

# Public Document Pack

## JOHN WARD

Director of Corporate Services

Contact: Democratic Services on 01243 534685  
Email: [democraticservices@chichester.gov.uk](mailto:democraticservices@chichester.gov.uk)

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
[www.chichester.gov.uk](http://www.chichester.gov.uk)



A meeting of **Overview & Scrutiny Committee** will be held in Committee Room 2 - East Pallant House on **Tuesday 18 September 2018 at 9.30 am**

MEMBERS: Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr M Dunn, Mr N Galloway, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Dr K O'Kelly, Mrs P Plant, Mr H Potter, Mr J Ransley and Mr A Shaxson

## AGENDA

- 1 **Chairman's Announcements**  
Any apologies for absence will be noted at this point.
- 2 **Minutes** (Pages 1 - 9)  
To approve the minutes of the Overview and Scrutiny Committee meeting held on 19 June 2018.  
  
To receive an update on progress against recommendations made to the Cabinet and the 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 12:00 on 17 September 2018 is available upon request from Democratic Services (the contact details for which appear on the front page of this agenda).
- 6 **Chichester Enterprise Centre** (Pages 11 - 25)  
The Overview and Scrutiny Committee is requested to consider the Post Project Evaluation (PPE) report for the Chichester Enterprise Centre development and make any recommendations to Cabinet.

- 7     **Council Tax Review of Locally Defined Discounts and Premia** (Pages 27 - 31)  
The Overview and Scrutiny Committee is requested to make the following recommendations to the Cabinet:
1. That the council tax discounts proposed in appendix 1 be applied for the 2019-2020 financial year
  2. That the council tax empty homes premium be set at 100% for the 2019-2020 financial year
- 8     **Leisure Services Performance Review** (Pages 33 - 159)  
The Overview and Scrutiny Committee is requested to review the 2017-18 Annual Report from Everyone Active (Sport and Leisure Management Ltd) and agree that the contractor has achieved satisfactory levels of performance against the outcomes set out at paragraph 3.0 of the 2017-2018 annual report.
- 9     **Reducing Single Use Plastics** (Pages 161 - 172)  
The Overview and Scrutiny Committee is requested to provide comment on the Single Use Plastics Action Plan and recommend it to the Cabinet for approval.
- 10    **Southern Gateway Regeneration - Development Brief** (Pages 173 - 189)  
The Overview and Scrutiny Committee is requested to provide comment to the Cabinet on the draft Development Brief.
- 11    **Housing standards and future needs - Report of the Task & Finish Group**  
(Pages 191 - 227)  
The Overview and Scrutiny Committee is requested to consider and endorse the recommendations made by the Task and Finish Group in paragraphs 1.1 to 1.8 of the report.
- 12    **Corporate Plan Review - Terms of Reference** (Pages 229 - 230)  
The Overview and Scrutiny Committee is requested to note the terms of reference and scoping outline plan for the Corporate Plan Review Task and Finish Group and agree membership of the Group.
- 13    **Forward Plan** (Pages 231 - 246)  
Members are requested to consider the latest Forward Plan and whether any items should be added to the Committee's Work Programme.
- 14    **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.
- 15    **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).
  - b) The press and public may view this information on the council’s website [here](#) unless they contain exempt information.
3. The 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.

This page is intentionally left blank



Minutes of the meeting of the **Overview & Scrutiny Committee** held in Committee Room 2 - East Pallant House on Tuesday 19 June 2018 at 9.30 am

**Members Present:** Mrs C Apel (Chairman), Mrs N Graves (Vice-Chairman), Mr P Budge, Mrs P Dignum, Mr M Dunn, Mr G Hicks, Mr S Lloyd-Williams, Mr K Martin, Caroline Neville, Dr K O'Kelly, Mrs P Plant, Mr H Potter and Mr A Shaxson

**Members not present:** Mr N Galloway and Mr J Ransley

**In attendance by invitation:**

**Officers present:** Mrs J Dodsworth (Director of Residents' Services), Mr L Foord (Divisional Manager for Promotion and Events), Miss L Higenbottam (Democratic Services), Mrs J Hotchkiss (Director of Growth and Place), Mr D Hyland (Community and Partnerships Support Manager), Mr J Mildred (Divisional Manager for Corporate Services), Mrs S Peyman (Divisional Manager for Culture), Mr T Radcliffe (Human Resources Manager) and Mr J Ward (Director of Corporate Services)

## 213 **Chairman's Announcements**

The Chairman welcomed Kate O'Kelly to her first Overview and Scrutiny Committee following her appointment at Annual Council on 22 May 2018.

The Committee and all those present then observed a minutes silence for the late Steve Hansford. The Chairman expressed the great sadness felt by members and officers who had known Mr Hansford and wished to convey sincere condolences to his family.

The Chairman announced that Mrs Jones had recently retired. The Committee took the opportunity to express their thanks to Mrs Jones for her role in supporting the Committee.

Apologies had been received from Mr Galloway and Mr Ransley.

The Chairman explained that a minutes silence would also be held at 12 noon in remembrance of those who lost their lives and were affected by the Finsbury Park attack last year.

## 214 **Approval of Minutes**

The Committee considered the minutes of the last meeting held on 15 May 2018.

## **RESOLVED**

That the minutes of the meeting held on 15 May 2018 be approved as a correct record.

### **Matters arising:**

*Minute 209 (of the meeting held on 15 May 2018 relating to the Community Safety Review 2018):*

With regard to car washing Miss Higenbottam read a response from Mrs Murphy, Divisional Manager which explained that the council chose not to renew the car washing contract in the autumn of last year and as yet no decision had been made as to whether or not to proceed with a car washing service.

*Minute 211 (of the meeting held on 15 May 2018 relating to the Forward Plan):*

With regard to the IT Strategy Mr Ward explained that Mr Forward had been appointed IT Manager. Mr Forward would be undertaking a review of the IT Strategy towards the end of the year.

*Minute 211 (of the meeting held on 15 May 2018 relating to the Forward Plan):*

With regard to potholes Mr Hyland read a response to the Committee's letter to West Sussex County Councillor Bob Lanzer. The response explained that the West Sussex County Council (WSSCC) Highways team had prioritised areas where roads had deteriorated over the winter period. An additional £540,000 had been made available to address potholes (providing at least 2,000 pothole repairs over the course of the year).

### **215 Late Items**

The Chairman explained that questions raised by Mr Lloyd-Williams and Mr Plowman would be addressed under item 11.

### **216 Declarations of Interests**

There were no declarations of interest.

### **217 Public Question Time**

There were no public questions.

### **218 The Novium Museum**

This item was presented by Mrs Peyman.

Mrs Peyman summarised the report with particular reference to sections 3, 5 and 6. She described the main aspects of the options appraisal process and explained that option 3 was preferred.

The Committee received answers to questions including the following:

- *Were any alternatives considered other than those outlined in paragraph 3.2 of the report?* Consideration was also given to altering the Novium building or seeking an alternative use for the building.
- *With regard to the business plan has consideration been given to extending the café and changing displays on a more regular basis?* Officers are considering possible ways to improve the café offer. The new manager has also been working on a two year exhibition programme including a new games exhibition and a number of rolling local and national exhibitions.
- *Please provide details of the costs of each option.* The business plan detailing the costings will be available to members in October.
- *What level of tourism does the museum generate for the visitor economy compared to the gallery and theatre?* Current tourism figures are not available solely for the museum so a direct comparison with the gallery and the theatre is difficult however, it is estimated that the Tim Peake exhibition saw approximately 50,000 visitors to the city. **(Please also refer to the post meeting note.)**
- *Could the gallery and museum be merged?* A possible merger has been explored but was not taken forward.
- *What are the main areas of expense for the museum?* A large proportion of funding is spent on staffing, building costs, repairs, maintenance, exhibitions and marketing for the museum and Guildhall.
- *How does the museum generate income?* The museum generates income from workshops, talks, lectures, grant funding and donations with work underway to enable contactless donations. Local partners and businesses continue to be approached for sponsorship support. Roman Week was very successful with 2,000 visitors to Priory Park. A partnership is also in place with the theatre for the production of the David Walliams play 'The Midnight Gang'.

Members also suggested the following improvements:

- Additional dressing up clothes for children
- Provision of an evening or pop-up restaurant
- A greater use of the Roman connection such as provision of a glass floor/viewing platform
- Utilising Boxgrove artefacts for a future exhibition
- Installing a greater number of displays on the walls including mosaics

Mrs Peyman explained that a number of these suggestions had already been considered however she would pass on the idea of utilising the Boxgrove artefacts to the museum manager.

## **RESOLVED**

1. That the progress made on the procurement project for the management of the Novium Museum and Tourist Information Services be noted.
2. That the Committee be provided with a progress update at its meeting in November 2018.

## RECOMMENDED TO CABINET

That the Cabinet approves the proposal set out in paragraphs 5.1 and 5.2 of the agenda report.

### Post meeting note

With reference to the question relating to the visitor economy Mrs Peyman provided the following information below:

(Details contained on page 17 of the TSE Research document ‘The Visitor Economy of Chichester – Building the evidence base, September 2016’)

### **Economic impact of city attractions**

3.3.1 There are 54 visitor attractions across the District, and 17 of these are based in the City/PO19 area. The main city centre based attractions are Chichester Cathedral, Festival Theatre, Pallant House, and The Novium.

3.3.2 A study of the economic impact of these attractions on the economy show that together these attractions generate £15.7 million annually for businesses across the City, District and the wider region.

**Table 13: Economic impact of city attractions**

<i>Expenditure</i>	Chichester Cathedral	Festival Theatre	Pallant House	The Novium	Total
City	£5,213,920	£7,700,328	£1,258,170	£471,619	£14,644,037
Wider district and region	£454,414	£519,073	£87,480	£50,676	£1,111,643
Total	£5,668,334	£8,219,401	£1,345,650	£522,296	£15,755,681
<i>FTE jobs</i>					
City	78.5	87.7	21.1	7.1	194.4
Wider district and region	7.4	8.4	1.4	0.8	18.0
Total	85.8	96.2	22.5	7.9	212.4

A full copy of the report can be found on the council’s website at the following link:

<http://www.chichester.gov.uk/businessresearch>

## 219 **Sickness Levels within Chichester District Council**

This item was presented by Mr Mildred. Mr Radcliffe was also present.

Mr Mildred summarised the report with particular reference to sections 3, 4 and 5. He also circulated 2016/17 benchmarking figures from the LGA Workforce Survey. He explained that there were many reasons why the level of sickness absence appeared high. Notably, following the transfer of Westgate staff the figures had increased as the Westgate staff had always averaged lower sickness absence. It can also be difficult to compare results with other local authorities as the council has an in-house Depot where others have outsourced. Due to the nature of the manual

work at the Depot its staff often have higher levels of sickness absence. Mr Radcliffe added that the figures for smaller teams are often skewed if there is one long term sickness case.

Mr Mildred emphasised that the approach to sickness absence moving forwards would be more personalised. He explained that currently sickness is recorded on the online HR system and in some cases it was possible that there had been a lack of face to face discussion with the manager on return to work. In addition (where appropriate) resilience will now be tested at job interview stage.

The Absence Management Policy is to be rewritten and the new policy will set out clearly the expectations for both employees and managers. New triggers for welfare meetings and formal cautions are to be set and will help improve consistency of application. Methods of notification of sickness and back to work interviews will also be prescribed in the policy, again improving consistency of application. The corporate Stress Risk Assessment procedure is also being updated and will focus on personalised wellbeing plans to ensure that the council is doing all it can support employees and reduce stress related absence.

Mr Mildred emphasised that the council is already proactively managing sickness and the formal management processes have resulted in several dismissals each year in recent years.

The Committee received answers to questions including the following:

- *Why has there been a rise in the average number of sickness absence days over the last six years compared to the Office of National Statistics downward trend?* The figures for the Office of National Statistics include those who are self-employed who are more likely to continue to work through illness compared to an employee who may be signed off by a doctor and therefore unable to return to the workplace as quickly. The council has experienced a significant growth in the amount of long term sickness in that six year period.
- *Could stress related sickness be compared with the private sector as well as other local authorities?* Where appropriate private sector best practice is considered although stress has risen nationally not just in local authorities.
- *Did the Shared Services project have an effect on stress related absence?* The teams affected by the Shared Services project have not seen high stress related absence rates.
- *Could the increase in stress be due to a greater nationwide mental health issue?* In most cases of stress the underlying root cause is from issues or events outside of the work place. The council offers counselling services through the Employee Assistance Programme which is a confidential service available to all staff.
- *Face to face return to work interviews are key. Will managers be specifically trained in this process?* Face to face interviews should already be taking place however they are not necessarily formally carried out in all cases of sickness absence. Under the new Absence Management Policy the interviews are compulsory and will be formally recorded. These interviews should help pick up significant issues or underlying concerns relating to the sickness. As part of ongoing development managers will be trained on how to carry out the process.

- *Why are sickness absence levels so different at the Depot?* The nature of the work at the depot affects the levels of sickness and this is consistent with in house depot services nationally. The depot's sick pay is less generous than that of the rest of the council, this is permitted due to them being on a pay scheme that is outside of National Joint Council and its associated requirements on sick pay. Whilst the level of absence remains concerning, monthly meetings continue to be held with the Depot management and HR to review all long term sickness cases.
- *Is the council too lenient on absence?* The council has an Absence Management Policy. Staff who suffer ill health are supported through the process however, it is sometimes necessary for the council to terminate employment if it becomes apparent that a member of staff will be unable to return to work. The council is limited in potential changes to the sick pay scheme as a member of the National Joint Council (NJC) Framework as being part of the scheme requires minimum levels of sick pay to be adhered to.
- *Is the flexible working policy effective?* Overall the flexible working policy has been effective and it is valued by staff. Flexible working allows staff to work from home and work outside core business hours if it suits the business needs. Some teams have less flexibility due to the nature of their job roles. It is important that staff are not working when they are sick/not fit for work however each case is considered separately and where appropriate phased returns or working from home will be agreed (e.g. broken ankle).
- *Could the sickness absence rates be separated for current staff and staff who have now left the council?* The current figures provide a meaningful comparison but some clarification comments could be provided.
- *Why have revisions been made to the key absence management documents? Are there concerns that suggest a full review is required?* A full review has been carried out which is why there are suggested changes to key documents. Officers will continue to consult with the Joint Employee Consultative Panel to ensure staff involvement in the revisions.

The Committee felt it would be appropriate to receive a progress update in six month's time.

#### **RESOLVED**

1. That the Overview and Scrutiny Committee notes the current position regarding sickness absence within Chichester District Council and the proposed actions as set out in paragraphs 5.1 to 5.5 of the agenda report.
2. That the Committee be provided with a progress update at its meeting in January 2019.

The Committee took a short break.

#### **220 Consultation Review Task and Finish Group - Terms of Reference and Scoping Outline Plan**

This item was presented by Mr Foord.

Mr Foord summarised the terms of reference. He explained that as part of the work on the communications strategy it had become timely to revisit how consultations are delivered and how they could be improved. In order to complete the review a member task and finish group would be required. To date Mr Galloway and Caroline Neville had volunteered.

The Chairman asked the Committee for volunteers. Mrs Plant and Mr Moss put themselves forward. The Chairman indicated she wished to act as an observer at the meetings.

Mr Foord agreed to contact members with possible dates.

#### **RESOLVED**

1. That the Terms of Reference for the Consultation Review Task and Finish Group be agreed.
2. That Nigel Galloway, Adrian Moss, Caroline Neville and Penny Plant be approved as members of this Task and Finish Group.

#### **221 Overview and Scrutiny Committee's 2017-2018 Annual Report and 2018-2019 Work Programme**

This item was presented by Mr Hyland.

Mr Hyland explained that Mrs Jones had compiled the report which would go on to the Full Council for noting.

The Committee received answers to questions including the following:

- *Is there an update on the South Downs National Park Authority (SDNPA) management agreement?* The purpose of the discussion at the Committee had been to document the work but a further update will be provided in November.
- *Should the Corporate Plan Review include a Task and Finish Group as per previous years?* This will be considered by officers who will update members.
- *Will there be a further update on the Housing Strategy?* The final report from the Housing Strategy Task and Finish Group will be provided in September with the final strategy considered in March.
- *Will the Education Review include a focus on academies?* Academies have been included in previous reviews. A number of factors will be considered including the recently highlighted importance of readiness for work.

#### **RESOLVED**

1. That the Overview and Scrutiny Committee's 2017-2018 Annual Report be agreed.
2. That the Overview and Scrutiny Committee 2018-2019 Work Programme be agreed.

## 222 **Forward Plan**

The Committee considered the Forward Plan but did not wish to discuss any items further.

## 223 **Late Items**

Mr Lloyd-Williams had emailed members and officers requesting reassurance regarding the status of the city centre following the announcement that the department store House of Fraser would be closing.

Mrs Hotchkiss responded by explaining that with regard to business rates the council had not been made aware of any businesses that had suffered as a direct result of their rates as any large increases had been mitigated. To date no applications for hardship relief had been received. Mrs Hotchkiss outlined the trend for online shopping which had started to change the type of offer consumers require from the high street with greater emphasis placed on services such as cafes and salons. She explained that the council is keen as part of the Chichester Vision project to encourage businesses to consider the city centre as a destination providing in-store experiences and activities and a greater variety of leisure, learning and exercise options.

Mrs Hotchkiss reminded members that a business rates briefing would take place prior to the Full Council meeting in July.

With reference to the need for in-store experiences members commented on the need for specialist shops and a conference centre or large venue to encourage cultural events. With regard to the House of Fraser building it was suggested that it could be converted to accommodation to provide housing at an affordable rate for those trying to get on the property ladder.

In response to a question regarding developing out of season tourism on the Manhood Peninsula Mrs Hotchkiss explained that the council had been looking at ways to support the project.

Members thanked Mrs Hotchkiss for responding to Mr Lloyd-Williams concerns.

The Chairman then read a question from Mr Plowman regarding a section of the planning service. Mr Ward advised that the matter should be referred to Mr Frost outside of the public meeting.

## 224 **Exclusion of the Press and Public**

The Committee took a vote to go into Part II which was agreed.

### **RESOLVED**

The Overview and Scrutiny Committee in respect of agenda item 13 (Award of a Services Concessions Contract) agrees to make a resolution that the public including the press should be excluded from the meetings on the following grounds of exemption in Schedule 12A to the Local Government Act 1972 namely

Paragraphs 1 (information relating to any individual) and 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

225 **Award of a Services Concessions Contract**

This item was presented by Mrs Dodsworth.

Mrs Dodsworth summarised the report with particular reference to sections 3, 5, 6 and 9.

The Committee received answers to a number of part II questions.

Following discussion the Committee were in favour of the recommendation.

**RESOLVED**

That the Overview and Scrutiny Committee notes the outcome of the review outlined in paragraph 5 of the report.

The meeting ended at 12.58 pm

---

CHAIRMAN

---

Date:

This page is intentionally left blank

**Chichester District Council**

**OVERVIEW AND SCRUTINY COMMITTEE**

**18 September 2018**

**Chichester Enterprise Centre**

**1. Contact**

**Report Author:**

Alan Gregory – Project Manager Estates,  
Tel: 01243 534818 E-mail: [agregory@chichester.gov.uk](mailto:agregory@chichester.gov.uk)

**2. Recommendation**

**The committee is requested to:**

- 2.1. Consider the Post Project Evaluation (PPE) report for the Chichester Enterprise Centre development.**
- 2.2. To recommend any further actions to Cabinet if required.**

**3. Background**

- 3.1.** At meetings held on 6 October 2009 and 2 November 2010 the former Executive Board considered options for Plot 12 Terminus Road and determined it to be the most suitable site for an Enterprise Gateway to serve the District and reserved use of part of Plot 12 for this purpose. The Executive Board approved a Project Initiation Document (PID) for the project and agreed that Plot 12 Terminus Road be redeveloped for an Enterprise Gateway by granting a long lease to a specialist private sector developer with experience in developing and operating this type of development, subject to payment of a ground rent and a development agreement to construct and manage an Enterprise Gateway.
- 3.2.** In accordance with that decision the Council sought to implement the project and to find a developer partner through a lengthy marketing process to meet the requirements of European procurement legislation. This achieved a limited response as the development and management of the type of facility proposed was specialised and outside of the activities of most property development companies. A development partner was, however, selected.
- 3.3.** Unfortunately that partner subsequently withdrew advising that they were no longer prepared to fund the project. Following that withdrawal, at its meeting held on 3 September 2013 Cabinet considered the options available to the Council and resolved:

- (1) That the Enterprise Gateway Project be approved in principle.

- (2) That expressions of interest be invited for project management and operator services for the project with an appointment being made following assessment of tenders.
- (3) That the residue of the budget previously allocated for the development of the Enterprise Gateway Project be retained and increased, using existing budgets, from £11,000 to £15,000 to fund further assessment and the initial stages of taking the project forward.
- 3.4.** In May 2014 Full Council approved the allocation of £4,021,000 of capital reserves funding to the project estimated by CBRE consultants.
- 3.5.** Officers subsequently appointed an Employer's Agent to ensure that the design of the Enterprise Gateway met both the requirement of a future operator and the Council's objectives for the project and to investigate the optimum location for the development on the site and thereafter to seek tenders from potential operators.
- 3.6.** A feasibility study was commissioned and identified the best location on the site for the development of the Enterprise Gateway including a schematic design plan for the development
- 3.7.** On 7 July 2015 Cabinet considered the options available for the Enterprise Gateway project and resolved:
- That the Enterprise Gateway Project be approved in principle.
  - That a total budget of £6,245,860 be allocated from capital reserves to fund the project.
  - That £88,500 of the allocated budget be released to appoint an architect and design team to the planning permission stage.
- 3.8.** An EU compliant tender identified the preferred Gateway operator as Basepoint. This was reported to and approved by Cabinet on 7 July 2015.
- 3.9.** A two stage Design and Build EU procurement process was concluded in January 2016 when the preferred main construction contract tenderer was interviewed by Council officers, the Employers Agent, the then Cabinet Member for Commercial Services and her special advisor.
- 3.10.** At its meeting of 8 March 2016 Cabinet resolved:
- That, having regard to the revised Return on Investment, £140,000 be released from the approved budget to allow the project to proceed to the next stage
  - That a pre-construction agreement be entered into with the preferred contractor to complete the design and provide a fixed price for construction.
  - Following the contractor providing the Council with a detailed fixed price, and subject to the total project costs being within the budget approved by Council, that the Head of Commercial Services be authorised, after

consultation with the Cabinet Member for Commercial Services, to conclude a design & build contract with the contractor.

**3.11.** Planning permission for the scheme was obtained on 3 February 2016.

#### **4. Post Project Evaluation**

- 4.1 The Post Project Evaluation (PPE) provides a review of how the Enterprise Centre Project performed against the original intentions set out in the Project Initiation Document. It allows lessons learned to be passed on to other projects and ensures that provisions have been made to address all open issues and risks alongside follow on actions and recommendations where appropriate. It also provides the opportunity to assess any expected outcomes that have already been achieved and/or provide a review plan for those outcomes yet to be realised.
- 4.2 The original project objectives were fully achieved albeit to a timetable that was noticeably different from that contained in the original PID for the reasons set out in section 3 above.
- 4.3 A significant underspend of the capital budget has been achieved in the delivery of the project despite some challenging obstacles during construction, including contamination issues. A copy of the PPE can be found at Appendix 1.

#### **5. Contract Monitoring and Performance**

- 5.1 Following Practical Completion on 23 January 2018, the “Premises Operational Date” for the purposes of the formal handover of the management of the centre and the contract year to the “Operational Management Agreement” (OMA) is 1 March 2018.
- 5.2 With the current approach to operational matters bedding in, a series of monthly review meetings are currently being held between the Council and the operator. The Estates Service has a dedicated representative who manages the relationship with Basepoint and the ongoing operational issues. Going forward the OMA requires that quarterly management and financial reports be issued for the duration of the contract.
- 5.3 Schedule 7 to the OMA lists a series of service level specifications that must be met including financial management, income levels, centre operation and health and safety.

#### **6. Consultation**

- 6.1 A centre occupant’s satisfaction survey will be undertaken by Basepoint as part of the required client feedback process set out in the OMA and the general performance reporting requirements.

6.2 A requirement of the Green Travel Plan for the centre is that whenever a unit is let a travel survey has to be undertaken. This allows individual travel needs to be identified and ultimately help shape the centre’s travel plan to meet occupier requirements. It allows the Centre management to discuss individual needs in more detail with licensees and advise them of their options.

6.3 Further surveys of travel patterns associated with the centre and occupier travel requirements will be undertaken once the centre has been open for a year and when it has reached 90% occupancy or has been open for 2 years, whichever is sooner. After that they will be undertaken at two and five-year stages and as agreed with the Council.

## 7. Community impact and corporate risks

7.1 For the first 10 years of operation of the business the guaranteed minimum income returns required of the operator under the terms of the OMA reduce the risk in the financial return on the Council’s investment during the term of the contract.

## 8. Other Implications

	Yes	No
<b>Crime &amp; Disorder:</b> The additional employment opportunities created by the construction of the centre could help reduce incidents of crime and disorder.	X	
<b>Climate Change:</b>		X
<b>Human Rights and Equality Impact:</b>		X
<b>Safeguarding:</b>		X
<b>GDPR</b>		X

## 9. Appendices

- 9.1 Appendix 1- Post Project Evaluation Document - Chichester Enterprise Centre
- 9.2 Appendix 2 – Guaranteed Income and Combined GI plus profit share

## 10. Background Papers

- 10.1 Enterprise Gateway Project - Cabinet Report dated 3<sup>rd</sup> September 2013
- 10.2 Enterprise Gateway Project - Cabinet Report dated 1<sup>st</sup> April 2014
- 10.3 Enterprise Gateway Project - Cabinet Report dated 7<sup>th</sup> July 2015
- 10.4 Enterprise Gateway Project - Cabinet Report dated 8<sup>th</sup> March 2016

**Project Documentation**

**POST PROJECT EVALUATION DOCUMENT  
(PPE)**

**CHICHESTER ENTERPRISE CENTRE**

<b>Release:</b>	Draft
<b>Date:</b>	August 2018
<b>Author:</b>	Alan Gregory – Capital Project Delivery Mark Regan – Return on Investment/Operational Financials
<b>Approved by:</b>	Jane Hotchkiss

**Document History**

Revision Date	Version	Summary of Changes	Reviewer(s)
4 <sup>th</sup> Sept	1	Update on the ROI figures based on construction costs	Mark Regan
6 <sup>th</sup> Sept	2	Incorporating corporate policy comments	Alan Gregory

**Consideration by the Corporate Improvement Team**

Date	Reviewing Officer	Comments for Consideration
4 <sup>th</sup> September 2018	Jenny Westbrook	That a further review be scheduled following 1-3 years of operation against the specific targets that were included in the project documentation or the Corporate Plan, namely: <ul style="list-style-type: none"> <li>• Creating between 250 and 275 new jobs every 3 years.</li> <li>• The survival rate of businesses going through the gateway will be over 70% at year 3.</li> <li>• Contribute to an improvement in business survival rates after one year to at least the national level.</li> <li>• Delivering 250 new jobs every 3 years.</li> </ul>

**Approvals**

This document requires the following approvals:

Name of person, group or committee
Jane Hotchkiss – Director Growth and Place
Overview and Scrutiny Committee

**Distribution**

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

Name	Job Title
Jane Hotchkiss	Director Growth and Place
Helen Belenger	Divisional Manager – Financial Services
Victoria McKay	Divisional Manager – Property and growth
Sherrie Golds	Commercial Property & Contracts Solicitor
Phil Pickard	Procurement Manager
Mark Regan	Senior Estates Surveyor

## **1. PURPOSE OF DOCUMENT**

This document provides a review of how the Chichester Enterprise Centre project performed against the original intentions set out in the Project Initiation Document (PID).

It allows lessons learned to be passed on to other projects and ensures that provisions have been made to address all open issues and risks alongside follow on actions and recommendations where appropriate.

It also provides the opportunity to assess any expected outcomes that have already been achieved and/or provide a review plan for those outcomes yet to be realised.

## **2. ORIGINAL PROJECT DESCRIPTION**

The original project PID identified a need for an “Enterprise Gateway” in Chichester with easy move in/on business space accommodation and Plot 12, Terminus Road was considered a potentially suitable site.

The requirement to consider Plot 12 for such redevelopment came about as a result of the inability of the previously preferred site at Barnfield Drive to support the anticipated cost of construction due to abnormal ground conditions.

Redevelopment of the site for an “Enterprise Gateway” was seen to help meet objectives in the Council’s then Economic Development Strategy 2013-2019, Chichester In Partnership’s “Sustainable Community Strategy” and the Council’s Corporate Plan.

The original PID considered the potential for Plot 12 to be redeveloped to help deliver the Council’s Economic Development objective and create, support and grow start-up and young businesses and to generate employment, through the provision of an “Enterprise Gateway”. In addition, the project was seen to have the potential to provide capital or enhanced regular income to support the Council’s budget.

## **3. PROJECT OBJECTIVES**

The original project objectives included:

- Helping to meet some of the objectives set out in the Sustainable Community Strategy including those related to regeneration, business improvement, enhanced business development advice and the attraction and retention of new business with well-paid and secure jobs.
- Meeting Priorities 1 and 2 of the Council’s Economic Development Strategy 2013 – 2019 through a redevelopment of the site for an “Enterprise Gateway”.
- As a core project in the Council’s Corporate Plan 2013-2016, meeting the core action under the Economic Development Services’ Service Plan 2014-15 ‘Support the delivery of a Chichester Enterprise Gateway in Terminus Road’

- Helping to meet objective MP080902 of the Estates Service Action Plan – delivering ‘Chichester Enterprise Gateway’.
- Bringing a Brownfield site into commercial use.
- Helping to grow the local economy.

The project outcomes were identified in the PID as being:

- Seeking to achieve the delivery of an “Enterprise Gateway” as envisaged by the Project Initiation Document (PID) approved by the Executive Board in November 2010.
- A key driver behind building the Gateway was to encourage growth in innovation leading to more new businesses being established. This was seen not only to help create additional employment but also increase business survival rates and enhance the salaries associated with related jobs.
- It was considered such a centre would provide the support necessary to businesses in terms of flexible accommodation and assist in controlling their expenditure as they grow. Based on an analysis of similar schemes it was estimated that between 250 and 275 new jobs would be created every three years.
- Once occupied, the “Gateway” would generate revenue income for the Council. In this regard it was seen as essential that the project achieves an acceptable level of return on the investment (ROI). The ROI both on the guaranteed income and projected profit share based on the operators business plan were reported to Cabinet on the 7<sup>th</sup> July 2015.

In terms of outcome measures, the construction of Chichester Enterprise Centre has been delivered as envisaged in the PID in terms of providing flexible business accommodation on the Plot 12 site and a brownfield site been brought into a more productive commercial use.

The centre has now been open and operational for some 6 months and although work is ongoing in terms of attracting businesses to the centre, those businesses that have taken space are a cross section of professional services, web based outfits, management consultants, architects and technicians.

Out of the 82 units available the number currently occupied is 28 with an additional further 3 companies using the centre as a virtual office with mailbox only services. The number of people employed on site is 65 with 7 of these jobs created since moving to the centre. Two businesses that moved to the centre in the early days of opening are looking to take on additional accommodation to support their growing needs so there are early indications that the centre is indeed helping to grow the local economy. Basepoint, the Council’s chosen operator, say the flexibility of the accommodation on offer is cited by licensees as one of the major attractions in locating at the centre.

In terms of the envisaged Return on Investment it was reported to Cabinet in March 2016 that:

*“Basepoint offer a guaranteed income for each year totalling £2,819,155 over ten years. This income will be backed by a parent company guarantee.*

*The current ROI based on Basepoint’s guaranteed income and profit share and the budget approved by Cabinet in July 2015 of £6,245,860 is 7.8% at year five and 8.5% at year 10. The worst case scenario based on the council receiving the guaranteed income alone will provide a ROI in year five of 4.95% and in year ten of 5.2%.*

*If the project cost were to reduce to £5,848,215 including Contractor A’s tendered indicative price and Basepoint’s guaranteed income and profit share the ROI would be 8.36% in year five and 9.11% in year 10. If only the guaranteed income were received then this provides a ROI of 5.28% in year five and 5.69% at year 10.”*

Today, with the Enterprise Centre complete and now operational Basepoint have a 5 year Operation Agreement with the provision to renew this for a further 5 years. The tabulated guaranteed income and the combined Basepoint tender estimate of profit share plus guaranteed income to the Council within financial accounting years can be seen in Appendix 2.

The Centre opened on the 1 March 2018 so the financial years projections have had to be inter-tabulated (from the tender submission). The year to year ROI based on the capital cost of building the Enterprise Centre is also reported in this table.

The return on investment over a ten year period based on the guaranteed income and tender projected profit share and the ROI over the 10 years based on the Basepoint tender projected profit share plus guaranteed income is reported in appendix 2. The year 5 return based on guaranteed income is 5.15% and 8.43% based on the tender projected guaranteed income and profit share. At year 10 even based on 11 months projected guaranteed income the return is 5.08% and with projected profit share 8.73%, the 11 month projection is due to the tender being based from start date and not financial year.

#### **4. PROJECT COSTS**

A total budget of £6,245,860 was allocated from capital reserves to fund this project.

The capital project cost to date is £6,006,165 including a retained amount of £84,062.57 for the main contractor, Neilcott Construction Limited that will be paid upon expiry of the defects period in January 2019. This represents a project underspend of £239,695.

#### **5. PROJECT PLAN**

The PID was originally drafted in September 2008 and approved in November 2010. It had 14 subsequent iterations up until July 2014. The project plan attached comes from the latest version and informs the “scheduled completion dates” in the table that follows below.

The original PID was drafted in the context that the envisaged Enterprise “Gateway” would be developed and run by a suitably qualified service provider. As the project progressed it became clear that the most likely route to its successful delivery would be through a partnership whereby the centre would be developed by the Council and managed by an experienced operator of such centres. The reasons for the change from the original project plan are covered in detail in the report to Cabinet of 3<sup>rd</sup> September 2013.

Development of the revised concept and the time required to commission a suitably experienced team to progress it resulted in additional time being added to the original project plan.

Allied to this was a reconsideration of the suggested procurement route to secure its development with Cabinet ultimately recommending that a two stage procurement route rather than single stage one be followed. Again this resulted in additional time being added to the original project plan.

<b>Project Stage</b>	<b>Scheduled Completion Date in original PID</b>	<b>Actual Completion Date</b>	<b>Comments</b>
Executive Board meeting to put forward options for consideration and decide which option to Pursue	November 2010	November 2010	As per programme
Full Council Approval to proceed	May 2014	May 2014	As per programme
Instruct architect to advise on the optimum location for the “Gateway” development on Plot 12 Terminus Road	August 2014	August 2014	As per programme
Undertake procurement advice and publish OJEU tender for operational management services	August 2014	February 2015	Approach changed from seeking a developer/operator partner to one whereby CDC became developer and the selected service provider became the Operator. The OJEU timetable and overall process was consequently more onerous than envisaged in the initial PID. The operator was subsequently appointed in July 2015.

Undertake pre-tender interview with three likely operational contractors	August 2014	April 2015	Later completion date influenced by extended period for initial procurement exercise.
Start procurement process for appointment of project management resources.	September 2014	March 2015	Consideration of the revised approach to delivering the development necessitated a review of the support required.
Appoint Project Management resources and assemble Development Team.	November 2014	March 2015	Later date than envisaged in initial PID but earlier in the overall revised chronology given the need for technical advice on development issues.
Submit Planning Application	January 2015	October 2015	Additional detailed work on the capital cost of the development and return on investment warranted a review of the initial proposals and a later date for submission of the planning application. Revised Cabinet approval was required. Planning consent was secured in February 2016.
Publish OJEU Construction Tender	April 2015	October 2015	A two stage tendering procedure was adopted rather than the single stage envisaged in the initial PID. Associated considerations resulted in a longer timeframe for publication.
Report to Cabinet/Full Council for the authority to award the winning tender for the main construction contract	June 2015	March 2016	Later Cabinet date follows on from the later date for publication of the OJEU construction tender.
Award the building contract	June 2015	Pre-construction Agreement: May 2016 Main Contract: February 2017	Following lengthy discussions with the selected contractor CDC entered into a pre-construction agreement to develop the scheme design

			prior to commencement of the main construction contract.
Construction Starts	July 2015	February 2017	Later start date reflects the extended project plan timeline.
Practical Completion	May 2016	January 2017	Completion date follows from the revised start on site.
Occupation and Income cash flow starts	July 2016	March 2017	Occupation date reflects the fit out period post practical completion.

## 6. PROJECT MANAGEMENT PROCESS

Given the size of the Council's investment and the partnership approach to delivering the Enterprise Centre, Employers Agents were appointed early in the process to provide professional support and guidance, including general project management support. They helped steer the project from initial concept through to the approved scheme and helped draw the development team together.

Once the exact nature of the project had been confirmed, planning consent had been secured and the operational and construction related services procured, a dedicated internal project manager was appointed by the Council to support project delivery. This post sits within the Estates Service and provides similar support to other key Council projects.

Regular client, project and Officer Working Group meetings worked well in terms of keeping the overall project objectives in sight. This was further supported by the Council's corporate performance and project monitoring system and reporting to Members and the Senior Leadership Team by exception.

Once the development was on site and during its delivery there were occasions when the external project support was found wanting both in terms of knowledge displayed and accuracy in the supporting documentation. This issue largely came about by a subsequent change in personnel within the development team that was outside the Council's control.

When commissioning project support, confirmation should be sought that the personnel allocated to a project have the required knowledge and experience to undertake the role. Indeed, if interviewed prior to appointment that the candidates presented will actually be working on the project, particularly if such considerations played a large part in confirming the appointment. Obviously personnel do move on from time to time, for personal development reasons if nothing else but an entry should be included in the project risk register to address such eventualities as was the case with the PID for this project.

Basepoint, the selected operator of the centre, had their own project management resource too. Their role was to help support delivery of the project such that the operational outcomes met the agreed specification. Partnership working of this type

can bring its own pressures but the relationship generally worked well, principally due the Council's internal resource managing external expectations.

## **7. FURTHER ACTION**

With the 12 month defect period underway the focus for subsequent action, other than the ongoing operational issues, centres on resolving the outstanding defects notified to the main contractor. Much progress has been made of late in addressing the work necessary to conclude their resolution but issues naturally arise during the early life of a building. The intention will be to have a clear schedule showing all defects completed by 22 January 2019.

In addition, a number of other issues are currently being monitored including closing mechanisms on internal corridor doors, the operation of the ground floor boiler in the office block and the establishment of external landscaping, particularly the wild flower grass seeding to the front of the main building.

## **8. REVIEW PLAN**

The Operational Management Agreement (OMA) for the centre sets out Basepoint's contractual obligations in terms of the supply of services, their liabilities and mechanisms for the resolution of any disputes arising.

Schedule 7 to the OMA lists a series of service level specifications that must be met including financial management, income levels, centre operation and health and safety. With the current approach to operational matters bedding in, a series of monthly review meetings are currently being held. Going forward the OMA requires that quarterly management and financial reports be issued for the duration of the contract. The Estates Service has a dedicated representative who manages the relationship with Basepoint and the ongoing operational issues.

The project documentation supporting the delivery of the development set a number of targets that will need to be reviewed to ensure the objectives have been met.

These include:

- 'Creating between 250 and 275 new jobs every 3 years' (*Source: July 2015 report to Cabinet*)
- 'The survival rate of businesses going through the gateway will be over 70% at year 3' (*Source: The original PID*)
- 'Contribute to an improvement in business survival rates after one year to at least the national level' (*Source: April 2014 report to Cabinet*)
- '(Delivering) 250 new jobs every 3 years' (*Source: Current Corporate Plan*)

In conjunction with the ongoing review of the performance of the OMA an additional associated review following years 1-3 of the centre's operation will take place to evaluate the extent to which the above objectives have been met.

This page is intentionally left blank

**Appendix 2 – Guaranteed Income and Combined GI plus profit share (forecasted in Basepoints tender) and the Internal Rates of Return associated with these.**

(£)	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
<b>Guaranteed Income</b>	70,833	270,696	300,375	304,881	309,454	314,096	318,807	323,589	328,443	305,207
<b>ROI (GI)</b>	1.18%	4.51%	5.00%	5.08%	5.15%	5.23%	5.31%	5.39%	5.47%	5.08%
<b>Basepoint tender estimate of profit share to CDC</b>	15,406	63,237	190,890	193,958	197,070	194,642	205,692	210,250	214,920	219,000
<b>Estimated Profit share plus GI</b>	86,239	333,933	491,265	498,839	506,524	508,738	524,499	533,839	543,363	524,207
<b>ROI (GI &amp; projected Profit share)</b>	1.44%	5.56%	8.18%	8.31%	8.43%	8.47%	8.73%	8.89%	9.05%	8.73%

Note: year 10 is based on the forecast which due to running from 1<sup>st</sup> March does not cover the whole of the financial year and therefore an additional un-forecasted months income/profit share will be added to this.

The average internal rate of return for the guaranteed income over 10 years is 4.74% with the Basepoint combined profit share forecast combined with the guaranteed income being 7.58%.

Calculations based on reported capital cost of £6,006,165

This page is intentionally left blank

Chichester District Council

OVERVIEW AND SCRUTINY COMMITTEE

18 September 2018

**Council Tax Review of Locally Defined Discounts and Premia**

**1. Contacts**

**Report Author:**

Paul Jobson Revenues Operations Manager

Tel: 01243 785166 ext 3340 E-mail: [pjobson@chichester.gov.uk](mailto:pjobson@chichester.gov.uk)

**2. Recommendation**

- 2.1 That the Overview and Scrutiny Committee recommends to Cabinet that the council tax discounts proposed in appendix 1 be applied for the 2019-2020 financial year.**
- 2.2 Providing the Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Bill 2017-19 is passed, that the Overview and Scrutiny Committee recommends to Cabinet that the council tax empty homes premium be set at 100% for the 2019-2020 financial year.**

**3. Background**

- 3.1. The Local Government Finance Act 1992, as amended by the LGFA 2003 and LGFA 2012, requires the authority to set a taxbase between the 1 December 2018 and 31 January 2019. The 2019/20 taxbase report will be prepared for Cabinet’s consideration on 4 December 2018.
- 3.2. The level of locally defined discounts and empty homes premium impacts on the calculation of the taxbase.
- 3.3. The Local Government Finance Act 2003 provided devolved powers for billing authorities to make decisions on the level of council tax discount which can be applied to certain dwellings. These dwellings must be placed in a prescribed class.
- 3.4. The current prescribed classes are shown below

Prescribed class A	Not a main residence, which is furnished and occupancy is restricted by a planning condition.
Prescribed class B	Not a main residence, but furnished.
Prescribed class C	Unoccupied and unfurnished.
Prescribed class D	Requires or is undergoing major repair works or is undergoing structural alteration.

- 3.5. The Local Government Finance Act 2012 gave billing authorities the power to impose an empty homes premium on properties that have been empty for more than 2 years. At its meeting on the 5 December 2017 Cabinet resolved that for the 2018/19 financial year a 50% premium shall apply for properties that have been unfurnished and unoccupied for more than 2 years.
- 3.6. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Bill 2017-19 is currently being progressed through Parliament. Following the end of the summer recess it is anticipated this will be concluded shortly, final amendments were made to the Bill during the third hearing on 18 July and is due to go to the Commons for consideration of Lords amendments (date not yet available). This bill proposes to increase the empty homes premium from a maximum of 50% to 100% for the financial year 2019-20.

#### 4. Outcomes to be Achieved

- 4.1. The approval of the recommendations in this report to Cabinet will help provide certainty in respect of the locally defined discounts and empty homes premium when preparing the council taxbase for the 2019/20 financial year, and certainty for the relevant taxpayers.

#### 5. Proposal

- 5.1. To encourage owners to bring their properties back into use as soon as possible, the empty homes premium, be set at 100% for 2019/20 financial year.
- 5.2. That the locally defined discounts, proposed in appendix 1, be applied for the 2019/20 financial year. It is proposed not to change the level of any discounts.

#### 6. Alternatives Considered

- 6.1. To continue with the empty homes premium at 50%. This option would not encourage current owners who are paying the empty homes premium to bring their property back into use. There would be a cost to this in terms of revenue lost to the Council and the precepting authorities.
- 6.2. Reduce the empty homes premium to 0%. This option would not encourage owners whose properties have been vacant for 2 years or more to bring them back into use. There would also be a cost to this in terms of revenue lost to the Council and the precepting authorities.

#### 7. Resource and Legal Implications

- 7.1. Estimate of the revenue generated per annum from prescribed classes with a zero discount are

Class	Estimated tax revenue (per annum)	Chichester District Council's share (per annum)	West Sussex County Council's share (per annum)

Prescribed class A and B second homes – zero discount	£6m	£568K	£4.8m
Prescribed class C unoccupied and substantially unfurnished properties – zero discount	£1m	£99k	£840k
Prescribed class D properties in need of or undergoing major repair – zero discount	Nil	Nil	Nil
Empty Homes premium (properties that have been vacant for more than 2 years)- 50%	£76k	£7k	£61k

## 8. Consultation

- 8.1 A consultation has not been carried out this year because no further changes to council tax discounts have been proposed and the legislation to change the maximum level of empty homes premium has not been finalised by Government.
- 8.2 The Director of Residents' Services has been consulted on the suggestions for 2019/20 and is happy with the proposals.

## 9. Community Impact and Corporate Risks

- 9.1. Since April 2013 there has been a reduction in taxbase resulting from the implementation of the local council tax reduction scheme. The income generated from locally defined discounts has helped to off-set this loss.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		No
<b>Climate Change</b>		No
<b>Human Rights and Equality Impact</b> has been completed and concluded that this proposal does not adversely impact on any of the protected groups.		No
<b>Safeguarding</b>		No

## 11. Appendices

- 11.1. Appendix 1 Summary of locally defined discounts and premia.

## 12. Background Papers

None

This page is intentionally left blank

## Council Tax review of locally defined discounts and premia

### Appendix 1

Locally defined discounts and premia	2018/19	Proposal for 2019/20
Prescribed class A and B second homes to include those with planning restrictions.	Nil discount	Nil discount
Prescribed class C vacant, unoccupied and substantially unfurnished properties.	Nil discount	Nil discount
Prescribed class D properties in need of or undergoing major repair.	Nil discount	Nil discount
Empty homes premium (properties that have been vacant for more than 2 years)	50%	100%

Prescribed classes A and B relates to unoccupied, furnished properties, i.e. second homes. At its meeting on the 5 December 2017 Cabinet resolved that for 2018/19 financial year a zero discount shall apply. It is proposed to continue to set a zero discount for 2019/20, as the Council does not accept that there is a valid reason for treating second homes more favourably than first homes.

Prescribed class C relates to unfurnished properties. At its meeting on 5 December 2017 Cabinet resolved that for the 2018/19 financial year a zero discount shall apply for unoccupied and unfurnished properties. It is proposed to continue to set a zero discount for the 2019/20 financial year, as local authority services continue to be provided. This will also encourage owners to keep valuable housing stock in use by bringing them back into full occupancy as swiftly as possible.

Prescribed class D relates to properties in need of or underdoing major repair works to render the property habitable or undergoing structural alterations, or less than six months has elapsed since the completion of such works. On the 5 December 2017 Cabinet resolved that for 2018/19 financial year a zero discount shall apply. It is proposed to continue to set a zero discount for the 2019/20 financial year. This will encourage owners to bring properties back into the available housing stock as quickly as possible by refurbishing properties in need of major repair in a timely manner. In terms of structural alterations the Council does not accept that those property owners who are making this type of alteration should be treated more favourably than other property owners in the district.

In addition to these local discounts, the Local Government Finance Act 2012 gave Councils the power to impose an empty homes premium on properties that have been vacant for more than 2 years. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Bill 2017-19 will give the power to increase the empty homes premium to 100% dependent upon Bill being passed by Parliament.

At its meeting on the 5 December 2017 Cabinet resolved that for 2018/19 financial year a 50% empty homes premium be charged. It is proposed to increase the empty homes premium from 50% to 100% for the financial year 2019/20. Bringing empty properties back into use forms part of the Council's housing strategy and the extra cost of an empty homes premium may encourage owners of long term empty properties to bring them back into use.

This page is intentionally left blank

**Chichester District Council**

**OVERVIEW AND SCRUTINY COMMITTEE**

**18 September 2018**

**Leisure Services Performance Review**

**1. Contacts**

**Report Author:**

Sarah Peyman, Divisional Manager – Culture & Sport,  
Tel: 01243 534791 E-mail: [speyman@chichester.gov.uk](mailto:speyman@chichester.gov.uk)

**2. Recommendation**

**The committee is requested to:**

- 2.1. Receive the 2017-18 Annual Report from Everyone Active (Sport and Leisure Management Ltd) Appendix A.**
- 2.2. Review the report and agree that the contractor is achieving satisfactory levels of performance against the outcomes in section 3.0 and the key performance indicators in section 4.0 of the 2017-2018 annual report, appendix A.**

**3. Background**

- 3.1 The leisure contract was awarded to Sport and Leisure Management Limited (SLM) on the 1 May 2016 for a period of 10 years with the option of a further 5 years.
- 3.2 This report provides a review of the year two performance and monitoring of the contract.

**4. Contract Monitoring and Performance**

- 4.1 Monthly reports are produced by the contractor identifying membership numbers and health and safety accidents/incidents in addition to customer compliments, comments and complaints and the details of maintenance schedules. This information is then reviewed at a monthly meeting between contractor and monitoring Officer at the Council and any actions are agreed.
- 4.2 On a quarterly basis a report is completed by the contractor which includes the monthly reports information but also provides an update on all of the Key Performance Indicators (KPI's) and the financial performance against the contract. This information is also reviewed formally at the contractor meetings with the Regional Director from SLM and the contracts Manager.

- 4.3 Unannounced inspections of the centres also take place on a quarterly basis where cleanliness, health and safety and general operational procedures are reviewed and any actions required reported back to the contractor.
- 4.4 Annual auditing by the Council's Health and Safety Team is undertaken to check on management arrangements in place, such as reviewing health and safety policy procedures, risk assessments, Legionella and COSHH assessments etc.
- 4.5 The Members' Task and Finish Group meets on a quarterly basis and receives copies of the quarterly reports and financial information. The Contract Manager from Everyone Active (SLM) attends these meetings to present the reports and to respond to any questions from the group. The group have agreed the Sports Development Plan and Key Performance Indicators for year 3 of the contract.

