

Public Document Pack

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A meeting of **Overview & Scrutiny Committee** will be held in Old Court Room, The Council House (Chichester City Council), North Street, Chichester on **Tuesday 13 June 2017 at 9.30 am**

MEMBERS: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Caroline Neville, Mr N Galloway, Mr K Martin, Mr H Potter, Mr G Hicks, Mr J Ransley, Mr A Shaxson, Mr S Lloyd-Williams, 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 - 8)
To approve as a correct record the minutes of the Overview & Scrutiny Committee meeting held on 14 March 2017. To receive an update on progress against the committee's recommendations to Cabinet and Council.
- 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 12:00pm on Monday 12 June 2017 is available upon request to Member Services (the contact details for which appear on the front page of this agenda).
- 6 **Leader's portfolio address**
The Leader of the Council is invited to present his priorities and areas of focus over the next year.
- 7 **Preparing a Vision for Chichester City Centre** (Pages 9 - 12)
The committee is requested to consider the draft text for the Chichester City Centre Vision following the consultation period, and to make any recommendations to Cabinet.
- 8 **Supporting Chichester Business Improvement District (BID)** (Pages 13 - 16)
Following the recommendation of this committee in July 2016, the committee is requested to consider the level of support provided by this Council to Chichester Business Improvement District, to review the initiatives undertaken to better deliver our joint objectives, and to make any recommendations to Cabinet.

- 9 **South Downs National Park Authority Development Management Agency Agreement** (Pages 17 - 23)
The committee is requested to note and comment on a) the operation of the current S101 agreement and Service Level Agreement and b) the position and progress that is being made in relation to the negotiations with the South Downs National Park Authority (SDNPA) in connection with potential new delegated arrangements from 1 September 2017 onwards.
- 10 **Chichester in Partnership - Annual Report 2016-17** (Pages 24 - 27)
The committee is requested to review the progress achieved by Chichester in Partnership in 2016-17 and its Business Plan for 2017-18 and to make any recommendations it considers appropriate to the partnership.
- 11 **Cultural Grants Task and Finish Group - Final Report** (Pages 28 - 30)
The committee is requested to note this report from the Task and Finish Group, to endorse the 2016/17 annual reports from Pallant House Gallery and Chichester Festival Theatre and to agree the Council's 2017/18 Service Level Agreements with both organisations.
- 12 **Review of the Housing Allocations Scheme** (Pages 31 - 33)
The committee is requested to a) consider and comment on the proposed amendments to the Housing Allocations Scheme set out in the options section of the appendix to this report and b) to note that the proposed options will then go forward for consultation with the Council's Registered Provider of Social Housing partners.
- 13 **Overview & Scrutiny Committee 2016-17 Annual Report and 2017-18 Work Programme** (Pages 34 - 35)
The committee is asked to consider and agree its 2016-17 Annual Report and to recommend it to Council for noting. The committee is also asked to consider and agree its 2017-18 Work Programme.
- 14 **Appointment of committee representative to Leisure Contract Monitoring Task and Finish Group**
The committee is requested to approve the appointment of Mr H Potter as the committee's representative on the corporate Leisure Contract Monitoring Task and Finish Group.
- 15 **Forward Plan** (Pages 36 - 52)
Members are asked to consider the latest Forward Plan (attached) and to consider whether it wishes to enquire into any of the forthcoming decisions.
- 16 **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.
- 17 **Exclusion of the Press and Public**
There are no restricted items for consideration.

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.

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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 14 March 2017 at 9.30 am

Members Present: 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 A Shaxson and Mr N Thomas

Members not present: Mr J Ransley and Mrs J Tassell

In attendance by invitation:

Officers present: Mr S Hansford (Head of Community Services), Mrs B Jones (Principal Scrutiny Officer) and Mr B Riley (Contracts Manager)

144 **Chairman's announcements**

The Chairman welcomed all to the meeting.

Apologies had been received from Mr Ransley and Mrs Tassell.

145 **Minutes**

The committee considered the minutes of the meetings held on 17 and 24 January 2017.

RESOLVED

That the minutes of the meeting held on 17 and 24 January 2017 be approved as a correct record.

Matters arising: Mrs Jones provided an update on the outcome of the recommendations made by the committee at the last two meetings. A question raised by Mr Potter at the meeting on 17 January 2017 had been responded to by Mrs Peyman. Mrs Jones undertook to circulate this response to all committee members.

146 **Urgent Items**

There were no urgent items for consideration at this meeting.

147 Declarations of Interests

Mrs Apel, Mrs Dignum and Mrs Graves declared a personal interest in agenda item 10 as 'friends' of Chichester Festival Theatre and/or Pallant House Gallery.

148 Public Question Time

No public questions had been received.

149 Deputy Leader and Community Services Portfolio Holder address

The Chairman welcomed Mrs E Lintill, Cabinet Member for Community Services, to the meeting.

Mrs Lintill gave an oral report on her priorities and areas of focus over the remainder of the year and on progress being achieved against the projects which are part of the council's Corporate Plan. She focused on the following areas and the teams supporting this work:

- Chichester in Partnership - new Community Strategy and projects including Choose Work
- Community Safety Partnership and priorities including antisocial behaviour and crime, child sexual exploitation, modern slavery, road traffic accidents, community tensions and domestic abuse
- Think Family – keyworker, neighbourhoods, community wardens
- Careline
- Health and Wellbeing - wellbeing weight loss, pre-diabetes programme and other programmes, Corporate Plan objective on workplace health
- Foreshores
- Safeguarding - delivering level 2 training
- Grants and Concessions Panel - managing applications and spend
- Cultural Grants – managing and review
- Consultations – such as the Chichester Vision
- Youth Engagement through schools delivering the Ideas into Action days and Five ways to Wellbeing
- Supports OSC TFGs on Educational performance and Community Safety
- Maintain relationships with parishes through the Community Facilities Audit/ New Homes Bonus (Parishes) Scheme/ S106 aspirations and spends
- Supports Parish Forums
- Advises on Strategic Sports provision needs, administer S106 sport funds, manage sports pitch bookings/ events in parks and liaise sports clubs/providers

Members had the following questions and comments, which were answered during the meeting:

- Choose Work project – The financial advice provided is about budgeting and managing money. Budget management guidance is also provided through the financial exclusion project. People are signposted to agencies such as the

Citizens Advice Bureau if this is considered more appropriate. The deeper needs of people working towards employment are reviewed such as self-esteem problems, mental wellbeing and the effects of this on their personal lives. Working with them does have a real benefit and payback

- Referrals to Choose Work come from the Department of Work & Pension (DWP) up until 31 March 2017. After that there was a bidding process for the work. We also receive referrals from other agencies e.g. mental health treatment. We also go out and hold work fairs and advertise in village fairs etc.
- DWP had announced £70,000 for the Choose Work project however the final terms of the offer are awaited and these will involve changed outcomes.
- DWP allowances – There are two different allowances; job seekers allowance (JSA) and Employment and Support Allowance (ESA). As job seeker figures had reduced the focus had now changed to ESA; this is for those people who are further away from employment and have bigger issues. We have tools which measure their development and although they may not get work we can measure progress. This will enable us to offer more of the same services in rural areas; taster days and into more intense mentoring processes. We will also work with schools and colleges to prepare students for work. Further work will be done in outlying areas as capacity allows.
- Child sexual exploitation - Effort has been aimed at certain services that were likely to come across this type of exploitation such as Hotels, Licenced establishment, public transport and taxi drivers etc. WSCC has responsibility for children and social services. Partners co-operate through the Adults & Childrens' Safeguarding Boards and there had been discussion about how to raise general awareness with the public.
- Foreshores services - Mr Connor advised that he is involved with the foreshores service in Selsey – on behalf of the Cabinet Member who was based in the north of the district.
- Tangmere primary school children were working on an initiative to improve their community e.g. an application for grant monies for frog litter bins on the playing field. They were also working with the elderly community in the village;
- Contact with parish councils – The Communities Team is in touch with parish councils to support them in managing the community facilities audit and in relation to New Homes Bonus grants and S106 monies for projects. The team is advised of any changes in personnel at the parish councils. The Clerk is usually the driver of parish projects so this dialogue ensures continuity.
- Community Wardens – Employment contracts for Community Wardens are renewed every year due to the funding arrangements. The council funds the full salary of the Warden Team Leader, 50% of the Wardens salaries and the hosting costs. The other 50% was funded by contributions from city, town and parish councils and housing associations. All partners agree to a three year commitment but only agree actual funding one year at a time. The health and wellbeing team staff have similar contract arrangement due to WSCC funding.

Mrs Lintill undertook to circulate a copy of the briefing to members following the meeting.

RESOLVED

That the report from the Cabinet Member for Community Services be noted.

