

AGENDA ITEM 12

The following Motion has been submitted to the Council by Cllr Chant:

A MOTION TO ADOPT AN OPT-IN SYSTEM FOR MEMBERS WHO WISH TO RECEIVE PRINTED COPIES OF AGENDAS AND SUPPORTING PAPERS FOR FULL COUNCIL AND COMMITTEES

This Council acknowledges that:

- a) The Council voted to adopt a digital document policy in which it purchased and managed laptops for all members of Council in April 2023
- b) The Council is committed to the principles of reasonable adjustment for working condition for all members and officers of the Council
- c) That in the membership of our Council we have a wide array of ages, backgrounds, and experiences and not everyone finds the digital system easily accessible.

This Council therefore resolves that:

- a) The Council will continue with a digital document policy as the standard default of Council for sending documents and agendas
- b) The Council will adopt an "opt-in" under which members may at any time request in writing, via the Town Clerk, to receive printed versions of their agendas and documents in addition to the digital copies.
- c) In seeking to ensure that officer time is not taken away from the work of the Council the Council will adopt a 'pigeon hole' system for members who opt-in whereby they will be able to pick up copies of their agendas and supporting papers from the front desk of the Council House.

Background Briefing: Paperless Working for City Councillors

A motion has been proposed to revert to providing printed copies of meeting papers for Councillors, overturning the resolution of 19 April 2023 (minute ref. 91) to move to paperless working with all reports being delivered electronically to members council laptops.

A copy of the original report and cost-benefit analysis recommending the purchase of the laptops (minute ref. 91 refers) is attached to this briefing document.

Officer Recommendation:

- 1) To continue with the current system and continue to provide members with all documents electronically via their laptops.
- 2) To purchase a small laser printer for the member's work room, at a maximum cost of £160, where members can directly print their own papers with officers on hand to provide additional assistance if required.
- 3) To audit the IT skills of all councillors and provide additional training for members struggling to adapt to the new ways of working.

Background

The Council invested over £12,000 in purchasing hardware, providing introductory training, and covering licence costs in FY 2023-24. This provided each councillor with a windows 11 touchscreen laptop, with a Windows 365 subscription to allow them to access a full range of productivity software, to share documents and undertake their council duties.

Although many councillors have adapted well to the change, some have found the move across to laptops to be problematic and have struggled with the new ways of working and have requested a return to printed documents.

Risks of Adopting the Motion

The original investment in the computer hardware and licences was underpinned by a detailed business case and cost-benefit analysis, which showed that over the lifetime of the Council the move to paperless working would be cost neutral due to the considerable savings it would generate in staff time (over 276 hours per year) and print costs.

A return to printed papers could impact the expected savings to the Council and lead to increased costs, reduce staff time available to complete other work and projects, and potentially impact anticipated future project delivery.

Council will need to consider carefully how to respond to negative public criticism of a decision to return to printed papers given the significant investment that has been made in paperless working, set against a backdrop of a proposed 10% increase in the precept for 2023/24.

Public scrutiny of Council spending and investment decisions is likely to be heightened in the early spring. There is a risk for reputational damage if a decision to move away from paperless working is made so soon (8 months) after initially adopting the policy, and could affect public confidence in the competence of the Council to successfully deliver new projects.

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Alternatives for consideration

The motion proposes that Councillors can opt-in to have paper copies of meeting papers printed and that members will come into the Council House to collect them. It is not proposed that staff hand deliver or post meeting papers to members.

This system was used in the past, but was abandoned as ineffective, as many members did not collect their papers, which sat in the member pigeonholes taking up space before eventually being cleaned out and disposed of by Council staff. This precipitated the change to meeting papers being hand-delivered or posted.

An alternative proposal, which would reduce the burden on officer time and still allow easy access for members who require printed papers would be for an old, existing spare laptop to be repurposed and made available in the members work room as a simple print server, connected to a small stand-alone laser printer.

Members who wish to obtain hard copies of papers can come into the Council House and print off the documents they require. If they have difficulties a member of the admin team can be on hand to assist them. This proposal will ensure that the impact on staff time is minimised and reduces the risk of items being printed unnecessarily and not being collected, which will help the Council continue to meet its target of achieving net zero by 2030. The impact on members will be minimal as the current proposal assumes that they will come into the Council House to collect their papers in any case.

The proposal of the motion has highlighted that there are still training and skills gaps for some members in using the new system, so it is further recommended that an audit of councillor IT competencies and skills is undertaken, with additional training being provided where any skills gaps are identified. This can be funded from the original project implementation budget, which made an allowance for ongoing training for councillors.

Legal Implications

There is a risk when adopting digital platforms that they can lead to discrimination under equalities law against certain protected characteristics. In such circumstances, the Council has a legal duty to make reasonable adjustments to ensure accessibility.

We will therefore complete an accessibility audit for all members to ensure that we are meeting our legal obligations.

We will continue to meet all requests for additional equipment such as display screens, docking stations, stylus and mouse provision to aid members in viewing, navigating and using their laptops. We will continue to provide out of office, on-site staff support to connect members personal printers to enable printing of documents at home.

We will continue to provide training for all members who require additional support in building their skills to confidently use their laptops and ensure that they can fully participate in all aspects of council business, including online meetings, collaborative documents and shared workspaces, email communications and access of meeting papers.



Chichester City Council

Councillor access to City Council emails and documents using personal devices.

Report to the Finance Committee meeting – 24 October 2023

Background

Further to a resolution of the City Council at the meeting held on 19 April 2023 (minute 91 refers), all Members of the incoming Council administration elected in May 2023 were issued with laptops for the sole purpose of transacting City Council emails, accessing City Council documents and other files and creating documents for use as part of Council business.

The purpose of issuing City Council devices was to help manage business confidential emails and documents within the City Council's cloud environment and also to overcome issues where Councillors did not possess the necessary equipment to access these materials securely.

