

Public Document Pack

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A meeting of the **Corporate Governance and Audit Committee** will be held in Committee Room 2 at East Pallant House Chichester West Sussex on **Thursday 26 July 2018 at 09:30**

MEMBERS: Mrs P Tull (Chairman), Mrs P Plant (Vice-Chairman), Mr J Brown, Mrs N Graves, Mrs P Hardwick, Mr F Hobbs, Mr S Lloyd-Williams, Mr K Martin, Mr S Morley and Mr P Wilding

AGENDA

1 Chairman's Announcements

The chairman will make any specific announcements for this meeting.

Apologies for absence will be taken at this point.

2 Approval of Minutes (pages 1 to 8)

The Corporate Governance and Audit Committee is requested to approve as a correct record the minutes of its meeting on Thursday 29 March 2018, a copy of which is circulated with this agenda.

3 Late Items

The Chairman will advise of any late items which will be given consideration under agenda item 18 (a) or (b).

4 Declarations of Interests

Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests which they might have in respect of matters on the agenda for this meeting.

5 Public Question Time

In accordance with Chichester District Council's scheme for public question time and with reference to standing order 6 in part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, the Corporate Governance and Audit Committee will receive any questions which have been submitted by members of the public in writing by 12:00 on the previous working day. The total time allocated for public question time is 15 minutes subject to the chairman's discretion to extend that period.

6 **Corporate Governance and Audit Committee Work Programme 2018-2019**
(pages 9 to 12)

The Corporate Governance and Audit Committee is requested to consider and approve its work programme for 2018-19.

7 **Audit Fees 2018-2019**

The Corporate Governance and Audit Committee will receive an oral report with regard to reviewing the proposed audit and certification work that Ernst and Young LLP proposes to undertake in 2018-2019 and the fees to be charged for this work.

8 **Chichester District Council Audit Results Report for the Year Ended 31 March 2018** (pages 13 to 63)

The Corporate Governance and Audit Committee is requested to consider and note the attached report which summarises the external auditor's audit conclusion in relation to Chichester District Council's financial position and the results of operations for the year ended 31 March 2018.

9 **Statement of Accounts for 2017-2018** (pages 64 to 72)

The Corporate Governance and Audit Committee is requested (a) to consider the agenda report and its two appendices, the second of which is the audited Statement of Accounts for the financial year ended 31 March 2018 and will be circulated in due course, (b) to note the audited outturn position and (c) to agree the Letter of Representation to be given to Chichester District Council's External Auditor.

10 **Section 106 and CIL Annual Monitoring Report** (pages 73 to 192)

The Corporate Governance and Audit Committee is requested to consider the agenda report and its five appendices (there is also a background paper which will be published for online viewing only as an agenda supplement), which is the annual report setting out new arrangements signed, income received and monies spent for the previous financial year including an update on non-financial obligations and information on those section 106 agreements due to expire within two years.

11 **Partnerships Report 2018** (pages 193 to 243)

The Corporate Governance and Audit Committee is requested to consider the agenda report and its three appendices (the second appendix is in five sections), namely the annual report on the effectiveness of Chichester District Council's strategic partnerships to satisfy themselves that these partnerships have appropriate governance measures and risk monitoring procedures in place.

12 **2017-2018 Annual Governance Statement and Corporate Governance Report** (pages 244 to 263)

The Corporate Governance and Audit Committee is required to report to the Council each year on the effectiveness of Chichester District Council's governance arrangements and so it requested to consider the agenda report and its three appendices and to recommend the annual report to the Council for approval.

13 **Fraud Prevention Report 2017-2018** (pages 264 to 267)

The Corporate Governance and Audit Committee is requested to consider the agenda report and the corporate approach to fighting fraud to ensure they fulfil its stewardship role and protects the public purse and to note that Chichester District Council will actively pursue potential frauds identified through ongoing investigations by the Corporate Counter Fraud Officer (CCFO).

14 **Public Sector Internal Audit Standard (PSIAS) - Peer Review** (Pages 268 - 295)

The Corporate Governance and Audit Committee requested to consider the agenda report and its appendix and to note the Chichester District Council peer review.

15 **Audit Reports, Progress Report - Audit Plan** (pages 296 to 311)

The Corporate Governance and Audit Committee is requested to consider the agenda report, its two supporting documents and its appendix and to note (a) current progress against the 2017-2018 audit plan, (b) the audit report/s and (c) the 2018-2019 audit plan.

16 **2017-18 Treasury Management Out-turn** (pages 312 to 321)

The Corporate Governance and Audit Committee is requested to consider the 2017-2018 out turn position of the treasury management activity and performance and provide comments to the Cabinet as necessary.

17 **Appointment to the Strategic Risk Group**

The Corporate Governance and Audit Committee is requested to consider and confirm its three representatives on the Strategic Risk Group for 2018-2019. The current members are Mrs P M Tull, Mr G A F Barrett and Mr G H Hicks.

18 **Late Items**

(a) Items added to the agenda papers and made available for public inspection

(b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting

19 Exclusion of the Press and Public

There are no restricted items for consideration at this meeting.

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 Corporate Governance & Audit 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 [here](#) unless they contain exempt information.
- (3) The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council’s information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
- (4) Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intention before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided.



Minutes of the meeting of the **Corporate Governance & Audit Committee** held in Committee Room 2 - East Pallant House on Thursday 29 March 2018 at 9.30 am

Members Present: Mrs P Tull (Chairman), Mr G Barrett (Vice-Chairman), Mr J Brown, Mr T Dempster, Mrs N Graves, Mrs P Hardwick, Mr S Morley and Mr P Wilding

Members not present: Mr G Hicks and Mr F Hobbs

In attendance by invitation: Mr J Jones (Ernst & Young LLP) and Mr K Suter (Ernst & Young LLP)

Officers present: Mrs H Belenger (Divisional Manager for Financial Services), Mr N Bennett (Divisional Manager for Democratic Services), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mr S James (Principal Auditor), Mrs B Jones (Principal Scrutiny Officer) and Mr D Cooper (Group Accountant)

177 Chairman's Announcements

The Chairman welcomed all to the meeting.

Apologies had been received from Mr G Hicks.

178 Approval of Minutes

The minutes of the ordinary meeting held on 25 January 2018 attached to the agenda were considered.

RESOLVED

That the minutes of the ordinary meeting held on 25 January 2018 be agreed as a correct record.

179 Urgent items

There were no urgent items.

180 Declarations of Interest

No declarations of interests were made at this point.

181 **Public Question Time**

No public questions had been received.

182 **Terms of Reference of the committee**

The committee considered its Terms of Reference attached to the agenda.

The Chairman wished to remind the committee of its Terms of Reference having attended a recent Ernst & Young LLP seminar where this was raised.

Mrs Belenger advised that the entire Constitution was currently under review due to the introduction of the new corporate management structure.

The committee noted its Terms of Reference.

183 **Audit Planning Report for year ending 31 March 2018 - EY**

The committee considered the report attached to the agenda.

Mr Suter and Mr Jones of Ernst & Young LLP (EY) presented the report.

Mr Suter advised that the Ernst & Young LLP audit teams had recently been rotated and that he had taken over as the council's new Engagement Lead and that Mr Jones would be the council's new Audit Manager. The rest of the team remained which would provide continuity.

Mr Suter drew members' attention to points in the report, particularly the risk related to the earlier timeline for this year's audit.

The committee made the following comments and received answers to questions including the following:

- *Requested clarification of the 75% performance materiality.* The figure was 75% of 2%. A view was taken by EY as to what level of error would be acceptable without changing the interpretation and understanding of the financial statements and this is determined to be 2% of gross revenue expenditure which would be £1.4m. EY then applies the lower figure to ensure that the audit is conducted having identified as many potential issues as possible so as not to breach that 2% of £1.4m.
- *Is the revenue gross of our collections for other authorities as there is concern that it gives a higher materiality than the reality of the operations of this council?* The basis was set upon our gross expenditure so, unless an element of collection on behalf of West Sussex County Council for example was going through our Income & Expenditure statement, it would not be included. This was based on £71.1m as stated on page 23 of the report. This was high because housing benefit was going through our account however it did not include precepting authorities.
- The Audit Plan was a generic document which applied to most local authorities. Any differences would include whether there were new, novel or unusual transactions going through the accounts for the first time, the use of PFIs or

group accounting etc. The council was not undertaking those arrangements and so it was a standard Audit Plan.

- *Concern that sufficient resources were being allocated to mitigate the risk to the council of the accounts not being finalised according to the new timeline?* As reported to the committee in the past dry runs had been put in place to identify where the processes could be streamlined to meet the earlier closedown deadline. A period of two weeks needed to be shaved off the cycle based on last year's performance. Service champions were recently identified to drive the process in the service teams to ensure that information was received back from them in a timely way and this had been successful. Learning had been noted from past lessons. Earlier preparation with the auditors had taken place to provide them with information in good time. A portal had been launched by EY to list information that was outstanding which was considered a useful tool. The service was fully staffed and funding would be available if further resources were required.

The committee noted the report.

184 **Audit Committee Briefing - EY**

The committee considered the report attached to the agenda.

Mr Jones presented the report, advising that this briefing was for the committee's information.

The committee made the following comments and received answers to questions as follows:

- *Had an increase in employee wages above 1% been included in the budget?* 2% had been included in the budget and 2% per year added to the five year Financial Strategy.
- *Would parking income be within the scope of IFRS 15?* The initial view was that we wouldn't be caught by this but it was being checked.
- *Would the authority ever be affected by a collapse such as Carillion plc?* The council does not outsource any service except for the leisure contract therefore there is no arrangement that would put us in that situation.
- *Was there a view that, as it affected a number of local authorities, the IFRS9 regulations might be overridden?* The Government had consulted on the IFRS9 issue. We had undertaken our own lobbying and had gone through official channels to put our view to them. £0.5m had been provided in our budget to cover this issue so even if there was no override we were still in a good position. Mr Catlow was able to advise on the latest information from MHCLG - they were 'minded' to approve an override however they might limit its scope to investment in the local authority property fund with an override in place by 2018-19.

The committee noted the audit committee briefing.

185 **Internal Audit - Audit Plan Progress**

The committee considered the report attached to the agenda.

Mr James presented the report.

The Building & Facilities Audit – In the main contract standing orders are being complied with however, the service did not keep adequate records relating to low value contracts. It was agreed that detailed procedure notes needed to be put in place to support Contract Standing Orders. These procedures were currently being updated together with Health & Safety procedures. Mr James was able to give an update to committee that the process of writing procedures was almost complete.

2018-19 Audit Plan – A large proportion of the 2018-2019 Audit Plan would be Key Financial Systems work which would be undertaken by Internal Audit in order that reliance could be placed on the work by the Council's External Auditors and to avoid any increase in audit fees.

The committee was reminded that at the last meeting it had requested that information on audits which had been deferred be presented in a more detailed form. Mrs Belenger acknowledged that this had not been included for this meeting saying that it had been a very busy time of year for the team but that a new system for reporting would be introduced next year. The committee's attention was drawn to the second item on the committee's Terms of Reference considered earlier to 'Review or determine the Internal Audit priorities based on the corporate governance issues and risk assessments made' and stated that the committee could not do this if the information on reports was not transparent as to why audits had slipped.

Mr James confirmed that he had met with the Novium Museum's Manager. The scope of the audit had been agreed and testing had started.

The committee noted the Building & Facilities Audit report, the progress achieved on the 2017-18 Audit Plan and the newly developed 2018-19 Audit Plan.

186 **2017-18 Accounting Policies**

The committee considered the report attached to the agenda.

Mr Catlow and Mr Cooper presented the report.

Mr Catlow advised that these policies were agreed before the financial statements were prepared. There had been no amendments to the policies but they had been edited for brevity. In future the accounts would be developed so that they only included information to make the information readable by the public.

The committee raised the following queries and received answers to questions as follows:

- *Do we understand our target groups and should we have consulted with our users?* Local Authority stakeholders are difficult to define but could be users of public services across the area, major contractors we use and voluntary bodies we have a partnership with however it was acknowledged that local authority accounts were not widely read.
- *Concern re watering down accounts which would not enable stakeholders to see fraud or to identify financial difficulties being experienced.* The standard set of

information would still be included including disclosures below £1m. This should be enough information for a reader to be able to identify issues. The authority complied with the code of practice for disclosure; the accounts were open to the public during a set period of six weeks and they were entitled to ask questions of auditors. The reality was that the public did not take advantage of this transparency procedure.

- *With FOI powers could information be produced on a need to know basis?* Under the transparency agenda we were obliged to disclose certain information all the time and this was included. The more information we included the more auditing was required.
- *Queried officer termination benefits.* This wording meant that if there was a new structure in place the affected posts would be identifiable and that a contractual commitment existed at the time the accounts were prepared.
- *Prior period adjustments.* It was our policy to produce a note that this had happened.
- *Reinstate the fair values heading on page 92.*
- *Requested the finance team to reinstate the printed Council Tax leaflet to go out with the annual Council Tax bill.* The leaflet was available online but was unpopular with residents. Mrs Belenger was requested to consider from stakeholders' perspective that the WSCC and Sussex Police leaflets were included but not our own. Mrs Belenger undertook to pass on that request to the relevant director.

RESOLVED

- 1) That the council's current accounting policies at Appendix A be approved as an appropriate basis to prepare the Council's 2017-18 financial statements.
- 2) That the principles set out in this report to review and refocus financial disclosures for 2017-18 to improve readability and increase impact be approved.

187 Carry Forward Requests 2018

The committee presented the report attached to the agenda.

Mr Cooper presented the report. Four requests had been received for budgets to be carried over to 2018-19 subject to the funds being available and unspent at year end.

The role of the Assistant Corporate Counter Fraud Officer was queried. This was confirmed as internally focused work carrying out the National Fraud Initiative data matching processes and related to investigations of high and medium risk items. A set of criteria was agreed with the NFI which had been expanded this year resulting in 7,500 matches as opposed to 1,500 matches last year. The single persons discount and business rates areas were also being investigated.

The committee commended the detail provided against each carry forward request stating that this was the same concept as the detail requested on the internal audit plan. This was noted by Mrs Belenger.

RECOMMENDED TO CABINET

That the requests for budgets to be carried forward to 2018-19 totalling £90,000 be approved.

188 Strategic and Operational Risks 2017-18

The committee considered the report attached to the agenda.

Mrs Belenger presented the report drawing members' attention to the heat map at item 6.3. During this quarter three new strategic risks had been identified including two high scoring risks – Southern Gateway and Local Plan. The high scoring Programme Board and Organisational Risks were included along with information on mitigation measures in place.

Mr Bennett advised that he was part of the Southern Gateway project group and updated the committee on the deliberations of that group when the project was discussed.

The committee made the following comments and received answers to questions as follows:

- Internal controls for both the Southern Gateway and Local Plan had been amended from 'improving' to 'poor' by the Strategic Risk Group following assessment by the Senior Leadership Team.
- *Queried whether all Council members should have responsibility for managing risk to the council.* A discussion took place on whether members needed to take individual as well as corporate responsibility for risks and to manage those risks within their role. It was agreed that a section should be added to the table on page 118 in the policy reflecting members' roles and responsibilities.
- *Queried the table entitled 'severity of impact matrix' on page 121 of the policy and members' responsibilities with regard to bringing embarrassment or reputation risk to the council.* Add 'member forced to resign' under 3 Serious and add 'Leader forced to resign' under 4 Major under the heading entitled embarrassment or reputation risk.
- *Concern regarding the risk to the Southern Gateway project where internal controls are showing a current status of 'poor'. Concern about the ability to achieve the target risk score of 3 by September 2018. Concern regarding the risk of reputational damage to the council which should be weighted on a similar level to financial risk.* The project team was very strong, run by Mr P Over, and risks were being reassessed on a monthly basis. Mrs Belenger advised that the target risk score of 3 (Impact 3 (Serious); Likelihood 1 (Unlikely)) was perhaps not reconsidered by the Strategic Risk Group (SRG) however the risk register was reviewed on a quarterly basis by the Senior Leadership Team (SLT). Some members requested that this target score be increased as it was clearly unachievable by September 2018. Mrs Belenger referred members to the impact and likelihood descriptions on page 121 which was the criteria when setting target scores. Although the date was stated at September 2018 it was essentially a three to five year project. If all the internal controls in place were controlled then the impact on the council in terms of severity would be less and the likelihood would be 'unlikely'. Mrs Belenger, referring to a recent note from

Mr Over, advised that the risk score should have been reflected as Impact 4 (Major) Likelihood 1 (Unlikely) and not as stated in the report, however she would confirm this score with him. The committee wished to raise its concern at the target risk score of 3 but accepted that it was not the committee's duty to amend the target risk score. Reputational damage would be added to the risk description 'Failure to deliver the outcomes of the project leading to **reputational damage and** financial exposure to CDC as lead partner, and'

- *Queried whether the reference to OAN (4th bullet point on page 143) should read OAN **growth**.* Mrs Belenger undertook to investigate this wording and amend as necessary.

A recommendation was proposed and seconded to move to Part II confidential exempt business in order to consider Appendix 2(b) Cyber Risk Attack across ICT Estate. The committee approved this by a show of hands.

RESOLVED

That in accordance with section 100A of the *Local Government Act 1972* (the Act) the public and the press be excluded from the meeting for the reason that it is likely in view of the nature of the business to be transacted that there would be disclosure to the public of 'exempt information' being information of the nature described in Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Following discussion of this Part II appendix the committee agreed to go back into Part I business having had a recommendation made and seconded.

Mrs Belenger agreed to investigate the queries raised and to update the policy and Strategic Risk Register with the specific actions and concerns identified above. The target risk scores for both new risks Southern Gateway and Local Plan would be clarified at the next quarterly review by SLT along with the target date for risk number CRR 147 Southern Gateway.

RECOMMENDED TO CABINET AND COUNCIL

That subject to the amendments suggested above the updated Risk Management Policy and Strategy be approved.

RESOLVED

- 1) That, subject to the specific actions above being updated and investigated, the current strategic risk register and the internal controls in place, plus any associated action plans to mitigate those risks, be noted.
- 2) That the current high scoring programme board and organisational risks and the associated mitigation plans in place be noted.

189 **Late items**

There were no late items.

190 **Exclusion of the Press and Public**

In order to consider the Part II confidential exempt matter listed as agenda item 15 Mrs Tull read out the resolution set out below, which was duly proposed and seconded. On a vote by a show of hands the committee approved unanimously the following resolution.

RESOLVED

That in accordance with section 100A of the Local Government Act 1972 (the Act) the public and the press be excluded from the meeting during the consideration of agenda item 15 (Potential liabilities of the Council) for the reason that it is likely in view of the nature of the business to be transacted that there would be disclosure to the public of 'exempt information' being information of the nature described in the following paragraphs in Part I of Schedule 12A to the Act as follows:

5 (Information in respect of which a claim or legal professional privilege could be maintained in legal proceedings)

191 **Potential liabilities of the Council**

The committee considered the report attached to the agenda and presented by Mr Bennett.

RESOLVED

That the report be noted.

The meeting ended at 12.08 pm

CHAIRMAN

Date:

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

26 July 2018

**Corporate Governance and Audit Committee
Work Programme 2018-2019**

1. Contacts

Tricia Tull - Chairman of the Corporate Governance & Audit Committee
Telephone: 01243 641439
E-mail: ttull@chichester.gov.uk

2. Recommendation

The committee is requested to consider and agree its work programme for 2018-19.

3. Background

3.1 Each year the Corporate Governance and Audit Committee prepares its work programme identifying the issues it will consider throughout the year.

3.2 At previous meetings of the committee the following principles were agreed:

- Task and Finish Groups can be used to take an issue off-line for deeper consultation and report back with recommendations.
- Where major documents (such as Treasury Management) are brought to the committee for approval, highlighting or underlining should be used to identify changes from previously approved versions.
- Reports should be shorter and more use should be made of executive summaries.
- High/medium priority internal audit reports would be included with the agenda and low priority audit reports would be emailed to members for information.

Developing a Work Programme

4.1 The 2018-2019 work programme has been developed in consultation with the Council's external auditors and with internal audit officers and taking into account suggestions for future focus discussed by the committee during the year.

4.2 The Business Routeing Panel met on 26 March 2018 to discuss the council's full work plan and to agree those issues which should be considered by this committee.

4.3 Members are requested to consider and approve this committee's work programme attached at Appendix 1.

5. **Implications**

Are there any implications for the following?

	Yes	No
Crime & Disorder		x
Climate Change		x
Human Rights and Equality Impact		x
Safeguarding		x
Other (please specify) eg biodiversity		x

6. **Appendices**

Appendix 1 – Draft Work Programme 2018-2019

7. **Background Papers**

None

Corporate Governance and Audit Committee 2018-19 Work Programme

Subject	Route	Lead Officer
26 July 2018		
CGAC work programme 2018-19		Katherine Davis
Audit fees 2018-19		EY
Audit Results Report 2017-18		EY
Approval of the 2017-18 Audited accounts		David Cooper
S106 Annual Monitoring report		Simon Davies
Annual report on Partnerships		Amy Loaring
Corporate Governance report to Full Council 2017-18 App 1 CGAC report to Full Council; App 2 Annual Governance Statement; App 3 Report on Partnerships; App 4 Effectiveness of Internal Audit section	Council	Stephen James
Fraud Prevention		Stephen James
Quality Assurance & Improvement Programme – Public Sector Internal Audit Standards (PSIAS)		Tom Davis (Head of Internal Audit Hastings Borough Council)
Internal audit - individual reports and audit plan progress 2017-18 and new audit plan 2018-19		Stephen James
Appointment of three members of the committee on the Strategic Risk Group		Chairman
16 October 2018		
Annual Audit Letter 2017-18		EY
Business Continuity – update on progress Health & Safety – moved to June each year as WT reports on previous financial year		Warren Townsend
Strategic & Operational Risks 2018-19 – report back from SRG 20 September 2018	Cabinet	Helen Belenger
Financial Strategy & Plan	Cabinet	Helen Belenger
S106 exceptions report		Simon Davies
Formal complaints, FOI requests and Subject Access Requests analysis 2017-18		Nick Bennett/Fiona Delahunty
Internal audit - individual reports and audit plan progress		Stephen James

Subject	Route	Lead Officer
10 January 2019		
Audit Progress Report		EY
Mid- year review of the Treasury Management Strategy 2018-19	Cabinet	Mark Catlow
Budget TFG – report back by members of the group		Helen Belenger/ TFG members
Internal audit - individual reports and audit plan progress		Stephen James
28 March 2019		
Certification of claims and returns annual report 2017-18		EY
Audit Planning Report 2018-19		EY
Internal audit - individual reports and audit plan progress and new audit plan 2019-20		Stephen James
Accounting Policies		Helen Belenger
Strategic, Organisational and Programme Board Risk Registers Update	Cabinet (if policy changed)	Helen Belenger
Fraud Prevention		Stephen James
Internal audit - individual reports and audit plan progress		Stephen James
Carry forward requests	Cabinet Apr 2019	David Cooper
Report on potential liabilities of outstanding litigation (Part 2)		Nick Bennett

Reports emailed to CGAC members for information:

- Audit scopes – sent to committee members by Internal Audit
- Audits where recommendations are low risk – medium and high risk audits included on agenda
- Treasury Management monthly reports – sent to members by Financial Services
- Property Investment performance monthly reports – sent to members by Financial Services
- Employment Statistics annual report – November (reported as part of Equality Strategy update) – sent to members by Committee Clerk
- EY quarterly committee briefings – sent to committee members by Committee Clerk

Chichester District
Council
Audit results report
Year ended 31 March 2018

July 2018

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EY

Building a better
working world

Agenda Item 8



Private and Confidential

18 July 2018

Dear Corporate Governance and Audit Committee Members

We are pleased to attach our audit results report for the forthcoming meeting of the Corporate Governance and Audit Committee. This report summarises our preliminary audit conclusion in relation to the audit of Chichester District Council for 2017/8.

We have substantially completed our audit of Chichester District Council for the year ended 31 March 2018. Subject to concluding the outstanding matters listed in our report, we confirm that we expect to issue an unqualified audit opinion on the financial statements in the form at section 3, before the statutory deadline of 31 July 2018. We also have no matters to report on your arrangements to secure economy, efficiency and effectiveness in your use of resources.

This report is intended solely for the use of the Corporate Governance and Audit Committee, other members of the Authority, and senior management. It should not be used for any other purpose or given to any other party without obtaining our written consent.

We would like to thank your staff for their help during the engagement.

We welcome the opportunity to discuss the contents of this report with you at the Corporate Governance and Audit Committee meeting on 26 July 2018.

Yours faithfully

Kevin Suter

Associate Partner

For and on behalf of Ernst & Young LLP

Encl

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In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued "Statement of responsibilities of auditors and audited bodies". It is available from the via the PSAA website (www.PSAA.co.uk). The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The "Terms of Appointment (updated February 2017)" issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This report is made solely to the Corporate Governance and Audit Committee and management of Chichester District Council in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the Corporate Governance and Audit Committee and management of Chichester District Council those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Corporate Governance and Audit Committee and management of Chichester District Council for this report or for the opinions we have formed. It should not be provided to any third-party without our prior written consent.



01

Executive Summary

Scope update

In our Audit Planning Report presented at the 29 March 2018 Corporate Governance and Audit Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. We carried out our audit in accordance with this plan, with the following exceptions:

- Changes in materiality. In our Audit Planning Report, we communicated that our audit procedures would be performed using a materiality of £1.423m. We updated our planning materiality assessment using the draft financial statements and have also reconsidered our risk assessment. Based on our materiality measure of gross revenue expenditure, we have updated our overall materiality assessment to £1.508m. This results in updated performance materiality, at 75% of overall materiality, of £1.131m, and an updated threshold for reporting misstatements of £0.075m.
- Changes in internal reporting structure. The Council restated its net cost of services comparative figures on the Comprehensive Income and Expenditure Statement and also the Expenditure and Funding Analysis note. The restatement changes the way that costs are analysed segmentally between different areas of the business and arose because of a changes made to reflect the Council's revised portfolio structure. The total value of net service costs remained unchanged. There were no implications for the General Fund from these changes. The Balance Sheet and Cash Flow Statement were also unaffected. We undertook the following additional procedures to confirm that the restated figures were accurate:
 - Reviewed the Comprehensive Income and Expenditure Statement and Expenditure and Funding Analysis note, to ensure disclosures are in line with the CIPFA Code
 - Reviewed the analysis of how these figures were derived, how the ledger system had been re-mapped to reflect the Council's organisational structure and how overheads were apportioned across the service areas reported
 - Agreed the restated comparative figures back to the Council's segmental analysis and supporting working papers



Executive Summary

Status of the audit

We have substantially completed our audit of Chichester District Council's financial statements for the year ended 31 March 2018 and have performed the procedures outlined in our Audit Planning Report. Subject to satisfactory completion of the following outstanding matters we expect to issue an unqualified opinion on the Council's financial statements in the form which appears at Section 3. However until work is complete, further amendments may arise:

- Testing and review of PPE valuation, Investment Properties, Creditors, Debtors, Provisions, Pension Scheme liabilities, Payroll, journals, various categories of income and expenditure. These areas are in progress, but the impact of faster close for 2017/18 means that at the date of writing this report we are only 50% through the planned audit visit
- Review of the final version of the financial statements
- Completion of subsequent events review
- Receipt of the signed management representation letter
- Completion of procedures required by the National Audit Office (NAO) regarding the Whole of Government Accounts submission

We expect to issue the audit certificate at the same time as the audit opinion.

Audit differences

We identified one unadjusted audit difference in the draft financial statements which management has chosen not to adjust. We ask that they be corrected or a rationale as to why it is not corrected be approved by the Corporate Governance and Audit Committee and included in the Letter of Representation. We agree with management's assessment that the impact is not material. Details can be found in Section 4 Audit Differences

We have identified an audit difference £1,539k relating to the Net Pension Asset. Management has contacted the actuary for an updated IAS 19 report and have agreed to amend the accounts. This has no impact on the useable resources of the Council. Details can be found in Section 4 Audit Differences.



Executive Summary

Areas of audit focus

Our Audit Planning Report identified key areas of focus for our audit of Chichester District Council's financial statements. This report sets out our observations and conclusions, including our views on areas which might be conservative, and where there is potential risk and exposure. We summarise our consideration of these matters, and any others identified, in the "Areas of Audit Focus" section of this report.

We ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Corporate Governance and Audit Committee.

Page 10

Control observations

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you.



Executive Summary

Value for money

We have considered your arrangements to take informed decisions; deploy resources in a sustainable manner; and work with partners and other third parties. In our Audit Planning Report we identified no significant risks over sustainable resource deployment. We have revisited this assessment and considered the wider results of our other audit procedures; we identified no significant risks.

We have no matters to report about your arrangements to secure economy efficiency and effectiveness in your use of resources. Details can be found in Section 5 Value for Money.

Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result of this work.

We have performed the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts submission. We had no issues to report.

We have no other matters to report.

Independence

We have no matters to highlight on Independence.



02 Areas of Audit Focus



Areas of Audit Focus

Significant risk

Misstatements due to fraud or error

What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

We updated our risk assessment since our planning report, amending our focus from the accounting policies and assessing the potential for management overriding controls through capital expenditure, REFCUS and the MIRS. We assessed the potential for material error existed in the classification of REFCUS.

What judgements are we focused on?

We focused on the following:

- Understanding the risks of fraud and the controls put in place to address those risks by management and how the Corporate Governance and Audit Committee oversees management's processes over fraud;
- Considering the effectiveness of management's controls designed to address the risk of fraud;
- Determining an appropriate strategy to address those identified risks of fraud;
- Whether management were inappropriately processing journals that transferred amounts from revenue to capital; and
- Performing mandatory procedures in respect of journal entries, estimates and significant unusual transactions.

What did we do?

- Wrote to the s151 officer, Chair of the Corporate Governance and Audit Committee and the Internal Audit and Corporate Fraud Manager in this regard and reviewed their responses;
- Documented our understanding of the controls relevant to this significant risk and considered they have been appropriately designed;
- Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in preparing the financial statements;
- Amended our sample sizes when testing REFCUS to reflect the existence of this risk. Agreed samples to source documentation to ensure the classification was reasonable;
- Reviewed accounting estimates for evidence of management bias; and
- Evaluated the business rationale for any significant unusual transactions.

What are our conclusions?

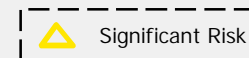
Based on the work completed at the time of drafting this report:

We have not identified any material weaknesses in controls or evidence of material management override.

We have not identified any issues with the classification of REFCUS.

We have not identified any instances of inappropriate judgements being applied.

We did not identify any other transactions during our audit which appeared unusual or outside the Council's normal course of business





Areas of Audit Focus

Other financial statement risk

Valuation of land and buildings

What is the risk?

The fair value of Property, Plant and Equipment (PPE) represent significant balances in the Council's accounts and are subject to valuation changes, impairment reviews and depreciation charges. Management is required to make material judgemental inputs and apply estimation techniques to calculate the year-end balances recorded in the balance sheet.

Page 23

What judgements are we focused on?

- are focused on the following:
- The adequacy of the scope of the work performed by the valuer including their professional capabilities; and
 - The reasonableness of the underlying assumptions used by the Council's expert valuer.

What did we do?

- Considered the work performed by the Council's valuers, including the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- Reviewed the relationship of the valuer to the Council;
- Challenged the assumptions used by the Council's valuers by reference to external evidence;
- Considered the annual cycle of valuations to ensure that assets have been valued within a 5 year rolling programme as required by the Code for PPE;
- Reviewed assets not subject to valuation in 2017/18 and confirmed that the remaining asset base was not materially misstated;
- Sample tested key asset information used by the valuers in performing their valuation;
- We also considered if there are any specific changes to assets that have occurred and that these have been communicated to the valuer;
- Considered changes to useful economic lives as a result of the most recent valuation; and
- Tested accounting entries have been correctly processed in the financial statements.

What are our conclusions?

Our work in this complex area is still in progress as at the date of writing this report. Based on the work completed to date:

- We have reviewed the instructions and data provided to the valuer by the Council. We identified no issues.
- We have reviewed the classification and valuation methods used and identified no issues.
- We reviewed the relationship of the valuer to the Council and identified no issues.
- Our review of accounting entries at period end and those journals made in processing valuation adjustments did not reveal any instances of management intention to misreport the financial position.

We will update the Committee if any matters arise in the completion of our procedures.



Areas of Audit Focus

Other financial statement risk

Pension Liability valuation

What is the risk?

The Local Authority Accounting Code of Practice and IAS19 require the Council to make extensive disclosures within its financial statements regarding its membership of the Local Government Pension Scheme administered by West Sussex County Council.

The Council's pension fund surplus contains material estimations and the Code requires that this asset be disclosed on the Council's balance sheet. At 31 March 2018 this totalled £0.623m.

The information disclosed is based on the IAS 19 report issued to the Council by the actuary to the County Council.

Accounting for this scheme involves significant estimation and judgement and therefore management engages an actuary to undertake the calculations on their behalf. ISAs (UK and Ireland) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates.

Page 24

What judgements are we focused on?

We focused on the following:

- The reasonableness of the underlying assumptions used by the Authority's expert - Hymans Robertson;
- Ensuring the information supplied to the actuary in relation to Chichester District Council was complete and accurate; and
- Ensuring the accounting entries and disclosures made in the financial statements were consistent with the report from Hymans Robertson.

What did we do?

- Liaised with the auditors of West Sussex County Council Pension Fund, to obtain assurances over the information supplied to the actuary in relation to Chichester District Council;
- Assessed the work of the Pension Fund actuary (Hymans Robertson) including the assumptions they have used by relying on the work of PWC - Consulting Actuaries commissioned by the National Audit Office for all Local Government sector auditors, and considered relevant reviews by the EY actuarial team;
- Reviewed the actuaries estimates to outturn information where available; and
- Reviewed and tested the accounting entries and disclosures made within the Council's financial statements in relation to IAS19.

What are our conclusions?

We obtained assurances from the auditors of West Sussex County Council Pension Fund that the information supplied to the actuary in relation to Chichester District Council was accurate and complete.

We have assessed and are satisfied with the competency and objectivity of the Council's actuaries: Hymans Robertson.

We have reviewed the work of the actuaries. We challenged the actuarial valuation and found no indication of management bias in this estimate.

Our review of accounting entries at period end and those journals made in processing valuation adjustments did not reveal any instances of management intention to misreport the financial position.

When preparing the actuary report, the actuary used an estimated figure for the total net value of the Fund's assets as at 31 March 2018. Through our review of the actual net assets figures per the Pension Fund accounts we have identified an understatement in the total value of the Fund's net assets. However, the Council has contacted the actuary for an updated IAS 19 report and have agreed to amend the accounts.



Areas of Audit Focus

Other areas of audit focus

NDR Appeals Valuation

What is the risk?

The Code of Practice on Local Authority Accounting requires the Council to account for NDR income (business rates) on an accruals basis. Therefore, the Council is required to consider a provision for the outcome of any appeals to business rates

The Non Domestic Rates Appeals Provision is a material balance in the financial statements which requires a number of assumptions and judgements.

Page 25

What judgements are we focused on?

We focused on the following:

- The reasonableness of the assumptions to appeals made to the 2005 and 2010 ratings lists;
- The reasonableness of the assumptions made to any appeals lodged against the 2017 ratings list, and the Council's assumptions for appeals as yet unlogged.

What did we do?

- Reviewed the calculation of the provision for accuracy;
- Ensured calculation of the provision included consideration of unlogged appeals;
- Considered the relevance and reasonableness of assumptions, methods and models used by the management specialist; and
- Performed post year-end review of appeals settled to determine whether the revised rateable value and effective date of the appeal are in line with the provision

What are our conclusions?

We have reviewed the calculation of the provision for accuracy.

We identified an overstatement of the provision. However, this was not material, details can be found in Section 4 Audit Differences.

We have confirmed that the provision considered unlogged appeals.

We reviewed the assumptions, methods and models used by management's specialist. We identified no issues.

Our post year-end review of appeals settled identified no issues.



Areas of Audit Focus



Other matters

Assessment of new Accounting Standards

- IFRS 9 Financial Instruments: The 2018/19 Code introduces IFRS 9 on financial instruments. Your view is that the final impact of this on the Council's General fund will depend on factors outside of the Council's control, including subsequent movements in the fair value of relevant investments and whether the Government amends the accounting treatment of these investments via Statutory Instrument. Your best estimate of the impact of this, based on the accounting and statutory framework presently in place, is a loss on initial re-categorization of investments from fair value through other comprehensive Income to fair value through profit and loss upon adoption of IFRS9 - £367k and a charge to revenue from the adoption of a prospective model of impairment loss in accordance with IFRS 9 - between £50k and £75k. In addition, the Council's General Fund would be subject to movements in fair value in certain investments. The Council is unable to provide a sufficiently reliable estimate of the total impact of this as at 31 March 2019. We agree with Council's assessment.
- IFRS 15 Revenue from Contracts with Customers: Similarly the 2018/19 Code of Practice on Local Authority Accounting for the United Kingdom determines how IFRS 15 Revenue from Contracts with Customers will be adopted by local government bodies. In your view the impact of the introduction of IFRS 15 and its amendments is currently not known. The Council are currently assessing the implications of the introduction of this standard from 1 April 2018. In our view, given the nature of the Council's income streams, it is unlikely that the future implementation of IFRS 15 will have a material impact on the single entity financial statements of the Council.



03 Audit Report



Audit Report

Draft audit report

Our proposed audit report

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CHICHESTER DISTRICT COUNCIL

Opinion

We have audited the financial statements of Chichester District Council for the year ended 31 March 2018 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Movement in Reserves Statement,
- Comprehensive Income and Expenditure Statement,
- Balance Sheet,
- Cash Flow Statement,
- the related notes 1 to 30, and
- Collection Fund and the related notes 1 to 3

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of Chichester District Council as at 31 March 2018 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the Council in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Director of Corporate Services use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Director of Corporate Services has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Statement of Accounts 2017/18, other than the financial statements and our auditor's report thereon. The Director of Corporate Services is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.



Audit Report

Our proposed audit report

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the C&AG in November 2017, we are satisfied that, in all significant respects, Chichester District Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or

- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

Responsibility of the Director of Corporate Services

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 14 the Director of Corporate Services is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Director of Corporate Services is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.



Audit Report

Our proposed audit report

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General (C&AG) in November 2017, as to whether the Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Certificate

We certify that we have completed the audit of the accounts of Chichester District Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Use of our report

This report is made solely to the members of Chichester District Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Council and the Council's members as a body, for our audit work, for this report, or for the opinions we have formed.



04 Audit Differences



Audit Differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as “known” or “judgemental”. Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

Summary of adjusted differences

We highlight the following misstatements greater than £0.075mn which have been corrected by management that were identified during the course of our audit. These are being investigated by management and will be corrected if they are in agreement:

- An understatement of 1,539k in relation to the Net Pension Asset - The net asset value of West Sussex County Council Pension Fund was estimated at the time the actuaries prepared their report. The final outturn for the Pension Fund’s net assets at year-end differed to the actuary’s estimate which had the effect of understating the Net Pension Asset.
- Some minor misstatements in disclosures

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Summary of unadjusted differences

In addition we highlight the following misstatements to the financial statements and/or disclosures which was not corrected by management. We request that these uncorrected misstatements be corrected or a rationale as to why they are not corrected be considered and approved by the Corporate Governance and Audit Committee and provided within the Letter of Representation:

	Assets Current	Assets Non-current	Liabilities Current	Liabilities Non-current	CIES
	Debit/ (Credit)	Debit/ (Credit)	Debit/ (Credit)	Debit/ (Credit)	Debit/ (Credit) Current period
Uncorrected misstatements					
Known differences:					
▶ Overstatement of NDR Appeals Provision - We recalculated the NDR Appeals Provision based on information provided by management’s specialist and identified a difference of £382k				£382k	(£382k)
Total		-		£382	(£382k)



05

Value for Money Risks





Background

We are required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. This is known as our value for money conclusion.

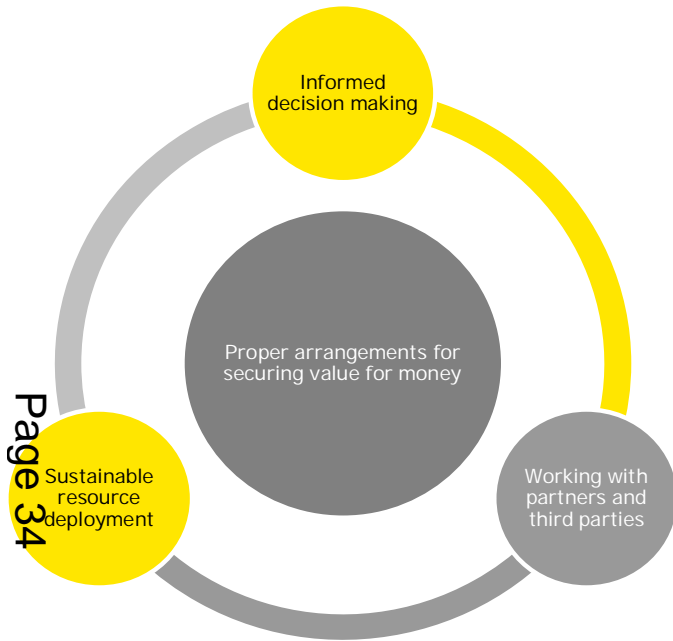
For 2017/18 this is based on the overall evaluation criterion:

"In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people"

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- § Take informed decisions;
- § Deploy resources in a sustainable manner; and
- § Work with partners and other third parties.

In considering your proper arrangements, we will draw on the requirements of the CIPFA/SOLACE framework for local government to ensure that our assessment is made against a framework that you are already required to have in place and to report on through documents such as your annual governance statement.



Financial Resilience and Assessment of the Authority's Reserve Position

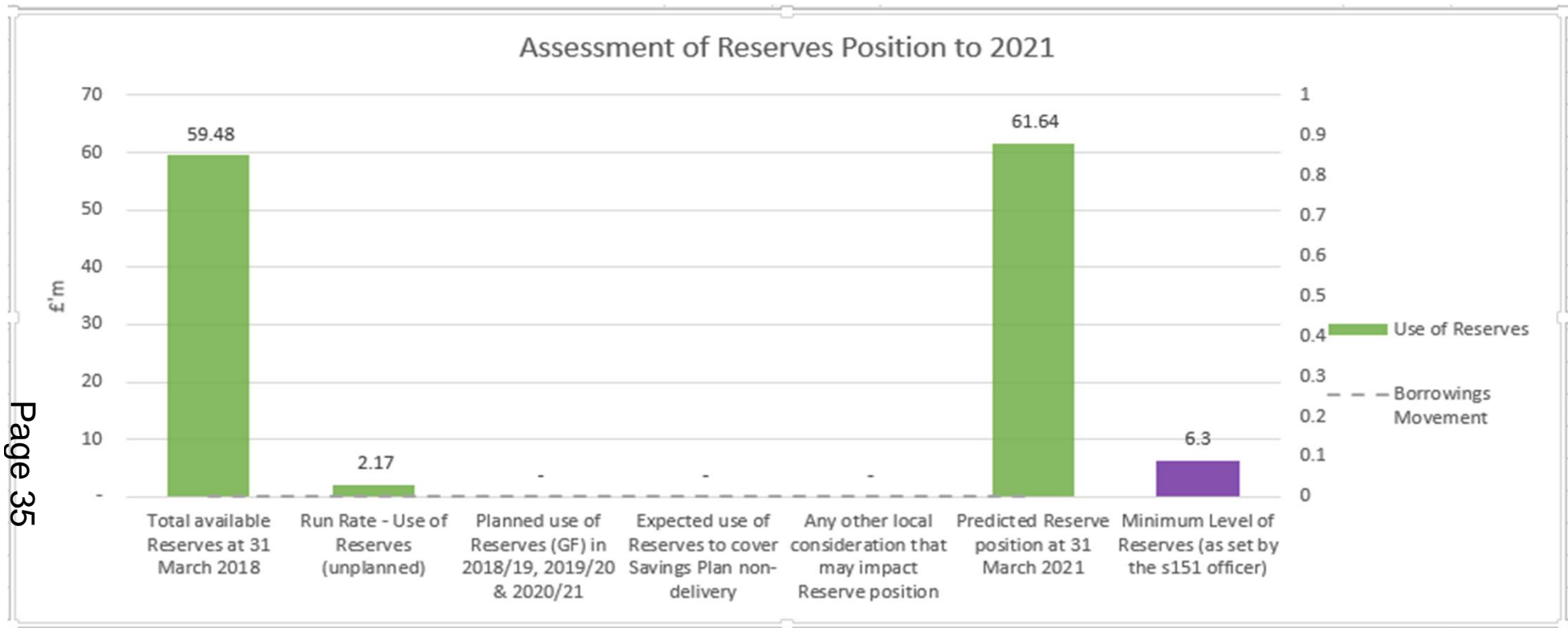
As part of our assessment of your proper arrangements, we considered the Authority's financial resilience over the medium term and the impact on the level of General Fund Reserve balances at the 31 March 2018 and at the 31 March 2021.

Our assessment of this is set out on the next page.

Overall conclusion

We did not identify any significant risks around these criteria. We are satisfied that the Authority has adequate arrangements in place in regard to financial resilience over the medium term (as set out on the following page).

We therefore expect to have no matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.



Our Assessment

In our assessment we considered:

- The Authority's level of savings requirement to balance the General Fund budget in each of the next 3 years;
- The Authority's planned use of reserves to support the General Fund budget in each of the next 3 years;
- the Authority's history of delivering savings plans and therefore the potential to call upon reserves to make up a shortfall in future savings plan delivery;
- the Authority's history of over or under spending on the General Fund budget, and the impact this trajectory would have on the use of General Fund reserves; and
- any other unusual future transactions or reliance upon the commercialisation agenda to derive future income streams, upon which the MTFS is reliant.

We have also looked at the Authority's planned use of borrowing over the same time frame to inform our assessment. Capital expenditure plans do not currently imply any need to borrow over the forecast period. Per the Council's borrowing strategy there are no plans to borrow to finance new capital expenditure over the medium term but this remains an option if deemed to be prudent.

As a result of our assessment, we are satisfied that the Authority's General Fund reserve balance at 31 March 2021 will remain above the Authority's approved minimum level.



06 Other reporting issues



Other reporting issues

Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2017/18 with the audited financial statements

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Statement of Accounts 2017/18 and published with the financial statements was consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

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Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office.

We are currently concluding our work in this area, but anticipate having no matters to report as the Council is below the £500m threshold for undertaking detailed audit procedures.

Other reporting issues

Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Authority to consider it or to bring it to the attention of the public (i.e. “a report in the public interest”). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Authority, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you significant findings from the audit and other matters if they are significant to your oversight of the Council’s financial reporting process. They include the following:

- Significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures;
- Any significant difficulties encountered during the audit;
- Any significant matters arising from the audit that were discussed with management;
- Written representations we have requested;
- Expected modifications to the audit report;
- Any other matters significant to overseeing the financial reporting process;
- Related parties;
- External confirmations;
- Going concern; and
- Consideration of laws and regulations.

We have no matters to report with regard to the above.



07

Assessment of Control Environment



Assessment of Control Environment

Financial controls

It is the responsibility of the Authority to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Authority has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls. Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.



08 Data Analytics



Use of Data Analytics in the Audit

Analytics Driven Audit

Data analytics

We used our data analysers to enable us to capture entire populations of your financial data. These analysers:

- Help identify specific exceptions and anomalies which can then be the focus of our substantive audit tests; and
- Give greater likelihood of identifying errors than traditional, random sampling techniques.

In 2017/18, our use of these analysers in the authority's audit included testing journal entries and employee expenses, to identify and focus our testing on those entries we deem to have the highest inherent risk to the audit.

We capture the data through our formal data requests and the data transfer takes place on a secured EY website. These are in line with our EY data protection policies which are designed to protect the confidentiality, integrity and availability of business and personal information.

Journal Entry Analysis

We obtain downloads of all financial ledger transactions posted in the year. We perform completeness analysis over the data, reconciling the sum of transactions to the movement in the trial balances and financial statements to ensure we have captured all data. Our analysers then review and sort transactions, allowing us to more effectively identify and test journals that we consider to be higher risk, as identified in our audit planning report.

Payroll Analysis

We also use our analysers in our payroll testing. We obtain all payroll transactions posted in the year from the payroll system and perform completeness analysis over the data, including reconciling the total amount to the General Ledger trial balance. We can then analyse the data against a number of specifically designed procedures. These include analysis of payroll costs by month to identify any variances from established expectations, as well as more detailed transactional interrogation.



Data Analytics

Journal Entry Data Insights

The graphic outlined below summarises the journal population for 2017/18. We review journals by certain risk based criteria to focus on higher risk transactions, such as journals posted manually by management, those posted around the year-end, those with unusual debit and credit relationships, and those posted by individuals we would not expect to be entering transactions.

The purpose of this approach is to provide a more effective, risk focused approach to auditing journal entries, minimising the burden of compliance on management by minimising randomly selected samples.

EY Helix - GLASS: Journal Entry Data Insights - 18 Chichester District Council - 3/31/2018



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Journal Entry Testing

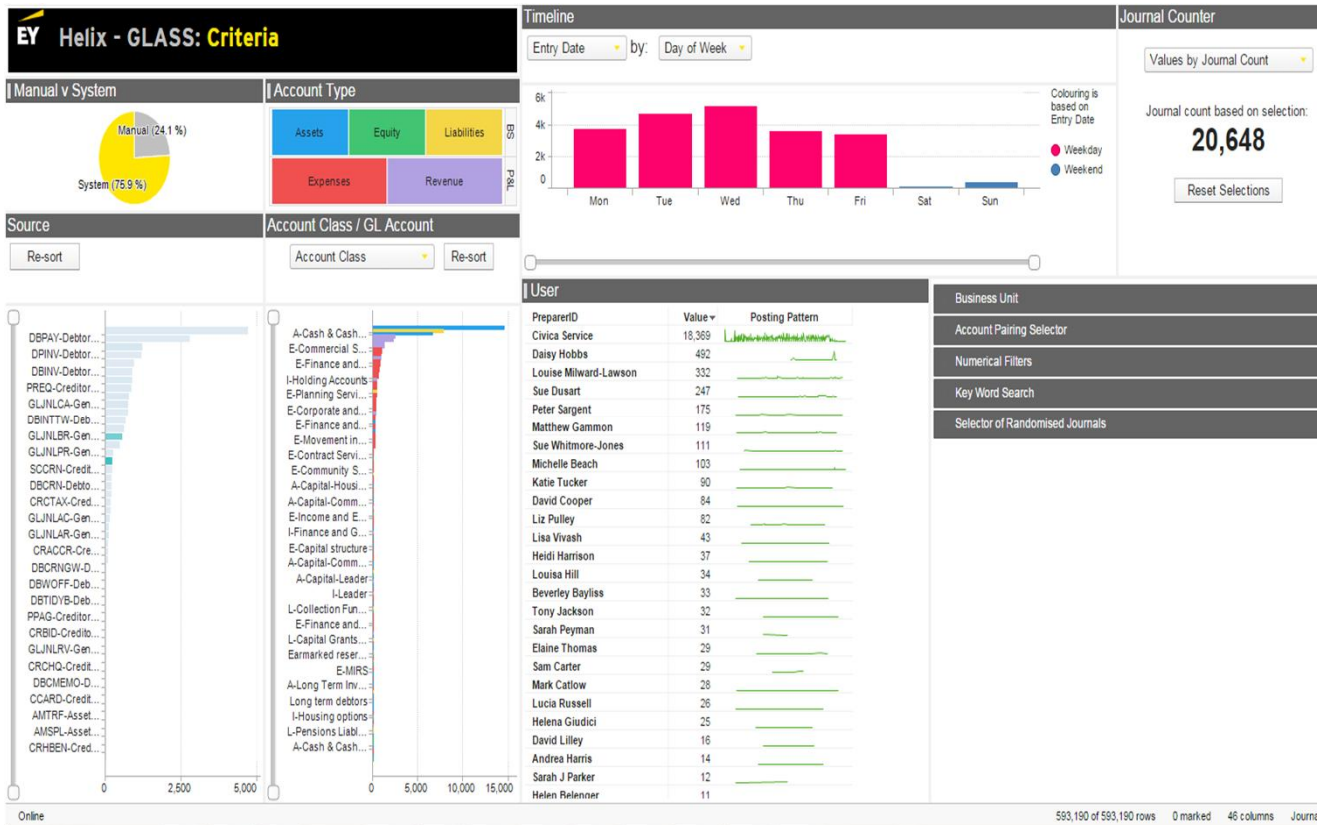
What is the risk?

In line with ISA 240 we are required to test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements.

Journal entry data criteria – 31 March 2018

What judgements are we focused on?

Using our analysers we are able to take a risk based approach to identify journals with a higher risk of management override, as outlined in our audit planning report.



What did we do?

We obtained general ledger journal data for the period and have used our analysers to identify characteristics typically associated with inappropriate journal entries or adjustments, and journals entries that are subject to a higher risk of management override.

We then performed tests on the journals identified to determine if they were appropriate and reasonable.

The graphic shows journals made at the weekend which was one of our criteria considered for unusual journals.

What are our conclusions?

We isolated a sub set of journals for further investigation and obtained supporting evidence to verify the posting of these transactions and concluded that they were appropriately stated.



Data Analytics

Payroll Analyser Insights

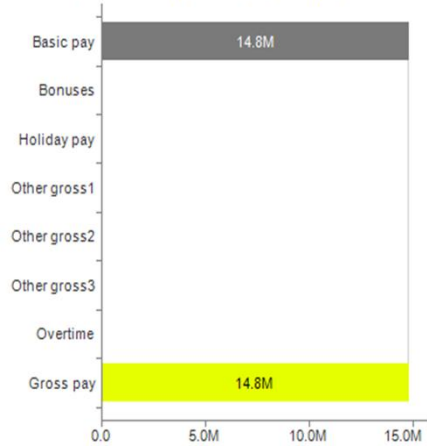
The graphic outlined below summarises the Authority's payroll data for 2017/18. We review transactions for payroll at a more granular level, which allows us to identify items with a higher likelihood of containing material misstatements or to identify unusual patterns within a population of data and to design tests of details. This allows us to provide a more effective and risk focused audit on payroll, improving efficiency for both audit and the management as we reduce the need for evidence support for larger random sample.

Payroll Analyser

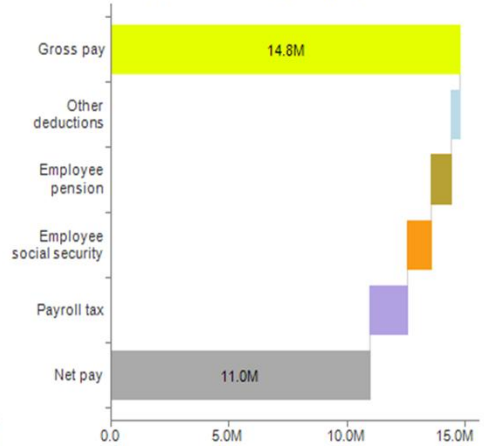
1. Payroll overview

Client name: Chichester District Council
 Project name: Chichester District Council
 Year end: 31-Mar-2018
 Analysis date: 31-Mar-2018

1.0 What are the components of gross pay?



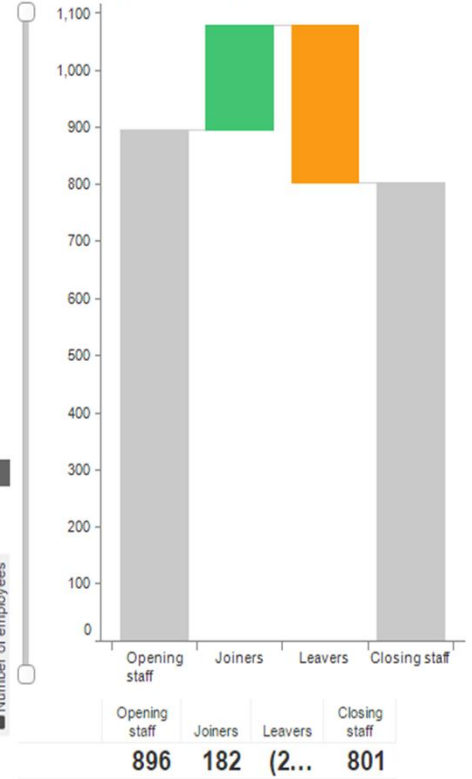
1.1 What are the deductions from gross pay?