150 Recycling Action Plan

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

Mr Riley presented the report, assisted by Mr Shaxson and Mr Connor, members of the Waste and Recycling Panel,

The committee made the following comments:

- Manufacturers have to meet packaging regulations and are encouraged to become more environmentally friendly; recyclates had reduced in weight which had reduced its effect on recycling/landfill and transport costs; polystyrene goes to landfill; is it perhaps time to consider targets which look at better environmental outcomes rather than just tonnage?
- Plastic bags and plastic sealers are being considered by the plastics and packaging industries at a national level
- EU recycling figures have become adopted in national regulations.
- Fly tipping and street sweepings are deducted from the council's recycling figure. More tonnage is going into residual waste figures which deflates our recycling rate.
- Fly tipping has increased significantly in our district but it was increasing before WSCC made the changes to recycling facilities; this will act against our recycling rates.
- Fly tipping – some prosecutions where evidence of ownership has been identified.
- Increase in fly tipping; Waste and Recycling Panel will consider statistics and make representation to County.
- Food waste needs to be better coordinated; supermarkets have done some work and Stonepillow receives some waste food from restaurants and food outlets.
- Output from anaerobic digesters is taken to a farm outside Tangmere which produces methane gas and compost for land reclamation and leisure.
- We receive an income from the sale of recycling materials through the Ford site however we do not receive an income from output from anaerobic digesters, nor do we receive an income from green waste.
- Food waste collection has been considered however we are dependent upon WSCC to develop outlets for this.
- All hard food plastics are recyclable, but not the films on top.
- Material picked up by mechanical road sweepers (bits of grit and road aggregate can be used again); separation of street sweeping would achieve in the region of 2% increase on recycling figures; there would be a cost to this collection of recyclates.
- Some materials are expensive to recycle and government should impose a ban on manufacturers using this material.
- Some small commercial recycling sites will accept bricks for free. Increase public awareness of this to avoid fly tipping.

- Heavy duty plastic envelopes had recently been introduced for council papers as the former envelopes were flimsy; members asked whether an intermediate strength envelope could be used which was recyclable. Mrs Jones will investigate.
- Horsham biological treatment plant is due to close soon; there is an alternative plant in Redhill.

RESOLVED

That progress against the 2016-17 Recycling Action Plan be noted.

RECOMMEND TO CABINET

- 1) That the updated 2017-18 Recycling Action Plan be approved.
- 2) That parish councils be encouraged, through parish forums, to separate recyclables when organising clean ups to assist the district's recycling campaign.

151 Education Review 2017 - final report from the Task and Finish Group

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

Mrs Dignum (Chairman of the Task and Finish Group) presented the report.

The committee made the following comments, which were answered by Mr Hansford and Mrs Lintill:

- *Cynicism amongst school heads and welfare impact on staff and pupils in chasing statistics* – Mrs Dignum responded that stress was inevitable and some schools had not had time to look closely at the requirements of the new curriculum. There was no evidence that children were disadvantaged but teachers were using different phraseology in asking the children to carry out tasks and this had been managed.
- *Problems with recruitment and discipline with amount of extra bureaucracy* – Academies had trained their own heads from existing staff. Discipline was not something covered in the review.
- *Rother College not mentioned* - Mr Hansford advised that TKAT academy had been invited as a witness as they had both primary and secondary schools in the district. Mrs Dignum advised that the results of Midhurst Rother were included on the spreadsheet of results considered by the group. Mrs Apel noted that academies were not always very receptive to WSCC going in to review progress whereas the state schools were.
- *Ofsted ratings good level in this district* – It was suggested that a letter be sent to heads and teachers congratulating them on the results. Safeguarding was paramount and where this was not being followed to the letter schools had been penalised.
- *Concern at demands of the new educational assessment system and the difficulty in understanding it* - Mrs Dignum advised that it was designed to keep a closer degree of control on things. WSCC had acknowledged its error in

withdrawing financial support in the assistance they gave to schools and had realised that certain schools had fallen beneath their radar and were now visiting every school on a termly basis. Schools also had access to a school link worker.

RESOLVED

- 1) That the effect of changes to the assessment process on the comparative performance of schools and the overall positive direction of travel be noted.
- 2) That should the committee wish to revisit educational attainment when the new curriculum and testing regime are better established, that a) a more broad look at temporary and permanent exclusions and b) the readiness of school leavers for further education or employment, be considered.
- 3) That a letter be sent by the committee to school heads and teachers in the district to thank them for their hard work in driving up standards and attainment as well as coping with changing demands and a difficult financial background.

152 Community Safety Review 2017 - final report from the Task and Finish Group

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

Mr Cullen (Chairman of the Task and Finish Group) presented the report. Unfortunately Mr Connor, the elected Chairman of the group, had been unwell during this time and therefore Mr Cullen had been elected by the group as Chairman.

Mrs Lintill stated that the Police and Crime Commissioner had maintained her financial support to Community Safety Partnerships at the same level since she had been in post. Mrs Lintill had spent a Friday night out with Sussex Police to see the kinds of incidents they were dealing with and was going to repeat this shortly.

The committee made the following comments, which were answered by Mr Hansford and Mrs Lintill:

- *The annual consultation on the priorities of the Community Safety Partnership seemed meaningless as there had been so little response* - Mr Hansford advised that for over ten years he had tried to get a better level of response to this consultation. His team had tried promoting the survey in supermarkets and had sent the survey out to a number of different organisations, parish councils, individuals, partnership organisations, and put it on the front of the council's website. He had lost resources over the years and there was only so much the team could do to resource this consultation.
- *PCSOs in rural areas and the effectiveness of Neighbourhood Watch* – Mr Hansford drew members' attention to recommendation 6.3 which encourages members to promote community safety within their wards. Neighbourhood Watch was still in place in some areas but the police had discontinued their dedicated support officer for this initiative. We are moving to borderless policing so that any resource can be used across borders. PCSOs are part of a

larger team across Chichester and Arun. Sussex Police had introduced 'community messaging' which targets messages to get a response rather than put articles in local magazines; they still had intelligence officers and we received daily feedback from the police where one of our networks or community wardens were able to do something. The police suggest that the community forums are a mechanism for the community to meet and discuss local issues, not necessarily with the police. Neighbourhood Watch was something for the community to take forward and the council would support this where it could.

- *The current position with PCSOs* – Mr Hansford advised that when the new job description was issued PCSOs were given the option of taking voluntary redundancy. Some considered that they wanted to join the police as a full officer. We now have 27 PCSOs across Arun and Chichester which is the full complement.
- *Wildlife crime issues* – Mr Hansford advised that there were various watches e.g. horse watch, farm watch etc. There was a dedicated wildlife officer at police headquarters who liaised with the RSPCA to support investigations. This area does get occasional issues with sheep rustling, 'lamping' and horse tack theft.

RESOLVED

- 1) That it be noted that the required level of scrutiny of the Community Safety Partnership had been achieved.
- 2) That members would receive brief case studies highlighting key areas of the Community Safety Partnership's (CSP) achievement in the district via the Members' Bulletin.
- 3) Notes that members should be encouraged to promote community safety and crime prevention messages within their wards.

153 Cultural Grants Task and Finish Group review

RESOLVED

- 1) That Mr Galloway, Mr Hicks, Mrs Graves and Mrs Apel be appointed as the representatives on this group with Mr Hicks chairing the review.
- 2) That the Terms of Reference be agreed.

Mr Hansford advised the committee that this task and finish group would also be tasked with considering the new contracts and agreements for the cultural grants post 2018.

Following the meeting Mrs J Tassell also agreed to take part on this review.

154 Forward Plan

The following issues were raised by the committee for consideration:

- Mr Lloyd-Williams asked how the government's decision to invoke Article 50 for the introduction of Brexit would be considered by the authority. Mrs Jones

advised that this would be considered by the Strategic Risk Group which reviewed the council's strategic risk register. This meeting was due to take place later this week and report to the Corporate Governance and Audit Committee, responsible for the governance of and risks to the authority.

- Consideration of the South Downs National Park agreement – Mr Hansford advised that a temporary extension to the contract had been agreed until September 2017 and that the new contract from that date was being negotiated. The committee would be consulted about this at its next meeting in June 2017.

The meeting ended at 12.19 pm

CHAIRMAN

Date:

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

13 June 2017

Preparing a Vision for Chichester City Centre

1. Contacts

Report Author:

Stephen Oates, Economic Development Manager

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

2. Recommendation

- 2.1 The committee is requested to consider the draft text in appendix 3 for the Chichester City Centre Vision following the consultation period, and to make any recommendations to Cabinet.**

3. Background

- 3.1 A key priority under the Council's Corporate Plan is to 'improve and support the local economy'. One of the objectives under this priority is to "*promote Chichester District as a visitor and cultural destination*" and another is to "*promote the City (and town centres) as vibrant places to do business*". A key project listed under this objective is '*Preparation of a vision for Chichester City*'.
- 3.2 In early 2015 the Economic Development Service facilitated internal discussions with members regarding the future of Chichester City Centre and the opportunities for significant economic growth and job creation. Members agreed that there is a need to develop a vision for the City Centre with partners which recognises the variety of factors and issues impacting on its future growth, which identifies existing un-tapped opportunities, seeks out new ideas and proposals, and which links each of them together into one cohesive vision.
- 3.3 The Service was tasked with taking the project forward working in partnership with local businesses, business and community organisations, and with other local authorities.
- 3.4 A Steering Group was established which is chaired by the Council's Leader and comprises senior officers from the Council, the Leader and senior officers from West Sussex County Council and Chichester City Council, the Chairman of Chichester Business Improvement District and a representative of Visit Chichester. A Project Partners Group was established to provide input and additional operational support, and to assist as a consultative body through each stage of the project. The Project Partners Group comprises senior representatives from a range of local businesses, attractions and organisations.