Since this time, requests have been received from some Members that access be permitted to City Council emails and documents through personal devices not owned by the City Council. This is also known as Bring Your Own Device (BYOD).

Issues to consider

- a) Data protection and security of personal information of constituents in contact with Members as well as confidential business information and personal details of individuals such as Annual Award nominees.

In addition, as the City Council is a Data Controller, the Data Protection Officer (contracted out to Satswana Ltd) must be satisfied that an acceptable access methodology is put in place that does not compromise the City Council's responsibilities under the Data Protection Act 2018, the UK's implementation of the General Data Protection Regulations; as well as its obligation to manage its own data security responsibly.

To this end, the following advice has been received from the Data Protection Officer:

Company issued devices (the current status quo)

This is generally the most secure option, but it is also the most expensive.

Things you should consider:

- Ensure that the devices can be supported and updated remotely.
- Ensure that mechanisms are in place to prevent data from being exfiltrated from the device, eg data loss prevention technology.
- Ensure that remote access authentication is securely configured and consider using multi-factor authentication for remote access.

Use your own device, but access company software (BYOD)

This is a more cost-effective option in terms of up front costs, but comes with some security risks.

Things you should consider:

- Consider using multi-factor authentication for remote access.

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- The device owner's data and the organisation's data should be separate. Staff/Councillors should not be able to inadvertently or deliberately move the organisation's data into their personal storage on the device or onto separate personally-owned devices.
- Organisations need to be aware that the device's security posture may be compromised and plan accordingly, eg out of date and unpatched operating system or security software.

Use your own device (unacceptable risk)

This approach has the most security risks and should be avoided for all but the smallest organisations with an immediate need to work remotely with no other remote working capability.

Things you should consider:

- Out of date software (including the operating system) may be vulnerable to exploitation including loss or compromise of personal data.
 - Devices are likely to be shared between family members. Other family members may see personal data that they should not have access to.
 - Data is unlikely to be encrypted on the device and may be vulnerable in the event of loss or theft of the device.
 - Inadequate access control, eg weak laptop passwords, may result in personal data being easy for unauthorised individuals to access.
 - Data can easily be moved to other insecure storage (personally-owned USB sticks and external hard drives), increasing the potential for loss.
 - Staff/Councillor usage of insecure methods to communicate, such as personal email accounts, may result in compromise of personal data.
- b) Implementation and maintenance – due to the complexity of the implementation and management of BYOD, it should be noted that the City Council does not currently have Officer expertise to introduce this way of working.

This would require the use of an external consultant to design, implement and manage BYOD as well as additional licencing costs for the necessary management software.

Indicative costs for this are:

One-off cost

Setup and configuration – 5-8 hours at £89 + VAT / hour £445 to £712 + VAT

Ongoing cost

Licensing	- £15 + VAT per user per month	£450 + VAT/month (assuming max 30 users)
Support/management	- 2 hours at £89 + VAT per hour (estimated allowance)	£178 + VAT/month

TOTAL YEAR ONE COST:

£7,981 - £8,248 + VAT

YEAR TWO ONWARDS (at current prices)

£7,536 + VAT

- c) City Council policy. This new way of working would require the adoption of a "Bring Your Own Device" policy that would set out the expectations being placed on the owners of the personal devices regarding data security and the requirements for City Council software installation on and monitoring of the device.

Implementation of BYOD would require the installation of City Council managed software on all personal devices. This would allow for managing and monitoring of the council information on the device as well as the remote wiping of the data should the device be lost or stolen or if the user wishes to dispose of the device.

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Acceptable management and security of the personal device would be the responsibility of the user and these responsibilities would be clearly outlined in the policy.

Officer recommendation

Due to the questions raised in this document, it is the **strong** recommendation of Officers that a Task and Finish Group be set up with the specific purpose of reviewing the summary information given in this report in addition to wider advice from the Information Commissioner's Office and the National Cyber Security Centre to assess the viability of implementing BYOD for Chichester City Council.

Subject to any recommendation to proceed being made by the Task and Finish Group, project costings should also be obtained.

It should be noted that, with an expected life-of-contract of five years, and the indicative costs given in this report, it may be necessary to raise a call for quotes from the Government's Contracts Gateway due to the potential overall value of the project.

Gareth Bowen
Council Services and Support Manager
Chichester City Council
16 October 2023



Chichester City Council
CHICHESTER CITY COUNCIL
COMPLAINTS PROCEDURE

The following is the City Council's procedure for dealing with complaints about the Council's administration or its procedures, a complaint against the Clerk or a complaint against a City Councillor.

Complaints about a policy decision made by the Council will be referred back to the Council for consideration.

The procedure is based on the framework suggested by the National Association of Local Councils.

Definition of a complaint

Generally, this will be about the City Council's procedures or administration. It will be an expression of dissatisfaction by one or more members of the public about the Council's action or lack of action or about the standard of a service - whether the action was taken by the City Council or a person or organisation acting on behalf of the Council.

Complaints should always be directed through the Town Clerk (except for complaints about the Town Clerk, in which case the Mayor, as Chairman of the City Council, takes the place of the Town Clerk in managing the process). It may be that the matter you are concerned about could be dealt with in a less formal manner. However, if you wish to use the procedure, please read on.

Making a complaint

We cannot please everyone all the time. What we can promise is to listen and to do what we can to deal with your concerns.

It is not appropriate to deal with all complaints from members of the public under the formal complaints procedure. The City Council receives queries, problems and comments as part of its day-to-day business and they should not all be regarded as complaints. It is hoped that less formal measures or explanations provided to the complainant by the Town Clerk will resolve most issues. Any informal complaint will be reported to the City Council by the Town Clerk.

If your complaint about procedures, administration or the actions of a Council employee is notified orally to a Councillor, or to the Town Clerk, a written record of the complaint will be made, noting your name and contact details and the nature of the complaint.

You will be asked to put the complaint in writing (letter or e-mail) to the Town Clerk. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.

