

AGENDA ITEM 7

Councillor Laptops

Proposal: To purchase 18 x Asus Vivobook Go 14 inch Flip (touchscreen convertible devices), with Windows 10 and Microsoft Business Standard Licences including machine set up and 1 x initial device training session for Councillors plus an allowance for 1.5 x hours of IT support per month at a total cost of £12,230.80 for the first year, with an ongoing annual license commitment of £10.30 per user per month.

Laptops will be issued to all Councillors for City Council work and papers. Agendas and report packs will be sent electronically, and paper and ink will be provided for councillors who wish to print off paper copies at home. No paper copies of agendas or reports will be sent out, which will result in an estimated saving of 276 staff hours per year.

All councillors will abide by the proposed City Council Laptop policy.

Recommendation: 1) To RESOLVE to purchase the laptops and agree to receive meeting summons and council papers electronically.

2) To RESOLVE to adopt the proposed laptop policy.

Background

City Councillors currently receive their agendas and meeting papers in printed hard copy, most of which are hand delivered by staff and officers. Creating, printing, collating and delivering packs for all meetings takes an estimated 23 hours of officer time per month (20 hours a month creating, printing and collating plus three hours a month delivering the packs). In addition, 6 report packs per month are regularly posted to City Councillors.

Annual photocopying costs for the City Council are nearly £1,100 per annum, whilst annual paper costs are almost £500 per annum.

Councillors are currently provided with a City Council email address, which is accessed via the Office 365 web browser. Council documents are downloaded on to their personal devices, with Councillors expected to abide by GDPR policies to ensure that data held on personal computers is kept safe and secure and removed/destroyed when Councillors leave the Council. The council GDPR policy requires all councillors to conduct their Council business via their City Council email address, although it is possible for councillors to set up message forwarding to their personal email addresses in contravention of the policy, which poses a risk to the Council.

Proposal

To provide Councillors with a dedicated City Council device (a touchscreen convertible device that can be used as both a laptop or as a tablet). All devices will have Microsoft Business Standard licences, giving users full versions of all Microsoft Office programmes, Microsoft Outlook and access to a secure Councillors Sharepoint for document storage.

Councillors will access all agendas and reports via the Sharepoint and will no longer need to download council documents on to personal devices, reducing the risk of a data breach to the Council.

The touchscreen functionality of the devices will support Councillors with visual needs as it will allow easy viewing of and enlarging of documents. Councillors who wish to print out documents will be fully supported to ensure that their device is connected to their home printer and the City Council will supply reasonable quantities of paper and ink to support this.

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Benefits

Provision of the Laptops will allow greater opportunities for collaboration and document sharing – for example on the forthcoming Business Plan development, will reduce the risk of Councillors using personal email addresses for Council business and will free up almost eight weeks per year of officer time to work on other Council projects and priorities.

Photocopying and paper costs are expected to reduce by approx. £750 per year.

Costs

Three local IT suppliers were contacted and given the project requirements.

Costs proposed were as follows:

Supplier A: Following a Zoom meeting to discuss requirements, the supplier contacted us to advise that set up and management costs for the devices would be in the region of £13,000-£16,000 plus any hardware costs as they would only provide a fully managed solution. At this point we asked them not to proceed with a hardware quotation as it was outside of a reasonable cost for the Council.

Supplier B: Provided a quotation for 18 x Lenovo Thinkbook Yoga 14” convertible touchscreen devices, initial configuration and group training of £16,170.66 plus ongoing monthly maintenance, management and licence costs of £611.10 per month, giving a total cost in year one of £23,503.86. Ad hoc support would be charged at £55 per hour.

Supplier C: Provided a quotation for 18 x Asus Vivobook Go 14” Flip Touchscreen Convertible Devices including device set up and initial training at a cost of £8577. Ongoing licence costs would be £185.40 per month., giving a total purchase cost in year one of £10,801.80. Additional ad-hoc support would be charged at the rate of £79 per hour,

The recommendation is to proceed with Supplier C for the purchase of 18 Asus Vivobook 14 inch flip convertible touchscreen devices. Initial set up of the devices will be completed by the external supplier, along with provision of an induction training session for all councillors to familiarise them with the equipment. The intention is that day to day management of the devices will be undertaken in-house by Council officers, but an allowance has been made for 1.5 hours a month of technical support for complex issues or if Officers have insufficient time to do the work, giving a total estimated year one cost of £12,223.80.