4. Outcomes to be achieved

- 4.1 Much of the work in this project has involved research and analysis, generation and consideration of ideas and proposals, and partnership working with other public sector authorities and with the private sector. In summary, the anticipated long-term outcomes will include:
- (a) A clear, credible and locally supported articulation of 'what we want Chichester City Centre to be', focusing on the function and future of the City Centre compared to now
 - (b) Chichester City Centre's offer developed as a vibrant and attractive commercial and cultural focal point serving residents, workers and visitors, across all demographics
 - (c) The identification of development opportunities to meet identified needs
 - (d) Partnership working with the private sector and others in the public sector
 - (e) A well-managed, well-coordinated, and well promoted City Centre
 - (f) Increasing profile of the City and the District
 - (g) Significant new inward investment and funding into the City and the District
 - (h) Substantial economic growth and the creation of jobs, including higher-value jobs

5. Methodology and Consultation

- 5.1 Central to developing the Vision has been a drive to generate and inspire new ideas, new proposals and new thinking, and to provide the key data, information and market intelligence required to take an informed view.
- 5.2 The proposals in the Vision have therefore been shaped by field research, reviews of previous plans and strategies, facilitated workshops attended by representatives of community and business organisations, and a comprehensive range of studies including:
- Research into comparable towns and cities
 - Qualitative and quantitative studies into usage and satisfaction of the City and its facilities among residents, businesses, workers and visitors. These included:
 - Chichester City Centre User Survey
 - Chichester City Centre Business Performance Survey
 - Economic impact of main visitor attractions
 - Destination Benchmarking Desk Review
 - An 'audit' or baseline study of the City in terms of its character and condition, the ease of access, physical assets and the diversity of its local economy
 - A retail trends study

- A study by the University of Chichester into usage and satisfaction of the City and its facilities among students
- 5.3 These studies produced a number of recurring topics which formed the foundation to our first full draft Vision document. This sets out an overarching Vision statement supported by three principal themes and a number of underlying proposals, ideas and opportunities. Following review by project partners and the Steering Group, this 'consultation draft' was published for full public consultation in February this year.
- 5.4 An electronic survey was made available on the Council's website between 6th February and 19th March 2017 and a paper version of the survey was available on request. The survey was promoted via news release, the Council's social media accounts, and via an A5 leaflet delivered to 39,866 households in Chichester postcode areas. In addition, six 'View the Vision' exhibitions were held around the city centre.
- 5.5 In total 472 online responses were received, and 35 additional written responses were received via email, post or hand delivered.
- 5.6 In summary, the Vision has been well received and the consultation responses provide a clear steer that the ambitions and aspirations set out in the draft document are welcomed and agreed by a high majority – generally well in excess of three-quarters – of respondents. (A summary of the public consultation responses is included at Appendix 2). The outcome of the consultation has been reviewed and considered by the Steering Group.

6. Project Timetable and Next Steps

- 6.1 The Vision document is now being updated and amended to reflect the consultation responses. The draft text, which includes design direction notes, is attached at Appendix 3. The Committee is requested to consider the draft text and to make any further recommendations to Cabinet.
- 6.2 In conjunction with the drafting of the final text, new visuals, images and illustrations are being prepared for incorporation into the final document.
- 6.3 The final content (text and images) for the Vision is expected to be recommended for approval to Cabinet and full Council in July 2017 and a similar process of review and approval will be taking place in the other local authorities and Chichester BID.
- 6.4 Following content approval, the final document design will be completed for printing. A delivery plan will be produced and the Delivery Steering Group will be established. A copy of the project timetable is attached at Appendix 4.

7. Resource and legal implications

- 7.1 The staff resources undertaking the work are as indicated in section 3 above. The total budget for the work is estimated to be £70,000. The Council is funding most of this (c. £65,000) with the remainder from partners.

- 7.2 The further resources which may be required following completion of the Vision will vary depending on the recommendations presented to Cabinet and are yet to be determined.

8. Consultation

- 8.1 As indicated in 5.2 above, consultation on the early stages of the project included fieldwork, research studies and workshops. Consultation on drafting the initial Vision text took place with the Steering Group and Project Partners, and the full 'consultation draft' was subject to a six-week public consultation.
- 8.2 Prior to completion of the final Vision there will be further consultation with Project Partners and the Steering Group.

9. Community impact and corporate risks

- 9.1 The aim of the project is to have a positive impact on the City's economy and, in turn, the wider economy in our district.

11. 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

12. Appendix

- 12.1 Appendix 1 – Chichester Vision – Consultation Draft, December 2016
- 12.2 Appendix 2 – Summary of public consultation held during February and March 2017
- 12.3 Appendix 3 – Chichester Vision - Text for Final Version – Draft - Last updated 2-6-17
- 12.4 Appendix 4 – Chichester Vision Project – Revised Project Plan

13. Background Papers

- 13.1 Report to Overview and Scrutiny Committee – 'Preparing a Vision for Chichester City', 5 July 2016 – available here
<https://chichesterintranet.moderngov.co.uk/ieListDocuments.aspx?CId=133&MId=808&Ver=4>

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

13 June 2017

Supporting Chichester Business Improvement District (BID)

1. Contacts

Stephen Oates, Economic Development Manager
Telephone: 01243 534669
soates@chichester.gov.uk

2. Recommendation

- 2.1 Following the recommendation of this committee in July 2016, the committee is requested to consider the level of support provided by this Council to Chichester Business Improvement District, to review the initiatives undertaken to better deliver our joint objectives, and to make any recommendations to Cabinet.**

3. Background

3.1 The Chichester City Centre Partnership was successful in achieving Business Improvement District (BID) status and started delivery as Chichester BID in April 2012. Each year this committee receives a report detailing progress against their Business Plan. In July 2016 this committee, and subsequently Cabinet, agreed the BID's 'Renewal Business Proposal' and supported the renewal of the BID for a further term of five years. In November 2016, City Centre businesses overwhelmingly voted in favour of renewal and the second five-year term 'Chichester BID2' commenced on 1 April this year.

3.2 During its' first five-years, in a challenging post-recession business environment, Chichester BID raised over £1.3m from the BID levy, making a significant contribution to improving the attraction of the City for consumers and businesses. This included:

- Christmas lights and festivities
- Improved City performance measurements through the footfall camera, new digital foot flow monitors and sales turnover figures
- Improved safety and security of the City Centre through Chichester Businesses Against Crime (ChiBAC)
- New City Map boards and 100,000 City Maps actively promoting City Centre attractions, restaurants, pubs and cafés
- An attractive and welcoming City environment with side street improvement projects, hanging baskets, deep street cleaning and celebratory flags projects
- 'Choose Chichester' marketing campaign and an Events Marketing Manager to provide support and social media for all BID members events
- Co-ordinated City Centre management , along with a BID Office, business support, website and business directory
- Increased one-to-one BID engagement through a new BID Ambassador

- 3.3 Although these items indicate the breadth of work the BID undertakes, they hide an ever-present challenge for the organisation. The BID does not own any assets and has no direct control over the City Centre or its' infrastructure, requiring the BID to work in partnership with and, where appropriate, influence, three different local authorities to enable it to take many of its plans and objectives forward.
- 3.4 The Council's Economic Development Service, which originally inspired the formation of the BID, is fully supportive of the BID's objectives. To better understand the issues faced in delivering these, the Council's Economic Development Manager liaises with the Chairman of the BID on a bi-monthly basis and the Business Support Officers regularly meet with BID officers. Additionally, the Economic Development Service as well as the Election Service worked with the BID to support its renewal for a second term.
- 3.5 Chichester BID2 has a new chairman, Colin Hicks. He is keen to encourage business partners, organisations and the three Local Authorities to develop an increasingly joined-up approach to City Centre management, promotion and business opportunity.
- 3.6 Chichester BID2's Business Plan is at Appendix 1. The objective of the BID is economic growth secured through:
- Increased customer dwell time
 - Conversion at the tills
 - Access to buyers for B2B businesses

This will be achieved through strong leadership enabling an economically sound, safe, attractive and organised City centre; focussing on the successful promotion of the City; attracting more visitors, customers, businesses, employees and investment; improved customer and business experience; and a move away from streetscape improvements.

These aims and objectives are in line with the Council's Economic Development Strategy and the Council's Corporate Plan Objective to '*promote the city and town centres as vibrant places to do business*'.

4. Supporting the BID

- 4.1 In preparing for BID2, the BID's governance, financial control and board of directors have been reviewed. A CDC nominated director, the Cabinet Member for Commercial Services, sits on the board and board meetings are also attended by the Economic Development Manager to provide input where required and to assist with improved communication.
- 4.2 To strengthen relationships, the Council's Chief Executive, the Head of Commercial Services and a range of senior Council officers (from Estates, Licensing, Planning, Economic Development, Parking Services and Communities) have held an 'introductory' meeting with the new BID Chairman. Following this, the BID Chairman and Officers have already directly met with some services and will continue to do so as issues and opportunities requiring CDC input arise.

Regular quarterly review meetings have been established between the BID Chairman and the Council's Chief Executive, Head of Commercial Services and Economic Development Manager.

