2022/23. However, caseload has remained static, which suggests that either people move in and out of work or claim and do not qualify (an impact of the cost-of-living situation and the take-up work that we have been doing). Most CTR claimants of working age are in receipt of Universal Credit (UC), therefore performance is impacted by delays in UC processing. Given this, a turnaround slightly over target still represents a good service with claims being decided in a little over two weeks on average.	15 days
LPI 004b	Time taken to process change events for benefits	Lower is better	4.9 days	7 days	5.0 days		Weaker		7 days

LPI 140	% Council Tax collected	Higher is better	97.79%	98.2%	97.64%		Weaker		97.9%
LPI 141	% Non-domestic Rates Collected	Higher is better	97.12%	98.2%	97.28%		Better		97.4%

Customer Services

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 011a	% Customer Service Centre enquiries resolved at first point of contact	Higher is better	80.42%	85%	79.75%		Weaker	<p>Simpler tasks are commonly placed online, which means more complex queries, and more vulnerable customers often requiring back-office support are coming through to the Customer Service Centre.</p> <p>In the Summer, Energy Rebate queries all needed to be passed to back-office staff, which lowered the first contact resolution rate.</p> <p>An increased rate of staff turnover this year also impacted first contact resolution rates as newer staff need to take call back requests for more experienced officers. Training is ongoing for new staff.</p>	85%
LPI 011b	% Calls to the Customer Service Centre that are answered	Higher is better	72.92%	90%	78%		Better	<p>Increased call volumes (some as a result of the Energy Rebates), staff turnover, training for new staff and sickness have all impacted call answer rates. For most of the year, the Team operated at between 72% and 89% staffing capacity.</p>	90%

Cabinet Portfolio: Planning

Key Areas of Responsibility

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

Development Management Division

Development Management

Key achievements in 2022/23:

- The Council entered into a new Section 101 contract for the provision of a development management service to the South Downs National Park Authority from 1 October 2022.
- Major housing-led developments continued to make progress in the Chichester Strategic Development Locations (SDLs). Construction of the first phase of the Whitehouse Farm SDL is well underway, so far providing new homes for over 200 households.
- Over 440 enforcement complaints were dealt with this year and 17 formal Notices were issued.
- Whilst Covid-19 led the courts to allow further time for the occupants of the Birdham Gypsy and Traveller Site to vacate the land, officers have continued to drive forward the legal case for compliance with the order of the court.

Key Areas of Work for 2023/24:

- Determination of the outline applications for Tangmere SDL and Phase two of Whitehouse Farm SDL.
- Continuing to drive forward the process of seeking compliance at Birdham Gypsy and Traveller Site and Crouchlands Farm, Lagoon 3.
- Improving customer service, including updates to the website, to help customers be more informed about the planning process and enforcement of planning controls.

Planning Policy Division

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

Key achievements in 2022/23:

- Key evidence informing the Local Plan Review was completed, including the Transport Assessment and Strategic Flood Risk Assessment.
- Worked with key partners to deliver a Water Neutrality Strategy in the north-east of the district.
- Secured a Nutrient Neutrality budget to support the Local Plan.
- The Local Plan Review (now the Proposed Submission Local Plan) was published for Regulation 19 Consultation, prior to submission for examination.
- A Sustainability Appraisal and Habitats Regulation Assessment of the Plan were completed and published alongside the Plan.
- The Tangmere Compulsory Purchase Order (No.2) was Made.
- Support has continued to be provided to Parishes undertaking neighbourhood plans and neighbourhood plan reviews.
- The Community Infrastructure Levy Team collected £9,170,192 this year of which £1,445,884 was passed to Parish Councils to spend on projects to support the growth of their areas.









- The Council received an estimated £426,246 in contributions due under Section 106 legal agreements related to developments this year. £458,799 was spent in supporting provision of community and leisure facilities across the district, together with measures to protect the environment at Chichester & Langstone Harbour and Pagham Harbour.

Key Areas of Work for 2023/24:

- Consider and respond to representations on the Regulation 19 Consultation for the Local Plan.
- Submission and examination of the Proposed Submission Local Plan.
- Progress the Tangmere Compulsory Purchase Order (No.2) to confirmation by the Secretary of State.
- Continue to support production of Neighbourhood Plans.
- Complete the programme of Conservation Area Appraisals.

