

Public Document Pack

JOHN WARD

Head of Finance and Governance Services

Contact: Philip Coleman, Member Services Manager
Tel: 01243 534655 Email: pcoleman@chichester.gov.uk

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



A meeting of **Cabinet** will be held in The Old Court Room, The Council House (Chichester City Council), North Street, Chichester on **Tuesday 3 May 2016 at 9.30 am**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr B Finch, Mrs P Hardwick, Mrs G Keegan and Mrs S Taylor

VENUE FOR THIS MEETING

Note On this occasion the Cabinet meeting will not be held at the usual venue of East Pallant House but instead at **Chichester City Council's Old Court Room** on the **ground floor** of the **Council House** in **North Street Chichester**. The reason for the change of venue is that the committee rooms at East Pallant House are currently unavailable for meetings due to the forthcoming police and crime commissioner election.

AGENDA Part 1

- 1 **Minutes** (Pages 1 - 8)
To approve as a correct record the minutes of the Cabinet meeting held on Tuesday 8 April 2016
- 2 **Urgent Items**
Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 11(b).
- 3 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 4 **Public Question Time**
Questions submitted by members of the public in writing by noon on the previous working day (for a period up to 15 minutes).

RECOMMENDATIONS TO COUNCIL

- 5 **Local Plan Review - Project Initiation Document (PID)** (Pages 9 - 22)
To approve a Project Initiation Document for the review of the Local Plan and recommend the Council to approve funding for it.

KEY DECISIONS

- 6 **Chidham and Hambrook Parish Neighbourhood Plan** (Pages 23 - 34)
To publish the Decision Statement and agree that the Chidham and Hambrook Parish Neighbourhood Plan should proceed to referendum.
- 7 **Southern Gateway, Chichester** (Pages 35 - 41)
The report describes an opportunity to make progress on the regeneration of the Southern Gateway area of Chichester. It seeks the Cabinet's support for the project in principle and for bids for funding, and approval of initial governance arrangements for the project, with the intention that a further report on the project will be made to a later meeting of the Cabinet.
- 8 **Affordable Housing Delivery** (Pages 42 - 46)
To approve the use of commuted sum monies, received in lieu of affordable housing, for the delivery of affordable rented housing units.
- 9 **Electrical Repair and Maintenance Contract 2016/21** (Pages 47 - 50)
To award a new three year contract for the maintenance and inspection of the Council's electrical installations.

OTHER DECISIONS

- 10 **Exclusion of the Press and Public**
There are no restricted items for consideration.
- 11 **Consideration of any late items as follows:**
- a) Items added to the agenda papers and made available for public inspection
 - b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting

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. Restrictions have been introduced on the distribution of paper copies of supplementary information circulated separately from the agenda as follows:
 - a) Members of the Cabinet and Chairmen of Corporate Governance & Audit Committee and Overview & Scrutiny Committee and Senior Officers receive paper copies of the supplements (including appendices). Other members may request a copy of the supplementary information or a copy is available in the Members' Room, East Pallant House.
 - b) The press and public may view this information on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they 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. A key decision means an executive decision which is likely to:
- result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates or
 - be significant in terms of its effect on communities living or working in an area comprising one or more wards in the Council's area or
 - incur expenditure, generate income, or produce savings greater than £100,000.

Non-Cabinet member Councillors speaking at Cabinet

Standing Order 22.3 provides that members of the Council may, with the chairman's consent, speak at a Committee meeting of which they are not a member, or temporarily sit and speak at the Committee table on a particular item but shall then return to the public seating area.

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



Minutes of the meeting of the **Cabinet** held in Committee Room 2 - East Pallant House on Tuesday 12 April 2016 at 9.30 am

Members Present: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mrs P Hardwick and Mrs S Taylor

Members not present: Mr B Finch and Mrs G Keegan

In attendance by invitation:

Officers present all items: Mrs D Shepherd (Chief Executive), Mr S Carvell (Executive Director), Mr P E Over (Executive Director) and Mr P Coleman (Member Services Manager)

180 **Minutes**

RESOLVED

That the minutes of the special meeting of the Cabinet held on Thursday, 31 March 2016, be signed as a correct record.

181 **Urgent Items**

There were no urgent items for consideration at this meeting.

182 **Declarations of Interests**

No interests were declared at this meeting.

183 **Public Question Time**

No public questions had been submitted.

184 **Recycling Action Plan**

The Cabinet considered the report circulated with the agenda (copy attached to the official minutes).

Mr Barrow introduced the report, reminding the Cabinet of the requirement to achieve a recycling target of 50% by 2020 and to reduce the amount of waste going to landfill. Failure to do so could result in fines, although the details of the penalty regime were not yet clear.

This represented a major challenge, as the Council's current recycling rate was around 40%. The Waste and Recycling Panel was now ready to present its initial action plan, although this would grow and develop as time went on.

One opportunity would be to increase the take-up of garden waste collection. Around 20% of residents currently used this service, which contributed about 10% of the Council's recycling. However, one neighbouring council had around 40% of residents using the service. It was, therefore, proposed to make an introductory offer of three months free subscription to residents who signed-up on-line with a direct debit mandate. There was no direct cost to the Council for this.

The key issue in the action plan was public education. Surveys had shown that up to 20% of material in the residual waste bins could have been re-cycled, and around 7% of material in the re-cycling bin should have been residual waste, and contaminated loads could be rejected. There were particular problems in the use of communal bins.

There seemed to be no cheap route to public education. The organisation WRAP (Waste and Recycling Action Programme) estimated that expenditure of £1 per household per year on communications was required to maintain continued engagement with existing services, and £2 per household per year when major new initiatives were being introduced.

The Waste and Recycling Panel had prepared a Communications Strategy (Appendix 2). The first step was a four-page spread in the Council's Initiatives magazine, which had been distributed to the meeting. The strategy included engagement with large businesses, and Tesco had already been very helpful, and he hoped that the Observer series newspapers would help spread the message. The list of communications initiatives would be developed over time.

However, there was a need for increased resources and the report sought approval for the recruitment of two Recycling Project Officers whose duties were set out in paragraph 5.6 of the report, at a cost of about £30,000 each including on-costs. The report also sought funding of £37,000 from reserves for communications initiatives and recycling guidance, including the production of bin stickers.

Mr Riley (Contracts Manager) explained that re-cycling performance was complicated. The Council's performance had remained level for the last few years because, although in 2014/15 more recyclables of higher quality had been collected, there had been an increase in residual waste, and the amount of garden waste collected had declined on the previous year which had been a good growing year.

There was a good participation rate from residents in the district and most recycled well but, of course, could always do better. To date communications had concentrated on recycling but messages also needed to be directed at reducing residual waste.

Cabinet members welcomed the proposals, but pointed to the need for communications such as bin stickers to be simple and to be backed by more detailed communications. They proposed that the requested communications budget should be increased from £37,000 to £50,000.

Mrs Hardwick referred to the need to reduce packaging and suggested that the Council should engage local businesses on this. Mr Riley confirmed that there was a lot of engagement with business on packaging at national level.

RESOLVED

- (1) That the Recycling Action Plan (Appendix 1) be endorsed.
- (2) That the introductory offer for new Garden Waste customers, as set out in paragraphs 5.2 to 5.5, be authorised.
- (3) That the appointment of two Recycling Project Officers be approved at an annual cost of £30,000 each to be funded from reserves for 2016/17 and subsequently added to the base budget for the duration of the project to March 2020.
- (4) That one-off funding of £50,000 from reserves be approved for communication initiatives and recycling guidance, including the production of bin stickers for residents, and that the Head of Contract Services be authorised to approve expenditure on communication initiatives.
- (5) That the Communication Strategy (Appendix 2) be approved.

185 District Council Car Parks - Review of Payment Options

The Cabinet considered the report circulated with the agenda (copy attached to the official minutes).

In the absence of Mrs Keegan, Mr Dignum introduced the report. He explained that the Council owned and managed 29 car parks, with over 90 payment machines and in 2014-15 sold one million car park tickets and around 2,000 season tickets.

The purpose of the proposals in the report were to ensure that:

- The parking payment options offered were what customers wanted;
- These payment options could be offered at reasonable cost to the Council;
- The car parks were customer-friendly and met their needs, for example helping customers find their cars on return;
- The maximum potential of the car parks was attained by increasing the number of spaces available where possible.

It was therefore planned that

- All City car parks would be able to take debit/credit cards, including contactless, by 2018.

- All machines that could take credit and debit cards would also take contactless payments.
- Payment by phone would be offered by the year-end. This would allow people to top up remotely if they stayed longer than they intended. They would be able to receive a text message saying their time was up, to avoid paying the penalty charge.
- The larger car parks would be zoned to help customers find their car on their return.
- Additional spaces would be added in Little London and Northgate Car parks.

Table 1 in Appendix 1 (page 34) set out an assessment of each car park and the payment methods proposed and other improvements planned for each.

The additional pay and display machines which accept credit / debit card payment would yield a saving to the Council by reducing the coin collections required.

19 new machines were being introduced currently and all would accept credit and debit cards. A tender exercise was to be undertaken in the next few months for the purchasing of further pay and display machines. Then further machines could be replaced during this financial year using the capital funding in the Parking Services budget. Sufficient funds would be brought forward from later years to ensure every paying car park in the District had at least one machine able to take credit and debit cards and every machine in the City would have that facility by 2018.

Whilst the Pay on Foot method of parking at the Avenue de Chartres car park had allowed customers more flexibility in terms of when they returned to their vehicle, there had been no net increase in the income received. This experience had suggested that there was unlikely to be a financial payback or return on investment.

He, therefore, recommended that extending the Pay on Foot system should be deferred and recommendation 2.2 amended accordingly.

He and the Cabinet Member had agreed that the priority this year was to widen the range of payment methods and extend the number of machines able to take credit and debit cards. The proposed payment by phone method of parking would assist with providing flexibility to customers without the capital investment needed for pay on exit. The new £1 coin would be introduced in January 2017, and this would impact on the timing of installation of new payment machines.

Mrs Murphy (Parking Services Manager) added that all recommendations were based on customer feedback from a consultation exercise.

Cabinet members welcomed the proposals. In answer to members' questions, Mrs Murphy confirmed that:

- the new payment machines would also accept coins, as well as cards;

- machines in coastal car parks had a seasonal pack to help protect them from salt water damage;
- she was aware of skateboarders using the Avenue de Chartres car park. Such activities were not permitted, and assistance from civil enforcement officers, community wardens or the police was called upon where necessary. However, there had been no reported incidents of damage or injury;
- she understood that if payment by a contactless card was defaulted upon this would result in a loss to the Council, but she would investigate this further and let members know;
- the service had an annual maintenance budget, so that bringing forward funds in the Asset Replacement Programme would not result in funding being unavailable in the event of subsequent failure of payment machines.

