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A meeting of **Overview & Scrutiny Committee** will be held in Committee Room 2, East Pallant House on **Tuesday 17 January 2017 at 9.30 am**

MEMBERS: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mr M Cullen, Mr J Connor, Mrs P Dignum, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Caroline Neville, Mr H Potter, Mr J Ransley, Mr A Shaxson, Mrs J Tassell and Mr N Thomas

AGENDA

- 1 **Chairman's announcements**
Any apologies for absence that have been received will be noted at this point.
- 2 **Minutes** (Pages 1 - 7)
To approve as a correct record the minutes of the Overview & Scrutiny Committee meeting held on 15 November 2016 and to consider any matters arising.
- 3 **Urgent Items**
The Chairman will announce any urgent items that due to special circumstances are to be dealt with under the agenda item below relating to Late Items.
- 4 **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.
- 5 **Public Question Time**
The procedure for submitting public questions in writing no later than 12:00 on Monday 16 January 2017 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **Budget 2017-18 Review - feedback**
The committee's members on the Budget Task and Finish Group - Mrs N Graves, Mr S Lloyd-Williams and Mr J Ransley - will provide an oral report on the outcomes of this review.
- 7 **Education Review 2017** (Pages 8 - 9)
The committee is requested to consider and agree the Terms of Reference for this task and finish group and to agree its membership and appoint a Chairman.
- 8 **Community Safety Review 2017** (Pages 10 - 11)
The committee is requested to consider and agree the Terms of Reference for this task and finish group and to agree its membership and appoint a Chairman.
- 9 **Commercial Services Portfolio Holder address**
The Commercial Services Cabinet portfolio holder is invited to present her priorities and areas of focus over the remainder of the year and to answer questions from the committee on progress towards achieving the aims and targets

of priorities within her portfolio which appear in the Council's Corporate Plan.

- 10 **Developing a New Strategy for the Visitor Economy** (Pages 12 - 22)
The committee is requested to consider the attached report and its proposed recommendations to Cabinet.

- 11 **Forward Plan** (Pages 23 - 36)
The committee is asked to consider the latest Forward Plan (attached) and whether it wishes to enquire into any of the forthcoming decisions.

- 12 **Late Items**
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 reported at the meeting.

- 13 **Exclusion of the Press and Public**
The Committee is asked to consider in respect of the following item(s) whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information. **The reports dealt with under this part of the agenda are attached for members of the committee and senior officers only (salmon paper).**

- 14 **The Novium Museum Options Appraisal** (Pages 37 - 103)
The committee is requested to consider the findings of The Novium Museum Options Appraisal and to make any comments or recommendations to Cabinet.

NOTES

1. The press and public may be excluded from the meeting during any item of business where 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 Overview & Scrutiny Committee, the Cabinet 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 here [here](#) unless they contain exempt information.
3. The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
4. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman

of the meeting of their intention 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.

Public Document Pack Agenda Item 2



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2, East Pallant House on Tuesday 15 November 2016 at 9.30 am

Members Present: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mr M Cullen, Mrs P Dignum, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Caroline Neville, Mr H Potter, Mr J Ransley, Mr A Shaxson and Mr N Thomas

Members not present:

In attendance by invitation:

Officers present: Mr P E Over (Executive Director), Mr S Hansford (Head of Community Services), Mrs H Belenger (Accountancy Services Manager), Mr N Bennett (Legal and Democratic Services Manager), Mrs B Jones (Principal Scrutiny Officer), Mrs J Hotchkiss (Head of Commercial Services) and Mrs S Peyman (Sport and Leisure Development Manager)

112 **Chairman's announcements**

The Chairman welcomed all to the meeting, particularly Mr Connor who would replace Mrs Plant on the committee subject to Council approval. Mr Connor and Mrs Plant sat in the public seating area.

113 **Minutes**

The committee considered the minutes of the last meeting held on 13 September. Southern Water (SW) had submitted responses to questions posed at the meeting and this had been circulated to members and would be attached to the minutes of the meeting. Mr Potter informed members of his dissatisfaction with SW's responses to the committee's questions. Mr Hansford requested that any further questions or queries for SW be sent to him and he would arrange a further response from Southern Water.

RESOLVED

That the minutes of the meeting held on 13 September 2016 be approved as a correct record.

Mrs Jones provided an update on the resolutions which the committee had made to Cabinet. Mr Hansford provided an update on minute 108, resolution 2) regarding the waste service connection at the transit site stating that as WSCC were now the tenant of the land they would be liable for the cost of enabling and connection work,

therefore a site meeting had been arranged with WSCC staff to brief them on the existing system and to consider options prior to engaging with Southern Water.

Mr Potter raised a recent issue with three caravans having parked adjacent to the encampment site and requested an update. Mr Hansford advised that they were not eligible to stay on the Transit site. Sussex Police did not move these vehicles on as there had not been enough complaints regarding behaviour as was required under the Section 61 criteria. Discussions are being held with West Sussex County Council regarding long term access solutions to the Gypsy and Traveller Encampment on verges near the site.

Matters arising:

Members requested a more detailed account from SW about the current service available and what would be available in the future; also the future impact of the possibility of connection from Whitehouse Farm to East Hampnett Waste Water Treatment Works. Investment was required to resolve most issues being dealt with by SW, however it was understood that SW did not borrow money as other utility companies did. Members were concerned that without further significant funding to improve capacity there seemed to be no total resolution to the problems being experienced. Mr Hansford undertook to liaise with SW to seek feedback on these issues.

114 Urgent Items

There were no urgent items for consideration at this meeting.

115 Declarations of Interests

The Chairman requested that declarations in respect of agenda item 13, Cultural Grants, be made at that item. There were no other declarations of interest.

116 Public Question Time

No public questions had been received.

117 Cabinet Member for Finance & Governance Services address

Mrs P Hardwick, Cabinet Member for Finance and Governance Services, gave an oral presentation to the committee, setting out the current arrangements in the areas of management under Mr Ward, Head of Finance and Governance Services and in her portfolio. She was supported by Mrs H Belenger, the Accountancy Services Manager and Mr N Bennett, Legal and Democratic Services Manager.

The committee made reference to the Cabinet Strategy, which had been presented to the committee previously by the Leader in May 2016. Members made the following comments, which were answered by Mrs Hardwick, Mrs Belenger and Mr Bennett.

