



Appendix A

Baseline Statements

**Term 2
2017 – 2022**

Baseline Statements CONTENTS

<i>Introduction</i>	Page 2
1. Chichester District Council Parking Services	Page 3
2. Chichester District Council CCTV	Page 4
3. Chichester District Council Community Safety	Page 5
4. Chichester District Council Green Spaces	Page 6
5. Chichester District Council Street Scene	Page 7
6. Chichester District Council Public Conveniences	Page 8
7. Chichester District Council Community Facilities	Page 9
8. Chichester District Council Community Right to Bid/ Register of Assets of Community Value	Page 10
9. Chichester District Council Discretionary Grants and Concessions	Page 11
10. Sussex Police	Page 12
11. West Sussex County Council Highways Maintenance	Page 13
12. Chichester City Council Street Furniture	Page 14
13. Chichester City Council Christmas Lights	Page 15
14. Chichester City Council Street Naming & Numbering	Page 16
15. Chichester City Council Chichester in Bloom	Page 17
16. Chichester City Council City Events	Page 18
17. Chichester City Council Footpath Lighting	Page 19
18. Chichester City Council Heritage Awards & Blue Plaques	Page 20
19. Chichester City Council Market Cross Clock	Page 21
20. Chichester City Council Conference facility / Community Centres / Tourism	Page 22
18. Chichester City Council Crime Prevention	Page 23
19. Chichester City Council Newsletter	Page 24
20. Chichester City Council Town & Country Planning	Page 25
21. Chichester City Council Closed Churchyard / Disused Burial Ground	Page 26
22. Chichester City Council Street Banners	Page 27
23. Chichester City Council War Memorials	Page 28
24. Chichester City Council Street Discretionary Grants	Page 29
25. Chichester City Council Public Conveniences in Priory Park	Page 30
26. Chichester City Council Bus Shelters	Page 31

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
Parking Services

Head of Service
Tania Murphy

Date
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
Outside BID area	Avenue de Chartres	24 Hr	890
	Northgate	24 Hr	836
	Cattlemarket	24 Hr	907
Specification	There are 18 members of staff in the Parking Services team, 9 of these are Civil Enforcement Officers of those 19, a minimum of 4 patrol the city at any time.		
Performance Measure	Receipts from car parking, number of penalty notices issued, number of public helped and supported, management of complaints process		
Non -Compliance Procedure	This is a public sector service that receives no reward or censure		
Existing Value of Contract/Service in Boundary Area	The City is part of an overall District wide service		
BID Boundary Area	City Centre		
Proposed BIDs Additional Activity	Encourage parking improvement schemes such as 'pay on exit' and use of digital payment facilities.		
Cost of BIDs Additional Activity	None		

Chichester District Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity
CCTV

Head of Service
Tania Murphy

Date
December 2015

Service Provided, Number of Staff & Equipment	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.
Specification	To monitor and manage CCTV in the District to protect, service and assist the public, ChiBAC and the Police.
Performance Measure	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.
Non - Compliance Procedure	This is a public sector service that receives no reward or censure.
Existing Value of Contract/Service in Boundary Area	Total Budget £219,600 including all on costs Divided by 63 cameras = £3485 per camera
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

Chichester District Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity	Head of Service	Date
Community Safety	Steve Hansford	May 2016

Service Provided, Number of Staff & Equipment	<p>Community Safety</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>
Specification	<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>
Performance Measure	<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>
Non - Compliance Procedure	<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>
Existing Value of Contract/Service in Boundary Area	<p>It is estimated that 20% of the team's time is spent on activity relating to the City centre.</p>
Boundary Area	<p>City centre</p>
Proposed BIDs Additional Activity	<p>Support for Community safety</p>
Cost of BIDs Additional Activity	<p>Staff time</p>

Chichester District Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity	Head of Service	Date
Green Spaces	Andy Howard	May 2016

Service Provided, Number of Staff & Equipment	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
Specification	Ensure sites are safe, well maintained and welcoming to visitors.
Performance Measure	Proactive work schedules in place. Inspection schedule in place. Case management system for reactive works. Compliments and complaints register maintained by customer services.
Non - Compliance Procedure	N/A
Existing Value of Contract/Service in Boundary Area	Approx £250k.
Boundary Area	City centre.
Proposed BIDs Additional Activity	Support for street planting Replacement of City trees if necessary
Cost of BIDs Additional Activity	£5,000 subject to quotations and relevant permissions

