

Public Document Pack

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A meeting of **Corporate Governance & Audit Committee** will be held in Committee Room 1, East Pallant House on **Tuesday 30 June 2015 at 2.00 pm**

MEMBERS: Mrs P Tull (Chairman), Mr G Hicks (Vice-Chairman), Mr G Barrett, Mr I Curbishley, Mr T Dempster, Mrs N Graves, Mrs P Hardwick, Mr F Hobbs, Mr P Jarvis and Mr S Morley

AGENDA

- 1 **Chairman's Announcements**
Any apologies for absence that have been received will be noted at this point.
- 2 **Approval of Minutes** (Pages 1 - 3)
The committee is requested to approve the minutes of its ordinary meeting on 12 March 2015.
- 3 **Urgent items**
The chairman will announce any urgent items that due to special circumstances are to be dealt with under the Late Items agenda item.
- 4 **Declarations of Interest**
These are to be made by members of the Corporate Governance and Audit Committee or other Chichester District Council members present in respect of matters on the agenda for this meeting.
- 5 **Public Question Time**
The procedure for submitting public questions in writing by no later than 12:00 on Monday 29 June 2015 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **Audit Plan progress report 2014/15 and sector update** (Pages 4 - 24)
To note progress against the Audit Plan 2014/15 and to consider and note the sector update provided.
- 7 **Annual Audit and Certification Fees 2015/16** (Pages 25 - 27)
To review the proposed audit and certification work that Ernst & Young LLP proposes to undertake in 2015/16 and the fees for this work.
- 8 **Partnerships Annual Report** (Pages 28 - 52)
The committee is requested to note the Annual Partnerships report and to approve the changes to the Partnerships Guidance. The committee is also requested to agree that the Partnerships Annual Review is considered to be an appropriate mechanism for ensuring our strategic partnerships have appropriate governance measures in place and should continue reporting to Corporate Governance and Audit committee on an annual basis.
- 9 **Internal Audit: Audit Plan Progress** (Pages 53 - 65)
The committee is requested to consider and note the audit plan progress report.

- 10 **2014/15 Annual Governance Statement and Corporate Governance report**
(Pages 66 - 82)
The committee is required to report to Council each year on the effectiveness of the Council's corporate governance arrangements. The committee is therefore requested to consider this annual report and to recommend it to Council for approval.
- 11 **Budget Carry Forward Requests** (Pages 83 - 86)
To committee is requested to recommend that Cabinet approves the requests totalling £215,500 for budgets to be carried forward in 2015-16.
- 12 **S106 Annual Monitoring Report** (Pages 87 - 250)
To consider the annual report of S106 agreements, providing progress information to date. An update on consultation software and the current position with regard to implementation of the Community Infrastructure Levy is also included.
- 13 **Election of members to represent the committee on the Strategic Risk Group**
The Strategic Risk Group is set up with terms of reference 'to consider any strategic and operational risks (*to the Council*), the associated controls, management and any mitigation and to review previously identified strategic risks and give detailed consideration of any newly identified risks'. It meets at least twice a year and reports to this committee. Membership is three members of Cabinet, three members of the Corporate Governance & Audit Committee and the Strategic Leadership Team. Members are requested to agree the three representatives from this committee.
- 14 **Late items**
(a) Items added to the agenda papers and made available for public inspection
(b) Items that the chairman has agreed should be taken as a matter of urgency by reason of special circumstances to be reported at the meeting
- 15 **Exclusion of the Press and Public**
The Committee is asked to consider in respect of the following item(s) whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information. ***The reports dealt with under this part of the agenda are attached for members of the Corporate Governance & Audit Committee and senior officers only (salmon paper).***
- 16 **Potential liabilities of outstanding litigation** (Pages 251 - 255)
To consider and note the attached report.

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 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 these contain exempt information.
3. 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)

4. Restrictions have been introduced on the distribution of paper copies of longer appendices to reports where those appendices are circulated separately from the agenda as follows:
 - 1) Members of the Corporate Governance & Audit Committee, the Cabinet and Senior Officers – receive paper copies including the appendices
 - 2) Other Members of the Council – Appendices may be viewed via the Members' Desktop and a paper copy will be available in the Members' Room at East Pallant House.



Minutes of the meeting of the **Corporate Governance & Audit Committee** held in Committee Room 1, East Pallant House on Thursday, 12 March 2015 at 9.30 am

Members Present: Mrs P M Tull (Chairman), Mrs C M M Apel, Mr B Finch and Mr G H Hicks

Members not present: Mr A J French, Mr M J Bell, Mr J L Cherry, Mr A P Dignum, Mrs P A Hardwick and Mr R M J Marshall

In attendance by invitation: Mr P King (Ernst & Young LLP) and Mr S Mathers (Ernst & Young LLP)

Officers present all items: Mr J Ward (Head of Finance and Governance Services), Mrs C Dring (Benefits Manager), Mr S James (Principal Auditor), Mrs T Murphy (Parking Services Manager), Mrs J Hotchkiss (Head of Commercial Services), Ms C Hakes (Museum & Tourist Information Point Manager) and Mrs B Jones (Principal Scrutiny Officer)

230 Chairman's Announcements

Apologies had been received from Mr Marshall, Mr Bell, Mrs Hardwick, Mr Dignum, Mr French and Mr Cherry.

231 Approval of Minutes

The minutes of the meeting held on 22 January 2015 were agreed as a correct record.

232 Urgent items

There were no urgent items.

233 Declarations of Interest

There were no declarations of interests.

234 Public Question Time

There were no public questions submitted.

235 **Audit Plan 2014/15, Audit Plan Progress and Local Government Sector Briefing - Ernst & Young LLP**

Mr King and Mr Mathers from Ernst & Young LLP (EY) presented the reports responding to questions as follows:

- Mr Mathers expanded on the comment on page 11 regarding reliance on the work of internal audit wherever possible. There would be no change with the relationship with Internal Audit (IA), which will normally test all internal controls annually. EY will rely on that work wherever possible, not duplicate any effort.
- EY use Audit Commission best practice data showing levels of spend across all local authorities, focusing on near neighbours and looking at the wider context of the data. Will consider high levels of spend in certain areas, income levels and the picture overall.
- The proposal to close the accounts earlier was being discussed with the Finance team who were reviewing financial statements in order to declutter these and considering the relevance of all disclosures and planning the use of estimates to close down accounts expediently. The focus should be to carry out more controlled work during the year to allow a reduction of work at year end. The new timescale would be in effect for the 2017/18 accounts so would allow two years of dry runs.
- The cause of the housing benefit subsidy claim was acknowledged to be human error, rather than processes. Mr Ward confirmed that staff training had been put in place with testing by team leaders and reports had now been initiated from the system.

RESOLVED

That the Annual Audit Plan 2015/16 and Audit Plan Progress 2014/15 reports be noted.

236 **Internal Audit - Audit Plan Progress**

Mrs Hotchkiss and Ms Hakes gave an update on the progress achieved in reconciling income and expenditure at the Novium. Structures and systems had now been put in place. An electronic point of sale system is used and old stock was being sold off. A new system of invoicing had been implemented alongside the new marketing initiatives.

Mrs Murphy gave a thorough update on the progress achieved with the Car Parks income reconciliation. There were numerous new initiatives arising from the wholesale review carried out in the last two years. The Council was working with West Sussex County Council to procure an electronic system which would allow more streamlined co-accounting. The risk of fraud was driven down by encouraging more card payment and less cash dealt with.

Mr James gave an overview of progress in Chichester Contract Services. There was an issue with green waste and trade waste invoicing and reconciliation. The range of services being provided and the lack of an intelligent database had compounded matters. The new Bartec module, which relates to Trade Waste, was due to be

implemented in June 2015. It is now anticipated that the system will go live in September 2015. An officer had been seconded to the service for 12 months to carry out an improvement review, which would pick up income reconciliation.

Mr James gave an update on the audit plan proposals and progress achieved.

RESOLVED

1. That the Income Management oral reports be noted.
2. That the 2015/16 Audit Plan be noted.
3. That the 2014/15 Audit Plan progress report be noted.

237 **Work Programme 2015/16**

It was requested that an audit report giving details of the outstanding monies owed to the Council by Coinco be provided to the committee in June 2015.

RESOLVED

That the 2015/16 work programme be agreed.

The meeting ended at 11.00 am

CHAIRMAN

Date:

Chichester District Council

Corporate Governance & Audit Committee

Audit Progress Report

30 June 2015



Corporate Governance & Audit Committee
Chichester District Council
East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1YT

June 2015

Audit Progress Report

We are pleased to attach our Audit Progress Report.

It sets out the work we have completed since our last report to the Committee. Its purpose is to provide the Committee with an overview of the 2014/15 audit, and an indication of progress against our plans. This Progress Report is a key mechanism in ensuring that our audit is aligned with the Committee's service expectations.

Our audit is undertaken in accordance with the requirements of the Audit Commission Act 1998, the Code of Audit Practice, the Audit Commission Standing Guidance, auditing standards and other professional requirements.

We welcome the opportunity to discuss this report with you as well as understand whether there are other matters which you consider may influence our audit.

Yours faithfully



Paul King
Director
For and behalf of Ernst & Young LLP

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In March 2010 the Audit Commission issued a revised version of the 'Statement of responsibilities of auditors and audited bodies' (Statement of responsibilities). It is available from the Chief Executive of each audited body and via the [Audit Commission's website](#).

The Statement of responsibilities serves as the formal terms of engagement between the Audit Commission's appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The Standing Guidance serves as our terms of appointment as auditors appointed by the Audit Commission. The Standing Guidance sets out additional requirements that auditors must comply with, over and above those set out in the Code of Audit Practice 2010 (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This report is prepared in the context of the Statement of Responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

2014/15 audit

Fee letter

We have agreed our 2014/15 audit fee with the Chief Executive and Head of Finance and Governance Services. A copy of our fee letter was issued to the 26 June 2014 meeting of the Corporate Governance & Audit Committee.

Financial Statements

We adopt a risk based approach to the audit and as part of our ongoing continuous planning we regularly meet with key officers and other stakeholders.

Our work to identify the Council's material income and expenditure systems and to walk through these systems is complete. The detailed testing of the controls and critical path mapping of each material system was undertaken in February and March 2015. We relied on the work of Internal Audit to support our work in this area wherever possible. We have no significant issues to draw to the Committee's attention at this stage. Our year-end audit will start on the week commencing 29 June.

We will continue to use our computer-based analytics tools to enable us to capture whole populations of your financial data, in particular journal entries and payroll.

The significant risk we have identified to the audit of the financial statements, and associated work we will carry out, is set out in our detailed audit plan which was presented to the March meeting of the Corporate Governance & Audit Committee.

Value for money

The Audit Commission has now issued its guidance on the 2014/15 value for money conclusion. The full guidance can be found at <http://www.audit-commission.gov.uk/wp-content/uploads/2014/10/08102014-VFM-guidance-2014-15.pdf>

There are no planned changes to the approach in 2014/15. We have identified no areas of significant risk to the value for money conclusion. Our areas of focus are set out in our detailed audit plan which was presented to the March meeting of the Corporate Governance and Audit Committee.

2014/15 housing benefit subsidy claim

We started our detailed testing in support of the certification audit in June, which is earlier in the audit cycle than in recent years. We will keep the Committee informed of our progress in this area.

Timetable 2014/15

We set out below a timetable showing the key stages of the audit, including the value for money work, and the deliverables we will provide to you through the 2014/15 Corporate Governance & Audit Committee cycle. We will provide formal reports to the Committee throughout our audit process as outlined below.

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Audit phase	EY Timetable	Deliverable	Associated Corporate Governance & Audit Committee	Status
High level planning	Ongoing	Audit Fee Letter	June 2014	Completed. Reported to the June 2014 meeting of the Corporate Governance & Audit Committee
Risk assessment and setting of scope of audit	December 2014 – April 2015	Audit Plan	March 2015	Completed.
Testing of routine processes and controls	Feb – April 2015	Audit Plan	June 2015	Completed.
Year-end audit	June - August 2015	Audit results report to those charged with governance Audit report (including our opinion on the financial statements and a conclusion as to whether the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources) Whole of Government Accounts Submission to NAO based on their group audit instructions Audit Completion certificate	September 2015	.

Audit phase	EY Timetable	Deliverable	Associated Corporate Governance & Audit Committee	Status
Annual Reporting	October 2015	Annual Audit Letter	November 2015	
Grant Claims	September – November 2015	Annual certification report	January 2016	

EY | Assurance | Tax | Transactions | Advisory

Ernst & Young LLP

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Local government audit committee briefing

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Government and economic news

**Accounting, auditing and
Governance**

Regulation news

**Key Questions for the Audit
Committee**

Find out more

This sector briefing is one of the ways that we hope to continue to support you and your organisation in an environment that is constantly changing and evolving. It covers issues which may have an impact on your organisation, the Local government sector and the audits that we undertake. The public sector audit specialists who transferred from the Audit Commission form part of EY's national Government and Public Sector (GPS) team. Their extensive public sector knowledge is now supported by the rich resource of wider expertise across EY's UK and international business. This briefing reflects this, bringing together not only technical issues relevant to the local government sector but wider matters of potential interest to you and your organisation.

Links to where you can find out more on any of the articles featured can be found at the end of the briefing, as well as some examples of areas where EY can provide support to Local Authority bodies. We hope that you find the briefing informative and should this raise any issues that you would like to discuss further please do contact your local audit team.



Government and economic news

EY Item Club Spring 2015 Forecast

In its latest quarterly forecast the EY Item Club forecasts strong economic performance with GDP growth of 2.8% this year, rising to 3% in 2016. The Consumer Prices Index (CPI) Inflation is expected to average 0.1% for 2015, but expected to rise above 1% this winter, paving the way for possible base rate rises in spring 2016. Consumption is forecast to grow by 2.8% this year (mainly due to a real income increase of 3.7%) and strong growth over the medium term supported by buoyant incomes rather than borrowing. An additional driver for growth is the fall in the Euro against the pound. Business surveys indicate that the effect of this exchange rate move on export competitiveness has been countered by the strength of the European market.

The report highlights that its forecasts are far more positive than the Office of Budget Responsibility (OBR) which it accepts needs to be cautious, seeing room for expansion in the consumer and housing markets without significant adverse effect on household debt or house prices. Additionally long term output growth prospects are better than indicated by OBR projections. The forecast suggests that the outlook for the government post-election will be more positive than official statistics.

Manchester devolution

On the 27 February 2015, a memorandum of understanding was signed between Greater Manchester's 10 local authorities, 12 NHS clinical commissioning groups and 15 NHS providers, as well as NHS England chief executive Simon Stevens and Chancellor George Osborne. This memorandum builds on the devolution

settlement for Manchester which was signed in November 2014, and proposed the devolution of powers to Greater Manchester in various areas including transport, planning and housing.

NHS England worked with the Manchester bodies to develop a plan for further joined up and integrated health and social care. The next stage will be the development of a roadmap, followed by production of a business plan. Due for publication in October, the outline business plan will outline the scope for possible savings through integration; as well as setting out the capital investment that will be needed to deliver the proposed shift from acute care to the primary and community sectors.

Under the plan, a new joint decision-making process for all £6bn of health and social care spending will be developed. A Greater Manchester Strategic Health and Social Care Partnership Board will be set up, and will oversee the development of the health and care system. A joint commissioning board will be responsible for financial plans and budget proposals for the sizeable budget, which represents approximately a quarter of all public spending in the region.

George Osborne has said that this reform was "exactly what we want to see more of in our health care."

Greater Manchester Combined Authority chair Lord Peter Smith confirmed his commitment to working with NHS colleagues in the city: "By ensuring that decisions about health for Greater Manchester are taken in Greater Manchester, we can ensure we have a system specifically tailored to the needs of people in our area."



Government and economic news

This radical change follows on from the Community Budget programme, of which Manchester was one of the four pilots. This programme was intended to pool funds to improve the effectiveness of public spending across the city's 10 councils. An analysis from EY commissioned by the Local Government Association concluded that more than £4bn could be saved every year if all areas adopted a Community Budget approach and were able to cut the unnecessary waste, duplication and red tape. Of these, it was estimated 80% would come from the budgets of central government departments and agencies.

DWP Welfare Reforms

The NAO has produced a report which considers the changes made by the Department for Work & Pensions (DWP) over the past five years and its mixed record of implementation. The report is intended to provide the DWP and other readers with an opportunity to learn from experience. They have also produced a briefing with more general relevance – *'Lessons for major service transformation'* which draws out broader principles from their DWP review.

Eleven lessons are identified which may be helpful for authorities seeking to transform services and processes in the face of budget constraints:

- ▶ Transformation programmes raise the greatest risks of failure
- ▶ Set realistic goals and be honest about what really matters
- ▶ Policy development must take account of implementation
- ▶ Don't be tempted to score benefits early
- ▶ Do identify tangible short-term gains
- ▶ Recognise the (senior) organisational cost of transformation
- ▶ Don't underestimate what you can learn from engagement
- ▶ Recognise the value of learning and market development
- ▶ Do anticipate the need to make changes in live running
- ▶ Recognise the opportunities and limits of technology
- ▶ Set out clear decision-making and challenge



Accounting, auditing and governance

Transport Infrastructure Assets

What are transport infrastructure assets (TIA) and why are they relevant to highway and non-highway authorities?

The *Code of Practice on Transport Infrastructure Assets (TIA Code)* was first published in 2010 and updated in 2013. The key aim of this document was to improve the asset management of TIA. The TIA Code classified TIA as:

- ▶ Carriageways
- ▶ Footways and Cycleways
- ▶ Structures
- ▶ Street Lighting
- ▶ Traffic Management Systems
- ▶ Street Furniture

The TIA Code also sought to provide the basis for improved financial information by setting out a move to valuation of such assets on a Depreciated Replacement Cost (DRC) basis, which in simple terms is the difference between the current costs of replacing an asset less an allowance (depreciation) for the age of the current asset.

Local Government continued to use depreciated historic cost (DHC) as the valuation approach for infrastructure assets when the *Code of Practice on Local Authority Accounts in the United Kingdom (Accounting Code)* moved to an IFRS basis effective from 1 April 2010. Thus one of the key elements for full implementation of the TIA Code, valuing assets using DRC, was not in place within Local Government.

Following consultations over a number of years, CIPFA initially announced through the 2014/15 Accounting Code, and confirmed in the 2015/16 Accounting Code, that TIA within local government

will be valued at DRC with effect from 1 April 2016. It has been estimated centrally that this will add some £200bn to the net worth of local government balance sheets. Our work to date with clients suggests that this is a significant underestimate. At an individual client level the inclusion of TIA, at this different valuation basis, will transform the balance sheet.

Although the above will apply to all highway authorities there will also be a number of non-highway authorities who hold material TIA under the new valuation basis. In particular, cycleways, structures and roads on industrial estates may lead to material levels of TIA at non-highway authorities. It is important to note that for those non-highway authorities the full requirements of the TIA Code will have to be met.

What are the implications?

This is a fundamental change in approach which will require new accounting and estimation approaches as well as amendments to existing systems, or implementation of new systems design and operation. Early engagement and project planning were highlighted as core requirements in *LAAP BULLETIN 100: Project Plan for Implementation of the Measurement Requirements for Transport Infrastructure Assets by 2016/17*, to the effective delivery of this change within the tight timetable.

The change is to be applied retrospectively and thus will require valuations as at 1 April 2015 and comparative values for 2015/16. CIPFA issued specific Guidance Notes on TIA in May 2015 and have identified a number of proposed changes to the Accounting Code for 2016/17 that will be consulted upon over the summer.

Close working through the implementation period with external auditors is highlighted as being pivotal to successful implementation. We have identified a number of areas that are crucial to the delivery of this project and will be discussing these with officers over the coming months.



Accounting, auditing and governance

The additional audit work involved in this area was recognised by the Audit Commission in their 2015/16 fee consultation. It did not however, identify a fee; leaving that to local negotiation due to the scale of work required. Following local fee discussions we will be looking to have carried out initial detailed work for all audit clients by the end of the calendar year. This work could range from confirming with non-highway authorities that they do not have material TIAs and therefore do not have to implement the changes, to major systems reviews at highway authorities.

At all authorities with material TIA, further work will be required to address the results of the changes proposed in CIPFA's consultation on the 2016/17 Accounting Code. Our intention is to have reviewed the remaining areas of implementation before the end of the 2015/16 financial year at all audit clients.

Working together

In addition to the work undertaken locally, following requests from clients, we will be running specific transport infrastructure assets workshops for officers of highway authorities across the country in July and August at the following venues:

- ▶ 28 July 2015 – London Becket House
- ▶ 29 July 2015 – EY Birmingham Office
- ▶ 5 August 2015 – London Becket House
- ▶ 6 August 2015 – EY Newcastle Office
- ▶ 13 August 2015 – EY Manchester Office
- ▶ 14 August 2015 – London MLP

Formal invitations will be issued in early June. If you have any questions regarding these events please contact Neil Gibson on ngibson@uk.ey.com.

For non-highway authorities with material TIA we will, in addition to our local work, facilitate contact between clients and, if there is demand, arrange similar workshops for them.

As with all major changes, early engagement with your local audit team will assist in a smooth implementation of the changes.

Thought leadership – board effectiveness

EY has worked with The Investment Association to produce a thought leadership report 'Board effectiveness – continuing the journey'. The report is based on debates on board effectiveness held as a series of individual meetings and roundtables with leading chairmen, board directors and senior investors. Whilst the report recognises that all boards are different, it aims to identify leading practice and point to new ideas for boards to improve and demonstrate their effectiveness. It addresses board effectiveness across seven themes:

- ▶ Role of the chairman
- ▶ The role of non-executive directors (NEDs)
- ▶ Progress on diversity
- ▶ Board succession and the work of the nomination committee
- ▶ The purpose and impact of board evaluations
- ▶ Information flows to the board
- ▶ The role of investors

To encourage discussion between management, NEDs and stakeholders, the report includes a checklist of questions under each of the seven themes.



Accounting, auditing and governance

2015-16 work programme and scales of fees

Public Sector Audit Appointments Ltd (PSAA) has now confirmed the work programme and scale fees for the audit of the accounts for 2015-16 for local government, fire, police and health bodies.

For most local government, fire, and police bodies scale fees show a reduction of 25% to the fees applicable for 2014-15. This does not, however, apply to pension fund audits (where fee pressures have been rising due to the increasing complexity of the funds audited) or to local government audited bodies with 2014/15 scale audit fees below £20,000.

The current expectation is that these fee reductions will apply until the end of the audit contracts (subject to annual review).

The current contracts with audit suppliers run until 2017, with a possible extension for up to three years. Under its responsibility to manage the audit contracts, PSAA is required to consult on and set fees for 2016-17.

In addition to the core accounts audit work, auditors have a responsibility to satisfy themselves about an audited body's arrangements to secure economy, efficiency and effectiveness in its use of resources, and in some cases certification of claims. Fees to cover the costs of any special investigations, (e.g., arising from disclosures under the Public Interest Disclosure Act 1998) are charged as a variation to the scale fee.

The scale audit fees for individual bodies and the work programme are published on the PSAA website, with the aim of supporting transparency and helping audited bodies compare their fees with those of similar bodies. They are based on the expectation that audited bodies are able to provide the auditor with complete and materially accurate financial statements, with supporting working papers, within agreed timeframes.

It is a matter for the auditor to decide the work necessary to complete the audit. Where an auditor considers more or less work

is required than is represented in the scale fee, they are required under the audit contracts to seek approval from PSAA for a variation to the scale fee, and to agree the amount of this variation with the audited body. PSAA also consider the reasonableness of the explanations provided before agreeing to any variation to the scale fee.

Whole of Government Accounts: 2013-2014

The Comptroller and Auditor General, Amyas Morse, released his audit report on the 2013/14 Whole of Government Accounts at the end of March. This is the fifth year that the Treasury has produced the Whole of Government Accounts, which is intended to show in a single document the overall financial position of the UK public sector by consolidating the financial activities of more than 5,400 organisations across the public sector into a single set of audited accounts. The bodies that are consolidated include central and local government bodies, as well as other public corporations including the Bank of England.

The audit opinion has again been qualified this year on six counts:

- ▶ The application of the WGA accounting boundary
- ▶ Inconsistencies in the underlying accounting treatments within the WGA
- ▶ Disagreement on the accounting treatment of 3G/4G mobile licences
- ▶ Lack of evidence in support of the completeness and valuation of school assets
- ▶ Underlying material qualifications of the Department for Education and Ministry of Defence accounts
- ▶ Inaccuracies in the elimination of intragroup transactions and balances



Accounting, auditing and governance

Overall, Amyas Morse has commended the progress made by HM Treasury, whilst noting areas for improvement:

“We are strongly supportive of the way HM Treasury is moving forward with the Whole of Government Accounts project. The Department is improving the content of the WGA and the document has been produced faster than ever. This is welcome and represents a significant step forward for the WGA. The Department is also taking steps to make sure that more information is being given to taxpayers on how government spends their money and longer terms risks on the balance sheet are being highlighted. However, there are opportunities to exploit the WGA’s potential more fully and to improve the WGA to enable me to remove my qualifications. The Treasury also needs to work with the bodies that provide data to improve the timeliness and accuracy of the information that it receives. Furthermore, better analysis by the Department of trends in government’s assets and liabilities will help to demonstrate the full financial impact of changes in the delivery of public service in the next Parliament.”

Financial reporting simplification agenda

The need to simplify and streamline local government financial statements has been a topic of discussion since the introduction of International Financial Reporting Standards (IFRS) in 2010/11. In December 2013 CIPFA issued *Financial Statements: A Good Practice Guide for Local Authorities* which includes a chapter around materiality and clutter. The report highlighted the negative impact of two types of clutter identified by the Financial Reporting Council in their report *Cutting Clutter*, namely:

- ▶ Immaterial disclosures that inhibit the reader’s ability to identify and interpret relevant information
- ▶ Explanatory information that remains unchanged from year to year

Since the publication of the good practice guide, CIPFA carried out a specific consultation on the potential for simplifying and streamlining local authority accounts during the summer of 2014. As a result greater emphasis was placed in the *Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 and 2015/16* on removing immaterial disclosures. CIPFA also issued a second edition of its report *How to Tell the Story: Local Authority Financial Statements, including this within the Code of Practice on Local Authority Accounting in the United Kingdom: Guidance Notes for Practitioners 2014/15*.

CIPFA/LASAAC and CIPFA remain committed to enable the financial reporting of local government bodies to relate a more streamlined story that is understandable to the varied users of their financial statements. It has been stated that the consultations on the *Code of Practice on Local Authority Accounting in the United Kingdom 2016/17* will include more fundamental changes.

Key proposals are expected to include a:

- ▶ New funding statement that more clearly reconciles the accounting and funding regimes
- ▶ Refocussing of the Comprehensive Income and Expenditure Statement
- ▶ Revision of the existing Movement in Reserves Statement

The progress on these changes will impact on the detailed approach that local government bodies make to achieve the earlier closedown requirements from 2018. Thus that work should be fully integrated with the streamlining agenda.

EY has also produced a think piece on earlier closedown; if you have not already received a copy, please contact your audit team for more information.



Regulation news

The Transparency Code

The Local Government Transparency Code 2014, intended to increase democratic accountability by giving people the tools and information they need to enable them to contribute to the local decision making process, was published by DCLG on 3 October 2014.

It is governed by three main principles:

- ▶ Demand led – new technology should support transparency and accountability. Public bodies should release data in a way that allows the public and other interested parties to use it
- ▶ Open – availability of public data should be promoted and publicised. Presentation should be helpful and accessible
- ▶ Timely – data should be made public as soon as possible following production

The Code is a statutory requirement for local government bodies; however, it does not apply to Police and Crime Commissioners. It sets out the minimum data and information that all local authorities must publish; the frequency at which it should be published and how it should be published.

One of the mandatory disclosures contained in the Code is the requirement to publish information on senior managers' salaries. The Accounts and Audit (England) Regulations (2011) and section 3.4 of the Accounting Code set out the disclosure requirements in relation to senior management remuneration required for the financial statements.



Key questions for the audit committee

What questions should the Audit Committee be asking itself?

- ▶ Have we fully considered opportunities for integration with other local services and whether this could offer improvements to service delivery as well as cost savings?
 - ▶ Have we reviewed the NAO briefing 'Lessons for major service transformation' and is there anything that could be taken from it to increase the likelihood of successful implementation of projects?
 - ▶ Are we as an organisation fully aware of the implication of future accounting requirements for TIA and do we have a plan in place to meet these?
 - ▶ Have we considered the EY report 'Board effectiveness – continuing the journey' and whether it can support the improvement and effectiveness of our Committee?
 - ▶ Are we aware of the 2015-16 scale fee/work programme and confident that arrangements ensure that accounts provided for audit are materially correct and fully supported, and that it has sufficient resources to support the audit process?
- ▶ What steps are we taking to plan for the earlier financial statement closedown arrangements for 2017/18?
 - ▶ Have we critically reviewed the accounts and identified areas where they can be streamlined?
 - ▶ Have we identified any disclosures or other areas which could be prepared early?
 - ▶ Is resourcing within finance areas sufficient? Are there any areas which will need additional support?
 - ▶ Do we have plans in place to start producing interim financial statements at month nine if this is something that we do not already do?
 - ▶ Do we engage in early discussions with our auditors over working paper requirements and any proposed amendments to the accounts compared to the prior year?
 - ▶ Do we engage in early discussions with our auditors over key areas of judgement and technical accounting areas well before closedown?
 - ▶ Are we aware of the disclosure requirements contained in the transparency code and are we actively monitoring compliance?
 - ▶ Have we engaged with our local communities to identify the areas where there is an appetite for more data to be shared?
 - ▶ Do we publicise the access that is available to public data?
 - ▶ Is the data that we make publicly available easily accessible both in terms of its location and its format?



Find out more

EY Item Club spring 2015 forecast

For details of the EY Item Club's latest forecast, see <http://www.ey.com/UK/en/Issues/Business-environment/Financial-markets-and-economy/ITEM---Forecast-headlines-and-projections>

Manchester devolution

For a copy of the Memorandum of Understanding for Greater Manchester Health and Social Care devolution, see http://www.agma.gov.uk/cms_media/files/mou.pdf

DWP Welfare Reforms

For copies of the NAO's reports, see <http://www.nao.org.uk/wp-content/uploads/2015/05/Welfare-reform-executive-summary.pdf> and http://www.nao.org.uk/wp-content/uploads/2015/05/Briefing_Lessons_for_major_service_transformation.pdf

Transport Infrastructure Assets

For more information about Transport Infrastructure Assets, please contact Neil Gibson for details of how to attend one of the EY courses.

Thought leadership – board effectiveness

The report can be found at [http://www.ey.com/Publication/vwLUAssets/EY-UK-board-effectiveness-report/\\$FILE/EY-UK-board-effectiveness-report.pdf](http://www.ey.com/Publication/vwLUAssets/EY-UK-board-effectiveness-report/$FILE/EY-UK-board-effectiveness-report.pdf)

2015-16 work programme and scales of fees

Details of the 2015-16 work programme and scales of fees are at <http://www.psaa.co.uk/wp-content/uploads/2015/03/Work-programme-and-scales-of-fees-2015-16-Local-Gov-FINAL-250215.pdf>

Whole of Government Accounts: 2013-14

For the Certificate and Report of the Comptroller and Auditor General on the 2013-14 Whole of Government Accounts, see <http://www.nao.org.uk/wp-content/uploads/2015/03/Whole-government-account-2013-14.pdf>

Financial reporting simplification

For more information about the Financial reporting simplification agenda, please contact your local audit team.

The Transparency Code

For a copy of the new transparency code, see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360711/Local_Government_Transparency_Code_2014.pdf

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Diane Shepherd
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Chichester District Council
East Pallant House
1 East Pallant
Chichester
West Sussex, PO19 1TY

13 April 2015

Ref: PK/1516/CDC/feeletter

Direct line: 0118 925 1556

Email: PKing1@uk.ey.com

Dear Diane

Annual Audit and Certification Fees 2015/16

We are writing to confirm the audit and certification work that we propose to undertake for the 2015/16 financial year at Chichester District Council.

Our 2015/16 audit is the first that we will undertake following the closure of the Audit Commission on 31 March 2015. Our framework contract will now be overseen by Public Sector Audit Appointments Ltd (PSAA), an independent company set up by the Local Government Association, until the contract ends in 2017 (or 2020 if extended by the Department of Communities and Local Government).

The responsibility for publishing the statutory Code of Audit Practice, under which we will conduct our audit work, has transferred to the National Audit Office.

Indicative audit fee

The fee reflects the risk-based approach to audit planning set out in the National Audit Office's Code of Audit Practice for the audit of local public bodies, applying from 2015/16 audits.

The audit fee covers the:

- Audit of the financial statements
- Value for money conclusion
- Whole of Government accounts.

For the 2015/16 financial year the Audit Commission has set the scale fee for each audited body prior to its closure. The scale fee is based on the fee initially set in the Audit Commission's 2012 procurement exercise, reduced by 25% following the further tendering of contracts in March 2014. It is not liable to increase during the remainder of our contract without a change in the scope of our audit responsibilities.

The 2015/16 scale fee is based on certain assumptions, including:

- The overall level of risk in relation to the audit of the financial statements is not significantly different from that of the prior year;

- We are able to place reliance on the work of internal audit to the maximum extent possible under auditing standards;
- The financial statements will be available to us in line with the agreed timetable;
- Working papers and records provided to us in support of the financial statements are of a good quality and are provided in line with our agreed timetable; and
- Prompt responses are provided to our draft reports.

Meeting these assumptions will help ensure the delivery of our audit at the indicative audit fee which is set out in the table below.

For Chichester District Council this fee is set at the scale fee level as the overall level of audit risk is not significantly different from that of the prior year.

Certification fee

The Audit Commission has set an indicative certification fee for housing benefit subsidy claim certification work for each audited benefits authority. The indicative fee is based on actual 2013/14 benefit certification fees and incorporating a 25 per cent reduction.

The indicative certification fee is based on the expectation that an audited body is able to provide the auditor with complete and materially accurate housing benefit subsidy claim with supporting working papers, within agreed timeframes.

The indicative certification fee for 2015/16 relates to work on the housing benefit subsidy claim for the year ended 31 March 2016. We have set the certification fee at the indicative fee level. We will update our risk assessment after we complete 2014/15 benefit certification work, and to reflect any further changes in the certification arrangements.

Summary of Fees

	Indicative fee 2015/16 £	Planned fee 2014/15 £	Actual fee 2013/14 £
Total Code audit fee	49,090	65,453	65,453
Certification of claims and returns	7,847	10,011	13,609*

* Includes a total fee variation of £8,153 for additional fees for housing benefit subsidy claim certification work. Of this total figure, £5,007 relates to additional work to certify the claim and issue a qualification letter, and has already been agreed by the Audit Commission. The remaining £3,146, which relates to follow up work at the request of the DWP after certification of the original claim, has been agreed with the Council but remains subject to agreement by PSAA Limited.

Any additional work that we may agree to undertake (outside of the Code of Audit Practice) will be separately negotiated and agreed with you in advance.

Billing

The indicative audit fee will be billed in four quarterly instalments of £14,234.

Audit plan

Our plan is expected to be issued in March, 2016. This will communicate any significant financial statement risks identified, planned audit procedures to respond to those risks and any changes in fee. It will also set out the significant risks identified in relation to the value for money conclusion. Should we need to make any significant amendments to the audit fee during the course of the audit, we will discuss this in the first instance with the Head of Finance & Governance Services and, if necessary, prepare a report outlining the reasons for the fee change for discussion with the Corporate Governance & Audit Committee.

Audit team

The key members of the audit team for the 2015/16 financial year are:

Paul King
Director

PKing1@uk.ey.com

Tel: 0118 925 1556

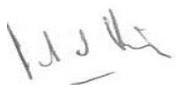
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We are committed to providing you with a high quality service. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please contact me. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London, SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute.