RESOLVED

- (1) That the options for Parking Payment as set out in Appendix 1 (Table 1) be approved for implementation, with debit, credit and contactless payment machines for all car parks in the City and at least one machine in each rural car park being available by 2018.
- (2) Having reviewed the Pay on Foot scheme at the Avenue de Chartres car park (Appendix 1, Section 2), that further work on the Pay on Foot system should be deferred.
- (3) That the Head of Commercial Services be authorised to give appropriate notice of any revised changes to parking payment methods pursuant to the Off-street Parking Places (Consolidation) Order 2016 and the Road Traffic Act 1984.
- (4) That up to £100,000 be brought forward from the Asset Replacement Fund to 2016/17 in order to give effect to resolution (1) above.

186 Public Spaces Protection Order Consultation Exercise: Chichester City

The Cabinet considered the report circulated with the agenda (copy attached to the official minutes).

Mr Barrow introduced the report. He explained that Public Spaces Protection Orders (PSPO's) were intended to deal with a particular nuisance or problem in a defined public area that was detrimental to the local community's quality of life. PSPO's were a fairly new tool which had been available to councils since 2014. A PSPO could only be made by councils and only when satisfied (on reasonable grounds) that the activities carried out, or likely to be carried out, in a public space -

- had, or were likely to have, a detrimental effect on the quality of life of those in the locality;
- was, or was likely to be, persistent or continuing in nature;
- was, or was likely to be, unreasonable; and
- justified the restrictions imposed.

A number of PSPO's had been introduced around the country and they had had a mixed reaction, in some cases because they tried to cover too many activities.

Two activities in particular were being investigated for potential inclusion in a PSPO for Chichester City Centre. These were anti-social street drinking (based on the existing model of the Council's current Designated Public Place Order associated with consuming alcohol in public) and the on-going issue of illegal street trading.

Officers had conducted an initial scoping exercise to identify whether there was support for a PSPO amongst key partners. The responses to that initial exercise were set out in Appendix C. Responses had been received from a range of partners including the local Police Commander, Town Clerk, fellow Councillors and officers of the Council.

It was now proposed to carry out a six-week public consultation as to the appropriateness of a PSPO for the city centre, what activities should be covered, and what area the PSPO should apply to. Further consideration as to the detail would take place after the consultation period.

If a PSPO was introduced enforcing officers, i.e. police officer, PCSO, council officer or other person designated by the council, could issue a fixed penalty notice. This was easier than the existing Designated Public Place Order which required court action.

With the Chairman's permission, Mrs Apel reported on the activities of City Angels. Whilst they had been active on Friday and Saturday nights in the City:

- Antisocial behaviour had reduced by 58% on a Friday and 39% on a Saturday
- Acts of violence had reduced by 67% on a Friday and 82% on a Saturday.
- Violent acts on a person which leads to injury had reduced by 79% on a Friday and 82% on a Saturday.
- The volunteers had had 130 meaningful conversations resulting from individuals who had been in a fight and thrown out of a pub or lost their friends – these were mostly aged between 21 and 30
- and had:
 - Picked up 583 bottles
 - Served 700 coffees
 - Served 500 teas
 - Served 1200 Hot chocolates
 - Given out 450 waters
 - Given out 73 pairs of flip flops.

Mr Foord (Licensing Manager) stated that City Angels would be consulted about the proposed PSPO. He knew that they made a valuable contribution to the night-time economy, and provided valuable assistance to the police.

Mrs Taylor asked whether licences were issued to buskers and street traders.

Mr Foord replied that no licences were issued by the Council. Buskers should obtain permission from West Sussex County Council, as highway authority, for a pre-planned activity. Street traders should have a pedlar's licence issued by the police force of their place of origin.

RESOLVED

- (1) That the Head of Housing and Environment Services be authorised to carry out a consultation exercise relating to the potential behaviours to be included in, and geographical area of, a potential Public Spaces Protection Order.
- (2) That the attached draft Public Spaces Protection Order and map (Appendices A & D) be approved for the purposes of that consultation.

187 Asset Management Plan 2016-2021

The Cabinet considered the report circulated with the agenda (copy attached to the official minutes).

In the absence of Mr Finch and Mrs Keegan, Mr Over introduced the report. He drew attention to the revised Appendix 1 to the Asset Management Plan circulated to the meeting, and to some minor amendments to Figure 1 (page 68).

He explained that the Council owned property worth £115m, received rental income from it of £2.5m (which excluded operational income such as car parking fees), spent £400,000 a year on maintaining it, and would spend £3m over the next five years on capital works. The Council's property holdings included operational property for delivery of services and non-operational property, which was held for income generation purposes, such income being used to protect service delivery in an environment of reducing government funding.

It had been a compulsory requirement for councils to have an Asset Management Plan (AMP), but this was no longer the case. However, in view of the scale of the Council's property holdings and the growing reliance that the Council placed on the income generated from it, the Cabinet Members and the Commercial Programme Board had agreed that it would be right to replace the Council's previous AMP, which had now expired.

Mr Over drew particular attention to the performance indicators in Appendix 3 and the action plan in Appendix 6.

Mr Barrow pointed out, in relation to paragraph 1.5.1 of the AMP, that the Climate Change Strategy (2008-2013) had been superseded by the Climate Change Action Plan (2016-2020).

Mrs Hardwick asked about the reference to a centrally managed public sector estate in paragraph 1.4.1 on devolution and service sharing.

Mr Over explained that the concept of one public estate was already established in a number of large urban areas, where public authorities had found they could deliver services more efficiently if they combined their estates. Pilot areas for expansion of the programme were being sought. This could become relevant locally as shared services and devolution deals progressed. The Chief Executive added that many aspects of this were being discussed. For example, the Housing and Communities Agency (HCA) already had responsibility for the surplus land holdings of the Ministry of Defence and the Ministry of Justice. However, it did not depend on devolution for such initiatives to be taken forward. The Grange at Midhurst was a multi-user building, and the Council was about to share space in East Pallant House with other services. The Southern Gateway in Chichester was also an opportunity for public land holdings to be brought together for better use. However, this did not imply nationalisation of public land holdings. The Council would be able to decide whether or not to take part in devolution or shared services deals.

RESOLVED

That the Asset Management Plan 2016-2021 be approved.

188 Budget Carry Forward Requests

The Cabinet considered the report circulated with the agenda (copy attached to the official minutes).

Mrs Hardwick introduced the report. She reminded the Cabinet that they considered requests to carry forward budgets annually. This year's requests had come earlier than usual in order to help close the accounts earlier. There were three requests for carry forward, which had been considered and recommended for acceptance by the Corporate Governance and Audit Committee.

RESOLVED

As recommended by the Corporate Governance and Audit Committee at its meeting on 22 March 2016, that the requests totalling £88,600 for budgets to be carried forward in 2016-17 be approved in principle, subject to the funds being available and unspent at the year end.

189 Exclusion of the Press and Public

The press and public were not excluded for any part of the meeting.

The meeting ended at 10.44 am

CHAIRMAN

Date:

Chichester District Council

CABINET

3 May 2016

Local Plan Review – Project Initiation Document

1. Contacts

Report Author:

Mike Allgrove, Planning Policy Conservation and Design Service Manager
Tel: 01243 521044 E-mail: mallgrove@chichester.gov.uk

Cabinet Member:

Susan Taylor, Cabinet Member for Housing and Planning,
Tel: 01243 514034 E-mail: sttaylor@chichester.gov.uk

2. Recommendation

- 2.1. That the Local Plan Review Project Initiation Document (appended to this report) be approved.**
- 2.2. That the Council be recommended to approve a total budget of £800,000 to be allocated from reserves to fund the Local Plan Review.**
- 2.3. That Cabinet notes that from 2017/18, the annual draft revenue budget will contain a base budget contribution to reserves of £160,000 to fund future reviews of the local plan.**

3. Background

- 3.1. The Local Plan Review Initial Project Proposal Document was approved at Cabinet on 9 February 2016. This Project Initiation Document (PID) provides further information and detail to help define the project.

4. Outcomes to be achieved

- 4.1. The Local Plan Review will deliver the following outcomes:
 - (a) The amount of housing, employment and retail development to be delivered in the plan area is identified.
 - (b) The strategy for the location of new development means that development is provided in the most sustainable way.
 - (c) Land is identified to ensure that the amount of housing proposed (including different types of housing) can be delivered in the plan area.

- (d) Land is identified to ensure that the amount of employment and retail development can be delivered in the plan area.
 - (e) Policies are provided to ensure that development is undertaken to a high standard and environmental impacts are mitigated.
 - (f) The plan-led approach to development ensures that infrastructure to support that development can be provided in a timely and coordinated way.
- 4.2. The outcomes will be monitored through the annual Authority's Monitoring Report. Until the Local Plan is itself finalised it will not be possible to quantify these outcomes.

5. Proposal

- 5.1. An up to date Local Plan is the primary consideration for the determination of planning applications. The current Local Plan was adopted in 2015, but the Planning Inspector who conducted the examination into the soundness of that plan indicated that it could only be found sound and therefore be adopted if it was subject to an early review to be completed within five years.
- 5.2. That the Local Plan is reviewed in accordance with the PID (see Appendix). The Local Plan Review will need to make difficult decisions about the amount and location of development. The evidence base and the identification of constraints will help inform those decisions. Of particular relevance will be the need to work with other planning authorities under the Duty to Cooperate and also the final scheme selected by the Secretary of State for Transport for the improvements to the A27 Chichester Bypass.
- 5.3. There are obvious benefits for private land owners in terms of the sites selected for development. No doubt some communities close to sites allocated for development will be concerned about the amount and location of development that may be proposed to be allocated within or close to their areas through the Local Plan Review. The aim for the Council is to seek to apply a rational and consistent methodology to site selection so that the most sustainable sites are chosen using the sustainability appraisal.
- 5.4. The project plan, with key approval stages, is set out in section 10 of the PID. In order to deliver the Review additional resources amounting to £800,000 are proposed as detailed in Section 7 of the PID.

6. Alternatives that have been considered

- 6.1. Should the Council decide not to proceed with the Local Plan Review, the existing Local Plan would become out of date in July 2020. This means that the weight to be attached to policies in the Plan would be reduced and that policies within the NPPF including the presumption in favour of sustainable development would take precedence. The Council would lose control over decisions about where development would take place and this would be left solely to the development management process. It would become increasingly difficult to secure investment in the types of development and in locations identified by the Council and to manage the provision of infrastructure alongside new

development. It would also become increasingly difficult to protect unallocated land from development.