Chichester District Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity	Head of Service	Date
Streetscene	Andy Howard	May 2016

Service Provided, Number of Staff & Equipment	<p>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</p> <p>The city center team comprises 6 full time operatives with support from other members of the team as required.</p>
Specification	Requirement to maintain levels of cleanliness as specified in the Environmental Protection Act 1990 and the Code of Practice on Litter and Refuse.
Performance Measure	<p>Proactive work schedules in place. Inspection schedule in place. Case management system for reactive works. Compliments and complaints register maintained by customer services.</p>
Non - Compliance Procedure	Prosecution in event of failure to comply with the Environmental Protection Act.
Existing Value of Contract/Service in Boundary Area	£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.
Boundary Area	City Centre
Proposed BIDs Additional Activity	<p>Street Focus (walk about to identify and raise issues) Support to CDC when having issues with business waste Deep street clean were essential</p>
Cost of BIDs Additional Activity	£3,000 subject to quotations and relevant permissions

Chichester District Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

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

Service Provided, Number of Staff & Equipment	<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>
Specification	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.
Performance Measure	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.
Non - Compliance Procedure	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.
Existing Value of Contract/Service in Boundary Area	It is estimated that 20% of the officer’s time relates to activity relating to the City of Chichester.
Boundary Area	Chichester City.
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

Chichester District Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

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

Service Provided, Number of Staff & Equipment	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.
Specification	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.
Performance Measure	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.
Non - Compliance Procedure	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.
Existing Value of Contract/Service in Boundary Area	Of the 26 nominations detailed in the register, only 1 currently is within the City.
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

Chichester District Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity
Discretionary Grants
and Concessions

Head of Service
Steve Hansford

Date
March 2016

Service Provided, Number of Staff & Equipment	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.
Specification	Economic Development, Environmental enhancement, Community development, Health and Wellbeing.
Performance Measure	<ul style="list-style-type: none"> -Regular review of the Council’s Grants and Concessions Policy, and New Homes Bonus (Parish Allocations) Policy -Annual refreshment of the Councils advertised “Priorities and Principles of Funding” -Quarterly meetings of the Grants and Concessions Panel -Annual meeting of the Panel to consider NHB applications -Annual production of a Report regarding all grants and concessions provided in the previous financial year.
Non - Compliance Procedure	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.
Existing Value of Contract/Service in Boundary Area	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.
Boundary Area	Chichester District
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity	Head of Service	Date
Sussex Police	CI Justin Burtenshaw	April 2016

Service Provided, Number of Staff & Equipment	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.
Specification	The prevention and detection of crime
Performance Measure	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.
Non -Compliance Procedure	Targets are not subject to reward or censure.
Existing Value of Contract/Service in Boundary Area	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.
Boundary Area	City Centre
Proposed BIDs Additional Activity	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.
Cost of BIDs Additional Activity	£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

Service Provided, Number of Staff & Equipment	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.
Specification	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.
Performance Measure	Maintain public highways and regulate activities undertaken within the highway and deliver it in accordance with defined performance measures, criteria and relevant legislation.
Non - Compliance Procedure	Service Level Agreements and Performance Standards identified within Highway Maintenance contracts with clearly identified procedures for dealing with non-compliance.
Existing Value of Contract/Service in Boundary Area	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.
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

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

Baseline Activity	Head of Service	Date
Street Furniture	Rodney Duggua	March 2016

Service Provided, Number of Staff & Equipment	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.
Specification	To ensure the benches are regularly inspected, cleaned and maintained and replaced as necessary.
Performance Measure	Maintained as required
Non - Compliance Procedure	Complaints are responded to.
Existing Value of Contract/Service in Boundary Area	Benches £32,433
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

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

Baseline Activity	Head of Service	Date
Christmas Lights	Rodney Duggua	March 2016

Service Provided, Number of Staff & Equipment	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.
Specification	
Performance Measure	
Non - Compliance Procedure	
Existing Value of Contract/Service in Boundary Area	
Boundary Area	City Centre
Proposed BIDs Additional Activity	Provision and maintenance of Christmas Lights and Infrastructure, organization and delivery of Lights Switch-on event and Fireworks or similar activities
Cost of BIDs Additional Activity	£50,000