Performance Indicators: Planning Services Cabinet Portfolio

Development Management

PI Code	Short Name	Assessment	2021/22 Outturn	2022/23 Target	2022/23 Outturn	Status	Trend - 2022/23 v 2021/22	Commentary	2023/24 Target
LPI 124	CDC Area - Planning appeals allowed	Lower is better	28.21%	30%	44.44%		Weaker	April 2022 – March 2023: 20 appeals allowed from 45 submitted. Performance is below target, mainly due to the number of appeals for new housing allowed due to the significant weight attributed by Inspectors to the provision of housing.	30%
LPI 124a	SDNP Area - Planning appeals allowed	Lower is better	29.17%	30%	20%		Better	April 2022 – March 2023: 3 appeals allowed from 15 submitted.	30%
LPI 187a	CDC Area - % of planning applications determined in 13 weeks: Major applications	Higher is better	73.58%	60%	64.7%		Weaker		60%
LPI 187b	CDC Area - % of planning applications determined in 8 weeks: Minor applications	Higher is better	75.52%	65%	76.4%		Better		65%
LPI 187c	CDC Area - % of planning applications determined in 8 weeks: Other applications	Higher is better	82.67%	80%	83.94%		Better		80%
LPI 188a	SDNP Area - % of planning applications determined in 13 weeks: Major applications	Higher is better	100%	60%	87.5%		Weaker		70%
LPI 188b	SDNP Area - % of planning applications determined in 8 weeks: Minor applications	Higher is better	76.36%	65%	70%		Weaker		80%
LPI 188c	SDNP Area - % of planning applications determined in 8 weeks: Other applications	Higher is better	84.8%	80%	85.6%		Better		80%

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Chichester District Council

THE CABINET

11 July 2023

Public Conveniences Refurbishment

1. Contacts

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Cabinet Member:

Harsha Desai - Cabinet Member for Economic Development and Place

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2. Recommendations

- 2.1 That Cabinet recommends to Council to approves scheme A and releases from general fund reserves the additional budget of £152,000 as set out in Appendix one for the refurbishment of the public conveniences at Priory Park, East Beach, Bosham Lane and Market Road and the demolition of the Tower Street public conveniences.
- 2.2 That Cabinet approves that the Tower Street public conveniences site is surplus to requirements and delegates authority to the Director of Growth and Place to progress alternative use or disposal of the site to achieve best value.
- 2.3 That Cabinet approves the cost of demolition, if required, for the Tower Street public conveniences
- 2.4 That Cabinet notes the revenue savings and anticipated improvements in energy efficiency as set out in paragraphs 7.3 and 9.2 as a result of the works.

3. Background

- 3.1. CDC owns and manages a number of Public Conveniences across the district, this service provides important facilities for the public. In May 2022 Cabinet approved five sites for the first phase of refurbishment works to be undertaken. These sites are as follows:
 - Priory Park, Chichester
 - East Beach, Selsey
 - Tower Street, Chichester
 - Bosham Lane, Bosham

- Market Road, Chichester

These sites were selected based on consideration of the level of use of sites, timing within the asset replacement programme and feedback from the public and partners.