7. Resource and legal implications

- 7.1. Section 7 of the PID sets out the estimated costs for the Local Plan Review. Much of the cost of the Local Plan Review will be the staff costs of the planning policy team, which are revenue costs and included within the existing base budget. However, in addition there are a number of one-off costs that are not part of the existing budget and for production of the now adopted Local Plan were included in a specific capital budget. The PID estimates the additional cost of the Local Plan Review as £785,000. A small amount of contingency has been included in the recommended budget allocation of £800,000. This will deliver the Local Plan Review over the period 2016/17 to 2019/20. It is further proposed, in accordance with the Council's agreed financial principles, that future reviews will be funded by setting aside £160,000 per year from the base budget, so that this recurring process is not a continual call against reserves.
- 7.2. Whilst estimated costs have been identified, it is only when the full procurement process is undertaken with a detailed brief and quotes or tenders are received that these costs will be refined. Where possible work will be undertaken in conjunction with neighbouring authorities and if costs cannot be shared then methodologies should enable comparison across local authority boundaries.
- 7.3. The Local Plan Review will need to be undertaken in accordance with the Planning Acts and government policy in the National Planning Policy Framework.
- 7.4. The existing Planning Policy Team will carry out the Local Plan Review, with assistance from other staff referred to in section 7.1 of the PID.
- 7.5. The Council will continue to use the 'Objective' bespoke software to publish and consult on Local Plan documents, for which an annual licence fee is payable.

8. Consultation

- 8.1. All staff involved in the project have been consulted on the PID. Elected members have agreed to the need for an early review of the Local Plan when approving modifications to, and then final adoption of, the Local Plan. No formal consultation has taken place with other Councils, although there will be a need to engage with the content of the Local Plan Review under the Duty to Cooperate.
- 8.2. The Development Plan and Infrastructure Panel (DPIP) has considered the PID and endorsed its contents for consideration by Cabinet. DPIP also agreed that Council reserves and base funding should be used to fund the review. The recommendations at 2.2 and 2.3 reflect further consultation with the Head of Finance and Governance following the meeting of DPIP.

9. Community impact and corporate risks

- 9.1. There will be local communities that will be concerned about the impact of further development. However, the Council should ensure that the choices made are transparent and capable of withstanding scrutiny through the examination process. Furthermore, through implementing a plan-led process the Council will be more likely to be able to defend other sites from speculative market-led proposals for development.
- 9.2. There is a risk that the Local Plan will not be found sound and capable of adoption. The evidence base gathering and consultation phases of plan-making are important to help mitigate those risks, particularly with respect to constraints affecting where and how development can take place. In addition, working with neighbouring authorities should minimise potential risks associated with the Duty to Cooperate and professional development and training can minimise the risks associated with changes to government policy.
- 9.3. The Local Plan Review is likely to have benefits for mitigation of or adaptation to climate change. This is a requirement of the National Planning Policy Framework. An equalities impact assessment will be produced at each stage of production of the Local Plan Review.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder:		X
Climate Change: See paragraph 9.3 above	X	
Human Rights and Equality Impact: See paragraph 9.3 above	X	
Safeguarding and Early Help:		X

11. Appendix

- 11.1. Local Plan Review Project Initiation Document.

12. Background Papers

- 12.1 None

Project Documentation

**PROJECT INITIATION DOCUMENT
(PID)**

Local Plan Review

Release:	Fourth Draft
Date:	19 April 2016
Author:	Mike Allgrove
Approved by:	Andrew Frost

Note: the completion of this document is required for medium and large projects as defined by the Project Type Matrix. The final version should be saved in a sub folder on the x drive under project management / project documentation.

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
17/03/16	2	Minor amendments to text and risks	Andrew Frost
29/03/16	3	Minor amendments to text	Officers on distribution list below
15/04/2016	4	Minor changes through Cabinet clearing process and following Development Plan and Infrastructure Panel	SLT

Consideration by the Corporate Improvement Team

Date	Reviewing Officer	Comments for Consideration
March 2016	Joe Mildred	Suggested consultation with other services involved before document finalised.

Approvals

This document requires the following approvals:

Name of person, group or committee
Development Plan and Infrastructure Panel
Cabinet

Distribution

A final copy of the approved document will be distributed to:

Name	Job Title
Mike Allgrove	Planning Policy, Conservation and Design Service Manager
Robert Davidson	Principal Planning Officer (Strategic Planning)
Karen Dower	Principal Planning Officer (Infrastructure Planning)
Tracey Flitcroft	Principal Planning Officer (Local Planning)
Kate Chapman	Planning Policy Officer
Anna Miller	Planning Policy Officer
Sue Payne	Planning Policy Officer
Valerie Dobson	Neighbourhood Planning Officer
Linda Grange	Housing Delivery Manager

Alison Stevens	Environment Manager
Stephen Oates	Economic Development Manager
Peter Legood	Valuation and Estates Manager
David Hyland	Community and Partnerships Support Manager
Philip Coleman	Member Services Manager
Dave Stewart	Legal Practice Manager
David Cooper	Group Accountant
Sarah Parker	Public Relations Manager
Nicola Golding	Principal Solicitor
Lone Le Vay	Conservation and Design Manager
Tony Whitty	Development Management Service Manager
Andrew Frost	Head of Planning Services
Steve Carvell	Executive Director
Cllr Susan Taylor	Cabinet Member for Housing and Planning

Glossary of Terms

- Authority's Monitoring Report – an annual report which analyses the implementation of Local Plan policies
- CWS&GB SPB – Coastal West Sussex and Greater Brighton Strategic Planning Board – a group of LPAs that seeks to resolve strategic planning issues
- DPIP – Development Plan and Infrastructure Panel. This panel provides initial scrutiny and makes recommendations to Cabinet on matters relating to planning policy and infrastructure.
- Duty to Cooperate – Introduced under the Localism Act and a legal requirement for the progression of local plans to ensure that cross-boundary issues are addressed
- NPPF – National Planning Policy Framework – this document sets out the government's planning policies
- Local Strategic Statement 3 (LSS3) – it is intended that this document will deal with cross-boundary strategic planning issues
- LPA – Local Planning Authority
- LPR – Local Plan Review

1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines the Local Plan Review project. It builds upon the Initial Project Proposal document and sets out the aims of the project, why the project should go ahead, who is involved and their responsibilities. This PID will provide the baseline for the project's management and for an assessment of its overall success.

2. PROJECT DESCRIPTION

The Local Plan is the statutory land-use planning document that sets out the Council's policies for the determination of planning applications and appeals. It seeks to determine the amount and location for different types of new development and includes policies to ensure that development takes place in an acceptable way. The Local Plan is the mechanism where the appropriate balance between the social, economic and environmental needs and constraints of the plan area in relation to new development are determined. The plan area covers that part of Chichester District that lies outside the South Downs National Park.

3. BACKGROUND

An up to date Local Plan is the primary consideration for the determination of planning applications. The current Local Plan was adopted in 2015, but the Planning Inspector who conducted the examination in to the soundness of that plan indicated that it could only be found sound and therefore be adopted if it was subject to an early review to be completed within five years.

The Local Plan will help deliver all of the priorities set out in the Corporate Plan.

Should the Council decide not to proceed with the Local Plan Review, the existing Local Plan would become out of date in July 2020. This means that the weight to be attached to policies in the Plan would be reduced and that policies within the NPPF including the presumption in favour of sustainable development would take precedence. The Council would lose control over decisions about where development would take place and this would be left solely to the development management process. It would become increasingly difficult to secure investment in the types of development and in locations identified by the Council and to manage the provision of infrastructure alongside new development. It would also become increasingly difficult to protect unallocated land from development.

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1. Outputs

The single output of the project is to deliver an up to date sound Local Plan that can be adopted by the Council.

4.2. Outcomes

- The amount of housing, employment and retail development to be delivered in the plan area is identified.
- The strategy for the location of new development means that development is provided in the most sustainable way.
- Land is identified to ensure that the amount of housing proposed (including different types of housing) can be delivered in the plan area.

- Land is identified to ensure that the amount of employment and retail development can be delivered in the plan area.
- Policies are provided to ensure that development is undertaken to a high standard and environmental impacts are mitigated.
- The plan-led approach to development ensures that infrastructure to support that development can be provided in a timely and coordinated way.

4.3. Outcome Measures

The outcomes will be monitored through the annual Authority's Monitoring Report. Until the Local Plan is itself finalised it will not be possible to quantify these outcomes.

4.4. Dis-benefits

There is the potential for the imposition of increased amounts of development in the absence of an agreed sub-regional plan.

4.5. Out of Scope

The project will not include:

- The detailed explanation as to how policies will be implemented. If further guidance is necessary this may be provided in supplementary planning documents.
- Small scale land allocations where these are to be identified in neighbourhood plans, or potentially a site allocations document.

5. PROJECT CONSTRAINTS

The project must be undertaken within the bounds of Town and Country Planning legislation and regulations governing plan-making. The policies in the plan must be framed and developed within the context of government policy (particularly the NPPF) and practice guidance. In developing the contents of the plan regard will need to be had to the sustainability appraisal, habitat regulations assessment and discussions with other authorities and bodies under the Duty to Cooperate

6. PROJECT ASSUMPTIONS

The timetable for delivering the project has assumed:

- The government will confirm the preferred route for the improvements to the A27 Chichester Bypass in 2016; and
- The Local Plan can be progressed in advance of or in conjunction with a full review of the Local Strategic Statement, which it is intended will deal with strategic planning issues in the Coastal West Sussex and Greater Brighton sub-region.

7. PROJECT COSTS

7.1. Project Delivery Costs

Much of the cost of the Local Plan Review will be the staff costs of the planning policy team, which are revenue costs and included within the existing base budget. However, in addition there are a number of one-off costs that are not part of the existing budget and for production of the now adopted Local Plan were included in a specific capital budget. An initial estimate of the additional budget that will be required to deliver the Local Plan Review is set out in Table 1 below.

It should be noted that these costs are approximate and will need to be refined through the production of detailed briefs and will only become more certain following a procurement process. These costs assume that the Council will be able to utilise the traffic modelling work commissioned by Highways England for the A27 Chichester Bypass improvements and that the evolving Tourism Strategy will be suitably evidence based and thereby negate the need for a Tourism or Hotel Study. Depending on the scope of the evidence base formulated as part of the Chichester Vision work, there may be potential savings on elements of the work relating to retail needs assessment. There are certain other costs that will need to be met and have previously been met through the capital budget for the local plan (e.g. printing, licence fee for "Objective" etc.), however, given that these are on-going costs it may be more appropriate that these are included as part of the revenue budget and identified as part of the annual budget setting process. If not separate provision in the capital budget will need to be made.