## 5. Annual Report

- 5.1 The Annual Report 2017-18 covered the 12 month period from 1 April 2017 to 31 March 2018. The report outlines the performance of the contractor in year two and pays particular attention to the effectiveness of the delivery of services against the method statements included in the contract.
- 5.2 Some of the successes for year two include introduction of new activities to the programme including balanceability classes, walking netball, better balance classes and 2 additional gymnastics classes. Other new activities include the Alex Danson Hockey Academy and the Hertfordshire Mavericks netball camps.
- 5.3 At the end of year two of the contract there had been 55,376 Everyone Active card registrations. This is above the target set in the contract bid of 50,000 cards by the end of year 3. Membership numbers have also increased to 6,290 in year two which is just over 1,000 members above the target of 5,250.
- 5.4 A record 930 participants took part in the 2017 Chichester Triathlon and 1174 registered for the 2017 Children on the Edge Half Marathon.
- 5.5 The increase in attendance however has been lower than predicted, resulting in a 5% increase against a target of 7%. 50 week swimming lessons now have over 1,000 swimmers enrolled, however growth has continued to be slower than expected and further programme development will be required in year three to make sure the year 3 bid target of 1,500 is achieved. An area that continues to grow however is 1-1 swimming lessons with an average of nearly 100 sessions delivered each month.

## 6. Consultation

- 6.1 A customer satisfaction survey was conducted by Everyone Active in year one which resulted in a customer satisfaction score of 89%. The Contract target was to increase satisfaction by 1% year on year based on the previous Council survey in which resulted in a satisfaction score of 85%. Everyone Active conducted a

customer satisfaction survey in year 2 which resulted in a customer satisfaction score of 92%.

6.2 The Members' Task and Finish Group have received and reviewed the annual report and continue to meet on a quarterly basis to review and monitor performance of the contract. The Task and Finish Group has a representative from OSC on the group. The group felt that the reports provided, and discussions held, identified no corporate risk and agreed that the contract was still on course to provide what it set out to achieve. The group also wished to highlight that customer satisfaction continues to exceed the targets set within the contract.

## 7. Community impact and corporate risks

7.1 A financial assessment is carried out on the contractor on an annual basis and is considered very low risk. The company's credit rating is the same and the contract limit still far exceeds the full 10 year value of the contract and the current ratio is recorded as OK.

## 8. Other Implications

	Yes	No
<b>Crime &amp; Disorder:</b>		X
<b>Climate Change:</b>		X
<b>Human Rights and Equality Impact:</b>		X
<b>Safeguarding:</b>		X

## 9. Appendices

9.1 Appendix A- Chichester Leisure Management Contract Annual Report 2017-2018

## 10. Background Papers

None

This page is intentionally left blank



# CHICHESTER CONTRACT ANNUAL REPORT 2017/18

30  
mins  
activity

5  
days a  
week

Everyone Active manages these facilities  
in partnership with Chichester District Council.

[www.everyoneactive.com](http://www.everyoneactive.com)

Page 37



everyone  
ACTIVE

# Contents

Page 3	Executive Summary
Page 4	1.0 Overview & Background
Page 6	2.0 Performance against Method Statements
Page 7	3.0 Authority Outcomes
Page 12	4.0 Performance against Key Performance Indicators
Page 17	5.0 Charitable Fundraising
Page 18	6.0 Sports Clubs, Community groups and Societies
Page 19	7.0 Marketing
Page 25	8.0 Audits and Statutory Visits
Page 26	9.0 Financial
Page 27	Appendix

# Executive Summary

This report has been prepared by Stuart Mills, Contract Manager for Everyone Active Chichester.

This report outlines how Everyone Active has performed in year two of the Chichester Leisure and Sports Development contract.

The report pays particular attention to the effectiveness of the delivery of services against the method statements within the leisure contract.

The report details the many successes from year two including

- Increased usage statistics,
- Continued partnership work with key partners within the district,
- The quality of the service provided and
- The removal of subsidy from Chichester District Council for Leisure Contracts.

The report also highlights areas where further work is required to fully achieve all of the contract method statements.

## Executive Summary Recommendations

- Swimming lesson growth has continued to be slower than expected. Further marketing will be required in year three to make sure the bid target is to be achieved. With continued new initiatives similar to the recent Legoland promotion. This promotion focused on both new swimmers and existing swimmers by offering them free legoland vouchers if they were enrolled on our swimming lesson scheme. Programme reviews will also be required to attract those not already taking part in the scheme.
- An LED lighting scheme will be developed at the Grange in 2018/19 to further improve the energy efficiency of the Centre.

## 1.0 Overview & Background

Sport and physical activity within the Chichester District has a high profile and is recognised as important in its contribution to achieving the Council's strategic aims and objectives. The Council identified a requirement for the management of the three leisure centres and sports development team for a period of ten years commencing 1st May 2016. Everyone Active demonstrated we were the operator of choice due to our experience as a successful contractor that has the vision, expertise and resources to develop the service showing innovation and creativity to meet the sporting requirements of the Council.

### Westgate Leisure Centre

Originally opened in January 1987 and has over the years seen a number of its facilities updated. Westgate Leisure Centre has a range of facilities including: Swimming Pool, Sports Hall, Gym, Health Suite, Café, Dance Studio and Ancillary facilities. From May 2016 to November 2016 Everyone Active invested 1.5 million pounds into upgrading and refurbishing the Westgate facilities. This included a gym extension, Hot Yoga Studio, Indoor cycling studio, Café refurbishment, New Reception, new Wellbeing offices and a new membership sales area. Investment was also made into energy efficient plant and lighting.

Westgate Leisure Centre attracted in the region of 584,000 customer visits per year prior to Everyone Active taking over the management of the facilities. It is the largest leisure centre within the Chichester District and the activity programme attracts users from all age groups and ability levels with a relatively even split between males and females.

### The Grange Community and Leisure Centre

Opened in March 2014 after it was decided to replace the old Grange Leisure Centre. The Grange Community and Leisure Centre is home to a number of facilities including, Sports Halls, Gym, Health Suite, function rooms, Café and Ancillary facilities. The centre, in partnership with West Sussex County Council (WSCC), also includes a Library and registrar's office.

The Grange Community and Leisure Centre attracted in the region of 263,000 customer visits per year prior to Everyone Active taking over the management of the facilities. It is a community hub within Midhurst and the activity programme attracts users from all age groups and ability levels with a relatively even split between males and females.

## Bourne Leisure Centre

Originally opened in July 2004 in partnership with Bourne Community College (WSCC). Bourne Leisure Centre is a dual use site, used by both the public and the school, and is home to a number of facilities including, Sports halls, Gym, Dance Studio, Multipurpose room, Multi Use Games Area (MUGA) and ancillary facilities.

Bourne Leisure Centre attracted in the region of 181,000 customer visits per year prior to Everyone Active taking over the management of the facilities. It is a small well used facility within Southbourne and the programme attracts users from all age groups and ability levels with a relatively even split between males and females.

## Sports Development

The Sports development team is made up of two full time equivalent posts. Their role includes increasing participation in sport in the Chichester District and focuses on key areas including:

- Programmes for basic skills development
- Promoting participation
- Improving performance
- Developing talent and excellence
- Playing new, not necessarily mainstream sports
- Receiving/giving coaching
- Delivering key events.

## 2.0 Performance against method statements

### 2.1 Energy Investment

The investment that the Council made on the Combined Heat and Power (CHP) units have continued to be a key area of energy saving with an average run time on the unit of 16.8 hours per day. This coupled with the LED lighting replacement has seen Westgate Leisure Centre being awarded a C rating on its current display energy certificate the best rating it has ever had. Further improving on last year's performance. Bourne has also seen an improvement in its score, going from a score of 47 down to 43. (B Rating). Please also see energy key performance indicator in section 4.9.

The pool covers detailed in the contract method statement have not been installed. The energy savings from these were not sufficient enough to move ahead with the project.

All sites continue to implement their energy saving plans through a designated Carbon Reduction coordinator.

## 3.0 Authority Outcomes

Within the method statement we laid out how we would achieve the Chichester District Council's outcomes. Each outcome and our performance against it is outlined below:

A more active community:

- The Everyone Active card has been implemented across the three sites with 55,376 registrations. This puts us well placed to achieve the target set of 50,000 cards by the end of year three.
- New activities have been added to the existing programmes including, Balancability classes, Walking Netball, 2 Extra Gymnastics classes, Better balance classes, additional swimming lesson sessions both for adults and children. This has resulted in a greater choice of activities for the local community.
- Participation levels have increased across the Chichester contract to 1,421,35 customer visits. This represents a 5% increase year on year.
- 50 week swimming lessons have continued and the swimming programme now has over 1000 swimmers enrolled.

Swimming lesson growth has continued to be slower than expected and further programme development will be required in year three to make sure the bid target is achieved.

An area that continues to grow is 1-1 swimming lessons where we now average nearly 100 sessions per month.

- The school swimming programme continues to be well utilised. The following schools are currently on the school swimming programme; North Mundham, Central, Jessie Young Husband, Bosham, Kingsham, The March, Lavant, Boxgrove, Parklands, Southbourne, Sidlesham, St Richards, Singleton, West Dean, Prebendal and Fishbourne.
- We are working closely with the Chichester District Wellbeing Service to tackle health inequalities within identified focus areas and for key demographics.
- We have provided Sports Development Representation at Active Sussex Network Conferences and Strategy updates. We have been a key partner in collaborative working relationships, supporting local sports clubs, groups, volunteers and coaches.
- A record 930 participants took part in the 2017 Chichester Triathlon series with the Junior Triathlon race once again awarded Triathlon England South East Race Series status. A Go Tri taster event for novices was delivered in partnership with Chichester Westgate Triathlon Club. The Chichester, Hart, and Fareham Sprint distance races formed part of an Everyone Active Southeast Triathlon Series - a brand new event which encouraged and supported further participation opportunities.
- The Children on the Edge Chichester Half Marathon is organised in partnership with the local charity Children on the Edge. The Chichester Half Marathon has a challenging multi terrain route which takes in the historic sites of Chichester, including the Cathedral, Market Cross, and Roman Walls, and takes competitors to the pinnacle of the South Downs. There were a record 1174 total sign ups to the 2017 event, taking part in 13 mile, 10 mile, and team relay races.
- The Sport in the Community programme provides a range of fundamental sports camps for young people aged 6-15 in the school holiday periods. Inclusively priced, 2017 saw the camps hosted at The Grange and Bourne Leisure Centre for the first time. 2018 will see the camps re-introduced at Chichester University.

- Event support was given to the Chichester Community Development Trust in the delivery of the Graylingwell Park Summer Garden Party, a community event which supports local youth groups and projects. Over 4,000 people attended the event.
- Everyone Active also attended the Sussex Police Open Day and the Chichester District Council Do Something Different Day in Tangmere. In Selsey we helped facilitate the Community Marathon event and coaches were deployed at Swanfield Youth Club to enable the delivery of some sport specific sessions.
- The West Sussex West School Sport Partnership & Everyone Active are engaging with 13 local Primary and Infant Schools on a brand new sports programme Huff And Puff. This is a family active project that also develops fundamental sports skills for children in Year R, Year 1 and Year 2. Each of the 360 pupils taking part in the programme receives a free sports bag with fun equipment for them to use at home to aid their physical development. A booklet with ideas for games is also supplied and parents are encouraged to fully interact with their children with these activities at home over six weeks in preparation for a fun festival held at the Westgate Leisure Centre. This festival provides an opportunity to show off the skills they have learnt as well as enjoy a reward of a bouncy castle and lots of exciting sport equipment to try out.
- The Future Flyers programme asks local schools to identify pupils being gifted in the areas of physical activity and sport. A total of 78 Year 5 and 6 pupils in this Gifted and Talented Programme enjoyed a series of developmental sessions throughout the academic year. The programme is designed to expand their awareness of sports, improve their fitness and agility, and increase their knowledge in essentials such as teamwork and leadership. Sports offered include Triathlon, Hockey, and Netball, with the latter two delivered by the Alex Danson Hockey Academy and the Hertfordshire Mavericks respectively.
- The Mini Olympics programme is an Inspire Mark legacy project that involves Year 5 pupils from schools across the District and encourages them to take part in different sports activities. Using sport as an engagement mechanism to address the following themes: awareness of other cultures, respect and sportsmanship, healthy living and bullying, a celebratory festival is organised in collaboration with the West Sussex West School Sports Partnership, the University of Chichester, and Chichester College. This year over 360 children will be involved.
- Diversionary outreach sports programmes were delivered in the Chichester, Selsey and Tangmere Think Family Neighbourhood areas in partnership with Clarion Housing and the Community Wardens.
- Primary Schools have been visited as part of the Five Ways to Wellbeing programme with Everyone Active contributing to the Physical Activity Session.
- A #thisgirlcan tri programme worked with students from the University of Chichester and Midhurst Rother College, offering free triathlon training sessions and pathways to engaging with a local club and the Chichester Triathlon Series.
- The 2017 Get Active Month consisted of the annual Get Active Festival event, which this year for the first time was staged at Chichester College, as well as open days across all three sites.
- The Sports Development Team worked with local partners in the delivery of a National Play Day event in Florence Park (within the Chichester East Think Family Neighbourhood Area). As well as celebrating children's right to play, Playday is a campaign that highlights the importance of play in children's lives and allows us to showcase local children's services.

- The Sports Development Team continued to help with the delivery of the British colleges beach rugby festival this included attendance at working group meetings, help with setup on the day, staffing of event, facilitation of link between the colleges event and Chichester Rugby Football Club (RFC) event.
- Walking Football sessions are successfully being delivered at The Grange and Westgate Leisure Centre sites. Weekly totals for both sites are in excess of thirty participants. Several matches have been held between the centres with The Grange team currently coming out on top!

## Promoting community cohesion / benefiting target groups

- A Sports and Activity Development Plan for 2017/18 has been effectively implemented across the Chichester District with the delivery of this managed by the Sports Development Team and the General Managers at the three sites.
- Three free open days were held at the three leisure centres to encourage the local community to come and get involved in activities.
- The Get Active Festival was developed in 2005 as an Olympic Legacy event. The Festival involves many different sports clubs offering free taster sessions for people of all ages. In 2017 the Get Active Festival moved locations to an area of open space adjacent to Westgate Leisure Centre enabling the centre facilities to be showcased along with the provision of taster sessions of regular clubs and activities that take place there. Over 30 local sports clubs and activity providers offered come and try it sessions and demonstrations in order to provide pathways into local clubs and increase participation. The Get Active Festival has many success stories of how young people have tried an activity and as a result have gone onto represent the country in sports such as; boxing, fencing, judo and softball proving that this initiative can inspire and develop future athletes.
- A customer focus group continues to be held on a quarterly basis to gain customer feedback on the sites and the activities on offer.

## Improving health and wellbeing

- The Active for Health Coordinator has continued to work closely with local GP's to ensure there is a clear pathway to increase the number of people completing the Exercise Referral Scheme and moving into mainstream leisure activities. (see key performance indicator 4.3)
- We have promoted healthy activity through local businesses (eg corporate membership, pre-work and lunch time workouts, Healthy Workplace Scheme etc.)

## Partner engagement

- A detailed marketing plan has been implemented using local media sources based on demographics. Examples of local media sources used include The Chichester Observer Newspaper and Chichester District Council Initiative magazine.
- We have been working with ChiVaac to support local clubs with volunteer recruitment and retention. We have a member of the Sports Development Team designated to be our Volunteer Coordinator to ensure a quality volunteer experience.
- The Chichester District Community Sports Forum was launched in April 2015. It provided an opportunity for local sports clubs and organisations to meet and discuss issues that they face and allow us to better understand their needs and offer support with their ongoing development.

We held the forum in February 2018 and worked with our partners the University of Chichester, Chichester District Council, Chichester College and Active Sussex to deliver the forum. We have been able to support this event through use of facilities, promotion of the sporting pathways available and work experience/volunteer opportunities for students and coaches.

## Quality of service

- To ensure quality standards across the Chichester contract the Everyone Active quality management system is used. Gold standard audits take place to ensure the quality standards are being followed. Audits this year have included Health & Safety, Swimming lessons and Sales.
- Customer feedback is continued to be sought using the following methods:
  - Annual customer survey
  - Customer feedback forms
  - Customer focus group
  - Meet the Manager sessions (Bourne)
- All three sites and the Sports Development Team have had a Quest Assessment (Quest is the UK Quality Scheme for Sport and Leisure) and achieved the grade of Excellent, placing all in the top 25 in the UK.
- All three sites have had an audit from the Inclusive Fitness Initiative (IFI). The IFI has been established for over 10 years, supporting leisure centres to become more welcoming and accessible environments to disabled people. It helps leisure facilities to get more disabled people physically active. All three sites have been awarded IFI status.

## Providing local economic benefit

- A comprehensive staff training programme, personnel development plans, Emerging Managers Programme and apprenticeship schemes have been introduced into the Chichester contract. We currently have four apprentices employed across the contract. Two Managers attended the emerging head of department (HOD) course one of which is now a HOD. One member of staff was nominated for the emerging general manager course.
- We have provided five work placements in the past twelve months as well as providing work experience opportunities to local secondary schools. These have been offered in both Leisure services and Sports Development.

## Sustainability/ Environmental Improvements

- We have continued internal recycling and environmental awareness programmes and energy reduction plans for staff and customers. This is led by each sites Carbon Reduction Coordinator. An environmental board is on display at each site which encourages users to use green methods of transport and is kept up to date on the centre's performance.
- We have continued to ensure regular repairs, maintenance and servicing is carried out on plant and equipment – ensuring equipment operates efficiently.

## Value for Money

- All prices have been reviewed as part of an annual pricing review. Most prices have been increased, the average price increase is the rate of inflation. Concessionary rates continue to be applied across the contract. All core prices were issued to Chichester District Council for approval in December.

### 3.1 Think Family

As well as focused delivered activity sessions we have offered free use of the public facilities at all of the leisure centres during off peak hours to families who would benefit from the facilities. Families were identified in partnership with Chichester District Council and West Sussex County Council. We have also continued to offer free places on our sport in the community holiday camps.

### 3.2 Looked After Children (LAC) and Care Leavers Agreement

Everyone Active Chichester, working with West Sussex County Council and Chichester District Council, continues to support LAC and care leavers by providing a more affordable and incentivised route to those wanting to lead more healthy and active lives. An agreement was set up in January 2017 for reduced rates to the gym and free swimming. This agreement continues to be in place at the agreed prices.

### 3.3 Compass Card West Sussex Agreement

In partnership with West Sussex County Council all three of the Chichester sites continue to offer discounts to compass card holders. Compass Card West Sussex is a card which provides special rates for young people under 25 who have special educational needs and disabilities.

### 3.4 Wellbeing obesity clinics

Free access to facilities is given to the Wellbeing team to deliver obesity clinics throughout the year.

### 3.5 The Sanctuary

Everyone Active are working with The Sanctuary and the University of Chichester on an initiative giving young refugees and asylum seekers the opportunity to receive football coaching and fixtures on a regular basis. Training sessions will be delivered by University of Chichester students, and pathways into local clubs generated. Future developments include identifying participants that are interested and suitable for undertaking coaching badges.

The programme will give participants the following:

- A sense of consistent, supportive and reliable connection with The Sanctuary through a structured activity.
- A feeling of achievement and satisfaction through playing football regularly and the development of team spirit, and a sense of belonging, direction and purpose.
- The development of personal, social, and athletic skills
- Enhancement of an individual's connection with their locality, and the potential for promoting community cohesion and their social network.
- Enhancing overall health and wellbeing, both physical and emotional.
- The value of participants feeling welcomed and valued, and preventing marginalisation

## 4.0 Performance against Key performance Indicators

### 4.1 Usage

As part of the contract the following key performance indicators (KPI) were agreed with regard to usage within the Chichester contract:

- Increase in attendances of 7% compared to 2016/17
- 5% Increase by people aged over 50
- 8% increase in young people aged 0-15
- 10% increase in people with disabilities

In 2017/18 we have achieved the following figures:

KPI	2016/17	2017/18	% Increase
Increase in attendances of 7% compared to 2016/17	1,357,130	1,421,356	5%
5% Increase by people aged over 50	196,522	208,040	6%
8% increase in young people aged 0-15	79,371	106,243	34%
10% increase in people with disabilities	10,784	14,713	36%

Overall attendance performance for individual sites are below:

Site	2016/17	2017/18	% Increase
Westgate Leisure Centre	758,542	800,670	6%
The Grange Community & Leisure Centre	364,935	382,652	5%
Bourne Leisure Centre	233,653	238,034	2%

The above results can be attributed to successful marketing, community initiatives and successful site programming.

## 4.2 Membership

The following KPI was set regarding membership numbers:

- Increasing direct debit, member numbers and retention rate. To reach 5250 by end of year two.

The table below shows the current position:

Site	Amount of members 2017/18
Westgate Leisure Centre	3,960
The Grange Community & Leisure Centre	1,286
Bourne Leisure Centre	1,044
<b>Total</b>	<b>6,290</b>

These memberships include both Gym access, Class access and at Westgate Leisure Centre swimming pool access.

## 4.3 Exercise Referral

The following KPI was set regarding the exercise referral programme:

- 3% Increase in number of participants completing the exercise referral programme.
- 5% Increase in retention of participants following the exercise referral programme.

The table below shows the end of year result:

KPI	2016/17	2017/18	% Increase
3% Increase in number participants completing the exercise referral programme.	215	256	19%
5% Increase in retention of participants following the exercise referral programme	188	232	23%

## 4.4 Sports Development

The following KPI was set to increase general participation in sport in the Chichester District:

- Increase in participation by local people of over 3 X 30 mins per week. 2% Increase against Active People Survey (APS) results compared to APS9 28% Oct 2015 Result

This KPI has not been assessed as part way through the year Active Sussex changed its measure to the new Active Lives survey.

## 4.5 Quality

The following KPI's were set in regard to quality standards:

- Attainment and improvement in Quest scores. Quest plus accreditation of good and top 25% in the uk.

All sites achieved a Quest rating of excellent and are ranked in the top 25 Leisure Centres in the country and all sites are in the top 13%

## 4.6 Customer Satisfaction

The following KPI was set with regard to our annual customer survey:

- Increase user Satisfaction score by 1% year on year with a starting point of 85%.

The Customer satisfaction result from our annual customer survey carried out in December/January 2017/18 was 92% customer satisfaction.

The survey received 251 responses in total; 146 responses were from Westgate Leisure Centre users, 61 were from Bourne Leisure Centre users and 44 were from The Grange. Male respondents outnumbered females for this survey and, responses came from a good range of ages, the over 65's were the biggest represented group followed by the 35-40.

The results have a strong bias towards Westgate Leisure Centre, 58% of respondents saying they used this centre most often. The remaining respondents were split between Bourne Leisure Centre 24% and The Grange, Midhurst 18%.

The majority of the respondents were direct debit membership holders making up 61% of the respondents. Centre memberships represented 16% of the users surveyed. The length of membership held by respondents was very evenly split with 34% between 1-5 years, 26% 5-9 years, 15% less than 6 months, 12% more than 10 years, and 12% 6 months to 1 year.

The majority of the respondents who completed the survey attend the centre three or more times per week 38% with the next highest grouping being twice a week at 36%.

80% of respondents would be likely to recommend Everyone Active Chichester sites to a friend or colleague, on a scale of 0-10, with 0 being very unlikely and 10 being very likely, 80% of respondents ticked 7 or higher. This has dropped from 88% on the previous survey. (78% 2014)

Level of satisfaction is high with contact in person, 92% of respondents are either very satisfied or satisfied with this method of communication. This is an increase on the 89% from the previous survey.

Dissatisfaction with communication over the telephone has dropped again, with only (7%) saying they were either dissatisfied or very dissatisfied.

87% of respondents are very satisfied or satisfied with the general level of cleanliness throughout the centres which constitutes a slight drop from 91% result of the last survey. (75% 2014)

Please see full report as appendix.

## 4.7 Health & Safety

Two KPI's were set around Health and Safety and the results of these are shown in the table below:

KPI	2016/17	2017/18
Number of Health and Safety incidents no increase on 2016/17 figure per 1000	0.211	0.189
Number of accidents reportable to HSE no increase on 2016/17 figure per 1000	0	2

A detailed breakdown by site can be found in the appendix.

## 4.8 Training

The following KPI was set with regard to training:

- Increasing workforce development opportunities such as coach education courses, apprenticeship schemes. Min 7 NVQ's and four Apprentices

The results of this are shown below:

Name	Course Completed
Steve McFarlane	Level 3 Personal Trainer
Luke Carter	Active Leisure Fitness Level 2
Tiffany Hudson (Apprentice)	Active Leisure NVQ Level 2
Jack Ballantyne (Apprentice)	Active Leisure NVQ Level 2
Natasha Squires	Level 3 Personal Trainer
Liam Jahr (Apprentice)	Active Leisure NVQ Level 2
George Ede	Level 3 Personal Trainer
Adam Littechild	Level 3 Personal Trainer
Grace Fisher	Active Leisure Fitness Level 2
Jake Hurst	Ops Services (Dry) Level 2

Name	Currently On
Louis Lewry (Apprentice)	Active Leisure Fitness Level 2
Lauren Cooper (Apprentice)	Active Leisure Fitness Level 2
William Nicholls (Apprentice)	Active Leisure Fitness Level 2
Megan Lambert	Active Leisure Fitness Level 2
Ben Polhill	Fitness Instructor Level 2
Jamie Fellows	Fitness Instructor Level 2
Harry Caterole (Apprentice)	Active Leisure Fitness Level 2

A number of staff have been on other courses including:

GP Referral Course, Balanceability, Cancer Rehab, Stability Training, Carbon Reduction Coordinator Training, Sales Boot camps, Managing People, Recruitment and Selection.

## 5.0 Charitable Fundraising

### 5.1 Ultra-White Collar Boxing

Everyone Active work closely with Ultra White Collar Boxing and are proud of the fantastic work to raise money for Cancer Research UK as a partnership. At our charity boxing events we hold a raffle and auction where all proceeds go to Cancer Research. The boxers also raise money through sponsorship from friends, family and local businesses. Each boxer is required to raise a minimum of £50 but many of them raise a lot more.

The link below will take you to the Ultra White Collar Boxing Just Giving page which has over seven million pounds worth of donations.

<https://www.justgiving.com/company/Ultrawhitecollarboxing>

### 5.2 MIND

Everyone Active Chichester has raised more than £1,000 for its chosen charity, Mind, after hosting a range of activities across the leisure centres.

We helped to get Chichester extra active in November by engaging customers and colleagues at Westgate Leisure Centre, Bourne Leisure Centre and The Grange Community and Leisure Centre in a number of fundraising events.

For the first time we hosted the Midhurst Ramble a scenic bike ride from The Grange. All riders that entered made a donation as part of their entry fee to Mind and many collected extra sponsor money.

## 6.0 Sports Clubs, Community Groups & Societies

The benefits of having so many different groups using the centre, means we can then engage with a variety of people attending the sessions. From this we can gauge the demands and needs of the community, which in turn helps us provide more activities for the local community.

We aim to cater to a wide audience and offer a diverse programme of activities across all sites, which is demonstrated by the different groups that currently access our facilities on a weekly basis.

Westgate	The Grange	Bourne
Active Tots	Badminton 87	Southbourne Gym Club
South Coast Sports - Football	Midhurst 82 Badminton Club	South Coast Sports
CDC Badminton Club	Midhurst Gym Club	Bourne Badminton
Chichester Knights Basketball	Midhurst Indoor Stoolball League	Coal Exchange
Rugby Tots	Not 2 bad	Baby Ballet
(Omar) Zheng Dao Lo Martial Arts Academy	The Grange Badminton Club	Southern Judokan Judo Club
Sussex Otters Swimming Club for the Disabled	Centre Stage Academy Theatre School	Bourne Community College
Weightwatchers	Cowdray Park Bridge Club	Adult Ballet
Chichester Fencing Club	Double LL Club	Boogie Bounce
The Academy of Gym	Labour Party	NHS Blood & Transport
Chichester Aikido	Midhurst Art Society	Bourne Archery Club
Friday Night Football Club	Midhurst Eagles Short Mat Bowls Club	Pay over the counter
Sama Karate	Midhurst Grange Bridge Club	Roland Chaffey Badminton
(Ed) Zheng Dao Lo Martial Arts Academy	Midhurst Long Mat Bowls	Medhurst
Adult Ballet Classes	Midhurst Squash Club	Thomas Badminton
Out There West Sussex	Rother Valley Together	Cornesie Football
Chichester Cormorants Swimming Club	Rotary Club of Midhurst and Petworth	Smith Football
Westgate Chichester Triathlon Group	Sama Karate	Akerman Football
Challengers	The Midhurst Dance School	Enska Karate Club
Westgate Chichester Triathlon Group - Juniors	Durand Academy	Anthony Lawrence
Leisure and Wellbeing	Midhurst Rother College	Mousley Football
The Sanctum	Over the Counter	Loten Football
Teddy Wilfs	Tuesday PM Badminton	Bosham FC
Chichester Sports Therapy	Watt Badminton	Paul Cooper Footbal Sussex
Mercer 5-a-side Football	Midhurst CC Football	St Johns youth club
Wiltshire 5-a-side Football	Ladies Badminton	Leasee
Cole's 5-a-side Football	Causer Badminton	Ricky Lidbetter
Minton's 5-a-side Football	Lambert Badminton	Maria Walters (First Aid)
Keynes 5-a-side Football	Rother Badminton	
Monkey Music	Phoenix Badminton	
Chichester Dance Centre	Amies Badminton	
Bibble & Bubble	Bingo Club	
Ingeus UK	Leasee	
University of Chichester	Haven Beauty Rooms	
Swimming Club		

## 7.0 Marketing

The Marketing plan aims to help the Chichester contract teams to understand their customers in order to deliver the business plan objectives and deliver the best possible service. The overarching objective of the plan is to achieve the KPI Objectives agreed by Everyone Active and Chichester District Council.

### 7.1 Open Days

Open days took place across the sites to coincide with the Get Active month of September. Activities were offered including Free swimming/ Gymnastic tasters/ Bouncy Castle and Soft Play/ Gym challenges/ Face painting/ Taster classes/ Badminton Skills/ Walking football and many more.

The days attracted good footfall and raised the profiles of the three sites.

### 7.2 Social Media

Social media champions pro-actively promote each of the centres. Facebook page likes have continued to grow and are now as follows:

Site	Page Likes
Westgate Leisure Centre	3486
Bourne Leisure Centre	478
The Grange & Community Leisure Centre	395

Please note Bourne and The grange did not have their own facebook pages prior to Everyone Active.

Please see media plan for 2018/19 in the appendix to this report.

### 7.3 Everyone Active Cards

Everyone Active (EA) Cards are a key component in the Everyone Active marketing process. To use any site customers are asked to sign up to an Everyone Active card. We then use this information to offer products to customers that they may be interested in. For example an adult with a child may receive a text or email regarding children's birthday parties. Each site is set a monthly EA card target.

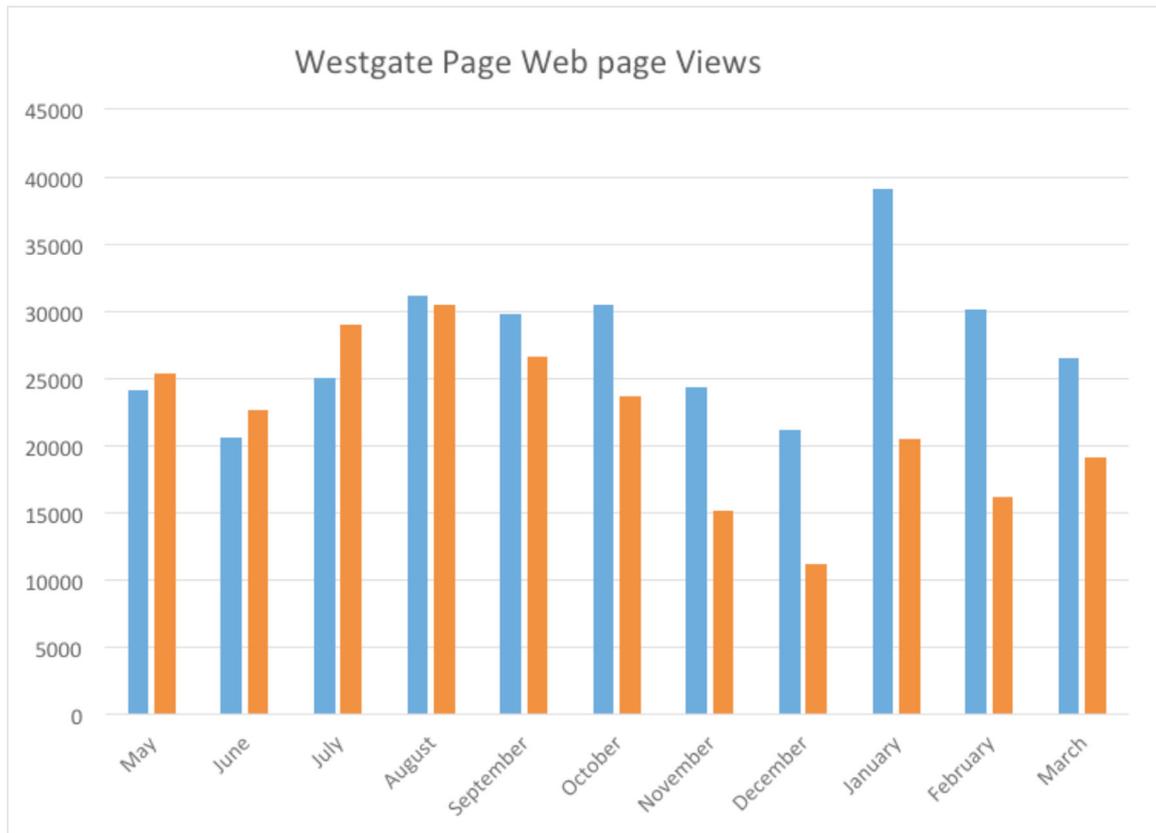
### 7.4 Everyone Active App

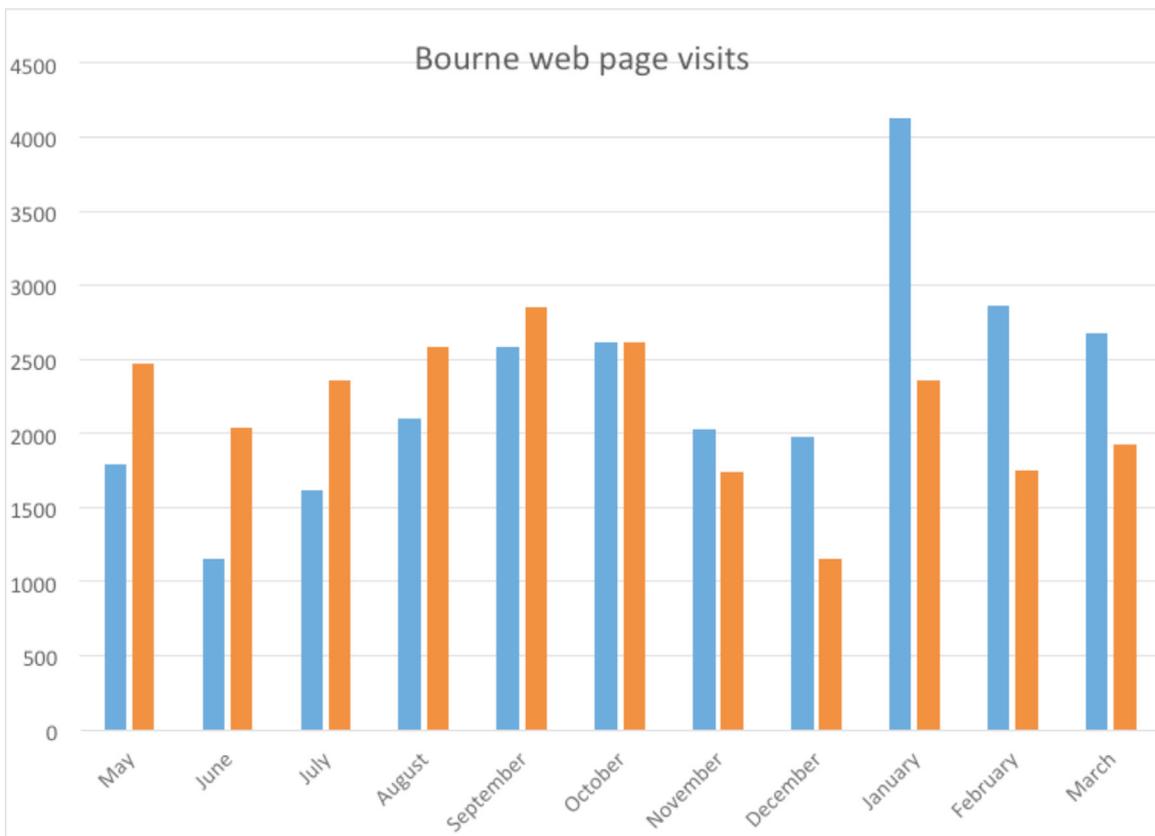
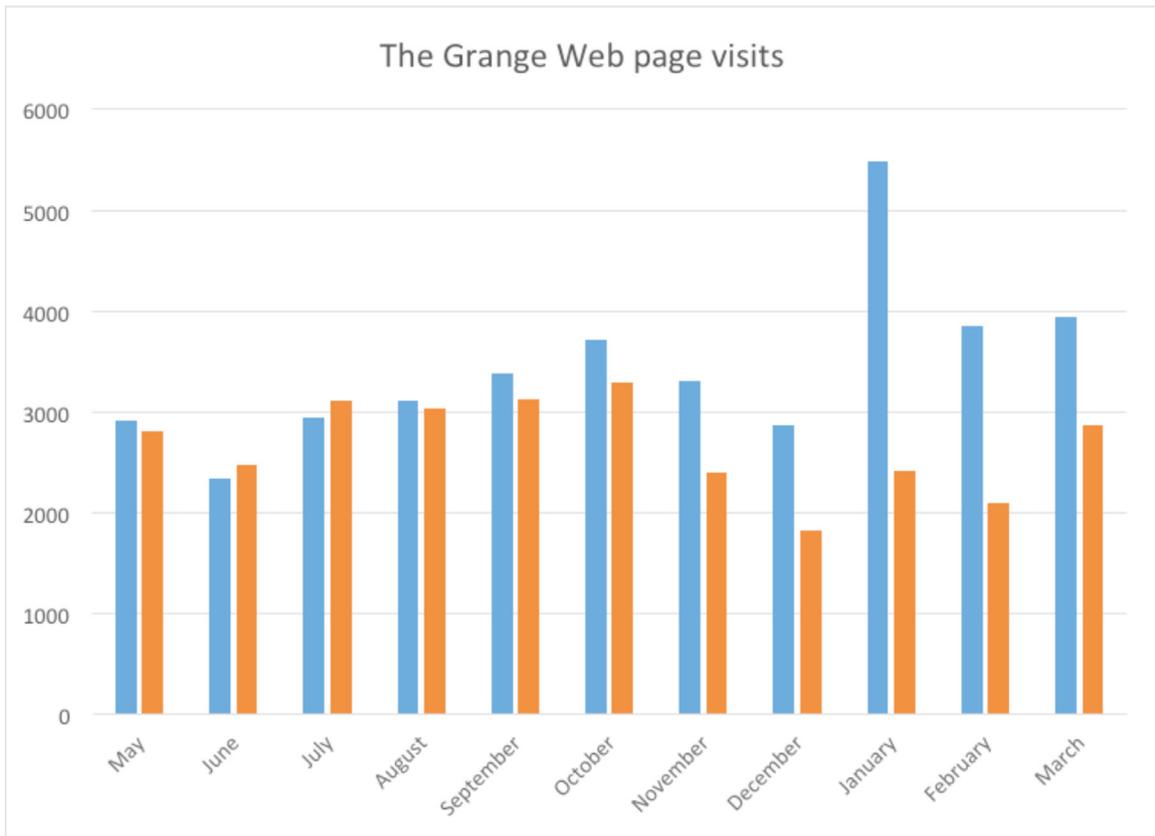
The Everyone Active app allows customers to book activities at the touch of a button. The app also allows the Chichester contract to send customers push notifications making them aware of problems at sites or offers they may wish to take advantage of. The table below shows the amount of app downloads per site and the increase in the last year:

	Everyone Active Mobile App Users Total Registered To Club		
	Westgate	Grange	Bourne
Mar-17	3583	644	878
Mar-18	7685	1411	1726

## 7.5 Website Usage

Website usage continues to be strong. We launched a new website in October 2017 you will notice a drop off in November and December for total web page views per centre. This is due to the consolidation of multiple web pages onto the one centre homepage as part of the new website launch. So previously to access a timetable a user would likely visit the centre homepage, then the centre's timetables page, which would count as two page views, whereas now they just visit the centre home page and the information is there, counting as one page view. The graphs below show website visits per site:





## 7.6 PR

A full breakdown of the coverage received in the press can be seen in appendix 9. It includes both local and national press coverage.

## 7.7 Marketing Plan 2017/18 target evaluation:

A marketing plan was produced to ensure key areas were focused on. This was reviewed on a quarterly basis by the Leisure Task and Finish Group. The results of this are shown below.

### DD Membership

Category	DD Membership
Target:	Attract 2,270 new Premier+ members;
Progress:	The total number of new members is 3348.
Target:	Attract 600 new Bourne Premier Members;
Progress:	The total number of new members is 756.
Target:	Attract 825 new Midhurst Premier Members;
Progress:	The total number of new members is 1053.
Target:	To maintain retention rates above the national average (65.5%) across all three sites.
Progress:	Currently on 71.5% although this data is maturing and attrition is at 5.2% as a contract.

## Sports Development

Category	Sports Development
Target:	To achieve 900 competitors across the two days of this year's Triathlon;
Progress:	This target was achieved with a total of 940 competitors across the two days.
Target:	To increase participation at Sport in the Community sessions to achieve a throughput of 2,500 visits along with launching these activities in Bourne and The Grange.
Progress:	Sport in the Community sessions were held throughout the school holidays at both Bourne and The Grange. In addition to this several Netball camps have been run and a hockey camp is planned. Sport in the Community will continue to run at Bourne and The Grange.
Target:	To attract 1,000 competitors to this year's half marathon.
Progress:	This event took place in October with 1,100 competitors.
Target:	To attract 40 local sports clubs to the Get Active Festival.
Progress:	This event is was held in September with 30 Sports Clubs attending. More sports were invited but didn't attend on the day due to the weather.
Target:	To develop and deliver a programme of educational visits to twelve schools to promote sport and healthy Living in schools.
Progress:	We have continued to support the physical activity element of the "5 Ways to Wellbeing" programme within local Primary Schools. Working in partnership with the West Sussex West School Sports Partnership to improve the offer to the Chichester cluster schools.
Target:	To promote and work with local partners to host two free/low costs sport sessions per month in Think Family Neighbourhood areas.
Progress:	The Sport Development Team have supported Swanfield Youth Club with a series of Friday night sports sessions. Summer sports activities were delivered in Chichester East, Tangmere, and Selsey. A pilot doorstep sport programme delivered in partnership with Clarion Housing for Tangmere which started in January 2018.
Target:	To engage with workplaces to organise workplace health opportunities to engage with 15 workplaces and 600 attendee visits.
Progress:	Organised a workplace health Netball Tournament for six local businesses as part of a charity fundraising month. A total of 42 individuals took part. Supported the West Sussex County Council and Chichester District Council 5k Fun run for over 100 participants.  Supported the Chichester District Council Wellbeing week with free vouchers to encourage exercise participation. All Chichester District Council staff were offered a free five day pass to EA facilities.  Supported 60 staff from Natures Way Foods, Midhurst Rother College and Chichester College Staff with triathlon training and participation in the Chichester Triathlon Series.

## Swimming

Category	Swimming
Target:	Grow the current occupancy level on swimming lessons from 759 to 1000 by March 2018.
Progress:	The scheme is now on 1002.
Target:	To sell 70 one to one swimming lessons per month.
Progress:	Currently we have an average of 108 per month.
Target:	Increase adults swimming by 1% by April 2018.
Progress:	There has been a 3% increase overall this year.
Target:	Increase disabled swimming opportunities and increase the number of people with disabilities swimming by 5% by April 2018.
Progress:	Swimmers with disabilities have increased from 324 to 2672. There has been a couple of reasons for this drastic increase. Firstly the recording of disabled users is much more accurate now that most customers have everyone active cards. Secondly partnerships have grown with Out There and Challengers which are both disability groups who are using the pool now as well as the Otters disabled swimming group.

## Active for Health

Category	Active for Health
Target:	Increase in number participants completing the exercise referral programme by 3%.
Progress:	Please see KPI Report.
Target:	Increase in retention of participants following the exercise referral programme by 5%.
Progress:	Please see KPI report.

## Group Exercise

Category	Group Exercise
Target:	To review all classes on a weekly basis to make sure cost per head targets are met and make changes as necessary. (£2.00 Bourne & The Grange, £1.50 Westgate)
Progress:	Bourne £1.97, Westgate £1.51 including hot yoga and the Grange £1.94 cost per head and all classes currently being reviewed on a quarterly basis.

Please see the 2018/19 Marketing plan in the appendix to this document.

## 8.0 Audits and Statutory Visits

### 8.1 Environmental Health Audits

Both Westgate Leisure Centre and The Grange Community and Leisure Centre continue to hold level five food hygiene ratings.

### 8.2 Health & Safety Audits

Everyone Active perform a Gold Standard Health & Safety Audit on an annual basis. All three Chichester sites were assessed. All sites scored above 95% and received excellent feedback from the regional Health and Safety Team.

### 8.4 Quest Audit

Quest reviews are currently taking place across the sites. This round of Quest audits are unannounced directional reviews.

## 9.0 Financial

Competition for the leisure pound continues to increase. Not only do we see increased competition from local competitors, but new leisure facilities have opened within the district; the latest of which being a trampoline park which offers a different kind of leisure experience and will impact upon our casual swim income and party income. With this increase in competition it will make it harder to continue to increase usage and memberships as the local community has greater choice which will dilute the market share and put pressure on other areas of the business.

# Appendix

Appendix 1      Everyone Active Chichester Annual Customer Survey

---

Appendix 2      Everyone Active Chichester Marketing Plan

---

Appendix 3      Everyone Active Chichester Media Plan

---

Appendix 4      Everyone Active Chichester PR Coverage

---

Appendix 5      Proposed contract KPI's

---

# **Everyone Active Chichester – Customer Satisfaction Survey** **December 2017/January 2018**

## **Full Report**

### **Introduction**

The Chichester contract conducted a consultation project during December 2017 and January 2018. The project aimed to find out about levels of customer satisfaction with the services and facilities provided by Everyone Active in the Chichester District. The survey includes questions about Westgate Leisure Centre in Chichester, Bourne Leisure Centre in Southbourne and Grange Community and Leisure Centre in Midhurst.

### **Methodology**

The survey was issued both with paper copies available at all three centres as well as on tablets. The survey was promoted on the Everyone Active Chichester Contract web pages, through social media accounts (Facebook and Twitter) and through front of house promotion.

This report presents and analyses the results of each survey question. Where percentages do not add up to 100%, this is because respondents could select more than one answer. Agreement and disagreement figures quoted include all those who indicated they 'strongly agreed/disagreed' or 'agreed/disagreed' with a particular proposal. Where quotes are given, these are answers to questions where respondents could provide open answers. Invalid comments that are not reported could include 'No', 'Nothing' etc. or could be a repeated comment from an earlier question e.g. 'as above'.

Where relevant this report will draw comparisons with the last Westgate Leisure customer satisfaction survey, which was conducted in December 2016.

### **Executive Summary**

The 2017/18 survey received 251 responses in total; 146 responses were from Westgate Leisure Centre users, 61 were from Bourne Leisure Centre users and 44 were from The Grange. Male respondents outnumbered females for this survey and, responses came from a good range of ages, the over 65's were the largest represented group followed by the 35-40 age range.

The results have a strong bias towards Westgate Leisure Centre, 58% of respondents saying they used this centre most often. The remaining respondents were split between Bourne Leisure Centre 24% and The Grange, Midhurst 18%.

The majority of the respondents were direct debit membership holders making up 61% of the respondents. Centre memberships represented 16% of the users surveyed. The length of membership held by respondents was very evenly split with 34% between 1-5 years, 12% more than 10 years, 15% less than 6 months, 26% 5-9 years and 12% 6 months to 1 year.

The majority of the respondents who completed the survey attend the centre three or more times per week (38%) with the next highest grouping being twice a week (36%).

80% of respondents would be likely to recommend Everyone Active Chichester sites to a friend or colleague. On a scale of 0-10, with 0 being very unlikely and 10 being very likely, 80% of respondents ticked 7 or higher. This has dropped from 88% on the 2016 survey. (78% 2014)

Level of satisfaction is high for contact in person, with 92% of respondents either very satisfied or satisfied with this method of communication. This is an increase on the 89% from the previous survey.

Dissatisfaction with communication over the telephone has dropped again, with only (7%) saying they were either dissatisfied or very dissatisfied.

87% of respondents are very satisfied or satisfied with the general level of cleanliness throughout the centres which constitutes a slight drop from 91% in the last survey. (75% 2014)

### Centre Usage

The majority of respondents (61%) are direct debit members. Since the last customer satisfaction survey, direct debit membership has decreased (1%) among survey respondents.

39%, up from 21%, of respondents had been using the centre(s) for 5 years or more; 27% of respondents had been using the centre(s) for one year or less which is an decrease from the 33% from the 2016 survey.

Respondents were asked in an open question, *what would be the one change you would make to the one centre you use most often.* Responses have been grouped into key themes. Please see the below table which highlights the most popular changes identified:

What one change would you make to the centre?	Westgate	Bourne	Grange
Upgrade changing room / showers	9	6	0
Cleaner Changing areas	5	0	0
More variety of classes	5	4	6
Car parking machines and refund system	8	N/A	0
Update Lockers	3	0	0
Bigger Gym	0	5	0
Swimming Pool	N/A	N/A	*5

\*Please note these were requests for a swimming pool.

Car parking and the refund scheme continues to be an issue for Westgate Leisure Centre customers.

Updated lockers were requested at Westgate but interestingly not Bourne or The Grange. Updated locks have now been introduced to the Health Suite and dryside lockers.

