

Project Documentation - Initial Project Proposal Document
Project: Resurfacing and Improved Drainage at Westhampnett Depot
Author: Jane Dodsworth, Director of Residents Services

1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

To resurface the west side of the depot site to include an extended foul drainage system and fully compliant surface water drainage system with new rain water gullies, petrol interceptors, soakaway systems, etc. and additional depot lighting, signage and road and bay markings.

In scope:

- Reconstruction and full resurfacing of the west elevation vehicle park extending east west from the vehicle workshop concrete apron to the west boundary and north south from Stane Street to the boundary with the WSCC waste transfer site.,
- To provide a continuous asphalt contoured durable road and vehicle park surface extending from the previous surfacing work undertaken in 2016 with all surfaces drained to falls into a new surface water drainage system.
- Subject to statutory authority approvals, to provide a compliant foul drainage link from the Gypsy Traveller Transit Site (G&TTS) to an extended foul drainage link to be provided for the vehicle wash facility. This connection will offer WSCC the opportunity to fund the capital costs associated with connecting the G&TTS via this foul drain to a public sewer with the economic benefit of reducing revenue costs.
- Subject to completing the above foul link to the G&TTS the current drainage system would be modified to include the disconnection and removal/sealing of the two cesspit vessels. This will be dependent upon WSCC funding the capital costs and WSCC making a contribution towards CDC Southern Water utility on going revenue costs.
- New vehicle park lighting installation and signage.
- Reinstate power to front gate to support future more secure exit / entrance security.

Out of scope:

- Fuel storage: CCS currently purchase road diesel for their vehicle fleet off site. However they have two underground emergency use only diesel fuel storage tanks. These tanks provide a total capacity of 6,800 litres and are located at the main entrance beyond the security gates, although these are surveyed and pressure checked annually their upgrading or replacement is not part of these proposals. For information the quantity of diesel stored will provide one week's emergency supply for the freighters.
- Replacement of the current security gates.

3. Background

The Council's Contract Services depot at Westhampnett has been the subject of a major phased refurbishment and redevelopment programme of works lasting several years. This programme has included improvements to the office and workshop accommodation, mechanical and electrical improvements, a demolition and asbestos removal programme and enhanced perimeter security works. The purpose of the refurbishment programme has been to ensure the site is operationally safe, operates in the most efficient and effective way and is fit for purpose in the longer term.

In 2015 a half acre area of the site was redeveloped to form a Gypsy and Traveller Transit Site (G&TTS) in addition to a new service road to provide an exit from the site via the West Sussex County Council's (WSSCC) Waste Transfer Station to create a one way road network. More recently, in 2016 the east side vehicle park was upgraded to include improved drainage.

The final phase of this programme of works is the improvement of the west side of the site to upgrade the drainage and resurface the vehicle park to prevent flooding and to repair uneven surfaces following the demolition works. Some remedial works were undertaken in September 2018 to ensure the operating environment was safe and any immediate risk to staff was removed, however these works were remedial and as such, have a short term life span.

4. Outcomes to be Achieved

- Improved road and parking surface drainage to provide oil separation and to reduce flooding of the area in wet weather.
- Improved signage, road and bay markings to ensure a safe working environment for CDC staff and contractors
- Long term removal of risks associated with uneven surfaces.
- Completion of refurbishment programme to ensure the Westhampnett site provides a long term facility for CDC by ensuring the depot area is as flexible as possible and can accommodate forecast growth in vehicle numbers and movements

5. Timescales

The project will initially proceed with the commissioning of Consultants to design and cost the project and to liaise with Southern Water to ascertain drainage options

Subject to an agreed programme with CCS for the implementation of the scheme a Cabinet report and PID will include details of the final design and associated costs.

The duration of the site works will be identified by the design consultant and included within the detailed PID.

6. Project Costs and Resources

Detailed capital expenditure costs will be identified by the engineering consultant but officers estimate that construction costs based on a total surface area of 5,045m² including engineers consultancy fees are likely to be in the region of £474K/500k. WSCC costs associated with the drainage modifications to the G&TTS are excluded

The design consultant will provide the management of this project. Internal resources will be required for contractual and procurement elements of the project. Contract Services staff will be required to work with the Council's Health and Safety Manager and the design consultant to manage the logistics of the scheme to ensure the depot remains safe and operational during the works.

7. Benefits vs. Cost

The benefits associated with this project are identified in the Outcomes to be Achieved section of this paper. Primarily, the objective of this project is to ensure the Westhampnett depot facility is fit for purpose, secure and safe in the longer term; maintaining a valuable CDC asset.

The predicted life expectancy of the facility based on use modelling of similar work is expected to be between 15/20 years.

