

Chichester City Council

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Town Clerk: Mrs Sam Tate

Paul Marshall
Leader of the Council
West Sussex County Council
County Hall
Chichester
PO19 1RQ

c.c. WSCC County Councillor Julian Joy
WSCC County Councillor Jeremy Hunt
WSCC County Councillor Simon Oakley
WSCC County Councillor Sarah Sharp
WSCC County Councillor Joy Dennis
WSCC Deborah Urquhart
Matt Davey, Head of Highways

16 January 2024

Dear Mr Marshall

Concerns Regarding Flooding in Chichester

I am writing on behalf of the residents of Chichester and Chichester City Council to raise our considerable concerns about the ongoing flooding incidents in the City. Whilst recognising that this has been an exceptionally wet winter, the impacts upon residents of sustained flooding in several areas is unacceptable.

College Lane has been subject to multiple flooding events since the autumn, resulting in frequent closures of this vital vehicle and pedestrian route to the University and North of the City. The City Council are keen to understand the long-term plan and timetable to address the increasing frequency of these events and design a solution to ensure that water can be adequately managed, stored and diverted in this key location.

We have had multiple complaints from residents living in properties in Neville Road on the Parklands who have been unable to flush their toilets and have had foul water backing up into their sinks and bathrooms. The road here has also been closed on multiple occasions. Residents have been advised by WSCC Highways that there is an issue with silt accumulation in the drains between Neville Road and Oliver Whitby Road, yet despite this known issue, the area is not regularly cleaned and jetted, and the issue recurs every time there is heavy rain. We are concerned that the ongoing situation could lead to a public health incident if the issue is not resolved, and a long-term solution designed to prevent it continually happening.

2023 has recently been declared the hottest year ever recorded, with the expectation that 2024 will be even hotter as carbon emissions continue to reach record levels. Against this backdrop, it feels increasingly disingenuous to refer to exceptional rainfall events overwhelming the system. We must accept that heavy rain and increased precipitation are the norm and design solutions and schedule maintenance to adapt to the new reality.

I would greatly appreciate a response from WSCC outlining what work is currently in progress, what long-term schemes are being developed to prepare for our future climate and what is being planned in the short-term to mitigate the ongoing issues at known flooding hotspots.

Yours sincerely

Craig Gershater
Mayor of Chichester

Cllr Paul Marshall
Leader of the Council

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Cabinet Office
County Hall
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AGENDA ITEM 5

13 February 2024

Mr. Craig J L Gershater, B.A., M.Sc., M.I.T.G., M.R.S.B., C.Biol.
Mayor of Chichester
Chichester City Council

BY EMAIL

Dear Mr Mayor,

RE: Concerns Regarding Flooding in Chichester

Thank you for your letter received on 17 January with regard to concerns about flooding incidents in Chichester.

As Local Highway Authority (LHA), the County Council operates a four-year optimised cyclical gully emptying programme across the County. The frequency of emptying is based on historic silt levels and ranges from six months for our highest priority locations to four years for most residential urban estates. The programme also includes annual, bi-annual, and three-yearly emptying.

In addition to the cyclical emptying, the County Council operates an ad-hoc gully emptier that is directed by the Area Teams. This machine is used to deal with issues that arise outside of the cyclical programme, normally in response to incidents reported by members of the public. Attendance is based on priority status, ranging between 1 to 4, with 1 being the highest priority where there is a threat to property or flooding causing significant risk on the high speed network. Clearly, the ability to attend priority 2, 3, and 4 jobs is dependent on the number of priority 1 jobs in the system and, therefore, it may be the case that there is a significant delay between an issue being reported and it being attended to.

Although it is appreciated that this will be frustrating and may result in some flooding issues persisting, it is incumbent on the County Council to target its resources at the areas of highest need. Officers can only do this by applying a priority status to requests so that the Council can ensure it is meeting its statutory obligation for highway safety.