- 3.2. Agreement was also given at Cabinet in May 2022 that £569,000 would be released from the Asset Replacement Programme (ARP) to be added to the previously agreed £145,000 specifically for Tower Street (making a total of £714,000) to enable the commencement of the project, to cover initial feasibility including site surveys, design and costing, with a further report to be brought back to Cabinet on the total estimated cost before going out to tender. Cabinet had also previously agreed that the site at Priory Park would be progressed as part of the early stage of the project.
- 3.3. It was proposed that the project would be managed through a design-led approach to refurbish/reconfigure the sites on a phased basis. The project has been developed to RIBA Stage 3 with estimates of costs having been provided.
- 3.4. The programme of works has included consideration of the following:
 - Drainage issues;
 - Consideration of carbon reduction;
 - The Equality Act;
 - The potential for charging facilities; and
 - Robust fixtures and fittings.
- 3.5. The public convenience blocks exhibit a number of common problems including damp, drainage issues and non-compliant disabled facilities which the works seek to address. The Tower Street site has an additional major problem with progressive movement found in the structure of the main toilet building.
- 3.6. Designs have been developed for each of the sites which include re-provided and compliant disabled facilities, new flooring, tiling and sanitary ware, more efficient mechanical and electrical installations and underfloor heating which should help address the damp issues prevalent across the sites.
- 3.7. Given the structural and subsidence issues at Tower Street public conveniences, further investigations have been undertaken and initial remedial specification and costs have been provided. These preliminary specifications for works have suggested that a new foundation network would be required, which would involve excavation and underpinning pits, likely to be both internally and externally. The robust specification of works required would be extensive, intrusive and costly and would involve piling rigs and diverting below ground services. The cost for the site shown at Appendix 1 includes the estimated cost of these works at this current stage. Given the significant structural issues found at the Tower Street site three options were developed during the RIBA Stage 3 design stage including refurbishment, remodelling and demolition. Alternative public conveniences facilities are close by in the city centre (the closest being in Little London car park). A number of cultural and visitor organisations in close proximity also have their own toilet provision – such as the Novium Museum which is across the road from

the site, the Library and the Cathedral. There are also several restaurants / public houses or coffee shops / cafés close by.

- 3.8 With the Tower Street public conveniences building being demolished, the size and shape of the resulting site and the tight footpath and carriageway arrangements framing it, the development potential is somewhat limited but nevertheless lends itself to a site that could be used for example for private or public parking. As a city centre location and in close proximity to residential buildings with little or no parking of their own, an estimated income of some £5,000 per annum could be achieved for two parking spaces or an estimated £35,000 to £40,000 in capital receipts if the site was disposed of.
- 3.9 Cost plan summaries have been produced for each public convenience site giving an estimate of the full project costs based on the RIBA Stage 3 information that has been developed by the project design team, including cost plan summaries for each of the three Tower Street options.
- 3.10 The project cost plan summary can be found at Appendix 1.
- 3.11 Following a procurement exercise for the project works the submissions received will be evaluated and if the tender prices are within budget the tender will be awarded to allow the refurbishment projects to start.

4. Outcomes to be Achieved

- 4.1 The provision of Public Conveniences which are modern, resolve any drainage issues, provide less opportunity for vandalism, and meet the requirements of the Equality Act. The refurbishment programme will provide better longevity for the facilities. Efficiencies in energy use are being implemented as part of the scheme to reduce carbon and energy costs. Replacing all the lighting in all of the toilet blocks with LED's could reduce carbon emissions by up to 40kg per block in a year. That's equivalent to driving a car around 145 miles.
- 4.2 The Vision for Chichester City has a theme relating to providing a variety of events and activities and an attractive, clean and welcoming environment. Good quality streetscape and public areas are vital to leaving people with a positive lasting impression. This is also reflected in the town Visions across the district.

5. Proposal

- 5.1 It is recommended that the additional budget as identified in Appendix 1 is released to deliver the refurbishment of the four sites of Priory Park, East Beach, Bosham Lane and Market Road and that following the demolition of Tower Street public conveniences, and the installation of new directional signs to alternative locations, any underspend in the budget allocated for this site is returned to reserves.
- 5.2 It is proposed that Tower Street public convenience is declared surplus to operational requirements and that authority is delegated to the Director of Growth and Place to progress the disposal or alternative use of the site to achieve best value.

- 5.3 As a result of the works as set out it is anticipated that there will be both revenue and carbon savings.
- 5.4 Planning applications are currently in the process of being validated. The procurement process will be undertaken during the summer and subject to the selected contractor being within budget, the contractor will be appointed late autumn.

6. Alternatives Considered

- 6.1 Not to undertake the refurbishment as described or to undertake a revised reduced level of refurbishment. However, this would not maintain the sites adequately, could leave a negative impression of the district by visitors and residents and may not achieve energy efficiencies.
- 6.2 Retain Tower Street as public conveniences, however this would result in a significant cost of undertaking the works at the site to resolve the structural issues.
- 6.3 Alternative options for refurbishment for Tower Street were considered – these included Option B which would be to undertake structural work to Tower Street, moving the disabled facility to the front, moving the male facility to the front and reducing the male cubicles to 2 (currently 3), with urinals, and moving ladies to the side of the building reducing cubicles to 3 (currently 5). An alternative option – C – was considered which would include undertaking the structural works at Tower Street and providing 3 direct access unisex cubicles at the front of the building (one being disabled facility), reducing from the current 3 male cubicles and urinals and 5 female cubicles). Option D, to demolish the existing building, make good the site and landscape to provide access to a single modular automatic toilet connected to main drainage and existing services.
- 6.4 These alternative options in 6.3 would not generate a capital receipt for the land or offer the full revenue savings of closing the facility and are not recommended to take forward.