- 4.3 The BID Chairman is working with the Economic Development Service and Visit Chichester on the proposals for a new direction for the visitor economy, and the BID Chairman continues to represent the BID on the Chichester Vision Steering Group and on CDC Parking Forum. The BID Chairman has also been involved in the trial Market within the City Centre, reviewing performance indicators and presenting to the members of the Task and Finish Group.
- 4.4 Our joint aim to improve collaboration, cooperation and communication is developing well and will enable the BID to raise issues as and when they arise and to direct enquiries to the appropriate senior officers.
- 4.5 Representing some 500 BID-levy payers in the City Centre – across retail, office, professional services, food and beverages, the visitor economy and other sectors - the BID is now positioned as the key representative of the City's private sector business community.
- 4.6 The BID would find it helpful to be involved much earlier in certain issues and proposals affecting the City Centre and its businesses. The newly established quarterly meetings will assist this as well as direct meetings with the services. It will be seeking an early discussion regarding A boards and other City Centre advertising, and it is working with City Centre retailers to introduce later shopping hours.
- 4.7 The BID Chairman will attend the meeting to answer the committee's questions.

5. Consultation

- 5.1. Since its inception, the BID has developed a programme of communication and consultation with BID levy payers, the local authorities and other bodies. The BID's work is reviewed at the Council's Overview and Scrutiny Committee each year.
- 5.2. In seeking renewal for a second term, the BID carried out extensive consultations with BID levy payers.

6. Community impact and corporate risks

- 6.1. The aim of the BID is to have a positive impact on the City's economy and, in turn, the wider economy in our district. C. £1.57million over five years will be available to deliver the BID's programme of events, partnership working, public realm improvements, marketing, co-ordination, and safety initiatives.
- 6.2. The establishment and continuation of the BID supports Objective 3 under the Economy section of the Council's Corporate Plan, i.e. Promote the city and town centres as vibrant places to do business

7. Other Implications

Crime & Disorder: Funding will be invested into crime and safety initiatives over the lifetime of the BID	Yes
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Climate Change:	No
Human Rights and Equality Impact:	No
Safeguarding:	No

8. Appendix

Appendix – Chichester BID Business Plan 2017-22

9. Background Papers

None

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

13 June 2017

South Downs National Park Authority Development Management Agency Agreement

1. Contacts

Report Author:

Tony Whitty – Development Management Service Manager
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2. Recommendation

The Committee is requested to note and comment on:

- 2.1 The operation of the current S101 agreement and Service Level Agreement; and**
- 2.2 The position and progress that is being made in relation to the negotiations with the South Downs National Park Authority (SDNPA) in connection with potential new delegated arrangements from 1 September 2017 onwards.**

3. Background

- 3.1 The SDNPA originally entered into a legal agreement under S101 of the Local Government Act 1972 with 15 host authorities that have parts of their administrative areas within the national park to enable the delivery of development management services from 1 April 2011 to 31 March 2014. Individual agreements were supplemented with a number of other provisions including protocols relating to enforcement and the management of Section 106 agreements and a Service Level Agreement (SLA). This agreement was reviewed and extended for a further 3 years in April 2014 (to March 31 2017). Since the introduction of the host authority delegation arrangements in 2011, ten of the original host authorities have since opted out, with the administration of the development management service within those areas transferring back to the SDNPA. With the exception of the County Councils, this has been where the SDNP designation covers a very small area of each of these authorities.
- 3.2 The current agency agreement, under which the district council provides all development management services for the area of the national park that falls within Chichester district, was extended earlier this year beyond its originally agreed third and final year, until the end of September 2017, after which time the agreement between CDC and the SDNPA will expire. The District Council is paid for this work by the SDNPA annually, based on an estimate of the cost of delivering the service against an assumed level of planning applications and other activity dealt with by the Council in preceding financial years, and subject to a 5% 'tolerance'. Additional payments for non-routine matters (including workloads above the identified tolerance) have been subject to separate

bespoke negotiations. All S106 contributions are paid to and held by the SDNPA as the relevant local planning authority.

- 3.3 The previous S101 agreements have been drafted on the basis of a 3 year term, including a 12 month notice period in the event of termination by either CDC or the SDNPA. They set out the terms on which CDC would undertake all development management planning work pursuant to Parts III, VII, VIII and X of the Town and Country Planning Act 1990, and also the operation of the SDNPA pre-application advice service, within those parts of the SDNP in the administrative area of CDC. This includes planning enquiries, pre-application advice, the making of tree preservation orders, EIA screening/scoping and the administration and determination of planning related applications, appeals and enforcement matters. The SDNPA retains the ability to call in those applications, orders or consents which it considers may have a significant effect on the purposes for which the SDNP has been designated. During the Course of 2016/17 the SDNPA called in some 20 planning applications of varying degrees of complexity, the majority of which were smaller applications in relation to larger historic sites, such as King Edward VII Hospital. This represented approximately 2.4% of all planning applications submitted in relation to the SDNP covered by Chichester District. In addition some 30 cases submitted within the Chichester District area in relation to other work such as pre-applications, PD enquiries and discharge/compliance with condition were handled by the SDNPA.
- 3.4 An associated Service Level Agreement (SLA) set out the expected operation and performance of the S101 Agreement in greater detail. Within this, the SDNPA has sought to promote three key themes; customer focus and outcomes, quality of service and performance. The most notable key indicators have previously been:
- Pre-application advice to be provided within published SDNPA timescales
 - All applications that receive and follow pre application advice are determined within 30 ('Minor' and 'Others') and 60 ('Majors') working days from validation.
 - Validation within 3 ('Minors' and 'Others') and 5 ('Major') days where those applications are deemed to be valid
 - All site visits to be undertaken within 15 working days of validation.
 - Decisions on 65% of Minor and 80% of Other applications in 8 weeks.
 - Decisions on 60% of Other applications in 13 weeks (16 weeks for EIA development), unless an alternative timescale has been agreed through a PPA or PAA
 - Enforcement to be undertaken in accordance with an agreed Enforcement Strategy
 - A success rate of 70% on appeals

- 3.5 The Council's SDNP Team comprises 6.4 fte including; Team Manager, Principal Planning Officer, One part time planning officer (0.4 fte), 3 Planning Officers and a Technician. The work within the team is allocated to officers on the basis of the number of cases on hand and having regard to which officer is appropriately experienced. Complex application proposals are dealt with by the Principal Officer. The team manager has overall responsibility for the performance of the team and they report to the Development Management Service Manager.
- 3.6 The Planning Enforcement Team comprises an Enforcement Manager, Assistant Manager, 3 Planning Officers and a Technical and Administration Officer. The three planning officers have responsibility for specific parishes within the Park area; the Assistant Manager oversees this work and investigates complex cases. The Manager and Assistant Manager deal with the majority of the appeal work within the team. The Manager is responsible for the team's performance and reports directly to the Head of Planning Services.
- 3.7 Both Teams maintain a weekly liaison with the SDNPA Link Officer. The performance of the teams is measured in accordance with national targets and local performance indicators having regard to the time taken to process applications and enforcement investigations. Monitoring reports are produced on a monthly basis; the annual cumulative position is carefully monitored and managers monitor individual performance and workloads within the teams to ensure performance is met. In addition planning enforcement run weekly monitoring reports to progress cases in accordance with performance targets; both Development Management and Enforcement report to the Planning Committee on a quarterly basis with regard to performance over the preceding three months.
- 3.8 Parish Councils formally engage in the application process through consultation on planning applications and the submission of enforcement complaints where necessary. Parish Councils are encouraged to maintain an open dialogue with case officers on planning applications where there are significant concerns or the need for assistance in clarifying proposals. Periodically the SDNP Team Manager and/or the Development Management Service Manager will meet with Parish Councils, as necessary, in order provide assistance and foster good working relationships.
- 3.9 Information relating to planning enforcement cases is not in the public domain as investigations are carried out on a 'confidential' basis. However, Members have access to a list of open cases and a weekly update of newly opened and closed cases via the Council's intranet. For cases of individual interest, Members are able to obtain information from the investigating officer. Once a Member's interest is registered on the case record they will receive updates at key points in the enforcement process. The enforcement service also maintains contact with parish clerks in relation to cases in which they have expressed a specific interest.

4. Performance against key criteria of the SLA

- 4.1 CDC has enjoyed a good working relationship with the SDNPA since first entering into the agency agreement and officers maintain frequent and open communication through the SDNPA's designated Link Officer and as part of wider regular group meetings of the SDNPA and all host authorities, at various

levels. During the previous six years there have at times been difficulties in meeting some of the targets set out in the SLA (most notably as a result of issues with the SDNPA's IT systems during the early years of the original agreement and in 2014/15 when CDC suffered staff resourcing issues). However, the arrangements have over the last 3 years in particular settled down well and for the year 2016/17 planning application performance has been excellent (see table and figures below for details).