Evidence Base Item	Cost
Housing and Economic Development Needs Assessment	£75,000
Housing and Employment Land Availability Assessment	In-house
Strategic Landscape Assessment Review and Local Landscape Assessment of Sites	£100,000
Update of Settlement Capacity Profiles	In-house
Waste Water Treatment Study	£50,000
Retail Needs Assessment	£50,000
Strategic Flood Risk Assessment	£75,000
Open Space and Built Leisure Facilities Needs Assessment	£75,000
Transport Assessment	£75,000
Gypsy, Traveller and Travelling Showpeople Needs Assessment	£25,000
Infrastructure Delivery Plan	In-house
Heritage Statement	In-house
Whole Plan Viability Analysis	£50,000
Sustainability Appraisal	In-house
Habitats Regulations Assessment	£50,000
Pollution Assessment	£50,000
Green Infrastructure Study	In-house

Consultation costs – printing/venue hire	£10,000
Examination Cost Estimate	
Programme officer + Inspector	£100,000
Total	£785,000

The Local Plan Review will have a significant impact on the delivery of the Council's Housing and Economic Development functions. Also, the Environmental Strategy Team provides extremely valuable assistance with the Habitat regulations assessment and sustainability appraisal aspects of plan formulation. As such it is essential that officers within these teams are able to provide input to the evidence base gathering and policy formulation stages of the plan, with the potential need to support the plan at public examination. In addition, advice and assistance is likely to be required from Legal, Financial, PR, Communities and Member Services. Through the service planning process these teams are aware of the need to contribute and resources will need to be planned accordingly.

7.2. On-going Costs Following Project Completion

The monitoring costs are included within existing base budget costs and are part of the existing duties of the planning policy team.

It is likely that without an up to date Local Plan there would be an increase in the workload for the development management teams due to speculative applications for development outside the plan-led system and the likely significant increase in appeal work.

8. OPTIONS SUMMARY

Given the comments of the Local Plan Planning Inspector, there is no realistic alternative approach other than to review the Local Plan within the identified timescale in order that the Council can continue to operate an effective plan-led system in line with government expectations. Whilst there is the potential to produce joint plans with other authorities, this is not considered a realistic option at this point in time.

9. PROJECT APPROACH

The Local Plan Review will involve a mix of in-house and external consultancy resource (as set out in Table 1 above). Where possible in-house staff will be used for evidence base gathering, however, there are some areas where the specialist expertise required means that it is more appropriate to commission consultancy advice. Chichester District Council officers will be responsible for drafting policies and the text of the plan.

The Local Plan Review will be subject to several rounds of public consultation. This will be delivered by CDC officers. The consultation responses will be analysed and reported to members using in-house resources.

10. PROJECT PLAN

Task No.	Task / milestone	Completion Date	Responsible Owner	Dependency
Stage 1				
1	Finalisation of initial evidence base gathering	31/01/17	Mike Allgrove	N/A
2	DPIP approval of strategy consultation document	15/12/16	Mike Allgrove	N/A
3	Cabinet approval of strategy consultation document	10/01/17	Mike Allgrove	Task 2
4	Council approval of strategy consultation document	24/01/17	Mike Allgrove	Task 3
5	Consultation on strategy completed	30/04/17	Mike Allgrove	Task 4
Stage 2				
6	DPIP considers representations and contents of preferred approach Local Plan	30/06/17	Mike Allgrove	Tasks 1 & 5
7	Cabinet approves preferred approach Local Plan	31/07/17	Mike Allgrove	Task 6
8	Council approves preferred approach Local Plan	31/07/17	Mike Allgrove	Task 7
9	Consultation on preferred approach Local Plan completed	31/10/17	Mike Allgrove	Task 8
Stage 3				
10	DPIP considers representations and contents of pre-submission Local Plan	Dec 2017	Mike Allgrove	Task 9
11	Cabinet approves pre-submission Local Plan	Jan 2018	Mike Allgrove	Task 10
12	Council approves pre-submission Local Plan	Jan 2018	Mike Allgrove	Task 11
13	Consultation on pre-submission Local Plan completed	Mar 2018	Mike Allgrove	Task 12
14	Programme Officer appointed	Apr 2018	Mike Allgrove	N/A
15	Local Plan submitted for examination	May 2018	Mike Allgrove	Tasks 13 & 14
Stage 4				
16	Examination hearings commence	Oct 2018	Mike Allgrove	Task 15
17	Modifications approved through DPIP, Cabinet and Council	Jan 2019	Mike Allgrove	Task 16
18	Consultation on modifications	Feb/Mar 2019	Mike Allgrove	Task 17
19	Inspector's report received	Jun 2019	Mike Allgrove	Tasks 16 & 18

20	Local Plan adopted at Council (following DPIP and Cabinet)	Jul 2019	Mike Allgrove	Task 19
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11. PROJECT TEAM

Name	Role
Andrew Frost	Project Sponsor
Mike Allgrove	Project Manager
Robert Davidson	Principal author and contributor with regard to strategy, transport and housing and employment floorspace numbers.
Karen Dower	Principal author and contributor with regard to infrastructure.
Tracey Flitcroft	Principal author and contributor with regard to detailed policies, consultation and statutory processes.
Kate Chapman	Support for principal planners, in particular monitoring, retail policy and recording and responding to representations.
Anna Miller	Support for principal planners, in particular HELAA, gypsy and traveller policy and recording and responding to representations.
Sue Payne	Support for principal planners, in particular SEA/SA/AA, waste water treatment, GIS and recording and responding to representations.

12. COMMUNICATION

Elected members will be kept informed through the monthly Members' Bulletin, bespoke email communication as necessary, workshops and regular reports to the Development Plan and Infrastructure Panel meetings. Officers will be kept informed through reports to Corporate Management Team, the Infrastructure Programme Board and consideration will be given to reinstating the Local Plan Officers Group for those reporting to heads of service.

Members of the public and other interested parties will be kept informed through information on the Council's website, magazine and social media channels, updates for the local media (through press releases and briefings) and email and postal communication for those on the planning policy consultation database. Statutory notices will be published in the Chichester Observer and consultation material will be made available on the website and in hard copy at Council offices and public libraries. All public consultation will be carried out in accordance with the Council's Statement of Community Involvement.

13. RISK LOG

The following risks have been identified together with an assessment of their severity and actions that can be taken to mitigate/reduce the risk. Details of all project risks will be recorded as and when they are identified.

Risk No	Risk Description	Likelihood Unlikely Possible Probable Certain	Impact Minor Significant Serious Major	Planned Actions to Reduce Risk	Responsible Officer
1	Lack of member agreement over the contents of the plan	2	4	Continuing engagement with all members throughout plan preparation	Andrew Frost
2	Consultation identifies constraints that require further work	2	2	This is a normal part of the production of a local plan but the risk can be minimised through an appropriate evidence base.	Mike Allgrove
3	Change to government policies or planning process require further work	2	3	Professional updating and networking	Mike Allgrove
4	Duty to cooperate issues mean that plan cannot be progressed	2	4	Continued engagement with the CWS&GB SPB and bilateral discussions with other relevant LPAs	Mike Allgrove
5	New information changes evidence base that necessitates change to plan	2	2	Probably unavoidable delay unless sufficient flexibility built in	Mike Allgrove
6	Loss of key staff	2	3	Current premia payments package and potential use of agency staff.	Andrew Frost

Chichester District Council

CABINET

3 May 2016

Chidham and Hambrook Parish Neighbourhood Plan

1. Contacts

Report Author:

Valerie Dobson Neighbourhood Planning Officer
Tel: 01243 534594 E-mail: vdobson@chichester.gov.uk

Cabinet Member:

Susan Taylor Cabinet Member for Housing and Planning,
Tel: 01243 514034 E-mail: sttaylor@chichester.gov.uk

2. Recommendations

- 2.1. That the Decision Statement as set out in the appendix be published.**
- 2.2. That the examiner's recommendation that the Neighbourhood Development Plan proceed to referendum, subject to modifications as set out in the Decision Statement, be approved.**

3. Background

- 3.1. The examination into the Chidham and Hambrook Neighbourhood Plan Submission Plan has now been completed and the examiner's report published. The examiner's summary and conclusion at the beginning of the report is of particular note as it clearly sets out the examiner's general findings.
- 3.2. The examiner has carefully considered the contents of the Chidham and Hambrook Neighbourhood Plan in relation to the requirements of the Basic Conditions. In order to ensure the Neighbourhood Plan meets these requirements the Examiner recommends a number of modifications that should be made to the Plan. Subject to the inclusion of these modifications (which relate principally to revisions to the wording and content of policies), she finds that the Plan would meet the basic conditions.
- 3.3. On the basis that the Plan is amended to accommodate the identified modifications, the Examiner then goes on to recommend that the draft Plan as modified should be submitted for referendum.
- 3.4. The Decision Statement (attached as an Appendix to this report) sets out the examiner's recommended modifications along with the justification for each of them. This Decision Statement has been produced jointly with Chidham and Hambrook Parish Council.
- 3.5. It is also the examiner's role to consider the referendum area and whether or not it is appropriate if the Plan is to proceed to referendum. In this respect the examiner considers that the referendum area should extend to the Plan area,

comprising the parish boundary in accordance with the designated area as confirmed on 3 December 2013.

4. Outcomes to be achieved

- 4.1. That the Decision Statement for the Chidham and Hambrook Neighbourhood Plan is agreed for publication and that the Plan, subject to the modifications set out in the Decision Statement, proceeds to referendum.

5. Proposal

- 5.1. In the light of the examiner's recommendation, it is proposed that the Decision Statement is agreed for publication. It is further proposed that the Chidham and Hambrook Neighbourhood Plan should be modified as set out in the Decision Statement and should then proceed to referendum.

6. Alternatives that have been considered

- 6.1. The Examiner has recommended amendments to the Neighbourhood Plan to meet the basic conditions. These amendments are acceptable and, therefore, with these in place the Neighbourhood Plan can move forward to referendum. There may also be a negative community impact if the Chidham and Hambrook Neighbourhood Plan is not agreed to proceed to referendum. The parish and community may lose confidence in the neighbourhood planning process. Consequently the alternative to not proceed to referendum is not recommended.

7. Resource and legal implications

- 7.1. The referendum will incur appropriate costs in line with the Council's duties and procedures. These costs will be met through existing budgets.

8. Consultation

- 8.1. Chidham and Hambrook Parish Council and the local member have been involved in the completion of the Decision Statement and have agreed its contents.

9. Community impact and corporate risks

- 9.1. The Chidham and Hambrook Neighbourhood Plan, subject to successful referendum, will, in all likelihood become a 'made' plan and form part of the development plan for the area. As such it will be beneficial to the local community and allow them to influence the way in which the area is developed..