7. Resource and Legal Implications

- 7.1 There is no statutory requirement for local authorities to provide and operate public conveniences.
- 7.2 There are adequate resources within the Place, Estates and CCS Services to manage the project. Tenders will be sought for the next stage of the works.
- 7.3 Demolition of Tower Street public conveniences will result in a saving on revenue costs, these are estimated to be £30,000 per annum. There would also be an estimated capital receipt from the disposal of the land of between £35,000 to £40,000, but demolition costs are estimated to be £56,000.

8. Consultation

- 8.1 Consultation has been undertaken with internal service areas and further communication will be undertaken with relevant stakeholders as the project progresses.

9. Community Impact and Corporate Risks

- 9.1 Risk that expectations will not be met if the refurbishment does not meet the anticipated needs. Reputation may be harmed if the facilities are not designed in a suitable manner.
- 9.2 Potential risk that planning is not approved, and that the timeframe is not met.
- 9.3 A number of environmental considerations and improvements are planned as part of the project. These include the following:
 - Across three of the four sites the appointed contractor will be expected to allow for the installation of a solar panel system with each producing a peak 2 kilowatts power using a 400W PV panel array. At the East Beach and Market Road sites this will comprise of 5 panels in number and at the Bosham location a 6-panel array.
 - Not all of the sites are suitable for solar panels (given the orientation and shading of the individual buildings). Export rates for electricity grid being fed onto the national grid are low therefore the financial benefit of the PV panels hinges on using electricity on-site as much as possible, i.e. more use in the day and in the summer. Winter can be much less.
 - Underfloor heating is proposed for sites, which should, in part, help address some of the damp issues present in the Public Conveniences blocks. The provision of heat pump driven underfloor heating has been explored, both through the use of a ground floor source heat pump and an air source heat pump along with a wet underfloor heating system. The overall cost of such installations are such that they are not considered a viable option for this project. The electric underfloor heating system which is proposed would be installed using a heating mat fitted beneath the tiled floors, with the system harvesting some of the energy produced by the solar panels that will be installed.
 - The use of rainwater harvesting for flushing the urinals and WC pans has been considered as part of the project, to consider potential water saving. However, the amount of rainwater required to meet the demand is not sufficient at the sites.
 - Lighting throughout the refurbished sites will be based on high efficiency LED luminaries to provide maximum energy efficiency combined with maximum lamp life.
 - Demolition of Tower Street Public Conveniences will result in a reduction in the overall level of carbon dioxide emissions for CDC. The site currently uses approximately 3,464 kWh pa to 0.9 tonnes of carbon dioxide equivalent.

10. Other Implications

	Yes	No
Crime and Disorder It is anticipated that the scheme will assist with designing out antisocial issues.	X	
Climate Change and Biodiversity The scheme is likely to enable more efficient use of water, electricity, lighting, etc. through use of PV panels, LED lighting and the updated hand washer / dryer units.	X	
Human Rights and Equality Impact - Positive impact given that the disabled facilities will meet the latest standards. The needs of older and disabled people have been considered and the refurbished stock helps support their independence. Whilst the site at Tower Street is proposed for demolition, it is considered that this site does not currently meet the Equality Act requirements and given the close proximity to other toilet facilities in the city the impact of the disposal of the site would be minimal.	x	
Safeguarding and Early Help		x
General Data Protection Regulations (GDPR)		x
Health and Wellbeing – Positive – the provision of public conveniences assists with supporting independence for older and disabled people.	X	
Other (please specify) Visitor economy may be supported by the provision of facilities which provide a positive lasting impression, reduced levels of complaints and reduced maintenance regimes.	X	