As mentioned in paragraph 3, there is an associated opportunity to gain some additional income from WSCC which would reduce CDC Southern Water utility costs.

8. Identify Risks

- (a) Ground contamination identified e.g. asbestos. Soil test will be undertaken. Contingency to fund.
- (b) Underground structures identified. Trial pit will be dug. Contingency to fund.
- (c) Maintaining an operational site whilst works are undertaken. Works will be phased and some temporary off-site storage facility will be sought.
- (d) Consent by the local water authority to discharge trade waste from the wash down facility to the public sewer and permission to increase the volume of discharge to the public sewer by the addition of the G&TTS, previously estimated at 0.5 litres/second.

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Project Documentation - Initial Project Proposal Document

Project: East Beach Selsey Land/Asset Opportunities

Author: Tania Murphy, Divisional Manager - Place & Vicki McKay Divisional Manager Property and Growth

1. Purpose of Document

The purpose of this document is to set out the requirement for an option appraisal of the land and assets owned by the District Council at East Beach, Selsey, as shaded on the attached plan (appendix 2(a)).

2. Project Description

This project will look at the options available to the Council to improve the area around East Beach kiosk, Selsey, and consider options to for retail, café/restaurant and facilities for recreational activities such as diving (showers) and walking. Provide links to the fishing population and the legacy of Sir Patrick Moore. The requirement for public conveniences will also be considered with options explored in relation to how those facilities may be provided and potential cost savings available. It is intended that this project will improve the welcome to visitors and feeling of destination at East Beach.

A Task and Finish Group will be established, jointly chaired by Cllrs Barrow and Connor, to oversee the IPPD process on behalf of the Cabinet.

3 Background

The Council owns an area of land at East Beach, Selsey, which include a kiosk and public conveniences. The Kiosk and Public Conveniences are effectively part of the same building structure, although divided into individual areas; the Kiosk is currently subject to a lease from CDC that expires in November 2019. The lease includes the cleaning, maintenance and opening / closing of the public conveniences. Any future arrangements would be open to competitive tender. The land to the east of the site currently has a BMX track, skate park and play area which is maintained by Selsey Town Council. The public conveniences require refurbishment and repairs to the interior and exterior of the building. Budget is allocated in the Asset Replacement Programme for the refurbishment of the public conveniences (£150,000) for 2022-23. To the edge of the site runs an adopted and unregistered road which provides access to the beach and is currently in a state of disrepair. This project will explore options for improvement and layout of the road and the implications and cost of adoption of the road which would improve the site and access to the beach. (See appendix 2(b))

This proposal is supported by Selsey Town Council and directly supports the Corporate Plan 2018-21 priority to “manage our built and natural environments to promote and maintain a positive sense of place”. The Neighbourhood Plan for Selsey mentions the East Beach area and an aspiration for enhancements to enhance visitor attraction and tourism and foster better links with the sea.

3. Outcomes to be Achieved

- A high level options appraisal of the possible opportunities for the land and property outlined above will identify the detail outcomes for this project which will include: opportunities for income generation; satisfying services' needs (public convenience), improving customer satisfaction etc. The project should improve the welcome and feeling of destination at East Beach.

- Consideration of the potential to develop the site in order to provide sea views along with an all-weather seating area, potential for showers, canoe and diving storage,
- Enhancing the unique links of the site which include consideration of the legacy of Sir Patrick Moore (an example of which might include a permanent telescope but other options could be considered), along with the links to the fishing community.
- A cost / benefit analysis of the options having regard to both commercial and community objectives, considering future management opportunities of the buildings.
- Consideration of the unadopted beach access road, with costs for initial works, ongoing maintenance and options for adoption.
- Likely timescales for putting the possible options into action
- Any risks associated with each options of delivery

4. Timescales

There is no specific urgent timescale for this project, however, improvements to East Beach is a project which was identified as part of the Selsey Haven project as bringing benefits to the local area and there is a lease expiry date for the kiosk. (Nov 2019) This has also been identified during the current engagement process for the Selsey Vision. Implications relating to the lease expiry date of the café will require consideration as part of this project.