Yours faithfully



Paul King
Director

For and on behalf of Ernst & Young LLP

cc. John Ward, Head of Finance & Governance Services

Councillor Patricia M Tull, Chairman of the Corporate Governance and Audit Committee

Chichester District Council

CORPORATE GOVERNANCE & AUDIT COMMITTEE

30 June 2015

Partnerships Report 2015

1. Contacts

Report Author:

Amy Loaring, Partnerships Officer

Tel: 01243 534726 Email: aloaring@chichester.gov.uk

2. Recommendations

- 2.1. That the Annual Partnerships report be noted.
- 2.2. That CGAC approve the changes to the Partnerships Guidance
- 2.3. It is recommended that the Partnerships Annual Review is considered to be an appropriate mechanism for ensuring our strategic partnerships have appropriate governance measures in place and should continue reporting to Corporate Governance and Audit committee on an annual basis.

3. Background

- 3.1. At a special meeting of the Corporate Governance and Audit Committee on the 23 July 2012 the following recommendations were made:
 - (a) The committee should receive an Annual Partnerships report on the effectiveness of the council's strategic partnerships focussing on governance arrangements and risk monitoring.
 - (b) The council's partnerships, both strategic and operational, should be reviewed during the council's annual service planning process to ensure that they are still achieving their outcomes, that risk registers are up to date and regularly reviewed and the council's strategic objectives continue to be met.
 - (c) That the role of members who serve on partnerships is made clear in the partnerships guidance document particularly in relation to the requirements for annual reporting.
- 3.2. The Strategic Risk Group meeting on the 8th December 2014 resolved that "the broader issue in respect of the risks associated with partnership working, commissioned and funded services, exit strategies and exit costs of partnerships be considered in more depth

4. Progress

- 4.1. The Partnership Guidance has been updated to take into account organisational changes within the council and to strengthen the risk management aspect of the guidance. (Appendix 1) This will be presented to CMT and the management

forum to ensure managers are aware of the need to manage all partnerships in the appropriate manner

- 4.2. It was also identified that there was no specific guidance for officers who were applying for grants or being commissioned by another partner (e.g. delivering a wellbeing service), there was a concern that not all risks were being considered before finalising of financial agreements. Additional advice has been developed and included in the partnerships guidance. (Appendix 1) If approved the guidance will be published on the intranet and presented to CMT and the management meeting.
- 4.3. Partnerships training for members has been developed and will be delivered in July 2015.
- 4.4. Two planning partnerships have been added to the list as they are now considered to be working at a strategic level.

5. Analysis of Partnerships and recommendations

- 5.1. There are currently 10 strategic level partnerships that the council is involved with, as set out in the annual partnerships report (Appendix 2). They all have appropriate governance arrangements in place.
- 5.2. The annual review and report process is an appropriate method for ensuring our strategic partnerships have appropriate governance measures in place and should continue for the foreseeable future

6. Community impact and corporate risks

- 6.1. By not completing a review of the main strategic partnerships of the council we risk council resources being directed into partnerships that do not meet the council's priorities, waste our resources, do not have a clear goal, and could bring the council into disrepute. By ensuring that appropriate governance is in place in these partnerships and their risks managed we can ensure the quality of their work and their benefit to the local community.

7. Other Implications

	Yes	No
Crime & Disorder:		✓
Climate Change:		✓
Human Rights and Equality Impact:		✓
Safeguarding:		✓

8. Appendices

- 8.1. Appendix 1 – Chichester District Council Partnerships Guidance 2015
- 8.2. Appendix 2 – Chichester District Council Partnerships report 2014



Chichester District Council

Partnerships Guidance 2015

1. Introduction

Welcome to the new partnership guidance for Chichester District Council. This document sets out what CDC considers to be partnership working, what the responsibilities for members and officers involved in partnership working are and what governance should be put in place when being involved in or creating a partnership.

2. Definition of Partnerships

A partnership is

“ A process in which two or more organisations or groups work together to achieve a common goal, and do so in such a way that they achieve more effective outcomes than by working separately”
(Working in Partnership: A sourcebook)

The following list is the agreed definitions of the different kinds of partnerships that will be listed in the CDC Annual Partnerships report.

- **Strategic Partnership** – a partnership set up to have a strategic overview of a certain subject e.g. health and wellbeing or community safety. They will not directly deliver a service but could commission services through partners or set up Task and Finish groups to deliver upon their objectives.
- **Strategic Service Delivery Partnerships** – Involves the delivery of services by one body on behalf of another or through joint working, aspires to deliver more value for money, can include elements that are not contractually defined but left to partners to agree the way forward. Collaborative relationships between local authorities and other organisations in the public, private and / or voluntary sectors
- **Community Partnerships**- Groups set up by the by a community to deal with a local issue. The council will be involved as an interested partner, we may possibly put resources into it but we do not oversee the partnership. Some community partnerships are interested in helping us to deliver services or maintain local facilities (e.g. Friends of the parks) and need support from the council.
- **Task and finish/Project groups** – usually set up under a strategic partnership. These time limited task and finish groups will be partners working together to deliver a specific aim of the strategic partnership.

In order to prevent confusion the following is a list of what is **NOT** a Partnership; these will not be included in the Annual Partnership report as they should be monitored in other ways e.g. annual reports to council, performance reports, and financial reports:

Title	Description
Shared Services	Where an officer/s is contracted to work for two or more organisations to deliver the same service. There will need to be an agreement between the organisations as to the standard of the service and the monitoring of the work.
Joint commissioning	Joint commissioning involves multiple parties with diverse skills and aligned priorities collaborating to deliver outcomes, to better meet the needs of communities. The process should ensure the effective use of combined resources to deliver against local priorities
Grants	Where we agree to give organisation/s money to deliver a project that fits with our priorities. The expenditure of this money will be reported upon.
Contracts	Where we pay another organisation (company, partnership, community group other council) to deliver a service for us. We will work closely with the contracted organisation to ensure the service meets our needs.
Networks	Where officers or members of different organisations meet to share knowledge, best practice and develop ways of working together. These can often lead to further partnership work.
Subscription Service	Where we pay an organisation (this could be a company, partnership) for a service. However in some cases we do have a say in how this service is run.
Social Enterprise	A business with primarily social objectives whose surpluses are principally reinvested for that purpose. (E.g. Community shop). These enterprises are usually owned by the community and a trust set up to organise its management. Chichester District Council could be a partner or a funder or both.
Community Development Trusts	A development trust is usually a company limited by guarantee with charitable status. Profits cannot be distributed to members, but must be used for the further benefit of the local community. The membership of a trust is drawn from a geographically-defined area; members may be both individuals and organisations or just organisations. The board of a Trust is made up of representatives from the public, voluntary/community and private sectors; these (along with individuals and additional funders if appropriate) may be elected from 'voting sections' of the membership.
Trust Boards	The board of a Trust is made up of representatives from the public, voluntary/community and private sectors; these (along with individuals and additional funders if appropriate) may be elected from 'voting sections' of the membership. The board is the policy-making body, and is unpaid; paid staff may be employed to carry out the day-to-day operations of the trust. CDC members are nominated to a number of trusts including Festival theatre, Cowdray heritage trust, and rural mobile youth trust.
Limited Companies	Partnerships or projects can turn into limited companies with their own finances and accountability. E.g. Visit Chichester but we may have a member on the board and have a vested interest in what it does.

If you want advice on any of the above please contact Amy Loaring.

3. Setting up a partnership/ or developing partnership working

In essence, partnerships that are successful can show:

- **Good governance:** the partnership is consistent and well managed- i.e. 'fit for purpose'
- **Value For Money:** the resources available have been used economically (inputs), efficiently (process) and effectively (outputs/outcomes)
- **Added value:** something is delivered that could not have been achieved by any other form of working arrangement
- **Outcomes:** the partnership can clearly demonstrate the impact it has had

Any partnership that is set up will need to plan outcomes. These outcomes should fit with priorities of the Council's Corporate Plan or the priorities of Chichester in Partnership. Your partnership should also set out a high level objective or vision for itself in order to justify its existence.

If you are joining a partnership that already exists, reduce the risk to Chichester District Council by checking that the partnership has suitable governance arrangements set in place and that its aims align with our own. If you are unsure please talk to the Partnerships Officer.

Before you set up a partnership working arrangement, you need to think carefully about what this arrangement will mean in terms of both risk and resources. Creating or joining a partnership is only one of many ways to deliver an outcome, and you need to consider carefully if a partnership is the most effective delivery mechanism. Is the issue something that really needs to be tackled by a range of partners or could it be progressed through a single organisation or joint working? If it is high risk should it be delivered through a contract or service level agreement? If you are not sure than talk to the Partnerships Officer

4. Roles and responsibilities

4.1 Councillors

- The Leader of the Council is the lead member for partnerships.
- The Overview and Scrutiny Committee has responsibility for holding particular partnerships to account through statute, for example Chichester in Partnership. It can also hold individual organisations or partnerships contributed to by the council to account for their performance against action plans or agreed target.
- The Corporate Governance and Audit Committee has a role to ensure that the council's contribution to partnership working is effective and that governance and risk arrangements are appropriate. CGAC will receive an annual report on the Council's partnerships that will inform them of governance arrangements.
- Councillors attending partnership meetings should report decisions and progress made to the relevant CDC officer.
- Members attached to partnerships, whether in a voluntary or representative capacity, will conduct themselves within the Members Code of Conduct, which includes declarations of interest, to ensure that the reputation of the Council is not at risk.

4.2 Corporate role

- Corporate governance and Audit Committee has responsibility for monitoring the impact of our involvement in partnerships and will receive the Annual report on partnerships.
- Heads of Service are responsible for ensuring partnerships are adding value, accountable, deliver agreed outcomes and report back. And that all partnerships within their service are included in the Annual Service plans.

4.3 Officer responsibilities

- Provide a point of contact between the council and the partnership.
- Assist the partnership's work with the council.
- Ensure that the partnership's planned outcomes align with the Corporate Plan of the council.
- Facilitate the council's input into the partnership.
- Support the council's representative(s) on the partnership.
- Review performance against agreed procedures, outcomes, and targets and submit a formal report to accountable bodies as required.
- Report on an exception basis to their manager if any issues arise.
- Alert relevant officers to any issues e.g. Legal, Internal Audit, Personnel.
- Undertake an annual evaluation of the partnership's activity and make recommendations about actions required.
- To assist in ensuring equality duties are met and report any risks.
- Officers who attend or set up a partnership will be expected to ensure that good governance arrangements are set in place.
- Ensure that minutes of meetings are taken and any decisions taken are noted.
- Ensure partnership is included on the annual service plan.

5. Governance of Partnerships

All partnerships that the council is involved in must have the following in place:

5.1 Terms of reference

It is essential that each partnership that CDC is involved in has suitable governance arrangements in place set out in a formal Agreement or Terms of Reference. The specific requirements will vary for each partnership, and as many partnerships start off as loose arrangements and develop in importance, requirements may also change over time and so should be reviewed regularly. However basic terms of reference should include:

- Overall purpose of the partnership
- Lead / accountable partner organisation
- Administration arrangements
- Exit strategy

5.2 **Action Plan** with SMART (Specific, Measureable, Achievable, Realistic and Time bound) outcomes, outcome measures and planned timescales. A partnership must be able to articulate what success would look like.

Outcomes are conditions of well-being stated in plain language, which can be

easily understood and recognized as important (e.g. a prosperous economy or a clean environment).

Indicators are measures that quantify the achievement of results (e.g. the unemployment rate helps quantify economic prosperity; river water quality helps quantify a clean environment).

By identifying outcomes and indicators your partnership will make a strong case for resources and be able to validate its existence.

When planning partnership work programmes and a performance management system, it is vital that Government targets are considered in tandem with local aims. This is important for several reasons:

- If a partnership's aims are aligned to/can work towards achieving Government targets, this may lead to further resources.
- There may be opportunities to link to other partnerships or projects which will increase the capacity of the partnership to achieve good results for Chichester district bodies such as the local authority or the NHS. By necessity they must include Government targets in their work programmes as a priority, so successful partnership working with such organisations will more than likely mean working around these agendas.

So you can make the best use of the opportunities given by taking into consideration Government, non-negotiable targets, it is useful to set out clearly what the partnership can contribute to these targets and what else the partnership is doing over and above this – the extra value that the partnership is providing.

5.3 Risk Assessment

Problems arise in partnerships when governance and accountability are weak and when leadership, decision-making, scrutiny systems and processes such as risk management, are under-developed. In order to minimise such risks, Chichester District Council must meet key responsibilities for each partnership we have. We must:

- Be able to provide assurance that the risks associated with working in partnership with another organisation have been identified and prioritised and are being appropriately managed.
- Ensure that if the partnership is delivering a project that a Project Initiation Document (PID) is completed with all risks identified. If Council resources are being used to deliver the project then it will need to be approved by the relevant council authority.
- Consider that if significant resources are involved that Service Level Agreements or contracts are put in place to safeguard delivery and mitigate risks.
- Mitigate the risks if a partner decides to leave a partnership.
- Ensure the partnership has effective risk management procedures in place, including:
 - Financial risk.
 - Legal risk.

- Reputational risk.
- Resource conflicts.
- Where the delivery of an outcome is key to the council's objectives
- Risk specific to the nature of the partnership or its objectives.
- And a viable exit strategy should the partnership fail

These risks should be identified and then be added to service risks in your annual service plan.

5.4 Set Financial arrangements

When working in partnership projects are likely to be grant funded from external sources, we may be commissioned to deliver a service by or with other partners or we may set up projects that are delivered jointly with partners. Below is a simple checklist of things you need to consider before you sign any funding agreement or contract on behalf of the council

Costings	Have you considered and included all the financial on costs of staff? not just salary. E.g. redundancy costs, travel costs, training.
	Consider who the accountable body for your partnership will be? If the council is to become the accountable body then the Finance Department of the Council should be consulted before proceeding further or making commitments to partners.
	Have you sourced the costs of equipment needed? E.g. computers, phones etc.
	Have you liaised with finance on how the money will be managed? E.g. budget codes to identify all spending
	Chichester District Council has its own financial regulations. You need to ensure that the partnership relationship should not contradict this but seek to encapsulate those standards.
Performance Requirement	Understand the performance outcomes you will be expected to deliver and report on. E.g data collection and reporting mechanisms
	Have you considered the impact to your service and other CDC services of the requirements of your project/ service?
Exit Strategies	Ensure that an exit strategy is put in place for when the funding ends?
	Have you considered the impact if CDC or a partner organisation have to default on its obligations?
	Have you considered the impact on the community when the project/ service ends?
	Have you mitigated the reputational risk to the council if the project/ service ends?
	Have you checked any contract with legal services?

If you want help in the development of any of the above you should contact Amy Loaring, who can advise you and provide templates.

5.5 Exit Strategy

The exit strategy of a partnership is often forgotten when developing the governance. This should be considered at the start. The governance

arrangements should reflect what happens should a partner leave a partnership e.g. dealing with contracts, employment costs, capital costs etc. But also cover how the partnership or partnership project would come to an end. If a partnership is coming to the end of its agreed purpose there needs to be sufficient time allowed for review and evaluation.

Lead officers and members should be part of this discussion and exercise. A report detailing the rationale for ending the partnership must be reported to CMT, detailing any outcomes, weaknesses, learning points and areas of best practice and the impact on the community. Once CMT have agreed the outcomes the report can progress to any other accountable groups such as Cabinet who will make the decision to end our involvement in a partnership.

5.6 Lines of Accountability

There can be a number of bodies that a partnership needs to report progress and achievements to, not least the public that they are working for.

When setting up a performance management system, bear in mind to whom the partnership is accountable and how the partnership's work will be reported back to them. Where funding is received by the partnership, there will more than likely be very specific ways of reporting back to the funding body. However, there are some other ways in which a partnership can be held accountable for its work:

- Partnership sub-groups can be asked to report back to a steering group, or equivalent governing body within the structure.
- Strategic Partnerships should report to Corporate Governance and Audit Committee. This should be done with annual reports setting out the partnership's progress, using data from its performance management process and distributed to stakeholders and the public.
- Officers need to ensure the integration of work plans into individual partner's own business plans, so officers are held accountable through their organisation's own systems.
- Communication and consultation with the public, with particular care taken to communicate with minority groups in the District

To make sure the partnership is well governed, you need to think about how you involve councillors in the partnership. As the democratically elected representatives of the area, they should be included in any partnership involving public sector bodies – either as a member on the partnership, through overview and scrutiny arrangements or via communication and consultation to find out their ward's needs. They are also useful people to involve even if a public sector organisation isn't involved as they will have a wealth of local knowledge and influence.

5.7 Regular reviews

Partnerships need to be regularly reviewed to ensure that they are fit for purpose. Partner organisations should be involved in this review. Partnerships should review:

- Whether they are achieving their outcomes,
- That the outcomes are still relevant ,

- That the list of identified risks are up to date
- That the purpose of the partnership is still suitable.

6. Partnerships Annual Report

The council needs to know what partnerships exist within the district and how effective they are. We need to know which are important to us and which we have an active involvement in. The purpose of collecting information on partnerships is to:

- Provide clarity regarding which partnerships we are involved in and why, who is leading and how progress is reported;
- To have baseline information in which annual reviews can be assessed against;
- Make sure that the key principles of partnership working (good governance) are in place and those partnerships that we are involved in are as efficient and effective as possible.

Therefore the Partnerships Officer collates information on partnerships from the Service Plans on an annual basis and this is taken to the Corporate Governance and Audit Committee for assessment.

In summary

When becoming involved with or setting a partnership you need to ensure the eight following systems are in place:

1. Terms of reference
2. Action Plan
3. Outcomes
4. Accountability
5. Exit Strategy
6. Risk Assessment
7. Review
8. Finance Arrangements

Please notify your Head of Service/ Director and Amy Loaring if you are considering setting up a new partnership or reviewing an existing one.

Chichester District Council - Annual Partnerships Report 2015

Report Author: Amy Loaring

1. CHICHESTER IN PARTNERSHIP (CIP)
Partnership Description
<p>CIP is an umbrella body, which brings together a wide range of organisations from the public, private, voluntary and community sectors within the district. Its original remit is to develop and deliver a Sustainable Community Strategy for the district.</p> <ul style="list-style-type: none"> • Development & Delivery of the Sustainable Community Strategy for Chichester District. • Being a network for local organisations. • Dissemination of information to partners to enable better-coordinated working. • The coordination, support and championing of local partnerships. • Developing projects across the partnerships to provide multi agency solutions to local issues. • Engaging elected members in partnership working. • Coordination of local community engagement. <p>Priorities for the partnerships are as follows:</p> <ul style="list-style-type: none"> • Reducing Worklessness, • Targeted support for communities in need • Dementia Friendly Chichester • Family Intervention.(Think Family) • Helping those with Low level mental health needs
Planned Outcomes 2015/2016
<ul style="list-style-type: none"> • Choosework to engage 120 customers from all working age benefits referred to the programme • Chichester District Council offering at least 50 work experience placements to customers across all benefits who are not on Work Programme • Recruiting 5 local businesses/organisations to offer a minimum of 2 work placements each • Delivery of “ChooseWork Workshops” which offer a form of life coaching • Increase the number of people in the district with qualifications • Increase in the average wage salary • At least 25% of those young people secure a permanent job at the end of their apprenticeship • Create at least 15 traineeship opportunities • CommunityWorks - Deliver 10 community projects a year, Upskill 150+ individuals through the project • A wide range of people working in front facing roles and coming into contact with members of the public who could potentially have dementia or be a Carer are skilled and have confidence to support them • A sustained programme of sponsorship and support ‘in kind’ is in place from local businesses and organisations for dementia projects. • People with Dementia and their Carers are engaged in evolving a sustained programme of activities. • Regular arts related activity in place for people with Dementia and their Carers. • Delivery of Community Safety Action Plan
Chichester District Council resources
<p>£1,000 per annum 70% of Partnerships officer time Desk space and management time of Work experience officer £30,000 invested into the ChooseWork project £5,000 invested into the SelseyWorks project £25,000 from CDC grant pot for Community Works programme</p>
Other resources
<p>£27,000 from DWP for extension Choose Work for a year.</p>

28 hours of senior officer time from partner organisations £25,000 from Chichester College in Community Works programme
Reporting Lines
CDC overview and scrutiny committee Wider LSP (AGM)
CDC priority link
<ul style="list-style-type: none"> • Promote economic development • Supporting Vulnerable people and Communities • Use resources effectively and efficiently
Headline achievements 2014/15
<ul style="list-style-type: none"> • In the past year our ChooseWork (work experience project) has engaged over a 100 people in meaningful dialogue, 45 people have been helped into a work experience placement. At least 14 (31%) customers into education, employment or training within 13 weeks of placement. At least 7 placements converted to jobs (or straight into paid work as a result of being part of Choose Work, with a further 2 awaiting confirmation of paid work). In partnership with the job centre information workshops have been set up as a way of engaging more people. • ChooseWork has expanded, it now has two workers and they are holding workshops in the rural areas of the district. • This year the GPIW strategy has been reviewed and published with a three year action plan • Two major apprenticeship conferences (in January 2014 and January 2015) have been organised in conjunction with a number partners involved with the GPIW Strategy • 25 families have been supported through the Think family Worker • From February to September 2014 SelseyWorks has had 381 clients, 45% of these come in asking for help in returning to work, 14% Benefits advice, 19% other including housing, form filling and food vouchers. So far 30 people have been helped into work and 13 self employed businesses have been set up due to the support that Selseyworks offers • Community Works project, and employment project led by Chichester College has completed on 10 different community projects • Dementia Action plan has been developed and will be delivered in 2015-16 • For the first time, the partnership held a “showcase” event for our partners. The purpose of the event was to help frontline workers gain knowledge in what services and projects are in the district that they can refer their clients to and help local services promote what they do and how they can help. The event was a great success with feedback from partners being very positive.
Risk Assessment
<ul style="list-style-type: none"> • Risk of partners such as West Sussex County Council not becoming fully engaged with projects, thus leading to failure. • Internal reorganisation with partners can cause ramifications on partner relations. • Lack of funding to complete projects. • Lack of revenue funding for projects.

2. CHICHESTER DISTRICT COMMUNITY SAFETY PARTNERSHIP

Partnership Description

A statutory requirement under the Crime and Disorder Act 1998 to form a strategic Partnership that brings together partners to have a coherent approach to community safety.

Planned Outcomes 2015/2016

- Domestic abuse awareness raised amongst young people
- Reducing the number of repeat victims of ASB
- To work with families causing harm to communities per year (Think Family Project)
- To improve the quality of life in specific identified neighbourhoods (Think Family Neighbourhoods project)
- Reduction in overall ASB
- Ensure that number of burglaries does not increase
- Ensure that number of theft from/ of vehicles incidents does not increase and seek to reduce.
- Ensure that number of cycles stolen does not increase and seek to reduce

Chichester District Council resources

90 hours officer time

Other resources

£42,295 – police crime commissioner

Officer time from other organisations

Reporting Lines

Chichester in Partnership & CDC Overview and Scrutiny Committee

CDC priority link

- Supporting Vulnerable people and Communities
- Use resources effectively and efficiently

Headline achievements 2014/15**Rural crime**

Beauty spot car park thefts tend to rise during the Spring and Summer months and in preparation 2 overt CCTV cameras were purchased by the JAG. These have been deployed in car parks where historic peaks of vehicle breaks have occurred. In quarter 1 this year we have had 2 less vehicle breaks and an overall reduction of 24% on the rolling year. Social media has played a big part in crime prevention messaging and the use of twitter by Sussex Police and CDC has been very useful in providing real time alerts and reminders to those residents out and about. Stickers to place on vehicle windscreens which state “no valuables left in this vehicle “have also been purchased by JAG.

Hate Crime

It was brought to the attention of JAG that there had been a disproportionate number of taxi drivers in the District who were reporting being the victim of racist incidents. A small task and finish group was set up involving the Community Interventions Manager at CDC, the ASB and Hate crime Co-ordinator, NPT Inspector and the Licencing Officer at CDC responsible for taxi licencing. Each incident was discussed and assessed. They were all related to customers who racially abused the taxi driver and often the passengers were intoxicated. It was decided to tackle this issue initially by way of an e-mail to all taxi drivers licenced by CDC to inform them of what constituted a hate crime, how to report a hate crime and what the response would be. It was felt there had probably been other incidents that had gone un-reported and the drivers were encouraged to report to Sussex Police with the assurance that any report would be thoroughly investigated and hate crime would not be tolerated. It was felt this response was sufficient in the short term with longer term plans to research preventative measures such as recording equipment and in cab CCTV.

Beauty spot car park thefts

Beauty spot car park thefts tend to rise during the Spring and Summer months and in preparation 2 overt CCTV cameras were purchased by the JAG. These have been deployed in car parks where historic peaks of vehicle breaks have occurred. In quarter 1 this year we had 2 less vehicle breaks and an overall reduction of 24% on the rolling year. Social media has played a big part in crime prevention messaging and the use of twitter by Sussex Police and CDC has been very useful in providing real time alerts and reminders to those residents out and about. Stickers to place on vehicle windscreens which state “no valuables left in this vehicle “have also been purchased by JAG. There was a spike in vehicle crime in August and because of the mechanisms

in place a suspect from out of area was quickly identified, arrested and charged with numerous offences.

Killed and seriously injured (KSI's)

JAG has set up a task and finish group to look at KSI's and casualty reduction as it was evident the Road Safety Action Group (RSAG) was no longer meeting in our area. We have had two meetings and although the data does not show any particular trends, young drivers still tend to be the main focus for casualty reduction. The group are looking to run speed operations in areas where speeding has been a longstanding issue on an NMP agenda and seek to prove or disprove the scale of the problem. We are also looking to raise awareness of the dangers of mobility scooters and promote their safe and legal use by working with retailers by promoting the Safer Roads Partnership booklet.

Community Tensions

A high density student house area in Chichester was coming to attention in two ways, residents were complaining about noisy parties and rowdy behaviour coming from student properties and a number of student vehicles had been damaged. Community tensions were heightened and there was an underlying suspicion that it was a disgruntled resident who had caused the damage to the vehicles. The issue was raised at a multi- agency meeting and we decided to think slightly more creatively and see if there was any merit in trying to bring the two groups together. The University agreed we could hold a "meet you neighbour " event up at the University bar and they would supply tea and coffee. I supplied the cake ! Despite it being a drizzly damp day we had over 30 residents and students turn up for the event which was run by myself and the PCSO for the area. Things started off a little strained and the divide between the two groups was evident , however with some encouragement people started to engage with one another and very quickly it was clear they had many more things in common that they had thought. Students who were living in substandard accommodation were able to share their experience and residents were able to relay their frustration at the noise levels especially those with young children or early starts in the morning. Neighbours spoke for the first time ever and realised they could share skills and equipment to manage over grown gardens. The event was successful in bringing people together , changing the perceptions they had of each other and realising they all had a part to play in their community. Since the event in October there have been no further incidents reported in the area and we are planning more in the future.

School project (Think Family Neighbourhoods)

As part of the Think Family Neighbourhoods work we have engaged local primary schools in a project called "Ideas into action", the project is targeted at year 6 pupils and asks them to look at their local area and think of something they would like to change , improve or do to support their community. They then form a political party and draw up a manifesto. The first school we ran this with was Portfield Academy in Chichester East and area which has a relatively high level of deprivation. The children engaged extremely well with the project and a number of very good ideas came out of it including , feeding the poor, improving accessibility for the disabled, helping the elderly, community garden and wildlife projects. It was decided to bring the ideas to the Joint Action Group (JAG) and get partner support to move the project from ideas into actions. Contacts were given and so far we have planted trees in a local park, the children have engaged with the local foodbank, had a presentation on dementia and the needs of the elderly and are speaking to Highways about drop kerbs. We are building on this work with Portfield academy and starting again in Tangmere and Kingsham Primary schools

Child Sexual Exploitation (CSE)

The JAG decided to set up a task and finish group to look at CSE and it was agreed that the existing Human Trafficking group would be best placed to do this work due to overlap of issues. The group is established and an action plan has been developed which will evolve over time



CSE Action Plan.docx

Risk Assessment

- Loss of funding through Police crime Commissioner decision
- Lack of engagement by partners into delivery of projects
- Public pressure on partnership to take action over issues they have no funding for.

3. MANHOOD PENINSULAR PARTNERSHIP**Partnership Description**

The MPP was formed over 13 years ago as a standing forum for local strategic issues. This multi-agency and community group has initiated and facilitated many initiatives in recent years by attracting funding to the area from the EU, DEFRA, RSPB and other sources. These include: land drainage studies, Medmerry coastal realignment, a Destination Management Plan and various tourism and economic initiatives in line with the Integrated Coastal Zone Management strategy. The MPP has achieved national and international recognition.

Its aims are to raise the profile of environmental, social and economic challenges facing the Peninsula, seeking solutions by collaborative working and undertaking key projects to promote inter-sectoral integration through improved understanding between stakeholders.

The Partnership is a low cost way for CDC to act as an exemplar for localism and community engagement. The contribution is £5,000 a year and the “hosting” of the MPP Project Officer post. The partnership reinforces the District Council commitment to coastal adaptation and the protection of the Peninsula’s special environment to enhance community viability and the economy.

Planned Outcomes 2015/2016**Selsey Haven**

A sub group of the MPP, the Selsey Haven Working Group, has submitted a bid for Coastal Communities Team status to undertake the feasibility study for a small harbour or haven at Selsey. The construction of a small harbour will generate economic opportunities for the town bringing benefits to the fishing industry, recreational boat users while protecting the local area from sea flooding during stormy weather. It will reenergise the traditional small boat fishing industry at Selsey by providing protection from bad weather and improving fisherman’s safety by providing a place to unload the catch easily and safely. Visitor safety will be improved by eliminated winch wires and other working activities on the beach. It will boost the economy by creating a destination point for tourism with potential for associated commercial outlets e.g. fish market, fish restaurants, harbour café etc. A harbour wall will improve coast protection extending the life of the existing seawall, thereby reducing maintenance/replacement costs. Outcomes of the feasibility study are to establish local commitment to the concept and produce a scoping document including a tender/ funding specification for future bids for European funding.

Green Links Across the Manhood (GLAM)

Development of green links to support sustainable transport accessing key conurbations and other areas of the Manhood e.g. tourist attractions such as the harbours, thereby reducing congestion, offering tourist opportunities and improve travel times.

Network Events

Support business growth through the integration of the economic and environmental benefits of the uniqueness of the Manhood and the realignment and increase the potential for inward investment into the area by hosting 2 network events for local businesses - A Sea and Salad Fair and a Food Trail

Completion of the Selsey Rain Garden Project

The Rain Garden project was secured through bidding to Operation Watershed. It is a showpiece sustainable drainage system (SUD) for land drainage in areas prone to flooding following heavy rain. On completion of the rain garden, workshops will be run to engage and educate the community about soft engineered solutions to the surface water problem on the Peninsula.

Standing Conference

Ensure sustainable development of the peninsula for the benefit of future generations and consider long-term issues through improved coordination, communication and understanding between those involved in the Manhood Peninsula and by providing a platform for dialogue between the agencies and local communities enabling integration of strategic issues as per the MPP Terms of Reference.

Chichester District Council resources

£5000 contribution to fund the part time MPP Project Officer. The Project Officer is leading the Selsey Haven sub group and also coordinates and administers the other MPP planned objectives outlined above. The MPP work supports the work of the Economic Development team in particular the support for the fishing industry in Selsey through the Selsey Haven Project.

Other resources

The MPP's other funding partners are West Sussex County Council (WSCC) £5,000 per annum and the Environment Agency (EA) £7,000 per annum (ends March 2016). WSCC has yet to confirm funding for 2016/17 but has cited the value of being able to liaise with community representatives first hand, and that Operation Watershed, parish surface water management plans and work to improve local resilience to flooding have all benefited from MPP membership.

Reporting Lines

Project Officer currently reports to the Environment Manager in Housing and Environment Services, however she works in close association with Economic Development Team.

CDC priority link

Use resources effectively and efficiently
Protect and maintain our natural and built environments.

Headline achievements 2014/15

The key outcomes from 2014/15 are as follows;

Network Events - In November 2014, the MPP hosted a second economic workshop looking at tourism which attracted 43 Manhood businesses and 64 attendees. This type of initiative benefits the community, local businesses and local agencies through improved understanding of the significance and benefits of the Medmerry realignment scheme. The MPP continues to work on the integration of economic and environmental benefits that can arise from this scheme and from sustainable transport routes across the Peninsula.

Rain Garden Project (SUDS), Selsey

The MPP bid successfully to Operation Watershed on behalf of Selsey Town Council for one Rain Garden, a sustainable drainage system. The rain garden will be delivered in 2015.

GLAM Project – Green Links across the Manhood, sustainable transport opportunities between main towns across the Peninsula.

Standing Conference - Facilitated 4 partnership meetings to ensure joined up working on issues key to the Peninsula.

Risk Assessment

Future plans dependent on funding opportunities and successful funding applications.
Community inspired partnership – withdrawal from the partnership could have a detrimental impact on community relations

4. COASTAL WEST SUSSEX AND GREATER BRIGHTON STRATEGIC PLANNING BOARD

Partnership Description

Local authorities are required by law through the Duty to Co-operate to '*engage constructively, actively and on an ongoing basis*' on planning matters that impact on more than one local planning area.

The Coastal West Sussex and Greater Brighton Strategic Planning Board is a grouping of local planning authorities within the coastal West Sussex area responsible for identifying cross boundary strategic planning issues and agreeing how these should be prioritised and managed. The Board operates on the basis of a memorandum of understanding agreed by the constituent authorities. The Board is an advisory body and so decisions on taking forward its work programme remain the responsibility of the individual local authorities.

Planned Outcomes 2015/2016
Increased likelihood that draft Local Plans prepared by the constituent local planning authorities will be found sound and can be adopted. Refresh of local strategic statement setting out the Board's planned work.
Chichester District Council resources
Officer and member time to attend Board (and officer Group) meetings.
Other resources
Agreed shared funding costs to resource the Board's work programme where appropriate.
Reporting Lines
Cabinet Member for Housing and Planning and Head of Planning Services attend Board meetings Planning Policy, Conservation and Design Service Manager attends Officer Group meetings
CDC priority link
<ul style="list-style-type: none"> • Improve the provision of and access to suitable housing. • Support our communities. • Manage our built and natural environments. • Improve and support the local economy.
Headline achievements 2014/15
The work of the Board has been used to help demonstrate compliance with the Duty to Co-operate on cross boundary strategic planning issues. The draft Chichester Local Plan has recently been found sound by the Local Plan Inspector who commented that: <i>'It is evident from the Council's 2014 Duty to Cooperate (DTC) Statement that the Plan has been developed through joint working with Local Planning Authorities in the Coastal West Sussex and Greater Brighton (CWS & GB) area'</i> . This significant milestone means that the Local Plan can now be adopted by the Council and be used as part of the development plan to make decisions on planning applications.
Risk Assessment
Risk of failing to meet Duty to Co-operate – therefore local plan (and other relevant development plan documents) being found unsound and delay to adoption of Local Plan. Risk of unplanned speculative housing schemes being allowed on appeal.