11. Appendix

11.1 Appendix 1 - Part two exempt information Estimates of Cost

12. Background Papers

12.1 Project Initiation Document 3 May 2022

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

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Chichester District Council

CABINET

11 July 2023

Commissioning of a Regeneration Strategy for Chichester City

1. Contacts

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Cabinet Member:

Adrian Moss, Leader of the Council and Cabinet Member for Regeneration, Estates and Building Services

Tel: 01243 573155 E-mail: amoss@chichester.gov.uk

2. Recommendation

- 2.1. **Cabinet approves the Initial project proposal document (IPPD) in appendix one to commission a consultancy company to undertake the development of a regeneration strategy for Chichester City.**
- 2.2. **Cabinet approves to allocate £45,000 from reserves to cover the estimated cost of the commission.**

3. Background

- 3.1 There are several current regeneration projects spread throughout the district, but the main sites are located within the city. These sites are individual sites and currently there is no overarching regeneration strategy to bring these opportunities together to help transform the city. The production of a regeneration strategy is an opportunity to set out the potential key sites and review the changes to the city including the high street that could help respond to the wider issues around attracting investment and business, enhancing employment opportunities, infrastructure development, sustainability as well as physical transformation.

4. Outcomes to be achieved

The benefits of adopting a Regeneration Strategy include: -

- Attracting investment and business.
- Enhancing and creating employment.
- Transition to a green economy
- Enhance quality of place and environments.
- Improving the quality of life.

- Enhanced innovation
- Physical transformation.
- Property investment performance.
- Infrastructure development
- Strategic evidence to support grant applications

5. Proposal

- 5.1. To commission a regeneration strategy for the city to provide an overarching strategy to bring opportunities together to help transform the city.

6. Alternatives that have been considered

- 6.1. Not to commission a consultancy company to deliver a regeneration strategy and for sites to come forward as individual development sites potentially not attracting investment and opportunities for the wider benefit of the city.

7. Resource and legal implications

- 7.1. There are internal resources with the Economic Development Service and Estates Service to lead on the commissioning work. Additional input will be required at key stages of the development of the strategy from Procurement, legal, Development Management and Planning Policy.

8. Consultation

- 8.1. The proposal has been discussed at members training sessions and at briefings with the Cabinet and leaders of the opposition parties
- 8.2. Further consultation will take place as the strategy is developed with Councillors, partners, and key stakeholders as indicated in appendix one.

9. Community impact and corporate risks

- 9.1 There is a risk that a Regeneration Strategy may not be agreed or adopted. This risk can be mitigated through early engagement with stakeholders and the use of external consultants to support with the drafting of the strategy.

10. Other Implications

	Yes	No
Crime & Disorder	✓	
Climate Change The commissioning of a regeneration strategy will not have an impact on Climate Change however the adoption and delivery of the strategy will help to transition to a green economy	✓	
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Health and Wellbeing	✓	
Other (Please specify):		✓

11. Appendices

11.1. IPPD - Commissioning a consultancy company to undertake a Regeneration Strategy for Chichester City

12. Background Papers

12.1. None.

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Project Documentation - Initial Project Proposal Document
Project: Regeneration Strategy/Place making Strategy
Author: Jane Hotchkiss Growth and Place
Version:1.0

1. Purpose of Document

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

2. Project Description

The commissioning of a Regeneration Strategy for the City.

An overarching regeneration strategy would set out how development might be brought forward in each case and would assist in decision making around the priority of each project. Due to resource limitations, it is recommended that the Council commissions consultants to review the development opportunities /sites within the city and prepare a regeneration strategy.

In scope:

- Chichester City development opportunities, strategic land and physical assets including assets which are currently not in CDC ownership.

Out of scope:

- Development sites elsewhere in the district will be dealt with on an individual basis

3. Background

There are several current regeneration projects spread throughout the district, but the main sites are located within the city. These sites are individual sites and currently there is no overarching regeneration strategy to bring these opportunities together to help transform the city. The production of a regeneration strategy is an opportunity to set out the potential key sites and review the changes to the city including the high street that could help respond to the wider issues around attracting investment and business, enhancing employment opportunities, infrastructure development, sustainability as well as physical transformation.