5. Project Costs and Resources

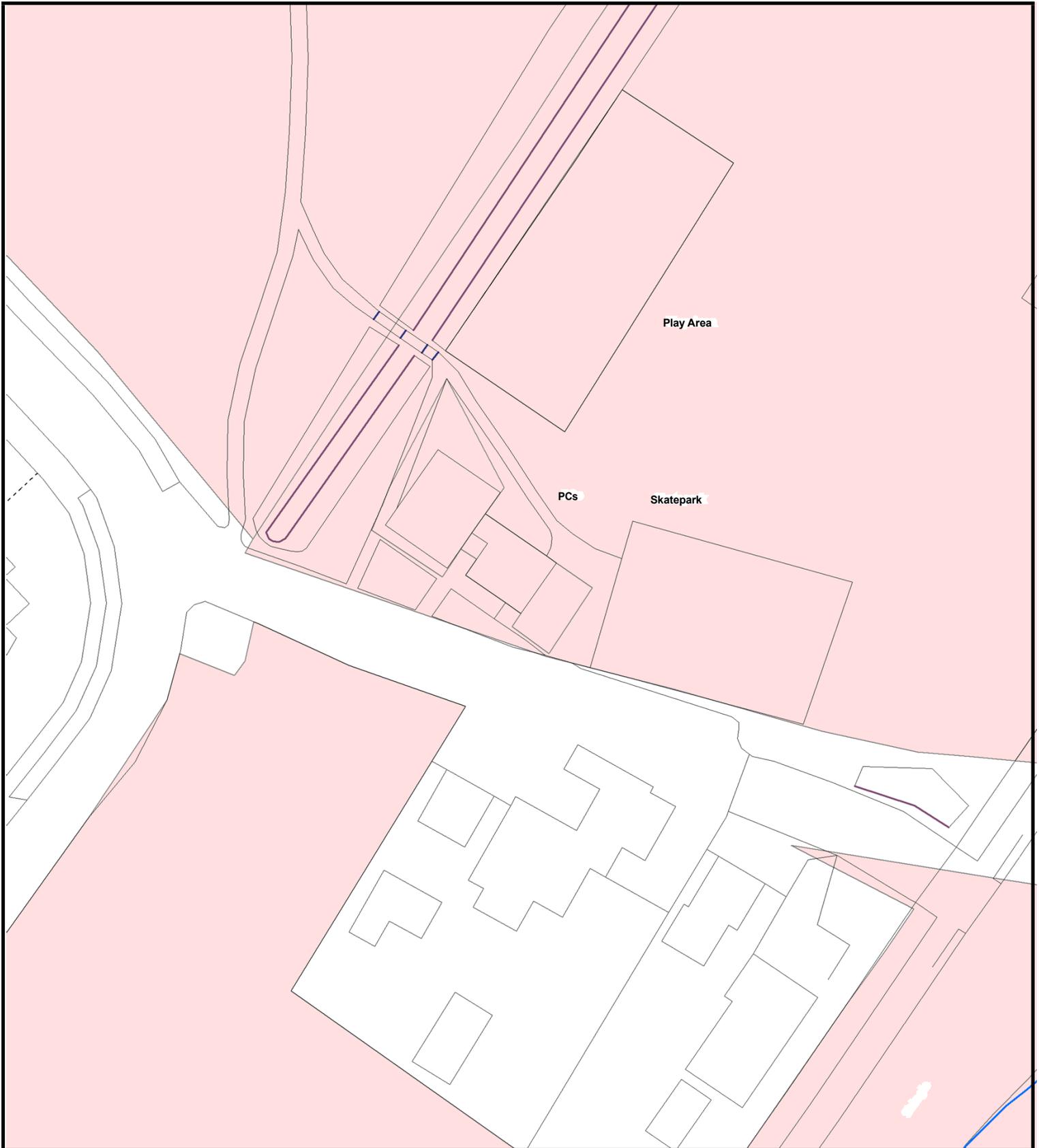
	Costs (£)	Source
One-Off	£25,000 (estimate) professional fees	Reserves
Revenue	The Council currently receives annual rent from the Kiosk operator of circa £7,000. There could be potential to identify new income generating opportunities.	
Savings	There may be savings as a result of the café operator providing public conveniences, potential savings from repairs and maintenance and NNDR.	
Services to be involved in the project delivery	Place, Property and Growth, Cultural Services, Licensing Chichester Contract Services, Communities, Environmental Protection, plus the appointment of external consultants.	

6. Benefits vs. Cost

The Council will need to consider what investment would be required by the Council against the likely returns.

7. Identify Risks

The Council runs the risk of losing additional income if opportunities are not maximised then the best value may not be achieved, and continued operating and repair and maintenance costs associated with the facilities. The Council may not receive immediate financial benefit should there be a need identified for capital outlay in respect to refurbishment, conversion or new-build works.



CHICHESTER DISTRICT COUNCIL

**Paul E.Over BSc (Hons), MBA, FRICS
Deputy Chief Executive**



East Beach Kiosk & PC's, Selsey

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Date: 24.09.18 Scale: 1:500 Drawing No. GIS by DJ LILLEY

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East Beach Kiosk



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Project Documentation - Initial Project Proposal Document

Project: East Wittering and Bracklesham Vision

Author: Tania Murphy, Divisional Manager - Place

1. Purpose of Document

The purpose of this document is to set out the requirement for the inclusion of East Wittering and Bracklesham in the Council's work plan for support to the preparation of a Vision for the area in line with the work undertaken in towns and the city in the district.