A breakdown of the costs of the project are attached and show that over the lifetime of the council it is cost neutral compared with continuing with current working practice, with the added benefit of increased staff time made available for other projects.

Proposed costs for paperless working including supply of IT hardware to each councillor

	Unit cost	Per	Qty	Total	
Windows 10 Convertible touchscreen laptop	£ 350.00	unit	18	£ 6,300.00	
Laptop cases	£ 8.00	unit	18	£ 144.00	
Windows 365 business standard license	£ 10.30	month	18	£ 2,224.80	
Initial set up and training	£ 2,133.00	one-off	1	£ 2,133.00	
Ongoing support costs	£ 79.00	hour	18	£ 1,422.00	Assumes 1.5 hours per month tech support
				£ 12,223.80	

Total cost for life of Council (assumes 5% increase in fees per year)

Yr 1 cost	£ 12,223.80	includes hardware purchases
Yr 2 cost	£ 3,758.04	
Yr 3 Cost	£ 3,945.94	
Yr 4 Cost	£ 4,143.24	
	£ 24,071.02	

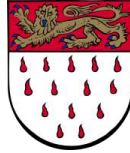
Costs for continuing current working practices

	Unit Cost	Per	Qty	Total	
Photocopying	£ 1,100.00	year	1	£ 1,100.00	
Paper	£ 500.00	year	1	£ 500.00	
Annual Staff time (committee officer preparing meeting packs, average 20 hours per month)	£ 14.75	hour	240	£ 3,540.00	
Annual Staff time (delivering packs, 3 hours per month)	£ 14.75	hour	36	£ 531.00	
Postage costs	£ 2.00	pack	36	£ 72.00	Assumes 6 packs @ £2.00 per pack per month
				£ 5,743.00	

Total cost for life of Council (Inflation assumptions are listed for each year)

Yr 1 cost	£ 5,743.00	
Yr 2 cost	£ 6,030.15	Assumes 5% increase in costs from year 1
Yr 3 Cost	£ 6,211.05	Assumes 3% increase in costs from year 2
Yr 4 Cost	£ 6,335.28	Assumes 2% increase in costs from year 3
	£ 24,319.48	

Total projected savings over life of council	£ 248.46
Total officer time saved over life of council	1104 hours (152 days/38 days per year)



Chichester City Council

Chichester City Council Laptop Policy

The Council has undertaken to supply laptops to Councillors during their tenure, to assist in the specific and limited purpose of carrying out City Council business. Any additional peripherals such as printers, additional keyboards or supports that may be desirable are at the expense of the Councillor. The Council will ensure that training is provided for Members and Officers in connection with this policy.

Agendas and committee papers will be sent electronically and it is not expected that these will be provided in a paper format, unless due to exceptional circumstances, e.g. failure of laptop.

Please would you read carefully the principles that surround the use of the laptop set out below and sign and date the declaration as confirmation that you agree to abide by them. **A laptop will not be issued unless such a declaration is made.**

Principles of Use:

1. Use of the laptop must be in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR) and you are expected to familiarise yourself with these principles as set out in the Council's GDPR policy.
2. All data and emails stored on the laptop and transacted as part of Council business are the property of Chichester City Council and may be accessed at any time further to the City Council's GPDR policy and clause 19.
3. It is NOT permitted to forward on Council business emails or Council documentation that is not in the public domain to personal email accounts or other electronic storage media.
4. Every effort to protect both hardware and software from misuse and/or damage must be made. You may be liable for any repair and/or replacement costs if it is deemed that the laptop has been mistreated or you have been negligent in its care.
5. Use of the laptop must be in accordance with the Council's Social Media Policy if social media is to be accessed using the device.
6. The PIN set up on the laptop must not be altered. If you have forgotten your PIN, please contact the City Council Office who will advise you what to do.
7. Whenever the laptop is left unattended, even for short periods of time, the screen lock must be used or the laptop shut down.