When your complaint has been received, we will write to you within seven business days to let you know

- Who is responsible for dealing with the complaint.
- How it will be dealt with.
- When the complaint is likely to be dealt with.

What to do

Complaints can be made in any of the following ways –

Write to or telephone the Town Clerk.

- 01243 788502
- clerk@chichestercity.gov.uk

If the complaint is about the Town Clerk, telephone or write to the Mayor.

- We cannot give a direct phone number for the Mayor as this is personal and changes every year so contact the City Council on 01243 788502 and ask for your details to be passed on to the current Mayor.
- mayor@chichestercity.gov.uk – please note this mailbox is monitored by Officers so if your complaint is confidential you can send an email asking for the Mayor to contact you direct.

What happens next?

On receipt of your written complaint, the Town Clerk will seek to settle the complaint directly with you by explaining the City Council's position, if this is appropriate. Attempts will be made to resolve the complaint at this stage.

Generally speaking, complainants can expect to receive a response in full within a month of the acknowledgement of the complaint.

Complaint about the Clerk

If the complaint is about the Town Clerk, you should write to the Mayor. The Town Clerk will be formally advised of the matter and given an opportunity to comment.

Complaint about the ethical behaviour of a City Councillor

Members of City Councils sign a declaration to abide by a Code of Conduct and if they breach that code, there are consequences.

The City Council's current code of conduct is available on the website here:

<https://chichestercity.gov.uk/wp-content/uploads/2022/06/Chichester-City-Council-Code-of-Conduct-April-2021-v2.pdf>

If you would prefer a printed copy, please contact the City Council on 01243 788502 and ask for one to be sent to you.

A complaint alleging a breach of the Code of Conduct should be made in writing and addressed to Chichester District Council's Monitoring Officer at East Pallant House, Chichester, PO19 1TY

Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, has been or is being taken. These matters will be referred to the City Council by the Town Clerk with a summary of the issues and of the attempts made to resolve

the complaint. The City Council may, in such circumstances, decide that no further action can usefully be taken in response to the complainant and inform the complainant of this making it clear that only new and substantive issues will merit a response.

Anonymous Complaints

Anonymous complaints will be disregarded.

Formal Complaints

In certain circumstances, procedures/bodies other than the City Council may be appropriate in respect of the following types of complaint:

Financial irregularity - statutory right to object to Council's audit of accounts under S.16 Audit Commission Act 1998.

On other matters, the council may need to consult its auditor.

Allegations of criminal activity will be referred to the Police.

How will the procedure operate?

Complaints about the Council's procedures, administration or policies will be dealt with by the City Council. The outcome of the complaint will be published.

The Town Clerk will acknowledge receipt of your complaint within seven working days and will also advise when the matter will be dealt with by a specially convened Complaints Committee.

You will be invited to attend the meeting and to bring any representative if you wish.

Seven clear working days prior to the meeting, you are requested to provide the City Council with copies of any documentation or other evidence which you wish to refer to at the meeting. Similarly, the City Council will provide you with copies of any documentation which it wishes to rely on at the meeting.

Procedure at the Meeting

The Complaints Committee will consider whether the circumstances of the meeting warrant the exclusion of the press and public.

The Mayor will introduce everyone and will explain the procedure.

You, as the complainant, or your representative, will outline the grounds for complaint.

Members of the Complaints Committee will ask questions of you or your representative.

If relevant, the Town Clerk will explain the City Council's position.

Members of the Committee will be able to ask questions of the Town Clerk.

The Mayor will summarise the City Council's position and then you will be offered the opportunity of summing up.

You will be asked to withdraw from the meeting (together with your representative or anyone accompanying you) whilst Members reach a decision on whether or not the grounds for the

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complaint have been made. It may be appropriate in some circumstances for the Town Clerk also to withdraw from the meeting whilst Members reach a decision.

If any points of clarification are required, you will be invited to re-join the meeting whilst clarification is sought and then asked to withdraw again.

You will then re-join the meeting to be advised of the decision of the Committee, together with reasons for the decision, or, if necessary, to be advised when a decision will be made.

Dependent on the detail of the reasons for the decision, it might only be possible to give you the decision at the meeting, with the detailed reasons following in the decision letter.

After the meeting

The decision will be confirmed in writing within seven working days, together with details of any action to be taken.

Complaints relating to the Town Clerk.

These will be dealt with by the City Council as an employment matter. Such complaints could result in disciplinary action or, in cases of gross misconduct, dismissal from the Council's employment. The matter will be dealt with internally to protect the employment rights to which employees of the City Council are entitled. The complainant will be informed of action taken.

What to do if you are still not satisfied

The decision of the City Council is final with no appeal process as the Local Government Ombudsman does not consider complaints in respect of City Councils.

Adopted:

Minute ref:



Chichester City Council

MODEL PUBLICATION SCHEME

1. This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.
2. This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
3. The scheme commits an authority:
 - To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
 - To specify the information which is held by the authority and falls within the classifications below.
 - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - To review and update on a regular basis the information the authority makes available under this scheme.
 - To produce a schedule of any fees charged for access to information which is made proactively available.
 - To make this publication scheme available to the public.
 - To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

4. **Classes of Information**

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services We Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

5. The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

6. Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

7. **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Date Adopted:

Minute Reference:



Information to be published	How the information can be obtained
<i>Class 1 – Who we are and what we do</i> <i>(Organisational information, structures, locations and contacts)</i>	
Who's Who on the Council and its Committees	Hard copy and Website
Contact details for Clerk/RFO and Council members	Hard copy and Website
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure	Hard copy and Website
<i>Class 2 – What we spend and how we spend it</i> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>	
Annual return form and report by auditor	Hard copy and Website
Finalised budget	Hard copy and Website
Precept	Hard copy and Website
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy and Website
List of current contracts awarded and value of contract	Hard copy and Website
Members' expenses	Hard copy
Members' allowances	Hard copy