With regard to the specific issues that you have identified, we are aware of the problems with flooding on College Lane and, unfortunately, we have had to close the road for safety reasons a number of times over the past few months. The challenge we face is that the system is dependent upon a soakaway, and once this reaches capacity there is nowhere for the water to drain. Although we may

have experienced a dry and hot summer, groundwater levels have been excessively high for long periods and this, coupled with very heavy rainfall, creates problems. During the peak periods of rainfall the system became overwhelmed, and the prolonged rain meant it was not possible to tanker the water away as it would have returned immediately when there was further rain. As soon as we were able, we removed the water and jetted the system. We followed this up with work to drain the soakaway and CCTV work has been undertaken this week; the results of this will be reviewed by our team to ascertain whether any further work might be required at this location.

Following reports of issues at Neville Road from local residents, we investigated the matter and I confirm that we have undertaken initial works to jet the system, in accordance with the process outlined above, and our contractors have plans to return with more specialist equipment. Although we are not able to provide timescales at this stage, the works are currently being programmed. More generally, the County Council as Lead Local Flood Authority (LLFA) is aware of the surface water flooding issues in the Parklands Estate and it has previously commissioned some investigatory work. A feasibility study of the west of Chichester catchment area is due to commence shortly to build upon that work. The study, which will be undertaken with key partners such as Southern Water, will seek to identify a range of potential options to attenuate water during heavy rainfall events.

I agree we must all accept that heavy rain and increased precipitation now seem to be normal and that we must plan accordingly to ensure that we improve resilience and adapt to a changing climate.

Until recently, extreme weather events such as we have recently experienced have been exceptional. It is fact that rainfall much heavier than in the past has overwhelmed systems created to manage water. The vast majority of that infrastructure was created prior to any acknowledgement of climate change being an issue. Where it was designed, it was to standards that were set against very different weather patterns. Resolving centuries of what would today be seen as under design is not going to be an easy or quick task. What it will require is a joined-up approach across the whole area of water management, and to this end the County Council convened a water summit last week with all of the key stakeholders.

Adapting to climatic changes needs a considered approach and changing the County Council's approach to investment in highways drainage (both improvements and maintenance) cannot be done overnight given the lead-in times for the development and delivery of capital programmes and the need to ensure that public money is spent wisely.

More generally with regard to plans for the future, as LLFA the County Council will shortly commence preparation of a review of the Local Flood Risk Management Strategy (LFRMS). Although the LFRMS will focus on local flood risk (from surface water, ordinary watercourses, and groundwater), it will reflect issues relating to all aspects of flood risk including coastal and fluvial (river) flooding. It will also address related issues including climate change and nature recovery. The strategy will be developed in partnership with other Risk Management Authorities (RMA) including the District and Borough Councils, the

Environment Agency, and the water companies. An action plan setting out key flood risk measures to be delivered by the relevant RMA will be a key element of the strategy.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Marshall', written in a cursive style.

Cllr Paul Marshall
Leader
West Sussex County Council

Chichester Community “Big Hoose” Project.

1. Summary:

Chichester City Council initiate a project for a large new Community Facility to act as a resource and hub for supporting local charities and organizations.

2. Recommendations

1. A Project work group is formed to complete a feasibility study and Business Plan
2. A workshop of local charities and other voluntary organisation be set up.
3. An initial allocation of £40,000 from CIL to cover initial work such as appointment of a commercial property agent, feasibility studies and continued support of Second chance Chichester until April 2025.

3. Introduction:

Following the pandemic and the recent large increases in cost of living coupled with mortgage and rents being at unprecedented high level has meant large numbers of people are in housing and acute financial position for even the basics.

All these people and families are looking for support for their critical position. Levels of support such as by the Foodbank have more than doubled and they estimate 1 in 5 of the UK population live below the poverty line. Chichester is no exception. Local authorities are stretched for resources, so the burden of increased support now falls on the voluntary and charity sector who do an excellent job but are now finding themselves very short of particularly storage facilities. The cost of storage commercially is about £1600 per annum for 50sq ft. Much of the storage facilities, unlike SCC, are ad hoc from businesses or storage containers often in several short sites which are less than ideal. Chichester is also lacking in spaces for community activity and although the Council House has some hall facilities as a community centre, there is a need for large hall and other community facilities with easy access and nearby parking spaces.