8. The laptop is covered through the Council's insurance policy. If the laptop is lost, stolen or damaged it must be reported to the Council offices immediately. Insurance cover is limited to the UK and does not cover accidental damage or damage through negligence.
9. You are not permitted to take the laptop abroad.
10. It is forbidden to send, solicit or download inappropriate material (such as pornographic images, inciting violence, drug abuse, illegal activities etc) from the internet or email technology.
11. Whilst the virus protection on your laptop should prevent such things, be aware of the characteristics of spam and phishing emails and do not reply to these emails.
12. Data must be stored in accordance with the council's document control policy.
13. You have been provided with a laptop case, this should be used at all times when transporting the laptop away from the home.
14. The laptop shall be administered by the Council offices. As such you will not be able to download and install additional software other than those already on the device. Should you wish any additional software to be installed, please discuss this with Officers?.
15. The use of the internet to access and / or distribute any kind of offensive material is not permitted.
16. Only you are authorised to use the laptop; it **must not** be loaned to family members or friends.
17. You are always responsible for the protection of Council data and information sent to the device.
18. You must not reveal confidential data to any third party. This includes, but is not limited to, sensitive data (as defined under the Data Protection Act 2018 and GDPR), computer software course codes, login details and passwords. This may only be done if explicit permission has been given by the Town Clerk and only in accordance with Data Protection Guidelines.
19. You must report any damage, suspected problems, security threats or technical queries to the Council via email to administration@chichestercity.gov.uk, unless of course, it is not possible to access your email. An initial response to technical queries can only be given during normal council office hours. If Council Officers are unable to help with your query, they will contact technical support who may contact you directly. Please be reminded that all technical support is chargeable to the Council on a time taken basis and care should therefore be taken to ensure that the query is sufficiently necessary to warrant the expense.
20. You are not permitted to contact the Council's IT provider directly under any circumstances as this incurs a charge to the Council.
21. In some cases, remote monitoring of websites and/or emails sent may take place, but only in cases where suspicion of illegal behaviour about the use of the laptop exists. This may only be

carried out under supervision of the Town Clerk. Under no circumstances will any information that is discovered be disclosed to a third party and all investigations will strictly adhere to the Data Protection Act 2018 and GDPR.

- 22. The laptop must not be used for online gambling, accessing or transmitting pornography, transmitting copyright information and / or software material, posting confidential information about Councillors, employees or the public or suppliers to the Council, or to make malicious statements to any person.
- 23. Any purchases made through websites on the laptop are the liability of the individual Councillor and shall not be reimbursed by Chichester City Council.

Contravention of any of the regulations may lead to the laptop being withdrawn.

AGREEMENT TO THE PRINCIPLES OF USE OF THE LAPTOP FOR COUNCIL BUSINESS

I , a member of Chichester City Council understand that the laptop I have been provided with is the property of the Council.

I understand that I may be financially responsible for any damage to or loss of the laptop due to accidental damage or negligence.

I agree to the principles of use of the laptop as set out above and agree to receive all Committee papers and associated Council correspondence electronically via the laptop.

I agree to return the laptop immediately upon the completion of my tenure as a City Councillor.

Laptop Serial Number

Signed Councillor.....

Date.....



Chichester City Council Business Plan Development Process *for 2023 – 2027*

31st March, 2023

Cllr Craig J.L. Gershater M.I.T.G., B.A., M.Sc., M.R.S.B., C.Biol.

CCC_BusinessPlanPrep_28Mar23



Business Plan Working Group (BPWG) – Objectives

- The current administration will come to an end in May 2023.
- Changes in the Chichester City Council Executive will occur during Q2 2023.
- Local government at Chichester City and District level will change during Q2 2023.
- **To:** suggest a new approach to CCC function in respect of Business Plan objectives.
- **To:** prepare a framework for the Chichester City Business Plan (CCBP) 2023 – 2027
- **To:** identify key components of the CCBP – to include purpose, overview of council business, key issues, stakeholders, key objectives and timelines.
- **To:** prepare a discussion document to present to the new administration during May 2023.
- **To:** seek alignment with CDC new administration and define areas of co-operation.