5. SOLENT RECREATION MITIGATION PARTNERSHIP
Partnership Description
The Solent is internationally important for its wildlife interest and there are various protective designations including three Special Protection Areas (SPAs). A substantial amount of house building is planned around the Solent and this could have potential impacts on the SPAs. One of which is increased recreational activity at the coast resulting from population increases associated with the new homes. Such disturbance reduces the birds' opportunities to feed, potentially resulting in a reduction in the bird population. In order to comply with the Habitat Regulations and ensure that potential harm to the integrity of the protected habitats is mitigated, Chichester District Council has entered in to a partnership with the other local planning authorities around the Solent to deliver a strategic mitigation package.
Planned Outcomes 2015/2016
Residential development can continue to be granted planning permission and comply with the Habitat Regulations.
Chichester District Council resources
Officer time to attend officer steering group and project board meetings.
Other resources
The collection of £174 per dwelling granted planning permission.
Reporting Lines
Cabinet Member for Planning and Housing and the Planning Policy, Conservation and Design Service Manager to attend Partnership for Urban South Hampshire (PUSH) Planning and Infrastructure Panel meetings. Planning Policy, Conservation and Design Service Manager to attend Solent Recreation Mitigation

Partnership Project Board. The Leader and Chief Executive (or their nominated substitutes) represent CDC at the PUSH Joint Committee. Cabinet approves the Authority's Monitoring Report each year which will report on this issue.
CDC priority link
Improve the provision of and access to housing. Manage our built and natural environments.
Headline achievements 2014/15
Interim Strategy agreed by PUSH Joint Committee and CDC Cabinet.
Risk Assessment
Risk of challenge through appeals and lack of Inspector support. Risk that harm to protected sites still occurs as mitigation insufficient

6. SUSSEX AIR QUALITY PARTNERSHIP
Partnership Description
Improving air quality is a statutory duty for local authorities. The aim of the partnership is to improve the expertise and knowledge base for officers and to communicate air quality issues or initiatives in Sussex to the public. The partnership membership includes all local authorities in Sussex (East and West) including the county councils, the Environment Agency, University of Brighton and King's College London (Environmental Research Group). The group reports to the Chief Environmental Health Officers' (CEHOs') Group and one CEHO sits on the group.
Planned Outcomes 2014/2015
Air quality initiatives and projects.
<ol style="list-style-type: none"> 1. Continued support for Sussex authorities regarding LAQM¹ – Review and Assessments and Detailed Assessments in support of local Action Plans and consultations. 2. Managed the Sussex Air Quality Network contract. 3. Continue to support Rye and the Sussex mobile AQMS² on behalf of Sussex authorities. 4. Managed and developed the airAlert service for Sussex. 5. Provided airAlert to Southampton, East & West Surrey plus Sevenoaks/Dartford with Eastleigh and Herts & Beds to potentially join. 6. Supported authorities with planning application consultations (air quality). 7. Provided presentation/training at: 8. University of Brighton, Medical School – Masters course in Public Health Sussex-air meetings. 9. Attended meetings/seminars/conferences regarding air quality including: PHE – member of Air Quality and Health expert group (Developing (UK wide) PHE business plan (2015-20). EPUK – annual meetings and member on the Air Quality Committee. DEFRA – regular Air Quality Co-ordinators meeting.
Chichester District Council resources
Subs are £4500/authority/year. There are eight meetings per year of approx. half a day duration each with some time spent providing support to the project development officer.
Other resources
Every local authority in East and West Sussex (including the counties and Brighton and Hove) and the Environment Agency all pay £4500 each.
Reporting Lines
Portfolio Holder and Head of Service.
CDC priority link
<ul style="list-style-type: none"> • Support our communities. • Manage our built and natural environments.
Headline achievements 2013/14

¹ Local Air Quality Management regime.

² Air Quality Monitoring Station.a

1. Developed and delivering the eV South East Network project 2013-15 (£2.4mill DfT/OLEV grant) with partners across SE of England (Sussex, Surrey and Kent). Network known as Energise <http://www.energisenetwork.co.uk/>
2. Submission of paper to Public Health East Sussex and West Sussex Joint Strategic Needs Assessment for PHE air pollution indicator to be incorporated.
3. Implemented Sussex Air Quality and Emissions Mitigation Guidance for Sussex planning and transport authorities.
4. Delivered airAlert and coldAlert services across Sussex for respiratory vulnerable individuals, 650 and 350 recipients respectively.
5. Joint bid for OLEV Low Emission Bus Grant. Initial meeting held (March 2015) Stagecoach, A E Dennis and Ricaro present.

Risk Assessment

No major risks to CDC, makes a financial saving on a statutory duty we have to deliver.

7. SAFER WEST SUSSEX PARTNERSHIP

Partnership Description

The Safer West Sussex Partnership (SWSP) is a statutory group formed as a result of the Crime and Disorder Act 1998. This Act also led to the creation of Community Safety Partnerships (CSPs) in each district and borough in West Sussex.

SWSP brings together these six CSPs along with other key agencies to provide a coordinated approach to reducing crime and anti-social behavior in West Sussex.

The group is structured to provide accountability and strategic direction. There is an Executive Board, a CSP Chairs group and a Performance Management Group. CSPs are represented at all levels of governance.

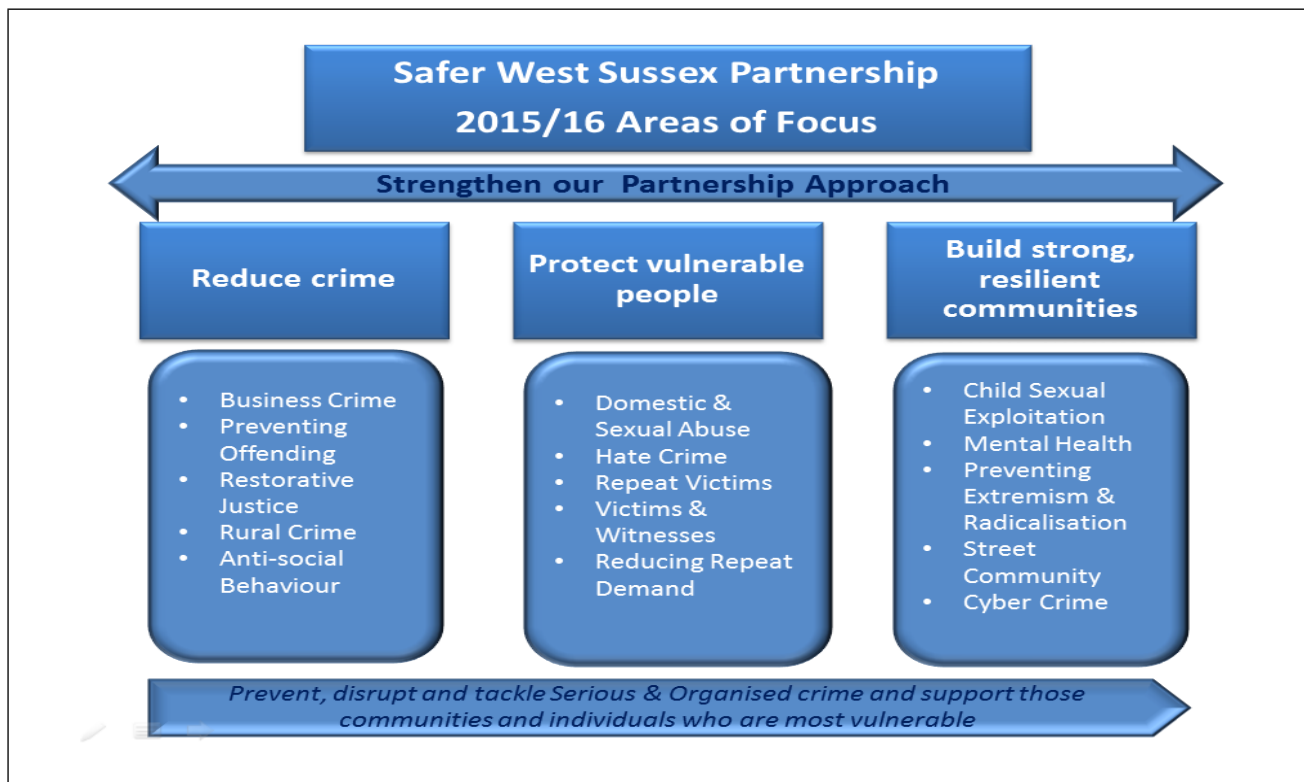
Every year SWSP produces a Strategic Intelligence Assessment and County Community Safety Agreement to help inform the strategic direction of the partnership and the high-level priorities for the year ahead.

Planned Outcomes 2015/2016

The Safer West Sussex Partnership carried out an extensive Strategic Intelligence Assessment in order to identify its work-streams for 2015-16. These work-streams are contained within three key areas of focus and are informed by national, regional and local intelligence and data. They are also designed to align closely with the Sussex Police & Crime Plan.

Underpinning all of the work-streams is an emphasis on strengthening the partnership approach, demonstrating a commitment from the SWSP to continue to develop more effective methods of working together, particularly where there are identified gaps, scope to innovate or widen the contribution that agencies and organisations can make and opportunities to make efficiency savings.

In previous years the SWSP has focused on the delivery of identified priorities with associated action plans. This year, recognising that for some agencies and organisations many of the work-streams included in the areas of focus are regarded as 'business as usual', the partnership will seek to clarify the added value that multi-agency working brings. This added value will be reflected in the action plans attached to each area of focus in order that partners more clearly understand their role in the delivery of outcomes. The table below provides more information:



CDC Officer Hours

18 hours of officer time

Other resources

Partnership administration is resourced by West Sussex County Council
Funding is drawn down from the Police & Crime Commissioner

Reporting Lines

SWSP Executive Board
Police and Crime Commissioner

CDC priority link

- Use resources effectively and efficiently

Headline achievements 2014/15

Community Safety Partnerships throughout West Sussex have continued to adapt and change during the past few years. The reduction in budgets, national and local organisational restructures and additional responsibilities imposed through emerging legislation have all had an effect. Moreover, there are a number of emerging national agendas that will continue to affect the delivery of the crime and criminal justice agenda in the coming months and years. Nevertheless, the partnership remains strongly committed to its core objectives to make West Sussex safe.

A number of achievements have been made this year; covering a wide range of subject areas. In relation to Business Crime; the partnership has worked with Sussex Police, Trading Standards, Business Crime Reduction Partnerships and the Federation of Small Business to encourage to businesses throughout the county to promote a zero tolerance approach to retail theft. The partnership has also provided target hardening advice to a number of small to medium businesses in line with the ongoing commitment to support businesses and help make West Sussex economically prosperous.

A series of workshops and focus groups were run this year targeting some of the hard to reach groups within the county. These included sessions dedicated to rural crime and reducing vulnerability. Some key information and community intelligence was gathered at these invaluable events which have been used to help inform the strategic areas of focus for the year ahead.

The partnership continues to support a wide range of initiatives from property marking schemes, through to dedicated support for older people at risk from mass marketing fraud. This year the partnership has been heavily involved in developing a multi-agency action plan to address cyber-crime. This has been achieved with Surrey & Sussex Police's specialist Cyber Crime team and includes work to establish a calendar of events or awareness raising opportunities supported by

Get Safe Online.

SWSP partners, specifically the District and Borough CSPs and Sussex Police have worked together with the Office of the Sussex Police & Crime Commissioner during the last 12 months to formulate a pan-Sussex approach to new ASB powers such as the Community Trigger; which is incorporated within new legislation. Local variations are in place but the approach is broadly the same to ensure that victims receive a consistent response wherever they are in West Sussex.

Going forward; the impetus remains on reducing crime and vulnerability; engaging with wider partnerships and working hard to make those people who live, work or visit the county feel safe and confident in West Sussex. This will include some new areas of work to address a range of issues such as Child Sexual Exploitation, preventing extremism and radicalisation and to reduce repeat demand on all our services.

Risk Assessment

Minimum of risk to Chichester District Council as it is a statutory partnership that we have to attend.

8. WEST SUSSEX RURAL PARTNERSHIP

Partnership Description

The Rural Partnership in its present format and membership has been operating for just under 5 years. It meets 3 times a year and has reporting mechanisms to West Sussex County Council, to Coast to Capital,(C2C) and to regional and national rural forums and boards reporting to both DEFRA and the Rural Minister.

Its key economy panel meets a further 3 times per year (minimum)

It has appointed a paid part-time director who commenced on 1st April 2014

Its format has developed and repositioned towards a stronger economy focus, putting people at the heart of regeneration and working across traditional boundaries to form the foundations for investment. In particular it is a key partner in designing and contributing to our Local Enterprise Partnership's Strategic Economic Plan, and for assisting the delivery of relevant projects in the RWSP area

Planned Outcomes 2015/2016

- Improved alignment with Coast to Capital and with partner's individual economic strategies.
- Input into C2C's Strategic Economic Plan for 2016-17
- Implementation of new economic action plan:
 - Drive access to superfast (and ideally ultrafast) broadband across rural areas
 - Targeted support to help businesses embrace and exploit access to broadband
 - Key infrastructure such as mobile phone signal, power provision (3-phase) are available
 - Engagement with C2C ESIF programme across ESF, ERDF & specifically EAFRD
 - Engagement with C2C SEP and local growth fund/deal programme
 - Ensure local, county, regional/LEP business support schemes are 'rural proofed'
 - Engagement with Sussex LEADER programme 2015 onwards
 - Rural employment land is protected against residential development pressures
 - Developing linkages with FE and HE providers on skills, training and employment
 - Size and breadth of rural economy (beyond core agri-business) is promoted
 - Growth sectors, concentrations and clusters by the C2C team within RWSP are identified and promoted
 - Engagement with neighbouring rural areas

Chichester District Council resources

£5000 a year. Officer time equating to 8 day per annum

Other resources

£5000+ contributions from other districts, SDNPA and West Sussex County Council.

Officer time from other partner organisations

Part-time director

Reporting Lines
Members of the Stakeholder Funding Group The senior officers that make up the Rural Economy Group Indirect link to Coast to Capital LEP
CDC priority link
<ul style="list-style-type: none"> • Promote economic development • Use resources effectively and efficiently • Protect and maintain our natural and built environments • Collaboration on projects and activity that has a larger than local impact
Headline achievements 2013/14
<ul style="list-style-type: none"> • Preparation and implementation of new economic action plan • Intervention on significant issues with access to superfast broadband in rural areas • Research into the needs of Home Based Businesses (HBB) • Realignment of partnership priorities to that of the Coast to Capital LEP and partner's individual economic strategies. • Input into C2C's Strategic Economic Plan 2015-16
Risk Assessment
<ul style="list-style-type: none"> • Possible duplication of work of Chichester in Partnership • Risk of missing out on opportunities that benefit the district if we are not involved.

9. WEST SUSSEX WASTE PARTNERSHIP
Partnership Description
The partnership is delivered through two inter-related groups; the Member led Inter Authority Waste Group (IAWG) and the Strategic Waste Officers Group (SWOG). The aims are reduced municipal waste landfilled, improved services and infrastructure facilities, greater waste minimisation, recycling and waste awareness.
Planned Outcomes 2015/2016
<ul style="list-style-type: none"> • To update the Memorandum of Understanding (MoU) between WSCC, the Waste Disposal Authority (WDA) and the districts and boroughs, the Waste Collection Authorities (WCAs). The purpose of the MoU is to clarify the aims, objectives and commitments of the WCAs and WDA to ensure that the respective activities provide Best Value in discharging their relevant responsibilities under the Environmental Protection Act 1990 (EPA) and the Refuse Disposal (Amenity) Act 1978 and other relevant Wastes Management Legislation. • To revise the Recycling Support System (ex-recycling credits) between the WCAs and WDA • When a suitable technical, economic or environmental trigger requires, to review waste collection methods to ensure that the Council remains compliant with the Amended Waste Regulations 2012 (TEEP) in respect of separate recycle collections. • To work with the WCAs and WDA to propose additional recycling initiatives with the aim of achieving the EU target to recycle 50% of household waste by 2020. • Continue with the standardisation of the branding and content of waste and recycling communications across the county to improve awareness and understanding, and reduce confusion. • Continue to improve the quality of materials collected and processed through the Ford MRF to reduce wastage and improve materials sales markets and income. • Increase awareness of sustainable waste management and recycling in schools through the Wastebuster programme.
Chichester District Council resources
Officer 400 hrs per annum. Members 25 hours per annum
Other resources
Officer time from other councils
Reporting Lines

Portfolio member
CDC priority link
<ul style="list-style-type: none"> • Use resources effectively and efficiently • Protect and maintain our natural and built environments.
Headline achievements 2014/15
<p>The partnership worked on a project to investigate the collection methods operated within the county in relation to the requirements of the Amended Waste Regulations. A full assessment was carried out for CDC, where it was demonstrated that the current system was TEEP compliant. Separation of additional recycling waste streams have been introduced at the Ford Materials Recycling Facility and residents can now recycle domestic mixed plastics (pots, tubs and trays). Continued improvement in the quality of recyclate collected, and consequent reduction in loads rejected at the waste transfer station.</p> <p>A new county-wide contract was tendered and let for the disposal of clinical waste. Greater take up of the schools Wastebuster programme.</p> <p>Past outcomes include provision of mixed recycling collections to domestic premises, construction and operation of Ford Materials Recycling Facility, improvements to household waste recycling sites, provision of waste transfer sites, awarding of joint abandoned vehicle collection and disposal contracts, clinical waste disposal contracts, recycling and waste handling and processing contract, and treatment of residual waste contract. This latter contract is providing for the construction of mechanical and biological treatment and anaerobic digestion facilities, which is due to become operational in 2014.</p> <p>All of these have contributed to the improvement and delivery of more effective and cost efficient services whilst achieving substantial improvements in recycling, waste minimisation and landfill reduction.</p>
Risk Assessment
<p>For waste disposal facilities and joint contractual issues, minimal risk to Chichester District Council as West Sussex County Council is lead partner and main investor.</p> <p>There is a potential risk that a future Amended Waste Regulations TEEP assessment may require separate recycling material collections. When the assessment was carried out during autumn 2014, it suggested that separate collections could cost CDC an additional £700,000 pa</p> <p>There is a potential risk that the EU may apply fines to any council not achieving the 50% recycling target by 2020.</p>

10. COASTAL WEST SUSSEX
Partnership Description
<p>Coastal West Sussex is a public / private sector partnership that have joined together to champion the sustainable development of the coastal communities. Putting people and business at the heart of regeneration and working across traditional boundaries the partnership is forming the foundations for investment. In particular it is a key partner in designing and contributing to our Local Enterprise Partnership's Strategic Economic Plan, managing the CWS and Greater Brighton Strategic Planning Board and for initiating and assisting the delivery of relevant projects in the CWS area</p>
Planned Outcomes 2015/2016
<p>The Board will use its collaborative strength to influence, lobby and coordinate partners to:</p> <ul style="list-style-type: none"> • Understand and strengthen business supply chains and networks • Match Skills to Business Needs • Promote the CWS area, and work with Coast to Capital to: <ol style="list-style-type: none"> 1. Secure investment to develop commercial property and support the regeneration of town centres 2. Improve transport and communications infrastructure • Improve Coastal West Sussex's attractiveness to investors • Development of the Visitor Economy
Chichester District Council resources
£5000 a year.

8 days of senior officer time
Other resources
£66,000 in total from the other coastal authorities and WSCC Officer time from other partner organisations Part-time director ad hoc administrative support when it can be found
Reporting Lines
The CE's and senior officers that make up the CWS Management Group Indirect link to the Coast to Capital LEP
CDC priority link
<ul style="list-style-type: none"> • Promote economic development • Use resources effectively and efficiently • Strategic Planning Board • Collaboration on projects and activity that has a larger than local impact
Headline achievements 2014/15
<p>Establishment of a Strategic Planning Board and delivery of the 'Local Strategic Statement' to assist in fulfilling local authorities Duty to Cooperate. (This received a RTPPI award for innovation in planning).</p> <p>Working with Coast to Capital to secure £40m into the CWS area, from the Local Growth Fund under the SEP</p> <p>Creation of Enterprise Bognor Regis and securing its local development order</p> <p>Headline Achievements for 2014-15</p> <ul style="list-style-type: none"> • Continued development of the Strategic Planning Board which is now supported by 9 Local Planning Authorities including Chichester • Restructure of the governance arrangements to bring in more business people • Produced and agreed a joint position statement on expansion at Gatwick Airport that was supported by evidence • Continued to focus and champion the delivery of enterprise activities in education • Commissioned and launched CoastalWestSussexjobs.com and Pathway, an IAG website for CWS
Risk Assessment
<p>Minimum of risk to Chichester District Council as we are not lead partner</p> <p>Risk of missing out on opportunities that benefit the district if we are not involved</p>

Chichester District Council

CORPORATE GOVERNANCE & AUDIT COMMITTEE

30 June 2015

Internal Audit : Audit Progress Report

1. Contacts

Report Author:

Stephen James – Principal Auditor

Tel: 01243 534736

E-mail: sjames@chichester.gov.uk

2. Recommendation

The committee is requested to consider the audit reports and note progress against the Audit Plan.

3. Main Report

3.1. G4S Contract Review

This review looked at the tendering process and that it complied with the Council's Contract Standing Orders and that full contract monitoring is being undertaken. This contract is still in its infancy however, to date no contract compliance issues have been highlighted and no recommendations have been made. This review has been sent to members for information.

3.2. Key Financial Systems 2014 - 2015

Internal Audit reviews the controls operating within the key financial systems on an annual basis. Any weaknesses are then reported separately to the relevant service. For the year 2014-15, Internal Audit has produced an annual report for the year end to be reported to Committee.

There were four generic recommendations made in the main report together with service specific ones. These can be found together with responses and deadlines in the Table of Findings at appendix 1.

4. Consultation

4.1. Not Applicable

5. Community impact and corporate risks

5.1. Not Applicable

6. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder:		√
Climate Change:		√
Human Rights and Equality Impact:		√
Safeguarding:		√
Other (Please specify):		√

7. Appendices

- 7.1. Progress Report – Audit Plan
- 7.2. Key Financial Systems Audit Report and appendix

8. Background Papers

None

Progress Report – Audit Plan



As at 30 May 2015

Appendix 1

Audits	Auditor	No of Days	Days Remaining	Position with Audit
Key Financial Systems - See below for details	Sue Shipway / Julie Ball / Sarah Hornsby/Philippa Watts	40	36	Planning
Car Parks	Julie Ball	18	17	Planning
Development Management	Philippa Watts	15	11	Planning
Safety Inspections - Zurich	Sarah Hornsby	10	3	System Mapping and Testing
Building Control	Julie Ball	10	6.5	System Mapping and Testing
Security of Assets	Julie Ball	10	9.5	Planning
Personnel and Recruitment (Carried Forward from 2014-15)	Sue Shipway / Philippa Watts	25	17.5	System Mapping and Testing
Food Safety	Sarah Hornsby	15	14	Planning
Consultants Review	Sue Shipway	5	4	Planning
Housing Benefits	Sue Shipway/Sarah Hornsby	20	17	Planning
Other Audit Activities	Auditor	No of Days	Days Remaining	Position with Audit
Audit Reviews (Review of 2014-15 Key Financial Systems)	Stephen James/Sue Shipway	15	12	System Mapping and Testing
Corporate Advice	Stephen James / Sue Shipway/ Julie Ball	20	19.5	On-going
Contingency (Coinco & Key Financial Systems 2014-15)	Stephen James / Sue Shipway /Philippa Watts/ Julie Ball	120	115	On-going
PSIAS	Stephen James/Sue Shipway	20	19.5	On-going
AGS + supporting evidence	Stephen James	30	7	Report
NFI	Sue Shipway	20	15.5	On-going

Follow Ups - Key Financial Systems ,Accuracy Checks, Income Management	Sue ShipwaySarah Hornsby/ Julie Ball	20	17.5	On-going
Completed Audits				
Fraud Review and IAS240	Sue Shipway	15	8.5	Draft Report
Carried Forward -Procurement and Contract -G4S	Sarah Hornsby & Julie Ball	15	15	Agreed Report
Inclusion in Key Financial Systems				
Creditors	Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby			
Debtors	Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby			
Payroll	Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby			
NNDR	Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby	40 See Above		
Council Tax	Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby			
Bank Reconciliation	Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby			
Budgetary Control	Sue Shipway / Philippa Watts / Julie Ball / Sarah Hornsby			



**Key Financial Systems – 2014-15
Summary Report**

Reported by - Sue Shipway

June 2015

Contents

Audit: Key Financial Systems
Auditors: Sue Shipway, Ann Kirk, Julie Ball and Sarah
Hornsby

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1 Introduction

- 1.1 Every year, as part of the cyclical Audit Plan, internal audit review the Key Financial systems. In addition, we also undertake a number of compliance tests which are then relied upon by the councils External Auditors Ernst and Young.
- 1.2 During 2014-15 we changed our approach and amalgamated both of these independent reviews, in order to work smarter, save time and resources which were stretched due to the retirement of the Senior Auditor and an Auditor who went on maternity leave towards the end of the year.
- 1.3 The Council changed the Financial Management System from Oricle to Civica as from 1 April 2014, which made an impact on the audit of the key financial systems in 2014-15.

2 Scope

- 2.1 The reviews of the council's key financial systems were undertaken during 2014-15 by a number of internal auditors.
- 2.2 The key financial systems are deemed as follows:
 - Creditors
 - Debtors
 - Payroll
 - Housing Benefits
 - Council Tax
 - Non Domestic Rates (NDR)
 - Cash and Bank
- 2.3 Because of the potential changes within the controls operating, each system followed a programme to; a) document the processes, b) walkthrough these processes to confirm our understanding, c) identify and test the key controls to ensure they are operating as designed and d) report on any weaknesses found. A post implementation review has also been carried out and will be reported on separately.
- 2.4 The audit also included additional tests which were deemed important (by internal audit) to the operation of the system ie. procedure and guidance notes, access rights, data security etc.

- 2.5 This report has been produced to bring the reviews of all the key financial systems together and is on an exception basis, so that only the weaknesses found are highlighted. We have discussed these areas with the responsible officers and reported their comments together with proposed actions and deadlines dates for these to be implemented.

3 Summary of Findings

- 3.1 A table of Findings has been produced, see Appendix 1. Areas of non-compliance have been identified as 'System Issues' and priority given to those which need to be addressed immediately.

- 3.2 In order to do this a traffic light indicator has been used to identify issues raised as follows:

Red – Significant issues to be addressed

Amber – Important issues to be addressed

Green – Minor or no issues to be addressed

4 Conclusion

- 4.1 In the past External Audit have been able to rely upon the work of internal Audit for testing the controls with key financial systems, but have heavily directed the testing undertaken by internal audit. However, as a result of the work carried out by Internal Audit, in 2014-15, not only did this continue to be the case but in addition internal audit have been instrumental in identifying new controls within those systems, now integrated within the new financial management system, Civica. Such work will benefit both internal and external audit in terms of time spent and concentration of effort.
- 4.2 In the main, controls tested were operating effectively, however it was noted that there was a general lack of guidance/procedure notes being circulated and/or reviewed and updated and for one Service this had previously been reported during 2013-14.
- 4.3 Monitoring arrangements are an essential control within most systems. There was a lack of accuracy checks being undertaken within Housing Benefits and as a consequence may have resulted in a higher level of undetected errors made in the paying of housing benefits. This was also reported in their Certification of claims and returns annual report 2013/14 by Ernst and Young that there was a need to improve the control environment for the assessment of benefit.

- 4.4 Where new parameters are installed within a system, evidence on the testing of these parameters is not always held for audit review. This had been reported on previously.

5 Recommendations

- 5.1 Some Generic Recommendations have been made as follows:

- Guidance and Procedure notes must be reviewed and updated on a timely basis
- Monitoring arrangements are in place in order to identify training needs and training records are maintained.
- Evidence of parameter updates and testing is kept so that it can be provided to audit as evidence of the control operating.

- 5.2 In addition a full and detailed schedule of findings which are service specific together with recommendations and actions required can also be found in Appendix 1.

Summary of Findings and Recommendations

Appendix 1

Service Area and System	Priority	Control issue raised	Recommendations/Actions Required	Comments/Response	Officer responsible for action	Deadline for Action
Payroll TRENT	●	System parameters, such as tax tables etc., are received at the beginning of each year. These are uploaded into TRENT by the supporting systems administration team and evidence is held. Testing is then undertaken by the Payroll team to ensure that the parameters provide the correct calculations required. However, the supporting evidence of this testing is not retained to support that the control is in place and operating correctly.	In order for reliance to be placed upon this control, evidence of testing must be kept for review.	Although this is carried out every year, once we are happy that the tables are correct, no evidence is held. However, when this was actioned for 2015-16, the testing documentation was kept for review.	Tony Edwards - Payroll	31.3.2016
Creditors CIVICA Page 62	●	<p>1) At the time of audit invoices were received in a number of ways, this could result in the same invoices being scanned onto the purchase ledger twice and could possibly lead to a duplicate payment being made.</p> <p>Although there is a process in place to prevent against duplicate payments being made, it does rely on manual intervention.</p> <p>Additional testing found that copy and monitoring invoices as well as original ones were being scanned by the Services and ultimately paid twice.</p>	<p>Those handling the post to be reminded that all invoices should go directly to Exchequer Services.</p> <p>To explore alternative controls, to prevent duplicate payments being made.</p> <p>In addition, a reminder could be sent to all users as a reminder to be vigilant and not to scan copy invoices without checking that the original one has not already on the system.</p>	<p>Exchequer review the Batch Control reports and any error messages are investigated and appropriate action taken to prevent duplicate invoices being paid.</p> <p>Furthermore, a report of potential duplicate invoices will be run on a weekly basis to capture any additional duplicate invoices.</p>	Carol-Anderson Towner	31.05.2015
Debtors CIVICA		No matters arising	None	None	NA	NA
Council Tax Northgate	●	1) Not all procedures are up to date; some have not been reviewed since 2008.	It is important that procedure notes are reviewed regularly to keep up to date with any changes and to provide staff with	Internal Audit were advised that procedures are updated and reviewed as and when	Chris Christie – Council Tax Manager	13.06.2015

Summary of Findings and Recommendations

Appendix 1

		2) No formal evidence, for example a signatures etc., was evident on the review of suspended and/or suppressed accounts greater than 30 days or without an end date.	support/guidance. Reports monitoring suspended of suppressed accounts should be signed and dated as reviewed by a Senior Officer.	required and when legislation stipulates, but a full review was scheduled. This will be completed as soon as possible. The process has now changed to the following: Report CDC030 is run on a monthly basis and compared to the previous month then checked and signed off as checked. Scanned copies of the report then stored on the s/drive.	Chris Christie – Council Tax Manager	Actioned
<p>Housing Benefits Northgate</p> <p>Page 63</p>	●	1) Procedures had not been updated since December 2011. Internal audit made a recommendation in March 2014 for this to be actioned, but to date, this has not been implemented.	It is important that procedure notes are maintained and reviewed regularly to keep up to date with any changes and to provide staff with support/guidance.	Two procedures have now been updated; new claims and earned income.	Diane Kirkham /Chris Dring – HB Manager	01.06.2015
	●	2) Staff Training and records of such are not up to date and should now be on Trent.	Staff training is essential in order to maintain quality of Service and give staff the training and support they require and a record of this should be maintained electronically.	Team Leaders have been reminded of the importance to enter training needs and taken onto Trent. Some has now been actioned.	Chris Dring – HB Manager	01.06.2015
	●	3) The accuracy checks on the calculation of benefit entitlement, which targeted areas of potential weakness and identified staff training needs, were not being carried out on a consistent basis. Errors in claim calculations contributed to the 2013/14 HB subsidy claim	This issue was first reported on in 2013-14 and again as a result of our follow up audit in 2014-15. It is important that these accuracy checks are re-introduced on a regular basis immediately, to	Team Leaders are reminded of the need to undertake regular accuracy checks. Some have re-introduced these and from April to	Diane Kirkham /Chris Dring – HB Manager	01.06.2015 and 31.07.2015 for the control team to be in place




Summary of Findings and Recommendations

Appendix 1

		being qualified by Ernst and Young. A loss of experienced staff, an increase in complex claim calculations, the DWP RTI exercise and a lack of consistent checking by team leaders have resulted in an increase in error rate	ensure that areas of error/weakness together with training needs are identified and rectified as soon as possible.	date only 47 have been completed. The Benefits section is undergoing a restructure which will include a control team of experienced assessors who will be responsible for undertaking all accuracy checks and updating procedures.		
National Domestic Rates (NDR) Northgate	●	All procedures were last updated in 2010. Internal audit were informed that these are updated and reviewed as and when required and when legislation stipulates.	It is important that procedure notes are reviewed regularly to keep up to date with any changes and to provide staff with support/guidance.	A procedure review is scheduled to take place by June 2015.	Chris Christie – NDR Manager	13.06.2015
Bank Reconciliation CIVICA	●	1) Although some of the income and expenditure are part of an automatic matching process within CIVICA, the actual Bank Reconciliation suite did not operate as expected. Therefore a monthly process outside of Civica was created by the systems team (Finance), which has taken considerable time and effort because of the way some income and expenditure is coded. As a result the bank reconciliation is not always completed on a timely basis.	It is important that all income and expenditure is accounted for and reconciled on a timely basis, therefore this must be rectified as soon as possible. It is understood that the bank reconciliation will in future be undertaken by Cashiers who have a clear understanding of how all the income and expenditure streams work.	Civica are working on a replacement bank rec module which is expected to be released in 2016-17. This will need to be evaluated and only implemented if it meets the Council's needs. Cash receipting part of the bank rec module is working accurately now after some amendment to the process. Creditors account rec has been completed to 31 March 2015, but has yet to be reviewed and signed off. Going forward this will be completed on a monthly basis post final accounts. General Fund Bank	David Cooper/ Paul Morris	30 September 2015
	●	2) There are no formal procedures for the new Bank Reconciliation process. This is essential as a back-up, should current staff responsible for the bank reconciliation change.	It is important that procedure notes are drawn up for new procedures and are regularly reviewed to keep them current and provide staff with support/guidance.			

Page 65				<p>account has required a major review of the process with the Cashiers assistance which has meant that any issues are now dealt with in a timely manner. This reconciliation is expected to be completed by 19 June for 2014-15 and will need to be signed off. Going forward it is expected that the cashiers will reconcile this element of the bank rec. A meeting between Accountancy and Revenues will be scheduled in June to agree timetable for handover.</p>	<p>David Cooper/ Paul Morris</p>	<p>31 August 2015</p>
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Traffic Light Key

Significant Issues to be addressed  Important Issues to be addressed  Minor/No issues to be addressed 

Chichester District Council

CORPORATE GOVERNANCE & AUDIT COMMITTEE

30 June 2015

Annual Governance Statement and Corporate Governance Report

1. Contacts

Stephen James - Principal Auditor,
Tel 01243 534736 Email: sjames@chichester.gov.uk

2. Recommendation

To consider the draft Annual Report on Corporate Governance at Appendix 1 and to recommend this to Council for approval.

3. Main Report

All members have a responsibility for corporate governance. However, this committee is charged with identifying and looking at key risk areas in greater depth. This is to provide assurance to the Council and members that its business is conducted in accordance with the law and proper standards; that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

Under its terms of reference the committee is required to report to Council each year, or at any time where significant issues or concerns are raised on corporate governance and the internal arrangements in place to monitor and control risks. Attached at Appendix 1 is a draft report to Council to fulfil this requirement which the committee is requested to consider.

CIPFA guidance requires an Annual Report of Partnerships to be produced and this is attached at Appendix 3.

In order to sign up to such a statement, members of the committee will need assurance that key systems are in place within the council. As such the council's internal audit service has the responsibility to independently review and report to the committee and report is attached at Appendix 4.

4. Human Rights and Equality Impact

None

5. Appendices

Appendix 1 – Annual report of Corporate Governance & Audit Committee to Council
Appendix 2 - Annual Governance Statement 2014/15
Appendix 3 – Annual report of Partnerships 2014/2015
Appendix 4 – Annual Report on the effectiveness of Internal Audit Section 2014/15

6. Background Papers

Evidence in support of annual governance statement 2014/ 2015

Chichester District Council

Council – 14 July 2015

Report of Corporate Governance and Audit Committee

Background

The council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

To this end members and senior officers are responsible for ensuring that proper arrangements exist for the governance of the Council's affairs and stewardship of its resources.

In November '13 the Corporate Governance & Audit Committee considered the Strategic and Organisational risk registers to ensure the adequacy of the Council's actions to control and manage risks.

In June '14 the Accountancy Services Manager met with the Heads of Service to re-assess all the Organisational Risks to ascertain if the risks still apply, and whether the initial risk score was correct or not. Where the risk was still relevant, they were re-scored taking into the account the mitigating action. Of the 10 Strategic Risks 7 have been scored as high, these will be reviewed on a quarterly basis by CMT and considered by the Strategic Risk Group.