4. Second Chance Chichester Experience

Since the opening of the Second Chance Chichester premises in March of this year, the use of the building has become an extensive community asset for other organisations mainly as a storage facility but also as a workshop. The building is well provided with power points, kitchen, toilets, and meeting room facilities.

The principal users now occupying about a third of the ground floor space are the *Chichester Shedders* who are undertaking repair and upcycling of furniture which is a good fit with the operation of SCC.

Safe secure storage has been provided for the regalia of *the St Pancras Corporation (the wheelbarrow club)*. Storage has been provided to *Rotary* and *West Sussex Scouts* "Goodwood Box Cart Supreme" equipment when their caravan was ruined after a water leak.

The *Chichester Big Band* used the upper mezzanine floor as an emergency rehearsal room. There are no residential properties nearby.

Apart from Wheelbarrow Club who pay a subsidised rent, the others were not or nominally charged.

Many other charities and organisation have requested storage facilities.

Second Chance Chichester has been a success and in many respects could be considered a pilot for this Project. Also evident in the SCC operation is the need for critical mass for example to justify its own transport.

Finance going forward represents a challenge.

4. The Big Hoose Fife Model

The Big Hoose Fife Project assists families in Fife who are experiencing hardship.

The Cottage Family Centre and The Big Hoose Fife Project have signed an agreement with Amazon UK and other companies which will see household goods being distributed to children and families living in poverty across Fife.

The Big Hoose Fife Project work in partnership with other charity's, social workers, health visitors, schools, nurseries and other organisations across Fife

to enable thousands of families access through a referral process to items such as bedding, clothing, footwear, kitchen items, towels, toilet roll, nappies, wipes, rugs, other household furnishings and goods.

Their referral process is relatively straight forward and if they are experiencing hardship, they speak with a professional for a referral. This can be a social worker, health visitor, child's school or any charity/organisation that supports children and families.

They want to make sure every child across Fife grows up in a household where they have a solid foundation, where they feel safe and secure and where parents don't feel dehumanized, and this project will ensure that they are a step closer to making this happen.

This project will also encourage recycling and reduce the number of items and goods that end up in landfill daily.

5 Outline of Project needs

Experience shows from SCC is that the right property is key to the success.

SCC, as a pilot, should be supported until April 2025 when the lease could be terminated and the operation moved to the new building.

A large building of 12,000 sq ft is probably required. This is about 4 times the size of SCC Leigh Road premises but with same facilities of easy access, car parking kitchen good toilet and office facilities. To give an example a current building is available at 26, Terminus Road near the SCC building. Details can be found in the appendix.

A project working group needs to be set up to develop a business plan and the best way to finance the project. It is very likely such a community project would attract National lottery funding. There could be several options for the building such as a rental lease or better would be a purchase of the building so the City Council has a valuable asset. Rental charges would be in the region of £120,000 and a purchase price around £1.6m as a guide. The initial project funding could be via CIL monies and /or public works loan but the majority could be via National lottery funding or similar national funding.

The agreement and co-operation of all the local charities and voluntary organizations would be needed and workshop should be set up as soon as possible.

6. Conclusions.

It is believed this project fits with the City Council strategy of reaching out to support the local community at time of most need. It will be lasting heritage of this administration.



TO LET

SHW

NEWLY REFURBISHED LIGHT INDUSTRIAL, RETAIL & OFFICE UNITS
5,700 – 12,000 SQ FT (529 - 1,114 SQ M)
Units 2 & 6, 26b-28 Terminus Road, Chichester, West Sussex, PO19 8ZZ

**MAKING
PROPERTY
WORK**

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Rent | From £57,000 Per Annum Plus VAT

LOCATION

The units are located on the south side of the Terminus Road Industrial Estate to the south of Chichester City Centre. Access to the A27 Chichester By-Pass can be gained from each end of Terminus Road with nearby occupiers including Harwood Jaguar, Henny Ford & Howden Joinery.