1.2 What are the summary numbers behind wages & salaries?

	Components	Amount	% of Gross
Total gross pay	Gross pay	14,783,693	100.0 %
	Gross pay components	14,783,693	100.0 %
	Basic pay		
	Bonuses		
	Holiday pay		
Net pay & deductions	Net pay	10,980,454	74.3 %
	Other deductions	367,906	2.5 %
	Employee pension	826,369	5.6 %
	Employee social security	1,025,700	6.9 %
	Payroll tax	1,583,080	10.7 %
Employer contributions	Employer pension	2,323,901	15.7 %
	Employer social security	1,276,587	8.6 %

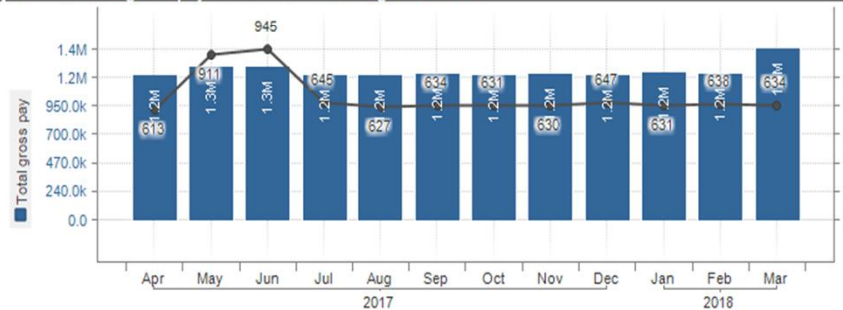
1.5 What is the staff turnover?



1.3 What does the data tell me?

	Gross	#/%
Staff turnover		25.70 %
Employees not in master file	204.3	1
Employees not in transactions	0.0	0
Payments after leave date	73.0k	57
Payments before join date	(Empty)	0
Largest gross payment	80.4k	
Average gross payment	1.7k	
Smallest gross payment	0.0	
Highest paid employee : Median employee		12.74

1.4 How does gross pay and headcount change over time?



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Payroll Testing

What judgements are we focused on?

Using our analysers we are able to identify anomalies in the payroll data which allow us to focus our testing and enquires over unusual or unexpected transactions.

Payroll Data – Chichester District Council – 31 March 2018

What did we do?

We obtained payroll data for the period and have used our analysers to identify unusual payments based on expectations of average pay per designation, date inconsistencies where payments made to individuals after they have left the organisation or before they have joined and payments made in the year that appears anomalous compare to average monthly payments. We then tested the anomalies to determine if they were appropriate and reasonable.

We also analysed gross pay by gender to highlight pay disparities.

Payroll Analyzer

4. Monthly summary

Client name: Chichester District Council Year end: 31-Mar-2018

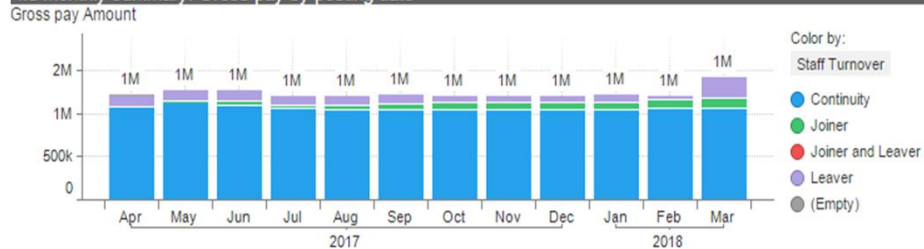
Project name: Chichester District Council Analysis date: 31-Mar-2018

Page 46

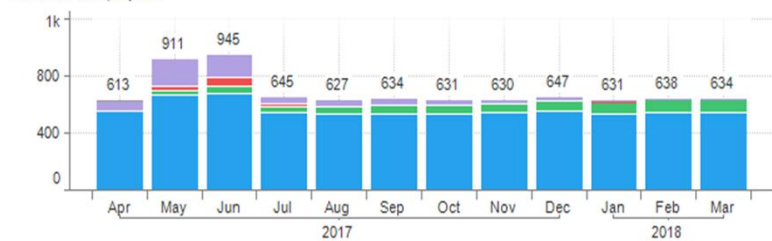
Select a variable from the drop down list below to view the analysis for different payroll transaction types. Select individual months in chart 4.0 to obtain transaction level data for the selected month, this will appear in 4.2 payment data drilldown.

Select variable: Gross pay Select frequency: Monthly Select color by: Staff Turnover

4.0 Monthly summary: Gross pay by posting date



Number of employees



4.1 Monthly summary: Gross pay

Please select from bar or line graph in 4.0 to limit data shown.

Year	Month	Total Gross pay	Avg Per Transaction	Number of transactions	% of Gross Pay	Nil Payments / Total	Monthly % Change
2017	Apr	1,197,823.35	1,880	637	100.00 %	3/637	
	May	1,269,732.62	1,349	941	100.00 %	3/941	6.00 %
	Jun	1,265,376.25	1,281	988	100.00 %	2/988	-0.34 %
	Jul	1,193,710.03	1,743	685	100.00 %	11/685	-5.66 %
	Aug	1,191,682.31	1,797	663	100.00 %	6/663	-0.17 %
	Sep	1,212,483.45	1,770	685	100.00 %	1/685	1.75 %
	Oct	1,197,525.80	1,834	653	100.00 %	1/653	-1.23 %
	Nov	1,205,876.40	1,819	663	100.00 %	9/663	0.70 %
	Dec	1,199,547.47	1,754	684	100.00 %	7/684	-0.52 %
2018	Jan	1,224,259.74	1,869	655	100.00 %	3/655	2.06 %
	Feb	1,205,846.11	1,824	661	100.00 %	6/661	-1.50 %
	Mar	1,419,829.00	2,110	673	100.00 %	7/673	17.75 %
Grand total		14,783,692.53	1,721	8,588	100.00 %	59/8588	0.00 %

What are our conclusions?

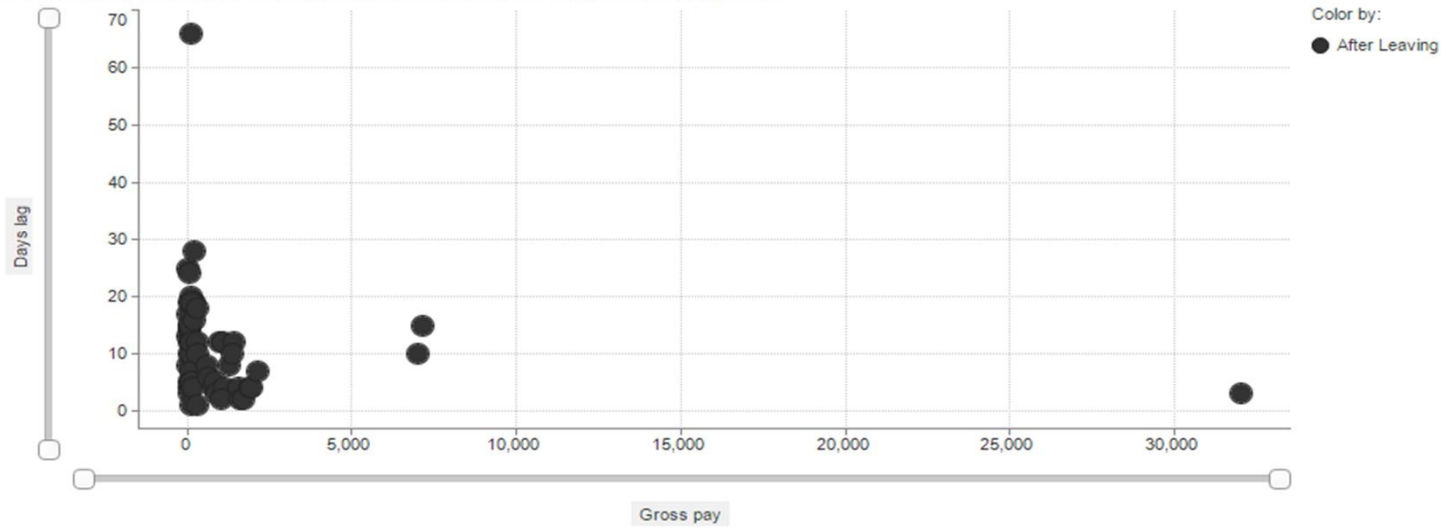
We isolated a sub set of anomalies for further investigation and obtained supporting evidence to verify the posting of these transactions and concluded that they were appropriately stated.



Data Analytics

7.1 Gross pay vs. days lag

This shows the employees paid before joining or after leaving. If an employee leaves and returns, it is possible for them to be paid both before joining and after leaving. In this case, the number of days on the vertical axis will be the number of days before they joined.



What are our conclusions?

We isolated a sub set of anomalies for further investigation and obtained supporting evidence to verify the posting of these transactions and concluded that they were appropriately stated.



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09

Independence

Confirmation

We confirm that there are no changes in our assessment of independence since our confirmation in our audit planning board report dated 13 March 2018.

We complied with the FRC Ethical Standards and the requirements of the PSAA's Terms of Appointment. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter which you should review, as well as us. It is important that you and your Corporate Governance and Audit Committee consider the facts known to you and come to a view. If you would like to discuss any matters concerning our independence, we will be pleased to do this at the meeting of the Corporate Governance and Audit Committee on 26 July 2018.

We confirm we have not undertaken non-audit work outside the PSAA Code requirements.

Independence



Relationships, services and related threats and safeguards



The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and your Authority, and its directors and senior management and its affiliates, including all services provided by us and our network to your Authority, its directors and senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 1 April 2017 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

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Services provided by Ernst & Young

Below includes a summary of the fees that you have paid to us in the year ended 31 March 2018 in line with the disclosures set out in FRC Ethical Standard and in statute.

We confirm that none of the services listed in the table below has been provided on a contingent fee basis.

As at the date of this report, we have been retained to provide audit services for five years from 1 April 2018. In addition the Authority has agreed to our proposal to provide the Housing Benefit Subsidy Assurance service for 2018/19.

Independence

Fee analysis

As part of our reporting on our independence, we set out below a summary of the fees paid for the year ended 31 March 2018.

We confirm that we have not undertaken non-audit work outside the PSAA Code requirements.

	Final Fee 2017/18	Planned Fee 2017/18	Scale Fee 2017/18	Final Fee 2016/17
	£	£	£	£
Total Audit Fee – Code work	49,090	49,090	49,090	49,090
Non-audit work Grant claims	TBC*	7,847	7,847	14,031
Total non-audit services	TBC	7,847	7,847	14,031
Total fees	TBC	56,937	56,937	63,121

* Our fees for the work on the Housing Benefit Subsidy claim will be finalised after the completion of the work, due by 30 November 2018.







09 Appendices

Appendix A

Required communications with the Audit Committee





There are certain communications that we must provide to the Audit Committees of UK clients. We have detailed these here together with a reference of when and where they were covered:

		 Our Reporting to you
Required communications	 What is reported?	  When and where
Terms of engagement	Confirmation by the Corporate Governance and Audit Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies.
Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.	13 March 2018 Audit Planning Report
Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.	13 March 2018 Audit Planning Report
Significant findings from the audit	<ul style="list-style-type: none"> • Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures • Significant difficulties, if any, encountered during the audit • Significant matters, if any, arising from the audit that were discussed with management • Written representations that we are seeking • Expected modifications to the audit report • Other matters if any, significant to the oversight of the financial reporting process 	July 2018 Audit results report

Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Going concern	<p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> • Whether the events or conditions constitute a material uncertainty • Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements • The adequacy of related disclosures in the financial statements 	July 2018 Audit results report
Misstatements	<ul style="list-style-type: none"> • Uncorrected misstatements and their effect on our audit opinion • The effect of uncorrected misstatements related to prior periods • A request that any uncorrected misstatement be corrected • Material misstatements corrected by management 	July 2018 Audit results report
Subsequent events	<ul style="list-style-type: none"> • Enquiry of the audit committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements. 	26 July 2018 To be confirmed with letter of representation at Corporate Governance and Audit Committee meeting
Fraud	<ul style="list-style-type: none"> • Enquiries of the Corporate Governance and Audit Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Authority • Any fraud that we have identified or information we have obtained that indicates that a fraud may exist • Unless all of those charged with governance are involved in managing the Authority, any identified or suspected fraud involving: <ol style="list-style-type: none"> a. Management; b. Employees who have significant roles in internal control; or c. Others where the fraud results in a material misstatement in the financial statements. • The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected • Any other matters related to fraud, relevant to Corporate Governance and Audit Committee responsibility. 	<p>July 2018 Audit results report.</p> <p>We have no matters to report.</p>





Appendix A

		 Our Reporting to you
Required communications	 What is reported?	  When and where
Related parties	Significant matters arising during the audit in connection with the Authority's related parties including, when applicable: <ul style="list-style-type: none"> • Non-disclosure by management • Inappropriate authorisation and approval of transactions • Disagreement over disclosures • Non-compliance with laws and regulations • Difficulty in identifying the party that ultimately controls the Authority 	July 2018 Audit results report. We have no matters to report.
Independence	Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence. Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as: <ul style="list-style-type: none"> • The principal threats • Safeguards adopted and their effectiveness • An overall assessment of threats and safeguards • Information about the general policies and process within the firm to maintain objectivity and independence Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.	13 March 2018 Audit Planning Report and July 2018 Audit results report

Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
External confirmations	<ul style="list-style-type: none"> Management's refusal for us to request confirmations Inability to obtain relevant and reliable audit evidence from other procedures. 	July 2018 Audit results report We have no matters to report.
Consideration of laws and regulations	<ul style="list-style-type: none"> Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur Enquiry of the audit committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of 	July 2018 Audit results report We have no matters to report.
Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> Significant deficiencies in internal controls identified during the audit. 	18 July 2018 Audit results report. We have no matters to report.

Appendix A

		 Our Reporting to you
Required communications	 What is reported?	  When and where
Written representations we are requesting from management and/or those charged with governance	<ul style="list-style-type: none"> Written representations we are requesting from management and/or those charged with governance 	July 2018 Audit results report
Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	<ul style="list-style-type: none"> Material inconsistencies or misstatements of fact identified in other information which management has refused to revise 	July 2018 Audit results report We have no matters to report.
Auditors report	<ul style="list-style-type: none"> Any circumstances identified that affect the form and content of our auditor's report 	July 2018 Audit results report
Fee Reporting	<ul style="list-style-type: none"> Breakdown of fee information when the audit planning report is agreed Breakdown of fee information at the completion of the audit Any non-audit work 	13 March 2018 Audit planning report July 2018 Audit results report
Certification work	<ul style="list-style-type: none"> Summary of certification work 	Certification Report – anticipated December 2018

Management representation letter

Management Rep Letter

To be prepared on Chichester District Council's letterhead

xx July 2018

Ernst & Young
Wessex House,
19 Threefield Lane,
Southampton
SO14 3QB United Kingdom

This letter of representations is provided in connection with your audit of the financial statements of Chichester District Council ("the Council") for the year ended 31 March 2018. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Chichester District Council as of 31 March 2018 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.
2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance and cash flows of the Council in accordance with [the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
4. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, that are free from material misstatement, whether due to fraud or error.

Management representation letter

Management Rep Letter

5. We believe that the effects of any unadjusted audit differences, summarised in the accompanying schedule, accumulated by you during the current audit and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. We have not corrected these differences identified by and brought to the attention from the auditor because [specify reasons for not correcting misstatements].

B. Non-compliance with law and regulations, including fraud

We acknowledge that we are responsible to determine that the Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
2. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
3. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the Council (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:

- involving financial statements;
- related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Council's financial statements;
- related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Council's activities, its ability to continue to operate, or to avoid material penalties;
- involving management, or employees who have significant roles in internal controls, or others; or
- in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:

- Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
- Additional information that you have requested from us for the purpose of the audit; and
- Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

3. We have made available to you all minutes of the meetings of the Council and committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting.

Management representation letter

Management Rep Letter

4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

5. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.

3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in the financial statements all guarantees that we have given to third parties.

E. Subsequent Events

1. There have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

F. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Statement and the Annual Governance Statement.

2. We confirm that the content contained within the other information is consistent with the financial statements.

G. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

H. Comparative information

1. The comparative amounts have been correctly restated to reflect the above matter and appropriate note disclosure of this restatement has also been included in the current year's financial statements.

Management representation letter

Management Rep Letter

I. Ownership of Assets

1. Except for assets capitalised under finance leases, the Council has satisfactory title to all assets appearing in the balance sheet, and there are no liens or encumbrances on the Council's assets, nor has any asset been pledged as collateral. All assets to which the Council has satisfactory title appear in the balance sheet.
2. All agreements and options to buy back assets previously sold have been properly recorded and adequately disclosed in the financial statements.
3. There are no formal or informal compensating balance arrangements with any of our cash and investment accounts.

J. Reserves

1. We have properly recorded or disclosed in the financial statements the useable and unusable reserves.

K. Use of the Work of a Specialist - Actuary

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of pension fund assets and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

L. Use of the Work of a Specialist – Property valuers

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of investment property and operational land and buildings and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

M. Estimate – NNDR appeals and other provisions

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of CIPFA LASAAC Code of Practice of Local Authority Accounting in the United Kingdom 2017/18.
2. We confirm that the significant assumptions used in making the estimate of provisions (including the NNDR appeals provision) appropriately reflect our intent and ability to carry out providing services on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete and made in accordance with CIPFA LASAAC Code of Practice of Local Authority Accounting in the United Kingdom 2017/18.
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events.

Management representation letter

Management Rep Letter

N. Estimates - Valuation of Council land and buildings estimate

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimate have been consistently applied and are appropriate in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.
2. We confirm that the significant assumptions used in making the valuation of land and buildings estimate appropriately reflect our intent and ability to use and maintain these assets on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimate are complete and made in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.
4. We confirm that no adjustments are required to the accounting estimate and disclosures in the financial statements due to subsequent events.

O. Estimate - Pensions Valuation Estimate

1. We believe that the measurement processes, including related assumptions and models, used to determine the accounting estimates have been consistently applied and are appropriate in the context of CIPFA LASAAC Code of Practice of Local Authority Accounting in the United Kingdom 2017/18.
2. We confirm that the significant assumptions used in making the pensions valuation estimate appropriately reflect our intent and ability to carry out providing services on behalf of the entity.
3. We confirm that the disclosures made in the financial statements with respect to the accounting estimates are complete and made in accordance with CIPFA LASAAC Code of Practice of Local Authority Accounting in the United Kingdom 2017/18.
4. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements due to subsequent events.

Yours faithfully,

John Ward – Director of Corporate Services (S151 Officer)

Councillor T Tull - Chair of the Corporate Governance and Audit Committee

About EY

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ED None

This material has been prepared for general informational purposes only and is not intended to be relied upon as accounting, tax, or other professional advice. Please refer to your advisors for specific advice.

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Agenda Item 9

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

26 July 2018

Statement of Accounts for 2017-18

1. Contact(s)

Report Authors:

John Ward – Director of Corporate Services
Telephone: 01243 534805 Email: jward@chichester.gov.uk

David Cooper - Group Accountant
Telephone: 01243 534733 E-mail: dcooper@chichester.gov.uk

Mark Catlow - Group Accountant
Telephone: 01243 521076 E-mail: mcatlow@chichester.gov.uk

2. Recommendation

- 2.1. That the Committee consider and approve the audited Statement of Accounts shown in Appendix 2 for the financial year ended 31 March 2018, note the outturn position and authorise the Letter of Representation to be given to the Council's External Auditor.**

3. Main Report

3.1. Introduction

- 3.1.1 The Accounts and Audit Regulations 2015 set out the requirements for the production and publication of the Council's annual Statement of Accounts. The Council's approved Statement of Accounts must be published by no later than 31 July, together with any audit certificate or opinion, the narrative statement and the Annual Governance Statement.
- 3.1.2 Council has delegated the approval of the Council's Statement of Accounts to the Corporate Governance and Audit Committee. The Director of Corporate Services, as the Council's responsible financial officer, authorised the draft Statement of Accounts for issue on 24 May 2018. The draft statements have subsequently been subject to audit by the Council's external auditors, Ernst & Young LLP and were subject to public inspection during June and July.
- 3.1.3 The investment of time reviewing and improving processes and practices including those reported to this Committee at its meeting in March 2018, bringing forward the completion of certain tasks, and having early dialogue with our external auditors about information disclosure requirements in the published accounts document, has enabled the finance team to complete the closedown process in record time this year.

- 3.1.4 The team have reduced the period taken to accomplish this task by over four weeks which is a significant achievement that guaranteed the Council complied with the earlier statutory deadline for publishing the unaudited statements by 31 May. The accountants were assisted by a team of service department Divisional Champions who coordinated the completion of information required by the finance team.
- 3.1.5 The unaudited statements were published on the Council's website on 24 May 2018. This will be replaced with the audited version following this Committee meeting.
- 3.1.6 Ernst & Young LLP expect to complete their audit by the date of the Committee and will report separately on their findings at this meeting. Based on discussions to date at the time of writing this report, officers expect the external auditors will issue their unqualified opinion on the Statement of Accounts and the Council's arrangements for securing economy, efficiency and effectiveness in the use of resources.
- 3.1.7 The Council has not received any questions or objections to its accounts from the public.

3.2. The Statement of Accounts

3.2.1 The Statement of Accounts comprises:

- A Narrative Report
- Statement of Responsibilities for the Statement of Accounts
- The accounting statements
- The accounting policies on which the accounts have been prepared
- Notes to the accounts.

3.2.2 The format and content of the accounts is mostly prescribed by the Chartered Institute of Public Finance & Accountancy's (CIPFA) Code of Practice, however authorities are able to report the Cost of Services in the Comprehensive Income and Expenditure Statement on the same basis as they are organised, breaking the formal link between the CIPFA Service Reporting Code of Practice (SeRCOP).

3.2.3 Interpretation of the accounts highlighting the key issues and headline figures is contained within the narrative report section of the Statement of Accounts.

3.3. Analysis of the 2017-18 General Fund position

3.3.1 The audited outturn position on the General Fund for 2017-18 is a surplus of £1,318,470 that is transferred to the General Fund Balance. The main variances between the General Fund original budget and the outturn position for 2017-18 can be found in Appendix 1.

3.3.2 The impact of these variations will be taken into account while monitoring and forecasting the 2018-19 outturn, and will also be considered when the setting the 2019-20 base budget.

3.4. Letter of Representation

3.4.1 It is a requirement that the Council issues a Letter of Representation to its external auditors and this is referred to in the Ernst & Young LLP Audit Results Report also on this agenda. The draft Letter of Representation will be circulated to members at the meeting of this Committee.

4. Appendix

Appendix 1- Analysis of major variations

Appendix 2 – Audited Statement of Accounts 2017-2018 (to follow)

5. Background Papers

None

Statement of Accounts for 2017-18

Analysis of major variations

The main variances between the General Fund original budget and the outturn position in 2017-18 are as follows:

Ref	Underspends/ Additional income	£'000
a	BRRS (net of grant, MiRS/Reserves)	(904)
b	Investment Income	(242)
c	2-3 East Street Rental Income	(143)
d	Non Ring fenced Government Grants	(122)
e	Staffing	(119)
f	Green Waste Income	(90)
g	Careline Income	(85)
h	IT Infrastructure underspend	(80)
i	Industrial Estates Income	(67)
j	NNDR Refund on Estates Properties	(61)
k	Car Parks Contract/Service & Maintenance	(53)
l	Mileage	(42)
m	CCTV	(41)
n	Homeless Hostel Income	(40)
o	Bank Charges	(38)
p	Land Drainage Levy	(36)
q	Training	(34)
r	Insurance underspend	(34)
s	Street Waste Disposal Costs underspend	(26)
t	Revenues and Benefits Court Cost Income	(22)
u	Careline Equipment	(21)
	Minor Variations (net)	(14)
	Overspends/ Shortfall of income	£'000
v	Planning Application Income	326
w	Provision for bad debts	230
x	Planning Professional Fees	87
y	IT Support Agreements	83
z	Car Parking Income	81
aa	Housing Benefit	73
bb	Building Control Income	60
cc	Car Park Refunds at Leisure Centre	55
	(Surplus) / Deficit for the year	(1,319)

The following paragraphs provide an explanation for the main variances:

Underspends/Additional income

- a. BRRS (net of grant, MiRS/Reserves) – additional income of £904,300
This was a result of compensatory grants announced by the Government relating to changes in Business Rates, including the 2017 rating revaluation.
- b. Income from Investments – additional income of £242,000
Additional income to the Council generated from three external pooled investment Funds.
- c. 2-3 East Street Rental Income – additional income of £143,400
A new investment property acquired during the year, therefore the rental was not included in the original 2017-18 budget.
- d. Non Ring fenced Government Grants – additional income of £122,100
The Council received a number of unanticipated government grants during 2017-18. Business Rates Relief New Burdens (£12,000), Transparency Code set up (£8,100), Council Tax Annexe Discount (£19,300), Property Searches New Burdens Payment (£21,700), other smaller miscellaneous grants (£61,000).
- e. Staffing – a decrease in costs of £119,100
Staff vacancy savings of £419,000 accrued across council services during the year. The largest vacancy savings were in Internal Audit (£41,900), Building Services (£40,900), Customer Services (£40,000), Housing (£44,900), and Development Management (£39,700). There were however overspends in Land Charges (£23,900) and Careline (£24,600) due to the staff being required to work additional hours, and minor overspends totalling (£39,800) across other council departments. This underspend was £119,100 more than the £299,900 vacancy saving built in the base budget.
- f. Green Waste – additional income of £89,500
Budget predictions made were cautious as there was some concern that residents who had joined the service using the discounted offer would subsequently cancel. However, this does not appear to have happened and customer numbers have continued to rise this year.
- g. Chichester Careline – additional income of £85,000
Increased income has been achieved from winning contracts and reviewing corporate client charges. As a consequence additional income has also been generated from monitoring services provided.
- h. IT Infrastructure – a decrease in costs of £80,200
Lower spend last year on replacements as reviews put large scale replacements and renewals on hold. We are in the process of reviewing this over the next three years in line with the service improvement plans. Telephony Project completion report to be written which will review objectives vs outcomes. Anticipated underspend from changes to telephone circuits and billing, this will be evaluated in the report.

- i. Industrial Estates – additional income of £67,200
It can be difficult for the Estates Team to predict income levels accurately, however as a part of the Council's active management of the industrial estates at Terminus Road and Quarry Lane we have had a number of good results which account for the increased income; £33,600 at Quarry Lane and £28,800 at Terminus Road.
- j. NNDR Refund on Estates Properties – a decrease in cost of £61,000
Plot 12 Terminus Road (£48,160) and 29a South Street (£10,844).
- k. Car Park Contract/Service and Maintenance – a decrease in cost of £53,300
As a consequence of the introduction of new parking payment machines there has been an underspend on maintenance agreements as the machines are under warranty for the first year of operation. In addition, the Council had an underspend on the car parks contractor works budget due to a period of time during which we changed contractors resulting in delays organising and ordering the works required.
- l. Mileage – a decrease in cost of £41,900
Across the whole authority the staff mileage was generally underspent.
- m. CCTV – a decrease in cost of £41,500
Payments to the Police and Crime Commissioner for Sussex rental and transmission of CCTV for 2017-18 to be paid in 2018-19 (£15,000).
Telecommunications budget underspend of £13,000 in 2017-18 and similarly in previous years. This budget will be reviewed for future years as the telephone contract has just been renewed with more ongoing savings.
- n. Chichester Homeless Hostel – additional income of £39,600
Hostel occupation rate for the year was 93%, which has exceeded the budgeted rate of 81%
- o. Bank Charges – a decrease in cost of £37,800
Overall savings of £37,800 have been achieved in 2017-18 due to three factors:
- Savings arising from changing a method of payment for council tax payers from Allpay cards to the use of a bar code system on their bills, achieved a saving of £15,100.
 - Further savings of £29,100 due to the new payment card provider and corporate banking services contracts.
 - These savings are offset by a £6,400 overspend on the payment service contract for payments processed on the Council's website and via the customer contact centre.
- p. Land Drainage Levy – a decrease in costs of £35,900
The Internal Drainage Board responsible for certain watercourses and ditches in the district has been disbanded. The Levy payable by the Council is therefore no longer required. Responsibility for maintaining these ditches and watercourses is the responsibility of the riparian owners. £13,000 of the available budget has been vired to assist with the funding of a replacement tractor for the Foreshores service in 2017-18 and there will be a full year saving of £48,900 in 2018-19.
- q. Training – a decrease in cost of £34,100
Due to restructures in 2017-18, training across the whole authority is generally underspent.

- r. Insurance – a decrease in cost of £33,600
A total underspend of £33,600 on insurance is due to two main reasons. An underspend of £10,000 on the Council's insurance contract in connection with professional service charges associated with the risk management control allowance, which were previously discounted against the overall insurance premium and invoiced separately as work was completed, but following a change by the Council's insurer, Zurich Municipal, this is no longer invoiced separately but included in the gross insurance premiums charged to the Council. Secondly self-insurance costs were lower on claims covered under the Council's self-insurance arrangements resulting in an underspend of £27,800 this year.
- s. Street Waste disposal – a decrease in cost of £25,700
The budget provides a reactive resource to deal with the number of fly tip reports. There was a reduction in the number of hazardous waste fly tips in 2017-18.
- t. Revenues and Benefits Court costs – additional income of £22,500
The value of court costs awarded to the Council as a result of legal action to recover council tax and business rates arrears exceeded the estimated budget by £22,582. The actual sum awarded was £230,582 (£220,932 for council tax and £9,650 for business rates).
- u. Careline Equipment – a decrease in cost of £21,500
Conscious efforts were made to keep the stock of lifeline equipment to a minimum in order to accommodate the cost of a Tunstall system upgrade. This upgrade has now slipped into 2018-19.

Overspends/Shortfall of income

- v. Planning Application Income – a shortfall in income £326,200
This variance is a result primarily of a lower number of Major planning applications received this year compared to the previous two years. This is due to a number of factors including the uncertain economic climate, developer decisions about the timing of submission of applications and the reduction in speculative development proposals coming forward. Unfortunately, the large scale Major applications that were expected by the end of the financial year have only recently materialised (within the 2018/19 financial year) and therefore the actual shortfall in fee income was significantly higher (£326,200) to that previously forecast (£250,000). The income budget for 2018/19 has been adjusted to a more realistic level.
- w. Provision for bad debts – an increase in cost of £230,500
The Council provided for an increased risk of non-payment of debt owed to the authority. In some cases this was due to higher levels of debt compared to 31 March 2017, in others it was due to changes in the estimated likelihood of the debt being repaid. The changes are as follows:
- Council tax and business rates court costs £31,500 (At 31 March 2018 £309k debt outstanding, provision held totals £156k)
 - Housing Benefit Overpayments £95,500 (At 31 March 2018 £3.702m debt outstanding, provision held totals £2.221m)
 - General bad debts £103,500 (At 31 March 2018 £1.065m debt outstanding, provision held totals £265k).

- x. Planning professional fees – an increase in cost of £87,400
This overspend was as a direct result of needing to fund the costs of defending the Council's cases at appeal (Public Inquiry) for Stable Fields, Wisborough Green; Bell lane, Birdham; land to the south of Oving Road; and land east of Breach Avenue, Southbourne.
- y. IT Support Agreements – an increase in cost of £83,400
This overspend is in part due to the additional costs of the support for new modules purchased in year for the Revenues and Benefits Northgate system that provide improved functionality to aid customers in serving themselves on our website. The additional cost has been included in the 2018-19 budget and therefore this element of the overspend will not be recurring. The other part of the overspend is due to some suppliers increasing their annual support costs at a level over inflation. We will continue to monitor these and work closely with suppliers and potential alternative suppliers to ensure that we are maximising efficiency.
- z. Car Parking income – shortfall in income of £81,000
This represents less income to the council than CDC had budgeted for, partly explained by the changing use of the towns and city with the ability to work from home and shop online. The use of car parks and subsequent income is being closely monitored.
- aa. Housing Benefit – net increase in cost of £73,400
This variation has three components; Housing Benefit payments and subsidy for the year, identified overpayments and prior year subsidy adjustments:
- The net impact of Housing Benefit payments made during the year after the receipt of government subsidy is extremely difficult to predict as it is influenced by caseload volume, changing economic conditions and also government initiatives that affect the value of payments made and also the levels of subsidy provided. The actual outturn for the year shows that expenditure fell to £35.2 million compared to the budget for 2017-18 of £36.0 million. The council received £34.4 million Housing Benefit Subsidy. As a result the net cost to the Council (excluding the recovery of overpayments) increased by some £15k from £842k to £857k.
 - The value of housing benefit overpayments identified during the year was £1.4m. This exceeded the estimate provided in the base budget by £185k. This is mainly as a result of continued government initiatives to identify housing benefit overpayments and cases of fraud.
 - As result of the external audit of the 2016-17 Housing Benefit Subsidy Claim, a reduction was made to the amount claimed for the previous financial year of £243k. This over claim has subsequently been reflected in the 2017-18 accounts.
- bb. Building Control Income – shortfall in income of £60,400
It appears that the uncertain economic climate and a slowdown in building works generally were factors in a fall (by 10.8%) in the number of applications received compared to the previous year, resulting in actual income being some £60,000 below the budgeted level.

The income budget forecast for 2018-19 has been reduced by £57,000 to reflect this reduction in demand for the service. .

- cc. Parking fee refunds at the Westgate Leisure Centre– an increase in cost of £55,100
Car park refunds have been higher than expected as a consequence of increased attendance at the Westgate Leisure Centre. Whilst this is an increased cost to the Westgate Leisure management account, it has however resulted in a higher amount of income credited to the car parks budget for the Westgate Centre car park.

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

26 July 2018

Section 106 and CIL Annual Monitoring Report

1. Contacts

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2. Executive Summary

1. The total value of contributions secured by new S106 agreements signed between 1 April 2017 and 31 March 2018 was £200,416
2. The value of contributions received from S106 Agreements between 1 April 2017 and 31 March 2018 was £1,620,170.22
3. The total expenditure on projects funded from S106 Contributions between 1 April 2017 and 31 March 2018 was £439,236
4. The total amount collected from CIL between 1 April 2017 and 31 March 2018 was £2,852,376.37
5. The total expenditure on projects funded from CIL between 1 April 2017 and 31 March 2018 was £5,000

3. Recommendation

That the Committee notes:

- 3.1 The income and expenditure between 1 April 2017 and 31 March 2018 in respect of S106 contributions and from CIL;**
- 3.2 The information on S106 agreements within 2 years of the expenditure target date as set out in Appendix 1;**
- 3.3 The details of non-financial S106 obligations set out in Appendix 2; and**
- 3.4 The monitoring information required by the CIL regulations as set out in Appendix 3.**

4. Background

- 4.1 The updated Section 106 and CIL Protocol, approved by Corporate Governance and Audit Committee (CGAC) on 19 January 2016 sets out the reporting arrangements.

In accordance with this protocol, CGAC receives an Annual Report in June each year setting out new agreements signed, income received and monies spent for the previous financial year, including an update on non-financial obligations and information on those S106 agreements due to expire within two years. Members are reminded that some non-financial obligations are operational and do not have expiry or trigger dates.

5. Outcomes to be achieved

5.1 Effective monitoring of S106 agreements and the CIL.

6. S106 Progress & Developers' Infrastructure Contributions

6.1 New S106 Agreements completed 2017/18

Appendix 4 lists all new S106 agreements completed between 1 April 2017 and 31 March 2018 showing financial contributions secured where appropriate. These total £200,416 from 86 new agreements completed comprising:-

- 75 Unilateral undertakings, in respect of Chichester & Langstone Harbour and Pagham Harbour recreation disturbance mitigation contributions
- 11 bilateral S106 agreements
- 76 contained financial contributions to CDC
- 10 contained only non-financial obligations to CDC.

6.2 Contributions due to be paid to CDC (including those from 2017/18 agreements detailed above)

There are a number of outstanding S106 contributions where the trigger point for collection of monies has not yet been reached and from developments that have not yet started. The exact amount of money expected is not known until the relevant trigger date is received because indexation can increase the sum due. A developer can also seek to renegotiate the terms of an agreement after 5 years have passed from completion. Such applications are reported to the Planning Committee. Table 1 shows the contributions expected by CDC, and those unspent, broken down by type.

Table 1: Expected Contributions by Type

As of 31st March 2018		
Contribution Type	To be received	Received and Unspent (inc interest)
Affordable Housing	£812,710	£2,175,607
A27	£102,833	£229,934
Bracklesham	£0	£22,738
CCTV	£0	£1,263
Chichester Harbour	£17,500	£124,402
Community Facilities	£1,431,932	£1,853,526
Ecological Mitigation	£0	£26,802
Leisure	£358,839	£1,017,095
Pagham Harbour	£118,400	£307,542
Public Open Space	£8,000	£365,965
Park and Ride	£0	£76,822
Primary Care Trust	£67,241	£0
Public Art	£2,800	£188,290
Recreation Disturbance	£210,211	£0
Sussex Police	£64,794	£0
Sustainable Transport	£0	£40,243
Waste and Recycling	£6,142	£2,878

6.3 Contributions received during 2017/18 Financial Year

Appendix 5 sets out contributions received by CDC between 1 April 2017 and 31 March 2018 amounting to £1,620,170.22.

6.4 Agreements completed between 2011 and 2017

Year	Number of new agreements signed including West Sussex CC	No of new agreements with financial contributions to CDC	Total contributions expected by CDC from new agreements
2017 - 2018	86	76	£200,416
2016 - 2017	77	73	£1,827,574
2015 - 2016	74	68	£2,474,229
2014 - 2015	88	87	£1,696,022
2013 - 2014	35	26	£3,387,627
2012 - 2013	15	8	£461,876
2011 - 2012	9	4	£678,734

6.5 S106 payments received by each spending department

Details of receipts together with expenditure are shown in Background Paper 1 including data from WSCC and SDNPA.

6.6 Monitoring Contributions

Para. 204 of the National Planning Policy Framework advises Local Authorities to monitor all legal agreements. From 2008 until the High Court ruling referred to below,

the Council charged a 5% monitoring fee for recording and monitoring of S106 agreements. This is deducted from the commuted sums as they are paid. During the financial year 2017/18 the Council collected £20,051.70 in monitoring fees from these agreements.

Following a legal challenge in the High Court on 3 February 2015, it was ruled that administration and monitoring fees were not necessary to make development acceptable in planning terms. As a result the Council ceased to collect these fees in agreements signed after the ruling.

At a meeting of Cabinet on 6 December 2016 it was resolved that the Council reintroduce monitoring fees by virtue of its powers under S111 of the Local Government Act 1972 and S1 of the Localism Act 2011. The fees are calculated to cover the costs of the Planning Obligations Monitoring and Implementation Officer post and reflect the size and complexity of each S106 agreement. The fee is payable at the time the agreement is signed. In the financial year 2017/18 the Council collected £23,143 in monitoring fees from 10 new agreements.

6.7 SDNPA

The Section 106 Protocol operated by the SDNPA and CDC applies to S106 Agreements associated with schemes within the South Downs National Park signed on or after 1 April 2011. Currently 12 agreements are being monitored by CDC on behalf of the SDNPA as set out in Background Paper 1. CDC expects to be informed when funding has been received.

6.8 S106 agreements nearing their expenditure target date

Appendix 1 sets out the contributions which are reaching their expenditure target date within the next two years, together with those that have reached their spending deadline. Officers have been experiencing difficulty with a number of Parish Councils which have not either identified projects for spending or are taking an excessive amount of time to provide quotes. Spending officers will liaise with the Ward Members where there is concern about expiry of spending sums.

6.9 Non-performance of non-financial obligations

The Committee's attention is drawn to the non-financial obligations relating to planning application CH/15/02436/FUL Wakeford's Field. The developer went into administration part way through the development. Whilst all financial contributions due to CDC have been paid, the administrators, who have been building out the site, advised that there would be insufficient funds to meet all S106 non-financial obligations. Enforcement officers are liaising with the administrators, the Parish Council and their solicitor regarding the transfer of the amenity land. It is anticipated that the land will still be transferred to the Parish Council however, the investigation is ongoing and at this stage the matter remains unresolved.

7. Community Infrastructure Levy

- 7.1 The information to be published within the Authority's Monitoring Report (AMR) in December 2018 in respect of the CIL is shown at Appendix 3.

7.2 How CIL works with planning obligations

Since the introduction of CIL, S106 (Planning Obligations) have been scaled back. Infrastructure associated with the cumulative growth of the area is now being secured by CIL. However, S106 planning obligations will continue in relation to affordable housing and certain site specific requirements to mitigate the impact of new development. The Planning Obligations and Affordable Housing Supplementary Planning Document (SPD) shows how CIL, S106 planning obligations, planning conditions and S278 highways agreements work together as a set of tools to help deliver necessary infrastructure as a result of development.

8. Community impact and corporate risks

- 8.1 The risks that the development will not provide the infrastructure required to make it acceptable in planning terms is reduced.
- 8.2 The risk of returning unused contributions is reduced.

9. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		✓
Climate Change and Biodiversity		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓
Other (please specify)		✓

10. Appendices

- 10.1 Appendix 1 - Unspent Contributions approaching or beyond target expenditure date
- 10.2 Appendix 2 - Non-Financial obligations
- 10.3 Appendix 3 - Community Infrastructure Levy (CIL) Annual Monitoring Report
- 10.4 Appendix 4 - New S106 agreements signed between 1 April 2017 and 31 March 2018
- 10.5 Appendix 5 - Details of income received between 1 April 2017 and 31 March 2018

11. Background Papers

- 11.1 Paper 3 -Receipts and expenditure by service (including WSCC and SDNP)

S106 Appendix 1 - Unspent contributions approaching or beyond target expenditure date

Site Address	App Number	Ward	Obligation Type	Total Received	Total Allocated	Total Spent	Total Remaining	Total Remaining & Unallocated	Spend Deadline	Comments
Former Shippams Factory 42 43 45 And Social Club East Street Chichester West Sussex PO19 1PQ	05/00430/FUL	Chichester North	Public Art Contribution	25,000.00	24,870.00	24,870.00	130.00	130.00	07/06/2015	S.O.Shona Turner Spent on Public Art Installation at the Roman Quarter. May 2016: Small amount of money left over from commission which was completed a few years ago. No longer a need to monitor. May 18 This is due to be returned to the developer and we await disposal instructions.
Land At Windmill Park Halnaker Boxgrove Chichester West Sussex PO18 0NF	10/05085/FUL	Boxgrove	Sport & Leisure Contribution	28,537.00	28,537.00	1,426.85	27,110.15	0.00	04/08/2016 *	S.O Sam Miles: June 2016: Paul Over has approved the spend on enhancements to the sports pavilion. Aug 2016. The Parish Council have responded to say that they have agreed to issue a 25 year lease to the sports pavilion which will enable partnership funding to be applied for and enable the project to be delivered. Feb 2017: Planning permission has been awarded for the scheme and I am now waiting for a timescale for the project delivery from the parish council. May 2017 Parish advise they have applied for grants to Sports England, WSCC and "Inert" (a quarry company in Boxgrove who have a community funding scheme). Delivery will depend upon outcome of these applications. Feb 18 - The cricket club has been successful in its application to the BSF and they have been awarded a further £10K. May 18. Work commencing on stage 1 of pavilion shortly - dependant on weather
89 Birdham Road Donnington Chichester West Sussex	09/01441/OUT	Donnington	Affordable Housing Commuted Sum	47,841.93	47,841.93	27,779.10	20,062.83	0.00	15/10/2017 *	S.O. Holly Nicol On 3rd May 2016 Cabinet approved the allocation of £20,062.83 towards the delivery of 4 affordable rented homes at Exton Rd. May 18: Site complete and Invoice being processed after which total commuted sum will have been spent.
34 Hay Road Chichester West Sussex PO19 8BE	09/02417/FUL	Chichester South	Community Facilities Contribution	68,247.08	5,522.35	5,522.35	62,724.73	62,724.73	15/01/2018 *	S.O. David Hyland. Feb 2018 – Whyke Community Orchard volunteers were given approval for £2,110 towards an additional bench and noticeboard at the Orchard, these have been installed and the payment made, leaving £62,724.73. The Scouts have decided to proceed with their improvements (upgrading of the rear lean to into a more substantial structure to include a shower and a wet room) at the Scout Hut and have submitted a planning application (CC/18/00212/FUL) for these works, pending decision. May 2018 - Still pending a decision on the planning application for the identified works at the Scout Hut.
Selsey Tram Stockbridge Road Chichester West Sussex PO19 8SJ	11/01198/FUL	Donnington	Open Space Land	6,482.14	5,062.54	2,287.11	4,195.03	1,419.60	03/04/2018 *	S.O. Sam Miles: May 2017 Spoke with parish council about their community hall project and opportunities to incorporate leisure in to the scheme. The parish is also looking to provide new football goalposts at Wiston Avenue. Quotes are being sought for this. Feb 18 – The parish Council are currently obtaining quotations for new goalposts at Wiston Avenue. May 18 Quote for bench £1309.43. Payment for goalposts made - £633, awaiting further invoices for installation of posts and bench. Note - the expiry date is a notional date - the parish are looking at further projects to obtain the balance of

S106 Appendix 1 - Unspent contributions approaching or beyond target expenditure date

Site Address	App Number	Ward	Obligation Type	Total Received	Total Allocated	Total Spent	Total Remaining	Total Remaining & Unallocated	Spend Deadline	Comments
West Sussex Fire Brigade City Fields Way Tangmere Chichester West Sussex PO20 2EY	07/04577/FUL	Tangmere	Open Space Land	87,000.00	87,000.00	84,741.04	2,258.96	0.00	09/04/2018	S.O Sam Miles: Jan 2016: £81,774.85 spent on MUGA. Jan 18 Remaining £5225.15 allocated to fencing around Allotments and open space in Tangmere of which £2,996.19 has now been spent. May 18. Awaiting allotment fencing invoice
Selsey Tram Stockbridge Road Chichester West Sussex PO19 8SJ	11/01198/FUL	Donnington	Affordable Housing Commuted Sum	74,495.07	74,495.07	3,724.75	70,770.32	770.32	14/05/2018*	S.O. Holly Nicol On 3rd May 2016 Cabinet approved the allocation of £20,062.83 towards the delivery of 4 affordable rented homes at Exton Rd. May 18: Site complete and Invoice for £70,000 being processed. This will leave £770 to be allocated.
Former Shippams Factory 42 43 45 And Social Club East Street Chichester West Sussex PO19 1PQ	05/00430/FUL	Chichester North	Affordable Housing Commuted Sum	376,000.00	375,359.24	375,359.24	640.76	640.76	20/08/2018	S.O. Holly Nicol £210,000 was spent on The Heritage in March 2015 and £61,000 on Stonepillow 5 bed spaces in May 2015. Remaining funds spent on the Rural Enablers post and enabling activities. May 18: £640 remaining to be allocated
Former Shippams Factory 42 43 45 And Social Club East Street Chichester West Sussex PO19 1PQ	05/00430/FUL	Chichester North	Open Space Land	81,553.00	41,261.39	41,261.39	40,291.61	40,291.61	20/08/2018	S.O Sam Miles: Spent to date: £11,370.31 on Priory Park play area in 2011/12. £1,183.08 on Westgate Skate Park in 2013/14 £8,273 on Priory park entrance in 2016/17 May 2017 £25,000 has been allocated for new black metal bow top fencing in Priory Park. Feb 2018: £20,455 has been spent to date on the fencing. May 18: A report is being taken to June cabinet to approve the spend of remaining monies on the Priory Park masterplan
Former Shippams Factory 42 43 45 And Social Club East Street Chichester West Sussex PO19 1PQ	05/00430/FUL	Chichester North	Sport & Leisure Contribution	84,212.00	73,345.60	61,463.44	22,748.56	10,866.40	20/08/2018	S.O. Sam Miles: Funding previously awarded and payment made. £30,000 for Chichester Rugby Club, £1,1565 to Sussex Otters for an Hydraulic Bed, £1,696 to Everyone Active for Balanceability Bikes used for a pre and primary school Childrens cycle programme, £1,462.80 to Chichester Falcons Softball for a temporary ball stop structure, £19,611.07 for floodlights at Chichester Hockey Club, £4,733.57 to Knights Basketball for set up equipment, and £2,395 to Everyone Active for a tumble run for use by primary school children. Feb 18 Chichester Bowmen have been successful in their application for Sport England Funding and final proposals are being developed for the new clubhouse. Work is continuing with Chichester City Colts football club over conversion of the Jubilee Toilet block for toilet and storage facilities and further applications have been received and are being considered from Chichester Cormorants Swimming Club for new starting blocks and bike lockers for Westgate Leisure Centre. May 18. Chichester Cormorants supplied three quotes and have received approval for spend on starting blocks and turning boards £11,882.16). Chichester Bowmen supplied three quotes and are having drawings produced for Planning. Chichester Colts awaiting breakdown of running costs from Estates. Spending on these projects will be approved shortly and will utilise the balance

S106 Appendix 1 - Unspent contributions approaching or beyond target expenditure date

Site Address	App Number	Ward	Obligation Type	Total Received	Total Allocated	Total Spent	Total Remaining	Total Remaining & Unallocated	Spend Deadline	Comments
Selsey Tram Stockbridge Road Chichester West Sussex PO19 8SJ	11/01198/FUL	Donnington	Community Facilities Contribution	35,779.37	35,779.37	1,788.97	33,990.40	0.00	21/08/2018 *	S.O David Hyland. Feb 2018 – Recent meeting with the Vicar and Church Warden to discuss their proposed extension/hall improvements which they have decided to proceed with. As final costs are now known, a meeting is being arranged for later this month, to enable a Cabinet report to be submitted to request this contribution towards the proposed extension. May 2018 - Approval has been given for this contribution to go towards the proposed extension/hall improvements. Plus S106 monitoring summary sent to Parish Council in April.
Longmeadow Main Road Birdham Chichester West Sussex PO20 7HS	07/05640/FUL	West Wittering	Affordable Housing Commuted Sum	61,814.61	61,814.61	0.00	61,814.61	0.00	12/09/2018 *	S.O. Holly Nicol On 3rd May 2016 Cabinet approved the allocation of £61,815 towards the delivery of 4 affordable rented homes at Exton Road. May 18: Site complete and Invoice being processed after which total commuted sum will have been spent.
Westhampnett Gravel Pit Stane Street Westhampnett West Sussex	04/03947/OUT	Lavant	Community Facilities Contribution	98,712.00	0.00	0.00	98,712.00	98,712.00	20/11/2018	S.O. David Hyland: The payment is being held for Westhampnett's ongoing project to build a village hall utilising funds across this and WH/12/02360/OUT (Maudlin Site). The S106 relating to the later site requires a D of V to amend an onsite provision to a commuted sum. This is in accordance with Parish Council wishes. August 2017 – David met with the Chairman and other members of the Parish Council (24/7/17). They are currently waiting on a DoV and are hopeful that they will be able to go out to tender in the next 3 months. If this occurs, a report will be submitted to Cabinet in the forward plan. Oct 2017. The DoV is currently with our Legal Dept. Feb 2018 – Met the new Parish Clerk towards the end of last year, still waiting on paperwork. May 2018 - a report recommending release of monies to Westhampnett PC has been drafted for June Cabinet, with recommendations to Full Council in July 2018. Plus S106 monitoring summary sent to Parish Council in April.
79, 81 And 91 Spitalfield Lane Chichester West Sussex PO19 6SJ	06/03992/FUL	Chichester East	Affordable Housing Commuted Sum	324,000.00	324,000.00	0.00	324,000.00	0.00	25/11/2018	S.O. Holly Nicol : On 3rd May 2016 Cabinet approved the allocation of £105,000 towards the delivery of 6 affordable rented homes at Flatt Rd, Nutbourne, £39,000 towards the delivery of 4 affordable rented homes at Exton Rd, Chichester and £180,000 towards the delivery of 9 rented affordable homes at Woodfield Park, Southbourne. May 18 Invoices being processed for Flatt Rd and Exton Rd, both completed. Woodfield Park is due to complete in May 2018 after which payment will be made and the total commuted sum will have been spent.
Northmark Foxbridge Drive Hunston West Sussex PO20 1NR	12/02692/FUL	Sidlesham	Affordable Housing Commuted Sum	17,211.00	17,211.00	860.55	16,350.45	0.00	17/01/2019 *	S.O. Holly Nicol On 3rd May 2016 Cabinet approved the allocation of £16,350.45 towards the delivery of 4 rented homes at Exton Rd, Chichester by Hyde May 18: Site complete and Invoice being processed after which total commuted sum will have been spent.

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Site Address	App Number	Ward	Obligation Type	Total Received	Total Allocated	Total Spent	Total Remaining	Total Remaining & Unallocated	Spend Deadline	Comments
The Regnum Club 45A South Street Chichester West Sussex PO19 1DS	12/00106	Chichester South	Affordable Housing Commuted Sum	43,420.18	43,420.18	2,171.01	41,249.17	0.00	28/02/2019 *	S.O. Holly Nicol On 3rd May 2016 Cabinet approved the allocation of £41,249.17 towards the delivery of 6 affordable homes at Sherlock Avenue, Chichester by Hyde May18: Site complete and Invoice being processed after which total commuted sum will have been spent.
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Community Facilities Contribution	58,509.58	2,925.48	2,925.48	55,584.10	55,584.10	28/02/2019 *	S.O David Hyland. Feb 2017 Shona Turner continues to contact community buildings close to the development regarding their projects. Feb 2018 – Waiting for an update from the Guides with their proposal to improve the flooring at the Guide Hall. May 2018 - Shona Turner has visited the Guide Hall and received a request for improvements to the flooring of the Hall. In addition, they are currently looking at improving their outside space to enable this area to be used and increase storage facilities for all Hall users.
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Open Space Land	9,034.96	451.75	451.75	8,583.21	8,583.21	28/02/2019 *	S.O Sam Miles: Feb 2016: Contacted CCS to discuss projects and they are intending to use some S106 money to enhance the play provision at The Amphitheatre but they are awaiting English Heritage approval. Aug 17: . Amphitheatre play project has been put on hold due to English Heritage requirements and limited resources. OCT 17: Spending officer is arranging a meeting with CCS to discuss potential projects . May 18 No further update
The Heritage Winden Avenue Chichester West Sussex	10/02034/FUL	Chichester South	Sport & Leisure Contribution	30,409.83	1,520.49	1,520.49	28,889.34	28,889.34	28/02/2019 *	S.O. Sam Miles: Feb 18 – The Chichester Bowmen are currently obtaining quotes and designs for their new clubhouse before applying for planning permission. May 18. Chichester Bowmen supplied three quotes and are having drawings produced for Planning
Land North East Of Beech Avenue Bracklesham Bay West Sussex	12/02461/FUL	East Wittering	Sport & Leisure Contribution	22,724.49	22,724.49	1,136.23	21,588.26	0.00	21/05/2019	S.O Sam Miles: NOV 17: We have been approached by East Wittering and Bracklesham Parish Council to ask for S106 to support development of an outdoor gym at Beech Avenue in addition to increasing the height of the MUGA fencing as usage is causing conflict with users of the community building. There is the sum of £22,580 remaining from the community building project but they are requesting a further £41,505 to be released from S106 funding to provide the project- Approved. Feb 18 – Awaiting for the installation of the outdoor gym before funding is passed to the Parish Council. May18. Chased Parish for update
Land Adjacent To 78 Petersfield Road Midhurst West Sussex GU12 9JR	04/04113/FUL	Midhurst	Sport & Leisure Contribution	3,118.80	0.00	0.00	3,118.80	3,118.80	30/06/2019 *	S.O Sam Miles: Money to be spent on projects to improve and increase facilities for children and young people within Midhurst. OCT 17: Midhurst TC has commissioned a survey of the use and further needs of the park with the results expected in Nov/Dec. May 18. Chased MTC for update
Byten South Pallant Chichester West Sussex PO19 1SU	07/04483/FUL	Chichester South	Open Space Land	170.00	170.00	21.00	149.00	0.00	08/07/2019	S.O. Sam Miles: OCT 17: £170 spend approved for tree to be planted in Cawley Prior with work being carried out by Chichester Contract Services May 18 No further update

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Site Address	App Number	Ward	Obligation Type	Total Received	Total Allocated	Total Spent	Total Remaining	Total Remaining & Unallocated	Spend Deadline	Comments
Graylingwell Hospital College Lane Chichester West Sussex PO19 6PQ	08/03533/OUT	Chichester North	Chichester Harbour	52,500.00	52,500.00	32,657.25	19,842.75	0.00	10/10/2019	Spending officer: Tom Day. Projects identified: Graylingwell & Roussillon Mitigation Project. Progress on the mitigation project is monitored jointly with the Manhood Wildlife and Heritage Group through regular Service Level Agreement meetings and is on track to spend the remaining sum from this last tranche of a larger overall agreement before the expiration date of Oct 2019.
Land To The East Of East Walls Chichester West Sussex	04/03596/FUL	Chichester East	CCTV	72,216.00	71,775.00	71,775.00	441.00	441.00	15/12/2019	Spending officer: Tania Murphy, CCTV/Car Parks. Projects identified: Installation of two new CCTV cameras at the Eastgate retail and housing development and relocation of the existing CCTV camera in New Park Road car park to cover the new parking area. March 2016: Camera 6117 was installed. April 2016: Contact to be made with the developer to ascertain whether agreement can be given to the remaining balance being included within the budget for future replacement or maintenance of the camera. May 2016: Spending officer has written to the developer to seek permission about how the remaining balance is used. Awaiting response. Aug 2016: No response has been received from the developer, although a reminder email has been sent.
Land To The East Of East Walls Chichester West Sussex	04/03596/FUL	Chichester East	Open Space Land	13,111.00	0.00	0.00	13,111.00	13,111.00	15/12/2019	S.O Sam Miles: Feb 2016: Contacted CCS to discuss projects and they are intending to use some S106 money to enhance the play provision at The Amphitheatre but they are awaiting English Heritage approval. Aug 17: . Amphitheatre play project has been put on hold due to English Heritage requirements and limited resources. OCT 17; Spending officer is arranging a meeting with CCS to discuss potential projects May 18: No further update
Land At Southfields Close Stockbridge West Sussex	14/00955/FUL	Donnington	Affordable Housing Commuted Sum	43,264.85	43,264.85	2,163.25	41,101.60	0.00	06/02/2020 *	S.O. Holly Nicol On 3rd May 2016 Cabinet approved the allocation of £41,101 towards the delivery of 6 Affordable rented homes at Sherlock Av, Chichester. May 18: Site complete and Invoice being processed after which total commuted sum will have been spent.

