



# Appendix A

# Baseline Statements

**Term 2  
2017 – 2022**

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### Introduction

#### Baseline and continuation of existing services

It is the intention that the Chichester BID may bring new initiatives to the City Centre and build on existing public sector service provision. The BID may enhance existing services but not replace them.

Where new public sector services are contracted by Chichester BID, appropriate service level agreements will be sought prior to the commitment of expenditure.

## Chichester District Council

## BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity

Head of Service

Date

Parking Services

Tania Murphy

December 2015

Service Provided, Location, Number of Staff & Equipment	Location	Opening	Spaces
	Little London Car Park	24 Hr	81
	Baffins Lane	24 Hr	86
	St Cyriacs	24 Hr	50
	South Pallant	24 Hr	52
	East Pallant / Cawley Priory	24 Hr	246
	Market Ave / St Johns Street	24 Hr	29
	Market Road	Saturdays only	50
	Market Avenue / South Pallant	Saturdays only	75
	New Park Road	24 Hr	95
	Orchard Street	24 Hr (Saturday only)	25
	Basin Road	24 Hr	115
<b>Outside BID area</b>	Avenue de Chartres	24 Hr	890
	Northgate	24 Hr	836
	Cattlemarket	24 Hr	907
<b>Specification</b>	There are 18 members of staff in the Parking Services team, 9 of these are Civil Enforcement Officers of those 9, a minimum of 4 patrol the city at any time.		
<b>Performance Measure</b>	Receipts from car parking, number of penalty notices issued, number of public helped and supported, management of complaints process		
<b>Non -Compliance Procedure</b>	This is a public sector service that receives no reward or censure		
<b>Existing Value of Contract/Service in Boundary Area</b>	The City is part of an overall District wide service		
<b>BID Boundary Area</b>	City Centre		
<b>Proposed BIDs Additional Activity</b>	Encourage parking improvement schemes such as 'pay on exit' and use of digital payment facilities.		

<b>Cost of BIDs Additional Activity</b>	None
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**Chichester District Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

**Baseline Activity**  
**CCTV**

**Head of Service**  
**Tania Murphy**

**Date**  
**December 2015**

<b>Service Provided, Number of Staff &amp; Equipment</b>	CCTV office uses 63 CCTV cameras to cover the Chichester City Centre and District. Coverage hours are Monday and Saturday 10am until 5pm, Tuesday to Friday 9.30 until 5.00pm, Friday and Saturday evenings 19:00 to 01:00.
<b>Specification</b>	To monitor and manage CCTV in the District to protect, service and assist the public, ChiBAC and the Police.
<b>Performance Measure</b>	Number of arrests and successful prosecutions using CCTV footage, customer satisfaction and complaints procedure, intelligence gained to assist in Police operations, protection of public and assistance in incidents.
<b>Non - Compliance Procedure</b>	This is a public sector service that receives no reward or censure.
<b>Existing Value of Contract/Service in Boundary Area</b>	Total Budget £219,600 including all on costs Divided by 63 cameras = £3485 per camera
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester District Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Community Safety</b>	<b>Steve Hansford</b>	<b>May 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	<p><b>Community Safety</b></p> <p>2 FTE staff support a range of partnership activities and deliver specific projects aimed at reducing Crime and Disorder, Anti Social Behaviour and Substance Misuse.</p> <p>Crime Prevention and deterrent materials include covert CCTV, property marking equipment and high profile campaign material. Also includes: Graffiti removal contract, multi-agency security inspections/ walks and work with the homeless sector.</p>
<b>Specification</b>	<p>A solution focused service provision that is flexible and responsive to predictable and emerging trends within a standard 5 day week but will include evenings and weekends for specific preplanned activities. Anti Social Behaviour Policy sets out service specification and standards.</p>
<b>Performance Measure</b>	<p>Operates to a Community Safety Business Plan through the Community Safety Partnership which specifies projects, activities and targets. This is a public document.</p>
<b>Non - Compliance Procedure</b>	<p>Response to reported incidents and public enquiries are subject to standard complaints procedures. Business Plan targets are not subject to reward or censure.</p>
<b>Existing Value of Contract/Service in Boundary Area</b>	<p>It is estimated that 20% of the team's time is spent on activity relating to the City centre.</p>
<b>Boundary Area</b>	<p>City centre</p>
<b>Proposed BIDs Additional Activity</b>	<p>Support for Community safety</p>
<b>Cost of BIDs Additional Activity</b>	<p>Staff time</p>