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Types of Business Plan Documents or Components



Four planning approaches:

1. **Operational Planning** => the '**how** things need to happen' – the on-going plans to include policies and procedures for achieving objectives.
2. **Strategic Planning** => long term thinking – components may include '**Vision**', '**Mission**', 'Value' – covers **more** than one year.
3. **Tactical Planning** => incorporates potentially many focused, specific, short-term plans – these plans support Strategic Planning and are generally **less** than one year.
4. **Contingency Planning** => part of '**Change Control**' – response to change in circumstances.

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Types of Business Plans



Four planning documents:

1. The '**Miniplan**' => meant for **wider** distribution – downloadable updateable.
2. The '**Presentation Plan**' => meant for summarising overall objectives and approaches to delivery – a '**20 minute deck**'.
3. The '**Working Plan**' => operational 'tool' – long on detail, shorter on presentation – the essential **temporal reference** document.
4. The '**What-If Plan**' => a contingency plan – response to **changes** in funding, staff, premises, statute.

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Sections of a Business Plan



Key sections of Business Plans:

1. **Executive Summary** => '5-minute elevator pitch' – what is the Business Plan and City all about
2. **Business Description** => summarises objectives, relationships, administrative issues.
3. **Strategies** => **key delivery programme** including timelines, milestones, public engagement, data analysis.
4. **Management** => alignment of Committees to the objectives of the CCBP and to incorporate their regular review of relevant objectives, milestones and timelines.

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BPWG: Example Council Business Plans - Cuckfield



Cuckfield Parish Council

BUSINESS PLAN 2019-2023

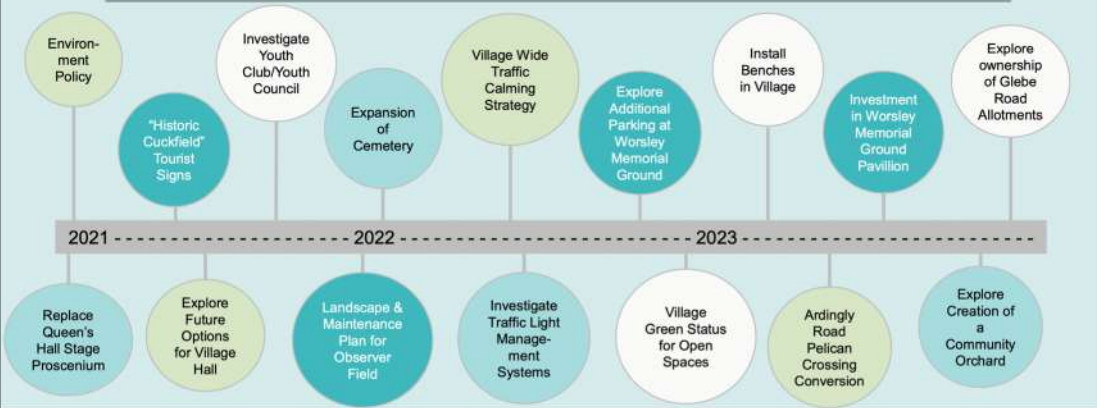
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BPWG: Example Council Business Plans - Cuckfield



Cuckfield Parish Council

FOUR YEAR ROADMAP TIMELINE 2021-2023



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Example Business Plan (short form)



Rushmoor Council Business Plan

2021 to 2024

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What is the Council Business Plan?

The Council Business Plan outlines the council's priorities over the next three years. It sets a direction and provides a focus for our activities and services. As a result, it informs the decisions we make and how we allocate resources across the council.

The plan provides a link between a number of important strategic documents for the council and draws upon information provided in the following:

Medium Term Financial Strategy
This sets out how we will plan and manage our budgets in the medium term to make sure we continue to be financially sound.

The Rushmoor Local Plan
This will help shape the development of Aldershot and Farnborough up to 2032 through our planning policies.

Service Plans and Staff Objectives
These identify what our different teams will be doing to support our customers and the council's priorities.