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Site Address	App Number	Ward	Obligation Type	Total Received	Total Allocated	Total Spent	Total Remaining	Total Remaining & Unallocated	Spend Deadline	Comments
Land At Southfields Close Stockbridge West Sussex	12/04410/FUL	Donnington	Public Art Contribution	42,323.50	2,116.17	2,116.17	40,207.33	40,207.33	06/02/2020 *	S.O. Shona Turner Feb 2018 –Spending Officers have held a number of meetings with the PC since May 2016 The Parish Council set up a small working group to consider spend of these funds. May 18: - Although this contribution was originally going to be pooled with the Selsey Tram contribution. Due to size of contribution and time scales, Parish Council and the working group are considering this as a separate project, ideas are being discussed. Plus S106 monitoring summary sent to Parish Council in April.
The Regnum Club 45A South Street Chichester West Sussex PO19 1BS	14/02035	Chichester South	Affordable Housing Commuted Sum	7,200.00	7,200.00	360.00	6,840.00	0.00	26/02/2020 *	S.O. Holly Nicol On 3rd May 2016 Cabinet approved the allocation of £41,249.17 towards the delivery of 6 affordable homes at Sherlock Avenue, Chichester by Hyde May18: Site complete and Invoice being processed after which total commuted sum will have been spent.
Land West Of Broad Road Broad Road Hambrook Chidham West Sussex	12/04778/FUL	Bosham	Public Art Contribution	10,049.63	10,049.63	8,502.48	1,547.15	0.00	27/04/2020 *	S.O. Shona Turner Feb 2018 – Proposal submitted for the total of £13,441.83 (this contribution and CH/12/04778/FUL) for ceramic tiled murals on the three lower brick alcoves on the north wall of Chidham Village Hall. Approval has been given and the Village Hall is in the process of commissioning the artwork. May 2018 - Proposed art work has been submitted to planning for approval, waiting for a decision.
Downview And Ridge House Station Road Petworth West Sussex GU28 0ES	08/00797/FUL	Petworth	Affordable Housing Commuted Sum	136,177.00	136,177.00	30,000.00	106,177.00	0.00	25/05/2020	S.O. Holly Nicol On 3rd May 2016 Cabinet approved the allocation of £30,000 towards the delivery of 3 affordable rented homes at Lamberts Lane, Midhurst; £140,000 towards the delivery of 4 affordable rented homes at the Pasonage Estate , Rogate and £210,000 towards the delivery of 6 affordable rented homes at Compton (subsequently this scheme had to be reduced to 3 units due to planning constraints) May 18: Parsonage estate completion expected in May after which £140,000 payment will be made. Compton progressing and completion estimated about March 2020

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Site Address	App Number	Ward	Obligation Type	Total Received	Total Allocated	Total Spent	Total Remaining	Total Remaining & Unallocated	Spend Deadline	Comments
St Margarets Petersfield Road Midhurst	11/03310/FULNP	Midhurst	Community Facilities Contribution	151,300.39	151,300.39	50,000	101,300.39	0.00	17/06/2020 *	S.O. David Hyland: May 2016: SDNP are willing to contribute £101,300.39 towards the Old Town Hall Library refurbishment (the other £50k has been pledged to the Weald & Downland for their gateway development). Feb 2017 awaiting further information from the Town Council. SDNPA have paid across £15K to Weald & Downland Open Air Museum being the first instalment of £50k allocated August 2017 – Met with TC in May to discuss project and have received an NHB bid regarding this project which will enable us to review the likely timeline for this money. The remaining £35,000 has been paid to the museum. May 2018 - Project progressing and MTC keeping us informed.

S106 Appendix 2 - Non-Financial Covenants

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Bosham	13/01398/FUL	Brooklands , Green Lane, Bosham,	23/01/2014	Notification	1.1 b	To give Notice to Planning Services of the Council of the date of commencement of the Development	
Bosham	13/01398/FUL	Brooklands , Green Lane, Bosham,	23/01/2014	Restrictive Covenant	1.1a	Not to allow the 3 bed dwelling to be used other than as residential accommodation for the Manager and his/her family during the Manager's employment with the Owners (or their successors in title) as the Manager of the Joinery/workshop.	
Bosham	14/00631/FUL	Walton Farm, Walton Lane, Bosham, Chichester, West Sussex, PO18 8QD	07/11/2014	Restrictive Covenant	S1 3.2	To make tile log referred to in Clause 3 above available for inspection by the District Council and the County Council at all reasonable hours upon not less than 15 working days written notice	
Bosham	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	Affordable Housing	1.1	1.1 No later than 2 (two) months prior to First Occupation of any Open Market Unit to provide the Council with written notification of the name of the Approved Body for its approval	18/10/2016
Bosham	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	Affordable Housing	1.2	Prior to First Occupation of the 10th Open Market Unit to Provide 9 (nine) Affordable Dwelling Units on the Affordable Dwelling Land	11/11/2016
Bosham	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	Informal Recreation Area	5.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to the laying out of allotments and car parking at the site.	
Bosham	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	Informal Recreation Area	S1 5.2	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Informal Recreation Area including preparation and landscaping in accordance with the Informal Recreation Area Plan and this paragraph 5.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Bosham	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	Informal Recreation Area	S1 5.3	Unless Chidham and Hambrook Parish Council notify the Council in writing that the land will not be transferred to them, not to permit First Occupation of any Dwelling Units on the Land until: 5.3.1 the Informal Recreation Area has been provided in accordance with paragraphs 6.1 and 6.2; and 5.3.2 the Informal Recreation Area has been offered for transfer to Chidham and Hambrook Parish Council; and 5.3.3 the Developer has subject to such transfer taking place made payment to Chidham and Hambrook Parish to cover maintenance and legal costs the sum of £16,840 (sixteen thousand eight hundred and forty pounds) for the ongoing maintenance of the Informal Recreation Area.	
Bosham	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	Landscape Management Plan	4.1	4.1 Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer to include long term design objectives management responsibilities and maintenance schedules for the Open Space Land and Landscape Buffer and a timetable for implementation of the works required under the Landscape Management Plan.	
Bosham	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	Notification	7.1	To give Notice to the Council of the Operative Date not less than 14 days before such date The Commencement Notice	01/03/2016
Bosham	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	Notification	7.2	To give notice to the Council of the date of First Occupation of any Market Units not less than 14 days before such date The First Occupation Notice	14/10/2016
Bosham	15/02436/FUL	Wakeford's Field, Broad Road, Hambrook, Chidham, West Sussex	20/05/2016	Open Space Land and Landscape Buffer	4.2	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Open Space Land and Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan.	
Bosham	16/00929/FUL	Land East Of 1, Kiln Drive (Lion Park), Hambrook, West Sussex	12/10/2016	Affordable Housing	S1 1	Not to commence development until Council has written notification of name of the Approved Body for its approval.	25/05/2017

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Bosham	16/00929/FUL	Land East Of 1, Kiln Drive (Lion Park), Hambrook, West Sussex	12/10/2016	Affordable Housing	S1 1.2	Prior to first occupation of the 6th OMU to provide all of the Affordable Dwelling Units (4 shared equity units)	
Bosham	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	
Bosham	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018	Affordable Housing	S1 1.2	Prior to First Occupation of 5th Open Market Unit to provide all the Intermediate Units on the Affordable Dwelling Land	
Bosham	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018	Landscape Management Plan	S1 4.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land.	
Bosham	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018	Notification	S1 5.1	To give notice in writing to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	
Bosham	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018	Notification	S1 5.3	To give notice to the Council of the date of First Occupation not less than 14 days before such date (the "First Occupation Notice").	
Bosham	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018	Notification	S1 5.5.1	To notify the Council in writing of the following at least 14 days prior to it's occurrence: 5.5.1 First Occupation of the 5th Open Market Unit	
Bosham	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018	Open Space Land	S1 4.2	To provide and lay out prior to First Occupation of no more than 5 Open Market Units on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Bosham	16/04132/OUT	Greenacre Nursery , Main Road, Chidham, PO18 8TP	19/04/2018	Open Space Land	S1 4.3.3	To ensure the future maintenance of the Open Space Land and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land is assured.	
Bosham	16/04148/FUL	Flat Farm , Broad Road, Hambrook, Chidham, PO18 8RF	31/08/2017	Affordable Housing	S1 1.1	No Proposed Development shall be Commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council	16/10/2017
Bosham	16/04148/FUL	Flat Farm , Broad Road, Hambrook, Chidham, PO18 8RF	31/08/2017	Affordable Housing	S1 1.2	Prior to First Occupation of the eighth (8th) Open Market Unit to Provide three (3) Affordable Dwelling Units on the Affordable Dwelling Land	
Bosham	16/04148/FUL	Flat Farm , Broad Road, Hambrook, Chidham, PO18 8RF	31/08/2017	Notification	S1 4.1	To give Written notice to the Council (addressed to the Planning Obligations and Implementation Officer) of the Operative Date not less than fourteen (14) days before such date (the "Commencement Notice");	16/10/2017
Bosham	16/04148/FUL	Flat Farm , Broad Road, Hambrook, Chidham, PO18 8RF	31/08/2017	Notification	S1 4.3	To give notice to the Council of the date of First Occupation for the seventh (7th) Open Market Unit not less than fourteen (14) days before such date (the "Seventh Open Market Unit Occupation Notice");	
Bosham	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	Marketing Strategy	S1 3.1	Prior to the Operative Date to submit to the Council and obtain written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Marketing Strategy in respect of the Commercial Space to include a timetable for implementation of the strategy.	
Bosham	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	Marketing Strategy	S1 3.2	Prior to the Operative Date to commence the marketing of the Commercial Space in accordance with the Marketing Strategy approved under paragraph 3.1 above	
Bosham	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	Notification	S1 5.1	To give notice in writing to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	30/01/2018
Bosham	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	Notification	S1 5.3	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Bosham	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	Parking	S1 4.1	Not to allow or permit First Occupation of any Dwelling Unit until the Council has been provided with written evidence that the future maintenance of the Car Park is assured.	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	19/02/2016	Affordable Housing	1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and the Council has thereafter approved that Approved Body in writing.	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove,	19/02/2016	Affordable Housing	1.2	Prior to First Occupation of any Open Market Units to have entered into a contract of sale with an Approved Body.	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	19/02/2016	Affordable Housing	1.4	Not to Occupy more than fifty percent (50%) of the Open Market Units until the Affordable Dwelling Units have been Disposed of to the Approved Body or, when a Disposal is not possible, let as Affordable Housing Units as set out at 1.15	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	19/02/2016	Foul Drainage	8.1	Prior to First Occupation to liaise with Southern Water and establish whether there is capacity to cater for the foul water drainage needs of the Proposed Development.	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove,	19/02/2016	Notification	9.1	To give Notice to the Council of the Operative Date not less than 14 days before such date The Commencement Notice	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove,	19/02/2016	Notification	9.2	To give notice to the Council of the date of First Occupation of any Market Units not less than 14 days before such date The First Occupation Notice	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	19/02/2016	Notification	9.3	To give notice to both the Council and the County Council of the date of First Occupation of any Open Market Unit not less than 14 days before such date (the "First Occupation of Open Market Notice").	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	19/02/2016	Open Space Land and Landscape Buffer	3	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to: 5.1.1 a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	19/02/2016	Open Space Land and Landscape Buffer	3.3	Not to permit First Occupation of 11th Dwelling Unit on the Land until the Open Space Land, Landscape Buffer have been provided.	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	19/02/2016	SUDS	6	To construct the SUDS to the written satisfaction of the Council.	
Boxgrove	14/03827/OUT	Land West Of Abbots Close, Priors Acre, Boxgrove, West Sussex	19/02/2016	SUDS	6.2	Prior to First Occupation of any Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council and not to cause or allow First Occupation of the fifteenth Dwelling Unit unless and until such certificate has been obtained and produced to the Council.	
Chichester East	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007	Affordable Housing	S1 1.1	To Provide Twenty (20) Affordable Dwelling Units on the Land and not to allow First Occupation of more than 29 Open Market Units on the Land prior to Providing the said Affordable Dwelling Units	
Chichester East	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007	Landscape Management Plan	S1 10.1	Prior to the Operative Date submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land.	15/10/2015
Chichester East	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007	Notification	S1 11.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester East	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007	Open Space Land	S1 10.2	To provide and lay out prior to First Occupation of the 26" Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan.	
Chichester East	07/04583/OUT	Bartholomews Holdings Limited, Bognor Road, Chichester, West Sussex, PO19 7TT	21/12/2007	Open Space Land	S1 10.3.3	To ensure the future maintenance of the Open Space Land and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of more than 25 Dwelling Units on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land is assured.	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010	Affordable Housing	S1 1.1	Prior to First Occupation of the Twentieth (20th) Open Market Unit to Provide Forty (40) Affordable Dwelling Units on the Land	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010	Ecological Mitigation	S1 4.1	Prior to Commencement of Development to submit to and obtain the written approval of the Council to a scheme (hereafter referred to as the River Lavant enhancement Scheme) of works to the bank and bed of the River Lavant adjacent to the Avenue de Chartres car park.	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010	Landscape Management Plan	S1 8.1	Prior to the Operative Date submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land.	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010	Notification	S1 13.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010	Open Space Land	S1 8.2	To provide and lay out prior to First Occupation of the Sixtieth Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010	Open Space Land	S1 8.3.3	To ensure the future maintenance of the Open Space Land including any and all play equipment and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of the Sixtieth Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land is assured.	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010	Sports & Leisure Provision	S1 3.1	Not to cause or allow First Occupation of any of the Dwelling Units unless or until an enhanced junior football pitch and ancillary facilities have been constructed and completed to the written satisfaction of the Council and open for public use at the New Park Road Recreation Ground in Chichester.	
Chichester East	08/00554/OUT	Portfield Football Ground, Church Road, Chichester, West Sussex	06/07/2010	Sports & Leisure Provision	S1 3.2	Not to cause or allow First Occupation of any of the Dwelling Units unless or until new and/or improved clubhouse facilities shall have been provided at Chichester City United Football Ground, Oaklands Park Chichester. S	
Chichester East	12/00680/OUT	Land Adjacent To Homebase At, Barnfield Drive, Chichester, West Sussex	12/06/2013	Open Space Land	5.1	Prior to Occupation of the Development, the Owner shall provide the Linear Park in accordance with this Clause 5.	
Chichester East	12/00680/OUT	Land Adjacent To Homebase At, Barnfield Drive, Chichester, West Sussex	06/02/2014	Open Space Land	5.2	Prior to Occupation of the Development, the Owner shall submit to the Council for the Council's approval, a maintenance scheme ("the Linear Park Maintenance Scheme") setting out the Owner's obligations in respect of the future provision and maintenance of the Linear Park.	22/03/2016
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	26/01/2016	Ecological Mitigation	S1 8.1	Prior to Commencement of Development to submit to and obtain the written approval of the District Council to a scheme (hereafter referred to as the "River Lavant Enhancement Scheme") of works to the bank and bed of the River Lavant adjacent to the Avenue de Chartres car park.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	26/01/2016	Ecological Mitigation	S1 8.5	Not to cause or permit Occupation of the Development until the River Lavant Enhancement Scheme has been fully implemented pursuant to this clause 8.	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	26/01/2016	Notification	S1 8.4	To notify the District Council in writing prior to the commencement of the E A Mitigation Works;	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	05/02/2018	Open Space Land	5.1.1	Prior to the Occupation of the part of the Development shown coloured purple on Plan 1 the Owner shall provide the Stage 1 Linear Park in accordance with this Clause 5;	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	05/02/2018	Open Space Land	5.1.2	Prior to the Occupation of the part of the Development shown coloured pink on Plan 1, the Owner shall provide the Stage 2 Linear Park in accordance with this Clause 5;	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	05/02/2018	Open Space Land	5.1.3	Prior to the Occupation of Plot A, the Owner shall provide the Stage 3 Linear Park in accordance with this Clause 5.	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	26/01/2016	Open Space Land	S1 5.2	Prior to Occupation of the Development, the Owner shall submit to the District Council for the Council's approval, a maintenance scheme ("the Linear Park Maintenance Scheme") setting out the Owner's obligations in respect of the future provision and maintenance of the Linear Park.	
Chichester East	13/03775/OUT	Land Between Westhampnett Road And Barnfield Drive, Chichester, West Sussex	26/01/2016	Public Art Contribution	S1 6.1	The Owner shall commission on or before Occupation of the Development a suitable piece of art to be approved by the Council ("The Artwork ") by an artist (whose identity shall be approved by the Council acting reasonably and without delay) for external display on the Land in a location approved by the District Council acting reasonably and without delay to a value of not less than the Public Art Contribution Value.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester East	15/02344/FUL	Bartholomews Specialist Distribution, Bognor Road, Chichester, West Sussex, PO19 7TT	12/09/2016	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and the Council has thereafter approved that Approved Body in writing.	
Chichester East	15/02344/FUL	Bartholomews Specialist Distribution, Bognor Road, Chichester, West Sussex, PO19 7TT	12/09/2016	Affordable Housing	S1 1.2	Prior to the First Occupation of the 25th Open Market Unit to Provide Ten Affordable Dwelling Units on the Affordable Dwelling Land.	
Chichester East	15/02344/FUL	Bartholomews Specialist Distribution, Bognor Road, Chichester, West Sussex, PO19 7TT	12/09/2016	Affordable Housing	S1 1.4	None of the Open Market Units shall be occupied until the Affordable Dwelling Units have been disposed of to the Approved Body.	
Chichester East	15/02344/FUL	Bartholomews Specialist Distribution, Bognor Road, Chichester, West Sussex, PO19 7TT	12/09/2016	Highways England Contribution	S1 6.1	On or before the Operative Date {unless otherwise agreed in writing with the Council) to enter into an agreement with Highways England pursuant to 2. 278 of the Highways Act 1980 relating to expenditure of the Highways Contribution (£149,055)and, inter alia, on such terms and in such a manner as Highways England shall reasonably require.	
Chichester East	16/02038/FUL	117 The Hornet, Chichester, West Sussex, PO19 7JP	22/08/2016	Notification	15.1	To give notice to the District Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	08/05/2017
Chichester East	16/02038/FUL	117 The Hornet, Chichester, West Sussex, PO19 7JP	22/08/2016	Notification	15.2	To give notice to the District Council of the date of First Occupation of any Dwelling not less than 14 days before such date (the "First Occupation Notice")	
Chichester North	13/03113	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Notification	S1 14.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	31/08/2016
Chichester North	13/03113	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Notification	S1 14.2	To give notice to both the Council and the County Council of the date of First Occupation of any Dwelling Unit not less than 14 days prior to such date (the "First Occupation Notice")	06/09/2017
Chichester North	13/03113	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Notification	S1 14.3	To give notice to the Council of the date of First Occupation of the 7th Open Market Dwelling Unit not less than 14 days before such date (the 7th Open Market Dwelling Unit Notice").	31/05/2018

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	13/03113	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Open Space Land	S1 8.2	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	
Chichester North	13/03113	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Open Space Land	S1 8.3.3	To ensure the future maintenance of the Open Space Land and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land is assured,	08/06/2017
Chichester North	13/03113	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Public Art Contribution	S1 5.1	To commission on or before First Occupation a suitable piece of art to be approved by the Council (The Artwork) by an artist (whose identity shall be approved by the Council and not unreasonably withheld or delayed) for external display at the site in a location approved by the Council to a value of not less than the Public Art Contribution Value,	04/08/2017
Chichester North	13/03113/FUL	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	17/10/2017
Chichester North	13/03113/FUL	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Affordable Housing	S1 1.2	Prior to First Occupation of the 7th Open Market Unit to provide the Affordable Dwelling Units on the Affordable Dwelling Land	31/05/2018
Chichester North	13/03113/FUL	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Barracks Boundary Wall	S1 9.1	Prior to First Occupation to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Boundary Walls Plan in respect of the Barracks Boundary Walls	16/09/2016

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	13/03113/FUL	Land North Of 20, Otway Road, Chichester, West Sussex	08/04/2014	Landscape Management Plan	S1 8.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land. T	26/04/2017
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Affordable Housing	S1 1.1 & 2.1	At the same time or before each Reserved Matters Application to submit to the Council for its approval details of the Affordable Housing for that Remaining Phase such details to be broadly in accordance with the Affordable Housing Phasing Plan and the indicative mix set out in paragraph 2.2 below.	Phase 4 08/01/2016
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Affordable Housing	S1 2.7	Unless otherwise agreed in writing by the Council the Affordable Dwelling Units in an Affordable Housing Phase (as approved by the Council, pursuant to paragraph~ 2.2 and 2.3)) shall be Provided prior to First Occupation of 50% of the Open Market Units in .such Affordable Housing Phase.	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	CDDT Contribution	S1 12.6	Upon the Chapel being Provided and transferred to the CCDT pursuant to paragraph 11.6 above to pay the Chapel/Pavilion Equipment Contribution to the CCDT as a contribution towards the costs of providing equipment and/or furniture for the Chapel and the Pavilion.	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Community Provision	S1 11.1	At the same time as the submission of the Reserved Matters Application for a Remaining Phase which is to contain any Community Facility (other than the Havenstoke Park or the Adventurous Play Area where such details shall be submitted to the Council for approval in accordance with paragraph 8.1 above) to submit to the Council and obtain the written approval of the Council to details including locations, specifications and provision for services and infrastructure for the Community Facilities within that Remaining Phase	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Community Provision	S1 11.2	Not to cause or allow Commencement of a Remaining Phase that contains such Community Facilities until the Council has approved in writing the details submitted in accordance with paragraph 11.1 above for that Remaining Phase (the "Approved Community Facilities Details")	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Community Provision	S1 11.3.1 & 11.6	Provide the Marchwell Farm Buildings and the Artists Studios by the Practical Completion of 600 Aggregate Dwelling Units) and not to cause or allow Practical Completion or First Occupation to occur of more than 599 Aggregate Dwelling Units until the Marchwell Farm Buildings have been Provided; 11.6 Unless otherwise agreed in writing by the Council, no later than the date each Community Facility has been Provided (other than Havenstoke Park and the Adventurous Play Area to which paragraph 8 above shall apply) the Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured.	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Community Provision	S1 11.3.2 & 11.6	Provide the Chapel by the Practical Completion of 550 Aggregate Dwelling Units and not to cause or allow First Occupation to occur of more than 549 Aggregate Dwelling Units until the Chapel has been Provided; 11.6 Unless otherwise agreed in writing by the Council, no later than the date each Community Facility has been Provided (other than Havenstoke Park and the Adventurous Play Area to which paragraph 8 above shall apply) the Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured.	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Community Provision	S1 11.3.3 & 11.6	The Water Tower by Practical Completion of 750 Aggregate Dwelling Units and not to cause or allow First Occupation to occur of more than 749 Aggregate Dwelling Units until the Water Tower has been Provided; 11.6 Unless otherwise agreed in writing by the Council, no later than the date each Community Facility has been Provided (other than Havenstoke Park and the Adventurous Play Area to which paragraph 8 above shall apply) the Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Community Provision	S1 11.3.4 & 11.6	The Community Facility Space shall be Provided prior to First Occupation of the 600 Aggregate Dwelling Units and not to cause or allow First Occupation to occur of more than 599 Aggregate Dwelling Units until the Community Facility Space has been Provided; 11.6 Unless otherwise agreed in writing by the Council, no later than the date each Community Facility has been Provided (other than Havenstoke Park and the Adventurous Play Area to which paragraph 8 above shall apply) the Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured.	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Community Provision	S1 11.3.7 & 11.6	The Pavilion shall be provided by Practical Completion of the 600 Aggregate Dwelling Units and not to cause or allow First Occupation to occur of more than 599 Aggregate Dwelling Units until the Pavilion has been Provided; 11.6 Unless otherwise agreed in writing by the Council, no later than the date each Community Facility has been Provided (other than Havenstoke Park and the Adventurous Play Area to which paragraph 8 above shall apply) the Owner shall provide evidence to the Council's written satisfaction that the future maintenance of such Community Facility has been secured.	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Estate Management Areas	S1 7.7	Prior to First Occupation of the last Dwelling Unit in a Remaining Phase to transfer(or grant a long lease of) the Estate Management Areas in a Remaining Phase to the Estate Management Company in accordance with paragraph 1 0 below)	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Foul Drainage	S1 5.1	To procure and submit an Updated Foul Drainage Capacity Report to the Council for its approval within three months from the date hereof (unless otherwise agreed in writing by the Council)	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Landscape Management Plan	S1 7.1	Whether or not the Operative Date has occurred, at the same time as. the submission of the Reserved Matters Application for a Remaining Phase which is to comprise Landscaped Areas and/or Play Areas to submit to and obtain the written approval of the Council to a Landscape Management Plan in respect of the Landscaped Areas and/or Play Areas to be comprised within such Remaining Phase (other than Phase 1).	Phase 4 8/01/2016
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Landscape Management Plan	S1 7.2	Unless otherwise agreed in writing by the Council not to cause or allow the Commencement of a Remaining Phase that contains Landscaped Areas and/or Play Areas until the Council has approved in writing the Landscape Management Plan (the "Approved Landscape Management Plan") in respect of such Remaining Phase.	Phase 4 8/01/2016
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Management & Maintenance Plan	S1 9.1	Prior to the Commencement of a Remaining Phase which contains a Maintenance Area the Owner shall supply to the Council's Director of Environment proposals for arrangements to secure the management and future maintenance of the Maintenance Areas contained within such Remaining Phase (excluding Havenstoke Park and the Adventurous Play Area to which paragraph 10 shall apply) which shall state whether the Owner proposes to transfer responsibility for the management and future maintenance of such areas to: 9.1.1 the Estate Management Company or such other third party which may be approved by the Council in writing (whereupon the provisions of paragraph 10 of this Schedule shall apply); 9.1.2 the CCDT (whereupon the provisions of paragraph 12 of this Schedule shall apply); or 9.1.3 the Council	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Play Area	S1 7.4	Unless otherwise agreed in writing with the Council, prior to First Occupation of 50% of the Dwelling Units in any Remaining Phase which is to contain Play Areas (except for Phase 1) to provide and install the Play Area or Play Areas as agreed with the Council and in accordance with the Approved Landscape Management Plan for that Remaining Phase	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Play Area	S1 8.5	Prior to First Occupation of the 450th Aggregate Dwelling Unit to Provide the Adventurous Play Area in accordance with the details and a specification approved in writing by the Council (or any amended or subsequent details approved.in writing by the Council pursuant to paragraph 8.1 above including the preparation, topsoil and planting of grass shrubs and trees in accordance with the Landscape Management Plan for the Adventurous Play Area (if applicable)	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Play Area	S1 8.8	Not to Occupy more than 450 Aggregate Dwelling Units until either (i) the freehold title of Havenstoke Park and the Adventurous Play Area have been transferred to the Estate Management Company for nil consideration or (ii) a long lease of the Adventurous Play Area and Havenstoke Park have been granted to a management company in accordance with paragraph 11.7 hereto together with the payment to such management company of a commuted sum for use in connection with the future management and maintenance of Havenstoke Park and the Adventurous Play Area which sum shall be £670,534	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Sport & Leisure Contribution	S1 11.3.6	Not to cause or permit the First Occupation of the 600th Aggregate Dwelling Unit to be constructed on the Land until 11.3.6.1 the Permanent Changing Facilities have been Provided and are available for use 11.3.6.2 the future management and maintenance of the Permanent Changing Facilities has been evidenced to the Council and secured in accordance with paragraph 11.6 below and 11.3.6.3 the land upon which the Temporary Changing Facilities were sited has been restored as agreed with the Council.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Sports & Leisure Provision	S1 11.3.5	Pending the Permanent Changing Facilities being Provided and available for use, the Temporary Changing Facilities shall be provided on a temporary basis prior to the First Occupation of more than 450 Aggregate Dwelling Units to a specification and in a location agreed in writing by the Council PROVIDED THAT:the Permanent Changing Facilities are Provided and available for use no later than First Occupation of the 600th Aggregate Dwelling Unit the Owner shall be responsible for any additional costs for the servicing repair maintenance and insurance of the Temporary Changing Facilities over and above the amount which would have been payable for such expenses in respect of the permanent Changing Facilities; upon the Permanent Changing Facilities being Provided and available for use the Owner shall remove the Temporary Changing Facilities and reinstate the site of the Temporary Changing Facilities to its former condition or such other condition agreed in writing with the Council	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Sports & Leisure Provision	S1 8.1	Prior to the First Occupation of the 400th Aggregate Dwelling Unit to submit the following to the Council for its approval (unless otherwise agreed in writing by the Council): 8.1.1 The details and the specifications for the Havenstoke Park 8.1.2 the details and specification for the Sports Pitches 8.1.3 the details and specification for the Temporary Changing Facilities and 8.1.4 the details and specification for the Adventurous Play Area (such details to include any play equipment to be provided on the Adventurous Play Area)	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Sports & Leisure Provision	S1 8.2	Prior to First Occupation of the 425th Aggregate Dwelling Unit to commence works to Provide the Sports Pitches (unless otherwise agreed in writing by the Council)	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Sports & Leisure Provision	S1 8.3	Prior to First Occupation of the 450th Aggregate Dwelling Unit to Provide the Havenstoke Park, the Temporary Changing Facilities and the Sports Pitches in accordance with the details and specification approved in writing by the Council under paragraph 8.1 above (or any amended or subsequent details approved in writing by the Council)	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	SUDS	S1 13.1	Prior to the occupation of the 425th Aggregate Dwelling Unit. to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS and not to cause or permit Occupation of more than 424 Aggregate Dwelling Units prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SUDS is assured. ,	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Waste & Recycling	S1 4.1	To submit to and obtain the written approval of the Council to a plan showing the proposed size and location of the Recycling Centre within the Land.	
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Waste & Recycling	S1 4.3	The Recycling Centre shall be constructed to the Council's reasonable written satisfaction on or before First Occupation of 550 Aggregate Dwelling Units.	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Affordable Housing	S1 1.1	To ensure that 50% of the Dwelling Units are constructed, marketed and sold as Starter Homes.	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Affordable Housing	S1 1.2	As part of the submission of each reserved matters application for development on the Land which is to include Dwelling Units to notify the Council in writing which of the Dwelling Units within that reserved matter application are to be provided as Starter Homes and thereafter to make available market and sell those identified Dwelling Units solely as Starter Homes (unless otherwise agreed with the Council) Provided That the Developer shall not be required to provide any more than 50% of the Dwelling Units as Starter Homes.	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Affordable Housing	S1 1.7.1	Not to occupy; more than 30% of the Open Market Units until 25 of the Dwelling Units have been provided and are being marketed as Starter Homes;	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Affordable Housing	S1 1.7.2	Not to occupy; more than 60 % of the Open Market Units until 50 of the Dwelling Units have been provided and are being marketed as Starter Homes;	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Affordable Housing	S1 1.7.3	Not to occupy; more than 90% of the Open Market Units until 80 of the Dwelling Units have been provided and are being marketed as Starter Homes.	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Highways England Contribution	S1 10.1	On or before the Operative Date (unless otherwise agreed in writing with the Council), to enter into an agreement with Highways England pursuant to s.278 of the Highways Act 1980 relating to the expenditure of the Highways Contribution and, inter alia, on such terms and in such a manner as Highways England shall reasonably require.	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Landscape Management Plan	S1 5.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land.	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Notification	S1 15.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice").	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Open Space Land	S1 5.2	To provide and lay out prior to First Occupation of the 20th Dwelling Unit on the Land the Open Space Land	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Open Space Land	S1 5.4.3	To ensure the future maintenance of the Open Space Land and the Play Area and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land and the Play Area is assured,.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Play Area	S1 5.3	Prior to First Occupation of the 20th Dwelling Unit to provide and install in accordance with the relevant legislation an equipped play area equipped to LEAP standards (the "Play Area") in a position on the Open Space Land the position and size of which together with the equipment shall be agreed in writing with the Council prior to installation.	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Sports & Leisure Provision	S1 5A.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to the Sports Pitch Management Plan in respect of the Sports Pitch (including, for the avoidance of doubt but without limitation the buildings thereon and the Multi-Use Building).	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	Sports & Leisure Provision	S1 5A.2	To provide and lay out prior to First Occupation of the 20th Dwelling Unit on the Land the Sports Pitch including preparation, topsoil and planting of grass, construction of the Multi-Use Building in accordance with the Sports Pitch Management Plan and thereafter to carry out all ongoing works of maintenance improvement and repair of Sports Pitch strictly in accordance with the Sports Pitch Management Plan and this paragraph 5A.	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	SUDS	S1 6.2	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council.	
Chichester North	15/00743/OUT	Land South Of Graylingwell Drive, Chichester, West Sussex	29/01/2016	SUDS	S1 6.4	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS and not to cause or permit First Occupation of any Dwelling Unit prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SUDS is assured.	
Chichester South	10/02034/FUL	The Heritage, Winden Avenue, Chichester, West Sussex	28/02/2013	Access	S1 16.1	To construct and maintain in perpetuity an unrestricted pedestrian access ("Pedestrian Access") between the points marked A and 8 on the plan labelled Plan 3 and annexed hereto.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester South	10/02034/FUL	The Heritage, Winden Avenue, Chichester, West Sussex	28/02/2013	Affordable Housing	S1 1.1	No development shall be Commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	13/05/2015
Chichester South	10/02034/FUL	The Heritage, Winden Avenue, Chichester, West Sussex	28/02/2013	Affordable Housing	S1 1.2	Prior to First Occupation of any of the Open Market Units to provide the 56, Age Restricted, Phase 1 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of any Open Market Unit	13/05/2015
Chichester South	10/02034/FUL	The Heritage, Winden Avenue, Chichester, West Sussex	28/02/2013	Landscape Management Plan	S1 15.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) a Landscape Management Plan in respect of the Open Space Land.	26/03/2015
Chichester South	10/02034/FUL	The Heritage, Winden Avenue, Chichester, West Sussex	28/02/2013	Notification	S1 17.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	20/01/2014
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Affordable Housing	S1 1.1	To submit the Affordable Housing Plan for each Phase of Residential Development on which Affordable Dwelling Units are to be provided together with written notification of the Approved Body (or Approved Bodies) to whom the Owner proposes to offer to dispose of the Affordable Dwelling Units within that Phase to the Council before Commencement of that Phase.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Affordable Housing	S1 1.2	Not to cause or allow that Phase of the Residential Development to be Commenced before the Affordable Housing Plan for that Phase has been approved in writing by the Council	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Affordable Housing	S1 1.3.1	Prior to First Occupation of more than:50% (fifty percent) of the Open Market Units (or such other percentage of Open Market Units that may be agreed in writing by the Council) or each Phase of the Residential Development to Provide 50% (fifty percent) of the Affordable Dwelling Units (or such other percentage of Affordable Dwelling Units that may be agreed in writing by the Council) in that Phase in accordance with the approved Affordable Housing Plan.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Affordable Housing	S1 1.3.2	Prior to First Occupation of more than: 85% (eighty five percent) of the Open Market Units (or such other percentage of Open Market Units that may be agreed in writing by the Council) for each Phase of the Residential Development to Provide all of the Affordable Dwelling Units in that Phase in accordance with the Affordable Housing Plan.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Allotments	S1 6.1	To submit the Allotments Scheme, which for the avoidance of doubt will have regard to the draft Allotment Outline Specification at Appendix 2 (subject to any variations that may be agreed by the Council in writing), to the Council as part of or before the Reserved Matters Application relating to the Phase of the Residential Development within which the Allotments are to be Provided to be determined as part of the Reserved Matters Application.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Allotments	S1 6.2	Upon receipt of the Council's approval to the Allotments Scheme to Provide and lay out prior to First Occupation of the 500th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Allotments and thereafter to carry out all ongoing works of maintenance improvement and repair strictly in accordance with this paragraph 6.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Allotments	S1 6.6.2	Ensure the future maintenance of the Allotments and to undertake such financial and reasonably practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Allotments is assured.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Community Buildings	S1 3.1	To submit the Community Building Scheme, which for the avoidance of doubt will be in accordance with the draft Community Building Outline Specification at Appendix 3 (subject to any variations that may be agreed by the Council in writing), to the Council on or before submission of the Reserved Matters Application relating to the Phase of the Proposed Development within which the Temporary Community Facility and the Community Building are to be Provided.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Community Buildings	S1 3.2.1	Upon receipt of the Council's approval to the Community Building Scheme pursuant to paragraph 3.1 of this Schedule to Provide prior to Occupation of the 325th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Temporary Community Facility;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Community Buildings	S1 3.2.2	Upon receipt of the Council's approval to the Community Building Scheme pursuant to paragraph 3.1 of this schedule to Provide prior to Occupation of the 500th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Community Building	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Employment Provision	S1 10.1	To submit the Employment Provision Scheme to the Council as part of the Reserved Matters application relating to the Phase of the Development in which the Employment Provision is to be provided.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Employment Provision	S1 10.2	Not to cause or allow the Proposed Development to be Commenced on the relevant Phase on which the employment Provision is to' be Provided before the Employment Provision Scheme has been approved by the Council	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Employment Provision	S1 10.4.1	In the event that the provisions of paragraph 10.4.1 of this Schedule are applicable, prior to the First Occupation of the 350th Dwelling Unit (or such alternative trigger points for delivery as may be approved by the Council when approving the Employment Provision Scheme) to Provide the Employment Provision that is not less than 2,513 sq.m of Class B1 a serviced employment floor space built to shell and core finish ready to be fit out by a potential occupier and associated car parking spaces.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Health Provision	S1 11.1	To safeguard and retain as a cleared site (save that the Owner can continue to farm the land) from Commencement up until the Occupation of the 500th Dwelling Unit the Healthcare Land for the Healthcare Facility.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Health Provision	S1 11.2	Upon Commencement of the Phase on which the Healthcare Facility is to be provided to offer to contract to transfer the Healthcare Land to a Health Commissioning Body at the market value for a Healthcare facility ("Healthcare Facility Price") as determined at the date of the transfer by the District Valuer.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Highways England Contribution	S1 12.1	Prior to the Operative Date, to enter into a Highways Agreement with Highways England to provide for the payment to Highways England for the Highways England Contribution PROVIDED THAT it is agreed that it will be a term of the Highways Agreement that the not more than 500 Dwelling Units will be Occupied until the Highways England Contribution (£1,030,500) has been paid to Highways England.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Landscape Management Plan	S1 7.1	To submit the Landscaping Plan for each Phase of the Proposed Development on which Informal Open Space is to be Provided to the Council as a part of the Reserved Matters Application for that Phase.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Landscape Management Plan	S1 7.2	Not to cause or allow a Phase of the Proposed Development on which Informal Open Space is to be Provided to be Commenced before the Landscaping Plan for that Phase has been approved by the Council as a part of the Reserved Matters Application for that Phase.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Marketing Strategy	S1 10.3	Upon receipt of the Council's approval of the Employment Provision Scheme the Owner shall implement the marketing strategy and the timetable set out in the approved Employment Provision Scheme.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Marketing Strategy	S1 9.3	To obtain approval, in writing, for the marketing strategy (retail provision) prior to the First Occupation of the first Dwelling Unit.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.1	To give notice to both the Council and the County Council not less than 14 days before Commencement of each Phase of the Residential Development;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.10	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 350th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.11	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 375th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.12	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 400th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.13	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 450th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.14	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 500th Dwelling Unit;	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.15	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 501st Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.16	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 600th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.17	To give notice to the Council and County Council not less than 14 days before Occupation of the last Dwelling Unit in each Phase of the Residential Development;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.18	To give notice to the Council and County Council not less than 14 days before First Occupation of 50% of the Open Market Units (on a Phase if applicable);	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.19	To give notice to both the Council and the County Council not less than 14 days before First Occupation of 85% of the Open Market Units (on a Phase if applicable).	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.2	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 151st Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.3	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 1st Dwelling Unit in each Phase of the Residential Development;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.4	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 50th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.5	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 140th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.6	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 150th Dwelling Unit;	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.7	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 200th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.8	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 300th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Notification	14.4.9	To give notice to both the Council and the County Council not less than 14 days before First Occupation of the 325th Dwelling Unit;	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Open Space Land	S1 7.3	Upon receipt of the Council's approval to a Landscaping Plan in accordance with paragraph 7.2 of this Schedule to Provide and lay out the Informal Open Space for each Phase on which Informal Open Space is to be Provided as may be applicable in accordance with the approved Landscaping Plan.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Open Space Land	S1 7.7.3	Ensure the future maintenance of the Informal Open Space, and to undertake such financial and reasonably practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit in each Phase prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Informal Open Space in that Phase is assured.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Play Area	S1 5.1	To submit the Play Area Scheme, which for the avoidance of doubt will be in accordance with the draft Play Area Outline Specification at Appendix 5 (subject to any variations that may be agreed by the Council in writing), to the Council as part of or before the Reserved Matters Application relating to the Phase of the Proposed Development within which the Play Area is to be Provided and shall be determined as part of the Reserved Matters Application.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Play Area	S1 5.3	Upon receipt of the Council's approval to the Play Area Scheme pursuant to paragraph 5.2 of this Schedule to Provide and lay out prior to Occupation of the 300th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Play Area in accordance with the approved Play Area Scheme.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Play Area	S1 5.8.3	To ensure the future maintenance of the Play Area and to undertake such financial and reasonably practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Play Area is assured.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Retail Facility	S1 9.1	To submit the Retail Provision Scheme to the Council as part of the Reserved Matters Application relating to the relevant Phase of the Proposed Development within which the Retail Provision is to be Provided and which identifies the exact location.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Retail Facility	S1 9.2	Not to cause or allow the Proposed Development to be Commenced on the relevant Phase on which the Retail Provision is to be Provided before the Retail Provision Scheme has been approved by the Council.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Retail Facility	S1 9.5	To Provide the retail units built to shell and core finish ready to be fit out by a potential occupier prior to First Occupation of the 325th Dwelling Unit (or such alternative trigger points for delivery as may be approved by the Council when approving the Retail Provision Scheme) and thereafter to implement the Retail Provision and in accordance with the Retail Provision Scheme and this paragraph 9.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	SANGS	S1 4.1	To submit the SANGs Land Scheme, which for the avoidance of doubt will be in accordance with the draft SANGs Land Outline Specification at Appendix 4 (subject to any variations that may be agreed by the Council in writing), to the Council as part of or before the Reserved Matters Application relating to the Phase of the Residential Development within which (or adjacent to which) the SANGs Land is to be Provided to be determined as part of the Reserved Matters Application	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	SANGS	S1 4.2	Not to cause or allow the Phase of the Residential Development within which (or adjacent to which) the SANGs Land is to be Provide to be Commenced before the SANGs Land Scheme has been approved by the Council as part of the Reserved Matters Application.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	SANGS	S1 4.3.1	Upon receipt of the Council's approval to the SANGs Land Scheme in accordance with paragraph 4.2 of this Schedule the Owner shall: 4.3.1 Prior to the Occupation of the any Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) Provide and lay out Country Park and the Central Green Link (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner)	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	SANGS	S1 4.3.2	Upon receipt of the Council's approval to the SANGs Land Scheme in accordance with paragraph 4.2 of this Schedule the Owner shall: Prior to the Occupation of the 375th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) to Provide and lay out the Western Green Link (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner)	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	SANGS	S1 4.6.3	To ensure the future maintenance of the SANGs Land and to undertake such financial and reasonably practical measures as are necessary for the implementation of such future maintenance and not to allow Occupation of any Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SANGs Land is assured.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	SPA Mitigation	S1 2.5	Prior to First Occupation of any Dwelling Unit to obtain the approval of the Council to an SPA Education Pack and upon First Occupation of each Dwelling Unit to supply to the Occupier of the Dwelling Unit with a copy of the SPA Education Pack.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Sports & Leisure Provision	S1 8.1	To submit the Sports Facility Scheme, which for the avoidance of doubt will be in accordance with the draft Sports Facility Outline Specification at Appendix 6 (subject to any variations that may be agreed by the Council in writing), to the Council as part of or before the Reserved Matters Application relating to the Phase of the Proposed Development within which the Sports Facility are to be Provided.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Sports & Leisure Provision	S1 8.2	Not to cause or allow the Proposed Development to be Commenced on the relevant Phase on which the Sports Facility is to be Provided before the Sports Facility Scheme has been approved by the Council as a part of the Reserved Matters Application for that Phase.	
Chichester West	14/04301/OUT	Land West Of Centurion Way And West Of Old Broyle Road, Chichester, West Sussex, PO19 3PH	11/04/2018	Sports & Leisure Provision	S1 8.3	Upon receipt of the Council's approval to the Sports Facility Scheme in accordance with paragraph 8.2 of this Schedule to Provide and lay out prior to First Occupation of the 325th Dwelling Unit (or such alternative trigger point for delivery as may be agreed in writing between the Council and the Owner) the Sports Facility in accordance with the Sports Facility Scheme.	
Chichester West	15/04163/FUL	Tesco , Fishbourne Road East, Chichester, West Sussex, PO19 3JT	08/11/2016	Student Accommodation Management Plan	S1 2	Implement the Student Accommodation Management Plan	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Chichester West	15/04163/FUL	Tesco , Fishbourne Road East, Chichester, West Sussex, PO19 3JT	08/11/2016	SUDS	3.3	If a Sustainable Urban Drainage Plan is required, not to allow occupation of the development until the Sustainable Urban Drainage Plan has been implemented	
Chichester West	15/04163/FUL	Tesco , Fishbourne Road East, Chichester, West Sussex, PO19 3JT	08/11/2016	SUDS	S1 3.1	Undertake tests to assess the infiltration potential for the land, the results of which shall be agreed with the District Council.	
Chichester West	15/04163/FUL	Tesco , Fishbourne Road East, Chichester, West Sussex, PO19 3JT	08/11/2016	SUDS	S1 3.2	If the infiltration tests show that Sustainable Urban Drainage is the most effective form of drainage, agree a Sustainable Urban Drainage Plan with the District Council.	
Donnington	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016	Affordable Housing	1.1	To submit the Affordable Housing Plan to the Council as part of the first reserved matters application for the Proposed Development.	
Donnington	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016	Affordable Housing	1.3	Not to Commence Development until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved the Approved Body in writing	
Donnington	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016	Affordable Housing	1.4	Not to allow Occupation of more than 50% of the Open Market Units until all of the Affordable Dwelling Units shown on the Affordable Housing Plan have been Provided in accordance with the provisions of paragraphs 1 .6 to 1.8 of this First Schedule and written notification of such has been received by the Council.	
Donnington	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016	Landscape Management Plan	5.1	Unless otherwise agreed in writing with the Council, Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a landscape Management Plan in respect of the Open Space Land and the Proposed Route and the Safeguarded Land.	
Donnington	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016	Notification	7.1	To give Notice to the Council of the Operative Date not less than 14 days before such date The Commencement Notice	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Donnington	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016	Notification	7.1	To give notice to the Council of the date of First Occupation of any Market Units not less than 14 days before such date The First Occupation Notice	
Donnington	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016	Notification	7.1	To give Notice to the Council of the date of Occupation of the first Open Market Unit.	
Donnington	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016	Open Space Land	5.2	Unless otherwise agreed in writing with the Council, to provide and lay out prior to Occupation of any Dwelling Unit on the Land the Open Space Land and the Proposed Route and the Safeguarded Land including preparation topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan.	
Donnington	15/01583/OUT	St Wilfrids Hospice , Grosvenor Road, Donnington, West Sussex, PO19 8FP	25/05/2016	Public Pedestrian Access Route	6	As part of the Landscape Management Plan, prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) for a scheme that ensures public pedestrian access to the Land in perpetuity as defined above as the Public Pedestrian Access Route.	
Donnington	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	Highway Works	S1 4.1	Prior to the Operative date to enter into an agreement pursuant to Section 278 of the Highways Act 1980 with the County Council to provide for the formation of a new pedestrian and vehicular access onto Waterside Drive shown (in general terms) on drawing number PLO2 Revision D entitled 'Location and Block Plan' submitted as part of the Application and approved as part of the Permission	22/08/2017
Donnington	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	Notification	S1 7.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	22/08/2017
Donnington	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	Notification	S1 7.3	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice")	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Donnington	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	Open Space Land	S1 3.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land.	22/08/2017
Donnington	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	03/03/2017	Open Space Land	S1 3.2	To provide and lay out prior to First Occupation any Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	
East Wittering	13/01977/FUL	Martlets , Peerley Road, East Wittering, Chichester, PO20 8DW	06/05/2015	Notification	S1 4.1	To give notice to both the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	01/02/2016
East Wittering	13/01977/FUL	Martlets , Peerley Road, East Wittering, Chichester, PO20 8DW	06/05/2015	Restrictive Covenant	S1 2.5	The Owner covenants with the Council not to cause or permit the disposal or occupation of any of the Dwelling Units for five years from the date of First Occupation other than to persons who have a Local Connection.	
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	Affordable Housing	S1 1.1	No later than 2 (two) months prior to the First Occupation of any Open Market Unit the Owners and /or the Developer shall provide the Council with written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council within 28 days of receiving such notice from the Owners and/or Developer.	20/12/2017
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	Affordable Housing	S1 1.2	Prior to the First Occupation of any of the Open Market Units to provide 22 Affordable Dwelling Units and not to allow First Occupation of any Open Market Units until the said 22 Affordable Dwelling Units have been provided	
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	Affordable Housing	S1 1.3	Prior to Occupation of 50% of the Open Market Units to provide the remaining 22 Affordable Dwelling Units and not to allow Occupation of more than 50% of the Open Market Units until all 44 Affordable Dwelling Units have been provided	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	Landscape Management Plan	S1 6.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer.	15/05/2017
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	Notification	S1 17.1 B	To give notice to both the Council and the County Council of the date of First Occupation of the 1st Open Market Unit not less than 14 days before such dates.	
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	Notification	S1 17.1A	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date	14/08/2017
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	Notification	S1 17.1C	To give notice to both the Council and the County Council of the date of First Occupation of the 33rd Open Market Unit not less than 14 days before such dates.	
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	Open Space Land and Landscape Buffer	S1 6.2	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Open Space Land and Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan.	
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	Play Area	S1 6.3	Prior to First Occupation of any Dwelling Unit to provide and install in accordance with legislation an equipped play area (the "Play Area") in a position on the Open Space Land and with equipment both agreed in writing with the Council prior to installation.	
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	SUDS	S1 7.2	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council.	
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	11/12/2015	SUDS	S1 7.4	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Harting	SDNP/13/03945/FUL	Manor Farm Cottages, Didling Lane, Didling	01/10/2015	Restrictive Covenant	5.1	The owner covenants with the council that upon commencement of the development Coronation Villa will not be occupied other than by a person solely or mainly working or last working in the locality in agriculture or in forestry or a widow or widower of such a person and to any resident dependants	
Harting	SDNP/14/05899/OND	2 & 3 Tye Oak Cottages, Hollst Lane, East Harting	12/10/2015	Restrictive Covenant	5.1	The owner covenants with the council that upon commencement of the development 1 Hill Ash Farm Cottages will not be occupied other than by a person solely or mainly working or last working in the locality in agriculture or in forestry or a widow or widower of such a person and to any resident dependants	
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	Affordable Housing	S1 1.1.1	The Owner shall Provide the Affordable Dwelling Units and shall not allow the First Occupation of more than: - 3 5% of the Open Market Units to be provided in accordance with a Reserved Matters Approval prior to Providing 25% of the Affordable Dwelling Units to be provided in accordance with that Reserved Matters Approval;	16/05/2018
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	Affordable Housing	S1 1.1.2	The Owner shall Provide the Affordable Dwelling Units and shall not allow the First Occupation of more than: 65% of the Open Market Units to be provided in accordance with a Reserved Matters Approval prior to Providing 50% of the Affordable Dwelling Units to be provided in accordance with that Reserved Matters Approval;	16/05/2018
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	Affordable Housing	S1 1.1.3	The Owner shall Provide the Affordable Dwelling Units and shall not allow the First Occupation of more than: 95% of the Open Market Units to be provided in accordance with a Reserved Matters Approval prior to Providing 100% of the Affordable Dwelling Units to be provided in accordance with that Reserved Matters Approval.	16/05/2018