- *Queried the investment of £10m in the local authority property fund and requested clarification of the amount held in reserves.* The Council approves a

minimum level of reserves to be held, which is set at £5m to take account of the Council's spending plans and to ensure prudence. The Cabinet has approved a Treasury Management Strategy which sets out the Council's investment criteria for surplus funds and the risk appetite. It also has a new Investment Protocol which sets out the criteria for direct purchasing property investments within the district using the specific investment opportunity reserve.

- *Queried when the management restructure of the Legal and Democratic Services would be completed, whether members would be involved and when this would be completed in order to be able to evaluate success.* The Head of Paid Service was responsible for managing and reviewing staff; if it was a wider policy then members would be involved. The restructure was in progress and would be completed shortly ensuring increased resilience between the three teams of Legal Services, Member Services and Electoral Services. As both member services and electoral services dealt directly with parishes as well as with councillors, Members and parishes were encouraged to feed back any concerns they had to the Legal and Democratic Services Manager.
- *Queried whether there was confidence that the Council could fill the gap between income and the cost of services.* The Financial Strategy sets out the plans of the council to ensure a balanced budget is set including forecasts of Government funding. A response was expected from the Government with regard to the four year framework within three weeks. There was ongoing discussion about the amount held in the Investment Opportunities Reserve. To aid understanding of trends/impact of volatile income and expenditure areas, quarterly monitoring reports were undertaken and these are available on the Council's website; this states how services are doing according to projections. The Financial Strategy is a dynamic document and the financial model we use is updated regularly to take anything new into account.
- *Suggested the development of a simple diagram in order to make it easier for members to understand investment and returns.* This chart should identify a) revenue funding for Council's corporate body b) economic growth in the district (invested in Enterprise Hub, Cultural Grant, new housing etc.) and c) returns in social and community benefits. This would provide a short succinct easy to understand diagram method to demonstrate how investment was benefitting the Council and communities. This diagram was requested before the Financial Strategy was considered by Cabinet in December and then Council in January 2017. Cllr Hardwick stated that she would look into whether this document could be updated but potentially the timescale may prohibit it at this time.
- *Suggested a further chart showing the Council's statutory duties and needs based services.* Both charts would allow members and residents to understand and make useful suggestions regarding financial policy and gives a method of demonstrating how we are balancing investment and expenditure. The Corporate Governance & Audit Committee considers the Financial Strategy before this goes on to Cabinet and Council. Members of both committees are on the Budget Task and Finish Group which gives members the opportunity to question the budget. Returns from the Property Fund are being taken into account in the Financial Strategy to be considered by Cabinet in December to help address the funding gap of £4m in the next 5 years. Mrs Belenger undertook to investigate both requested diagrams.
- *Queried progress of the roll out of Universal Credit (UC).* UC is being rolled out to specific groups as the Department for Work and Pensions takes on these cases. This is a gradual process which has impacted on some of our residents.

- *Queried the increase in fees and charges and how this has affected those services which by law cannot make a profit.* On-street parking charges must be cost neutral however off street car parks are a non-statutory service and can produce a profit, some of which is then used to improve the council car parks. Consultation takes place through the Car Parking Forum both in terms of fee setting but also improvements Land charges legislation has changed recently with the requirement that searches have to be done on a cost recovery only basis. If S106 agreements are not spent by the due date then monies may need to be returned to the developer. Planning fees are set nationally and it is up to the local authority to resource the service according to local requirement. A pricing policy is set by the Council stating that services should as a minimum aim to break even, however if they feel that the service can bear a higher fee then it should be considered. Mrs Belenger undertook to clarify the position regarding this and planning fees set nationally in a written response.
- *Queried whether the Government was backtracking on the second bedroom tax.* Mrs Belenger undertook to provide a written response.
- *Queried the change to the Housing Benefit scheme which took effect on 7 November.* Some Chichester residents had been affected by the further tightening of benefits but the Council was doing its best to help those families. Cllr Hardwick agreed to circulate the briefing paper regarding changes to the benefit cap.
- *Queried whether this would be put out to a company like Atos.* Mrs Belenger undertook to provide a written response.

The Chairman gave her thanks to Mrs Hardwick and to Mr Bennett and Mrs Belenger for the support provided.

RESOLVED

That the oral report from the Cabinet Member for Finance and Governance Services be noted.

118 Corporate Plan Task and Finish Group final report

The committee considered the report in the agenda (copy attached to the official minutes).

Mrs Dignum, the Chairman of the Corporate Plan Task and Finish Group, presented the report. The committee made the following comments which were answered at the meeting:

- *Queried the categories of staff absence due to sickness or injury.* Confirmed that this information was being analysed in order to address the issues.
- *Queried the review of Sussex Police's new policing methods.* The new policing methods and system would be reviewed by Sussex Police in February 2017. Mrs Lintill is involved through the Council's Community Safety Partnership and as the Council's Police and Crime Panel representative. The annual review of community safety by this committee's task and finish group would also consider this and Chief Inspector Burtenshaw would be invited to that meeting.

- *Queried the request to consider a report to the committee should fly tipping increase.* Due to the charges for certain kinds of refuse there was concern that fly tipping would increase.

RESOLVED

That the Council is achieving satisfactory levels of performance against the targets and activities in the 2016-17 Corporate Plan mid-year progress report.

119 **Leisure Contract monitoring**

Mr Cullen, the committee's representative on the Council's Leisure Management Monitoring Group, gave an oral report on current performance of the new contractor, SLM.

He advised that it would be a full year before meaningful performance and progress could be established. The frequency of reviews and communications from SLM had been set out including weekly health and safety reviews and monthly client/contractor quarterly meetings. Outcomes against key performance indicators would be reviewed annually, along with setting future targets at year end. The structure was there to continually monitor the contract.

The committee made the following comments which were answered by Mr Cullen, Mrs Peyman, the Sport and Leisure Development Manager or Mrs J Hotchkiss, Head of Commercial Services.