During 2014/2015 the seven highest risks identified in the Corporate Risk Register were:

- **Deficit Reduction (Balanced Budget):** That the council is unable to set a balanced budget. This is an on-going risk.
- **Visions Priorities:** Lack of clear vision and priorities that is forward looking with members and officers not adhering to shared visions and priorities.
- **Project Management:** Failure to deliver key projects due to ineffective programme and / or project management skills.
- **Health & Safety:** Failure to adhere to H&S policies and procedures leading to the death or injury of an employee or third party resulting in prosecution.
- **Local Plan:** Failure to have an approved plan in place to protect the local environment and to deliver Housing Targets for the District. Council unable to collect Community Infrastructure Levy.
- **Business Continuity:** That a business continuity incident occurs and the organisation fails to respond effectively and continue to deliver services.
- **Contract Management:** Failure to manage contracts where contractor or key partner fails to deliver goods and / or services which prevents the council from delivering its corporate plan objectives for both projects and services.

The Council has taken early action as the current financial crisis started and has, over the last five years achieved almost £7.8m of savings. This has enabled the Council to set balanced budgets without the need to draw against reserves. Current predictions are that there is a need to find further savings to maintain a balanced position. The council will need to save a further £2.4m over the next three years and there is a plan to deliver this. Cabinet have agreed the Deficit Reduction Plan of £2.4m but officers and members will keep this under review.

Annual Governance Statement

The Annual Governance Statement has been prepared in accordance with the CIPFA / SOLACE guidance on “Delivering Good Governance in Local Government”. The Statement clearly sets out the 6 fundamental principles of good governance:

- i. Determining the council’s purpose, its vision for the local area and intended outcomes for the community.
- ii. Members and officers working together to achieve a common purpose with clearly defined functions and roles.
- iii. Promoting our values and upholding high standards of conduct and behaviour.
- iv. Taking informed and transparent decisions and managing risk.
- v. Effective Management – capacity and capability of members and officers.
- vi. Engaging with local people and other stakeholders to ensure robust accountability.

CIPFA guidance also requires an Annual Review of Partnerships which has been produced by Internal Audit.

Internal Audit reviewed a sample of Partnerships to see whether the appropriate governance arrangements were in place. From the sample selected some of the Partnerships had been set up without referring to the partnership guidance. The guidance states that all partnerships that the council is involved in must have the following in place:

- Terms of Reference
- Action Plan with SMART (Specific, Measurable, Achievable, Realistic and Time Bound) outcomes, outcome measures and planned timescales.
- Risk Assessments
- Exit Strategy
- Lines of Accountability
- Regular Reviews
- Set financial arrangements
- Partnership register, to contact the Partnership Officer when setting up a new partnership or reviewing an existing one in order for the partnership register to be kept up to date.

In some cases information relating to Partnerships has been taken from the Service’s Service Plan, when reviewing these further some had been incorrectly classified as a

Partnership. The Partnership Officer will be contacting the relevant services to discuss the information on their service plans.

It is recommended that staff refer to the guidance when forming or reviewing a Partnership.

Significant Issues & Risks

The drafting of the Annual Governance Statement has highlighted some risks that have come to light which are receiving attention from those charged with governance.

- **The impact on the Council and the future Grant settlement calculation and loss of external income streams**

The council has identified likely reductions from government and from local income streams. The report to cabinet “Transformation of Council Services” emphasised the need to continue to plan for the future and to be able to “flex the model” should the need arise. The implementation of the Deficit Reduction Plan will identify efficiencies or increased income to address the expected shortfall by 2017/2018.

- **Business Continuity**

The Health & Safety Manager has continued to work with the services to ensure that there is an adequate business continuity plan and that the findings from the Business Impact analysis prepared by Zurich have been implemented. In December a full exercise was carried out which raised a number of actions; these were completed by the end of March.

- **Emergency Planning**

The Head of Housing and Environment undertook an Emergency Planning review, the review highlighted West Sussex County Councils plans for the future, and the options available to the Council. It was decided that Chichester will operate a shared service between Arun and Chichester with two members of Housing & Environment assisting.

- **Westgate Centre Carbon Trust contract**

The council has received formal responses from tenderers for the replacement of the CHP’s at Westgate. All tenderers have been asked to tender for a CHP solution or a Discounted Energy Purchase Scheme.

- **Failure of the Local Plan**

The Council have submitted the Local Plan to the Government and are awaiting their opinion as to whether the plan can be classified as sound.

Other than those areas set out above, which are themselves subject of further on-going review, members of the Committee are assured that key systems are in place within the council. This is supported by the internal audit service, which has the responsibility to review independently and report to Committee.

Chichester District Council

Draft Annual Governance Statement 2014-2015

1. Scope of responsibility

Chichester District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Chichester District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Chichester District Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Accounts and Audit (England) Regulations 2011 require every council to agree and publish an Annual Governance Statement (AGS).

CIPFA (Chartered Institute of Public Finance and Accountancy) have produced an "Application Note to Delivering Good Governance in Local Government: A Framework". This application note builds on the governance requirements of an authority's AGS. In updating this AGS, the application note has been considered.

2. The purpose of the governance framework

The governance framework comprises the systems and processes, culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievements of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate cost effective services.

The system of internal control is designed to manage risk to a reasonable level; it cannot eliminate risk completely and therefore provides reasonable and not absolute assurance of effectiveness. It is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood and impact should they be realised and to manage them efficiently, effectively and economically.

The Council adopted the CIPFA/SOLACE (Society of Local Authority Chief Executives) Framework in March 2002 which is in place at the 31st March 2015.

3. The Principles of Good Governance

The CIPFA/SOLACE framework Delivering Good Governance in Local Government sets out six core principles of good governance, these are:

3.1. Determining the council's purpose, its vision for the local area and intended outcomes for the Community

Although the Sustainable Community Strategy for Chichester District 2009-2026 is no longer a statutory document the council continues to be informed by the priorities identified in it. These are developed further through the corporate plan that sets out the Council's contribution to this partnership document. The Council measures its key priorities by a range of performance indicators which are set out within the Corporate Plan and monitored through Covalent the council's performance monitoring software. Reports on the progress of these performance indicators are available on the council's internet site. In addition the Sustainable Community Strategy sets the vision for working in Partnerships with other local and national organisations supported by the Local Strategic Partnership (LSP) – Chichester in Partnership, including the publication of a consultation exercise undertaken with partners and stakeholders on behalf of the Local Strategic Partnership.

Cabinet agreed the key financial principles of the 5 year financial strategy, which included continuing to review the council's costs in order to find further savings. A Task and Finish Group meets to discuss the budget, and reviews what is happening in the year and the effect for the New Year. All savings identified are reported on the member's bulletin board, the last being September '14.

The Council publishes its Annual Financial Accounts in accordance with the CIPFA guidelines and is committed to rebalancing public finances through a series of expenditure cuts. Uncertainty surrounds the current economic and financial climate and in particular public sector spending plans and it is clear that cuts to government funding to local councils will continue.

The Council continues to track national events, quantifying local impact and taking early action to manage the impact. The objective is to put the Council in the best possible position to deal with the financial issues it faces whilst still protecting the most vulnerable members of the community. It is important that the issues and the scale of the financial position are understood and the council is committed to finding solutions and options. A five year Financial Strategy and Plan was taken to Cabinet and Council in December '14 and detailed the challenges facing the council to provide services that meet Community needs with a significantly reduced overall level of resource. The key financial principles in the Financial Strategy offer guidelines for making financial decisions over the next few years, and will assist the Council in achieving balanced budgets.

3.2. Members and Officers working together to achieve a common purpose with clearly defined functions and roles.

The Council's Constitution clearly defines the roles and responsibilities of the Chief Executive, Chief and Senior Officers, Members and Committees and outlines procedural standards, scheme of delegation and protocol on Member/Officer relations. The constitution was fully reviewed, updated, and considered by Cabinet and approved by Council in May '13. Subsequent minor revisions were made in July '13 and a further revision to take account of the new management structure was made in March '14. The Leader, Cabinet Members and the Committee Chairmen and deputies receive verbal briefings from the Senior Officers on a regular basis and all Members receive pre-Council briefings and workshops in particular the Local Plan. Members receive monthly bulletins through the Council's intranet site, and attend workshops to keep them informed of new developments.

The Principal Solicitor is the council's Monitoring Officer who is responsible for legal compliance and works with departments to advice on legal issues across the Council.

The Head of Finance & Governance is the assigned Section 151 Officer; overall financial responsibilities for this role are detailed within the Constitution. From the 1st April '14 the management structure changed and the Head of Finance & Governance sits on the Strategic Leadership Team. The Head of Finance & Governance also reports directly to the Chief Executive, therefore satisfying CIPFA's Role of the Chief Financial Officer.

Partnership Guidance published in 2012 was introduced to assist staff when setting up a Partnership. A central register of all partnerships is maintained so that governance arrangements can be monitored. High risk partnerships (Strategic & Operational) have been identified where the Council is most at risk and reported to Corporate Governance & Audit Committee.

3.3. Promoting our Values and Upholding High Standards of Conduct and Behaviour

The culture of the organisation is founded upon good organisational performance, external recognition, high staff morale and good employee attitude to internal controls. The Workforce Development Plan 2010-2014 sets the Council's vision for providing good quality relevant services to the community, while the Constitution incorporates a Member's and Employees Code of Conduct and a protocol on Members/staff relations. This has been updated and was adopted by the Council following the Joint Employee Consultative Panel which met in April 2015 this will cover the period 2015 – 2018. Members' misconduct allegations are considered by an assessment sub- committee under the umbrella of the Standards Committee who also investigates allegations of misconduct by Parish Councillors. The Council's monitoring officer will review the case together with an independent person and a decision will be made as to whether there is a case to answer. If a decision is made that there is a case to answer it would be referred to the hearing Sub committee.

There is a complaints procedure in place for the council to receive and investigate any complaints made against its Members or staff as well as a Register of Interests.

The Council takes fraud and corruption and maladministration very seriously, the culture of the council sets the foundation for the prevention of fraud and corruption by creating an environment that is based upon openness and honesty in all council activities and has the following policies in place, which aim to prevent or deal with such occurrences:

- Anti-Fraud and Corruption Policy
- Whistleblowing Policy – There were no Whistleblowing cases in 2014-2015.
- HR Policies regarding discipline of staff – During 2014/2015 the number of staff dismissed was 6 this included 3 redundancies.

The council's Anti-Fraud and Corruption Policy is reviewed annually and any amendments are subject to the approval of the Corporate Governance and Audit Committee, this was last updated in June 2014.

A revised Members' Code of Conduct was adopted by the council in October 2012. The code details the general obligations of members of Chichester District Council. It is the member's responsibility to comply with the provisions of the code. There is also a register of member's interests which is available on the council's website.

The council has a Corporate Complaint Procedure, forms and guidance for which is available on the council's website. Results of complaints investigated together with the report on all complaints dealt with by the Local Government Ombudsman are reported annually to the Corporate Governance and Audit Committee.

3.4. Taking informed and transparent decisions and managing risk

All cabinet reports are authorised by the relevant Executive Director and reviewed by Legal & Finance before they are presented to the cabinet. The Head of Finance & Governance and the Monitoring Officer will attend if required, answering specific questions raised by Members.

The Council's risk register is reviewed regularly and presented to the Corporate Risk Group which is SLT plus Key Members. Job descriptions of Senior Officers reflect their "Risk Management Responsibilities" and Internal Audit's Annual Audit Plan is drawn up using a risk-based approach, commenting on Risk Management in the area under review in their report. On an annual basis the Council's Risk Register which includes new and emerging risks is presented to the Corporate Governance and Audit Committee and then onto Cabinet. During 2014/2015 the seven highest risks identified in the Corporate Risk Register were:-

- Deficit Reduction (Balanced Budget)
- Vision / Priorities
- Project Management
- Contract Management
- Health & Safety
- Local Plan
- Business Continuity

Major projects incorporate a full risk assessment prior to action being taken. As the project progresses a risk assessment is included in the Project Initiation Document (PID) to committee and during the project risks are reviewed with the cabinet member concerned and updated as necessary.

The Health & Safety Manager has continued to work with services to ensure that there is an adequate business continuity plan and that the findings from the Business Impact Analysis prepared by Zurich have been implemented. In December 2014 a full exercise was carried out which raised a number of actions; these were completed by the end of March. A decision was made to cease using Shadow Planner and to replace it with a simplified system which would be stored on the Council's X drive. Heads of Service now have a copy on their desktop on their Laptops; they also have options to store key documents on either their phones. The systems are categorised as critical (systems up and running in 3 days) and non-critical (over 3 days). The Health & Safety Manager will continue to test the robustness of the plans.

In February the Head of Housing and Environment undertook an Emergency Planning Review for CMT which gave details of the findings identified in the West Sussex County Council peer review and also highlighted West Sussex County Council's plans for the future. Following the writing of this report a new Emergency Planning Officer was appointed in March 2014 unfortunately this person resigned in July 2014.

The Head of Housing and Environment subsequently reported to the Strategic Leadership Team on the way forward, and the options available to the Council.

It was decided to train a member of staff in Housing and Environment to assist and understand the Emergency Planning process also attendance at the Sussex Resilience Forum.

It was decided that Chichester will operate a shared service with Arun District Council. The Emergency Planning Officer will be based between Arun and Chichester with two members of Housing and Environment assisting.

3.5. Effective Management – Capacity and capability of Members and Officers

A comprehensive induction and training programme exists for officers and Members. The training programme incorporates dealing and understanding new and current legislation, understanding their role as a ward member and developing their personal skills. Training programmes for staff are incorporated into staff appraisals and development programmes.

Member's attendance at meetings is at present recorded on the covalent system. In the event of continual non-attendance the matter would be passed to the leader of the political group concerned for action to be taken. Performance issues relating to staff are dealt with by the Manager / Head of Service and if it is considered necessary the Executive Director will report by exception to SLT. An officers employee specification now includes competencies, and is also reflected in their annual appraisal. CMT are undertaking a leadership training programme, and organisational development will be moving from Personnel to the Corporate Improvement Team. Statutory officers have specifications that match the legislative requirements of their role.

During 2013/2014 it was discovered that Financial Regulations were not being complied with in relation to the reconciliation of income. Internal Audit have undertaken a review of all reconciliations on outturns greater than £20k but excluded Council Tax and Non Domestic Rates. Further reviews have been taken to Corporate Governance & Audit Committee updating members on the progress that is being made.

3.6. Engaging with local people and other stakeholders to ensure robust accountability

The Council's committee meetings are held in public, the press and public are only excluded when the report is presented as a Part 2 item in accordance with Part 1 of Schedule 12A to the Local Government Act 1972.

The Council publishes its vision, strategy, plans and performance information within the Annual Report which is subject to scrutiny from the Overview and Scrutiny Committee. This, along with the Annual Statement of Accounts, disclosure of spend over £500 with officer remuneration and the Senior Staff pay policy is published and made available to the public.

The Council's contract with other councils in West Sussex, funded by Government Grant, for the provision of e-petition software expired in December 2013. Since then the Council are encouraging organisations to start their own Petitions one such site www.change.org was used by Wisborough Green to save their public toilets.

On-line consultation methods continue to be undertaken, webhost which is the software used, enables surveys to be designed, produced and analysed electronically. These surveys are accessed via the council's website. Facebook and Twitter continue to be used to promote consultation and links are used with the West Sussex e-panel to promote the surveys generally.

On-line polls have continued to be used, which allows members of the public to provide their views on a range of topics that the council are involved with.

Community Forums - Regular meetings with Parish Councils have continued at forum level over the year. These meetings are held quarterly and provide a mechanism to engage with the parishes and to communicate and review information collectively.

The Council continues with its work on Youth Engagement, the Community Wardens main areas of activity are encouraging and increasing community involvement, dealing with environmental issues (e.g. graffiti, litter, abandoned cars, dog fouling etc.) within the area by working with appropriate agencies working with police, police community support officers (PCSOs) and local communities to reduce crime, anti- social behaviour and fear of crime in the area including providing intelligence and evidence to the police and acting as a professional witness.

Sport development provide sport and leisure activities and events to increase opportunities for participation in sport and physical activity and improvement to health delivered directly and in partnership with other sports and leisure providers.

4. Review of effectiveness

The Council has responsibility to review the effectiveness of its governance framework. The review of the effectiveness is undertaken by the work of the Corporate Management Team and the Directors / Heads of Service who have responsibility for the development and maintenance of the governance environment. The Principal Auditor's annual report and comments made by the external auditor also adds to the effectiveness of the governance framework at the council. The process that has been applied in maintaining and reviewing the system of governance includes the following elements:-

The Council adopted a constitution to ensure it is efficient, transparent, and accountable to local people. Some of these processes are required by law; others are based on decisions made by the council. It is the responsibility of the Council's Monitoring Officer who reviews the constitution as and when required to ensure that it continues to operate effectively.

The council is made up of 48 Council Members four of these Members take up the roles of Leader and Deputy Leader of the council, Chairman and Deputy Chairman. The Leader and Deputy Leader plus five Cabinet Members are appointed with specific areas of responsibility.

The Council's Overview & Scrutiny Committee has the power to make reports and recommendations to the Council's Executive on issues which affect the area. The committee can require Members and Officers to attend meetings and provide information, to require information from partner authorities and partners and to review and scrutinise decisions and to call in a decision made by the Council's Executive but not yet

implemented. The Council also takes part in county wide joint scrutiny reviews on issues affecting the wider area and has a representative on the West Sussex County Council Health and Social Care Select Committee to allow the authority to contribute to health related reviews. In addition to the responsibilities outlined within the statement, the Corporate Governance and Audit Committee also has responsibilities for:

- Control and monitoring arrangements for risk.
- Review and determination of the Internal Audit priorities based on the Governance issues and the risks assessments made.
- Review progress / effectiveness and probity of Corporate Governance within the authority.
- Report to full Council on significant issues or concerns raised.
- Review and make recommendations to Cabinet and the council on the council's financial regulations and contract standing orders.
- Consider reports from the Head of Finance & Governance on the council's financial control system, the council's insurance policies and self-insurance arrangements.
- Monitor the operation of the Members Allowance scheme; approve annually the final accounts of the council and as required to monitor the efficiency of the council's services.

The Corporate Governance & Audit Committee meets five times during the year to consider regular reports from Internal Audit on system reviews, reports from the Head of Finance & Governance and Accountancy Services Manager in addition to Annual Audit and inspection letters from (EY) the nominated External Auditor.

Following the Localism Act the Council agreed to set up a Standards task and finish group to look at the future workings of the standards regime and also to determine a terms of reference which were approved by Full Council.

At the meeting of the Full Council members approved the new arrangements for the Standards Committee. The make-up of the committee will consist of seven members of the Council; there are two Sub Committees (Assessment Sub-Committee and Hearing Sub-Committee) made up of three Members of the Council an Independent person is invited to attend meetings in an advisory capacity and a Parish Councillor who is invited to attend meetings of the Sub Committees in an advisory capacity.

Internal Audit are responsible for reviewing the council's internal control system by reporting and where necessary making recommendations to management. Internal Audit reviews are designed to assess the effectiveness of the internal controls on which the council relies for managing risk. Each year an annual audit plan is approved by the Corporate Governance & Audit Committee and an update of the plan is reported to committee at each meeting. In their annual report Internal Audit is required to report on the effectiveness of the section. Internal Audit reports on the three year plan and the annual plan, the resources of the section, the number of audits that have been undertaken during the year, and any non-programmed work undertaken. This is agreed with the Chairman of Corporate Governance & Audit Committee in certain circumstances.

5. Significant Issues

The issues that the Council identified as risks in 2014-2015 are detailed below:

Risk	Mitigating Action	Responsibility	Target date
The impact on the Council and the future Grant settlement calculation.	The Council has identified likely reductions from government and from local income streams. The report to cabinet "Transformation of Council Services" emphasised the need to continue to plan for the future and to be able to "flex the model" should the need arise.	SLT, Head of Finance & Governance	Implement the Deficit Reduction Plan which will identify efficiencies or increased income to address the shortfall expected in 2017/2018.
Loss of external income streams.			
Business Continuity	Shadow Planner was replaced with a simplified version that will be kept on the councils X drive. Heads of Service have a copy on their desktop on their Laptop; they also have options to store key documents on their phones. In December 2014 a full exercise was carried out which raised a number of actions these were completed by the end of March.	Chief Executive Director / Service Manager	The Health & Safety Manager will continue to test the robustness of the plans.
Emergency Planning	Following an evaluation of various options it was decided to operate a shared service with Arun District Council. The Emergency Planning Officer will be based between Arun and Chichester with two members of Housing & Environment assisting. The Chief Executive is a member of the Sussex Resilience Forum Executive Board.	Chief Executive / Exec Director	The effectiveness of the shared service will be monitored.
Westgate Centre Carbon Trust contract.	The Council has received formal responses from tenderers for the replacement of the Combined Heat & Power Units (CHP's) at Westgate. All tenderers have been asked to tender for a CHP solution or a Discounted Energy Purchase Scheme. Final analysis will be received shortly, following receipt of the initial responses, in respect of which further clarification has been sought from all tenderers.	Cabinet / Council and CMT	Situation On-going.
Failure of the Local Plan	The Council submitted the Local Plan to the Government which has now been classified as sound however, the Plan is waiting to be adopted.	Council / SLT	Situation on-going

The process of preparing the Annual Governance Statement has in itself added value to the Corporate Governance and Internal Control framework of the Council.

Certification / Effectiveness of Governance Arrangements

The Council is committed to the Governance arrangements and the stewardship of its resources. This commitment can be demonstrated by the following arrangements, where Governance is discussed and reviewed and where necessary actioned.

- Internal Audit - Has a three-year plan of Audits where Governance arrangements are reviewed.
- Corporate Governance & Audit Committee – Discuss the findings of the Audit Reports and any other issues that relate to Governance.
- Corporate Management Team – Review and update Governance arrangements, identify and review new and emerging risks.
- Risk Register – To keep risks, which could affect the Council, under review.

It is therefore our opinion that Corporate Governance, along with supporting controls and procedures, remains very strong in the Council.

Signed:

Leader of the Council

Mrs D Shepherd
Chief Executive

Annual Report of Partnerships – 2014/2015

The council is required to provide an annual assurance on its partnership activities, which forms part of the Annual Governance Statement.

The definition of a partnership in accordance with the publication Working in Partnership is:

“ A process in which two or more organisations or groups work together to achieve a common goal, and do so in such a way that they achieve more effective outcomes than by working separately ”.

The Partnership Officer reported to Corporate Governance & Audit Committee in September 2013 that there were 10 strategic partnerships. Following the recent audit undertaken I can confirm that this is still the case. The original register of partnerships had been reduced significantly over the years, this has been due to the ending, merging or re-classification of partnerships.

Chichester District Council's partnership guidance sets out what constitutes a partnership:

- Strategic Partnership
- Strategic Service Delivery Partnership
- Community Partnership
- Task and Finish/Project Groups

The following is a list of what is considered not to be a partnership.

- Shared Service
- Joint Commissioning
- Grants
- Contracts
- Networks
- Subscription Service
- Social Enterprise
- Community Development Trusts
- Trust Boards
- Limited Companies

In November 2012 Partnership Guidance was published, this document replaced the previous Partnership Toolkit. The guidance sets out what the council considers to be partnership working. Mentioned in this document were the responsibilities for members and officers involved in partnership working, in order to ensure that appropriate governance arrangements are in place when creating a partnership.

Internal Audit reviewed a sample of Partnerships to see whether the appropriate governance arrangements were in place. There still appears to be difficulty with some services identifying what is a partnership, although this is clearly defined in the Partnership Guidance.

The guidance states that all partnerships that the council is involved in must have the following in place:

- Terms of Reference
- Action Plan with SMART (Specific, Measurable, Achievable, Realistic and Time Bound) outcomes, outcome measures and planned timescales.
- Risk Assessment
- Exit Strategy
- Lines of Accountability
- Regular Reviews
- Set financial arrangements
- Partnership register, to contact the Policy Officer when setting up a new partnership or reviewing an existing one in order for the partnership register to be kept up to date.

In some cases information taken from the Services Service Plans relating to Partnerships had been incorrectly classified as a Partnership.

Whilst assurance can be provided on the partnerships which have met the Partnership Guidance, it is recommended that staff are reminded of the need to refer to the guidance when forming or reviewing a Partnership. This will be strengthened further when the Partnership Officer reviews the Partnership Guidance during the year.

From discussions with the Partnership Officer some of the partnerships disclosed need to be investigated to ascertain whether they are in fact a partnership in accordance with the definition.

Annual Report on the effectiveness of the Internal Audit Section 2014/2015

The council is required to conduct an annual review of the effectiveness of its system of Internal Audit. It is responsible for ensuring that there is a sound system of internal control together with the identification of risk.

Internal Audit published a three-year risk based rolling programme of audits, which was produced following consultation with the Head of Finance & Governance and was approved by the Corporate Governance & Audit Committee. The annual Audit Plan for 2014/2015 represents year one of the three year plan. Each of the audits undertaken was on a risk-based approach, which is linked to the Council's Corporate Risk Register. The Accountancy Services Manager is the risk manager and reviews risks on a periodic basis, any changes and updates to the Corporate Risk Register is reported to the Corporate Governance & Audit Committee.

The Audit Section for 2014/2015 is made up as follows:

- Principal Auditor (1FTE)
- Senior Auditor (3 days a week) temporary secondment
- Auditor (3 days a week) Started Maternity leave on the 28th November 2014
- Auditor (3 days a week)
- Auditor (3 days a week)

The section has successfully recruited a permanent Senior Auditor with effect from the 1st April 2015, this member of staff is contracted to work for 38 weeks, this will be reviewed annually.

The Internal Audit Section completed the following Audits /Reviews:

- Benefits Accuracy Review
- Car parks (PCN's)
- CIVICA Post Implementation Review
- Complaints Review (Customer Services)
- Disclosure Barring Scheme
- G4S Contract (Cash Collection and Processing)
- Income Management Review
- Trade Waste
- Fraud Prevention Review (Protecting the Public Purse)
- Annual Governance Statement

A number of recommendations were made, all of which had been agreed by management and Corporate Governance & Audit Committee. The audits have been followed up throughout the year to ascertain whether the recommendations have been implemented within the given timescales. Where recommendations are not implemented they would be brought to the attention of the Corporate Governance & Audit Committee.

At the end of each audit the Principal Auditor will undertake post audit interviews. The feed-back has been very positive with comments made such as: “relevant”, “very helpful”, “patient”, “polite”, “made relevant recommendations” and “always kept informed at all stages”.

From the original 2014/2015 annual audit plan eight audits were not undertaken, this was mainly due to changes in legislation, systems not being in place and shortages of staff. The time allocated was absorbed by non-programmed work, one piece of non-programmed work was the investigation into 1 The Ridgeway. These reviews were reported to the Corporate Governance & Audit Committee periodically. Audits were reviewed by the Principal Auditor before publication. In some cases audits were started before the 31st March 2014, but will not be finished until after the 1st April.

The Audit Section undertook testing on the Key Financial Systems (previously International Auditing Standard). Internal Audit tested the main financial systems to ascertain that the appropriate levels of controls were present. But Internal Audit undertake sample testing of the controls based upon an agreed criteria with External Audit. This allows External Audit to place reliance on the work of Internal Audit and avoid duplication.

The areas tested were:

- Bank Reconciliation
- Creditors
- Council Tax
- Debtors
- Housing Benefit
- NNDR
- Payroll

The Section continues to respond to requests by services, where advice and assistance is required, whilst remaining impartial.

The Internal Control arrangements within the Council are robust and regularly reviewed by Internal and External Audit.

Chichester District Council

CORPORATE GOVERNANCE & AUDIT COMMITTEE

30 June 2015

Carry Forward Requests

1. Contacts

Report Author:

David Cooper, Group Accountant,

Tel: 01243 534733 E-mail: dcooper@chichester.gov.uk

2. Recommendation

2.1. To request the Cabinet to approve the requests totalling £215,500 for budgets to be carried forward in 2015-16.

3. Background

3.1. In accordance with Financial Regulations, at the end of each financial year the Committee may determine that unspent balances of a specific nature may be carried forward into the following financial year.

3.2. Unspent balances at the year-end normally revert to general balances and are taken into account when considering the budget strategy for future years. Exceptionally, however, the Committee may take the view that an underspend arises from circumstances outside the control of the budget manager and that it is in the Council's best interests to carry forward a budget.

3.3. The carry forward requests in Appendix 1 have been received from budget managers. The Committee is asked to consider the reasons behind each carry forward requested to satisfy itself that the underspends have not arisen due to poor performance, and request the Cabinet to approve their carry forward into 2015-16. For completeness, the statement also includes two carry forward requests that have already been approved by Cabinet.

4. Background Papers

4.1. None.

5. Appendices

5.1. Schedule of Carry Forwards Requests from 2014-15 to 2015-16.

Carry Forward Requests from 2014-15 To 2015-16

Business Improvement

This request is to continue the funding for a Marketing Apprentice within the Council's Public Relations Team. The apprenticeship within the PR team commenced on 1 December 2014 at an annual cost of £8,000 for a 12 month period. Funds were allocated to the PR's salary budget and this request is to transfer the balance of this funding to the next financial year to continue funding the apprenticeship. The provision of apprenticeships supports the Council's priority to 'Promote Economic Development' and the supporting objectives to 'contribute to the Getting People into Work Partnership Strategy' as well as 'attracting and retaining working age talent'.

This request is to extend a temporary Web Assistant post within the Web Team. The current post holder is funded on a temporary contract to July 2015 and this request seeks to extend that funding for a further 12 months. This post has been temporarily funded since 2009 with the present post holder in post for four years. With the approval of the Digital Access Strategy at Cabinet on 7th April 2015 the ICT service are in the process of reviewing the allocation of resources to ensure delivery of the strategy. As part of this review and taking into account the emphasis within the Strategy to providing more on-line services, particular attention will be paid to resources within the Web Team. In the meantime, the Web Team are resourced to deliver the workplan attached to the Strategy if this temporary post remains. This extension of funding has been identified through salary underspends due to vacancies within ICT services throughout 2014-15.

This carry forward request is in respect of upcoming work to be carried out as part of the website work provided by Goss for the Accessibility module that is required to deliver accessible services as outlined in the Digital access strategy. It is anticipated that the ARP software budget will cover some of the costs but the cost of consultancy relating to a POC and implementation of these projects is required. It is anticipated that this will be a minimum of 5 days @ £840.00 per day, this alone will cover us for the Capita connector and integration issues which will be required.

Chichester Contract Services

The appointment of a temporary administration post for Grounds Maintenance/Street Cleansing for period of six months during 2014-15 was delayed. The post has now been filled with a start date 13 April 2015, so it is therefore necessary to carry forward the funding into 2015-16.

Commercial Services

Capital Projects (Enterprise Gateway and Plot 21 Terminus Road) have created a significant additional workload for the Estates team. This is at a time when members and SLT are pushing for additional asset realisation and property investment work to be undertaken. A carry forward of the 2014/15 salaries/employment budget underspend will provide a resource for the temporary employment of a junior officer to spread the workload and assist in releasing capacity to undertake asset realisation/investment work.

Budget Manager	Amount
	£
Jane Dodsworth	5,300
Jane Dodsworth	27,000
Jane Dodsworth	6,300
Rod Darton	12,000
Peter Legood	11,900

Carry Forward Requests from 2014-15 To 2015-16

Appendix 1

The contract payment budget is used to assist with resurfacing and lines within the Car Parks. There are a number of car parks within the district where the lines require re-painting and these works have begun but further works are required. This work will help to meet our health and safety requirements as well as assisting with the effective enforcement within Car Parks.

Community Services

To extend the community engagement internship (maternity cover) beyond the anticipated return of the post holder to ensure that a minimum of 6 months placement can be guaranteed for the benefit of the intern, cover the holiday absence of the returning post holder if this is taken before returning to the role, and continuity during that transition

Careline staff salary supports bank staff working flexible hours to respond to demand profile and provide resilience. The roll forward is requested to support additional hours to meet the increased demand in the early evenings as a result of the additional call monitoring for pay on foot parking monitoring and the increase in careline call demand as a result of additional monitoring connections.

Finance and Governance

A number of vacancies have arisen within the Accountancy Service as a result of the full service review that is currently nearing completion. Temporary staff were eventually appointed, and Accountancy team members have worked additional hours in order to manage the peak workloads of budget setting and also the closure of the Council's statutory accounts. Due to the number of vacancies in the year a number of key projects have slipped. These include the implementation of the budgeting and asset register modules on the new CIVICA financial system. The carry forward of the staffing budget underspend is requested to enable these essential developments to take place, and to fund the extension of a temporary member of staff until October 2015 and to give some resilience on the treasury management function.

Planning Services

To support two parishes carry out Strategic Environmental Assessment (SEA) work with respect to the Selsey (£1,000) and East Wittering (£5,500) neighbourhood plans was agreed before the year end. The work has not yet been carried out but will shortly need to be funded. Given the level of housing allocated to these parishes, a contribution to these costs is considered appropriate.

Budget Manager	Amount
	£
Tania Murphy	33,800
Steve Hansford	7,000
Steve Hansford	5,000
Helen Belenger	36,400
Andrew Frost	6,500

Carry Forward Requests from 2014-15 To 2015-16

Before the end of 2014/15 a number of Public Inquiries were lodged with the Planning Inspectorate and as a result listed professional witnesses and legal representation is required to enable the Council to defend these appeals. The base budget fee income target was significantly exceeded in 2014/15 and so a virement of £50,000 was agreed to assist with the funding of these costs. However, as they will be incurred in the coming months, it is now necessary to carry forward this funding. Any shortfall in funding the total costs incurred will need to be identified from existing budgets during 2015/16 or reported to

Funding for an apprentice for one year was secured last year and the post was included within the Planning Services Administration team. The post was filled in October 2014 and so funding is available until September 2015. The post has contributed to the improved performance of the Admin team as a whole and has proved very effective. It is considered appropriate that the remaining funding of £3,800 is carried forward.

The Development Management National Park team has operated with either one or two vacant posts for several months due to difficulties in recruiting new staff. A further planning officer post within the CDC Applications Team is also now vacant. Two planning officer posts have recently been filled but these new staff will take time to be effective and there is a backlog of work within both teams that needs to be cleared. This backlog has also had an impact on the ability of the new Pre Apps officer to focus on this important work within both the National Park and CDC Applications teams. A short term appointment (2-3 months) would help address these issues and given that application fee income received in 2014/15 significantly exceeded the income budget, it is considered that a carry forward to fund temporary support can be justified.

Pre-Approved Carry Forwards

Chichester Contract Services - Service Improvements - New Trade Waste Information and Communication Technology (ICT) system and the Business Development Manager post.

Development Management Service Resourcing - First year funding of an additional senior planning officer post in the Development Management Major Applications and Business Team.

Budget Manager	Amount
Andrew Frost	£ 50,000
Andrew Frost	3,800
Andrew Frost	10,000
	215,000
R.Darton	71,500
A. Frost	42,000
	113,500
	328,500

Total Carry Forwards

Chichester District Council

CORPORATE GOVERNANCE & AUDIT COMMITTEE

30 June 2015

S.106 Monitoring Annual Report

1. Contacts

Report Author:

Beverley Bayliss, Planning Obligations Monitoring Officer

Tel: 01243 534758 Email: bbayliss@chichester.gov.uk

2. Executive Summary

1. Total contributions secured by new S106 agreements signed between 1 April 2014 and 31 March 2015 was £1,696,022.
2. The value of contributions received from S106 Agreements between 1 April 2014 and 31 March 2015 was £914,898.
3. The total expenditure on projects funded from S106 Contributions between 1 April 2014 and 31 March 2015 was £538,667.