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	Landscape Management Plan	S1 9.1	Prior to the Operative Date (or prior to the Commencement of Development of a Phase within which Open Space Land is being provided in the event that the Proposed Development is being carried out in Phases) to submit to the Council and obtain the written approval of the Council (acting reasonably) to a Landscape Management Plan in respect of such part of the Open Space Land as is to be provided in that Phase.	16/09/2016
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett,	14/05/2013	Notification	S1 8.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice").	14/01/2016
Lavant Page 120	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	Retail Facility	S1 11.1	Not to Commence Development on any part of the Land until the Owner shall have submitted and the Council has approved: 11.1.1 details of the proposed location of the Pub I Restaurant Site; and 11.1.2 a Pub I Restaurant Site Marketing Strategy,	02/05/2017
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	SPA Mitigation	S1 2.2	Upon the First Occupation of each Dwelling Unit to supply or procure the supply of to the First Occupier of that Dwelling Unit a SPA Welcome Pack PROVIDED THAT it is hereby agreed that the Owner shall not be obliged to offer to provide more than one Welcome Pack per Dwelling Unit.	13/06/2016
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett,	14/05/2013	SUDS	S1 14.2	Prior to the Commencement of Development to submit to the Council and obtain the written approval of the Council (acting reasonably) to a maintenance scheme in respect of the SUDS ("SUDS Maintenance Scheme").	13/06/2016
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	14/05/2013	SUDS	S1 14.3	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett,	14/05/2013	Village Green	S1 10.1	Prior to the Operative Date the Owner shall submit to the Council and obtain the written approval of the Council of the proposed location and specification of the Village Green (the "Village Green Scheme")	14/12/2015
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex,	14/05/2013	Village Green	S1 10.2	The Owner shall provide and lay out the Village Green in accordance with the Village Green Scheme including preparation, topsoil and planting of grass, shrubs and trees prior to the first Occupation of the Development	16/05/2018
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Affordable Housing	S1 2.1	To submit to the Council for approval as part of the First Reserved Matters Application (Layout) an Affordable Housing Strategy covering the whole site subject of Application A and not to Commence the Residential Development until the Affordable Housing Strategy has been approved in writing by the Council.	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Affordable Housing	S1 2.3	On or before approval is granted for each Reserved Matters Application (Housing) relating to all or any part of Site A to enter into such further agreement(s) as required pursuant to the provisions of section 106 of the Act (the "Reserved Matters s.1 06 Agreement") in accordance with Chichester District Council's adopted policy and government planning policy at the time of submission to secure the details of the Affordable Housing provision	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Affordable Housing	S1 2.2	To Provide 30% of the total number of Dwelling Units on the land subject of Application A as Affordable Dwelling Units.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Community Provision	S1 3.1	The Applicant must submit the Pre-Application Submission at least 10 days before the First Reserved Matters Application (Layout). Within 60 days of receipt of the Pre-application Submission the Council shall elect (at the absolute discretion of the Council but in consultation with the Parish Council) whether the Owner should either provide the Community Hall or pay the Community Facilities Contribution	17/04/2018
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Green Route	S1 7.1	Prior to Commencement of the Playing Fields development to submit a Green Route Management Plan for the Council's written approval	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Green Route	S1 7.1	To provide and lay out the Green Route in accordance with the Green Route Management Plan	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Highways England Contribution	S1 9.1	Prior to the Operative Date, to enter into an agreement pursuant to section 278 of the Highways Act 1980 with Highways England to provide for the payment to Highways England of the Highways England Contribution. The agreement shall provide for the financial contribution to be paid as follows: 9.1.1 194,450 to be paid prior to Occupation of the 51st Dwelling Unit; 9.1.2 385,011 to be paid prior to Occupation of the 150th Dwelling Unit; and 9.1.3 587,239 to be paid prior to Occupation of the 250th Dwelling Unit; (indexed)	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Landscape Management Plan	S1 8.1	Prior to the Operative Date to submit a Landscape Management and Maintenance Plan for the Council's written approval to include long term design objectives management responsibilities and maintenance schedules for the Open Space Land, Play Area, Landscape Buffer and the Landscaped Ride and a timetable for implementation of the works.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Notification	S1 15.1.1	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Commencement of the Proposed development	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Notification	S1 15.1.2	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Commencement of each Phase of the Residential Development;	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Notification	S1 15.1.3	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the 1st Dwelling Unit on Site A;	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Notification	S1 15.1.4	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the 1st Dwelling Unit in each Phase;	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Notification	S1 15.1.5	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the 150 th Dwelling Unit on Site A;	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Notification	S1 15.1.6	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the 200th Dwelling Unit on Site A;	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Notification	S1 15.1.7	To give notice to both the Council and the County Council of the following not less than 14 days before such dates: Occupation of the last Dwelling Unit in each Phase.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Open Space Land	S1 8.3	To provide and lay out in accordance with the Phasing Plan the Open Space Land, the Landscape Buffer and the Landscaped Ride and thereafter to carryout all ongoing works of maintenance improvement and repair of the Open Space Land, Landscape Buffer and the Landscaped Ride strictly in accordance with the Approved Landscape Management and Maintenance Plan and this paragraph 8.	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Open Space Land	S1 8.4.3	To ensure the future maintenance of the Open Space Land, Play Area, Landscape Buffer and the Landscaped Ride and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow Occupation of the 200th Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Phasing Plan	S1 1.1 -1.2	To submit to the Council with the First Reserved Matters Application (Layout) the Phasing Plan for the Proposed Development. 1.2 Not to Commence the Proposed Development until the Phasing Plan has been approved in writing by the Council. To comply with the Phasing Plan unless otherwise agreed in writing by the Council.	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Play Area	S1 8.2	To provide and install in accordance with the Phasing Plan the Play Area, in a position on the Open Space Land in accordance with the relevant Reserved Matters Approval. To -agree the amount, type and detailed specification of the Play Area (including equipment, surfacing and fencing as required) in writing with the Council prior to its installation	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Recreation Disturbance Chichester	S1 4.4 & 4.5	Prior to First Occupation of any Dwelling Unit to supply or procure the supply of a copy of the Education Pack to the first Resident of each Dwelling Unit Not to cause or allow Occupation of any such dwelling units until the content of the Education Pack has been approved by the Council in writing	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Sports & Leisure Provision	S1 6.1	To submit to the Council with the First Reserved Matters Application (Sport and Green Infrastructure) the Sports Provision Management Plan and not to commence the Playing Fields Development until the Sports Provision Management Plan has been approved in writing by the Council	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Sports & Leisure Provision	S1 6.2	To provide the Sports Provision to the stage that it is available and suitable for use prior to First Occupation of the 200th Dwelling Unit within the Residential Development.	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Sports & Leisure Provision	S1 6.4 & 6.5	Until Completion of Phase 2 Sports Provision Access <ul style="list-style-type: none"> • Ensure vehicular access from Madgwick Lane and Old Place lane is only for construction of the facilities and then use of the facilities • Ensure no construction traffic from these roads for development of phase 2 	
Lavant	15/03524/OUTEIA	Land North Of Stane Street, Madgwick Lane, Westhampnett, West Sussex	07/06/2016	Sports & Leisure Provision	S1 6.6	From Completion of Phase 2 Sports Provision Access <ul style="list-style-type: none"> • Prohibit Vehicular access from Madgwick Lane and Old Place lane 	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Affordable Housing	S1 1.1 (phase 1A)	Prior to the Commencement of each Sub Phase to provide the Council with the Sub Phase Affordable Housing Scheme for that Sub Phase for approval along with written notification of the name of the Original Scheme Approved Body (or Original Scheme Approved Bodies) to whom the Owners propose offer to dispose the Original Scheme Affordable Rented Units and Shared Ownership Units and (if applicable) Original Scheme Shared Equity Units within that Sub Phase for approval.	30/11/2016
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Affordable Housing	S1 1.4	Prior to first Occupation of more than 40% (forty percent) of the Original Scheme Open Market Units in each Sub Phase to Provide 50% (fifty percent) of the Original Scheme Affordable Dwellings to be Provided within that Sub Phase as specified within the Sub Phase Original Scheme Affordable Housing Scheme to the Council's reasonable satisfaction	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Affordable Housing	S1 1.5	Prior to first Occupation of more than 75% (seventy five percent) of the Original Scheme Open Market Units in each Sub Phase to Provide the remaining 50% (fifty percent) of the Original Scheme Affordable Dwellings to be Provided within that Sub Phase as specified within the Sub-Phase Affordable Housing Scheme to the Council's reasonable satisfaction	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Community Buildings	S1 2..1	Not to Occupy or cause or allow the Occupation of the 297th (two hundred and ninety seventh) Permitted Dwelling in the Original Development until: 2.1.1 the Community Building Specification has been submitted to and approved by the Council in writing; and 2.1.2 the Community Facilities Scheme has been submitted to and approved by the Council in writing.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Community Buildings	S1 2.8	Unless otherwise agreed with the Council in writing, prior to the Occupation of more than 100 (one hundred) Permitted Dwellings in the Original Development the Owners shall implement the Temporary Community Facilities Scheme (said scheme having been submitted to and approved by the Council) and ensure that the temporary facilities required to be provided thereunder are properly maintained and available to Residents on the terms specified therein until such time as the Community Building (or equivalent permanent alternative community gathering space approved pursuant to the Community Facilities Scheme) has been Provided	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Highway Works	S3 1.1	Unless otherwise agreed with the Council in writing, not to Occupy more than 124 Permitted Dwellings/ until the footbridge and cycleway over the A27 Chichester Bypass and associated unclimbable barrier within the central reserve of the A27, to the west of the Shopwyke Lakes Site, as shown on drawing number 2010-1227-047 rev A (or such other scheme of works as maybe approved in writing by the Council) have been completed and opened for public use.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Highway Works	S3 1.2	Unless otherwise agreed with the Council in writing, not to Occupy more than 297 Permitted Dwellings, until the pedestrian improvements shown on drawing number 2010/1227/020- rev C (or such other scheme of works as maybe approved in writing by the Council) have been completed and opened for public use.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Highway Works	S3 1.3	Unless otherwise agreed with the Council in writing, not to Occupy more than 297 Permitted Dwellings, until the works to the A27 I Oving Road/ Shopwhyke Road signalised junction shown on drawing number 2010/1227/030 - Rev A (or such other scheme of works as maybe approved in writing by the Council) have been completed and opened for public use.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Highway Works	S3 1.4	Unless otherwise agreed with the Council in writing, not to Occupy more than 399 Permitted Dwellings, until the works to the A27 I Oving Road/ Shopwhyke Road signalised junction shown on drawing number 2010/1227/014 - Rev E (or such other scheme of works as maybe approved in writing by the Council) have been completed and implemented.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Highway Works	S3 1.5	Unless otherwise agreed with the Council in writing, not to Occupy more than 400 Permitted Dwellings, until the works to the A27 Portfield Roundabout and advanced signing/lane guidance shown on drawing numbers 2010/1227/017 - Rev I, 2010/1227/026- rev A, 2010/1227/032 rev A and 2010/1227/033 rev D (or such other schemes of work as may be approved in writing by the Council) have been completed and opened for public use.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Highway Works	S3 1.6	Unless otherwise agreed with the Council in writing, not to Occupy more than 475 Permitted Dwellings ¹ until the footbridge and cycleway over the A27 Arundel Road to the North of the Shopwhyke Lakes Site, including the removal of the existing surface level crossing, as shown on drawing number 2010/1227/015 - rev C (or such other scheme of works as may be approved in writing by the Council) has been completed and opened to the public.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Marketing Strategy	S3 3.1	The Owners shall not cause or allow to be caused the Commencement of the Original Development until the Employment Hub Marketing Strategy has been submitted to and approved by the Council in writing.	02/05/2017
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 4.6.5	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events: The Occupation of the 400th (four hundredth) Permitted Dwelling;	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 (fourteen) days before the anticipated. Operative date (the Commencement Notice)	17/06/2016
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.4.1	To thereafter give written notice to both the Council and the County Council 21 (twenty one) days prior to the anticipated occurrence of the following events: The Occupation of the 100th (one hundredth) Permitted Dwelling;	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.4.2	To thereafter give written notice to both the Council and the County Council 21 (twenty one) days prior to the anticipated occurrence of the following events: The Occupation of the 124th (one hundred and twenty fourth) Permitted Dwelling;	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.4.3	To thereafter give written notice to both the Council and the County Council 21 (twenty one) days prior to the anticipated occurrence of the following events: The Occupation of the 192nd (one hundred and ninety second) Permitted Dwelling;	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.4.4	To thereafter give written notice to both the Council and the County Council 21 (twenty one) days prior to the anticipated occurrence of the following events: The Occupation of the 297th (two hundred and ninety seventh) Permitted Dwelling;	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.6.1	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events: First Occupation of the Original Development;	22/06/2017
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.6.3	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events: The Commencement of each Sub Phase;	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.6.4	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events: The Occupation of the 297th (two hundred and ninety seventh) Permitted Dwelling;	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.6.6	To give written notice to the Council within 14 (fourteen) days of the occurrence of the following events: The Occupation of the 475th (four hundred and seventy fifth) Permitted Dwelling.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Open Space Land	S1 3.2	Not to Occupy any Dwelling in Sub Phase 3c until such time as the Core Open Space 3b Area has been Provided to the Council's reasonable satisfaction and thereafter to manage and maintain (or procure the management and maintenance of) the Core Open Space 3b Area in accordance with the Core Open Space Maintenance Plan.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Open Space Land	S1 3.3	Upon first Occupation of each Dwelling in each Sub-Phase to provide the occupier with a Core Open Space Information Pack.	17/06/2016

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Open Space Land	S3 4.1 (Ph1 B on)	Prior to the Commencement of each Phase to submit to the Council for approval an Open Space and Play Areas Specification for that Phase	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Open Space Land	S3 4.1 (phase 1A)	Prior to the Commencement of each Phase to submit to the Council for approval an Open Space and Play Areas Specification for that Phase.	23/03/2018
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Open Space Land	S3 4.4	Not to Occupy or cause or allow to be Occupied more than the relevant number of Original Scheme Dwellings within the relevant Phase referred to as the trigger for provision of any given area in the Open Space and Play Areas Specification for that Phase until the relevant area of Open Space and Amenity Area or Play Area has been Provided to the Council's reasonable satisfaction in accordance with the relevant Open Space and Play Areas Specification.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Open Space Plan	S1 3.1	Not to Occupy any Dwelling in Sub Phase 1b until the Core Open Space Maintenance Plan has been submitted to and approved in writing by the Council and the Core Open Space la Area has been Provided to the Council's reasonable satisfaction and thereafter to manage and maintain (or procure the management and maintenance of) the Core Open Space la Area in accordance with the Core Open Space Maintenance Plan.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Public Art Contribution	S1 4.1	Prior to the Commencement of the Original Development the Owners shall submit to the Council for approval the Public Art Scheme and upon approval by the Council, the Owners shall ensure that any details submitted pursuant to Condition 36 of the 2013 Permission are in accordance with the Public Art Scheme.	09/01/2015

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Public Art Contribution	S1 4.2	The Owners shall implement the Public Art Scheme in the Original Development on a Phase by Phase basis in the form approved.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Sport & Leisure Contribution	S1 5.2	In the event that the Council does approve a Sports and Leisure Provision Scheme then the Owners covenants to Provide the relevant building, floor space, facilities or equipment as detailed in the Sports and Leisure Provision Scheme in accordance with the approved scheme and the programme or timetable for its delivery set out therein.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Sports & Leisure Provision	S1 2.5	Prior to the Occupation of the 400th (four hundredth) Permitted Dwelling in the Original Development to submit the Sports Pitches Specification to the Council for approval.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Sports & Leisure Provision	S1 2.6	Prior to the Occupation of more than 475 (four hundred and seventy five) Permitted Dwellings in the Original Development to Provide the Sports Pitches to the Council's reasonable satisfaction and thereafter to make the Sports Pitches available for Community Use in accordance with the approved Sports Pitches Specification.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	SUDS	S3 5.2	Upon completion of any SUDS area within a Sub Phase to obtain a written certificate as to the satisfactory completion of the construction of the SUDS in question from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council.	
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	SUDS	S3 5.3	Prior to the completion of the SUDS on each Sub Phase to put in place such financial and practical measures as are reasonably necessary to implement the arrangements for the future repair and maintenance works of the SUDS in accordance with the details approved as part of the Surface Water Drainage Scheme.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Travel Plan	S3 1.8	To comply with the conditions relating to the Travel Plan in the 2013 Permission, the 2015 Permission and the 85 Unit Permission and to use all reasonable endeavours to ensure that any Travel Plan as approved is fully implemented.	
North Mundham	14/04284/OUT	Former Fuel Depot, Bognor Road, Chichester, West Sussex, PO20 1EJ	18/08/2016	Notification	S1 3	The Owner undertakes to give notice to the Council and County Council not less than 14 (fourteen) days after the occurrence of the relevant date of: 3.1 .1 the Commencement Date (the "Commencement Notice");	
North Mundham	14/04284/OUT	Former Fuel Depot, Bognor Road, Chichester, West Sussex, PO20 1EJ	18/08/2016	Notification	S1 3.1.2	The Owner undertakes to give notice to the Council and County Council not less than 14 (fourteen) days after the occurrence of the relevant date of: 3.1.2 First Occupation of the Proposed Development	
North Mundham	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Affordable Housing	S2 1.1	To submit the 85 Unit Scheme Affordable Housing Scheme to the Council as part of the first Reserved Matters application for the 85 Unit Development.	
North Mundham	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Affordable Housing	S2 1.3	Not to Commence the 85 Unit Development until the Council has received written notification of the name of the 85 Unit Scheme Approved Body for its approval and thereafter approved the 85 Unit Scheme Approved Body in writing.	
North Mundham	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Affordable Housing	S2 1.5	Not to allow Occupation of more than 50% of the 85 Unit Scheme Open Market Units until all of the 85 Unit Scheme Affordable Dwelling Units shown on the 85 Unit Scheme Affordable Housing Scheme have been Provided in accordance with the provisions of paragraphs 1.6 to 1.9 of this Schedule 2 and written notification of such has been received by the Council.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Highways England Contribution	S2 3.1 & 3.2	3.1 The First Owner shall use reasonable endeavours to enter into the A27 Works Agreement with Highways England as soon as reasonably practicable after the date of this Agreement; 3.2 Prior to the Occupation of more than 50 (fifty) of the 85 Unit Scheme Dwellings the First Owner shall: 3.2.1 Enter into the A27 Works Agreement; or 3.2.2 Where it has not been possible to enter into the A27 Works Agreement provide to Highways England a Bond or such other security as may be accepted by Highways England to secure the future payment of the A27 Works Contribution (£222,275) in the event that the A27 Works Agreement is not entered into.	
North Mundham	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.6	To give written notice to the Council within 14 (fourteen) days of the occurrence of The Commencement of each Sub Phase;	
North Mundham	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Notification	S3 7.6.2	To give written notice to the Council within 14 (fourteen) days of the occurrence of First Occupation of the 85 Unit Scheme Development;	
North Mundham	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Open Space Land	S2 2.4	Upon first Occupation of each 85 Unit Scheme Dwelling to provide the occupier with a Core Open Space Information Pack.	
North Mundham	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Open Space Land	S3 4.2	Prior to Commencement of the 85 Unit Scheme to submit to the Council for approval an Open Space and Play Areas Specification for the 85 Unit Scheme.	
North Mundham	15/03720/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	17/11/2016	Open Space Land	S3 4.5	Not to Occupy any 85 Unit Scheme Dwellings until the Open Space and Play Area Specification for the 85 Unit Scheme Development has been approved in writing by the Council.	
North Mundham	15/04160/FUL	Land South Of Stoney Lodge, School Lane, North Mundham, West Sussex	27/10/2016	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body	19/04/2017

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	15/04160/FUL	Land South Of Stoney Lodge, School Lane, North Mundham, West Sussex	27/10/2016	Affordable Housing	S1 1.2	Prior to the First Occupation of any Open Market Unit to Provide ten Affordable Dwelling Units on the Affordable Dwelling land and not to allow first Occupation of any Open Market Unit until the said Affordable Dwelling Units have been Provided in accordance with the following provisions and written notification of such has been received by the Council	
North Mundham	15/04160/FUL	Land South Of Stoney Lodge, School Lane, North Mundham, West Sussex	27/10/2016	Landscape Buffer	S1 3.2	To provide and lay out prior to First Occupation of any Dwelling the Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan.	23/05/2018
North Mundham	15/04160/FUL	Land South Of Stoney Lodge, School Lane, North Mundham, West Sussex	27/10/2016	Landscape Management Plan	S1 3.1	Prior to the Operative Date to submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Landscape Buffer.	01/05/2018
North Mundham	15/04160/FUL	Land South Of Stoney Lodge, School Lane, North Mundham, West Sussex	27/10/2016	Notification	S1 6.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	28/11/2016
North Mundham	15/04160/FUL	Land South Of Stoney Lodge, School Lane, North Mundham, West Sussex	27/10/2016	Notification	S1 6.2	To give notice to both the Council and the County Council of the date of first Occupation of any Open Market Unit not less than 14 days before such date (the "First Occupation Notice")	
North Mundham	15/04160/FUL	Land South Of Stoney Lodge, School Lane, North Mundham, West Sussex	27/10/2016	Open Space Land	S1 4.1	Prior to the Operative Date, to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) of an Open Space Plan.	23/05/2016
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Affordable Housing	S1 P1.1	Advise and Council to approve the name of the Approved Body	
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Affordable Housing	S1 P1.2	To Provide 15 AH units prior to the occupation of 30th OMU	
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Highways England Contribution	S1 P5.1-5.3	To enter into a S278 agreement with Highways England as soon as reasonable practicable after the date of agreement and no later than commencement. If agreement not entered into to provide Bond/security for the works contribution of £261,500	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Notification	S1 P 6.1	Notify the Council of commencement 14 days prior to the event	
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Notification	S1 P6.3	Notify the Council of first occupation 14 days prior to the event	
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Notification	S1 P6.3.1	Notify the Council of the 30th OMU occupation 14 days prior to the event	
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Notification	S1 P6.3.2	Notify the council of the 50th occupation 14 days prior to the event	
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Open Space Land	S1 P4.1	Prior to the operative date to submit and obtain approval to LMP in respect of Open Space Land	
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Open Space Land	S1 P4.2	Provide and lay out the Open Space Land in accordance with the LMP prior to the 50th occupation	
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Play Area	S1 P4.3	Provide the Play Area to a scheme agreed with the Council prior to the 50th occupation	
North Mundham	16/02321/OUT	Portfield Quarry And UMA House, Oving, Chichester, West Sussex, PO19 7UW	12/05/2017	Notification	S1 1.1 (a)	To provide the Council with no less than ten (10) Working Days' prior written notice of Commencement of Development;	
North Mundham	16/02321/OUT	Portfield Quarry And UMA House, Oving, Chichester, West Sussex, PO19 7UW	12/05/2017	Notification	S1 1.1 (b)	To provide the Council with no less than ten (10) Working Days' prior written notice of first Occupation of the Development.	
North Mundham	16/02321/OUT	Portfield Quarry And UMA House, Oving, Chichester, West Sussex, PO19 7UW	12/05/2017	Restrictive Covenant	S3 1.1	To include within the tenancy agreement or licence for each Occupier of a Dwelling provisions that prohibit that Occupier from keeping a private motor vehicle within the vicinity of the Development for the duration of such tenancy or licence (as the case may be) PROVIDED THAT this restriction shall not apply to any Occupier who is (or subsequent to his/her first Occupation becomes) entitled to be a holder of a disabled person's badge issued pursuant to section 21 of the Chronically Sick and Disabled Persons Act 1970.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
North Mundham	16/02321/OUT	Portfield Quarry And UMA House, Oving, Chichester, West Sussex, PO19 7UW	12/05/2017	Student Accommodation Management Plan	S2 1.1	Not to Occupy the Development otherwise than in accordance with the Student Management Plan, unless otherwise agreed in writing by the Council.	
Petworth	SDNP/12/02721/F UL	Land at Laundry Cottage, Horsham Rd, Petworth	30/07/2014	Landscape Management Plan	S1 5.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	
Petworth	SDNP/12/02721/F UL	Land at Laundry Cottage, Horsham Rd, Petworth	30/07/2014	Open Space Land	S1 5.2	To provide and lay out prior to First Occupation of the First Dwelling Unit on the Land the Open Space Land	
Petworth	SDNP/12/02721/F UL	Land at Laundry Cottage, Horsham Rd, Petworth	30/07/2014	Public Art Contribution	S1 10.1 & 10.2	To Commission a suitable piece of art, to be agreed with the Council and to provide prior to the first occupation of a dwelling unit	
Petworth	SDNP/14/02892/F UL	Coal yard, School Close, Fittleworth	08/07/2015	Affordable Housing	S1 1.1	Provide the Low Cost dwelling unit on the Low cost dwelling land prior to the occupation of an open market unit	
Petworth	SDNP/14/02892/F UL	Coal yard, School Close, Fittleworth	08/07/2015	Landscape Management Plan	S1 4.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Amenity Land	30/01/2018
Petworth	SDNP/14/02892/F UL	Coal yard, School Close, Fittleworth	08/07/2015	Notification	S1 10.1	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	20/11/2017
Petworth	SDNP/14/02892/F UL	Coal yard, School Close, Fittleworth	08/07/2015	Notification	S1 10.2	To give notice to both the Council and the County Council of the First Occupation Date of any dwelling Unit not less than 14 days before such date	
Petworth	SDNP/14/02892/F UL	Coal yard, School Close, Fittleworth	08/07/2015	Notification	S1 10.3	To give notice to both the Council and the County Council of the First Occupation Date of any Open Market Unit not less than 14 days before such date	
Petworth	SDNP/14/02892/F UL	Coal yard, School Close, Fittleworth	08/07/2015	Open Space Land	S1 4.2	To provide and lay out prior to First Occupation of the First Dwelling Unit on the Land the Open Space Land	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Access	S1 5	To provide and retain safe vehicular and pedestrian access at all times throughout the construction phase, and thereafter retain the vehicular and pedestrian access in perpetuity, in association with Loxwood House, from the Guildford Road through the site and to the boundary of Loxwood House.	
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Affordable Housing	S1 1.1	No development shall be Commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	04/08/2017
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Affordable Housing	S1 1.2	Prior to First Occupation of the 20th Open Market Units to provide 13 (thirteen) Affordable Dwelling Units on the Affordable Dwelling Land a	
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Landscape Management Plan	S1 3.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Village Green and Public Parking	27/09/2017
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Marketing Strategy	S1 4.1	To obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) in respect of the appearance, construction, location and delivery of the Retail Facility and the Retail Facility Marketing Strategy at or before reserved matters application for the Retail Facility.	
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Notification	S1 8.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice").	04/01/2017
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Retail Facility	S1 4.2	The Owner shall use all reasonable endeavours to secure the disposal of the Retail Facility in accordance with the Retail Marketing Strategy.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Retail Facility	S1 4.3	In the event that the Owner in consultation with the Council is able to identify occupiers for the Retail Facility, to provide the Retail Facility in accordance with the Retail Facility Marketing Strategy, substantially completed to Serviced Shell Stage, AND to have confirmed an occupier in writing to the Local Planning Authority and obtained written approval (not to be reasonably upheld or delayed) to a timetable for completion and First Occupation.	
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Retail Facility	S1 4.4	Subject to the Owner having complied with the Retail Facility Marketing Strategy, having marketed the Retail Facility throughout the development and for a minimum period of 12 months from First Occupation of the 43rd Dwelling Unit, and having produced such evidence as the Council may reasonably require in relation to the marketing of the Retail Facility, then in the event that the Retail Facility has not been disposed of within 12 months from First Occupation of the 43 Dwelling Unit, nothing in this Agreement shall prevent an alternative use of the site of the Retail Facility, subject to all the necessary consents being obtained.	
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Village Green	S1 3.2	Prior to First Occupation of any Open Market Unit adjacent to the Village Green to provide and lay out the Village Green including preparation, topsoil and planting of grass, shrubs and trees and the associated parking in accordance with the Landscape Management Plan.	
Plaistow	15/02012/OUT	Loxwood Nurseries, Guildford Road, Loxwood, Billingshurst, West Sussex, RH14 0SA	01/07/2016	Village Green	S1 3.3	Not to permit First Occupation of the 20th Open Market Unit on the Land until the Village Green and Associated Parking have been provided in accordance with paragraphs 3.2 above and thereafter not to use the Village Green and Public Parking other than as a village green and associated car parking spaces available to the Residents and the general public in perpetuity.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Rogate	SDNP/14/04960/FUL	Hale Common Cottage, Slade Lane, Rogate	13/04/2015	Notification	S1 1.1	Prior to occupation discontinue the use of the existing residential curtilage, demolishing buildings, constructing a new hedge and timber post rail fence and thereafter using the land as agricultural land.	
Rogate	SDNP/14/04960/FUL	Hale Common Cottage, Slade Lane, Rogate	13/04/2015	Notification	S1 2.1	To give notice in writing to SDNPA of the Operative Date not less than 14 days before such date (the "Commencement Notice")	04/03/2016
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	Affordable Housing	S1 2.1	The Proposed Outline Development shall not be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved the identity of the Approved Body in writing.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey,	11/09/2015	Affordable Housing	S1 2.2	To submit the Affordable Housing Plan to the Council as part of the first reserved matters application for the Proposed Outline Development.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester,	11/09/2015	Affordable Housing	S1 2.4	To Provide all Affordable Dwelling Units shown on the Affordable Housing Plan for each Phase prior to Occupation of more than 35% of the Open Market Units for that Phase.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	Marketing Strategy	S1 10.3	The Owner shall as soon as reasonably practicable after the grant of the Permission submit the Marketing Strategy to the Council for its approval and will not cause or allow to be caused the Commencement of Development until the Marketing Strategy has been submitted to and approved by the Council in writing.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	Marketing Strategy	S1 10.5	Thereafter the Owner shall comply with and carry out its obligations pursuant to the Marketing Strategy until 100 Dwelling Units have been occupied (or until the Multi Use Clinic and Commercial Units have been fully let or sold or have been Provided whichever shall be the sooner) and following the implementation of the Marketing Strategy:	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	Notification	S1 16.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	Open Space Land	S1 6.1	Prior to the Commencement of the Proposed Outline Development to submit to the Council for approval an Open Space Specification.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	Open Space Land	S1 6.3	Not to Occupy or cause or allow to be Occupied more than the relevant number of Dwelling Units until the relevant area of Open Space has been Provided to the Council's reasonable satisfaction in accordance with the Open Space Specification.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	Open Space Land	S1 6.4	Upon completion of any area of Open Space to maintain the relevant area in accordance with the Open Space Specification and to serve a written notice on the Council confirming that the area (or areas) in question is complete and inviting the Council to inspect the area of Open Space.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	Phasing Plan	S1 1.1	To submit the Phasing Plan to the Council as part of the first reserved matters application for the Proposed Outline Development.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	Retail Facility	S1 10..1	To Complete prior to the First Occupation of the 51" Dwelling Unit the Foodstore.	30/06/2017

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	SPA Mitigation	S1 7.1	Prior to the Commencement of a Phase of the Proposed Outline Development to submit to the Council details of the Mitigation Works that will be comprised in that Phase and not to commence that Phase until the Council has approved such details in writing	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	SPA Mitigation	S1 7.6	To notify the Council in writing upon the completion of the Mitigation Works for each Phase of the Proposed Outline Development and not to cause or allow First Occupation of any Dwelling Unit in that Phase unless and until the Council has confirmed in writing that the Mitigation Works have been so completed to its satisfaction.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	SPA Mitigation	S1 7.7	Prior to the Commencement of the Proposed Outline Development to submit to the Council the details of the Temporary Dog Exercise Area for its approval and not to Commence the Proposed Outline Development until such details have been approved in writing by the Council.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	SPA Mitigation	S1 7.8	The Temporary Dog Exercise Area shall be provided prior to the Occupation of any Dwelling Unit and there shall be no such Occupation until the Temporary Dog Exercise Area has been provided to the satisfaction of the Council.	
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	SUDS	S1 9.2	Prior to First Occupation of the first Dwelling Unit in a Phase to obtain a written certificate as to the satisfactory completion of the construction of the SUDS serving that Phase from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Selsey North	14/02186/OUTEIA	Park Farm, Park Lane, Selsey, Chichester, West Sussex, PO20 0HF	11/09/2015	SUDS	S1 9.4	Prior to First Occupation of the first Dwelling Unit in a Phase to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS serving that Phase and not to cause or permit First Occupation of any Dwelling Unit in a Phase prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SUDS is assured,	
Selsey North	14/02930/FUL	5-9 High Street, Selsey, Chichester, PO20 0LP	20/05/2015	Notification	S1 3.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	
Selsey North	15/00371/CONCO U	East Beach Evangelical Church, 6 Marisfield Place, Selsey	25/01/2017	Restrictive Covenant	S1 A	To only use the Cabin as a church hall and for no other purpose (including any other purpose in Class D1 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 as amended and the Town and Country Planning (General Permitted Development) (England) Order 2015 or in any provision equivalent to that Class in any other statutory instrument revoking and re-enacting that Order.	
Selsey North	15/00371/CONCO U	East Beach Evangelical Church, 6 Marisfield Place, Selsey	25/01/2017	Restrictive Covenant	S1 B	Not to form any windows or other openings in the cabin other than those already in existence.	
Selsey North	15/00371/CONCO U	East Beach Evangelical Church, 6 Marisfield Place, Selsey	25/01/2017	Restrictive Covenant	S1 C	Not to use the Cabin except between the hours of 0900 and 2300 hours Sundays to Thursdays and between the hours of 0900 and 23:30 hours on Fridays and Saturdays.	
Selsey North	15/00371/CONCO U	East Beach Evangelical Church, 6 Marisfield Place, Selsey	25/01/2017	Restrictive Covenant	S1 D	Not to install or operate any sound reproduction or amplification equipment (including public address systems, loudspeakers, etc.) in the Cabin which is audible at the site boundary.	
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	17/11/2015	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council	20/07/2017

S106 Appendix 2 - Non-Financial Covenants

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	17/11/2015	Affordable Housing	S1 1.2 (i)	Not without the consent of the Council to allow First Occupation of more than 40% of the Open Market Units until 22 Affordable Dwelling Units have been Provided in accordance with the following provisions and written notification of such has been received by the Council;	12/04/2018
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	17/11/2015	Affordable Housing	S1 1.2 (ii)	Not without the consent of the Council to allow First Occupation of more than 60% of the Open Market Units until a further 11 Affordable Dwelling Units have been Provided in accordance with the following provisions and written notification of such has been received by the Council;	12/04/2018
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	17/11/2015	Affordable Housing	S1 1.2 (iii)	Not without the consent of the Council to allow First Occupation of more than 80% of the Open Market Units until a further 11 Affordable Dwelling Units have been Provided in accordance with the following provisions and written notification of such has been received by the Council	12/04/2018
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	17/11/2015	Affordable Housing	S1 1.4	None of the Open Market Units shall be occupied until the Owner has entered into a contract to dispose of the Affordable Dwelling Units to the Approved Body	20/07/2016
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	17/11/2015	Landscape Management Plan	S1 8.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land.	20/07/2016
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	17/11/2015	Notification	S1 14.1	To give notice to both the Council and the County Council of the date the Proposed Development is Commenced not less than 14 days before such date (the "Commencement Notice")	14/09/2015
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	17/11/2015	Recreation Disturbance Pagham	S1 5.7	Not to cause or allow any Dwelling Unit to be First Occupied unless and until the Mitigation Measures have been completed to the satisfaction of the Council.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	17/11/2015	SUDS	S1 8A.2	Prior to the First Operative Date to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS and not to cause or permit First Occupation of any Dwelling Unit prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SUDS is assured.	20/07/2016
Sidlesham	11/00555/FUL	Berryrose Garden Cottage, Chichester Road, Sidlesham, Chichester, West Sussex, PO20 7PY	10/11/2011	Notification	S1 1.0	To give notice to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	14/06/2013
Sidlesham	11/00555/FUL	Berryrose Garden Cottage, Chichester Road, Sidlesham, Chichester, West Sussex, PO20 7PY	10/11/2011	Restrictive Covenant	S1 2.0	Within one calendar month of the substantial completion of the Proposed Development or within one calendar month of first occupation of the Proposed Development or within one year of the Operative Date whichever is the earlier to demolish the Existing Dwellinghouse and outbuildings (including concrete bases and foundations) shown hatched blue on the attached plan and remove all materials and debris resulting from such demolition from the land.	
Sidlesham	15/03489/FUL	Carmelite Convent , Hunston Road, Hunston, West Sussex, PO20 1NP	05/10/2016	Highways England Contribution	S1 5.1	Prior to the Operative Date to enter into an agreement pursuant to Section 278 of the Highways Act 1980 with Highways England Company Limited to provide for the payment to Highways England Company Limited of the Highways England Contribution (£89,208)	09/03/2017
Sidlesham	15/03489/FUL	Carmelite Convent , Hunston Road, Hunston, West Sussex, PO20 1NP	05/10/2016	Notification	S1 6.1	6.1 To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	28/03/2017
Sidlesham	15/03489/FUL	Carmelite Convent , Hunston Road, Hunston, West Sussex, PO20 1NP	05/10/2016	Notification	S1 6.2	To give notice to both the Council and the County Council of the date of First Occupation of the Proposed Development not less than 14 days before such date (the "First Occupation Notice")	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Affordable Housing	S1 2.1	To submit the Affordable Housing Plan to the Council as part of the first reserved matters application for the Proposed Development.	29/06/2017

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Affordable Housing	S1 2.2	Not to Commence Development until the Affordable Housing Plan has been approved in writing by the Council	29/06/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Affordable Housing	S1 2.3	Not to Commence Development until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved the Approved Body in writing	30/05/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Affordable Housing	S1 2.5 (Ph 1)	Not to allow Occupation of more than 50% of the Open Market Units for each Phase until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been Provided in accordance with the provisions of paragraphs 2.6 to 2.8 of this First Schedule and written notification of such has been received by the Council.	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Affordable Housing	S1 2.5 (Ph 2)	Not to allow Occupation of more than 50% of the Open Market Units for each Phase until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been Provided in accordance with the provisions of paragraphs 2.6 to 2.8 of this First Schedule and written notification of such has been received by the Council.	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Affordable Housing	S1 2.5 (Ph3)	Not to allow Occupation of more than 50% of the Open Market Units for each Phase until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been Provided in accordance with the provisions of paragraphs 2.6 to 2.8 of this First Schedule and written notification of such has been received by the Council.	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Affordable Housing	S1 2.7 (Ph 2)	No more than 70% of the Open Market Units for each Phase shall be occupied until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been be disposed of to the Approved Body	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Affordable Housing	S1 2.7 (ph 3)	No more than 70% of the Open Market Units for each Phase shall be occupied until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been be disposed of to the Approved Body	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Affordable Housing	S1 2.7 (ph1)	No more than 70% of the Open Market Units for each Phase shall be occupied until all of the Affordable Dwelling Units shown on the Affordable Housing Plan for that Phase have been be disposed of to the Approved Body	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Landscape Management Plan	S1 10.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land and Play Area	04/04/2018
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Notification	S1 19.3.1	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of a Dwelling Unit	12/06/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Notification	S1 19.3.2	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation 25% of all Open Market Dwellings	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Notification	S1 19.3.3	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of 50% of all Dwellings	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Notification	S1 19.3.4	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of 50% of all Open Market Dwellings	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Notification	S1 19.3.5	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of 70% of all Open Market Dwellings	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Notification	S1 19.3.6	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of 75% of all Dwellings	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Notification	S1 19.3.7	To notify the Council and the County Council in writing of the following, at least 5 days prior to their occurrence: first Occupation of 85% of all Open Market Dwellings	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Open Space Land	S1 10.3	not to Occupy any Open Market Dwelling Units in a Phase until the Open Space Land for that Phase has been provided in accordance with the Phasing Plan	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Phasing Plan	S1 1.1	to submit the Phasing Plan to the Council as part of the first reserved matters application for the Proposed Development.	29/06/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Phasing Plan	S1 1.2	not to Commence Development until the Phasing Plan has been approved in writing by the Council.	29/06/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Safeguarded Land	S1 11.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) a management plan in respect of the Safeguarded Link to the School	25/05/2017
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Safeguarded Land	S1 11.2	To provide and layout the Safeguarded Link to the School strictly in accordance with the Phasing Plan and to maintain it in accordance with the Management Plan	
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	02/04/2015	Safeguarded Land	S1 12.1	Not to use the Safeguarded Land for potential access to Southbourne Railway Station for any purpose other than Open Space Land in accordance with Clause 10 above unless and until such land is required and used (subject to any necessary planning permission! being obtained) by and for the purposes of access to Southbourne Railway Station;	
Southbourne	15/01444/FUL	Garage Compound South East Of 21 To 25, Flatt Road, Nutbourne, West Sussex	28/09/2016	Allotments	S1 2.1	Prior to the Operative Date, to submit to the Council a plan showing the proposed layout of not less than 350 square metres of allotment space plots on part of Site 8 ("the Allotment Plots") together with details of site clearance and type and grade of soil to be laid and obtain the written approval of the Council to such layout plan and land preparation details.	31/05/2017

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Southbourne	15/01444/FUL	Garage Compound South East Of 21 To 25, Flatt Road, Nutbourne, West Sussex	28/09/2016	Allotments	S1 2.2	Prior to the Operative Date, prepare the land, concrete and rubble, level and fertilise the soil and lay out the Allotment Plots in accordance with the details approved by the Council under Clause 2.1 above and offer such allotments to local residents.	
Southbourne	15/01444/FUL	Garage Compound South East Of 21 To 25, Flatt Road, Nutbourne, West Sussex	28/09/2016	Allotments	S1 2.3	To keep and maintain the Allotment Plots in accordance with the details submitted under clause 2.1 above and offer such allotments to local residents	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	Affordable Housing	S1 2.1	To submit the Affordable Housing Plan to the Council as part of the first reserved matters application for the Proposed Development, or, if developed in Phases, to submit the Affordable Housing Plan to the Council as part of the reserved matters approval for each Phase.	17/10/2017
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	Affordable Housing	S1 2.3	Not to Commence Development in respect of any Phase until the Council has received written notification of the name of the Approved Body.	31/05/2018
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	Affordable Housing	S1 2.5 (phase 1)	To provide all Affordable dwelling units shown on the Affordable Housing plan for each phase prior to occupation of 50% of the Open market Units for that phase	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	Affordable Housing	S1 2.5 (phase 3)	To provide all Affordable dwelling units shown on the Affordable Housing plan for each phase prior to occupation of 50% of the Open market Units for that phase	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	Affordable Housing	S1 2.5 (phase 4)	To provide all Affordable dwelling units shown on the Affordable Housing plan for each phase prior to occupation of 50% of the Open market Units for that phase	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	Landscape Management Plan	S1 4.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council to a Landscape Management Plan to include long term design objectives management responsibilities and maintenance schedules and a timetable for implementation of the works required under the Landscape Management Plan.	17/10/2017
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	Open Space Land and Landscape Buffer	S1 4.2	To lay out the Green Infrastructure in accordance with the Landscape Management Plan.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	Phasing Plan	S1 1.1.-1.2	1.1 to submit the Phasing Plan to the Council as part of the first application for reserved matters approval for the Proposed Development.	17/10/2017
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	SUDS	S1 5.2	Prior to First Occupation to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council	
Southbourne	15/02505/OUT	Land West Of, Garsons Road, Southbourne, Hampshire	10/06/2016	SUDS	S1 5.4	Prior to First Occupation to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS and not to cause or permit First Occupation prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SUDS is assured.	
Southbourne	16/00145/FUL	2 Woodfield Park Road, Hermitage, Southbourne, Emsworth, Hampshire, PO10 8BG	08/08/2016	Affordable Housing	S1 1.1	Not to Commence Development in respect of any Phase until the Council has received written notification of the name of the Approved Body.	
Southbourne	16/03520/FUL	Chichester Grain, Priors Leaze Farm, Priors Leaze Lane, Hambrook, Chidham, Chichester, West Sussex, PO18 8RQ	24/07/2017	Landscape Buffer	S1 1.1	Within the first planting season (1st October to 1st April in every year) following substantial completion or the bringing into first use of the Proposed Development or one calendar year from the Operative Date (whichever is the earlier) to provide and lay out the proposed landscaping in the location shown coloured green on Plan 2 in strict accordance with the details shown on the Landscape Specification set out in Appendix 1 including preparation, the laying of topsoil and planting of grass, shrubs and trees in accordance with the said Landscape Specification and thereafter to carry out all ongoing works of maintenance improvement replacement replanting and repair of the Landscape Areas strictly in accordance with the Maintenance Specification set out in Appendix 2	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Southbourne	16/03520/FUL	Chichester Grain, Priors Leaze Farm, Priors Leaze Lane, Hambrook, Chidham, Chichester, West Sussex, PO18 8RQ	24/07/2017	Notification	S1 2.1	To give notice to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	
Southbourne	16/03520/FUL	Chichester Grain, Priors Leaze Farm, Priors Leaze Lane, Hambrook, Chidham, Chichester, West Sussex, PO18 8RQ	24/07/2017	Notification	S1 2.3	To give notice to the Council of the date of substantial completion or first use of the Proposed Development not less than 14 days before such date (the "Completion Notice").	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body provided its approval	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Affordable Housing	S1 1.2	Prior to Occupation of fifty percent (50%) of the Open Market Units to Provide all of the Affordable Dwelling Units on the Affordable Dwelling Land	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Highways England Contribution	S1 5.2	Not to cause or allow the Proposed Development to be Commenced until: 5.2.1 the A27 Works Agreement has been entered into; or 5.2.2 provide to Highways England a bond or such other security as may be acceptable by Highways Eng1land to secure the future payment of the A27 Works Contribution (£61,302) and 5.2.3 the Council has been provided with evidence that the provisions of paragraph 5.2.1 or 5.2.2 (as the case may be) have been complied with.	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Landscape Management Plan	S1 4.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council to a Landscape Management Plan in respect of the Open Space Land and	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Notification	S1 6.1	To give notice in writing to the Council of the Operative Date not less than one month before such date	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Notification	S1 6.3	To give notice to the Council of the First Occupation Date not less than 14 days before such date	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Notification	S1 6.5.1	To notify the Council in writing at least 14 days prior to their occurrence: Occupation of the twentieth (20th) Open Market Dwelling	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Notification	S1 6.5.2	To notify the Council in writing at least 14 days prior to the occurrence: Occupation of the fifty percent (50%) of the Dwelling Units	
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Open Space Land and Landscape Buffer	S1 4.2	To provide and lay out prior to Occupation of the twentieth (20th) Open Market Dwelling Unit on the Land the Open Space Land and Landscape Buffer in accordance with the Landscape Management Plan.	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Access	S1 8.0	Prior to occupation of the fifty fifth Dwelling Unit to provide by way of hard surfacing and marking out eight (8) car parking spaces with lockable bollards on the land shown edged pink on Plan 2 for the sole use by the occupiers of numbers 1 to 4 Elm Grove, Main Road, Southbourne for the parking of domestic cars and not to use such car parking area for the parking of any vehicle designed or adapted for use as a dwelling and not to use the parking spaces for any other purpose whatsoever	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Affordable Housing	S1 1.1	The Proposed Development shall not be Commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	07/07/2017
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Affordable Housing	S1 1.2	Prior to Occupation of the 20th Open Market Unit Provide nine (9) Affordable Dwelling Units on the Affordable Dwelling Land and not to allow Occupation of the 30th Open Market Unit until the said seventeen (17) Affordable Dwelling Units have been Provided in accordance with the following provisions and written notification of such has been received by the Council.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Allotments	S1 4.3	To provide and lay out prior to the Occupation of the Fifty Fifth (55th) Dwelling Unit the Allotment Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Highway Works	S1 6.1 and 6.2 and 6.3	The Owner shall use all reasonable endeavours to enter into the A27 Works Agreement with Highways England as soon as reasonable practicable after the date of this Agreement. 6.2. Prior to the Operative Date to: 6.2.1 Enter into the A27 Works Agreement or, 6.2.2 Where it has not been possible to enter into the A27 Works Agreement provide to Highways England a Bond or such other security as may be acceptable by Highways England to secure the future payment of the	23/08/2017
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Landscape Management Plan	S1 4.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a landscape Management Plan in respect of the Open Space Land and the Allotment Land.	28/07/2017
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Notification	S1 9.1	To give notice to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	12/10/2017
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Notification	S1 9.3.1 (20)	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.1 First Occupation of the 20th Open Market Dwelling	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Notification	S1 9.3.1 (30)	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.1 First Occupation of the 30th Open Market Dwelling	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Notification	S1 9.3.1 (47)	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.2 First Occupation of the 47th Dwelling Unit	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Notification	S1 9.3.1 (55)	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.2 First Occupation of the 55th Dwelling Unit	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Notification	S1 9.3.2 (1)	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.2 First Occupation of the 1st, Dwelling	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Notification	S1 9.3.2 (35)	To notify the Council in writing of the following at least 14 days prior to their occurrence: 9.3.2 First Occupation of the 35th, Dwelling Unit	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Open Space Land	S1 4.2	To provide and lay out on the Land the Open Space Land in three stages as detailed on Plan 5 with Stage One provided at Occupation of the thirty fifth (35th) Dwelling Unit Stage Two provided at Occupation of the forty seventh (47h) Dwelling Unit and Stage Three provided prior to Occupation of the fifty fifth (55th) Dwelling Unit each stage to include preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan and thereafter to carry out all on going works of maintenance improvement and	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Play Area	S1 4.4	Prior to Occupation of the Thirty Fifth (35th) Dwelling Unit to provide and install in accordance with legislation an equipped play area (the "Play Area") in a position on the Open Space Land and with equipment both agreed in writing with the Council prior to installation.	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	SUDS	S1 5.2	Prior to Occupation of the last Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council	
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	SUDS	S1 5.4	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS and not to cause or permit First occupation of any Dwelling Unit prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SUDS is assured.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval of receiving such notification.	31/05/2018
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Affordable Housing	S1 1.2	Prior to Occupation of 50% of the Open Market Units to provide 23 Affordable Dwelling Units on the Land in accordance with the following provisions and written notification of such has been received by the Council. AMENDED TO 24 BY DEED OF VARIATION 13/12/17	
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Foul Drainage	S1 9A	Prior to the Operative Date, the Owner shall obtain from the statutory water undertaker and copy to the Council, a letter, confirming whether or not the Proposed Development can be connected to the waste water main. The provisions of this 9A shall not apply if the statutory water undertaker confirms that the Proposed Development can be satisfactorily connected to the waste water main:	
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Foul Drainage	S1 9A.2	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the Foul Water Drainage System from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers or Chartered Institution of Water and Environmental Management) and to produce such certificate to the Council	
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Foul Drainage	S1 9A.3	After the Foul Water Drainage System has been designed and constructed in accordance with 9A.1 above, to use all reasonable endeavours to transfer the Foul Water Drainage System to the statutory water undertaker within 18 months of practical completion of the construction of the same, or such time that the statutory undertaker confirms capacity is available at the treatment works.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Foul Drainage	S1 9A.4	Prior to the Operative Date to submit for approval by the Council a Maintenance Scheme in respect of the Foul Water Drainage System to provide long term management responsibilities and maintenance schedules for the Foul Water Drainage System. Written approval for the Maintenance Scheme not to be unreasonably withheld or delayed by the Council. Once constructed to thereafter implement and carry out all works to the Foul Water Drainage System required from time to time and as often as necessary to cleanse, maintain, repair, renew, replace and reconstruct the Foul Water Drainage System in order to maintain the Foul Water Drainage System in good and substantial repair and condition.	
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	13/12/2017	Highways England Contribution	18.1 & 18.2	To use reasonable endeavours to enter into the A27 Works Agreement with Highways England · as soon as reasonable practicable after the date of this Deed of Variation Agreement. 18.2. Prior to First Occupation to: 18.2.1 Enter into the A27 Works Agreement or, 18.2.2 Where it has not been possible to enter into the A27 Works Agreement provide to Highways England a Bond or such other security as may be acceptable by Highways England to secure the future payment of the A27 Works Contribution (£23,656) in the event that the A27 Works Agreement is not entered into.	
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Landscape Buffer	S1 8A.2	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan and thereafter to carry out all ongoing works of maintenance improvement and repair of the Landscape Buffer strictly in accordance with the Landscape Management Plan and this paragraph 8A.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Landscape Management Plan	S1 8A.1	Prior to the Operative Date to submit for approval by the Council a Landscape Management Plan in respect of the Landscape Buffer to include long term design objectives management responsibilities and maintenance schedules for the Landscape Buffer and a timetable for implementation of the works required under the Landscape Management Plan.	22/07/2016
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Landscape Management Plan	S1 8B.1	Prior to the Operative Date to submit for approval by the Council a Landscape Management Plan in respect of the Open Space Land to include long term design objectives management responsibilities and maintenance schedules for the Open Space Land	22/07/2016
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	13/12/2017	Notification	15.1	To give notice to both the Council and the County Council of the Second Operative Date not less than 14 days before such date (the "Second Commencement Notice")	
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	13/12/2017	Notification	15.3	To give notice to both the Council and the County Council of occupation of the Nineteenth Open Market Unit not less than 14 days before such date (the "Nineteenth Open Market Unit Notice")	
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Notification	S1 14.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	27/06/2016
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	Open Space Land	S1 8B.2	To provide and lay out prior to First Occupation of more than 50% of the Dwelling Units on the Land the Open Space Land including preparation topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan .	
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	SUDS	S1 9.2	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	SUDS	S1 9.3	Prior to the Operative Date to submit for approval by the Council a Maintenance Scheme in respect of the SUDS to provide long term management responsibilities and maintenance schedules for the SUDS Written approval for the Maintenance Scheme not to be unreasonably withheld or delayed by the Council.	16/11/2016
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	02/10/2013	SUDS	S1 9.4	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS and not to cause or permit First Occupation of any Dwelling Unit prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the SUDS is assured.	16/11/2016
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Affordable Housing	S1 1.1	No development shall be Commenced until the Council has received written notification of the name of the Approved Body for its approval and the Council has thereafter given its said written approval.	17/07/2015
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Affordable Housing	S1 1.3.1	Prior to First Occupation of 23 Open Market Units to Provide 16 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of more than 22 Open Market Units until the said Affordable Dwelling Units have been provided	08/11/2016
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Affordable Housing	S1 1.3.2	Prior to First Occupation of 48 Open Market Units to Provide 32 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of more than 47 Open Market Units until the said Affordable Dwelling Units have been provided	22/06/2017
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Affordable Housing	S1 1.3.3	Prior to First Occupation of 71 Open Market Units to Provide 48 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of more than 70 Open Market Units until the said Affordable Dwelling Units have been provided	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Affordable Housing	S1 1.3.4	Prior to First Occupation of 92 Open Market Units to Provide 64 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of more than 91 Open Market Units until the said Affordable Dwelling Units have been provided	
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Landscape Management Plan	S1 6.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land (or any other part of the Land that the Council has agreed in writing to be the Open Space Land) and Landscape Buffer	17/07/2017
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Notification	S1 13.1	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	17/07/2015
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Notification	S1 13.3A	To give notice in writing to both the Council and the County Council of the intended dates of First Occupation of the 23rd, Open Market Units not less than 14 days before each respective date	22/06/2017
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Notification	S1 13.3B	To give notice in writing to both the Council and the County Council of the intended dates of First Occupation of the 47th, Open Market Units not less than 14 days before each respective date.	
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Notification	S1 13.3C	To give notice in writing to both the Council and the County Council of the intended dates of First Occupation of , the 71st and Open Market Units not less than 14 days before each respective date.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Notification	S1 13.3D	To give notice in writing to both the Council and the County Council of the intended dates of First Occupation of the 92nd Open Market Units not less than 14 days before each respective date.	
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	Open Space Land and Landscape Buffer	S1 6.3	To provide and lay out prior to First Occupation of the 71 st Dwelling Unit on the Land the Open Space Land and Landscape Buffer	
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	SUDS	S1 8.2	Prior to First Occupation of the first Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council and not to cause or allow First Occupation of any Dwelling Unit unless and until such certificate has been obtained and produced to the Council.	
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	29/07/2014	SUDS	S1 8.4	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS	
West Wittering	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council, save where that Approved Body is Martiet Homes Limited, in which case the Council's approval shall be deemed to have been given.	
West Wittering	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013	Affordable Housing	S1 1.2	To Provide 15 Affordable Dwelling Units on the Land and not to allow First Occupation of any of the Affordable Dwelling Units until all of the said Affordable Dwelling Units have been provided in accordance with the following provisions and written notification of such has been received by the Council.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
West Wittering	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013	Landscape Management Plan	S1 6.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land, Landscape Area and Landscape Buffer to include long term design	
West Wittering	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013	Notification	S1 7.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	
West Wittering	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013	Open Space Land and Landscape Buffer	S1 6.2	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Open Space Land, Landscape Area and Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan and thereafter to carry out all ongoing works of maintenance improvement and repair of the Open Space Land, Landscape Area and Landscape Buffer strictly in accordance with the Landscape Management Plan and this paragraph 6.	
West Wittering	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham,	29/11/2013	Open Space Land and Landscape Buffer	S1 6.4.3	To ensure the future maintenance of the Open Space Land, Landscape Area and Landscape Buffer and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance	
West Wittering	13/01391/FUL	Field North West Of The Saltings, Crooked Lane, Birdham, West Sussex	29/11/2013	SPA Mitigation	S1 3.0	Upon the First Occupation of each Affordable Dwelling Unit to supply or procure the supply of to the Resident of that Affordable Dwelling Unit a SPA Welcome Pack.	
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	17/03/2016