<i>Class 3 – What our priorities are and how we are doing</i> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	
Council Plan	Hard copy and Website
Annual Report to Town Meeting	Hard copy and Website
Quality status	Hard copy
<i>Class 4 – How we make decisions</i> <i>(Decision making processes and records of decisions)</i>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website
Agendas of meetings (as above)	Hard copy and Website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and District Planning Website
Bye-laws	Hard copy
<i>Class 5 – Our policies and procedures</i> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Hard copy and Website



Committee and sub-committee terms of reference	Hard copy and Website
Delegated authority in respect of officers	Hard copy and Website
Code of Conduct	Hard copy and Website
Policy statements	Hard copy and Website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	Hard copy
Equality and Diversity policy	Hard copy and Website
Health and Safety policy	Hard copy and Website
Recruitment policies (including current vacancies)	Hard copy and Website
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and Website
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy and Website
Schedule of charges (for the publication of information)	Hard copy and Website
<i>Class 6 – Lists and Registers</i>	
<i>Currently maintained lists and registers only</i>	
Any publicly available register or list	Hard copy
Asset Register	Hard copy and Website
Register of members' interests	Hard copy and Website
Register of gifts and hospitality	Hard copy



<i>Class 7 – The services we offer</i> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>	
Community centres and village halls	Hard copy and Website
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Website

Contact details:

Town Clerk: Sam Tate

Chichester City Council, The Council House, North Street, Chichester, PO19 1LQ.

Email: Clerk@chichestercity.gov.uk

Tel: 01243 788502

SCHEDULE OF CHARGES

One copy of any available document will be supplied free of charge to any resident within the Parish

- (i) Multiple copies of any available document will be supplied to any resident within the Civic Parish on payment of the actual cost of copying and postage.
- (ii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

Adopted:

Minute ref:

WARD MATTERS

Pothole Patrol

As some Councillors will be aware, I have started a semi-regular 'Pothole Patrol' where I document potholes and other street-level issues within Central Ward. The reception to this has been overwhelmingly positive and I'd encourage other Councillors to do the same, as residents often aren't aware of how to report such issues or may not have the time to do so.

Here are current street-level issues I have reported:

- Overgrown weeds on the side of Chichester Magistrates Court (**cut back**).
- Overflowing drains on Stockbridge Road (*first reported by residents in May!*), Franklin Place, Orchard Gardens, and East Pallant car park.
- Large potholes on North Walls (**repaired**), South Bank (**repaired**), and Orchard Street (**repaired**).
- Graffiti on the side of Chichester Magistrates Court (**removed**).
- 3x illuminated cycle lights not working on Northgate.

See below for a range of reporting tools that Councillors may find of use:

- Potholes - [Report a pothole online - West Sussex County Council](#)
- Blocked drains - [Flooding, drainage and gullies - West Sussex County Council](#)
- Faded road markings & damaged road signs - [Faded lines or damaged signs - West Sussex County Council](#)

Priory Park Brick Pavilion

The draft Appraisal Document that has been produced for the Brick Pavilion site which provides a summary of each of the options initially developed, with worked up plans and accompanying 3D images, has been reviewed and some further finessing of the detail is underway. While that work is in hand, the data needed to inform the operational, cost and benefit considerations for each option is being drawn together for appraisal. **I am currently investigating these plans to ensure that a workable option can be adopted.**

Events

Chichester Farmers' Market – Chichester City centre, 1st & 3rd Friday each month.

The market takes place on the 1st and 3rd Friday of each month between 9am and 2pm offering a range of fresh locally produced, caught, grown or baked goods along with a small selection of local creatives selling artisan items. We also have plants for sale, often indoor and outdoor varieties, but our traders can differ from week to week so why not follow on Facebook

[@ChichesterDistrictEventsAndMarkets](#) or sign up to Chichester Farmers Market Club and receive regular email updates by emailing: farmersmarket@chichester.gov.uk.

Chichester City Centre Market – Chichester City centre, every Wednesday.

For the Wednesday Market Bray Associates have been granted a Street Trading Consent which permits 50 market stalls and sets out the conditions under which the market operates. The market is now operating to capacity but there is still potential for new stallholders to join.

Saturday Trader's Market – Cattlemarket Car Park, every Saturday & Bank Holiday Monday.

The operator for the Saturday Trader's market has failed to meet the terms of their licence and recent attempts to contact them have been unsuccessful. The licence has not been renewed as a result and Bray Associates have stepped in at short notice on a short-term basis to ensure continuity of the Saturday market. Officers are seeking expressions of interest from other operators and a further update will be provided in due course.

CITY COUNCIL MATTERS

Outside Bodies – Chichester BID (Board Observer)

In my view, the City relationship with the BID is strong and continues to grow.

Of particular note are the following updates:

- The City Council Finance Committee on 11th December supported a BID application for UKSPF funding, for a sum up to £28,000 (contingent on the application being successful). The application, if seen through, will provide a large parasol, seating, and for Crane Street, to transform the public realm and attract higher footfall. Another project included in the application involves installing power and other infrastructure to the Cathedral Green, to transform the area into an event space that is fit for purpose. **I think that this is an extremely positive development, and one that bodes well for the City's future relationship with the BID. I think it also demonstrates that CCC can take a stronger view on economic development and the public realm, especially due to the large amount that CCC has, and is expected to receive, in CIL receipts.**
- The BID Ambassadors scheme is now in effect, replacing the old Rangers scheme. The role of the Ambassadors is to provide a friendly face for visitors and businesses in the City centre, and to provide a liaising role with Sussex Police. For avoidance of doubt, the Ambassadors are not providing enforcement or security services, unlike the previous Rangers, but instead would prioritise public safety in the event of any incidents.

Outside Bodies – Chichester Vision Steering Group

For those unaware, the Vision Steering Group is a vehicle by which different partner agencies (CDC, CCC, WSCC, Chichester BID, Chichester Cathedral, Chichester College, Chichester Uni, CFT, and others) can raise issues, follow up on actions, and generally discuss issues affecting Chichester. Such issues generally fall into categories such as the public realm, events, economic development, and culture.

