

# Chichester District Council

**CABINET**

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## **Initial Project Proposals (2016/17)**

### **1. Contacts**

**Report Author:**

Joe Mildred, Corporate Improvement Manager,  
Tel: 01243 534728 E-mail: [jmildred@chichester.gov.uk](mailto:jmildred@chichester.gov.uk)

**Cabinet Member:**

Cllr Tony Dignum, Leader of the Council,  
Tel: 01243 538585 E-mail: [tdignum@chichester.gov.uk](mailto:tdignum@chichester.gov.uk)

### **2. Recommendation**

- 2.1. That Cabinet approve the Initial Project Proposals for 2016/17 attached in the Appendices.**
- 2.2. That Cabinet approves the following funding from Council reserves as indicated in section 5.2 ;**
  - (a) £40,000 - New Employment Land - Retaining and Attracting Businesses**
  - (b) £25,000 - St James Industrial Estate**
  - (c) £20,000 - Disposal of former public conveniences, store and depot Priory Road**
  - (d) £30,000 - Guildhall Improvements**
  - (e) £30,000 – Museum Option Appraisal**

### **3. Background**

- 3.1. In December 2015, Council agreed the refreshed Corporate Plan as part of the annual business planning cycle with the following priority areas:
  - Improve the provision of and access to suitable housing.
  - Support our communities.
  - Manage our built and natural environments.
  - Improve and support the local economy.
  - Prudent management of the Council's finances
- 3.2. The next part of the annual business planning cycle is to approve the outline projects for 2016/17. These take the form of Initial Project

Proposal Documents (IPPDs) as defined in the Council's Project Management Guidance.

#### **4. Outcomes to be achieved**

4.1. As part of the Council's annual business planning cycle, Cabinet are asked to consider the following IPPDs for potential new projects for 2016/17:

- (i) Review of the Local Plan
- (ii) New Employment Land - Retaining and Attracting Businesses
- (iii) St James Industrial Estate
- (iv) Guildhall Improvements
- (v) Car Parks – Review of payments options
- (vi) Disposal of former public conveniences, store and depot, Priory Road
- (vii) Renewing Chichester Business Improvement District
- (viii) Selsey Haven
- (ix) The Novium Museum Options Appraisal

4.2. Should the IPPDs be approved and the project be classified at least medium (in excess of £50,000 total cost, having a significant impact or being relatively complex) sized, a Project Initiation Document (PID) will be developed and considered by Cabinet at a later date. The PID will set out the detailed project planning information, timescales, outcomes and business case for the project.

#### **5. Proposal**

5.1. Cabinet are asked to approve the IPPDs set out in Appendices 1-9 which outline the key projects for the Council for the year 2016/17. All of the projects contribute to the priorities and objectives within the agreed Corporate Plan.

5.2. In the case of five projects (see below), Cabinet are also asked to approve funding from reserves at this stage. This will prevent delay to the projects caused by needing to come back to future Cabinet meetings with separate funding requests. The level of funding required for each is at a level which does not, at this stage, require a full PID to be completed.

- (a) New Employment Land - Retaining and Attracting Businesses - £40,000 for research and consultancy, databases, inward investment website, marketing prospectus and materials.

- (b) St James Industrial Estate - £25,000 to instruct a consultant to investigate the future development options for the St James Industrial Estate.
  - (c) Disposal of former public conveniences, store and depot at Priory Road, Chichester - £20,000 to cover architectural advice, design and feasibility as well as cost of sales.
  - (d) Guildhall improvements - £30,000 to cover the cost of works to install heating, lighting and 3 phase power supply to enable the Guildhall to be used as a year round wedding venue.
  - (e) The Novium Museum Options Appraisal - £30,000 to appoint a consultant to conduct an option appraisal for the Novium Museum and TIC service to establish the feasibility of alternative delivery mechanisms and any potential service savings.
- 5.3. If approved, the projects will be included in the Council's workplan, as well as being monitored on the corporate performance and project monitoring system. This is reported to Members and the Senior Leadership Team by exception.

## **6. Resource and legal implications**

- 6.1. The IPPDs include an indication of the resources required for each project, including those services that will be required to input into but not lead the project. This allows for all teams, including support services, to plan their resources for the coming year effectively, ensuring that all of the projects can be delivered. In the event that internal resources are insufficient the approved budgets enable one-off specialist resources to be engaged.

## **7. Consultation**

- 7.1. Consultation on the 2016/17 IPPDs was carried out with:
- (a) The SLT and Cabinet Members as part of Strategic Planning Days.
  - (b) The Corporate Management Team.
  - (c) Tenants at St. James' industrial estate have been informed of the work proposed in relation to IPPD no. 3. Further consultation and engagement will take place with tenants as this project progresses.
  - (d) Staff at the Novium are aware of the proposed option appraisal contained in IPPD no. 9

## **8. Community impact and corporate risks**

- 8.1. Clear and effective project planning ensures that projects are given the best chance of succeeding with coherent business cases providing

Members with the right information to make informed decisions on the best use of the Council resources.

## 9. Other Implications

<b>Crime &amp; Disorder:</b> None
<b>Climate Change:</b> Protecting the local environment is a key outcome of refreshing the Local Plan
<b>Human Rights and Equality Impact:</b> None directly at this stage, impact assessments to be undertaken as PIDs develop if required
<b>Safeguarding and Early Help:</b> None

## 10. Appendices

Appendix 1 - Review of the Local Plan

Appendix 2 - New Employment Land - Retaining and Attracting Businesses

Appendix 3 - St James Industrial Estate

Appendix 4 - Guildhall Improvements

Appendix 5 - Car Parks – Review of payments options

Appendix 6 - Disposal of former public conveniences, store and depot Priory Road

Appendix 7 - Renewing Chichester Business Improvement District

Appendix 8 - Selsey Haven

Appendix 9 - The Novium Museum Options Appraisal

## 11. Background Papers

11.1. None