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Affordable Housing	S1 1.2.1	Provide 10 Affordable Dwelling Units on the Affordable Dwelling Land prior to First Occupation of the 15th Open Market Unit;	23/09/2015
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Affordable Housing	S1 1.2.2	Provide a total of 13 Affordable Dwelling Units on the Affordable Dwelling Land prior to First Occupation of the 24th Open Market Unit and;	23/09/2015
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Affordable Housing	S1 1.2.3	Provide a total of 20 Affordable Dwelling Units on the Affordable Dwelling Land prior to First Occupation of the 25th Open Market Unit	23/09/2015
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Landscape Management Plan	S1 7.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land and Landscape Buffer	15/10/2015
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Notification	S1 16.1	To give notice to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice").	04/08/2014
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Notification	S1 16.2	To give notice to the Council of the date of First Occupation of the 10th Dwelling Unit.	24/09/2015
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Open Space Land	S1 7.2	To provide and lay out prior to First Occupation of the 251st Dwelling Unit on the Land the Open Space Land	16/02/2018

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Play Area	S1 7.3	Prior to First Occupation of the 251st Dwelling Unit to provide and install in accordance with an approved plan and specifications the informal play area (the "Play Area") in a position on the Open Space Land agreed in writing with the Council.	16/02/2018
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Public Art Contribution	S1 15.1	To commission on or before Commencement a suitable piece of art to be approved by the Council (The Artwork) by an artist (whose identity shall be approved by the Council) for external display at the site in a location approved by the Council to a value of not less than the Public Art Contribution Value	16/02/2018
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	Public Art Contribution	S1 15.2	Not to cause or allow First Occupation of the 45th Dwelling Unit until the Artwork produced in accordance with paragraph 15.1 above is displayed at the Site to the reasonable satisfaction of the Council.	
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	SUDS	S1 8.3	Prior to First Occupation of the tenth Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council and not to cause or allow First Occupation of each of the 20th, 30th, 40th and 50th Dwelling Units for each lot of 10 Dwelling Units and not to cause or allow First Occupation of any further Dwelling Units unless and until such certificate has been obtained and produced to the Council.	
West Wittering	13/03286/FUL	Land North Of, Chaucer Drive, West Wittering, West Sussex	13/06/2014	SUDS	S1 8.5	Prior to First Occupation of the first Dwelling Unit to undertake such financial and practical measures as are necessary to secure the future repair and maintenance works of the SUDS .	
West Wittering	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
West Wittering	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	Affordable Housing	S1 1.2	Prior to First Occupation of the Tenth (10th) Open Market Unit to provide the Seven (7) Affordable Dwelling Units on the Affordable Dwelling Land	
West Wittering	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	Landscape Management Plan	S1 4.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land [and Landscape Buffer]	
West Wittering	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	Notification	S1 5.1	To give notice to the Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	21/03/2018
West Wittering	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	Notification	S1 5.3	To give notice to the Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	
West Wittering	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	Notification	S1 5.5.1	To notify the Council in writing of the following at least 14 days prior to their occurrence: 5.5.1 First Occupation of the Tenth (10th) Open Market Dwelling	
West Wittering	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	Notification	S1 5.5.2	To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the Twentieth (20th) Dwelling Unit	
West Wittering	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	Open Space Land	S1 4.2	To provide and lay out prior to First Occupation of the Twentieth (20th) Dwelling Unit on the Land the Open Space Land including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	
Westbourne	16/01218/OUT	Land At Mill Lane, Westbourne, Emsworth, West Sussex, PO10 8RT	19/04/2017	Notification	S3 1.1	To notify the Council in writing of the following at least 14 days prior to their occurrence: Commencement of Development;	
Westbourne	16/01218/OUT	Land At Mill Lane, Westbourne, Emsworth, West Sussex, PO10 8RT	19/04/2017	Notification	S5 2.1	Prior to the disposal of any of the Self I Custom Build Plots the Owner shall commence the Marketing Strategy and shall notify the Council in writing	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Wisborough Green	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	
Wisborough Green	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	Affordable Housing	S1 1.2	Prior to First Occupation of the 6th Open Market Unit to provide 10 Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of the 6th Open Market Unit until the said Affordable Dwelling Units have been provided in accordance with the following provisions and written notification of such has been received by the Council.	
Wisborough Green	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	Landscape Management Plan	S1 6.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape and Ecological Management Plan in respect of the Open Space Land and Landscape Ecological Buffer	17/01/2018
Wisborough Green	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	Open Space Land and Landscape Buffer	S1 6.2	To provide and lay out prior to First Occupation of the 10th Open Market Unit on the Land the Open Space Land and Landscape Ecological Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape and Ecological Management Plan	
Wisborough Green	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	Public Art Contribution	S1 12.1	To commission on or before First Occupation a suitable piece of art to be approved by the Council (The Artwork) by an artist or other suitably qualified person/group (whose identity shall be approved by the Council) for external display at the site in a location approved by the Council to a value of not less than the Public Art Contribution Value.	
Wisborough Green	14/00748/OUT	Land South Of Meadowbank, Petworth Road, Wisborough Green, West Sussex	13/03/2015	Public Art Contribution	S1 12.2	Not to cause or allow First Occupation of the 10th Open Market Unit until the Artwork produced in accordance with paragraph 12.1 above is displayed on the Land to the reasonable satisfaction of the Council.	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Affordable Housing	1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and the Council has thereafter approved that Approved Body in writing.	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Affordable Housing	1.3	Prior to First Occupation of any Open Market Unit to Provide Six Affordable Dwelling Units on the Affordable Dwelling Land and not to allow First Occupation of any Open Market Unit until the said Affordable Dwelling Units have been Provided in accordance with the following provisions and written notification of such has been received by the Council.	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Foul Water Drainage and Pumping Station	7.1	To submit details and a Management Plan of the Foul Water Drainage and Pumping Station and to obtain the agreement of the Council (acting reasonably) prior to first occupation.	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Foul Water Drainage and Pumping Station	S1 7.2	To install the Foul Water Drainage and Pumping Station prior to first occupation or the completion of units 2 to 6, whichever is sooner.	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Foul Water Drainage and Pumping Station	S1 7.3	Prior to First Occupation of any Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the Foul Water Drainage and Pumping Station from a suitably qualified and competent engineer (being a member of the Institution of Civil Engineers) and to produce such certificate to the Council	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Landscape Buffer	4.2	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Landscape Buffer including preparation, topsoil and planting of grass, shrubs and trees in accordance with the Landscape Management Plan	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Landscape Management Plan	4.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Landscape Buffer	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Notification	10.1	To give Notice to the Council of the Operative Date not less than 14 days before such date The Commencement Notice	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Notification	10.2	To give notice to the Council of the date of First Occupation of any Market Units not less than 14 days before such date The First Occupation Notice	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Open Space Land	5.1	At Reserved Matters Stage, to submit a plan indicating the location of 14 associated parking spaces.	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Open Space Land	5.3	To provide and lay out prior to First Occupation of any Dwelling Unit on the Land the Open Space Land including preparation and landscaping in accordance with the Open Space Plan and this paragraph 5.	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Open Space Plan	5.2	Prior to the operative date, to submit to the Council and obtain the written approval of the Council (such approval not being reasonably withheld or delayed) to an Open Space Plan in respect of the Open Space Land to include long term design objectives, management	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	Open Space Plan	S1 5.4	If the Owner or the Developer notify the Council in writing that the land will be transferred to Wisborough Green Parish Council or an appropriate public body, not to permit First Occupation of any Dwelling Units on the Land until 5.4.1 the Open Space Land has been provided in accordance with paragraphs 5.3 and 5.3; and 5.4.2 the Open Space Land has been transferred to Wisborough Green Parish Council or an appropriate public body; and If. 2- the Developer has simultaneously with the transfer of the Open Space Land pursuant to clause above made a payment to Wisborough Green Parish Council or other appropriate public body to cover maintenance and legal costs in the sum of £55,000 .	
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	SUDS	6.1	To submit details and a Management Plan of the SUDs and to obtain the agreement of the Council (acting reasonably) prior to Commencement.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Wisborough Green	15/03366/OUT	Land East Of Winterfold, Durbans Road, Wisborough Green, West Sussex	23/05/2016	SUDS	6.3	Prior to First Occupation of any Dwelling Unit to obtain a written certificate as to the satisfactory completion of the construction of the SUDS from a suitably qualified and competent engineer (being a member of the Institution of	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Affordable Housing	S1 1.1	No development shall be commenced until the Council has received written notification of the name of the Approved Body for its approval and thereafter approved in writing by the Council.	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Affordable Housing	S1 1.2	Prior to First Occupation of the Tenth (10th) Open Market Unit to Provide Nine (9) Affordable Dwelling Units on the Affordable Dwelling Land	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Allotments	S1 5.1	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Allotment Provision with the First Reserved Matters Application (Layout).	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Allotments	S1 5.2	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Allotment Provision with the First Reserved Matters Application (Layout).	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Allotments	S1 5.3	To provide on the Land the allotments as detailed in the Permission and the Allotment Provision in full prior to First Occupation of the 20th Dwelling Unit.	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Allotments	S1 5.4	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Community Use Agreement insofar as it is relevant to the Allotment Provision prior to First Occupation of the 20th Dwelling Unit.	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Care Provision	S1 7.1	Prior to the Operative Date submit details and obtain the written approval of the Council details of the Care Package including delivery, management and maintenance arrangements (such approval not to be unreasonably withheld or delayed).	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Community Buildings	S1 3.1	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Community Building(s) Scheme (to include Sport and Leisure Provision (Indoor Areas) if appropriate) with the First Reserved Matters Application (Layout).	

Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Community Buildings	S1 3.2	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Community Building(s) Management Plan with the First Reserved Matters Application for the Community Building(s).	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Community Buildings	S1 3.3	To provide on the Land the Community Building(s) including within it the Sport and Leisure Provision (Indoor Areas) where agreed in writing with the Council, prior to First Occupation of the 1 0th Dwelling Unit in accordance with the Permission as set out in clause 3.1	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Community Buildings	S1 3.4	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Community Use Agreement insofar as it is relevant to the Community Building(s) before First Occupation of the Community Building(s).	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Health Provision	S1 6.1	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Doctors' Surgery Marketing Strategy with the First Reserved Matters Application (Layout).	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Health Provision	S1 6.2	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Doctors' Surgery Scheme with the First Reserved Matters Application for the Doctors' Surgery.	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Health Provision	S1 6.4	Prior to occupation of the 30th Dwelling Unit to complete to serviced shell stage the Doctor's Surgery in accordance with the Permission and the Reserved Matters Application for the Doctors' Surgery.	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Health Provision	S1 6.5	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Community Use Agreement insofar as it is relevant to the Doctors' Surgery prior to First Occupation of the Doctors' Surgery.	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Landscape Management Plan	S1 2.1	Prior to the Operative Date to submit to the Council and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) to a Landscape Management Plan in respect of the Open Space Land	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Notification	S1 8.1	To give notice in writing to both the Council and the County Council of the Operative Date not less than 14 days before such date (the "Commencement Notice")	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Notification	S1 8.3	To give notice to both the Council and the County Council of the First Occupation Date not less than 14 days before such date (the "First Occupation Notice").	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Notification	S1 8.5.1	To notify the Council in writing of the following at least 14 days prior to their occurrence: 8.5.1 First Occupation of the Tenth (10th) Dwelling Unit	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Notification	S1 8.5.2	To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the Tenth (10th) Open Market Dwelling	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Notification	S1 8.5.3	To notify the Council in writing of the following at least 14 days prior to their occurrence First Occupation of the Fifteenth (15th) Dwelling Unit	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Notification	S1 8.5.4	. To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the Twentieth (20th) Dwelling Unit	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Notification	S1 8.5.5	To notify the Council in writing of the following at least 14 days prior to their occurrence: First Occupation of the Thirtieth (30th) Dwelling Unit	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Open Space Land	S1 2.2	To provide and lay out prior to First Occupation of the Fifteenth (15th) Dwelling Unit on the Land the Open Space Land	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Open Space Land	S1 2.3.3	To ensure the future maintenance of the Open Space Land and to undertake such financial and practical measures as are necessary for the implementation of such future maintenance and not to allow First Occupation of the Fifteenth (15th) Dwelling Unit on the Land prior to providing to the reasonable written satisfaction of the Council evidence that the future maintenance of the Open Space Land is assured,	

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Ward	App no	Address	Deed Signed	Obligation Type	Clause	Covenant Details	Discharge Date
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Sports & Leisure Provision	S1 4.1	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Sport and Leisure Provision with the First Reserved Matters Application (Layout).	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Sports & Leisure Provision	S1 4.2	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Sport and Leisure Management Plan with the First Reserved Matters Application for the Sport and Leisure Provision.	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Sports & Leisure Provision	S1 4.3	To provide on the Land the Sport and Leisure Provision (Outdoor Areas) as detailed in the Permission in full prior to First Occupation of the 20th Dwelling Unit in accordance with the Permission and the terms of paragraphs 4.1 and 4.2 above.	
Wisborough Green	16/02717/OUT	Stable Field, Kirdford Road, Wisborough Green, West Sussex	19/02/2018	Sports & Leisure Provision	S1 4.5	To submit to and obtain the written approval of the Council (such approval not to be unreasonably withheld or delayed) the Community Use Agreement insofar as it is relevant to the Sport and Leisure Provision (Outdoor Areas) prior to First Occupation of the 2Q1h Dwelling Unit and Sport and Leisure Provision (Indoor Areas) before First Occupation of the Community Building(s).	

1. Community Infrastructure Levy Contributions

1.1. The Community Infrastructure levy (CIL) is a mechanism to allow local planning authorities to seek to raise funds from new development in the form of a levy, in order to contribute to the cost of infrastructure projects that are needed to support new development.

1.2. The Council adopted a Community Infrastructure Levy Charging Schedule on 26 January 2016, which took effect from 1 February 2016. The money generated will contribute to the funding of infrastructure to support growth within the Local Plan area. (The South Downs National Park Authority has implemented its own CIL for the parts of the district within the SDNP). The CIL is applied as a charge per GIA square metre as set out in Table A below.

Table A: CIL Charging Schedule

Use of Development	Levy (£per square metre)
*Residential - South of the National Park	£120
*Residential - North of the National Park	£200
Retail (wholly or mainly convenience)	£125
Retail (wholly of mainly comparison)	£20
Purpose Built Student Housing	£30
Standard Charge (applies to all development not separately defined)	£0
<p>* This charge applies to the creation of one or more dwellings, and residential extensions or annexes which are 100 square metres or more gross internal area which are not for the benefit of the owner/occupier. This charge does not apply to residential institutions (C2).</p> <p>Note: The CIL rates will be index linked from the base year to the date when permission is granted using the 'All-in Tender Price Index' published by the Building Cost Information Service of the Royal Institute of Chartered Surveyors.</p>	

1.3. The CIL is to be used to help provide infrastructure to support the development of an area rather than making an individual planning application acceptable in planning terms (which is the purpose of section 106 Agreements). CIL does not fully replace Section 106 Agreements.

1.4. The infrastructure projects that the CIL will be used to fund are identified in the CIL spending plan which can be found within the Infrastructure Business Plan (IBP) published on the council's website:

<http://www.chichester.gov.uk/article/27165/Infrastructure-Business-Plan-including-CIL-Spending-Plan>

1.5. The CIL Regulations require a proportion of CIL receipts to be handed to the local town or parish council in the area where CIL liable development takes place. The CIL share to be passed to the parish council is set at 15% of the

relevant CIL receipts with a cap of £100 per existing council tax dwelling each year. Where a Neighbourhood Development Plan has been made the share of CIL share will be 25% (uncapped).

1.6. CIL collecting authorities (Chichester District Council) are required to publish a short report on the levy on their website by 31 December each year, for the previous financial year. This report covers the period from 1 April 2017 to 31 March 2018.

1.7. Section 4 of Regulation 62 of the Community Infrastructure Levy Regulations 2010 (as amended) outlines the information that should be included in the report. Table B below provides the information required by the regulation for the 2017/18 financial year and in the left hand column reference is made to the CIL Regulations 62 (3) and (4).

Table B: CIL receipts for the financial year 2017/18

Regulation 62 Reference	Description	Amount Collected/ Project Title
(3)	Land payments made in respect of CIL charged by the District Council, and CIL collected by way of a land payment which has not been spent if at the end of the reported year- (a) Development (within the meaning of the TCPA 1990) consistent with a relevant purpose has not commenced on the acquired land; or (b) The acquired land (in whole or in part has been used or disposed of for a purpose other than a relevant purpose; and the amount deemed to be CIL by virtue of Regulations 73(9) has not been spent	£0 £0
4(a)	Total CIL receipts for the reported year	£2,852,376.37
4(b)	Total CIL expenditure for the reported year	£5,000.00
4(c)(i)	Summary details of CIL expenditure (other than in relation to CIL to which regulation 59E or 59F applied) including: The items of infrastructure to which CIL (including land payments) has been applied	Enhancements to the Lavant Biodiversity Opportunity Area – the stretch of the Lavant north of the Westhampnett Strategic Development Location. IBP Project 194
4(c)(ii)	Amount of CIL expenditure on each item	£IBP/194 £5,000
4(c)(iii)	Amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part)	N/A
4(c)(iv)	Amount of CIL applied to administrative expenses pursuant to Regulation 61, and that amount expressed as a percentage of	£52,082+ £10,848.93

	<p>CIL collected in that year in accordance with that regulation.</p> <p>Incurred administrative costs</p> <table border="1"> <tr> <td>Exacom annual maintenance fee</td> <td>£8,000</td> </tr> <tr> <td>Cost of CIL administrator including 50% on-costs</td> <td>£41,894.20</td> </tr> <tr> <td>CIL Exacom training</td> <td>£450.00</td> </tr> <tr> <td>Legal costs incurred to assist CIL enforcement</td> <td>£1,737.51</td> </tr> </table>	Exacom annual maintenance fee	£8,000	Cost of CIL administrator including 50% on-costs	£41,894.20	CIL Exacom training	£450.00	Legal costs incurred to assist CIL enforcement	£1,737.51	<p>carried forward from last year = £62,930.93 (2.2 %)</p>																																
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Cost of CIL administrator including 50% on-costs	£41,894.20																																									
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4(ca)(i)	<p>Amount of CIL passed to any local council under Regulation 59A or 59B</p> <p>Collected to 30 September 2017</p> <table border="1"> <tr> <td>Boxgrove</td> <td>£1,505.52</td> </tr> <tr> <td>Chichester City</td> <td>£50,424.72</td> </tr> <tr> <td>East Wittering & Bracklesham</td> <td>£8,965.44</td> </tr> <tr> <td>Lavant</td> <td>£4,483.40</td> </tr> <tr> <td>Selsey</td> <td>£3,762.00</td> </tr> <tr> <td>Southbourne</td> <td>£20,998.41</td> </tr> <tr> <td>West Wittering</td> <td>£2,763.00</td> </tr> <tr> <td>Chidham and Hambrook</td> <td>£22,688.20</td> </tr> <tr> <td>Hunston</td> <td>£3,425.44</td> </tr> <tr> <td>Loxwood</td> <td>£110,934.72</td> </tr> </table> <p>Collected to 31 March 2018</p> <table border="1"> <tr> <td>Chichester City</td> <td>£36,181.67</td> </tr> <tr> <td>Chidham & Hambrook</td> <td>£26,603.60</td> </tr> <tr> <td>Donnington</td> <td>£24,867.90</td> </tr> <tr> <td>East Wittering & Bracklesham</td> <td>£74,057.22</td> </tr> <tr> <td>Funtington</td> <td>£612.00</td> </tr> <tr> <td>Loxwood</td> <td>£96,869.45</td> </tr> <tr> <td>Southbourne</td> <td>£55,506.50</td> </tr> <tr> <td>Tangmere</td> <td>£12,500</td> </tr> <tr> <td>Westhampnett</td> <td>£1,829.40</td> </tr> <tr> <td>West Wittering</td> <td>£4,610.13</td> </tr> </table>	Boxgrove	£1,505.52	Chichester City	£50,424.72	East Wittering & Bracklesham	£8,965.44	Lavant	£4,483.40	Selsey	£3,762.00	Southbourne	£20,998.41	West Wittering	£2,763.00	Chidham and Hambrook	£22,688.20	Hunston	£3,425.44	Loxwood	£110,934.72	Chichester City	£36,181.67	Chidham & Hambrook	£26,603.60	Donnington	£24,867.90	East Wittering & Bracklesham	£74,057.22	Funtington	£612.00	Loxwood	£96,869.45	Southbourne	£55,506.50	Tangmere	£12,500	Westhampnett	£1,829.40	West Wittering	£4,610.13	<p>£563,588.71 Issued to Town/Parish Councils in respect of monies collected between 1st April 2017 and 31 March 2018</p>
Boxgrove	£1,505.52																																									
Chichester City	£50,424.72																																									
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4(ca)(ii)	Amount of CIL passed to any person under Regulation 59(4)	£0.00																																								
4(cb)(i)	Summary details of the receipt and expenditure of CIL to which regulation 59E and 59F applied including: The total receipts that regulation 59E and 59F applied to	n/a																																								
4(cb)(ii)	The items to which the CIL receipts that regulations 59E and 59F applied have been applied	n/a																																								
4(cb)(iii)	The amount of expenditure on each item	n/a																																								
4(cc)(i)	Summary details of any notices served in accordance with regulation 59E, including: Total value of CIL receipts requested from each local council	£0.00																																								
4(cc)(ii)	Any funds not yet recovered from each local council at the end of the reported year	n/a																																								
4(d)(i)	Total amount of CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied	£2,220,856.73 Amount left after deductions have been made for CIL project																																								

		expenditure, CIL admin, and amounts handed to local councils.
4(d)(ii)	CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied	£598,294.27
4(d)(iii)	CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year	n/a
4(d)(iv)	CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year	n/a
4(e)	In relation to any infrastructure payments accepted by the District Council as charging authority) <ul style="list-style-type: none"> i) The items of infrastructure to which the infrastructure payments relate ii) The amount of CIL to which each item of infrastructure relates 	£0.00 £0.00

Ward	App No	Address	Signed	Obligation Type	Amount
Bosham	16/04148/FUL	Flat Farm , Broad Road, Hambrook, Chidham, PO18 8RF	31/08/2017	Recreation Disturbance Chichester	1,991.00
Bosham	17/01783/FUL	32 Williams Road, Bosham, PO18 8JS	11/08/2017	Recreation Disturbance Chichester	181.00
Bosham	17/01800/FUL	The Oaks , Main Road, Bosham, PO18 8PH	23/11/2017	Recreation Disturbance Chichester	181.00
Bosham	17/02254/FUL	Jutland House , Kiln Drive, Hambrook, PO18 8FJ	12/12/2017	Recreation Disturbance Chichester	1,448.00
Bosham	17/02650/FUL	Building North Of 1 , Chidham Lane, Chidham, PO18 8TL	07/12/2017	Recreation Disturbance Chichester	181.00
Chichester East	17/00763/FUL	79 Oving Road, Chichester, West Sussex, PO19 7EW	06/06/2017	Recreation Disturbance Chichester	181.00
Chichester East	17/02248/FUL	Land North Of 1 To 4, Riverside, Chichester, West Sussex	07/02/2018	Recreation Disturbance Chichester	724.00
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Recreation Disturbance Chichester	7,783.00
Chichester North	14/01018/OUT	Graylingwell Hospital , College Lane, Chichester, West Sussex, PO19 6PQ	21/03/2018	Waste & Recycling	900.00
Chichester North	16/03484/FUL	18 Lavant Road, Chichester, West Sussex, PO19 5RG	26/07/2017	Recreation Disturbance Chichester	362.00
Chichester North	17/00974/FUL	3 The Boardwalk, Northgate, Chichester, West Sussex	13/10/2017	Recreation Disturbance Chichester	905.00
Chichester North	17/00983/FUL	Lever House , Lavant Road, Chichester, PO19 5RG	12/06/2017	Recreation Disturbance Chichester	7.00
Chichester North	17/03176/OUT	The Haven , Chestnut Avenue, Chichester, PO19 5QE	31/12/2017	Recreation Disturbance Chichester	362.00
Chichester North	17/03323/FUL	67 Broyle Road, Chichester, PO19 6BD	20/02/2018	Recreation Disturbance Chichester	35.00
Chichester South	16/02363/FUL	34 Ormonde Avenue, Chichester, PO19 7UX	11/04/2017	Recreation Disturbance Chichester	362.00

Ward	App No	Address	Signed	Obligation Type	Amount
Chichester South	17/01712/FUL	Whyke Lodge Residential Care Home, 115 Whyke Road, Chichester, West Sussex, PO19 8JG	17/08/2017	Recreation Disturbance Chichester	1,086.00
Chichester South	17/01715/FUL	95 Cleveland Road, Chichester, PO19 7AF	04/09/2017	Recreation Disturbance Chichester	181.00
Chichester South	17/01775/FUL	31 North Street, Chichester, West Sussex, PO19 1LY	10/08/2017	Recreation Disturbance Chichester	9.00
Chichester South	17/01836/FUL	1 St Richards Walk, Chichester, West Sussex, PO19 1QA	19/10/2017	Recreation Disturbance Chichester	181.00
Chichester South	17/02197/FUL	2 West Pallant, Chichester, PO19 1TD	01/09/2017	Recreation Disturbance Chichester	181.00
Chichester South	17/02794/FUL	27 Chapel Street, Chichester, PO19 1DL	02/11/2017	Recreation Disturbance Chichester	362.00
Chichester South	17/02828/FUL	27 Chapel Street, Chichester, PO19 1DL	01/11/2017	Recreation Disturbance Chichester	181.00
Chichester South	17/03357/FUL	12A Lyndhurst Road, Chichester, West Sussex, PO19 7PF	09/03/2018	Recreation Disturbance Chichester	20.00
Chichester West	17/01859/FUL	113 Westgate, Chichester, PO19 3HR	17/08/2017	Recreation Disturbance Chichester	181.00
Chichester West	17/02589/FUL	Land Adjacent To 19 Orchard Street, Chichester, PO19 1DD	28/02/2018	Recreation Disturbance Chichester	18.00
East Wittering	16/03920/FUL	27 Coney Six, East Wittering, PO20 8DL	16/06/2017	Recreation Disturbance Chichester	181.00
East Wittering	17/00374/FUL	Land East Of 10 , Downview Close, East Wittering, PO20 8NS	28/06/2017	Recreation Disturbance Chichester	724.00
East Wittering	17/01263/FUL	Sea Close , West Bracklesham Drive, Bracklesham, PO20 8PF	19/06/2017	Recreation Disturbance Chichester	181.00
East Wittering	17/01489/PA3P	129A Third Avenue, Batchmere, Chichester, West Sussex, PO20 7LB	04/07/2017	Recreation Disturbance Chichester	90.50
East Wittering	17/01489/PA3P	129A Third Avenue, Batchmere, Chichester, West Sussex, PO20 7LB	04/07/2017	Recreation Disturbance Pagham	780.50

Ward	App No	Address	Signed	Obligation Type	Amount
East Wittering	17/01555/FUL	Land Adjacent To Cornerways, Farm Road, Bracklesham, West Sussex	19/09/2017	Recreation Disturbance Chichester	352.00
East Wittering	17/02107/FUL	10-12 Meadows Road, East Wittering, PO20 8NW	19/09/2017	Recreation Disturbance Chichester	181.00
East Wittering	17/03249/PA3Q	136 Almodington Lane, Almodington, Earnley, Chichester, West Sussex, PO20 7JR	19/12/2017	Recreation Disturbance Pagham	1,742.00
Fishbourne	16/03464/FUL	Avalon , 22 Halfrey Road, Fishbourne, West Sussex, PO18 8BU	17/08/2017	Recreation Disturbance Chichester	181.00
Fishbourne	17/02247/FUL	Palm Tree Cottage, 110 Fishbourne Road West, Fishbourne, Chichester, West Sussex, PO19 3JR	06/11/2017	Recreation Disturbance Chichester	5.00
Funtington	16/03715/FUL	Orchard Barn Common Road Funtington PO18 9LG	28/04/2017	Recreation Disturbance Chichester	528.00
Funtington	17/00535/FUL	Rookmore Riding And Carriage Driving School , Scant Road East, Hambrook, Funtington, PO18 8UB	18/08/2017	Recreation Disturbance Chichester	362.00
Funtington	17/01191/FUL	Land At 6 Oaklands, West Ashling Road, Hambrook, Funtington, West Sussex	28/07/2017	Recreation Disturbance Chichester	362.00
Funtington	17/03248/PA3O	Greenlands, Southbrook Road, West Ashling, Chichester, West Sussex, PO18 8DN	19/12/2017	Recreation Disturbance Chichester	181.00
North Mundham	16/02254/OUT	Land To The South Of Oving Road/B2144, Shopwhyke, West Sussex	29/06/2017	Recreation Disturbance Chichester	18,100.00
North Mundham	16/02321/OUT	Portfield Quarry And UMA House, Oving, Chichester, West Sussex, PO19 7UW	12/05/2017	Recreation Disturbance Chichester	27,280.00
North Mundham	17/02652/FUL	Southgate Farm , Fisher Lane, North Mundham, PO20 1YU	10/11/2017	Recreation Disturbance Pagham	1,398.00

Ward	App No	Address	Signed	Obligation Type	Amount
Selsey North	17/00447/FUL	Home Farm, Chichester Road, Selsey, Chichester, West Sussex, PO20 9DX	22/06/2017	Recreation Disturbance Pagham	8,710.00
Selsey North	17/02701/FUL	3 Manor Farm Court, Selsey, PO20 0LY	12/11/2017	Recreation Disturbance Pagham	871.00
Selsey South	17/00841/FUL	Land At Spring Cottage , 4 Malden Way, Selsey, PO20 0RW	12/07/2017	Recreation Disturbance Chichester	90.50
Selsey South	17/00841/FUL	Land At Spring Cottage , 4 Malden Way, Selsey, PO20 0RW	12/07/2017	Recreation Disturbance Pagham	780.50
Selsey South	17/01238/FUL	Land East Of 1 Grove Road, Selsey, Chichester, West Sussex, PO20 0AS	17/07/2017	Recreation Disturbance Pagham	871.00
Selsey South	17/01402/FUL	Land East Of 1 And 5, Croft Road, Selsey, West Sussex	09/10/2017	Recreation Disturbance Pagham	871.00
Selsey South	17/02529/FUL	High Croft , 10 West Street, Selsey, PO20 9AA	01/10/2017	Recreation Disturbance Pagham	1,742.00
Sidlesham	16/02872/PA3P	Katchadan Nursery, Keynor Lane, Sidlesham, Chichester, West Sussex, PO20 7NG	18/10/2017	Recreation Disturbance Pagham	871.00
Sidlesham	16/03737/PA3Q	Longreach, 14A Chalk Lane, Sidlesham, Chichester, West Sussex, PO20 7LW	25/04/2017	Recreation Disturbance Pagham	1,153.00
Sidlesham	17/00942/FUL	Greenacres Nursery , Keynor Lane, Sidlesham, PO20 7NG	31/08/2017	Recreation Disturbance Chichester	5.00
Sidlesham	17/01059/FUL	63 Street End Lane, Sidlesham, PO20 7RG	27/06/2017	Recreation Disturbance Chichester	9.00
Sidlesham	17/01059/FUL	63 Street End Lane, Sidlesham, PO20 7RG	27/06/2017	Recreation Disturbance Pagham	1,561.00
Sidlesham	17/01148/FUL	79 Fletchers Lane, Sidlesham, PO20 7QG	29/11/2017	Recreation Disturbance Chichester	90.50
Sidlesham	17/01148/FUL	79 Fletchers Lane, Sidlesham, PO20 7QG	29/11/2017	Recreation Disturbance Pagham	780.50
Sidlesham	17/01491/PA3Q	89 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	07/07/2017	Recreation Disturbance Chichester	90.50

Ward	App No	Address	Signed	Obligation Type	Amount
Sidlesham	17/01491/PA3Q	89 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	07/07/2017	Recreation Disturbance Pagham	780.50
Sidlesham	17/01677/FUL	The Birches , Selsey Road, Sidlesham, PO20 7NF	26/07/2017	Recreation Disturbance Chichester	90.50
Sidlesham	17/01677/FUL	The Birches , Selsey Road, Sidlesham, PO20 7NF	26/07/2017	Recreation Disturbance Pagham	780.50
Sidlesham	17/02387/FUL	Willowdene , Fletchers Lane, Sidlesham, PO20 7QG	05/09/2017	Recreation Disturbance Chichester	90.50
Sidlesham	17/02387/FUL	Willowdene , Fletchers Lane, Sidlesham, PO20 7QG	05/09/2017	Recreation Disturbance Pagham	780.50
Sidlesham	17/02510/FUL	Red Barn, Selsey Road, Sidlesham, Chichester, West Sussex, PO20 7NE	16/12/2017	Recreation Disturbance Chichester	90.50
Sidlesham	17/02510/FUL	Red Barn, Selsey Road, Sidlesham, Chichester, West Sussex, PO20 7NE	16/12/2017	Recreation Disturbance Pagham	780.50
Sidlesham	17/02640/FUL	Land At Junction Of Keynor Lane And Selsey Road, Sidlesham, West Sussex	28/11/2017	Recreation Disturbance Chichester	270.75
Sidlesham	17/02640/FUL	Land At Junction Of Keynor Lane And Selsey Road, Sidlesham, West Sussex	28/11/2017	Recreation Disturbance Pagham	2,342.25
Sidlesham	17/02872/PA3Q	11 Cow Lane, Sidlesham, Chichester, West Sussex, PO20 7LN	18/10/2017	Recreation Disturbance Pagham	871.00
Sidlesham	17/02970/FUL	Willowdene , Fletchers Lane, Sidlesham, PO20 7QG	07/12/2017	Recreation Disturbance Chichester	90.50
Sidlesham	17/02970/FUL	Willowdene , Fletchers Lane, Sidlesham, PO20 7QG	07/12/2017	Recreation Disturbance Pagham	780.50
Sidlesham	17/03337/PA3PA	36 Chalk Lane, Sidlesham, Chichester, West Sussex, PO20 7LW	20/12/2017	Recreation Disturbance Chichester	90.50
Sidlesham	17/03337/PA3PA	36 Chalk Lane, Sidlesham, Chichester, West Sussex, PO20 7LW	20/12/2017	Recreation Disturbance Pagham	780.50
Sidlesham	17/03340/PA3P	84 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	18/12/2017	Recreation Disturbance Chichester	90.50

Ward	App No	Address	Signed	Obligation Type	Amount
Sidlesham	17/03340/PA3P	84 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	18/12/2017	Recreation Disturbance Pagham	780.50
Sidlesham	17/03364/FUL	Windward Nursery , Chalk Lane, Sidlesham, PO20 7LW	26/12/2017	Recreation Disturbance Chichester	90.50
Sidlesham	17/03364/FUL	Windward Nursery , Chalk Lane, Sidlesham, PO20 7LW	26/12/2017	Recreation Disturbance Pagham	780.50
Sidlesham	17/03460/PA3Q	88 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	02/01/2018	Recreation Disturbance Chichester	90.50
Sidlesham	17/03460/PA3Q	88 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	02/01/2018	Recreation Disturbance Pagham	780.50
Sidlesham	17/03519/FUL	Highleigh Lodge , Highleigh Road, Sidlesham, PO20 7NR	18/02/2018	Recreation Disturbance Chichester	90.50
Sidlesham	17/03519/FUL	Highleigh Lodge , Highleigh Road, Sidlesham, PO20 7NR	18/02/2018	Recreation Disturbance Pagham	780.50
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	22/03/2018	Recreation Disturbance Chichester	362.00
Southbourne	16/03569/OUT	Land East Of Breach Avenue, Southbourne, Hampshire	21/09/2017	Recreation Disturbance Chichester	6,154.00
Southbourne	16/03751/FUL	Nutbourne Farm Barns , Farm Lane, Nutbourne, PO18 8SA	16/01/2018	Recreation Disturbance Chichester	181.00
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	11/07/2017	Recreation Disturbance Chichester	9,955.00
Southbourne	17/01579/FUL	The Garden House, Main Road, Nutbourne, Chichester, West Sussex, PO18 8RL	11/12/2017	Recreation Disturbance Chichester	181.00
Southbourne	17/02596/FUL	Land At 5 Barnfield Close, Southbourne, Emsworth, Hampshire, PO10 8NH	30/11/2017	Recreation Disturbance Chichester	181.00
Southbourne	17/03651/FUL	Moola House , Main Road, Nutbourne, PO18 8RN	07/03/2018	Recreation Disturbance Chichester	20.00

Ward	App No	Address	Signed	Obligation Type	Amount
Southbourne	18/00243/FUL	Land North Of Good View , Priors Leaze Lane, Hambrook, Chidham, PO18 8RG	14/03/2018	Recreation Disturbance Chichester	181.00
Tangmere	12/01739/OUT	Land On The East Side Of, Meadow Way, Tangmere, West Sussex	13/12/2017	Affordable Housing Commuted Sum	75,820.00
Tangmere	17/00468/FUL	Land West Of Kimkarlo , Church Lane, Tangmere, PO20 2EZ	19/04/2017	Recreation Disturbance Chichester	362.00
West Wittering	17/00316/FUL	Rowan Nursery And Pippins, Bell Lane, Birdham, Chichester, West Sussex, PO20 7HY	09/01/2018	Recreation Disturbance Chichester	4,525.00
West Wittering	17/00866/FUL	Owl Cottage And Pheasant Cottage, Itchenor Road, West Itchenor, Chichester, West Sussex, PO20 7DA	09/10/2017	Recreation Disturbance Chichester	176.00
West Wittering	17/02592/FUL	Danbury , 56 Howard Avenue, West Wittering, PO20 8EU	22/12/2017	Recreation Disturbance Chichester	362.00
Westbourne	16/01218/OUT	Land At Mill Lane, Westbourne, Emsworth, West Sussex, PO10 8RT	19/04/2017	Recreation Disturbance Chichester	543.00
Westbourne	17/02753/FUL	Manchester House , North Street, Westbourne, PO10 8SN	01/02/2018	Recreation Disturbance Chichester	181.00
Total					200,416.00

Ward	App No	Address	Obligation Type	Received	Receipt Date
Bosham	16/00929/FUL	Land East Of 1, Kiln Drive (Lion Park), Hambrook, West Sussex	Recreation Disturbance Chichester	2,863.85	11/08/2017
Bosham	16/04148/FUL	Flat Farm , Broad Road, Hambrook, Chidham, PO18 8RF	Recreation Disturbance Chichester	1,991.00	15/11/2017
Bosham	17/01783/FUL	32 Williams Road, Bosham, PO18 8JS	Recreation Disturbance Chichester	181.00	11/08/2017
Bosham	17/01800/FUL	The Oaks , Main Road, Bosham, PO18 8PH	Recreation Disturbance Chichester	181.00	23/11/2017
Bosham	17/02650/FUL	Building North Of 1 , Chidham Lane, Chidham, PO18 8TL	Recreation Disturbance Chichester	181.00	10/01/2018
Chichester East	16/02038/FUL	117 The Hornet, Chichester, West Sussex, PO19 7JP	Highways England/A27	18,305.00	27/06/2017
Chichester East	16/02038/FUL	117 The Hornet, Chichester, West Sussex, PO19 7JP	Recreation Disturbance Chichester	6,160.00	27/06/2017
Chichester East	17/00763/FUL	79 Oving Road, Chichester, West Sussex, PO19 7EW	Recreation Disturbance Chichester	181.00	06/06/2017
Chichester East	17/02248/FUL	Land North Of 1 To 4, Riverside, Chichester, West Sussex	Recreation Disturbance Chichester	724.00	08/02/2018
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	Sport & Leisure Contribution	36,746.67	18/04/2017
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	Sport & Leisure Contribution	50,880.00	18/04/2017
Chichester North	08/03533/OUT	Graylingwell Hospital, College Lane, Chichester, West Sussex, PO19 6PQ	Sport & Leisure Contribution	12,366.67	18/04/2017

Ward	App No	Address	Obligation Type	Received	Receipt Date
Chichester North	10/03490/FUL	Roussillon Barracks, Broyle Road, Chichester, West Sussex, PO19 6BL	Chichester Harbour	20,930.62	20/10/2017
Chichester North	13/03113/FUL	Land North Of 20, Otway Road, Chichester, West Sussex	Affordable Housing Commuted Sum	80,733.87	16/01/2018
Chichester North	13/03113/FUL	Land North Of 20, Otway Road, Chichester, West Sussex	Community Facilities Contribution	27,951.79	06/10/2017
Chichester North	13/03113/FUL	Land North Of 20, Otway Road, Chichester, West Sussex	Recreation Disturbance Chichester	2,478.18	06/10/2017
Chichester North	16/02291/FUL	Bishop Otter Campus , College Lane, Chichester, PO19 6PE	Recreation Disturbance Chichester	1,548.00	01/09/2017
Chichester North	17/00974/FUL	3 The Boardwalk, Northgate, Chichester, West Sussex	Recreation Disturbance Chichester	905.00	06/11/2017
Chichester North	17/00983/FUL	Lever House , Lavant Road, Chichester, PO19 5RG	Recreation Disturbance Chichester	7.00	09/06/2017
Chichester North	17/03176/OUT	The Haven , Chestnut Avenue, Chichester, PO19 5QE	Recreation Disturbance Chichester	362.00	31/12/2017
Chichester North	17/03323/FUL	67 Broyle Road, Chichester, PO19 6BD	Recreation Disturbance Chichester	35.00	20/02/2018
Chichester South	13/00288/FUL	Car Park, The Woolstaplers, Chichester, West Sussex	Community Facilities Contribution	27,836.77	14/03/2018

Ward	App No	Address	Obligation Type	Received	Receipt Date
Chichester South	13/00288/FUL	Car Park, The Woolstaplers, Chichester, West Sussex	Open Space Land	7,020.24	14/03/2018
Chichester South	13/00288/FUL	Car Park, The Woolstaplers, Chichester, West Sussex	Public Art Contribution	4,265.05	14/03/2018
Chichester South	16/02363/FUL	34 Ormonde Avenue, Chichester, PO19 7UX	Recreation Disturbance Chichester	362.00	11/04/2017
Chichester South	17/01712/FUL	Whyke Lodge Residential Care Home, 115 Whyke Road, Chichester, West Sussex, PO19 8JG	Recreation Disturbance Chichester	1,086.00	23/08/2017
Chichester South	17/01715/FUL	95 Cleveland Road, Chichester, PO19 7AF	Recreation Disturbance Chichester	181.00	14/08/2017
Chichester South	17/01775/FUL	31 North Street, Chichester, West Sussex, PO19 1LY	Recreation Disturbance Chichester	9.00	17/08/2017
Chichester South	17/01836/FUL	1 St Richards Walk, Chichester, West Sussex, PO19 1QA	Recreation Disturbance Chichester	181.00	17/10/2017
Chichester South	17/02197/FUL	2 West Pallant, Chichester, PO19 1TD	Recreation Disturbance Chichester	181.00	18/09/2017
Chichester South	17/02794/FUL	27 Chapel Street, Chichester, PO19 1DL	Recreation Disturbance Chichester	362.00	09/10/2017
Chichester South	17/02828/FUL	27 Chapel Street, Chichester, PO19 1DL	Recreation Disturbance Chichester	181.00	27/11/2017
Chichester South	17/03357/FUL	12A Lyndhurst Road, Chichester, West Sussex, PO19 7PF	Recreation Disturbance Chichester	20.00	12/03/2018
Chichester West	17/01859/FUL	113 Westgate, Chichester, PO19 3HR	Recreation Disturbance Chichester	181.00	17/08/2017
Chichester West	17/02589/FUL	Land Adjacent To 19 Orchard Street, Chichester, PO19 1DD	Recreation Disturbance Chichester	18.00	22/12/2017

Ward	App No	Address	Obligation Type	Received	Receipt Date
Donnington	16/01468/FUL	Windmill Bungalow , Queens Avenue, Donnington, PO19 8QB	Recreation Disturbance Chichester	2,863.21	15/09/2017
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	Highways England/A27	110,478.04	13/09/2017
East Wittering	14/01806/OUT	Land East Of Barton Way, Clappers Lane, Earnley	Recreation Disturbance Chichester	9,905.09	13/09/2017
East Wittering	16/01020/FUL	148 Stocks Lane, East Wittering, West Sussex, PO20 8NT	Affordable Housing Commuted Sum	343,962.00	22/06/2017
East Wittering	16/03920/FUL	27 Coney Six, East Wittering, PO20 8DL	Recreation Disturbance Chichester	181.00	16/06/2017
East Wittering	17/00374/FUL	Land East Of 10 , Downview Close, East Wittering, PO20 8NS	Recreation Disturbance Chichester	724.00	23/06/2017
East Wittering	17/01263/FUL	Sea Close , West Bracklesham Drive, Bracklesham, PO20 8PF	Recreation Disturbance Chichester	181.00	29/06/2017
East Wittering	17/01489/PA3P	129A Third Avenue, Batchmere, Chichester, West Sussex, PO20 7LB	Recreation Disturbance Chichester	90.50	26/07/2017
East Wittering	17/01489/PA3P	129A Third Avenue, Batchmere, Chichester, West Sussex, PO20 7LB	Recreation Disturbance Pagham	780.50	26/07/2017
East Wittering	17/01555/FUL	Land Adjacent To Cornerways, Farm Road, Bracklesham, West Sussex	Recreation Disturbance Chichester	352.00	19/09/2017
East Wittering	17/02107/FUL	10-12 Meadows Road, East Wittering, PO20 8NW	Recreation Disturbance Chichester	181.00	06/09/2017
East Wittering	17/03249/PA3Q	136 Almodington Lane, Almodington, Earnley, Chichester, West Sussex, PO20 7JR	Recreation Disturbance Pagham	1,742.00	10/04/2017
East Wittering	18/00094/FUL	27 Coney Six, East Wittering, PO20 8DL	Recreation Disturbance Chichester	181.00	16/03/2018
Fishbourne	15/02331/FUL	Land To Rear Of Romans Mead Estate, Mosse Gardens, Fishbourne, West Sussex	Community Facilities Contribution	22,314.02	11/08/2017

Ward	App No	Address	Obligation Type	Received	Receipt Date
Fishbourne	15/02331/FUL	Land To Rear Of Romans Mead Estate, Mosse Gardens, Fishbourne, West Sussex	Community Facilities Contribution	22,794.61	02/03/2018
Fishbourne	15/02331/FUL	Land To Rear Of Romans Mead Estate, Mosse Gardens, Fishbourne, West Sussex	Reptile Relocation Contribution on behalf of Brooks Meadow Conservation Group	700.00	11/08/2017
Fishbourne	16/03464/FUL	Avalon , 22 Halfrey Road, Fishbourne, West Sussex, PO18 8BU	Recreation Disturbance Chichester	181.00	01/09/2017
Fishbourne	17/02247/FUL	Palm Tree Cottage, 110 Fishbourne Road West, Fishbourne, Chichester, West Sussex, PO19 3JR	Recreation Disturbance Chichester	5.00	15/11/2017
Funtington	15/02504/FUL	Land South Of The Stables, Scant Road East, Hambrook, West Sussex, PO18 8UB	Recreation Disturbance Chichester	1,760.00	31/05/2017
Funtington	17/00535/FUL	Rookmore Riding And Carriage Driving School , Scant Road East, Hambrook, Funtington, PO18 8UB	Recreation Disturbance Chichester	362.00	18/08/2017
Funtington	17/01191/FUL	Land At 6 Oaklands, West Ashling Road, Hambrook, Funtington, West Sussex	Recreation Disturbance Chichester	362.00	28/06/2017
Funtington	17/03248/PA3O	Greenlands, Southbrook Road, West Ashling, Chichester, West Sussex, PO18 8DN	Recreation Disturbance Chichester	181.00	19/12/2017
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	Recreation Disturbance Chichester	2,666.07	08/06/2017

Ward	App No	Address	Obligation Type	Received	Receipt Date
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	Recreation Disturbance Chichester	2,730.42	26/01/2018
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	Recreation Disturbance Chichester	2,730.42	26/01/2018
Lavant	12/02360/OUT	Maudlin Nursery Hanging Basket Centre, Stane Street, Westhampnett, Chichester, West Sussex, PO18 0PA	Recreation Disturbance Chichester	2,730.42	26/01/2018
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	Ecological Mitigation	26,802.16	07/06/2017
North Mundham	11/05283/OUT	Land On The North Side Of, Shopwhyke Road, Shopwhyke, West Sussex	Recreation Disturbance Chichester	30,033.43	07/07/2017
North Mundham	15/04160/FUL	Land South Of Stoney Lodge, School Lane, North Mundham, West Sussex	Recreation Disturbance Pagham	28,275.00	31/05/2017
North Mundham	17/02652/FUL	Southgate Farm , Fisher Lane, North Mundham, PO20 1YU	Recreation Disturbance Pagham	1,398.00	10/11/2017

Ward	App No	Address	Obligation Type	Received	Receipt Date
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	Community Facilities Contribution	97,081.31	06/12/2017
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	Health Contribution	24,322.00	06/12/2017
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	Recreation Disturbance Pagham	61,050.00	06/12/2017
Selsey North	15/00490/FUL	Land North West Of, Park Road, Selsey, West Sussex	Sport & Leisure Contribution	44,958.24	06/12/2017
Selsey North	15/02711/FUL	81 High Street, Selsey, West Sussex, PO20 0QL	Recreation Disturbance Pagham	9,276.13	13/10/2017
Selsey North	17/00447/FUL	Home Farm, Chichester Road, Selsey, Chichester, West Sussex, PO20 9DX	Recreation Disturbance Pagham	8,710.00	04/07/2017
Selsey North	17/02701/FUL	3 Manor Farm Court, Selsey, PO20 0LY	Recreation Disturbance Pagham	871.00	12/11/2017
Selsey South	17/00841/FUL	Land At Spring Cottage , 4 Malden Way, Selsey, PO20 0RW	Recreation Disturbance Chichester	90.50	12/07/2017
Selsey South	17/00841/FUL	Land At Spring Cottage , 4 Malden Way, Selsey, PO20 0RW	Recreation Disturbance Pagham	780.50	12/07/2017
Selsey South	17/01238/FUL	Land East Of 1 Grove Road, Selsey, Chichester, West Sussex, PO20 0AS	Recreation Disturbance Pagham	871.00	18/07/2017
Selsey South	17/01402/FUL	Land East Of 1 And 5, Croft Road, Selsey, West Sussex	Recreation Disturbance Pagham	1,153.00	10/04/2017
Selsey South	17/02529/FUL	High Croft , 10 West Street, Selsey, PO20 9AA	Recreation Disturbance Pagham	1,742.00	25/09/2017
Sidlesham	16/02872/PA3P	Katchadan Nursery, Keynor Lane, Sidlesham, Chichester, West Sussex, PO20 7NG	Recreation Disturbance Pagham	871.00	18/10/2017
Sidlesham	16/03737/PA3Q	Longreach, 14A Chalk Lane, Sidlesham, Chichester, West Sussex, PO20 7LW	Recreation Disturbance Pagham	1,153.00	25/04/2017
Sidlesham	17/00942/FUL	Greenacres Nursery , Keynor Lane, Sidlesham, PO20 7NG	Recreation Disturbance Chichester	5.00	11/08/2017

Ward	App No	Address	Obligation Type	Received	Receipt Date
Sidlesham	17/01059/FUL	63 Street End Lane, Sidlesham, PO20 7RG	Recreation Disturbance Chichester	9.00	27/06/2017
Sidlesham	17/01059/FUL	63 Street End Lane, Sidlesham, PO20 7RG	Recreation Disturbance Pagham	1,561.00	27/06/2017
Sidlesham	17/01148/FUL	79 Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Chichester	90.50	29/11/2017
Sidlesham	17/01148/FUL	79 Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Pagham	780.50	29/11/2017
Sidlesham	17/01491/PA3Q	89 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	Recreation Disturbance Chichester	90.50	07/07/2017
Sidlesham	17/01491/PA3Q	89 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	Recreation Disturbance Pagham	780.50	07/07/2017
Sidlesham	17/01677/FUL	The Birches , Selsey Road, Sidlesham, PO20 7NF	Recreation Disturbance Chichester	90.50	26/07/2017
Sidlesham	17/01677/FUL	The Birches , Selsey Road, Sidlesham, PO20 7NF	Recreation Disturbance Pagham	780.50	26/07/2017
Sidlesham	17/02387/FUL	Willowdene , Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Chichester	90.50	01/09/2017
Sidlesham	17/02387/FUL	Willowdene , Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Pagham	780.50	01/09/2017
Sidlesham	17/02510/FUL	Red Barn, Selsey Road, Sidlesham, Chichester, West Sussex, PO20 7NE	Recreation Disturbance Chichester	90.50	18/12/2017
Sidlesham	17/02510/FUL	Red Barn, Selsey Road, Sidlesham, Chichester, West Sussex, PO20 7NE	Recreation Disturbance Pagham	780.50	18/12/2017
Sidlesham	17/02640/FUL	Land At Junction Of Keynor Lane And Selsey Road, Sidlesham, West Sussex	Recreation Disturbance Chichester	270.75	23/11/2017
Sidlesham	17/02640/FUL	Land At Junction Of Keynor Lane And Selsey Road, Sidlesham, West Sussex	Recreation Disturbance Pagham	2,342.25	23/11/2017
Sidlesham	17/02872/PA3Q	11 Cow Lane, Sidlesham, Chichester, West Sussex, PO20 7LN	Recreation Disturbance Pagham	871.00	18/10/2017

Ward	App No	Address	Obligation Type	Received	Receipt Date
Sidlesham	17/02970/FUL	Willowdene , Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Chichester	90.50	07/12/2017
Sidlesham	17/02970/FUL	Willowdene , Fletchers Lane, Sidlesham, PO20 7QG	Recreation Disturbance Pagham	780.50	07/12/2017
Sidlesham	17/03337/PA3PA	36 Chalk Lane, Sidlesham, Chichester, West Sussex, PO20 7LW	Recreation Disturbance Chichester	90.50	21/12/2017
Sidlesham	17/03337/PA3PA	36 Chalk Lane, Sidlesham, Chichester, West Sussex, PO20 7LW	Recreation Disturbance Pagham	780.50	21/12/2017
Sidlesham	17/03340/PA3P	84 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	Recreation Disturbance Chichester	90.50	19/12/2017
Sidlesham	17/03340/PA3P	84 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	Recreation Disturbance Pagham	780.50	19/12/2017
Sidlesham	17/03364/FUL	Windward Nursery , Chalk Lane, Sidlesham, PO20 7LW	Recreation Disturbance Chichester	90.50	19/12/2017
Sidlesham	17/03364/FUL	Windward Nursery , Chalk Lane, Sidlesham, PO20 7LW	Recreation Disturbance Pagham	780.50	19/12/2017
Sidlesham	17/03460/PA3Q	88 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	Recreation Disturbance Chichester	90.50	03/01/2018
Sidlesham	17/03460/PA3Q	88 Fletchers Lane, Sidlesham, Chichester, West Sussex, PO20 7QG	Recreation Disturbance Pagham	780.50	03/01/2018
Sidlesham	17/03519/FUL	Highleigh Lodge , Highleigh Road, Sidlesham, PO20 7NR	Recreation Disturbance Chichester	90.50	14/02/2018
Sidlesham	17/03519/FUL	Highleigh Lodge , Highleigh Road, Sidlesham, PO20 7NR	Recreation Disturbance Pagham	780.50	14/02/2018
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	Affordable Housing Commuted Sum	20,935.70	22/03/2018
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	Community Facilities Contribution	72,961.38	22/03/2018
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	Recreation Disturbance Chichester	28,537.48	24/07/2017

Ward	App No	Address	Obligation Type	Received	Receipt Date
Southbourne	14/02800/OUT	Land North Of Main Road And West Of Inland Road, Southbourne, Emsworth, Hampshire, PO10 8JH	Sport & Leisure Contribution	31,836.51	22/03/2018
Southbourne	16/00145/FUL	2 Woodfield Park Road, Hermitage, Southbourne, Emsworth, Hampshire, PO10 8BG	Recreation Disturbance Chichester	907.73	18/08/2017
Southbourne	16/03751/FUL	Nutbourne Farm Barns , Farm Lane, Nutbourne, PO18 8SA	Recreation Disturbance Chichester	181.00	22/01/2018
Southbourne	16/03803/FUL	Nellies Field , Main Road, Nutbourne, West Sussex	Recreation Disturbance Chichester	9,955.00	20/10/2017
Southbourne	17/01579/FUL	The Garden House, Main Road, Nutbourne, Chichester, West Sussex, PO18 8RL	Recreation Disturbance Chichester	181.00	11/12/2017
Southbourne	17/02596/FUL	Land At 5 Barnfield Close, Southbourne, Emsworth, Hampshire, PO10 8NH	Recreation Disturbance Chichester	181.00	12/01/2018
Southbourne	17/03651/FUL	Moola House , Main Road, Nutbourne, PO18 8RN	Recreation Disturbance Chichester	20.00	07/03/2018
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	Community Facilities Contribution	149,175.28	05/07/2017
Tangmere	14/00797/FUL	Land To North East Of Tangmere Military Aviation Museum, Gamecock Terrace, Tangmere, West Sussex	Sport & Leisure Contribution	68,785.26	05/07/2017
Tangmere	17/00468/FUL	Land West Of Kimkarlo , Church Lane, Tangmere, PO20 2EZ	Recreation Disturbance Chichester	362.00	27/04/2017
West Wittering	17/00866/FUL	Owl Cottage And Pheasant Cottage, Itchenor Road, West Itchenor, Chichester, West Sussex, PO20 7DA	Recreation Disturbance Chichester	176.00	10/10/2017

Ward	App No	Address	Obligation Type	Received	Receipt Date
West Wittering	17/02592/FUL	Danbury , 56 Howard Avenue, West Wittering, PO20 8EU	Recreation Disturbance Chichester	362.00	10/11/2017
Westbourne	14/00911/FUL	Land On The North Side Of, Long Copse Lane, Westbourne, West Sussex	Community Facilities Contribution	28,675.84	05/07/2017
Westbourne	14/00911/FUL	Land On The North Side Of, Long Copse Lane, Westbourne, West Sussex	Open Space Land	7,641.73	05/07/2017
Westbourne	14/00911/FUL	Land On The North Side Of, Long Copse Lane, Westbourne, West Sussex	Public Art Contribution	6,120.03	05/07/2017
Westbourne	17/02753/FUL	Manchester House , North Street, Westbourne, PO10 8SN	Recreation Disturbance Chichester	181.00	01/02/2018
Westbourne	17/03682/FUL	Ellesmere Nursery, North Street, Westbourne, West Sussex	Recreation Disturbance Chichester	181.00	30/01/2018
Total Receipts				1,620,170.22	

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

26 July 2018

Partnerships Report 2018

1. Contacts

Report Author:

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

2. Recommendations

- 2.1. That the Annual Partnerships report is noted.**
- 2.2. It is recommended that the partnerships annual report is an appropriate mechanism for ensuring our strategic partnerships have appropriate governance measures in place and should continue reporting to Corporate Governance and Audit committee on an annual basis.**
- 2.3. That the updated Partnerships Guidance 2018 be approved by the Committee**
- 2.4. That officers involved with the partnerships complete /update risk assessments looking at financial/ reputational and exit strategy risks.**

3. Background

- 3.1. At a special meeting of the Corporate Governance and Audit Committee on the 23 July 2012 the following recommendations were made:
 - (a) The committee should receive an Annual Partnerships report on the effectiveness of the council's strategic partnerships focussing on governance arrangements and risk monitoring.
 - (b) The Council's partnerships, both strategic and operational, should be reviewed during the council's annual service planning process to ensure that they are still achieving their outcomes, that risk registers are up to date and regularly reviewed and the council's strategic objectives continue to be met.
 - (c) That the role of members who serve on partnerships is made clear in the partnerships guidance document particularly in relation to the requirements for annual reporting.
- 3.2. At the September meeting of CGAC 2017 members of the Committee asked for the format of the report to be changed so that it considers governance arrangements and the exposure of the partnership to risks and the mitigation of those risks.