The Council's People Strategy
This sets out how we will develop our employees, core values and culture so we offer the best experience for our customers.

The council provides a wide range of services, many of which are as part of our normal business. In all that we do, we aim to deliver excellent public services and listen to and learn from our residents and businesses.


The intention behind the Council Plan is not to provide detail of all of our activities, but instead to identify key strategic projects which will contribute to achieving the vision set out in Your Future, Your Place – A vision for Aldershot and Farnborough 2030. Further details on council services and how each member of our staff plays their part is set out in Service Plans and staff objectives.

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RUSHMOOR IN NUMBERS

March 2021

One borough



Two world-famous towns



41,060 homes

94,600 residents

50.4% male
49.6% female

An average age of **38.8** years

39,056,390m² of land

70% of land is green space

70 parks and playgrounds

Four nature reserves and woodlands

3,945 businesses

providing more than **59,000** jobs

270 miles of road

42 miles of cycle routes

Three railway stations

One airport

37 schools

Two outstanding further education colleges

Two arts and theatre centres

Two indoor pools

One lido

One world class conference and convention centre

RUSHMOOR BOROUGH COUNCIL

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Looking ahead – challenges and opportunities

In developing this Council Business Plan, it has been important to consider the strategic challenges and opportunities that we will face over the lifetime of the plan and beyond. Understanding these challenges and making plans for how the council might address them will help us to make sure our services are fit for the future.

Responding to the climate emergency

Responding to the climate emergency will be increasingly significant for us all. Our Climate Change Action Plan sets out a series of local actions to make the council carbon neutral, and Aldershot and Farnborough greener and more sustainable by 2030. Mitigating, and adapting to, climate change is an opportunity to work with our residents and partners to build a more sustainable future.



Maintaining financial resilience in an uncertain environment

Managing the financial impact of the coronavirus pandemic and making sure the council continues to be financially sound will be a key focus over the time period of this plan. There has been growing demand for some of our services and more pressure on our income because of uncertainty caused by the pandemic and changes in government regulations and restrictions. Therefore, we will have to make difficult decisions in the short- to medium-term as we prioritise certain services and move to deliver more efficiently, while at the same time realising our long-term ambition to invest in the future of our town centres.



People


Over the next three years, we will focus on the following activities:

1. The introduction of a food waste recycling service and helping residents reduce the amount of waste that they produce
2. Enabling the development of food partnerships and food hubs across Aldershot and Farnborough in support of our communities
3. New projects to support communities to recover from the pandemic. We will use a dedicated recovery fund established to support our most vulnerable residents
4. Further development of our work to help people into employment through training and upskilling, with a particular focus on young people
5. Engaging widely across all of our communities, building capacity, connecting people and promoting equality, diversity and inclusion in all that we do
6. Working with Hampshire County Council to develop a walking and cycling plan to encourage sustainable travel and to support town centre regeneration
7. Improving facilities at Aldershot Crematorium
8. New projects to support health and wellbeing, in line with our Supporting Communities Strategy. Projects will include a repair café, men's shed project and the 'You Can Do It' campaign to encourage residents to get out and about and get active
9. Communicating and engaging with residents in a variety of ways, including introducing a new website and increasing the take-up of online services
10. Working with partner organisations to deliver projects to tackle health inequalities in the Borough, especially in our more deprived areas

Place

Over the next three years, we will focus on the following activities:

1. Aldershot town centre's Union Yard regeneration scheme
2. Civic Quarter regeneration scheme in Farnborough
3. A new leisure offer for Rushmoor, including plans for a new leisure centre for Farnborough
4. Developing the environment and facilities at Southwood Country Park, including a new visitor centre
5. Creating 57 new homes for private rent through Rushmoor Homes
6. Taking actions to bring forward the redevelopment of Block 3 of the Meads as part of the wider regeneration of Farnborough town centre
7. Development of an aerospace heritage project with the County Council and key partners
8. Working alongside Farnborough College of Technology's new Aerospace Research and Innovation Centre to support the aerospace industry through apprenticeship, research and innovation opportunities



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Delivering and measuring this plan

Each quarter, our Corporate Management Team and Cabinet monitors the key projects in this plan. Our Overview and Scrutiny Committee then reviews the plan.