- *Questioned the increase in attendance and in direct debit instructions in quarter 1 and how the Council benefitted from this.* The SLM tender had included information relating to their performance stating that if they performed over this target then there was an 80%/20% split in profits in the Council's favour after they had taken their management fee. SLM were expecting to increase numbers as a result of capital expenditure and a change in marketing. However retention levels were down and it had been difficult to establish the reason for this.
- *Queried the cost of monitoring the contract.* This information had been presented to Cabinet in the options report and considered as part of decision making. It was based on a time analysis basis. This is the Council's largest contract and needs to be monitored on a risk basis therefore we had approached our insurers to establish an optimal frequency. Mrs Hotchkiss undertook to provide these figures in a written response.
- *Queried squash provision.* A decision had been taken by SLM to close the squash courts, however they had been working with Westbourne School and other partners such as the Squash Association to provide these facilities to members at a reduced price.
- *Queried the proposed financial savings as a result of outsourcing.* This had been established at £1m and is set out over the 10 years of the contract. If SLM perform over the level set then this would add to the savings to the Council.

RESOLVED

That the oral report on the Leisure Contract performance be noted.

120 **Budget Task and Finish Group Terms of Reference**

RESOLVED

- 1) That the Budget Task and Finish Group terms of reference be agreed.
- 2) That Mr J Ransley, Mr S Lloyd-Williams and Mrs N Graves be appointed as the committee's representatives on this group.

121 **Forward Plan**

Mr Shaxson suggested that, due to the implications of the planning services on residents in the north of the district, that members should be involved in considering a new South Downs National Park or extended management agency agreement before it is presented to Cabinet. Mrs Purnell advised the January Cabinet would consider an interim six months arrangement until September 2017, and a longer term arrangement would be negotiated during that interim period. Members agreed that the implications of the long term arrangements ought to be considered by this committee or by a member group.

Mr Lloyd-Williams raised the Petworth Skate Park decision stating that, notwithstanding the sum of money suggested for its establishment in the Forward Plan, there would be implications with reduced car park income. Mr Hansford advised that discussions were ongoing with Petworth Town Council. The income which would be lost from the car park spaces removed would be relatively small.

Mr Lloyd-Williams also raised the Museum Service options appraisal due to be considered by this committee at its meeting on 17 January 2017, stating that this item should be first on the agenda at that meeting to allow a full member debate.

Mr Ransley was concerned at the large number of issues for discussion at the Cabinet meeting of 6 December and suggested there was insufficient time for Cabinet to properly debate and deal with these issues.

122 **Exclusion of the Press and Public**

RESOLVED

That the public, including the press, be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 by virtue of the paragraph specified against the item.

123 **Cultural Grants - review of arrangements**

The committee considered the report in the agenda (copy attached to the official minutes). Mrs E Lintill, Cabinet Member for Community Services, presented the report supported by Mr S Hansford, Head of Community Services.

The Monitoring Officer had granted dispensations under Section 33 of the Localism Act to Mrs N Graves, Mr J Ransley and Mrs C Apel in respect of their 'Friends' membership of Pallant House Gallery and/or Chichester Festival Theatre. Mrs P

Dignum declared a prejudicial interest in respect of her position as the Council's representative on the Pallant House Gallery Trust and Company and left the room during discussion of this item.

On considering the comments from the committee, Mrs Lintill undertook to reflect on the value of the grants and to take this into account in her report to Cabinet on 6 December 2016.

RECOMMENDED TO CABINET

- 1) That the recommendations set out in paragraphs 5.5(a) and (b) of the report be approved.
- 2) That the committee continues its role of monitoring performance against the existing service level agreements with both organisations.

The meeting ended at 12.48 pm

CHAIRMAN

Date:

Agenda Item 7

EDUCATION REVIEW 2017

TERMS OF REFERENCE, SCOPING OF REVIEW AND OUTLINE PLAN

Review topic	Education Review 2017
TFG members	To be confirmed at the Overview and Scrutiny Committee meeting on 17 January 2016.
Officer Support	Steve Hansford, Miss Lisa Higenbottam
Background	Previous concern in 2012 re secondary school GCSE performance and uncertainty about future status of schools. Readiness for school has been a concern arising from task and finish group work. This was reviewed in 2014.
Terms of reference	To consider the current performance of schools in the Chichester district, the current status of secondary schools and children's readiness for school (i.e the under 5s at first entry to primary school).
Outcomes to be achieved	Understand progress in GCSE performance. Note change in the Key Stage regime and compulsory Maths and English Understand WSCC role in monitoring academy performance. Understand issues related to readiness for school.
Methodology/ approach	As set out in the project plan below.
In scope	Key stage results and GCSE performance Status of Chichester secondary schools WSCC role and relationships with Academies Progress on Readiness for school
Excluded from scope	Youth Service review
Consultation	WSCC – primary and secondary education and early years provision – WSCC representative The Kemnal Academies Trust (TKAT) – TKAT regional manager
Evidence sources	Educational data – Ofsted
Site visits	N/A
Review completion date	Report to OSC 14 March 2017
How does the review link to strategic aims and priorities?	Promote economic development; support vulnerable people and communities;

cont'd.....

PROJECT PLAN

The following Project Plan interprets the above action plan into a programme of work.

	Action	Timescale
1	First meeting to consider education stats.	Early February 2017
2	Second meeting as required to hear from education providers and WSCC as required.	February 2017
3	Final report to OSC	14 March 2017

Agenda Item 8

COMMUNITY SAFETY REVIEW 2017

TERMS OF REFERENCE, SCOPING OF REVIEW AND OUTLINE PLAN

Review topic	Community Safety Review 2017
TFG members	To be appointed at the Overview and Scrutiny Committee meeting of 17 January 2016.
Officer Support	Mr S Hansford, Mrs P Bushby and Miss Lisa Higenbottam
Background	<p>Section 17 of the Crime and Disorder Act 1998 states that all relevant authorities have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area.</p> <p>The Overview and Scrutiny Committee has a statutory duty in accordance with Sections 19 and 20 of the Police and Justice Act 2006 to review the district's Community Safety Partnership (CSP) with the following objectives:</p> <ul style="list-style-type: none"> ➤ To hold the CSP to account for its decision making ➤ To scrutinise the performance of the CSP ➤ To undertake policy reviews of specific community safety issues
Terms of Reference	<ul style="list-style-type: none"> a) To hold the Chichester District Community Safety Partnership to account for its decision-making. b) To scrutinise the performance of the Chichester District Community Safety Partnership. c) To undertake policy reviews of specific crime and disorder issues e.g. human trafficking/exploitation. d) To consider how the Partnership and individual responsible authorities are contributing to local joint initiatives and achieving their aims and objectives.
Outcomes to be achieved	<p>The following outcomes should be achieved by the committee from undertaking this review:</p> <ul style="list-style-type: none"> ➤ Review of the CSP's performance over the last year. ➤ Identification of any areas of concern for further in-depth review. Would suggest Exploitation which includes CSE and modern Slavery as topical issues ➤ Input into the strategic direction of the CSP next year
Methodology/ approach	CSP overview report for Q3; plan and budget; police crime stats; road safety stats. Interviews with key agencies e.g. Sussex Police, WSCC, Chair of the CSP and appropriate Officers.
In scope	CSP Plan and delivery of approved outcomes, budget, activity and partner work to support plan.
Excluded from scope	General or case specific police work. Police & Crime Commissioner decisions unconnected to CSP work i.e. Crime Prevention and Community Safety.