	Majors	Minors	Others
	% In Time	% In Time	% In Time
CHICHESTER	88%	90%	93%
EAST HANTS	100%	89%	94%
WINCHESTER	100%	89%	97%
LEWES	100%	89%	96%
HORSHAM	N/A	57%	90%
MID SUSSEX	N/A	71%	90%
ADUR & WORTH	N/A	40%	43%
SDNPA	85%	82%	92%

Table 1: Percentage of applications determined timescale (2016/17)

Fig 1: No. of Major applications determined 2016/17 and proportion of total across SDNP

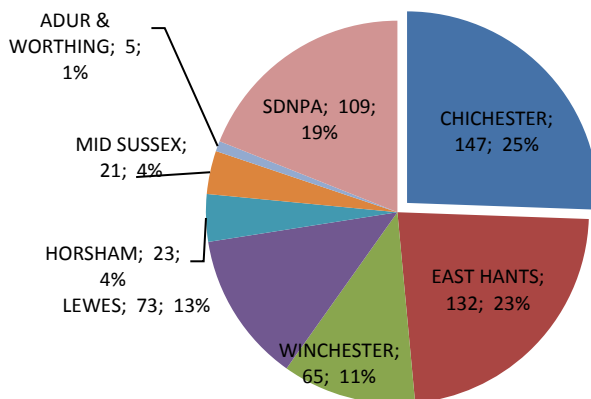


Fig 2: No. of Minor applications determined 2016/17 and proportion of total across SDNP

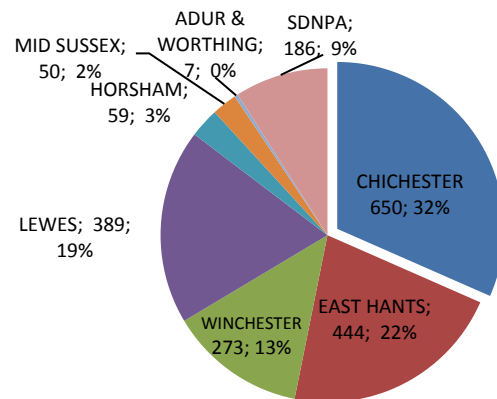


Fig 3: No. of Other applications determined 2016/17 and proportion of total across SDNP

4.2 Whilst the majority of planning applications have been determined within agreed timescales, it is acknowledged that there have been a limited number of applications which have taken a significant amount of time to determine, particularly those which are subject to complex heritage considerations. Proposed measures, to include a greater degree of training for officers in relevant specialist disciplines will seek to ensure that delays in the determination of these applications without reasonable justification are minimised going forward.

5. Emerging future agency/delegation agreements with the SDNPA

5.1 The SDNPA has advised that it remains committed to delivering its development management service through agency arrangements with the 5 remaining host

authorities and officers have been working with the SDNPA over recent months to review the current arrangements and determine how they might be taken forward. This work is ongoing with a view to presenting a final draft S101 and new Service Level Agreement to Cabinet in July with the introduction of any new delegation agreement with the SDNPA on 1 October 2017.

- 5.2 The agency arrangement with the SDNPA has enabled the District Council to maintain a far greater degree of influence over the determination of applications and enforcement matters since designation of the South Downs National Park than would have been the case had the planning function been administered from the outset entirely by the SDNPA and, as set out above, these arrangements have generally worked well over the past six years.
- 5.3 As a consequence, it is proposed by the SDNPA that much of the governance provided within the existing S101 and Service Level Agreements is to be transferred to the new draft agreements with updating provided as appropriate. There are currently some exceptions, the most notable of which are set out below:
- 5.3 Proposal for a 5 year initial term - Whilst in previous years each agreement has covered a period of three years, the current proposal is to extend this to a five year term (up to 31 March 2022). This is considered positive as it will increase certainty in service delivery but would not affect the ability of either CDC or the SDNPA to terminate the agreement within this period if such a decision was warranted, giving a years' notice of intention to do so.
- 5.4 New arrangements for determining payment levels – A key change proposed in the draft agreement is the way in which annual payment levels will be calculated. The SDNPA proposes to move away from a fixed fee payment per annum to a payment approach which reflects the work actually carried out by the Council on the SDNPA's behalf. To enable this approach to be introduced, an average cost per application has been assigned to the various application types, which would form the basis of the calculation for the payment level, based upon the number of each category of application received in any given year, multiplied by the average estimated cost for that application type. The Council's Planning Service has carried out a robust time recording exercise since July 2016 which has provided information to inform average costs per case, including overheads and on-costs. This data has been submitted to the SDNPA and negotiations are on-going regarding the payment level to be attributed to each application type and the approach to be taken in relation to settling costs associated with planning application, appeal and enforcement work that is carried out 'exceptionally'. For example; significant costs in defending an appeal or works in default to secure compliance with a notice when all other enforcement action has failed to do so.
- 5.5 It is considered that the proposed move to payment by way of costed case types will likely result in a more accurate reflection of the cost of CDC delivering the service on behalf of the SDNPA and also allow for any rise in the number of future applications received per year to be accounted for in future payments. This approach may however also result in increased uncertainty regarding the level of income that can be expected annually via the agency arrangement and so result in potentially greater risk for the Council in respect of annual budget setting for this area of activity. This risk would however be similar to that

currently managed by the Planning Service in relation to the area for which Chichester is the local planning authority. It is expected that negotiations with the SDNPA will be required to minimise these risks.

- 5.6 Updating of criteria on which performance is measured – It is proposed that changes in national application performance criteria (including for the purposes of ‘designation’) and the use of agreed extensions of time to applications will be reflected in the new draft agreement. Where nationally set performance measures have not changed the majority of the criteria within the S101 and Service Level Agreements are unlikely to change.
- 5.7 Beyond the changes outlined above, it is not envisaged that the new draft agency agreement, associated SLA and protocols will be substantially different to those currently operated between the Council and the SDNPA.

6. Outcomes to be achieved

- 6.1 There are considered to be significant benefits to the Council in continued governance and influence of planning matters (in terms of development management) within the South Downs National Park area of Chichester district and in maintaining greater resilience in the Council’s Planning Service through the employ of a greater pool of resources.
- 6.2 However, it will be important to ensure that the proposed change to an alternative method for calculating payments is reflective of the cost to the Council in delivering the service on behalf of the SNDPA and that as far as possible, the risk to the Council is minimised should a significant drop in applications be experienced.
- 6.3 Once the terms of the new agency agreement have been concluded with the SDNPA, the proposal for future delivery of the Development Management Service within the South Downs National Park will be presented to Cabinet on 11 July 2017.

7. Proposal

- 7.1 That officers continue to negotiate the terms of a new agency agreement on the basis of the details provided in section 5, to cover the period up to 2022 including a new legal agreement, revised protocols and appropriate revisions to the existing SLA.

8. Alternatives that have been considered

- 8.1. The case for continuing with the agency agreement has been considered carefully by officers and the Council has previously resolved to confirm its interest in continuing the arrangement to the SDNPA. It is noted that the SDNPA considers that in general terms, a good quality service has been provided by the host authorities during the first six years. Few complaints have been received about service delivery and application performance within the park has improved significantly in the last year; significantly exceeding targets.
- 8.2. As indicated in paragraph 6.1 above, there is significant benefit for the Council in maintaining a larger core of experienced planning officers and being involved in planning decision making across the whole district. The alternative option, not to

extend the agency arrangements for a further period would mean that the Council would no longer handle planning and associated applications on behalf of the SDNPA. The financial implications to the Council would also need to be reassessed.

9. Resource and legal implications

- 9.1. As the operation of the existing S101 agency agreement has been relatively successful and the changes proposed are generally minimal, it is not anticipated that the continued operation of the delegated arrangements in this manner would result in any additional resource or legal implications. However, the implications of any revised payment proposals will need to be carefully assessed before negotiations with the SDNPA are concluded.

10. Consultation

- 10.1. Consultation has been undertaken with the Head of Finance and Governance and consultation will continue with the Legal and Democratic Services Manager throughout the course of negotiations and the drafting of new S101 agency agreement.

11. Community impact and corporate risks

- 11.1. Important considerations are that any agreed arrangement delivers a service that is respected by the community, meets the requirements of the SDNPA and ensures the Council is compensated for the agency work undertaken.

12. Other Implications

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

13. Appendices

Appendix 1 - Current (2014) S101 Agreement

Appendix 2 – Current (2014) Service Level Agreement

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

13 June 2017

Chichester in Partnership – Annual Report 2016/2017

1. Contacts

Report Author:

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2. Recommendation

- 2.1 The committee is requested to review the progress achieved by Chichester in Partnership in 2016-17 and its Business Plan for 2017-18 and to make any recommendations it considers appropriate to the partnership.**

3. Background

- 3.1. Chichester in Partnership (CIP) was formed as a Local Strategic Partnership (LSP) in 2002. The Local Government Act 2000 placed a duty on local authorities to prepare a Sustainable Community Strategy (SCS) to promote and improve the economic, social and environmental well-being of their areas, and contribute to the achievement of sustainable development. It was expected that this would happen through LSPs. In 2006 the Local Government and Public Involvement in Health Bill considered Local Strategic Partnerships as the overarching partnership to bring together key themes and deliver the priorities in the Local Area Agreement and Sustainable Community Strategy. The Creating Strong, Safe and Prosperous Communities Guidance in 2008 also provided an impetus for working in Local Strategic Partnerships.
- 3.2. The statutory guidance (*Creating Strong, Safe and Prosperous Communities*) that governed LSP's was rescinded by Government in 2012. Government also revoked the Duty to Involve and the Duty to Prepare a Sustainable Community Strategy in 2014, therefore there is no legal obligation for the Council to have an LSP or a Sustainable Community Strategy.
- 3.3. Although current government thinking may appear to place less emphasis on formalised local partnership arrangements, they still see collaboration and joint working as a key part of the national agenda on health reform, policing, and economic development. Support for the Localism and Devolution agenda remains. It is therefore considered good practice to maintain ways to encourage partner conversation and collaboration.
- 3.4. Improvements have been implemented including a newly agreed strategy and vision for the partnership. In recent years the partnership has become more focussed, productive with action plans and strategies, priorities developed and set, outcomes planned and projects delivered. The Partnership also

incorporates what was the Healthy Chichester Partnership and covers local health issues. The partnership enables work to happen on cross cutting issues that can be integrated into partner plans.(For example the Getting people into Work strategy) With the deep funding cuts that all partners face, there could be a tendency for partners to move away from the partnership to protect themselves. In other areas such as Horsham, Crawley, Havant and Gosport the LSPs have ceased or amalgamated with other partnerships. In Chichester the opposite is happening, partners are more engaged, and, we have engaged new partners including Change Grow Live, Citizens Advice Bureau and Chichester Cathedral.