As well as the projects in the Council Business Plan, teams across the council make sure that we provide high quality services to our residents. These activities are contained in Service Plans, which the relevant Head of Service and Cabinet member manages and monitors regularly. At the end of the financial year, the council produces an Annual Report summarising key areas of work and the progress against the Council Business Plan.



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Business Plan Working Group (BPWG) – Next Steps



- Meeting **11Apr23** to review themes, possible topics and milestones for the new CCC Business Plan
- To establish possible success criteria
- To set a timetable for the preparation of a CCBP Discussion Document (CJLG)

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BPWG – Addendum



- Business Plans are a critical part of a Performance Management Framework (success/failure)
- BPs must: set realistic outcomes that can be achieved, set priorities, identify and mitigate risks, seek opportunities for continuous improvement [**S.M.A.R.T.** objectives]
- Timeframe for delivery – ‘continuing’ and ‘on-going’ **not** enough and do not constitute ‘a Plan’
- Format and audience: BPs are **strategic documents** – audience is staff, managers, members and electorate.
- BP requires ‘ownership’ and ‘sign off arrangements’ - may require an ‘**Oversight function**’
- CCC BP must interface with other tiers of government planning processes (Neighbourhood Plan, Local Plan, Other) – should seek synergistic outcomes.
- Business Planning Cycle: BP should seek to link financial, service functions, and management functions for regular review and monitoring
- Timetabled reviews and amendments are a critical part of the BP Process – **a living document**
- **Objective setting** devolved to individual management committees(?)...TBA (regular Agenda items)

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AGENDA ITEM 10

Chichester City Council South ward

Report from Councillor Sarah Sharp, City Councillor for Chichester South ward April 2023

1) Community Development in Chichester South

A new group has been set up with the aim to represent the Whyke Estate and surrounding area of Kingsham.

The new group is called **Kingsham Area Action Group (KAAG)**. There have been four meetings including the initial one in Kingsham Primary School. KAAG are organising an event for the Coronation and are in the process of getting set up with the support of CDC/VAAC and Hyde Customer Involvement team. Small “achievements” like getting a new noticeboard to advertise community activities seem like a breakthrough for the area.

ASB is continuing to be of concern to residents. Support has been forthcoming from the Joint Action Group at CDC and this is positive. The Chichester Boys’ Club has also offered targeted support for the summer as well as Sussex Clubs for Young People starting week commencing 17th April.

There is a good sense of community at the Nourished and Fed **Community Food Hub** organised with UK Harvest and St George’s Church community and held fortnightly with the support of volunteers. Suggested donations have now doubled since last year (from £2.50 to £5.00) but there is no obligation to donate if this is not feasible. Everyone who attends is helping to save food waste going to landfill.

Work is ongoing to hopefully engage more with residents of **Arundel Park** to set up a new organisation to represent the area.

Friends of St Mary’s Churchyard

The old Church, St Mary’s, has a new group supporting the upkeep of the Churchyard on Whyke Road and researching the history of the permanent residents of the graveyard.

2) Road signs

Thanks to the City Council officers road signs have been repaired on Chatsworth and Sandringham Roads as well as Kingsham Avenue.

3) 106 for Public Art – Bartholomews

Work is ongoing with the Community, Estates and Parks department at CDC, with the developer as well as with the Deputy Town Clerk to ensure the money is spent in time. Various issues have not been resolved yet eg contamination of land, availability of bricks to make the maze. But there are other options should the preferred choice not be possible. Negotiations will continue with the wider community and of course the artist(s) and officers.