## Customer Satisfaction

Users were asked how satisfied or dissatisfied they were with the current methods of contacting the centre(s)

### Overall

Overall	Very satisfied	Satisfied	Dissatisfied	Very Dissatisfied	I don't use this method
In person	48%	44%	5%	3%	0%
Over the telephone	29%	39%	4%	3%	19%
By email	28%	32%	5%	2%	33%

### By Site

Westgate	Very satisfied	Satisfied	Dissatisfied	Very Dissatisfied	I don't use this method
In person	39%	49%	3%	1%	5%
Over the telephone	8%	41%	7%	1%	42%
By email	10%	19%	1%	1%	68%

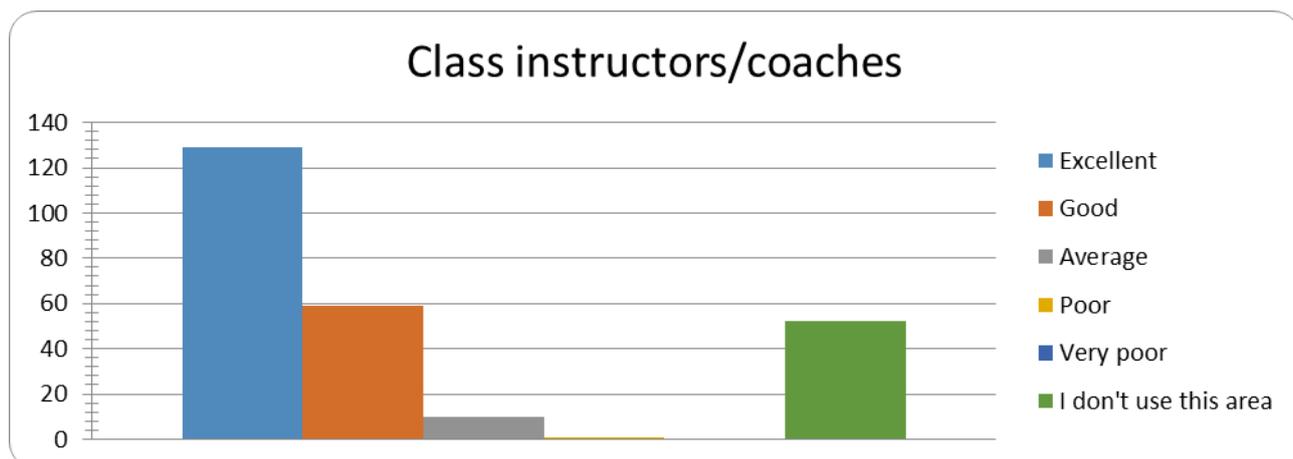
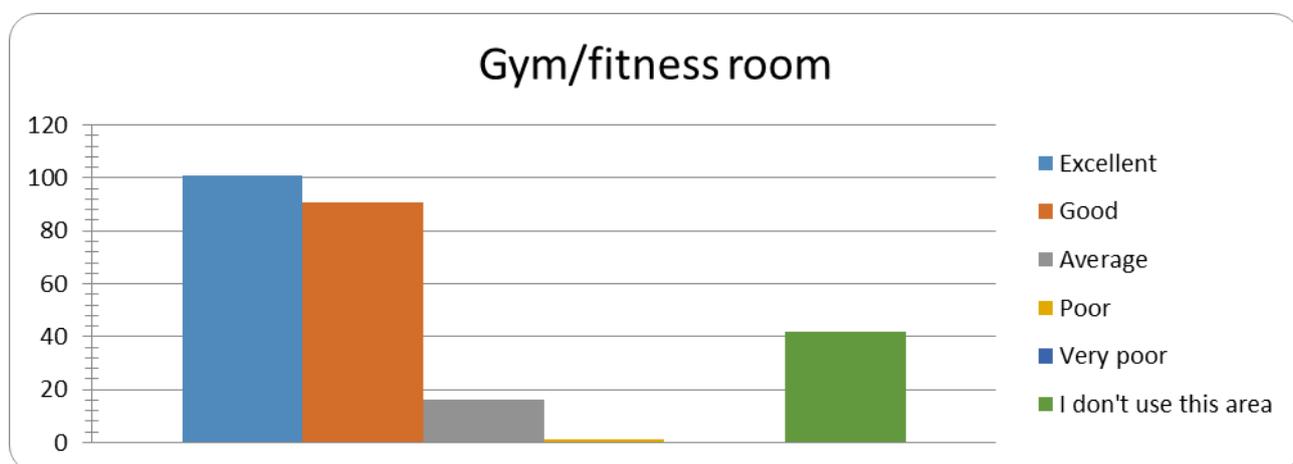
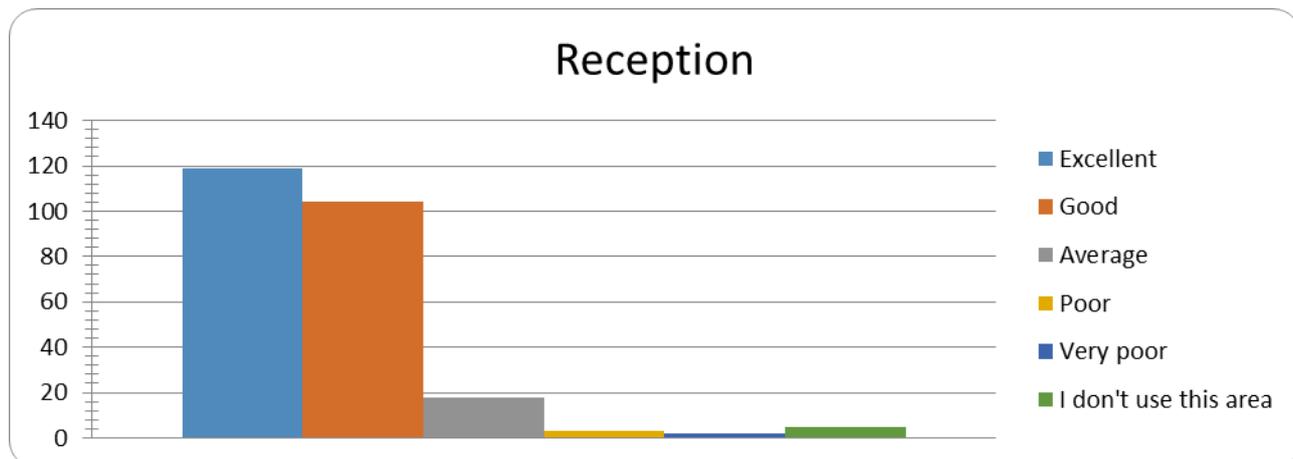
Bourne	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	I don't use this method
In Person	56%	34%	2%	2%	6%
Over the telephone	35%	55%	1%	1%	8%
by E-Mail	29%	23%	3%	1%	44%

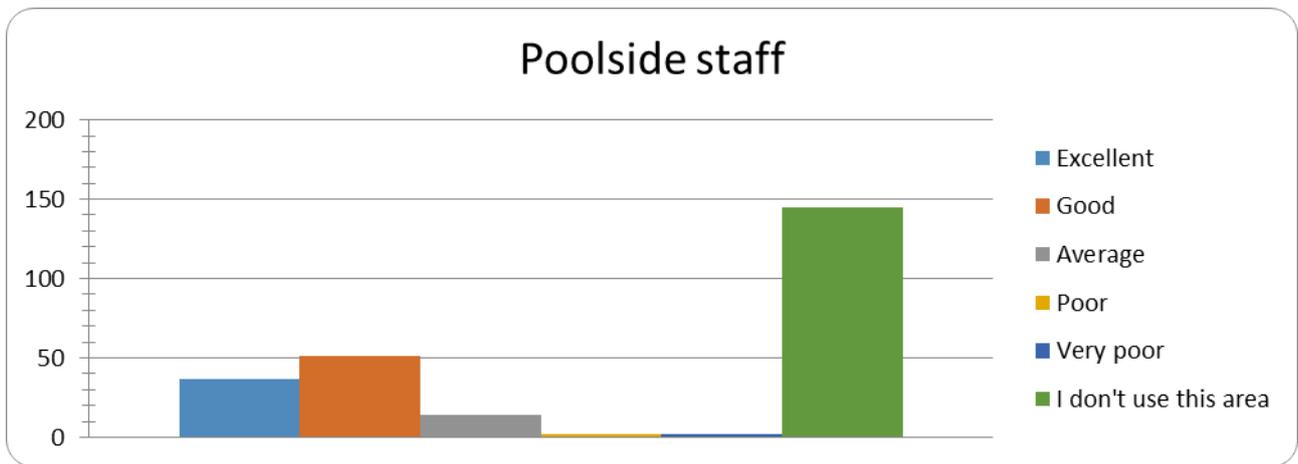
The Grange	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	I don't use this method
In person	65%	25%	2%	2%	6%
Telephone	42%	45%	2%	0	11%
E-Mail	47%	40%	8%	0	5%

92% of respondents are either very satisfied (48%) or satisfied, (44%) with contacting the centres in person an improvement from the 89% 2016 survey.

The higher dissatisfaction levels with communication vary across the sites with Westgate being highest on the telephone 8%. This is however a slight improvement on the 2016 survey 10%.

Respondents were asked in general how they rated the customer service they receive at the centres by area. The findings are displayed in the graphs below:





	Reception	Gym	Instructors	Pool staff	Café Staff
<b>Excellent</b>	<b>47%</b>	<b>40%</b>	<b>51%</b>	<b>15%</b>	<b>24%</b>
<b>Good</b>	<b>41%</b>	<b>36%</b>	<b>24%</b>	<b>20%</b>	<b>30%</b>
<b>Average</b>	<b>7%</b>	<b>6%</b>	<b>4%</b>	<b>6%</b>	<b>8%</b>
<b>Poor</b>	<b>1%</b>	<b>0%</b>	<b>0%</b>	<b>1%</b>	<b>1%</b>
<b>Very poor</b>	<b>1%</b>	<b>0%</b>	<b>0%</b>	<b>1%</b>	<b>0%</b>
<b>I don't use this area</b>	<b>2%</b>	<b>17%</b>	<b>21%</b>	<b>58%</b>	<b>36%</b>

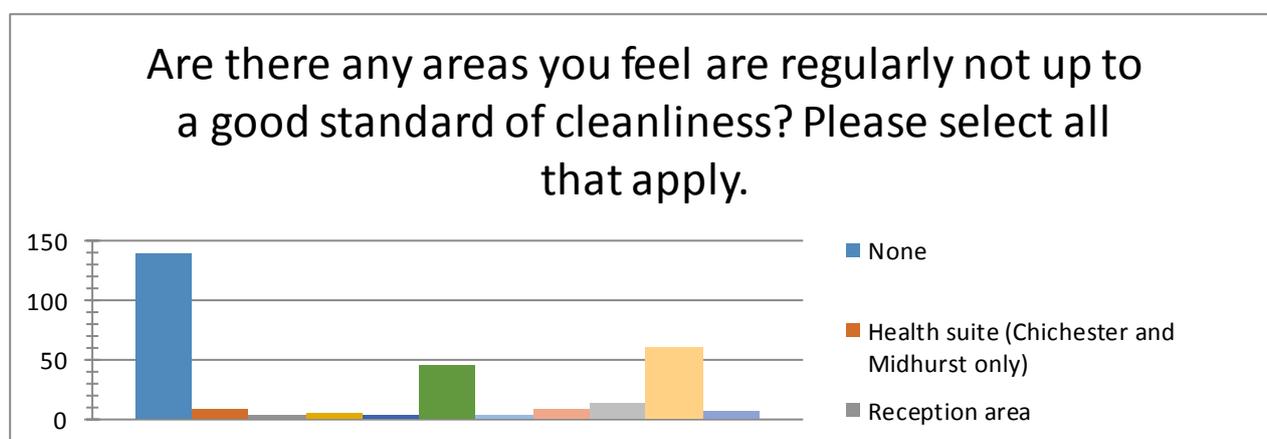
**All the results above show the colleagues continue to deliver excellent customer service. This is further demonstrated in the comments section of this report.**

## **Section 2 – Cleanliness of the Centres**

87% of respondents are very satisfied or satisfied with the general level of cleanliness throughout the centres which constitutes a decrease from the 91% score received on the previous survey (75% 2014). When the 87% score is broken down by site The Grange had 98%, Bourne Leisure Centre was 81% and Westgate Leisure Centre was 87%.

	Bourne	The Grange	Westgate
Very satisfied	43%	59%	25%
Satisfied	38%	39%	62%
Dissatisfied	15%	2%	11%
Very dissatisfied	4%	0%	2%

Customer's also thought the following areas were not always up to a high standard:



None	46%
Health suite (Chichester and Midhurst only)	3%
Reception area	1%
Swimming pools (Westgate only)	2%
Squash/tennis courts	1%
Toilets	15%
Sports hall	1%
Cafe (Westgate and The Grange only)	3%
Gym/fitness room	5%
Changing rooms	20%
Other :	2%

Respondents had the option to provide an open comment on the cleanliness of the centre, here are a selection of quotes and areas where cleanliness was raised as being an issue.

### **Changing rooms & Toilets 15 mentions**

*Changing rooms feel too small and grubby.  
Please check changing rooms regularly X 2.  
Changing rooms look old and worn X2.  
Toilets need updating X 2 (Bourne)  
Shower curtains need to be changed (The Grange)  
Showers need cleaning more often X 2.  
Dirt builds up in health suite over the course of the day.  
Toilet roll sometimes runs out X2.  
Not always tidy and soap has sometime run out X2.*

### **Café**

*Tables need clearing more regularly.  
Milk station need to be cleaner more regularly.  
High chairs need cleaning.*

### **General**

*Good clean centre.  
Always clean and if not cleaned straight away.  
The centre can be grubby at times but that's the same for any large public building that gets so much use.  
Gym can be messy around busy periods.  
Always to a good standard when I've been in.  
Good compared with other leisure centres.*

### **General**

Customers were asked whether they have any general comments about the centres and a selection of these are below:

*The staff are lovely.  
Westgate is a great centre in the way it does cater for everyone.  
Works very well.  
All staff do a fantastic job.  
Would like some more low impact classes to be available in the evening.  
Friendly atmosphere with staff that genuinely care.  
Generally very happy.  
Good discounts for NHS staff.  
Overall a great facility!  
New system for lockers.  
Good price for the size gym!!  
Lovely centre.  
No, generally very good.  
Staff are really good.  
Could improve customer service in some areas.  
Great set up for our cycling meeting, thank you.  
Westgate has friendly staff and a great gym.  
Nice airy centre.*

*I'm surprised that there aren't squash courts at the Westgate Centre. It would be great if EA could look at providing this, or maybe paddle tennis.*

*Staff are very friendly.*

*Reception staff are always very polite and helpful especially Anne and Pam and Sam.*

*Larger Gym is a good addition.*

*Generally very good.*

*Really nice staff at Bourne.*

*All good.*

*Westgate centre changing rooms not kept clean, Bourne is ok.*

*Nothing more than already stated.*

*Classes very full at the moment, can struggle for space on yoga etc.*

*Excellent and friendly people.*

*Karen's meals are always perfectly cooked!*

*Seems some space wasted in main area.*

*More male-oriented classes, too much zumba & yoga.*

*Swimming changing rooms.*

*Size of changing rooms.*

*Better now updated since recent refit.*

*It is good because of the staff.*

*Staff are always helpful.*

*Friendly and welcoming staff .*

*The lockers are annoying, coin mechanism often jams.*

*Friendly.*

*Could do with an update but very nice easy centre overall.*

*Excellent staff.*

*Nice reception staff who have difficult job..*

*Well-equipped and people with disabilities are treated equally.*

*The meals in the café are always perfectly cooked thank you.*

*Nice friendly centre.*

*Parking can be busy.*

*More equipment in the gym.*

*Good.*

*Friendly and welcoming.*

*Great.*

*Lots on offer at Westgate, good team in gym.*

*Lovely community feel.*

*Excellent.*

*Everyone is friendly and has great all round facilities.*

*Friendly and classes made fun.*

*Mainly happy.*

*Compares favourably to other leisure centres.*

*Very satisfied.*

*Keep hold of your good instructors!*

*Nice friendly.*

*Meet good people Social aspect makes it worthwhile for over 50.*

*Very good staff.*

*Staff are friendly and happy to help.*

*I think you need to make the gym bigger as when I go in the evenings there is hardly any equipment to go on.*

*Just one lane open around 9-10 to swim after school drop off.*

*Good staff and facilities.*

*Fix the Lockers!!*

## Conclusions and recommendations for the future

- Although 87% of respondents are satisfied overall with the general cleanliness of the centres, there are areas that can still be improved upon, mainly changing rooms and toilets. Westgate Leisure Centre village change will be deep cleaned and some refurbishment work done whilst the pool is closed when the new pool windows are fitted. A new sign off procedure has been put in place for changing rooms and toilets to make sure cleanliness is checked and dispensers are filled.
- The car park voucher refund scheme is still an issue and an alternative solution would greatly enhance the customers' visits. Sarah Peyman is talking to Tania Murphy regarding this.
- Comments were particularly good regarding the colleagues at the sites and this will be feedback to the teams.
- Lockers were a reoccurring comment by customers in this survey so locker mechanisms at Westgate are in the process of being replaced.

This page is intentionally left blank



# CHICHESTER MARKETING PLAN 2018/19

Success is exceeding our participation expectations

Version 1 • February 2018





## Introduction

This Marketing Plan aims to help us understand our customers in order to deliver the best possible service whilst achieving our business plan objectives.

The Marketing Plan sets out the Marketing Strategy for the Chichester contract.

Current Profile of Chichester - Please see information in Chichester Media Plan.

Competition Analysis - Please see information in Chichester Media Plan.

### Overarching KPI Objectives

- Increased levels of attendance by 3%.
- Increase levels of activity by particular groups. (4% increase by people aged 50 and over compared with 2015-16 figures, 2% increase in young people aged 0-15 years compared with 2015-16 figures, 3% increase in people with disabilities compared with 2015-16 figures.
- 1% Increase in the number participants completing the exercise referral programme.
- 1% Increase in the retention of participants following the exercise referral programme.
- Increasing number of Direct Debit members.

### Key Areas

The key areas have been identified to help achieve the above KPIs. The majority of the marketing resources available will be used in the following areas.

- Direct Debit
- Sports Development
- Swim School
- Active for Health
- Activities
- Group Exercise
- Café.

---

For promotional plan please see Chichester Media Plan and Sales Planner.



## Direct Debit

This part of the plan is the responsibility of the Contract Sales Manager and Site General Managers.

The Chichester sites currently have 6,290 direct debit memberships. This can be broken down into the following areas:

<b>Westgate Premier+</b>	3,960	Yield	£30.90
<b>Bourne Premier</b>	1,044	Yield	£21.00
<b>The Grange Premier</b>	1,286	Yield	£25.60

### Future Development

- Dedicated regional Corporate Memberships team to drive corporate lead generation.
- Target marketing through the use of social media.
- Target marketing through email and text using Single Customer View.

### Objectives

The objective for the Premier and Premier+ memberships are as follows:

- 1. Attract 2,225 new Premier+ members;**  
This will maintain and build our current membership base as budgeted.
- 2. Attract 540 new Bourne Premier Members;**  
This will maintain our current membership base.
- 3. Attract 810 new Midhurst Premier Members:**  
This will grow the membership base at all sites.
- 4. To maintain an attrition rate of under 6% per annum across the contract.**

For promotional plan please see Chichester Media Plan and Sales Planner.



## Sports Development

This part of the Marketing Plan will be the responsibility of the Sports Development Team.

### Future Development

- A new agreement with Children on the edge to increase participation numbers on a profit share basis.
- The re-introduction of Sports Camps using Chichester University's facilities.
- Further developments in providing a school sports programme.

### Objectives

The following objectives have been set:

1. To achieve 1,000 competitors across the two days of this year's Triathlon;
2. To attract 1,000 competitors to this year's Half Marathon.
3. To increase participation at SITC sessions to achieve a throughput of 2,500 visits.
4. To deliver the Get Active Festival with an additional 10 clubs featuring at the event.
5. To engage with workplaces to organise workplace health opportunities to engage with 20 workplaces and 1,000 attendee visits.

---

For promotional plan please see [Chichester Media Plan and Sales Planner](#).



## Swimming

This part of the Marketing Plan will be the responsibility of the Activities Manager.

Currently Westgate Leisure Centre has 900 swimmers enrolled on the Learn to Swim Programme.

### Future Development

- Further product developments to include snorkelling and water polo.
- Review of current programme and the benefit of offering swimming lessons seven day per week.
- Safety around water sessions delivered to 12 schools.

### Objectives

The following objectives have been set:

1. Grow the current occupancy level from 1,000 to 1,200.
2. To sell 90 one-to-one swimming lessons per month.
3. Increase the number of adults on the learn to swim programme 1%.

---

For promotional plan please see [Chichester Media Plan and Sales Planner](#).



## Active for Health

The Active for Health team conducted 435 initial consultations in 2017/18 with XXX customers completing the programme.

### Objectives

This year's objectives are as follows:

1. Increase the number of participants completing the exercise referral programme by 5% on the 2017/18 number.
2. Increase the number of participants completing the exercise referral programme by 5% on the 2017/18 number.

---

For promotional plan please see [Chichester Media Plan and Sales Planner](#).



## Group Exercise Timetable - all sites

This part of the Marketing Plan will be the responsibility of the Group Exercise Coordinator and the respective General Manager at Bourne and The Grange.

### Future Developments

- Continued review and development of the Group Exercise timetable.

### Objectives

1. To review all classes on a weekly basis to make sure cost per head targets are met and make changes as necessary.
2. Conduct a bi-annual customer survey of specifically on the Group Exercise programme at each site.

**Café - Please see separate corporate marketing and promotional plan.**

---

For promotional plan please see Chichester Media Plan and Sales Planner.



## All other areas

All other areas not already covered within the plan will continue to be promoted, as and when Managers identify low numbers or problems with income. The following communication methods will be used:

### Print

A range of printed material will continue to be printed for customers to collect. This includes: group exercise leaflet; pool programme leaflet; party leaflets; Personal Training leaflets; enrolment courses; and individual flyers.

### Banners

Banners will be displayed at the front of all centres.

### Spyder Banners

Spyder banners will be displayed within the centre.

### Website

With our website, we can offer our customers and potential customers the opportunity to sign up to our Everyone Active card this then enables us to contact them about special events, new products, exclusive discounts and much more. It's a great way to keep in touch with our customers and build customer loyalty.

### App

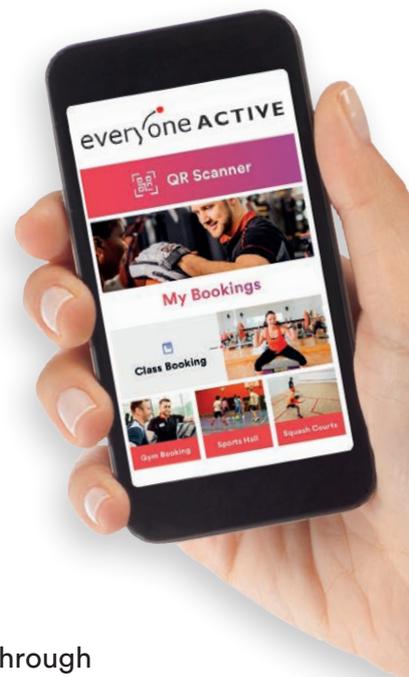
The app gives us a fantastic opportunity to communicate with our customers through push notifications. Utilisation of the Special offer tile within the app is also essential.

### Radio

Continued use of Heart and Capital FM to promote activities across the Chichester contract.

### Internal Communication

Internal marketing is an important 'implementation' tool. It aids communication and helps us to overcome any resistance to change. It informs, and involves all staff in new initiatives and promotions.



---

For promotional plan please see [Chichester Media Plan and Sales Planner](#).



In order for this marketing plan to be successful, all members on the management team must be well informed of its content.

All managers must also inform their teams of how they can contribute towards the success of the Marketing Plan.

In order for managers to achieve this, the following internal communications will be used:

1. An email will be sent to all managers informing them of the current months promotions; and
2. Marketing will be an agenda item on all team meetings.

### **Email Campaigns**

Email marketing is an excellent and cost effective tool in targeting customers about new activities and offers. There are many advantages to e-marketing these include:

- Lower cost;
- Highly personal;
- Round the clock advertising;
- Measurable; and
- Delivered straight to the end user.

We will deliver emails to targeted customers to boost membership and attendance.

### **Press Releases**

A press release is a free and effective way to promote our services. We will average one press release per month across the three sites.

### **Facebook, Instagram, LinkedIn and Twitter**

Facebook, Instagram, LinkedIn and Twitter are still growing and we will continue to push this form of communication. This will be achieved by continuing to update both forms of social media along with promoting these on all of our literature. We now have individual social media accounts for each site.

Facebook campaigns will be used across all promotions. Boosted campaigns will also be used on the larger campaigns. Facebook boosted campaigns have had good results on recent campaigns and are low cost with a good return.

### **Text Messages**

Targeted text messages will be sent out for all campaigns identified by heads of department.

---

For promotional plan please see [Chichester Media Plan and Sales Planner](#).

This page is intentionally left blank

Contract PO #:

Alison PO#:

**EVERYONE ACTIVE - Chichester contract**

Westgate Leisure Centre, PO19 1RJ

The Grange Centre, GU29 9HD

Bourne Community Leisure Centre, PO10 8PG

Dates booked
Agreed activity
Suggested dates

Media	Item	Circulation	Format	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan-19	Feb	March	Cost
Leaflet distri	Royal Mail door drop to key postcodes near the centres (see postcodes below)	44,289	TBC - max A4, 20g			June										£3,056.00
	Royal Mail door drop to key postcodes near the centres (see postcodes below)	44,289	TBC - max A4, 20g						Early Sept							£3,056.00
	Royal Mail door drop to key postcodes near the centres (see postcodes below)	44,289	TBC - max A4, 20g								Nov					£3,056.00
	Royal Mail door drop to key postcodes near the centres (see postcodes below)	44,289	TBC - max A4, 20g										Early Jan			£3,056.00

	GROUP EX - Royal Mail door drop to key postcodes near the centres (see postcodes highlighted below)	44,289	TBC - max A4, 20g										Late Jan			£3,056.00
--	--	--------	----------------------	--	--	--	--	--	--	--	--	--	----------	--	--	-----------

(Please note: These door drop rates apply if booked as part of a group booking with Spelthorne, Sutton, Watford, Fareham, Hart and East Hampshire. Costs are approximate based on estimated quantity - to be confirmed at time of booking)

	Prints costs															EA to insert costs
<b>Council magazine</b>	Initiatives Magazine	63,000	Half page advert			Summer				Winter			Spring			£1,650.00
						16-Jul				12-Nov						
<b>Poster sites</b>	Tesco Chichester	48 sheet	9-22 Apr				27 Aug - 09 Sept					31 Dec - 13 Jan				£1,950.00
	Waitrose Chichester	6 sheet		7 - 20 May			27 Aug - 09 Sept					31 Dec - 13 Jan				£1,755.00
	Cineworld Chichester	6 sheet		23Apr - 6 May			27 Aug - 09 Sept					31 Dec - 13 Jan				£1,350.00
	A259 Inner By-Pass Nort	6 sheet					27 Aug - 09 Sept					31 Dec - 13 Jan				£900.00
	opp Westgate Leisure Ce	6 sheet					27 Aug - 09 Sept					14 - 27 Jan				£900.00
	opp Westgate Leisure Ce	6 sheet						10 - 23 Sept								£450.00
	Digital petrol station scre	Digital mini 6 sheet					27 Aug - 09 Sept					31 Dec - 13 Jan				£340.00

Please note that digital petrol station screen prices are based on multiple bookings across all contracts

<b>Petrol pump ad nozzles</b>	Tesco, Fishbourne Rd East, Chichester (0.61miles from Westgate LC)						27 Aug - 23 Sept					31 Dec - 27 Jan				£1,000.00
	Havant Road Service Station, Emsworth						27 Aug - 23 Sept					31 Dec - 27 Jan				£660.00
<b>Local newsp</b>	Chichester Observer	17,829	Half page ad on page 2					w/c 10 & 17 Sept					w/c 1 & 7 Jan			£1,836.00
	(Paid, every Thursday)		Plus 40k online impressions													



Sites Plan

Objectives See Marketing plan  
 Café Please see own Marketing Plan  
 DD Offers Main offers from Head office team  
 Social Media Please also see Events & Social Media Tab  
 Sales Team Outreach See Sales Planner

Month	Media Release	Social Media Release	Texts	Emails	Social Media release all national events	Initiatives	Event Flyer Promotion	Banners	Other	Push Notifications
Apr-17	Quest Media Release	Quest, Triathlon, Swim Lessons	Birthday Text		Common wealth Games					Water polo
May-17	Triathlon Release	Swim lessons, May half term childrens activities	Birthday Text	Holiday Activities & Swimming crach courses	FA Cup Final					
Jun-17	Triathlon Release	Triathlon series, School Holiday activities, Children's Parties and new pool inflatable.	Birthday Text	Events	Wimbledon & Football word cup		Leaflet drop schools	Triathlon Banners	Letters and new consultation packs to GP surgeries.	
Jul-17	School Holiday activiites releases.	Triathlon series pictures and commentry from the weekend.	Birthday Text	Holiday Activities & Swimming crach courses	Football world cup		Get Active Flyers Drop	School holiday activities baners	Update Net mums	Swimming lesson and 1-1 lesson notice board.
Aug-17	Get Active Festival and Swimming lessons	Gain Likes Campiagn	Birthday Text	Events				Swim School Banners		Bank Holiday Opening hours
Sep-17	Children On Edge half marathon press relaease.	Get Active Pictures and commentry form the day. Learn to skate sessions Launch. Personal Training and small group training sesions. Book Childrens Party and highlight the different types of parties on offer.	Birthday Text, PT Offer	Swimming leasons Group and 1-1	Ryder Cup		Get Active flyer Drop	Party Banner, DD Offer and Half Marathon banners, Learn to skate banner on Skate park	Update Net mums	
Oct-17	Active for health press release.	Benfits of swimming. Book Childrens Party and highlight the different types of parties on offer.	Birthday Text	Events, Crash Course swimming lessons.	Great south Run & Invictus Games		Leaflet drop schools	Party Banner		
Nov-17		Gain Likes Campiagn	Birthday Text			Christmas meals, Swim School 50 weeks why children should learn to swim.		Christmas meals and Swim Scool	Update Net mums	
Dec-17	Christmas school Holiday Activities and Christams Events	Book Childrens Party and highlight the different types of parties on offer.	Birthday Text, PT Offer	Christmas Activities, Events, Crash course swimming lessons		PT, Jan offer	Leaflet drop schools	DD Offer	Letters and new consultation packs to GP surgeries.	Christmas Opening hours
Jan-18	Press release on human intrrest story, Feb half term	Personal Training and small group training sesions.	Birthday Text, PT Offer	Personal Training and small group.				DD Offer and Swim School		
Feb-18	Active for health press release.	Gain Likes Campiagn, Book Childrens Party and highlight the different types of parties on offer.	Birthday Text	Feb half term activities, Events	Six Nations		Leaflet drop schools	Party Banner	Update Net mums	
Mar-18	Easter school holidays.	Benfits of swimming	Birthday Text	Easter Holidays	Six Nations					Easter Opening hours

	Description	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Appointment Confirmation	Appointments receive a daily text confirming their appointment												
No Show appointments	All the previous days no show appointments receive a rebook message												
Annual Renewals	Annual renewals receive a monthly notification that their membership is due for renewal. Customers receive an email on the 1st of the month and a text message during the month as reminders.												
Swim Fitness casual users	High usage casuals receive a monthly message informing them about the swim membership and saving money with an annual or dd membership.												
New Fitness Joiners	New fitness joiners receive a daily text message with a referral message and an referral email during their 1st month. This is split between standard members and corporate members. Corporate joiners will have an opportunity to add their partner for the same monthly rate.												
New Swim Lesson Joiners	New swim lesson joiners receive a weekly text message informing them of the family membership discount. This is followed up with an email during their 1st month.												
New Prospects added (11 Years +)	New prospects receive a text message in the month highlighting the current months promotion and the benefits associated with being a monthly or annual member. Prospects are divided in to different categories to make it more specific. This include: Juniors (11- 15 year olds), Students (16 - 18 year olds), Standard adult membership (19 - 59 year olds), Over 60's (60+ Customers)												
New Prospects added (Under 11's)	New prospects receive a text message/ email promoting swimming lessons. The email clearly explain the stages and ability required to book a stage. It also highlights the amount of spaces available to create urgency.												
Low user corporates	We offer companies the opportunity to join everyone Active on a discounted monthly/ annual membership fee. We only require 10 people to set up a corporate membership. From time to time this drop below 10 and then we have a corporate push to pick numbers up. This is completed by the corporate development manager.												
Birthday parties	customers receive an email 3 / 2 / 1 month prior to their birthday informing them of the different birthday parties on offer. The customer also receive an email on their birthday wishing them a happy birthday.												
Weekend Promotions	In order to avoid slow weekends we run a weekend promotion every weekend to improve weekend sales (Please see the weekend promotion tab)												
School Holiday Activities	Customers receive an email 6 weeks prior to school holiday informing them of activities happening at the Chichester sites.												

	Description	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Incorpore/ Gymflex	All sites are set up on Incorpore and gymflex. This is an employee benefits scheme run by an external company.												
Incorpore	The corporate development team will be working with Gymflex/ incorpore on a monthly basis attending any company health awareness days. Corporate membership will be pushed using the corporate toolbox.												
Gymflex	Gymflex is a company benefit scheme run by an external company. We work closely with Gymflex by offering customers the opportunity to take out a 2 week membership before their purchase window period. The company pay on behalf of the employee. (Window periods TBC)												
Corporate networking event	We will be holding 3 networking events to increase awareness of corporate membership within our centres and to increase brand awareness.												
Christams Promo	Visit local businesses with a Christmas gift and post online to promote corporates												
Mail out of Media Pack	Promote media opportunities within the Chichester contract.												

## Age Profile Report

Target Area: 4.5 mile radius around Westgate Leisure Chichester

Base Area: England

Visit local businesses with a Christmas gift and post online to promote corporates

	Westgate Leisure - 4.5 miles	Westgate Leisure - 4.5 miles %	England	England %	Penetration	Index
Age 0 to 4	2,904	5.12	3,403,673	6.31	0.09	81
Age 5 to 9	2,667	4.70	3,102,079	5.75	0.09	82
Age 10 to 14	2,812	4.96	3,026,986	5.61	0.09	88
Age 15	604	1.07	650,769	1.21	0.09	88
Age 16 to 17	1,262	2.23	1,303,010	2.41	0.10	92
Age 18 to 19	1,592	2.81	1,364,962	2.53	0.12	111
Age 20 to 24	4,073	7.18	3,657,266	6.78	0.11	106
Age 25 to 29	3,005	5.30	3,698,558	6.85	0.08	77
Age 30 to 34	3,000	5.29	3,645,475	6.75	0.08	78
Age 35 to 39	3,096	5.46	3,457,835	6.41	0.09	85
Age 40 to 44	3,530	6.22	3,880,092	7.19	0.09	87
Age 45 to 49	4,004	7.06	3,959,761	7.34	0.10	96
Age 50 to 54	3,690	6.51	3,558,008	6.59	0.10	99
Age 55 to 59	3,409	6.01	3,083,897	5.71	0.11	105
Age 60 to 64	3,527	6.22	3,042,969	5.64	0.12	110
Age 65 to 69	3,725	6.57	2,820,022	5.23	0.13	126
Age 70 to 74	2,935	5.18	2,072,688	3.84	0.14	135
Age 75 to 79	2,679	4.72	1,719,946	3.19	0.16	148
Age 80 to 84	2,103	3.71	1,297,701	2.40	0.16	154
Age 85+	2,098	3.70	1,225,380	2.27	0.17	163
<b>Population estimate 2013</b>	<b>56,717</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.11</b>	<b>100</b>

### Age Estimates by Males

	Westgate Leisure - 4.5 miles	Westgate Leisure - 4.5 miles %	England	England %	Penetration	Index
Males 0 to 4	1,568	5.74	1,787,176	6.68	0.09	86
Males 5 to 9	1,474	5.39	1,628,987	6.09	0.09	89
Males 10 to 14	1,541	5.64	1,588,688	5.94	0.10	95
Males 15	343	1.25	361,626	1.35	0.09	93
Males 16 to 17	705	2.58	707,310	2.64	0.10	98
Males 18 to 19	783	2.87	697,992	2.61	0.11	110
Males 20 to 24	2,057	7.53	1,849,232	6.91	0.11	109
Males 25 to 29	1,520	5.56	1,844,117	6.89	0.08	81
Males 30 to 34	1,458	5.33	1,816,923	6.79	0.08	79
Males 35 to 39	1,504	5.50	1,724,472	6.45	0.09	85
Males 40 to 44	1,727	6.32	1,919,943	7.18	0.09	88
Males 45 to 49	1,855	6.79	1,958,350	7.32	0.09	93
Males 50 to 54	1,746	6.39	1,765,588	6.60	0.10	97
Males 55 to 59	1,633	5.97	1,524,781	5.70	0.11	105
Males 60 to 64	1,581	5.78	1,490,905	5.57	0.11	104
Males 65 to 69	1,759	6.44	1,372,226	5.13	0.13	125
Males 70 to 74	1,308	4.79	982,122	3.67	0.13	130
Males 75 to 79	1,196	4.38	784,376	2.93	0.15	149
Males 80 to 84	841	3.08	542,873	2.03	0.15	152
Males 85+	734	2.68	409,064	1.53	0.18	176
<b>Male estimate 2013</b>	<b>27,332</b>	<b>100.00</b>	<b>26,756,751</b>	<b>100.00</b>	<b>0.10</b>	<b>100</b>

### Age Estimates by Females

	Westgate Leisure - 4.5 miles	Westgate Leisure - 4.5 miles %	England	England %	Penetration	Index
Females 0 to 4	1,337	4.55	1,616,497	5.94	0.08	77
Females 5 to 9	1,194	4.06	1,473,092	5.41	0.08	75
Females 10 to 14	1,270	4.32	1,438,298	5.29	0.09	82
Females 15	261	0.89	289,143	1.06	0.09	84
Females 16 to 17	558	1.90	595,700	2.19	0.09	87
Females 18 to 19	809	2.75	666,970	2.45	0.12	112
Females 20 to 24	2,016	6.86	1,808,034	6.64	0.11	103
Females 25 to 29	1,485	5.05	1,854,441	6.81	0.08	74
Females 30 to 34	1,543	5.25	1,828,552	6.72	0.08	78
Females 35 to 39	1,592	5.42	1,733,363	6.37	0.09	85
Females 40 to 44	1,804	6.14	1,960,149	7.20	0.09	85
Females 45 to 49	2,149	7.31	2,001,411	7.35	0.11	99
Females 50 to 54	1,944	6.61	1,792,420	6.59	0.11	100
Females 55 to 59	1,776	6.04	1,559,116	5.73	0.11	105
Females 60 to 64	1,947	6.62	1,552,064	5.70	0.13	116
Females 65 to 69	1,966	6.69	1,447,796	5.32	0.14	126
Females 70 to 74	1,627	5.54	1,090,566	4.01	0.15	138
Females 75 to 79	1,483	5.05	935,570	3.44	0.16	147
Females 80 to 84	1,262	4.29	754,828	2.77	0.17	155
Females 85+	1,364	4.64	816,316	3.00	0.17	155
<b>Female estimate 2013</b>	<b>29,386</b>	<b>100.00</b>	<b>27,214,326</b>	<b>100.00</b>	<b>0.11</b>	<b>100</b>

### Coarse Banded Age/Gender Estimates

	Westgate Leisure - 4.5 miles	Westgate Leisure - 4.5 miles %	England	England %	Penetration	Index
Males 0 - 14 (Coarse)	4,583	8.08	5,004,851	9.27	0.09	87
Males 15 - 24 (Coarse)	3,888	6.85	3,616,160	6.70	0.11	102
Males 25 - 34 (Coarse)	2,978	5.25	3,661,040	6.78	0.08	77
Males 35 - 44 (Coarse)	3,231	5.70	3,644,415	6.75	0.09	84
Males 45 - 54 (Coarse)	3,601	6.35	3,723,938	6.90	0.10	92
Males 55 - 64 (Coarse)	3,214	5.67	3,015,686	5.59	0.11	101
Males 65+ (Coarse)	5,838	10.29	4,090,661	7.58	0.14	136
Females 0 - 14 (Coarse)	3,801	6.70	4,527,887	8.39	0.08	80
Females 15 - 24 (Coarse)	3,644	6.42	3,359,847	6.23	0.11	103
Females 25 - 34 (Coarse)	3,028	5.34	3,682,993	6.82	0.08	78
Females 35 - 44 (Coarse)	3,396	5.99	3,693,512	6.84	0.09	87
Females 45 - 54 (Coarse)	4,093	7.22	3,793,831	7.03	0.11	103
Females 55 - 64 (Coarse)	3,722	6.56	3,111,180	5.76	0.12	114

<b>Females 65+ (Coarse)</b>	7,703	13.58	5,045,076	9.35	0.15	145
<b>Population estimate 2013</b>	<b>56,717</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.11</b>	<b>100</b>

ESTIMATE OF LATENT DEMAND FOR HEALTH AND FITNESS		
MOSAIC UK Type	Total Population	Total Health & Fitness Demand
A01 Global Power Brokers	0	0
A02 Voices of Authority	4	0
A03 Business Class	205	9
A04 Serious Money	Visit local businesses with a Christmas gift and post online to p	0
B05 Mid-Career Climbers	0	0
B06 Yesterday's Captains	371	26
B07 Distinctive Success	379	19
B08 Dormitory Villagers	382	21
B09 Escape to the Country	298	23
B10 Parish Guardians	708	48
C11 Squires Among Locals	740	47
C12 Country Loving Elders	421	11
C13 Modern Agribusiness	447	18
C14 Farming Today	0	0
C15 Upland Struggle	0	0
D16 Side Street Singles	792	37
D17 Jacks of All Trades	582	29
D18 Hardworking Families	76	5
D19 Innate Conservatives	536	24
E20 Golden Retirement	236	6
E21 Bungalow Quietude	79	1
E22 Beachcombers	136	1
E23 Balcony Downsize	308	16
F24 Garden Suburbia	82	4
F25 Production Managers	82	5
F26 Mid-Market Families	28	2
F27 Shop Floor Affluence	177	13
F28 Asian Attainment	0	0
G29 Footloose Managers	405	31
G30 Soccer Dads and Mums	0	0
G31 Domestic Comfort	0	0
G32 Childcare Years	10	1
G33 Military Dependents	0	0
H34 Buy-to-Let Territory	0	0
H35 Brownfield Pioneers	54	4
H36 Foot on the Ladder	0	0
H37 First to Move In	0	0
I38 Settled Ex-Tenants	0	0
I39 Choice Right to Buy	342	15
I40 Legacy of Labour	0	0
I41 Stressed Borrowers	421	0
I42 Worn-Out Workers	0	0
I43 Streetwise Kids	339	8
I44 New Parents in Need	0	0
K45 Small Block Singles	0	0
K46 Tenement Living	0	0
K47 Deprived View	0	0
K48 Multicultural Towers	0	0
K49 Re-Housed Migrants	0	0
L50 Pensioners in Blocks	4	0
L51 Sheltered Seniors	71	1
L52 Meals on Wheels	98	13
L53 Low Spending Elders	438	9
M54 Clocking Off	0	0
M55 Backyard Regeneration	119	10
M56 Small Wage Owners	0	0
N57 Back-to-Back Basics	0	0
N58 Asian Identities	0	0
N59 Low-Key Starters	0	0
N60 Global Fusion	0	0
O61 Convivial Homeowners	0	0
O62 Crash Pad Professionals	0	0
O63 Urban Cool	0	0
O64 Bright Young Things	0	0
O65 Anti-Materialists	0	0
O66 University Fringe	0	0
O67 Study Buddies	0	0
Sub Total	9,433	455
Add consideration for 30% of Members from outside catchment		195
Estimate of Total Demand for Health & Fitness		650
Minus current membership (page 1)		5
Estimate of Latent Demand for Health & Fitness		150

MOSAIC UK Profile Report						
Target Area: 3 mile radius around The Grange, Midhurst						
Base Area: England						
	The Grange - 3 mile radius	The Grange - 3 mile radius %	England	England %	Penetration	Index
<b>Groups</b>						
A Alpha Territory (Pop)	225	2.39	1,961,673	3.63	0.01	66
B Professional Rewards (Pop)	2,138	22.67	4,792,317	8.88	0.04	255
C Rural Solitude (Pop)	1,607	17.04	2,070,188	3.84	0.08	444
D Small Town Diversity (Pop)	1,986	21.06	4,540,127	8.41	0.04	250
E Active Retirement (Pop)	759	8.04	1,825,470	3.38	0.04	238
F Suburban Mindsets (Pop)	369	3.91	7,157,606	13.26	0.01	28
G Careers and Kids (Pop)	415	4.40	3,155,387	5.85	0.01	75
H New Homemakers (Pop)	54	0.57	2,423,643	4.49	0.00	13
I Ex-Council Community (Pop)	763	8.09	4,839,027	8.97	0.02	90
J Claimant Cultures (Pop)	339	3.59	3,013,403	5.58	0.01	64
K Upper Floor Living (Pop)	0	0.00	2,631,412	4.89	0.00	0
L Elderly Needs (Pop)	611	6.48	1,551,182	2.87	0.04	225
M Industrial Heritage (Pop)	119	1.26	4,269,225	7.91	0.00	16
N Terraced Melting Pot (Pop)	0	0.00	4,574,838	8.48	0.00	0
O Liberal Opinions (Pop)	0	0.00	4,816,713	8.92	0.00	0
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>A Alpha Territory (Pop)</b>						
A01 Global Power Brokers (Pop)	0	0.00	127,521	0.24	0.00	0
A02 Voices of Authority (Pop)	6	0.06	662,574	1.23	0.00	5
A03 Business Class (Pop)	205	2.17	861,106	1.60	0.02	136
A04 Serious Money (Pop)	14	0.15	310,472	0.58	0.00	28
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>B Professional Rewards (Pop)</b>						
B05 Mid-Career Climbers (Pop)	0	0.00	1,196,321	2.22	0.00	0
B06 Yesterday's Captains (Pop)	371	3.93	1,074,053	1.99	0.03	198
B07 Distinctive Success (Pop)	379	4.02	311,145	0.58	0.12	697
B08 Dormitory Villagers (Pop)	382	4.05	951,093	1.76	0.04	230
B09 Escape to the Country (Pop)	298	3.15	773,556	1.43	0.04	220
B10 Parish Guardians (Pop)	708	7.51	486,149	0.90	0.15	834
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>C11 Squires Among Locals (Pop)</b>						
C12 Country Loving Elders (Pop)	421	4.46	655,359	1.05	0.07	426
C13 Modern Agribusiness (Pop)	447	4.74	571,445	1.06	0.08	776
C14 Farming Today (Pop)	0	0.00	285,592	0.53	0.00	0
C15 Upland Struggle (Pop)	0	0.00	102,378	0.19	0.00	0
<b>D Small Town Diversity (Pop)</b>						
D16 Side Street Singles (Pop)	792	8.40	656,419	1.22	0.12	690
D17 Jacks of All Trades (Pop)	582	6.17	1,365,166	2.53	0.04	244
D18 Hardworking Families (Pop)	76	0.81	1,039,747	1.93	0.01	42
D19 Innate Conservatives (Pop)	536	5.69	1,476,795	2.74	0.04	208
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>E Active Retirement (Pop)</b>						
E20 Golden Retirement (Pop)	236	2.50	262,802	0.49	0.09	513
E21 Bungalow Quietude (Pop)	79	0.84	676,864	1.25	0.01	58
E22 Beachcombers (Pop)	136	1.44	335,665	0.62	0.04	232
E23 Balcony Downsize (Pop)	308	3.27	450,939	0.84	0.07	391
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>F Suburban Mindsets (Pop)</b>						
F24 Garden Suburbia (Pop)	82	0.87	1,655,169	3.07	0.01	28
F25 Production Managers (Pop)	82	0.87	1,790,603	3.32	0.00	26
F26 Mid-Market Families (Pop)	28	0.30	1,503,206	2.79	0.00	11
F27 Shop Floor Affluence (Pop)	177	1.88	1,315,852	2.44	0.01	77
F28 Asian Attainment (Pop)	0	0.00	832,376	1.54	0.00	0
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>G Careers and Kids (Pop)</b>						
G29 Footloose Managers (Pop)	405	4.29	858,256	1.59	0.05	270
G30 Soccer Dads and Mums (Pop)	0	0.00	659,128	1.04	0.00	0
G31 Domestic Comfort (Pop)	0	0.00	728,886	1.35	0.00	0
G32 Childcare Years (Pop)	10	0.11	887,716	1.64	0.00	6
G33 Military Dependents (Pop)	0	0.00	121,701	0.23	0.00	0
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>H New Homemakers (Pop)</b>						
H34 Buy-to-Let Territory (Pop)	0	0.00	596,895	1.11	0.00	0
H35 Brownfield Pioneers (Pop)	54	0.57	656,622	1.22	0.01	47
H36 Foot on the Ladder (Pop)	0	0.00	927,824	1.72	0.00	0
H37 First to Move In (Pop)	0	0.00	492,302	0.91	0.00	0
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>I Ex-Council Community (Pop)</b>						
I38 Settled Ex-Tenants (Pop)	0	0.00	624,415	1.16	0.00	0
I39 Choice Right to Buy (Pop)	342	3.63	615,615	1.62	0.04	224
I40 Legacy of Labour (Pop)	0	0.00	1,785,661	3.31	0.00	0
I41 Stressed Borrowers (Pop)	421	4.46	1,555,336	2.88	0.03	155
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>J Claimant Cultures (Pop)</b>						
J42 Worn-Out Workers (Pop)	0	0.00	1,152,886	2.14	0.00	0
J43 Streetwise Kids (Pop)	339	3.59	701,959	1.30	0.05	276
J44 New Parents in Need (Pop)	0	0.00	1,158,558	2.15	0.00	0
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>K Upper Floor Living (Pop)</b>						
K45 Small Block Singles (Pop)	0	0.00	767,903	1.42	0.00	0
K46 Tenement Living (Pop)	0	0.00	196,342	0.36	0.00	0
K47 Deprived View (Pop)	0	0.00	121,890	0.23	0.00	0
K48 Multicultural Towers (Pop)	0	0.00	740,596	1.37	0.00	0
K49 Re-Housed Migrants (Pop)	0	0.00	804,682	1.49	0.00	0
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>L Elderly Needs (Pop)</b>						
L50 Pensioners in Blocks (Pop)	4	0.04	368,425	0.68	0.00	6
L51 Sheltered Seniors (Pop)	71	0.75	291,809	0.54	0.02	139
L52 Meals on Wheels (Pop)	98	1.04	215,229	0.40	0.05	261
L53 Low Spending Elders (Pop)	438	4.64	675,719	1.25	0.06	371
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>M Industrial Heritage (Pop)</b>						
M54 Clocking Off (Pop)	0	0.00	1,232,167	2.28	0.00	0
M55 Backyard Regeneration (Pop)	119	1.26	1,339,620	2.48	0.01	51
M56 Small Wage Owners (Pop)	0	0.00	1,697,438	3.15	0.00	0
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>N Terraced Melting Pot (Pop)</b>						
N57 Back-to-Back Basics (Pop)	0	0.00	1,184,030	2.19	0.00	0
N58 Asian Identities (Pop)	0	0.00	817,454	1.51	0.00	0
N59 Low-Key Starters (Pop)	0	0.00	1,334,091	2.47	0.00	0
N60 Global Fusion (Pop)	0	0.00	1,239,263	2.30	0.00	0
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100
<b>O Liberal Opinions (Pop)</b>						
O61 Convivial Homeowners (Pop)	0	0.00	1,086,597	2.01	0.00	0
O62 Crash Pad Professionals (Pop)	0	0.00	760,193	1.41	0.00	0
O63 Urban Cool (Pop)	0	0.00	753,083	1.40	0.00	0
O64 Bright Young Things (Pop)	0	0.00	800,985	1.48	0.00	0
O65 Anti-Materialists (Pop)	0	0.00	562,235	1.04	0.00	0
O66 University Fringe (Pop)	0	0.00	576,155	1.07	0.00	0
O67 Study Buddies (Pop)	0	0.00	277,465	0.51	0.00	0
Population estimate 2013	9,433	100.00	53,971,077	100.00	0.02	100