Consultation	<ul style="list-style-type: none"> • Community Safety Partnership (Mrs E Lintill – Chairman) • Sussex Police • West Sussex County Council – re West Sussex Strategic Community Safety Partnership (WSSCP) structure • Police and Crime Panel (PCC) - Mrs E Lintill, the council's representative
Evidence sources	CSP Annual Report 2015/16 CSP Performance Plan 2016/17 and Q3 update CSP Budget 2016/17
Site visits	n/a
Review completion date	Report to OSC 14 March 2017
How does the review link to strategic aims and priorities?	Corporate Plan target - Provide clear leadership and effective influence to 'bring together partner organisations and facilitate delivery for common benefit'.

PROJECT PLAN

The following Project Plan interprets the above action plan into a programme of work.

	Action	Timescale
1	<p>Review CSP 2015/16 annual report, Business Plan 2016/17 and Q3 update, and Budget 2016/17.</p> <p>Brief explanation of WSCC business planning and structure</p> <p>Chief Inspector Burtenshaw, Sussex Police Tanya McKay, WSCC Community Safety Lead Ms P Bushby, Community Interventions Manager Mrs E Lintill, Chair of CSP and Council's representative on Police & Crime Panel</p>	February 2017
2	Final report to OSC	14 March 2017

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

17 January 2017

Developing a New Strategy for the Visitor Economy

1. Contacts

Report Author:

Stephen Oates, Economic Development Manager

Tel: 01243 534600 Email: soates@chichester.gov.uk

2. Executive Summary

This report summarises the studies and research undertaken into the District's visitor economy and the engagement work undertaken with partners. The report proposes the strategic direction for tourism to be taken by the Council to support and grow the visitor economy, proposes the allocation of annual funding, and sets out the anticipated long-term outcomes.

3. Recommendation

That the committee

- 3.1 considers the outcome of the visitor economy review and makes any comments or recommendations to Cabinet on the proposals as set out in section 5 of this report**
- 3.2 notes the potential annual partnership funding from Chichester BID and recommends that Cabinet allocate £50,000 annual partnership funding for five years from April 2017 to assist development of the District's visitor economy**

4. Background

- 4.1 In January 2014, a Task and Finish Group was convened to understand and assess the opportunities and options for the District's visitor economy. The Group reported in detail to the Overview and Scrutiny Committee in March 2015. The Committee's recommendation to Cabinet and an accompanying Project Initiation Document for 'Developing a New Strategy for the Visitor Economy' was then approved in July 2015.
- 4.2 Our approach has been to build on the data and insights already gathered as part of the work of the Tourism Task and Finish Group, securing further baseline data, intelligence and proposals through research and consultation. Where possible we have worked and/or consulted with a number of partners.

Town and City Centre Research

- 4.3 In January 2015, Cabinet approved in principle an initial project proposal document to undertake Town and City Centre Research to identify visitor satisfaction with the facilities, services, attractions and infrastructure in Chichester and our market towns. This research linked closely with that

required for the visitor economy project and, with regard to Chichester City Centre, to the Chichester Vision project.

4.4 To avoid duplication of work and expenditure, during 2016 TSE Research (the research arm of Tourism South East) were commissioned to undertake a wide range of visitor research for the Council to encompass the various surveys required. At the same time, TSE also undertook similar research more widely for neighbouring authorities within the Coastal West Sussex Partnership (see below).

4.5 Research activities included:

- Industry Audit - audit of accommodation and attractions to assess the scale of tourism supply
- Economic impact of tourism - The Cambridge Model was used to establish the volume and value of tourism in the District
- Economic impact appraisals of key city visitor attractions - A modelling approach was used to establish the economic importance of four key City Centre attractions to the local economy
- Business survey - A telephone survey was carried out with a sample of 252 tourism businesses from across the District to gather data on businesses performance
- Visitor survey - A face-to-face interview survey was undertaken with a random sample of adult visitors at selected locations within Chichester City Centre and our three market towns. This identified visitor profile, perceptions on the characteristics of visits, strengths and weaknesses as a visitor destination, and specific aspects of the visitor experience capturing satisfaction levels and identifying gaps in provision.

The surveys were carried out by during the summer of 2016. In total, 486 adult visitors and 403 adult residents, students and workers participated in Chichester City Centre, 300 visitors participated in Midhurst, 299 in Selsey, and 175 in Petworth.

4.6 Highlights from the draft reports include:

- Tourism-based businesses represent 7.2% of all businesses in Chichester District. Together these businesses generated estimated revenue of £411.4 million in 2015 and supported an estimated 5,810 FTE jobs. Taking into account the part-time and/or seasonal nature of many jobs within this industry sector, this rises to 8,037 total jobs which equates to 14% of jobs in the District.
- Average revenue per head from day visits is £33. Average revenue per head from staying visits is £232. However, the vast majority of visits are day visits. Just 8% of visitors to Chichester stayed overnight in the City, 10% in Petworth and 17% in Midhurst, although a much higher proportion - 78% - stayed overnight in Selsey.

- Expenditure per person per night in Chichester is low compared to other historic cities such as York and Bath.
- 401 accommodation businesses provide almost 19,000 bed spaces but 75% of this is in caravan/camping and chalet sites making this primarily a seasonal provision. In addition, this is concentrated in the PO20 area, explaining the higher figure for overnight stays in Selsey.
- Serviced accommodation accounts for 16% of the total accommodation available. This equates to 3,060 bed spaces, 53% of which is located within the City/PO19 area.
- Bed space capacity is potentially one of the key constraining factors on the District's ability to increase revenue from tourism.
- Visitors to Chichester are primarily from Sussex and Hampshire, accounting for three quarters of all visitors. Only 5% came from Surrey and 3% from London, representing a real opportunity to increase visits from these areas.
- Visitors to Chichester from overseas comprised just 5% of total visitors in 2015 – significantly fewer than other UK heritage cities such as Bath (28%) York (15%).