2. Project Description

To work with partners to determine the aspirations for East Wittering and Bracklesham, which is intended to conclude with a Vision for the area, along with an action plan. The project will adopt the approach taken in the towns and city as part of the consideration of a Vision and objectives for each.

The Task and Finish Group already established for the Bracklesham Bay project, chaired by Cllr Taylor, will oversee the IPPD process on behalf of the Cabinet.

3. Background

The Council has, for the last year, been working with towns across the district to assist with the creation of a Vision for each area of the delivery of key projects which are linked to each Vision. It has become clear that the process of undertaking a Vision and working with communities in towns in this way is one which could be used elsewhere for the benefit of the local community.

East Wittering and Bracklesham have a combined total population of 4,658 (Census 2011), with a significant increase on this during the summer months. (Note: Population in Midhurst is 4,914 and Petworth 3,027). There are a total of 55 retail outlets (which compares to 87 and 85 in Selsey and Petworth respectively and 110 in Midhurst. The Local Plan identifies East Wittering as a 'Local Centre' in relation to retail and Bracklesham within the definition of 'Local and village parades' Both areas are identified as areas for development over the coming years as part of the Local Plan which will result in an increased demand on services and will increase the population. There is no Neighbourhood Plan at present for the area and the hope is that any vision work would help to inform the Neighbourhood Plan.

Recognition of East Wittering and Bracklesham as key areas for retailers and visitors was made through the inclusion of the areas in the allocation of shop front grants and training to businesses which are currently in place.

Through working with partners for the Selsey Vision work, both the Rural Town Co-ordinator and Manhood Peninsula Project Officer have identified that broader areas of social and infrastructure interest in the Manhood area have developed which have extended to East Wittering and Bracklesham. East Wittering and Bracklesham are also seen as a major tourist attraction and there are issues with capacity at times in catering for these increased numbers of visitors.

4. Outcomes to be Achieved

A Vision for East Wittering and Bracklesham will complement other community and forward planning work, creating an aspirational environment to develop for economic and community sustainability. Partners will have renewed objectives to deliver on which will help the area to continue to be a

vibrant centre of visitor attraction.

As a result of the improved confidence it is anticipated that businesses in the local area will increase their investment, improve trade, encourage new investment and maintain vacancy rates. It is also anticipated that visitor numbers and tourism spend will increase.

5. Timescales

The project will commence in April 2019.

It is proposed to conduct surveys with residents and businesses within the first three months of the project and to conduct participation workshops. A fully supported partner action plan will be created with key areas of responsibility and key tasks to help to continue to improve the area.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	£10,000 To support the project through the engagement and initial projects. There may be funding from the Parish Council who are supportive of the Vision. Ward Members are also supportive of this project.	CDC Potential for funding from parish council to be confirmed.
Revenue	£17,000 To provide temporary support within the Place team on a two-year basis as an extra 0.5 FTE to assist with delivery of Vision related projects. An improved area will have indirect benefits regarding income to the district.	CDC
Savings	None	
Services to be involved in the project delivery	Place, Estates, PR and Consultation	

7. Benefits vs. Cost

The project will support the continued vitality of the area and help to ensure that businesses vacancy rates are kept low, whilst considering the visitor economy. The project will assist East Wittering and Bracklesham Parish Council with reacting and responding to future demands on the area. Whilst the land at Kosy Kot in Bracklesham is currently subject to a specific project, there may be development opportunities for other council-owned assets in the area. The council owns other assets within the area which include public conveniences, car parks, land and boat storage.

8. Identify Risks

Without a partnership approach to the area there may be a lack of partnership approach by agencies supporting East Wittering and Bracklesham.

Project Documentation - Initial Project Proposal Document

Project: Review of Chichester District Parking Strategy

Author: Tania Murphy, Divisional Manager - Place

1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

The Parking Strategy for Chichester District (2010-2020) was adopted in 2010. A refreshed Parking Strategy will consider the proposals in the Local Plan and policies in the Local Plan need to be reflective of the latest evidence and research regarding parking in the district. Given that parking proposals are also emanating from the WSCC Road Space Audit, along with projects within Chichester Vision currently underway, there is a requirement to review and refresh our Parking Strategy, to ensure that it responds to these new strategies and plans and to ensure that current and future needs are accommodated. The review of the document will take place in conjunction with other partners – including the Parking Forum and West Sussex County Council. It is anticipated that the review will take place during 2019. To undertake a thorough review it is crucial that traffic demands within the district are understood and how these might impact on car parks. It is proposed that consultants be appointed to undertake an audit and then an internal rewrite of the strategy.