ESTIMATE OF LATENT DEMAND FOR HEALTH AND FITNESS		
MOSAIC UK Type	Total Population	Total Health & Fitness Demand
A01 Global Power Brokers	0	0
A02 Voices of Authority	0	0
A03 Business Class	93	3
A04 Serious Money	0	0
B05 Mid-Career Climbers	136	12
B06 Yesterday's Captains	2,006	110
B07 Distinctive Success	475	19
B08 Dormitory Villagers	1,802	78
B09 Escape to the Country	718	43
B10 Parish Guardians	381	20
C11 Squires Among Locals	87	4
C12 Country Loving Elders	755	16
C13 Modern Ag/Business	230	3
C14 Farming Today	0	0
C15 Upland Struggle	0	0
D16 Side Street Singles	433	18
D17 Jacks of All Trades	2,034	80
D18 Hardworking Families	927	44
D19 Innate Conservatives	1,867	66
E20 Golden Retirement	1,177	23
E21 Bungalow Quietude	444	7
E22 Beachcombers	85	2
E23 Balcony Downsizers	328	14
F24 Garden Suburbia	687	34
F25 Production Managers	451	24
F26 Mid-Market Families	25	0
F27 Shop Floor Affluence	202	11
F28 Asian Attainment	0	0
G29 Footloose Managers	989	61
G30 Soccer Dads and Mums	245	13
G31 Domestic Comfort	0	0
G32 Childcare Years	0	0
G33 Military Dependents	91	2
H34 Buy-to-Let Territory	8	0
H35 Brownfield Pioneers	46	3
H36 Foot on the Ladder	66	3
H37 First to Move In	166	8
I38 Settled Ex-Tenants	0	0
I39 Choice Right to Buy	706	24
I40 Legacy of Labour	0	0
I41 Stressed Borrowers	859	18
I42 Worm-Out Workers	0	0
I43 Streetwise Kids	0	0
I44 New Parents in Need	0	0
K45 Small Block Singles	146	4
K46 Tenement Living	0	0
K47 Deprived View	0	0
K48 Multicultural Towers	0	0
K49 Re-Housed Migrants	0	0
L50 Pensioners in Blocks	0	0
L51 Sheltered Seniors	23	1
L52 Meals on Wheels	359	11
L53 Low Spending Elders	168	3
M54 Clocking Off	18	1
M55 Backyard Regeneration	465	19
M56 Small Wage Owners	37	1
M57 Back-to-Back Basics	15	1
M58 Asian Identities	0	0
M59 Low-Key Starters	0	0
N60 Global Fusion	0	0
O61 Convivial Homeowners	0	0
O62 Crash Pad Professionals	0	0
O63 Urban Cool	0	0
O64 Bright Young Things	0	0
O65 Anti-Materialists	0	0
O66 University Fringe	0	0
O67 Study Buddies	0	0
Sub Total	19,834	811
Add consideration for 20% of Members from outside catchment		203
<b>Estimate of Total Demand for Health &amp; Fitness</b>		<b>1,014</b>
Minimum Member Requirement		214
<b>Estimate of Latent Demand for Health &amp; Fitness</b>		<b>214</b>

MOSAIC UK Profile Report						
Target Area: 2 mile radius around Westgate Leisure Bourne, Chichester						
Base Area: England						
Groups	Westgate Leisure Bourne - 2 miles	Westgate Leisure Bourne - 2 miles %	England	England %	Penetration	Index
A Alpha Territory (Pop)	100	0.50	1,361,673	3.63	0.01	14
B Professional Rewards (Pop)	5,576	28.12	4,792,317	8.88	0.12	317
C Rural Solitude (Pop)	1,071	5.40	2,070,188	3.84	0.05	141
D Small Town Diversity (Pop)	5,803	29.25	4,540,127	8.41	0.11	315
E Active Retirement (Pop)	2,034	10.26	1,825,470	3.38	0.11	303
F Suburban Mindsets (Pop)	1,385	6.98	7,157,806	13.26	0.02	53
G Careers and Kids (Pop)	1,325	6.68	3,155,687	5.85	0.04	114
H New Homemakers (Pop)	296	1.44	2,423,843	4.49	0.01	32
I Ex-Council Community (Pop)	1,565	7.89	4,839,027	8.97	0.03	88
J Claimant Cultures (Pop)	0	0.00	3,013,403	5.58	0.00	0
K Upper Floor Living (Pop)	146	0.74	2,631,412	4.88	0.01	15
L Elderly Needs (Pop)	550	2.77	1,551,182	2.87	0.04	96
M Industrial Heritage (Pop)	93	2.62	4,269,225	7.91	0.01	33
N Terraced Melting Pot (Pop)	15	0.08	4,574,838	8.48	0.00	1
O Liberal Opinions (Pop)	0	0.00	4,816,713	8.92	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
A Alpha Territory (Pop)	100	0.00	127,521	0.24	0.00	0
A01 Global Power Brokers (Pop)	0	0.00	862,574	1.23	0.00	0
A02 Voices of Authority (Pop)	0	0.00	861,108	1.60	0.00	0
A03 Business Class (Pop)	6	0.03	310,472	0.58	0.00	5
A04 Serious Money (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
B Professional Rewards (Pop)	196	0.99	1,196,321	2.22	0.02	45
B05 Mid-Career Climbers (Pop)	2,006	10.12	1,074,053	1.99	0.19	508
B06 Yesterday's Captains (Pop)	475	2.39	311,145	0.58	0.15	415
B07 Distinctive Success (Pop)	1,802	9.08	861,108	1.76	0.15	415
B08 Dormitory Villagers (Pop)	718	3.61	773,556	1.43	0.09	252
B09 Escape to the Country (Pop)	381	1.92	486,149	0.90	0.08	213
B10 Parish Guardians (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
C11 Squires Among Locals (Pop)	87	0.44	545,414	1.01	0.02	43
C12 Country Loving Elders (Pop)	755	3.81	565,359	1.05	0.13	363
C13 Modern Ag/Business (Pop)	230	1.16	571,445	1.06	0.04	109
C14 Farming Today (Pop)	0	0.00	285,592	0.53	0.00	0
C15 Upland Struggle (Pop)	0	0.00	102,378	0.19	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
D Small Town Diversity (Pop)	433	2.18	656,419	1.22	0.07	179
D16 Side Street Singles (Pop)	2,034	10.25	1,365,166	2.53	0.15	405
D17 Jacks of All Trades (Pop)	927	4.67	1,039,747	1.93	0.09	243
D18 Hardworking Families (Pop)	1,867	9.41	1,478,706	2.74	0.13	346
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
E Active Retirement (Pop)	1,177	5.94	262,802	0.49	0.45	1,219
E20 Golden Retirement (Pop)	444	2.24	776,064	1.44	0.06	156
E21 Bungalow Quietude (Pop)	85	0.43	335,665	0.62	0.03	69
E22 Beachcombers (Pop)	328	1.65	450,539	0.84	0.07	188
E23 Balcony Downsizers (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
F Suburban Mindsets (Pop)	687	3.46	1,655,169	3.07	0.04	113
F24 Garden Suburbia (Pop)	451	2.27	1,790,033	3.32	0.03	68
F25 Production Managers (Pop)	45	0.23	1,503,206	2.79	0.00	8
F26 Mid-Market Families (Pop)	202	1.02	1,315,852	2.44	0.02	42
F27 Shop Floor Affluence (Pop)	0	0.00	892,376	1.65	0.00	0
F28 Asian Attainment (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
G Careers and Kids (Pop)	989	4.99	858,256	1.59	0.12	314
G29 Footloose Managers (Pop)	245	1.24	559,128	1.04	0.04	118
G30 Soccer Dads and Mums (Pop)	0	0.00	728,886	1.35	0.00	0
G31 Domestic Comfort (Pop)	0	0.00	887,716	1.64	0.00	0
G32 Childcare Years (Pop)	91	0.46	121,701	0.23	0.07	203
G33 Military Dependents (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
H New Homemakers (Pop)	8	0.04	596,895	1.11	0.00	4
H34 Buy-to-Let Territory (Pop)	46	0.23	656,622	1.22	0.01	19
H35 Brownfield Pioneers (Pop)	66	0.33	927,624	1.72	0.01	19
H36 Foot on the Ladder (Pop)	166	0.84	242,302	0.45	0.07	186
H37 First to Move In (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
I Ex-Council Community (Pop)	0	0.00	624,415	1.16	0.00	0
I38 Settled Ex-Tenants (Pop)	706	3.56	873,615	1.62	0.08	220
I39 Choice Right to Buy (Pop)	0	0.00	1,765,661	3.31	0.00	0
I40 Legacy of Labour (Pop)	859	4.33	1,655,536	3.08	0.06	150
I41 Stressed Borrowers (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
J Claimant Cultures (Pop)	0	0.00	1,152,886	2.14	0.00	0
J42 Worm-Out Workers (Pop)	0	0.00	701,959	1.30	0.00	0
J43 Streetwise Kids (Pop)	0	0.00	1,158,558	2.15	0.00	0
J44 New Parents in Need (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
K Upper Floor Living (Pop)	146	0.74	767,903	1.42	0.02	52
K45 Small Block Singles (Pop)	0	0.00	196,342	0.36	0.00	0
K46 Tenement Living (Pop)	0	0.00	121,890	0.23	0.00	0
K47 Deprived View (Pop)	0	0.00	740,595	1.37	0.00	0
K48 Multicultural Towers (Pop)	0	0.00	804,682	1.49	0.00	0
K49 Re-Housed Migrants (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
L Elderly Needs (Pop)	23	0.12	291,809	0.54	0.01	21
L50 Pensioners in Blocks (Pop)	359	1.81	215,229	0.40	0.17	454
L51 Sheltered Seniors (Pop)	168	0.85	675,719	1.25	0.02	68
L52 Meals on Wheels (Pop)	0	0.00	0	0.00	0.00	0
L53 Low Spending Elders (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
M Industrial Heritage (Pop)	18	0.09	1,232,167	2.28	0.00	4
M54 Clocking Off (Pop)	465	2.34	1,339,620	2.48	0.03	94
M55 Backyard Regeneration (Pop)	37	0.19	1,697,438	3.15	0.00	6
M56 Small Wage Owners (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
N Terraced Melting Pot (Pop)	15	0.08	1,184,030	2.19	0.00	3
N57 Back-to-Back Basics (Pop)	0	0.00	753,063	1.41	0.00	0
N58 Asian Identities (Pop)	0	0.00	1,334,091	2.47	0.00	0
N59 Low-Key Starters (Pop)	0	0.00	1,239,263	2.30	0.00	0
N60 Global Fusion (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100
Westgate Leisure Bourne - 2 miles						
O Liberal Opinions (Pop)	0	0.00	1,086,597	2.01	0.00	0
O61 Convivial Homeowners (Pop)	0	0.00	760,193	1.41	0.00	0
O62 Crash Pad Professionals (Pop)	0	0.00	800,985	1.46	0.00	0
O63 Urban Cool (Pop)	0	0.00	562,235	1.04	0.00	0
O64 Bright Young Things (Pop)	0	0.00	576,155	1.07	0.00	0
O65 Anti-Materialists (Pop)	0	0.00	277,465	0.51	0.00	0
O66 University Fringe (Pop)	0	0.00	0	0.00	0.00	0
O67 Study Buddies (Pop)	0	0.00	0	0.00	0.00	0
Population estimate 2013	19,834	100.00	53,971,077	100.00	0.04	100

ESTIMATE OF LATENT DEMAND FOR HEALTH AND FITNESS		
MOSAIC UK Type	Total Population	Total Health & Fitness Demand
A01 Global Power Brokers	0	0
A02 Voices of Authority	167	14
A03 Business Class	247	11
A04 Serious Money	Visit local businesses with a Christmas gift and post online to	3
B05 Mid-Career Climbers	1,814	14
B06 Yesterday's Captains	1,814	131
B07 Distinctive Success	625	32
B08 Dormitory Villagers	1,252	71
B09 Escape to the Country	320	73
B10 Parish Guardians	904	64
C11 Squires Among Locals	505	34
C12 Country Loving Elders	677	19
C13 Modern Agribusiness	968	41
C14 Farming Today	78	3
C15 Upland Struggle	0	0
D16 Side Street Singles	2,412	116
D17 Jacks of All Trades	985	51
D18 Hardworking Families	560	35
D19 Innate Conservatives	2,112	98
E20 Golden Retirement	1,558	41
E21 Bungalow Quietude	311	6
E22 Beachcombers	137	42
E23 Balcony Downsize	2,040	115
F24 Garden Suburbia	2,032	130
F25 Production Managers	528	37
F26 Mid-Market Families	231	13
F27 Shop Floor Affluence	559	42
F28 Asian Attainment	0	0
G29 Footloose Managers	1,254	101
G30 Soccer Dads and Mums	112	9
G31 Domestic Comfort	128	7
G32 Childcare Years	367	22
G33 Military Dependents	99	3
H34 Buy-to-Let Territory	422	2
H35 Brownfield Pioneers	772	62
H36 Foot on the Ladder	705	46
H37 First to Move In	253	18
I38 Settled Ex-Tenants	126	3
I39 Choice Right to Buy	1,412	64
I40 Legacy of Labour	63	3
I41 Stressed Borrowers	3,936	108
I42 Worn-Out Workers	155	2
I43 Streetwise Kids	277	7
I44 New Parents in Need	0	0
K45 Small Block Singles	574	19
K46 Tenement Living	18	1
K47 Deprived View	0	0
K48 Multicultural Towers	0	0
K49 Re-Housed Migrants	0	0
L50 Pensioners in Blocks	454	7
L51 Sheltered Seniors	285	3
L52 Meals on Wheels	486	2
L53 Low Spending Elders	912	21
M54 Clocking Off	20	2
M55 Backyard Regeneration	2,040	170
M56 Small Wage Owners	172	9
M57 Back-to-Back Basics	656	31
M58 Asian Identities	0	0
M59 Low-Key Starters	214	9
N60 Global Fusion	0	0
O61 Convivial Homeowners	917	71
O62 Crash Pad Professionals	418	27
O63 Urban Cool	0	0
O64 Bright Young Things	84	5
O65 Anti-Materialists	521	19
O66 University Fringe	371	14
O67 Study Buddies	35	1
<b>Sub Total</b>	<b>40,750</b>	<b>2,084</b>
<i>Add consideration for 25% of Members from outside catchment</i>		
<b>Estimate of Total Demand for Health &amp; Fitness</b>		<b>2,779</b>
<i>Minus current membership figure less</i>		
<b>Estimate of Latent Demand for Health &amp; Fitness</b>		<b>279</b>

MOSAIC UK Profile Report						
Target Area: 3 mile radius around Westgate Leisure Chichester						
Base Area: England						
	Westgate Leisure Chichester - 3 miles	Westgate Leisure Chichester - 3 miles %	England	England %	Penetration	Index
<b>Groups</b>						
A Alpha Territory (Pop)	501	1.23	1,961,673	3.63	0.03	34
B Professional Rewards (Pop)	5,699	13.99	4,792,317	8.88	0.12	158
C Rural Solitude (Pop)	2,228	5.47	2,070,188	3.84	0.11	143
D Small Town Diversity (Pop)	6,068	14.89	4,540,127	8.41	0.13	177
E Active Retirement (Pop)	4,064	9.97	1,825,470	3.38	0.22	295
F Suburban Mindsets (Pop)	3,360	8.22	7,157,806	13.26	0.05	62
G Careers and Kids (Pop)	1,960	4.81	3,155,687	5.85	0.06	82
H New Homemakers (Pop)	2,152	5.28	2,423,643	4.49	0.09	118
I Ex-Council Community (Pop)	5,537	13.59	4,839,027	8.97	0.11	152
J Claimant Cultures (Pop)	432	1.06	3,013,403	5.58	0.01	19
K Upper Floor Living (Pop)	592	1.45	2,631,412	4.88	0.02	30
L Elderly Needs (Pop)	2,137	5.24	1,551,182	2.87	0.14	182
M Industrial Heritage (Pop)	2,232	5.48	4,289,225	7.91	0.05	69
N Terraced Melting Pot (Pop)	870	2.14	4,574,838	8.48	0.02	25
O Liberal Opinions (Pop)	2,346	5.76	4,816,713	8.92	0.05	65
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>A Alpha Territory (Pop)</b>						
A01 Global Power Brokers (Pop)	0	0.00	127,521	0.24	0.00	0
A02 Voices of Authority (Pop)	167	0.41	662,574	1.23	0.03	33
A03 Business Class (Pop)	247	0.61	861,106	1.60	0.03	38
A04 Serious Money (Pop)	87	0.21	310,472	0.58	0.03	37
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>B Professional Rewards (Pop)</b>						
B05 Mid-Career Climbers (Pop)	173	0.42	1,196,321	2.22	0.01	19
B06 Yesterday's Captains (Pop)	1,814	4.45	1,074,053	1.99	0.17	224
B07 Distinctive Success (Pop)	625	1.53	311,145	0.58	0.20	266
B08 Dormitory Villagers (Pop)	1,252	3.07	951,093	1.76	0.13	174
B09 Escape to the Country (Pop)	320	0.78	773,556	1.43	0.12	159
B10 Parish Guardians (Pop)	904	2.22	486,149	0.90	0.19	246
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>C Rural Solitude (Pop)</b>						
C11 Squires Among Locals (Pop)	505	1.24	545,414	1.01	0.09	123
C12 Country Loving Elders (Pop)	677	1.66	565,359	1.05	0.12	159
C13 Modern Agribusiness (Pop)	968	2.37	571,445	1.06	0.17	224
C14 Farming Today (Pop)	78	0.19	285,592	0.53	0.63	363
C15 Upland Struggle (Pop)	0	0.00	102,378	0.19	0.00	0
<b>D Small Town Diversity (Pop)</b>						
D16 Side Street Singles (Pop)	2,412	5.92	656,419	1.22	0.37	487
D17 Jacks of All Trades (Pop)	985	2.42	1,365,166	2.53	0.07	96
D18 Hardworking Families (Pop)	560	1.37	1,039,747	1.93	0.05	71
D19 Innate Conservatives (Pop)	2,112	5.18	1,478,795	2.74	0.14	189
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>E Active Retirement (Pop)</b>						
E20 Golden Retirement (Pop)	1,558	3.82	262,802	0.49	0.59	785
E21 Bungalow Quietude (Pop)	311	0.76	776,064	1.44	0.04	53
E22 Beachcombers (Pop)	137	0.34	335,665	0.62	0.04	54
E23 Balcony Downsize (Pop)	2,040	5.05	450,938	0.84	0.63	103
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>F Suburban Mindsets (Pop)</b>						
F24 Garden Suburbia (Pop)	2,032	4.99	1,655,169	3.07	0.12	163
F25 Production Managers (Pop)	528	1.30	1,700,603	3.32	0.03	39
F26 Mid-Market Families (Pop)	231	0.57	1,503,206	2.79	0.02	20
F27 Shop Floor Affluence (Pop)	559	1.37	1,315,852	2.44	0.04	56
F28 Asian Attainment (Pop)	0	0.00	892,976	1.65	0.00	0
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>G Careers and Kids (Pop)</b>						
G29 Footloose Managers (Pop)	1,254	3.08	858,256	1.59	0.15	193
G30 Soccer Dads and Mums (Pop)	112	0.27	559,128	1.04	0.02	27
G31 Domestic Comfort (Pop)	128	0.31	728,886	1.35	0.02	23
G32 Childcare Years (Pop)	367	0.90	887,716	1.64	0.04	55
G33 Military Dependents (Pop)	99	0.24	121,701	0.23	0.08	108
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>H New Homemakers (Pop)</b>						
H34 Buy-to-Let Territory (Pop)	422	1.04	596,895	1.11	0.07	94
H35 Brownfield Pioneers (Pop)	772	1.89	656,622	1.22	0.12	156
H36 Foot on the Ladder (Pop)	705	1.73	927,824	1.72	0.08	101
H37 First to Move In (Pop)	253	0.62	242,302	0.45	0.10	138
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>I Ex-Council Community (Pop)</b>						
I38 Settled Ex-Tenants (Pop)	126	0.31	624,415	1.16	0.02	27
I39 Choice Right to Buy (Pop)	1,412	3.47	873,615	1.62	0.16	214
I40 Legacy of Labour (Pop)	63	0.15	1,765,661	3.31	0.00	0
I41 Stressed Borrowers (Pop)	3,936	9.66	1,555,336	2.88	0.25	335
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>J Claimant Cultures (Pop)</b>						
J42 Worn-Out Workers (Pop)	155	0.38	1,152,886	2.14	0.01	18
J43 Streetwise Kids (Pop)	277	0.68	701,959	1.30	0.04	52
J44 New Parents in Need (Pop)	0	0.00	1,158,558	2.15	0.00	0
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>K Upper Floor Living (Pop)</b>						
K45 Small Block Singles (Pop)	574	1.41	767,903	1.42	0.07	99
K46 Tenement Living (Pop)	18	0.04	196,342	0.36	0.01	12
K47 Deprived View (Pop)	0	0.00	121,890	0.23	0.00	0
K48 Multicultural Towers (Pop)	0	0.00	740,595	1.37	0.00	0
K49 Re-Housed Migrants (Pop)	0	0.00	804,682	1.49	0.00	0
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>L Elderly Needs (Pop)</b>						
L50 Pensioners in Blocks (Pop)	454	1.11	368,425	0.68	0.12	163
L51 Sheltered Seniors (Pop)	285	0.70	291,809	0.54	0.10	129
L52 Meals on Wheels (Pop)	486	1.19	215,229	0.40	0.23	299
L53 Low Spending Elders (Pop)	912	2.24	676,719	1.25	0.14	178
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>M Industrial Heritage (Pop)</b>						
M Industrial Heritage (Pop)	20	0.05	1,232,167	2.28	0.00	2
M54 Clocking Off (Pop)	2,040	5.01	1,339,620	2.48	0.15	202
M55 Backyard Regeneration (Pop)	172	0.42	1,697,438	3.15	0.01	13
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>N Terraced Melting Pot (Pop)</b>						
N57 Back-to-Back Basics (Pop)	656	1.61	1,184,030	2.19	0.06	73
N58 Asian Identities (Pop)	0	0.00	817,454	1.51	0.00	0
N59 Low-Key Starters (Pop)	214	0.53	1,334,091	2.47	0.02	21
N60 Global Fusion (Pop)	0	0.00	1,239,263	2.30	0.00	0
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>
<b>O Liberal Opinions (Pop)</b>						
O61 Convivial Homeowners (Pop)	917	2.25	1,086,597	2.01	0.08	112
O62 Crash Pad Professionals (Pop)	418	1.03	780,193	1.41	0.06	73
O63 Urban Cool (Pop)	0	0.00	1,753,083	3.21	0.00	0
O64 Bright Young Things (Pop)	84	0.21	800,985	1.48	0.01	14
O65 Anti-Materialists (Pop)	521	1.28	562,235	1.04	0.09	123
O66 University Fringe (Pop)	371	0.91	576,155	1.07	0.06	85
O67 Study Buddies (Pop)	35	0.09	277,465	0.51	0.01	17
<b>Population estimate 2013</b>	<b>40,750</b>	<b>100.00</b>	<b>53,971,077</b>	<b>100.00</b>	<b>0.08</b>	<b>100</b>

This page is intentionally left blank



Client: Action PR Yellow News  
Source: Observer Series (Main)  
Date: 06 April 2017  
Page: 30  
Reach: 14122  
Size: 185cm2  
Value: 431.05

---

## Swimathon Challenges for every level on offer



Westgate Leisure Centre will be taking part in the world's biggest charity swim from tomorrow until Sunday, to raise money for Marie Curie. The swimathon, in its 30th year, offers options to swim 1.5k, 2.5k or 5k, as an individual or as part of a team. It is a great opportunity for swimmers of all ages and abilities to get involved. Everyone Active contract manager Stuart Mills said: "Swimming is such a great form of low impact cardiovascular exercise and the Swimathon offers a challenge for every level."

**Client:** Action PR Yellow News  
**Source:** Observer Series (Main)  
**Date:** 13 April 2017  
**Page:** 3  
**Reach:** 14122  
**Size:** 36cm2  
**Value:** 83.88

---

## First Steps to Fitness scheme Observer Series Main 13 04 17

### — IN BRIEF —

#### **'First Steps to Fitness' scheme**

People in Chichester are being given the chance to get fit for free.

Everyone Active, which manages Westgate Leisure Centre, the Grange Community and Leisure Centre and Bourne Leisure Centre, is offering a month's free membership to one of its centres as part of the First Steps to Fitness scheme. For more information, call 01243 836 793

**Client:** Action PR Yellow News  
**Source:** Observer Series (Main)  
**Date:** 04 May 2017  
**Page:** 71  
**Reach:** 14122  
**Size:** 409cm2  
**Value:** 952.97

---

## Moonlight Walk to support hospice Observer Series Main 04 05 17

(IMAGE 1 OF 2)

# Moonlight Walk to support hospice

**Emily Turner**  
news@chicobserver.co.uk

The ninth annual Moonlight Walk for St Wilfrid's Hospice is set to take place on Saturday.

Participants choose between a five or 10 mile sponsored walk, starting from the Westgate Leisure Centre in Chichester.

This fun and friendly walk takes in Centurion Way, the Roman Walls and Bishop's Palace Gardens which will be beautifully lit with glow sticks.

Those taking part in the walk, set to kick off at 10pm on May 6, chose to walk with friends or family to remember loved ones, or just to contribute towards a good cause.

Those who are taking part will receive a T-shirt, refreshments, a light breakfast and even a relaxing massage at the end of the walk.

It is hoped that entrants' own fundraising efforts will raise at least another £50 to help St Wilfrid's continue to support patients living with a terminal illness, as well as

their family and friends.

An incredible £70,000 was raised at last year's Moonlight Walk, and the Fundraising Team is hoping to exceed that amount this year.

The Hospice has partnered with Everyday Hero to help make individual fundraising even easier. The Moonlight Walk is kindly sponsored by Everyone Active, the Chichester Observer series, and South Downs Water.

St Wilfrid's Hospice is an independent local charity and, for 30 years, has been caring for and supporting those in the community who are in the last phase of their lives.

The hospice's purpose is to provide high quality specialist palliative and end of life care in the community, in collaboration with the NHS and other local services.

St Wilfrid's Hospice supports a community of over 80,000 households and the large majority of the care it provides takes place in the community, not the hospice.

For more information, visit [www.stwh.co.uk](http://www.stwh.co.uk).



**Client:** Action PR Yellow News  
**Source:** Observer Series (Main)  
**Date:** 04 May 2017  
**Page:** 71  
**Reach:** 14122  
**Size:** 409cm2  
**Value:** 952.97

---

## Moonlight Walk to support hospice Observer Series Main 04 05 17

(IMAGE 2 OF 2)



**Client:** Action PR Yellow News  
**Source:** The Argus (Main)  
**Date:** 02 May 2017  
**Page:** 8  
**Reach:** 11079  
**Size:** 84cm2  
**Value:** 294.84

---

## Leisure centres are urging people to get more active The Argus Main 02 05 17

### Leisure centres are urging people to get more active

THREE leisure centres are joining forces to encourage people to get moving for charity.

Westgate in Chichester, Bourne in Southbourne and the Grange in Midhurst are operated by Everyone Active in partnership with Chichester District Council.

A variety of challenges are being held for leisure centre members, guests and colleagues throughout May.

All money raised will go to JDRF, a charity which funds research to cure, treat and prevent Type One diabetes.

Activities will range from physical challenges to fancy dress fitness and community events.

There will be something for people of all ages, abilities and interests to get involved in.

Colleagues from Everyone

Active will also be taking part in Ride to Cure 2017, which is a static bike competition in London organised by JDRF.

A team of five will be tasked with cycling as far as they can in eight minutes.

There are currently 400,000

people in the UK living with Type One diabetes and more than 29,000 of those are children.

As well as supporting research into the condition, JDRF also offers support and advice for people affected and their families.

**Client:** Action PR Yellow News  
**Source:** Observer Series (Main)  
**Date:** 18 May 2017  
**Page:** 95  
**Reach:** 14122  
**Size:** 144cm2  
**Value:** 335.52

---

## City gearing up for big triathlon weekend Observer Series Main 18 05 17

### City gearing up for big triathlon weekend

#### Chichester Triathlon

Entries are flooding in for the 2017 Natures Way Foods Chichester Triathlon series, which will take place over the weekend of July 8-9.

Everyone Active will again host the event following a record-breaking year in 2016, where more than 800 competitors took part aged eight to 85.

The Chi Tri celebrated its ten-year milestone last year, when a junior triathlon was added to the programme, which returns this year to

form part of the prestigious Triathlon England South East junior race series.

The event kicks off at Westgate Leisure Centre on the Saturday morning. Youngsters will take to the pool and compete in an aquathlon before the junior triathlon in the afternoon.

Adults will get their turn on Sunday, when the Olympic triathlon takes place alongside a shorter sprint triathlon.

This year's sprint triathlon race forms part of the Everyone Active's South East Triathlon Championship,

alongside sprint distance races at its leisure centres in Fareham and Hart.

The series is open to competitors aged eight upwards and aims to encourage participants of all ages and abilities to get active.

Prizes will be awarded to the winners of each age category, and any competitors wanting to enter all three races will be able to do so at a discounted rate.

The two-day series has been tailored to ensure everyone can be involved. Everyone Active is offering participants

tips on completing a triathlon in the run-up to the event.

First-time competitors can get support from Chichester Westgate Triathlon Club as well as Mike Cooper, gym manager at Westgate, and Jason Davies, general manager at Bourne Leisure Centre, who have both competed in triathlons at international level.

Adult events are open to everyone aged 16 and above; children aged eight to 16 can join the junior category. Visit [www.everyoneactive.com/chichester-triathlon](http://www.everyoneactive.com/chichester-triathlon)

Client: Action PR Yellow News  
Source: Observer Series (Main)  
Date: 08 June 2017  
Page: 37  
Reach: 14122  
Size: 422cm2  
Value: 983.26

---

## Moving forward to get everyone active Observer Series Main 08 06 17

(IMAGE 1 OF 2)

### District Dispatch



## Moving forward to get everyone active

**T**his month, it is exactly a year since we handed over the management of our three leisure centres in Chichester, Midhurst and Southbourne to **Everyone Active**.

The partnership was developed in order to protect the services for years to come and to build on the excellent work that had already been achieved.

Since then, the centres have gone from strength to strength.

All three centres have increased their visitor numbers and members.

In addition, two of the three centres have already achieved 'excellent' status by Quest, with Bourne looking likely to gain this status very soon.

This is a quality accreditation scheme created by Sport England for sports and leisure facilities.

As part of the partnership, £1.5 million was invested in refurbishing Westgate Leisure Centre in Chichester.

This included: doubling the size of the gym; creating a new studio for group exercising; introducing a hot yoga studio; and, creating a new indoor cycling studio. The entrance and café area were also refurbished.

The centres have also attracted record numbers to the Triathlon and Half Marathon

events, as well continuing to have a very positive impact through their community schemes.

This includes a significant increase in those completing the GP referral scheme, which helps people to get back on their feet more quickly following a health problem.

Staff at the centre have also raised £5,000 for charity through a range of activities and events, including a sponsored bike ride, a badminton tournament and various gym challenges.

The team is also busy organising the popular Get Active Festival, which will take place on Sunday, September 10, between 12 noon and 4pm.

This year, it will take place at Westgate Leisure Centre and the Chichester College, and will continue to offer a fun day of free activities.

It is great to see how hard the centres have worked and the improvements that have been made. The fact that the centres have been recognised as 'excellent' by Sport England speaks for itself and to see visitor numbers rise is great news.

In the current economic climate, we have to look at new ways of doing things in order to maintain and protect council services.

As well as continuing to deliver excellent services, the partnership has resulted in significant savings.



**Client:** Action PR Yellow News  
**Source:** Observer Series (Main)  
**Date:** 08 June 2017  
**Page:** 37  
**Reach:** 14122  
**Size:** 422cm2  
**Value:** 983.26

---

## Moving forward to get everyone active Observer Series Main 08 06 17

(IMAGE 2 OF 2)



Rebecca Adlington and Alex Danson visit Westgate Leisure Centre, Chichester, joined families to celebrate the completion of vast improvement works last year

It means that our leisure services have been protected, there has been significant investment in new facilities and it has allowed us to protect other council services.

If you haven't visited for a while, it is definitely worth popping into your local centre to see what Everyone Active is

offering. Personally, I am very impressed with what has been achieved and look forward to continuing to work closely with Everyone Active as the partnership moves forward.

To find out more about the centres, please visit [www.everyoneactive.com/chichester](http://www.everyoneactive.com/chichester)

## Chichester Triathlon series set to be another record-breaker



One of the finishers in the 2016 Chi Tri / Picture by Derek Martin

Published: 08:00  
Thursday 06 July 2017

Share this article



**The Chichester Triathlon series is set to break records again as more than 900 participants have signed up to take part in this weekend's event.**

Taking place on Saturday and Sunday the event attracted a record-breaking number of participants last year and it seems it is still increasing in popularity with an even higher number signing up for this year's event.

**“The great thing about the Chichester Triathlon Series is that there's something for everyone. It's a great opportunity for first-timers to take part as a team of work colleagues, family or friends.”**

The Chichester two-day series, sponsored again by Natures Way Foods, has been specifically tailored to ensure everyone has the opportunity to be involved.

In the run-up to the event, organisers at Everyone Active have offered participants tips on completing a triathlon, including diet and training programmes.

### Trending

- 1 India Gate looks set to close
- 2 PICTURE SPECIAL: Race night transforms
- 3 Mental health beds in Chichester could close
- 4 Shoes are a passion for new owner of specialist shop
- 5 Support for beachside café's expansion plans

### More from Sport



What's the weather like in the Chichester district? Find out with these traffic webcams



St Richard's and Worthing hospitals 'extremely busy'



TRAVEL UPDATE: Delays after

## Chichester Triathlon series set to be another record-breaker

JUL 6 2017

(IMAGE 1 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

and training programmes.

Stuart Mills, contract manager at Everyone Active, said: 'As the Chichester Triathlon enters its 11th year, we are delighted that its popularity continues to grow and more people are getting engaged in multi-sport activities.

'The weekend gives a fantastic opportunity for competitors of all ages and abilities to get involved and inspire more people to get active.

A aquathlon takes place on Saturday at the Westgate Leisure Centre before the England south east series junior triathlon gets under way in the afternoon.

Adults will compete on Sunday when a Olympic triathlon will take place alongside a sprint triathlon. There is also a option for focusing on a single element on the triathlon by being part of a team.

Sarah Baldock, the director responsible for Natures Way Foods' community programme, added: "The adult events are open to everyone aged 16 and above, and children aged eight to 16 can participate in the junior category."

'The great thing about the Chichester Triathlon Series is that there's something for everyone. It's a great opportunity for first-timers to take part as a team of work colleagues, family or friends.'

Registration will remain open until the morning of the event for those still wanting to take part, although spaces available on the day will be limited.

For more information on competing, or to find out how you can be involved by volunteering, contact [chichestertriathlon@everyoneactive.com](mailto:chichestertriathlon@everyoneactive.com) or visit [www.everyoneactive.com/chichester-triathlon](http://www.everyoneactive.com/chichester-triathlon)

Don't miss next week's Observer for reports, results and pictures.

HARRY CHEESEWRIGHT

**Don't miss out on all the latest breaking sports news where you live.**

**Here are four ways you can be sure you'll be among the first to know what's going on.**

**1 Make this website your homepage**

**2 Like our Facebook page at [facebook.com/pages/Sport-Sussex](https://facebook.com/pages/Sport-Sussex)**

**3 Follow us on Twitter @SportSussex**

**4 Register with us by clicking on 'sign in' (top right corner). You can then receive our daily newsletter AND add your point of view to stories that you read here.**

**Share with your family and friends - so they don't miss out!**

### Promoted Stories

Sponsored Links by Taboola



TRAVEL UPDATE: Delays after three accidents on A27...



Alternatives to harbour for Selsey may be explored

### The Essentials



Visit [inews.co.uk](http://inews.co.uk) »

**Jobstoday**  
 Apply for local jobs today  
  
 Start your job search at [jobstoday.co.uk](http://jobstoday.co.uk)  
 APPLY NOW

## Chichester Triathlon series set to be another record-breaker

JUL 6 2017

(IMAGE 2 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**



**UNHEARD-OF: Lose Weight By Watching TV? Find Out How**  
Favworld.com



**The Highest Paying Cash Back Card Has Just Hit The Market**  
Credit.com



**This City-Builder Game lets You Evolve through the Ages**  
Forge Of Empires - Free Online Game



**Best Credit Cards For Balance Transfers in 2018**  
Compareacards.com By Lending Tree



**Enter the Elven World in this Fantasy City Builder**  
Elvenar - Free Online Game



**15 Pictures You Need To See Before You Die**  
ammmazing

Page 106

# Chichester Triathlon series set to be another record-breaker

**JUL 6 2017**  
(IMAGE 3 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

### Explore

- News
- Sport
- Lifestyle
- What's On

### More from the Chichester Observer Useful Links

- Announcements
- Directory
- Homes
- Dating
- Local Guide
- Mobility Aids
- Must Read
- Buy a Photo
- Jobs
- Cars
- Education Sussex
- Public Notices
- Reader Shop
- Read This
- Contact Us
- Advertise My Business
- Advertise a Job
- Place your Ad
- Subscribe
- Readers Charter

### Follow Us On



Sign in to keep up with everything today  
happening in your local area

SIGN UP NOW

Already a subscriber? [Log in here](#)

# Get in early for your Chichester Half Marathon spot



Last year's half marathon starting party / Picture by Derek Martin

Published: 08:00  
Tuesday 25 July 2017

Share this article



**Organisers are well ahead with arrangements for the sixth Chichester Half Marathon, which takes place on Sunday, October 8.**

The challenging and beautiful 'multi-terrain' half marathon has great appeal and organisers have added further improvements to the event.

**"The Chichester Half has been going from strength to strength each year since we revived it in 2012."**

Ben Wilkes

It is organised by Chichester-based charity Children on the Edge in conjunction with Everyone Active. The race, revived in 2012, is a mixture of road, paths, cycle tracks and cross country. It will start at 9am from Chichester College, where the race village will be set up.

## Trending

- 1 Man trapped after four-vehicle collision in Bognor
- 2 Littlehampton man jailed over Bognor shop lifting
- 3 Mental health beds in Chichester could close
- 4 VIDEO: Double-amputee trapped in home dies
- 5 Get in early for your Chichester Half Marathon

## More from Sport



New Government policy could affect Arundel A27 bypass



Bid submitted for 27 homes in...



Big Issue confirms sellers in Bognor are fake

# Get in early for your Chichester Half Marathon spot

JUL 25 2017

(IMAGE 1 OF 4)

(EST.) MONTHLY VISITS: **56.9K**

(EST.) COVERAGE VIEWS: **4.97K**

DOMAIN AUTHORITY: **40**

The route takes in the major city-centre sights and landmarks as well as spectacular rural scenery in the Lavant and Goodwood countryside.

Organisers are again overwhelmed by the response from those returning and new runners alike and are hoping to reach an increased entry limit of 1,500 runners. Already more than 500 have entered.

It is suitable for people of all abilities over the age of 17 from beginners to more experienced runners.

Two s additional features were introduced for 2016 and will again be seen in 2017.

There will be again a ten-miler which starts and ends with the half marathon but cuts out three miles in the middle. This will give the runners the benefit of running through the city and climbing two thirds of the Trundle, but without the challenge of the final climb to the summit and with a shorter route back to the Lavant Valley.

The three-person team relay which generated much excitement and enthusiasm in 2016 is back. It will have the same start and finish as the half marathon and be run over the same course but the route will be completed by a team of three.

This can be three male runners from an athletic club; three female runners from an athletic club or three runners of either sex representing a works team, bona fide club or family and friends.

The course will be divided into three legs. Leg one is from the start to the Royal Oak at East Lavant - about 3.6 miles; leg two is from the Royal Oak to The Dean at West Dean - around 3.8 miles and leg three is from The Dean to the finish - about 5.9 miles.

To be eligible all runners must be at least 15 on October 1, 2017 and if under 18 have the consent of a parent or guardian.



Megan's memorial 'a real...

### Car News

Buying used: Ford Puma



See More

Jobstoday

Apply for local jobs today



Start your job search at jobstoday.co.uk

APPLY NOW

## Get in early for your Chichester Half Marathon spot

JUL 25 2017

(IMAGE 2 OF 4)

(EST.) MONTHLY VISITS: **56.9K**

(EST.) COVERAGE VIEWS: **4.97K**

DOMAIN AUTHORITY: **40**

Ben Wilkes, head of Children on the Edge in the UK, said: "The Chichester Half has been going from strength to strength each year since we revived it in 2012.

"We're really excited for this year because there are some improvements to the event, lots of local business support and a real buzz in the community about race day.

"Not only this, but the money raised makes a huge difference to the vulnerable children we work with. Everyone can get involved, whether it's running, volunteering or cheering on from the streets, so please do join us on the big day."

Organisers are indeed most fortunate that the notable local sponsors of the first multi-terrain event - Montezuma's and Store Property are again sponsoring the event. Both these organisations have directors who are keen athletes.

The works trophy has proved very popular since it was first introduced in 2014 and will again run in 2017. The winning teams from previous years hope to return and early indications are that many more businesses are considering entering.

Any organisation or business can enter as many people as they wish to compete for the trophy but it is the first three finishers on race day who will make up the scoring team.

Helen Pattinson, co-founder of Montezumas, one of the main sponsors, said: "There's nothing like the prospect of your work colleagues watching you run a race to motivate you to get out training. We have ten people in the business who are a lot fitter than they were!"

Prizes will also be awarded for the usual team awards.

Prospective runners are advised to get their entries in early to ensure a place. On the grounds of health and safety and in fairness to runners who enter on time, organisers say the race limit cannot be exceeded. You can sign up at [www.chichesterhalfmarathon.co.uk](http://www.chichesterhalfmarathon.co.uk)

GRAHAM JESSOP

***Don't miss out on all the latest breaking sports news where you live.***

***Here are four ways you can be sure you'll be among the first to know what's going on.***

***1 Make this website your homepage***

***2 Like our Facebook page at [facebook.com/pages/Sport-Sussex](https://facebook.com/pages/Sport-Sussex)***

## Get in early for your Chichester Half Marathon spot

JUL 25 2017

(IMAGE 3 OF 4)

(EST.) MONTHLY VISITS: **56.9K**

(EST.) COVERAGE VIEWS: **4.97K**

DOMAIN AUTHORITY: **40**

3 Follow us on Twitter @SportSussex

4 Register with us by clicking on 'sign in' (top right corner). You can then receive our daily newsletter AND add your point of view to stories that you read here.

Share with your family and friends - so they don't miss out!

### Promoted Stories

Promoted Links by Taboola



Men, Say "Goodbye" To Belly Fat If You Do This Daily  
Fayworld.com



GNC's Testosterone Booster Baffles Men Over 50  
Nugenix



Plans submitted for Bognor's former KFC site



This Fantasy City-Builder is a...  
Elvenar - Free Online Game



9 Celebrity Before-And-After Plastic Surgery Disasters  
Celebsland.com



Man trapped after four-vehicle collision in Bognor

# Get in early for your Chichester Half Marathon spot

JUL 25 2017

(IMAGE 4 OF 4)

(EST.) MONTHLY VISITS: **56.9K**

(EST.) COVERAGE VIEWS: **4.97K**

DOMAIN AUTHORITY: **40**

#### Explore

News  
Sport  
Lifestyle  
What's On

#### More from the Bognor Regis Observer

Announcements  
Directory  
Buy a Photo  
Jobs

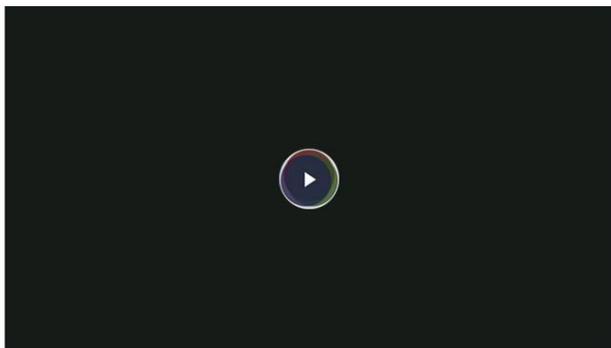
#### Useful Links

Contact Us  
Advertise My Business  
Advertise a Job

#### Follow Us On



## PICTURE SPECIAL: Record-breaking triathlon gives Chichester a weekend to remember



Published: 17:00  
Thursday 13 July 2017

Share this article



History was made at this year's Chichester Triathlon as a record number of contenders turned out to swim, cycle and sprint their way to the finish line.

More than 350 under-16s took part in the junior aquathlon and triathlon on Saturday, making it the biggest in the event's history. Then hundreds of adults turned out on Sunday for the sprint and Olympic-distance triathlon.



### Trending

- 1 Watt's going on? Former Crawley Town, Arsenal and
- 2 Hughton defends Knockaert's fury at being
- 3 Film screenings set to explore representations of
- 4 Town centre restaurants to close
- 5 Former Brighton & Hove Albion striker backs

### More from Sport



Shoreham's clash at Lewes call...



Loxwood woman's incredible...



Crawley Town's Sussex Senior Cup semi-final against Saltdean...



Crawley Town Community Foundation: Bridging the gap between mental health and sport



## PICTURE SPECIAL: Record-breaking triathlon gives Chichester a weekend to remember

JUL 13 2017

(IMAGE 1 OF 5)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**



**Earth Cycle**  
@EarthCycleUK

Sam & Cameron took part in the #ChichesterTriathlon this weekend! Congratulations guys on doing a great job!

3:14 PM - Jul 10, 2017

♥ 4 👤 See Earth Cycle's other Tweets

The event has become increasingly popular in recent years and has seen two record-breaking turnouts since Everyone Active took on its management in 2016.

This year's junior triathlon, which formed part of the Triathlon England south-east series, saw youngsters aged eight to 16 competing.

In the nine-ten age group, ten-year-old Freddie Wallis swam to victory in the aquathlon, while Alex Dack was the first triathlete to cross the line in a time of 15min 40sec.

For the 11-12-year-olds Emile Hantrais-Smith won the aquathlon and Oliver Horne the triathlon. In the 13-14-year-olds' group it was Hayden Clinton finishing first in the aqua and Oliver Curd in the tri.



Pool action in the Chichester Triathlon / Picture by Derek Martin

Youth aquathlon honours were taken by Matthew Walton and the youth triathlon victory was Adam Long.

The youngest competitors were the eight-year-olds and Stanley Wilkes won their aqua event and Oliver Smith the tri.



**Jobstoday**

Apply for local jobs today

Start your job search at [jobstoday.co.uk](http://jobstoday.co.uk)

**APPLY NOW**

## PICTURE SPECIAL: Record-breaking triathlon gives Chichester a weekend to remember

JUL 13 2017

(IMAGE 2 OF 5)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**

Organisers are hoping plenty of the young competitors will keep coming back to the Chichester event and perhaps even triumph in the senior triathlon one day.

Adults took their turn on Sunday at both sprint and Olympic triathlons.

---

**“This is a huge event in Chichester’s calendar and it was fantastic to see so many people of all ages and abilities getting active.”**

Stuart Mills

---

Racing began off in the pool at Westgate Leisure before the athletes set off on a tour of the city via bike and foot.

David Reid finished first in the Olympic triathlon with a time of 1hr 59min 55sec while Anne Sydenham was the fastest women, crossing the line in 2.14.22. Runner-up behind Reid was Peter Younghusand in 2.01.24.

Stirzaker won the Olympic team event among ten trios who took part.

The sprint distance event – which formed part of Everyone Active’s south-east triathlon championship alongside races at its leisure centres in Fareham and Hart in Hampshire – was won by Harry Jones in 1.18.21 and Trudi Cunningham and 1.37.21 in the male and female categories.

Jones is a professional triathlete from Australia and took part in the race after competing at the Fareham event. His participation shows the series is building in momentum as it starts to attract top-class athletes.

His closest rival was Mark Yeoman but he came in more than four minutes behind.

## PICTURE SPECIAL: Record-breaking triathlon gives Chichester a weekend to remember

JUL 13 2017

(IMAGE 3 OF 5)

(EST.) MONTHLY VISITS: **68.7K**

---

(EST.) COVERAGE VIEWS: **7.09K**

---

DOMAIN AUTHORITY: **38**

---

Stuart Mills, contract manager at Everyone Active, said: "The day was a huge success and we were delighted to host it for the second year.

"This is a huge event in Chichester's calendar and it was fantastic to see so many people of all ages and abilities getting active.