4. Progress so far

4.1. The priorities for the partnership in 2016/17 were:

- **Getting People into work** – this task and finish group has had a change in chairmanship and a review of its membership and terms of reference. The newly constituted “Choose Work Group” has been reviewing the strategy to ensure that it is deliverable. Considerable progress has been made in the development of the Choose Work Project, CDC has agreed to part fund the project for three years and we have been successful in a bid for funding from the Department of Communities and Local Government (DCLG) With this money we will now expand project to do preventative work with local schools.
- **Dementia friendly Chichester** – This work has been led by two local partnerships; the Dementia Alliance and the Chichester Learning and Arts Partnership with the aim to make the district a Dementia Friendly area. Both of which meet regularly and have terms of reference. Their focus has been to train people to be Dementia friends.
- **Helping residents with low level mental health needs** – a situational report was written about this issue and the Partnership is now a lead organisation in the development of the “Time to Change” campaign. Time to Change aims to reduce the stigma around Mental Health by promotion and training.
- **Tackling Financial Exclusion in Chichester** – This task and finish group has met irregularly and has struggled to find consensus between partners to take work forward, plus a lot of this work happens at a national scale. This project is currently being reviewed in light of the introduction of Universal Credit in April 2018. In order to inform that work a detailed report of the various benefit changes and their impact is being prepared.
- **Symposium of Partners** – We held our annual networking event in March at the Chichester Festival Theatre. The event was structured as a market place where partner organisations could showcase. Over 50 organisations attended with the feedback classing the event as Good/ Excellent.

4.2. The Community Safety Partnership plan and the Think Family priorities are reported separately in the Community Safety Partnership Annual Plan. Chichester in Partnership has oversight of both of these.

4.3. The Partnership is a very flexible vehicle designed to react to the needs of partners, therefore projects arise that are not always planned. Part way through last year, partners agreed that they wanted to try and address the transport issues for the district by looking at supporting local community groups to develop and help them to signpost to local services

- 4.4. Specific outcomes for the priorities are set out in the Chichester in Partnership Annual Report. (appendix 1)

5. Future of the Partnership - plans for 2017/18

- 5.1 Chichester in Partnership's Business Plan is set out in Appendix 2: In brief the lead projects will be:
- 5.2 **Getting People into work** – This work will continue with oversight of the Choose work project and the search for future potential funding and will investigate other project areas such as working with carers.
- 5.3 **Dementia Friendly Chichester** - A continuation of the support for the dementia Alliance and find opportunities to train more Dementia Friends.
- 5.4 **Helping residents with low level mental health needs** – A continuation of the support for the “Time to Change” hub and meeting the pledge made.
- 5.5 **Tackling Financial Exclusion** – Coordinate preparations for the implementation of Universal Credit.
- 5.6 **Access to services** - Identify locations where the vulnerable residents of Chichester District Communities know where they can go locally for information/advice about essential community services.
- 5.7 **Community Assessment Framework** – delivery of a Tangmere Community Assessment and development of a toolkit to guide use of the assessment
- 5.8 **Social Prescribing project** – To investigate the development of a Social Prescribing model in Chichester.
- 5.9 **Young People's services** – Linked to Choose Work we will develop a forum for local youth services and identify what young people's needs are in the local area.
- 5.10 **CIP Marketing Plan** – Delivery of another partnership show case event, events around the different projects to encourage networking and joint working and development of CIP Facebook presence.

6. Partners

- 6.1 Partners are part of the discussion when developing the forward plan for the partnership and issues they want to look at.
- 6.2 Chichester District Council is the lead partner on the partnership and is responsible for taking the lead and initiating projects this is done by the Partnerships officer. A number of the projects are now being led by partner organisations including the Dementia Friendly, Time to Change, Access to Services and Getting People into Work projects.
- 6.3 Chichester District Council is the lead accountable body for the partnership, therefore is responsible for any funding that comes through the delivery of this action plan. For example, Chichester District Council is ultimately responsible for the delivery of the Work Experience Coordinator posts.

7. Consultation

7.1 Partner organisations consulted in the development of the strategy and Annual report:

- Department for Work and Pensions
- Sussex Police
- West Sussex Fire and Rescue service
- Voluntary Action Arun and Chichester
- Chichester Chamber of Commerce and Industry
- Chichester College
- University of Chichester
- West Sussex County Council
- South Downs National Park

7.2 We also consulted with the wider partnership which has membership of over 80 different organisations

8. Community impact and corporate risks

8.1. The work of the partnership encourages local organisations to work together to deliver on issues relevant to the local community. By working together they can share resources, avoid duplication and offer better value for money

9. Other Implications

Are there any implications for the following?		
	Yes	No
Crime & Disorder: Supports the work of Chichester Community Safety Partnership	✓	
Climate Change:		✓
Human Rights and Equality Impact: Partnership projects such as ChooseWork and SelseyWorks are fully inclusive and have been highly successful at reaching minority and hard to reach groups.	✓	
Safeguarding: Partnership projects are developed to help the most vulnerable in society. The partnership supports the work of the CSP including its Child Sexual exploitation work.	✓	
Other (Please specify): eg Biodiversity		

10. Appendices

1. Chichester in Partnership Annual Report 2016-17
2. Chichester in Partnership Business Plan 2017-18

11. Background papers

None

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

13 June 2016

Cultural Grants - Task and Finish Group final report

1. Contacts

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Steve Hansford – Head of Community Services
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2. Recommendation

The committee is requested to:

- 2.1. **Note this report from the Task and Finish Group.**
- 2.2. **Endorse the 2016/17 annual reports from Pallant House Gallery and Chichester Festival Theatre.**
- 2.3. **Agree the Council's 2017/18 Service Level Agreements with both organisations.**

3. Background

- 3.1. In April 2010 the Council entered into Funding Agreements with Chichester Festival Theatre and Pallant House Gallery. The agreements provide annual funding of the theatre and gallery for eight years until 31 March 2018.
- 3.2. The funding agreements require the theatre and gallery to:
 - a) Enter into an annual Service Level Agreement (SLA) by mutual agreement between both parties
 - b) Submit annual reports and Audited Accounts to the Council within six months of the end of each financial year
 - c) Provide a formal report to the Overview & Scrutiny Committee on an annual basis
- 3.3. The funding agreements also allow for a three yearly review or reconsideration if the Council's financial position changes to an extent that places other services at risk. It includes a clause requiring these organisations to work together with other funding partners to secure their financial stability.
- 3.4. This Task and Finish Group was reconvened in April 2017 to review the two organisations' progress against their 2016/17 SLAs and to consider and develop their draft 2017/18 SLAs. The group consisted of Mrs C Apel, Mr N Galloway, Mrs N Graves, Mrs J Tassell and Mr G Hicks (Chairman).

4. Consultation

4.1. Chichester Festival Theatre

- a) The group met and welcomed the new Executive Director Rachel Tackley unfortunately Daniel Evans the new Artistic Director was away, however Dale Rooks Education Director and Simon Parsonage Finance Director were present. Rachel introduced herself and said that she and Daniel would continue the high quality work of the theatre whilst making their own mark.
- b) The theatre's 2016/17 annual report and updates on performance against the SLA were reviewed and the various projects and outcomes acknowledged. The group was satisfied with the amount of work being achieved for and with the district's communities.
- c) The group acknowledged the high 2016 Festival audience figures reaching 90% average occupancy and heard that Membership had increased by 43% and ticket sales for the new Festival were up on last year at this same time. The group also noted the changes in ticket pricing to attract young people to attend the theatre.
- d) The group recognised the theatre's investment in both work placements and career development opportunities for young people, noting 8 apprentices were currently being supported and work experience placements continue to be offered.
- e) The group noted the comparative savings being made on heating and lighting costs as a result of the infrastructure changes made during the refurbishment works.

4.2. Pallant House Gallery

- a) The group met the new Director of the gallery Simon Martin. Andrew Churchill deputy Director and Sandra Peatty Head of Learning and Community were also present.
- b) The gallery's 2016/17 annual report and updates on performance against the SLA for this period were considered. The group was satisfied with the amount of work being achieved for and with the district's communities, and were particularly pleased to hear of the relaunched school programme which had attracted new and increased numbers of schools, pupils and teachers to be involved.
- c) The group acknowledged the new activities design to attract families and in particular parents with young children into activities within the gallery, through free Early Years workshops and free open day events.
- d) The group was also impressed by the large numbers of volunteers who assist the gallery as room stewards and help deliver the various community projects but also heard that that number (over 250) need to be briefed and managed.
- e) The group was told of the success of Outside In which had led to the now well established project which has national reach to become a separate

charity in its own right with former director of the gallery Marc Steene at its helm. The charity will be hosted at the gallery for a short time to achieve financial stability but will be completely separately funded.