**Chichester District Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Green Spaces</b>	<b>Andy Howard</b>	<b>May 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Green space management and grounds maintenance of 95 sites across the district. Includes, parks, play areas, wildlife habitats, formal gardens, cemeteries and open spaces. 0.5 x Green spaces and street scene manager 1 x Green spaces officer 0.5 x Admin officer 1 x grounds maintenance supervisor 8 x grounds maintenance operatives
<b>Specification</b>	Ensure sites are safe, well maintained and welcoming to visitors.
<b>Performance Measure</b>	Proactive work schedules in place. Inspection schedule in place. Case management system for reactive works. Compliments and complaints register maintained by customer services.
<b>Non - Compliance Procedure</b>	N/A
<b>Existing Value of Contract/Service in Boundary Area</b>	Approx £250k.
<b>Boundary Area</b>	City centre.
<b>Proposed BIDs Additional Activity</b>	Support for street planting Replacement of City trees if necessary
<b>Cost of BIDs Additional Activity</b>	£5,000 subject to quotations and relevant permissions

**Chichester District Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Streetscene</b>	<b>Andy Howard</b>	<b>May 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Districtwide litter picking, bin emptying and highway sweeping. 0.5 x Green Spaces and Streetscene Manager 0.5 x Admin officer 2 x Streetscene supervisors 19 x Streetscene operatives  The city center team comprises 6 full time operatives with support from other members of the team as required.
<b>Specification</b>	Requirement to maintain levels of cleanliness as specified in the Environmental Protection Act 1990 and the Code of Practice on Litter and Refuse.
<b>Performance Measure</b>	Proactive work schedules in place. Inspection schedule in place. Case management system for reactive works. Compliments and complaints register maintained by customer services.
<b>Non - Compliance Procedure</b>	Prosecution in event of failure to comply with the Environmental Protection Act.
<b>Existing Value of Contract/Service in Boundary Area</b>	£250,000 of the District cleaning budget (approximately £1 Million for the whole District) would be spent on maintaining cleaning standards within this area, with the City receiving the most intense operation within the contract due to the nature of the area.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	Street Focus (walk about to identify and raise issues) Support to CDC when having issues with business waste Deep street clean were essential
<b>Cost of BIDs Additional Activity</b>	£3,000 subject to quotations and relevant permissions



**Chichester District Council  
BASELINE STATEMENT FOR: CHICHESTER BID AREA**

**Baseline Activity**                      **Head of Service**                      **Date**  
**Public Conveniences**                      **Rod Darton**                      **May 2016**

<b>Service Provided, Location, Number of Staff &amp; Equipment</b>	<b>Location</b>	<b>Opening Times</b>	<b>Staff Number</b>	<b>Disabled Facilities</b>	<b>Baby Changing</b>
	Little London	07.30 – 18.00	1	Yes	Yes
	Priory Park	Park opening hours	Nil	Yes	Yes
	Tower Street	06.00 – 19.00	Nil	Yes	No
	Northgate Car Park	06.00 – 19.00	Nil	Yes	Yes
	Avenue De Chartres	06.00 – 19.00	Nil	Yes	Yes
	Market Road	06.00 – 19.00	Nil	Yes	Yes
<b>Specification</b>	All cleaned under contract, currently held by Wettons Little London has a full time attendant Mon – Sat All other sites cleaned 3 / 4 times per day				
<b>Performance Measure</b>	Open 7 days per week / 364 days per year				
<b>Non -Compliance Procedure</b>	Contractor would be required to return and rectify omission The contract does allow for financial penalties for non-compliance				
<b>Existing Value of Contract in Boundary Area</b>	Cleaning costs – approximately £88,000 pa Not included in above (maintenance, water, electricity, NNDR, etc.)				
<b>Boundary Area</b>	City Centre				
<b>Proposed BIDs Additional Activity</b>	None				
<b>Cost of BIDs Additional Activity</b>	None				