The last meeting of the Steering Group took place in mid-September, so many of the issues that were discussed are now out of date as they have been resolved or have progressed. Issues that were discussed at the previous meeting include updates on UKSPF funding, WSCC's Public Realm Strategy (i.e. paving and West Street redevelopment), events infrastructure on Chichester Cathedral green, and CDC's Regeneration Strategy.

I expect to give a more detailed update following the next meeting in mid-January 2024.

DISTRICT COUNCIL MATTERS

Outside Bodies – Rolls-Royce Liaison

In May 2023 I was lucky to have been appointed the District Council's Rolls-Royce Liaison for 2023/24. This role is relatively recent but growing in importance, especially considering the plans for Rolls-Royce's expansion at their Westhampnett site. As Liaison, I don't speak on behalf of the administration or the Council, but act as a go-between between the two bodies.

Engagement so far has been positive. Rolls-Royce delivers multi-million pound benefit to the local community, through jobs and other investment. Rolls-Royce have also developed close bonds with the College, which is in the process of building a new automotive workshop. I can envisage that strengthening and deepening this relationship between the District Council and Rolls-Royce will deliver greater economic prosperity for the City.

Outside Bodies – Evening and Night-time Economy Working Group (ENTE WG)

In September 2023, I have volunteered to sit on the District's ENTE WG, nominally as a District Councillor but also using my City hat where needed. The CDC licensing team were keen to have a young councillor, as well as a councillor that represents the City centre, and it just so happened that I fit the bill. The ENTE sector is one that many residents might find unnerving, especially in Chichester, but I strongly believe that there are many opportunities for new family-friendly events to be held in Chichester.

The ENTE WG is a quasi-offshoot of the Chichester Vision Steering Group, which I sit on in my capacity as a City Councillor (see below for an update). The ENTE WG is nominally focused on the night-time economy, but also has a focus on local arts, economic development, events, and licensing.

UK Shared Prosperity Funding (UKSPF – aka 'Levelling Up Funding')

Applications are being invited for the second round of two pots of government money that have been made available to community organisations and business in Chichester District. Last year, the council applied for a portion of the Government's UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) to spend on a variety of projects across the district. The council's application was approved last winter by the Government's Department for Levelling Up, Housing and Communities and the council was allocated £1 million for UKSPF and £700,000 for REPF.

The purpose of the UKSPF is to help encourage economic growth and improve the quality of life for people across the district. The REPF is intended to support projects which assist with supporting businesses and community infrastructure to address particular challenges faced by rural areas.

Projects have already started to be delivered to improve public areas, as well as delivering events across the district. During the first round of funding, 23 grant funded projects across the district were approved. We're now encouraging community groups and businesses to apply by 3 January 2024 for the second round of grant funding for projects to be delivered from April 2024 and completed by March 2025. To find out more or apply, please visit:

www.chichester.gov.uk/sharedprosperityfund.

Applications for both funds opened on 6th November and the deadline is 3rd January 2024. I would strongly encourage any & all potential applicants to get involved, as funding is limited & unlikely to be replenished by central Government.

Christmas 2024

Very pleased that the following events and promotional offers went ahead, or are still ongoing, in the run-up to Christmas 2024:

- **Chichester Christmas Cheer** – Chichester welcomed a Christmas market for two consecutive weekends on Saturday 9th and Sunday 10th, Saturday 16th, and Sunday 17th of December on North Street and East Street.
- **Christmas Lights Switch On** – Generously funded by the Chichester BID and Rotary in Chichester, the Christmas Lights Switch On was attended by thousands of residents. The Switch On, hosted by our very own Mayor, was conducted by two local heroes, Yoddi Papa and Emily Jordan.
- **December parking offers** – for those parking in the City centre, CDC are offering two festive parking offers. Firstly, when you select two hours using the MiPermit app during weekends in December, you will get the third hour free. The app is available to use in most council-owned car parks across the district. CDC are also offering free parking in our Avenue de Chartres car park in Chichester on Sundays during December.

District Council Departmental Updates

Communications

- **MOTs** - CDC are working on a project that will enable people to book services through the website, starting with MOTs. This is a very complex project, which will be rolled out to various services over time. At the moment, CDC expect to be offering booking online for MOTs by May/June next year.

Growth:

- **Business Contact Programme** - For the month of October 2023, the Business Contact Programme has provided support to 155 businesses across the district, helping to protect 177 local jobs, seeing three new jobs created, and assisting with funding for 46 district

businesses. Responsive planning application support has also been provided to 11 businesses.

- **Business Update** - Businesses are still reporting supply chain pressures although these seem to have been easing. However, there are now concerns over the impacts of fuel cost rises. Retail premises-based businesses have been reporting low footfall and a drop in income, but those operating online are doing well. Elsewhere, businesses in light industrial and office premises are reporting that rent increases are causing financial pressures. However, the manufacturing businesses are managing well and some are reporting growth. CDC have had a number of enquiries recently for business premises from established businesses looking to move/expand and also from some start-ups so there continues to be a demand for commercial space in the district.
- **Invest Chichester** - CDC have been working on updating the advice given to businesses in the area on sustainability. Starting with the basics and encouraging businesses to take those next steps. We are hosting this information on the Invest Chichester website and it can be found at [Green business support - Invest Chichester](#)
- **Independent Retailers Grant** - Thirteen applications have been approved to be allocated funding however one of these applicants has now withdrawn their application. The total the grant amount allocated to is £38,129. Seven of these businesses in receipt of the grant are based in Chichester.
- **Enabling Grants Scheme** - CDC launched the fourth round of the Enabling Grant Scheme on the 31st May 2023 and the application window was open until 29th June. Of a total of 27 applications, 22 have been approved for funding. The total grant amount allocated is £30,210.