4.7 **Visitor ratings on vibrancy of destinations**

Visitors were asked to rate the vibrancy of the City and each town on a scale of 1 to 5 where 1 depicts the town as being 'behind the times/old fashioned' and 5 depicts the town as 'vibrant and cosmopolitan'.

- The overall average rating score for Chichester was 3.3 out of 5. For a City Centre such as Chichester, this highlights a potential for development, especially if Chichester is to compete for day trip and short break business originating from London and abroad. By comparison, competing cities such as Canterbury, Bath and Exeter have higher vibrancy ratings
- The overall average rating score for Selsey was 3.2 out of 5 - around the middle of the vibrancy scale, and again, there is room for some development here
- The overall average rating score for Petworth was 3 out of 5 - a relatively average vibrancy score. However, this needs to be set against the context that the town's older fashioned nature is welcomed by visitors as part of its quaintness and charm
- The overall average rating score for Midhurst was 2.6 out of 5, suggesting an average vibrancy score. Again, there is room for development here but, like Petworth, needs to be set against the context that the town's 'heritage' nature is welcomed by visitors as part of its quaintness and charm

4.8 **Overall visitor satisfaction rates** Chichester

19% of visitors rated their overall trip enjoyment as 'Average', 50% as 'High' and 30% as 'Very High'

Midhurst

11% of visitors rated their overall trip enjoyment as 'Average', 59% as 'High' and 30% as 'Very High'

Selsey

1% of visitors rated their overall trip enjoyment as 'Average', 49% as 'High' and 50% as 'Very High'

Petworth

6% of visitors rated their overall trip enjoyment as 'Average', 65% as 'High' and 29% as 'Very High'

- 4.9 These studies confirm and amplify our understanding of the current state and value of our visitor economy and, accordingly, provide a clear picture of the substantial opportunities to attract more visitors, and the potential for developing a year-round visitor economy, creating new jobs and attracting new investment.

Other Research and Studies

- 4.10 In 2014-15 the work of the Tourism T&F Group included much focus on methods of creating a viable and successful destination, on managing destinations, and on funding destination management and marketing. We have therefore undertaken a good deal of work looking at other destination management organisations (DMOs) around the country and associated funding models. This work has included:
- An in-depth analysis of eight destinations during the second half of 2016, involving desk-based research, telephone interviews with key personnel and some face-to-face meetings
 - A review of 'The Tourism Landscape' – Team Consulting July 2016
 - A desk based review of Destination Business Improvement Districts (DBIDS)
- 4.11 Visit England and Visit Britain provide regular research studies and activity monitoring and, as part of this project, we have kept abreast of these.

Coastal West Sussex Partnership

- 4.12 In late 2015 it was agreed that the Council would continue work on growing the value of tourism in the Coastal West Sussex Partnership (CWSP) area. The Partnership established an officer steering group (comprising tourism officers and economic development managers from the CWSP authorities) and, utilising funding from the Pooled Business Rates Fund, commissioned visitor economy research work across the CWSP area. The chosen contactor was TSE Research.

The research work was undertaken throughout 2016 and included:

- **Visitor Survey** – 1,899 interviewed at 6 locations during summer 2016
- **Non Visitor Survey** – online panel of 500 representative of the UK demographics and geographic spread
- **Postcode Segmentation Analysis** – 199,317 postcodes from enquiries received for attractions and visitor centres in West Sussex
- **Tourism Industry Performance** – Cambridge Model and occupancy and attractions data
- **Social Listening Review** – monitoring of social media
- **Keyword Search** – using Google analytics to assess most popular online searches
- **Hotel & Visitor Accommodation Development Opportunities** – review of recent CWS studies and relevant national development trends

While an over-arching summary report is still awaited from TSE, this work provides a very useful supplement to the research work undertaken specifically for us and, as anticipated, shows the comparative strength of Chichester District and the opportunity to better exploit the District's assets and profile to grow our visitor economy.

- 4.13 The research reveals a visitor economy across the CWSP area worth nearly a £1 billion and employing 14,000 people.

Value by District:

- Chichester 42%
- Arun 33%
- Worthing 19%
- Adur 6%

In summary, across the CWSP area:

- 95% domestic visitors – 52% from Sussex, Surrey and Hampshire. 6% from London
- 5% overseas visitors
- 10% of visits are staying visits, 90% are day visits
- 42% of visitors are aged over 55
- 41% are in families and 32% are couples
- 78% arrive by car
- Accommodation usage is Caravan/Chalet 22%, Hotel 22%, Visiting Friends & Relatives 20%

WSCC West Sussex Weekends

- 4.14 As part of the CWSP work, West Sussex County Council's 'Beautiful Outdoors' and 'West Sussex Weekends' project has been supported. This

has comprised a digital marketing campaign during the summers of 2015 and 2016. Utilising a new website and social media activity developed by a London media agency, the objective was to encourage the London and South-East based 25 to 40 demographic to visit the South Downs area of West Sussex for active weekend breaks (walking, cycling, paragliding, coastal related water sports and so on).

A relatively substantial budget has been allocated so the campaign has gained some traction with the target market with c. 12,000 engaged and active followers. 2016 post campaign evaluation reveals c. £1million economic impact to the CWSP local economy.

Partnerships

4.15 CWSP Tourism Project

For summer 2017, our partner authorities within CWSP wish to build on the WSW campaign developing the themes and content of the digital activity. Subject to further funding from the Pooled Business Rates Fund, it is then proposed to migrate the WSW website to local control, and to develop new digital activity. In our view, although increased marketing and development of the themes is welcomed, this approach does not address the need for dedicated industry management and marketing to fully exploit the potential to grow our visitor economy and create new jobs in Chichester. Therefore, the recommendations in this report will supplement the work of CWSP.

Chichester BID

- 4.16 In November 2016 Chichester BID secured a second term of five years. Under its business plan it is proposing to invest 50% of its budget on marketing, events and the promotion of Chichester, c. £50k pa of which will be used to work in partnership with the Council and with a destination management organisation to help brand, market and promote Chichester nationally as a key visitor destination.