"Everyone Active's south-east triathlon championship aims to provide something for everyone, from experienced athletes to first-time competitors.

"This year we had a record number of sign-ups from people who were new to multi-sport events, and I hope it has inspired them to take part in more activities like this."

The event has been sponsored by local business Natures Way Foods since its inception 11 years ago and is a key event in the company's community programme.

As part of the sponsorship package, Natures Way Foods supplies fresh fruit at the finish line for the competitors and supporters.

Sarah Baldock, the director responsible for the Natures Way Foods community programme, said: "We have seen this event go from strength to strength over the 11 years it has been running and there's a flourishing triathlon community in Chichester and across the UK.

"We are passionate about the Chi Tri and we remain committed to supporting it for years to come."

It was a weekend of triathlon triumphs for Chichester Westgate Triathlon Club.

In the Olympic race, Anne Sydenham was a local winner of the women's event.

In the sprint tri, there were four CWTC men in the top ten - Richard Johnson, Adam McCulloch, Ben Short and Harry Pink - and the same was true for their women - Trudy Cunningham, Mary Campbell, Kerry Dutton and Felicity Paton.

Age-group awards saw Megan McCulloch the under-20s female winner, Harry Pink under-20s male winner, Adam McCulloch the 45-49 winner and Steve Long the 55-59 winner.

Martin Hill was winner of 40-44 age category for the Olympic triathlon.

The club's youth and junior section were very well represented on Saturday too.

CWTC are always looking for new members - details can be found on the Chichester Westgate Triathlon web page.

**Promoted Stories**

Sponsored Links by Taboola



**PICTURE SPECIAL: Record-breaking triathlon gives Chichester a weekend to remember**

**JUL 13 2017**

(IMAGE 4 OF 5)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**



**Men, Say "Goodbye" To Belly Fat If You Do This Daily**  
Favworld.com



**This Fantasy City-Builder is a..**  
Elvenar - Free Online Game



**9 Celebrity Before-And-After Plastic Surgery Disasters**  
Celebsland.com



**Father And Son Take Same Photo For 25 Years! Don't Cry When You See The Last One!**  
12Facts.com



**They Took The Same Picture For 40 Years. Don't Cry When You See The Last!**  
Ammazing-Womah.com



**15 Pictures You Need To See Before You Die**  
ammazing

# PICTURE SPECIAL: Record-breaking triathlon gives Chichester a weekend to remember

JUL 13 2017

(IMAGE 5 OF 5)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**

### Explore

- News
- Sport
- Lifestyle
- What's On
- Education Sussex

### More from the West Sussex Gazette Useful Links

- Announcements
- Directory
- Homes
- Dating
- Public Notices
- Reader Shop
- Read This
- Buy a Photo
- Jobs
- Cars
- Local Guide
- Mobility Aids
- Must Read
- Contact Us
- Advertise My Business
- Advertise a Job
- Place your Ad
- Subscribe
- Readers Charter

### Follow Us On



About Cookies on this site:

This site uses cookies, you can [review our cookie policy](#) [ingit&id](#). All rights reserved. [Terms and Conditions](#) [Disclaimer](#) [Cookies Policy](#)



Client: Action PR Yellow News  
Source: Observer Series (Main)  
Date: 13 July 2017  
Page: 42  
Reach: 14122  
Size: 843cm2  
Value: 1964.19

They come from the other  
side of the world to taste  
the Chi Tri action Observer  
Series Main 13 07 17

(IMAGE 1 OF 3)

# They come from the other side of the world to taste the Chi Tri action

**Chichester Triathlon series**  
See a picture special from the weekend  
at [www.chichester.co.uk](http://www.chichester.co.uk)

History was made at this year's Chichester Triathlon as a record number of contenders turned out to swim, cycle and sprint their way to the finish line.

More than 350 under-16s took part in the junior aquathlon and triathlon on Saturday, making it the biggest in the event's history. Then 900-plus adults turned out on Sunday for the sprint and Olympic-distance triathlon.

The event, blessed by fine summer conditions this year, has become increasingly popular in recent years and has seen two record-breaking turnouts since *Everyone Active* took on its management in 2016.

This year's junior triathlon, which formed part of the Triathlon England south-east series, saw youngsters aged eight to 16 competing.

In the nine-ten age group, ten-year-old Freddie Wallis swam to victory in the

aquathlon, while Alex Dack

was the first triathlete to cross the line in a time of 15min 40sec.

For the 11-12-year-olds Emile Hantrai-Smith won the aquathlon and Oliver Horne the triathlon. In the 13-14-year-olds' group it was Hayden Clinton finishing first in the aqua and Oliver Curd in the tri.

Youth aquathlon honours were taken by Matthew Walton and the youth triathlon victory was Adam Long.

The youngest competitors were the eight-year-olds and Stanley Wilkes won their aqua event and Oliver Smith the tri.

Organisers are hoping plenty of the young competitors will keep coming back to the Chichester event and perhaps even triumph in the senior triathlon one day.

Adults took their turn on Sunday at both sprint and Olympic triathlons.

Racing began off in the pool at Westgate Leisure before the athletes set off on a tour of the

city via bike and foot.

David Reid finished first in the Olympic triathlon with a time of 1hr 59min 55sec

while Anne Sydenham was the fastest women, crossing the line in 2.14.22. Runner-up behind Reid was Peter Younghusand in 2.01.24.

Stirzaker won the Olympic team event among ten trios who took part.

The sprint distance event - which formed part of Everyone Active's south-east triathlon championship alongside races at its leisure centres in Fareham and Hart in Hampshire - was won by Harry Jones in 1.18.21 and Trudi Cunningham and 1.37.21 in the male and female categories.

Jones is a professional triathlete from Australia and took part in the race after competing at the Fareham event.

His participation shows the series is building in momentum as it starts to attract top-class athletes.

His closest rival was Mark



**Client:** Action PR Yellow News  
**Source:** Observer Series (Main)  
**Date:** 13 July 2017  
**Page:** 42  
**Reach:** 14122  
**Size:** 843cm2  
**Value:** 1964.19



## They come from the other side of the world to taste the Chi Tri action Observer Series Main 13 07 17

(IMAGE 2 OF 3)

Yeoman but he came in more than four minutes behind.

Stuart Mills, contract manager at Everyone Active, said: "The day was a huge success and we were delighted to host it for the second year.

"This is a huge event in Chichester's calendar and it was fantastic to see so many people of all ages and abilities getting active.

"Everyone Active's south-east triathlon championship aims to provide something for everyone, from experienced athletes to first-time competitors.

"This year we had a record number of sign-ups from people who were new to multi-sport events, and I hope it has inspired them to take part in more activities like this."

The event has been sponsored by local business Natures Way Foods since its inception 11 years ago and is a key event in the company's community programme.

As part of the sponsorship package, Natures Way Foods supplies fresh fruit at the finish line for the competitors and supporters.

Sarah Baldock, the director responsible for the Natures Way Foods community programme, said: "We have seen this event go from strength to strength over the 11 years it has been running and there's a flourishing triathlon community in Chichester and across the UK.

"We are passionate about the Chi Tri and we remain committed to supporting it for years to come."

■ For results from the day and another picture, turn to page 94.



A competitor finds time to give our man a quick wave from the cycle race



It looks hot-going in the running section of Saturday's adult event

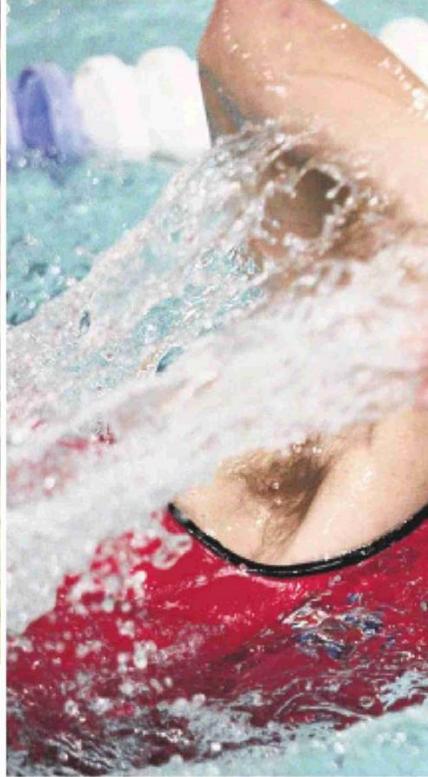


Client: Action PR Yellow News  
Source: Observer Series (Main)  
Date: 13 July 2017  
Page: 42  
Reach: 14122  
Size: 843cm2  
Value: 1964.19

---



Keep smiling! One runner stays positive during the energy-sapping event



The action was fast and furious in the pool

## They come from the other side of the world to taste the Chi Tri action Observer Series Main 13 07 17

(IMAGE 3 OF 3)

## Footballers are walking back to happiness



Walking footballers from the Chichester and Midhurst groups ready to do battle

Published: 15:00  
Tuesday 08 August 2017

Share this article



**Well into its first year, Chichester's only walking football club is going strong.**

Last week saw a variation to the usual sessions as Everyone Active's Midhurst group visited the Westgate Centre to play some friendly matches against Chichester. It was the first time an organised walking football match had taken place in the area.

**"Although dubbed 'friendlies' the competitive nature of some players did come to the fore, meaning the referee had to use his whistle more than he expected."**

The sport is still relatively new and the match proved how the popularity continues to grow.

### Trending

- 1 India Gate looks set to close
- 2 PICTURE SPECIAL: Race night transforms
- 3 Dinosaurs and pirates converge on Worthing!
- 4 Concern for missing Chichester 14-year-old
- 5 Support for beachside café's expansion plans

### More from Sport



What's the weather like in the Chichester district? Find out with these traffic webcams



St Richard's and Worthing hospitals 'extremely busy'



TRAVEL UPDATE: Delays after

## Footballers are walking back to happiness

AUG 8 2017

(IMAGE 1 OF 4)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

The sport was created in 2011 and the participation levels have increased greatly, which has led to the FA issuing an official rulebook.

During this year's FA Cup final between Chelsea and Arsenal, the FA's People Cup featured heavily in the build-up and included in it was a segment on walking football.

Ex-England, West Ham and QPR star Trevor Sinclair visited a walking football side who had entered the competition and made it to the finals. The segment highlighted the brilliant advantages the game has physically and socially and how it is perfect for those wanting to re-engage with sport and especially football.

Last Tuesday's fixtures saw a very well-represented Midhurst side who brought down an A and B side to play against Chichester.

A total of four games were played overall, which saw Midhurst A and B play twice each against Chichester, coming out on top by winning two games, drawing one and losing another.

Walking football is played as a five-a-side, using rules similar to small-sided football with the only differences being that the ball must stay under head height, players can only score in the box and players must not run.

Both Chichester and Midhurst showed their class with a brilliant quick passing style. This led to some brilliant passages of play by both sides that were often rounded off with tidy finishes, although some may have been guilty of some glaring misses.

Although dubbed 'friendlies' the competitive nature of some players did come to the fore, meaning the referee had to use his whistle more than he expected. But overall the idea proved a success, with refreshments provided on by Everyone Active, giving both sets of players the opportunities to mingle and make new friends.

The return leg is already in discussion with a fixture likely to take place at Midhurst around October time.

TRAVEL UPDATE: Delays after three accidents on A27...



Alternatives to harbour for Selsey may be explored

**i The Essentials**



Visit [inews.co.uk](http://inews.co.uk) »

**Jobstoday**  
 Apply for local jobs today  
  
 Start your job search at [jobstoday.co.uk](http://jobstoday.co.uk)  
**APPLY NOW**

## Footballers are walking back to happiness

AUG 8 2017

(IMAGE 2 OF 4)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

Walking football is aimed for men over 50, though the sessions are open for all. If you played football at a younger age and are wanting to rediscover the sport or have never played and are looking to learn a new skill and meet some brilliant people, walking football is for you.

Walking Football sessions are available at Everyone Active centres in Chichester, Midhurst and Southbourne every Tuesday. See more at [www.everyoneactive.com](http://www.everyoneactive.com)

**Don't miss out on all the latest breaking sports news where you live.**

**Here are four ways you can be sure you'll be among the first to know what's going on.**

**1 Make this website your homepage**

**2 Like our Facebook page at [facebook.com/pages/Sport-Sussex](https://facebook.com/pages/Sport-Sussex)**

**3 Follow us on Twitter @SportSussex**

**4 Register with us by clicking on 'sign in' (top right corner). You can then receive our daily newsletter AND add your point of view to stories that you read here.**

**Share with your family and friends - so they don't miss out!**

### Promoted Stories

Sponsored Links by Taboola



**4 Stages To A Heart Attack — Are You At Risk?**

Gundry MD



**It's Like eBay, But Everything Sells in 90 Seconds.**

Tophatter



**Men, Say "Goodbye" To Belly Fat If You Do This Daily**



**Award-Winning Dermatologist: "It's The Best Thinning Hair Fix No**

## Footballers are walking back to happiness

AUG 8 2017

(IMAGE 3 OF 4)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

You Do This Daily  
Favworld.com



You Should Never Shop on Amazon Without Using This Trick...  
Honey

"It's The Best Thinning Hair Fix No One's Talking About"  
JuveTress



This Toxic Vegetable Is The #1 Danger In Your Diet  
Lectin Shield Supplement



# Footballers are walking back to happiness

AUG 8 2017  
(IMAGE 4 OF 4)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

Page 122

### Explore

- News
- Sport
- Lifestyle
- What's On

### More from the Chichester Observer Useful Links

- Announcements
- Directory
- Homes
- Dating
- Local Guide
- Mobility Aids
- Must Read
- Buy a Photo
- Jobs
- Cars
- Education Sussex
- Public Notices
- Reader Shop
- Read This
- Contact Us
- Advertise My Business
- Advertise a Job
- Place your Ad
- Subscribe
- Readers Charter

### Follow Us On



About Cookies on this site:

This site uses cookies, you can review our cookie policy [here](#). All rights reserved. [Terms and Conditions](#) [Disclaimer](#) [Cookies Policy](#)



# New Hockey Academy for children this month



Alex with children at the launch event of the Alex Danson Hockey Academy

Published: 09:44  
Friday 18 August 2017

Share this article



**Everyone Active's Boume Leisure Centre in Southbourne has been selected as one of the first sites in the country to host the new Alex Danson Hockey Academy - a sports development programme set up by the leisure provider and Olympic medal winner to enable more young people to play hockey.**

The camp will run on Tuesday, August 29, from 10am - 3pm, and is open to children aged 9 - 11.

It forms part of the Academy's objective to get 10,000 children more active by playing hockey over the next three years.

Everyone Active's coaches will use Quicksticks to introduce children to the game and build their confidence using a larger, lighter and safer ball. The fun and friendly sessions are designed to suit all abilities, but also provide opportunities for those with a flair for the sport to develop and progress.

## Trending

- 1 India Gate looks set to close
- 2 PICTURE SPECIAL: Race night transforms
- 3 Dinosaurs and pirates converge on Worthing!
- 4 Concern for missing Chichester 14-year-old
- 5 Support for beachside café's expansion plans

## More from News



What's the weather like in the Chichester district? Find out with these traffic webcams



St Richard's and Worthing hospitals 'extremely busy'



TRAVEL UPDATE: Delays after

# New Hockey Academy for children this month

AUG 18 2017

(IMAGE 1 OF 4)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

Alex Danson was part of Team GB's Olympic gold medal-winning hockey team at Rio 2016. She is one of England and Great Britain's greatest ever hockey players, having achieved almost 300 caps since making her international debut at just 16 years' old. Alex teamed up with Everyone Active after both parties recognised the lack of high-standard hockey provision available to children of primary school age.

Alex is personally involved in upskilling the coaches to ensure they deliver top-quality sessions that inspire Britain's next generation of sports players.

She said: "I am delighted to have teamed up with Everyone Active to give more young people the opportunity to play hockey. Its brilliant facilities offer scope to get children all over the country benefitting from the programme.

"Research shows the importance of engaging young people in physical activity before the age of 11 to increase their chances of staying active into later life. The Academy's summer camps are designed to do this, and offer young people a fun and exciting way of staying active during the school holidays."

Bourne Leisure Centre has been specially selected by Everyone Active to host one of the first Alex Danson Hockey Academy camps due to the community's penchant for sports and activity.

Jason Davis, Everyone Active's general manager, said: "It is fantastic to be hosting an Alex Danson Hockey Academy summer camp at the centre. We firmly believe in the benefits of playing sport at a young age and want to offer as many opportunities as possible for people to get active.

"The partnership forms part of our major drive towards increasing sports participation levels. With hockey being enjoyed by both boys and girls, it also helps to bridge the gap between the amount of men and women playing sport, and tackle the declining rate of participation in girls as they enter their teens.

"I would encourage anyone looking for fun and enjoyable ways of keeping their children active over summer to get in touch."

For more information about the camps, or to book a place, call the

TRAVEL UPDATE: Delays after three accidents on A27...



Alternatives to harbour for Selsey may be explored

**i The Essentials**



Visit [inews.co.uk](http://inews.co.uk) »

**Jobstoday**  
 Apply for local jobs today  
 Start your job search at [jobstoday.co.uk](http://jobstoday.co.uk)  
**APPLY NOW**

# New Hockey Academy for children this month

AUG 18 2017

(IMAGE 2 OF 4)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

For more information about the camps, or to book a place, call the centre on 03330 050397 or email sarahbeattie@everyoneactive.com.

Don't miss out on all the latest breaking news where you live.

Here are four ways you can be sure you'll be amongst the first to know what's going on.

1) Make our website your homepage at [www.chichester.co.uk/](http://www.chichester.co.uk/)

2) Like our Facebook page at [www.facebook.com/ChichesterObserver](http://www.facebook.com/ChichesterObserver)

3) Follow us on Twitter [@Chiobserver](https://twitter.com/Chiobserver)

4) Register with us by clicking on 'sign in' (top right corner). You can then receive our daily newsletter AND add your point of view to stories that you read here.

And do share with your family and friends - so they don't miss out!

The Chichester Observer - always the first with your local news.

Be part of it.

### Promoted Stories

Sponsored Links by Taboola



Purchase Your Abs Stimulator Today (70% With This Link Only)  
Faworld.com



The Highest Paying Cash Back Card Has Just Hit The Market  
Credit.com



This City-Builder Game lets You Evolve through the Ages  
Forge Of Empires - Free Online Game



Best Credit Cards For Balance Transfers in 2018  
Compareacards.com By Lending Tree

## New Hockey Academy for children this month

AUG 18 2017

(IMAGE 3 OF 4)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**



**Enter the Elven World in this Fantasy City Builder**  
Elvenar - Free Online Game



**15 Pictures You Need To See Before You Die**  
ammmazing



## New Hockey Academy for children this month

**AUG 18 2017**

(IMAGE 4 OF 4)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

### Explore

News  
Sport  
Lifestyle  
What's On

### More from the Chichester Observer Useful Links

Announcements  
Directory  
Homes  
Dating  
Local Guide  
Mobility Aids  
Must Read  
Buy a Photo  
Jobs  
Cars  
Education Sussex  
Public Notices  
Reader Shop  
Read This  
Contact Us  
Advertise My Business  
Advertise a Job  
Place your Ad  
Subscribe  
Readers Charter

### Follow Us On



About Cookies on this site:

This site uses cookies, you can [learn more](#). © 2019 Johnston Publishing Ltd. All rights reserved. [Terms and Conditions](#) [Disclaimer](#) [Cookies Policy](#)

## New Hockey Academy for children this month



Alex with children at the launch event of the Alex Danson Hockey Academy

Published: 09:44  
Friday 18 August 2017

Share this article



Everyone Active's Boume Leisure Centre in Southbourne has been selected as one of the first sites in the country to host the new Alex Danson Hockey Academy - a sports development programme set up by the leisure provider and Olympic medal winner to enable more young people to play hockey.

The camp will run on Tuesday, August 29, from 10am - 3pm, and is open to children aged 9 - 11.

It forms part of the Academy's objective to get 10,000 children more active by playing hockey over the next three years.

Everyone Active's coaches will use Quicksticks to introduce children to the game and build their confidence using a larger, lighter and safer ball. The fun and friendly sessions are designed to suit all abilities, but also provide opportunities for those with a flair for the sport to develop and progress.

### Trending

- 1 Watt's going on? Former Crawley Town, Arsenal and
- 2 Hughton defends Knockaert's fury at being
- 3 Film screenings set to explore representations of
- 4 Town centre restaurants to close
- 5 Former Brighton & Hove Albion striker backs

### More from News



Crawley Town Community Foundation: Bridging the gap between mental health and sport



Midlands too strong for Sussex in bowls battle of the Wests



Shoreham's clash at Lewes call...



Crawley Wasps sign former Brighton 'keeper Leah Samain

## New Hockey Academy for children this month

AUG 18 2017

(IMAGE 1 OF 4)

(EST.) MONTHLY VISITS: 68.7K

(EST.) COVERAGE VIEWS: 7.09K

DOMAIN AUTHORITY: 38

Alex Danson was part of Team GB's Olympic gold medal-winning hockey team at Rio 2016. She is one of England and Great Britain's greatest ever hockey players, having achieved almost 300 caps since making her international debut at just 16 years' old. Alex teamed up with Everyone Active after both parties recognised the lack of high-standard hockey provision available to children of primary school age.

Alex is personally involved in upskilling the coaches to ensure they deliver top-quality sessions that inspire Britain's next generation of sports players.

She said: "I am delighted to have teamed up with Everyone Active to give more young people the opportunity to play hockey. Its brilliant facilities offer scope to get children all over the country benefitting from the programme.

"Research shows the importance of engaging young people in physical activity before the age of 11 to increase their chances of staying active into later life. The Academy's summer camps are designed to do this, and offer young people a fun and exciting way of staying active during the school holidays."

Bourne Leisure Centre has been specially selected by Everyone Active to host one of the first Alex Danson Hockey Academy camps due to the community's penchant for sports and activity.

Jason Davis, Everyone Active's general manager, said: "It is fantastic to be hosting an Alex Danson Hockey Academy summer camp at the centre. We firmly believe in the benefits of playing sport at a young age and want to offer as many opportunities as possible for people to get active.

"The partnership forms part of our major drive towards increasing sports participation levels. With hockey being enjoyed by both boys and girls, it also helps to bridge the gap between the amount of men and women playing sport, and tackle the declining rate of participation in girls as they enter their teens.

"I would encourage anyone looking for fun and enjoyable ways of keeping their children active over summer to get in touch."

For more information about the camps, or to book a place, call the

**i The Essentials**



[Visit inews.co.uk »](http://www.inews.co.uk)

**Jobstoday**  
 Apply for local jobs today  
  
 Start your job search at [jobstoday.co.uk](http://jobstoday.co.uk)  
**APPLY NOW**

## New Hockey Academy for children this month

AUG 18 2017

(IMAGE 2 OF 4)

(EST.) MONTHLY VISITS:	<b>68.7K</b>
(EST.) COVERAGE VIEWS:	<b>7.09K</b>
DOMAIN AUTHORITY:	<b>38</b>

For more information about the camps, or to book a place, call the

For more information about the camps, or to book a place, call the centre on 03330 050397 or email sarahbeattie@everyoneactive.com.

Don't miss out on all the latest breaking news where you live.

Here are four ways you can be sure you'll be amongst the first to know what's going on.

1) Make our website your homepage at [www.chichester.co.uk/](http://www.chichester.co.uk/)

2) Like our Facebook page at [www.facebook.com/ChichesterObserver](http://www.facebook.com/ChichesterObserver)

3) Follow us on Twitter @Chiobserver

4) Register with us by clicking on 'sign in' (top right corner). You can then receive our daily newsletter AND add your point of view to stories that you read here.

And do share with your family and friends - so they don't miss out!

The Chichester Observer - always the first with your local news.

Be part of it.

### Promoted Stories

Sponsored Links by Taboola



Men, Say "Goodbye" To Belly Fat If You Do This Daily  
Faworld.com



This Fantasy City-BUILDER is a...  
Elvenar - Free Online Game



9 Celebrity Before-And-After Plastic Surgery Disasters  
Celebsland.com



Father And Son Take Same Photo For 25 Years! Don't Cry When You See The Last One!  
12Facts.com

## New Hockey Academy for children this month

AUG 18 2017

(IMAGE 3 OF 4)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**



They Took The Same Picture For 40 Years. Don't Cry When You See The Last!

Ammmazing-Woman.com



15 Pictures You Need To See Before You Die

ammmazing



## New Hockey Academy for children this month

AUG 18 2017

(IMAGE 4 OF 4)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**

### Explore

News  
Sport  
Lifestyle  
What's On  
Education Sussex

### More from the West Sussex Gazette Useful Links

Announcements  
Directory  
Homes  
Dating  
Public Notices  
Reader Shop  
Read This

Buy a Photo  
Jobs  
Cars  
Local Guide  
Mobility Aids  
Must Read

Contact Us  
Advertise My Business  
Advertise a Job  
Place your Ad  
Subscribe  
Readers Charter

### Follow Us On



About Cookies on this site:

This site uses cookies, you can [learn more](#). © 2018 Johnston Publishing Ltd. All rights reserved. [Terms and Conditions](#) [Disclaimer](#) [Cookies Policy](#)

Client: Action PR Yellow News  
Source: Observer Series (Main)  
Date: 03 August 2017  
Page: 91  
Reach: 14122  
Size: 216cm2  
Value: 503.28

## Popular new sport has scores of people walking back to happiness Observer Series Main 03 08 17

### Popular new sport has scores of people walking back to happiness

#### Walking football

Well into its first year, Chichester's only walking football club is going strong.

In a variation to the usual sessions, Everyone Active's Midhurst group visited the Westgate Centre to play some friendlies against Chichester.

It was the first time an organised walking football match had taken place locally.

The sport was created in 2011 and the participation levels have increased greatly,

which has led to the FA issuing an official rulebook.

In the build-up to this year's FA Cup final, the FA's People Cup featured heavily - and included in it was a segment on walking football.

This highlighted the brilliant advantages the game has physically and socially and how it is perfect for those wanting to re-engage with sport.

The Westgate fixtures saw Midhurst take an A and B side to play Chichester. A total of four games were played, which

saw Midhurst A and B play twice each against Chichester, coming out on top by winning two games, drawing one and losing another.

Walking football is five-a-side, with rules similar to small-sided football with the only differences that the ball must stay under head height, players can only score in the box and players must not run.

Chichester and Midhurst showed class with a quick passing style. This led to brilliant passages of play by both sides often rounded off



with tidy finishes.

Although dubbed 'friendlies' a competitive nature did come to the fore, meaning the referee

had to use his whistle more than he expected. But overall the idea proved a success.

A return fixture is likely to

take place at Midhurst around October time.

Walking football is aimed at men over 50, though the sessions are open to all. If you played football at a younger age and want to rediscover the sport, or have never played and are looking to learn a new skill and meet new people, walking football is for you.

Sessions are available at Everyone Active centres in Chichester, Midhurst and Southbourne every Tuesday. See more at [www.everyoneactive.com](http://www.everyoneactive.com)

**Client:** Action PR Yellow News  
**Source:** Observer Series (Bognor) (Main)  
**Date:** 07 September 2017  
**Page:** 1  
**Reach:** 10609  
**Size:** 80cm2  
**Value:** 186.4

---

**Hot offer for free yoga class**  
**Observer Series Bognor**  
**Main 07 09 17**

#### INSIDE THIS WEEK

### Student homes to boost town?

The team behind a new development, which sees a former nunnery set to house 26 students, hopes it will help the town reach its 'vibrant' potential.

**Page 4**



### 'Incredible man' Jimmy

Friends, family and a sports club pay their respects to 'big-hearted' Jimmy Colwell who was found dead in his Bognor Regis home last Monday.

**Page 3**

### Cycle route cost queried

News a request for the £2m A259 cycle route to face scrutiny was blocked earlier this year comes as work begins. **Page 5**

### Hot offer for a free yoga class

Try a hot yoga class worth £9.95 for free at Westgate Leisure Centre, Chichester, with our special voucher. **Page 57**

## The community gets active as activity festival kicks off



At the Get Active event

Published: 16:39  
Saturday 23 September 2017

Share this article



**Members of the community turned out in force to take part in a day of free sporting fun at Chichester's annual activity festival, Get Active.**

Everyone Active, which manages a number of leisure facilities across the area on behalf of Chichester District Council, hosted this year's Get Active Festival on Sunday, September 10, at Westgate Leisure Centre and Chichester College.

Residents were given the opportunity to join in with a huge variety of activities, such as free swim sessions, football, tennis and martial arts. Sports clubs from across the district also attended to showcase their talents, including St Gerard's Amateur Boxing Club, Chichester Ronin Judo Club and Chichester Falcons Softball Club.

Cllr Eileen Lintill, cabinet member for community services at Chichester District Council, said: "It is wonderful to see how much Get Active has grown over the years. It is always very popular and an excellent opportunity for families to try things together for free that they may not normally be able to experience. It doesn't matter what your age is, or what your ability is, it's great to give something new a try."

Event sponsors, Prebendal School and Oakwood Preparatory School, hosted activity sessions for the whole family to take part in, while visitors were also offered Mini health MOTs along with advice on how to keep fit and healthy. The netball session hosted by one of the UK's leading Superleague teams, Hertfordshire Mavericks, proved to

### Trending

- 1 India Gate looks set to close
- 2 PICTURE SPECIAL: Race night transforms
- 3 Fishing haven for Selsey would 'regenerate' seaside
- 4 Developer appeals non-decision on 100 Shopwhyke
- 5 Mental health beds in Chichester could close

### More from News



What's the weather like in the Chichester district? Find out with these traffic webcams



St Richard's and Worthing hospitals 'extremely busy'



TRAVEL UPDATE: Delays after

## The community gets active as activity festival kicks off

SEP 23 2017

(IMAGE 1 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

UK's leading Superleague teams, Hertfordshire Mavericks, proved to be particularly popular.

The festival, marks the start of Everyone Active's Get Active Month, where Westgate Leisure Centre, Bourne Leisure Centre and The Grange Community and Leisure Centre will be working with schools and communities to boost levels of activity. To find out more about Get Active Month, visit [www.everyoneactive.com](http://www.everyoneactive.com).

Stuart Mills, Everyone Active's contract manager for Chichester, said: "The Get Active Festival was a fantastic day for everyone in the local community, regardless of their age or ability. Our spirits weren't dampened despite the rain, and it was great to see so many people coming together and enjoying getting active. The festival has grown into a huge event and is a fantastic way to show just how many opportunities there are locally for people to improve their health and wellbeing. I hope it inspired people to try something new and keep fit while having fun."

Don't miss out on all the latest breaking news where you live.

Here are four ways you can be sure you'll be amongst the first to know what's going on.

- 1) Make our website your homepage at [www.chichester.co.uk/](http://www.chichester.co.uk/)
- 2) Like our Facebook page at [www.facebook.com/ChichesterObserver](http://www.facebook.com/ChichesterObserver)
- 3) Follow us on Twitter [@Chiobserver](https://twitter.com/Chiobserver)

4) Register with us by clicking on 'sign in' (top right corner). You can then receive our daily newsletter AND add your point of view to stories that you read here.

And do share with your family and friends - so they don't miss out!

The Chichester Observer - always the first with your local news.

Be part of it.

TRAVEL UPDATE: Delays after three accidents on A27...



Alternatives to harbour for Selsey may be explored



**Jobstoday**  
 Apply for local jobs today



Start your job search at [jobstoday.co.uk](http://jobstoday.co.uk)

**APPLY NOW**

## The community gets active as activity festival kicks off

SEP 23 2017

(IMAGE 2 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

## Promoted Stories

Sponsored Links by Taboola



**Purchase Your Abs Stimulator Today (70% With This Link Only)**  
Favworld.com



**The Highest Paying Cash Back Card Has Just Hit The Market**  
Credit.com



**This City-Builder Game lets You Evolve through the Ages**  
Forge Of Empires - Free Online Game



**An Astonishing Card Offering No-Fee Balance Transfers**  
NextAdvisor



**Thinning Hair? Pour This On Your Head And Watch What Happens**  
Revitalizing Hair Therapy



**Enter the Elven World in this Fantasy City Builder**  
Elvenar - Free Online Game

Page 135

## The community gets active as activity festival kicks off

SEP 23 2017

(IMAGE 3 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

### Explore

News  
Sport  
Lifestyle  
What's On

### More from the Chichester Observer Useful Links

Announcements  
Directory  
Homes  
Dating  
Local Guide  
Mobility Aids  
Must Read

Buy a Photo  
Jobs  
Cars  
Education Sussex  
Public Notices  
Reader Shop  
Read This

Contact Us  
Advertise My Business  
Advertise a Job  
Place your Ad  
Subscribe  
Readers Charter

### Follow Us On



About Cookies on this site:

This site uses cookies, you can review our [cookie policy](#) [ing it](#). All rights reserved. [Terms and Conditions](#) [Disclaimer](#) [Cookies Policy](#)

## The community gets active as activity festival kicks off



At the Get Active event

Published: 16:39  
Saturday 23 September 2017

Share this article



Members of the community turned out in force to take part in a day of free sporting fun at Chichester's annual activity festival, Get Active.

Everyone Active, which manages a number of leisure facilities across the area on behalf of Chichester District Council, hosted this year's Get Active Festival on Sunday, September 10, at Westgate Leisure Centre and Chichester College.

Residents were given the opportunity to join in with a huge variety of activities, such as free swim sessions, football, tennis and martial arts. Sports clubs from across the district also attended to showcase their talents, including St Gerard's Amateur Boxing Club, Chichester Ronin Judo Club and Chichester Falcons Softball Club.

Cllr Eileen Lintill, cabinet member for community services at Chichester District Council, said: "It is wonderful to see how much

### Trending

- 1 Watt's going on? Former Crawley Town, Arsenal and
- 2 Hughton defends Knockaert's fury at being
- 3 Film screenings set to explore representations of
- 4 Town centre restaurants to close
- 5 Former Brighton & Hove Albion striker backs

### More from News



New Mother's Day event at Butser Ancient Farm



Fire breaks out at Amberley...



Crawley Town's Sussex Senior Cup semi-final against Saltdean...



Evans called into South side to face North in ECB series

## The community gets active as activity festival kicks off

SEP 23 2017

(IMAGE 1 OF 3)

(EST.) MONTHLY VISITS: 68.7K

(EST.) COVERAGE VIEWS: 7.09K

DOMAIN AUTHORITY: 38

Chichester District Council, said: "It is wonderful to see how much Get Active has grown over the years. It is always very popular and an excellent opportunity for families to try things together for free that they may not normally be able to experience. It doesn't matter what your age is, or what your ability is, it's great to give something new a try."

Event sponsors, Prebendal School and Oakwood Preparatory School, hosted activity sessions for the whole family to take part in, while visitors were also offered Mini health MOTs along with advice on how to keep fit and healthy. The netball session hosted by one of the UK's leading Superleague teams, Hertfordshire Mavericks, proved to be particularly popular.

The festival, marks the start of Everyone Active's Get Active Month, where Westgate Leisure Centre, Bourne Leisure Centre and The Grange Community and Leisure Centre will be working with schools and communities to boost levels of activity. To find out more about Get Active Month, visit [www.everyoneactive.com](http://www.everyoneactive.com).

Stuart Mills, Everyone Active's contract manager for Chichester, said: "The Get Active Festival was a fantastic day for everyone in the local community, regardless of their age or ability. Our spirits weren't dampened despite the rain, and it was great to see so many people coming together and enjoying getting active. The festival has grown into a huge event and is a fantastic way to show just how many opportunities there are locally for people to improve their health and wellbeing. I hope it inspired people to try something new and keep fit while having fun."

Don't miss out on all the latest breaking news where you live.

Here are four ways you can be sure you'll be amongst the first to know what's going on.

- 1) Make our website your homepage at [www.chichester.co.uk/](http://www.chichester.co.uk/)
- 2) Like our Facebook page at [www.facebook.com/ChichesterObserver](http://www.facebook.com/ChichesterObserver)
- 3) Follow us on Twitter [@Chiobserver](https://twitter.com/Chiobserver)

4) Register with us by clicking on 'sign in' (top right corner).

## 1 The Essentials



[Visit inews.co.uk](http://www.inews.co.uk) »

**Jobstoday**

Apply for local jobs today



Start your job search at [jobstoday.co.uk](http://jobstoday.co.uk)

APPLY NOW

# The community gets active as activity festival kicks off

SEP 23 2017

(IMAGE 2 OF 3)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**

4) Register with us by clicking on 'sign in' (top right corner). You can then receive our daily newsletter AND add your point of view to stories that you read here.

And do share with your family and friends - so they don't miss out!

The Chichester Observer - always the first with your local news.

Be part of it.

### Promoted Stories

Sponsored Links by Taboola



Men, Say "Goodbye" To Belly Fat If You Do This Daily  
Favorld.com



This Fantasy City-Builder is a...  
Elvenar - Free Online Game



9 Celebrity Before-And-After Plastic Surgery Disasters  
Celebsland.com



Father And Son Take Same Photo For 25 Years! Don't Cry When You See The Last One!  
12Facts.com



They Took The Same Picture For 40 Years. Don't Cry When You See The Last!  
Ammazing-Woman.com



15 Pictures You Need To See Before You Die  
ammmazing

## The community gets active as activity festival kicks off

SEP 23 2017

(IMAGE 3 OF 3)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**

Client: Action PR Yellow News  
Source: West Sussex Gazette (Bognor Regis) (Main)  
Date: 11 October 2017  
Page: 36  
Reach: 4791  
Size: 586cm2  
Value: 1347.8

---

## Half marathon numbers are growing as event gets stronger West Sussex Gazette 11 10 2017

(IMAGE 1 OF 2)

# Half-marathon numbers are growing as event gets stronger

**Five years on from the day the Chichester Half Marathon was revived in a new format, a record number of people on the start line showed how the event has gone from strength to strength.**

Sunday's weather was perfect for runners, organisers and spectators and the atmosphere in the race village and around the course surpassed the previous five years.

In many ways 2017 was the best ever, featuring the largest number of entrants taking to the streets of Chichester and out into the countryside of Lavant, Goodwood and West Dean - as well as more teams in the three-person relay.

The race was for the second time managed by **Everyone Active** in conjunction with the local-based charity Children on the Edge.

Such was the success of the 2016 event that this year's drew entries from well-known, local running clubs from Brighton through to Southampton but also from Dorset, Surrey, Wiltshire, South and East London and Kent. Entrants travelling the furthest came from Cheshire, Lancashire and Humberside.

The largest club contingents came from Chichester Runners and the Bognor's Tone Zone Runners.

At gam sharp, the runners were sent on their way from Chichester College, whose principal, Shelagh Legrave, was again a participant.

The starting party included Mayor of Chichester Cllr Peter Evans, district council chairman Cllr Elizabeth Hamilton and Ben Wilkes, Head of UK services for COTE.

The runners streamed quickly along West Street and East Street, across Oaklands Park and out in to the country to take in the Trundle Hill, returning to Chichester by Centurion Way.

It was a tough, challenging 13.1 miles but rewarding for the finishers.

There were 20 relay teams - an increase of a third on 2016 - while nearly 100 runners opted for the shorter ten-mile course.

Race winner for the sixth year running

was popular Chichester Runners member James Baker in a time of 1hr 12min 46 sec.

His closest rival was another Chi Runners member, Will Boutwood, in 1.16.47 - just over four minutes behind Baker, although he believes he will give Baker a much sterner test next year.

In third place was Oli Murphy in 1.21.08, just seconds ahead of Matt Jolly, a triathlete from the Goodwood Health Club.

The veteran over-40 category was won by Roy Sievers in 1.29.06 and the vet-50 title by Steven Hawkswell in 1.34.29. Vet-60 winner Bob Petland of Portsmouth Joggers was 90

seconds quicker than the V60 winner in 2016 in a time of 1.42.05.

The women's race, relatively speaking, was much closer but Ali Guihen of Brighton and Hove AC won in 1.31.08 on her course debut.

Second was Fay Cripps, another Chichester athlete who is no stranger to podium places, in 1.31.46.

Both were faster than last year's winners by more than two minutes. In third place in 1.35.29 was Penny Brook.

There was good competition in the female vet-40 category which was eventually

won by Kari Mack of Tone Zone Runners, a previous winner of the Chichester Half Marathon, in 1.36.38. She was followed by Megs Wilburn in 1.39.48 with Abby Ross third.

Also close were places in the other vet categories with Tamara Lake being first home in the ladies' vet 50-59 category in 1.45.16 and Joan Lennon of Steyning AC the winner of the vet-60 category in a time of 1.55.13.

There were 340 finishers in under the two-hour mark (compared to 300 in 2015 and 330 in 2016) and 760 runners completed the half marathon course, another record for the event - previously the best was 750 in 2016.



**Client:** Action PR Yellow News  
**Source:** West Sussex Gazette (Bognor Regis) (Main)  
**Date:** 11 October 2017  
**Page:** 36  
**Reach:** 4791  
**Size:** 586cm2  
**Value:** 1347.8

---



## Half marathon numbers are growing as event gets stronger West Sussex Gazette 11 10 2017

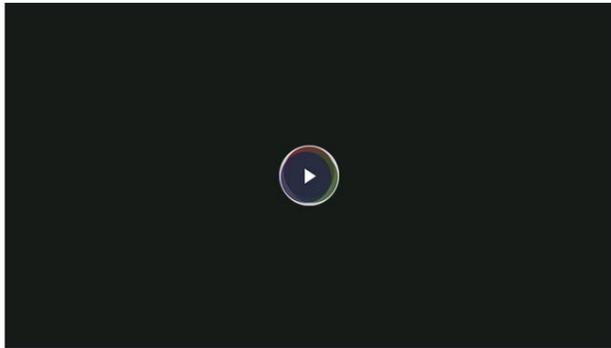
(IMAGE 2 OF 2)



The Chichester Half Marathon field pictures shortly after the start in Westgate

Picture by Derek Martin

# PICTURE SPECIAL: Chichester Half Marathon is a record breaker



By  
**STEVE BONE**  
Email

Published: 11:52  
Sunday 08 October 2017

Share this article



**The Chichester Half Marathon drew its biggest field yet - but there was a very familiar face at the front of the field.**

Around 800 runners - a new high - took part in the sixth event to be staged since the race was revived in 2012 and for the sixth time, it was Chichester star James Baker who was out in front.



### Trending

- 1 India Gate looks set to close
- 2 Take me down to Masala City for a selection of tasty
- 3 Mental health beds in Chichester could close
- 4 Dispelling the myths around the Selsey Tram
- 5 PICTURE SPECIAL: Race night transforms

### More from News



What's the weather like in the Chichester district? Find out with these traffic webcams



St Richard's and Worthing hospitals 'extremely busy'



TRAVEL UPDATE: Delays after three accidents on A27...



Alternatives to harbour for Selsey may be explored

## PICTURE SPECIAL: Chichester Half Marathon is a record breaker

OCT 8 2017

(IMAGE 1 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**



Leo Stallard, Ben Morton and Ethan Hartley of Chichester Runners - winners of the relay race in the Chichester Half Marathon

He kept his strangehold on the race prize with a 1hr 12min 46sec finish, beating closest rivals Will Boutwood and Oli Murphy by several minutes.

The women's race was by Brighton & Hove runner Ali Guihen while the three-man relay prize went to young Chichester trio Leo Stallard, Ben Morton and Ethan Hartley.

The ten-mile race within the main half marathon was won by Mark Stevens, while the women's ten-miler went to Samantha Francis.

The race will have raised thousands of pounds for Chichester-based international Children on the Edge, who again organised the event in conjunction with local leisure provider Everyone Active.

Race director Graham Jessop praised runners' efforts and thanked all the volunteers who made race day go smoothly.

**Don't miss Thursday's Chichester Observer for a report, lots of pictures and a full list of finishers and their times.**

### Promoted Stories

Sponsored Links by Taboola



Purchase Your Abs Stimulator Today (70% With This Link Only)  
Favworld.com



The Highest Paying Cash Back Card Has Just Hit The Market  
Credit.com



This City-Builder Game lets You Evolve through the Ages  
Forge Of Empires - Free Online Game



An Astonishing Card Offering No-Fee Balance Transfers  
NextAdvisor

### The Essentials



Six Nations: Why 13 is a weakness for England, according to Brian O'Driscoll

Essentials

Visit [news.co.uk](http://news.co.uk) »

**Jobs**today  
Apply for local jobs today

Start your job search at [jobstoday.co.uk](http://jobstoday.co.uk)

**APPLY NOW**

## PICTURE SPECIAL: Chichester Half Marathon is a record breaker

OCT 8 2017

(IMAGE 2 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**



**Enter the Elven World in this Fantasy City Builder**  
Elvenar - Free Online Game



**15 Pictures You Need To See Before You Die**  
ammazing

# PICTURE SPECIAL: Chichester Half Marathon is a record breaker

OCT 8 2017  
(IMAGE 3 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

### Explore

- News
- Sport
- Lifestyle
- What's On

### More from the Chichester Observer Useful Links

- Announcements
- Directory
- Homes
- Dating
- Local Guide
- Mobility Aids
- Must Read
- Buy a Photo
- Jobs
- Cars
- Education Sussex
- Public Notices
- Reader Shop
- Read This
- Contact Us
- Advertise My Business
- Advertise a Job
- Place your Ad
- Subscribe
- Readers Charter

### Follow Us On



About Cookies on this site:  
This site uses cookies, you can review our [User Experience Survey](#) →

Client: Action PR Yellow News  
Source: Observer Series (Main)  
Date: 01 February 2018  
Page: 87  
Reach: 14122  
Size: 151cm2  
Value: 351.83

---

GetInEarlyIfYouWantToTakePartInTriathlon  
ObserverSeries Main  
01Feb18

## Get in early if you want to take part in triathlon

### Triathlon

Registration is open for the 2018 Chichester Triathlon series.

The event, sponsored by Natures Way Foods, will take place on Saturday, June 2 and Sunday 3.

Hosts Everyone Active aim to make it the biggest one yet. Last year, more than 900 participants aged eight to 85 took part in a variety of races across the two days.

Now in its 12th year, the triathlon has evolved from a single race into a weekend-long festival of activity.

Eight to 16-year-olds can take part in an aquathlon or triathlon on the Saturday before adults get their turn to compete on the Sunday, when those over 16 have a choice of two versions of the event.

A sprint distance triathlon comprises a 400m pool swim, 33km bike ride and a 5k run.

An Olympic-distance race features a 600m pool swim, a 42km bike ride and a 10k run.

Either can be entered as part of a team or individually.

The event will form part of Everyone Active's south-east triathlon championship alongside races at its centres in Fareham, Hart and Petersfield.

Stuart Mills, contract manager at Everyone Active, said: "I am delighted the Chi Tri is returning for its 12th year. It has developed into a huge event in the town's sporting calendar and we are

delighted to be delivering it.

"Everyone Active's south-east triathlon championship will give customers the opportunity to experience what's on offer at our centres across the region.

"The events are suitable for all ages and levels of experience, from the beginner to experienced triathlete. Although they can be challenging, triathlons are also a lot of fun."

Sarah Baldock of Natures Way Foods added: "NWF has sponsored the Chichester Triathlon series since 2007 and we've been delighted to watch more and more people take part every year.

"We have a really strong community programme, focused on health, education and sport – the triathlon series brings these together."

Everyone Active is offering support for novices in the run up to the event through training plans and workshops.

For more or to sign up, email [chichestertriathlon@everyoneactive.com](mailto:chichestertriathlon@everyoneactive.com) or visit [www.everyoneactive.com/chichester-triathlon](http://www.everyoneactive.com/chichester-triathlon)

**MICHAEL HELLYER**

Sign in to keep up with everything today  
happening in your local area

SIGN UP NOW

Already a subscriber? [Log in here](#)

# It's time



Action at last year's Chi tri / Picture by Derek Martin

Published: 08:00  
Tuesday 06 February 2018

Share this article



Registration is now open for the 2018 Chichester Triathlon series.

The triathlon, sponsored by Natures Way Foods, will take place on the weekend of June 2 and 3.

**"I am delighted that the Chi Tri is returning for its 12th year. It has developed into a huge event in the town's sporting calendar, and we are delighted to be delivering it again."**

Stuart Mills

Event hosts Everyone Active are aiming to make it the biggest one yet. Last year, more than 900 participants aged eight to 85 participated in a variety of races across the two days.

Now in its 12th year, the Chichester Triathlon has evolved from a single race into a weekend-long festival of activity. Young people aged eight to 16 can take part in either an aquathlon or triathlon on the Saturday before adults get their turn to compete on the Sunday.

Those over 16 can get involved in a sprint distance triathlon, consisting of a 400m pool swim, 33km bike ride, and a 5k run.

Alternatively they can opt to take part in an Olympic-distance race featuring a 600m pool swim, a 42km bike ride and a 10k run. Both races can be entered as part of a team or individually.

The event will form part of the Everyone Active's south-east triathlon championship alongside races at its leisure centres in Fareham, Hart

- 2 Littlehampton man jailed over Bognor shop lifting
- 3 It's time to try a tri in Chi
- 4 Mental health beds in Chichester could close
- 5 Man trapped after four-vehicle collision in Bognor

## More from Sport



Plans submitted for Bognor's former KFC site



Man trapped after four-vehicle collision in Bognor



Ex-mayor Pat voted in as next vice-chairman



Councillor calls for closure of Wick level crossing after tragic...

# It's time to try a tri in Chi

FEB 6 2018

(IMAGE 1 OF 3)

(EST.) MONTHLY VISITS:

56.9K

(EST.) COVERAGE VIEWS:

4.97K

DOMAIN AUTHORITY:

40

championship alongside races at its leisure centres in Fareham, Hart and Petersfield.

The series has been created to encourage participants of all ages and abilities to participate in multisport events, and caters for first-time competitors through to semi-professional athletes.

Stuart Mills, contract manager at Everyone Active, said: "I am delighted that the Chi Tri is returning for its 12th year. It has developed into a huge event in the town's sporting calendar, and we are delighted to be delivering it again.

"Everyone Active's south-east triathlon championship will give customers the opportunity to experience what's on offer at our centres across the region.

"The events really are suitable for all ages and levels of experience, from the beginner to experienced triathlete. Although they can be challenging, triathlons are also a lot of fun - which is really what this weekend is all about."

Sarah Baldock of Natures Way Foods added: "NWF has sponsored the Chichester Triathlon series since 2007 and we've been delighted to watch more and more people take part every year.

"We have a really strong community programme, focused on health, education and sport. The Chichester Triathlon series brings these together in a great family event and we're really proud to be part of it."

Everyone Active is offering support for novice competitors in the run up to the event through specially-designed training plans and triathlon workshops.