In scope:

The updated Parking Strategy will set the policy basis on which the Council will make future decisions and what these should seek to achieve.

Out of scope:

The Parking Strategy will not set out each and every decision or action that will affect car parks in the district but will be an overall strategic vision and direction for the car parks.

3. Background

The Parking Strategy requires consideration to include the latest thinking around parking provision across the district and links to other relevant Strategies / documents. Without a review of the Parking Strategy the authority is at risk of not meeting the latest parking needs in the district and having a strategy which may be outdated and not reflect customer demand.

As part of the Local Plan Review a Retail Study was undertaken. The Study has concluded that in order for Chichester city to retain its sub regional retail role there is a need for some additional comparison floorspace and has identified some car parks as potentially providing development sites. If any car park is to be considered for redevelopment it will have an impact on parking within the city, further investigation will therefore be required. It is suggested that an up-to-date assessment of parking is needed in order to make such decisions leading to a revision the Parking Strategy. Officers are currently drafting the Local Plan Review; the Preferred Approach Plan will be

consulted on in December 2018 with the Submission Plan being consulted on in Summer 2019. A refreshed Parking Strategy will be useful in making any allocations for future development on underused car parks.

4. Outcomes to be Achieved

An audit to examine the current and future demands on car parking spaces. Confirmation that the council is making the best use of its assets, and that its vision is relevant and appropriate for future years.

5. Timescales

Production of the revised Parking Strategy requires consideration in line with other documents in place within the authority and the latest demands in population, etc. It is anticipated that the Parking Strategy is revised during 2019. An indicative timescale is set out below:

Brief produced:	April 2019
Tender:	May/June 2019
Appointment:	July 2019
Audit:	September 2019
Review:	October 2019
Draft Strategy:	December 2019
Consultation:	January 2020
Publication:	March/April 2020

6. Project Costs and Resources

The current Strategy was informed by Council-commissioned traffic consultants Mott Macdonald who provided technical support and expertise. It is anticipated that similar technical support and expertise should be provided to assist with the revision of the strategy.

	Costs (£)	Source
One-Off	£35,000	Capital Reserves
Revenue		
Savings		
Services to be involved in the project delivery	Parking Services, Consultation Team, Procurement, Finance. Close liaison with WSCC colleagues to ensure any linkages with on street provision are made.	

7. Benefits vs. Cost

This is a specialist area of knowledge which can only be undertaken by specialists in this area of work. Costs and Benefits will be identified by the Strategy.

8. Identify Risks

There is a risk that the consultants do not deliver on the desired outcome of the scope of the study. This will be mitigated by a definitive scope with desired outcomes and objectives and on-going monitoring of the work underway. There is also a risk that different and competing interests will result in polarised views which make it difficult to finalise the strategy in way that accommodates a variety of needs and demands. This will be mitigated by close and early engagement with the Parking Forum representatives.

Project Documentation - Initial Project Proposal Document

Project: Priory Park - Phase Two Option Appraisal.

Author: Vicki McKay

1. Purpose of Document

The purpose of this document is to consider the options available in respect of those buildings outside of the Cabinet resolution stemming from the PID dated April 2018. This will comprise a review of the Bowls Club Pavilion, Brick Pavilion, White Pavilion and public conveniences.

2. Project Description

This project will look at the opportunities available to the Council in respect of the land and buildings in Priory Park as listed below:-

- Brick Pavilion
- Bowls Pavilion
- Public Conveniences
- White Pavilion

The project will consider both current and potential commercial as well as community opportunities within these areas. [The café will be considered as a separate matter outside the scope of the proposed project.](#)

The portfolio holder will kept in close touch with the progress of the project.

3. Background

Following an options appraisal of the buildings in the north-west corner of Priory Park, Cabinet considered a PID at its meeting in June 2018. Cabinet resolved to move forward with works to demolish the current depot and associated landscaping works, provision of a roller store and to carry out repairs to the Coade stone statue.

The work included in the Cabinet resolution is currently progressing with completion expected during summer 2019.

In September 2018 the current café operators were granted permanent planning permission for a café in the existing location within the park; the lease for that site expires in September 2020. As noted above, the café will be considered as a separate matter to this proposed project.

The bowls club have reiterated their requirement for additional space, which they first raised as part of the earlier options appraisal; this requirement has been accommodated to date through temporary use of part of the brick pavilion.

Other buildings considered as part of the earlier options appraisal remain in need of repair or refurbishment, namely the white pavilion, the public conveniences and the brick pavilion.