3. Recommendations:

That the Committee notes

- 3.1 The income and expenditure between 1 April 2014 and 31 March 2015 in respect of S106 contributions.**
- 3.2 Note the information on agreements within 2 years of expenditure target date as set out in Appendix 4.**
- 3.3 Note details of non-financial obligations as set out in Appendix 5**
- 3.4 Note the current situation with respect to the implementation of the Community Infrastructure Levy (CIL) set out in Section 8.**

4. Background

- 4.1 The S106 Protocol, approved by Corporate Governance and Audit Committee (CGAC) on 15 September 2011 and updated in June 2013, details reporting arrangements for the monitoring of S106 Agreements. In accordance with this protocol CGAC receives an Annual Report in June each year detailing new agreements signed, income received and monies spent for the previous financial year, to include an update on non-financial obligations and information on those S106 agreements due to expire within two years. Members are reminded that some non-financial obligations are operational and do not have expiry or trigger dates.
- 4.2 Officers from West Sussex County Council (WSCC) and the South Downs National Park Authority (SDNPA) will also be in attendance at the meeting to respond to Members enquiries.

5. Outcomes to be achieved

- 5.1 Effective monitoring of Section 106 Agreements.

6. S106 Progress & Developers' Infrastructure Contributions

6.1 New Section 106 Agreements completed 2014/15

Financial obligations secured by way of Agreement between 1 April 2014 and 31 March 2015 are outlined at Appendix 1 and provide a total of £1,696,022 from 88 new S106 Agreements completed comprising:-

- 71 Unilateral Undertakings, mainly comprising Chichester Harbour recreational disturbance mitigation contributions from smaller developments
- 17 bilateral S106 Agreements
- 87 contained financial contributions to CDC.
- 1 contained only non-financial obligations to CDC.

6.2 Contributions due to be paid to CDC (including those from 2014/15 agreements detailed above)

There are S106 contributions expected from signed Agreements where the trigger point for collection of monies has not yet been reached for a development that has commenced, or for developments that have not yet started. It is important to note that the exact amount of money expected is not known until the relevant trigger date is received. Changes affecting these figures include indexation that can increase the sum due. In addition, a developer can apply to renegotiate the terms of an Agreement including the level of obligations due after a period of 5 years from completion has passed. Such applications are reported to the Planning Committee. Table 1 shows the contributions expected by CDC, and those unspent, broken down by service.

Table 1: Expected Contributions by Service

As of 20 May 2015		
Contribution Type	To be received	Received and Unspent
Affordable Housing	£1,674,200	£1,355,688
CCTV	£0	£11,352
Chichester Harbour	£85,000	£185,510
Community Facilities	£3,334,118	£917,647
Ecology Mitigation	£77,000	£0
Interest	£0	£85,577
Sport and Leisure	£1,738,160	£417,091
Public Open Space	£841,862	£235,875
Park and Ride	£0	£106,221
Primary Care Trust	£148,880	£0
Public Art	£329,342	£73,862
Recreation Disturbance	£121,202	£0
Sussex Police	£34,367	£0
Sustainable Transport	£0	£42,753
Transport	£100,000	£0
Waste and Recycling	£29,458	£9,332
	£8,513,589	£3,440,907

6.3 Contributions received during 2014/15 Financial Year

Appendix 2 sets out details of contributions received by Chichester District Council between 1 April 2014 and 31 March 2015 amounting to £914,898.

6.4 Agreements completed between 2003 and 2015

The number of agreements completed in 2014/15 and the expected total receipts, can be compared with previous years as shown in the following table:

Table 2: Completed Agreements by year

Year	Number of new agreements signed including West Sussex CC	No of new agreements with financial contributions to CDC	Total contributions expected by CDC from new agreements
2014 - 2015	88	87	£1,696,022
2013 - 2014	35	26	£3,387,627
2012 - 2013	15	8	£461,876
2011 - 2012	9	4	£678,734
2010 - 2011	16	7	£1,496,345
2009 – 2008	24	10	£2,345,165

The financial value of new S106 agreements can be seen to fluctuate annually. The trend between 2008/09 and 2012/13 was downwards which was attributable to the economic climate. The financial year 2013/14 shows a significant increase which is likely to be due to the economic situation improving and a significant increase in the number of applications for major housing schemes being submitted to the Council. There was also a peak in 2009/10 due to the Graylingwell development which resulted in a large income figure for that year.

The relationship between the numbers of agreements and expected contributions reflects the scale of the developments involved..

6.5 S106 Payments received by each spending department

Details of receipts and expenditure are shown in Appendix 3 including data from WSCC and SDNPA.

6.6 S106 Monitoring Contributions

Government Circular 05/2005 (Para B50) advises Local Authorities to carefully monitor all legal agreements. Since 2008 the Council has charged a 5% monitoring fee for recording and monitoring of S.106 Agreements. During the financial year 2014/15 the Council collected £23,362 in monitoring fees. A small number of current agreements pre-date this arrangement and do not include the monitoring fee, therefore money collected from them in this time period will be the original contribution only.

However, following a legal challenge in the case of Oxfordshire County Council v Secretary of State for Communities and Local Government (2015) the High Court held that administration fees and monitoring fees imposed as planning obligations under Section 106 of the Act, were not necessary to make the development acceptable in planning terms and thus failed the tests in regulation 122 of the CIL Regulations 2010. Accordingly, an Inspector's decision letter which, effectively, removed such clauses from a section 106 agreement, was upheld.

6.7 SDNPA

The Section 106 protocol operated by the SDNPA and CDC applies to S106 Agreements relating to schemes within the South Downs National Park signed on or after 1 April 2011. Currently there are 9 Agreements that are being monitored by the SDNPA and details of the contributions due can be found in Appendix 3. While these will be monitored by SDNPA, CDC expects to be informed when funding has been received in relation to the services provided.

6.8 S106 agreements nearing their expenditure target date

Financial obligations nearing their expenditure target date, as specified in the agreements or the 5 year target applied for monitoring purposes, need additional monitoring and input from officers and managers of the departments concerned with spending S106 contributions.

Appendix 4 shows those contributions reaching their expenditure target date within the next two years by Ward along with those that have reached their spending deadline. This is in line with the S106 Protocol. No contributions have been returned to developers during the last financial year.

7. Update on Implementation of the Community Infrastructure Levy (CIL)

- 7.1 Consultation on the CIL Draft Charging Schedule (DCS) ended on 5 January 2015. This generated a number of representations mainly related to the viability assessment and resulting CIL DCS rates with a number requesting that the Council activates the discretionary relief for exceptional circumstances which is available within the CIL Regulations to partially address some of these concerns.
- 7.2 An independent examination in public by a planning inspector appointed by the Planning Inspectorate was held on 9th June 2015. If the Council's DCS is found to meet the requirements of the Planning Act 2008 in relation to legal compliance and viability, it is expected that the CIL will be adopted later this year.
- 7.3 Officers are continuing to work on the processes and procedures associated with the implementation of CIL including training and ensuring the Council's Uniform and CIVICA Systems are ready. A dedicated CIL Officer is being appointed to address CIL collection and monitoring. The post will be funded from CIL receipts as, under the CIL Regulations, the Council is allowed to retain 5% of the CIL revenues for the purpose of monitoring and administering CIL

7.4 How CIL will affect planning obligations

Developer contributions are currently collected through Section 106 (Planning Obligations). Planning regulations state that there should be no 'double charging' for infrastructure through CIL and Section 106, so once adopted, the majority of developer contributions will be secured via CIL. However, S.106 planning obligations will continue to play a key role in relation to affordable housing and certain site specific requirements. A Planning Obligations and Affordable Housing Supplementary Planning Document (SPD) has been prepared to show how S106 planning obligations, planning conditions, and Highways S278 agreements will work together as a set of tools to help achieve sustainable development. This has also been through a formal consultation process and it is intended that this SPD will be adopted by the Council alongside the adoption of the CIL.

8. Community impact and corporate risks

- 8.1 Improved monitoring of S106 contributions will improve the leisure, amenity, health and well-being of local communities.
- 8.2 The risks that development will not provide the infrastructure required to make it acceptable in planning terms is reduced.
- 8.3 The risk of returning unused contributions is reduced.

9. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder:		✓
Climate Change:		✓
Human Rights and Equality Impact:		✓
Other (Please specify):		✓

10. Appendices

- 11.1 Appendix 1 – Details of new S106 Agreements signed between 1 April 2014 and 31 March 2015
- 11.2 Appendix 2 – Details of income received between 1 April 2014 and 31 March 2015
- 11.3 Appendix 3 - Receipts and Expenditure by Service (including WSCC and SDNP)
- 11.4 Appendix 4 – Unspent contributions approaching or beyond target expenditure date.
- 11.5 Appendix 5 – Current S106 Agreements by Ward showing Non-Financial Obligations

Parish/Planning Reference CH/13/01610/OUT Name/No Flat Farm Street Broad Road Contribution Types CDC Financial CDCNon-Financial WSCC Agreement Type S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,548.00	0.00	2	9

Parish/Planning Reference BO/13/01648/FUL Name/No West Sussex Fire Brigade Site Street Critchfield Road Contribution Types CDC Financial CDCNon-Financial Agreement Type S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	516.00	0.00	3	3

Parish/Planning Reference CCE/13/01677/FUL Name/No Unicorn House Street 8 Eastgate Square Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.00	0.00	0	4

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 LX/13/02025/FUL Land South Of Loxwood Surgery Farm Close CDC Financial CDCNon-Financial WSCC S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	29,903.00	5,839.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8	17

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 CCN/13/02972/FUL Roussillon Barracks Broyle Road CDC Financial WSCC S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
10,260.00	0.00	0.00	1,170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 CCN/13/03113/FUL Land North of 20 Otway Road CDC Financial CDCNon-Financial WSCC S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
71,000.00	0.00	0.00	27,070.00	5,674.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	0.00	6	17

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 WW/13/03286/FUL Land North Of Chaucer Drive Chaucer Drive CDC Financial CDCNon-Financial WSCC S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	40,940.00	0.00	87,950.00	18,126.00	0.00	0.00	0.00	0.00	0.00	0.00	8,600.00	0.00	20	50

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 CH/13/03376/OUT Wakefords Field West Of Broad Road CDC Financial CDCNon-Financial WSCC S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	29,052.00	0.00	52,770.00	10,675.00	0.00	0.00	0.00	0.00	0.00	0.00	5,160.00	0.00	12	30

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 NM/10/03929/OUT Land Adjoining Stoney Lodge School Lane CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644.00	0.00	0	4

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 CCE/13/04181/FUL The Chequers 203 Oving Road CDC Financial CDCNon-Financial WSCC S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
50,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	0.00	1	8

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 EWB/14/00430/FUL Garden Cottage 54 Oakfield Avenue CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 CCS/14/00506/P3JPA Tannery Westgate CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,580.00	0.00	0	15

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 TG/14/00797/FUL Land To North East Of Tangmere Gamecock Terrace CDC Financial CDCNon-Financial WSCC S106
 Military Aviation Museum

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	129,773.00	0.00	281,440.00	55,103.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64	160

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 CCS/14/00842/P3JPA The Chambers 28 Chapel Street CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,060.00	0.00	0	6

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 SI/14/00884/FUL Littleacre Keynor Lane CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,060.00	0.00	0	0

Parish/Planning Reference BO/14/00921/FUL
Name/No Eastfield Cottage
Street Taylors Lane
Contribution Types CDC Financial
Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference D/14/00955/FUL
Name/No Land At Southfields Close
Street
Contribution Types CDC Financial WSCC
Agreement Type S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
38,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1	4

Parish/Planning Reference D/14/0101/FUL
Name/No Post Office Cottage
Street 3 Birdham Road
Contribution Types CDC Financial
Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	2

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 FU/14/01267/FUL Land East Of Tower View Nursery West Ashling Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.00	0.00	0	0

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 AP/14/01291/COUPA Crouchers Farm 163 Birdham Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	2

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 NM/14/01349/FUL 62 Brick Kiln Farm Merston CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	2

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Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 EWB/14/01450/FUL Land To Rear Of Arnos 5 First Avenue CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 CCS/14/01619/FUL Sussex Linen Co 36 North Street CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	2

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 SB/14/01672/OUT Dunkirk South Lane CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	4

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Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 SB/14/01678/FUL Land South Of Green Orchards Inlands Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	0

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 EWB/14/01687/FUL Newlands Farm Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 CCE/14/01705/P3JPA 4 Oving Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	544.00	0.00	0	3

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 SB/14/01726/P3JPA Nutbourne Business Centre Main Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 CCS/14/01760/FUL 114 - 116 The Hornet CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 SB/14/01820/FUL Chichester Camping 345 Main Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 WH/14/01895/FUL Wherstead Coach Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 BO/14/01911/FUL Land To The North Of Bosham Station Ratham Lane CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 CCE/14/01947/FUL 32A Church Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference: FB/14/01967/FUL Name/No: Land North Of Rothley Cottage 2 Street: Blackboy Lane Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	2

Parish/Planning Reference: CCS/14/02035/FUL Name/No: The Regnum Club Street: 45A South Street Contribution Types: CDC Financial WSCC Agreement Type: S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
7,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1	9

Parish/Planning Reference: EWB/14/02147/FUL Name/No: 3 Meadows Road Street: Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference: SI/14/02148/COUPA Name/No: Windward Nursery Street: Chalk Lane Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1

Parish/Planning Reference: WW/14/02191/FUL Name/No: Wee Kendia Street: 21 Marine Close Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference: CCS/14/02201/FUL Name/No: Garage Compound South Of 39 To 45 Street: Cleveland Road Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	544.00	0.00	0	3

Parish/Planning Reference: WW/14/02253/FUL Name/No: Chambon Street: Rookwood Road Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference: CCS/14/02308/FUL Name/No: 36 Stirling Road Street: Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference: WE/14/02327/FUL Name/No: Lumley Barn Street: Whitechimney Row Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 CCN/14/02408/FUL Chichester Counselling Services 32 Little London CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 EWB/14/02414/FUL Halcyon Charlmead CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 SYN/14/02418/OUT Land North West Of Park Road CDC Financial CDCNon-Financial WSCC S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	88,447.00	0.00	193,490.00	39,033.00	0.00	0.00	0.00	48,644.00	48,000.00	0.00	0.00	0.00	44	110

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Parish/Planning Reference: SI/14/02469/COUPA Name/No: 85 Fletchers Lane Street: Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference: FU/14/02545/FUL Name/No: Ridge Farm Street: Scant Road East Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference: CCS/14/02551/FUL Name/No: Land Adjacent To 1 Kings Avenue Street: Contribution Types: CDC Financial Agreement Type: UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 CCS/14/02637/FUL Arthur Purchase & Son 31 North Street CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 SB/14/02644/FUL Green Acre Inlands Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	1

Parish/Planning Reference **Name/No** **Street** **Contribution Types** **Agreement Type**
 WW/14/02671/FUL 51 Marine Drive West CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 SB/14/02742/FUL Elmwood Ham Lane CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 D/14/02869/FUL Rear Of 2-5 Stockbridge Place Stockbridge Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	544.00	0.00	0	3

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 EWB/14/02951/FUL Autumn Cottage 27 Shore Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 CCW/14/02956/FUL 7A The Ridgeway Sherbourne Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 CCS/14/03051/COUPJ 65A And 65B Westgate CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	2

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 AP/14/03072/COUPMB Crouchers Farm 163 Birdham Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference BO/14/03124/OUT Name/No Ruddles Street Sunnyway Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference NM/14/03319/COUPMB Name/No Little Fisher Farm Street Fisher Lane Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference CCW/14/03332/FUL Name/No 19 Orchard Street Street Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	2

Parish/Planning Reference WE/14/03774/COUPJ Name/No Book Barn Street Whitechimney Row Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	2

Parish/Planning Reference WE/14/03834/FUL Name/No Land West Of Hopedene Street Common Road Contribution Types Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	0

Parish/Planning Reference WE/14/03863/COUPMB Name/No The Old Dairy, Sawmills Farm Street Monks Hill Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference CH/14/03941/FUL Name/No Meadow Side Street Scant Road West Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference WW/14/03966/FUL Name/No 2 Cakeham Cottages Street Cakeham Road Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference CCS/14/04005/FUL Name/No Forbes Eyecare Ltd Street 60 South Street Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 NM/14/04029/FUL 2 Vicarage Cottages Church Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 BI/14/04049/FUL Ayton Main Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	3

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 SI/14/04093/COUPMB Anchor Farm 61 Street End Lane CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference WE/14/04206/FUL Name/No Land North of Recreation Ground Street Monks Hill Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference SB/14/04213/FUL Name/No Land South Of Fair Acre Street Priors Leaze Lane Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,092.00	0.00	0	0

Parish/Planning Reference CCW/14/04304/FUL Name/No 23 Orchard Street Street Contribution Types CDC Financial Agreement Type UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.00	0.00	0	4

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 WW/15/00035/COUPIA Bramber Plant Centre Chichester Road CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00	0	2

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 SI/15/00281/COUPMB 63 Street End Lane CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 BI/15/00339/FUL Former Chandlery Building Chichester Marina CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	888.00	0.00	0	5

Parish/Planning Reference AP/15/00348/FUL **Name/No** Land Between 3 And 4 Milestone Cottages **Street** Birdham Road **Contribution Types** CDC Financial **Agreement Type** UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference CCS/15/00358/LBC **Name/No** The Old Priests House **Street** Whyke Road **Contribution Types** CDC Financial **Agreement Type** UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0	1

Parish/Planning Reference CCE/15/00436/COUPJ **Name/No** Unicorn House **Street** 8 Eastgate Square **Contribution Types** CDC Financial **Agreement Type** UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	344.00	0.00	0	2

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 NM/15/00437/COUPMB Southgate Farm Fisher Lane CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	344.00	0.00	0	2

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 SI/15/00489/COUPMB Willowdene Nursery Fletchers Lane CDC Financial UU

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172.00	0.00	0	1

Parish/Planning Reference Name/No Street Contribution Types Agreement Type
 PW/SDNP/12/02721/FUL Land at Laundry Cottage Horsham Road CDC Financial CDCNon-Financial WSCC S106

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
0.00	0.00	0.00	35,180.00	7,497.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8	21

Affordable Housing Due	Leisure Due	Public Open Space Due	Community Facilities Due	Public Art Due	Recycling Due	CCTV Due	Chichester Harbour Due	Primary Care Trust Due	Eco Mitigation Due	Transport Due	Recreation Disturbance Due	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
89,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	8

TOTALS

Affordable Housing	Leisure	Public Open Space	Community Facilities	Public Art	Recycling	CCTV	Chichester Harbour	Primary Care Trust	Eco Mitigation	Transport	Recreation Disturbance	Sussex Police	Affordable Housing Units	Total Housing Units
£	£	£	£	£	£	£	£	£	£	£	£	£		
267,200.00	331,549.00	0.00	794,423.00	160,466.00	0.00	0.00	0.00	48,644.00	48,000.00	0.00	45,740.00	0.00	191	630

GRAND TOTAL: £ 1,696,022.00

Appendix 2 - Details of income received between 01/04/14 to 31/03/15

Parish/Planning Reference **Name/No** **Street** **S106 Date** **Agreement Type**
 MI/04/04113/FUL 78 Petersfield Road, Midhurst Petersfield Road 18/02/2005 S106

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	3,118.80	0.00	16,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Parish/Planning Reference **Name/No** **Street** **S106 Date** **Agreement Type**
 PW/08/00797/FUL Downview and Ridge House Station Road 06/04/2009 S106

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
243,833.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Parish/Planning Reference **Name/No** **Street** **S106 Date** **Agreement Type**
 CCN/08/03533/OUT Graylingwell Hospital College Lane 18/08/2009 S106

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,500.00	0.00	0.00	0.00	0.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 CH/09/04314/OUT Marshalls Site, Hambrook Broad Road 17/09/2010 S106

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,873.64	0.00	0.00	0.00	0.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 CCN/10/03490/FUL Roussillon Barracks Broyle Road 24/02/2011 S106

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	19,607.05	0.00	0.00	0.00	0.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 PW/14/02717/FULNP The Court House And Courtlea Rosemary Lane 16/02/2012 S106

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
167,700.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Parish/Planning Reference Name/No Street S106 Date Agreement Type
 CCE/13/01677/FUL Unicorn House 8 Eastgate Square 15/12/2014 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 SB/13/02966/FUL Land East Of Manor Way 08/01/2014 S106

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 CCN13/02972/FUL Roussillon Barracks Broyle Road 27/05/2014 S106

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
10,200.00	0.00	0.00	1,170.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Parish/Planning Reference CCS/14/02201/FUL
Name/No Garage Compound South Of 39 T o 45
Street Cleveland Road
S106 Date 28/08/2014
Agreement Type UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	544.00	0.00

Parish/Planning Reference CCS/14/02308/FUL
Name/No 36 Stirling Road
Street
S106 Date 17/09/2014
Agreement Type UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference FB/14/02369/FUL
Name/No Land to East of Fairfield
Street Halfrey Road
S106 Date
Agreement Type UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

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Parish/Planning Reference Name/No Street S106 Date Agreement Type
 CCS/14/02551/FUL Land Adjacent To 1 Kings Avenue 26/09/2014 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 BO/14/03124/OUT Ruddles Sunnyway 09/11/2014 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 WE/14/03774/COUPJ Book Barn Whitechimney Row 01/01/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00

Parish/Planning Reference **Name/No** **Street** **S106 Date** **Agreement Type**
 WE/14/03863/COUPMB The Old Dairy, Sawmills Farm Monks Hill 22/12/2014 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference **Name/No** **Street** **S106 Date** **Agreement Type**
 CH/14/03941/FUL Meadow Side Scant Road West 17/02/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference **Name/No** **Street** **S106 Date** **Agreement Type**
 WW/14/03966/FUL 2 Cakeham Cottages Cakeham Road 17/02/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 CCS/14/04005/FUL Forbes Eyecare Ltd 60 South Street 28/01/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 NM/14/04029/FUL 2 Vicarage Cottages Church Road 24/12/2014 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 BI/14/04049/FUL Ayton Main Road 13/01/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 SI/14/04093/COUPMB Anchor Farm 61 Street End Lane 28/01/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 WE/14/04206/FUL Land North of Recreation Ground Monks Hill 03/02/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 SB/14/04213/FUL Land South Of Fair Acre Priors Leaze Lane 03/02/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,092.00	0.00

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Parish/Planning Reference Name/No Street S106 Date Agreement Type
 CCW/14/04304/FUL 23 Orchard Street 04/03/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 WW/15/00035/COUPIA Bramber Plant Centre Chichester Road 27/02/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	372.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 SI/15/00281/COUPMB 63 Street End Lane 27/03/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	172.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 AP/15/00348/FUL Land Between 3 And 4 Milestone Cottages Birdham Road 03/03/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 CCS/15/00358/LBC The Old Priests House Whyke Road 23/03/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00

Parish/Planning Reference Name/No Street S106 Date Agreement Type
 NM/15/00437/COUPMB Southgate Farm Fisher Lane 30/03/2015 UU

Affordable Housing Received	Leisure Received	Public Open Space Received	Community Facilities Received	Public Art Received	Recycling Received	CCTV Received	Chichester Harbour Received	Primary Care Trust Received	Eco Mitigation Received	Transport Received	Recreation Disturbance Received	Sussex Police Received
£	£	£	£	£	£	£	£	£	£	£	£	£
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	344.00	0.00

Total Receipts 01/04/14 to 31/03/15

Affordable Housing	Leisure	Public Open Space	Community Facilities	Public Art	Recycling	CCTV	Chichester Harbour	Primary Care Trust	Eco Mitigation	Transport	Recreation Disturbance	Sussex Police	GRAND TOTAL
£	£	£	£	£	£	£	£	£	£	£	£	£	£
507,615.25	78,153.28	7,282.89	179,870.66	42,323.50	0.00	0.00	88,980.69	0.00	0.00	0.00	10,672.00	0.00	914,898.27

S.106 Receipts and Payments by Service

1. Affordable Housing

Housing	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	786,786	903,586	970,786	974,313	1,142,216	1,132,874
SDNPA	0	0	0	0	0	167,701
Total Receipts	116,800	67,200	0	245,019	196,941	507,615
Interest	0	0	3,527	12,076	10,474	10,682
Monitoring Fee Deduction	0	0	0	2,392	6,756	4,805
Total Expenditure	0	0	0	86,800	210,000	302,342
Balance Remaining	903,586	970,786	974,313	1,142,216	1,132,874	1,344,025
Commitments						
Uncommitted Balance						

In recent years, the council's registered provider partners have been very successful in attracting grant from the Homes and Communities Agency. Commuted sums received in lieu of affordable housing have therefore accumulated. However, the current situation is now very different. Grants are now longer available on s106 sites and have been much reduced even on social housing developments. Consequently these funds will be vital to facilitate future housing developments to meet our affordable housing targets and assist people in housing need.

Payments have been made from the Commitments and Uncommitted Balance section of the above table towards projects associated with the following planning applications:

Affordable Housing - Spending officer: Linda Grange.

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
AP/09/01441/OUT	89 Birdham Road, Donnington	47,841.93	25,387.00	20,062.83	15-Oct-17 *	20,062.83	2,392.10
One Affordable Dwelling Unit and a commuted sum. April 2015 - £25,387 spent on Bosham Fire Station. Remainder to be allocated.							
BI/07/05640/FUL	Longmeadow Main Road	61,814.61	0.00	0.00	12-Sep-18 *	61,814.61	0.00
June 2015 - Money received September 2013, project yet to be identified.							
CCS/07/01527/FUL	Osborne House Stockbridge Road	61,000.00	0.00	61,000.00	09-Apr-23	61,000.00	0.00
All the Affordable Dwelling Units have been provided and transferred to the Housing Association. Block E was transferred at the end of March 2012 and Block D at the end of April 2012. June 2015 - Project yet to be identified.							
CCS/12/00106/FUL	The Regnum Club 45A South Street	43,420.18	0.00	0.00	28-Feb-19 *	41,249.17	2,171.01
Money received February 2014, project yet to be identified.							
CCS/14/02035/FUL	The Regnum Club 45A South Street	7,200.00	0.00	0.00	26-Feb-20 *	6,840.00	360.00
June 2015 - Money received, project yet to be identified.							
CH/13/01093/OUT	Land North Of The Willows Hambrook Hill South	35,425.81	0.00	0.00	13-May-24	33,654.52	1,771.29
Money received May 2014, project yet to be identified.							
D/11/01198/FUL	Selsey Tram - land at St George's Drive	74,495.07	0.00	70,770.00	14-May-18 *	70,770.32	3,724.75

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
All to be used to partly fund the provision of 7 rented units at Malt House Cottages, W Wittering (£116,220 in total) as approved by Cabinet on 8th October 2013. June 2015 - Project no longer proceeding, funds to be re- allocated.							
D/14/00955/FUL	Land At Southfields Close	43,264.85	0.00	0.00	06-Feb-20 *	41,101.61	2,163.24
June 2015 - Money received February 2015. Project yet to be identified.							
HN/12/02692/FUL	Land at Northmark Foxbridge Drive	17,211.00	0.00	0.00	07-Jan-19 *	16,350.45	860.55
Money received January 2014, no projects identified yet.							
PW/08/00797/FUL	Downview and Ridge House Station Road	380,000.95	0.00	380,000.95	28-Aug-20	380,000.95	0.00
Money to be spent on the provision of 4 affordable rented units at Down Close, Heyshott (£60,000), 4 affordable rented units at Oakfield, Lodsworth (£60,000) and 6 affordable rented units at Parsonage Estate, Rogate (£16,177 - total for Rogate is £91,177) as approved by Cabinet on 8th October 2013.							
PW/11/02717/FULNP	The Court House And Courtlea Rosemary Lane	167,700.64	0.00	0.00	16-Jun-24	167,700.64	0.00
Money paid in two instalments (£83,850.32 on 12/05/14 and £83,850.32 on 16/06/14) directly to SDNPA. Funds to be allocated by SDNPA.							
CCN/05/00430/FUL	Shippams Factory (Roman Quarter) And Social Club	376,000.00	302,955.00	152,442.00	20-Aug-18	73,045.00	0.00

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
The allocation of the £271k is as follows: £95,000 and £115,000 towards The Heritage (these sums have different expiry dates 27/02/17 and 19/08/18 respectively) and £61,000 for Stone Pillow 5 bedspaces. Rural Enabler post being funded from previously committed £105,000. 03/03/14 £210,000 has now been spent on The Heritage. June 2015 - £61,000 spent on the Stone Pillow 5 bedspaces.							
CCN/13/02972/FUL	Roussillon Barracks Broyle Road	10,200.00	0.00	0.00	20-May-24	9,690.00	510.00
Money received May 2014. Project yet to be identified.							
CCE/06/03992/FUL	79, 81 and 91 Spitalfield Lane	324,000.00	0.00	324,000.00	25-Nov-18	324,000.00	0.00
The proposed allocation is: £150,000 - 10 rented units at Manhood Lane, Sidlesham. £105,000 - 7 rented units at Flatt Road Nutbourne. £69,000 - 6 rented units at Parsonage Estate, Rogate (total funding of £91,177).							
CCE/13/04181/FUL	The Chequers 203 Oving Road	50,955.33	0.00	0.00	30-Apr-25	48,407.56	2,547.77
Money received April 2015. Project yet to be identified.							

2. Leisure and Public Open Space

Leisure						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	430,193	360,888	351,403	253,364	255,104	339,687
Total Receipts	(49,305)	25,159	100,739	0	99,110	125,506
Interest	0	0	1,148	3,687	3,079	3,264
Monitoring Fee Deduction	0	648	5,037	0	4,955	6,119
Total Expenditure	20,000	33,996	194,889	1,947	12,650	45,246
Balance Remaining	360,888	351,403	253,364	255,104	339,687	417,091
Commitments						
Uncommitted Balance						

According to the SPG, the Council can secure the provision of public open space and sporting, recreational, social or other community facilities as part of larger mixed developments through S.106 Agreements. Such agreements can cover the provision of on-site and offsite recreational facilities related to the development.

Implementation of this provision is generally expected to be the responsibility of the developer. In other cases the District may take land, and/or a commuted sum where off site works are required. Financial contributions collected from development are allocated to a fund specifically for new and improved leisure facilities to serve the additional population.

Payments have been made from the Commitments and Uncommitted Balance section of the above table towards projects associated with the following planning applications:

Leisure - Spending officer: Sarah Peyman

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
BX/10/05085/FUL	Land at Windmill Park, Halnaker	28,537.00	0.00	0.00	04-Aug-16 *	27,110.15	1,426.85
November 2014 - A response from Boxgrove Parish Council is still awaited regarding prioritization of their proposals and provision of 3 quotations for the works in order to obtain authorisation for the spend. March 2015 – Boxgrove Parish Council state that they are looking to make improvements to their sports pavilion and would like to utilise the funding from BX/10/05085/FUL to assist with this. June 2015 Followed up with another email to PC on 19/5 but waiting for a response on project progress.							
CCS/07/01527/FUL	Osborne House Stockbridge Road	12,202.00	0.00	0.00	18-Feb-21	12,202.00	0.00
Projects under consideration. Nothing spent to date.							
CCS/10/02034/FUL	The Heritage Winden Avenue	30,409.83	0.00	0.00	28-Feb-19 *	28,889.34	1,520.49
Money received February 2014. No projects identified.							
D/12/04410/FUL	Land At Southfields Close	104,619.98	0.00	0.00	11-Nov-23	99,388.98	5,231.00
Money received November 2013. No projects identified.							
EWB/12/02461/FUL	Land North East Of Beech Avenue	22,724.49	0.00	0.00	21-May-19	21,588.27	1,136.22
Money received May 2014. No projects identified yet.							
HN/12/02692/FUL	Land at Northmark Foxbridge Drive	16,389.83	0.00	0.00	07-Jan-24	15,570.34	819.49
Money received January 2014, no projects identified yet. Early discussions with parish regarding new play/leisure project May 2014.							

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
MI/04/04113/FUL	78 Petersfield Road, Midhurst	3,118.80	0.00	0.00	30-Jun-19 *	3,118.80	0.00
Money to be spent on projects to improve and increase facilities for children and young people within Midhurst.							
WH/04/01070/FUL	Land West Of Devils Rush (former Apollo Garage site) Stane Street	20,000.00	6,670.00	13,330.00	15-Mar-17	13,330.00	0.00
The Leisure payment £6,670 was for the provision of the bus shelter and the remaining balance is for maintenance. June 2015 - Still no requirement to date for any maintenance.							
CCN/05/00430/FUL	Shippams Factory (Roman Quarter) And Social Club East Street	84,212.00	30,000.00	0.00	20-Aug-18	54,212.00	0.00
Money spent towards the development of both the Chichester skatepark redevelopment and Priory Park Play project.							
CCN/08/03533/OUT	Graylingwell Hospital College Lane	59,245.00	0.00	0.00	30-Mar-21	56,282.75	2,962.25
Both contributions for Phase 1 have been received including indexation. We are waiting for all contributions from the development to be received to implement a larger improvement project.							
CCE/00/01073/FUL	Farrs Field, Swanfield Drive	25,000.00	0.00	25,000.00	29-Jan-13 *	25,000.00	0.00

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
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The contribution was specifically requested by WSCC for a bus shelter costing £25,000. Progress since November 2014 - Negotiations still ongoing regarding transfer of responsibility of maintenance of bus shelters to Chichester City Council. March 2015 – Negotiations ongoing. June 2015 - Advice received from our Legal Team is that in order to be able to spend the money we would need to contact the payer of the money (the Developer) and request that they permit us to spend the money.

Bracklesham Barn						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	1,194,123	1,131,453	164,412	122,443	88,363	86,454
Total Receipts	0	0	0	0	0	0
Interest	8,791	2,397	443	1,203	804	638
Monitoring Fee Deduction	0	0	0	0	0	0
Total Expenditure	71,461	969,438	42,413	35,282	2,714	25,354
Balance Remaining	1,131,453	164,412	122,443	88,363	86,454	61,738
Commitments						
Uncommitted Balance						

Public Open Space

Open Space	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	201,786	219,617	215,496	142,051	199,067	174,682
Total Receipts	17,973	6,000	12,383	62,782	15,048	84,219
Interest	0	0	284	1,161	1,382	1,772
Monitoring Fee Deduction	141	121	400	869	569	4,211
Total Expenditure	0	10,000	85,712	6,058	40,246	20,587
Balance Remaining	219,617	215,496	142,051	199,067	174,682	235,875
Commitments						
Uncommitted Balance						

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Payments have been made from the Commitments and Uncommitted Balance section of the above tables towards projects associated with the following planning applications:

Public Open Space - Spending officer: Sarah Peyman

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
BI/07/05640/FUL	Longmeadow Main Road	3,665.16	0.00	0.00	15-Aug-23	3,665.16	0.00
Money received August 2013. No projects identified yet.							
BX/10/05085/FUL	Land at Windmill Park, Halnaker	8,000.00	0.00	0.00	04-Aug-16 *	7,600.00	400.00

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
Spending officer – Sarah Peyman. November 2014 - A response from Boxgrove Parish Council is still awaited regarding prioritization of their proposals and provision of 3 quotations for the works in order to obtain authorisation for the spend. March 2015 – Boxgrove Parish Council state that they are looking to make improvements to their sports pavilion and would like to utilise the funding from BX/10/05085/FUL to assist with this. June 2015 - Followed up with another email on 19/5 but waiting for a response on project progress.							
CCS/07/04483/FUL	Byten, South Pallant	170.00	0.00	0.00	08-Jul-19	170.00	0.00
New project to be considered due to Priory Park masterplan not being progressed.							
CCS/07/04532/FUL	10 South Pallant	1,017.00	800.00	0.00	08-Jul-19	217.00	0.00
New project to be considered due to Priory Park masterplan not being progressed.							
CCS/07/04727/FUL	1-5 Theatre Lane	847.00	0.00	0.00	08-Jul-19	847.00	0.00
New project to be considered due to Priory Park masterplan not being progressed.							
CCS/10/02034/FUL	The Heritage Winden Avenue	9,034.96	0.00	0.00	28-Feb-19 *	8,583.21	451.75
Money received February 2014, no projects identified.							
CCS/05/00876/FUL	St Georges Hall Cleveland Road	3,051.00	2,194.25	0.00	02-Oct-11	856.75	0.00
The remaining funds will be used for the installation of the lectern and interpretation board. Progress since November 2014 - Graphic design services have been commissioned, and scheduled monument consent applied for, once obtained production will take place and panel fitted to City Walls lectern frame and installed. June 2015 - Interpretation board produced and currently waiting for CCS to install.							
CH/10/01013/FUL	Land at 30 The Avenue, Hambrook,	6,000.00	0.00	0.00	14-Mar-16 *	5,878.88	121.12

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
Spending officer – Sarah Peyman. November 2014 - A response from Chidham and Hambrook PC is still awaited regarding identification of proposals, once received the spend will be authorised under delegated powers. March 2015 – The parish councils has been reminded of the need to respond with appropriate projects. June 2015 - parish council emailed 19/5 but no response to date.							
D/07/04732/FUL	Stockbridge Garage 1 Birdham Road	2,034.00	0.00	0.00	26-Jul-16 *	2,034.00	0.00
March 2015 – The parish councils has been reminded of the need to respond with appropriate projects. June 2015 - Parish are looking to introduce new signage for the playing fields estimated to cost approx £2,000.							
D/11/01198/FUL	Selsey Tram - land at St George's Drive	6,482.14	0.00	0.00	03-Apr-18 *	6,158.03	324.11
Money received April 2013, no projects identified yet.							
HT/07/01474/FUL	The Forge, South Harting	2,349.00	0.00	0.00	06-Mar-17 *	2,349.00	0.00
Money received March 2012, no projects identified yet.							
HN/12/02692/FUL	Land at Northmark Foxbridge Drive	2,347.53	0.00	0.00	07-Jan-24	2,230.15	117.38
Money received January 2014, no projects identified yet.							
TG/12/02262/FUL	Land At Windmill Drive	45,400.00	22,713.00	0.00	12-Nov-17 *	22,687.00	0.00
£22,713 spent on Tangmere Recreation Ground extension of toddler play area in 2013/14							
TG/07/04577/FUL	West Sussex Fire Depot, Tangmere City Fields Way	87,000.00	81,774.85	5,225.15	09-Apr-18	5,225.15	0.00
The Executive Board meeting on 30/11/10 resolved that £85,842 Section 106 funding was approved for released to Tangmere Parish Council for the redevelopment of their Multi-Use Games Area.							