For more information or to sign up, email [chichestertriathlon@everyoneactive.com](mailto:chichestertriathlon@everyoneactive.com) or visit [www.everyoneactive.com/chichester-triathlon](http://www.everyoneactive.com/chichester-triathlon)

MICHAEL HELLYER

## Promoted Stories

Sponsored Links by Taboola



Men, Say "Goodbye" To Belly Fat If You Do This Daily  
[Favworld.com](http://Favworld.com)



GNC's Testosterone Booster Baffles Men Over 50  
[Nugenix](http://Nugenix)



This Fantasy City-Builder is a...  
[Eivengar - Free Online Game](http://Eivengar - Free Online Game)



9 Celebrity Before-And-After Plastic Surgery Disasters  
[Catkelsand.com](http://Catkelsand.com)

## It's time to try a tri in Chi

FEB 6 2018

(IMAGE 2 OF 3)

(EST.) MONTHLY VISITS: **56.9K**

(EST.) COVERAGE VIEWS: **4.97K**

DOMAIN AUTHORITY: **40**



**Father And Son Take Same Photo For 25 Years! Don't Cry When You See The Last One!**  
12Facts.com



**They Took The Same Picture For 40 Years. Don't Cry When You See The Last!**  
Ammazing-Woman.com

**Explore**

- News
- Sport
- Lifestyle
- What's On

**More from the Bognor Regis Observer**

- Announcements
- Directory
- Homes
- Dating
- Local Guide
- Mobility Aids
- Must Read

- Buy a Photo
- Jobs
- Cars
- Education Sussex
- Public Notices
- Reader Shop
- Read This

**Useful Links**

- Contact Us
- Advertise My Business
- Advertise a job
- Place your Ad
- Subscribe
- Readers Charter

**Follow Us On**



# It's time to try a tri in Chi

**FEB 6 2018**

(IMAGE 3 OF 3)

(EST.) MONTHLY VISITS: **56.9K**

(EST.) COVERAGE VIEWS: **4.97K**

DOMAIN AUTHORITY: **40**

# It's time to try a tri in Chi

FEB 6 2018

(IMAGE 1 OF 3)

## It's time to try a tri in Chi



Action at last year's Chi tri / Picture by Derek Martin

Published: 08:00  
Tuesday 06 February 2018

Share this article



Registration is now open for the 2018 Chichester Triathlon series.

The triathlon, sponsored by Natures Way Foods, will take place on the weekend of June 2 and 3.

**"I am delighted that the Chi Tri is returning for its 12th year. It has developed into a huge event in the town's sporting calendar, and we are delighted to be delivering it again."**

Stuart Mills

Event hosts Everyone Active are aiming to make it the biggest one yet. Last year, more than 900 participants aged eight to 85 participated in a variety of races across the two days.

### Trending

- 1 Take me down to Masala City for a selection of tasty
- 2 India Gate looks set to close
- 3 Fears over missing schoolgirls
- 4 A 'crash-landing' to kidney failure
- 5 Shoes are a passion for new owner of specialist shop

### More from Sport



What's the weather like in the Chichester district? Find out with these traffic webcams



St Richard's and Worthing hospitals 'extremely busy'



TRAVEL UPDATE: Three accidents

(EST.) MONTHLY VISITS:

377K

(EST.) COVERAGE VIEWS:

2.64K

DOMAIN AUTHORITY:

50

Now in its 12th year, the Chichester Triathlon has evolved from a single race into a weekend-long festival of activity. Young people aged eight to 16 can take part in either an aquathlon or triathlon on the Saturday before adults get their turn to compete on the Sunday.

Those over 16 can get involved in a sprint distance triathlon, consisting of a 400m pool swim, 33km bike ride, and a 5k run.

Alternatively they can opt to take part in an Olympic-distance race featuring a 600m pool swim, a 42km bike ride and a 10k run. Both races can be entered as part of a team or individually.

The event will form part of the Everyone Active's south-east triathlon championship alongside races at its leisure centres in Fareham, Hart and Petersfield.

The series has been created to encourage participants of all ages and abilities to participate in multisport events, and caters for first-time competitors through to semi-professional athletes.

Stuart Mills, contract manager at Everyone Active, said: "I am delighted that the Chi Tri is returning for its 12th year. It has developed into a huge event in the town's sporting calendar, and we are delighted to be delivering it again.

"Everyone Active's south-east triathlon championship will give customers the opportunity to experience what's on offer at our centres across the region.

"The events really are suitable for all ages and levels of experience, from the beginner to experienced triathlete. Although they can be challenging, triathlons are also a lot of fun - which is really what this weekend is all about."

Sarah Baldock of Natures Way Foods added: "NWF has sponsored the Chichester Triathlon series since 2007 and we've been delighted to watch more and more people take part every year.

"We have a really strong community programme, focused on health, education and sport. The Chichester Triathlon series brings these together in a great family event and we're really proud to be part of

TRAVEL UPDATE: Three accidents on A27 approaching Fishbourne



Alternatives to harbour for Selsey may be explored

**i The Essentials**



Visit [news.co.uk](http://news.co.uk) »

**Jobstoday**

Apply for local jobs today



Start your job search at [jobstoday.co.uk](http://jobstoday.co.uk)

**APPLY NOW**

# It's time to try a tri in Chi

FEB 6 2018

(IMAGE 2 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

together in a great family event and we're really proud to be part of it."

Everyone Active is offering support for novice competitors in the run up to the event through specially-designed training plans and triathlon workshops.

For more information or to sign up, email [chichestertriathlon@everyoneactive.com](mailto:chichestertriathlon@everyoneactive.com) or visit [www.everyoneactive.com/chichester-triathlon](http://www.everyoneactive.com/chichester-triathlon)

MICHAEL HELLYER

### Promoted Stories

Sponsored Links by Taboola



**The Highest Paying Cash Back Card Has Just Hit The Market**  
Credit.com



**This City-Builder Game lets You Evolve through the Ages**  
Forge Of Empires - Free Online Game



**An Astonishing Card Offering No-Fee Balance Transfers**  
NextAdvisor



**Men, Say "Goodbye" To Belly Fat If You Do This Daily**  
Faworld.com



**Enter the Elven World in this Fantasy City Builder**  
Elvenar - Free Online Game



**15 Pictures You Need To See Before You Die**  
ammazing

## It's time to try a tri in Chi

FEB 6 2018

(IMAGE 3 OF 3)

(EST.) MONTHLY VISITS: **377K**

(EST.) COVERAGE VIEWS: **2.64K**

DOMAIN AUTHORITY: **50**

## It's time to try a tri in Chi



Action at last year's Chi tri / Picture by Derek Martin

Published: 08:00  
Tuesday 06 February 2018

Share this article



Registration is now open for the 2018 Chichester Triathlon series.

The triathlon, sponsored by Natures Way Foods, will take place on the weekend of June 2 and 3.

**"I am delighted that the Chi Tri is returning for its 12th year. It has developed into a huge event in the town's sporting calendar, and we are delighted to be delivering it again."**

Stuart Mills

Event hosts Everyone Active are aiming to make it the biggest one yet. Last year, more than 900 participants aged eight to 85 participated in a variety of races across the two days.

### Trending

- 1 Watt's going on? Former Crawley Town, Arsenal and
- 2 Hughton defends Knockaert's fury at being
- 3 Film screenings set to explore representations of
- 4 Town centre restaurants to close
- 5 Former Brighton & Hove Albion striker backs

### More from Sport



Fire breaks out at Amberley...



Loxwood woman's incredible...



Crawley Wasps sign former Brighton 'keeper Leah Samain



Crawley Town's Sussex Senior Cup semi-final against Saltdean...



## It's time to try a tri in Chi

FEB 6 2018

(IMAGE 1 OF 3)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**

Now in its 12th year, the Chichester Triathlon has evolved from a single race into a weekend-long festival of activity. Young people aged eight to 16 can take part in either an aquathlon or triathlon on the Saturday before adults get their turn to compete on the Sunday.

Those over 16 can get involved in a sprint distance triathlon, consisting of a 400m pool swim, 33km bike ride, and a 5k run.

Alternatively they can opt to take part in an Olympic-distance race featuring a 600m pool swim, a 42km bike ride and a 10k run. Both races can be entered as part of a team or individually.

The event will form part of the Everyone Active's south-east triathlon championship alongside races at its leisure centres in Fareham, Hart and Petersfield.

The series has been created to encourage participants of all ages and abilities to participate in multisport events, and caters for first-time competitors through to semi-professional athletes.

Stuart Mills, contract manager at Everyone Active, said: "I am delighted that the Chi Tri is returning for its 12th year. It has developed into a huge event in the town's sporting calendar, and we are delighted to be delivering it again.

"Everyone Active's south-east triathlon championship will give customers the opportunity to experience what's on offer at our centres across the region.

"The events really are suitable for all ages and levels of experience, from the beginner to experienced triathlete. Although they can be challenging, triathlons are also a lot of fun - which is really what this weekend is all about."

Sarah Baldock of Natures Way Foods added: "NWF has sponsored the Chichester Triathlon series since 2007 and we've been delighted to watch more and more people take part every year.

"We have a really strong community programme, focused on health, education and sport. The Chichester Triathlon series brings these together in a great family event and we're really proud to be part of



Visit [inews.co.uk](http://inews.co.uk) »



## It's time to try a tri in Chi

FEB 6 2018

(IMAGE 2 OF 3)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**

together in a great family event and we're really proud to be part of it."

Everyone Active is offering support for novice competitors in the run up to the event through specially-designed training plans and triathlon workshops.

For more information or to sign up, email [chichestertriathlon@everyoneactive.com](mailto:chichestertriathlon@everyoneactive.com) or visit [www.everyoneactive.com/chichester-triathlon](http://www.everyoneactive.com/chichester-triathlon)

MICHAEL HELLYER

### Promoted Stories

Sponsored Links by Taboola



**Men, Say "Goodbye" To Belly Fat If You Do This Daily**  
Favworld.com



**This Fantasy City-Builder is a...**  
Elvenar - Free Online Game



**9 Celebrity Before-And-After Plastic Surgery Disasters**  
Celebsland.com



**Father And Son Take Same Photo For 25 Years! Don't Cry When You See The Last One!**  
12Facts.com



**They Took The Same Picture For 40 Years. Don't Cry When You See The Last!**  
Ammazing-Woman.com



**15 Pictures You Need To See Before You Die**  
ammazing

## It's time to try a tri in Chi

FEB 6 2018

(IMAGE 3 OF 3)

(EST.) MONTHLY VISITS: **68.7K**

(EST.) COVERAGE VIEWS: **7.09K**

DOMAIN AUTHORITY: **38**

This page is intentionally left blank



Increase in participation by target group users	4% increase by people aged 50 and over compared with 2017-18 figures.  2% increase in young people aged 0-15 years compared with 2017-18 figures.  3% increase in people with disabilities compared with 2017-18 figures.							
---	---	--	--	--	--	--	--	--

Increase in number participants completing the exercise referral programme.	5% increase compared with 2017-18 figure.							
Increase in retention of participants following the exercise referral programme.	1% increase compared with 2017-18 figure.							

Attainment and improvement in Quest scores.	Achieve Quest Outstanding at Westgate Leisure Centre and maintain Quest Excellent at both Bourne and The Grange.							
Increased User/Customer satisfaction levels	Current average of 91% and set to achieve 1% annual increase so must not drop below 88% in 2018/19.							
Increasing dd members (like for like) numbers and retention rate.	6500 members by end of year 3.							
Number of Health and Safety incidents	No increase on 2017/18 figures per 10,000 visits							
Number of accidents reportable to HSE	No increase on 2017/18 figures per 10,000 visits							

<p>Increasing workforce development opportunities such as coach education courses, apprenticeship schemes</p>	<p>Minimum 7 colleagues to complete NVQ qualification.</p> <p>Employ a minimum 4 apprentices across the Chichester sites.</p>							
<p>Reduction in annual CO2 emissions</p>	<p>1% reduction on energy used across the Chichester contract.</p>							

This page is intentionally left blank

**Chichester District Council**

**OVERVIEW AND SCRUTINY COMMITTEE**

18 September 2018

**Reducing Single Use Plastics**

**1. Contacts**

**Report Author:**

Tom Day – Environmental Co-ordinator  
Telephone: 01243 534854 E-mail: [tday@chichester.gov.uk](mailto:tday@chichester.gov.uk)

**Cabinet Member:**

John Connor - Cabinet Member for Environment Services  
Telephone: 01243 604243 E-mail: [jconnor@chichester.gov.uk](mailto:jconnor@chichester.gov.uk)

**2. Recommendation**

- 2.1 That the Committee considers and provides any comments on the proposed Single Use Plastics Action Plan in the Appendix to this report and, subject to any changes that the Committee may advise, recommends it to Cabinet for approval.**

**3. Background**

- 3.1 Single-Use Plastics (SUPs) are an area of growing public concern due to their persistence in the environment, particularly when littering or other mis-disposal leads to them entering our seas. Alternatives that are reusable, not made of plastics or are compostable are increasingly available. At its meeting in May 2018, the Council resolved to:
- Continue its work to remove SUPs from Council premises and encourage “plastics-free” initiatives across Chichester District.
  - Continue its ongoing support for locally led community anti-pollution groups working towards making Chichester District and its coastline a SUP-free area; and where appropriate to appoint a Member to represent the Council at meetings of such groups.
  - Pursue with Officers the implementation of a sustained campaign to encourage residents and local businesses to discontinue the use of SUPs.
  - Task Officers with preparing a report on the issues in consultation with the Cabinet Member for Environment for a subsequent meeting of Cabinet, following scrutiny of the report by the Overview and Scrutiny Committee.
- 3.2 Following meetings of an officer working group the attached action plan (Appendix) is presented for Members’ consideration.

**4. Outcomes to be Achieved**

- 4.1 The outcomes that the plan aims to achieve are:

- a) Phasing out of SUPs from Council premises (admin buildings),
- b) Reducing their use by local residents and businesses through a sustained campaign of awareness raising and promotion of alternatives,
- c) Continued support for locally led community anti-pollution groups working towards making Chichester District and its coastline an SUP free area.

4.2 Once approved, the actions will be incorporated into the Council's existing service planning and performance monitoring systems.

## **5. Proposal**

5.1 The proposal is that an Action Plan is adopted by the Council (appendix) with three main focusses; action on our own premises, supporting community led actions and thirdly encouragement of action by residents and businesses. This broad focus has led to officers across the authority being involved in drawing up the action plan.

5.2 The plan adopts four themes, as actions aimed at local businesses have been separated out from more general communications planning. The themes are:

- Improving the Council's performance as an organisation
- Working with local businesses
- Communicating the message
- Working with our community

5.3 The views of the Committee are sought on the scope of the plan, the individual actions proposed and their likely efficacy, timescales and any areas of omission or under-emphasis.

## **6. Alternatives Considered**

6.1 Some individual service areas have been progressing aspects of these proposals independently and/or at a smaller scale. Mapping and maintaining this approach was considered but this would not have resulted in the comprehensive set of actions required by the Council resolution.

6.2 A new standalone campaign was also considered. However as this would take more resource and time to gain recognition, it was considered to be more beneficial to work with and develop the existing communications campaigns for litter and recycling as both these issues are central to reducing the impacts of SUPs on the district and the wider environment.

## **7. Resource and Legal Implications**

7.1 The action plan itself draws out resource implications in the final column. Some of the actions involve joint work with WSCC, in particular the Waste Education team and the West Sussex Waste Partnership. The plan has been designed to minimise the need for additional budgetary resources, although in some cases re-allocation of priorities for officer time in the coming year will be needed. Any remaining budgetary implications are expected to be found from existing budgets.

7.2 As an encouragement and education based action plan there are not expected to be any additional legal or enforcement implications.

## 8. Consultation

8.1 The plan was drafted by an internal officer group, drawing in contributions from nominated members of relevant service teams as appropriate.

## 9. Community Impact and Corporate Risks

9.1 The key community impact will be to reduce the use of SUPs locally, increase recycling rates of those that are still in use and through both these outcomes, reduce SUPs ending up in our environment where they are a visual blight and a risk to wildlife and often to hygiene.

9.2 The main risks are considered to be: not being able to fulfil a public demand for reduction at a faster rate than local government action on its own can achieve and secondly a risk that messages in the existing 'Against Litter' campaigns are diluted and diffused by covering additional issues.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b> Beneficial impact on wildlife, both terrestrial and marine from reducing SUPS	X	
<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b> Planned actions do require the gathering of personal or sensitive data.		X
<b>Health and Wellbeing</b>		X
<b>Other</b> (please specify) N/a		X

## 11. Appendix

11.1 Single Use Plastics Reduction Action Plan - September 2018.

## 12. Background Papers

None

This page is intentionally left blank

Single Use Plastics (SUPs) Action Plan

Draft for Overview and Scrutiny Committee

Reference	Action point	Outcome	Lead officer	Timescale / Resources
Theme – Improving the Council’s performance as an organisation				
CDC 1	<p>Staff briefings – engage with staff to raise awareness and to consider how we can address the issues at CDC</p> <p>Work with West Sussex Waste Education team on Pass On Plastic pledge and providing further information</p>	<p>Council-wide support to deliver a reduction in SUPs</p> <p>Commitment to Pass On Plastic helps to maximise waste reduction and reduce plastic material in waste stream.</p>	Andy Buckley / Tom Day	<p>November 2018</p> <p>Achievable within existing Council resources with additional WSCC input</p>
CDC 2	Working with the West Sussex Waste Education Team hold waste prevention sessions for the green champions’ network and Members.	CDC staff and members have a better understanding of sustainable, plastic free alternatives.	Tom Day / Andy Buckley / Sarah Miles	<p>Pre-Council briefing in November 2018</p> <p>Achievable within existing Council resources</p>
CDC 3	Waste and recycling bins – review numbers and locations to ensure they support recycling aims. Improve signage and advice in kitchens and above the bins to make it clearer what materials can be recycled. Introduce bags to facilitate recycling in cellular offices currently without a mixed recycling bin.	Increased recycling rates of operational buildings and reduction of recyclables in the general waste stream	Roland Robinson/ Sarah Miles	<p>November 2018</p> <p>Achievable within existing Council resources</p>
CDC 4	Supply additional glasses for staff kitchen to back up staff briefing messages. REFILL bottles provided to those volunteering as green champions.	Reduce volumes of single use water bottles brought into Council offices.	Andy Buckley	<p>November 2018</p> <p>Achievable within existing budgets</p>

Reference	Action point	Outcome	Lead officer	Timescale / Resources
CDC 5	Review all items procured for day to day running of buildings, ensuring SUPs are eradicated.	Reduce volumes of SUPs used in Council buildings.	Roland Robinson	December 2018  Achievable within existing Council resources
CDC 6	Reintroduce green champions within services or office locations to give friendly encouragement to staff to avoid SUPs and recycle where possible	Location-based champions who are able to advise and educate staff.	Tom Day/ Stephanie Evans	December 2018  Meeting twice a year. Group e-mail and updates regularly between meetings. Staff time resource required – 40 hours p.a. to coordinate and 60-80 hours p.a. for the champions depending on the number required
CDC 7	Work with WSCC and other West Sussex Districts and Boroughs, on a water refill scheme to reduce SUP water bottle use. Install a publically accessible REFILL water station within East Pallant House	Incentivise the use of re-usable water bottles as an alternative to SUP bottles	Roland Robinson	October 2018  Estimated cost £1-2k, Achievable within existing Council resources
CDC 8	Add further guidance (which will be supplied from Environmental Protection) onto the Temporary Event Notice acknowledgement letter	So that event holders are provided with guidance on reducing SUPs that they can put into effect at their event.	David Knowles-Ley	December 2018  Minimal resource required
CDC 9	Events on CDC land. Hire agreement for use of CDC land for events should ban releases of plastic balloons and other sources of litter (such as sky lanterns) and also encourage use of re-usable plastics for catering.	Reduce plastic being released into the environment, reduce SUPS use for events.	Tom Day / Ian Baker	March 2019  Achievable within existing Council resources

Reference	Action point	Outcome	Lead officer	Timescale / Resources
CDC 10	Work with procurement to establish an environmental performance specification for business tendering for CDC contracts.	An agreed set of environment pledges on Single Use Plastics and other environmental performance issues. Businesses who can demonstrate compliance will receive an additional quality assessment score.	Tom Day / Procurement team	May 2019  Some re-direction of staff time required, estimated as 10-14 hours work to set up.
Theme – Working with local businesses				
Business 1	Presentation on reducing and eliminating SUPs at the ChiBAC meetings we have with local premises owners to see what methods they are taking to reduce the use of single-use plastics and to advise them on what could be done	To gain ideas from local premises owners and give specific advice from Waste team on actions that could implemented at their premises	Helena Giudici / Tom Day	May 2019  Achievable within existing Council resources, some officer time required
Business 2	Add guidance supplied from Environmental Protection / WSCC waste education team onto the Licensing website pages	To increase awareness of the need to reduce SUPs amongst event organisers and licensed businesses	Emma Burle	November 2018  Achievable within existing Council resources
Business 3	Raise the issue of single use plastics at Joint Advisory Group and Business Improvement District (BID) meetings to see what ideas they have and consider the use of reusable (and branded) plastic glasses and cups at events	Reduce SUPs at large licensed events	Laurence Foord (BID) and David Knowles-Ley (JAG)	December 2018 onwards  Achievable within existing Council resources
Business 4	Estates - write to all tenants to encourage them to reduce their use of SUPs and increase recycling wherever possible. Consider including wording in new leases to formalise the request.	Reduced SUP use by local businesses	Catherine Day	October 2018 Temporary administrative support required

Reference	Action point	Outcome	Lead officer	Timescale / Resources
Business 5	<p>Develop education and awareness initiatives for customers using our Business Waste and Recycling Service. Actions to consider include:</p> <ul style="list-style-type: none"> <li>• Education package and waste audits.</li> <li>• Review customer base and identify customers not recycling and where service can be provided.</li> <li>• Assess operational resources to expand recycling collection provision.</li> </ul>	<p>Encourage businesses to put the right stuff in the right bin.</p> <p>Raise awareness of the cost and environmental benefits of recycling.</p> <p>Reduction in waste tonnages collected.</p>	Amie Huggett	<p>Commence early 2019 – currently focusing on implementing new disposal contract.</p> <p>Additional resource required from within Business Waste service to deliver this which would form part of wider business case for the whole service provision to be developed in 2019/20.</p>
Business 6	Support Chichester Business Improvement District (BID) in their ambition to make Chichester Plastic Free.	To be confirmed – Chichester BID are currently in the early stages of developing way forward.	Tania Murphy	<p>Timescale dependent on the BID.</p> <p>Resources will mainly come from the BID. The level of CDC involvement will need to be considered as the scheme develops.</p>
Theme – Communicating the message				
Communications 1	Make information made available via social media pages and other means on organisations and businesses which: offer re-usable coffee cups to buy or loan, use paper straws and wooden cutlery, or are members of REFILL.	To promote the availability of re-usable cups and increased public awareness of the premises which have them on offer. To promote the businesses which are taking a step towards using less single use plastic.	Public Relations with support from Licensing	Collation of information by Events team December 2018. Publicity: 2019 on-going.
Communications 2	Include press release in eBiz newsletter. Send press release to contacts at business associations	Awareness of campaign	Karen Neglia/Angela Reeve-Hurndall	November 2018 eBiz and subsequently. Minimal resource required

Reference	Action point	Outcome	Lead officer	Timescale / Resources
Communications 3	Formulate key messages for businesses and identify relevant business sector audiences. Ensure that advice and guidance includes a call to action and focus within the messaging [Environment Protection] Identify existing and future resources to disseminate these messages [Economic Development Service]	Reduced SUP usage by local businesses.	Economic Development Service / Environment Protection / Place (BID liaison)	December 2018 onwards  Minimal resource required. Involve BID to link with their work on Plastic Free community plan.
Communications 4	Building on staff waste prevention sessions, develop staff communications plan to ensure key messages are maintained.	Maximise waste reduction and reduce plastic material in waste stream.	Sarah Parker / Andy Buckley/ Sarah Miles	November 2018 onwards  Achievable within existing Council resources.
Communications 5	Expand existing waste reduction and recycling campaign communications plan for residents to include information on how to avoid single-use plastics, use of plastic free alternatives, and showcasing our own pledge at the District Council.  To include key communication channels: Initiatives, social media and CDC website.	Enhance existing campaign and increase residents' awareness and better understanding of sustainable plastic free products.  Encourage residents to put the right stuff in the right bin and increase recycling participation rates.  Reduction of plastic material found in household waste bin.	Amie Huggett with Sarah Miles. PR support.	West Sussex Waste Partnership time  October 2018 onwards Communications will be developed alongside existing communications planner for recycling messages  This action could be extended through additional design and print work (estimated cost up to £1,000)

Reference	Action point	Outcome	Lead officer	Timescale / Resources
Communications 6	Expand existing Against Litter Campaign communications plan to re-focus on plastic pollution and demonstrate ways to beat it. Highlight materials recovered in litter picks which could have been recycled or not used at all.	Enhance existing campaign and increase resident's awareness of the impact littering is having on our local communities and the importance of ensuring plastics are directed to recycling streams where possible or avoided.	Amie Huggett with Sarah Miles and PR (Sarah Parker)	October 2018 onwards. Communications will be developed alongside recycling communications planner.  Potentially within existing resources but subject to resource bids for PR resource being considered alongside other priorities.
Theme – Working with our community				
Community 1	Work with WSCC, other Sussex Districts and Boroughs, Chichester BID and Transition Chichester setting up a “Refill Chichester” scheme.	A co-ordinator is appointed for the District (either through a community group or at CDC) and the scheme is launched and promoted locally and nationally.	Stephanie Evans / Tom Day	March 2019 for launch  Resources: this would require some re-allocation of staff time within Environmental Protection, some support from WSCC (Julie Robinson) and a bid for promotional budget of £1-2k, potentially jointly with other similar schemes locally

Reference	Action point	Outcome	Lead officer	Timescale / Resources
Community 2	<p>Youth engagement - support the Waste Buster Plastic Planet Challenge.</p> <p>Waste Buster is a UK based environmental education organisation, and a local contract is overseen by the West Sussex Waste Partnership. Waste Buster provides resources to participating primary schools to explore plastic and recycling and how plastic pollution can be prevented. The Plastic Planet Challenge will be promoted by each District and Borough via existing communication channels to encourage primary schools to take part.</p>	<p>Motivate young people and their families to reduce plastic use and recycle.</p> <p>Inspire the next generation to take care of the environment and prevent plastic pollution.</p>	West Sussex Waste Partnership	<p>Challenge has been launched. Forms part of educational focus for 2018/19. Performance monitoring reported to the Strategic Waste Group each month.</p> <p>Achievable within existing West Sussex Waste Partnership resources.</p>
Community 3	Support local groups promoting the "Plastic Free Communities" campaign in Selsey and East Wittering	Support at least one community campaign to complete the toolkit actions and become certified Plastic Free Community	Tom Day / Stephanie Evans	<p>Timescale depends on the community groups, CDC support in place from December 2018.</p> <p>Resources: would require some re-allocation of Environmental protection staff resource. Level of support to be clearly defined in the form of an offer limited to one community group Level of Member involvement, if any, to be determined.</p>

Reference	Action point	Outcome	Lead officer	Timescale / Resources
Community 4	Continue Selsey Bathing Water Enhancement Project into year 2 (summer 2019) and include additional action on single use plastics, particularly around food containers and take away food at the coast	Support local businesses near the coast to use alternative packaging. Decrease the amount of SUPs found in beach cleans	Dom Henly / Sarah Hughes	Selsey Beach Clean event September 2018. Year two campaign July-September 2019.  Officer time and promotional resources will be fully funded by Southern Water under existing two-year agreement.

### Southern Gateway Regeneration – development brief

#### 1. Contacts

**Report Author:**

Paul Over, Executive Director & Deputy Chief Executive

Tel: 01243 534639

E-mail: [pover@chichester.gov.uk](mailto:pover@chichester.gov.uk)

#### 2. Executive Summary

This report updates the Committee on progress with the implementation of the Southern Gateway Regeneration project and specifically requests the Committee's consideration of the draft Development Brief before it is formally considered by Cabinet and partners via their own governance channels.

#### 3. Recommendation

- 3.1 To provide comment to Cabinet on the draft Development Brief (Appendix 1)

#### 4. Background

4.1 The District Council approved the Southern Gateway Masterplan on 21 November 2017 (see) [www.chichester.gov.uk/article/29385/About-the-Southern-Gateway](http://www.chichester.gov.uk/article/29385/About-the-Southern-Gateway) and the PID associated with the implementation of the Masterplan on 7 November 2017. On the 27 March 2018 the District Council signed a Funding Agreement that secured £5m from the LEP to support the implementation of the project.

4.2 Council officers along with appointed consultants JLL (property) and Browne Jacobson (legal) and the strategic partners Homes England and WSCC have been undertaking work to implement the project via a project team chaired by Paul Over. This work has now reached a stage where consideration of a development brief (to be utilised in the marketing of the opportunity) is required in order to progress the implementation in accordance with the objectives approved and contained within the PID.

4.3 Key achievements since the PID approval have been:

- Securing £5m of LEP funding by CDC
- Completion of site specific studies e.g. archaeology, contamination, services etc.
- Appointment of legal consultants
- Preparation of consultation material including a dedicated website
- A series of presentations to local groups and organisations to raise awareness of the project
- Soft Market testing
- Development Appraisal
- Official confirmation by the Ministry of Justice that the courts will close on the 21 December 2018

- Agreement to provide alternative “pop-up” court provision at EPH
- Acceptance of the project on the Department for International Trade overseas investment mission
- Identification of relocation sites for Royal Mail and Stagecoach

4.4 The work stream relating to the development brief has now been progressed to a stage where the Overview and Scrutiny Committee is invited to comment on the draft before obtaining approval via the appropriate governance arrangements of each of the strategic partners i.e. CDC (Cabinet meeting on 2 October), WSCC and Homes England.

4.5 The brief effectively is a statement to the market that builds upon the adopted Masterplan and provides a degree of direction to prospective developers as to the nature and content that their submission and draft proposals should contain. Developers submissions will, amongst other things, be tested against the brief.

## **5. Outcomes to be achieved**

5.1 As set out in the approved PID.

## **6. Proposal**

6.1 The draft Development Brief is included in Appendix 1. Members are reminded that the brief, whilst expressing the needs of the strategic partners, also remains viable and deliverable. The Committee’s comments on the Development Brief are therefore requested and will be fed into the final version to be considered by Cabinet on the 2 October.

## **7. Alternatives that have been considered**

7.1 These were fully explained within the previously approved PID. Whilst there is no option but to produce a development brief prior to offering the opportunity to the market the content of the brief can have multiple options which will be analysed for deliverability before going to the market or will be assessed once scheme submissions are made.

## **8. Resource and legal implications**

8.1 Further reports will be made to the partners own governance arrangements prior to accepting financial bids from any partner. It will be a matter for each partner whether they wish to invest (on a commercial basis) in any element of the development.

8.2 The procurement process adopted will be compliant with appropriate EU legislation and the Contract and Financial Standing Orders of CDC as the lead partner.

8.3 All partners have committed staff to the next phase and consultancy support is in place.

8.4 All partners have property interests (as well as corporate interests to support the economy, deliver housing etc.) which will be protected via the legal agreements to be executed.

## 9. Consultation

- 9.1 The development brief has been informed by a Soft Market Test which engaged the developer, funding and occupier markets and has been developed in conjunction with strategic partners with consultancy support.
- 9.2 CDC and WSCC members were engaged in a members workshop held on 3 September to further inform the wording of the development brief. Other key parties e.g. the University have also been consulted on the brief and their feedback is awaited.

## 10. Community impact and corporate risks

- 10.1 The significant social impacts of this project are already well described in the approved PID as they relate to new housing provision, public realm, and business space and visitor economy.
- 10.2 However, the development will also be undertaken in accordance with the District Council's approved Developer Charter so as to maximise the social impact in areas such as local employment, training opportunities etc.
- 10.3 Through the One Public Estate Programme, of which this scheme is a part, the opportunity to deliver a community health hub as part of the development is also reserved within the draft brief. This is subject to confirmation of health sector funding and demand and could bring together a wide range of health related programmes in one location.

## 11. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime &amp; Disorder:</b> the development will be delivered using secure by design standards	x	
<b>Climate Change and Biodiversity:</b> The development will be undertaken to BREEAM "very good" standard which will be a positive improvement on the buildings that are currently on site.	X	
<b>Human Rights and Equality Impact:</b> in the event that a CPO resolution is required a full EIA will be undertaken as part of the report	X	
<b>Safeguarding and Early Help:</b> the development will increase demand for health services, education etc. This will be accommodated by making provision for a potential community health hub and via CIL contributions to support the delivery of aspects of the development.	X	
<b>General Data Protection Regulations (GDPR):</b> Any public CCTV systems installed will comply with and be operated in accordance with GDPR	X	
<b>Other (Please specify):</b> e.g. health and wellbeing		x

## 12. Appendices

- 12.1 Draft Development Brief

## **13. Background Papers**

13.1 None

**Southern Gateway**

**Draft Development Brief (for inclusion in OJEU tender documentation)**

*[The Brief describes the opportunity and minimum requirements of the Council (and its Partners), as well as briefly touching on other elements of the overall tender process. The remaining parts of the tender pack will deal with the bid process and rules, programme/deadlines, bid requirements, evaluation criteria, financial and commercial issues, and other such matters.]*

BRANDED SOUTHERN GATEWAY TITLE PAGE

**1. Background**

INSERT AERIAL SITE PLAN

- 1.1 Chichester is an attractive, distinctive, and successful UK city with an ambitious vision. The Southern Gateway project provides an opportunity to complement current strengths and cement the city as one of the UK's top places to live, work, shop, discover and learn.
- 1.2 Southern Gateway offers a substantial mixed use regeneration opportunity in the heart of Chichester. The project seeks to transform an approximate 12 hectare/30 acre largely brownfield area into a vibrant and exciting new quarter of exceptional quality.
- 1.3 The Southern Gateway scheme, embracing the city's unique heritage, will be inspiring and welcoming, and lie at the heart of one of the UK's leading visitor destinations.

**2. Key objectives**

- 2.1 Southern Gateway is a key point of access and arrival to the city. It enjoys a very well connected location, adjoining both the city centre and the bus/rail interchange. The substantial largely brownfield site includes a canal basin with associated waterside potential.
- 2.2 The development opportunity aims to create a vibrant new quarter to drive substantial economic growth and associated new/safeguarded jobs, improving the quality of the environment for residents, visitors, workers, and businesses.
- 2.3 A masterplan for the area was adopted in November 2017 as a Supplementary Planning Document. Enjoying widespread political and community support, it provides a flexible framework for delivery comprising:
  - 2.3.1 365 homes of which [30%] are to be affordable;
  - 2.3.2 21,600 square metres of mixed commercial space including extensive retail, office, leisure, visitor and night time economy opportunities;
  - 2.3.3 Community facilities including a proposed new community health facility, subject to confirmation and funding from the local health bodies;
  - 2.3.4 Landscaping and public space enhancements;

- 2.3.5 Improved transport links with emphasis on walking, cycling and public transport; and
- 2.3.6 Improvements to highways and services infrastructure.

The adopted masterplan is appended to this document.

2.4 Southern Gateway is an opportunity for a developer to work with Chichester District Council and their strategic partners to realise the Masterplan, the key elements of which are:

- **“Make sure first impressions count as a key gateway location”** - The Masterplan proposes new land uses, enhanced streets and spaces, and better connectivity, particularly for sustainable modes of transport, providing opportunities to significantly improve the first impression of the city.
- **“Reinforce a mix of city uses”** - The Masterplan establishes development parcels capable of delivering a strong pattern of land uses and activities. By identifying different sites that can accommodate a range of different land uses - new housing, business and employment as well as tourism and leisure opportunities - the Masterplan helps support the economic prosperity of Chichester.
- **“Conserve and enhance the historic environment”** - The majority of the area lies within the Chichester Conservation Area and retains both historic street layouts and a number of listed, locally listed, and other historic buildings of townscape value. Development within the Southern Gateway provides a unique opportunity to make a positive contribution to the city’s unique character and distinctiveness.
- **“Contribute towards a sustainable movement strategy”** – The Masterplan aims to reinforce sustainable transport patterns through identifying enhancements to key streets and public spaces, particularly between the main city centre, the railway and bus stations and canal basin, as a means of improving the atmosphere and visual attractiveness of this key gateway to the city centre. Enhancements to bus facilities and improvements to cycling and walking routes will be achieved through targeted interventions to the public realm.
- **“Deliver design quality”** - The Masterplan strategy is underpinned by a number of broad design considerations. They complement the overall objectives and design principles set out within the Chichester Design Protocol. Delivering design quality is essential.

*[Add a brief summary of other relevant strategic planning docs that should be referenced e.g. Local Plan; Minerals and Waste Plan; Local Plan Review papers; Conservation Area Appraisal; Retail Study and HEDNA]*

### 3. Strategic location

INSERT MAP FROM CHICHESTER TOMORROW PAGE 11

3.1 The City of Chichester is very well connected to London, the UK and to Europe.

London is 90 minutes away by road and rail.

There is easy access to three international airports:

- Gatwick - less than 60 minutes away by road and rail
- Heathrow - 90 minutes away by road
- Southampton - 45 minutes away by road and rail

Two of Britain’s largest continental ferry and freight ports are just along the coast:

- Portsmouth - just 20 minutes away
- Southampton - just 45 minutes away

The main South Coast trunk road – the A27 – runs through the heart of the area.

#### 4. Strategic context

4.1 Chichester is a vibrant and successful city, located in a surrounding district of exceptional quality, beauty, and diversity of offer. The city hosts:

- Magnificent 12<sup>th</sup> century Cathedral;
- Extensive Roman, Medieval and Georgian heritage;
- A centre of learning including the rapidly expanding University of Chichester and the Ofsted rated “outstanding” Chichester College;
- Cultural assets including Chichester Festival Theatre, Novium Museum, and Pallant House Gallery;
- Beautiful and spacious public parks and gardens;
- A vibrant high street including a diverse range of national and independent traders;
- Excellent rail, bus, road, and port connectivity;
- It is also the county town of West Sussex hosting an associated range of public sector organisations and services including, for example, the District and County Councils headquarters and St Richard’s Hospital.

4.2 Located at the foot of the South Downs National Park, Chichester is surrounded by beautiful countryside, sandy beaches, fishing villages, historical and family attractions, offering diversity to suit every visitor.

4.3 Chichester district boasts:

- Workplace population of 74,000 in more than 7,200 businesses;
- A number of major employers including Rolls Royce motor cars, Wileys, Princes Foods, Check-a-Trade and the Goodwood Estate;
- 6.2 million visitors each year;
- Two-thirds of the district is within the South Downs National Park;
- A coastline providing excellent conditions for sailing, fishing, windsurfing and diving;
- Chichester Harbour is designated an Area of Outstanding Natural Beauty;
- Home to one of the UK’s largest marinas for yachting and pleasure craft;
- One of the South East’s premier beaches is at West Wittering;
- World-class events and festivals including Qatar Goodwood Festival, the Festival of Speed, the Goodwood Revival and polo at Cowdray Park.

The adopted Masterplan was developed through a collaborative approach between West Sussex and Chichester District Councils. Both councils have entered a partnership, through the Chichester Place Plan and the subsequent Chichester Growth Deal, to deliver sustainable growth and provide opportunities for new homes and new commercial and retail floor space, preserving existing jobs and creating new ones.

Additionally, Homes England are a key stakeholder in the Southern Gateway project and will provide support in their strategic aim of delivering housing.

## **5. Residential and commercial market overview**

### **5.1 Residential**

Chichester enjoys a very buoyant residential market. Retirement operators also experience very high demand for their product. Currently there is a structural undersupply of new one and two bedroom apartments in the city centre and demand for new accommodation outstrips supply.

[Chichester is also considered a very good prospect by the student accommodation development sector, with excellent potential in terms of future demand, rental growth, and the attractiveness of the location.]

Providing a range of residential accommodation as part of the scheme, including housing to encourage young people to live and work and in the city centre is actively sought.

### **5.2 Leisure, Food and Beverage**

Chichester is a successful tourist destination which positively skews the demand for bars, restaurants, and coffee shops above that required to meet the needs of the base population. Further, the demographics of Chichester, with a higher than average population of wealthy retirees, also helps the food and drink sector to thrive.

The Southern Gateway site benefits from excellent connectivity and footfall, with the bus and train stations being located within the masterplan area. Redevelopment has the potential to provide a contiguous extension of Chichester's City Centre that is complimentary of its existing leisure, food and beverage offerings.

There is positive demand for new food and drink outlets in the city centre, particularly for larger premises that can accommodate the growing number of national food chains who are targeting Chichester. This demand is underpinned by a severe shortage of night time economy provisions in the city, particularly for its student population and under 35s.

The boutique cinema operators have also expressed an interest in Chichester based on the demographic profile and perceived relative affluence. There is also known demand from gym and leisure providers.

A key objective for the project is to achieve a stronger evening and night time economy, including for example new arts and performance facilities.

### **5.3 Business**

The office market is undergoing a period of rapid change in the UK and elsewhere. Flexible co-working environments continue to expand and thrive, becoming an increasingly important part of business infrastructure in the UK.

There is an emerging need for new, modern office accommodation in Chichester. Where delivered there is anticipated to be good demand from occupiers and potential relocators from London and the south east attracted to the environment that Chichester has to offer. This demand for space is supported by the increasing flexibility from occupiers on the location of their business, as technology makes the physical presence in major centres, such as London, less critical.

Chichester also offers the quality of place to make it a very popular location for a vibrant co-working community/facility. Basepoint operate a new facility on the edge of Chichester – Chichester Enterprise Centre. As a university town, and with a high performing further education college, there are clear prospects for local entrepreneurial growth.

The Southern Gateway provides an excellent opportunity to provide additional business facilities in the heart of the city centre, and to encourage students and others to run their businesses from Chichester.

Furthermore, supported by funding from the Department for Digital, Culture, Media and Sport, gigabit-capable broadband services are to be built as part of the Gigabit project. The network will be built, owned and operated by CityFibre, with no reliance on copper wires, pure fibre networks are the next generation of digital infrastructure, capable of delivering unlimited speeds in both directions in excess of 1Gbps (1,000 Mbps).

#### 5.4 Hotels

Chichester has a shortage of hotels and there has historically seen strong demand including from budget operators. There are also a number of very high end boutique hotel operators targeting attractive cities and towns along the south coast. Quality hotel provision would be a desirable part of the scheme mix [, possibly incorporating a conference facility].

#### 5.5 Retail

The retail markets in the UK are undergoing a period of rapid change. Chichester has proved extremely resilient (4<sup>th</sup> most resilient in the UK Source: Retail Resilience Index: Cushman and Wakefield 2018). It is a popular retail centre and attracts a significant number of tourists reinforcing the success of the retail core. Demand from retailers has always been high with few vacant units.

Southern Gateway provides an opportunity to further enhance Chichester's city centre offer with more 'experiences' combining shopping, leisure, events and social activities, with ease, value and quality. Encouraging independent shops and creative trade is also welcomed.

The improvements to highways and infrastructure should make a significant improvement to the public realm and pedestrianised areas. Ensuring that the Southern Gateway links seamlessly with the city centre will be key to attracting additional visitors and trade to the city.

#### 5.6 Community

The health sector have identified a need for approximately approx. 4500 sq metres of space including consulting rooms and 1500 sq metres of General Practice space based on population growth. The health sector are continuing to undertake work to understand how much of the new demand needs to be satisfied in the Southern Gateway development and how much will go to other strategic developments. The development partner should continue to liaise with the sector and incorporate their funded needs within the scheme

### **6. Site information**

6.1 The Southern Gateway site area extends to approximately 12 hectares/30 acres as illustrated on the following site plan:

INSERT SITE PLAN, PROVIDING CLARITY ON WHAT IS IN AND WHAT IS OUT

The site is currently made up of a number of elements as described below.

## 6.2 The Law Courts

Chichester Combined Court and Chichester Magistrates Court sit within an island site to the north of the Southern Gateway surrounded by the one-way gyratory traffic system on Southgate, Market Avenue, and Basin Road. This site adjoins a terrace of Listed buildings fronting Southgate.

Chichester Combined Court comprises a number of buildings of varied styles and sizes. The Crown Court building is a distinctive monolithic structure designed in 1940 with an attractive art deco façade fronting Southgate. To the north and connected to this building is a large single storey extension which forms the County Court. The Crown Court is locally Listed, with this listing specifically referring to the Crown Court building only. The Combined Courts provide approximately 2,000 square metres of accommodation.

The Magistrates Court lies to the north of the Combined Court. Built in the 1980's, it is irregular in shape over two storeys with a basement. There are two courtrooms and associated accommodation. The Magistrates Court provides circa 2,240 square metres of accommodation.

Both Courts are owned by and fall under the jurisdiction of the Ministry of Justice (MoJ). The MoJ have now closed the Magistrates Court and are in the process of transferring the Combined Court facility to an alternative location within the city. Both buildings are in the process of being transferred by way of an inter-governmental transfer to Homes England. [This transfer is scheduled to complete before the end of 2018].

## 6.3 The Bus Depot and Bus Station

Stagecoach operate the bus station and bus depot in Chichester from two separate sites. The bus station is situated immediately to the south of the Court buildings and gyratory system, with the bus depot located to the east of the bus station fronting Basin Road.

The bus station site is roughly square in shape and is bordered by the gyratory system to the north, Basin Road to the east, the railway line to the south and Chichester Railway Station to the west (on the other side of Southgate). The bus station itself is situated on the west side of the site, a two storey building built in the 1960's with retail uses on the ground floor fronting Southgate and offices above.

The bus depot sits on a long narrow site bordered by Basin Road car park to the north, Basin Road to the west, the railway line to the south and residential development to the east. The building consists of a large bus garage built in the 1950's and is in poor condition. The building is locally Listed principally because of its unusual thin shell pre-stressed concrete roof that affords a completely free span space within the bus depot.

Both the bus station and the bus depot are held under a lease from the District Council.

Chichester District Council have met Stagecoach several times to discuss their aspirations for both the bus station and the depot. In principle, Stagecoach are prepared to relocate their bus depot from this site to an alternative site within the city ring road. They do not require a bus station moving forward, but rather additional bus stops within the city and a small welfare facility (wc's and tea making facilities) for staff. Discussions are being actively pursued with a view to reaching agreement as soon as possible. [*Working with its development partner it is the firm intention of the Council to conclude its dealings with Stagecoach so as to incorporate the bus station and depot into the Southern Gateway.*]

#### 6.4 Basin Road Car Park

The Basin Road car park is owned and controlled by the Council and used as a public pay and display car park providing 117 spaces. Approximately rectangular in shape, the car park fronts Basin Road to the west, and is bordered by Chichester bus depot to the south and residential to the north and east.

The District Council is in discussion with the owner of 45 Basin Road to incorporate it within the development site.

#### 6.5 Royal Mail Delivery Office

Royal Mail own and occupy a sorting office and depot at the southern end of the Gateway fronting Chichester Canal Basin. Royal Mail have owned the site since the 1960's.

This 'L' shaped corner site fronts Basin Road to the east, Chichester Basin /Canal Wharf to the south and Stockbridge Road to the west. The facility is used as a distribution office for the city with ancillary vehicle maintenance, parking, and storage. The site comprises hard standing, single storey offices, garaging and a two storey building located on the corner of Canal Wharf and Basin Road.

The Council have had a number of discussions with Royal Mail and they have confirmed that in principle they are prepared to consider an alternative location for this facility within the city boundary. Discussions are being actively pursued with a view to reaching agreement as soon as possible. *[Working with its development partner it is the firm intention of the Council to conclude its dealings with Royal Mail so as to incorporate the depot into the Southern Gateway.]*

This part of the site will benefit from significant highways improvements that will create a new water front opportunity. The canal basin has been the subject of popular and attractive development in recent years and the provision of new space on its northern flank will create an attractive and active frontage around the basin's perimeter.

The Canal Society operate from a modern unit lying to the south of The Richmond Public House and consideration should be given to their operational needs for occasional access to the basin. Further detail on this matter can be found under 3.47 of the masterplan.

#### 6.6 Police land

To the south east of the Southern Gateway site the police have a significant landholding used as a police station, ancillary buildings and a recently developed custody suite. The police have completed a strategic review of their facilities in West Sussex. They have made a decision to dispose of a large area of grassed open space (currently only used on Blue Light open days) facing Kingsham Road and this is currently the subject of a sale from Sussex Police to Homes England. This is due to complete in [      ]. The police station will remain in situ.

#### 6.7 High School / Former Chichester Kingsham Lower School

The High School / former Chichester Kingston Lower School is located immediately to the east of the police land in a predominantly low density residential area, along both sides of Kingsham Road to the north and Martlet Close to the east. The redundant former lower school building, owned by West Sussex County Council, is now closed and the buildings are principally single storey with pitched roofs. The all-weather sports pitch to the south of the lower school building is reaching the end of its useful life and is currently let to the High School Academy located immediately to the south. The All- Weather pitch will require replacement if developed.

*[Confirm if this site is transferring to Homes England, and if so when]*

*[Confirm if the all-weather pitch consent from DfE has been obtained by WSCC obtained or in the process of being obtained]*

#### 6.8 Land at Chichester Railway Station

Land at Chichester Railway Station represents a key public transport interchange within the masterplan area. The site currently consists of the station itself and associated parking and circulation space, as well as a taxi rank. The north western part of the site contains commercial units including a restaurant. The railway station was built in the late 1950's and is locally listed.

The site provides an opportunity for carefully considered infill and redevelopment subject to maintaining the operational requirements of Network Rail and the train operating company (TOC). Options could include apartments or student accommodation, commercial floor space at ground floor, and additional car parking. This could be accommodated to the north of the existing station buildings making more efficient use of existing surface car parking. Opportunities to enhance pedestrian, cycle and public transport accessibility around the station are also an important aspiration.

#### 6.9 Government Offices

This site [owned by xxxx] comprises a building on the southern side of Avenue de Chartres on the prominent gateway junction with Southgate. The quality of the public realm is generally poor, although there are wide pavement widths on both sides of Avenue de Chartres.

Immediately to the west of the site is a footway which provides access to the railway station from Avenue de Chartres. The River Lavant also runs adjacent along the western boundary of the site. Further to the west is the Avenue De Chartres Car Park.