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

Baseline Activity	Head of Service	Date
Street Naming and Numbering	Rodney Duggua	March 2016

Service Provided, Number of Staff & Equipment	Provision of street naming and numbering services within Chichester City centre under delegated powers from Chichester District Council. Managed by Property Manager.
Specification	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.
Performance Measure	Public Safety and community well-being.
Non - Compliance Procedure	Action taken to replace as required.
Existing Value of Contract/Service in Boundary Area	£4,000 pro rata for the BID area.
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

Chichester City Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

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

Service Provided, Number of Staff & Equipment	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.
Specification	To provide seasonal flower displays within the City Centre.
Performance Measure	Controlled by Chichester City Council and horticultural specialists.
Non - Compliance Procedure	It would be detrimental to the tourism and well-being in the City.
Existing Value of Contract/Service in Boundary Area	£25,000
Boundary Area	City Centre
Proposed BIDs Additional Activity	Support for floral displays
Cost of BIDs Additional Activity	£5k

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

Baseline Activity	Head of Service	Date
City Events	Rodney Duggua	March 2016

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

Chichester City Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity

Head of Service

Date

Footpath Lighting

Rodney Duggua

March 2016

Service Provided, Number of Staff & Equipment	Provision of footpath lighting in certain areas of the City Boundary. Managed by the Property Manger.
Specification	In accordance with PFI contract with West Sussex County Council.
Performance Measure	In accordance with PFI contract with West Sussex County Council.
Non - Compliance Procedure	Public safety.
Existing Value of Contract/Service in Boundary Area	£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.
Boundary Area	City Boundary
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

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

Baseline Activity	Head of Service	Date
Heritage Awards and Blue Plaques	Rodney Duggua	March 2016

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

Chichester City Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity	Head of Service	Date
Market Cross & Market Cross Clock	Rodney Duggua	March 2016

Service Provided, Number of Staff & Equipment	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.
Specification	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.
Performance Measure	As required.
Non - Compliance Procedure	Complaints are responded to.
Existing Value of Contract/Service in Boundary Area	Maintenance/Repair of Clock £5,500
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

Chichester City Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

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

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

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

Baseline Activity	Head of Service	Date
Crime Prevention	Rodney Duggua	March 2016

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

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

Chichester City Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity	Head of Service	Date
Town & Country Planning	Rodney Duggua	March 2016

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

Chichester City Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

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

Service Provided, Number of Staff & Equipment	St Martin’s Garden, St Paul’s Churchyard and All Saints, Portfield. Managed by the Property Manager.
Specification	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.
Performance Measure	Regular maintenance to keep grounds and boundaries tidy, boundary walls stable and St Martin’s Garden secure.
Non - Compliance Procedure	Complaints are responded to.
Existing Value of Contract/Service in Boundary Area	£2,200 pro rata over BID area.
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

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

Baseline Activity	Head of Service	Date
Street Banners and Bunting	Rodney Duggua	March 2016

Service Provided, Number of Staff & Equipment	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.
Specification	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.
Performance Measure	Promotion of events.
Non - Compliance Procedure	Loss of publicity for local organisations.
Existing Value of Contract/Service in Boundary Area	Street Banners – self funding. £700 for bunting display.
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

Chichester City Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity

Head of Service

Date

War Memorials

Rodney Duggua

March 2016

Service Provided, Number of Staff & Equipment	The maintenance, repair and protection of War Memorials under the War Memorial Act 1923. Managed by the Property Manager.
Specification	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.
Performance Measure	This is a Discretionary Power available to the City Council.
Non - Compliance Procedure	This is a sensitive area and complaints would be undesirable.
Existing Value of Contract/Service in Boundary Area	Repairs and Maintenance Budget £2,500.
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

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

Baseline Activity	Head of Service	Date
Discretionary Grants	Rodney Duggua	March 2016

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

Chichester City Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

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

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

Chichester City Council
BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity	Head of Service	Date
Bus Shelters	Rodney Duggua	March 2016

Service Provided, Number of Staff & Equipment	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.
Specification	The shelters are regularly inspected and maintained under contract with Clear Channel.
Performance Measure	Maintained as appropriate.
Non - Compliance Procedure	Complaints are responded to.
Existing Value of Contract/Service in Boundary Area	£10,758
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	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