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
CCN/05/00430/FUL	Shippams Factory (Roman Quarter) And Social Club East Street	81,553.00	12,553.39	0.00	20-Aug-18	68,999.61	0.00
£11,370.31 spent on Priory Park Play area in 2011/12. £1,183.08 spent on Westgate Skatepark in 2013/14. Balance available for the Parks Improvement Programme							
CCN/06/04244/FUL	Site D St Richards Hospital East Field	12,202.00	11,633.00	0.00	15-Aug-17	569.00	0.00
Spent on Oaklands Park improvements.							
CCW/06/02510/FUL	10-12 Fishbourne Road East	3,137.80	3,051.00	0.00	06-Jul-17	86.80	0.00
Following consultation with the Parklands Residents Association, a scheme has been approved under delegated powers for meadow planting, trees and bench seating at Sherborne Recreation ground. 13/05/13 Meadow area and tree provided at Sherborne Road. £2,040 spent and the remainder is to provide benches and/or boulders.							
CCE/04/03596/FUL	Land To The East Of East Walls	13,111.00	0.00	0.00	15-Dec-19	13,111.00	0.00
This contribution will be considered for the Priory Park improvements. We are waiting for a response from external funding providers before progressing with the project further.							

3. Community Facilities

Community Facilities						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	549,398	506,172	473,251	540,436	484,998	751,047
Total Receipts	70,012	163,625	125,859	178,138	332,381	252,382
Interest	0	0	1,956	5,851	5,694	7,203
Monitoring Fee Deduction	0	4,956	4,210	6,833	14,403	10,814
Total Expenditure	113,238	191,589	56,420	232,594	57,623	82,171
Balance Remaining	506,172	473,251	540,436	484,998	751,047	917,647
Commitments						
Uncommitted Balance						

According to the Supplementary Planning Guidance, Community Facility contributions can be requested for developments of 10 units or more. With on-site provision only achievable with major development, smaller developments are required to contribute to improving existing facilities within the area of the development. Records of the condition and needs of existing facilities are maintained through the Community Facilities Audit, which is used to identify projects for funding, and to justify requests from developers.

Payments have been made from the Commitments and Pending payments section of the above table towards projects associated with the following planning applications:

Community Facilities - Spending officer: David Hyland

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
BI/07/05640/FUL	Longmeadow Main Road	24,322.59	0.00	24,322.59	15-Aug-23	24,322.59	0.00
In discussion with Parish Council over Village Hall refurbishment project.							

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
BX/10/05085/FUL	Land at Windmill Park, Halnaker	45,725.00	0.00	43,438.75	04-Aug-16 *	43,438.75	2,286.25
<p>March 2015 - DH has been and still is in communication with Boxgrove Village Hall regarding possible spend and their proposed projects. They have been changing their minds and specifications for works but, if all goes to plan, potentially we are going for solar panels and a generator. According to their last email (26/2/15), they were hoping to invite local contractors to formally provide quotes, which they aimed to be with us by the end of March. May 2015 - Discussions still on-going over specifications for the solar panels and generator.</p>							
CCS/10/02034/FUL	The Heritage Winden Avenue	58,509.58	0.00	55,584.10	28-Feb-19 *	55,584.10	2,925.48
<p>Money received February 2014, in discussion with various Village Halls in proximity to the site.</p>							
CCS/09/02417/FUL	34 and 36 Hay Road	68,247.08	0.00	64,834.73	15-Jan-18 *	64,834.73	3,411.91
<p>In discussion with local Resident's Association regarding a community centre.</p>							
CH/09/04314/OUT	Marshalls Site, Hambrook Broad Road	138,420.21	0.00	131,499.20	16-Jan-18	131,499.20	6,921.01
<p>Spend going towards refurbishment of Chidham and Hambrook village hall, to be managed in 3 phased projects. Project 1: The provision of a two floor extension providing a wheelchair lift giving those with impaired mobility access to the first floor. Also, additional storage, refurbished toilets, provision of disabled toilets and replacement emergency and access staircase. The Management Committee are currently fund raising for these works as this will be the next new project to start. (Estimated cost £190,000). CFA Project ID: 983. June 2015 - £41,483.14 approved for new toilets.</p>							
D/12/04410/FUL	Land At Southfields Close	193,619.41	0.00	183,938.44	11-Nov-23	183,938.44	9,680.97
<p>Proposed Donnington Parish Hall extension - all Donnington planning application will contribute to this project. CFA Project ID 889.</p>							
D/07/04732/FUL	Stockbridge Garage 1 Birdham Road	7,500.00	6,108.00	1,392.00	26-Jul-16 *	1,392.00	0.00

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
All funds allocated to ongoing Donnington Parish Hall extension project. March 2015 – Community Facilities has requested payment of £398 to Donnington Parish Hall, towards tree removal forming part of the ground works for the major improvement/extension to the Parish Hall. The remainder, £1,392 is likely to contribute towards car park improvements. Community Facilities are awaiting for the quotes from suppliers for the works for these improvements.							
D/11/01198/FUL	Selsey Tram - land at St George's Drive	35,779.37	0.00	33,990.40	21-Aug-18 *	33,990.40	1,788.97
Discussions are underway for a possible extension to the Parish Hall, though there has been no spend to date. CFA Project ID 889							
EWB/12/02461/FUL	Land North East Of Beech Avenue	42,258.81	0.00	40,145.87	21-May-24	40,145.87	2,112.94
Money received May 2014, in discussion with Parish Council over spend. CFA Project: Bracklesham Barn.							
HT/07/01474/FUL	The Forge, South Harting Elsted Road	12,992.00	7,934.96	5,057.04	06-Mar-17 *	5,057.04	0.00
Community Facility spend 29/6/12 - £7,934.96 to Harting Parish Council - Refurbishment of the kitchen at Harting Village Hall.							
HN/12/02692/FUL	Land at Northmark Foxbridge Drive	30,479.08	14,392.35	14,562.78	07-Jan-24	14,562.78	1,523.95
£6,563.14 paid to Hunston Parish Council for the new kitchen (CFA Project ID: 2611) at the Village Hall. March 2015 - £7,829.21 spent towards new community meeting room at the Village Hall - CFA Project ID: 2698. June 2015 - Approval request for £8k in process for equipment for new room.							
LV/08/01497/FUL	Meadow Lodge, Lavant	50,750.00	24,944.00	23,268.50	23-Jun-20	23,268.50	2,537.50
17/10/11 Communities: £14,000 paid to Lavant Parish Council towards improvements to the car park at the Village Hall. 2/2/12 - £2,944 to Lavant Parish Council towards improvements to the car park at the Memorial Hall. £8000 spent on solar panels 27/09/12. 14/01/15 In discussion with Lavant Memorial Hall for spending on updating the kitchen. April 2015 - Approval of CF money given for refurbishment works to the kitchen total = £23,291.50							

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
MI/04/04113/FUL	78 Petersfield Road, Midhurst	16,100.00	0.00	16,100.00	30-Jun-19 *	16,100.00	0.00
Project: Since the library has moved into the new Grange, the old library building has become Midhurst Town Council's office and can also be used as additional community space. This money has been allocated towards improvements to this building.							
PW/08/00797/FUL	Downview and Ridge House Station Road	21,483.00	17,753.32	3,729.68	18-Sep-20	3,729.68	0.00
£17,753.32 spent from this application towards Hampers Green Community Centre – a new roof - £19,355 Petworth & District Over 60s Day Centre – secondary double glazing to their windows £1,706. October 2014 - Remainder potentially identified towards improvements at Petworth & District Over 60s Day Centre. March 2015 - paid £1048.82 to Petworth Town Council towards the heating improvements at the Over 60s Day Centre.							
TG/07/04577/FUL	West Sussex Fire Depot, Tangmere City Fields Way	76,500.00	74,488.30	2,011.70	09-Apr-18	2,011.70	0.00
The Communities contribution so far has been spent on updating Tangmere Village Centre. Remainder for Tangmere Village Centre.							
WH/04/03947/OUT	Goodwood Estate Gravel Pit Site Westhampnett	98,712.00	0.00	98,712.00	20-Nov-18	98,712.00	0.00
The Communities payment is being held for Westhampnett's ongoing project to build a village hall - this is the same for all other Westhampnett planning applications.							
CCN/06/04244/FUL	Site D St Richards Hospital East Field	75,000.00	0.00	75,000.00	15-Aug-17	75,000.00	0.00
Contributions will be required to enhance facilities in this area of Chichester, specifically for Graylingwell and Roussillon Park, so the Community contribution has not yet been allocated.							

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
CCN/13/02972/FUL	Roussillon Barracks Broyle Road	1,170.00	0.00	1,111.50	20-May-24	1,111.50	58.50
Spending Officer - David Hyland. Money received May 2014.							
CCN/05/01970/OUT	91-95 Broyle Road	18,716.00	9,358.00	9,358.00	27-Feb-18	9,358.00	0.00
Part of the contribution has been spent on the new partition for the North Hall community hall belonging to Chichester Baptist Church costing £9,358. The rest is allocated to St Michael's church hall with whom projects are under discussion for kitchen refurbishment.							
CCN/10/03490/FUL	Roussillon Barracks	132,511.81	60,000.00	68,886.22	14-May-25	68,886.22	3,625.59
Spending officer - David Hyland. 12/06/12 Following discussions with JB and DH, out of a total communities figure of £371,700.00, £100,000.00 is to be released in annual increments of £20k starting now. £60k spent on Chichester Community Development Trust.							

Public Art

Public Art						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	19,947	19,947	29,065	54,261	54,275	13,110
Total Receipts	0	25,000	25,000	6,089	5,885	61,033
Interest	0	0	196	619	309	365
Monitoring Fee Deduction	0	0	0	304	294	3,052
Total Expenditure	0	15,882	0	6,390	47,065	0
Balance Remaining	19,947	29,065	54,261	54,275	13,110	71,456
Commitments						
Uncommitted Balance						

Contributions are collected in accordance with the adopted Public Art Strategy for the Chichester District based on a tariff system charged per dwelling where the total number of dwellings is 10 or more, or per square metre in the case of non-residential property. Contributions from a number of smaller developments where an artwork may not necessarily be the best option would be pooled to fund strategically identified artworks at a site with wider neighbourhood significance and where a 'sense of place' would be strengthened.

Payments have been made from the Commitments and Uncommitted Balance section of the above table towards projects associated with the following planning applications:

Public Art - Spending officer: Lone Le Vay

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
CCS/07/01527/FUL	Osborne House Stockbridge Road	45,000.00	44,695.00	0.00	02-Sep-16 *	305.00	0.00

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
Spent along with additional funds transferred from WSCC on Public Art Installation at the Canal Basin. March 2015 - Discussions ongoing with WSCC and Canal Basin Liaison Group about using some of the unspent WSCC public realm money together with residual commissioning funds for some interpretation panels for the artwork. June 2015: Panel Designs have been finalised and information on updated costs of frames and installation being obtained. CDC will liaise with WSCC and the Canal Trust regarding payment for work.							
CCS/10/02034/FUL	The Heritage Winden Avenue	8,659.85	0.00	0.00	20-Apr-20 *	8,226.86	432.99
Spending officer – Lone Le Vay. Money received April 2015.							
CH/12/04778/FUL	Land West Of Broad Road	10,049.63	0.00	0.00	27-Apr-20 *	9,547.15	502.48
June 2015 - Development not commenced, developer opted to pay the contribution instead of providing art work at the site.							
D/12/04410/FUL	Land At Southfields Close	42,323.50	0.00	0.00	06-Feb-20 *	40,207.33	2,116.18
Parish Council and new residents if possible will be consulted regarding an approach. The possibility of linking it to the Selsey Tram and/or possibly extending the butterfly installation further south along the canal path will be explored as part of a range of options. A meeting with Donnington Parish Council has been arranged for 13th July 2015 to discuss the approach.							
D/11/01198/FUL	Selsey Tram - land at St George's Drive	6,089.29	0.00	0.00	03-Apr-18 *	5,784.83	304.46
The possibility of this contribution with other S106 receipts, such as from Southfields Close to commission a reasonable sized art installation. If nothing is forthcoming it is proposed to involve the new residents of the development in the commissioning of a small piece of art for location within that development. A meeting with Donnington Parish Council has been arranged for 13th July 2015 to discuss the approach.							
HN/12/02692/FUL	Land at Northmark Foxbridge Drive	5,885.15	0.00	0.00	07-Jan-24	5,590.89	294.26

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
Money received January 2014, no projects identified yet. The Parish Council and new residents if possible will be consulted regarding an approach. June 2015 - A meeting has been held with the Parish Council and Affinity Sutton (Developers) and a brief is being drafted and a selection process agreed focusing on linking Development to Canal.							
CCN/05/00430/FUL	Shippams Factory (Roman Quarter) And Social Club East Street	25,000.00	24,695.00	0.00	07-Jun-15	305.00	0.00
Spent on Public Art Installation at the Roman Quarter only £305 remaining. March 2015 - Interpretation leaflets still to be arranged. June 2015 - No Change.							

5. Chichester Harbour Mitigation

Chichester Harbour						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	0	0	77,499	69,003	89,279	168,691
Total Receipts	0	143,890	52,500	84,825	141,006	72,107
Interest	0	0	250	903	1,190	1,529
Monitoring Fee Deduction	0	6,882	2,625	4,241	7,050	3,605
Total Expenditure	0	59,509	58,621	61,211	55,733	53,212
Balance Remaining	0	77,499	69,003	89,279	168,691	185,510
Commitments						
Uncommitted Balance						

Contributions are collected towards measures to mitigate the impact of recreational disturbance arising from new housing development of the Chichester Harbour Special Protection Area. These measures include dog control measures, management and safeguarding, education and interpretation.

Payments have been made from the Commitments and Pending payments section of the above table towards projects associated with the following planning applications:

Chichester Harbour - Spending officer: Tom Day

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
CH/09/04314/OUT	Marshalls Site, Hambrook Broad Road	56,704.93	0.00	0.00	16-Jan-18	53,869.68	2,835.24
<p>May 2015. The Manhood Wildlife and Heritage Group is taking on some parts of the Graylingwell work directly so freeing up 1 day a week of Sarah Hughes' time for work on the three s106 agreements in the Bournes (Land North of Clay Lane, Fishbourne and Marshalls). The initial allocation of time has been a day a week on the Bournes. This is now to increase to two days a week to ensure that the total from these agreements is spent in time. Once the funds from 30 the Avenue (CH/10/01013/FUL) are spent expenditure will continue using this contribution next.</p>							
CH/10/01013/FUL	Land at 30 The Avenue, Hambrook,	9,890.00	6,500.07	0.00	14-Mar-16 *	3,190.28	199.65
<p>May 2015 - The remainder of this money is allocated to providing one day a week of the Community Wildlife Officer's time to education and awareness work in Nutbourne, Hambrook and Southbourne including visits to Southbourne primary school, talks to local groups and community events for volunteers. This commitment will ensure that the remaining funds are spent before the repayment date.</p>							
CCN/10/03490/FUL	Roussillon Barracks Broyle Road	83,732.50	0.00	0.00	17-Aug-22	79,545.88	4,186.63
<p>Development making good progress. Trigger dates for later S106 payments not yet reached. CH SPA £122,500 to be paid in seven equal instalments of £17,500 each. £10,000 for CH educational purposes. £10,000 for CH interpretation to include signage/boards at key locations. £5,000 for purchase of CH Recreational land for dog walking. With the Graylingwell s106 money nearly spent, Cabinet approval was obtained in September 2014 to extend the Graylingwell and Roussillon mitigation project through to 2018, using this s106 contribution once the Graylingwell contribution is fully spent.</p>							
CCN/08/03533/OUT	Graylingwell Hospital College Lane	322,500.00	250,077.00	56,298.00	10-Oct-19	56,298.00	16,125.00

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
Chichester Harbour Interpretation; SPA; Education contributions. Progress on the mitigation project is monitored jointly with the Manhood Wildlife and Heritage Group through monthly Service Level Agreement meetings and is on track to spend the remaining sum by October 2015.							

Recreation Disturbance Mitigation

Recreation Disturbance Mitigation						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	0	0	0	0	0	6,703
Total Receipts	0	0	0	0	6,672	31,455
Interest	0	0	0	0	31	0
Monitoring Fee Deduction	0	0	0	0	0	(2,189)
Total Expenditure	0	0	0	0	0	35,969
Balance Remaining	0	0	0	0	6,703	0
Commitments						
Uncommitted Balance						

This contribution has been taken on the understanding that it will be passed onto the Solent Recreation Mitigation Partnership. This has now been formally agreed by the PUSH authorities (and ourselves). Test Valley BC are the central “banker” authority for the Partnership and money is now being passed on to them to help fund up to five education and ranger posts Solent-wide.

Natural England advised on 28th October 2013 that all net increases in dwellings will have an impact in combination and so even one new dwelling will have to contribute to the Solent wide scheme.

Recreation Disturbance - Spending officer: Tom Day

6. Waste and Recycling

Waste and Recycling						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	0	855	6,939	6,099	22,608	15,487
Total Receipts	900	6,404	15,291	24,955	0	0
Interest	0	0	22	164	176	107
Monitoring Fee Deduction	45	320	726	1,248	0	0
Total Expenditure	0	0	15,427	7,363	7,297	6,263
Balance Remaining	855	6,939	6,099	22,608	15,487	9,332
Commitments						
Uncommitted Balance						

Cabinet agreed in July 2011 that the provision and replacement of bins should be the responsibility of occupiers of domestic premises. Therefore developers are no longer asked for contributions towards the cost of waste and recycling bin provision. There is currently £9,322 remaining in the budget from agreements prior to this date, which will be spent on new waste and recycling bins for those developments from which the contributions were made when the individual properties are occupied in accordance with the Council's obligations under those agreements. £29,457 is due to come in for Agreements that have been signed, but either the development has not commenced or houses within a development have not been occupied.

Payments have been made from the Commitments and Pending payments section of the above table towards projects associated with the following planning applications:

Recycling - Spending officer: Bob Riley

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
CCN/10/03490/FUL	Roussillon Barracks Broyle Road	15,455.88	10,438.51	0.00	17-Aug-22	4,244.58	772.79
Total spend so far =£10,438.51							

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
CCN/08/03533/OUT	Graylingwell Hospital College Lane	16,803.90	11,026.23	0.00	25-Nov-19	4,937.48	840.20

Total spend is £11,026.23 so far.

8. CCTV

CCTV						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	29,399	89,506	59,577	58,187	58,855	11,255
Total Receipts	72,216	0	0	0	0	0
Interest	0	0	211	668	321	97
Monitoring Fee Deduction	0	0	0	0	0	0
Total Expenditure	12,109	29,929	1,601	0	47,921	0
Balance Remaining	89,506	59,577	58,187	58,855	11,255	11,352
Commitments						
Uncommitted Balance						

All remaining sums are currently allocated to the New Park Centre Car Park (includes maintenance of CCTV).

Payments have been made from the Commitments and Pending payments section of the above table towards projects associated with the following planning applications:

CCTV - Spending officer: Tania Murphy

Parish/ Planning Ref	Name/No	Received £	Spent £	Allocated £	Expiry Date	Remaining £	5% Fee £
PW/06/05235/FUL	Exchange House Station Road	6,694.49	0.00	0.00	08-Oct-17	6,694.49	0.00
£5000.00 received following enforcement action. Interest on the payment received 08/10/12 - £1694.49							
CCN/05/00430/FUL	Shippams Factory (Roman Quarter) And Social Club East Street	30,099.00	20,485.00	0.00	20-Aug-18	9,614.00	0.00
The full balance of S106 money has been received. Out of £30,099 there has been a spend of £20,485 leaving a total of £9,614 remaining. This relates to the provision of a wall mounted CCTV camera positioned on the corner of one of the properties in Roman Quarters which views East Walls in both directions. June 2015 – Legal confirmed that the relevant license was granted on the above site for CCTV delivery (in August 2010). The 106 contribution has therefore achieved its objective to the degree the Council is able to ensure that and with this license the physical works (BT control cabinet, power supply, camera and mount) are fully legitimised.							
CCE/04/03596/FUL	Land To The East Of East Walls	72,216.00	71,775.00	0.00	15-Dec-19	441.00	0.00
The full balance of S106 money has been received. Relates to the installation of two new CCTV cameras at the Eastgate retail and housing development and relocate the existing CCTV camera in New Park Road car park to cover the new parking area.							

9. Sustainable Transport

Sustainable Transport						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	48,071	41,371	41,371	41,521	41,998	42,386
Total Receipts	0	0	0	0	0	0
Interest	0	0	150	477	388	367
Monitoring Fee Deduction	0	0	0	0	0	0
Total Expenditure	6,700	0	0	0	0	0
Balance Remaining	41,371	41,371	41,521	41,998	42,386	42,753
Commitments						
Uncommitted Balance						

Approval has been given for up to £20,000 to be spent towards securing a pedestrian and cycle route to extend Bill Way with the final sum and payment arrangements to be subject to agreement by the Executive Director in consultation with the Cabinet Member for Housing and Planning.

£2,000 is being spent on a feasibility study to enable effective consultation with stakeholders is being undertaken for an improvement scheme in Jubilee Gardens, Chichester to provide a shared use path through the gardens.

Planning work is on-going for further infrastructure improvements for cyclists and pedestrians to enhance the connectivity between Arundel Park and Chichester centre via Blackberry Lane; through provision of crossing point(s), signage and surface improvements. This will aid better connectivity between Chichester and strategic development sites such as Shopwhyke Lakes, Westhampnett and Tangmere.

10. Park and Ride Car Parks

Park and Ride						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	153,675	146,789	137,127	128,585	114,820	110,923
Total Receipts	0	0	0	6,694	0	0
Interest	0	0	465	1,389	1,038	936
Monitoring Fee Deduction	0	0	0	0	0	0
Total Expenditure	6,885	9,663	9,007	21,848	4,935	5,638
Balance Remaining	146,789	137,127	128,585	114,820	110,923	106,221
Commitments						
Uncommitted Balance						

The commuted sums received for Park and Ride schemes were given in perpetuity for use when parking in Chichester becomes pressurised due to a larger domestic and working population.

Chichester District Council currently provides a Park and Ride service for visitors, shoppers and commuters, which runs during the period leading up to Christmas only. There is, however, no permanent Park and Ride facility within Chichester District at present. There are several successful Park and Ride schemes operating nationally - any Park and Ride scheme must be planned so as to encourage use in preference to driving into the centre, whilst at the same time providing for the needs of those who genuinely require provision closer to the centre.

The Chichester District Car Parking Strategy 2010 – 2020 will play a role in managing growth in car use. The Car Park Strategy indicates that if spare capacity in the city's car parks falls below a specified level, the need to introduce Park and Ride should be considered. Should this situation arise, a review of the Local Plan may be required in order to revise the transport strategy for the city and identify potential Park and Ride sites.

Capacity is reviewed within CDC owned car parks on a weekly basis and the capacity figures are included within the performance monitoring of Parking Services. Currently these figures reflect that the capacity is well within the acceptable range.

The Chichester District Car Park Strategy is being reviewed this year and part of that review will consider the potential need for a permanent Park and Ride facility within Chichester. This will be considered alongside the development proposals within the Local Plan.

11. Other Organisations

Other Orgs						
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
	£	£	£	£	£	£
Balance Brought Forward	0	0	0	0	0	49,118
Total Receipts	0	0	0	0	51,703	0
Interest	0	0	0	0	0	0
Monitoring Fee Deduction	0	0	0	0	2,585	0
Total Expenditure	0	0	0	0	0	49,118
Balance Remaining	0	0	0	0	49,118	0
Commitments						
Uncommitted Balance						

This sum was received for the Primary Care Trust Contribution, and was transferred to the NHS in March 2015.

12. West Sussex County Council

Chichester North CLC

Table 1: Summary of Schemes Completed (since 2012/13 where Section 106 has contributed towards delivery)

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
Education	Lavant	LV/1497/08	Land west of	St Richards Primary -	£63,856	01-Jan-2014
			Total S106 contribution towards: St Richards Primary - Basic needs extension: £63,856			
					Total Education: £63,856	
Fire Service	Boxgrove	BX/5085/10	Land At Windmill Park, Tinwood Lane,	Smoke Alarm Project	£607	31-Mar-2015
	Harting	HT/1474/07	The Forge, Elsted		£352	31-Mar-2015
	Lavant	LV/1497/08	Land west of		£711	31-Mar-2015
	Lavant	LV/3912/11	Hunters Rest, Lavant		£516	31-Mar-2015
	Loxwood	LX/5855/07	Hall Hurst Farm,		£314	31-Mar-2015
	Midhurst	MI/1307/07	The Angel Hotel, North		£304	31-Mar-2015
	Petworth	PW/797/08	Downview and Ridge		£331	31-Mar-2015
				Total S106 contribution towards: Smoke Alarm Project: £3,135		
				Total Fire Service: £3,135		
Highways	Midhurst	MI/2248/06	Land south of, Forest	Holmbush Way Bus	£21,000	18-May-2015
				Total S106 contribution towards: Holmbush Way Bus Shelter: £21,000		
	Kirdford	KD/3095/03	Kirdford Growers Ltd,	Kirdford Improvement	£33,782	09-Jan-2012
			Total S106 contribution towards: Kirdford Improvement Schemes: £33,782			

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
					Total Highways: £54,782	
Libraries	Boxgrove	BX/5085/10	Land At Windmill Park, Tinwood Lane, Halnaker, Boxgrove, Chichester, West Sussex, PO18 0NF	Chichester Library - RFID Terminals	£4,974	01-Jan-2012
	Lavant	LV/1497/08	Land west of Meadow Lodge and Meadow Lodge, Lavant, Chichester, West Sussex		£6,252	01-Jan-2012
				Total S106 contribution towards: Chichester Library - RFID Terminals: £11,226		
	Petworth	PW/797/08	Downview and Ridge	Petworth Library - RFID	£3,459	01-Mar-2013
				Total S106 contribution towards: Petworth Library - RFID Terminals: £3,459		
					Total Libraries: £14,685	
				Total spend within CLC: £136,459		

Chichester South CLC

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
Education	Chidham and Hambrook	CH/1013/10	Land At, 30, The Avenue, Hambrook,	Bosham temporary accommodation	£36,123	01-Jan-2014
			Total S106 contribution towards: Bosham temporary accommodation: £36,123			
	Chichester	CC/1527/07	Osborne House, Stockbridge Road,	Parklands Primary Extension	£58,860	01-Jan-2014
	Fishbourne	FB/994/10	Land North Of, Clay Lane, Fishbourne,		£87,554	01-Jan-2014
			Total S106 contribution towards: Parklands Primary Extension: £146,414			
	Appledram	AP/1441/09	Land adjacent to, 91, Birdham Road, Donnington,	St Richards - Basic needs extension	£19,765	01-Jan-2014
	Chichester	CC/3596/04	Unit C, Eastgate Square, East Walls,		£43,340	01-Jan-2014
	Chichester	CC/4483/07	Byten, South Pallant,		£1,201	01-Jan-2014
	Chichester	CC/4727/07	Theatre Place, Theatre Lane		£6,003	01-Jan-2014
	Fishbourne	FB/5319/07	Land South Of Caspian Close, Caspian Close,		£14,119	01-Jan-2014
		Total S106 contribution towards: St Richards - Basic needs extension: £84,428				

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
	Chichester	CC/3596/04	Unit C, Eastgate Square, East Walls,	St Richards Primary - Basic needs extension	£22,737	01-Jan-2014
	Chichester	CC/4532/07	10, South Pallant,		£7,203	01-Jan-2014
				Total S106 contribution towards: St Richards Primary - Basic needs extension: £29,940		
	Selsey	SY/837/00	Pye Land, Selsey,	The Seal and Medmerry Improvement works	£131,432	01-Jan-2014
				Total S106 contribution towards: The Seal and Medmerry Improvement works: £131,432		
				Total Education: £428,337		
Fire Service	Appledram	AP/1441/09	Land adjacent to, 91, Birdham Road, Donnington,	Smoke Alarm Project	£203	31-Mar-2015
	Chichester	CC/106/12	The Regnum Club, 45A, South Street,		£110	31-Mar-2015
	Chichester	CC/2417/09	34, Hay Road,		£777	31-Mar-2015
	Chichester	CC/2512/07	The Yard, Orchard Street,		£74	31-Mar-2015
	Chichester	CC/3992/06	79, 81, 91, Spitalfield Lane		£131	31-Mar-2015
	Chichester	CC/4483/07	Byten, South Pallant,		£20	31-Mar-2015
	Chichester	CC/4532/07	10, South Pallant,		£119	31-Mar-2015

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
	Chichester	CC/4727/07	Theatre Place, Theatre Lane		£99	31-Mar-2015
	Chichester	CC/859/09	Mainline Tavern, 35, Whyke Road,		£274	31-Mar-2015
	Chidham and Donnington	CH/1013/10	Land At, 30, The Avenue, Hambrook,		£365	31-Mar-2015
	Donnington	D/1198/11	Selsey Tram, Stockbridge Road,		£356	31-Mar-2015
	East Wittering	EWB/2461/12	Land North East Of, Beech Avenue, Bracklesham Bay		£933	31-Mar-2015
	East Wittering	EW/5640/06	Land East Of, 32, Middleton Close, Bracklesham		£56	31-Mar-2015
	East Wittering	EW/1795/07	Land on Corner of Stocks Lane and, Bracklesham Lane		£276	31-Mar-2015
	Fishbourne	FB/1793/07	Land West of 1, 3, 5, 7, and 11, Newport		£212	31-Mar-2015
	Fishbourne	FB/2278/13	Land East & South-East of, Follis Gardens		£379	31-Mar-2015
	Fishbourne	FB/5319/07	Land South Of Caspian Close,		£151	31-Mar-2015
	Hunston	HN/2692/12	Northmark, Felbridge Drive, Outram Way		£290	31-Mar-2015
	Selsey	SY/1273/07	The Workshop and Land, Lewis Road		£66	31-Mar-2015
	Selsey	SY/1277/07	71-73, High Street,		£66	31-Mar-2015
	Selsey	SY/2326/07	45, High Street, Selsey		£78	31-Mar-2015

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
	Southbourne	SB/5003/07	Land rear of, 24-28, The Drive		£138	31-Mar-2015
	Westbourne	WE/1208/08	Abbeyfield House, 30, Crockford Road.		£112	31-Mar-2015
			Total S106 contribution towards: Smoke Alarm Project: £5,285			
				Total Fire Service: £5,285		
Highways	Selsey	SY/837/00	Pye Land, Selsey	2 SID's for Selsey Town Council	£5,178	16-Apr-2012
			Total S106 contribution towards: 2 SID's for Selsey Town Council: £5,178			
	Chichester	CC/3446/06	Chichester Post Office, 10, West	20's Plenty - Chichester	£39,657	25-Sep-2014
			Total S106 contribution towards: 20's Plenty - Chichester: £39,657			
	Chichester	CC/430/05	42, 43, 45 and Social Club, East Street,	20's Plenty Chichester City	£120,000	18-Jul-2013
			Total S106 contribution towards: 20's Plenty Chichester City: £120,000			
	Westbourne	WE/1208/08	Abbeyfield House, 30, Crockford Road	20's plenty - Westbourne	£6,640	01-Jan-2015
	Westbourne	WE/1464/07	Chantry Hall, Foxbury Lane		£7,520	04-Jan-2015
	Westbourne	WE/2082/07	Sindles Farm, Aldsworth		£8,517	01-Jan-2015
			Total S106 contribution towards: 20's plenty - Westbourne: £22,677			
	Birdham	BI/475/12	Chichester Marina, Lock Lane	Birdham Bus Stops	£5,543	18-May-2015

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
			Total S106 contribution towards: Birdham Bus Stops: £5,543			
	Chichester	CC/5262/07	Sainsburys Supermarkets Limited,	Bus Route 99 Chichester to Petworth	£24,150	01-Jan-2012
			Total S106 contribution towards: Bus Route 99 Chichester to Petworth: £24,150			
	Chichester	CC/81/04	The Bedford Hotel, 36/37, Southgate	Bus Stop Improvements - Chichester City	£6,038	16-Jun-2014
	Chichester	CC/430/05	42, 43, 45 and Social Club, East Street		£22,004	16-Jun-2014
	Chichester	CC/3926/05	The Bedford Hotel, 36/37, Southgate		£3,808	16-Jun-2014
	Chichester	CC/3446/06	Chichester Post Office, 10, West		£42,877	16-Jun-2014
	Chichester	CC/3271/04	Land at, Walcot, North Walls		£10,650	16-Jun-2014
	Chichester	CC/2447/04	Hair and Rossi Beauty, First and Second Floors, 68, North Street		£2,010	16-Jun-2014
	Chichester	CC/1607/03	Salvation Army Hall, Orchard		£6,096	16-Jun-2014
			Total S106 contribution towards: Bus Stop Improvements - Chichester City: £93,483			
	Chichester	CC/106/12	The Regnum Club, 45A, South Street	Cathedral Way Junction Improvements	£5,012	13-Jan-2015
	Chichester	CC/1276/09	Site of Former, Chichester High School for Girls, Stockbridge Road		£46,000	13-Jan-2015
	Chichester	CC/166/06	Little London Car Park, St Martins Street		£3,835	13-Jan-2015