**Chichester District Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

**Baseline Activity**                      **Head of Service**                      **Date**  
**Community Facilities**                      **Steve Hansford**                      **March 2016**

<b>Service Provided, Number of Staff &amp; Equipment</b>	<p>1 FTE equivalent maintains the Community Facilities Audit which maintains a record of the Community Facilities in the City, including specifically the buildings in community or public ownership, their capacity and usage, and their needs for future enhancement.</p> <p>A full list of “Halls for Hire” is maintained on the CDC website to assist with people finding venues for a range of needs.</p>
<b>Specification</b>	Facilitating residents needs for appropriate space for activity and social activity, and community’s needs for public assembly, cohesion and local democracy. Also providing similar facilities for the public and private sector in providing suitable space to meet with and engage with residents or customers.
<b>Performance Measure</b>	Public requests for details regarding Halls for hire. Venue participation in bi-annual refresh of Audit, interim requests from halls and venues for listings to be included or updated.
<b>Non - Compliance Procedure</b>	Requests for information or updates are subject to the Council’s advertised commitment to response times, and would be subject to the standard complaints procedure.
<b>Existing Value of Contract/Service in Boundary Area</b>	It is estimated that 20% of the officer’s time relates to activity relating to the City of Chichester.
<b>Boundary Area</b>	Chichester City.
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester District Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Community Right to Bid/ Register of Assets of Community Value</b>	<b>Steve Hansford</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	1 member of staff, within their role, considers nominations of “Assets of Community Value”, maintains the register of approved nominations, and deals with any ensuing matters if owners of properties subsequently look to sell. Full details are maintained on the Council’s website.
<b>Specification</b>	The Community Right to Bid is one of a number of “Community Rights” enshrined within the Localism Act. Properties or land that contribute to the social wellbeing of the local community can be nominated. If listed, then the owner would be required to advise the Council of their intention to sell, and if the community were interesting in bidding to buy the property then a moratorium on sale of up to 6 months could be enforced to give the community time to fundraise.
<b>Performance Measure</b>	All nominations must be determined within 8 weeks, and a publically accessible Register of Community Assets must Be maintained. With effect from July 2016, CDC will need to address a number of related enquiries in all Property Searches.
<b>Non - Compliance Procedure</b>	Nominations can be appealed by property owners at two stages. Declined nominations cannot be appealed, but revised nominations can be considered if new information can be presented.
<b>Existing Value of Contract/Service in Boundary Area</b>	Of the 26 nominations detailed in the register, only 1 currently is within the City.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester District Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