This IPPD proposes consideration of the following:

- Alternative uses of the brick pavilion – these include the Bowls Club's already stated wish to use the space for short mat bowls; the building could also be used, subject to consents, for a variety of other leisure, community or commercial purposes.

- The existing bowls clubhouse could be considered for other commercial or community purposes should it be vacated.
- A possible community space within the park using the Brick Pavilion, which could be linked to the need for function space.
- Refurbishment or redevelopment of the public conveniences in the Park.
- Refurbishment of and users for the “white pavilion”.

This proposal supports the Corporate Plan 2018-21 priorities to improve and support the local economy to enable appropriate local growth, and to manage out built and natural environments to promote and maintain a positive sense of space.

4. Outcomes to be Achieved

- sustained income;
- enhanced community space;
- improved satisfaction levels from park users;
- suitable and sufficient public conveniences;
- effective use of buildings within the park

5. Timescales

In respect of the Brick Pavilion, the Bowls Club have requested a further temporary use of part of this building for their 2019 season (circa April – October) and it is expected this proposal will be agreed. The options considered as part of this IPPD will therefore need to take this time period into account.

The Cricket Club have indicated their interest in taking a lease of the White Pavilion; discussions with the Cricket Club in respect of this interest will take place alongside the options appraisal work set out in this IPPD. In the event no agreement is reached with the Cricket Club to lease the White Pavilion, this building will then be considered as part of the options appraisal of the wider assets.

The different elements and timescales identified in this IPPD require a phased approach to the work, albeit with all elements ultimately contributing towards the objectives as set out in section 4 above. The expected timescales for each element are summarised in the table below:-

Element	Expected Timescale
Consideration of White Pavilion and cricket club usage	Spring 2019
Options appraisal for public conveniences/Brick Pavilion/	Summer/Autumn 2019

6. Project Costs and Resources

Appendix 5

Costs (£)		Source
One-Off Phase one	<p>Up to £10,000 to employ an architect to produce the design work required for this options appraisal, which is considered to be an extension to the work already undertaken to inform the April 2018 PID.</p> <p>The capital costs of implementation are unknown until the option appraisal is completed.</p>	CDC reserves
Revenue	<p>The Council currently receives rent from the café and bowls club.</p> <p>The White Pavilion is currently used by the Cricket Club on a hiring basis; the potential for a more formal lease arrangement would generate rental income, with the level of that income yet to be determined.</p>	
Savings	<p>Potential savings may be identified through repairs and maintenance, utility and NNDR costs that could be passed to occupiers should additional lettings be secured.</p>	
Services to be involved in the project delivery	<p>The project will be led by the Estates Service supported by CCS, Legal Services, Community Services, Sport and Leisure, Planning Services, PR, Building Services and external consultants.</p>	

7. **Benefits vs. Cost**

The Council will need to consider and balance the community and commercial benefits of the options and will be informed by the option appraisal.

8. **Identify Risks**

The capital costs may be prohibitive or the returns unattractive; costs associated with a void period and accommodating a variety of differing and varied interests, which might be mutually exclusive.

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Project Documentation - Initial Project Proposal Document

Project: Novium – Business Plan Feasibility Work.

Author: Sarah Peyman

1. Purpose of Document

The purpose of this document is to support the requirement to undertake feasibility work for projects emerging from the development of The Novium Business Plan.

2. Project Description

To identify and conduct feasibility works for capital projects to be considered as part of the emerging Novium Business Plan.

3. Background

In July 2018 Cabinet agreed to review the Novium Museum and TIC Business Plan to identify potential opportunities for generating additional income and/or reducing expenditure. Work has commenced on the plan however there are a number of larger capital projects being considered as part of the review, which now require the input of specialist consultants.

This IPPD proposes consideration of the appointment of consultants to conduct feasibility appraisals for the following:

- Proposals for redesign on the Novium entrance, shop and café area to create better use of the space and provide a more welcoming entrance to the building.
- The potential opportunities for an enhanced café/restaurant offer either on the ground or on the top floor.
- The potential to increase floor space by glazing over the roman baths which could have a positive impact on the 2 proposals above.

4. Outcomes to be Achieved

Reduction in costs and an increase in income for providing the museum and Tourist Information services and improved satisfaction levels from service users.

5. Timescales

Works will be undertaken late spring/early summer 2019.

6. Project Costs and Resources

Costs (£)		Source
One-Off Phase one	c. £30,000 to employ consultants to produce the feasibility work, required to assess and inform the business plan. Earlier studies undertaken will inform the process. The capital costs of implementation of any of the projects are unknown until the feasibility work is	CDC reserves

	completed.	
Revenue	The Council's overall aim is to reduce the annual revenue budget for the delivery of the museum and tourist information services. All of the proposed projects have been identified due to their potential to generate additional income.	
Savings	As above.	
Services to be involved in the project delivery	The project will be led by the Culture & Sport team supported by Legal Services, Planning Services, Estates Service, Building Services and external consultants.	