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
	Chichester	CC/2510/06	10-12, Fishbourne Road East		£28,665	13-Jan-2015
	Chichester	CC/3182/03	Tesco Stores Limited, Fishbourne Road (East)		£170,000	13-Jan-2015
	Chichester	CC/3446/06	Chichester Post Office, 10, West		£17,111	13-Jan-2015
	Chichester	CC/3596/04	Unit C, Eastgate Square, East Walls		£38,573	13-Jan-2015
			Total S106 contribution towards: Cathedral Way Junction Improvements: £309,196			
	Chichester	CC/4817/05	St Richards Hospital, Spitalfield Lane	Chichester City Streetscape Improvements	£19,777	18-May-2015
	Chichester	CC/876/05	St Georges Hall, Cleveland Road		£114	18-May-2015
			Total S106 contribution towards: Chichester City Streetscape Improvements: £19,891			
	Chichester	CC/1430/03	Ambulance Headquarters, Summersdale Road	Cycle Link - Winterbourne Road to Graylingwell	£4,500	17-Jul-2013
			Total S106 contribution towards: Cycle Link - Winterbourne Road to Graylingwell: £4,500			
	Chichester	CC/3533/08	Graylingwell Hospital, College Lane,	Graylingwell Traffic Management Works Consultation	£10,000	01-Jan-2014
			Total S106 contribution towards: Graylingwell Traffic Management Works Consultation: £10,000			

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
	Chichester	CC/1527/07	Osborne House, Stockbridge Road	MOVA - Stockbridge Road	£3,000	01-Dec-2012
			Total S106 contribution towards: MOVA - Stockbridge Road: £3,000			
	Selsey	SY/1188/06	St Wilfreds Walk, 110, High Street	New footway on Chichester Road	£7,800	01-Jun-2013
	Selsey	SY/2350/04	Land east of Chichester Road		£6,660	31-Mar-2014
			Total S106 contribution towards: New footway on Chichester Road: £14,460			
	Chichester	CC/876/05	St Georges Hall, Cleveland Road	SRTS - Canterbury Close, Chichester	£4,143	11-Feb-2015
			Total S106 contribution towards: SRTS - Canterbury Close, Chichester: £4,143			
	East Wittering	EWB/3749/12	Former Depot Site, Piggery Hall Lane	TRO - Piggery Hall Lane	£5,453	16-Apr-2015
			Total S106 contribution towards: TRO - Piggery Hall Lane: £5,453			
	Westhampe	WH/3103/00	Land north of, Stane Street	Travel Plan Monitoring and Advice	£5,000	01-Jan-2012
			Total S106 contribution towards: Travel Plan Monitoring and Advice: £5,000			
				Total Highways: £686,332		
Libraries	Appledram	AP/1441/09	Land adjacent to, 91, Birdham Road	Chichester Library	£1,790	31-Mar-2015

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
	Chichester	CC/1046/05	21, Adelaide Road		£605	31-Mar-2015
	Chichester	CC/106/12	The Regnum Club, 45A, South Street		£906	31-Mar-2015
	Chichester	CC/2361/02	. 13 Fishbourne Road East		£1,350	31-Mar-2015
	Donnington	D/4732/07	Stockbridge Garage, 1, Birdham Road		£2,190	31-Mar-2015
	Donnington	D/1198/11	Selsey Tram, Stockbridge Road		£2,864	31-Mar-2015
	Hunston	HN/2692/12	Northmark, Felbridge Drive, Outram Way		£2,570	31-Mar-2015
			Total S106 contribution towards: Chichester Library: £12,275			
	Chichester	CC/166/06	Little London Car Park, St Martins Street	Chichester Library - RFID Terminals	£840	01-Jan-2012
	Chichester	CC/2417/09	34, Hay Road,		£6,488	01-Jan-2012
	Chichester	CC/2634/06	21, Adelaide Road		£605	01-Jan-2012
	Chichester	CC/2815/04	St Richards Hospital, Spitalfield		£4,298	01-Jan-2012
	Chichester	CC/3596/04	Unit C, Eastgate Square, East Walls		£5,833	01-Jan-2012
	Chichester	CC/3992/06	79, 81, 91, Spitalfield Lane		£5,243	01-Jan-2012
	Chichester	CC/4483/07	Byten, South Pallant		£177	01-Jan-2012
	Chichester	CC/4532/07	10, South Pallant		£1,063	01-Jan-2012
	Chichester	CC/4727/07	Theatre Place, Theatre Lane		£885	01-Jan-2012

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
	Fishbourne	FB/5319/07	Land South Of Caspian Close,		£1,352	01-Jan-2012
	Oving	O/1117/05	Littlemead School, Tangmere Road		£1,180	01-Jan-2012
	Tangmere	TG/4577/07	Former Fire Depot, City Fields Way		£15,851	01-Jan-2012
	Westhampnett	WH/2738/07	Former Gravel Pit, Stane Street		£17,974	01-Jan-2012
			Total S106 contribution towards: Chichester Library - RFID Terminals: £61,789			
	Selsey	SY/1273/07	The Workshop and Land, Lewis Road	Selsey Library - RFID Terminals	£703	01-Apr-2012
	Selsey	SY/1277/07	71-73, High Street		£609	01-Apr-2012
	Selsey	SY/1534/04	The Manor House, 83, Manor Road		£3,024	01-Apr-2012
	Selsey	SY/2326/07	45, High Street, Selsey		£823	01-Apr-2012
	Selsey	SY/2350/04	Land east of Chichester Road		£1,172	01-Apr-2012
			Total S106 contribution towards: Selsey Library - RFID Terminals: £6,331			
	East Wittering	EW/1485/01	Former Pontins Site Western Enelcombe Close	Witterings Library - RFID Terminals	£9,264	01-Apr-2012
	East Wittering	EW/1795/07	Land on Corner of Stocks Lane and, Bracklesham Lane		£2,469	01-Apr-2012
	East Wittering	EW/2986/01	Land at Silver Way &, Farm Road,		£8,319	01-Apr-2012

Service Group	Parish	Planning Application	Site Address	Project Name	Amount Committed	Spent Date
	East Wittering	EW/5640/06	Land East Of, 32, Middleton Close, Bracklesham		£2,236	01-Apr-2012
			Total S106 contribution towards: Witterings Library - RFID Terminals: £22,287			
				Total Libraries: £102,682		
				Total spend within CLC: £1,222,637		

13. – S106 Contributions due from Agreements within SDNP

11/03310/FULNP - Former St Margarets School, Petersfield Road, Midhurst, GU20 9JN – 05/09/12

Amount Due:	Amount Received:	Purpose:	When is payment due:
£0	None	Serve written notice	Serve written notice, 10 working days before commencement of development and written notice confirming the first date of occupation.
£0		Affordable Housing	Affordable housing units shall be transferred to the Registered Provider who shall execute deeds in favour of the district council
£0		Travel Plan	Not to permit First Occupation of the First dwelling until the Owner has submitted to and had approved, a Travel Plan and agreed arrangements to secure implementation
£140,887		Community Facilities Contribution	Prior to the first occupation of the first Dwelling
£60,591		Education Contribution	As above
£1,483		Fire & Rescue Contribution	As above
£14,177		Libraries Contribution	As above
£22,450		Public Art Contribution	As above
£85,548		TAD Contribution	As above

May 2015 - Received confirmation of first occupation, payment due has been invoiced by SDNP as follows and awaiting confirmation that payment has been received;

Contribution	Original amount	Indexation	Total amount
Community Facilities	£140,887.00	£10,413.39	£151,300.39
Education	£60,591	£4,478.47	£65,069
Fire & Rescue	£1,483	£109.61	£1,593
Libraries	£14,177	£1,047.87	£15,225
Public Art	£22,450.00	£1,659.35	£24,109.35
TAD	£85,548	£6,323.11	£91,871
Total	£325,136	£24,031.79	<u>£349,167.79</u>

SDNP/12/00788 - Barfold Farm, Petworth Road, Haslemere – 06/08/2012

Amount Due:	Amount Received:	Purpose:	When is payment due:
None	N/A	N/A	Unilateral Undertaking - (a) The owner to give written notice to the councils Head of Planning, of its intention to commence development not later than 28 days before commencement of development. (b) not to commence development or otherwise implement planning permission WA/2010/1398 prior to its expiry on 11/10/13. Second Owners covenants - within 3 months of the completion of the development to remove the existing exercise track to pasture during the first available planting season following removal.

11/01180/FULNP - The Grange, Bepton Road. Midhurst – 20/12/2012

Amount Due:	Amount Received:	Purpose:	When is payment due:
£0.00	None	Affordable Housing	The affordable dwelling units shall consist of 5 shared ownership units, 3 affordable rented units. No more than 3 of the open market units shall be occupied until the affordable dwelling units have been disposed of to the approved body.
£25,328.00		Community Facilities Contribution	Prior to the 1st occupation of the dwellings
£13,560.00		Sport & Leisure Contribution	Prior to the 1st occupation of the dwellings
£27,762.00		Education Contribution	On or before the operative date 10 years from the date of receipt
£2,684.00		Libraries Contribution	On or before the operative date 10 years from the date of receipt
£28,125.00		Total Access Demand Contribution	On or before the operative date 10 years from the date of receipt

£281.00		Fire & Rescue Contribution	On or before the operative date	10 years from the date of receipt
£5,200.00		Public Art Strategy Contribution	The public art is to be provided on site or in the local vicinity of Midhurst as shall be agreed between the Leisure and Wellbeing Service and CDC.	
£0.00		Notification	To give notice to the authority of the operative date not less than 14 days before such a date.	
£1,944.40		S106 Monitoring Fee	5% of total contributions	

11/03635/FULNP – King Edward VII, Midhurst – 24/11/2011

Amount Due:	Amount Received:	Purpose:	When is payment due:
£800,000	None	Affordable Housing	On completion of 50% of the dwellings 20% of contribution must be paid, another 20% to be paid after 60% completed etc.
£100,000	None	Primary Education	On completion of 50% of the dwellings 20% of contribution must be paid, another 20% to be paid after 60% completed etc.

11/02717/FULNP – The Court House and Courtlea, Rosemary Lane, Petworth – 16/02/12

Amount Due:	Amount Received:	Purpose:	When is payment due:
£158,400	None	Affordable Housing	Paid in 2 instalments, £83,850.32 on 12/05/14 and £83,850.32 on 16/06/14.
£20,821	None	Education	Contribution due prior to 1st occupation

£2,013	None	Library	Contribution due on or before commencement
£7,290	None	TAD	Contribution due on or before commencement
£211	None	Fire and Rescue	Contribution due on or before commencement

SDNP/13/00982/FUL – Chingford Pond, Barlavington, – 13/08/13

Amount Due:	Amount Received:	Purpose:	Specific Project
£25,000	£25,000	Ecological Mitigation	'North Mill' project - to mitigate the loss of stream habitat on the Duncton Stream. If delivery of the project is not possible at the trigger point the contribution should be re-allocated to the 'Arun & Rother Connections' project. Deadline for spend – 12/09/2023 June 2015 update Project lead is still very hopeful of getting this project completed.

Appendix 4 - Details of receipts reaching their expenditure target by contribution

In the column 'Expires' an asterisk (*) indicates a notional 5 year repayment date. It shows that a repayment date was not specified in the S106 agreement, but CDC Service Departments aim to spend the Contribution within 5 years, the point at which a developer can ask to vary the agreement if the contribution has not been spent. This includes asking for the contribution to be returned if it has not been spent because the need for it has not been justified.

Expiry date within 2 years of 11/05/2015

Sport and Leisure

BX/10/05085/FUL - Land at Windmill Park, Halnaker Halnaker		Proposed Development
S106 Date : 23/05/2011		Erection of 31 no. residential dwellings with associated access, car parking, landscaping and highway works.
Received : £28,537.00	Spending officer – Sarah Peyman. November 2014 - A response from Boxgrove Parish Council is still awaited regarding prioritization of their proposals and provision of 3 quotations for the works in order to obtain authorisation for the spend. March 2015 – Boxgrove Parish Council state that they are looking to make improvements to their sports pavilion and would like to utilise the funding from BX/10/05085/FUL to assist with this. June 2015 - Followed up with another email to PC on 19/5 but waiting for a response on project progress.	
5% Fee: £1,426.85		
Remaining : £27,110.15		
Allocated : £0.00		
Spent : £0.00		
Expires : 04-Aug-16 *		
WH/04/01070/FUL - Land West Of Devils Rush (former Apollo Garage site) Stane Street		Proposed Development
S106 Date : 12/01/2005		Residential development of 7 no. houses and 12 no. flats.
Received : £20,000.00	Spending officer – Sarah Peyman. The Leisure payment £6,670 was for the provision of the bus shelter and the remaining balance is for maintenance. June 2015 - Still no requirement to date for any maintenance.	
5% Fee: £0.00		
Remaining : £13,330.00		
Allocated : £13,330.00		
Spent : £6,670.00		
Expires : 15-Mar-17		

Public Open Space

CH/10/01013/FUL - Land at 30 The Avenue, Hambrook 30 The Avenue		Proposed Development
S106 Date : 10/11/2010		Erection of 23 residential dwellings with associated garages and car parking, landscaping and highways work.
Received : £6,000.00	Spending officer – Sarah Peyman. November 2014 - A response from Chidham and Hambrook PC is still awaited regarding identification of proposals, once received the spend will be authorised under delegated powers. March 2015 – The parish councils has been reminded of the need to respond with appropriate projects. June 2015 - parish council emailed 19/5 but no response to date.	
5% Fee: £121.12		
Remaining : £5,878.88		
Allocated : £0.00		
Spent : £0.00		
Expires : 14-Mar-16 *		
BX/10/05085/FUL - Land at Windmill Park, Halnaker Halnaker		Proposed Development
S106 Date : 23/05/2011		Erection of 31 no. residential dwellings with associated access, car parking, landscaping and highway works.
Received : £8,000.00	Spending officer – Sarah Peyman. November 2014 - A response from Boxgrove Parish Council is still awaited regarding prioritization of their proposals and provision of 3 quotations for the works in order to obtain authorisation for the spend. March 2015 – Boxgrove Parish Council state that they are looking to make improvements to their sports pavilion and would like to utilise the funding from BX/10/05085/FUL to assist with this.	
5% Fee: £400.00		
Remaining : £7,600.00		
Allocated : £0.00		
Spent : £0.00		
Expires : 04-Aug-16 *		
D/07/04732/FUL - Stockbridge Garage 1 Birdham Road		Proposed Development
S106 Date : 17/12/2007		The erection of 6 no three bed houses and 4 no two bed houses together with parking and associated external works.
Received : £2,034.00	Spending officer – Sarah Peyman. March 2015 – The parish councils has been reminded of the need to respond with appropriate projects. June 2015 - Parish are looking to introduce new signage for the playing fields estimated to cost approx £2,000.	
5% Fee: £0.00		
Remaining : £2,034.00		
Allocated : £0.00		
Spent : £0.00		
Expires : 26-Jul-16 *		

HT/07/01474/FUL - The Forge, South Harting Elsted Road		Proposed Development
S106 Date : 11/07/2007		The Forge, Elsted Road, South Harting, Petersfield. Erection of no 16 dwellings including the replacement of the forge with all associated landscaping and car parking at The Forge, South Harting. DoV: HT/09/02997/FUL dated 25/01/10 DoV: HT/08/01946/FUL dated 14/01/09
Received : £2,349.00	Spending officer – Sarah Peyman. Money received March 2012, no projects identified yet.	
5% Fee: £0.00		
Remaining : £2,349.00		
Allocated : £0.00		
Spent : £0.00		
Expires : 06-Mar-17 *		

Community Facilities

BX/10/05085/FUL - Land at Windmill Park, Halnaker Halnaker		Proposed Development
S106 Date : 23/05/2011		Erection of 31 no. residential dwellings with associated access, car parking, landscaping and highway works.
Received : £45,725.00	Spending officer - David Hyland. March 2015 - DH has been and still is in communication with Boxgrove Village Hall regarding possible spend and their proposed projects. They have been changing their minds and specifications for works but, if all goes to plan, potentially we are going for solar panels and a generator. According to their last email (26/2/15), they were hoping to invite local contractors to formally provide quotes, which they aimed to be with us by the end of March. May 2015 - Discussions still on-going over specifications for the solar panels and generator.	
5% Fee: £2,286.25		
Remaining : £43,438.75		
Allocated : £43,438.75		
Spent : £0.00		
Expires : 04-Aug-16 *		

D/07/04732/FUL - Stockbridge Garage 1 Birdham Road		Proposed Development
S106 Date : 17/12/2007		The erection of 6 no three bed houses and 4 no two bed houses together with parking and associated external works.
Received : £7,500.00	Spending officer - David Hyland. All funds allocated to ongoing Donnington Parish Hall extension project. March 2015 – Community Facilities has requested payment of £398 to Donnington Parish Hall, towards tree removal forming part of the ground works for the major improvement/extension to the Parish Hall. The remainder, £1,392 is likely to contribute towards car park improvements. Community Facilities are awaiting for the quotes from suppliers for the works for these improvements.	
5% Fee: £0.00		
Remaining : £1,392.00		
Allocated : £1,392.00		
Spent : £6,108.00		
Expires : 26-Jul-16 *		

HT/07/01474/FUL - The Forge, South Harting Elsted Road		Proposed Development
S106 Date : 11/07/2007		The Forge, Elsted Road, South Harting, Petersfield.
Received : £12,992.00	Spending officer - David Hyland. Community Facility spend 29/6/12 - £7,934.96 to Harting Parish Council - Refurbishment of the kitchen at Harting Village Hall.	Erection of no 16 dwellings including the replacement of the forge with all associated landscaping and car parking at The Forge, South Harting. DoV: HT/09/02997/FUL dated 25/01/10 DoV: HT/08/01946/FUL dated 14/01/09
5% Fee: £0.00		
Remaining : £5,057.04		
Allocated : £5,057.04		
Spent : £7,934.96		
Expires : 06-Mar-17 *		

Public Art

CCN/05/00430/FUL - Shippams Factory (Roman Quarter) And Social Club East Street		Proposed Development
S106 Date : 03/03/2006		Comprehensive mixed-use redevelopment, comprising of retail and residential accommodation, together with associated car parking landscape and highway works (after demolition of existing factory and former social club building). Phase N1: The social club site Phase N2: Retail and residential block Phase N3: Listed buildings Phase N4: Inland residential block Phase N5: Residential block facing East Walls
Received : £25,000.00	Spending officer – Lone Le Vay. Spent on Public Art Installation at the Roman Quarter only £305 remaining. March 2015 - Interpretation leaflets still to be arranged. June 2015 - No Change.	
5% Fee: £0.00		
Remaining : £305.00		
Allocated : £0.00		
Spent : £24,695.00		
Expires : 07-Jun-15		

CCS/07/01527/FUL - Osborne House Stockbridge Road		Proposed Development
S106 Date : 11/06/2008		Demolition of existing buildings. 83 new dwellings; Canal Trust/ commercial building; new access; landscaping; parking.
Received : £45,000.00	Spending officer – Lone Le Vay. Spent along with additional funds transferred from WSCC on Public Art Installation at the Canal Basin. March 2015 -Discussions ongoing with WSCC and Canal Basin Liaison Group about using some of the unspent WSCC public realm money together with residual commissioning funds for some interpretation panels for the artwork. June 2015: Panel Designs have been finalised and information on updated costs of frames and installation being obtained. CDC will liaise with WSCC and the Canal Trust regarding payment for work.	
5% Fee: £0.00		
Remaining : £305.00		
Allocated : £0.00		
Spent : £44,695.00		
Expires : 02-Sep-16 *		

Chichester Harbour

CH/10/01013/FUL - Land at 30 The Avenue, Hambrook 30 The Avenue		Proposed Development
S106 Date : 10/11/2010		Erection of 23 residential dwellings with associated garages and car parking, landscaping and highways work.
Received : £9,890.00	Spending officer – Tom Day. March 2015 - The remainder of this money is allocated to providing one day a week of the Community Wildlife Officer's time to education and awareness work in Nutbourne, Hambrook and Southbourne including visits to Southbourne primary school, talks to local groups and community events for volunteers. This commitment will ensure that the remaining funds are spent before the repayment date.	
5% Fee: £199.65		
Remaining : £5,553.35		
Allocated : £0.00		
Spent : £4,137.00		
Expires : 14-Mar-16 *		

Expiry Date prior to 28/05/2015 Sport and Leisure

CCE/00/01073/FUL - Farrs Field, Swanfield Drive Swanfield Drive		Proposed Development
S106 Date : 06/09/2002		The erection of 54 no. 2 bedroom apartments, access roads and parking spaces (61 no. parking spaces).
Received : £25,000.00	Spending Officer - Sarah Peyman. The contribution was specifically requested by WSCC for a bus shelter costing £25,000. Progress since November 2014 - Negotiations still ongoing regarding transfer of responsibility of maintenance of bus shelters to Chichester City Council. March 2015 – Negotiations ongoing. June 2015 - Advice received from our Legal Team is that in order to be able to spend the money we would need to contact the payer of the money (the Developer) and request that they permit us to spend the money.	
5% Fee: £0.00		
Remaining : £25,000.00		
Allocated : £25,000.00		
Spent : £0.00		
Expires : 29-Jan-13 *		

Public Open Space

CCS/05/00876/FUL - St Georges Hall Cleveland Road S106 Date : 28/11/2005		Proposed Development
Received : £3,051.00	Spending Officer - Sarah Peyman. The remaining funds will be used for the installation of the lectern and interpretation board. Progress since November 2014 - Graphic design services have been commissioned, and scheduled monument consent applied for, once obtained production will take place and panel fitted to City Walls lectern frame and installed. June 2015 - Interpretation board produced and currently waiting for CCS to install.	Demolition of redundant hall and construction of 7 no. one bedroom flats and 3 no. two bedroom flats.
5% Fee: £0.00		
Remaining : £856.75		
Allocated : £0.00		
Spent : £2,194.25		
Expires : 02-Oct-11		

Appendix 5 - Current S106 Agreements by Ward showing Non-Financial Obligations for S106 Agreements attracting financial contributions

Ward - Bosham

BO/13/01648/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development Commenced
West Sussex Fire Brigade Site Critchfield Road		Proposed	Completed	Proposed	Completed	
S106 Date : 16/12/2014	No	3	0	3	0	Yes

Demolition of fire station building and construction of 2 one-bed flats and 1 three-bed house with parking and landscaping.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide written notification of the name of the Approved Body.	Prior to Commencement.	June 2015 - works have commenced on site.	High	
Affordable Housing	Provide 3 Affordable Dwelling Units.	No trigger.	June 2015 - works have commenced on site.	High	
Commencement Notice	To give Notice of the Operative date (the Commencement Notice).	Not less than 14 days before such date.	June 2015 - works have commenced on site.	Low	01/05/2015

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CH/13/01398/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Brooklands Green Lane		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 23/01/2014	No	1	0	0	0	No

Redevelopment of commercial site to provide live/work unit comprising 1 no. 3 bedroomed dwelling with kitchen, family room and living areas combining as showrooms; central office/reception area; and attached commercial unit for use as a joinery store/workshop for Timboo. (Resubmission of CH/13/00062/FUL).

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	To give notice to CDC of the date of commencement of the development.	Prior to commencement	June 2015 - development not started.	Low	
Other	The 3 bed dwelling to be used as residential accommodation only by the Manager and family (as Manager of the workshop/joinery)		June 2015 - development not started.	Not Applicable	
Other	Not to sell, lease, assign, transfer, let, sub let, share possession or otherwise deal with the 3 bedroom and the joinery/workshop other than as a whole.		June 2015 - development not started.	Not Applicable	

CH/12/04778/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Land West Of Broad Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 04/03/2014	No	28	0	11	0	No

Construction of 28 no. dwellings, new vehicular access, open space and other ancillary works.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Registered Provider.	Prior to Commencement.	Development not commenced.	Low	
Affordable Housing	Provide 11 Affordable Dwelling Units	No trigger.	Development not commenced.	High	
Other	Provide one SPA Welcome Pack to each Residential Unit	Before First Occupation.	Development not commenced.	Low	
Commencement Notice	Notify the Council of the Commencement Notice.	Prior to Commencement	Development not commenced.	Low	

CH/13/03376/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Wakefords Field West Of Broad Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 23/06/2014	No	30	0	12	0	No

Proposed residential development of 30 dwellings, community allotments and orchard, and informal open space.

June 2015 - Reserved Matters application awaited.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Approved Body.	Prior to Commencement.	Development not started.	Low	
Affordable Housing	Provide 12 Affordable Dwelling Units (8 Affordable Rented Units and 4 Shared Ownership Units).	Prior to 5th Occupation of any Open Market Unit.	Development not started.	High	
Public Art	A suitable piece of art, to be approved by the Council, by an artist approved by the Council.	First Occupation.	Development not started.	Medium	
Landscape Management Plan	Obtain approval of a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer.	Prior to the Operative Date.	Development not started.	Low	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and layout the Open Space Land.	Prior to First Occupation of any Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Buffer	Provide and layout the Landscape Buffer.	Prior to First Occupation of any Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Obtain approval of the Council to an Informal Recreation Area Plan in respect of the Informal Recreation Area.	Prior to the Operative Date.	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Provide and layout the Informal Recreation Area.	Prior to First Occupation of any Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Transfer the Informal Recreation Area to Chidham and Hambrook Parish Council and the Developer to pay Chidham and Hambrook Parish Council £16,840 to cover maintenance and legal costs.	Prior to First Occupation of any Dwelling Unit	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Notify the Council not less than 14 days before the event of the Operative Date	Operative Date	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council not less than 14 days before the event, notification of the First Occupation of any Open Market Unit.	First Occupation of any Open Market Unit.	Development not started.	High	

CH/13/01610/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development Commenced
Flat Farm Broad Road		Proposed	Completed	Proposed	Completed	
S106 Date : 09/07/2014	No	9	0	2	0	No

Construction of nine dwellings.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Approved Body.	Prior to Commencement.	Development not started	High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 2 Affordable Dwelling Units.	Prior to First Occupation of any of the Open Market Units.	Development not started	High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	To give Notice of the Operative date (the Commencement Notice).	not less than 14 days before such date	Development not started	Low	

Ward - Bury

EL/09/03800/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Seaford College, Petworth The Drive		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 16/12/2009	No	19	0	0	0	Yes

Construction of 19 no. houses with associated parking, access and landscaping preceded by demolition of 13 no. houses, 15 no. flats, existing accommodation block and squash courts/gym building and revocation of planning permissions EL/3/67 (for 6 no. houses) and EL/03/02257/FUL (78 no. bed boarding accommodation).

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	The Existing Houses shall be demolished.	Within 3 months of Practical Completion of Sports Facility or in any event by 30 September 2014	Feb 2015 - Site visit established the houses are not demolished, currently in use as storage for Combined Cadet Force while works take place. Confirmed not in use as dwellings.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Sports Facility	None	June 2015 - DoV will tie up this application with current applications at the site.	Low	

Ward - Chichester East

CCE/08/00554/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development Commenced
Portfield Football Ground, Chichester Church Road		Proposed	Completed	Proposed	Completed	
S106 Date : 06/07/2010	No	80	0	40	0	No

Portfield Football Ground, Church Road. Residential development and associated off site works.

June 2015 -Application withdrawn post committee resolution. Awaiting further action from applicant (CDC).

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	40 Affordable Dwelling Units. 30 Rent 10 Shared Ownership	Prior to 1st Occupation of the 20th Open Market Unit	Development not started.	High	
Other	Obtain written approval for the Lavant Enhancement Scheme.	Prior to commencement	Development not started.	High	
Other	Enhanced junior football pitch and ancillary facilities to be completed to the satisfaction of the Council.	Prior to 1st Occupation of any Dwelling Unit.	Development not started.	Medium	
Open Space Land	Provide and lay out open space land.	Prior to 1st Occupation of the 60th dwelling unit	Development not started.	Low	

CCE/10/05597/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Land At Kingsmead Avenue		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 23/11/2012	No	43	0	17	0	No

Outline application for 43 no. market and affordable dwellings, associated car parking, open space and landscaping.

June - This permission will be revoked as it is part of the S106 Agreement currently being drafted for 14//01018/OUT for which there is a December 2014 Committee resolution to permit.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Water Efficiency Measures - achieve an overall efficiency of 97.5 litres per person per day		Development not started	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 17 Affordable dwelling units		Development not started	High	

CCE/07/04583/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Bartholomews Holdings Limited Bognor Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 21/12/2007	No	51	0	20	0	No

Residential development. 51 proposed units.

June 2015 - An application for reserved matters is to be submitted before expiration of the extended outline planning permission.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 20 AH units on site.	Prior to First Occupation of 30th Open Market Unit	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	POS landscape management plan	Prior to Operative date	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Layout and prep of Open Space Land	Prior to First Occupation of 26th Dwelling Unit	Development not started.	Medium	

CCE/12/00680/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Land Adjacent To Homebase Barnfield Drive		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 12/06/2013	No	0	0	0	0	No

Outline planning application for the redevelopment of former quarry and landfill site by the erection of non-food retail units (6,039 sq. m), external garden centre, kiosk (A1/A3), car parking and access together with creation of new landscaped riverside park.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Maintenance Scheme	Submit for approval the Linear Park Maintenance Scheme	Prior to occupation of the development	Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Provide the Linear Park	Prior to occupation of the development	Development not started.	High	

CCE/13/04181/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
The Weavers 203 Oving Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 20/08/2014	No	8	0	1	0	Yes

Development comprising eight dwellings with a new vehicular access from Oving Road, covered and open parking and cycle stores, hard and soft landscaping and other works.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide one Low Cost Dwelling Unit.	Prior to First Occupation of any Open Market Unit	Building work started 02/04/15	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	To give Notice of the Operative date (the Commencement Notice)	Not less than 14 days before such date	Building work started 02/04/15	Low	02/04/2015

Ward - Chichester North

CCN/10/03490/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development Commenced
Roussillon Barracks Broyle Road		Proposed	Completed	Proposed	Completed	
S106 Date : 24/02/2011	No	252	140	101	55	Yes

Redevelopment of part of the Roussillon Barracks site to form a new community for 252 new dwellings.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 101 affordable homes.	No trigger	Development on going. June 2015 - 45 affordable dwellings completed.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	Written approval of Management Plan (incorps Landscape Mgmt/Boundary Walls/Travel Plans and Car Club).	Prior to 1st occupation	Approved.	Medium	01/01/2012

CCN/08/03533/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Graylingwell Hospital College Lane		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 18/08/2009	No	750	225	300	146	Yes

A hybrid outline application for the comprehensive phased residential and mixed use regeneration and change of use for 750 market and affordable dwellings, care home, commercial accommodation within use classes B1, A1, A2, A3, A4, A5, D1, community facilities including use classes D1 and D2. A combined heat and power energy centre, car parking, public open space, sports pitches, art and culture strategy, landscaping, vehicular access and earthworks.

Phase 1 fully detailed application for 110 new dwellings, a temporary sales centre/sports changing room to be converted to changing rooms and cafe later, 251sq m energy centre, associated SUDS and landscaping relating to the heart space.