We have worked alongside the BID in developing its proposals for the visitor economy and there is a determination on both sides to set ambitious objectives for our visitor economy. In so doing, it is recognised we will make best use of any new funding through collaboration of funds and strong partnership working.

Visit Chichester

- 4.17 Visit Chichester (VC) is the current destination management organisation (DMO) for the area, originally established by the Council in 2004. In 2012 the Council stopped funding VC, but it has continued to operate with limited resources, running largely as a volunteer-led operation. This volunteer input is very welcome, especially the work of the current chairman, and the efforts to keep Chichester on the map as a destination must be recognised.
- 4.18 Despite limited resources they have renewed the website and focussed their efforts on marketing the destination. However, based on our research into DMO functions, to exploit all the opportunities set out in this report, VC's activities need to be wider than marketing. In section 5 (below) it is proposed to broaden the range of activities undertaken by VC.

Other Authorities and Organisations

- 4.19 The report of the Tourism T&F Group detailed the number of organisations within the District and neighbouring authorities involved in tourism. The position largely remains unchanged and the opportunities to make better use of resources, personnel and funding remain. Synergies exist with SDNPA and with neighbouring authorities to the west.

Government Support for Tourism

- 4.20 The vital importance of Tourism to the national economy continues to be recognised by the UK Government. As recently as August 2016, and taking account of the post-Brexit challenges and opportunities, the Government published its Tourism Action Plan. This updates its existing five point plan and includes a series of new initiatives and measures to help Britain out-compete other major tourism destinations, and encourage more staycations with British people holidaying at home.
- 4.21 As part of this, Government has recognised that multiple government departments, from Transport to the Home Office to DCLG and DEFRA, are all investors in the success of Britain's tourism industry. Through work to develop its new industrial strategy, Government has committed to ensure that departmental action to grow tourism is co-ordinated.

5 Outcomes to be achieved

- 5.1 The anticipated long-term outcomes of this visitor economy project will include:
- (a) Improved leadership and support to the industry, and development of the District's visitor economy placing Chichester at the heart of a viable and cohesive destination
 - (b) Partnership working with the private sector and others in the public sector, and new private sector and public sector funding streams in place, ensuring a well-funded and well-managed visitor economy
 - (c) A strong professionally managed destination management organisation successfully managing and marketing the area as an attractive, popular and competitive UK and South Coast destination
 - (d) Agreed Destination Management Plan
 - (e) Successful year-round tourism offer developed
 - (f) New inward investment in new infrastructure, facilities, attractions and events to the District
 - (g) Clear targets and KPIs to measure performance and to assist with driving outputs
 - (h) Increasing profile of the District and neighbouring areas as a major English visitor destination
 - (i) Significant growth of the visitor economy and the creation of jobs

6 Developing our Strategic Direction for Tourism

- 6.1 Using the outputs and data being assembled from the studies and research, it is clear Chichester is well-placed to better grow its economy through tourism and related activity, and to meet our ambition to be one of the UK's leading visitor destinations.

Central to this is having a DMO that undertakes or plays a key role in a wide range of activities such as:

Marketing and campaigns

- Destination website development and content management
- Digital
- Media coverage and PR
- Affinity marketing partnerships
- Branding and toolkits
- Focus on events that have capacity to attract
- Thematic
- Maximising activity at existing assets
- Focus on building a year-round proposition

Partnership - Inward investment

- New events
- New accommodation
- New attractions

Partnership - Local

- Destination management
- Industry link to public sector
- Film/TV liaison

Business Support

- Networking and training
- Intelligence and business advice
- Online tools

Research

Visitor Information

- TIPs
- Publications

Travel trade development

- Press and trade tours
- Trade shows

Destination Management Plan (DMP) – Preparation of a new destination management plan – to be agreed jointly with the Council

and BID - defining strategic objectives, targets, functions, funding strategy and plan, and industry engagement

6.2 In addition, based on our research and our understanding of managing destinations, the DMO should be a commercially led private-public organisation with the following components which are essential to meet the Council's and the BID's ambition for growing our visitor economy:

- A 'not-for-profit' private-sector led and industry led organisation – partnership, CIC, membership company limited by guarantee, or similar
- Board comprising a range of non-executive directors. Directors should be senior personnel (chairman, chief exec/MD, or commercial director level) from all key sectors. For example:
 - Major cultural attractions
 - Other key visitor attractions
 - Events sector
 - Accommodation sector
 - Transport operators – rail, bus, etc
 - Evening economy and F&B sectors
 - Marine leisure
 - Business tourism
 - Public sector – CDC and WSCC
 - Chichester BID
 - University
 - Rural activities
- Chairperson from the private sector with the vision and leadership credentials to engage and lead the industry and achieve objectives
- A full-time chief executive and small executive team to fulfil functions and meet objectives
- Destination Management Plan (DMP) – The Board and chief executive to monitor progress against the DMP
- Service Level Agreement (SLA) – The DMO to enter into a SLA with the Council and the BID

6.3 As discussed earlier, VC is our current DMO and we would like it to continue to be the DMO for the District (and surrounding areas), providing the organisation is willing to undertake this new enlarged role and to incorporate the changes the Council and the BID require to its board structure, governance arrangements, management and functional activities.

6.4 It is proposed that we work in partnership with Chichester BID with both parties committing initial annual funding for five years totalling at least £100k (comprising £50k from the Council and £50k from the BID). It is anticipated that total annual funding required for the DMO to operate successfully will be c. £500k so this will provide initial funding to support the DMO and to leverage additional funds from other bodies and private sector partners.

- 6.5 It is proposed that the Council and the BID open negotiations with the board of Visit Chichester with a view to redeveloping VC to meet the organisational structure and fulfil the functions as set out in sections 5.1 and 5.2 above. It is hoped that they will wish to undertake the changes and take on the new activities and, if so, it is anticipated that work to implement the changes will begin immediately with a view to have the core of the board in place by early summer 2017 and the chief executive and team in place during the summer.
- 6.6 If VC do not wish to take on these changes and fulfil these new functions, it is considered that the Council and the BID have the following options:
- 6.6.1 To bring management of the visitor economy in-house to the Council, or
 - 6.6.2 To establish a new DMO in line with the criteria set out in sections 5.1 and 5.2 above
- If applicable, it is proposed that the second option should be followed at which point a new report will be brought back to OSC and to Cabinet, and the timetable for implementation will be slightly longer.
- 6.7 As part of this project, there are a number of other activities in the short-term which will be undertaken by Council officers and the BID to support the development of the DMO, including identifying and engaging with potential chairpersons, board members and funding partners; identifying (and developing) potential funding streams; developing outline objectives; initial industry engagement; and preparation of the timetable for implementation. In addition, the Council and the BID wish to be part of the recruitment process for the new chief executive.