- 4.3 The group was satisfied that the draft 2017/18 SLAs for both the theatre and gallery were complementary to the strategic aims of the Council and that the Council was achieving value for money from its grants, particularly the community work being carried out in both organisations which meets the authority's corporate priorities of 'support our communities' and 'improve and support the local economy'. The theatre and gallery have been consulted on the draft SLAs, and subsequent clarifications have been endorsed by the Task and Finish Group. The appended SLAs (Appendix 3 Chichester Festival Theatre, Appendix 5 Pallant House Gallery) are recommended by the Task and Finish Group for approval.
- 4.4 Following this review and conclusions, the authority to release the biannual payments to both organisations, due in April 2017, has been signed off.
- 4.5 As agreed previously by the committee, the Head of Community Services will meet with the Directors of both organisations in the autumn to review progress and performance in order to release the six monthly instalment on 1 October 2017.

5. Community impact and corporate risks

- 5.1. The main risk to this Council is a loss of economic and community benefits if reduction in public funding causes a major reduction in the level of activity generated by the theatre.

6. Other implications

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

7. Appendices

Appendix 1 - Chichester Festival Theatre 2016/17 Annual Report

Appendix 2 – Chichester Festival Theatre 2016/17 Service Level Agreement Progress Report

Appendix 3 - Chichester Festival Theatre 2017/18 Service Level Agreement

Appendix 4 - Pallant House Gallery 2016/17 Annual Report

Appendix 5 - Pallant House Gallery 2017/18 Service Level Agreement

8. Background papers

None.

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

13 June 2017

Review of the Housing Allocation Scheme

1. Contacts

Report Author:

Rob Dunmall, Housing Operations Manager,

Tel: 01243 785166 Ext 22334 E-mail: rdunmall@chichester.gov.uk

2. Recommendation

The committee is requested to:

2.1 Consider and comment on the proposed amendments to the Housing Allocations Scheme set out in the options section of the appendix to this report.

2.2 Note that the proposed options will then go forward for consultation with the Council's Registered Provider of Social Housing partners.

3. Background

3.1. On 9 July 2013 the Cabinet approved a revised Allocation Scheme to take advantage of the freedoms provided by the Localism Act 2011 to allow local housing authorities to determine the classes of people that qualify to join the housing register.

3.2. The objective was to have an Allocation Scheme that better meets the needs of people with a local connection to the district and to ensure that all applicants on the housing register have an opportunity to be allocated a social home.

3.3. The adopted Scheme provides that only applicants with a valid local connection to the district qualify to join the housing register, subject to minor exceptions prescribed by regulations. It was recommended that the Scheme should be reviewed after it had been in operation for three years.

4. Outcomes to be achieved

4.1. The review, which forms the Appendix to this report was carried out to ensure that the Allocation Scheme still meets the initial objective of providing a scheme that meets the needs of local people and to identify any issues that have arisen as a consequence of the adoption of the Allocation Scheme.

4.2. The review has identified five issues that have arisen since the Allocation Scheme was adopted and makes recommendations for amendments. The Overview and Scrutiny Committee is being asked to consider and endorse the recommendations so that they can form part of the consultation process with the Council's Registered Provider of Social Housing (RP) partners.

- 4.3. The proposed changes to the Allocation scheme should ensure that the Scheme continues to meet the statutory requirements and will also help to reduce void times.

5. Proposal

- 5.1. That Overview and Scrutiny Committee consider the issues arising and the options for change set out in the Appendix and to endorse the recommended changes.
- 5.2. The options will then form the basis of a consultation exercise with the Council's RP partners. Following consultation Cabinet will be asked to adopt amendments to the Allocation Scheme.

6. Alternatives that have been considered

- 6.1. The review forms the Appendix to this report and sets out the options considered and the reasons why the recommended options are the preferred options.
- 6.2. An alternative would be not to amend the scheme and continue with the existing Allocation Scheme, however, some identified issues have emerged which have resulted in these proposals.

7. Resource and legal implications

- 7.1. The recommended options will have no resource implications since they can be implemented within existing staff resources. Some of the recommended changes may benefit the Council's RP partners by reducing void times and reducing staff resources needed to allocate properties.
- 7.2. The Sussex Homemove Partnership is currently procuring a new IT system that will allow all of the recommended options to be implemented.

8. Consultation

- 8.1. This report forms the first stage in the consultation process although initial discussions with Hyde Group have been undertaken to help identify the issues. Subject to the committee's endorsement full consultation will then be undertaken with the Council's RP partners and organisations such as Shelter and Citizen's Advice Bureau.

9. Community impact and corporate risks

- 9.1. The only negative impact will be on applicants on the housing register who have been working in the district for a period of at least 12 months but less than two years. The impact can be mitigated by applying the amendment to new applicants and not seek to remove those applicants who were allowed onto the housing register prior to the implementation of the recommendation.
- 9.2. The equalities assessment undertaken in relation to the existing scheme will be reviewed following any amendments.

10. Other Implications

	Yes	No
Crime & Disorder:		No
Climate Change:		No
Human Rights and Equality Impact: The proposed amendments to the Allocation Scheme will be subject to a full equalities impact assessment.	Yes	
Safeguarding:		No

11. Appendix

11.1. The Review of Chichester District Council's Allocation Scheme.

12. Background Papers

12.1. Chichester District Council - Allocation Scheme 8 March 2016 available as a downloadable document at:
<http://www.chichester.gov.uk/article/24494/Applying-for-the-housing-register>

Chichester District Council

OVERVIEW & SCRUTINY COMMITTEE

13 JUNE 2017

Overview & Scrutiny Committee 2016-17 Annual Report and 2017-18 Work Programme

1. Contacts

Clare Apel, Chairman of the Overview & Scrutiny Committee
Tel: 01243 783738 E-mail: capel@chichester.gov.uk

Bambi Jones, Principal Scrutiny Officer
Tel: 01243 534685 E-mail: bjones@chichester.gov.uk

2. Recommendation

The committee is requested to consider and agree:

- 2.1 its 2016-17 Annual Report and recommend it to Full Council for noting.**
- 2.2 its 2017-18 Work Programme.**

3. Background

- 3.1 The Council's Constitution states that the Overview & Scrutiny Committee must report annually to full Council on its workings. The committee's Annual Report for 2016-17 is attached at Appendix 1.
- 3.2 The committee's work programme for 2017-18 has been developed taking into account the following:
 - the newly developed Corporate Plan projects agreed by Cabinet on 7 February 2017
 - projects identified from individual Service Plans
 - the Forward Plan of Cabinet key decisions over the next few months
 - issues which the Business Routeing Panel has suggested require member involvement
 - items proposed by members or raised by the committee over the last year
 - topics included in last year's programme which have been delayed
- 3.3 A workshop was held for committee members on 23 March 2017 when the Council's full work programme was discussed. Items were identified for further review by this committee, in some cases taking issues offline for a more in depth review by way of a task and finish group. This final work programme is now attached at Appendix 2.
- 3.4 The committee is requested to recommend to Full Council that its annual report be noted as a correct record of the work of the committee in 2016-17.

The committee is also requested to consider and approve its 2017-18 Work Programme.

4. Outcomes to be achieved

- The council has a record of the work of the Overview & Scrutiny Committee for 2016-17.
- Committee members are involved in deciding the direction and content of their work programme for the next year.

5. Community impact and corporate risks

- 5.1 One of the committee's roles is to act as a community champion in reflecting the views and interests of the community and to consider matters affecting the area or its inhabitants.

6. Other Implications

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

7. Appendices

- Appendix 1 – Overview & Scrutiny Committee 2016-17 Annual Report
Appendix 2 – Overview & Scrutiny Committee 2017-18 Work Programme

Agenda Item 15

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 July 2017 to 31 October 2017**

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

Published 1 June 2017

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 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 July 2017 to 31 October 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, 19 June 2017, 11 July 2017, 5 September 2017 and 30 October 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 J Connor, Mr A Dignum (Chairman), Mrs J Kilby, Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mrs G Keegan, Mrs P A Hardwick, Mrs S T Taylor and Mr P Wilding.