Given the prominent location of the site and the bland appearance of the existing buildings, there is an opportunity to consider partial or comprehensive redevelopment to introduce well-designed new buildings that better relate to this key city centre 'gateway' location. A flexible mix of potential uses is considered appropriate for this pair of buildings, including residential and/or office uses, with secondary retail and café/bar uses appropriate at ground floor level.

#### 6.10 Transport and movement

Through a process of assessment and testing, including modelling work across the wider highway network across Chichester in close collaboration with West Sussex County Council as highway authority, a preferred approach has been identified as part of the adopted masterplan.

The approach that the developer is expected to deliver comprises:

- The closure of Stockbridge Road level crossing to general traffic through the introduction of a bus gate to Stockbridge Road, limiting access to buses, emergency vehicles, pedestrians, and cyclists
- Enhancements to the public realm for pedestrians and cyclists
- Realignment of Basin Road with a new junction on Stockbridge Road
- Modification of Southgate Gyratory to reduce the width and number of lanes and improve the pedestrian environment

[The estimated cost for undertaking works is £5.3 million].

This approach will deliver benefits in terms of pedestrian, cycle, and public transport accessibility, particularly around the station and along Stockbridge Road, Southgate, and South Street. A bus gate would limit general vehicle access through signage and potentially a barrier e.g. rising bollard. It also retains access to the Southern Gateway for vehicles but reprioritises traffic movements to allow for significant enhancements to the public realm.

The existing bus station would be replaced with a new bus and taxi interchange located immediately north and south of the Railway Station. In addition, two bus laybys would be introduced along Avenue de Chartres to provide additional coach parking capacity for events and the summer period.

The highways improvements potentially allow the Basin Road level crossing to act independently from the Stockbridge Road crossing, thus adding additional time for vehicles using the Basin Road level crossing. [Consultation with Network Rail has revealed that they would have no objection].

A transport appraisal report has been undertaken which shows an increased reassignment of traffic to the A27 and Northern Ring Road as the approach is implemented with no significant alteration to the Highway Network flows.

#### 6.11 Supporting technical studies

A list of available technical studies is listed below:

- Topographical Study of the Southern Gateway site
- Title Documentation
- Desktop Phase 1 Environmental Assessment
- Archaeological Appraisal
- Services location study (existing facilities)
- Flood Risk Assessment
- Waste Water Treatment
- Traffic Appraisal Report
- Contamination study
- [Others]

## **7 The opportunity**

7.8 The opportunity represents one of the most significant city centre regeneration projects in the south of England. The Council is inviting bids in order to select a development partner with the right skills, resources, commitment, and approach to deliver the Council's aims as expressed in the Masterplan. Working with the Council (and its partners), the development partner in summary will:

- Support the Council to complete land assembly (where required) utilising the Council's CPO powers if required.
- Design a high quality scheme in accordance with the Masterplan and the Council's scheme requirements, leading to planning application(s) and implementable consent(s) encompassing significant community consultation
- Consider and advise on the case for focussed meanwhile uses
- Delivery of all necessary enabling infrastructure including the preferred highways approach, bus street, sustainable transport/movement enhancements and public realm
- Fund and develop the scheme

- Brand, promote and market the opportunity
- Ensure long term stewardship and management of the completed development
- Achieve best consideration for land transferred

The minimum scheme requirements are further described in section 8.

## 8 Scheme requirements

Table [1]: Summary of scheme requirements

<b>Comprehensive development</b>	<i>A comprehensive development of the Southern Gateway, compatible with the Masterplan, delivered by the selected Development Partner (either itself, or in consortium, or as may be procured by it under the terms of the development agreement).</i>
<b>Minimum land payment and other financial requirements</b>	<i>Minimum land payments Recovery of sunk costs Overage Ground rents Developers Profit Percentage</i>
<b>Transport infrastructure</b>	<i>This is fully referenced within the adopted masterplan but includes:  Enhanced streets and spaces, and better connectivity, particularly for sustainable modes of transport  Sustainable transport patterns through identifying enhancements to key streets and public spaces, particularly between the main city centre, the railway and bus stations and canal basin.  Improving the atmosphere and visual attractiveness of this key gateway to the city centre. Enhancements to bus facilities and improvements to cycling and walking routes achieved through targeted interventions to the public realm.</i>
<b>Mixed use</b>	<i>[Housing</i>  <ul style="list-style-type: none"> <li>• <i>[365 homes</i></li> <li>• <i>Minimum of 30% affordable housing, 10% of which should be delivered as low cost home ownership (usually 70% of the 30%, 30% of 30% is shared ownership).</i></li> <li>• <i>Rent levels set at 80% of open market rental</i></li> <li>• <i>Design requirements to comply with space standards of xxx</i></li> <li>• <i>Bedroom mix – a good proportion of the units should be one and two bedroom units with 5% adapted for disabled access.]</i></li> </ul>

	<p><i>Commercial – 20,000 sq m of employment space across a broad range of potential usages including, but not limited to: offices, retail<sup>1</sup>, leisure, hotel, restaurants, bars, cinema, co-working space, concert/conference facilities and health facility/surgery.</i></p> <p><i>Community health – 4,500 sqm subject to confirmation of the detail by the health sector and funding being in place</i></p>
<b>Compatibility with the character of the City</b>	<p><i>A positive contribution to the city’s unique character and distinctiveness.</i></p> <p><i>Design requirements [refer to masterplan]</i></p> <p><i>Density and massing (heights?)[refer to masterplan]</i></p>
<b>Design quality</b>	<p><i>Standards</i></p> <p><i>Meeting and exceeding the overall objectives and design principles set out within the Chichester Design Protocol. Delivering exceptional design quality is essential.</i></p>
<b>Funding/CIL issues</b>	<p>[Need to mention CIL/Funding position, assume our appraisal (currently based on policy compliance) needs to mirror the development brief but there needs to be commentary in the brief to say that the CIL position may improve and other public sector funding that is available to support the project].</p>
<b>Utilities</b>	<p>The upgrading of the utilities provision to accommodate the needs of the development.</p>

## 9 Other project issues

9.8 The project is being progressed by the three public sector landowners (Chichester District Council, West Sussex County Council and Homes England), led by the District Council as a key landowner and as planning and CPO authority.

9.9 [The three public sector land-owners have entered into a collaboration agreement to support a comprehensive development of the Southern Gateway. This agreement covers land pooling, land draw down for development, decision-making during the procurement.

9.10 [Under these arrangements the various land interest will be committed to the scheme and catered for in the intended development agreement with the successful developer. This position is further described in the Heads of Terms, and elsewhere in the [tender invitation pack.]

---

<sup>1</sup> The emerging local plan identifies the need for 10,000 sqm of new retail floorspace over the life of the plan.

9.11 The Council is willing to enter into a development agreement under which, as landowner, it will commit to pursuing a CPO. That commitment will not fetter the discretion of the Council or negate the requirement on the Council to satisfy itself, in the usual way, that a CPO is required and justified. A CPO indemnity agreement from the selected development partner will be required.

9.12 Homes England [*Describe role and expectations/ requirements*]

9.13 WSCC [*Describe role and expectations/ requirements*]

**10 Commercial outline** [*But bearing in mind that elsewhere in the ITT will be HoTs for the DA, and probably a financial section.*]

10.8 The Council is not being prescriptive about the nature of the Development Partner and is willing to consider interest from developers who can demonstrate an expertise in the development of mixed use schemes. This may be a single company or a consortium.

10.9 [It is recognised that, given the nature of the masterplan and envisaged uses, the developer or consortium may be such that certain 3rd parties may need to be brought in at a later stage of the project. This could include, for example, funders, developers, operators, etc. Where that approach is envisaged, bidders will be expected to demonstrate a sound methodology for bringing such 3rd parties into the project, and explain how project risk will be allocated to the satisfaction of the Council and other public sector stakeholders].

10.10 Draft Heads of Terms for the Development Agreement are set out in Part [D]. These are to form the basis for negotiation and a full draft agreement issued at a later (negotiation) stage of the procurement. Bidders are expected to be transparent about their commercial position and raise issues with the Council in a spirit of co-operation.

10.11 Depending on the structure of a bidder or consortium make-up, a parent company guarantee or other security may be required.

10.12 A key requirement of the Council and the other public sector landowners is for land to be transferred to the developer for payment which, at a minimum, satisfies the statutory requirement for “best consideration”. [*Say more here or elsewhere in the tender pack*]

**11 Social value and engagement with stakeholders**

11.8 Bidders are asked to consider approaches that will enhance the community value of the scheme to support the Council’s duty to promote the economic, social and environmental well-being of the community. Your bid should consider and set out how it will:

- i. [Support and promote SMEs in the supply chain
- ii. Support local economic well being
- iii. Promote employment and training opportunities (in development and in legacy)
- iv. Support student visits, work experience and apprenticeship opportunities

- v. Enhance graduate retention in the city
- vi. *[Others? From LEP bid document; Environmental etc]*

11.9 [The Council, working with its public sector partners, expects to lead all community engagement up to the point that a Bidder is successfully selected. After that point the Council expects the Development Partner to lead local community engagement in conjunction with the Council. We would expect local stakeholders, residents and businesses to be consulted about:

- a. The design concept
- b. The detailed design at pre-application stage
- c. The final design

11.10 The Council has held several public meetings about the development of SPD for the wider area and has consulted land owners about the SPD. All parties who attended these discussions have expressed general interest in the principle of redevelopment.

## **12 Procurement outline**

12.8 Under the collaboration arrangements settled between the public sector stakeholders, it is agreed that the Council will lead the procurement process and liaise with the others as necessary throughout.

12.9 The procurement process will be run through the [describe tender portal used]. All documents for this procurement can be obtained via the portal and all bids / clarifications are to be submitted via the portal, and the Council will respond via the same route.

12.10 The procurement will be undertaken as a Competitive Procedure with Negotiation. All interested Bidders must pre-qualify through the submission of the Selection Questionnaire (SQ) and following this stage, the Council will select no more than [5] parties to proceed to tender stage. The Invitation to Participate in Competitive Procedure with Negotiation (ITPCPN) document [(part [A] of this pack)] sets out the procedure and evaluation criteria.

12.11 It is envisaged that the negotiation will proceed in successive stages by applying the award criteria specified in the ITPCPN. An indicative timetable is set out in Part [A] of this pack.

12.12 All procurement documents are available on the portal however at this stage only the SQ needs to be completed.

12.13 The deadline for submission of the SQ is [12 noon] on [xyz 2018].

This page is intentionally left blank

**Chichester District Council**

**OVERVIEW AND SCRUTINY COMMITTEE**

**18 SEPTEMBER 2018**

**Housing standards and future needs – Report of the Task & Finish Group**

**1. Contacts**

**Report Author:**

Linda Grange, Housing Enabling Manager,  
Tel: 01243 534582 E-mail: [lgrange@chichester.gov.uk](mailto:lgrange@chichester.gov.uk)

**2. Recommendation**

- 2.1 That the Overview and Scrutiny Committee considers and endorses the recommendations made by the Task and Finish Group in paragraphs 1.1 to 1.8 of the report of the Task and Finish Group at appendix 1.**

**3. Background**

- 3.1 On the 13 June 2017 a report on the Review of the Housing Allocation Scheme was presented to Overview and Scrutiny Committee. Concerns were expressed by members of the Overview and Scrutiny committee regarding 1) the lettable standards of the hard to let properties and 2) the suitability of hard to let properties in terms of meeting current housing needs. As a result of these concerns the committee recommended that a Task and Finish Group be set up by the Cabinet Member for Housing services to “review the quality standards of existing affordable housing stock in the district and the overall demand for the type and volume of new affordable housing in rural and urban areas”.
- 3.2 The Task and Finish Group was set up in September 2017 and the terms of reference are included at Appendix 3 of the report. Members of the group have met on nine occasions and also attended a tour of Hyde properties. All members were fully involved in the drafting of the report.
- 3.3 In the wake of the Grenfell Tower disaster, the government announced its intention to bring forward a green paper on social housing to consider:
- The safety of social housing.
  - The way tenants are listened to, their concerns acted up on and their rights
  - The number of homes being built and community cohesion
  - Overall quality of social homes, as many are now aging
  - Service management and how tenants and their homes are taken care of
  - What can be done to ensure their complaints are taken seriously, dealt with properly and clear timely redress when things go wrong.

Many of these issues were discussed by the Task and Finish group.

#### 4. Outcomes to be achieved

4.1 Overview and Scrutiny considers the report and either endorses or makes further recommendations.

#### 5. Proposal

5.1 That Overview and Scrutiny Committee considers the detailed proposals set out in the report at appendix 1.

#### 6. Resource and legal implications

6.1 There is no significant resource or legal implications. All recommendations would be undertaken within existing staffing resources.

#### 7. Consultation

7.1 Members of the Task and Finish Group were fully involved in drafting the report.

7.2 Hyde and registered provider partners provided information.

#### 8. Community impact and corporate risks

8.1 The impact of the proposals will have a positive impact on tenants of affordable housing in the district.

#### 9. Other Implications

	Yes	No
<b>Crime &amp; Disorder:</b>		x
<b>Climate Change and Biodiversity:</b>		x
<b>Human Rights and Equality Impact:</b> Impact should be positive.	x	
<b>Safeguarding and Early Help:</b>		x
<b>General Data Protection Regulations (GDPR):</b>		x

#### 10. Appendices

10.1 Housing Standards and Future Needs – Report of the Task & Finish Group

#### 11. Background Papers

None

## Chichester District Council

### Housing standards and future needs – Report of the Task & Finish Group

#### 1.0 Recommendations

That the Council:

- 1.1 Liaise with WSCC, Homes England, registered provider partners and community land trusts as appropriate to develop future housing strategy and as Hyde is the largest registered provider in the district owning 73% of the stock, it is advised that a Strategic Asset Management Group is established to understand Hyde's priorities as an organisation and identify joint priorities for the Chichester District. The group should focus on:
  - the most effective use of the affordable housing assets
  - identification of the non-decent homes and hard to let properties
  - review of the LSVT agreement
  - future working policies
  - identification of potential affordable housing development opportunities
- 1.2 Develop a policy in consultation with its registered provider partners which sets out acceptable standards in terms of existing properties and lettable standards. This should consider what action will be taken in the case of disrepair, the need for using enforcement action where acceptable standards are not maintained by registered providers and ensuring sufficient staffing resources are in place.
- 1.3 Develop a new Housing Strategy after engaging with stakeholders and taking account of the findings of the Task and Finish Group, the HEDNA, the findings of the proposed Strategic Asset Management Group with Hyde and government policy. This should also include re-assessing future options for delivering and managing affordable homes both in urban and rural areas and ensuring affordability for those most in need.
- 1.4 Undertake an extensive review of the Council's allocation scheme. This should include consideration of whether the income limits are still appropriate and a review of the guidance provided to applicants on bidding for suitable properties.
- 1.5 Cabinet member for Housing and senior officers should meet and brief the local MPs and relevant officers on the issues identified and emphasise how better controls are needed to ensure that social housing stock is maintained to a good standard. A briefing note should also be forwarded to the local MPs, relevant ministers and civil servants.
- 1.6 Continue to support registered providers and community land trusts to develop small rural schemes or to acquire existing affordable homes, by providing grant funding where viability is proven to be an issue and there is an evidenced housing need.

- 1.7 Establish a strategic relationship with South Downs National Park to identify mutually agreed targets in terms of affordable housing and develop joint working practices.
- 1.8 Produce an online housing handbook for members, parishes and residents to include definitions of affordable housing terms and details of current policies. The Council should also ensure that tenants and councillors are provided clear advice in respect of the procedure for making complaints with details easily available on the Council's web site.

## **2.0 Introduction and background**

- 2.1 On the 13<sup>th</sup> March 2001 CDC transferred its housing stock to Chichester District Community Housing Limited. The stock required significant investment and the resources available to the Council, to both update existing stock and build new affordable homes, were very much restricted by financial regulations and the resources available. The Government encouraged, and the Housing Act 1980 enabled, all Councils to transfer their stock to a registered provider, who would raise the funds to both purchase the stock and carry out the necessary backlog of repairs to bring the homes up to the Decent Homes Standard. The local authorities received a capital receipt that they could use to pay off any council debt and also use any remaining funds to provide grants to registered providers to deliver new affordable homes.
- 2.2 When the housing stock was transferred both parties entered into a Large Scale Voluntary Transfer (LSVT) Agreement, this set out obligations in respect of both parties over 30 years. These obligations included nomination rights to CDC, restrictions on the rents, the sale of properties and the development of land. Over the last 17 years there have been significant changes to the way registered providers are funded which have impacted on the way in which their assets are managed. Changes to government policy which have impacted on the management of the transferred stock are detailed in Appendix 1.
- 2.3 On the 13 June 2017 a report on the Review of the Housing Allocation Scheme was presented to Overview and Scrutiny Committee. Concerns were expressed by members of the Overview and Scrutiny committee regarding 1) the lettable standards of the hard to let properties and 2) the suitability of hard to let properties in terms of meeting current housing needs. As a result of these concerns members recommended that a Task and Finish Group be set up by the Cabinet Member for Housing services to "review the Quality Standards of existing affordable housing stock in the district and the overall demand for the type and volume of new affordable housing in rural and urban areas".
- 2.4 The recommendations set out in the report of 13 June 2017 have not been taken forward as it was recognised that a fuller review of the Housing Allocations Scheme was required to take account of recent legislative changes and the findings of this Task and Finish Group. This is now expected to be undertaken in 2019/20.

- 2.5 The Statistical Data Return (SDR) collects comprehensive data on the ownership and location of social housing stock. The latest report dated 24<sup>th</sup> October 2017 indicates that Chichester District has a higher amount of non-decent homes, lower rents and higher vacancy rates than other local authority areas in the south east, as shown in Appendix 2. This is partly because older stock in other areas is still in the ownership of local housing authority and therefore is not accounted for within the SDR and because the registered provider stock within this area is relatively new.

### **3.0 Study group**

- 3.1 The group was convened in September 2017 by the Portfolio Holder for Housing with membership as follows:

Jane Kilby – Chair and Portfolio Holder for Housing  
Josef Ransley  
Andrew Shaxson  
Norma Graves  
Penny Plant  
Keith Martin  
Clare Apel (Observer)

Support was provided by:

Linda Grange – Divisional Manager of Housing Services  
Elizabeth Reed – Housing Standards and Homemove Manager  
Holly Nicol – Housing Delivery Manager

- 3.2 A copy of the Terms of Reference is attached at Appendix 3.

### **4.0 Quality Standards - Complaints and common issues**

- 4.1 During 2015, the Environmental Housing team were inundated with complaints in relation to registered provider properties where tenants were dissatisfied with the repairs service they had received from their landlord. At the time Hyde were experiencing particular issues with their repairs and maintenance contractor which they have endeavoured to address. Since 2015 the Housing Standards team have only accepted complaints from housing association tenants if the tenant is disabled or vulnerable, otherwise tenants have been advised to complain directly to their landlord and where necessary enter into their 3-stage official complaints procedure. This policy was introduced as a means of targeting CDC's finite resources to those tenants in most need of assistance.
- 4.2 An analysis of statistics held by CDC over the last 3 years gives a snapshot of the sorts of issues that arise for the most vulnerable tenants. The data collected, clearly shows that properties built between 1946 and 1979, mostly properties transferred from the Council to Hyde, attracted the highest number of customer complaints. Furthermore, the highest number of complaints received was in relation to Hyde and Clarion properties. The issues being complained about are primarily related to dampness (including unresolved water leaks, issues with condensation) and problems relating to heating as shown in Appendix 4

- 4.3 With regard to timescales for resolving complaints there is a mixed picture over the last 3 years. Using Hyde as an example we found that the majority of complaints were resolved within less than 7 days but a significant proportion take rather longer to conclude, as shown in the table below.

Time taken for Hyde to resolve repairs complaints referred to CDC

	<7 days	7-28 days	28-84 days	84 days +	Total
2015-16	10	4	3	9	26
2016-17	8	4	5	5	22
2017-18	8	4	7	15	34

- 4.4 Recently there have been a significant number of complaints referred to local councillors and the MP which have remained unresolved for a considerable period of time. If these are raised with the housing standards team an officer will investigate and where possible help to get the matter resolved. However, unless a category 1 hazard exists, officers have no power or sanctions to enforce action and with limited staff resources in the team such work impacts on the delivery of other services, such as licencing and disabled facilities grants.
- 4.5 Nationally complaints to the Housing Ombudsman rose by 16% in 2017/18 compared to the previous years. Repairs were the biggest grounds for complaints, making up 37% of the total.
- 4.6 In reaction to Government policy changes set out in Appendix 1, registered providers have had to make considerable efficiency savings in order to maintain their development programmes and have also reviewed how they maintain and manage their assets. For example, Hyde has now stopped its rolling refurbishments of kitchens and bathrooms and when relets are deemed to require over £10,000 of repair works they are considered for disposal. Any relets requiring over £30,000 of repair works are put forward for disposal. As a result the general condition and level of investment in properties on older estates has declined. The Task and Finish Group consider this lack of investment in existing stock to be a significant issue, particularly in the rural areas where there is very limited stock and such stock is unlikely to be replaced.
- 4.7 As from the 1st April 2018 there will be a requirement for rented properties to have a minimum energy performance rating of E on an Energy Performance Certificate (EPC). The regulations will come into force for new lets and renewals of tenancies with effect from 1st April 2018 and for all existing tenancies on 1st April 2020. This will rise to D in 2025 and C in 2030. This will have major implications in terms of older stock for registered providers and will significantly impact on the lettability of the older ex-Council stock transferred to Hyde.

## 5.0 The Housing Register and the Allocations Scheme

- 5.1 Although the Council no-longer owns or manages its own housing stock, it still has a statutory duty to maintain a housing register and an allocation scheme. It is the policy of Chichester District Council and its registered providers of social housing partners to operate a choice based lettings scheme, enabling people to

make well-informed decisions about their housing options. Choice based letting is aimed at improving the sustainability of the affordable housing stock in order to maximise its effectiveness and encourage residents to have a stake in their community.

- 5.2 The Council's Allocations Scheme adopted on 9<sup>th</sup> July 2013 introduced both 1) a local connection criteria so that only applicants with a local connection to the district qualify to join the housing register and 2) a rural allocation policy which gives preference to households able to demonstrate a local connection to the parish in which a property is located and have a priority need (i.e. household in bands A to C). The rural allocation scheme was introduced to help sustain local communities and to ensure low income households can be accommodated in the locality to which they have a strong local connection.
- 5.3 The Scheme also imposed income limits in order to ensure that the limited stock of affordable homes is available to those in greatest need. The scheme provides that applicants with an annual household income of more than four times the Local Housing Allowances (LHA), for the size of property they need, do not qualify to join the housing register, see appendix 5. Since 30<sup>th</sup> January 2015 Local Housing Allowances have been frozen and the rate effective from 1<sup>st</sup> April 2018 still uses the 2015-16 rates, based on the 30th percentile of rents. During this period market rents have significantly increased in the district and the ability of local households on low income to access market housing has decreased in both urban and rural areas. Registered providers generally cap their affordable rents on new developments at LHA levels to ensure affordability.
- 5.4 The table below shows the number of applicants on the housing register as of the beginning of January each year and demonstrates the significant reduction in numbers on the housing register over time. The figures in brackets are the percentage of applicants in a particular band expressed as percentage of the total of number of applicants on the housing register. Whilst the total number on the housing register has reduced significantly since the introduction of the Allocations Scheme adopted in 2013, the percentage of applicants in band D (with no priority housing need) has increased. It would be reasonable to assume that these households are more likely to be choosier as to where they bid than households in higher bands with more pressing housing needs.

Number on Register by Band	2011	2012	2013	2014	2015	2016	2017
Band A	69 (1.3%)	61 (1.3%)	42 (0.8%)	40 (1.2%)	45 (1.7%)	39 (2.1%)	26 (1.9%)
Band B	256 (5.6%)	304 (6.5%)	180 (3.3%)	172 (5.1%)	162 (5.9%)	190 (10.3%)	115 (8.4%)
Band C	1860 (40.5%)	1567 (33.5%)	1933 (35.5%)	993 (29.2%)	762 (27.9%)	443 (24.1%)	373 (27.4%)
Band D	2408 (52.4%)	2747 (58.7%)	3291 (60.4%)	2192 (64.5%)	1762 (64.5%)	1170 (63.5%)	848 (62.3%)
<b>Total</b>	<b>4593</b>	<b>4679</b>	<b>5446</b>	<b>3397</b>	<b>2731</b>	<b>1842</b>	<b>1362</b>

- 5.5 Chichester District is the second largest second tier authority, in terms of area, in the South East of England. The area it covers is diverse and access to the more

rural areas relies on car ownership. At the same time the requirements of households on the waiting list are varied (singles, couples, families, older persons) and such households can only bid for a property of an appropriate size. It could be argued that in reducing the number of families on the housing register, the number of potential bidders, particularly in rural areas has been significantly reduced. In a small densely populated urban district it would be much easier to match the needs of households to stock.

- 5.6 Since 2013 most of the Council's registered provider partners have introduced fixed term assured shorthold tenancies in line with government policy. New tenancies in Chichester District are generally let on 5 year plus fixed term tenancies, depending on the circumstances of the household. At the end of the fixed term, the household's circumstances are reassessed to see whether the property is still suitable in terms of meeting their needs and whether they still require affordable housing. It is expected that in the longer term this will create a higher turnover of stock to meet the needs of the housing register but it is too early to tell whether there has been any significant impact. Currently the LSVT agreement prevents Hyde from letting the older transferred stock on fixed term tenancies.
- 5.7 RP partners own in total about 8,100 social / affordable rented properties (73% owned by Hyde) across the district, including houses, flats, bungalows and sheltered or supported accommodation. As at 2<sup>nd</sup> July 2018 there were 1351 households on the Council's housing register. The turnover of existing stock makes a significant contribution towards meeting the demand from the housing register with an average of 300 per year. However there is much greater turnover of one and two bedroom units and very low turnover of larger units as shown in Appendix 6.

## **6.0 Refusals and hard to let properties**

- 6.1 In general there is higher demand in urban areas (see appendix 7) and affordable housing in rural areas attracts fewer bids than that in urban areas. A higher percentage of properties are re-advertised in rural areas especially in more remote parts of the District, as identified in the Review of the Allocations report to OSC.
- 6.2 The evidence indicated that there seems to be little demand for existing sheltered accommodation from those living in rural parishes since over 50% of the properties have to be re-advertised before they are allocated and only 1 out of 22 (4.5%) properties were let to an applicant with a rural local connection to the relevant parish. Sheltered housing schemes including Wells House and Cobden House in Midhurst and Russet Court in Fernhurst have proved particularly difficult to let over recent years and is impacting on the void times experienced by the Registered Providers of Social Housing.
- 6.3 There appears to be a number of reasons why existing sheltered accommodation is becoming increasingly difficult to let, including:
- Fewer households on the Council's housing register
  - Fewer people wanting such accommodation
  - Where situated in rural areas with limited access unless a car owner.

- Older people tend to prefer accommodation in locations where they can easily access services.
  - Some schemes are relatively old and no longer meet the needs
  - Some are relatively small, consisting of a bedroom/lounge and don't meet the expectations of the client group.
  - The majority of the sheltered schemes no longer have wardens on site.
  - People do not want to pay the service charges associated with sheltered schemes.
- 6.4 The evidence indicates that properties in rural areas are less popular than those in more urban parishes because on average they attract fewer bids and a higher percentage of such properties have to be re-advertised. Further analysis of the data indicates that new homes in rural parishes are more popular than older properties and such homes attract more bids from applicants with a local connection to the parish as well as those without the relevant local connection. They are also more likely to be allocated to an applicant with a valid local connection to the relevant parish. The older (ex- CDC stock) stock attracts fewer bids particularly in rural areas such as Townfield, Kirdford; Great Pin Croft, Fittleworth and Warrenside, South Harting.
- 6.5 Hyde has indicated that it is experiencing a high number of refusals when they make an offer of the property to an applicant who has placed a bid on it. This has become more evident since the allocation of its properties is now carried out centrally rather than from the local office. Hyde has advised that the level of refusal is higher in Chichester than in other areas. It is also evidenced by the fact that a relatively high number of older properties are re-advertised before they are successfully allocated to a new tenant. Clarion has also reported the same issues to Mid Sussex District Council.
- 6.6 The reason for the high level of refusal is not clear. It may be due to a number of factors including applicants placing bids on unsuitable properties because they are under the misapprehension that they must place three bids in each and every bidding cycle. Some applicants do not carry out any research and place bids on properties in remote locations even though they don't have their own transport. It may also reflect the fact that the Hyde Group's lettable standard is low and clients anticipate the property being in a better condition than it actually is at the time of viewing.
- 6.7 Where rental properties have been advertised at least twice, Hyde has advised that they will advertise them for rent on Right Move. It has more recently been suggested that such properties could be offered to homeless households outside of the register, however such properties are not necessarily in suitable/sustainable locations for such households.
- 6.8 Refusals increase Hyde's costs and increase void times so a potential solution would benefit Hyde and in the longer term all applicants on the register, due to the reduction in void times. It has been suggested that the problem could be minimised by introducing a sanction against applicants who regularly refuse offers of accommodation. It is suggested that if an applicant refuses three offers then they should be suspended for a period of time and thus would be excluded from placing any further bids until re-instated.

- 6.9 A new IT system is due to be introduced and it is proposed that the Allocation Scheme is amended to provide a continuous bidding system rather than the current fortnightly bidding system. This will reduce delays in allocating properties and reduce void times.
- 6.10 The Large Scale Voluntary Transfer (LSVT) agreement with Hyde restricts the rent levels of the older stock transferred to Hyde to social rents (approx. 50% of market rents), but the data analysis indicates that newer affordable rent properties with rents set at 80% of market rents properties receive more bids than older properties with lower social rents.

## **7.0 Registered provider stock, asset management and rent levels**

- 7.1 Government policy since 2011 (appendix 1) has put pressure on registered providers to increase delivery of housing with less generous grant and reduced rental incomes. This has forced them to consider efficiency savings, cost cutting and in some cases reduced services. It has also led providers to review their asset management policies to ensure that they are realising the optimum economic and social value of their stock.
- 7.2 Social rented homes transferred to Hyde in 2001 comprise approximately 80% of Hyde stock in Chichester District. This stock is aging, requires relatively high maintenance and will require significant investment if it is to meet the minimum energy efficiency standards introduced by the Energy Efficiency (Private Rented Property)(England and Wales) Regulations in 2015 by 2030. This stock is dispersed throughout the district and the older properties in the rural areas have higher void rates. This is usually due to properties being hard to let or having a high refusal rate and in both such cases is often due to outdated standards of the accommodation or the poor condition of the property.
- 7.3 Registered providers are now generally focusing their limited resources on developing new housing stock in strategic locations which is less costly to maintain and manage. The tenants also benefit from higher energy ratings and lower energy bills.
- 7.4 Hyde's current asset management policy currently includes:
- Consideration of disposing properties requiring over £10k of work on relets, especially where isolated.
  - Disposal of properties requiring over £30K of works on relets.

Hyde also uses a financial appraisal to determine the Social Equity value of a property. This provides comparisons in terms of the returns generated from outright sale verses returns from re-letting at both social rents and affordable rents over a 60 year period. In their view a disposal will often provide a greater return now than it would to re-let the property over the next 60 year period when accounting for future planned and day to day maintenance costs, grant repayments, servicing costs, rent changes etc. The appraisal uses assumptions and formulae which account for rent increases / decreases, depreciation, forecast maintenance costs over the next 60 years as well as age / type of

property. The appraisal also accounts for the costs of the void works required to re-let the property but it does not take account of future asset value.

- 7.5 Properties requiring over £30K of works are usually older social rent (ex-Council) properties needing new kitchens, bathrooms, central heating or other major works (and are often in very poor decorative order). In many instances such properties have not been bought up to Decent Homes Standards as the outgoing tenant(s) chose not to have the property updated.
- 7.6 Hyde has advised that it intends to dispose of all units which meet their disposal criteria unless there is a viable development opportunity on the site. This is more likely to affect the rural villages where stock is older and in need of significant investment. Hyde would then look to re-provide / develop on larger sites of over 20 dwellings. Details of disposals to date are provided in Appendix 8.
- 7.7 There is a disposal protocol in place and up until now Hyde have sought CDC approval to dispose of properties but CDC has no legal power to prevent a disposal. Under the current legal agreement proceeds of disposals (less costs) go into Designated Reserve Account (DRA). These funds must be spent in Chichester District and CDC must approve any spend. There is currently £690K in the DRA.
- 7.8 During a tour of Hyde properties, members of the Task and Finish Group recognised that there is a stark contrast between new and second hand / older properties and that there is little incentive for applicants on the housing register to take on older properties. Photographs illustrating these differences can be seen at Appendix 9. Concerns were raised that if investment in stock remains minimal what will become of new homes built now in ten or more years' time.
- 7.9 Affordable rents are capped at 80% of market value or Local Housing Allowance (LHA) rates (whichever is less), and are inclusive of service charges, whereas social rents are generally around 55% of market values but do not include service charges. Definition of social rents and affordable rents can be found in the glossary. It should be noted that the difference between the two is not as big as one would expect as the capping of the LHA rates (since 2014/15) and the Government's 1% Rent Reduction Policy have had an impact in bridging the gap. Appendix 10 sets out current median market rents, Local Housing Allowance (LHA) rates, affordable rents, social rents and service charges in Chichester District.
- 7.10 Hyde's current rented stock in Chichester District is made up of around 80% social rent and 20% affordable rent. Under the LSVT agreement Hyde must charge social rents for all their ex-council stock in the District and provide lifetime tenancies. All stock developed since 2011 is let at affordable rents and new tenancies are fixed term. Hyde, like many other registered providers, would in future like to see rents linked to affordability and salaries in the area but this will be subject to any HCA funding conditions imposed post 2020. There is significant pressure on the government regarding affordability. However, if rents were set at lower levels the government would need to substantially increase the grant funding available to make new schemes viable.

## **8.0 Future government policy**

- 8.1 The 1% Rent Reduction Policy has now been updated and on 4 October 2017, the Government, announced:  
“...increases to social housing rents will be limited to the Consumer Price Index (CPI) plus 1% for 5 years from 2020. This will give social tenants, councils and housing associations the security and certainty they need.” It also announced an extra £2bn for “affordable housing”, with funding for social rented homes in areas “where need is greatest.”
- 8.2 In the wake of the Grenfell Tower disaster, the government announced it is to bring forward a green paper on social housing to consider:
- The safety of social housing.
  - The way tenants are listened to, their concerns acted up on and their rights
  - The number of homes being built and community cohesion
  - Overall quality of social homes, as many are now aging
  - Service management and how tenants and their homes are taken care of
  - What can be done to ensure their complaints are taken seriously, dealt with properly and clear timely redress when things go wrong.

This was published on 14<sup>th</sup> August 2018.

## **9.0 Conclusions**

- 9.1 There is clearly a link between the out of date standards and declining condition of the older ex-Council stock. This is reflected in them often being more difficult to let and having a higher refusal rate. Most of the Council’s other RP partners have significantly less stock which has mostly been built since 1980. The decline in the quality standards appears to have arisen largely as a result of government policy since 2011. As a consequence of lower grant rates, lower rents and the drive to build more housing, registered provider investment has been diverted from maintaining and improving existing stock to investment in new affordable housing stock.
- 9.2 There is a stark contrast between the new and the second hand / older properties and there is little incentive for applicants on the housing register to take on older properties. Evidence suggests that applicants on the housing register are prepared to pay higher rents for newer, more modern homes.
- 9.3 Registered providers have the difficult task of deciding whether or how much they invest in less popular, older properties, which will require significant future investment to reach energy rating standards; or do they dispose of such properties and use the proceeds to invest in new modern energy efficient homes.
- 9.4 A major issue for Chichester District is that many of the older homes in need of investment are located in the rural parishes. If these homes are disposed of and lost to the market it will be extremely difficult to replace them especially in the South Downs National Park. Furthermore, under the current affordable housing

funding regime it is unlikely that registered providers will be developing small rural sites.

- 9.5 There is measurable demand for affordable housing throughout the district and whilst the highest and more acute need tends to be within the more urban settlements, there is a degree of need within most rural parishes which struggle to sustain their local services as a result of high house prices.
- 9.6 The Council need to work with our registered providers to address the quality standards of relets, to make the most effective use of the affordable housing assets within the district, both in terms of allocations and the potential redevelopment of the assets and to attract maximum investment in new affordable housing which is affordable to local people.

## **10.0 Appendices**

- 10.1 Affordable housing – changes to government policy since 2001
- 10.2 The Statistical Data Return - non-decent homes, rents and vacancy rates
- 10.3 Terms of reference of the Task and finish Group
- 10.4 Complaints and repairs data
- 10.5 Local Housing Allowances
- 10.6 Stock turnover figures
- 10.7 Housing register needs data by parish
- 10.8 Hyde Disposals since stock transfer
- 10.9 Photographs of relets and new homes
- 10.10 Rent comparisons
- 10.11 Glossary

## **11.0 Background papers**

- 11.1 Review of the Housing Allocation Scheme, Overview and Scrutiny Committee, 13<sup>th</sup> June 2017.

## Government policy changes affecting Registered Providers since 2011

### 1 Reduced affordable housing grant for development

The Comprehensive Spending Review in the Autumn of 2010 reduced funding for new affordable housing by 60% over the period 2011-2015. This was followed by the introduction by the Homes and Communities Agency of a new funding framework, which has greatly reduced the level of grants. Registered Providers have found themselves operating in an increasingly difficult environment

In 2010/11 the average grant level in Chichester District was £61,494 per affordable home and by 2016/17 this was reduced to £7,400, as shown in the table below.

#### Social housing grant received in Chichester District since 2001

year	Units funded	Grant £	Grant per Unit £
2016/17	149	1,102,600	7,400
2015/16	184	1,619,522	8,802
2014/15	310	4,506,706	14,538
2013/14	96	700,762	7,300
2012/13	82	1,748,728	21,326
2011/12	134	6,255,968	46,686
2010/11	105	6,456,866	<b>61,494</b>
2009/10	171	5,212,500	30,482
2008/09	63	2,208,207	36,194
2007/08	92	2,729,000	29,662
2006/07	171	7,595,056	44,416
2005/06	130	5,365,229	41,271
2004/05	69	3,413,328	54,034
2003/04	65	2,778,049	42,739
2002/03	171	<b>9,508,791</b>	55,607
2001/02	137	4,562,205	33,301

(figures provided by registered provider partners)

No grant is available for the redevelopment of affordable homes unless there is a net increase in numbers. In the Government's Affordable Housing Programme 2017-21 grant was initially only available for shared ownership and not affordable rent. Some grant has now been made available for affordable and social rented properties following the limited uptake of the government grant available and pressure on Government to provide funding for rented homes.

### 2 Introduction of affordable rents

At the same time as grant levels were substantially cut, the “affordable rent” tenancy was introduced. In order to continue delivering affordable housing and bridge the grant funding gap, registered providers were expected to sweat their assets to fund new homes by charging up to 80% of open market rents, converting existing homes to the higher rent levels and disposing of existing stock. Previously social rents were set taking into account local earnings and property prices and were generally around 50-55% of market rents.

### 3 **Welfare reforms**

The Government has also introduced a range of proposals designed to reform welfare in order to improve work incentives and simplify the benefits system. Welfare reforms have introduced major changes to the calculation and entitlement to housing benefit, including capping payments according to the size of property rented, and increasing deductions for adult household members. The introduction of the Benefit Cap followed by Universal Credit will restrict a household’s overall benefit to no more than the national average salary. These changes, have been introduced over several years, and have presented significant challenges to the registered providers. Many registered providers now carry out an affordability assessment before signing up new tenants and there is an increasing number of households whose needs are no-longer met by registered providers.

- ### 3 **Rent reduction policy 2015** - Prior to April 2016 affordable and social rents where increased by CPI (consumer price index) plus 1% a year. Following the Summer Budget announcements in 2015, it was proposed that affordable/social rents would be reduced by 1% per annum for four years in attempt to reduce the welfare bill and encourage RPs and LAs to deliver efficiency savings. The National Housing Federation estimated that the reduction would result in a loss of almost £3.85bn in rental income over four years. This reduction in revenue was expected to significantly impact the housing sector’s ability to lend and deliver their development programmes.

Statistical Data Return

Private Registered Provider Social Housing Stock in England: Statistical Data Return – 2016/17

Figure 7: Percentage of social rented stock owned by PRPs not meeting the Decent Homes Standard by LA, 31 March 2017 (weighted for non-response<sup>86</sup>)

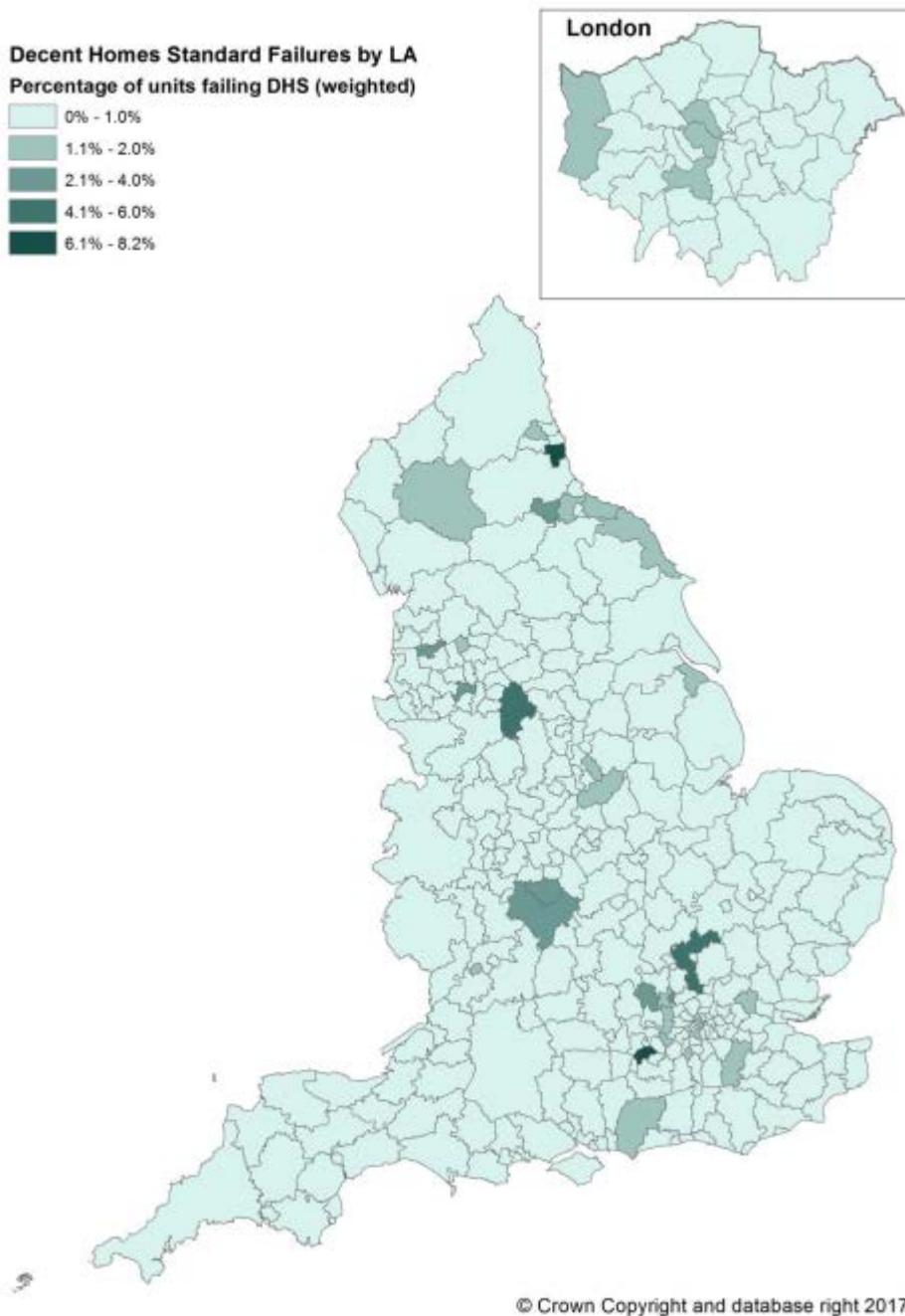


Figure 8: Percentage of self-contained PRP general needs stock vacant by LA, as at 31 March 2017

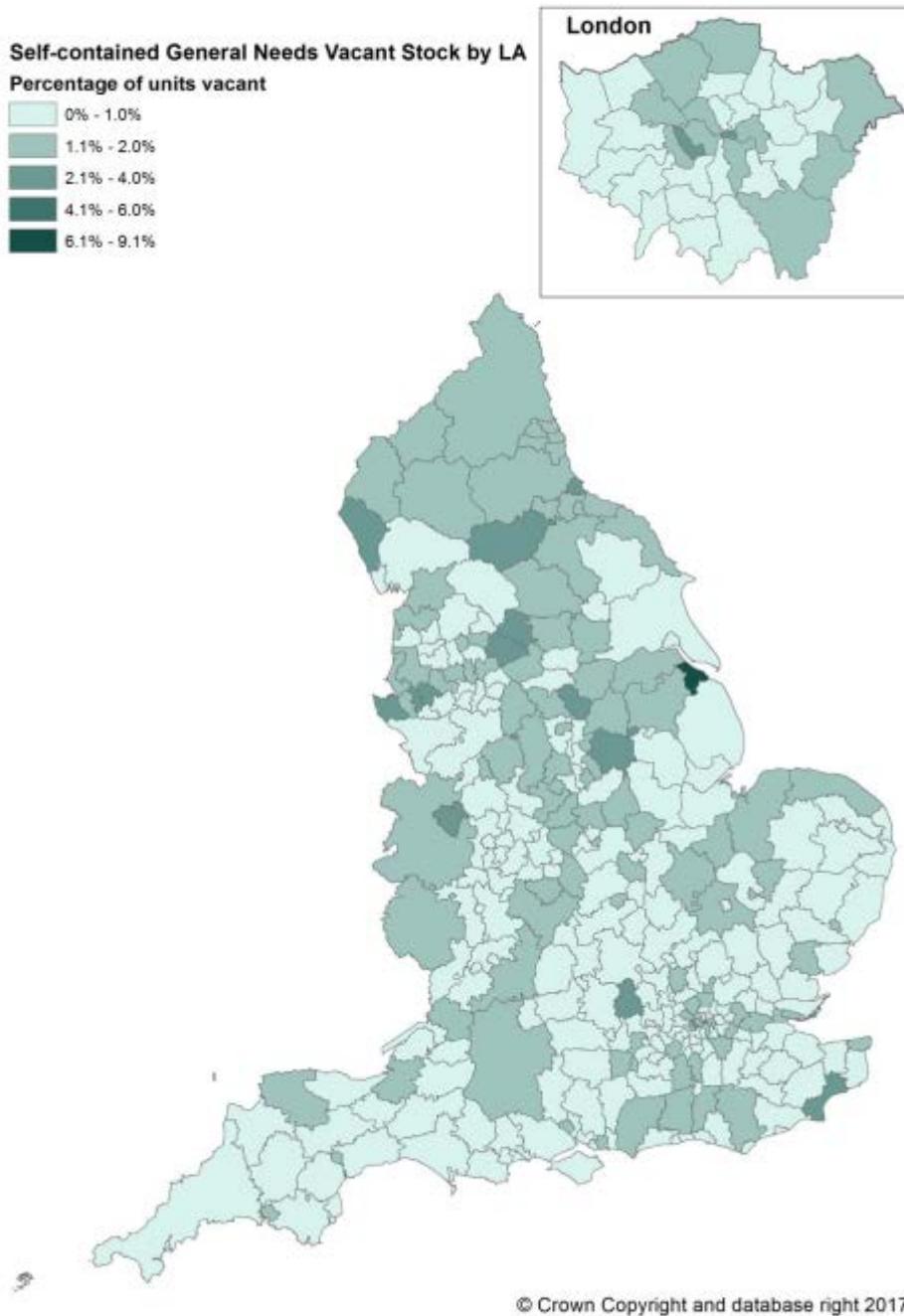
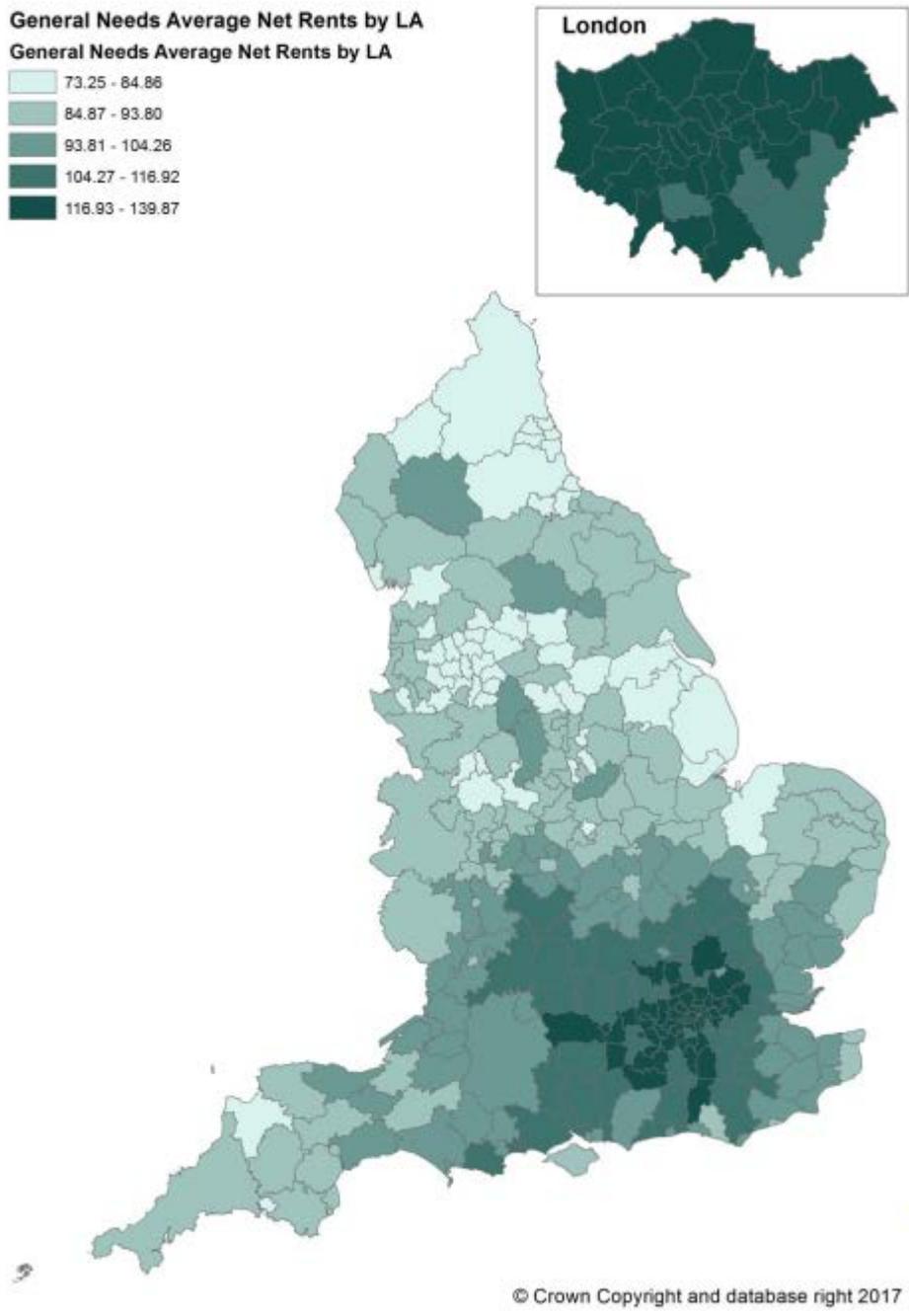


Figure 12: Average general needs net rent for stock owned by large PRPs by LA, 31 March 2017



## Task and Finish Group - Terms of Reference

### Quality standards of affordable housing stock, effective use of existing stock and the impact on future supply

#### Membership:

Jane Kilby (chair)  
 Josef Ransley  
 Andrew Shaxson  
 Norma Graves  
 Penny Plant  
 Keith Martin

**Lead Officer:** Linda Grange

**Officer Support:** Elizabeth Reed, Holly Nicol

#### Purpose of the Group

The purpose of the Group is to review the quality standards of existing affordable housing stock in the district and the overall demand for the type and volume of new affordable housing in rural and urban areas.