Housing, Revenues, & Benefits:

- **Household Support Fund Phase 4** - Household Support Fund (HSF) is a fund administered by West Sussex County Council and CDC have been successful in bidding for £300,000 from the fund. This money is being used for assistance with food, items associated with energy, moving on from temporary accommodation and to prevent homelessness, by topping up Discretionary Housing Payments (DHP) funding, particularly targeted at rent arrears where there is a risk of homelessness. The fund is administered by the Supporting You Team and the Accommodation Move On Officers. Funding is distributed in the form of vouchers for food and small household items, and direct goods for white goods and furniture. Members are asked to promote this support within their constituencies. For any queries please contact Marlene Rogers via mrogers@chichester.gov.uk.
- **Damp and Mould Update** - The Housing Standards Team continues to provide advice to residents on how best to manage moisture in the home through CDC's media platforms. Tenants experiencing damp and mould within their property should always notify their landlord in the first instance. If the problem worsens, or the landlord's response is unsatisfactory tenants should contact the Housing Standards Team for help and advice. You can find more information here: [Health and Safety Rating System \(HHSRS\) - Chichester District Council](#). Please also note the following web link for Hyde and relevant contact details within the link below [Dealing with damp and mould | The Hyde Group \(hyde-housing.co.uk\)](#).

- **Supporting You Update** - The Supporting You Team continue to make a real difference to residents and the success of this team is very evident. The team can take referrals from Councillors, using the email supportingyou@chichester.gov.uk or by directing residents to refer themselves online at via the team pages at <https://www.chichester.gov.uk/supportingyoucampaign>.

Environmental Protection:

- **Connected Kerb Electric Vehicle Charge Point Contract Update** - Under the concession contract of which CDC is a signatory, WSCC and Connected Kerb (CK) have been working to deliver Electric Vehicle Charging points in on-street locations. There are currently three on-street locations where installations of Electric Vehicle charging points have been made in Chichester District, namely; Garsons Road in Southbourne, and Palmers Field and Little Breach in Chichester. CK are working with the electricity company in order to get these points electrified though there is currently no timeline for that to be completed. CDC members were sent an email in the summer to advise on the consultation being undertaken at the time by WSCC and CK, which included the proposed locations for the on-street installs under Phase ii of the contract. Since that time WSCC and CK have been giving further consideration to the proposed sites and are working on a finalised list. Discussions are also being held between our council and Connected Kerb relating to potential sites across the council's car parks. I hope to have a further update on this in the future.
- **Planning Noise Advice Document for Sussex (PNADS)** - A number of Environmental Protection Teams across East and West Sussex provided representatives on a local working group to revise the Planning Noise Advice Document for Sussex. The revised document was finalised on 3 November 2023 and shall be used as a Technical Advice Note in the Chichester District. The document sets out to offer clear and consistent technical guidance, to be considered during the planning process, with the aim of ensuring an adequate level of design and amenity for developments.
- **Tree Chichester District Update** - The second phase of the Government's Shared Outcomes Fund, Trees Outside Woodland programme is officially underway with multiple grant options available to promote tree planting in various contexts across Chichester District. Chichester is taking the lead on one of the pilots in the programme which is incentivising targeted tree planting through the theme of increased ecological connectivity of woodland habitats. Fera has developed an interactive map for any landowners – or residents interested in tree-planting – to use to check whether their land falls within priority planting areas. Within these areas, eligible planting projects can be supported through grants which cover 100% of the trees and associated capital costs. You can access the map here: <https://softowmaps.fera.co.uk/>, and search for the relevant property using a postcode. The map allows you to switch on/off the aerial imagery so you may orientate more-readily to your specific land parcels. Please engage with your local project officer to investigate grant-fund eligibility whether your land falls within a priority area or not. Grant funding also remains available for planting trees within the farmed landscape, agroforestry and orchard systems, and various urban tree establishment techniques. We'd like to encourage anyone interested in planting trees on their land or in their community to get in touch regarding the options available this season and how CDC may help. For further information, please see

<https://www.chichester.gov.uk/treescheme> or to get in touch with you project officer or express your interest please email treescheme@chichester.gov.uk. I would strongly encourage Councillors to take full advantage of this scheme.

Upcoming District Council Meetings

9 January 2024 TUESDAY 9.30 am
Cabinet - Committee Rooms, East Pallant House

10 January 2024 WEDNESDAY 9.30 am
Planning Committee - Committee Rooms, East Pallant House

16 January 2024 TUESDAY 2.00 pm
Overview & Scrutiny Committee - Committee Rooms, East Pallant House

22 January 2024 MONDAY 2.00 pm
Corporate Governance & Audit Committee - Committee Rooms, East Pallant House

23 January 2024 TUESDAY 2.00 pm
Council - Committee Rooms - East Pallant House

6 February 2024 TUESDAY 9.30 am
Cabinet - Committee Rooms, East Pallant House

7 February 2024 WEDNESDAY 9.30 am
Planning Committee - Committee Rooms, East Pallant House

27 February 2024 TUESDAY 2.00 pm
Budget Meeting, Council - Committee Rooms - East Pallant House

28 February 2024 WEDNESDAY 9.30 am
General Licensing Committee - Committee Room 2, East Pallant House
Alcohol and Entertainment Licensing Committee - Committee Room 2

I would strongly encourage any & all interested councillors to attend or watch CDC Council and Committee meetings, as the decisions made there can be highly important. You can also watch meetings live on CDC's livestreaming service. A calendar of meetings can be found here:
[Monthly meetings calendar - December 2023 - Chichester District Council \(moderngov.co.uk\)](#)

CHICHESTER EAST WARD REPORT

COUNCILLOR RHYS CHANT

COMMUNITY SURVEY (POST-ELECTION)

Following the Local Election, the Liberal Democrats delivered surveys across the Chichester District. Having recently met with our local party leadership to discuss the issues which residents in Chichester East are raising, we now have a fairly clear idea of the priorities of our residents in Chichester East.