DESCRIPTION

Units range from the smallest self-contained office of 2,262 sq ft compared to the largest industrial unit with a large mezzanine totalling 12,192 sq ft. There is an opportunity for occupiers to take multiple units with two of the units benefitting from showrooms offering excellent frontage. These units are available inclusive of all utilities and services by the provider to include all internet and telephone packages. All of the units include individual dedicated kitchens to a high standard, WCs, break-out areas and internal offices for each unit. There is three phase electricity, IT and telephone infrastructure, 24 hour access, CCTV and multiple car parking spaces on site.

RENT

From £57,000 per annum inclusive of utility costs and business rates.

RATES

Inclusive as part of the rent.

VAT

VAT will be chargeable on the terms quoted.

LEGAL COSTS

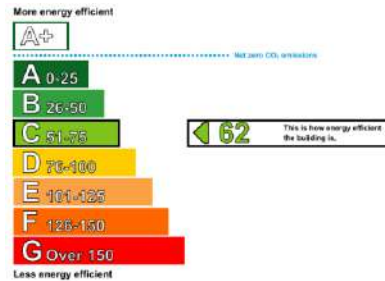
Each party is to be responsible for their own legal fees incurred in the transaction.

AMENITIES

- Internet connection
- 24 hour access
- Perimeter trunking
- Three phase electricity
- Dedicated kitchens & break-out areas
- WCs/showers
- Full height roller shutter doors
- Loading bays for vehicle access
- Disabled access
- 4m (minimum) eaves height

EPC

The property has an EPC rating of C.



VIEWINGS – 01903 229200

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Peter Sylvester t: 01903 229208 | e: psylvester@shw.co.uk



SOCIAL

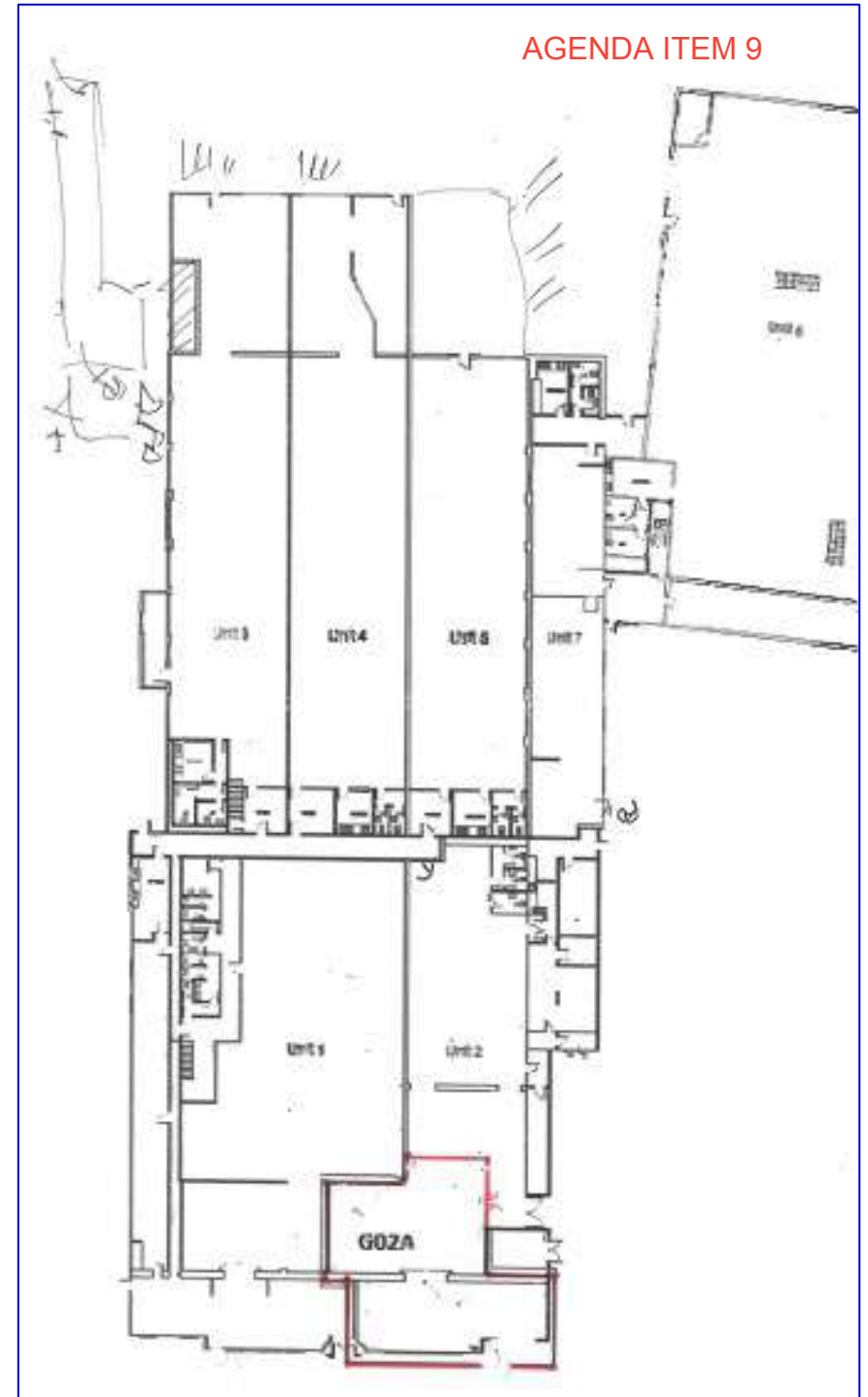
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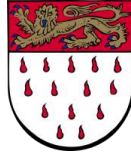
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AVAILABLE UNITS