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
11 July 2017	
Chichester Vision - Approval of Final Document	5
City Market Consultation Timetable	5
Council Tax Reduction Scheme 2018/19 Consultation	5
Housing Allocations Scheme Review	6
Lavant Neighbourhood Development Plan - Making the Plan	6
Pay Policy	7
Plot 21, Terminus Road, Chichester	7
Public Space Protection Order for Dog and Environmental Related Offences	7
Selsey Conservation Area Character Appraisal	8
South Downs National Park Authority Development Management Agency Agreement	8
Tangmere Strategic Development Location Compulsory Purchase Order (CPO)	9
To approve the Council's Annual Report for 2016/17	9
Treasury Management 2016-17 Out-turn Report	10
Write Off Policy and updated Corporate Debt Recovery Policy	10
5 September 2017	
Agency Framework	10
Fishbourne Conservation Area Character Appraisal	11
Infrastructure Business Plan - Approval for Consultation	11
Litter Clearance Programme for A27 Trunk Road and other high speed roads	12
New Discretionary Rate Relief Scheme	12
Pallant House Gallery - Approval of Revised Articles of Association	12
Road Space Audit	13
Selsey Haven Project	13
3 October 2017	
Review of CCTV Assets, Functions and Costs	14
Southern Gateway - Implementation Phase	14
7 November 2017	
Council Tax Reduction Scheme 2018/19 - Approval of Scheme	15
Parking Strategy Review and Car Park Charges 2018/19	15
Southern Gateway – Adoption of Final Masterplan	15
5 December 2017	
Financial Strategy and Plan 2018/19	16
Westbourne Conservation Area Character Appraisal	16
6 February 2017	
Budget Spending Plans 2018-19	17
East Pallant House Options appraisal	17
Infrastructure Business Plan - Approval Following Consultation	17

Date of Meeting	11 Jul 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) (Recommendation to Council)
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	No
Exempt?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	City Market Consultation Timetable To consider the results of the six week business and public consultation held during March/April 2017 and recommendations for future operation of the Wednesday market.
Report author	Mr Laurence Foord, Licensing Manager, Mr Peter Legood, Valuation and Estates Manager lfoord@chichester.gov.uk, plegood@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	Council Tax Reduction Scheme 2018/19 Consultation To agree the preferred local council tax reduction scheme options for consultation.
Report author	Mrs M Rogers, Benefits Manager mrogers@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>Housing Allocations Scheme Review Three yearly review of the Housing Allocations Scheme. The scheme determines applicants that are eligible and qualify to join the Housing Register and decides the priority that applicants are given on the Register.</p> <p>(Recommendation from Overview and Scrutiny Committee)</p>
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	11 Jul 2017
Matter in respect of which the decision is to be made	<p>Lavant Neighbourhood Development Plan - Making the Plan To make the Lavant Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park);</p> <p>The report will recommend, subject to a successful referendum to be held on 18 July, that Cabinet recommends that Council makes the Lavant Neighbourhood Development Plan.</p>
Report author	Mrs Valerie Dobson, Neighbourhood Planning Officer vdobson@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	Pay Policy A policy paper outlining the approach to be taken in designing job roles within the organisation and evaluating those roles against a set of agreed criteria to ensure consistent and fair pay. The recommendation will seek adoption of the policy.
Report author	Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@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	Plot 21, Terminus Road, Chichester Tender analysis and contract award. Development of a six-unit speculative development, but in two stages – The detailed design is out to tender shortly for construction, and is to be followed by a further report to Cabinet on current market conditions and expected return on investment before proceeding with a construction contract.
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

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	Public Space Protection Order for Dog and Environmental Related Offences Public Spaces Protection Orders (PSPO's) are intended to provide means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature and be unreasonable.

	<p>An order, if granted, gives additional powers to the Council and Police to issue notices to individuals breaching the PSPO by carrying out specific identified types of nuisance. The initial view is that a district wide consultation will be undertaken for various environmental and dog offences including dog fouling, dogs on lead by direction, prohibition of dogs.</p> <p>The dog offences are currently controlled by Dog Control Orders but in accordance with the transition provisions in the anti-social behaviour legislation, these must be replaced by a PSPO by 1 October 2017.</p> <p>To consider the results of the consultation.</p> <p>(Recommendation to Council)</p>
Report author	Mrs Alison Stevens, Environment Manager astevens@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	Selsey Conservation Area Character Appraisal
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@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>South Downs National Park Authority Development Management Agency Agreement</p> <p>Extension of the current host authority arrangement on the current (2016/17) payment terms for a period of no more than 6 months up to 30 September 2017, in order to complete negotiations on new Agreements under Section</p>

	<p>101 of the Local Government Act 1972 to enable Chichester District Council to continue to provide development management services for up to three years from 1st April 2017 to 31st March 2020.</p> <p>(Recommendation from Overview and Scrutiny Committee) (Recommendation to Council)</p>
Report author	Mr Andrew Frost, Head of Planning Services afrost@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	11 Jul 2017
Matter in respect of which the decision is to be made	<p>Tangmere Strategic Development Location Compulsory Purchase Order (CPO)</p> <p>The adopted Local Plan identifies Tangmere as a Strategic Development Location. Work has started on a CPO in order to deliver the 1000 homes required. This report will update Members on the work undertaken and includes some of the first steps which need to take place to start the CPO process.</p> <p>(Recommendation from Development Plan and Infrastructure Panel)</p>
Report author	Mrs Tracey Flitcroft, Principal Planning Officer (Local Planning) tflitcroft@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>To approve the Council's Annual Report for 2016/17</p> <p>Reporting of significant achievements and future work areas. (Recommendation to Council)</p>
Report author	Mr Joe Mildred, Corporate Policy Advice Manager jmildred@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	Treasury Management 2016-17 Out-turn Report (Recommendation from Corporate Governance & Audit Committee)
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	11 Jul 2017
Matter in respect of which the decision is to be made	Write Off Policy and updated Corporate Debt Recovery Policy To approve a new write off policy; this sets out clearly the justifiable reasons for writing off debts considered to be irrecoverable. This is linked to the Corporate Debt Policy which Cabinet had previously approved in October 2014. The Corporate Debt Policy is also being updated and refreshed. (Recommendation from Corporate Governance & Audit Committee)
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	5 Sep 2017
Matter in respect of which the decision is to	Agency Framework A framework agreement to be approved for the supply of

be made	temporary staff to Chichester Contract Services, commencing 1st January 2018
Report author	Mr Andy Ifould, Cleansing Manager aifould@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	Fishbourne Conservation Area Character Appraisal
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval for Consultation To consider the IBP and any changes resulting from the Infrastructure Joint Member Liaison Group. Recommendation to Council to approve the IBP for consultation. (Recommendation from Development Plan and Infrastructure Panel).
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	5 Sep 2017
Matter in respect of which the decision is to be made	<p>Litter Clearance Programme for A27 Trunk Road and other high speed roads</p> <p>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.</p> <p>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.</p> <p>The report will outline proposals for a revised regime and request funding to provide an adequate frequency of cleansing for the remainder of 17/18 and budgetary provision for future years. (Recommendation to Council)</p>
Report author	Mr Andy Howard, Open Spaces and Street Scene Manager ahoward@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	New Discretionary Rate Relief Scheme
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Sep 2017
Matter in respect of which the decision is to be made	<p>Pallant House Gallery - Approval of Revised Articles of Association</p> <p>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</p>

	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	5 Sep 2017
Matter in respect of which the decision is to be made	<p>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. 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	5 Sep 2017
Matter in respect of which the decision is to be made	<p>Selsey Haven Project To report back to Cabinet on phase 2 - the findings of the economic and technical feasibility studies. To outline the possible proposals on the way forward of the</p>

	project. (Recommendation to Council)
Report author	Mrs Alison Stevens, Environment Manager astevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Oct 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	3 Oct 2017
Matter in respect of which the decision is to be made	Southern Gateway - Implementation Phase The report will request the approval of the Project Implementation Document (PID) for the implementation of the development which will include approval of the resource plan and timetable. (Recommendation Overview and Scrutiny Committee) (Recommendation to Council)
Report author	Mr Paul E Over, Executive Director POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt The PID will include commercially confidential information

	regarding the acquisition/relocation costs of privately owned premises within the redevelopment area.
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Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to be made	Council Tax Reduction Scheme 2018/19 - Approval of Scheme To agree a local council tax reduction scheme for 2018/19.
Report author	Mrs M Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to be made	Parking Strategy Review and Car Park Charges 2018/19 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	7 Nov 2017
Matter in respect of which the decision is to be made	Southern Gateway – Adoption of Final Masterplan (Recommendation to Council)
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	5 Dec 2017
Matter in respect of which the decision is to be made	<p>Financial Strategy and Plan 2018/19</p> <p>The purpose of the report is to update the Council's medium term financial strategy and action plan to help guide the management of the Council's finances having signed up to the government's four year settlement in the previous year, and to build upon the work already achieved in the deficit reduction plan in previous years.</p> <p>The key recommendations from this report will help formulate the 2018-19 budget, and level of Council Tax.</p> <p>Cabinet is asked to recommend to Council the following;</p> <p>(1) The key financial principles and actions of the five year financial strategy (2) That the current five year Financial Model is noted (3) That a minimum level of general fund reserves be set, having considered the recommendations from the Corporate Governance and Audit Committee (4) That the current resources position is noted.</p>
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	5 Dec 2017
Matter in respect of which the decision is to be made	Westbourne Conservation Area Character Appraisal
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk

List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	Budget Spending Plans 2018-19 To set a net budget requirement and the council tax for the Council for the financial year 2018-19.
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	6 Feb 2018
Matter in respect of which the decision is to be made	East Pallant House Options appraisal An options appraisal investigating potential future use of East Pallant House by Chichester District Council or release of the site to generate income and relocation of office based staff
Report author	Mr John Bacon, Building & Facility Services Manager jbacon@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval Following Consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Development Plan and Infrastructure Panel)

	(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