AGENDA ITEM 11

Chichester District Council

Report from Councillor Sarah Sharp, Chichester District Councillor for Chichester South ward April 2023

1) Important Dates for District and City Council elections May 2023

Last Day to Register to Vote: April 17th [Register to vote - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Last Day to Register for a Postal Vote: 18th April [Apply to vote by post | Electoral Commission](#)

Last Day to Register for a Proxy Vote: 25th April [Apply to vote by proxy | Electoral Commission](#)

Last Day to Register for a Voter ID certificate: 25th April [Apply for photo ID to vote \(called a 'Voter Authority Certificate'\) - GOV.UK \(www.gov.uk\)](#)

2) Local Plan

The consultation on the council's new Local Plan has now closed. We have received approximately 1,600 representations from some 231 individuals/organisations. The Policy team are busy entering those representations that were sent in hardcopy and email and so this number may rise slightly, as this task is completed. Entering responses and ensuring comments are logged against the correct policies will take time to complete. Once this is done officers will assess the comments received and consider responses required, including any potential amendments necessary to ensure legal soundness. This will likely be completed by June.

3) Flytipping

Although flytipping isn't perhaps quite as big a problem perhaps in urban areas compared to the countryside where this is more obvious blight, the summary of action below is quite telling. Flytipping can be an issue in our parks and it is important to let residents know that we all have a duty of care when asking companies to dispose of our waste.

As part of the Fly Tipping Programme led by David Hyland (dhyland@chichester.gov.uk) a multi-agency Joint Operation was run on 21 February 9am – 11.30am in Chichester District. The agencies present were: Sussex Police, Environment Agency, HMRC (diesel dipping), DVSA (vehicle safety) and Chichester District Council.

This was the first of three planned operations organised by David which will be followed by a wider communication plan to publicise our activities to start to deter fly tipping offenders. During this operation 40 vehicles stopped: 12 flatbeds, 2 small vans, 20 transit size, 3 Luton size, 4 skip lorries with the following results

- Sussex Police: 1 vehicle seized no insurance, 1 vehicle with illegal number plate VDRS issued, 1 vehicle owner summons for no insurance
- HMRC: 1 vehicle tested positive for contaminated fuel, investigation to follow
- DVSA: 6 vehicles given advisories with respect to loads, and lights
- Environment Agency: 2 waste carrying businesses advised to register, or face fines
- CDC Enforcement: 14 Duty of Care inspections undertaken.

This first location was very close to Chichester City and with future operations planned the hope is that this will deter flytippers.

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Flytipping can be easily reported via the new free CDC app for your phone as can street cleaning issues or use the following links: [Report fly tipping : Chichester District Council](#)
[Report a street cleaning problem: Chichester District Council](#)

4) Local Council Tax Reduction Scheme

Chichester District Council has received £170,515 to fund a scheme of Local Council Tax Reduction (LCTR). This additional support was announced in December 2022 aimed at reducing the impact of rising Council Tax in the current cost of living crisis. This support will provide up to an additional £25 for the 2023/24 billing year for both working age and pension age recipients of LCTR. This will be paid to all eligible households as part of the billing process. In addition to this, West Sussex County Council have agreed to fund a Local scheme offering a further award of up to £25 for working age recipients of LCTR. It is estimated that providing support at billing will cost £60,300. After allowing a further amount to pay any new recipients of LCTR throughout the billing year, it is anticipated that Chichester will have remaining funds of around £100,000. This residual funding will be used to administer a **Discretionary Scheme** available to all bill payers within the district who are financially vulnerable as a result of the rising cost of living, not just those in receipt of LCTR. This will go live from April 2023 and will be administered predominantly by the Supporting You Team, who will offer additional support where appropriate to find sustainable options to maximise incomes and household budgets.

If you want to promote this scheme to residents, please contact the Supporting You Team on supportingyou@chichester.gov.uk or residents can refer themselves online at via the team pages at www.chichester.gov.uk/supportingyoucampaign

5) Home Upgrade Grant

The Department of Energy Strategy and Net Zero has officially announced the list of local authorities awarded funding under the second phase of the Home Upgrade Grant (HUG 2) to be delivered from April 2023 until March 2025. The Warmer Homes consortium, led by Portsmouth City Council, has been awarded £41,400,000 and Chichester District Council is one of 25 councils that form part of this consortium. HUG funding specifically supports energy efficiency measures in homes that do not use mains gas at their primary heating source. Other eligibility criteria include low-income households and Energy Performance Certificate rating between D and G. HUG1 funding will run until the end of May 2023 and HUG 2 funding will begin in June 2023. The council has been given a small budget to promote this to residents. For further details please contact Sara Osman 01243 524160
sosman@chichester.gov.uk

6) Earth Day – 22nd April

This is a collaborative event with Pallant House Gallery and Culture Spark, offering a day of family activities to celebrate Earth Day in Chichester City Centre.