UNIT	SQ FT	LEASE/LICENCE FEE	DESCRIPTION
2	5,619	£57,000 per annum	Office & Retail Self-contained unit with dedicated kitchen, executive offices, WC's, break out area and retail/storage with vehicle access.
6	12,192	£120,000 per annum	Large Office Self-contained unit with dedicated kitchen, executive offices, WC's, break out area and retail/storage with vehicle access.





Chichester City Council

SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Standing Committees and Sub-Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer - Duties and Powers

- 1.1 The Deputy Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer - Duties and Powers

- 2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
- a. Receive declarations of acceptance of office;
 - b. Receive and record notices from Councillors disclosing interests;
 - c. Receive and retain plans and documents;
 - d. Sign Notices or other documents on behalf of the Council;
 - e. Receive copies of By-laws made by the Unitary Council;
 - f. Certify copies of By-laws made by the Council;
 - g. Sign and issue summonses to attend meetings of the Council.
 - h. Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
 - i. Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office
- 2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
- a. The day-to-day administration of services, together with routine inspection and control.
 - b. Day to day supervision and control of all staff employed by the Council.
 - c. Authorisation of routine expenditure within the agreed budget.
 - d. Emergency expenditure up to £25,000 outside of the agreed budget in consultation with the RFO the chair of council or vice chair of council. All expenditure to reported to the next appropriate meeting.
- 2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.
- 2.4 Extend the delegation of Council and Committee decisions to the Town Clerk in consultation with the Chair and Vice Chair of the Council and relevant Committees during any period of restricted activity declared by the Government in respect of a civil or health emergency. Such delegation to enable the Council to fulfil its responsibilities to its residents.

3. Council

3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- a. Setting the Precept;
- b. Borrowing money;
- c. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- d. Making, amending or revoking By-laws;
- e. Making of Orders under any Statutory powers;
- f. Matters of principle or policy.
- g. Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
- h. Any proposed new undertakings;
- i. Prosecution or defence in a court of law;
- j. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
- k. Approving the annual return;
- l. Confirming eligibility to exercise the General Power of Competence

4. Standing Committees

4.1 The **Finance Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- a. All financial matters including approval of all expenditure items within the existing annual budget except where the authority has been specifically delegated to a Standing Committee or Sub-Committee.
- b. Monitoring of annual budgeted expenditure
- c. Oversight and monitoring of the performance of Council financial investments and reserves.
- d. Oversight and monitoring of Council governance procedures.
- e. All matters relating to buildings, structures and land in the ownership or control of the City Council, including agreement of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
- f. All matters relating to the other property of the City Council. Final authority for the disposal or loan of such property to remain with full Council.
- g. All matters relating to staff, including remuneration packages, terms and conditions of employment and the observance of statutory requirements and NJC agreements.
- h. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements. The following Sub-Committees report to this Committee:
 - i. Personnel Sub-Committee
 - ii. Property Sub-Committee
 - iii. Business Plan Sub-Committee