**Baseline Activity**  
**Discretionary Grants**  
**and Concessions**

**Head of Service**  
**Steve Hansford**

**Date**  
**March 2016**

<b>Service Provided, Number of Staff &amp; Equipment</b>	Chichester District Council offers Grants to community groups and organisations, and local businesses, to further advertised annual priorities. The Council employs four staff who act as Funding Advisers (as part of their wider roles), and bids are approved through the Council’s Grants and Concession Panel that meets quarterly. The Panel also oversees rent concessions on commercial or community properties owned by the Council, to either support new businesses or the community benefit. The Panel can also confer discretionary rate relief in line with the Council’s Policy, or in exceptional circumstances. Chichester District Council also offers New Homes Bonus to Parish Town and City Council’s to facilitate projects that address the impact of local development. As the major centre of housing development, Chichester City is eligible for significant proportions of this fund. NHB is administered separately by two staff (PT) and bids are approved through a separate annual meeting of the Grants and Concessions Panel.
<b>Specification</b>	Economic Development, Environmental enhancement, Community development, Health and Wellbeing.
<b>Performance Measure</b>	<ul style="list-style-type: none"> <li>-Regular review of the Council’s Grants and Concessions Policy, and New Homes Bonus (Parish Allocations) Policy</li> <li>-Annual refreshment of the Councils advertised “Priorities and Principles of Funding”</li> <li>-Quarterly meetings of the Grants and Concessions Panel</li> <li>-Annual meeting of the Panel to consider NHB applications</li> <li>-Annual production of a Report regarding all grants and concessions provided in the previous financial year.</li> </ul>
<b>Non - Compliance Procedure</b>	Advice to applicants is subject to guidance approved by Council, so complaints could be made via the line management route. Grant giving is discretionary, but applicants who were unhappy with the Panel’s decision could appeal the decision to Council Cabinet.
<b>Existing Value of Contract/Service in Boundary Area</b>	The annual Grants budget is £175,000 across the District. The annual budget for New Homes Bonus in 2016/17 is £250,000 of which Chichester City is eligible for £100,000.
<b>Boundary Area</b>	Chichester District
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

## BASELINE STATEMENT FOR: CHICHESTER BID AREA

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Sussex Police</b>	<b>CI Justin Burtenshaw</b>	<b>April 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Provision of Police service across West Sussex including Chichester District area and within the defined area of Chichester City. Service response available 24hrs/day 7days/week 365days /year. The neighborhood policing team is combined with Arun enabling resources to be deployed based on Threat Harm Risk and Vulnerability. Officers are based at Chichester and Bognor Police Stations. The teams are comprised of 2 Inspectors, 7 Sgts, PCs and a team of 27 PCSOS. 12 of the PCSOS will be based at Chichester police station but flex across the hub where required. Their Core Mission is The Prevention of crime. In addition, centralized services such as Divisional Response Team, CID, Crime Prevention and Licensing are available by Police request to assist in the BID area on a needs basis.
<b>Specification</b>	The prevention and detection of crime
<b>Performance Measure</b>	Sussex Police has targets from the Home Office with national, regional and local performance targets. Crime Reduction, Crime Outcomes and Public Satisfaction. Complaints and customer feedback.
<b>Non -Compliance Procedure</b>	Targets are not subject to reward or censure.
<b>Existing Value of Contract/Service in Boundary Area</b>	Unable to identify value within City Centre BID area as expenditure is targeted at need and varies from year to year. - Sussex Police are 100% committed to supporting ChiBAC.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	Support of ChiBAC business radio network, loan of head cams for night time door staff, a minimum of five drug dog operations per annum, internal mobile CCTV for hire, scam awareness and projects as required to respond to latest crime trends.
<b>Cost of BIDs Additional Activity</b>	£35,500 per annum £175,000 over the BID term