4. Analysis of Partnerships and recommendations

- 4.1. There are currently 13 strategic level partnerships that the council is involved with, as set out in the annual partnerships report (Appendix 2). Two of the partnerships (Coastal West Sussex Partnership & Rural West Sussex Partnership) have recently been allocated to the new manager of the Economic Development Team and they will review CDC membership to these in the coming year so they have not been included in this years report.
- 4.2. Coast2Capital is not included as we are not an active member of their management board. Our involvement with this partnership has been to apply for grant funding which is not a partnership relationship.
- 4.3. All the partnerships have Terms of Reference and lines of accountability in place.
- 4.4. Six of the partnerships have not completed risk assessments; these tend to be the partnerships where we are not the lead partner.
- 4.5. Five of the partnerships have not considered an exit strategy for the council which should be covered by their risk assessments if they have one. It is recommended that all partnerships should complete/ update risk assessments.

5. Community impact and corporate risks

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

6. Other Implications

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

7. Appendices

- 7.1. Appendix 1 – Chichester District Council Partnerships report 2018
- 7.2. Appendix 2 – Documents from partnerships
- 7.3. Appendix 3 – Partnerships Guidance 2018

8. Background Papers

Chichester District Council Annual Partnerships Report 2018

Compiled by Amy Loaring, Communities Projects and Partnerships Manager

1. Chichester Community Safety Partnership
Completed by ; Amy Loaring, Community Projects & Partnerships Manager
Partnership Description; what is the partnership's vision, and overall aims?
A statutory requirement under the Crime and Disorder Act 1998 to form a strategic Partnership that brings together partners to have a coherent approach to community safety.
Planned Outcomes for the financial year ahead 2018/2019
<p>The joint meetings with the Neighbouring CSP in Arun have continued, they have agreed that in order to develop more joint working and reduce duplication that we will have 2 joint meetings of the CSPs a year. The joint priorities are:</p> <ul style="list-style-type: none"> • Prevent/ Reduce Child Sex Exploitation • Prevent / tackle Serious Organised Crime • Support Mental Health services • Issues arising from Street Community <p>Priorities for the CSP in 2018/19 are:</p> <ul style="list-style-type: none"> • Educate young people about healthy relationships to reduce the number of young people being a victim of Domestic Abuse. • To support the further development and delivery of early intervention to families identified by IPEH. • Increase the resilience and confidence of the Communities in the identified areas to support sustained change in families worked with by IPEH • Reduction in crime and ASB reported in the identified areas. Increased confidence and facilities as measured by the community development assessment tool. • Raise awareness around human trafficking and child sexual exploitation. Fulfil our statutory duty to inform the Home office of any suspected victims of modern slavery. • Monitor and reduce the impact of emerging community tensions including unauthorised encampments, Support WSCC PREVENT agenda • Reduce the numbers of victims of scams and other online crimes • Reduce the numbers of killed and seriously injured on our roads • Reduction in older drivers over 60 involved in accidents • Reduction of the number of pedal cyclists killed or injured on our roads • Reduction in collisions relating to speeding drivers
What Chichester District Council resources are in the partnership?
90 hours officer time
What resources do other partners place in the partnership?
£42,295 – police crime commissioner

Officer time from other organisations In kind support for projects
What are the partnerships lines of accountability? E.g how is the partnership monitored
CDC overview and scrutiny committee Chichester in Partnership
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes. They were reviewed in 2017
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
Reviewed by the Sussex Police And Crime Commissioner last year. She recommended that the chair be circulated around the partners. Our CSP has agreed that the chair remain with the council as this gives continuity and consistency
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
Yes
Has a financial agreement between partners been prepared and signed?
Part of the terms of reference. If there is finance involved with a certain project then an agreement will be made within that project.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
The partnership is statutory for us and the partners therefore there is no need for an exit strategy

2. Chichester In Partnership
Completed by ; Amy Loaring, Community Projects & Partnerships Manager
Partnership Description; what is the partnership's vision, and overall aims?
<p>CIP is an umbrella body, which brings together a wide range of organisations from the public, private, voluntary and community sectors within the district. Its original remit is to develop and deliver a Sustainable Community Strategy for the district.</p> <ul style="list-style-type: none"> • Development & Delivery of the Sustainable Community Strategy for Chichester District. • Being a network for local organisations. • Dissemination of information to partners to enable better-coordinated working. • The coordination, support and championing of local partnerships. • Developing projects across the partnerships to provide multi agency solutions to local issues.

- Engaging elected members in partnership working.
- Coordination of local community engagement.

Priorities for the partnerships are as follows:

- Reducing Worklessness,
- Tackling Financial Exclusion
- Targeted support for communities in need
- Dementia Friendly Chichester
- Family Intervention.(Think Family)
- Helping those with Low level mental health needs
- Coordinating youth services

Planned Outcomes for the financial year ahead 2018/2019

- Continuation of Choosework model focus on ESA clients, pre-assessment ESA clients and IS clients as well as JSA clients, which have additional health issues
- Engage and encourage Core group partner organisations to sign up to a local Mental Health pledge.
- CDC will engage with partners (CCG,WSCC, VAAC initially) to develop a social prescribing Community Referrer/s (CRs) project that will be physically based in rural GP practices but linked very closely to local services.
- WSCC Integrated and Earliest Help (IPEH)
- Description: WSCC transformation of services to ensure more positive outcomes for families ,agencies work smarter, families get the help they need sooner children are safer and families are stronger.
- Chichester in Partnership will set up a web based social platform for partner organisations (such as parish councils, community groups) to share problems, ideas, solutions and to regularly communicate to each other
- To develop the “Safe Place “ project in Chichester City in Partnership with WSCC
- To deliver a range of interventions in all areas of Chichester district identified as being in priority need.

What Chichester District Council resources are in the partnership?

70% of Partnerships officer time

Desk space and management time of Work experience officers

£30,000 invested into the ChooseWork project

£10,000 to support project work

What resources do other partners place in the partnership?

Senior officer time from partner organisations For core group meetings and projects

What are the partnerships lines of accountability? E.g how is the partnership monitored

CDC overview and scrutiny committee

Wider LSP (AGM)
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes. They were reviewed in 2017
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
It was reviewed in partnership with partner organisations in 2015. It was suggested we extend the core group membership, which has happened. And the Sustainable Community Strategy was rewritten so that it was fit for purpose.
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
Yes
Has a financial agreement between partners been prepared and signed?
Part of the terms of reference. If there is finance involved with a certain project then an agreement will be made within that project.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
Part of the terms of reference. The partnership is led by Chichester District Council, potentially no partnership will exist without CDC's involvement. There would be commitment to continue involvement in any related projects.

3. THE WEST SUSSEX AND GREATER BRIGHTON STRATEGIC PLANNING BOARD

Completed by ; Mike Allgrove

Partnership Description; what is the partnership's vision, and overall aims?

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

The West Sussex and Greater Brighton Strategic Planning Board is a grouping of local planning authorities responsible for identifying cross boundary strategic planning issues and agreeing how these should be prioritised and managed.

Planned Outcomes for the financial year ahead 2018/2019

Preparation of evidence to inform the planning of the production of Local Strategic Statement 3 (the third such joint strategic planning strategy). When complete, LSS3 will identify the longer term development needs of the coastal West Sussex & Greater Brighton area through to 2050, identify a strategy to meet this

need and represent the mechanism within which to deal with cross-border strategic planning matters.
What Chichester District Council resources are in the partnership?
Officer and member time to attend Board (and officer group) meetings. Officer time to contribute to the work of the Board, in particular the preparation of the evidence base for LSS3.
What resources do other partners place in the partnership?
The other constituent local planning authorities all agree to commit similar resources to the work of the Board.
What are the partnerships lines of accountability? E.g how is the partnership monitored
The Board is an advisory body and so decisions on taking forward its work programme remain the responsibility of the individual local authorities.
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
The Board operates on the basis of a memorandum of understanding agreed by the constituent authorities.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
The work of the project board has not been independently reviewed. However, it is subject to the scrutiny of the constituent authorities and is currently reviewing its processes and lines of reporting prior to the detailed preparation of LSS3.
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
No. In broad terms, the risk of failing to collectively agree on an approach to determine the amount and distribution of proposed development and infrastructure to facilitate it would compromise the strategic planning of the wider area, including efforts to secure necessary infrastructure and adopt the Local Plan Review.
Has a financial agreement between partners been prepared and signed?
The future funding of the works of the Board, other than officer/member time, is reliant on the pooling of additional business rates which has been agreed by West Sussex leaders.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
No.

4.Chichester SAG (Safety Advisory Group)

Completed by:

**Laurence Foord, Divisional Manager
Communications, Licensing & Events**

Partnership Description; what is the partnership's vision, and overall aims?

West Sussex SAGs operate to agreed Terms of Reference to ensure that each member of the group is aware of their individual role within the group and at the event and are suitably qualified and authorised to represent their organisation.

The overall aim of the SAG is to ensure, as far as possible, that the risk to public safety is minimised for all those working at or attending the event

The main objectives of the SAG are:

- To promote safety and welfare at events;
- To promote good safety and welfare practices in event planning;
- To ensure that well planned events have minimal adverse impact on those attending the event and local communities;
- To promote mitigation for potential and unforeseen incidents; and
- To ensure the emergency services and other key organisations have an awareness of events happening in the area, in case they have to respond to an emergency or major incident

SAGs offer guidance in order to help event organisers discharge their responsibilities. The SAG considers plans presented by event organisers on the content and structure of the safety elements of an event. It is not the role of the SAG to assist in the planning of an event or the writing of the plan. The members of the SAG will not accept or adopt any of the responsibilities of the event organiser.

Comments and observations made by the SAG are always advisory. They are made by professionals in the interest of public safety.

Failure to follow advice from the SAG may affect the event organisers Public Liability Insurance, licence permissions and leave them exposed to possible litigation.

Planned Outcomes for the financial year ahead 2018/2019

The Licensing Team will continue to coordinate and facilitate required SAGs for new and existing large event organisers across Chichester district with the objective of achieving successful and safe events.

The recruitment of the new Promotions & Events Officer post will be developed to become an integral element of SAG delivery.

What Chichester District Council resources are in the partnership?

The co-ordination, facilitation and delivery of SAGs is administered within existing resource from the Licensing Team of Communications, Licensing & Events. The Chair of Chichester SAGs is

the Divisional Manager for Communications, Licensing & Events.

The Licensing Team oversees the collection and circulation amongst SAG partners of event documentation associated with new and existing events taking place across the district.

SAGs may be conducted electronically where attendees are given the opportunity to consider event documentation and where appropriate offer advice.

Alternatively partners, where able to do so, are invited to attend a SAG meeting. This maybe at the proposed event venue, council offices or another location.

What resources do other partners place in the partnership?

Attendance and consideration of event documentation submitted and circulated by CDC to SAG attendees. SAGs may be conducted electronically where attendees are requested to consider event documentation and where appropriate offer advice – this may be undertaken electronically on occasion or by physical attendance at a SAG meeting. SAGs may take place at the proposed event venue, CDC offices or a neutral location.

Each Local Authority SAG typically includes representatives from the following organisations:-

- Local Authorities (Environmental Health, Licensing, Health Protection etc.)
- Police
- Ambulance Service (SECAMB)
- Fire Service
- West Sussex County Council (Highways and Emergency Planning)
- Emergency Planning Officer
- SIA

From time to time other interested parties will be invited to attend.

What are the partnerships lines of accountability? E.g how is the partnership monitored

On an annual basis Chichester District Council convenes a review of the delivery of Chichester SAGs where comments are sought on the process, facilitation and delivery.

Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?

The agreed Terms of Reference were last formally revisited in 2014 although on an annual basis the delivery of SAGs for Chichester district is reviewed by the Council and SAG attendees. The ToRs feed into an approved 'Guidance on Event Planning' document which was last revised in March 2017.

When was the partnership last *independently* reviewed? Who carried out the review? and what recommendations were there?

Supporting guidance and Terms of Reference issued as best practice for the setting up and running of SAGs was last independently reviewed and approved by Sussex Police Legal Services on 12th March 2013 and subsequently by the Emergency Planning Officer of Sussex Police at the time in March 2014. Sussex Local Authorities Emergency Planning Group last revised 'Guidance on Event Planning' for the delivery of SAGs in March 2017.
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
No.
Has a financial agreement between partners been prepared and signed?
No.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
No.

5. Chichester Social Prescribing
Completed by ; Elaine Thomas
Partnership Description; what is the partnership's vision, and overall aims?
The Social Prescribing partnership vision is to deliver a service which aims to get people back to independence and reduce reliance on health care
Planned Outcomes for the financial year ahead 2018/2019
There are a number of planned outcomes for the project lifespan see below; <ol style="list-style-type: none"> 1. Reduced demand on GP appointments (including phone calls and other recorded activity) in the project population 2. Where demand from a patient does not <i>reduce</i>; the activity changes (ie: person seeks help for 'real' medical issue for example from asking for pain killers to talking about mental health therapies) 3. Reduction in use of some types of medication – for example those prescribed for the side effects of poor self-care and pain medication (due to increased control, increased wellbeing and self-management of condition) 4. GPs perceive an impact on their work – are they seeing less of the '70% patients' or are they seeing a difference in the service they provide to this group. 5. GPs perceive impact of service on their patients 6. People feel that there has been a change to their lives (in their health and wellbeing) 7. People will recommend the service to other people in similar circumstances 8. The population feel empowered to deal with a similar problem again 9. At least one in three patients offered the service take it up in the first year of the service 10. We will identify gaps in service provision and act on them (i.e. where we cannot provide help for a problem that keeps coming up)

11. We will understand what the typical customer journey is for each person in the programme.
12. All GPs in participating surgeries will offer Going Local to patients in the target group and refer where consent given
13. We will record the services the people are being referred into through the Going Local programme to gain commissioning intelligence
14. For each CR there will be a demonstrable change in mean wellbeing score for their caseload

What Chichester District Council resources are in the partnership?

CDC has committed £57,000 per year for 2018/19 and 2019/20

Officer time in planning and managing the service / staff, ongoing evaluation and service design

Officer time in supporting / identifying VCS orgs

What resources do other partners place in the partnership?

Funding as follows

GPs £43,000 per year

Clarions Housing £10,000 per year

A2 Dominion £5,000 2018/19

Midhurst league of friends £32,000

Chichester City Council £2,500

WSCC £2,000

In kind support

GP lead for Rural North Chichester

GP lead for Chichester

All GP practices room space to host staff

WSCC community partnerships team support with VCS orgs

WSCC PH support with evaluation tools

Coastal WSX CCG support to access IT systems

What are the partnerships lines of accountability? E.g how is the partnership monitored

The partnership has a steering group which will meet quarterly to review progress.

For CDC the partnership sits within the umbrella of Chichester in Partnership and will be monitored by Overview and Scrutiny Committee.

It also sits within the 2 Local Community Networks which report into the Coastal Cabinet for West Sussex where CDC is a member
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
There is a partnership agreement in place and MOUs with funders. ToR to be agreed
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
It is a new partnership therefore no need to be reviewed but will be monitored on a regular basis
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
Yes – As part of original Project Initiation document
Has a financial agreement between partners been prepared and signed?
No - to be completed
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
The partnership is dependent on continued funding being available at the end of the two year pilot period. If no funding is available the partnership will cease.

6. SOLENT RECREATION MITIGATION PARTNERSHIP

Completed by ; Mike Allgrove

Partnership Description; what is the partnership's vision, and overall aims?

The Solent is internationally important for its wildlife interest and there are various protective designations including three Special Protection Areas (SPAs). A substantial amount of house building is planned around the Solent and this could have potential impacts on the SPAs. One of which is increased recreational activity at the coast resulting from population increases associated with the new homes. Such disturbance reduces the birds' opportunities to feed, potentially resulting in a reduction in the bird population. In order to comply with the Habitat Regulations and ensure that potential harm to the integrity of the protected habitats is mitigated, Chichester District Council has entered in to a partnership with the other local planning authorities around the Solent to deliver a strategic mitigation package.

Planned Outcomes for the financial year ahead 2018/2019

Residential development can continue to be granted planning permission and comply with the Habitat Regulations.

From 1st April 2018, payments for planning applications will be in the form of a sliding scale of contributions which will be increased in line the RPI annually:

1 bedroom dwelling - £337
2 bedroom dwelling - £487
3 bedroom dwelling - £637
4 bedroom dwelling - £749
5+ bedroom dwelling - £880.
What Chichester District Council resources are in the partnership?
Officer time to attend officer steering group, sub-groups and project board meetings.
What resources do other partners place in the partnership?
The other constituent local planning authorities all agree to commit similar resources to the work of the Partnership.
What are the partnerships lines of accountability? E.g how is the partnership monitored
<ul style="list-style-type: none"> • Planning Policy, Conservation and Design Service Manager to attend Solent Recreation Mitigation Partnership Project Board. • The Cabinet Member for Planning Services and Chief Executive (or their nominated substitutes) represent CDC at the PUSH Joint Committee. • Cabinet approves the Authority's Monitoring Report each year which will report on this issue. Any changes to policy will be considered by Cabinet and Council.
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes, as of 5 November 2014.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
There has been no independent review of the partnership
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
No. There is a risk of challenge through appeals and lack of Inspector support, and a risk that harm to protected sites may still occur if mitigation is insufficient.
Has a financial agreement between partners been prepared and signed?
The funds collected from developers are held by Fareham Borough Council, but there is no financial agreement between partners. However, the S106 agreements used to secure the funding which stipulate that the money must be spent in this strategic scheme of mitigation.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the

exit strategy?
No.

7. Sussex air quality partnership ('Sussex-air')
Completed by ; Simon Ballard, Environmental Protection Manager
Partnership Description; what is the partnership's vision, and overall aims?
Sussex Air was set up in 2000, comprised of officers from all the Local Authorities in Sussex. The partnership has a set of terms of reference but is not a formally constituted body. The partnership meets every four times per year, works to an agreed agenda and is currently chaired by Adur and Worthing District Council. All partners currently pay an annual subscription of £4,500 to Sussex Air, which is used to pay for the services set out below.
Planned Outcomes for the financial year ahead 2018/2019
See business plan attached:
What Chichester District Council resources are in the partnership?
CDC pays £4500 annual membership. Officers attend the meetings four times yearly (=2days inc travel) and support occasional work groups where the activity and related knowledge will also benefit CDC (for example the group working on electric vehicle charge point infrastructure).
What resources do other partners place in the partnership?
Similar to those described above. East Sussex County Council currently host the group and as such also manage the budget and contracts let by the group. A&WDC chair the group and this entails additional work for the group and chairing meetings etc
What are the partnerships lines of accountability? E.g how is the partnership .monitored
The partnership produces an annual business plan and an annual report of its activities and outcomes. These are reported at the group meetings and called for scrutiny at by Sussex Chief Environmental Health Officers meeting annually.
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
The Terms of Reference were reviewed in 2018 and are as attached:
When was the partnership last <i>independently</i> reviewed? Who carried out the review? And what recommendations were there?
The partnership reports annually to CDCs partnership review and last did so in 2017. No recommendations were forthcoming.

Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
No. The group facilitates the sharing of knowledge and best practice. The data management contract let by the group for the management of air quality monitoring data allows access to the contracted provider at a more competitive rate than otherwise would be the case. The group was awarded £100K of DEFRA air quality grant this year of which CDC will be a partial beneficiary.
Has a financial agreement between partners been prepared and signed?
See attached ToR document:
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
CDC pays an annual subscription to the group of £4500. There is no formal or contractual obligation to this 'commitment' and CDC or any member authority could withdraw. Contracts let by the group (notably the data management contract for air quality monitoring stations) have yearly break clauses. The group is currently a budget code at East Sussex County Council

8. Visit Chichester
Completed by ; Sarah Peyman
Partnership Description; what is the partnership's vision, and overall aims?
<p>Visit Chichester is a Destination Management Organisation developed to :</p> <ul style="list-style-type: none"> - Raise the profile of the district as a visitor destination - Manage the visitor economy - Exploit the economic potential to create jobs - Develop a successful year-round tourism offer - Exploit the potential for inward investment to the district
Planned Outcomes for the financial year ahead 2018/2019
<p>Actions:</p> <ul style="list-style-type: none"> - Appointment of Chairperson and Board Members of Visit Chichester - Recruitment of Executive Team - Prepare a new Destination Management Plan - Review of Governance arrangements - Tourism Networking Events
What Chichester District Council resources are in the partnership?
<p>£50,000 per annum for five years from 1st March 2018</p> <p>A CDC representative sits on the Visit Chichester Board as a non-executive Director</p>

What resources do other partners place in the partnership?
Chichester BID contribute financially and also have representation on the Board.
What are the partnerships lines of accountability? E.g how is the partnership monitored
Monitored against the Service Level Agreement monitoring framework
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
As a company limited by guarantee there are articles of association.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
It is a new partnership.
Have you completed a Risk Assessment of the partnership? Please attach your most recent risk assessment
No
Has a financial agreement between partners been prepared and signed?
Yes
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
No

9. West Sussex Waste Partnership

Completed by ; Bob Riley and Amie Huggett

Partnership Description; what is the partnership's vision, and overall aims?

The partnership is delivered through two inter-related groups; the Member led Inter-Authority Waste Group (IAWG) and the Strategic Waste Officers Group (SWOG). The West Sussex Waste Partnership (WSWP) work together to reduce waste and to maximise reuse, recovery and recycling. WSWP is striving towards a zero waste economy, where all materials have a purpose and avoid disposal of any kind.

The partnership provides a platform for collaborative working between the 8 Local Authorities with responsibility for waste management in West Sussex.

The partnership aims to provide a consistent framework for waste management in the County through the production of a Joint Municipal Waste Management Strategy (JMWMS), offering knowledge sharing opportunities and present operational and financial efficiencies with consortium agreements.

Planned Outcomes for the financial year ahead 2018/2019

The WSWP will continue to focus on initiatives to increase the level of recycling in West Sussex to achieve the statutory recycling target of 50% by 2020, reduce waste and to reduce the overall system cost of waste collection and disposal.

The WSWP will consider and implement all possible measures to reduce the amount of residual waste produced across the County through communication and co-operation with residents and small businesses.

The WSWP commissioned consultants to undertake a waste composition analysis in November 2017 to compare performance against the analysis completed in 2015. The analysis focused on the composition of residual waste kerbside collections. Key recommendations from the analysis include maintaining education on target recyclables and to focus communications on food waste prevention owing to approximately 34% of residual waste being food waste.

In addition to general food waste communications, the WSWP are currently considering the feasibility of introducing separate weekly food waste and absorbent hygiene products (AHP) collections. This is following a study commissioned by West Sussex County Council (WSCC) in 2017/18 that sought to understand the implications for each partner authority and the partnership overall. WSCC are currently seeking partners to volunteer to undertake a food waste collection trial (possible trial start date is May 2019) to determine whether a further roll out is feasible. CDC has not committed to the trial at this stage and would require Cabinet approval if this approach was pursued.

The WSWP will continue to co-ordinate the delivery of a countywide litter awareness campaign. This will mainly be focused on continuing to improve relationships with authorities responsible for highways maintenance in order to encourage joint working and enable street cleansing to be done in co-operation with all scheduled works.

The WSWP will work together to renew the jointly procured collection and treatment contract for clinical waste.

What Chichester District Council resources are in the partnership?

IAWG (meetings held quarterly)

- Director Residents Services. Attendance at meetings plus Member support.
- Cabinet Member for Residents Services. Feedback to CDC Waste and Recycling Panel.
- CCS Manager - Attendance at meetings plus Member support.

SWOG (meetings held monthly but likely to change to bi-monthly later this year with additional meetings as required).

- CCS Manager. Attendance at meetings plus Member support.
- CCS Business Manager. Attendance at meetings plus project delivery and Member support.

Communications Group (sub group of SWOG) (meetings held monthly)

- Recycling Projects Officer. Attendance at meetings plus project delivery.

What resources do other partners place in the partnership?
As above – Officers and Members.
What are the partnerships lines of accountability? E.g how is the partnership monitored
Governance is currently under review however the preferred structure proposal is as follows: <ul style="list-style-type: none"> • IAWG – reports to Leaders’ Board once a year or more frequently as required. • SWOG – reports to IAWG but lines of accountability to Environment Directors’ Oversight Group which is comprised of the relevant Director for each partner plus Chair of SWOG. Meets at least twice a year. • Communications Group – reports to SWOG. Updates are provided at each meeting.
Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes – Memorandum of Understanding (MoU). Last reviewed 2016. A review is currently being undertaken this year.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
Partnership reviewed by Corporate Management Team and Cabinet in 2012/13 as part of the process for prioritising future partnerships. The overall finding was that the existing model was considered an excellent example of co-operative working. In addition, various options for joint working were considered in 2013 but not pursued.
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
Partnership Risk Assessment Form attached. By actively participating in this partnership the Council can ensure that Chichester District concerns and needs are properly considered on all waste related matters. A risk assessment is completed for each partnership project as it is developed and delivered.
Has a financial agreement between partners been prepared and signed?
Yes - The MoU provides for all collected waste to be delivered to the WSCC disposal facilities. In return WSCC agree to make a payment to the WCA’s, through an agreed recycling support payment mechanism, which provides each of the partners with a share of the income received from the sale of the recyclable materials along with a share of the disposal savings made. The payment mechanism uses each WCA’s household numbers and tonnage of co-mingled recycling collected, along with a quality measure and a calculation of the disposal saving in order to determine the payment. In addition it includes an incentive for good quality materials (lower than 6% contamination).
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?

No. The long term contracts that have been put in place together with the shared use of major operational facilities means that the partnership is likely to remain secure for the foreseeable future. The partnership is long established. Due to the contracts in place, the provision and use of vital operational facilities, and the financial agreement between the local authorities, a break-up of the partnership is unlikely. Each district and borough requires the use of the recycling processing and waste handling and disposal facilities that have been provided through the partnership. Cost effective alternatives are unlikely to be available. In addition WSCC have legal powers to direct district and borough authorities to use specific sites that have been provided.

10. Manhood Peninsula Partnership]

Completed by ; Jane Cunningham

Partnership Description; what is the partnership's vision, and overall aims?

The MPP was formed over 14 years ago as a standing forum for local strategic issues. This multi-agency and community group has initiated and facilitated many initiatives in recent years by attracting funding to the area from the EU, DEFRA, RSPB and other sources. These include: land drainage studies, Medmerry coastal realignment, a Destination Management Plan and various tourism and economic initiatives in line with the Integrated Coastal Zone Management strategy. The MPP has achieved national and international recognition.

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

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

Planned Outcomes for the financial year ahead 2018/2019

'Seas the Day'

Following a bid submitted by the MPP Project Officer a project about the Selsey fishing industry called 'Seas the Day' has been awarded full funding of just under £36k by the Heritage Lottery Fund. The project will help deliver aims on the economy and East Beach from the new Selsey Vision, and complements recommendations from the Marshall Regen report on the socio economic aspects of Selsey Haven. The HLF grant is being delivered by the MPP Project Officer and administered by Selsey Town Council.

Selsey Vision 'Head' Projects

The new Selsey Vision aims to re-imagine what the town could be, and what role it will take in the future. There is a desire to make a clear case for Selsey as a town for the future, a town with a future.

There are three project groups, Engagement (public participation in the vision process for the yearlong engagement project), Head (East Beach, economy including the fishery, tourism and transport) and Heart (health and wellbeing, community and environment, youth and culture)

The MPP Project Officer leads on the 'Head' projects and actively supports the Engagement group. The Vision process will last for a year from April 2018 – March 2019.

Peninsula Surface Water Issues and Solutions Group (SWISH)

The SWISH group is a sub-group of the existing Manhood Peninsula Partnership (MPP). Southern Water, Environment Agency, Local Flood Action Groups and flood/drainage engineers from WSCC and CDC are members. SWISH complements the CDC led strategic group, Manhood Peninsula Drainage Partnership.

The group was set up to deliver practical elements of the Manhood Peninsula Surface Water Management Plan 2015. The aims for 2018/19 are to develop a national pilot for surface water management in lowland areas, and a peninsula wide development of the scheme.

Green Links Across the Manhood (GLAM)

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

Standing Conference

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

What Chichester District Council resources are in the partnership?

The District Council part-funds the part-time MPP Project Officer (£5000 per annum) . The Project Officer is leading the HLF funded project Seas the Day and the Selsey Vision 'Head' group that concentrates activities on East Beach, the Selsey fishery and the economy. It includes the Chairs of Selsey Town Council and the Selsey Business Partnership. The Project Officer also coordinates and administers the other MPP planned objectives outlined above.

What resources do other partners place in the partnership?

The MPP's other funding partners are the peninsula parishes via the Parish Precept. For 2017/18 this was £6,978.

What are the partnerships lines of accountability? E.g how is the partnership monitored

The MPP Project Officer currently reports to the Divisional Manager of Place in Growth & Place. She maintains links with Environment to facilitate work on the coast, in the East Beach area of Selsey and elsewhere on the peninsula.

Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?
Yes – these Terms of Reference were set at the outset for the partnership and were reviewed in October 2016.
When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?
The partnership has not been officially reviewed by an independent body. The partnership is considered annually by its partners including Chichester District Council. As the partnership is comprised of a wide variety of local, regional and national organisations, review by another body has not been considered a priority.
Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment
No, this has not been considered a priority but this is something that will be considered.
Has a financial agreement between partners been prepared and signed?
No. No other bodies fund the partnership other than CDC and the parishes. When the Environment Agency was a funding partner there was an annual signed agreement but this has now ceased.
Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the exit strategy?
Commitments – redundancy payment for the MPP Project Officer

11.Southern Gateway Strategic Collaboration

Completed by ; Amy Loaring, Communities Projects and Partnerships Manager

Partnership Description; what is the partnership's vision, and overall aims?

Establish the way that the Partners will work together to promote the effective implementation of the Southern Gateway Supplementary Planning Document (SPD) (once adopted)

Planned Outcomes for the financial year ahead 2018/2019

- HCA take ownership of Police station and Law courts
- Soft Market test for a developer
- Appoint a developer
- Identification of alternative sites for Bus Station and Post office

What Chichester District Council resources are in the partnership?

<p>Money - £58,517 (17/18) £13568 (18/19)</p> <p>Ownership of land – Basin Road Car park</p> <p>Staff resources</p>
<p>What resources do other partners place in the partnership?</p>
<p>HCA- Ownerships of Land, Law courts and Police station</p> <p>WSCC – Ownerships of School land and highways</p> <p>LEP – Grant of £5million</p> <p>One public estate - £80,000</p>
<p>What are the partnerships lines of accountability? E.g how is the partnership monitored</p>
<p>Whole project will report to CDC Cabinet</p>
<p>Are there agreed terms of reference in place for the partnership? When were the terms last reviewed?</p>
<p>A Memorandum of Understanding has been developed and signed by Partners (WSCC and HCA)</p>
<p>When was the partnership last <i>independently</i> reviewed? Who carried out the review? and what recommendations were there?</p>
<p>New Partnership no need for review yet</p>
<p>Have you completed a Risk Assessment of the partnership? Y/N Please attach your most recent risk assessment</p>
<p>Yes as part of Project Initiation Document</p>
<p>Has a financial agreement between partners been prepared and signed?</p>
<p>Financial agreements will be made as and when necessary as part of the project.</p>
<p>Has an exit strategy for CDC been put in place? Are there any potential commitments arising from the</p>

exit strategy?
Yes exit strategy as part of MOU.

Partnership- Risk and Benefit Assessment

A risk assessment has to be completed before the formation/ joining of a partnership. It is the responsibility of the Divisional Managers to ensure that a risk assessment is completed. It is recommended that the partnership risk assessments are reviewed on an annual basis as risks can change.

Name of Partnership	Chichester in Partnership
Completed by	Amy Loaring

Risks	Significance ¹ (high/med/low)	Steps taken to reduce risk	Contingency Plans
Failure to secure Funding	Medium	The partnership managers post is mainstreamed in CDC's budget. Project work to be sourced from partners or grants	Partnership manager trained in how to do funding bids. If bids are not successful projects may not happen. But partnership can continue without funding.
Lack of partner interest	Low	Each partner has interest in maintaining successful performance. Partners have input into agendas, priorities and projects.	
Conflicts of Interest	Medium	Issues have arisen that could present a conflict of interests. Agendas are agreed by partners. Within terms of reference there are rules about behaviour	
Duplication of work	Low	One of the main remits of the partnership is to reduce duplication of work. Regular partner meetings means the partnership has helped with reducing duplication of work .	
Partial or full break-up of partnership	Low	The partnership is long established and while it delivers on projects a break-up of the partnership	Community Projects and Partnerships manager would look

¹ Levels of Risk: **High**- Likely to cause significant disruption to schedule, cost and performance of partnership. Probability of occurrence is more than 50%

Medium – Has potential to cause some disruption, however potential problems may be overcome. Probability of occurrence is 20-50%

Low – has little potential to cause problems to partnership. Normal effort by the partnership will overcome the problem. Probability of occurrence less than 20%

		is unlikely. Expense	to deliver community projects via alternative means
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Risks	Significance (high/med/low)	Steps taken to reduce risk	Contingency Plans
Loss of key staff e.g. Partnerships Manager	Medium	Other managers attending meeting to ensure they have understanding of work.	Communities team would look to deliver a limited partnerships offer until manager returns/ replacement found

Partnership- Risk and Benefit Assessment

A risk assessment has to be completed before the formation/ joining of a partnership. It is the responsibility of the Divisional Managers to ensure that a risk assessment is completed. It is recommended that the partnership risk assessments are reviewed on an annual basis as risks can change.

Name of Partnership	Chichester Community Safety Partnership
Completed by	Amy Loaring

Risks	Significance ¹ (high/med/low)	Steps taken to reduce risk	Contingency Plans
Funding reduced by the Sussex Police and Crime Commissioner	Medium	The SPCC consult with CSP about funding and we will put a business case forward to continue the funding	Budgets can be adjusted to fit with decisions on funding. A contingency fund is also in place.
Lack of partner interest	Low	Each partner has a statutory duty to attend meetings and in maintaining successful performance. Partners have input into agendas, priorities and projects.	Partners to be chased for attendance
Conflicts of Interest	Medium	Issues have arisen that could present a conflict of interests. Agendas are agreed by partners. Within terms of reference there are rules about behaviour	
Duplication of work	Low	One of the main remits of the partnership is to reduce duplication of work. Regular partner meetings means the partnership has helped with reducing duplication of work.	
Change of Legislation	Low	The partnership is long established and while it delivers on projects a break-up of the partnership is unlikely.	Community Projects and Partnerships manager would look to deliver community projects via

¹ Levels of Risk: **High**- Likely to cause significant disruption to schedule, cost and performance of partnership. Probability of occurrence is more than 50%

Medium – Has potential to cause some disruption, however potential problems may be overcome. Probability of occurrence is 20-50%

Low – has little potential to cause problems to partnership. Normal effort by the partnership will overcome the problem. Probability of occurrence less than 20%

			alternative means
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Risks	Significance (high/med/low)	Steps taken to reduce risk	Contingency Plans
Loss of key staff e.g. Partnerships Manager	Medium	Other managers attending meeting to ensure they have understanding of work.	Communities team would look to deliver a limited partnerships offer until manager returns/ replacement found

Partnership- Risk and Benefit Assessment

A risk assessment has to be completed before the formation/ joining of a partnership. It is the responsibility of the Divisional Manager to ensure that a risk assessment is completed. It is recommended that the partnership risk assessments are reviewed on an annual basis as risks can change. Please send a completed copy of this form along with the Partnership registry form to the Corporate Policy unit.

Name of Partnership	West Sussex Waste Partnership
Completed by	Bob Riley

Risks	Significance ¹ (high/med/low)	Steps taken to reduce risk	Contingency Plans
Failure to secure Funding	Low	Partnership funding is based upon existing partner budgets and is not reliant on external funding sources. Some external funding may be sought for specific projects but these will only progress if funding is secured or allocated from existing budgets. Partnership has Memorandum of Understanding (MOU) setting out partner responsibilities, backed by a financial agreement between the LA's.	
Refusal of necessary permissions	Low	Infrastructure and site specific facility permissions have been secured. Partnership organisational structure has established lines of communication, delegation and authority, backed by individual authority decision making process.	
Failure to make the partnership sustainable	Low	Partnership is long established with each	

¹ Levels of Risk: **High**- Likely to cause significant disruption to schedule, cost and performance of partnership. Probability of occurrence is more than 50%

Medium – Has potential to cause some disruption, however potential problems may be overcome. Probability of occurrence is 20-50%

Low – has little potential to cause problems to partnership. Normal effort by the partnership will overcome the problem. Probability of occurrence less than 20%

		partner aware of need and interest in securing on-going successful operations and services. MOU in place and newly agreed financial agreement between LA's has equitable basis for payments and income share.	
Lack of partner interest	Low	Each partner has interest in maintaining successful services performance. It is possible that one or more LA's may shift priorities over time to other services.	
Conflicts of Interest	Low	Whilst each partner may have discrete focus and priorities all recognise the mutual benefits of successful partnership operations and services.	
Duplication of work	Low	The partnership has pooled and shared resources on a wide range of matters to achieve economies and consistency in approach. These have enabled CDC to reduce resources and avoid duplication.	
No exit strategy from the partnership	Low	The long term contracts that have been put in place together with the shared use of major operational facilities means that the partnership is likely to remain secure for the foreseeable future.	
Partial or full break-up of partnership	Low	The partnership is long established. Due to the contracts in place, the provision and use of vital operational facilities, and the financial agreement between the local authorities, a break-up of	

		the partnership is unlikely. Each district and borough requires the use of the recycling processing and waste handling and disposal facilities that have been provided through the partnership. Cost effective alternatives are unlikely to be available. In addition WSCC have legal powers to direct district and borough authorities to use specific sites that have been provided.	
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Risks	Significance (high/med/low)	Steps taken to reduce risk	Contingency Plans
Financial or operational failure of one or more of main contractors	Low	The two main contractors are very large national companies operating a high number of LA and other contracts, services, and infrastructure facilities across the country.	
Significant changes to legislative requirements	Low	The current services and operations carried out in the partnership are replicated by other councils across many parts of the country. Whilst legislative requirements are likely to change and become more stringent over time, a radical change disrupting current services and arrangements are unlikely.	
Recycled recovered material market price drop	Medium	The sale value of recovered materials is governed by global markets which can be subject to intermittent volatility. Over the years there have been periods of	

		depressed values but in the longer term sale values have increased. The responsibility for selling recovered materials rests with the contractor Viridor. Viridor has a significant presence in the market, and through the contract terms has a financial interest in obtaining the highest sale values.	
Change in partnership financial arrangements	Low	Whilst each partnership LA may face differing financial pressures and priorities the partnership as a whole has embedded commitments and responsibilities, backed by an MOU and a financial agreement.	
Sudden loss of vital facility e.g. due to fire or extreme weather	Low	There have been occasions in the past when facilities have been closed or unavailable. The responsibility for ensuring access to vital facilities rests with WSCC and their contractors.	Contingency plans in place. Alternative facilities can be made available in the county or elsewhere via the Contractor's other regional facilities.
Loss of key staff e.g. flu epidemic	Low	Whilst not experienced to date it is predicted that a flu epidemic is increasingly likely.	Partnership has an agreed contingency plan in place which can be implemented quickly. Key staff at CDC receive annual flu vaccinations.
Failure to meet legislative targets e.g. landfill allowance trading scheme	Low	The agreed partnership waste management strategy, which has resulted in the existing long term contracts, will provide for the necessary waste treatment and recycling facilities to meet legislative targets.	
Failure to meet public expectations regarding collection of recycled	Medium	The public perception by a significant proportion of the electorate is that more	

materials e.g. mixed plastics		materials should be collected for recycling, due to the range of materials that they purchase and dispose of, and the labelling of these products. Unfortunately viable markets do not exist for some common products in use. The partnership regularly reviews the range of materials collected and investigates with Viridor the potential for additional materials.	
Significant change in design/manufacture of packaging materials	Low	The packaging industry is under pressure to reduce the size and weight of packaging and therefore there is a risk that packaging may change in the future in terms of its suitability for recycling.	There is greater dialogue and joint working nationally and internationally between packaging manufacturers, retailers, government and the waste industry to ensure that recycling objectives are not significantly compromised.

What are the benefits of this partnership? (Tick as many as applicable)	▪ Secures additional resources for our organisation or project	Yes
	▪ Contributes significantly to the Sustainable Community Strategy	Yes
	▪ Develops our organisation's skills and capacity	<input type="checkbox"/>
	▪ Expands the scale of capacity to deliver a service	Yes
	▪ Improves the co-ordination, efficiency or quality of a service	Yes

	<ul style="list-style-type: none"> ▪ Makes strategies and services more responsive to the local community/ users. ▪ Improves long term sustainability of services ▪ Creates significant cost savings ▪ Other: please describe: 	<input type="checkbox"/> Yes Yes <input type="checkbox"/>
Date risk assessment completed:		September 2012

TERMS OF REFERENCE

The Sussex-air partnership (Sussex-air) was set up in 2000 and is comprised of officers from all the Local Authorities in Sussex and Brighton & Hove. The partners meet quarterly to discuss air quality related issues and to share knowledge and good practice, the partnership is currently chaired by Adur-Worthing District Council.

1. Aims of the Sussex-air partnership

To provide:

- A co-ordinated and quality assured air quality evidence base
- Technical support, advice and guidance to partners
- Information and advice to the public on air quality related issues
- A means to co-ordinate work on air quality

2. Status of the Sussex-air partnership

Sussex-air is a partnership initiative and is not a formally constituted body.

3. The role of the Sussex-air partnership

The role of the Sussex-air partnership is to provide a forum to share technical expertise, to assist in providing a coordinated approach to deal with air quality issues, to respond to consultations on behalf of members, as and when required and to strive to improve air quality in Sussex, through a range of targeted initiatives.

4. Membership of the Sussex-air partnership

Adur District Council	Lewes District Council
Arun District Council	Mid Sussex District Council
Brighton and Hove City Council	Rother District Council
Chichester District Council	Wealden District Council
Crawley Borough Council	East Sussex County Council
Eastbourne Borough Council	West Sussex County Council
Hastings Borough Council	Worthing District Council
Horsham District Council	

5. Chairmanship of the Sussex-air partnership

The Environmental Protection Specialist at Adur-Worthing council currently chairs the Sussex-air partnership, the vice chair is the senior technical officer at Brighton and Hove City Council.

The role of members of the Sussex-air partnership is to:

- Attend the quarterly meetings, or send a deputy;
- Demonstrate commitment to the aim and roles of Sussex-air;
- Share ideas and put forward suggestions that will improve air quality in Sussex;
- Contribute to the promotion of the airAlert and coldAlert services, managed by Sussex-air;
- Review the Sussex-air business plan annually.

6. Proceedings of the Sussex-air partnership

- The Sussex-air partnership meeting will be valid if at least half of the nominated representatives attend.
- Motions put forward will be agreed on a majority vote.

7. Sussex-air working groups

The partnership may convene a working group on any matter. The working group may meet independently and discuss items to report back to the partnership at the next quarterly meeting. Partners will then decide on any recommendations from a working group and further actions to take.

8. Sussex-air partnership meetings

The Sussex-air partnership will meet quarterly in March, June, September and December each year.

Sussex-air partners will be given at least 2 weeks' notice of partnership meetings.

The agenda and papers will be sent at least one week prior to the meeting.

Minutes will be circulated within a week of each Sussex-air meeting.

9. Review of the Terms of Reference

These terms of reference may be reviewed by the Sussex-air partnership at any time, and may be amended following full discussion of a revised draft at a meeting of the partnership.

These Terms of Reference were adopted by the Sussex-air partnership on:

Date:.....

Signed on behalf of the Sussex-air partnership (Chair)

.....

The Sussex Air Quality Partnership (Sussex-air)



Business Plan 2018/19

1. The Sussex Air Quality Partnership (Sussex-air)

Sussex-air is a partnership, set up in 2000, comprised of officers from all the Local Authorities in Sussex. The partnership has a set of terms of reference but is not a formally constituted body. All partners pay an annual subscription of £3,000 to Sussex-air, which is used to fund the services set out in section 5. The partnership is currently hosted by ESCC and chaired by Adur-Worthing District Council. The partners meet quarterly to discuss air quality policy and practice, decide on budget allocations, review existing contract performance and work on joint bids for funding.

2. Members of Sussex-air

All 14 of the Local Authorities in Sussex are members of Sussex-air, including representatives from Public Health at East Sussex, West Sussex and Brighton and Hove

Associated, non-contributing, members include:

- University of Brighton
- The Environment Agency.

3. Aim and objectives of the Partnership

The aims of the partnership are to assist partners to comply with their statutory LAQM duties and to contribute to improving health in Sussex.

The objectives of the partnership are to pool limited resources to provide:

- A co-ordinated and quality-assured air quality evidence base
- Information and advice to the public
- A means to co-ordinate work to improve air quality (e.g. joint initiatives and bids for funding).

4. Day to day running of the partnership

ESCC manages the partnership budget, and provides legal, procurement and IT expertise as required. A contractor is employed on a part-time basis to:

- 1) manage and promote the Sussex Air website and the Alert services, including meeting targets for subscriptions to the alert services (Air / Cold / Heat);
- 2) coordinate the air quality data management contract for partners;
- 3) respond to queries from the public, partners and stakeholders;
- 4) organise the quarterly partnership meetings and papers;
- 5) support delivery of the business plan actions (see section 5).

5. Sussex-air work programme for 2018/19

The main activities to be carried out during 2018/19 to meet the aim and objectives of the partnership include:

5.1 Evidence base

- a. Kings College Environmental Research Group (ERG) are contracted to deliver the data management contract for Sussex-air to 31 May 2018. The specification for the new contract has been substantially updated and a re-procurement exercise is being carried out. A new contractor is expected to be appointed in April 2018, with a handover in May to ensure a seamless continuation of the data and alert services.
- b. The successful contractor will manage the websites, air quality monitoring data collection and dissemination and issue airAlerts.

5.2 Information and advice to the public

- a. The Sussex Air website will be substantially updated and improved in 2018 through the new contract, to make it accessible on mobile devices and more user-friendly (for both the public and partners), and to give it greater reach.
- b. The airAlert service will operate all year round, providing information to vulnerable residents, frontline health professionals, third sector partners and carers who are working with vulnerable residents.
- c. The coldAlert service will operate every day during the winter months, from 1st November 2018 to 31st March 2019.
- d. The new heat Alert service, the set-up costs of which have been funded by ESCC, will operate from 1 June 2018 to 15 September 2018, providing information and support during heatwave temperatures.
- e. The Alert services will be promoted to the key audiences, with a target in 2018-19 to increase the number of subscribers as follows:

AirAlert – an increase of 10% across Sussex (current subscribers = 969).
ColdAlert - an increase of 5% across Sussex (current subscribers = 1,048).
HeatAlert - 200 subscribers.
- f. The planned communications and marketing activities for 2018/19 are summarised in Appendix 2.
- g. All websites will be modified to ensure that they are compliant with the new General Data Protection Regulations, which comes into force in May 2018.
- h. The Alert services will begin to use the government's 'notify.GOV' service in 2018, which enables free alerts to be issued to subscribers. This will reduce costs to Sussex Air by avoiding the need to pay for texts, which reduces one of the barriers to marketing higher levels of take up by vulnerable residents.

5.3 Co-ordination of air quality work

- a. Quarterly partnership meetings will be held, at different venues in Sussex, to agree on and arrange shared activities, such as the data contract and bids. These meetings provide a forum for officers to share policy updates, technical knowledge, good practice and engage collectively with Public Health and transport colleagues.
- b. Changes to the data contract specification are being agreed by the partnership (e.g. which monitoring stations to include and why.) The contract will be procured and managed by ESCC, on behalf of Sussex Air partners, and is funded by partner subs.
- c. Sussex Air is organising a conference on air quality and noise with the Sussex Pollution Working Group for 2 May, focussing on the public health impacts of poor air quality and excessive noise and the local practical actions that can be taken to reduce these impacts. The conference is being jointly funded by Sussex Air, the regional office of the CIEH and the Sussex CEHOs. The target audiences include Public Health, land use and transport planners, and local Members.
- d. A bid to Defra's Air Quality Grant fund was submitted by Sussex Air in December 2018. If successful, the targets are to deliver intensive interventions in 25 schools and 25 businesses within the AQMAs in Sussex to reduce local emissions.
- e. If the Defra bid is unsuccessful we will consider trialling a much smaller scale version of the programme across Sussex, funded by the partnership.
- e. Consultation responses will be coordinated on behalf of Sussex Air partners where partners provide comments to be included .
- f. Sussex-air will assist WSCC with the production and delivery of their emerging County-wide air quality strategy/plan.
- f. The chair and vice-chair of Sussex-air are representatives on Defra's national Local Authority Air Quality Group.
- g. Sussex-air will complete the co-ordination of the EnergiSE Network, which brings together the partners who own the 18 rapid chargers installed across the S.E. in 2015 with DfT (OLEV) funding. The Energise network contracts will end in September 2018, at which point the site owners will take ownership and responsibility for the service and maintenance of the eV units.
- h. The Sussex Air Quality and Emissions Mitigation Guidance will be reviewed and updated, in light of local and national practice.

6. Sussex-air budget 2018/19

Budget item	£
Income	
Balance from 2017-18 (estimated)	-40,600
Partner subs	-45,000
airAlert (franchise to other LAs)	-5,300
coldAlert (East Sussex Public Health grant)	-6,000
airAlert (West Sussex Public Health grant)	-4,000
Total income:	100,900
Expenditure	
Data contract (estimated, as subject to contract)	30,000
Partnership management, comms, delivery of Alerts (contractor)	15,000
Air Alert marketing	1,000
Cold Alert marketing	500
Heat Alert marketing	500
eV EnergiSE network	0
Sussex AQ and noise conference	1,000
ESCC hosting costs	5,000
Cost to host 3 rd party AirAlert sites	2,500
Rye Harbour ozone site maintenance contract	1,250
Miscellaneous	1,500
Total costs	58,250
TOTAL FORECAST AT YEAR END	-42,650

Key risks to the partnership are detailed in Appendix 1.

APPENDIX 1 – KEY RISKS

Risk	Impact	Risk assessment 1 = Low; 3 = High Impact x Likely = Result			Proposed Countermeasures
		Impact	Likely	Result	
Budget: reduction in future income	Unable to deliver part of the business plan	3	1	6	1) Commitment from partners to annual subs. 2) Avoid financial commitments beyond current available resources.
Policy & legislation: change to LAQM, either: 1) increasing the burden on LAs or 2) ending LA responsibility for local air quality	1) Increased pressure on Sussex-air. 2) Loss of rationale for Sussex-air.	3	1	3	1) Use current surplus to addressed pressures. 2) Close Sussex-air.
Staff: loss of key staff with knowledge of Sussex-air contracts & projects	Unable to deliver part of the business plan & meet partner needs and fulfil contract liabilities	3	2	6	1) Document all contracts & projects for ease of handover. 2) Procure staff capacity so that there is flexibility, and test the wider market.