7 Resource and legal implications

- 7.1 Operationally, this project is led by the Council's Economic Development Service. The original budget for the work was estimated to be £65,000. Much of the research work has been funded collaboratively with the CWSP authorities via the Pooled Business Rates Fund and other parts have been covered under the Chichester Vision project work. The Council allocated direct funding of £19,000 to cover other aspects of the project.
- 7.2 If the recommendations in this report are approved by Cabinet, then a minimum of £50 k per year will be set aside for partnership funding. Further resources may be required to fully establish the DMO and others may be required following implementation of the DMP and are yet to be determined.
- 7.3 As part of due diligence with VC we will ensure their governance arrangements are sufficient to achieve the proposed outcomes and to meet the requirements of the SLA.

8 Consultation

- 8.1 Consultation with a wide range of organisations and potential partners is as set-out above.

- 8.2 A key part of establishing and implementing any new visitor economy strategy will be consultation and involvement of industry businesses and organisations.

9 Community impact and corporate risks

- 9.1 The aim of the project is to have a positive impact on the District's visitor economy and, in turn, the wider economy in our district.
- 9.2 It should be noted that growing our visitor economy requires strong partnership and commitment from those involved and operating in the sector. While the research, studies, consultations and other work undertaken in this project clearly confirm the potential to substantially grow our visitor economy, attract inward investment and generate new jobs, if tourism businesses in the District are unsupportive, the changes and development proposed may not progress or will progress at a slower rate.

10. Other Implications

Crime & Disorder: The additional employment created could assist in the reduction of crime and disorder	Yes
Climate Change:	No
Human Rights and Equality Impact:	No
Safeguarding:	No

11. Appendices

None

12. Background Papers

The Visitor Economy of Chichester (Draft) – TSE Research September 2016
 Midhurst Visitor Survey (Draft) – TSE Research September 2016
 Petworth Visitor Survey (Draft) – TSE Research September 2016
 Selsey Visitor Survey (Draft) – TSE Research September 2016

Coastal West Sussex Tourism Research Project 2016 – TSE Research:

- Visitor Survey
- Non Visitor Survey
- Postcode Segmentation Analysis
- Tourism Industry Performance
- Social Listening Review
- Hotel & Visitor Accommodation Development Opportunities

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 February 2017 to 31 May 2017**

An outline of the decisions expected to be made by the Council's Cabinet

Published 6 January 2017

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2017 TO 31 MAY 2017

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 February 2017 to 31 May 2017. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

The meetings of the Cabinet due to be held during this period are, 7 February 2017, 9 March 2017, 4 April 2017 and 9 May 2017 to be held at the offices of Chichester District Council, East Pallant House, East Pallant, Chichester.

Parts of these meetings may be held in private if the Cabinet considers it likely that there will be disclosure of confidential information or exempt information of a description specified in Part 1 of Schedule 12A to the Local Government Act 1972.

The Forward Plan includes key decisions, which are those which if taken by the Cabinet will have significant financial implications or significant impact in the District, and other decisions which may be of interest to the public.

The Forward Plan includes information on the person to contact to inspect relevant documents.

The Cabinet may also consider other documents or items which are not included in the Forward Plan due to changing circumstances.

The Membership of the Cabinet is currently as follows:

Councillors Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mrs G Keegan, Mrs P A Hardwick Mrs P Plant, Mrs C Purnell and Mrs S T Taylor.

The Forward Plan will be revised each month and rolled forward to the next four monthly period.

Any person who wishes to make representations about any matter in the Forward Plan should contact the report author or Member Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail memberservices@chichester.gov.uk) at least a week before the meeting at which the decision is to be made. Any person who wishes to receive a copy of any document relevant to the matters listed in the Forward Plan should contact the same people.

If you have any general queries on the contents of the Forward Plan please contact Katherine Jeram, Member Services Officer on 01243 534674 (e-mail kjeram@chichester.gov.uk)

Tony Dignum
Leader of the Council

Topics due to be considered are as follows:

Topic	Page
7 February 2017	
Budget Spending Plans 2017-2018	4
Community Housing Fund	4
Financial Management System Upgrade - Post Project Evaluation	4
Infrastructure Business Plan - Approval	5
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Museum Service Options Appraisal	6
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Senior Staff Pay Policy	7
Sussex Energy Tariff	7
To Authorise Technical, Financial and Socio-economic Studies of a Potential Haven (small harbour) in Selsey	8
Tourism and Visitor Economy Strategy	8
Treasury Management Strategy Statement for 2017-18	9
7 March 2017	
Pallant House Gallery - Approval of Revised Articles of Association	9
4 April 2017	
Chichester Vision - Approval of Final Document	9
Housing Allocations Scheme Review	10
Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document Adoption	10
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Review of CCTV Assets, Functions and Costs	11
Southern Gateway - Approval of Draft Masterplan and Consultation Process	11
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Parking Strategy Review	12
Road Space Audit	12
Southern Gateway - Approval of Masterplan and the Reporting of a Project Initiation Document	13
11 July 2017	
Plot 21, Terminus Road, Chichester	13