7. Benefits vs. Cost

The information gained from this work will inform the emerging business plan to identify opportunities to reduce costs and generate additional income, reducing the overall revenue budget for the service.

8. Identify Risks

The proposals identified do not generate significant savings for the service or capital costs for delivering the proposals may be prohibitive or unattractive.

Project Documentation - Initial Project Proposal Document

Project: Expanding the Gigabit project to achieve a 'lit up' city

Author: Joe Mildred – Business Support Manager

1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

Expansion of the Gigabit project, connecting an additional 50 sites within Chichester City and unlocking the ability for the provider City Fibre to connect every house and business within the city. Further detail is to be worked up through a joint business case with WSCC.

In scope:

All houses and businesses with Chichester City

Out of scope:

Areas outside of Chichester City at this stage

3. Background

In September 2017 Cabinet approved that the council be part of the County wide Gigabit project. The project was successful in receiving a significant grant from the DCMS Local Full Fibre Network fund and in early 2018 a contract worth £5.7m was awarded to City Fibre to connect over 300 public sector sites across the county, in Chichester district the sites were in Chichester City and Midhurst, the CDC sites were East Pallant House, Careline, the depot and the Novium (there are several more County and health sites). Whilst initially the project benefits will create superfast gigabit (1,000 mbps) connections to these sites, the secondary benefits will be to some local businesses. These secondary benefits will be that businesses that are within 75 metres of the fibre network and 250 metres of the connected sites will be able to connect to the superfast network and there is currently a scheme being rolled out by government that allocates vouchers to SMEs to assist with the costs of connecting for up to £3,000. The scope of the original project didn't include businesses outside of the range described above or any houses. There was however the ability to add additional public sector sites at a cost, the amount of £30k per site was mentioned.

There is now discussion about a further stage to the project which would mean if that if a further 50 sites could be connected in Chichester at a cost of £800k, City Fibre could then be in a position to connect all homes and businesses within the whole city which would in effect what is known as a 'lit up' city. The additional sites connected could be buildings (public sector) or other items that could include CCTV cameras. It is proposed that CDC work on a joint business case with WSCC to work up the detail and potential benefits. A further phase will look at the potential to extend the service in the two towns in the north of the district.

4. Outcomes to be Achieved

Increased GVA through better connectivity, the ability to attract a wider range of sectors / businesses when delivering inward investment.

5. Timescales

Timescales to be developed through detailed business plan.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	A contribution towards an estimated total up front cost of £800k	CDC Capital / partners
Revenue	TBC	
Savings	No savings but potential increase to GVA and better potential inward investment prospects	
Services to be involved in the project delivery	ICT, Economic Development and Estates	

7. Benefits vs. Cost

Further work is required to establish a full business case developing contribution required from stakeholders and potential benefits.

8. Identify Risks

There is a risk of falling behind in terms of digital connectivity, detailed project risks will be specified when the business case is developed. There is a risk of lack of partner investment, again to be established.

Project Documentation - Initial Project Proposal Document**Project:** Working with Hyde on Asset Management**Author:** Louise Rudziak, Director of Housing & Communities**1. Purpose of Document**

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

To work in partnership with Hyde to review its assets within the district, to identify opportunities for asset rationalisation, new development and redevelopment, in order to maximise affordable housing delivery and maximise the use of existing stock.

Scope:

The working group will consider several different topics

- Hyde Asset Management Report – a review of Hyde’s current stock in the district
- Hyde’s Strategic Plan for Chichester – establish what Hyde’s long term plans are for housing in the district including use of current stock and any future new developments.
- Chichester DC Housing Strategy – input into the formation of Chichester DC’s forthcoming Housing Strategy.
- Chichester DC Task and Finish Group – The recommendations of Chichester DC Task and Finish Group as they relate to Hyde Group.
- Future relationship – consider how the relationship between the parties will need to adapt and evolve to deliver future plans including identifying any potential changes to the Allocations Policy, Voluntary Stock Transfer Agreement and Service Level Agreement.

3. Background

Hyde is the biggest registered provider in the Chichester District with over 5,000 properties in the area. The vast majority of its stock is old and was part of the stock transfer.

Hyde has commissioned a full asset review in order that it can better understand the opportunities in the district. Senior Officers at Hyde have indicated that they view Chichester as a strategic area for the future. Hyde has also been selected by Homes England as a strategic partner for housing delivery which may increase its access to grants moving forward.