## BASELINE STATEMENT FOR: CHICHESTER BID AREA

**Baseline Activity**

**Head of Service**

**Date**

**WSCC Highways Maintenance**

**Jonathan Ullmer**

**May 2016**

<b>Service Provided, Number of Staff &amp; Equipment</b>	Provision of Highway maintenance and network management service across West Sussex including Chichester District area and within the defined area of Chichester City. Service response available 24hrs/day 7days/week 365days /year.
<b>Specification</b>	Maintenance of all public areas of highway to defined standards identified in the West Sussex Highway Maintenance and Asset Management Plan. Ensuring highway safety in accordance with defined standards and criteria as identified in West Sussex Safety Plan plus Highway Inspection and Management regime. Co-ordination and bookings of street activity.
<b>Performance Measure</b>	Maintain public highways and regulate activities undertaken within the highway and deliver it in accordance with defined performance measures, criteria and relevant legislation.
<b>Non - Compliance Procedure</b>	Service Level Agreements and Performance Standards identified within Highway Maintenance contracts with clearly identified procedures for dealing with non-compliance.
<b>Existing Value of Contract/Service in Boundary Area</b>	Unable to identify value within City Centre area as expenditure is targeted at need and varies from year to year. No fixed amount of expenditure set aside for identified areas within West Sussex.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Street Furniture</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Provision of benches in the City Centre and potentially Bike Racks subject to further discussions with Chichester District Council and West Sussex County Council. Managed by the Property Manager and maintained by the Property Maintenance Officer.
<b>Specification</b>	To ensure the benches are regularly inspected, cleaned and maintained and replaced as necessary.
<b>Performance Measure</b>	Maintained as required
<b>Non - Compliance Procedure</b>	Complaints are responded to.
<b>Existing Value of Contract/Service in Boundary Area</b>	Benches £32,433
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council  
BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Christmas Lights</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	This Baseline Statement is no longer applicable to Chichester City Council because the responsibility is now with Chichester BID. However, Chichester City Council may still own some of the Christmas infrastructure.
<b>Specification</b>	
<b>Performance Measure</b>	
<b>Non - Compliance Procedure</b>	
<b>Existing Value of Contract/Service in Boundary Area</b>	
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	Provision and maintenance of Christmas Lights and Infrastructure, organization and delivery of Lights Switch-on event and Fireworks or similar activities
<b>Cost of BIDs Additional Activity</b>	£50,000



**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Street Naming and Numbering</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Provision of street naming and numbering services within Chichester City centre under delegated powers from Chichester District Council. Managed by Property Manager.
<b>Specification</b>	To liaise with Royal Mail and Chichester City Council’s Planning and Conservation Committee in processing street naming and numbering applications from developers and private individuals. Services to be provided in accordance with the Chichester City Council’s Street Naming and Numbering Policy. The name plates, posts and back boards follow an approved specification and includes City Council’s Coat of Arms and are maintained by the Property Maintenance Officer.
<b>Performance Measure</b>	Public Safety and community well-being.
<b>Non - Compliance Procedure</b>	Action taken to replace as required.
<b>Existing Value of Contract/Service in Boundary Area</b>	£4,000 pro rata for the BID area.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council  
BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Floral Displays in the City Centre and other landscaped Areas in the City Centre (Formerly Chichester in Bloom)</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Provision of seasonal flower displays within the City Centre and other landscaped areas including Cathedral Beds and potentially St Richard’s Walk from Autumn 2016 (subject to further negotiations with the Dean & Chapter). The City Council is responsible for the 11 flowers tower bases and 8 cast iron waste bins. Managed by the Administration Manager and Finance Assistant.
<b>Specification</b>	To provide seasonal flower displays within the City Centre.
<b>Performance Measure</b>	Controlled by Chichester City Council and horticultural specialists.
<b>Non - Compliance Procedure</b>	It would be detrimental to the tourism and well-being in the City.
<b>Existing Value of Contract/Service in Boundary Area</b>	£25,000
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	Support for floral displays
<b>Cost of BIDs Additional Activity</b>	£5k

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>City Events</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Eg. Gala, Freedom and Military Parades Managed by appropriate City Council staff.
<b>Specification</b>	Varied to meet requirements.
<b>Performance Measure</b>	Economic, tourism and general well-being of the City.
<b>Non - Compliance Procedure</b>	Public disappointment and detrimental impact on the footfall of the City.
<b>Existing Value of Contract/Service in Boundary Area</b>	As required according to the event.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	Support promotion of City Events as required.
<b>Cost of BIDs Additional Activity</b>	Staff time.