10. Other Implications

Crime & Disorder:	None
Climate Change:	None
Human Rights and Equality Impact:	None
Safeguarding and Early Help:	None

11. Appendix

11.1 Chidham and Hambrook Neighbourhood Plan Decision Statement.

12. Background Papers

12.1. None

Chichester District Council Local Planning Authority

Chidham & Hambrook Neighbourhood Plan 2014-2029

DECISION STATEMENT

1. Introduction

- 1.1 Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of Neighbourhood Plans and Orders and to take plans through a process of examination, referendum and adoption. The Localism Act 2011 (Part 6 Chapter 3) sets out the local planning authority's responsibilities under Neighbourhood Planning.
- 1.2 This report confirms that the modifications proposed by the examiner's report have been accepted, the draft Chidham & Hambrook Neighbourhood Plan has been altered as a result of it and that this plan may now proceed to referendum.

2. Background

- 2.1 The Chidham & Hambrook Neighbourhood Development Plan relates to the area that was designated by Chichester District Council as a neighbourhood area on 4 December 2012. This area is coterminous with the Chidham & Hambrook Parish Council boundary that lies within the Chichester District Council local planning authority area.
- 2.2 Following the submission of the Chidham & Hambrook Neighbourhood Plan to the Council, the plan was publicised and representations were invited. The publicity period ended on 12 February 2015.
- 2.3 Ms Janet Cheesley was appointed by Chichester District Council, with the consent of Chidham & Hambrook Parish Council, to undertake the examination of the Chidham & Hambrook Neighbourhood Development Plan and to prepare a report of the independent examination.
- 2.4 The examiner's report concludes that, subject to making modifications recommended by the examiner, the Plan meets the basic conditions set out in the legislation and should proceed to a Neighbourhood Plan referendum.

2.5 Having considered each of the recommendations made in the examiner's report, and the reasons for them, the Parish Council has decided to make the modifications to the draft plan referred to in Section 3 below, to ensure that the draft plan meets the basic conditions as set out in the legislation.

3. Decision

3.1 The Neighbourhood Planning (General) Regulations 2012 require the local planning authority to outline what action to take in response to the recommendations of an examiner made in a report under paragraph 10 of Schedule 4A to the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to a neighbourhood development plan.

3.2 Having considered each of the recommendations made by the examiner's report, and the reasons for them, Chichester District Council in consent with Chidham & Hambrook Parish Council, has decided to accept the modifications to the draft plan. Table 1 below outlines the alterations made to the draft plan under paragraph 12(6) of Schedule 4B to the 1990 Act (as applied by Section 38 A of the Act) in response to each of the examiner's recommendations and the justification for them.

Table 1: Recommendations by the Examiner agreed by Chichester District Council in consent with Chidham & Hambrook Parish Council

POLICY	MODIFICATION RECOMMENDED	JUSTIFICATION
All text	Modification to the text throughout the Plan, where necessary, to reflect the current development plan situation.	For precision and to meet the Basic Conditions.
Policy LP1	<p>Deletion of the last sentences in paragraphs 39 and 94;</p> <p>Modification to Map 2 identifying the recent residential development at Lion Park; and modification to Policy LP1 to read as follows:</p> <p>Development of the following will be supported: Affordable units on rural exception sites where this can be demonstrated to meet local needs. Development of 10 units or fewer on windfall sites. The number and variety of such windfall sites makes it too prescriptive to identify them individually and the preferred approach is to assess the suitability of each site at the time the development proposal is made in accordance with development plan policies.</p>	For clarity and enforceability, to meet the Basic Conditions.
Policy EM1	Modification to Policy EM1 to read as follows:	To meet the Basic Conditions.

If required in accordance with the NPPF, new housing development will need to demonstrate it has a site-specific flood risk Assessment, which shows that the risk of flooding from all sources both on and off the site is minimised and managed effectively. All new housing development will be required to ensure that, as a minimum, there is no net increase in surface water run-off. Priority should be given to incorporating Sustainable Drainage Systems (SuDS) to manage surface water drainage, unless it is proven that SuDS are not appropriate.

Unless any of the measures below can be demonstrated to be unnecessary, applicants should show how their proposals:

a) Are supported, where required, by a sequential, risk-based approach to the location of the development, in order to avoid possible flood risk to people and property; as well as setting out measures to manage any residual future risk.

b) Incorporate reduced vulnerability to the impacts of climate change.

c) Incorporate proportionate and appropriate pollution control measures to prevent adverse impacts on the water environments.

d) Are in line with Environment Agency Practice Note GP3 'Groundwater Protection: Principles and Practice'; include SuDS as the first method of surface water disposal.

e) Connection to the surface water sewer should only be used as a last option.

Where SuDS are provided, arrangements must be put in place for their whole life management and maintenance. Where either SuDS are not feasible / appropriate or if the development will exacerbate existing drainage issues elsewhere within the Plan Area, financial contributions or mitigation may be required from development on sites where measures to address flood risk or to improve the environmental quality of watercourses have been identified, such as appropriate off-site drainage and water run-off management.

<p>Policy EM2</p>	<p>Modification to the title to read: Protection of Chichester Harbour, nature conservation designated areas and related areas of special environmental value;</p> <p>Modification to paragraph 51 to refer to ‘natural conservation designated areas’ rather than ‘conservation areas’;</p> <p>Deletion of the second sentence in paragraph 52;</p> <p>and</p> <p>Modification to Policy EM2 to read as follows:</p> <p>All new housing developments in the Parish will potentially have impacts on the Special Protection Areas of Chichester Harbour and should conform to the Chichester Local Plan: Key Policy 50, in respect of recreational disturbance and the Solent Recreation Mitigation Project. New housing development within the Plan Area will be refused unless it can be demonstrated that any proposal will conserve and enhance the designated or candidate special protection areas, designated or candidate Special Areas of Conservation, Sites of Special Scientific Interest (SSSI) and other areas of ecology and biodiversity in accordance with Chichester Local Plan: Key Policy 49.</p>	<p>To meet the Basic Conditions</p>
<p>Policy EM3</p>	<p>Modification to Policy EM3 to read as follows:</p> <p>Any new housing development proposal must show that it will conserve and enhance the landscape and natural environment of the Plan area. In particular it should conserve the landscape and scenic beauty of the AONB, conserve trees/woods/orchards, green corridors, natural streams and ponds and any areas of habitat supporting a high level of biodiversity.</p> <p>Any proposal for the development of new habitat to mitigate the proposed loss of existing mature habitat must show how the mitigation, and a net environmental gain within an appropriate and acceptable timeframe, will be achieved.</p> <p>Applicants should show how they will provide wildlife habitat resources and green spaces within any new housing development.</p>	<p>To meet the Basic Conditions and correct grammatical errors.</p>

<p>Policy CDP1</p>	<p>Modification to paragraph 100 to explain the proposed deliverability of identified projects and prioritise the projects;</p> <p>and</p> <p>Modification to Policy CDP 1 to read as follows:</p> <p>Planning applications for new developments within the Plan Area must demonstrate that they can contribute towards the delivery of community development. This may be through contributions via a Section 106 agreement or through payment of any future Community Infrastructure Levy (CIL), where applicable, subject to the guidance set out in the National Planning Policy Framework, including the ability for development to be delivered viably.</p> <p>Contributions secured as a result of new development within the Plan Area shall be prioritised towards the delivery of community objectives in the priority list of aspirations in paragraph [xx] of this document, wherever possible.</p>	<p>To meet the Basic Conditions.</p>
<p>Policy CDP2</p>	<p>Modification of the last sentence of paragraph 58 to read as follows:</p> <p>The recent Lion Park development has provision for a number of small commercial units and planning permission was granted for the development taking this into account.</p> <p>Modification to the first bullet point in Policy CDP 2 to read as follows:</p> <p>The scale of the development should be in keeping with the scale of development in the rest of the village and other businesses elsewhere within the Plan Area.</p>	<p>In the interests of clarity, to meet the Basic Conditions.</p>
<p>Policy H1</p>	<p>Modification to paragraph 60 to read as follows:</p> <p>Any affordable housing will be provided for individuals in need with preferably a local connection and in perpetuity as agreed with the Parish Council.</p> <p>Modification to Policy H1 to read as follows:</p> <p>In the event of applications for new housing within the Plan Area (including affordable housing), the needs and access of local people to a range of housing will be reinforced wherever</p>	<p>To meet the Basic Conditions.</p>

	appropriate through the inclusion of a local occupancy clause for any affordable housing.	
Policy H2	<p>Modification to Policy H2 to read as follows:</p> <p>Where appropriate, proposals for new residential development should seek to demonstrate that the types of dwellings proposed respond to local requirements in terms of type and size. As such, any new proposed residential development will be expected to comprise of an appropriate variety of dwelling sizes and types in accordance with the Strategic Housing Market Assessment. The emphasis will be on dwellings to include adequate private external amenity space.</p>	To meet the Basic Conditions.
Policy H3	Recommend the deletion of Policy H3.	To meet the Basic Conditions, in the interest of precision and enforceability,
Policy DS1 and Policy DS2	<p>Recommend modification to Policies DS1 and DS2 to read as follows in one new Policy DS1:</p> <p>Where appropriate, proposals for new development will be assessed against the following criteria. (Note, criteria 1-8 do not apply to extensions or modifications to existing buildings):</p> <ol style="list-style-type: none"> 1) the development scheme must demonstrate how it will integrate in to the existing surroundings; 2) It must ensure adequate provision of infrastructure; 3) Access to public transport will need to be clearly identified within the scheme; 4) The scheme will need to demonstrate it meets the requirements of all the policies of this plan and takes account of the character and appearance of the rural area and historical environment of the area; 5) Establishes a strong sense of place 6) Creates a safe and accessible environment where crime and disorder, and the fear of crime, do not undermine quality of life or community cohesion; 	To meet the Basic Conditions.