APPENDIX 2. – COMMUNICATIONS AND MARKETING

Marketing of the alert services

Sussex-air adopts a range of approaches to publicise and promote Sussex-air and the alert services. We use hard copy publications including Your County magazine in East Sussex and the Health and Community Guides in West Sussex (Crawley, Horsham and Haywards Heath) and Brighton & Hove. In addition we produce several thousand printed leaflets annually which are distributed to a wide range of services, including frontline staff (Carers, Adult Social Care, Home from Hospital etc), third sector partners, Children's Centres and Care Homes.

Campaigns

We promote the airAlert and coldAlert services throughout the year and there are two main marketing campaigns for the alert services, Breathe Easy week in June for airAlert and the launch of coldAlert in October/November. During these campaigns we raise the profile of the services through targeted social media and digital marketing, this includes paid Facebook advertisements and promotion of the services through Twitter. The alert services are also publicised through partner events and in in-house publications (In Brief magazine, PH Bulletin, e-newsletters.)

In 2018 East Sussex County Council comms team ran social media campaigns through the ESCC Facebook and Twitter accounts, which resulted in a noticeable increase in subscribers in East Sussex, particularly to the coldAlert service. We will continue to work with our colleagues in West Sussex and Brighton and Hove to share good practice and promote the services to increase subscriptions across the county.

A six week trial was carried out in Feb/March 2018 in East Sussex (funded by PH) to promote the coldAlert service on prescription bags in 30 independent pharmacies. A review of the success of the pilot (increase in subscriptions) will be carried out at the end of the trial period.

In addition to the marketing campaigns we continue to promote Sussex-air and the alert services through partnership working with Sussex-air officers, partners in Public Health and meetings with health colleagues throughout the year.

Actions

1. Promote the alert services more widely across Sussex, exploring opportunities and using the full range of communication/marketing options available, to work with WSCC and B&HCC comms teams. Low/no cost options. - JB
2. Explore opportunities to work with Breathe Easy and other respiratory groups across Sussex to raise awareness of the alert services. JB
3. All partners to promote Sussex-air and the alert services within their district/borough and share information/contacts and best practice. All
4. Work closely with Public Health to promote alert services with PH partners and frontline staff. JB
5. Keep track of the comms/marketing activities and review the effectiveness of campaigns. JB

Full details of the Sussex-air marketing activities can be provided, on request.



Chichester District Council

Partnerships Guidance 2018

Amy Loaring

Community Projects and Partnerships Manager

1. Introduction

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

2. Definition of Partnerships

A partnership is

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

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

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

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

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

If you want advice on any of the above please contact **Community Projects and Partnerships Manager**.

3. Setting up a partnership/ or developing partnership working

In essence, partnerships that are successful can show:

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

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

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

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

4. Roles and responsibilities

4.1 Councillors

- The Leader of the Council is the lead member for partnerships.
- The Overview and Scrutiny Committee has responsibility for holding particular partnerships to account through statute, for example Chichester in Partnership. It can also hold individual organisations or partnerships contributed to by the council to account for their performance against action plans or agreed target.
- The Corporate Governance and Audit Committee has a role to ensure that the council's contribution to partnership working is effective and that governance and risk arrangements are appropriate. CGAC will receive an annual report on the Council's partnerships that will inform them of governance arrangements.
- Councillors attending partnership meetings should report decisions and progress made to the relevant CDC officer.
- Members attached to partnerships, whether in a voluntary or representative capacity, will conduct themselves within the Members Code of Conduct, which

includes declarations of interest, to ensure that the reputation of the Council is not at risk.

4.2 Corporate role

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

4.3 Officer responsibilities

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

5. Governance of Partnerships

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

5.1 Terms of reference

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

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

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

Outcomes are conditions of well-being stated in plain language, which can be easily understood and recognized as important (e.g. a prosperous economy or a clean environment).

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

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

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

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

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

5.3 Risk Assessment

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

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

- Mitigate the risks if a partner decides to leave a partnership.
- Ensure the partnership has effective risk management procedures in place, including:
 - Financial risk.
 - Legal risk.
 - Reputational risk.
 - Resource conflicts.
 - Where the delivery of an outcome is key to the council's objectives
 - Risk specific to the nature of the partnership or its objectives.
 - And a viable exit strategy should the partnership fail

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

5.4 Set Financial arrangements

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

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

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

5.5 Exit Strategy

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

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

5.6 Lines of Accountability

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

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

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

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

5.7 Regular reviews

Partnerships need to be regularly reviewed to ensure that they are fit for purpose. Sometimes an independent reviewer can be helpful in this process the Community Project and Partnerships Manager can help with this. Partner organisations should be involved in this review. Partnerships should review:

- whether they are achieving their outcomes,
- That the outcomes are still relevant ,
- That the list of identified risks are up to date
- That the purpose of the partnership is still suitable.

6. Partnerships Annual Report

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

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

Therefore the Community Projects & Partnerships Manager collates information on partnerships from the Service Plans on an annual basis and this is taken to the Corporate Governance and Audit Committee.

In summary

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

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

Please notify your Divisional Manager and Community Projects and Partnerships Manager if you are considering setting up a new partnership or reviewing an existing one.

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

26 July 2018

2017-2018 Annual Governance Statement and Corporate Governance Report

1. Contacts

Report Author:

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2. Recommendation

The Committee is requested to:

- 2.1. **Consider the draft Annual Report on Corporate Governance at appendix 1, the Annual Governance Statement 2017-2018 (appendix 2), and Internal Audit and Corporate Counter Fraud Annual Report 2017-2018 (appendix 3), and to recommend these to the Council for approval.**

3. Main Report

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

Under its terms of reference the Committee is required to report each year, or at any time where significant issues or concerns are raised on Corporate Governance and the internal arrangements in place to monitor and control risks.

Attached at Appendix 1 is a draft report to the Council to fulfil this requirement which the Committee is requested to consider.

In order to sign up to such a statement, members of the Committee will need assurance that key systems are in place within the Council. As such the Council's Internal Audit Service has the responsibility to independently review and report to the Committee. Appendices 2 and 3 set out their findings.

4. Background

4.1. Not Applicable

5. Outcomes to be achieved

5.1. Not Applicable

6. Proposal

6.1. Not Applicable

7. Alternatives that have been considered

7.1. Not Applicable

8. Resource and legal implications

8.1. Not Applicable

9. Consultation

9.1. Not Applicable

10. Community impact and corporate risks

10.1. Not Applicable

11. Other Implications

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

12. Appendices

- 12.1. Appendix 1 – Annual Report of Corporate Governance and Audit Committee
- 12.2. Appendix 2 – Annual Governance Statement 2017-2018
- 12.3. Appendix 3 – Internal Audit and Corporate Counter Fraud Annual Report 2017-2018

13. Background Papers

13.1 None

Chichester District Council

Report of Corporate Governance and Audit Committee to Full Council

Background

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

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

In March 2018 the Corporate Governance & Audit Committee considered the Strategic and Organisational Risk Registers to ensure the adequacy of the Council's actions to control and manage risks.

During 2017/2018 the three highest risks identified in the Corporate Risk Register were:

- **Southern Gateway:** Failure to deliver the outcomes of the project leading to financial exposure to CDC as lead partner, and potential repayment of the Local Enterprise Partnership and other funding.
- **Local Plan:** Failure to complete the Local Plan Review and achieve an adopted Local Plan by 2020. This would mean that the Council would face challenge that it does not have an up to date Local Plan.
- **Impact of Universal Credit (UC) on working claimants across the District:** Failure to provide appropriate support and guidance for claimants affected by the welfare reforms, including the rollout of Universal Credit (UC) on working age claimants across the district, resulting in the risk of rent arrears and the threat of homelessness.

The five year financial model was used to help set out the action required to reduce the impact of any government funding gap on service delivery, building on savings and increased income already achieved of £8.6m from 2010-2011 to 2015-2016 after taking early action as the 2008 financial crisis started to emerge. Since May 2013, revenue savings of £2.2m have been achieved, and additional income of £1.4m has been generated. As new deficit reduction plan was approved in the autumn of 2016 to address the £3.8m funding gap anticipated over the next 5 years. The five year model has been updated to reflect officer's best estimates of what may occur in 2018-19 and beyond. The model will be kept under review so that the Council has time to respond should the situation, and government funding, deteriorate faster than currently predicted. The four year funding offer that the government announced alongside the 2016-17 settlement has been built into the 5 year model and covers the period 2017-18 to 2019-20. Officers have therefore had to make assumptions beyond that point.

The Annual Governance Statement as attached at appendix 2 has been prepared in accordance with the CIPFA / SOLACE guidance on “Delivering Good Governance in Local Government”. The Statement is attached and clearly sets out the 7 fundamental principles of good governance (A to G) as identified below:

- A Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- B Ensuring openness and comprehensive stakeholder engagement.
- C Defining the outcomes in terms of; sustainable economic, social and environmental benefits.
- D Determining the interventions necessary to optimise the achievement of the intended outcomes.
- E Developing the entity’s capability of its leadership and the individuals within it.
- F Managing risks and performance through robust internal control and strong public financial management.
- G Implementing good practices in transparency reporting, and audit to deliver effective accountability

Other Potential Risk Issues

The drafting of the Annual Governance Statement has highlighted some risks that are ongoing and receiving attention from those charged with governance. These can have common themes and can overlap with other areas of risk that have been identified. They are being monitored to track whether there are any changes in their risk score. The risks identified are listed below:

- **Business Continuity:** Document storage solution is held off site which enables staff to access key documents in the event of loss of IT services and systems. The Health & Safety Manager will continue to test the robustness of the plans with SLT.
- **Cyber Risk Attack Across ICT Estate:** Procedures and Policies are in place to deal with the risk. Controls in place include email filtering, and Anti-Virus software.

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

Tricia Tull
Chairman of Corporate Governance & Audit Committee

Chichester District Council

Draft - Annual Governance Statement 2017-2018

1. Scope of responsibility

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

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

Chichester District Council approved and adopted a Local Code of Corporate Governance (March 2017), this is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA), and Society of Local Authority Chief Executives (SOLACE) framework for Delivering Good Governance in Local Government: Framework (2016). This Annual Governance Statement (AGS) sets out how the Council complied with the Code and also meets the requirements of the Accounts and Audit (England) Regulations 2015 which requires every Council to agree and publish an AGS. The statutory requirements across the United Kingdom for local authorities is to conduct a review at least once each financial year of the effectiveness of its system of internal control, and to include a statement reporting on this review with its Statement of Accounts.

2. The Purpose of the Governance Assurance Framework

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

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

3. The Principles of Good Governance

The CIPFA/SOLACE framework was reviewed in 2015 to ensure that it remained “fit for purpose” and a revised edition was published in 2016.

The new Delivering Good Governance in Local Government Framework applies to the Annual Governance Statement prepared for the year ended 31 March 2018 and up to the date of the approval of the Annual Report and Statement of Accounts for the financial year 2017-18. The framework sets out seven core principles (A to G) of good governance, these are listed below:

A Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of Law

During 2017/2018 the Council has gone through a management restructure to take effect from the 1st April 2018. One Executive Director/Deputy Chief Executive and five Directors, previously Heads of Service, have been appointed and are supported by Divisional Managers.

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

There is a complaints procedure in place for the Council to receive and investigate any complaints made about service delivery and against its Members or staff, details of which are available on the Council’s website. There is also a Members’ Register of Interests to ensure that any conflict of interests are open and transparent.

Results of complaints investigated together with the report on all complaints dealt with by the Local Government Ombudsman are reported annually to the Corporate Governance and Audit Committee. It is proposed to review the complaints procedure and to include a persistent complaints procedure and policy which has been suggested by the Ombudsman.

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

- The Anti-Fraud and Corruption Policy last updated in August 2017.
- The Whistleblowing Policy last updated in January 2016. There were no Whistleblowing cases in 2017-18.

- HR Policies regarding discipline of staff – During 2016-17 there were 7 dismissals.

The Council's Anti-Fraud and Corruption Policy is in the process of being reviewed and updated to take account of the revised senior management structure. Any amendments are subject to the approval of the Corporate Governance and Audit Committee. The Corporate Fraud Team has appointed a Corporate Counter Fraud Assistant to support the Corporate Counter Fraud Officer with the increased work primarily due to the level of Data Matches under the National Fraud Initiative.

Investigations are undertaken by the Corporate Counter Fraud Officer where fraud is suspected in relation to Council Tax Reduction, Single Person Discount and Non Domestic Rates plus other areas under his remit. He has identified potential savings to the Council of £327,882 for the 12 month period ending March 2018.

The Council ensures that external providers act with integrity and compliance with ethical standards as they have to comply with an Anti-Bribery statement and the Ethical Statement Policy that is contained in the relevant contract or invitation to tender.

During 2017/2018 the Council has been preparing for the introduction of GDPR in May 2018, which will impact on every element of the Council's work.

B Ensuring openness and comprehensive stakeholder engagement

The Council's committee meetings are held in public and are recorded; these recordings are suspended when the item requires the meeting to go into Part 2. The press and public are only excluded when the report is presented as a Part 2 item in accordance with the applicable paragraph(s) within Part 1 of Schedule 12A to the Local Government Act 1972. In addition audio recordings are also held on the Council's website.

The Council's vision and strategy is included in the Corporate Plan see; <http://www.chichester.gov.uk/corporateplan>.

With the current Corporate Plan having an end date of 2018, a more extensive refresh was carried out in late 2017. The new Corporate Plan was approved by Council on 23 January 2018, to take effect from the 1st April 2018 and runs until the 31st March 2021.

The priorities set out in the new plan are largely unchanged from the previous version. They continue to represent the challenges and opportunities facing the District Council over the new plan period.

The annual performance report on the Council's Corporate Plan is reviewed by the Overview and Scrutiny Committee mid-year and then the Annual Report of the Corporate Plan goes to Cabinet and Council for approval. The Statement of Accounts, expenditure over £500 and the Senior Staff Pay Policy is available on the Council's website as part of the disclosures required under the transparency agenda.

On-line consultation methods continue to be used, webhost software enables surveys to be designed, produced and analysed electronically. These surveys are accessed via the Council's website.

On-line polls have continued to be used, which allows members of the public to provide their views on a range of topics in which the Council is involved. The Council's social

media accounts gives further opportunities for the public to comment informally on other issues.

Community Forums – Regular meetings with Parish Councils have continued throughout the year. These meetings are held quarterly and provide a mechanism to engage with the Parishes and to communicate and review information collectively.

The Council continues with its work on youth engagement. Community wardens main areas of activity are encouraging and increasing community involvement, dealing with environmental issues (e.g. graffiti, litter, abandoned cars, dog fouling etc.) within the area by working with appropriate agencies including the Police, Police Community Support Officers (PCSOs) and local communities to reduce crime, anti-social behaviour and fear of crime in the area, including providing intelligence and evidence to the Police and acting as a professional witness. With a reduction in the Police numbers in the City Centre the Community Wardens now provide a presence there.

C Defining the outcomes in terms of Sustainable Economic, Social and Environmental benefits

Although the Sustainable Community Strategy for Chichester District 2009-2026 is no longer a statutory document, the Council continues to be informed by the priorities identified in it. The document was last refreshed during 2016. These priorities are developed further through the Corporate Plan which sets out the Council's contribution to this partnership document. The Council measures its key priorities by a range of performance indicators which are set out within the Corporate Plan and monitored through Pentana, the Council's performance monitoring software. Reports on the progress of these performance indicators are available on the Council's website. In addition the Sustainable Community Strategy sets the vision for working in partnership with other local and national organisations supported by the Local Strategic Partnership (LSP) – Chichester in Partnership, including the publication of a consultation exercise undertaken with partners and stakeholders on behalf of the Local Strategic Partnership.

Cabinet agreed the key financial principles of the 5 year financial strategy, which included continuing to review the Council's costs in order to find further savings. A Task and Finish Group meets to discuss the budget, and reviews what is happening in the year and any impact for the new financial year.

The Council publishes its Annual Statement of Accounts in accordance with the CIPFA guidelines and International Financial Reporting Standards. As uncertainty continues to surround the current economic and financial climate and in particular public sector spending plans, it is clear that central funding cuts of local councils will continue. The Council is therefore committed to delivering its own services more effectively in the light of these planned reductions.

The Council continues to track national events, quantifying local impact and taking early action to manage the impact. The objective is to put the Council in the best possible position to deal with the financial and other challenges it faces whilst still protecting the most vulnerable members of the community. It is important that the issues and the scale of the financial position are understood and the Council is committed to finding solutions and options. A five year Financial Strategy and Plan was approved by Cabinet and Council in December 2016. The Plan details the challenges facing the Council to provide services that meet community needs with a significantly reduced overall level of resource. It is reviewed annually. The Council approved a deficit reduction programme and key financial

principles in the Financial Strategy which offers guidelines for making financial decisions over the next few years, and will assist the Council in achieving balanced budgets.

The Local Plan was adopted in July 2015, (this is at present being reviewed in accordance with the Council's commitment to a 5 year review) and provides greater certainty about growth and development within the plan area. It is now a new requirement that the Council produces a Brownfield Land Register which can be viewed on the Council's website. Following consultation the Council adopted a Masterplan for the Southern Gateway area of Chichester as part of the approved Vision for Chichester City Centre.

The Council is currently delivering the 2013-2018 Housing Strategy. However, a new strategy is being developed for 2019-2024. The strategy sets out the housing priorities for the district. The strategy reflects the Council's corporate priorities and also complements the Economic Strategy and the Local plan. The strategy will show how the Council will use their resources to best meet the housing needs of local people within the district.

Some of the key outcomes delivered and mentioned in the Annual Report during 2017/2018 are as follows:

- A welfare Officer and an additional Housing Advice Officer were employed to help the Council deal with the anticipated increase in the number of residents seeking advice and assistances as Universal Credit and the Homelessness Reduction Act 2017 will extend the Council's duties in respect of potentially homeless people.
- The multi-agency steering group for the Syrian Voluntary Person Relocation Scheme, housed and supported a further two Syrian families within the district.
- A further 38 properties were accredited through the Landlord Accreditation Scheme, bringing the total to 427.
- 8 households achieved assistance through the Chichester Warm Home initiative.
- The Council is now supporting 8 community led housing groups, a dedicated community led housing officer has been recruited and the first community led housing forum was held on the 23rd November 2017.
- 165 affordable homes were delivered (105 for rent and 60 for sale). This included 66 rural homes for local people and 1 new home to meet the needs of a household with a disabled person.
- 144 of these affordable homes were provided on market sites and 21 were enabled by the Council working with our registered provider partners.
- £630k of investment was secured by our registered provider partners from Homes England.
- The Council invested £735k from commuted sums received in lieu of affordable housing and a further three payments totalling £441k for commuted sums was also received in June 17 and March 18.
- The Council purchased an empty property to provide additional temporary accommodation for homeless households. The property currently provides four units of accommodation.

During 2018 there was a major change for Housing with the Homelessness Reduction Act which required more proactive work with potentially homeless people.

A new service for 2018/2019 will be 'Social Prescribing' which will be managed by the Wellbeing Team and will be funded by the District Council and partners.

In the Estates Services, Building Services and Economic Development 2017/2018 Annual Report some of the key outcomes delivered are as follows:

- Completion of the Enterprise Centre and handover to the selected operator, Basepoint.
- Progression of Barnfield Drive development in conjunction with the Council's developer partner, with Phase 1 now completed.
- Completion of the sale of the remaining land at Ellis Square.
- Acquisition of an investment property in central Chichester.
- Commencement of re-development of Plot 21, Terminus Road with business units.
- Completion of the cleaning and structural repairs to the Avenue de Chartres car park.
- The completion of the heating and cooling system at East Pallant House.
- Assisted 320 businesses on a diverse range of issues including funding, planning, start up and help finding suitable premises.
- £93,830 in grants have been awarded to 45 small and independent businesses to help with establishing new business start-ups.
- We have secured £168,800 from West Sussex Pooled Business Rate fund to provide a programme of specialist focussed retail training to support high street retailers in Chichester City and our rural towns.

D Determining the interventions necessary to optimise the achievement of the intended outcomes

The Council has responsibility to review the effectiveness of its governance framework. The review of the effectiveness is undertaken by the work of the Corporate Management Team (which is SLT and Divisional Managers) who have responsibility for the development and maintenance of the governance environment. The Principal Auditor's annual report and comments made by the External Auditor also adds to the effectiveness of the governance framework at the Council. The process that has been applied in maintaining and reviewing the system of governance includes the following elements:-

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

The Council is made up of 48 Members, four of these take up the roles of Leader and Deputy Leader of the Council, Chairman and Deputy Chairman. The Leader and Deputy Leader plus five Cabinet Members are appointed with specific areas of responsibility. A review has been undertaken by the Local Government Boundary Commission to reduce the number of Councillors from 48 to 36. The review has now completed the 40 day period for Parliamentary scrutiny and it will come into force at the next Council Election in 2019.

E Developing the entity's capacity, including the capability of its leadership and the individuals within it

During 2017/2018 services have been preparing for the management restructure and the new service areas. Some services made changes in December / January but the full effect

of the restructure took effect on the 1st April 2018 with new Directors and Divisional Managers being appointed.

A comprehensive induction and training programme exists for officers and Members. The training programme incorporates dealing with and understanding new and current legislation, understanding Members' role as a Ward Member and developing their personal skills. Training programmes for staff, are incorporated into staff appraisals and development programmes. Also training for the new Divisional Managers commenced in 2018.

A workforce development scheme has been introduced to support talented individuals in their career progression and to encourage the employment and development of apprentices. These initiatives are designed to encourage retention of staff and to address succession planning. From the 1st April 2017 the Council contributed to the Government Apprenticeship Levy and has sought to utilise this resource to support the workforce development schemes and development of its staff.

Members' attendance at meetings is recorded on the modern.gov system. In the event of continual non-attendance the matter would be passed to the leader of the political group concerned for action to be taken. Performance issues relating to staff are dealt with by Managers. An officer's employee specification includes competencies, which are assessed as part of their annual appraisal.

The Council's Constitution clearly defines the roles and responsibilities of the Chief Executive, Chief and Senior Officers, Members and Committees and outlines procedural standards, the scheme of delegation and a Protocol on Member/Officer relations. In light of the management restructure a review of the Constitution was undertaken under delegated powers by the monitoring officer. The Leader, Cabinet Members and the Committee Chairmen and deputies receive verbal briefings from the Senior Officers on a regular basis and all Members receive pre-council briefings and the opportunity to participate in workshops for high profile initiatives such as the Local Plan. Members receive monthly bulletins through the Council's intranet site, to keep them informed of any new developments.

The Director of Corporate Services (previously the Head of Finance & Governance) is the assigned Section 151 Officer; overall financial responsibilities for this role are detailed within the Constitution.

The Partnership Guidance to assist staff when setting up a partnership is in the process of being updated. Partnership training was been given to Members as part of their induction programme in 2014. Guidance has also been published on the intranet for officers. There are currently 10 strategic level partnerships that the Council is involved with.

F Managing risks and performance through robust internal control and strong public financial management

All cabinet reports are authorised by the relevant Director and reviewed by the Chief Executive, the Director of Corporate Services (formerly Head of Finance and Governance/Section 151 Officer) and the Monitoring Officer, before they are presented to the Cabinet. The Monitoring Officer will also attend Cabinet if required to answer any specific questions raised by Members.

The Council's Risk Register is reviewed regularly and presented to the Strategic Risk Group bi-annually. The group comprises the Senior Leadership Team (SLT), 3 Members from Cabinet and 3 Members from the Corporate Governance and Audit Committee. Job descriptions of Senior Officers reflect their "Risk Management Responsibilities" and Internal Audit's Annual Audit Plan is drawn up using a risk-based approach, commenting on risk management in the area under review in their report. On a bi-annual basis the Council's Risk Registers including any new and emerging risks are presented to the Corporate Governance and Audit Committee. Since the last report to Committee in March 2018, the scores have remained unchanged for the previously identified existing strategic risks. However, three new strategic risks have been added to the risk register by SLT these are:

- Southern Gateway
- Local Plan
- Impact of Universal Credit (UC) on working claimants across the district.

Major projects incorporate a full risk assessment within the Project Initiation Document (PID) prior to being approved. The risk assessment is kept under regular review with the cabinet member concerned and via project team meetings as the project progresses.

The Health & Safety Manager has continued to work with services to ensure that there is an adequate business continuity plan in place. A decision was made to cease using Shadow Planner and to replace it with a system called Resilience Direct. This is a storage solution which is used to store key documents should the Council's system go down. Service functions are categorised as critical (systems up and running in 3 days) or non-critical (over 3 days). The Health & Safety Manager will continue to test the robustness of these plans.

The Council operates a shared service with Arun for the provision of its Emergency Planning service. The Emergency Planning Officer is shared between Arun and Chichester with two members of the Housing and Environment Service assisting.

G Implementing good practices in transparency reporting, and audit to deliver effective accountability

The Council's Overview & Scrutiny Committee has the power to make reports and recommendations to the Council's Executive Committee (Cabinet) on issues which affect the area. The Committee can require Members and Officers to attend meetings and for partner authorities to provide information. The Committee also reviews and scrutinises decisions made by the Council's Cabinet. The Council also takes part in county wide joint scrutiny reviews on issues affecting the wider area and has a representative on the West Sussex County Council Health and Social Care Select Committee to allow the authority to contribute to health related reviews. During 2018/2019 the Council will be working in partnership with GPs through the Local Community Networks to deliver a 2 year Social Prescribing pilot project. The Council will employ 4 Community Referrers who will work across all 11 GP practices in the district receiving referrals from GPs for people who present with issues that are not clinical and where the solution lies in a community based service.

In addition to the responsibilities outlined within the statement, the Corporate Governance and Audit Committee also had responsibilities for:

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

The Corporate Governance & Audit Committee met five times during the year, however, from April 2018 this has been reduced to four meetings, to consider regular reports from Internal Audit on system reviews, reports from the Director of Corporate Services and Financial Services Divisional Manager in addition to Annual Audit and inspection letters from the nominated External Auditor (Ernst Young).

The Standards Committee is made up of seven District Members plus three co-opted (non-voting) Parish Members. There are two sub committees: the Assessment Sub-Committee and Hearing Sub-Committee, made up of three District Members of the Standards Committee. If a complaint is made against a Parish Councillor, one of the co-opted Parish Members also needs to attend in a purely advisory (non-voting) capacity. At each sub-committee one of the Chichester District Council's two independent persons will attend in a purely advisory (non-voting) capacity.

The overall responsibility of Internal Audit is to continually review the adequacy of the Council's internal controls and report where necessary, any recommendations to management. Internal Audit reviews are designed to assess the effectiveness of the internal controls on which the Council relies for managing risk. A report is prepared annually by Internal Audit on the effectiveness of the section and the opinion of the Principal Auditor is contained within the Annual Audit report. Internal Audit produces a three year plan which includes the resources of the section and the number of audits to be undertaken during each year.

From 2017 CDC publishes on their website and submits to government data relating to the gender pay gap in order to comply with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

4. Effectiveness of Governance Arrangements

The Council's governance framework includes decision-making processes that are set out in the Council's Constitution; this is continually being reviewed together with the rules.

Procedures are in place for maintaining and reviewing the effectiveness of the Council's governance arrangements throughout the year, these include the following:

- **Elected Members** – Make decisions in accordance with the Constitution and in accordance with the aims and objectives of the Council.

- **Overview and Scrutiny Committee** – Has the ability to scrutinise decisions made and maintains an overview of Council activities.
- **Standards Committee** – Meet to consider any complaints against Councillors and to review policies and procedures for maintaining high ethical standards.
- **Internal Audit Section** - Has a three year audit plan which is flexible and enables internal audit to respond to changing risks and priorities of the organisation.
- **Corporate Governance & Audit Committee** – Discuss the findings of audit reports and any other issues that relate to governance and risk management.
- **Corporate Management Team** – Review and update governance arrangements, identify and review new and emerging risks and review existing risks.
- **Strategic Risk Group** – Regularly reviews, updates and reports on the Risk Registers.
- **Internal Audit Annual Report & Opinion** – This will be presented to the Corporate Governance & Audit Committee on the 26th July 2018 in conjunction with this document which contains an assurance statement regarding internal control.
- **Legal & Democratic Services Manager (Monitoring Officer)** - Ensures that the Council's operations are carried out lawfully.

5. Significant Governance Issues

No significant issues reported in 2017/2018.

6. Risks Identified

Three new high risks that the Council identified during 2017-18 are detailed below:

Risk	Mitigating Action	Responsibility	Target date
<p>Southern Gateway</p>	<p>Partner Organisation Engagement relating to the Law Courts and the Homes and Communities Agency hand over, also close liaison with relevant Officers from WSCC Strategic Land Owner Engagement memorandum of understanding signed relating to land ownership and the relocation of Royal Mail and Stage Coach consultants are working to identify suitable sites Steering Group / Growth Board are to approve growth deal and on-going liaison with other partners. Financial Controls and Budget Monitoring, identifying potential abnormal costs as early as possible by undertaking key studies in advance e.g. flooding contamination and drainage. Relocation funding from key partners – Timely re-application to LEP/ HCA and exploring alternative funding routes as necessary. Management of External Consultants, Contract T&C's for consultants employed to ensure delivery of service. Availability of consultancy advice – Use tried and tested framework agreements to source expertise; test knowledge via tendering process. Masterplan, Demand market sector changes- Constant updating of viability advice for the Masterplan as the project implementation proceeds</p> <p>Road space configuration – WSCC Highways input to project team to ensure solutions(s) are acceptable. Community or Public Realm uses for site – Steering group input and regular re-appraisal of the Scheme as it progresses. Compulsory Purchase Order (CPO), Use of CPO if required for land</p>	<p>Executive Director & Deputy Chief Executive/ Director of Growth & Place/ Divisional Manager</p>	<p>Situation On-going</p>

Risk	Mitigating Action	Responsibility	Target date
Local Plan	<p>acquisitions for Masterplan assembly, where unable to agree terms to complete acquisitions. Use of consultancy support to ensure CPO grounds well founded, including independent valuations.</p> <p>Three new members have joined the team. A Planning Policy Officer has resigned and the post is being advertised along with a part-time Principal Officer post. Decisions about the likely distribution of development have now been made allowing the production of the evidence base to move forward. This is particularly important for the transport study which is progressing according to the project plan. However, given the likelihood of challenging mitigation to deal with the transport implications of development, this work probably represents the greatest risk to progress on the Local Plan Review.</p> <p>A number of evidence based studies are nearing completion, including the waste water treatment study. Work has begun on the Infrastructure Delivery Plan and the landscape work is in the process of being procured. The team has been given a steer on the approach to take the allocation of land for horticulture and employment uses. There has been a briefing for Parish Councils and this is being followed up with individual meetings with the parish councils. Member's briefings have or are taking place on the distribution of development and the results of the emerging evidence base.</p> <p>Members of the planning policy team are now drafting detailed policies, including the strategic site allocations, in preparation of the Preferred Approach Plan to be considered at Cabinet and Council in November. Members will also need to consider a revised Local</p>	Director of Planning & Environment / Planning Officer	31 st July 2020

Risk	Mitigating Action	Responsibility	Target date
	Development Scheme (which sets out the timetable for the production of the planning policy documents).		
Impact of Universal Credit (UC) on working claimants across the District	<p>Revenues & Benefits and Housing are taking steps to mitigate the effects and are planning to implement the following:</p> <p>Train key staff to enable them to give practical advice to advise residents</p> <p>Identify problem individuals or families early, either through HB (particularly DHP claimants and people struggling to make payments for HB overpayments or Council Tax) or through homelessness.</p> <p>Continue to network with stakeholders such as the CAB and Hyde.</p> <p>Develop the use of online systems, the Revenues department have recently introduced online benefit claim and council tax services.</p> <p>Facilitate training and work with stakeholders so that they are best able to assist residents.</p> <p>Work with organisations such as the CAB to enable them to train their staff and volunteers and develop their advice service across the district.</p>	<p>Director of Housing & Communities /</p> <p>Director of Residents Services /</p> <p>Divisional Manager – Housing /</p> <p>Divisional Manager – Revenues & Benefits</p>	July 2018

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

7. Certification

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

T Dignum
Leader of the Council

D Shepherd
Chief Executive

Internal Audit and Corporate Counter Fraud

Annual Report 2017/2018

1 Introduction

1.1 The main purpose of this report is as follows:

- To summarise the effectiveness of Internal Audit
- Comment on the work undertaken by Internal Audit during the year
- Provide management and members with an opinion on the adequacy and effectiveness of the Council's arrangements; risk management and systems of internal control.

2 Audit Planning

2.1 The Internal Audit Section works on a four year strategic audit plan; this is produced following consultation with the Head of Finance & Governance now the Director of Corporate Services/S151 officer and is approved by the Corporate Governance & Audit Committee. The Plan is prepared where possible using a risk-based assessment which can be linked to the Council's Corporate Risk Register and is designed to review all the major areas and systems on a cyclical basis. Suggestions are also made by Senior Officers. Any areas and systems considered to be fundamental to the Council's operations are reviewed annually.

2.2 The Annual Audit Plan for 2017/2018 represented the first year, of a four year plan. Each of the audits is undertaken on an operational risk-based approach following discussions with the Heads of Service/Departments.

2.3 The annual Internal Audit plan is a live document and is updated with emerging risks as and when required. Any changes to this plan are reported to the Corporate Governance and Audit Committee.

3 Staffing

3.1 During 2017-18 the Internal Audit Section operated on 2.2 fte's of audit staff and 1.5 fte's Corporate Counter Fraud staff. This establishment was made up of the following posts:

- Principal Auditor (1.0fte)
- Senior Auditor (0.60fte annualised)
- Auditor (0.60fte)
- Corporate Counter Fraud Officer (1fte)
- Assistant Corporate Counter Fraud Officer (0.50fte) effective from 8.1.2018

All auditors have the requisite experience to effectively fulfil their responsibilities and execute duties to the required professional standard under PSIAS (Public Sector Internal Audit Standards).

3.2 The Corporate Counter Fraud team is now part of the audit team. The CFFO is responsible for investigating and reporting on, any offences against or within the council. Internal Audit is responsible for reviewing the internal controls annually, in order to give assurance to those charged with governance that the control environment within the Council is robust and regularly reviewed by both Internal and External Audit.

3.3 The Fraud Team has taken on an additional member of staff to assist the CCFO with the increased workload. The Corporate Fraud Assistant post is a job share, one of which started on the 8th January 2018, and the other returned from maternity leave on the 30th April 2018.

4 Performance against the Internal Audit Plan

4.1 The Internal Audit Section completed the following Audits /Reviews during 2017/2018:

Completed Planned Audits

- Contract Management
- Leisure Centres – Contract Management
- Income Management
- Business Continuity
- Information Technology (GDPR / Data Security)
- Building & Facilities Services
- Section 106 / CIL – Follow Up
- Key Financial Systems Report 2017-2018
- Annual Governance Statement
- Annual Internal Audit Report
- PSIAS

Key Financial Systems (reviewed annually)

- Bank Reconciliation (Cash and Bank)
- Creditors
- Council Tax
- Debtors
- Housing Benefit
- NDR
- Payroll
- Treasury Management
- Fixed Asset Register

4.2 The Audit Section undertook annual testing on all the Key Financial Systems; that is the main financial systems that feed into the Council's statutory financial statements, in order to identify and ensure that the appropriate levels of internal control were in place. In addition, there are a number of controls which are tested by internal audit that

are based upon agreed criteria with the External Auditors, Ernst and Young.

- 4.3 In addition to the planned work, Internal Audit continues to respond to requests by the Council's services and departments, where and when advice and assistance is required, whilst remaining impartial. A number of minor issues were addressed by internal audit during the year.

Planned Reviews not completed

- 4.4 During 2017/2018, four audits from the original audit plan were not completed. The reasons relating to these audits were reported to the Corporate Governance and Audit Committee these were:
- Budgetary Control: This was delegated responsibility and monitored by Finance.
 - Contracts / Procurement: This was completed in 2016/2017.
 - Customer Service Centre: This audit was incorporated in the GDPR / Data Security Audit.
 - Westward House: Income was covered by the Income Management Audit.
- One Audit the Novium was started in 2017/2018 and will be completed in 2018/2019.

5 Reporting

- 5.1 All internal audit reports were reviewed by the Principal Auditor prior to publication and being reported to the Corporate Governance & Audit Committee which met five times in 2017-18. A report showing progress against the audit plan is also taken to each Corporate Governance and Audit Committee meeting. In some cases audits that commenced before the 31st March 2017, were not completed until after the 1st April, 2017 and these related to the previous Audit Plan 2016/17.
- 5.2 A number of recommendations were raised and reported on during 2017-18, all of which had been agreed by management and then reported to Corporate Governance & Audit Committee. A number of follow up reviews were also carried out during the year; in order to ascertain whether the recommendations made, had been implemented and deadlines met. Where recommendations were not implemented they are brought to the attention of the Corporate Governance & Audit Committee. During 2017/2018 there were no recommendations that were not implemented.

6 Opinion on the Control Environment

- 6.1 Based upon the internal audit work undertaken during the year 2017-18, the overall opinion is that 'satisfactory' assurance can be given, and generally that there is a sound system of internal control.

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

26 July 2018

Fraud Prevention Report 2017-2018

1. Contacts

Report Author:

Jeremy Todd - Corporate Counter Fraud Officer

Tel: 01243 785166 x4590 E-mail: jtodd@chichester.gov.uk

2. Recommendations

- 2.1. **The committee is requested to consider this report and the corporate approach to fighting fraud to ensure they fulfil their stewardship role and protect the public purse.**
- 2.2. **The committee notes that the Council will actively pursue potential frauds identified through ongoing investigations by the Corporate Counter Fraud Team (CCFT).**

3. Background

- 3.1 The Corporate Counter Fraud Officer (CCFO) post was created in 2015. This followed the decision to transfer all benefit fraud work, and all benefit fraud investigators employed by local authorities, to the Department for Work and Pensions. This position was filled by an experienced investigator previously employed on the Housing Benefit Fraud Team.

4. Outcomes to be achieved.

- 3.1 This report aims to give assurance on the arrangements in place for the prevention and detection of fraud within the council.
- 3.2 That there are adequate resources available to carry out all investigations and identify risk of potential fraud in all services throughout the council.

5. Proposal

- 5.1. For councillors and others responsible for audit and governance to review the counter fraud arrangements on an annual basis.

6. Alternatives that have been considered

- 6.1. None.

7. Resource and legal implications

- 7.1. During the budget process it was identified that additional resources were required by the team, and in November 2017 approval was given to recruit an Assistant Corporate Counter Fraud Officer (ACCFO); this post has been filled on a job share basis with two ACCFO's working 18.5 hours each.
- 7.2. In order to fulfil legal requirements, the CCFO is fully conversant with the Police and Criminal Evidence act (PACE), Fraud Act 2006 and Data Protection Act 1998. In addition has full knowledge of Regulation of Investigatory Powers Act (RIPA).

8. Consultation

- 7.1 None.

9. Community impact and Corporate risks

- 8.1 Having a CCFT at Chichester District Council reassures the community that the Council is doing all it can to protect tax payers money.
- 8.2 The only corporate risk to the council is one of capacity, as there is currently only 2 FTE posts to cover all of the council's services.

10. Main Report

Achievements to Date

- 9.1 Every year the Council needs to review any long term empty homes in the district, this is because the new homes bonus paid from central government, takes into account the empty homes within the district and a reduction is made to the bonus paid. Prior to 2016, there were no resources within the council to undertake this work, it was therefore outsourced at a cost of £14,305 in 2015.. Since 2016 the CCFO has taken on this project (immediately saving the previous outsourcing cost) working closely with the Council Tax inspectors. In 2017 the project identified 115 properties that should not have been listed as long term empty as they had been brought back into use. This resulted in additional monies for the council of £151,738
- 9.2 The National Fraud Initiative (NFI) is a bi-annual exercise that matches data from various sources both within the council and other public sector bodies. The CCFO is the key contact for this; ensuring that all the data is uploaded on time and that when received all the matches are reviewed by various departments within the authority. The CCFO also gives advice on how to evaluate any data matches. One of the matches looks at the Housing waiting list, 2017 was the first time that this data criteria has been produced, and the results were reviewed by the Homemove Officer after advice from the CCFO. The data matching exercise uses

various sources to indicate where a customer may already have an address elsewhere. As a result of the Homemove Officer working on this match 82 people were removed from the waiting the list. The Cabinet Office states that removing somebody from a waiting list saves a council £3,240 in various costs. Therefore the action from the Housing Team saved £265,680

- 9.3 The CCFT is responsible for looking at the matches that indicate a Council Tax Single Person Discount of 25% may be incorrectly awarded. Unlike the other NFI data matches this exercise is undertaken on an annual basis. Last year (2017) the Single Person Discount database was matched against the electoral roll and found £133,259 of incorrectly awarded Single Person Discount. The 2018 match is currently underway. This year the match also uses data provided by a credit reference agency, which so far it has identified £94,240 of incorrectly awarded discount.
- 9.4 The CCFT identified a further £7,390 in incorrectly awarded Single Person Discount in cases where there was a referral of fraud direct from the Revenue Services team or from the Public. Additionally £2841 of incorrectly awarded Council Tax Reduction was identified.
- 9.5 The CCFT remain available for all departments and to date have worked with; Housing Benefits, Revenues, Human Resources, Chichester Contract Services, Car Parks, Environmental Health and Housing.

The Year Ahead

- 9.6 The 2018 Single Person Discount match will continue being worked on throughout the year. In October the CCFO will be responsible for uploading all of the data for the 2019 match that will be released in January 2019. After the success of the Housing Wait list match it is anticipated that the CCFT will work more closely with the Homemove officer in order to prosecute those that have made false applications for housing.
- 9.7 The Empty Home review will again be carried out in August and September.
- 9.8 The Department for Work and Pensions have been trialling joint working with local authorities in order that the authority investigates Council Tax Reduction Fraud, jointly with the DWP, who will look at the rest of the benefits being received. This will be rolled out in the Autumn of 2018 which will result in an increased workload for the CCFT.
- 9.9 The CCFT has started looking at Non Domestic Rate fraud and has a number of new investigations. This is a relatively new area of work. It is a crucial area for the council as it is a major area of funding. The Revenues team are being encouraged to highlight any suspicions to the CCFT and it is hoped that this area will expand over the coming year to maximise income for the council.
- 9.10 Future resource plans will be drawn up to identify and prioritise all counter fraud work and will establish those areas with the biggest potential savings.

- 9.11 Mitigating the risk of fraud and corruption is the responsibility of management. Corporate and service specific risks identified are recorded in a corporate risk register. Internal Audit have a four year and annual plan on a risk based approach which is reviewed and updated annually thus responding to new risks as they arise. However, audit procedures alone cannot guarantee that fraud or corruption will be detected.
- 9.12 The council has a Whistleblowing Policy, which was reviewed and updated in January 2016. No cases were identified through this media during 2017-18.
- 9.13 The CCFT continues to have an important part to play in identifying potential losses and this has already been demonstrated by the savings already achieved.

10 Conclusion

- 10.1 Overall, the council continues to operate within a robust framework of policies and procedures. This is intended to direct the activity of the council and ensure transparency and accountability. Responsible officers are expected to ensure those effective internal control arrangements are in place. Internal Audit is responsible for reviewing these controls annually in order to give assurance to those charged with governance and the CCFO is responsible for investigating and reporting on any offences against or within the council.

11 Appendices

- 11.1 None

12 Background Papers

- 12.1 Fighting fraud and corruption locally: the local government counter fraud and corruption strategy 2016 to 2019

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

26 July 2018

Public Sector Internal Audit Standard (PSIAS) – Peer Review

1. Contacts

Report Author:

Stephen James – Principal Auditor
Telephone: 01243 534736

E-mail: sjames@chichester.gov.uk

2. Recommendation

The Corporate Governance and Audit Committee requested to note the Chichester District Council peer review.

3. Main Report

- 3.1. The Quality Assurance and Improvement Programme (QAIP) is a requirement of the Public Sector Internal Audit Standard (PSIAS) which came into force on 1st April 2013. It is intended to raise standards across the public sector. The QAIP is intended to apply to all internal audit services where compliance with the PSIAS is required. The definition of an internal audit service will vary depending on the arrangements in place for the particular organisation.

The internal audit service and therefore the scope of any review should be clearly defined before the review is carried out and agreed with the reviewer and the Chief Audit Executive (CAE).

The term Chief Audit Executive (CAE) is used throughout the PSIAS to refer to the head of the internal audit service.

This review has been undertaken by Mr Tom Davies Head of Internal Audit of Hastings Borough Council who will give a verbal update on the findings of his Peer Review of Chichester District Council.

4. Background

- 4.1. Not Applicable

5. Outcomes to be achieved

- 5.1. Not Applicable

6. Proposal

- 6.1. Not Applicable

7. Alternatives that have been considered

7.1. Not Applicable

8. Resource and legal implications

8.1. Not Applicable

9. Consultation

9.1. Not Applicable

10. Community impact and corporate risks

10.1. Not Applicable

11. Other Implications

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

12. Appendices

12.1. Chichester District Council Peer Review 2017-2018

13. Background Papers

13.1 None

SUSSEX AUDIT GROUP

Peer Review of Chichester District Council (Final)

Undertaken By:

***Tom Davies, Head of Internal Audit
Hastings Borough Council***

Completed on 6th July 2018

**Based upon the 2017-18 compliance
questionnaire update**

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Introduction

1. The Quality Assurance and Improvement Programme (QAIP) is a requirement of the Public Sector Internal Audit Standards (PSIAS) which came into force on 1st April 2013. It is intended to raise standards across the public sector. This programme is intended to:
 - Facilitate identification of actions for continuous improvement;
 - Facilitate evaluation of progress with improvement plans; and
 - Provide an approach to both internal reviews and External Quality Assurance reviews which is not “tick box” and which goes beyond compliance with the Standards alone.
2. The QAIP is intended to apply to all internal audit services where compliance with the PSIAS is required. The definition of an internal audit service will vary depending on the arrangements in place for the particular organisation.
3. The internal audit service and therefore the scope of any review should be clearly defined before the review is carried out and agreed by the reviewer and the CAE.
4. Where an internal audit service includes work procured from a third party supplier, this should form part of the overall assessment. Where this is precluded within existing third party contracts this limitation should be noted in the report.
5. The term Chief Audit Executive (CAE) is used throughout the PSIAS to refer to the head of the internal audit service.

The Approach

6. This Framework has four sections reflecting four questions that the evaluation should seek to address:
 - Purpose and positioning - Does the internal audit service have the appropriate status, clarity of role and independence to fulfil its professional remit?
 - Structure and resources - Does the internal audit service have the appropriate structure and resources to deliver the expected service?
 - Audit execution - Does the internal audit service have the processes to deliver an effective and efficient internal audit service?
 - Impact - Has the internal audit service had a positive impact on the governance, risk and control environment within the organisation?
7. Each section is divided into several sub-sections covering key elements of an effective internal audit service as follows:

Purpose & positioning	Structure & resources	Audit execution	Impact
<ul style="list-style-type: none"> • Remit • Reporting lines • Independence • Risk based plan • Other assurance providers 	<ul style="list-style-type: none"> • Competencies • Technical training & development • Resourcing • Performance management • Knowledge management 	<ul style="list-style-type: none"> • Management of the IA service • Engagement planning • Performance of audit work • Reporting 	<ul style="list-style-type: none"> • Standing and reputation of internal audit • Impact on organisational delivery • Impact on governance, risk and control

8. For each sub-section a series of statements of good practice are provided as a guide in determining the performance of the service. Against this an assessment should be made as to the degree of conformance using the following scale, aligned with the Public Sector Internal Audit Standards:
 - **Fully Conforms** means the reviewer concludes that the internal audit service fully complies with each of the statements of good practice.
 - **Generally Conforms** means the reviewer has concluded that the relevant structures, policies and procedures of the internal audit service, as well as the processes by which they are applied, at least comply with the requirements of the section in all material respects. For the sections and sub-sections, this means that there is general conformance to a majority of the individual statements of good practice, and at least partial conformance to the others, within the sub-section. As indicated above, general conformance does not require complete/perfect conformance.
 - **Partially Conforms** means the reviewer has concluded that the internal audit service falls short of achieving some elements of good practice but is aware of the areas for development. These will usually represent significant opportunities for improvement in delivering effective internal audit. Some deficiencies may be beyond the control of the service and may result in recommendations to senior management or the audit committee of the organisation.
 - **Does Not Conform** means the reviewer has concluded that the internal audit service is not aware of, is not making efforts to comply with, or is failing to achieve many/all of the objectives and good practice statements within the section or sub-section. These deficiencies will usually have a significant negative impact on the internal audit service's effectiveness and its potential to add value to the organisation. These will represent significant opportunities for improvement, potentially including actions by senior management or the audit committee.
9. An overall assessment of the performance of the internal audit service in conforming to good practice should be made using the same scale.

Performance of the evaluation

10. The framework for the review is premised on the assessment being performed by individuals with considerable recent experience of internal audit. It is expected that anyone involved in performing the evaluation will have operated at a senior level within an internal audit function and be professionally qualified (CCAB, CMIIA or equivalent).
11. The PSIAS require that a self-assessment evaluation be performed internally at least annually to provide on-going feedback on the quality of the internal audit service.
12. In addition, a formal external assessment should be independently carried out at least once every five years as set out in the Public Sector Internal Audit Standards. The chief audit executive must agree the scope of external assessments with an appropriate sponsor, e.g. the Chief Executive, the Section 151 Officer or chair of the audit committee, as well as with the external assessor or assessment team. The framework set out below should provide an adequate scope in most cases. Where any external assessment is likely to be subject to moderation, as in the case of peer review, then the less that the assessment differs from this framework the better.
13. In the case of peer review, it is recommended that an internal self-assessment is carried out in advance of the external review and that the external review will seek to validate the findings of the internal review.

14. In performing the evaluation, the individuals completing the external assessment need to consider the evidence that exists to support the assessment as to whether the internal audit service being reviewed conforms to the statements of best practice. This evidence needs to be documented and space is provided for this on the following pages. Sufficient evidence should be documented such that another competent reviewer considering the same evidence would come to the same conclusion.
15. In each case a judgment call is required keeping in mind the definitions above, based on evidence collected during the course of the assessment undertaken. The existence of opportunities for improvement, or better alternatives, does not in itself reduce a Generally Conforms rating.
16. It is expected that the evidence gathered will be a combination of:
 - Interviews with stakeholders, such as Chief Executive and/or Section 151 Officer and/or chair of the audit committee;
 - A review of a sample of completed audit files;
 - A questionnaire to be completed by the 'customers' and staff of the internal audit service (see section 4); and
 - Review of any other supporting evidence, including Audit Committee minutes, Head of Internal Audit Report, Annual Governance Statement and any audit policies and procedures.
17. The individuals interviewed, the number of files selected and the number of questionnaire participants (both invites and responses) should be clearly set out in the report.
18. Where there is insufficient evidence to demonstrate the application of statements of best practice, actions should be identified which will help address the deficiencies. These should be documented as per the template below with each action being given a target date for completion and an identified individual with responsibility for ensuring its completion.
19. The assessment rating for each sub-section should be summarised in the Summary Assessment.
20. The reviewer should provide an overall assessment based on the ratings for each section and their judgement as to the extent to which the internal audit service addresses the four questions set out in paragraph 6 above. The rationale for the overall assessment should also be documented.

Summary assessment

		Does not conform	Partially conforms	Generally conforms	Fully conforms	Comments	
	Purpose & positioning						
•	• Remit			✓			
•	• Reporting lines			✓			
•	• Independence		✓				
•	• Risk based plan			✓			
•	• Other assurance providers					N/A - None	
	Structure & resources						
•	• Competencies				✓		
•	• Technical training & development			✓			
•	• Resourcing		✓				
•	• Performance management				✓		
•	• Knowledge management				✓		
	Audit execution						
•	• Management of the IA service			✓			
•	• Engagement planning				✓		
•	• Performance of audit work			✓			
•	• Reporting			✓			
		Do not agree	Partially agree	Generally agree	Fully agree	Comments	
	Impact						
•	• Standing and reputation of internal audit		2	16	18		
•	• Impact on organisational delivery		4	18	23		
•	• Impact on Governance, Risk and Control		9	28	34	1 un-answered	
Does not conform		Partly Conforms		Generally conforms		✓	Fully conforms

1) Purpose and positioning

Does the internal audit service have the appropriate status, clarity of role and independence to fulfil its professional remit?