- 4.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- 4.1.2 The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Recommendation of the Council's budget for each financial year.
 - b. Any funding required outside of the set budget in any given financial year
 - c. Adoption of new projects not already included in the adopted Business Plan that have a financial or resource implication for the City Council.
 - d. Any other matter which may be delegated to it by the Council from time to time.
- 4.1.3 The Finance Committee has appointed the following Sub-Committees with delegated powers to fulfil its' requirements:
 - 4.1.3.1 The **Personnel Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. The Sub-Committee is responsible for the employment and welfare of all employees.
 - b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Town Clerk's performance.
 - c. To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
 - d. To appoint members to hear any formal grievance.
 - e. To review health and safety at work for all Council employees.
 - f. To review all Council policies that relate to staff employment on an annual basis.
 - g. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - h. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council.
 - i. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
 - 4.1.3.1.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
 - 4.1.3.1.2 The Personnel Sub Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. To review staffing structures and levels and make recommendations to the Finance Committee.
 - b. To review staff salaries and terms and conditions and make recommendations to the Finance Committee.
 - 4.1.3.1.3 It is vital that the Personnel Sub-Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.
 - 4.1.3.1.4 In order to ensure, as far as possible, that such matters as Appraisal, Grievance, Disciplinary and Capability issues are

dealt with professionally and in accordance with Employment legislation, all members of the Staffing committee must undertake training in these matters.

- 4.1.3.2 The **Property Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
- a. All matters relating to the ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. Approval of expenditure items up to £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - c. To review annually all health and safety matters, risk assessments and inspections for buildings, structures and land in the ownership or control of the City Council.
 - d. To ensure the Council complies with all legislative requirements relating to public access to and use of buildings, structures and land in the ownership or control of the City Council.
 - e. Project monitoring of any works undertaken on the buildings, structures and land in the ownership or control of the City Council.
 - f. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
- 4.1.3.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
- 4.1.3.2.2 The Property Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
- a. Approval of expenditure items over £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. New projects and proposals to alter, improve or develop buildings, structures and land in the ownership of the City Council.
 - c. Annual review of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - d. Matters relating to the other physical assets and property of the City Council. Final authority for the disposal or loan of such property to remain vested with full Council.
- 4.1.3.3 The **Business Plan Sub-Committee** shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
- a. Preparation of reports to Council on Business Plan progress
 - b. Regular review of the current Business Plan
 - c. Update and development of future Business Plans
 - d. To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
- 4.1.3.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.

- 4.1.3.3.2 The Business Plan Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Adoption of new projects not already included in the adopted Business Plan that have a financial or other resource implication for the City Council.

- 4.2 The **Planning and Conservation Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licensing Matters
 - d. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Meeting net zero targets and mitigating climate change impacts.
 - i. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
 - 4.2.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
 - 4.2.2 The following matters are reserved to the Council for decision, but the Committee may make recommendations:
 - a. Recommendation of the Committee's budget to the Finance Committee each financial year.

- 4.3 The Community Affairs Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. Emergency planning.
 - b. Local rights and traditions and civic and ceremonial matters.
 - c. Community events.
 - d. Approval of expenditure items within the existing annual budget for the delivery of events and community services and award of grant allocations.
 - e. Issues related to amenities and facilities provided for the City by other authorities and organisations.
 - f. Recipients of Annual Civic Awards.
 - g. All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
 - h. Allocation and monitoring of grants from the annual Grant Budget.
 - i. Annual review of effectiveness of all services delivered by the Council to the local community.
 - j. Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
 - k. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.

I. Monitoring of new project and initiatives put forward by this committee.

- 4.3.1 The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
- 4.3.2 The Community Affairs Committee shall be delegated to make recommendations to the Council in the following matters:
 - a. Representation on outside bodies
 - b. Development of new services for the local community
 - c. Development of new facilities for the local community
 - d. Grant funding award criteria
 - e. Recommendation of the Committee's budget to the Finance Committee each financial year

4.4 There are no other Standing committees, but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee is formed by means of a Minute detailing the Terms of Reference.