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Budget Spending Plans 2017-2018 To set a net budget requirement and council tax increase for the Council for the financial year 2017-2018. (Recommendation to Council)
Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Community Housing Fund This report will outline details of the Community Housing Fund allocation of almost £1.4million from government and make recommendations in terms of delegated powers and the spend of these funds. (Recommendation to Council)
Report author	Mrs Linda Grange, Housing Delivery Manager lgrange@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Financial Management System Upgrade - Post Project Evaluation To receive a review of how the project has performed following implementation of the upgrade.
Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Open
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Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval To consider the proposed modifications to the Infrastructure Business Plan for approval following consultation. (recommendation to Council)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Litter Clearance Programme for A27 Trunk Road The Council is the Primary Litter Authority and is responsible for keeping relevant land clear of litter and debris. This responsibility includes the A27 trunk road. A change to the way that traffic management legislation is applied to work on the highway has meant that the previous litter clearance methodology is no longer adequate. The report will outline proposals for a revised cleansing regime and request funding to carry out one full clean of the trunk road during spring 2017. The street cleaning budget for 2017/18 onwards will be adjusted to allow for additional costs (Recommendation to Council)
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
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Matter in respect of which the decision is to be made	Maintenance Programme for Closed Churchyards The Council has responsibilities for several closed churchyards and burial grounds throughout the district. A full survey has been carried out of the various grounds, identifying the need to develop an enhanced repair and maintenance programme to ensure that the sites are maintained to satisfactory standards. The report will request the provision of addition budget to complete this work. (Recommendation to Council)
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Museum Service Options Appraisal Cabinet to consider the findings of the options appraisal of the current museum service management. To identify options for delivery of the museum and recommend preferred model for future delivery of The Novium. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Revised Local Development Scheme 2016-2020 To consider the revised Local Development Scheme (LDS) 2016-2020. The LDS details the current Development Plan and proposals for new documents in the Chichester Local Plan area. It ensures that the local community and

	developers are kept informed of the current timetable for producing planning policy documents during the rolling three year timeframe. (Recommendation to Council)
Report author	Mrs Anna Miller, Planning Policy Officer amiller@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Senior Staff Pay Policy Publication of the Senior Staff Pay Policy Statement as required by Section 38(1) of the localism Act 2011. (recommendation to Council)
Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Sussex Energy Tariff CDC is a partner in Your Energy Sussex (YES), led by WSCC. YES are undertaking procurement of an energy supply company in order to launch a Sussex Energy Tariff in late 2017, to be offered to householders and small businesses. This report recommends that CDC offer a letter of support to the project including a commitment to promote it once launched and so are included in future procurement processes and notices.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Open
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Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	<p>To Authorise Technical, Financial and Socio-economic Studies of a Potential Haven (small harbour) in Selsey</p> <p>Description: Following an initial feasibility study the report requests authorisation to commission further reports (technical, financial & socio-economic) into the feasibility of building a small harbour near East Beach, Selsey including associated business units, to provide fisheries protection, economic opportunities, flood protection and a visitor focus on the Manhood Peninsula.</p> <p>Expected outcome: A secure and expanding inshore fishing industry. A place where Selsey businesses can grow; and where residents and visitors can find good cultural, leisure and sporting activities.</p>
Report author	Mrs Louise Rudziak, Head of Housing and Environment Services lrudziak@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	<p>Tourism and Visitor Economy Strategy</p> <p>Following Town and City Centre research undertaken as a result of Initial Project Proposal Document agreed by Cabinet January 2015, and visitor and destination research undertaken under the Project Initiation Document agreed by Cabinet July 2015, to approve a new strategy and funding contribution for developing the District's visitor economy</p> <p>(Recommendation from Overview and Scrutiny Committee) (Recommendation to Council)</p>
Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes

Exempt?	Open
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Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Treasury Management Strategy Statement for 2017-18 Setting out any proposed changes to the Council's Treasury Management Policy and Strategy, Investment Strategy and Minimum Revenue Provision Statement for the forthcoming financial year 2017/18 and the prudential indicators and limits as required under CIPFA's Prudential and Treasury Management Codes. (recommendation to Council)
Report author	Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Mar 2017
Matter in respect of which the decision is to be made	Pallant House Gallery - Approval of Revised Articles of Association Following a Governance Review, the Pallant House Gallery Board have made a series of recommendations that require amendments to their Articles of Association. Given the context of the establishment of the Gallery, the Articles have been referred to CDC for comment
Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Chichester Vision - Approval of Final Document To approve the final Chichester Vision document and the accompanying project plan and timetable. To note any

	comments and recommendations from OSC. To agree any funding to commence implementation of initial projects. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Housing Allocations Scheme Review Three yearly review of the rural allocations scheme. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document Adoption Following consultation on the draft document, the representations received during the consultation (10 November - 22 December 2016) have been considered and amendments proposed. These have been incorporated into the final document for adoption by the Council. Recommendation: to adopt the Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document.
Report author	Ms Sue Payne, Planning Policy Officer spayne@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Recycling Action Plan To approve the Recycling Action Plan that aims to achieve the EU and national recycling and waste minimisation targets. (Recommendation from Waste Panel and Overview and Scrutiny Committee)
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Review of CCTV Assets, Functions and Costs To consider how to provide the service more efficiently. Consider data on the use of CCTV in prosecutions and reducing crime. (Recommendation from Overview and Scrutiny Committee)
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Southern Gateway - Approval of Draft Masterplan and Consultation Process (Recommendation to Special Council)

Report author	Miss Amy Loaring, Partnerships Officer, Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager aloaring@chichester.gov.uk, mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	Parking Strategy Review The Chichester District Car Park Strategy 2010 – 2020 sets out the principles and vision for the provision of parking by the authority. It is considered that now is a good time to review and re-refresh this document, to enable changes which have been seen over recent years to be considered and to allow consideration of emerging policies and strategies to be included. Links to other projects – such as the Road Space Audit and Smarter Choices – will also be considered. The document will be considered first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement.
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	Road Space Audit Along with many towns and cities across the UK Chichester faces a number of challenges – it must accommodate significant new development, both residential and commercial, whilst preserving its historic character. Parking is particularly problematic, with high demands and constraints in meeting supply in the area of greatest demand. West Sussex County Council has appointed consultants (WSP Parsons Brinckerhoff) to consider the parking issues and use of road space in Chichester city to consider the challenges and consider how these might be affected by emerging strategies and plans in the area, along with consideration of the changing role of the high street.

	<p>The work undertaken will set the way for a strategic vision for parking within the city.</p> <p>This report to members will provide an update on the work undertaken so far and will request consideration of the proposals which are being put forward.</p>
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	<p>Southern Gateway - Approval of Masterplan and the Reporting of a Project Initiation Document</p> <p>To approve the Masterplan and a Project Initiation Document that will propose the arrangements for the implementation of the Southern Gateway project.</p> <p>(Recommendation to Special Council)</p>
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager, Miss Amy Loaring, Partnerships Officer mallgrove@chichester.gov.uk, aloaring@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<p>Plot 21, Terminus Road, Chichester</p> <p>Tender analysis and contract award.</p>
Report author	Mr Patrick Harrison, Strategic Asset Management Surveyor pharrison@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Fully exempt
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