Unfortunately, these issues are those which predominantly lay outside of the purview of our statutory and discretionary powers. However, the information is important nonetheless in order for us to advocate and drive our residents' priorities. The two issues which were raised most frequently were **housing** and **potholes**.

- **Housing:** There is a clear narrative in Chichester East that residents feel that the ward is overdeveloped and lacking the infrastructure to undertake any more housing projects. However, there is also a clear and vocal narrative that the housing which exists, and any further developments, need a focus on housing for single people and young couples, as well as the need for a greater "quality and quantity" of affordable housing and social housing.
- **Potholes:** Another clearly identified issue for residents in Chichester East is the poor road infrastructure of Chichester. A high proportion of residents in Chichester East, particularly those living in the Swanfield and the Bassil Shipham polling districts, identified poor road quality and potholes as a priority issue for them.

Having spoken to WSC Councillor Simon Oakley via email some months ago about this issue, and having discussed with Councillor James Vivian, the photographing and reporting of potholes it is an important and appreciated activity which Councillors of all tiers are able to do via the WSCC website specifically for this issue. I strongly encourage my fellow ward members, and other parish council members at large, to photograph and report potholes to WSCC when out and about in the city.

Given our commitment and harrying of the County Council in relation to pavements and the infrastructure of the city centre, it is equally important that we work to apply pressure in this area.

If any councillor wants to report a pothole they can do so through this link:

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

BISHOPSGATE WALK/SPITAFIELD LANE PAVING

Several residents, represented by Dr A Palmer, have contacted the City and District Councillors in relation to the state of the pavement and walkways around Bishopsgate Walk with a particular focus on the deterioration of the section of paving between collection of flats opposite the end of College Lane and the Co-Operative on Spitalfield Lane. According to Dr A Palmer, who has already contacted West Sussex County Council, the WSCC are not going to fix or mend the issue. They wrote to him to say that they will continue to monitor the situation, but it is not currently at a level needing repair.

The issue, whilst not as severe as the city centre precinct, is particularly an issue around the Bishopsgate Walk area due to the age of the population being older and many of the residents in Bishopsgate Walk being disabled or having limited mobility – with the co-op being their nearest shop and the only option for some residents due to limited mobility.



ASSET MAPPING EXERCISE

As requested by the Town Clerk, I have developed a list of community assets which exist in and around Chichester East including community centres, schools, pubs and open spaces.

• Swanfield Park Community Centre	• Portfield Primary Academy
• Litten Garden War Memorial	• Chichester Children and Family Centre
• Bassil Shippham Centre	• Chichester Nursery School
• Four Chestnuts (Pub)	• Homestart Chichester & District
• La Fish (Takeaway)	• St James' Allotment
• Osprey Charging Centre	• Portfield Cemetery
• Chichester Crematorium	• One-O-Four @ The Hornet
• Contact88 Garage @ Bassil Shippham	• St Richard's Hospital
• The ShowRoom, Chichester	• New Park Road Football Pitch

THE SECOND CITY SOUNDS FESTIVAL

The Second City Sounds Festival took place across Chichester on Saturday 25th November and was a huge success. Funded by the UK Shared Prosperity Fund, organised Chris Simmons and supported by the District Council, the festival saw over 50 acts perform including local and young musicians.

Platformed across Chichester by venues including Franco Manca, who held the Young Persons Showcase, the University of Chichester, as well as The Fountain, La Havana Bar, Little Monster Tap, The Escapist, The George and Dragon Inn and Trents, the festival is the first amongst its kind to bring such a diverse portfolio of live and local music performances to the public.

Independent and small-scale artists really benefit from these kind of events as they look to platform themselves and build up their reputation as well as find a supplement for income. These events are incredibly beneficial to both the musicians and the venues in a real spark for the local economy – often venues do not charge for entry to the event and will make money from the takings at the bar, which can more than quadruple on nights where live music events take place, as well as help artists by beginning to generate an income from their work which makes their work more sustainable for them.

An event like this is a real tourist highlight, and a great event for local people, and events like these will be the future drivers of Chichester's evening and nighttime economy, forming a large portion of the live music industry's economic value and a great income for local businesses and artists.

If anyone wishes to read more on this sector or about the event, I can send you the papers and articles which Laurence Ford at the District Council is currently working with on their Evening and Nighttime Economy Panel.

BAILIFF DUTIES

OPENING ENABLED2PARENT

In October, the Mayor of the City Council was invited to the official opening of a new local charity called Enabled2Parent. As the Bailiff of the City, it was a privilege to attend the event on the mayor's behalf and to support Sarah Fay, the founder, in opening the charity formally.

Enabled2Parent is a local charity who work across West Sussex to support disabled parents and families to have access to the funding, resources, and support on their journey through parenthood.

The event took place at One-O-Four in The Hornet and was a small event attended by local and national organisations including the National Childbirth Trust and the Parklands School.

I have seen Sarah Fay since at the City Council Community Networking Event which took place on Tuesday 5th December and the charity is beginning to flourish with a new treasurer and a sizeable grant to begin work on community and support events for newly disabled parents across West Sussex.

CHRISTMAS CAROL SERVICE AT THE ST MARY MAGDALENE CHURCH IN BOGNOR REGIS

On Sunday 3rd December, the Mayor of the City Council was invited to the annual Civic Christmas Carol service at the Saint Mary Magdalene Church in Bognor Regis. As the Bailiff of the City, I attended on his behalf and was privileged to meet with the Mayor of Bognor Regis, the Mayor of Littlehampton, and several other civic dignitaries from across the local area including Parish Council representatives, representatives of the Lord Lieutenant and of West Sussex County Council.

The service involved students from the local school choir, as well as the church choir, and was a wonderful experience and something which my partner and I enjoyed very much. I have since written to the Mayor of Bognor Regis expressing my thanks for inviting dignitaries of the City Council.