June 2015 - Current hybrid outline application (14/01018/OUT) for balance of site remaining to be developed. Now includes Kingsmead Avenue site. This will attract a new S106 carrying forward the existing obligations with amended triggers. Officers are currently considering a reserved matters application (CC/15/00936/REM) for 160 dwellings against the original outline application (this one) to develop Phase 4.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Temporary Changing Facilities (in effect the sports pavilion building permitted under CC/11/01283/FUL).	Various triggers	Committee resolution to permit new hybrid application in December 2014 - The drafting of the S106 is continuing (June 2015).	High	
Other	Interim Greenspace and Greenspaces.	Various triggers		High	
Other	Various other non-financial obligations, dependent on various triggers. Document containing these held on the network.	Various triggers		High	

CCN/13/01302/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Former Chichester District Museum		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 30/01/2014	No	5	0	0	0	No

Conversion of former District Museum to residential use comprising 5 no. 2-bedroom flats.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Maintenance Scheme	Council to approve a Maintenance Plan in respect of the Cobbled Area (to include details of the Improvement Works, long term management responsibilities and maintenance schedules of the Cobbled Area and a timetable for implementation of the works).	Prior to Operative Date	Development not started.	Low	
Maintenance Scheme	Carry out the Improvement Works in accordance with the Maintenance Plan.	Prior to First Occupation of any Dwelling Unit	Development not started.	Medium	

CCN/13/03113/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Land North of 20 Otway Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 08/04/2014	No	17	0	6	0	No

The erection of 17 dwellings (12 houses and 5 flats) with associated access road, car parking and landscaping on land associated with former MOD site Roussillon Barracks.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Approved Body.	Prior to Commencement	Development not started.	Medium	
Affordable Housing	Provide 6 Affordable Dwelling Units (2 Shared Ownership Units and 4 Affordable Rented Units)	Prior to First Occupation of 7th Open Market Unit.	Development not started.	High	
Public Art	To commission a suitable piece of art, to be approved by the Council, by an artist approved by the Council by First Occupation.	On or before First Occupation.	Development not started.	Medium	
Open Space Land	Obtain approval of a Landscape Management Plan in respect of the Open Space Land.	Prior to Operative Date.	Development not started.	Low	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and layout the Open Space Land.	Prior to First Occupation of any Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Obtain approval of the Council to a Boundary Walls Plan in respect of the Barracks Boundary Walls.	Prior to First Occupation	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Maintain the Barracks Boundary Walls in accordance with the Permission and the Boundary Walls Plan.	Ongoing	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Ensure the future maintenance of the Barracks Boundary Walls in accordance with the Boundary Walls Plan.	Ongoing	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Notify the Director (of the Council) of who is to take over responsibility.	In the event of any change in the person or persons responsible for the maintenance of the Barracks Boundary Walls	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Commencement of development.	Notify the Council not less than 14 days before the event.	Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Notification of the Occupation of any Dwelling Unit.	Notify the Council not less than 14 days before the event.	Development not started.	Medium	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Notification of the Occupation of the 7th Open Market Dwelling Unit.	Notify the Council not less than 14 days before the event.	Development not started.	Medium	

Ward - Chichester South

CCS/10/02034/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
The Heritage Winden Avenue		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 28/02/2013	No	92	0	56	58	Yes

Proposed development of 92 no. dwellings comprising 36 no. open market dwellings (14 no. 1 bed apartments and 15 no. 2 bed apartments and 7 no. houses) and 56 no. supported housing apartments (42 no. 1 bed apartments and 14 no. 2 bed apartments) with associated communal spaces, new landscaped public courtyard and communal garden.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide the 56 Age Restricted, Phase 1 Affordable Dwelling Units on the Affordable Dwelling Land.	Prior to First Occupation of any of the Open Market Units	Completed. Confirmed by Housing 13/05/15.	High	13/05/2015
Other	The Owner shall provide the Council information which the Independent reasonably requires for the purpose of the Viability Assessment	Operative Date	Completed. No AH commuted sum due. Info on Idox Feb 2013.	High	01/02/2013
Landscape Management Plan	Approval of a Landscape Management Plan in respect of the Open Space Land.	Prior to the Operative Date	Details available on Idox.	Low	26/03/2015
Maintenance Scheme	Construct Pedestrian Access.	First Occupation of any of the Open Market Units	Maintain in perpetuity. April 2015 - awaiting details from developer.	Medium	

CCS/13/00288/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Car Park The Woolstaplers		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 03/02/2014	No	16	0	0	0	Yes

Erection of 16 no. later living apartments with basement car parking. Access to the car park from access road off The Woolstaplers, Chichester.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	The Commencement of Development.	Not less than 14 days before	Development commenced 03/11/14	High	22/10/2014
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Prior Notification	The first Occupation of any Dwelling.	Not less than 14 days before	Development commenced 03/11/14	High	

Ward - East Wittering

EWB/12/02461/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Land North East Of Beech Avenue Beech Avenue		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 04/06/2013	No	50	0	20	0	Yes

Construction of 50 residential dwellings, new vehicular access, open space and other ancillary works.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide the first 10 Affordable Dwelling Units.	Prior to First Occupation of any OMUs.	Development has commenced.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Public Access Route (to access Open Space Land).	Maintain in perpetuity.	June 2015 - This obligation the subject of a separate S73 application to delay provision of this until 45 dwellings are occupied (EWB/15/00790/FUL)	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	To commission a suitable piece of art to be approved by the Council to a value of not less than the Public Art Contribution (£17,510).	On or before First Occupation.	June 2015 - The artwork is completed and currently in storage awaiting completion of the landscaping of the attenuation pond and the associated public open space within the artwork is to be located.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	CDC to obtain written approval of a Landscape Management Plan in respect of the Open Space Land.	Prior to Operative Date.	LMP submitted.	Low	

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EWB/13/01493/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Royal Oak, Stocks Lane Stocks Lane		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 30/01/2014	No	0	0	0	0	No

Demolition of existing buildings, erection of supermarket with associated, car park, new access, hard and soft landscaping.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	To commission a suitable piece of art to be approved by the Council by an artist, for external display at the site in a location approved by the Council.	On or before First Occupation	June 2015 – The Developer has decided not to progress with this application at this time.	Low	

Ward - Fishbourne

FB/09/02431/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Salthill Road, Fishbourne Salthill Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 30/11/2010	No	20	0	8	0	No

Residential development comprising 20 no.dwellings and associated works, landscaping and open space and car parking.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide all 8 Affordable Housing Units	Prior to 1st occupation of 7th Open Market Unit	Development not commenced.	High	
Open Space Land	Plant Hedgerow/provide and layout Open Space	Prior to 1st occupation of 11th Dwelling Unit		Medium	
Landscape Management Plan	Written approval for Landscape Management Plan	Prior to Operative Date	Landscape management plan covering the open space and hedgerow, and timetable. Covered by LMP condition (15) discharged under 13/03919/DOC	Low	16/10/2014

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Cycleway	Cycleway details required before operative date	June 2015 – The details were agreed and the condition is Discharged. Works are due to Start on site before 22 nd July. The final arrangements for cycle routing during construction are being sorted out between the developer, adjacent landowner and Sustrans	Low	

FB/13/02278/OUT	Capital Scheme?	Total Housing Proposed	Total Housing Completed	Affordable Housing Proposed	Affordable Housing Completed	Development Commenced
Land East Of Follis Gardens	No	25	0	10	0	Yes
S106 Date : 25/02/2014						

Outline application for the erection of 25 dwellings with new access from Clay Lane.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Approved Body.	Prior to Commencement.	Confirmation from Pallant Homes that Hyde Martlet are to be the RP.	Medium	11/09/2014
Affordable Housing	Provide 10 Affordable Dwelling Units.	Prior to Occupation of 5th Open Market Unit.	Works commenced 20th October 2014.	High	
Other	CDC to approve an SPA Welcome Pack.	Prior to First Occupation of any Dwelling Unit.		Low	
Other	Supply the SPA Welcome Pack.	Upon First Occupation		Low	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	Obtain approval of a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer.	Prior to Operative Date	The landscape management plan was approved under 14/01489/REM and 14/01473/DOC prior to commencement.	Low	23/09/2014
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Buffer	Provide the Landscape Buffer and ensure future maintenance .	Prior to First Occupation of any Dwelling Unit	The developer will need to provide the buffer and let us know the Management company details before first occupation.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide the Open Space Land and ensure future maintenance.	Before First Occupation of 13th Dwelling Unit	The developer will need to provide the open space land and let us know the Management company details before first occupation.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
SUDS	Provide evidence to Council for future maintenance of SUDS.	Prior to First Occupation of the First Dwelling Unit.	SUDs management plan agreed under 14/01473/DOC. A Management company will need appointing pre-occupation	High	23/09/2014
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Notification to the Council regarding potential connection to waste water main.	Prior to Commencement	The development is connected to the mains, confirmed through 14/01473/DOC	High	23/09/2014

Ward - Lavant

LV/11/03912/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Hunters Rest, Lavant Road Lavant Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 03/01/2013	No	24	0	9	0	Yes

Erection of 24 dwellings, including 2 x one bed flats, 6 x two bed houses, 7 x three bed houses and 9 x four bed houses with ancillary car parking, landscaping and public open space.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 9 Affordable Dwelling Units.	Prior to First Occupation of 7th Open Market Unit		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	Submit to the Council and obtain written approval of the Council to a Landscape Management Plan in respect of the Open Space Land.	Prior to Operative Date (the date the Proposed Development is Commenced)		Low	30/06/2014
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
SUDS	To obtain a written certificate as to the satisfactory completion of the construction of the SUDS.	Prior to First Occupation of the first Dwelling Unit		Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Submit to the Council and obtain written approval of the Council to a Wildlife Relocation Plan in respect of the Wildlife Relocation Areas.	Prior to Operative Date		Low	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide the Open Space Land	Prior to First Occupation of the first Dwelling Unit		Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Provide the Wildlife Relocation Areas in accordance with Wildlife Relocation Plan	Prior to First Occupation of the 7th Open Market Unit		High	

WH/12/02360/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Maudlin Nursery Stane Street		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 14/05/2013	No	100	0	40	0	No

Outline application for a community extension comprising of 100 new homes, including 40% affordable accommodation, a village hall, a village green and a restaurant / public house (Class A3/A4), with associated access, parking, amenity space and landscaping.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Affordable Dwelling Units 40%		Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	Approve Landscape Management Plan	Prior to Operative Date	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Provide Village Green	Before first Occupation	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide Open Space Land		Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Pub/Restaurant site		Development not started.	Medium	

Ward - Midhurst

MI/11/01180/FULNP	Capital Scheme?	Total Housing		Affordable Housing		Development
The Grange Leisure Centre Bepton Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 20/12/2012	No	16	0	8	0	No

Erection of 16 no. new dwellings with private parking and landscaping.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	CDC to notify SDNPA with details of Registered Provider	Before commencement	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	CDC to provide 8 Affordable Dwellings Units (5 shared ownership and 3 affordable rented units)	Prior to first occupation of 3 Open Market Units	Development not started.	High	

Ward - North Mundham

NM/12/04780/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development Commenced
Land East Of Palmer Place Lagness Road		Proposed	Completed	Proposed	Completed	
S106 Date : 27/11/2013	No	15	15	15	15	Yes

Development of 15 affordable residential units, (11 houses and 4 flats) with associated car parking, cycle storage, waste storage, large gardens and communal green space.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and lay out the Open Space Land and Landscape Buffer	Prior to First Occupation	Building work commenced 24/03/14	High	
Landscape Buffer	Provide and lay out the Open Space Land and Landscape Buffer	Prior to First Occupation	Building work commenced 24/03/14	High	
Affordable Housing	Provide 15 Affordable Dwelling Units		Completed.	High	15/05/2015
Commencement Notice	To give notice to the Council of the Operative Date	Not less than 14 days before such date.	Notification letter from Hyde for Commencement	Low	20/03/2014
Landscape Management Plan	Written approval to a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer.	Prior to Operative Date	Work in progress with approval of LMP	Medium	

NM/13/01036/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Land South Of Stoney Lodge School Lane		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 22/01/2014	No	25	0	10	0	No

Mixed housing development comprising 11 no. terraced cottages, 4 no. flats, 6 no. semi detached dwellings and 4 no. detached dwellings, associated access road, gardens and parking areas.

June 2015 - Reserved Matters application awaited.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 10 Affordable Dwelling Units (3 Intermediate Housing Units and 7 Affordable Rented Units)	Prior to First Occupation of any Open Market Units.		High	
Public Art	To commission on or before First Occupation: A suitable piece of art, to be approved by the Council, by an artist approved by the Council If the artwork is not provided by First Occupation of the Open Market Units, pay the Public Art Contribution of £8,696.	by First Occupation of any of the Open Market Dwellings.		Low	
Management Plan	Obtain approval of a Landscape Management Plan in respect of the Amenity Land and Landscape Buffer.	Prior to Operative Date		Low	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Buffer	Provide and layout the Amenity Land and Landscape Buffer	Prior to First Occupation of any Dwelling Unit.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Commencement Notice	Notify the Council not less than 14 days before the event.		Medium	

O/11/05283/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Land On The North Side Of Shopwhyke Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 09/08/2013	No	500	0	150	0	No

Urban extension comprising a residential development of 500 dwellings within a parkland setting together with employment redevelopment and associated vehicular, cycle and pedestrian access, drainage and landscape, community facilities, elderly care village, localised retail units, major new public open spaces.

June 2015 - First reserved matters permission issued for main spine road through the site (O/14/02826/REM). Applicant currently preparing second reserved matters application for approximately 130 dwellings (not yet submitted).

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Council to approve the Sub Phase Affordable Housing Scheme for that Sub Phase. Each Sub Phase to contain 30% to 40% affordable housing.	Prior to commencement of each Sub Phase.	Development not started.	High	
Other	Provide the Community Building and make available for Community Use. Provide such other Community Facilities as may have been approved pursuant to the Community Facilities Scheme.	Prior to occupation of more than 475 dwelling units	Development not started.	High	
Other	CDC to approve the Sports Pitches Specification.	Prior to occupation of 400th dwelling unit	Development not started.	High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Not to occupy and Dwelling Units on the relevant Phase until the Open Space and Play Area Specification for the Phase has been approved in writing by CDC. (CDC to inspect the Areas)	Occupation of the relevant Phase	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Give notice not less than 21 days before the date of the anticipated occurrence of the Occupation of the 100th Dwelling Unit.	Occupation of the 100th Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Give notice not less than 21 days before the date of the anticipated occurrence of the Occupation of the 124th Dwelling Unit.	Occupation of the 124th Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Give notice not less than 21 days before the date of the anticipated occurrence of the Occupation of the 192nd Dwelling Unit.	Occupation of the 192nd Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Give notice not less than 21 days before the date of the anticipated occurrence of the Occupation of the 297th Dwelling Unit.	Occupation of the 297th Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Give notice not less than 21 days before the date of the anticipated occurrence of the Occupation of the 402nd Dwelling Unit.	Occupation of the 402nd Dwelling Unit.	Development not started.	High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Give notice of the anticipated Operative Date not less than 14 days before the date.	Operative Date.	Development not started.	High	

O/13/02674/FUL	Capital Scheme?	Total Housing Proposed	Total Housing Completed	Affordable Housing Proposed	Affordable Housing Completed	Development Commenced
Land North Of Gribble Lane S106 Date : 16/10/2013	No	11	0	11	0	Yes

Eleven affordable dwellings with associated landscaping and car parking. (Resubmission of O/13/00992/FUL).

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 11 Affordable Dwelling Units		Building work commenced 06/03/14	High	
Landscape Management Plan	CDC to approve Landscape Management Plan in respect of Landscape Areas and Landscape Buffer	Prior to Operative Date	The landscaping plan was approved under 13/03759/DOC on 14th March and this includes a maintenance schedule	Low	14/03/2014
Landscape Buffer	Provide and layout the Landscape Areas and Landscape Buffer	Prior to First Occupation	June 2015 - NL to check on site.	High	

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Ward - Petworth

PW/SDNP/12/02721/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Land at Laundry Cottage Horsham Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 30/07/2014	No	21	0	8	0	No

Erection of 21 residential dwellings (including 1 replacement dwelling and 20 new dwellings) to comprise 13 private residential dwellings and 8 affordable residential dwellings. Associated private amenity space and parking. New access from North Street, public open space and parking and access to cemetery.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Approved Body.	Prior to Commencement	May 2015 - Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 8 Affordable Dwelling Units	Prior to Occupation of any Open Market Units.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	To commission a suitable piece of art to be approved by the Council, to a value of not less than the Public Art Contribution Value.	On or before First Occupation		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	Not to allow First Occupation of any of the Open Market Units until the art work is displayed at the site.	First Occupation		High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	Obtain approval of a Landscape Management Plan in respect of the Open Space Land.	Prior to the Operative Date		Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and layout the Open Space Land.	Prior to First Occupation of any Dwelling Unit.		High	

TL/SDNP/12/00304/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Land at Upperton Farm		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 05/02/2014	No	0	0	0	0	No

Replacement of existing dwelling and attached annex.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	1. Buildings on land within Existing Domestic Curtilage (edged blue on plan) shall be demolished and land returned to pasture.	Within 3 months of 1) Substantial Completion or 2) Occupation, whichever is sooner.	May 2015 - Development not started	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	2. Any parking spaces present on land edged blue shall be removed and shall not be re-instated.	Prior to the date the Proposed Development is Commenced.		Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	3. Two parking spaces to be provided within New Domestic Curtilage in area edged red on plan	n/a		Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	4. The Farmhouse and proposed annex to be constructed within New Domestic Curtilage	n/a		Medium	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Obligations 1-4 to be completed before First Occupation	Before First Occupation		Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Various restrictions on Occupation	n/a	Ongoing	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	The annex to be used only for purposes ancillary to the use of the Farmhouse as a dwelling and not as a separate unit of accommodation	n/a	Ongoing	Low	

Ward - Plaistow

LX/13/02025/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Land South Of Loxwood Surgery Farm Close		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 19/09/2014	No	17	0	8	0	No

Erection of 17 dwellings and associated works, including car parking and landscaped community recreation area.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Approved Body.	Prior to Commencement.	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 8 Affordable Dwelling Units (2 Shared Ownership Units and 6 Affordable Rented Units) on the Affordable Dwelling Land.	Prior to First Occupation of any Open Market Units.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	A suitable piece of art, to be approved by the Council, by an artist approved by the Council by First Occupation. If the artwork is not provided by First Occupation of the 8th Open Market Unit, pay the Public Art Contribution of £5,839	To commission on or before First Occupation	Development not started.	High	

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Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	CDC to obtain the written approval of a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer.	Prior to Operative Date.	Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and layout the Open Space Land.	Prior to First Occupation of any Dwelling Unit.	Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Buffer	Provide and layout the Landscape Buffer.	Prior to First Occupation of any Dwelling Unit.	Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
SUDS	Provide evidence of the future maintenance of the SUDS (Construct the SUDS in accordance with the planning conditions.	Prior to First Occupation of any Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	CDC to obtain the written approval to a Community Park Land Plan in respect of the Community Park Land.	Prior to Operative Date.	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Provide and layout the Community Park Land.	Prior to First Occupation of any Dwelling Unit.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Notify the Council not less than 14 days before the event.	Notify the Council not less than 14 days before the event.	Development not started.	High	

PS/12/00285/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Kings Copse Loxwood Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 07/11/2012	No	0	0	0	0	Yes

Demolition of existing chalet bungalow and construction of replacement 2 storey 5 bedroom detached dwellinghouse. PS/13/00780/FUL permitted with S106 (Relocation of permitted replacement dwelling)

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Either, To demolish the Existing Dwelling and clear debris from Property	Within 1 month of substantial completion of the Replacement Dwelling	May 2015 - Site nearing completion	Low	
Other	Or, Demolish the Existing Dwelling and clear debris from Property.	Within 18 months of Commencement of the Development		Low	
Other	Whatever shall be sooner: Discontinue use of the land edged green on the Plan as garden land/domestic curtilage and return the said land to a paddock. Thereafter, not to erect outbuildings on the said land without first obtaining Planning Permission from the Council;	From the date of the demolition of the Existing Dwelling		Low	
Other	Or: Commence use as a domestic curtilage the land not built upon within the area edged red on the Plan in conjunction with use and enjoyment of the Replacement Dwelling	From the date of the demolition of the Existing Dwelling		Low	

Ward - Rogate

RG/SDNP/14/04960/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Hale Common Cottage Slade Lane		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 13/04/2015	No	0	0	0	0	No

Demolition of existing dwelling and associated detached stables, studio and sheds. Replacement dwelling, detached garage and pool house within extended curtilage. Change of use of part existing domestic curtilage to agricultural use. New fenced tennis court on site of existing riding school

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Discontinue the use of the Discontinued Residential Curtilage.	Prior to First Occupation.	June 2015 - Development not commenced	Low	
Other	Construct a hedge and a timber post and rail fence situated to the south of the New Residential Curtilage and the north boundary to the Discontinued Residential Curtilage (size and type to be agreed in writing by SDNPA).	Prior to First Occupation.		Low	
Other	Demolish the buildings situated on the Discontinued Residential Curtilage.	Prior to First Occupation.		Low	
Commencement Notice	The Owner to give notice of the Operative Date.	Not less than 14 days before such date.		Low	

Ward - Selsey North

SYN/11/04954/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Park Farm Park Lane		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 07/12/2012	No	50	0	20	0	No

Park Farm, Selsey: Outline application for 50 dwellings, access, landscaping and associated works.

June 2015 - This application has been superseded by SY/14/02186/OUTEIA (in progress)

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 20 Affordable Dwelling Units	No trigger set	This application has been superseded by SY/14/02186/OUTEIA	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	Submit to the Council and obtain written approval to a Landscape Management Plan in respect of the Open Space Land	Prior to Operative Date		Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide the Open Space Land and the Play Area	Prior to First Occupation of the 45th Dwelling Unit		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Management Plan	Submit to the Council a written report setting out the Ecological Mitigation Measures and a proposed timeframe for their implementation.	On or before the Operative Date		Medium	

SYN/12/00706/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Sessions House, Selsey 22 High Street		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 23/05/2012	No	4	0	0	0	Yes

Sessions House, Selsey: Reinstate and refurbish listed building following fire with some minor alterations and demolition in order to create 2 no. dwellings. Residential development to rear providing 3 no. dwellings and new access to the north with highway improvements.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Part demolition, refurbishment and creation of 2 dwellings within the existing building at 22 High Street	First Phase	Work started 11/06/14	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	The construction of 3 new dwellings to the rear of the building at 22 High Street.	Second Phase	This phase has not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	The Proposed Development of the Second Phase shall not be commenced until the First Phase has been completed.		This phase has not started.	High	

SYN/14/02418/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development Commenced
Land North West Of Park Road		Proposed	Completed	Proposed	Completed	
S106 Date : 19/11/2014	No	110	0	44	0	No

Outline application for residential development for 110 dwellings, and vehicular access off Drift Road.

June 2015 - New application By Barratt Homes (SY/15/00490/FUL) for development of the site. As this is a 'full' application as opposed to a REM responding to 14/02418/OUT, then a new S106 will be required.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the Approved Body.	Prior to commencement.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 22 units.	Prior to First Occupation of not more that 40% of the Open Market Units.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide a further 11 units.	Prior to First Occupation of not more that 60% of the Open Market Units.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide a further 11 units.	Prior to First Occupation of not more that 80% of the Open Market Units.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	CDC to obtain written approval of a Landscape Management Plan in respect of the Open Space Land.	Prior to Operative Date.	Development not started.	High	

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Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and lay out the Open Space Land.	Prior to the First Operative Date.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Play Area	Provide and install the Play Area on the Open Space Land.	Prior to First Operative Date.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
SUDS	Undertake financial and practical measures to secure future repair and maintenance works of the SUDS.	Prior to First Operative Date	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
SUDS	Provide evidence of the future maintenance of the SUDS.	Prior to First Occupation of any Dwelling Unit	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	To commission a suitable piece of art to be approved by the Council, to a value of not less than the Public Art Contribution.	On or before First Occupation.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	To give Notice of the date the proposed development is commenced.	Not less than 14 days before such date (the Commencement Notice).	Development not started.	High	

SI/11/00555/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Berryrose Garden Cottage Chichester Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 10/11/2011	No	0	0	0	0	Yes

Berryrose Garden Cottage - Proposed replacement dwelling, garage and associated external works.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	To demolish the Existing Dwellinghouse outbuildings (including concrete bases and foundations shown blue on the attached plan and remove all materials and debris resulting from such demolition from the land - BC to carry out Building control inspections until the new house is completed.	Within one calendar month of the substantial completion of the Proposed development or within one calendar month of first occupation of the Proposed Development or within one calendar year of the Operative Date whichever is the earlier	Construction is under way for the new dwelling. Building Control are carrying out inspections until it is completed. June 2015 update - last BC visit was 01/10/13 - no progress since then.	Low	

Ward - Southbourne

SB/14/02800/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Land North Of Main Road And West Of Inland Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 02/04/2015	No	157	0	62	0	No

Erection of 157 dwellings with associated access from Main Road, parking, open space and landscaping.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	No Commencement until the Phasing Plan has been approved by the Council.	Commencement	Development not started.	High	
Affordable Housing	No Commencement until the Affordable Housing Plan has been approved by the Council.	Commencement		High	
Affordable Housing	Provide all Affordable Dwelling Units shown on the Affordable Housing Plan for each phase.	Prior to Occupation of 50% of Open Market Units in that phase		High	
Landscape Management Plan	CDC to approve Landscape Management Plan in respect of the Open Space Land and Play Area.	Prior to Operative Date		Low	
Open Space Land	Provide and lay out the Open Space Land and Play Area	In accordance with the Phasing Plan.		High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	No Commencement until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved the Approved Body in writing.	Commencement		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Management Plan	Submit and obtain the written approval of a management plan in respect of the Safeguarded Link to the School.	Prior to the Operative Date		Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Provide, layout and construct the Safeguarded Link to the School.	In accordance with the Phasing Plan.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Not to use the Safeguarded Land for potential access to Southbourne Railway Station for any purpose other than Open Space Land in accordance with Clause 10 (Open Space Land and Play Area)	None		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Notify the Council of the Operative Date.	Not less than 14 days before the event.		Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council in writing of First Occupation of a Dwelling Unit.	At least 5 days prior to occurrence.		High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council in writing of First Occupation of 25% of all Open Market Dwellings.	At least 5 days prior to occurrence.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council in writing of First Occupation of 50% of all Dwellings.	At least 5 days prior to occurrence.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council in writing of First Occupation of 50% of all Open Market Dwellings	At least 5 days prior to occurrence.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council in writing of First Occupation of 70% of all Open Market Dwellings	At least 5 days prior to occurrence.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council in writing of First Occupation of 75% of all Dwellings	At least 5 days prior to occurrence.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council in writing of First Occupation of 85% of all Open Market Dwellings	At least 5 days prior to occurrence.		High	

SB/12/03205/FUL		Capital Scheme?	Total Housing		Affordable Housing		Development
Land at Prinsted Court Longlands Road			Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 13/02/2014		No	20	0	20	0	Yes
Provision of 20 no. new residential dwellings with associated landscaping and parking for affordable rent and shared ownership on site of a former sheltered housing development. Accommodation comprises 14 no. family houses and 6 no. flats.							
Non Financial Information							
Obligation Type	Obligation	Trigger	Delivery		Risks	Completion Date	
Affordable Housing	Provide 20 Affordable Dwelling Units	n/a	June 2015 - Development in progress.		High		
SB/13/02966/FUL		Capital Scheme?	Total Housing		Affordable Housing		Development
Land East Of Manor Way			Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 08/01/2014		No	10	0	10	0	Yes
Demolition of existing garages and construction of 10 affordable homes, comprising 2 three-bed houses, 4 one-bed flats and 4 two-bed flats, with parking provision and improved vehicular access.							
Non Financial Information							
Obligation Type	Obligation	Trigger	Delivery		Risks	Completion Date	
Affordable Housing	Provide 10 Affordable Dwelling Units	N/A	Development commenced 26/03/2014		High		
Obligation Type	Obligation	Trigger	Delivery		Risks	Completion Date	
Management Plan	Submit for approval of the Council a Management Plan in respect of the Amenity Land, Landscape Buffer and Allotments.	Prior to Operative Date.	Development commenced 26/03/2014		Medium		
Obligation Type	Obligation	Trigger	Delivery		Risks	Completion Date	
Landscape Management Plan	Provide and lay out the Amenity Land, Landscape Buffer and Allotments.	Prior to First Occupation of any Affordable Dwelling Unit	Development commenced 26/03/2014		High		
Obligation Type	Obligation	Trigger	Delivery		Risks	Completion Date	
Commencement Notice	Give notice to the Council of the Operative Date.	Not less than 14 days before such date (Commencement Notice).	Notification sent by email		Low	03/04/2014	

SB/13/01179/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Land West Of Garsons Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 15/01/2014	No	5	0	5	0	Yes

Demolition of existing garage block and construction of 2 no. one-bed flats and 3 no. three-bed houses with landscaping and parking.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 5 Affordable Dwelling Units	n/a	Development commenced 26/03/2014	High	

SB/12/04701/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Land West Of Garsons Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 06/02/2014	No	70	0	12	0	No

Development of a 60 bed care home (comprising cafe, hairdresser, treatment room, shop and cinema) 40 assisted living units, 30 age-restricted cottages for occupation by the over 55's, access, sustainable drainage measures, allotments, structural landscape planting and associated works.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide the Affordable Dwelling Units on the Affordable Housing Land.	Prior to Occupation of 5th Open Market Unit	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	CDC to approve a Landscape Management Plan in respect of the Open Space Land, Landscape Buffers and Landscape Areas in that Phase.	As part of the REM application, in respect of a Phase.	Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and layout the Open Space Land, Landscape Buffers and Landscape Areas.	Prior to first Occupation of the relevant Phase.	Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
SUDS	CDC to approve a maintenance scheme for the SUDS.	As part of any REM application, for any Phase.	Development not started.	High	

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Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	To commission a suitable piece of art, approved by the CDC to a value not less than the Public Art Contribution.	On or before First Occupation of any Assisted Living Unit or Age Restricted Unit.	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	The first occupier of every Assisted Living Unit, Affordable Housing Unit and Care Home Unit shall be provided with a Chichester Harbour Information Pack	No later than 1 week after Occupation.	Development not started.	Low	

Ward - Tangmere

TG/12/01739/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development Commenced
Land On The East Side Of Meadow Way Meadow Way		Proposed	Completed	Proposed	Completed	
S106 Date : 02/10/2013	No	59	0	23	0	No

Outline planning permission for development of the site comprising 59 residential units, associated public open space, landscaping, access and car parking.

June 2015 - Reserved matters application in progress (15/00918/REM).

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 23 Affordable Dwelling Units.	Prior to Occupation of 50% of Open Market Units.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	Commission a suitable piece of art to a value not less than the Public Art Contribution Value.	On or before First Occupation	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	CDC to approve Landscape Management Plan in respect of Landscape Buffer and Open Space Land.	Prior to Operative Date	Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Buffer	Provide the Landscape Buffer in accordance with LMP.	Prior to First Occupation of any Dwelling Unit	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide the Open Space Land in accordance with LMP	Prior to First Occupation of 50% of the Dwelling Units	Development not started.	High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
SUDS	CDC to approve a Maintenance Scheme in respect of the SUDS (may include a Management Company.)	Prior to Operative Date	Development not started.	High	

TG/14/00797/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Land To North East Of Tangmere Military Aviation Museum Gamecock Terrace		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 29/07/2014	No	160	0	64	0	No

Variation of condition 11 (mix of dwellings) and 13 (layout and siting) to planning permission TG/11/00640/EXT for Mixed use redevelopment with access from Meadow Way and including land for community use, 160 dwellings and ancillary car parking, open space and landscaping.

June 2015 - Reserved matters follow up application for 14/00797/FUL now permitted. Applicant currently discharging pre-commencement conditions, work to commence on site late 2015.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 16 Affordable Dwelling Units	Prior to First Occupation of 23 Open Market Units		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 32 Affordable Dwelling Units	Prior to First Occupation of 48 Open Market Units		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 48 Affordable Dwelling Units	Prior to First Occupation of 71 Open Market Units		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 64 Affordable Dwelling Units	Prior to First Occupation of 92 Open Market Units		High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	Obtain written approval of a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer.	Prior to Operative Date		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and layout the Open Space Land.	Prior to First Occupation of the 71st Dwelling Unit.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Buffer	Provide and layout the Landscape Buffer.	Prior to First Occupation of the 71st Dwelling Unit.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Play Area	Provide and install the Play Area on the Open Space Land.	Prior to First Occupation of the 71st Dwelling Unit.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
SUDS	Construct the SUDS to the written satisfaction of the Council.	Prior to First Occupation of the First Dwelling Unit.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	To commission a suitable piece of art to be approved by the Council, to a value of not less than the Public Art Contribution (£55,103)	On or before First Occupation of any Open Market Unit		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Notify the Council of the Operative Date.	Not less than 14 days before the event		High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council of the intended dates of First Occupation of the 23rd, the 47th, the 71st and the 92nd Open Market Units.	Not less than 14 days before each respective date.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	The Council will remove the Local Land Charge entries relating to the 2008 and 2011 Agreements	Upon the Operative Date,		High	

Ward - West Wittering

BI/12/04147/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development Commenced
Land At Tawny Nurseries Bell Lane		Proposed	Completed	Proposed	Completed	
S106 Date : 19/11/2013	No	30	0	12	0	No

Residential development up to 30 dwellings including new access road, parking and associated garaging, open space and play area (incorporates 12 affordable dwellings).

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification and approval of the name of the Approved Body	Prior to Commencement	Development not started. No REM application received yet.	Medium	
Affordable Housing	Provide 12 Affordable Dwelling Units.	Prior to 9th Occupation of any of the Open Market Units.	Development not started.	High	
SUDS	CDC to receive written certificate as to the satisfactory completion of the construction of the SUDS.	Prior to First Occupation of the first Dwelling Unit	Development not started.	High	
SUDS	Written evidence to CDC that the future maintenance of the SUDS is assured (maybe in the form of a Management Company).	Prior to First Occupation	Development not started.	High	
SUDS	Construct the SUDS to written satisfaction of CDC.	n/a	Development not started.	High	

BI/12/00475/FUL		Capital Scheme?	Total Housing		Affordable Housing		Development
Land at Chichester Yacht Basin Chichester Marina			Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 28/06/2012		No	0	0	0	0	Yes
Demolition of three workshops/sheds for the comprehensive redevelopment of the South-West area of the marina comprising four purpose built buildings including marine related workshops, offices, storage, reprovision and extension of the retail (chandlery) and a cafe/restaurant together with an additional 23 car parking spaces, boat parking and storage and appropriate landscaping.							
Non Financial Information							
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date		
Public Art	Commission a suitable piece of art to be approved by CDC to a value of not less than the Public Art Contribution Value (£11,410)	On or before First Occupation	June - 2015. Art work almost complete, installation due shortly.	Low			

BI/13/01391/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Field North West Of The Saltings Crooked Lane		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 29/11/2013	No	15	0	15	0	No

The development of 15 new affordable dwellings and associated external works.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 15 Affordable Dwelling Units		Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Provide SPA Welcome Pack	First Occupation	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	CDC to obtain written approval of a Landscape Management Plan in respect of the Open Space Land, Landscape Area and Landscape Buffer	Prior to Operative Date	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	Provide and layout the Open Space Land, Landscape Area and Landscape Buffer.	Prior to First Occupation	Development not started.	Medium	

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BI/13/03105/P3JPA	Capital Scheme?	Total Housing		Affordable Housing		Development
Premier Marinas Limited Chichester Marina		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 27/09/2013	No	0	0	0	0	No

Change of use of office building to residential use. (Class B1 (a) to Class C3).

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Operative Date	Give notice not less than 14 days after the occurrence.	Work not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	First occupation	Give notice not less than 14 days after the occurrence.	Work not started.	Medium	

BI/13/00284/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development Commenced
Rowan Nursery Bell Lane		Proposed	Completed	Proposed	Completed	
S106 Date : 21/10/2014	No	27	0	10	0	No

Demolition of existing 2 bungalows and construction of 27 dwellings (including 10 affordable units), access road and associated landscaping. Provision also of an alternative recreational area to the south, accessed via a footpath link.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Approved Body.	Prior to Commencement.	Development not started.	Medium	
Affordable Housing	Provide 10 Affordable Dwelling Units on the Affordable Dwelling Land.	Prior to First Occupation of the 9th Open Market Unit.	Development not started.	High	
Public Art	To commission in accordance with a process agreed in writing by CDC, a suitable piece of art (including a timetable for implementation) to be approved by the Council to a value of not less than the Public Art Contribution (£9,454).	On or before 11% Occupation.	Development not started.	Low	
Other	Provide Ecology Information Packs to each occupier.	On or before First Occupation of each Dwelling Unit.	Development not started.	Low	

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Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Provide an Educational Leaflet to each household in the Parish of Birdham.	On or before 100% Occupation.	Development not started.	Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	Submit to the Council and obtain the written approval to a Landscape Management Plan in respect of the Recreational Area.	Prior to the Operative Date.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Other	Provide and lay out the Recreational Area.	Prior to 11% Occupation.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	CDC to obtain written approval of a Landscape Management Plan in respect of the Open Space Land.	Prior to Operative Date.	Development not started.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and lay out the Open Space Land.	Prior to 85% Occupation.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	Notify the Council not less than 14 days before the event.	Commencement.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council the date of First Occupation not less than 14 days before the event.	First Occupation.	Development not started.	High	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council the date of 11% Occupation not less than 14 days before the event.	11% Occupation.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council the date of 50% Occupation not less than 14 days before the event.	50% Occupation.	Development not started.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	Notify the Council the date of 85% Occupation not less than 14 days before the event.	85% Occupation.	Development not started.	High	

WW/13/03286/FUL	Capital Scheme?	Total Housing		Affordable Housing		Development
Land North Of Chaucer Drive Chaucer Drive		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 13/06/2014	No	50	0	20	0	Yes

Erection of 50 residential dwellings with associated access, parking, landscaping, open space and works.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Approved Body.	Prior to Commencement	Site well under construction.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Management Plan	CDC to approval a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer.	Prior to Operative Date	LMP being considered, subject to latest Discharge of Conditions application.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide the Open Space Land.	Prior to First Occupation of the 25th Dwelling Unit.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Play Area	Provide and install the Play Area.	Prior to First Occupation of the 25th Dwelling Unit.		High	

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Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Buffer	Provide the Landscape Buffer	Prior to the commencement of construction of any Dwelling Unit situated along the northern and eastern boundaries.	June 2015 - NL to investigate.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
SUDS	Construct the SUDS to the written satisfaction of the Council	As per phasing of the development	June 2015 - Drainage strategy agreed, NL to check documents for evidence.	High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	Commission a suitable piece of art to be approved by the Council, to a value of not less than the Public Art Contribution	On or before Commencement	Not to allow First Occupation of the 45th dwelling units until the art work is displayed at the site LL working on Public Art commission.	Medium	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Commencement Notice	To give Notice of the Operative date	Not less than 14 days before such date.	Not given. Commencement date estimated.	Medium	04/08/2015
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	To give notice to the Council of the date of First Occupation of the 10th Dwelling Unit.	First Occupation of the 10th Dwelling Unit.		High	

Ward - Wisborough Green

WR/14/00748/OUT	Capital Scheme?	Total Housing		Affordable Housing		Development
Land South Of Meadowbank Petworth Road		Proposed	Completed	Proposed	Completed	Commenced
S106 Date : 13/03/2015	No	25	0	10	0	No

Outline planning application for 25 no. residential dwellings with new access, associated parking and attenuation pond.

Non Financial Information

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Public Art	Commission a suitable piece of art to a value not less than the Public Art Contribution Value. If at First Occupation of the 10th Open Market Unit the Artwork has not been completed and installed the Owner may pay the Public Art Contribution Value of £9,065	On or before First Occupation.	March 2015 - Development not started.	Low	
Management Plan	CDC to approve Landscape and Ecological Management Plan in respect of the Open Space Land and Landscape Ecological Buffer.	Prior to Operative Date.		Low	
Commencement Notice	To give Notice of the Operative date (the Commencement Notice).	Not less than 14 days before such date.		Medium	

Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	To give notice to the Council of the date of First Occupation of the 6th Dwelling Unit (the 6th Occupation Notice).	Not less than 14 days before such date.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Open Space Land	Provide and lay out the Open Space Land in accordance with the Landscape and Ecological Management Plan.	Prior to First Occupation of the 10th Open Market Unit.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Landscape Buffer	Provide and lay out the Landscape Ecological Buffer in accordance with the Landscape and Ecological Management Plan.	Prior to First Occupation of the 10th Open Market Unit.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Occupation Notice	To give notice to the Council of the date of First Occupation of the 10th Dwelling Unit (the 10th Occupation Notice).	Not less than 14 days before such date.		High	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Written notification of the name of the Approved Body.	Prior to Commencement.		Low	
Obligation Type	Obligation	Trigger	Delivery	Risks	Completion Date
Affordable Housing	Provide 10 Affordable Dwelling Units (3 Shared Ownership Units and 7 Affordable Rented Units).	Prior to First Occupation of the 6th Open Market Unit.		High	

By virtue of paragraph(s) 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

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