The review will focus on how CDC can work with RPs and seek to influence RP maintenance and asset management practices to ensure that the quality of the stock is maintained, the most effective use is made of all affordable housing stock and that future supply meets needs as closely as possible.

In doing this the Group will:

#### 1. **Access the general condition of the stock and lettable standards**

This will include:

- A review of complaints received from tenants regarding lettable standards.
- Assessing the varying standards applied by differing Housing Providers in the CDC Area? Do standards vary between rural and urban stock, are lettable standards related to the age of stock? Do lettable standards vary between social and affordable stock and how does this relate to the rents charged?
- Identification of the main issues relating to lettable standards.
- A review of RP maintenance policies and investment undertaken by RPs to bring stock up to decent homes condition. Do RPs have asset management plans in place to redevelop or sell off older stock / social stock?
- Review average “vacant or empty” periods of differing property types in the District or of different RPs. HomeMove evidence - why are people turning down properties. Does this relate to varying lettable standards? Are there problems with the size of older stock?
- Consider the relationship between CDC’s allocations process and RP letting protocols and procedures.
- Consider how difficult to let properties can be put to best used in future e.g. sheltered schemes, rural stock
- What powers does CDC have and how can CDC influence lettable standards?

## **2. Current and future demand for and supply of affordable homes by type, tenure and location.**

- An assessment as to whether future relets of existing stock are likely to meet the future housing requirements of applicants on the housing register. Is demand changing? What adjustments may have to be made?
- Will existing planning and housing policy deliver the right type of affordable housing in terms of type, tenure and location to meet demand? Identification of changes required to policy.
- A review of the capacity and commitment of RPs to deliver new housing in the district and links with their asset management policy.
- Identification of likely gaps in supply and potential solutions in meeting these gaps.

### **Scope**

- The study will focus on the main RPs in the district – Hyde Clarion, Home, A2 Dominion, Stonewater and Radian and how we can influence partners.
- The study will consider lettable standards and links with maintenance polices/programmes, investment and asset management
- The scope will not include rent levels and service charges

### **Methodology**

- Will take account of the stock condition survey - BRE model English Housing Condition survey, including excess cold and fuel poverty.
- The review will involve interviews with registered provider officers and visits to inspect a sample of properties.
- The review of demand and supply will take account of the findings of the HEDNA, the Housing register, the Help to buy register, HomeMove feedback and the affordable housing programme & affordable housing expected to come forward through Local Plan.

### **Outcomes**

- The findings/ recommendations of the Study will be used to feed into the review of the Allocations Scheme, the development of the new housing Strategy and the review of the Local Plan/ Supplementary Planning Documents housing policies.

### **Review period / timetable**

The Group will meet monthly.

HEDNA report findings considered Dec

Nov- Jan evidence collecting including visits

Jan- Mar analysing and assessing evidence

Mar- Apr Draft report

Report to OSC: 15<sup>th</sup> May 2018

Report to Cabinet: June 2018

## Appendix 4

Complaints and repairs data for registered provider partners 2015/16 - 2017/18

Registered provider	Year	Nature								TOTAL	complaints in relation to % of stock	Age of Property				Response Time			
		Heating	Damp	Windows/Doors	Electrics	Crowding	Drainage/Leaks	Kitchen	Other			Pre 1920	1920-1945	1946-1979	Post 1979	<7 days	7-28 days	28-84 days	84+ days
Hyde	2015/16	5	15	6	2	-	4	-	1	33	0.01%	-	2	5	1	1-	4	3	9
	2016/17	4	14	-	2	-	4	1	5	30	0.01%	-	6	22	1	8	4	5	5
	2017/18	9	16	3	2	2	1-	1	10	43	0.07%	-	-	-	-	-	-	-	-
Clarion	2015/16	-	-	-	-	1	2	-	-	3	0.00%	-	-	1	2	2	1	-	-
	2016/17	2	3	-	-	-	-	-	-	5	0.01%	-	-	3	2	1	-	1	1
	2017/18	-	-	-	-	-	-	-	-	0	0%	-	-	-	-	-	-	-	-
Home	2015/16	1	-	-	1	-	-	-	-	2	0.01%	-	-	1	1	1	-	-	1
	2016/17	1	2	-	-	-	-	-	-	3	0.01%	-	-	2	1	-	1	-	1
	2017/18	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
Radian	2015/16	-	1	-	-	-	-	-	-	1	0.01%	-	-	-	1	-	-	-	1
	2016/17	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
	2017/18	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
A2 Dominion	2015/16	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
	2016/17	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
	2017/18	-	1	-	-	-	-	-	-	1	0.00%	-	-	-	1	-	-	1	-
Pastoe	2015/16	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
	2016/17	1	-	-	-	-	-	-	-	1	0.01%	-	-	-	1	-	1	-	-
	2017/18	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
Manchester Greyfriars	2015/16	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
	2016/17	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
	2017/18	-	1	-	-	-	-	-	-	1	0.01%	-	-	1	-	-	1	-	-
Southern Housing	2015/16	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-
	2016/17	-	1	-	-	-	-	-	-	1	0.03%	-	-	-	1	-	1	-	-
	2017/18	-	-	-	-	-	-	-	-	0	0	-	-	-	-	-	-	-	-

## Local Housing allowances from April 2018

Local Housing Allowance (LHA) rates are used to calculate Housing Benefit for tenants renting from private landlords. LHA rates relate to the area in which you make your claim. These areas are called broad rental market areas (BRMA). A BRMA is where a person could reasonably be expected to live taking into account access to facilities and services.

LHA rates are based on private market rents being paid in the BRMA which can differ from advertised rents. Valuation Office Agency (VOA) Rent Officers collect the rental information from letting agents, landlords and tenants. Most of Chichester District falls within the Chichester BRMA, however there are some small areas of the district which fall within the Guildford BRMA or Portsmouth BRMA.

The following rates are from 1 April 2018. These rates are weekly and will remain effective until 31 March 2019..

### Broad Rental Market Area: Chichester

Local housing allowance rates for Chichester

Property	Local Housing Allowance Rate
1 Bed shared	£73.58
1 Bed self contained	£134.02
2 Bedrooms	£168.00
3 Bedrooms	£198.11
4 Bedrooms	£268.03

## Appendix 6

Rented Social Housing and Allocations in Chichester District July 2007- March 2018																					
Parish	Affordable Housing & Turnover												Summary, Future Delivery and Need								
	1-bed properties (inc. bedsits)			2-bed properties			3-bed properties			4-bed properties			5-bed properties			Total stock		Total allocations		New stock	Net housing need
	Stock	Allocations since July '07	Of which allocated 17-18	Stock	Allocations since July '07	Of which allocated 17-18	Stock	Allocations since July '07	Of which allocated 17-18	Stock	Allocations since July '07	Of which allocated 17-18	Stock	Allocations since July '07	Of which allocated 17-18	Total rented homes	New rented built 2017-18	Total allocations Jul 2007-Mar 18	Of which allocations 2017-18	New rented units to be available by Mar 18	A-C Local Connections (May 18)
Apuldram																					0
Barlavington																					0
Bepton																					0
Bignor								1							1						0
Birdham	11	10	1	40	14	1	21	8	2	1	1	1			73		33	5		5	
Bosham	88	47	6	57	20	2	20	1							165		68	8		7	
Boxgrove	14	11	1	49	28	1	17	9							80		48	2		3	
Bury	16	22	1	8	5		11	4							35		31	1		1	
<b>Chichester</b>	<b>862</b>	<b>534</b>	<b>75</b>	<b>1202</b>	<b>724</b>	<b>66</b>	<b>692</b>	<b>176</b>	<b>18</b>	<b>58</b>	<b>44</b>	<b>5</b>			<b>2814</b>	<b>23</b>	<b>1478</b>	<b>164</b>	<b>14</b>	<b>181</b>	
Chidham	15	18	7	10	14		28	25		8	9				61	7	66	7		10	
Cocking	3	7	2	35	17		10	6							48		30	2		5	
Compton				3			5								8					0	
Donnington	14	14		29	16		18	14	1	7	6				68		50	1		7	
Duncton	2	2		2			7	4							11		6			0	
Eamley							7	3							7		3			3	
Eartham																				0	
Easebourne	29	21	1	38	13		26	10							93		44	1		15	
East Dean				3			7	3							10		3			0	
East Lavington																				0	
<b>East Wittering</b>	<b>35</b>	<b>49</b>	<b>3</b>	<b>81</b>	<b>38</b>	<b>1</b>	<b>76</b>	<b>19</b>	<b>1</b>	<b>11</b>	<b>8</b>				<b>203</b>		<b>114</b>	<b>5</b>		<b>19</b>	
Ebernoe							1								1					1	
Eisted & Treyford	2	1		4	1		3	1	1						9		3	1		0	
Femhurst	97	64	4	130	54	5	60	6	1	4	2				291		126	10		8	
Fishbourne	21	22	3	38	28	4	29	28	3	8	5				96	3	83	10		6	
Fittleworth	11	13	1	27	21	2	16	2							54		36	3		5	
Funtington	2	3		23	13		24	6		3	1				52		23			4	
Graffham	1	2	1				8	3							10		5			0	
Harting	20	16	3	50	28	5	36	13	2						106		57	10		5	
Heyshott	4	4		7	2		11	2							22		8			1	
Hunston	81	49	2	66	34	2	45	15		2	1				194		99	4		15	
Kirdford	17	12		39	24	3	22	8	2						78		44	5		4	
Lavant	34	34	1	101	42	3	52	27	3	2	2				189		105	7		15	
Linch															0					0	
Linchmere	13	16		25	13		20	8	2						58		37	2		5	
Lodsworth				6	3	2	12	1							18		4	2		2	
Loxwood	11	7		34	17	2	13	6							58		30	2	10	6	
Lurgashall	8			10	4		10	2		2					30		6			2	
Marden				3			5								8					0	
<b>Midhurst</b>	<b>152</b>	<b>169</b>	<b>12</b>	<b>240</b>	<b>162</b>	<b>18</b>	<b>170</b>	<b>58</b>	<b>7</b>	<b>12</b>	<b>3</b>	<b>1</b>			<b>574</b>		<b>392</b>	<b>38</b>		<b>29</b>	
Milland				10	6	1	5								15		6	1		0	
North Mundham	31	19		51	21	2	32	14	2	1	2	1			115		56	5	10	3	
Northchapel	20	13	1	26	11		43	7							89		31	1		3	
Oving	17	15	1	53	35	8	30	15	6	3	3	3			103	14	68	18	16	3	
Petworth	79	70	6	160	112	15	111	37	4	8	1				358		220	25		18	
Plaistow & Ifold	7	9		13	9	2	9	5	1						29		23	3		2	
Rogate	32	10	2	41	21	1	32	5	1						105		36	4	3	4	
<b>Selsey</b>	<b>148</b>	<b>111</b>	<b>9</b>	<b>146</b>	<b>53</b>	<b>11</b>	<b>100</b>	<b>30</b>	<b>10</b>	<b>17</b>	<b>5</b>	<b>4</b>	<b>2</b>		<b>413</b>	<b>13</b>	<b>199</b>	<b>34</b>		<b>61</b>	
Sidlesham	10	4		22	8	1	22	8		1					55		20	1		3	
Singleton	4	4		23	11	1	25	3		1	1				53		19	1		1	
<b>Southbourne</b>	<b>84</b>	<b>43</b>	<b>3</b>	<b>191</b>	<b>85</b>	<b>5</b>	<b>103</b>	<b>26</b>	<b>1</b>	<b>5</b>	<b>2</b>				<b>383</b>		<b>156</b>	<b>9</b>	<b>54</b>	<b>20</b>	
Stedham & Iping	20	14	2	29	14	4	17	1							66		29	6		3	
Stopham																				0	
Stoughton							3								3					0	
Sutton	2						12	1							14		1			0	
Tangmere	31	63	6	117	86	16	139	45	15	6	10	5	5		298	29	204	42	16	9	
Tillington	9	7		8	2	1	6	1							23		10	1		3	
Trotton & Chithurst	5	10	1	12	4		6								23		14	1		0	
Upwaltham																				0	
West Dean	2	5		6	4	1	6	2							14		11	1		1	
West Itchenor																				0	
West Lavington																				0	
West Thorney																				2	
West Wittering	9	15	2	68	33	1	29	21	1	2	3				108		72	4		12	
Westbourne	37	37	1	96	45	6	40	12		1	1	1			174	3	95	8		9	
Westhamnett	19	22	8	24	20	9	21	12	1	2	3				66	13	57	18		3	
Wisborough Green	32	28	7	22	17	2	16	5	1						70		50	10		4	
Woolbeding															9					1	
<b>Total</b>	<b>2161</b>	<b>1646</b>	<b>172</b>	<b>3479</b>	<b>1932</b>	<b>204</b>	<b>2290</b>	<b>718</b>	<b>86</b>	<b>165</b>	<b>113</b>	<b>21</b>	<b>7</b>	<b>0</b>	<b>8102</b>	<b>105</b>	<b>4409</b>	<b>483</b>	<b>123</b>	<b>529</b>	

Summary 2017-18	
Total rented stock	8,102
Lets 2017-18	483
Total lets July 2007- March 2018	4,409
New rented units built 2017-18	105
New rented units to be completed 2018-19	123

Stock information as at 31st March 2018. Historical stock numbers were provided by registered providers.

Total Rented Homes column includes losses through RTB and other dispersals.

Local connection figures should only be used to assess a individual parish and not be combined as households may have multiple local connections or may not specify a connection.

On April 1st 2018 there were 1415 households on housing register 529 in priority bands A-C

# Appendix 7

## Parish Local Connection & Housing Need - May 2018

Parishes	Total LC	Rank	Band's A-C										Band D's										Overall Interest in S/O	AH units with Planning Permission deliverable by March 2018										Net Rented Housing Need					Progressing a NP	Last HNS	Planning Authority
			Band's A-C										Band D's											Affordable Rented					Intermediate					Bands A-C							
			1 bed	2 bed	3 bed	4 bed	5 bed	6 bed	Total	% A-C's	1 bed	2 bed	3 bed	4 bed	5 bed	Total	% D's	1 bed	2 bed	3 bed	4 bed	5 bed		Total	1 bed	2 bed	3 bed	4 bed	5 bed	Total	1 bed	2 bed	3 bed	4 bed	5 bed	Total					
Apuldram (P)	0	28*						0	0%							0	0%																					No	1999	CDC	
Barlavington (NE)	0	28*						0	0%							0	0%																				No	1999	SDNP		
Bepton (NW)	0	28*						0	0%							0	0%																				No	1999	SDNP		
Bignor (NE)	0	28*						0	0%							0	0%																				No	1999	SDNP		
Birdham (P)	14	19*	1	1	1	1	1	5	36%	6	2	1			9	64%	7																				Yes	2005	CDC		
Bosham (B)	33	9	3	2	2			7	21%	13	11	2			26	79%	21																				Yes	1999	CDC		
Boxgrove (L)	7	21*		1	2			3	43%	4					4	57%	4																				Yes	1999	Both		
Bury (NE)	4	26*		1				1	25%	3					3	75%	2																				Yes	2008	SDNP		
Chichester (L)	448	1	83	49	31	16	2	181	40%	179	74	11	3		267	60%	296																				No	-	CDC		
Chidham (B)	24	14*	5	1	2	1	1	10	42%	6	6	1	1		14	58%	18																				Yes	2006	CDC		
Cocking (NW)	8	20*		1	3	1		5	63%	1	1	1			3	38%	7																				No	2006	SDNP		
Compton (B)	4	24*						0	0%	4					4	100%	3																				No	2012	SDNP		
Donnington (P)	12	18*	2	2	2	1		7	58%	3	2				5	42%	8																					No	2002	CDC	
Duncton (NE)	0	28*						0	0%						0	0%																					No	1999	SDNP		
Earmley (P)	8	22		3				3	38%	3	2				5	63%	4																				No	2014	CDC		
Eartham (L)	0	28*						0	0%						0	0%																					No	1999	SDNP		
Easebourne (NW)	26	12*	5	5	3	2		15	58%	8	2	1			11	42%	17																				No	1999	SDNP		
East Dean (L)	3	25*						0	0%	1	1	1			3	100%	2																				No	2018	SDNP		
East Lavington (NE)	0	28*						0	0%						0	0%																					No	1999	SDNP		
East Wittering (P)	72	4	7	4	5	3		19	26%	24	22	7			53	74%	45																				Yes	-	CDC		
Ebernoe (NE)	4	25*				1		1	25%	3					3	75%	4																				No	1999	Both		
Elsted & Treyford (NW)	0	27*						0	0%						0	0%																					No	1999	SDNP		
Farnhurst (NW)	17	12*	2	3	1	2		8	47%	5	4				9	53%	14																				Yes	2002	SDNP		
Fishbourne (B)	15	17*	5	1	1			6	40%	6	2	1			9	60%	9																				Yes	2002	CDC		
Fittleworth (NE)	11	20*	3	1	1			5	45%	5	1	1			6	55%	8																				Yes	2015	SDNP		
Furtington (B)	15	13	2	1	1			4	27%	10	1				11	73%	7																				No	2008	Both		
Grafham (NE)	2	26*						0	0%	1	1	1			2	100%	1																				No	2005	SDNP		
Harting (NW)	10	19*	3	1	1			5	50%	5					5	50%	8																				No	2018	SDNP		
Heyshott (NW)	2	24*						1	50%	1					1	50%	1																				No	1999	CDC		
Hunston (P)	29	12*	7	5	1	2		15	52%	9	1	4			14	48%	18																				No	2002	CDC		
Kirdford (NE)	8	20*	1	1	1	1		4	50%	4					4	50%	6																				Yes	1999	Both		
Lavant (L)	29	8	8	4	2		1	15	52%	8	4	2			14	48%	20																				Yes	2014	Both		
Linch (NW)	0	28*						0	0%						0	0%																					No	1999	SDNP		
Linchmere (NW)	11	20*	2	2		1		5	45%	5		1			6	55%	8																			Yes	1999	Both			
Lodsworth (NW)	4	24*	1			1		2	50%	1	1	1			2	50%	3																				No	1999	SDNP		
Loxwood (NE)	10	19*	1	2	1	2		6	60%	4					4	40%	6																			Yes	2006	CDC			
Lurgashall (NE)	3	24*	1		1			2	67%	1					1	33%	3																				No	1999	SDNP		
Marden (B)	0	28*						0	0%						0	0%																					No	2012	SDNP		
Midhurst (NW)	81	3	16	4	3	6		29	36%	36	13	3			52	64%	52																				No	-	SDNP		
Miland (NW)	0	27*						0	0%						0	0%																						Yes	2018	SDNP	
North Mundham (P)	16	14*	2	1				3	19%	7	4	1	1		13	81%	11																				No	2002	CDC		
Northchapel (NE)	6	25*				3		3	50%	3					3	50%	6																					No	2016	SDNP	
Oving (L) *	12	16	1		1	1		3	25%	6	2	1			9	75%	7																				No	2002	CDC		
Petworth (NE)	50	6	6	6	6			18	36%	22	9	1			32	64%	35																				Yes	2017	SDNP		
Plastow & Ifold (NE)	4	24*		1	1			2	50%	2					2	50%	4																					Yes	2006	Both	
Rogate (NW)	13	21*	2	2				4	31%	7	1	1			9	69%	11																				Yes	2017	SDNP		
Selsey (P)	191	2	24	26	4	6	1	61	32%	55	53	21	1		130	68%	126																				Yes	-	CDC		
Sidlesham (P)	9	20*	1	1	1			3	33%	4	2				6	67%	4																				No	2006	CDC		
Singleton (L)	5	20*				1		1	20%	2	1	1			4	80%	3																				Yes	2018	SDNP		
Southbourne (B)	55	5	8	7	3	2		20	36%	23	8	4			35	64%	33																				Yes	-	CDC		
Stedham & Iping (NW)	7	21*	1	2				3	43%	4					4	57%	5																				Yes	2006	SDNP		
Stepham (NE)	1	27*						0	0%		1				1	100%	1																				No	1999	SDNP		
Stoughton (B)	2	24*						0	0%	2					2	100%	1																				No	2012	SDNP		
Sutton (NE)	0	28*						0	0%						0	0%																						No	1999	SDNP	
Tangmere (L)	40	7	2	4	2	1		9	23%	16	12	3			31	78%	30																				Yes	2002	CDC		
Tillington (NE)	4	26*	2			1		3	75%	1					1	25%	1																				No	1999	SDNP		
Trotton & Chithurst (NW)	1	23						0	0%	1					1	100%	1																				No	1999	SDNP		
Upwaltham (L)	0	28*						0	0%						0	0%																									

## Hyde disposals since stock transfer in 2001.

Parish	RTBs pre LSVT	RTBs post LSVT (to 2017)	Total RTBs	Total of RTBs & other disposals	Current Affordable rented Stock
Bignor	0	0	0	0	1
Birdham	43	4	47	47	73
Bosham	132	4	136	136	165
Boxgrove	50	5	55	55	80
Bury	24	2	26	26	35
Chichester	1191	87	1278	1287	2794
Chidham	15	3	18	18	54
Cocking	23	2	25	25	48
Compton	11	0	11	11	8
Donnington	7	0	7	7	68
Duncton	13	1	14	14	11
Earnley	3	0	3	3	7
Easebourne	49	2	51	52	93
East Dean	7	0	7	7	10
East Wittering	49	1	50	50	203
Ebernoe	1	0	1	1	1
Elsted	3	0	3	3	9
Fernhurst	65	2	67	67	291
Fishbourne	49	3	52	52	93
Fittleworth	28	4	32	32	54
Funtington	62	2	64	64	52
Graffham	16	1	17	17	10
Harting	65	3	68	68	106
Heyshott	11	2	13	13	22
Hunston	77	8	85	85	195
Kirdford	48	5	53	53	78
Lavant	118	8	126	126	189
Linchmere	38	2	40	40	58
Lodsworth	17	1	18	18	18
Loxwood	57	1	58	58	58
Lurgashall	17	1	18	18	30
Marden	0	0	0	0	8
Midhurst	200	19	219	223	574
Milland	10	1	11	11	15
Northchapel	44	7	51	51	89
North Mundham	57	2	59	59	116

<b>Oving</b>	20	0	20	20	89
<b>Petworth</b>	193	17	210	210	359
<b>Plaistow</b>	18	2	20	20	29
<b>Rogate</b>	35	5	40	40	105
<b>Selsey</b>	127	15	142	144	401
<b>Sidlesham</b>	31	1	32	32	56
<b>Singleton</b>	20	2	22	22	53
<b>Southbourne</b>	214	18	232	232	383
<b>Stedham</b>	51	2	53	53	66
<b>Stoughton</b>	6	1	7	7	3
<b>Sutton</b>	6	1	7	7	14
<b>Tangmere</b>	77	7	84	84	270
<b>Tillington</b>	14	1	15	15	23
<b>Trotton</b>	15	0	15	15	23
<b>Westbourne</b>	91	4	95	95	171
<b>West Dean</b>			0	0	14
<b>Westhampnett</b>	27	1	28	28	53
<b>West Wittering</b>	61	5	66	66	171
<b>Wisborough Green</b>	36	3	39	39	70
<b>Woodbeding</b>	2	0	2	2	0
<b>TOTAL</b>	<b>3644</b>	<b>268</b>	3912	3928	

In addition Clarion (previously Affinity Sutton) have disposed of approximately 99 properties throughout district (mostly Chichester city) through the right to buy. Note: units due to redevelopment and replaced (e.g. The Heritage) have not been counted

Figures provided by Registered Providers.

**Photographs of relets and new homes**  
(Tour of Hyde properties 14<sup>th</sup> February 2018)

Bradshaw Road – Re-let



St James Square – Void / Disposal





Sherlock Avenue – New Build





Woodfield Park – Renovation and redevelopment





## Typical weekly Rents in Chichester District - January 2018

£s	1 bedroom Flat	1 bedroom Bungalow	2 bedroom Flat	2 bedroom Bungalow	2 bedroom House	3 bedroom House	4 bedroom House
<b>Median market rents</b>	172	-	218	-	218	241	314
<b>Local Housing Allowance</b>	134	134	168	168	168	198	268
<b>Affordable rents (inc. Service charge)</b>	130	133	161		165	188	210
<b>Social rents (exc. Service charge)</b>	93	107	105	138	117	130	163
<b>Typical Service charges</b>	5-10	5-20	3-27	0-6	0-5	0-5	12

## Glossary

**Allocations scheme** – An allocation scheme is a legal requirement under the terms of section 167 of the Housing Act 1996. It sets out the priorities and procedures for the letting of all forms of affordable (social) housing and the Councils nominations to Registered Providers (RPs). The scheme applies to existing RP tenants wanting to move (transfers) and to new applicants applying to the housing register for the first time (home seekers).

**Affordable housing** – Affordable housing which includes Social Rented, Affordable Rented and Intermediate Housing, provided to eligible households whose needs are not met by the market. The Affordable Housing should :

- meet the needs of eligible households including availability at a cost low enough for them to afford and determined with regard to local incomes and local house prices.
- include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision.

**Affordable rents** – Is a form of Affordable Housing, involving homes being made available at a rent level of up to 80% of market rent (inclusive of service charge).

**Choice based letting** – The Council has joined with other local authority partners in Sussex to operate a choice based lettings scheme called Homemove. This allocation scheme applies across the Chichester District. Under the choice based lettings scheme, transfers and homeseekers are placed in one of four broad bands of housing need according to their circumstances. They are placed on a housing register showing their priority banding, any local connection with Chichester District and their date of entry on the register.

**Community Land Trusts (CLT's)** – Are a form of community-led housing, set up and run by ordinary people to develop and manage homes as well as other assets. CLTs act as long-term stewards of housing, ensuring that it remains genuinely affordable, based on what people actually earn in their area, not just now but for every future occupier.

**Decent Home Standards** – The Decent Homes Standard is a minimum standard council and housing association homes should meet according to the government. Under the standard, council or housing association homes must:

- be free from any hazard that poses a serious threat to your health or safety
- be in a reasonable state of repair
- have reasonably modern facilities
- have efficient heating and insulation

A home fails the Decent Home Standard if it doesn't meet all four criteria.

**Designated reserve account (DRA)** – Is where the proceeds from Hyde disposals are ring fenced for the re-provision of new affordable properties in the District. In accordance with the LSVT agreement.

**Disabled facilities grant** – A grant intended to fund adaptations to the home of a person with disabilities. 40% of the grant is funded from local authorities and 60% at present funded from government grant.

**Energy Performance Certificate (EPC)** – Are a list of statistics about the energy efficiency of a property. They also have recommendations on where you could make improvements. EPCs carry ratings on energy use and carbon dioxide emissions.

**Housing and Economic Development Needs Assessment (HEDNA)** – Is a report which informs Councils of their housing and economic development needs.

**Homes England** – Is an executive non-departmental public body, sponsored by the Ministry of Housing, Communities & Local Government. Homes England brings together land, money, expertise, and planning and compulsory purchase powers, with a clear remit to facilitate delivery of sufficient new homes, where they are most needed, to deliver a sustained improvement in affordability.

**Housing register** – The Council operates a housing register called ‘Home Move’. Applicants will be placed under one of the four bands (A, B, C, D). The band is determined using the details the applicant provides. Band A represents the highest need to move while Band D is represents the lowest need.

**Housing strategy** – Document produced by each housing authority outlining how the housing needs of its residents will be met. Most strategies are revisited annually.

**Housing Health and Safety Rating System (HHSRS)** – The Housing Health and Safety Rating System (HHSRS) assesses 29 housing hazards and the effect that each may have on the health and safety of current or future occupants of the property. The HHSRS provides a way that hazards can be assessed and the best way of dealing with them identified.

- **Category 1 Hazard** – is a hazard that poses a serious threat to the health or safety of people living in or visiting your home.
- **Category 2 Hazard** – is a less serious or urgent hazard.

**Intermediate housing** – Housing at prices and rents available at a cost low enough for eligible households to afford with regard to local incomes and local house prices and which may include Shared Ownership Units and/or other forms of low cost home ownership.

**Large Scale Voluntary Transfer (LSVT)** – Transfer of Council dwellings to a registered housing provider.

**Local Connection** – A local connection can be defined in two ways. These are:

- Local Connection to the Chichester District
- Local Connection to a rural parish within the District.

**Local Connection to the Chichester District** – The District Council will only accept that an applicant has a local connection to Chichester District if they are able to prove that one of the following statements applies to at least one adult applicant:

- Currently permanently reside, through choice, within the Chichester District and have done so without a break for the preceding two years.
- Have resided within Chichester District for four out of the last six years.
- An applicant is currently employed within the district and has been continuously for at least the last 12 months. Although the employment need not be paid the applicant must be able to prove that they perform genuine work that is carried out predominantly within the Chichester District boundaries. Their employment must include at least 20 hours per week within the District.
- The applicant needs to live in the District to provide care to, or be provided with care from, a close relative (defined as mother, father, brother, sister or grown up children of the applicant) and that person has lived continuously in the District for a period of five years. The person providing the care will, in most cases, have to demonstrate that they receive, or are entitled to receive, Carer's Allowance.
- Other exceptional circumstances that the local authority might reasonably consider to constitute a local connection as agreed by the Head of Housing and Environment Services and the Cabinet Portfolio Holder.

The Council will not disqualify the following applicants on the grounds that they do not have local connection with the authority's district:

- members of the Armed Forces and former Service personnel, where the application is made within five years of discharge;
- bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner;
- serving or former members of the Reserve Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service;
- homeless applicants owed the full housing duty by Chichester District Council under Part 7 of the Housing Act 1996;
- existing social tenants seeking to transfer from another local authority district in England who:
  - have reasonable preference because of a need to move to Chichester District to avoid hardship, and
  - need to move because the tenant works or has been offered work in Chichester District and has a genuine intention to take up the offer.

Note: Occupiers of mobile homes and holiday type accommodation will not be accorded a local connection unless they have lived in the accommodation and paid Council Tax for a period of at least two years.

**Local Connection to a rural parish within the District** - Chichester District Council considers applicants to have a local connection to a parish if they are able to prove that at least one of the following statements applies to at least one adult applicant (listed in order of priority):

- They currently live in the parish and have done so continually for 10 years or more.
- They currently live in the parish and have done so continually for 5-10 years.

- They currently live in the parish and have done so continually for a minimum of 12 months or they are currently permanently employed in the parish for a minimum of 12 months and at least 20 hours per week – paid or unpaid.
- At least one of the adult applicants has a member of family (defined as grandparents, parents, siblings or children of the applicant) who currently live in the parish and have done so continually for 5 years or more.
- They are an ex-resident of the parish having been forced to move away due to a lack of affordable housing in the parish.
- They currently live in the parish and have done so continually for at least 6 months (N.B This category only applies to exception sites).

In relation to residency, occupation of the following will not qualify for the purposes of a local connection criterion to a particular parish for either an exception site or a local lettings site:

- temporary accommodation provided under any homelessness duty;
- holiday homes both mobile homes and permanent structures;
- unauthorised occupation of a gypsy or traveller site.

**Local Housing Allowance (LHA)** – Are used to calculate Housing Benefit for tenants renting from private landlords. LHA rates relate to the area in which you make your claim. These areas are called broad rental market areas (BRMA). A BRMA is where a person could reasonably be expected to live taking into account access to facilities and services. LHA rates are based on private market rents being paid in the BRMA which can differ from advertised rents. Valuation Office Agency (VOA) Rent Officers collect the rental information from letting agents, landlords and tenants.

**Market rents** – Housing which is let at 100% of its value.

**Private sector renewal** – A generic term referring to grant assistance given to help maintain the quality of the housing stock. Can apply to owner occupiers or private landlords but is subject to means test.

**Registered provider** – Organisations registered with Homes England and the Social housing Regulator. May include organisations that are either registered charities or not for profit Industrial and provident societies. Registration enables organisations to access development finance in return for a regulatory framework

**Right to buy** – This was introduced as a statutory provision by the Housing Act 1980 and required local authorities to enable secure tenants to purchase their property at a discount after a minimum period of tenancy. Tenants on assured tenancies do not have this right unless it was guaranteed through some other process such as LSVT,

**Sheltered Housing** – Sheltered housing means having your own flat or bungalow in a block, or on a small estate, where all the other residents are older people (usually over 55). With a few exceptions, all developments (or 'schemes') provide independent, self-contained homes with their own front doors. There are many different types of scheme, both to rent or to buy. They usually contain between 15 and 40 properties, and range in size from studio flats (or 'bedsits') through to 2 and 3 bed roomed.

**Social housing** – Is another term for affordable housing.

**Social housing regulator** – The Homes and Communities Agency (HCA) is an executive non-departmental public body sponsored by the Ministry of Housing, Communities and Local Government. One of the statutory committees of the HCA is the Regulation Committee, which is responsible for the regulation of social housing. On 11 January 2018, the HCA’s non-regulation arm adopted its new trading name Homes England. From that point, the HCA’s regulation directorate, which undertakes the functions of the Regulation Committee, refers to itself as the Regulator of Social Housing. Until legislation is enacted, Homes England and RSH continue to be constituted as one body – the HCA – but operate with two distinct corporate identities.

The objectives of the Regulator are set out in the Housing and Regeneration Act 2008. RSH regulates private registered providers of social housing to promote a viable, efficient and well-governed social housing sector able to deliver homes that meet a range of needs.

**Social rents** – Guideline target rents are determined through the national rent regime. Rents are not inclusive of service charges.

**Stock condition survey** – A survey of housing conditions that needs to be carried out at least once every 5 years. Addressing disrepair and unfitness should form part of the Housing Strategy and, in particular, achieve of the decent homes standard

This page is intentionally left blank

## CORPORATE PLAN REVIEW - TERMS OF REFERENCE, SCOPING OF WORK AND PLAN

Review topic	Corporate Plan Mid-Year Progress Review 2018
Terms of Reference	To consider a mid-year progress report for the period April to September 2018. To identify any further action that needs to be taken to challenge poor performance and to reduce any risk to an acceptable level.
TFG members	To be appointed at the Overview and Scrutiny Committee meeting on 18 September 2018.
Officer Support	Mr Buckley, Miss Higenbottam, Mr David Hyland, Mrs Westbrook and service areas where required.
Background	The Council's Corporate Plan projects for 2018-19 were revised by the Cabinet in January 2018. A number of new project proposals were developed and actions to meet the priorities within the plan. It is timely that a review is undertaken mid-way through the year to ensure that the council is achieving satisfactory levels of performance against the key project areas of the plan.
Outcomes to be achieved	The council's key projects are monitored for successful delivery. Action is taken to address any risks to the Council as a result of poor performance.
Methodology/ approach	As set out in the project plan below.
In scope	Review of progress against 2018-19 Corporate Plan projects.
Excluded from scope	Review of the council's priorities.
Consultation	None required.
Evidence sources	<ul style="list-style-type: none"> <li>• A mid-year performance report against Corporate Plan projects taken from the Council's performance management system.</li> <li>• Performance updates from services areas.</li> <li>• Action plans to address failing performance.</li> </ul>
Site visits	None.
Review completion date	Report to OSC 13 November 2018.
How does the review link to strategic aims and priorities?	Links to strategic priorities in the council's Corporate Plan.

## PROJECT PLAN

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

	<b>Action</b>	<b>Timescale</b>
1	TFG to receive Corporate Plan Mid-Year progress report and review to consider progress against the Corporate Plan projects for the period April to September 2018 and to identify areas where further information is required, poor performance or non-completion is posing a risk to the Council and to the achievement of the expected project outcomes.	Suggested dates - 30 October 2018 (PM) or 1 November 2018 (AM)
2	Further meeting should there be a need to hear from service managers and Heads of Service as to progress and issues affecting non-delivery of projects.	Early Nov 2018
3	Report to Overview & Scrutiny Committee	13 November 2018

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 October 2018 to 31 January 2019**

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

**Published 30 August 2018**

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 OCTOBER 2018 TO 31 JANUARY 2019**

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 October 2018 to 31 January 2019. 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.

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 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 Democratic Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail [democraticservices@chichester.gov.uk](mailto:democraticservices@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 Davis, Democratic Services Officer on 01243 534674 (e-mail [kdavis@chichester.gov.uk](mailto:kdavis@chichester.gov.uk))

Tony Dignum  
Leader of the Council

**Topics due to be considered are as follows:**

<b>Topic</b>	<b>Page</b>
<b>2 October 2018</b>	
Allocation of Affordable Housing Commuted Sums	5
Award of Contract for Cleaning of Operational Buildings	5
Chichester BID Ballot	5
Infrastructure Business Plan (IBP) 2018-2019 - Consider changes from Growth Board prior to consultation	5
North Street Car Park, Midhurst	6
Review of council tax locally defined discounts and premia in particular the empty homes premium	6
Risk Based Verification Policy	6
Single Use Plastics Action Plan	7
Site Allocation Development Plan Document	7
Southern Gateway - revision of project timetable	8
Southern Gateway - Market Tendering Exercise	8
St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild	8
Refurbishment of Tower Street Public Conveniences, Chichester	9
<b>6 November 2018</b>	
Amendment to Non Domestic Rates Discretionary Scheme 2018-2021	9
Determination of Council Tax Reduction (CTR) scheme for 2019/20	9
Environmental Supplementary Planning Document for the Revised Local Plan (SPD)	10
Increasing the Provision of the Council's Temporary Accommodation at Freeland Close, Chichester	10
Local Development Scheme 2018-2021 (LDS)	10

Local Plan Review Preferred Approach Consultation	11
Westbourne Neighbourhood Plan Decision Statement	11
Zero Carbon Chichester	12
<b>4 December 2018</b>	
Determination of the Council Tax Base 2019-2020	12
Financial Strategy and Plan 2019-2020	12
<b>8 January 2019</b>	
Corporate Plan Annual Review	13
Staff Pay Structure	13
Vehicle Wash-Down Facility at Westhampnett Depot - Project Initiation Document	14
<b>5 February 2019</b>	
2018-19 Treasury Management half-year position	14
2019-20 Treasury Management Strategy statement and Policy and Capital Strategy	14
Budget Spending Plans 2019-2020	14
Discretionary Housing Payments (DHP) Policy 2019-20	15
Infrastructure Business Plan (IBP) - Approval Following Consultation	15
Westbourne Conservation Area Character Appraisal	16
<b>5 March 2019</b>	
Chichester Harbour AONB Management Plan 2019-2024	16

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Allocation of Affordable Housing Commuted Sums</b> Allocation of affordable housing commuted sums to provide affordable units.
Report author	Ms Holly Nicol, Housing Delivery Manager hnicol@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Award of Contract for Cleaning of Operational Buildings</b> The Cabinet will be asked to approve the award of a new cleaning contract for East Pallant House, the Novium, the CCTV office and the Careline operational buildings.
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Part exempt

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Chichester BID Ballot</b> To inform Members of the reasons for a Chichester BID Ballot
Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Infrastructure Business Plan (IBP) 2018-2019 - Consider changes from Growth Board prior to consultation</b> Approval of the IBP following a six week stakeholder consultation. (Recommendation from Chichester District Growth Board) <b>(recommendation to Council)</b>
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	Yes
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>North Street Car Park, Midhurst</b> To seek approval for funds to re-surface North Street Car Park, Midhurst
Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Review of council tax locally defined discounts and premia in particular the empty homes premium</b> Local discounts: The Local Government Finance Act 2003 provided devolved powers for billing authorities to make decisions on council tax discounts for certain dwellings based on local circumstances such as second homes and long term empty dwellings. Additional freedoms have been added by the Local Government Finance Act 2012 : extending the range of discounts that can be awarded to second homes, allowing for an 'empty home premium', and allowing charging up to 100% Council Tax for some properties that were previously exempt. This report will review the current discounts with particular emphasis on the empty homes premium which Councils may now increase to 100% after 24 months.
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	Yes
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Risk Based Verification Policy</b> Risk Based Verification (RBV) is a method of applying different levels of checks to a Housing Benefit or Council Tax Reduction

	claim based on the level of risk associated with a particular claim. The adoption of a RBV Policy allows an authority to allocate its resources to those claims that are considered to be higher risk. This enables the Authority to improve its claim processing times, to improve efficiency in administration and to reduce fraud and error. The purpose of this report is to seek authorisation for any proposed revisions to the policy in preparation for the 2019/10 financial year.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Single Use Plastics Action Plan</b> An Action Plan to help CDC meet its commitment, made at Council in May 2018, to continue its work to remove Single Use Plastic from Council premises and encourage 'plastics-free' initiatives across Chichester District.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Site Allocation Development Plan Document</b> Following the examination of the Site Allocation Development Plan Document (DPD) and receipt of the Inspectors Report, it is proposed to formally adopt the DPD. <b>(Recommendation to Council)</b>
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	2 Oct 2018
-----------------	------------

Matter in respect of which the decision is to be made	<b>Southern Gateway - revision of project timetable</b> The Southern Gateway project implementation was approved by Cabinet at their meeting in November 2017. A Project Implementation Document, including tasks, resources and responsibilities was also approved at the same time. Cabinet will be asked to consider progress to date and approve a revised timetable for the delivery of the project.
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	Yes
Exempt?	Open

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Southern Gateway - Market Tendering Exercise</b> Following a market tendering exercise to select a preferred developer(s) to undertake the regeneration of the Southern Gateway area in accordance with the adopted masterplan. (Recommendation from Overview and Scrutiny Committee)
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	Yes
Exempt?	Fully exempt

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild</b> Following submission of an IPPD Cabinet approval was given for consultants to be appointed to produce draft proposals and costings for the refurbishment or redevelopment of the St James Industrial Estate. The options for the Industrial Estate have now been appraised and Cabinet authority is required for the preferred option to be progressed and budget approved for the associated consultants' fees and the refurbishment/redevelopment works' subject to further Cabinet consideration when detailed costings are available.  <b>(Recommendation to Council)</b>
Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Fully exempt
---------	--------------

Date of Meeting	2 Oct 2018
Matter in respect of which the decision is to be made	<b>Refurbishment of Tower Street Public Conveniences, Chichester</b> To seek approval for budget allocation for the refurbishment of Tower Street Public Conveniences, Chichester
Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Amendment to Non Domestic Rates Discretionary Scheme 2018-2021</b> The report is seeking a recommendation from Cabinet that the proposed changes to the NDR discretionary scheme be approved by Council. <b>(Recommendation to Council)</b>
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	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Determination of Council Tax Reduction (CTR) scheme for 2019/20</b> The report is seeking a recommendation from Cabinet that the proposed 2019-20 CTR scheme be approved by the Council. The Welfare Reform Act and Local Government Finance Acts of 2012 abolished the national council tax benefit scheme and put in place a framework for local authorities to create their own local CTR schemes from 1 April 2013. The scheme must be reviewed and approved by the Council before 11 March each year. <b>(Recommendation to Council)</b>
Report author	Mrs Marlene 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	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Environmental Supplementary Planning Document for the Revised Local Plan (SPD)</b> Environmental policies for the protection of the environment in relation to noise, light and air quality are included in the draft Revised Local Plan. In order to provide transparency as to how these policies will be applied through the Development Management process a draft SPD has been produced. This document will be subject to public consultation as part of the consultation for the Revised Local Plan Preferred approach.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Increasing the Provision of the Council's Temporary Accommodation at Freeland Close, Chichester</b> The council is being presented with increasing levels of homelessness and is having particular problems finding temporary housing for larger families. Local authorities owe a statutory duty under Part 7 of the Housing Act 1996 to secure suitable accommodation for unintentionally homeless households who are in a priority need category. <b>(Recommendation to Council)</b>
Report author	Ms Holly Nicol, Housing Delivery Manager hnicol@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Local Development Scheme 2018-2021 (LDS)</b> The Local Development Scheme (LDS) is the timetable that sets out which documents the council will produce, when the consultation stages will be and when the council will adopt the documents.  The LDS was last approved by Council on 23 January 2018. It

	replaces the previous version published in March 2017 and is available to view.  Recommendation: To approve the revised Local Development Scheme.  (Recommendation to Council)
Report author	Ms Anna-Marie Ferrier, Planning Policy Officer amferrier@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Local Plan Review Preferred Approach Consultation</b> The Preferred Approach Consultation is the second stage of the Local Plan Review, which will replace the existing Chichester Local Plan and provide an updated planning framework for the period to 2034. There will be consultation on a draft Local Plan which will include the amount of development and the locations where that will be delivered, alongside other detailed planning policies. It is intended to undertake public consultation over a 6 week period from February to March 2018. Recommendation: To approve the Local Plan Review Preferred Approach for public consultation. <b>(Recommendation to Council)</b>
Report author	Mr Mike Allgrove, Divisional Manager for Planning Policy mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Westbourne Neighbourhood Plan Decision Statement</b> To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan.  The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
Report author	Mrs Valerie Dobson, Principal 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	6 Nov 2018
Matter in respect of which the decision is to be made	<b>Zero Carbon Chichester</b> As part of the redevelopment of Graylingwell, the Home and Communities Agency (HCA) have an agreement with the developer to offset residual carbon emissions from the development through funding for local energy efficiency or other carbon saving schemes. This report will seek a decision to receive the funds from the HCA and to delegate powers to determine the form and governance of projects for expenditure of the funds.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	<b>Determination of the Council Tax Base 2019-2020</b> To set the Council Tax base for 2019/20. The tax base is effectively an estimate of the number of council tax dwellings in the District. This is adjusted for the effect of the discounts and exemptions, properties being in different valuation bands expressed as the number of band D equivalent dwellings in the district. This figure is then adjusted for the assumed collection rate.
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	4 Dec 2018
Matter in respect of which the decision is to be made	<b>Financial Strategy and Plan 2019-2020</b> 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.  The key recommendations from this report will help formulate the 2019-20 budget, and level of Council Tax.

	Cabinet is asked to recommend to Council the following; (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.
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	<b>Corporate Plan Annual Review</b> Annual refresh of the Council's Corporate Plan and consideration of the Initial Project Proposal Documents (IPPDs) put forward for 2019-20. <b>(Recommendation to Council)</b>
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	<b>Staff Pay Structure</b> A recommendation to adopt a new staff grading structure that is both fair and consistent, and that seeks to address recruitment and retention issues experienced at CDC. <b>(Recommendation to Council)</b>
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	<b>Vehicle Wash-Down Facility at Westhampnett Depot - Project Initiation Document</b> To consider the Project Initiation Document for the provision of this facility with associated works
Report author	Mrs Jane Dodsworth, Director of Residents' Services jdodsworth@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	<b>2018-19 Treasury Management half-year position</b> To receive and review a report on the Council's Treasury Management activity for the 6 months to 31-9-2018, including compliance with relevant prudential and local indicators.
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	5 Feb 2019
Matter in respect of which the decision is to be made	<b>2019-20 Treasury Management Strategy statement and Policy and Capital Strategy</b> The Council is asked to consider and approve the Council's 2019-20 Treasury Strategy Statement and Policy and linked Capital strategy statement. These documents are required to be approved by Full Council before the start of the relevant financial year by the CIPFA Treasury Management and Prudential Codes of Practice. <b>(Recommendation to Council)</b>
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	5 Feb 2019
Matter in respect of which the decision is to be made	<b>Budget Spending Plans 2019-2020</b> To set a net budget requirement and the council tax for the

	Council for the financial year 2019-20.  (Recommendation from Budget Task and Finish Group)
Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	<b>Discretionary Housing Payments (DHP) Policy 2019-20</b> The DHP scheme provides limited funding to support customers facing financial hardship situations where the normal Housing Benefit or Universal Credit awarded does not cover in full their liability to pay rent or other housing related costs. Welfare Reform has significantly impacted communities, the DHP scheme aims to alleviate poverty and to ensure that those that are vulnerable in the community are supported by this additional funding. This report to will be seeking authorisation for any minor revision to the policy in preparation for the 2019/20 financial year.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	<b>Infrastructure Business Plan (IBP) - Approval Following Consultation</b> Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board) <b>(Recommendation to Council)</b>
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	Yes
Exempt?	Open

Date of Meeting	5 Feb 2019
-----------------	------------

Matter in respect of which the decision is to be made	<b>Westbourne Conservation Area Character Appraisal</b> Approval of the revised conservation area character appraisal and management proposals for the existing Westbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the existing character.
Report author	Mrs Anna-Marie Pagano, Principal Conservation and Design Officer ampagano@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Mar 2019
Matter in respect of which the decision is to be made	<b>Chichester Harbour AONB Management Plan 2019-2024</b> The harbour Area of Outstanding Natural Beauty Management Plan has to be reviewed every five years in accordance with the Countryside and Rights of Way Act (2000). Following public consultation and approval by the Harbour Conservancy, it is then put forward for adoption by the four constituent local authorities of which Chichester DC is one. <b>(Recommendation to Council)</b>
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open