Chichester District Councillor report

From Councillor Bill Brisbane Chichester East

Presented at the meeting of the Council of the City of Chichester
20 December 2023

Meetings

- 31st October Chaired Development Plan and Infrastructure Panel
- 2nd November Development Management Customer Care Group
- 3rd November Zoom meeting with National Highways and Gillian Keegan
- 6th November Meeting with case officer for planning application for former Portfield Football ground
- 7th November Cabinet Meeting
- 10th November Tour of CFT and discussion on the theatre's forward plans
Final Zoom meeting with National Highways
- 13th November Briefing on Custom and Self Build housing
- 14th November Meeting of the Chichester Conservation Area Advisory Committee
- 20th November Informal meeting with the CDC senior leadership team
- 21st November Meeting with Development Management senior managers
Tour of Chichester College and presentation of the College's forward plans
Meeting on Southbourne Neighbourhood Plan
- 22nd November Workshop with Planning Committee
- 24th November Meeting to review implications of the Chas Wood planning appeal decision
- 27th November Pre Cabinet briefing
- 28th November Briefing on the role of the housing and communities division and the emergency planning team
Full Council
- 30th November Regeneration Strategy workshop

Casework

- Liaising with Clarion HA and the housing department to get a tenant's leaking ceiling fixed.
- Liaising with housing department and Hyde to prove that a tenant had not parked her car on the public highway as claimed by DVLA.
- Liaising with WSCC and the EA regarding a Willow tree which had fallen over the river Lavant alongside St Pancras and warning of the potential for this to reoccur without proper management and maintenance, given the age of these trees.
- Liaising with CDC regarding storm water flooding at Minerva Heights.

Chichester City Council – Wed 20th December 2023
District Councillor's Report
Jonathan Brown

Service Prioritisation / Budget Setting

Although CDC is in a healthy financial position relative to many other District Councils, income from central government continues to be reduced and new – and costly – responsibilities continue to be loaded onto the Council. We are in the process of assessing and prioritising the non-statutory work the Council does, as well as new initiatives we would like to take. More info on what this will look like in the new year!

Homelessness / Increasing Demand for Temporary Accommodation

One of the cost pressures on the Council is the responsibility to provide temporary accommodation to residents who would otherwise be made homeless. CDC owns properties which enable us to provide for quite a bit of this demand and reduce the requirement to pay for B&B accommodation, but the numbers are unprecedented. Again, many other councils are facing even more severe cost pressures than we are. We are currently looking at a whole range of options to try to deal with this issue.

Tree Chichester Update

The second phase of the Government's 'Shared Outcomes Fund, Trees Outside Woodland' programme is officially underway with multiple grant options available to promote tree planting in various contexts across Chichester District. Chichester is taking the lead on one of the pilots in the programme which is incentivising targeted tree planting through the theme of increased ecological connectivity of woodland habitats. An interactive map is available for any landowners – or residents interested in tree-planting – to use to check whether their land falls within priority planting areas. Within these areas, eligible planting projects can be supported through grants which cover 100% of the trees and associated capital costs. You can access the map here: <https://softowmaps.fera.co.uk/>, and search for your property using a postcode. The map allows you to switch on/off the aerial imagery so you may orientate more-readily to your specific land parcels. Please engage with your local project officer to investigate grant-fund eligibility whether your land falls within a priority area or not. Grant funding also remains available for planting trees within the farmed landscape, agroforestry and orchard systems, and various urban tree establishment techniques. Anyone interested in planting trees on their land or in their community to get in touch regarding the options available this season and how we may help. Please see www.chichester.gov.uk/treescheme or get in touch with the project officer at treescheme@chichester.gov.uk.

Let's Go Net Zero – Meeting with Horticulture Businesses

CDC has been supporting this County-initiative to support and encourage local businesses through networking and sharing best practice to reduce their carbon footprint and take advantage of opportunities for 'green (economic) growth'. I attended one of these meetings with our Growth & Sustainability Officer and learned a great deal.

AGENDA ITEM 18

Consultation on WSCC Cycle Schemes

CDC is responding to a WSCC consultation on two proposals for schemes to include the creation of safe, dedicated space for cycling, new crossings and improved footways, as well as potential bus priority signal technology. The schemes are:

- A286 Oaklands Way Cycle Scheme
- A285 Chichester to Tangmere Sustainable Transport Corridor

At the time of writing CDC has not agreed a response but I can update at your meeting next week.

Local Plan

After a huge amount of work and a long series of meetings with representatives from National Highways and West Sussex County Council Highways, we appear to have broken the logjam. There is still quite a bit of work to do but we hope to be able to finally submit the Local Plan in Q1 2024.

There is still some uncertainty, not least around the (at the time of writing) still anticipated and much-delayed new National Planning Policy Framework. I'm not the only one who believes that the Planning system is broken and dysfunctional. I hope that we have now done enough to be able to get a Local Plan through it, but no one should think that the system has any redeeming features.

Supporting our Armed Forces Veterans

The council has been celebrated for its support of the Armed Forces community with a prestigious Employer Recognition Scheme Bronze Award from the Ministry of Defence. The honour nationally recognised the council's commitment to supporting serving and retired armed forces personnel. The award comes after the council pledged to the Armed Forces Covenant, which is a promise from the nation to ensure that those who serve or who have served in the Armed Forces, and their families, are treated fairly.

The Brick Pavilion, Priory Park

The draft Appraisal Document that has been produced for the Brick Pavilion site which provides a summary of each of the options initially developed, with worked up plans and accompanying 3D images, has been reviewed and some further finessing of the detail is underway. While that work is in hand, the data needed to inform the operational, cost and benefit considerations for each option is being drawn together for appraisal.

City Sounds – Music Festival Saturday 25th November

This popular festival returned, bigger and better than the previous event in March. Feedback on this free, multi-venue music event has been overwhelmingly positive. This time it used 8 venues, including one dedicated for under-18s. It was funded by CDC using its share of the UK Shared Prosperity Fund, and represents part of our effort to improve the cultural offering in Chichester.