	<p>7) The development design should demonstrate a good street layout with adequate parking and low vehicle speed and good access for emergency vehicles and refuse collection;</p> <p>8) The development should have well defined public and private spaces and maintain the local rural character and appearance of the area with trees and hedges rather than fences;</p> <p>9) responding to the semi-rural nature of the parish, and reflecting the identity of local surroundings and materials, while not preventing or discouraging appropriate innovation;</p> <p>10) using good quality materials that complement the existing palette of materials used within the parish (see also design guidance in AONB Design Guidelines for New Dwellings and Extensions on the Chichester Harbour Conservancy web site www.conservancy.co.uk for material recommendations within the Chidham Peninsula);</p> <p>11) being visually attractive through good architecture and appropriate landscaping;</p> <p>12) making provision for adequate external amenity space including refuse and recycling storage and car and bicycle parking to ensure a well-managed and high quality streetscape;</p> <p>13) restricting houses to 2 storeys unless there is a strong justification; and</p> <p>14) avoiding apparent excessive bulk of houses by careful design of roof elevations.</p>	
<p>Policy DS3</p>	<p>Recommend modification to Policy DS3 to read as follows:</p> <p>All new housing developments are expected, unless it can be demonstrated otherwise, to include parking provisions in accordance with the West Sussex guidelines for Car Parking in Residential Developments and the Car Parking Demand Calculator. Wherever possible, development proposals should include provision for adequate off-road vehicle parking spaces to facilitate unimpeded road access for other road users, including motor vehicles and pedestrians. Proposals that do not demonstrate adequate off-road parking will not be supported in instances where the Local Planning Authority identifies that additional on-street parking will be detrimental to</p>	<p>To meet the Basic Conditions.</p>

	<p>highways safety or impede access for public transport, emergency vehicles or any other service vehicles. This policy applies to all proposals within the Settlement Boundaries as well as the wider Plan area.</p>	
Policy DS4	<p>Recommend deletion of Policy DS4 and accompanying text.</p>	To meet the Basic Conditions.
Policy DS5	<p>Minor modification to Policy DS5, removing the comma after 'landscaping'.</p> <p>Recommend deletion of paragraph 79 and replacement with a paragraph explaining the purpose of Policy DS5 is to safeguard existing trees.</p>	In the interests of clarity, to meet the Basic Conditions.
Policy R1	<p>The deletion of paragraph 81 and replacement with an explanation of the purpose of the Local Green Space designations;</p> <p>replacement of Map 4 with a detailed map identifying the boundaries of Maybush Copse and The Dell; and</p> <p>modification to Policy R1 to read as follows:</p> <p>(See Map 4 Green Spaces) Subject to the provisions for Local Green Spaces contained within the NPPF paragraphs 76 and 77, the following land has been identified and will be designated as 'Local Green Space' for the use of the community: R1a: Maybush Copse. R1b: The Dell.</p>	To meet the Basic Conditions.
Policy R2	<p>Minor grammatical errors in paragraph 84.</p>	In the interests of precision.
Policy R3	<p>Recommend modification to Policy R3 to read as follows:</p> <p>The Plan supports the provision of suitable sites for allotments and/or community gardens. Such sites should be located close to the main body of the community and provide easy access by a variety of means of travel.</p>	To meet the Basic Conditions.
Policy AP1	<p>Recommend the last sentence in Policy AP1 is included in paragraph 87 and refers to 22 listed buildings; and</p> <p>Modification to Policy AP1 to read as follows:</p> <p>The significance of designated Heritage Assets</p>	To meet the Basic Conditions.

	within the Parish must be recognised and given the requisite level of protection.	
Policy AP2	The Index and paragraph 89 refer to Policy AP3. Assume that policy was in a previous draft of the Plan. The reference should be deleted from the index. This is a minor editorial matter.	In the interests of precision.
Policy AP2	As this is not a land use policy, I recommend the deletion of Policy AP2 and accompanying text from the Land Use Policies Section. If the Parish Council wishes to indicate that the properties listed in paragraph 90 will be nominated for inclusion in the CDC Register of Assets of Community Value, this can be referred to in the Monitoring and Delivery Section of the Plan.	To meet the Basic Conditions.

4. Conclusion

- 4.1 The Authority (Chichester District Council) confirms that the Chidham & Hambrook Parish Neighbourhood Development Plan 2014-2029, as revised, meets the basic conditions mentioned in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act and complies with the provisions made by or under Sections 38A and 38B of the Planning and Compulsory Purchase Act 2004. The Chidham & Hambrook Parish Neighbourhood Plan can now proceed to referendum.
- 4.2 It is recommended that the Chidham & Hambrook Parish Neighbourhood Development Plan 2014-2029 should proceed to referendum based on the neighbourhood area defined by Chichester District Council on 3 December 2013.
- 4.3 This decision has been made according to the advice contained in the above report in response to the recommendations of the examiner made in a report under paragraph 10 of Schedule 4B to the 1990 Act (as applied by Section 38A of the 2004 Act) in relation to the Neighbourhood Development Plan.

Chichester District Council

CABINET

3 May 2016

Southern Gateway, Chichester

1. Contacts

Report Author:

Paul E. Over Executive Director
Tel: 01243 534632 E-mail: pover@chichester.gov.uk

Cabinet Member:

Tony Dignum Leader
Tel: 01243 538585 E-mail: tdignum@chichester.gov.uk

2. Executive Summary

The Southern Gateway area has long been seen as an opportunity to make better use of the southern approach to Chichester city. Whilst much progress has been made significant opportunities remain to regenerate the area. These opportunities have not been realised as a result of the recent economic downturns, the costs of relocating existing users and the extraordinary development costs associated with some of the sites. These barriers are considered to be surmountable with public sector support.

This report requests that the Cabinet supports the Southern Gateway Project in principle and the funding bids to the Local Enterprise Partnership; Homes and Communities Agency; and West Sussex County Council and other appropriate funding streams which have recently been announced with very short submission deadlines.

A full Project Implementation Document (PID) and the masterplan specification will be prepared for consideration at the June Cabinet meeting.

3. Recommendation

- 3.1. That the Cabinet supports the Southern Gateway Project in principle and the funding bids to the Local Enterprise Partnership; Homes and Communities Agency; and West Sussex County Council and other appropriate funding streams.**
- 3.2. That the preliminary governance arrangements set out in paragraph 6.3 be approved including the Council being the “accountable body” for any funding received if required.**
- 3.3. That a full Project Implementation Document (PID) and the masterplan specification be prepared for consideration at the June Cabinet meeting.**

4. Background

- 4.1. The Southern Gateway area has long been seen as an opportunity to make better use of the southern approach to Chichester city. In 2001 the Southern Gateway Framework was adopted by the District Council and retains its status as Supplementary Planning Guidance (see para 13.1). Whilst much progress has been made (e.g. with the former Osborne's site, the Girls High School and the Southern Sidings development) significant opportunities remain to regenerate the area. These opportunities have not been realised as a result of the recent economic downturns, the costs of relocating existing users and the extraordinary development costs associated with some of the sites. These barriers are considered to be surmountable with public sector support.
- 4.2. Recent developments make this an opportune time to realise a major project in the Southern Gateway area. Those developments include: (i) the recent announcement that the Law Courts are to be closed; (ii) the District Council led Chichester Vision initiative; (iii) the WSCC Place Plan; and (iv) the Government's emphasis on growth and jobs (with new funding streams to assist).
- 4.3. The area within the Southern Gateway where there is now an opportunity includes the Bus Station and Garage, the Basin Street Car Park, and the Courts Buildings and the Royal Mail depot (see Appendix 1).

5. Outcomes to be achieved

- 5.1. The outcome of this report is to receive Cabinet endorsement to submit bids and governance. The PID will deal with the other specified outcomes.
- 5.2. The project will have as its overriding objective the delivery of a regenerated Southern Gateway area within Chichester. Whilst at an aesthetic level this will result in an improved public perception of the area, it will also deliver substantial outcomes supporting the national growth and housing strategies. The latter are expressed locally in the Coast to Capital Local Enterprise Partnership (C2C LEP) Strategic Economic Plan; the WSCC's Growth Plan; the County's Place Plan for Chichester; and the District Council's Economic Development and Housing Strategies. The specific outcomes sought are as follows:
 - Increase in house numbers – starter, affordable, rented, general and student
 - Increase in jobs created
 - Increase in Gross Value Added¹ (GVA) and average salary levels
 - Increase in footfall (retail and leisure)
Increase in day and staying visitor numbers (visitor economy, leisure, hotel accommodation)
 - Priority to pedestrians; increase modal shift; decrease in traffic congestion; reduction in CO2 emissions
- 5.3. The delivery of the project, potentially the largest regeneration project in the City for decades, will also support the maintenance of the 5 year housing supply as the Local Plan begins its first review.

¹ Gross Value Added is normally measured per head and takes economic output - including wages, business profits, rental income and taxes on production and divides them by the number of people living in an area

6. Proposal

- 6.1. It is proposed that the District Council takes a lead in initiating this project and will use its own standing orders to progress procurement and other actions required. Whilst this report is intended to provide early notice to members and the community of the project, it should also be noted that the District Council is a major landowner, along with other public sector bodies, in the area. (See Appendix 1 for the indicative masterplan area to be covered and Appendix 2 for the timescale of the early stages of this project).
- 6.2 Three major funding streams (see Paragraph 8 below) have been announced recently and, whilst there is no commitment, officers have been preparing bids for submission within the very tight deadlines given. Cabinet is asked to provide support for the bids, the success of which will be essential if the scale of public sector support required to pump-prime the redevelopment is to be obtained.
- 6.3 In order for a project of this size and complexity to be delivered effectively appropriate governance arrangements between key partners will need to be put in place. It is proposed that the three funding bodies, namely Chichester District Council, the Homes and Communities Agency (HCA) and West Sussex County Council (WSCC) form a steering group supported by an officer project group with appropriate disciplines represented and by external consultants where required. The Steering Group will be chaired by the Leader of the District Council and WSCC will be asked to nominate a Cabinet member representative and substitute. A Communications Strategy will be developed to ensure that stakeholders are properly engaged, e.g. landowners and statutory bodies, and that the public is kept up to date.

7. Alternatives that have been considered

- 7.1. The Council could choose not to take the lead in the initial work proposed herein and leave matters entirely to the private sector. Effectively this is what has happened over the past 20 years. Whilst some progress has been made, tackling the remaining elements will require public sector support in terms of leadership and of resources in the forms of land and finance.
- 7.2. It could also choose to cede leadership to one of the other agencies involved. Both WSCC and the HCA consider that CDC is best placed to take the lead.

8. Resource and legal implications

- 8.1. The Council will/has submitted bids, on a without commitment basis, to:
 - (a) C2C LEP bids for share of £1.8bn of Local Growth Funds (LGF3) – deadline 29 April 2016 (see para 13.2)
 - (b) To the HCA/DCLG as an expression of interest for a share of £1.2bn of new Starter Home Land Fund by Friday 13 May (continues to be open until 31 December 2016)(see para 13.3)
 - (c) WSCC has allocated £30m of WSCC funds in the Capital Programme (2017/18 – 2019/20) to support the leverage of external funding. The

Council might potentially make a bid to this fund once WSCC have clarified the bid requirements and timescales.

- 8.2. At this early stage of the project a wide range of financial scenarios is possible. These range from a funded private sector scheme(s) with public sector funding contribution support to one that envisages local authority investment in the development(s). At present the only funding required is associated with the production of a masterplan. The HCA has indicated that they will contribute to funding this task. Further financial details will be included in the PID.
- 8.3. If the bids are successful there will be significant staffing implications over a number of years and re-prioritisation of workloads will be required once more details are available. This resourcing will also be covered in detail in the PID.

9. Consultation

- 9.1. Due to the need to submit bids to funding bodies in very short timescales the key partners (CDC/WSCC & HCA) have met and agreed the key actions set out in Appendix 2.
- 9.2. An internal officer working group has also met to identify key tasks and resources required.
- 9.3. The Leader has also been briefed prior to drafting this report. A local members (CDC & WSCC) briefing has also been arranged for 21 April.
- 9.4. Key landowners have also been notified of the proposals contained within this report.