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

**Baseline Activity**

**Head of Service**

**Date**

**Footpath Lighting**

**Rodney Duggua**

**March 2016**

<b>Service Provided, Number of Staff &amp; Equipment</b>	Provision of footpath lighting in certain areas of the City Boundary. Managed by the Property Manger.
<b>Specification</b>	In accordance with PFI contract with West Sussex County Council.
<b>Performance Measure</b>	In accordance with PFI contract with West Sussex County Council.
<b>Non - Compliance Procedure</b>	Public safety.
<b>Existing Value of Contract/Service in Boundary Area</b>	£3,000 for lighting the footpaths £1,900 for maintenance of the footpath lighting £80,000 Capital funding towards Heritage Street Lighting provision as part of SSE replacement street lights programme.
<b>Boundary Area</b>	City Boundary
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council  
BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Heritage Awards and Blue Plaques</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	To provide commemoration examples of good architecture and commemoration of historic events, people or places.
<b>Specification</b>	As required.
<b>Performance Measure</b>	Increase historic interest in the City Centre.
<b>Non - Compliance Procedure</b>	N/A
<b>Existing Value of Contract/Service in Boundary Area</b>	Blue Plaque budget £300. Civic & Heritage Awards budget £1,400
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Market Cross &amp; Market Cross Clock</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Managed by the Property Manager in liaison with Historic England. All work to be carried out by approved specialist contractors. A programme of works for the Cross and Clock is currently being implemented.
<b>Specification</b>	To maintain and preserve the structure of the Market Cross and to maintain the Clock in good working order. Liaison with Historic England and the use of approved specialist contractors is essential.
<b>Performance Measure</b>	As required.
<b>Non - Compliance Procedure</b>	Complaints are responded to.
<b>Existing Value of Contract/Service in Boundary Area</b>	Maintenance/Repair of Clock £5,500
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council  
BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Conference Facility/ Community Centres/Tourism</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Use of hire facilities. Visitor Information Point at the Council House. Managed by appropriate City Council staff.
<b>Specification</b>	Community Engagement and local knowledge.
<b>Performance Measure</b>	Income generation, promotion and Civic Pride.
<b>Non - Compliance Procedure</b>	Loss of income.
<b>Existing Value of Contract/Service in Boundary Area</b>	Specific budgets for repairs, maintenance and specialist work.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Crime Prevention</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	
<b>Specification</b>	Financial support of Community Wardens. Active member of ChiBAC.
<b>Performance Measure</b>	Reduction in crime in the City Centre.
<b>Non - Compliance Procedure</b>	Increase in crime in the City Centre.
<b>Existing Value of Contract/Service in Boundary Area</b>	£40,000 contribution to Community Wardens pro rata.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	Chichester BID continues to financially support ChiBAC
<b>Cost of BIDs Additional Activity</b>	£35,500 allocated on Sussex Police Baseline Statement



**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

**Baseline Activity**

**Head of Service**

**Date**

**Newsletter**

**Rodney Duggua**

**March 2016**

<b>Service Provided, Number of Staff &amp; Equipment</b>	Chichester City Council produce a monthly ' <i>Chichester Matters</i> ' newsletter which is displayed on all City Council Noticeboards and the website.
<b>Specification</b>	Promoting Chichester City Council.
<b>Performance Measure</b>	N/A
<b>Non - Compliance Procedure</b>	N/A
<b>Existing Value of Contract/Service in Boundary Area</b>	N/A
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Town &amp; Country Planning</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Managed by Planning Adviser
<b>Specification</b>	The ability to comment on Planning Applications. An average of 550 received annually.
<b>Performance Measure</b>	To ensure the City remains uniformed and in keeping with the character and historic nature of the environs.
<b>Non - Compliance Procedure</b>	Loss of character and appearance of the City.
<b>Existing Value of Contract/Service in Boundary Area</b>	N/A
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Closed Churchyard/ Disused Burial Grounds</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	St Martin’s Garden, St Paul’s Churchyard and All Saints, Portfield. Managed by the Property Manager.
<b>Specification</b>	To maintain the grounds and boundaries of St Martin’s Garden. St Paul’s and All Saints, Portfield. In the case of All Saints the maintenance is carried out under a Memorandum of Understanding with Chichester District Council.
<b>Performance Measure</b>	Regular maintenance to keep grounds and boundaries tidy, boundary walls stable and St Martin’s Garden secure.
<b>Non - Compliance Procedure</b>	Complaints are responded to.
<b>Existing Value of Contract/Service in Boundary Area</b>	£2,200 pro rata over BID area.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Street Banners and Bunting</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	The administration of Street Banners in the City Centre under an Agreement with West Sussex County Council. Banners are displayed in North and East Streets between the months of May and September. The administration of bunting in the City Centre. Managed by the Administration Manager.
<b>Specification</b>	To ensure the correct administration procedures are followed by organisations wishing to display a street banner and the safety of the eye-bolts for the banners to be hung from.
<b>Performance Measure</b>	Promotion of events.
<b>Non - Compliance Procedure</b>	Loss of publicity for local organisations.
<b>Existing Value of Contract/Service in Boundary Area</b>	Street Banners – self funding. £700 for bunting display.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