Activities will take place in Priory Park and at Pallant House Gallery. This event originated from Art Fund's nationwide initiative, The Wild Escape, which aims to raise awareness of biodiversity and ecology. As part of the event, a piece of artwork created during Wild Escape workshops at The Novium Museum by participants aged 7-11 years old will be unveiled. This

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artwork will be made up of a collection of individual prints depicting animals, inspired by objects within the museum's collection. In Priory Park, we'll be offering free craft activities and hosting local nature and environmental charities who will all have stalls and be offering their own activities. The collaborative artwork created by local school children during Wild Escape workshops will be on display in the Guildhall. There will be dance displays by Autin Dance and mid-morning their giant puppet and roving dance show 'Out of the Deep Blue' ([Official Trailer 2023/24 - Out of the Deep Blue - YouTube](#)) will make its way through the streets of Chichester to Pallant House Gallery, who will be hosting a day of drop-in art activities for families that celebrate biodiversity, including their Birds and Beasts exhibition. The Earth Day event will celebrate nature, past and present, across Chichester District. The event aims to raise awareness of the current challenges we face and how everyone can play their part to protect the environment. Activities start from 10am at Priory Park and Pallant House Gallery on Saturday, 22 April. Free to attend, for more information visit: www.thenovium.org/earthday.

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West Sussex County Council

Report from Councillor Sarah Sharp, County Councillor for Chichester South Division April 2023

1) Weedkillers – Do you want to go Pesticide free?

If residents are not keen to have weedkillers used on their streets there is now the possibility of taking part in a limited trial as has been put forward in East Sussex County Council.

The County works closely with their colleagues at East Sussex and are monitoring their opt out trial, this is currently only in its second year and the effectiveness and practicalities of the process are still being assessed on a limited number of sites.

A similar opt out process operates in West Sussex, where community groups request that areas are not sprayed, officers are happy to consider this on a case-by-case basis and where alternative removal methods are clearly identified and used throughout the growing season. Details of how local residents can get involved in improving their local environment can be found via the following link: [Improving local places and spaces - West Sussex County Council](#)

2) Non adopted Roads

Concerns have been raised by residents in roads which haven't been adopted by West Sussex Highways. I am taking this up with the District Council to see what measures are put in place to ensure that Highways Infrastructure is properly inspected in new housing estates where West Sussex is not adopting the road. (Examples have come to my knowledge where street lighting, drainage and poor construction techniques have been reported).

3) County Hall Buildings

Northleigh and The Grange are two buildings in the County Hall complex that are currently being considered for alternative uses. Nothing is fixed in stone and studies are currently being carried out for options for alternative uses. Staff however are relocating although it is not definite that the site will be sold. Other departments could be relocated to County Hall. All options are still on the table. I have made sure that community uses are not discounted.

4) Consultation on changing lines on the roads in the City area

[CHS8034RC – Chichester City Centre CPZ \(westsussex.gov.uk\)](#)

[Comment on a proposed permanent TRO - West Sussex County Council](#)

Send in your views to tro.consultations@westsussex.gov.uk by 5th May 2023.

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5) **Flooding and Potholes – the big topic on the Doorstep!**

Heavy pressures on highways due to large numbers of potholes and a lot of flooding. Flooding incidents are prioritised with faster roads and incidents where flooding is affecting properties being the No 1 priorities. I have put in an enquiry to Highways into the number of priority one and priority two cases to assess how quickly priority 2 cases will be dealt with.

Reporting online however does work so please encourage residents to use the new forms wherever possible:

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/dealing-with-extreme-weather/flooding/report-flooding/>

<https://www.westsussex.gov.uk/roads-and-travel/report-a-pothole-online/>