Remit			
Statements of good practice	Assessment		Evidence
<p>i. An internal audit Charter defines the purpose, authority and responsibility within the organisation, consistent with the Definition of Internal Auditing, the Code of Ethics and the Standards, including a definition of the Board</p> <p>ii. The internal audit Charter is approved by the Board and regularly reviewed and communicated to all senior management and other relevant people</p> <p>iii. The Charter defines the nature and scope of the assurance and consulting services provided to the organisation (including any assurances provided to parties outside of the organisation) and is such that it can provide independent and objective assurance and is not part of the direct control framework</p> <p>iv. The Charter clearly defines internal audit's role in evaluating and contributing to the development of risk management, control and governance processes. Internal audit's role in relation to any fraud-related / investigations work is clearly defined within the Charter.</p>		Fully conforms	(i) Yes, see attached. ..\Evidence\Internal Audit Charter V2.docx
	✓	Generally conforms	
		Partially conforms	(ii) Reviewed and dated in July 2017.
		Does not conform	Next review due July 2018. Not approved by the CGAC.
	Associated references PSIAS: Code of Ethics 1000 Purpose, Authority and Responsibility 1110 Organisational Independence 1210 Proficiency 2110 Governance 2120 Risk Management 2130 Control		(iii) Yes, see attached, as above (iv) Yes, see attached, as above

Remedial actions	Target date	Responsibility
A. The next review in July 2018 will be reported to the CGAC	Sept 2018	S James – Audit Manager

Reporting lines			
Statements of good practice	Assessment		Evidence
i. The Board reviews and approves the appointment of the Chief Audit Executive (CAE) ii. The CEO and the Chair of the Audit Committee contribute to the CAE's appraisal iii. Reporting lines for the CAE support independence, with functional reporting to the Board iv. The Board agrees the strategy/plans of the internal audit service v. The CAE or their representative attend all Board and/or senior management meetings, particularly where key issues are discussed relating to governance, risk management or control across the organisation vi. The CAE meets regularly with the Section 151 Officer vii. The Board routinely see and considers the outputs of the internal audit service viii. The Board is routinely updated with internal audit status and activity reports		Fully conforms	(i) The CAE role was previously split but is now the sole responsibility of the Audit Manager who has been in this position for nearly 20 years so there is no evidence of this being approved by the CGAC that was not in place at that time. (ii) No input from the CGAC does, or CEO *see comments below* (iii) The Audit Manager reports directly to the S151 Officer, and in their absence the Deputy S151 Officer, the Monitoring Officer and Chief Executive Officer. Discussion on this structure confirmed adequate measures in place for independence in accordance with Chartered institute of Internal Auditors position statement on the matter: https://www.iaa.org.uk/resources/delivering-internal-audit/position-paper-independence-and-objectivity/ (iv) Yes, at the CGAC meeting in March each year. (v) Yes, every CGAC meeting which are held 5 times per annum. (vi) Yes, the S151 is currently the line manager of the CAE. (vii) Yes, all IA reports go to CGAC (viii) Yes, progress reports are produced for each CGAC meeting, (5/52)
	✓	Generally conforms	
		Partially conforms	
		Does not conform	
	Associated references PSIAS: 1100 Independence and Objectivity 1110 Organisational Independence 1111 Direct Interaction with the Board 2010 Planning 2060 Reporting to Senior Management and the Board		

Remedial actions	Target date	Responsibility
B. None. The CEO and Chair of CGAC is not likely to ever contribute to the CAE's appraisal*	NA	NA

Independence			
Statements of good practice	Assessment		Evidence
<p>i. Internal audit's position within the organisation is clearly established, including authorisation for access to records, personnel and physical properties relevant to the performance of engagements</p> <p>ii. The internal audit service is free of executive responsibilities such that it can provide independent and objective assurance</p> <p>iii. Conflict of interests are identified, appropriately managed and avoided, including those transferring to internal audit from elsewhere in the organisation</p> <p>iv. Audit personnel are routinely rotated on assignments</p> <p>v. Audit personnel do not have any conflicting operating responsibilities or interests</p> <p>vi. All internal audit staff are aware of and comply with the Code of Ethics and the Nolan principles</p> <p>vii. Consultancy work that internal audit may undertake is clearly defined and agreed in advance by the Audit Committee when required by the PSIAS</p> <p>viii. Areas which have been the recipient of internal audit 'consultancy' work are subject to audit review by personnel independent of the consultancy work</p> <p>ix. The CAE, at least annually, confirms to the Board the organisational independence of the internal audit activity</p> <p>x. The CAE notifies the appropriate parties if independence or objectivity is impaired in fact or appearance</p>		Fully conforms	<p>(i and ii) IA has a clearly defined position and ID cards contain the authorisation to any property, place and records etc. Yes the CAE has no executive responsibilities.</p> <p>(iii) Yes, eg the SA was not allowed to audit areas that she was responsible for in Finance previously.</p> <p>(iv) Rotation is considered when allocating the audits. However, this is becoming increasingly difficult as sometimes difficult to achieve the section is reducing and made up part time staff.</p> <p>(v) See (i)-(iii) above. Only interests declared are: the IAM (CAE) undertakes IA work for the Chichester City Council and one auditor has a daughter in Elections. No other known conflicts.</p> <p>(vi) Yes, all are experienced auditors</p> <p>(vii and viii) No consultancy work undertaken by IA.</p> <p>(ix) No, organisational independence of the IA activity not reported to the CGAC, but agreed that this will be completed going forward.</p> <p>(x) No issues to date.</p>
		Generally conforms	
	✓	Partially conforms	
		Does not conform	
	Associated references PSIAS: Code of Ethics 1100 Independence and Objectivity 1110 Organisational Independence 1120 Individual Objectivity 1130 Impairment to Independence or Objectivity		

Remedial actions	Target date	Responsibility
C. Rotation will be aimed for.	Immediately	S James/S Shipway
D. Need to report annually to CGAC on the organisational independence of IA (ix) above	31.03.2019	S James – Audit Manager
E. Declare that the Finance Service Manager has also line management responsibilities as part of the above	31.03.2019	S James – Audit Manager

Risk based plan			
Statements of good practice	Assessment		Evidence
<p>A risk based internal audit plan has been developed which:</p> <ul style="list-style-type: none"> i. considers the relative risk maturity of the organisation ii. considers the risk appetite as defined by management iii. includes an assessment of optimal resources and skills required to deliver both the audit assurance and consultancy work, including identification of specialist skills, which may be required iv. is clearly designed to enable the CAE to deliver an annual opinion on the effective of Governance, risk management and the system of control has been approved by the Board v. has been promulgated to all relevant parties vi. is subject to regular review to ensure that it remains appropriate and current vii. Either the audit plan or a separate audit strategy document should: <ul style="list-style-type: none"> • include an assessment of risks that the audit service itself faces in delivering the plan and plans for controlling and mitigating the risks identified • include consideration of if, and how, internal audit will rely on the assurance provided by other assurance providers • include an assessment of the range of audit techniques that have been selected as the most effective for delivering the audit objectives • set out how the internal audit service will measure its performance, quality assure itself and seek continuous improvement 		Fully conforms	<p>(i and ii) Yes, a 3 year plan exists, which is reviewed annually for new and emerging risks</p> <p>(iii) CDC perform an assessment of optimal resource/skills required to complete the plan. They then prioritise the audits according to risk to fit in to thee number of audit days available and this has been reduced going forward as 400 audit days</p> <p>(iv) Yes, all KFS and high risk audits are delivered every year.</p> <p>(v) The CGAC approve the Audit Plan each year.</p> <p>(vi) Yes, it is circulated to all relevant parties.</p> <p>(vii) Yes, the audit plan is considered a live document which can be changed depending on changing and new risks as they emerge.</p> <p>(viii)</p> <ul style="list-style-type: none"> • No assessment of IA service risks are formally considered, although resourcing issues are discussed at the planning stage. • We rely on any inspections/assessments taking place such as PSN for IT if relevant to the plan. • Indirectly yes, we have a workflow chart based upon control based auditing techniques. • This area has been recently reviewed and updated to introduce an electronic survey in order to encourage a higher return rate and promote improvement in the service provided.
	✓	Generally conforms	
		Partially conforms	
		Does not conform	
	<p>Associated references</p> <p>PSIAS:</p> <p>2010 Planning</p> <p>2020 Communication and Approval</p> <p>2030 Resource Management</p>		

Remedial actions	Target date	Responsibility
F. IA service risks will be formally recorded and reported to management and/or the CGAC as appropriate.	Completed for 2018/19 by 31.3.18	S James – Audit Manager

Integration with other assurance providers

Statements of good practice	Assessment		Evidence
i. The internal audit service effectively co-ordinates with appropriate assurance providers to reduce the duplication and minimise gaps in the assurance framework		Fully conforms	(i) Not entirely, CDC is more likely to provide assurance to the External Auditors (EY) on the KFS, thus avoiding duplication of effort.
ii. Internal audit promote co-operation between internal and external audit		Generally conforms	(ii) Yes, every year EY can rely on the work of IA and report accordingly.
iii. When auditing shared service functions, consideration is given to audit work being performed by other audit services such that duplication is minimised	✓	Not Applicable	(iii and iv) Not applicable to date.
iv. When internal audit needs to work with other internal auditors from another organisation, the respective roles and responsibilities of the involved parties have been clearly defined and agreed in advance	Associated references PSIAS: 2050 Coordination		

Remedial actions	Target date	Responsibility
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2) Structure & resources

Does the internal audit service have the appropriate structure and resources to effectively deliver the internal audit remit?

Competencies to deliver IA remit			
Statements of good practice	Assessment		Evidence
i. The CAE holds a professional qualification (i.e. CMIIA, CCAB or equivalent professional membership) and is suitably experienced ii. The audit function has access to the appropriate skills (technical expertise, qualifications, experience) required to ensure assurance can be provided in all areas of the business, for example in relation to fraud and knowledge of IT risks and controls iii. Where there is a contracted out or partnership arrangement there is ongoing monitoring to ensure that contractors have the skills required for designated audit assignments		Fully conforms	(i) SJ (CAE) Does not hold any formal professional audit qualifications apart from the DMS, but is suitably qualified by experience. (ii) Yes, all auditors are experienced and keep up to date with technical issues. The Corporate Counter Fraud Officer is also part of the IA team, who specialist expertise can be called upon. No specific IT auditor but all have a good knowledge of IT systems and expected controls within these. In the event of an IT auditor being required, a suitably qualified person would be brought in. (iii) NA
	✓	Generally conforms	
		Partially conforms	
		Does not conform	
	Associated references PSIAS: Code of Ethics 1210 Proficiency 1220 Due Professional Care		
Remedial actions	Target date	Responsibility	

Technical training & development		
Statements of good practice	Assessment	Evidence
i. All new staff receive induction training including both into the internal audit service and induction into the organisation ii. Arrangements are in place to ensure that new staff receive an early assessment of their development needs and appropriate guidance, and training to address these needs iii. All internal auditors undertake Continuing Professional Development (CPD) and have a training and development plan approved by their line manager iv. Audit planning includes a sufficient time provision for training (including CPD) for all staff	<input type="checkbox"/> Fully conforms	(i) Yes, there is an organisational checklist, see at link ..\Evidence\New Starter Induction Checklist (FOR USE BY MANAGER)-September 2016.doc . Plus IA training is given depending on the experience of the person being inducted. (ii) All new members of staff are put on a six month probation period. During this time any training needs are identified and addressed. Once probation period has been passed, the appraisal system kicks in and training needs are continuously being assessed. (iii) Yes, however, only one auditor currently has an ongoing CPD. (iv) Training budgets in terms of both funds and time are tight. These are considered annually and amended accordingly if the need arises.
	<input checked="" type="checkbox"/> Generally conforms	
	<input type="checkbox"/> Partially conforms	
	<input type="checkbox"/> Does not conform	
	Associated references PSIAS: Code of Ethics 1230 Continuing Professional Development	
Remedial actions	Target date	Responsibility

Resourcing			
Statements of good practice	Assessment		Evidence
i. Internal audit is sufficiently resourced (in terms of staff and budget available) and deployed effectively to deliver the approved plan ii. There is a recruitment strategy that sets out the recruitment standard to ensure that all staff have the appropriate intellectual qualities, personal attributes, skills, knowledge and qualifications iii. A succession plan exists to ensure that senior vacancies are filled promptly by appropriately qualified staff		Fully conforms	(i) CDC internal Audit has been in a state of uncertainty for the past 2 years, due to a possible Shared Service. This did not go ahead but Service reviews are predicting a reduction in staff. Consequently there has been a recruitment freeze and IA has not replaced a PT leaver or someone on maternity leave. As a result the audit plan has been reduced to reflect the changes. (ii) Yes. JD's, Specs and Competencies are set for each level of audit staff. (iii) Not specifically for IA, however, this will need to be considered in due course.
		Generally conforms	
	✓	Partially conforms	
		Does not conform	
	Associated references PSIAS: 2030 Resource Management		

Remedial actions	Target date	Responsibility
G. Succession Plans – need to be considered.	31.3.2018	S James – Audit Manager

Performance management			
Statements of good practice	Assessment		Evidence
Appropriate personnel management and development procedures are in place within internal audit including: <ol style="list-style-type: none"> i. Written job descriptions ii. Required competency frameworks iii. Recruitment procedures iv. Training and continuing education arrangements v. Personal objectives setting and performance appraisal 	✓	Fully conforms	(i) Yes, although these are currently being updated due to an organisational Pay Review
		Generally conforms	(ii) Yes
		Partially conforms	(iii) Yes
		Does not conform	(iv) Yes
			(v) Yes, via an appraisal system

Remedial actions	Target date	Responsibility
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Knowledge management			
Statements of good practice	Assessment		Evidence
i. The internal audit service has systems in place to facilitate knowledge and sharing of best practice/organisational learning ii. All staff attend regular team meetings to ensure that they remain up to date on knowledge of the organisation, the internal audit service and audit practices	✓	Fully conforms	(i) Yes, both internally through informal team meetings and externally via networking with other CAE/Audit Managers within the Sussex Audit Group (SAG)
		Generally conforms	
		Partially conforms	(ii) Yes, via team meetings, staff briefings and attending SAG meetings
		Does not conform	

Remedial actions	Target date	Responsibility
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3) Audit execution

Does the internal audit service have the processes to deliver an effective and efficient internal audit service?

Management of the internal audit service		
Statements of good practice	Assessment	Evidence
i. The CAE has established policies and procedures (typically in the form of a manual) to guide the internal audit activity ii. Audit methodologies have been developed and are regularly reviewed and updated to ensure they are in line with current practice iii. Policies in respect of document confidentiality, retention requirements and the release to internal and external parties have been developed and are consistent with the organisation's guidelines and any pertinent regulatory or other requirements iv. Quality assurance procedures are defined and cover all aspects of the internal audit activity including: <ul style="list-style-type: none"> Supervision and review QA procedures and checklists including periodic internal quality reviews Compliance with applicable laws, regulations and government or industry standards Auditee / customer satisfaction surveys Periodic self-assessments against the PSIAS are performed and actions taken to address weaknesses 	✓	(i) There are processes in place to ensure that guidance and continuity through audits is maintained. (ii) Yes, IA reviews and updates their methodologies if and when required to keep up to date with current practices. (iii) Yes, and this is becoming the focus of the review on the GDPR, CDC have a lead on this and will be reviewing such documents as the retention and maintenance of structured and unstructured documents. (iv) No formal QA procedures in place although: <ul style="list-style-type: none"> each audit is supervised and reviewed The Audit Manager responds to any issues that may arise as a result of audit reviews and deals with them as required. QA procedures need reviewing regularly and feedback is essential. As previously mentioned the QA process has just been reviewed, updated and agreed and has been in place from 1.9.2017 PSIAS is reviewed normally on an annual basis. However, this was not completed in 2016-17, due to an anticipated peer review, which was deferred until 2017-18, because of potential shared service arrangements.
	Fully conforms	
	Generally conforms	
	Partially conforms	
	Does not conform	
	Associated references PSIAS: 1310 Requirements of the Quality Assurance and Improvement Programme 1311 Internal Assessments 2040 Policies and Procedures 2330 Documenting Information	

Remedial actions	Target date	Responsibility
H. QA procedures have been improved together with feedback in order to continually improve standards.	Completed	S James - Audit Manager

Engagement planning				
Statements of good practice	Assessment		Evidence	
i. Detailed plans are developed and documented setting out the scope, limitations, objectives, resources, timing and reporting lines for each engagement ii. Engagement plans are agreed with relevant management prior to the start of the fieldwork iii. Engagement plans include consideration of the relevant systems, records, personnel, and physical properties including those under the control of third parties iv. Plans include consideration of the risks to the area under review and the organisation's risk management and controls processes v. Time budgets are developed for each engagement plan and are appropriate to the review scope and degree of associated risk vi. Where areas require, particular specialist knowledge subject matter experts are identified and included as part of the audit team	✓	Fully conforms	(i – iv, vi) Yes, see the workflow/process followed for every audit.	
		Generally conforms		
		Partially conforms	Operational Risk Assessments are completed between the auditor and relevant managers.	
		Does not conform		
		Associated references PSIAS: 2200 Engagement Planning 2210 Engagement Objectives 2220 Engagement Scope 2230 Engagement Resource Allocation		Budgets are dictated by the Plan and contingency days can be used if agreed by the CAE.
				The Scope of the Audit is agreed by the Head of Services/Service Manager prior to commencement.

Remedial actions	Target date	Responsibility
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Performance of audit work / audit delivery			
Statements of good practice	Assessment		Evidence
i. Work programmes that will achieve the engagement objectives are developed and approved prior to use and include procedures for identifying, analysing, evaluating and documenting information during the engagement ii. Internal auditors use standard documentation to ensure that evidence and findings are adequately documented iii. Work papers are clear, concise, and appropriately cross-referenced to work programmes so as to enable independent review and comprehension. iv. There is evidence that internal auditors are identifying, analysing, evaluating and documenting sufficient information to support the audit conclusions and opinions v. There is evidence to confirm that all engagements are led or supervised by suitably competent individuals vi. Audit findings are discussed and confirmed with auditees prior to report drafting vii. Automated tools (e.g. data interrogation) are used appropriately to undertake testing as efficiently as possible		Fully conforms	(i) Yes, the Audit Scope does this. See at link
	✓	Generally conforms	(ii - iv) Yes, there is a template for every audit, which ensures continuity. All working papers are electronically filed and hyperlinks to supporting working papers are used whenever possible. A testing summary is completed for each test performed and conclusions recorded together with actions required.
		Partially conforms	
		Does not conform	
	Associated references		
	PSIAS:		
	2240 Engagement Work Programme 2310 Identifying Information 2320 Analysis and Evaluation 2330 Documenting Information 2340 Engagement Supervision		
		(v) The SA supervises the audit team on a daily basis. She has years of both internal and external audit in the public sector.	
		(vi) Yes, once a report is in draft format, although discussions of audit findings would have been raised prior to this, the draft report just formalises these.	
		(vii) Not really. Sample sizes are based upon the frequency of the control, this has been approved by external audit and samples are randomly selected from the population data to cover as much of the year as possible, spreadsheets are used to do this. Access to IDEA would have been possible under the shared service option, but this did not go ahead.	

Remedial actions	Target date	Responsibility
I. Automated tools such as IDEA, are to be considered but the budget is not currently sufficient to purchase such tools.	31.12.2017	S James / Helen Belenger / John Ward

Reporting			
Statements of good practice	Assessment		Evidence
<p>i. Communications are accurate, objective, clear, concise, constructive and timely</p> <p>ii. Audit reports convey appropriate audit scopes, limitations of scope, results, recommendations and an opinion on the adequacy of controls</p> <p>iii. Audit evidence is reviewed by a senior member of the audit function to ensure that the audit has been carried out in sufficient depth and to the function's quality standards prior to the audit findings being distributed to the auditee</p> <p>iv. Internal audit recommendations help the organisation address the risk in a way that does not create unnecessary control and the recommendations are practical</p> <p>v. Draft audit reports are issued for consideration by the auditee within a reasonable, pre-agreed, timescale before they are finalised</p> <p>vi. Audit issues are reported to appropriate levels of management and to the Audit Committee</p> <p>vii. The CAE informs the Audit Committee if he/she believes that senior management has accepted a level of residual risk that may be unacceptable to the organisation</p> <p>viii. There is a procedure for follow-up that ensures agreed recommendations are implemented effectively or that senior management has accepted the risk of not taking action</p> <p>ix. Unresolved or outstanding audit issues are reported to senior management in accordance with pre-agreed timescales and escalation procedures</p> <p>x. The CAE presents to the Board at least annually, a report of internal audit activity containing an opinion of the overall adequacy and effectiveness of the organisation's governance, risk management, and control processes</p> <p>xi. The annual report also states if</p>		Fully conforms	<p>(i – v) Yes, and all reports are reviewed and agreed with the Service, CAE and Head of Corporate Governance.</p> <p>(v) IA are currently looking to improve the turnaround time for reporting, as reports are sometimes held up by the lack of timely responses. Update: June 2018. New targets set & Exception Reporting introduced, thus reducing the turnaround.</p> <p>Recommendations are based on a traffic light scoring system: Red = Significant, Amber = Important and Green = Minor. IA try to keep the recommendations to be constructive and required to improve controls.</p> <p>(vi and vii) All final reports are presented at the CGAC meetings 5/52. Each report has an Action Table attached, this shows agreed actions to be taken by the auditees together with a timetable for achieving them. There is also opportunity for auditee comments to be made.</p> <p>(viii and ix) A follow up process has been established and audits are followed up periodically depending on the nature of the recommendations, ie significant recommendations will be reviewed between 3-6 months, but others are normally 6 monthly.</p> <p>A follow up report will identify any recommendations which have not been actioned, then the report will be escalated to senior managers (Heads of Service) and again presented to the CGAC.</p> <p>(x) Yes, annual report, see link to the 2016-17 report. Link</p> <p>(xi) PSIAS compliance has not been reported on in the past but will be from 31.3.2019</p>
	✓	Generally conforms	
		Partially conforms	
		Does not conform	
		<p>Associated references</p> <p>PSIAS:</p> <p>2410 Criteria for Communicating</p> <p>2420 Quality of Communications</p> <p>2440 Disseminating Results</p> <p>2500 Monitoring Progress</p> <p>2600 Communicating the Acceptance of Risks</p>	

the function conforms to the PSIAS and report any results of the QAIP		
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Remedial actions	Target date	Responsibility
K. Reporting Timescales are being considered in order to improve the time it takes to turnaround audit reports.	Now completed	S James – Audit Manager
L. PSIAS compliance has not been reported on in the past but will be in future.	31.3.2019	S James – Audit Manager

4) Impact

Has the internal audit service had a positive impact on the governance, risk and control environment within the organisation(s)?

The impact of the internal audit service is best assessed by obtaining the views of a wide range of 'customers', combined with tangible evidence of impact and comparing this to the internal audit management's corporate view of the internal audit service they provide.

The full range of customers of internal audit vary according to the organisation but will include Chief Executive, Section 151 Officer, Members of the Corporate Management Team, Chair of the Audit Committee and other senior management directly involved in the areas subject to internal audit review. In order to obtain the full range of views from customers, the following questions should form the basis of a questionnaire to be distributed to all parties and can be supplemented by a sample of interviews.

The table below should be used to aggregate responses from both the customers and to capture the internal audit management's corporate view.

Aggregated Questionnaire Responses	Customers				Internal audit				Evidence and Comments		
	Do not agree	Partially agree	Generally	Fully agree	Do not agree	Partially agree	Generally	Fully agree			
Standing and reputation of Internal Audit									Customers	Internal audit	
1 The internal audit service is seen as a key strategic partner throughout the organisation		1	5	3				√	Reports to CG&AC, audit plan based on risk, HOS take responsibility for audit recommendations	The Internal Audit Manager has a good working relationship with senior officers and members.	
2 Senior managers understand and fully support the work of internal audit			5	4				√			
3 Internal audit is valued throughout the organisation			7	2							
4 The internal audit service is delivered with professionalism at all times		1	1	7					√	Whilst internal audit is respected I do not feel that it is seen as part of the process of providing strategic direction or leadership role, rather I would say it is seen as being a reviewing partner. I have not personally seen training to managers on the audit role to set the audit role in the organisation	Not sure that IA is completely valued throughout the organisation, sometimes not seen to be supporting/driving improvement

Aggregated Questionnaire Responses	Customers				Internal audit				Evidence and Comments	
	Do not agree	Partially agree	Generally	Fully agree	Do not agree	Partially agree	Generally	Fully agree		
Impact on organisational delivery									Customers	Internal audit
5 The internal audit service responds quickly to changes within the organisation		1	5	3				√	<p>The Chair of CGAC has been made aware of changes. Will respond to new demands where identified and has access to any information</p> <p>Subject to changing staffing levels. Will respond to new demands where identified and has access to any</p>	<p>The IAM aims to keep abreast of changes and ensures that these are responded to. Resources have been cur to the bear minimum, which impacts upon the level of service it can provide. All findings and</p>
6 The internal audit service has the necessary resources and access to information to enable it to fulfil its mandate		2	3	4		√				
7 The internal audit service is adept at communicating the results of its findings, building support and securing agreed outcomes		1	3	5				√		
8 The internal audit service ensures that recommendations made are commercial and practicable in relation to the risks identified			3	6				√		

Aggregated Questionnaire Responses	Customers				Internal audit				Evidence and Comments	
	Do not agree	Partially agree	Generally	Fully agree	Do not agree	Partially agree	Generally	Fully agree		
9 There have not been any significant control breakdowns or surprises in areas that have been positively assured by the internal audit service			3	6			v		<p>information</p> <p>Q6 1 don't know</p> <p>The team is small with a reduction in the number of audits per annum is a concern – the intended outcome that audits are stronger where they are.</p> <p>The team is small with a reduction in the number of audits per annum is a concern – the intended outcome that audits are stronger where they are</p> <p>A risk based approach is used</p>	<p>recommendations are discussed and agreed with the HoS.</p>
Has internal audit had a positive impact on Governance, Risk and Control?									Customers	Internal audit
10 The internal audit service includes consideration of all risk areas in its work programme			4	4			v		<p>Audit plan based on risk.</p> <p>Q10 unanswered.</p>	
11 Internal audit advice has a positive										

Aggregated Questionnaire Responses	Customers				Internal audit				Evidence and Comments
	Do not agree	Partially agree	Generally	Fully agree	Do not agree	Partially agree	Generally	Fully agree	
impact on the governance, risk, and the system of control of the organisation			3	6			√		<p>The work of IA is understood and valued throughout the organisation. Yes governance issues are considered for new areas of work. There is generally a high understanding of control issues. IA has open access to all of management team</p> <p>Yes IA are engaged in new activities</p>
12 Internal audit activity has enhanced organisation-wide understanding of governance, risk, and control		2	4	3			√		
13 The internal audit service asks challenging and incisive questions that stimulate debate and improvements in key risk areas			4	5			√		
14 The internal audit service raises significant control issues at an appropriate level in the organisation		1	3	5				√	
15 The organisation accepts and uses the business knowledge of internal auditors to help improve business processes and meet strategic objectives		2	3	4		√			
16 Internal audit activity influences positive change and continuous improvement to business processes, bottom line results and accountability within the organisation		1	4	4			√		
17 Internal audit activity promotes appropriate ethics and values within the organisation		3	3	3			√		

Aggregated Questionnaire Responses	Customers				Internal audit				Evidence and Comments
	Do not agree	Partially agree	Generally	Fully agree	Do not agree	Partially agree	Generally	Fully agree	

Remedial actions	Target date	Responsibility
M. Discuss with relevant Officers areas of partial or do not agree with statements. Agree actions to improve on these areas	ASAP	Satisfaction surveys have been read by AM and discussed with relevant officers have/will take place to secure improvement where needed.
N.		
O.		
Associated references PSIAS: 2110 Governance 2120 Risk Management 2130 Control		

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE 26 July 2018

Audit Reports, Progress Report – Audit Plan

1. Contacts

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2. Recommendation

The Corporate Governance and Audit Committee is requested to consider the audit reports and note the progress on the 2018-2019 audit plan.

3. Main Report

3.1. Gifts, Hospitality and Staff Loans

Internal Audit reviewed Car and Bicycle Loans, Gifts and Hospitality as part of the Annual Audit Plan.

The purpose of this review was to ensure that the internal controls identified are relevant and operating effectively.

The format of this report is to raise exceptions/recommendations only; areas highlighted where improvements can be made. Two exceptions/recommendations have been raised and have already been discussed and actions agreed with the appropriate Service Managers and/or Divisional Manager.

3.2. Key Financial Systems 2017/2018

Internal Audit review all the Key Financial Controls annually. As part of this review, a number of key controls are identified and tested to establish compliance.

The internal audit team reviewed the key financial systems detailed as follows:

- Asset Management
- Debtors
- Creditors
- Council Tax Reduction
- Housing Benefits
- Non Domestic Rates (NDR)
- Cash and Bank
- Payroll
- General Ledger (Civica)

Internal Audit reviewed all, of the above systems in order to give assurance that the internal controls are operating effectively and as designed. Each control is tested in accordance with an approved testing strategy; this is based upon population, frequency and type of control, i.e. manual or automated.

The number of exceptions reported on for 2017/2018 has reduced from that of the previous year (2016-2017), although there are two important procedural reviews that need to be addressed.

All exceptions raised in the report have already been discussed and actions agreed with the appropriate Service Managers.

4. Background

4.1. Not Applicable

5. Outcomes to be achieved

5.1. Not Applicable

6. Proposal

6.1. Not Applicable

7. Alternatives that have been considered

7.1. Not Applicable

8. Resource and legal implications

8.1. Not Applicable

9. Consultation

9.1. Not Applicable

10. Community impact and corporate risks

10.1. Not Applicable

11. Other Implications

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

12. Appendices

12.1. Appendix 1 - Progress Report – Audit Plan

13. Background Papers

13.1 None



Internal Audit Summary Report

Gifts, Hospitality and Staff Loans Audit

**Ann Kirk & Julie Ball
Auditors
29/5/2018**

Contents

Audit: Loans and Gifts and Hospitality Audit
Auditors: Ann Kirk & Julie Ball

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Chichester District Council
Internal Audit Report

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3	Areas for Improvement.....	3
4	Agreed Actions	3
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1 Introduction

- 1.1 Internal Audit reviewed; Bicycle, Car Loans, Gifts and Hospitality as part of the Annual Internal Audit Plan which is approved by Corporate Governance and Audit Committee each year. This review ensures that the internal controls identified are relevant and operating effectively.

2 Scope

- 2.1 Internal Audit reviewed the processes for the above systems to provide assurance that internal controls are operating effectively. Testing was undertaken in accordance with an approved testing strategy based upon population, frequency and type of control, i.e. manual or automated.
- 2.2 The format of this report is to raise exceptions only; areas highlighted where improvements should be made. All exceptions raised in this report have already been discussed and actions agreed with the appropriate Service Managers and/or Divisional Manager.

3 Areas for Improvement

- 3.1 In the areas that Internal Audit reviewed, we have identified two areas for improvement.
- 3.2 All areas where improvements have been identified are reported below in an Action Plan. This plan also shows agreed actions, the responsible officer and target dates.

4 Agreed Actions

- 4.1 The agreed Action Plan can be seen at Appendix 1 to this report.
- 4.2 In order to prioritise actions required, a High, Medium and Low risk factor has been applied to identify issues raised as follows:
- High – Significant areas of improvement to be addressed
- Medium – Important areas of improvement to be addressed
- Low – Minor areas of improvement to be addressed

5 Agreed Action Plan – Appendix 1

	Areas for Improvement	Priority	Agreed Actions	Responsible Officer	Target Date
Car Loans	It is a requirement for a vendor's receipted invoice to be provided after the purchase of a car. This is to ensure that the price of the vehicle is the same value or higher than the value of the loan.	M	Payroll has agreed to obtain copies of vendors receipted invoices at the time purchase. Payroll are currently chasing the required documents that were missing from the sample tested.	Payroll Manager	With immediate effect
Gifts and Hospitality	All Gifts and Hospitality records need to be reviewed annually and those over 4 years destroyed.	L	Hospitality records over 4 years will be destroyed. A reminder has been sent by the Legal & Democratic Service Manager to remind data holders to destroy records as required.	Divisional Manager Democratic Services	Completed



Internal Audit Summary Report 2017-18

Key Financial Systems Audit

**Sue Shipway
Senior Auditor
June 2018**

Contents

Audit: Key Financial Systems

Auditors: Sue Shipway, Julie Ball, Steve James and Ann Kirk

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1 Introduction

- 1.1 Internal Audit review all the Key Financial Systems annually, this is to ensure that the internal controls identified are relevant and operating effectively. These reviews form part of the Annual Internal Audit Plan which is approved by the Corporate Governance and Audit Committee each year.
- 1.2 Working papers containing all Internal Audit's control testing are made available to the Council's External Auditors Ernst and Young.
- 1.3 The following systems have been identified as key financial systems and therefore included in the review:
 - Asset Management
 - Debtors
 - Creditors
 - Council Tax Reduction
 - Housing Benefits
 - Non Domestic Rates (NDR)
 - Cash and Bank
 - Payroll
 - General Ledger (Civica)

2 Scope

- 2.1 Internal Audit reviewed all of the above systems in order to give assurance that the internal controls are operating effectively and as designed. Each control is tested in accordance with an approved testing strategy, this is based upon population, frequency and type of control, ie. manual or automated.
- 2.2 The format of this report is to raise exceptions only; areas highlighted where improvements should be made. All exceptions raised in this report have already been discussed and actions agreed with the appropriate Service Managers and/or Divisional Manager.

3 Areas for Improvement

- 3.1 The number of exceptions reported on for 2017-18 have reduced from that of the previous year (2016-17), although there are two important procedural reviews that need to be addressed.
- 3.2 All areas where improvements have been identified are reported below in an Action Plan. This plan also shows agreed actions, the responsible officer and target dates.

4 Agreed Actions

- 4.1 The agreed Action Plan can be seen at Appendix 1 to this report.
- 4.2 In order to prioritise actions required, a High, Medium and Low risk factor has been applied to identify issues raised as follows:
 - High – Significant areas of improvement to be addressed
 - Medium – Important areas of improvement to be addressed
 - Low – Minor areas of improvement to be addressed

5 Agreed Action Plan – Appendix 1

Key Financial System	Areas for Improvement	Priority	Comments and Agreed Actions	Responsible Officer	Target Date
Debtors (Accounts Receivable)	Original and supporting documentation must be kept for all invoices raised and retained for inspection.	M	A reminder will be issued to all Services that documentation relating to invoices raised must be retained in line with HMRC's Guide to keeping records for tax purposes.	Exchequer Manager	On-going
Council Tax	The review process for pending, suppressed and accounts placed on hold, needs to be formalised.	M	A full review of all procedures post re-structure is due to be completed. This will include the process for reviewing post summons accounts on hold, suppressed or pending.	Taxation Manager	30 September 2018
Payroll	The checklist used for new members of staff, needs to be completed and signed once completed for all starters prior to being placed on the Payroll.	L	Discussed and outstanding checklists are now complete.	HR Officer	Completed

Payroll	Establishment reports need to cover all employees of the Council.	M	Will be completed for all employees in future.	HR Officer	For the 2018-19 Establishment Report
Housing Benefits	<p>The level of accuracy checks and follow up actions varied greatly during 2017-18.</p> <p>Whilst it is appreciated that the Housing Benefits Team was under a period of uncertainty; possible shared service followed by a restructure, a new approach needs to be developed so that accuracy checks are performed on a consistent basis throughout the year. This should not only target areas of risk but also identify training needs for those staff assessing claims where the errors are made.</p>	H	<p>New processes are currently being developed and a Business Support Team has been introduced, one of their functions will be to monitor performance. This will be aided by Northgate software called Performance Monitoring Quality Assurance (PMQA). This software will tag certain areas of concern/risk, such as those attracting subsidy.</p> <p><i>(Although the accuracy checks were inconsistent during 2017-18 there were two forms of monitoring which took place; firstly through the DWP Single Housing Benefit Extract (SHBE) return, which identifies the turnaround in assessing new claims and secondly, the Subsidy claim (BEN 1) was run monthly in order for a reasonableness check to take place, especially on cells such as Overpayments and LA error).</i></p>	Benefits Manager	Procedures are currently being developed with a view to having the PMQA system in place within the next few months. Further testing will be required once this is fully operational.

Asset Management	The reconciliation of the asset register (Civica) to the general ledger (Civica) and Estates records (UNIFORM) had been completed at the year end, however, a formal review could not be evidenced. As this is the primary key control, the year-end reconciliation should be reviewed, signed and dated.	M	<p>The reconciliation is carried out at the year-end by experienced capital accountants, who cross-check each other's work to ensure accuracy. However, due to the early closure of accounts for 2017-18, only a reasonableness check was undertaken by the Group Accountant this year.</p> <p>A formal review will be undertaken prior to the accounts being audited.</p>	Group Accountant (Technical & Exchequer)	This has since been completed. NFA required.
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Progress Report – Audit Plan (Appendix 1)



Appendix 1

Audits	Auditor	No of Days	Position with Audit if commenced
Museum & TIC	Stephen James	5	This audit was brought forward from the 2017/2018 plan. The scope of the Audit has been agreed, and testing has commenced in 2017/2018. Progress has slowed due the preparation of the Annual Governance Statement (AGS).
Debt Recovery	Ann Kirk /Julie Ball	15	This audit was brought forward from 2017/2018. Testing has commenced and awaiting upgrade from CIVICA.
2018/2019 Audit Plan			
S100 and CIL (Follow Up)	Stephen James	8	This follow up was partially completed in 2017/2018 the remaining recommendation will be followed up during 2018/2019.
Use of Consulants (Southern Gateway only)	Sue Shipway	5	
Personnel & Recruitment (Gifts and Hospitality Car Loans & Debts)	Ann Kirk/Julie Ball	0	Audit Completed
IT Inventory (Follow Up)	Sue Shipway	10	
Building Security	Sue Shipway	10	
Housing Applications	Sue Shipway	10	
IT GDPR Post Implementation	Ann Kirk/Julie Ball	15	Scope agreed, testing commenced
Income Generation (Financial Resilience and VFM)	Stephen James/Sue Shipway	20	
Grants Paid	Stephen James	10	
Business Continuity	Sue Shipway/Ann Kirk	6	Scope agreed, started testing
Key Financial Systems - 2017/2018	Sue Shipway	0	Audit Complete
Trade Waste	Ann Kirk/Julie Ball	8	
AGS	Stephen James	15	

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PSIAS	Sue Shipway	20	
Inclusion in Key Financial Systems			
Creditors	Sue Shipway / Julie Ball / Ann Kirk / Stephen James	88	The Key Financial review work take place over the next twelve months, the first level of tesing is cutrently being carried out.
Debtors	Sue Shipway / Julie Ball / Ann Kirk / Stephen James		
Payroll	Sue Shipway / Julie Ball / Ann Kirk / Stephen James		
NNDR	Sue Shipway / Julie Ball / Ann Kirk / Stephen James		
Treasury Management	Sue Shipway / Julie Ball / Ann Kirk / Stephen James		
Fixed Assets	Sue Shipway / Julie Ball / Ann Kirk / Stephen James		
Council Tax	Sue Shipway / Julie Ball / Ann Kirk / Stephen James		
Bank Reconciliation	Sue Shipway / Julie Ball / Ann Kirk / Stephen James		
Other Audit Activities			
Key Financial Systems - As above	Sue Shipway / Julie Ball / Ann Kirk / Stephen James	88	
Planning and Control (Audit planning and review)	Stephen James / Sue Shipway	14	
Meeting / Discussions with EY	Stephen James / Sue Shipway	3	
Committee reports and representation	Stephen James / Sue Shipway	15	
Corporate Advice	Stephen James / Sue Shipway / Julie Ball	13	
AGS and Evidence	Stephen James	15	
Contingency	Stephen James / Sue Shipway / Ann Kirk / Julie Ball	37	
Public Sector Internal Audit Standard (PSIAS)	Stephen James / Sue Shipway	20	
Follow Ups	Stephen James / Sue Shipway / Ann Kirk / Julie Ball	26	

Project
 13/11/2011

Chichester District Council

CORPORATE GOVERNANCE AND AUDIT COMMITTEE

26 July 2018

2017-2018 Treasury Management Out-turn

1. Contacts

Report Author:

Mark Catlow - Group Accountant

Telephone: 01243 521076 E-mail: mcatlow@chichester.gov.uk

2. Recommendation

The Corporate Governance and Audit Committee is requested to:

Consider this 2017-2018-out turn position of the treasury management activity and performance and provide comments to the Cabinet as necessary.

3. Background

- 3.1. The Chartered Institute of Public Finance and Accountancy's Treasury Management Code (CIPFA's TM Code) requires that Authorities report on the performance of the treasury management function at least twice yearly (mid-year and at year end). This report follows a half yearly report presented to this committee on 23 November 2017.
- 3.2. The Authority has continued to invest substantial sums of money and manage financial risks including the loss of invested funds and the revenue effect of changing interest rates. This report covers treasury activity and the associated monitoring and control of risk. It also highlights to Members relevant regulatory changes that will impact on the Council's next Treasury Management Strategy.

4. Treasury Position at Year End

- 4.1. This report this report describes the main outcomes from treasury activities undertaken during the 2017-18 financial year. These activities are undertaken within a framework set by Council's treasury management strategy for 2017-18, which was approved by Council on 7 March 2017.
- 4.2. On 31st March 2018, the Authority had investments of £53.9m with no external borrowing.

Table 1: Treasury Management Summary

Investments £000	Balance 01/04/2017	Movement	Balance 31/03/18
Short term Investments	24,305	(3,305)	21,000
Money Market Funds	11,000	(1,200)	9,800
Corporate Bonds	2,020	193	2,213
Total liquid investments	37,325	(4,312)	33,013
Long term Investments	5,000	(2,000)	3,000
Pooled Funds – External	-	7,950	7,950
Pooled funds – Local Authority	10,000	-	10,000
Property fund			
TOTAL INVESTMENTS	52,325	1,638	53,963

Note: the figures in the table above exclude any movements in Fair value. The return figure is income only.

5. Investment Activity

- 5.1. The Authority's objective when investing money is to comply with the Council's Treasury Strategy and Policy statement, including the Council's appetite for risk.
- 5.2. During 2017-18, given the increasing risk and low returns from short-term unsecured bank investments, the Authority made greater use of Local Authority counterparties for short term investing and made further investments in long term external pooled funds with the aim of generating a steady income stream from classes of investment assets that are, by design, diversified.
- 5.3. The overall income return across the entire portfolio is shown below:

Table 2: Treasury Management returns

Measure	Qtr 1 17-18	Qtr2 17-18	Qtr 3 17-18	Qtr4 17-18	Non-met districts Q4 average	Rating
Internal investment return %	0.65	0.52	0.57	0.70	0.71	GREEN
External funds – income return %	4.35	4.38	4.54	4.31	3.39	
External funds – capital gains/losses %	(0.81)	2.19	2.48	1.90	0.07	AMBER
Total treasury Investments – income return %	1.29	1.62	1.71	1.88	1.41	

- 5.4 The Council's internal investment return has reduced very slightly over the final quarter. Following the Bank of England's Monetary Policy Committee (MPC)

February Inflation report which indicating that the MPC was keen to return inflation to the 2% target over a 18-24 month horizon, the Council has not sought to invest for periods over 6 months duration which has reduced returns slightly. Following the subsequent May MPC meeting this stance is now under review.

- 5.5 Whilst the capital losses on the Council's external funds are reducing in aggregate, officers reported to Council in earlier this year on the potential implications of IFRS9 in respect of these funds, particularly in respect of the possible impact on the Council's general fund of changes in market values.
- 5.6 The Corporate Governance and Audit Committee requested more information on how these funds are performing to allow them to fully assess this risk. Table 3 summarises the present performance of the Council's external pooled funds and is supported by a more detailed analysis Appendix A. The data covers to period to end June 2018, slightly beyond the end of the reporting financial year

Table 3: Gains and losses from external pooled funds

Fund	Type of fund	Investment (£)	Capital gain (loss)	Market Value	Current return (Income)
Local Authority Property Fund	Property	10,000,000	(248,015)	9,751,985	4.32%
Investec Diversified Income Fund	Multi Asset	3,650,000	(48,545)	3,601,455	4.12%
Columbia Threadneedle Strategic Bond Fund	Bonds	2,650,000	(66,030)	2,583,970	3.41%
M&G Optimal Income Fund	Bonds	1,650,000	(15,719)	1,634,281	3.21%
Totals		17,950,000	(378,309)	17,571,691	4.04%

- 5.7 Since the end of 2017 our investments in non-property pooled funds have been affected by weaknesses on the global bond markets, driven by investor reactions to the prospects of higher inflation and interest rates and concerns about global trade and tariffs.
- 5.8 Officers continue to monitor the market value of the funds, as well as the wider income return. The importance of this has been highlighted by the implementation from 1 April 2018 of IFRS9, which has the potential to increase volatility in revenue budgets if movements in fair values are required to be charged against the Council's General Fund.
- 5.9 At the date of this report, officers understand that the Ministry of Housing, Communities and Local Government intend to consult this summer on option to mitigate some of the increased volatility to Council reserves arising from this new accounting standard. We are still awaiting this to be published and will provide a verbal update if this position changes.
- 5.10 Despite these risks, in light of their strong income generation performance and the Authority's latest cash flow forecasts, investment in these funds has presently been maintained for the 2018/19 financial year in accordance with the approved Treasury Strategy.

6. Other Non-Treasury Holdings and Activity

- 6.1. Although not classed as treasury management activities, the 2017 CIPFA Code now requires the Authority to report on investments for policy reasons outside of normal treasury management. This includes service investments for operational and/or regeneration as well as commercial investments which are made mainly for financial reasons. The Authority also holds £11.8m of investments in directly owned property. This represents an increase of £3.55m on the previous year due to the purchase of 2-3 East Street, Chichester.
- 6.2. These non-treasury investments generated £901k of investment income for the Authority after taking account of direct costs (but excluding fair value movements), representing a rate of return of 7.7%. This is higher than the return earned on treasury investments but reflects the additional risks to the Authority of holding such investments.

7. Compliance Report

- 7.1. Compliance with the main 2017-18 Treasury limits is shown in table 4 below

Table 4: Investment Limits

	2017/18 Limit	Complied/ Exception Ref
Banks unsecured, total	£20m	3
Corporates, total	£10m	✓
Local Authority property fund, total	£10m	✓
Other pooled investment funds, total	£10m	✓
Council's own bank, total max 7 days	£2.5m	2, 4
Money market Funds, total	£20m	✓
Counterparty ratings	various	1

- 7.2. The four reportable exceptions in the financial year were as follows;

Table 5: Exceptions

Reference	Exception	Action taken
1.	£2m was invested with National Counties Building Society. This amount exceeded the limit for unsecured building society deposits (£1m). The Council's Treasury system alerted officers to this exception but unfortunately the deal had already been confirmed with the broker and the Council was committed to honour it. The deposit was repaid in full on 13 October 2017	This issue was reported to Corporate Governance Committee in November and following this meeting, procedures now require discussion with senior officer prior to verbal agreement of deals.

Reference	Exception	Action taken
2	The Council's bank account was overdrawn by £54,000 overnight as a redemption requested from Standard Life did not arrive until the following day.	This issue was reported to Corporate Governance Committee in November. Interest paid was recovered from the third party.
3	The limit on unsecured investments (£20m) was exceeded twice during the year. Once by £1m for 7 days and by £0.5m for just under a month in October and November 2017.	This issue was reported to Corporate Governance Committee in November and following this meeting, the Council's daily investment was amended to include a specific check is carried out against this limit going forward
4	The Council's bank account was left overdrawn by £585,000 as funds were not brought back from Money market funds to cover expenditure.	The Council's daily processing checklist was not fully complied with. Further training and guidance has been provided to the member of staff.

8. Other Treasury Management indicators

- 8.1. The Authority measures and manages its exposures to treasury management risks using the following indicators

Table 6: Treasury Management Security indicators

Measure	Qtr1	Qtr2	Qtr 3	Qtr 4	Non-met District average	Rating
	17-18	17-18	17-18	17-18		
Average Credit Score (time-weighted)	4.18	4.27	3.95	3.88	4.08	GREEN
Average Credit Rating (time weighted)	AA-	AA-	AA-	AA-	AA-	AMBER
Proportion Exposed to Bail-in (%)	54	60	41	41	53	GREEN

- 8.2. The amber rating is not considered significant, but is reported here as, strictly, the formal target is to maintain the average credit rating below the time weighted average of other District Councils. The reduction in time weighted credit score is principally caused by the reduction in average duration of investments outlined in 7.4, below.
- 8.3. As ever, the Council's counterparty list was subject to a number of credit rating changes during the year, the most significant of which being;
- The downgrade by Moody's to the UK sovereign rating in September from Aa1 to Aa2.
 - Moody's placed a number of UK banks' long-term ratings on review to reflect the impending ring-fencing of retail activity from investment banking
 - Standard & Poor's (S&P) revising upwards the outlook of various UK banks and building societies to positive or stable and simultaneously affirmed their

long and short-term ratings, reflecting the institutions' resilience, progress in meeting regulatory capital requirements and being better positioned to deal with uncertainties and potential turbulence in the run-up to the UK's exit from the EU in March 2019

Liquidity

Table 7: Treasury Management Liquidity Indicators

Measure	Qtr1	Qtr2	Qtr 3	Qtr 4	Non-met districts (average)	Rating
	17-18	17-18	17-18	17-18		
Proportion available within 7 days (%)	17	18	14	18	32	GREEN
Proportion available within 100 days (%)	48	38	46	50	59	GREEN
Average days to maturity	177	161	137	116	109	GREEN

- 8.4. There are two main drivers for the reduction in average days to maturity seen above.
- (a) The Council has actively maintained a short term position following the Bank of England's Monetary Policy Committee (MPC) February Inflation report indicating that the MPC was keen to return inflation to the 2% target over a 18-24 month horizon.
- (b) In advance of bank ring-fence restructuring, Arlingclose advised in May 2017 adjusting downwards the maturity limit for unsecured investments to a maximum of 6 months for many counterparties.

Interest rate exposure

- 8.5. This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures are as follows, expressed as amounts of principal.

Table 8: Treasury Management Interest rate exposure

	31.3.18 Actual	2017/18 Limit	Complied
Upper limit on fixed interest rate exposure*	£3m	£28m	✓
Upper limit on variable interest rate exposure	£33m	£70m	✓

- 8.6. Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate

Principal Sums Invested for Periods Longer than 364 days

- 8.7. The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

Table 9: Treasury Management long term investment indicators

	2017/18	2018/19	2019/20
Actual principal invested beyond year end	£20.95m	£20.95	£17.95m
Limit on principal invested beyond year end	£35m	£30m	£25m
Complied	✓	✓	✓

9. Other Developments during 2017-2018

- 9.1. This section updates the Committee on relevant developments since the last report in November 2017.

Revised CIPFA codes

- 9.2. CIPFA published revised editions of the Treasury Management and Prudential Codes in December 2017. The required changes from the 2011 Code are being incorporated into Treasury Management Strategies and monitoring reports.
- 9.3. The 2017 Prudential Code introduces the requirement for a Capital Strategy which provides a high-level overview of the long-term context of capital expenditure and investment decisions and their associated risks and rewards along with an overview of how risk is managed for future financial sustainability. The Council expects to prepare a draft strategy in time for approval alongside the 2019-20 Treasury Management Strategy early in 2019.

MHCLG Investment Guidance and Minimum Revenue Provision (MRP)

- 9.4. In February 2018 the MHCLG (Ministry of Housing, Communities and Local Government) published revised Guidance on Local Government and Investments and Statutory Guidance on Minimum Revenue Provision (MRP).
- 9.5. Changes to the Investment Guidance include a wider definition of investments to include non-financial assets held primarily for generating income return and a new category called "loans" (e.g. temporary transfer of cash to a third party, joint venture, subsidiary or associate). The Guidance introduces the concept of proportionality, proposes additional disclosure for borrowing solely to invest and also specifies additional indicators. Investment strategies must detail the extent to which service delivery objectives are reliant on investment income and a contingency plan should yields on investments fall.

- 9.6. The Authority is aware of the MHCLG's changes to the Investment Guidance and will comply with any necessary changes as appropriate.

MiFID II

- 9.7. As a result of the second Markets in Financial Instruments Directive (MiFID II), from 3rd January 2018 local authorities were automatically treated as retail clients but could "opt up" to professional client status, providing certain criteria was met. The Council has met the conditions to opt up to professional status and has now done so where required.

10. Resource and Legal Implications

- 10.1. The Council is required by the Accounts and Audit Regulations to comply with CIPFA's Code of Practice for Treasury Management and the Prudential Code for Capital Finance.

11. Appendices

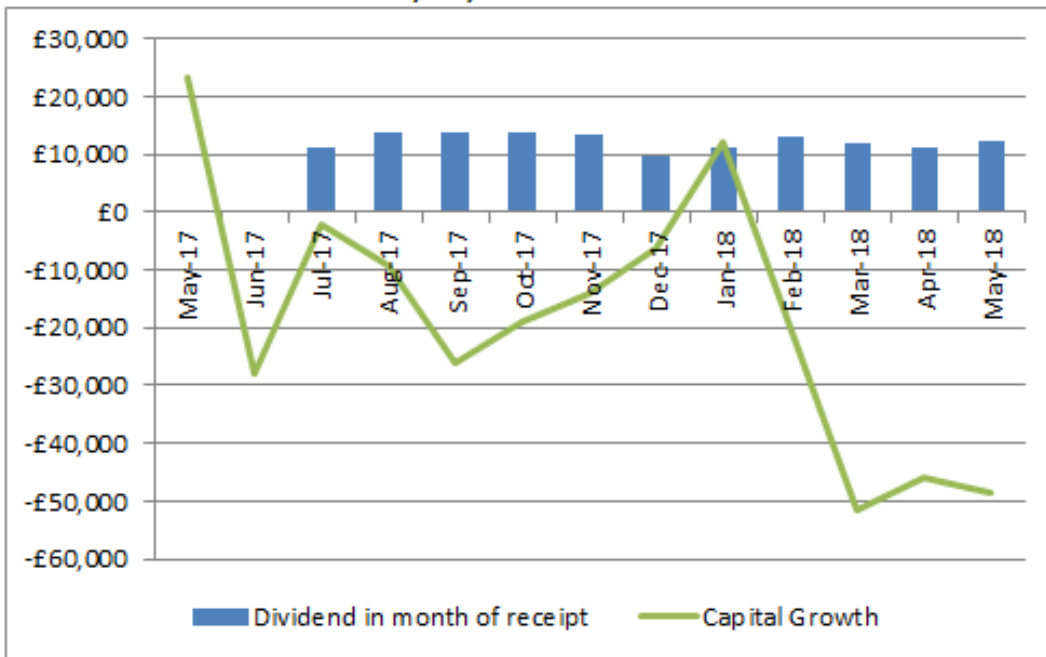
- 11.1. Movements in Fund fair values and income – Pooled Funds

12. Background Papers

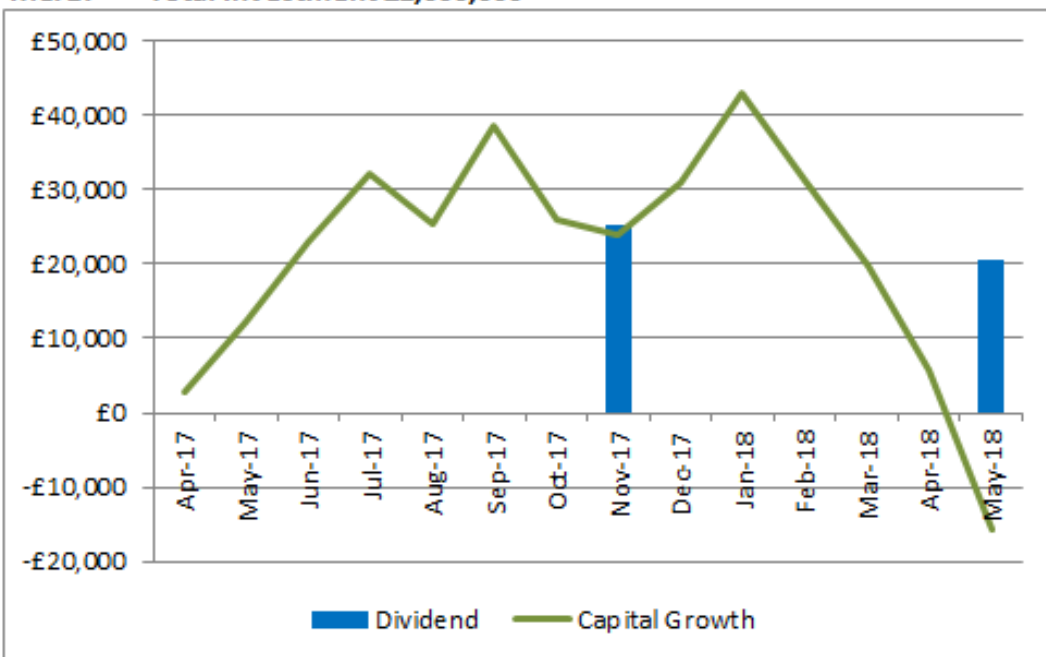
- 12.1. None.

Appendix A: Movements in Fund fair values and income – Pooled Funds

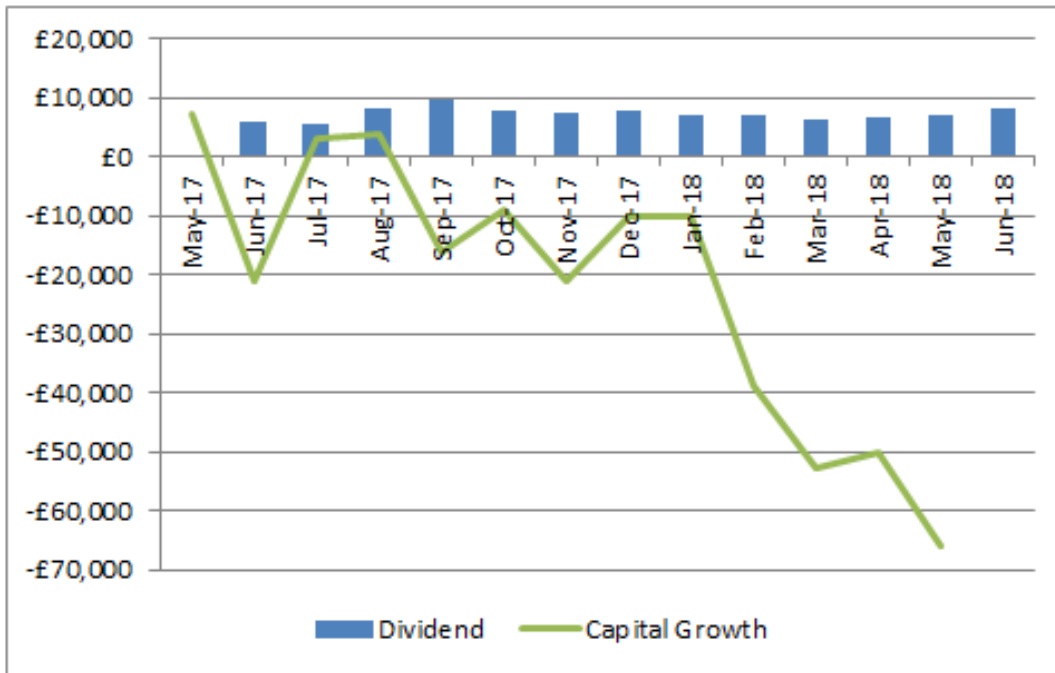
Investec: Total investment £3,650,000



M&G: Total Investment £1,650,000



Columbia Threadneedle: Total investment £2,650,000



LAPF: Total Investment £10,000,000