In addition to the stock review referred to above the recent report of the Task & Finish group looking at Housing Standards & Supply will inform the group, which will in turn then feed into the Housing Strategy due to be renewed in April 2020.

4. Outcomes to be Achieved

- Clarity for Officers and Members as to Hyde's future plans in the District and an opportunity to feed into decision making
- Clarity for Hyde on Chichester DC's strategic priorities and an opportunity to feed into our future Housing strategy
- Move the parties from largely contractual relationship towards a more strategic partnership.

5. Timescales

Asset review to Hyde:	Nov 2018
Asset review shared with CDC:	Jan 2018
Working group set up:	Jan 2018
Asset management plan agreed:	TBC
Housing strategy review:	2019/2020
New Housing strategy in place:	April 2020

6. Project Costs and Resources

No costs have been identified currently, although officer time will be needed. Moving forward commuted sums and other housing capital can be utilised in accordance with our usual procedures.

7. Benefits vs. Cost

Benefit vs Cost will be worked through as part of the asset management planning process. Costs for this part of the project are officer time only.

8. Identify Risks

A risk is that Hyde could decide not to proceed with any development or redevelopment in the CDC area. That risk is minimised by this proposal for partnership working.

Project Documentation - Initial Project Proposal Document

Project: Emerging Vision Projects and Resources

Author: Tania Murphy, Divisional Manager - Place

1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

To consider and implement the emerging projects emanating from Vision Projects across the district. To consider resources required to oversee delivery of the requirements of the Vision projects.

3. Background

The Council has, for the last year, been working with towns and the city across the district to assist with the creation of a Vision for each area for the delivery of key projects which are linked to each Vision. In addition to the Growth Board projects a number of projects are arising from the Vision work which require consideration and funding. These include:

Chichester: Improving the link between the city centre and the Theatre – redesigning Northgate Car Park, Wayfinding in and around council-owned car parks – to include improvements to vacant space indicator screens which will assist motorists and reduce unproductive traffic searching for a space, costs of implementing recommendations following brand investigation.

Selsey: (Selsey Haven related projects): Improve the public realm at Selsey East Beach (subject to a separate IPPD), Create better pedestrian wayfinding between town centre and East/West Beaches, Develop trails and improve signage, New temporary commercial units or concession opportunities, Employ a seafood sales and marketing champion, Develop and host crab and lobster events.

Midhurst: Capital costs for wayfinding. Improvements to North Street car park surface (£55,000 already agreed by Cabinet), Parking Strategy/audit re-refresh will assist with transport / parking aspirations.

Petworth: Old Bakery (live project), small scale projects to enhance the sense of place in the town. Petworth Skatepark – proposals being considered, £20,000 agreed to support project from Reserves £50,000 from Petworth Leisure Fund.

In addition to these projects there is a requirement to ensure that the authority has adequate resources within the Place team to oversee the delivery of projects.

4. Outcomes to be Achieved

A district which is vibrant, encourages visitors and supports the business economy.

5. Timescales

Work will be undertaken during 2019/20.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	<p><u>Chichester:</u> Consider options for Re-design of Northgate Car Park – estimated cost £15,000 for design and surveys. Implementation costs would follow the design proposal, no current estimate available. Wayfinding – estimated to be £30,000 dependant on final designs, although support from partners will be requested.</p> <p><u>Selsey:</u> Improve the public realm at Selsey East Beach (subject to a separate IPPD), Wayfinding between town centre and East/West Beaches, Develop trails and improve signage, – estimated to be £10,000, Employ a seafood sales and marketing champion (potential HLF funding), Develop and host crab and lobster events – estimated to be £2,000.</p> <p><u>Midhurst:</u> Wayfinding estimated to be £10,000 although support from partners to be sought. North Street car park already agreed at Cabinet (£55,000).</p> <p><u>Petworth:</u> Old Bakery project costs dependant on results of option appraisal currently being undertaken – the results of which will determine the timescale for subsequent works.</p>	<p>CDC</p> <p>Potential funding from the city Council CIL receipts to be confirmed Potential funding from other partners to be confirmed</p> <p>Potential funding from Selsey Town Council to be confirmed</p> <p>Potential funding from Midhurst Town Council to be confirmed</p>
Revenue	£12,000 for 0.5 FTE Admin support for all vision projects.	CDC
Savings	None	
Services to be involved in the project delivery	Place, Estates, PR, Building Services, Planning	

7. Benefits vs. Cost

The project will support the continued vitality of the area and deliver key partner aspiration projects as identified in Chichester Vision.

8. Identify Risks

If projects linked to Chichester Vision are not delivered there is a risk that the purpose or role of the vision could be questioned and partners may be less likely to become involved.