4. Outcomes to be Achieved

The benefits of adopting a Regeneration Strategy include: -

- Attracting investment and business.
- Enhancing and creating employment.
- Transition to a green economy

Appendix One

- Enhance quality of place and environments.
- Improving the quality of life.
- Enhanced innovation
- Physical transformation.
- Property investment performance.
- Infrastructure development
- Strategic evidence to support grant applications

5. Timescales

Key milestone	Timeline
Production of brief and tender documents	August 2023
Procurement, evaluation, and contract	October 2023
Scoping Workshop with members	November 2023
Prepare and Review draft	January 2024
Stakeholder workshop	February 2024
Prepare and Review second draft	March 2024
Production of final draft	April 2024

- Timescales are subject to the evaluation of tenders and contract appointment

6. Project Costs and Resources

	Costs (£)	Source
One-Off	45,000	Reserves
Revenue	Officer allocated resources	
Savings	-	
Services to be involved in the project delivery	Estates, Economic Development, Procurement, legal Development Management and Planning Policy	

7. Identify Risks

There is a risk that a Regeneration Strategy may not be agreed or adopted. This risk can be mitigated through early engagement with stakeholders and the use of external consultants to support with the drafting of the strategy

Chichester District Council

Cabinet

11 July 2023

Community Support for Asylum Seekers

1. Contacts

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Cabinet Member:

Tracie Bangert, Cabinet Member for Community Services
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2. Recommendation

- 2.2 That Cabinet approves delegated authority to allocate grant funding for dispersal of asylum seekers, in line with 4.1 and 4.2 below, to the Divisional Manager for Communities and Customer Services following consultation with the Cabinet member for Communities.**

3. Background

- 3.1 The Government have a policy of dispersal of asylum seekers away from large clustered hotels into dispersed accommodation across the country. This is to achieve a more equitable spread of the impact on housing markets and local services as the previous use of hotels put an unsustainable pressure on a limited number of local authorities. All local authorities in England, Scotland and Wales are expected to participate in the dispersal scheme, although Chichester was a voluntary participant before the scheme became mandatory.
- 3.2 The Council's role in the placing of asylum seekers is limited as accommodation in the private rented sector is directly sourced by the governments contractors. The lead authority for vulnerable people is WSCC although some direct support is supplied by the Home Office delivered by Migrant help and Clearspring Ready Homes.
- 3.3 The government do, however, recognise the impact on local services and the role of local Councils in integration and support of local communities. To reflect this a payment of £3,500 per new bedspace and an annual sum of £750 per person at 1st April is paid to the Council. These payments have varied over the last few years, however, currently the budget contains £44k.

4. Outcomes to be achieved

4.1 Voluntary organisations are already working with refugees and asylum seekers in the district and the dispersal scheme will see numbers increase which will have a significant impact on demand for their services. It is intended to use part of the funding to provide integration and support through these local voluntary groups. Asylum seekers will have timely access to a variety of support and services to help them settle into a new community and way of life which may be very different from the one they left behind.

4.2 The funding can also be used to mitigate the impacts on the local housing market.

5. Proposal

5.1 Cabinet are recommended to approve delegation of the allocation of existing and future funds received in this regard to the Divisional Manager Communities and Customer Services following consultation with the Cabinet member for Communities.

6. Alternatives that have been considered

6.1 The funding is ring fenced for this purpose and the Divisional Manager for Communities and Customer Services will consider alternative providers of community services.

7. Resource and Legal Implications

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

8. Consultation

8.1 Key voluntary sector organisations have been consulted on what resource would be necessary to support this influx of asylum seekers. The Divisional Manager for Communities and Customer Services will consult with the Divisional Manager for Housing, Revenues & Benefits regarding any mitigation of housing impacts of the scheme.

9. Community impact and corporate risks

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

10. Other implications

	Yes	No
Crime & Disorder:	x	

Good early community integration can prevent any community tensions developing which may lead to unsettled communities and potential crime and disorder.		
Climate Change and Biodiversity:		X
Human Rights and Equality Impact: Positive impact in supporting vulnerable people.	X	
Safeguarding and Early Help: Positive impact in identification and referral of issues if identified.	X	
General Data Protection Regulations (GDPR):		X
Health and Wellbeing Access to support and good community integration will be of significant wellbeing benefit to those refugees who have fled their home country to live in the district.	X	

11. Appendices

None

12. Background Papers

None

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