10. Community impact and corporate risks

- 10.1. Whilst there are significant opportunities within this project as set out in paragraph 5, a project of this scale will require careful communication and engagement with a wide range of stakeholders, to ensure that all views are considered. A Communication Strategy will ensure this occurs.
- 10.2. At this stage there are limited risks associated with the project. However, as the project is further defined these will become identified and reflected in the PID. These risks will include financial risks e.g. abortive expenditure/staff time, lack of partner support, and reputational risk associated with stakeholder communication and perception of the proposals by the community.

11. Other Implications

Crime & Disorder: Any redevelopment should be secured by design and should improve crime and disorder outcomes	Yes	
Climate Change: Any redevelopment should conform to BREEAM standards of sustainability and will therefore have a positive impact. Opportunities will also be taken to consider the traffic/pedestrian movements to make it safer and more convenient to move around the area and adopt more sustainable modes of transport.	Yes	
Human Rights and Equality Impact: The development will improve	Yes	

facilities for local people and visitors/businesses. A full Equality Impact Assessment will be undertaken should the project progress further.		
Safeguarding and Early Help:		No
Other (Please specify): e.g. Biodiversity		No

12. Appendices

12.1. Draft masterplan study area

12.2. Indicative project timescale to production and approval of masterplan

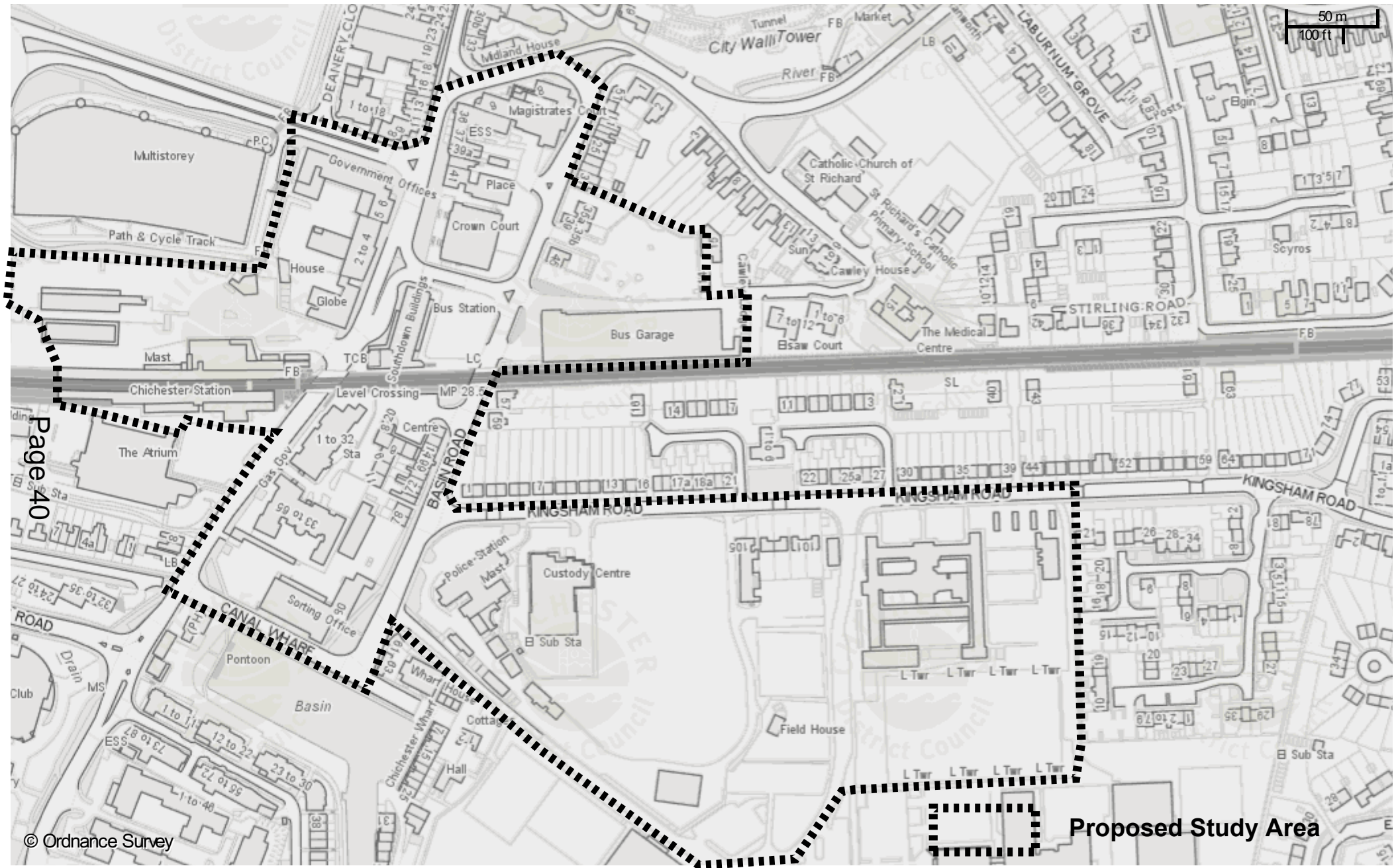
13. Background Papers

13.1 Southern Gateway Framework (2001)

<http://www.chichester.gov.uk/policyguidance#gateway>

13.2 LEP Guidance <http://www.coast2capital.org.uk/news/press/growth-deal-statement.html>

13.3 HCA Guidance <https://www.gov.uk/government/publications/starter-homes-unlocking-the-land-fund>



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Southern Gateway - Study Area

Scale: 1:2835

Printed on: 18/4/2016 at 17:35 PM

Proposed Study Area



Indicative Project timetable (to Masterplan approval stage only)

Task	Date	Responsible officer
Finalise Savills report	22 April 2016	Patrick Harrison
Commence drafting of Master Plan brief	23 April 2016	Lone Le Vay
C2C LEP (GF3) bid submitted by CDC	29 April 2016	Paul Over
Confirm to WSCC what projects we want them to support	30 April 2016	Paul Over
Report to Cabinet	3 May 2016	Paul Over
Brief WSCC members on funding (HL)	5 May 2016	Helen Loe (WSCC)
Steering Group to sign off specification for brief	6 May 2016	Steering Group
HCA Starter homes EOI submitted by CDC	13 May 2016	Steve Carvell
Formal approval of Masterplan brief & PID	7 June Cabinet	Lone Le Vay
Appoint Master Plan consultants	20 June 2016	Lone Le Vay
WSCC to confirm arrangements to bid to its £30m fund	July 2016	Duncan Barratt (WSCC)
Draft masterplan received	September 2016	Lone Le Vay/Consultants
Masterplan approved for consultation	4 October 2016	Tbc
Masterplan adopted	November/December 2016	Tbc

Chichester District Council

CABINET

3 May 2016

Affordable Housing Delivery

1. Contacts

Report Author:

Linda Grange, Housing Enabling Manager,
Tel: 01243 534582 E-mail: lgrange@chichester.gov.uk

Cabinet Member:

Susan Taylor, Cabinet Member for Housing and Planning,
Tel: 01243 514034 E-mail: sttaylor@chichester.gov.uk

2. Recommendation

- 2.1. That £1.295m commuted sum monies received in lieu of affordable housing be allocated to deliver 43 affordable rented housing units, as detailed in the Appendix.**

3. Background

- 3.1. The Housing Strategy 2013-2018 sets a target to deliver 150 affordable homes through the utilisation of registered provider assets and council funds.
- 3.2. Government priorities now focus on increasing the supply of housing, including low cost home ownership and starter homes. Over the next 5 years there is likely to be an increase in the supply of these homes provided by the housing market. At the same time the supply of affordable rented housing is expected to decline.
- 3.3. The recently approved Housing Strategy review considered the use of commuted sums. It was agreed that commuted sums received in lieu of affordable housing could be used:
- (a) To convert shared ownership to rented units
 - (b) To attract investment to meet specific local needs, e.g. bungalows, disabled units, redevelopment of outdated or difficult to let housing
 - (c) To enable viability of small schemes e.g. rural schemes and schemes with high design costs or additional amenity requirements
 - (d) Where grants would reduce rents to affordable levels, particularly in the case of larger family rented homes.
- 3.4. There is currently £1.33m of commuted sums in the Affordable Housing Grant Fund. These funds are to be used to grant fund affordable housing provided by registered providers and community land trusts.

- 3.5. Bids for commuted sums have been sought from all the Council's registered provider partners.

4. Outcomes to be achieved

- 4.1. Delivery of 43 affordable rented homes, including seven bungalows, designed to meet the needs of local people and contributing to the Council's five year housing supply.
- 4.2. The attraction of associated investment from the Homes and Communities Agency (HCA) of over £1m and our registered provider partners of over £5.5m.

5. Proposal

- 5.1. To allocate £1.295m of commuted sum funds to affordable housing projects as set out in the Appendix. These are mainly small sites which are relatively expensive to deliver and, following the government's rent reduction policy, would not be delivered without financial support from the Council. They include three rural sites, seven garage sites and regeneration of an existing outdated estate. There are also issues of contamination, asbestos removal, moving a sub-station, provision of additional parking and escalating build costs which contribute to the need for additional grant.
- 5.2. All but one of these sites will be developed as 100% affordable housing. Consequently there will be no cross subsidy from shared ownership or market homes and additional subsidy is required if they are to secure grant funding of over £1m from the HCA.
- 5.3. The Lamberts Lane, Midhurst site is a market site providing 6 affordable units. Due to viability issues reflecting government policy on affordable rents, affordable rented housing on this site will only be viable with public subsidy. On that basis officers have negotiated that three out of six of the units be converted from shared ownership to affordable rent to meet local affordable housing needs, subject to grant funding from the council of £30,000 (£10,000 per unit).
- 5.4. Commuted sums received from sites within the South Downs National Park (SDNP) area have been allocated to affordable housing sites within the SDNP area.
- 5.5. Eight out of the ten sites already have planning permission and all but one are expected to deliver the homes by the end of 2017.

6. Alternatives that have been considered

- 6.1. The Housing Strategy review considered all potential affordable housing delivery options and prescribes how these funds should be used as outlined in paragraph 3.3.

7. Resource and legal implications

- 7.1. The Council currently holds £1.33m in commuted sums received in lieu of affordable housing on site. These must be spent on affordable housing delivery

within the specified timescale (stated within the section 106 agreement relating to the donating site). Otherwise the developer may apply to have the agreement varied and the contributions returned. The Appendix details the proposed allocation of £1.295m of commuted sum funds.