**Baseline Activity**

**Head of Service**

**Date**

**War Memorials**

**Rodney Duggua**

**March 2016**

<b>Service Provided, Number of Staff &amp; Equipment</b>	The maintenance, repair and protection of War Memorials under the War Memorial Act 1923. Managed by the Property Manager.
<b>Specification</b>	Preservation of the Grade II Listed War Memorial in Litten Gardens in liaison with Historic England and all work to be carried out by specialist approved contractors.
<b>Performance Measure</b>	This is a Discretionary Power available to the City Council.
<b>Non - Compliance Procedure</b>	This is a sensitive area and complaints would be undesirable.
<b>Existing Value of Contract/Service in Boundary Area</b>	Repairs and Maintenance Budget £2,500.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council  
BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Discretionary Grants</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	
<b>Specification</b>	The City Council have the Power of Well-Being under the Localism Act 2011.
<b>Performance Measure</b>	To assist non-profit making community organisations.
<b>Non - Compliance Procedure</b>	Projects may not proceed.
<b>Existing Value of Contract/Service in Boundary Area</b>	£30,000
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Public Conveniences in Priory Park.</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	
<b>Specification</b>	To financially contribute towards the public conveniences in Priory Park.
<b>Performance Measure</b>	N/A
<b>Non - Compliance Procedure</b>	N/A
<b>Existing Value of Contract/Service in Boundary Area</b>	£11,500 contribution to Chichester District Council for the public conveniences in Priory Park.
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None

**Chichester City Council**  
**BASELINE STATEMENT FOR: CHICHESTER BID AREA**

<b>Baseline Activity</b>	<b>Head of Service</b>	<b>Date</b>
<b>Bus Shelters</b>	<b>Rodney Duggua</b>	<b>March 2016</b>

<b>Service Provided, Number of Staff &amp; Equipment</b>	Provision of two RTI ready bus shelters with integrated seating (via West Sussex County Council Section 106 funding) in Market Road. Managed by the Property Manager in partnership with Clear Channel.
<b>Specification</b>	The shelters are regularly inspected and maintained under contract with Clear Channel.
<b>Performance Measure</b>	Maintained as appropriate.
<b>Non - Compliance Procedure</b>	Complaints are responded to.
<b>Existing Value of Contract/Service in Boundary Area</b>	£10,758
<b>Boundary Area</b>	City Centre
<b>Proposed BIDs Additional Activity</b>	None
<b>Cost of BIDs Additional Activity</b>	None



## **Chichester City Council BASELINE STATEMENT FOR: CHICHESTER BID AREA**

**Please note:** None of the Chichester City Council's budgets quoted include staff costs or to her related on-costs.

Budget figures are for 2016/17 financial year.

**Other services provided by the City Council outside the BID area include:**

Mayoralty

Allotments

European Twinning