- 7.2. All bids have been analysed to ensure they offer value for money in terms of their overall public subsidy requirement. Over the last five years the average commuted sum received in lieu of an affordable housing unit on site has been £70,000-£90,000 per unit. Regarding the allocations set out in the Appendix, the average subsidy requirement from the Council is £30,000 per home and average overall public subsidy requirement is £68,000. It is therefore considered that these projects offer value for money.

8. Consultation

- 8.1. The Housing Strategy review considered the future use of commuted sums. It was informed by discussions with the Chichester Housing Delivery Partnership, the Corporate Management Team and at a Cabinet strategic briefing day. Consultation included the housing operations team, the planning policy team, economic development and other relevant officers.
- 8.2. On 12 January 2016 the Overview and Scrutiny Committee (OSC) considered the Housing Strategy review and recommended to Cabinet that the options for future housing delivery contained therein, together with capital investment, be supported.

9. Community impact and corporate risks

- 9.1. An equalities impact assessment has been undertaken for these proposals and concludes that they will have a positive impact. The proposals will increase the supply of and access to affordable housing, particularly to local households unable to access the market due to low family income.
- 9.2. If planning permission is not secured for the two sites currently without approval, within 12 months, there is sufficient time to re-allocate these funds. The allocation of grant will however give certainty of funding and viability to the registered provider during the costly work up of the schemes.
- 9.3. Payment of grant will be on completion of the units and subject to evidence of contract sum and contractual completion to ensure the funds are spent appropriately.
- 9.4. The spend of all commuted sums is monitored by the Council's Planning Obligations Monitoring and Implementation Officer. Progress of projects and updates on spend are reported to Corporate Governance Committee on an annual basis.

10. Other Implications

Crime & Disorder:		None
Climate Change:		None
Human Rights and Equality Impact: see paragraph 9.1 above	Yes	

11. Appendix

11.1. Proposed allocation of commuted sums

12. Background Papers

12.1. Equalities impact assessment

Proposed Allocation of Affordable Housing Commuted Sums May 2016

Spend by date	Donating Site	Commuted sum available (£)	Proposed project	Funding allocation (£)	Expected spend date	Remaining Funds to be allocated (£)
09/09/17*	89 Birdham Rd Apuldram	20,063	Exton Road, Chichester	20,063	30/06/17	
14/05/18*	Selsey Tram, Donnington	70,770	Tozer Way, Chichester	70,000	31/09/17	770
24/11/18	Spitalfields Lane, Chichester	324,000	Flatt Road Nutbourne Woodfield Park, Southbourne Exton Road, Chichester	105,000 180,000 39,000	31/03/17 31/03/18 30/06/17	
07/01/19*	North Mark, Hunston	16,350	Exton Road, Chichester	16,350	30/06/17	
28/02/19*	Regnum Club, Chichester	41,249	Sherlock Ave, Chichester	41,249	31/12/17	
06/02/20*	Southfields Close, Donnington	41,101	Sherlock Ave, Chichester	41,101	31/12/17	
26/02/20*	Regnum Club, Chichester	6,840	Sherlock Ave, Chichester	6,840	31/12/17	
30/04/20*	The Chequers, Chichester	48,407	Sherlock Ave, Chichester	48,407	31/12/17	
04/12/20*	Hunters Rest, Lavant	20,564	Sherlock Ave, Chichester	20,564	31/12/17	
27/08/20 09/11/22	Downview/Ridge House, Petworth	136,176 243,824	Parsonage Estate, Rogate# Lamberts Road, Midhurst Exceptions site, Compton	140,000 30,000 210,000	31/07/17 31/03/17 31/03/18	
08/04/23	Osborne's Canal, Chichester	61,000	Cherry Orchard Rd, Chichester	61,000	31/12/17	
12/09/23	Longmeadow, Birdham	61,815	Exton Road, Chichester	61,815	30/06/17	
13/05/24	North of the Willows, Chidham	33,654				33,654
20/05/24	The Barracks, Chichester	9,690	Cherry Orchard Rd, Chichester Exton Road, Chichester	9,000 50	31/12/17 30/06/17	640
14/10/25	H Block RAF Tangmere	194,560	Sherlock Ave, Chichester Exton Road, Chichester Barlow Road, Chichester#	51,838 2,722 140,000	31/12/17 31/12/17 31/12/17	
		1,330,063		1,294,999		35,064

*not specified in Section 106, assumed 5 years from receipt.

projects without planning permission.

Project	Total allocation(£)	units
Exton Road	140,000	4
Tozer way	70,000	2
Flatt road	105,000	3
Woodfield Park	180,000	9
Sherlock Ave	209,999	6
Parsonage Estate	140,000	4
Cherry Orchard Rd	70,000	2
Barlow Road	140,000	4
Lamberts Road	30,000	3
Compton	210,000	6
Total	1,294,999	43

Chichester District Council

CABINET

3 May 2016

Electrical Repair and Maintenance Contract 2016/21

1. Contacts

Report Author:

John Bacon, Buildings and Facilities Manager,
Tel: 01243 534648 E-mail: jbacon@chichester.gov.uk

Cabinet Member:

Bruce Finch, Cabinet Member for Support Services,
Tel: 01243 351903 E-mail: bfinch@chichester.gov.uk

2. Recommendation

- 2.1 That the Council enters into a new three year electrical contract on or after 1 June 2016 with Contractor J with an option to extend the contract for a further two years.**

3. Background

- 3.1 The Council has a contract in place with Paine Manwaring of Worthing for the maintenance and inspection of its electrical installations that expired on 1 April 2016.
- 3.2 Chichester District Council has a duty under the Electricity at Work Regulations 1989 and the Electrical Safety, Quality and Continuity Regulations 2002, to ensure that all electrical installations forming part of its property assets are managed in accordance with these regulations. A significant proportion of this work includes periodic inspection and testing. A Periodic Inspection Report (PIR) or Electrical Installation Condition Report (EICR) is required to be undertaken for all properties in accordance with the current edition of the IEE Regulations and British Standard.
- 3.3 The Council has a regular requirement for the following work:
- A PIR or EICR for fixed electrical installations and fixed electrical equipment/appliances.
 - Reactive electrical repair and breakdowns for operational buildings.
 - Planned electrical maintenance and improvements

Other key elements of work required on an ad hoc basis include the replacement of electrical equipment together with the design and installation of electrical systems for operational buildings and other Council assets.

- 3.4 In accordance with Public Procurement Regulations, the Council issued a Contract Notice in the Official Journal of the European Union on 26 December

2015 inviting suitable service providers to submit a tender for electrical maintenance and repair services.

- 3.5 The selection criteria for the award of contract were established on the basis of the most economically advantageous tender. The Council paid regard to the management and other data provided by the tenderer as well as the financial data in evaluating the bids. Twelve electrical companies submitted completed tenders and all have been comprehensively reviewed (see Appendix).
- 3.6 Tenderers were required to demonstrate that they were technically competent and able to meet the specifications as well as offering a financially attractive package to the Council. The technical evaluation was a significant part of the evaluation process.

4 Outcomes to be achieved

- 4.1 The new contract will ensure our existing and new electrical circuits are maintained in an acceptable and safe manner.
- 4.2 The new contract has been thoroughly market tested to deliver value for money and will achieve set quality standards.

5 Proposal

- 5.1 A Contract Agreement to be concluded with the preferred contractor, Contractor J (see Appendix), as soon as possible but to commence on the 1 June 2016 at the latest. All electrical work required to be undertaken dating from expiry date of the current contract to 31 May 2016 will be undertaken by the incumbent contractor.

6 Alternatives that have been considered

- 6.1 The Council could continue to use the existing service provider or appoint a new provider without testing the market. However, due to the estimated value of the work this would be in breach of European legislation and has not been considered further.
- 6.2 The Council could also choose to obtain quotes for each individual piece of electrical work as it becomes due. However, this would be a time consuming and expensive use of staff time.

7 Resource and legal implications

- 7.1 Contract documents are with Legal Services for review and preparation of Contract Agreement. It is estimated that the approximate value of this contract which relates to the planned, responsive and testing works is approximately £30,000 per annum over five years. This figure takes into account the transfer of the three Leisure Centres as from 1 May 2016.
- 7.2 These works to be funded from the Repair and Maintenance programme. Other electrical works relating to the Capital programme to be funded from specific project budgets.

8. Consultation

- 8.1 This contract enables the continuation of an existing essential service provision. Therefore no further consultation is required.

9. Community impact and corporate risks

- 9.1 This agreement maintains continuation of service and ensures that the Council's electrical installation systems within its property portfolio conform to current legal standards and meet the Council's insurance policy requirements.

11. Other Implications

Crime & Disorder	None
Climate Change:	None
Human Rights and Equality Impact:	None
Safeguarding and Early Help:	None
Other (Please specify):	None

12. Appendix

- 12.1 Tender report short summary.

13. Background Papers

- 13.1 None.

Electrical Contract Tender Report Short Summary

Chichester District Council placed a contract notice in the European Journal on 26 December 2015 for the **Electrical Repair and Maintenance Contract 2016/21**. The Council undertook a single stage (Open) tendering procedure which ended on 5 February 2016.

The Council received twelve compliant responses to the invitation to tender documents and following a tender evaluation process undertaken by Officers from the Council's Building Services, Facilities and Procurement teams, the contract shall be awarded to the bidder who submitted the most economically advantageous tender.

The evaluation criterion was divided into three categories, Quality, Price and Health & Safety.

Label	Criteria	Percentage score
Quality.	Experience, capability, methodology	50%
Price.	Hourly rate (45%) plus fixed testing (5%)	50%
Health & Safety	Questionnaire response	Pass / Fail

The preferred tenderer scored 41.16 for Quality, 42.57 for Price totalling 83.73/100.

The next highest score was 80.76 and the lowest score given was 27.96.

The full results for all tenderers are included below:

Electrical Tender Evaluation					
	Quality Score - 50%	Labour Price Score 45%	PIR/EICR Testing Price Score - 5%	Total Score	Rank
Tender A	23.26	39.61	4.93	67.80	
Tender B	27.83	43.43	1.44	72.72	3rd
Tender C	34.27	27.41	2.70	64.38	
Tender D	38.33	37.43	5.00	80.76	2nd
Tender E	33.57	30.21	4.62	68.40	
Tender F	32.77	34.01	3.00	69.78	
Tender G	32.03	35.87	1.48	69.38	
Tender H	13.32	11.64	3.00	27.96	
Tender I	33.86	29.07	2.44	65.37	
Tender J	41.16	39.56	3.01	83.73	1st
Tender K	21.93	45.00	3.84	70.77	
Tender L	40.66	16.08	3.66	60.40	

The preferred bidder has been financially vetted and is considered minimal risk for this project.

The Health and Safety responses provided are considered acceptable.

21/03/2016