5. Working Groups and Parties

5.1 Working Groups/Parties may be formed by resolution of the Council, Committee or Sub-Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council, Committee or Sub-Committee that formed it.

6. Delegation to the City Council Planning Adviser

- 6.1 In certain circumstances The City Council Planning Adviser is delegated to make the decisions on behalf of the Planning and Conservation Committee:
 - a. As the City Council does not have the resource to comment on every application, the applications which have the least potential for impact upon matters of public interest are assessed and screened by the planning adviser upon receipt of the weekly list. Those screened out include applications relating to trees, minor householder applications, and legal determinations as to whether planning permission is required or whether a development is lawful.
 - b. Applications with greater potential for impact on the public realm, such as large-scale householder applications, changes of use, or advertisements not conforming to the Chichester shop front design guidance, are taken to the Planning and Conservation Committee.
 - c. Major applications (proposing 10 or more dwellings or development which is particularly controversial) are heard at Planning and Conservation Committee. This Committee also covers any policy issues or consultations from relevant bodies, enforcement and appeals.
 - d. Minor amendments to applications are responded to by the Planning Adviser, in consultation with the Chairman, or in accordance with the comments of the planning committee which considered the original application.

7. Delegation - limitations

7.1 Committees, Sub-Committees and Working Groups shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

Adopted: _____

Minute ref.: _____

Draft Terms of Reference Finance Committee

1. The Finance Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. The Chairman of the Council shall be an ex-officio member of the Finance Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Finance Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Finance Committee shall meet at least six times a year and the dates shall be included in the Schedule of Meetings
8. The objective of the Finance Committee is to ensure the Council fulfils its duties under the Accounts and Audit Regulations (2015) and that it adequately plans for and controls expenditure of Council funds by effective budgeting and monitoring.
9. The Finance Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. All financial matters including approval of all expenditure items within the existing annual budget except where the authority has been specifically delegated to a Standing Committee or Sub-Committee.
 - b. Monitoring of annual budgeted expenditure
 - c. Oversight and monitoring of the performance of Council financial investments and reserves.
 - d. Oversight and monitoring of Council governance procedures
 - e. All matters relating to buildings, structures and land in the ownership or control of the City Council, including agreement of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - f. All matters relating to the other property of the City Council. Final authority for the disposal or loan of such property to remain with full Council.
 - g. All matters relating to staff, including remuneration packages, terms and conditions of employment and the observance of statutory requirements and NJC agreements.
 - h. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
10. The following Sub-Committees report to this Committee :

- i. Personnel Sub-Committee
- ii. Property Sub-Committee
- iii. Business Plan Sub-Committee

11. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
12. The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Approval of the Council's budget for each financial year.
 - b. Any funding required outside of the set budget in any given financial year
 - c. Adoption of new projects not already included in the adopted Business Plan that have a financial or resource implication for the City Council.
 - d. Any other matter which may be delegated to it by the Council from time to time.
13. All correspondence shall be conducted through the Town Clerk wherever possible.
14. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Draft Terms of Reference Personnel Sub-Committee

1. The Personnel Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than four Councillors as voting members with not less than two members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee.
6. The Personnel Sub-Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Personnel Sub-Committee shall meet at least twice a year.
8. The Personnel Sub-Committee is responsible for the employment and welfare of all staff members.
9. The Personnel Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. The Sub-Committee is responsible for the employment and welfare of all employees.
 - b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Town Clerk's performance.
 - c. To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
 - d. To appoint members to hear any formal grievance.
 - e. To review health and safety at work for all Council employees.
 - f. To review all Council policies that relate to staff employment on an annual basis.
 - g. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - h. To appoint a recruitment panel of Councillors when necessary and recommend appointments to Council.
 - i. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
10. The Personnel Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. To review staffing structures and levels and make recommendations to the Finance Committee.

- b. To review staff salaries and terms and conditions and make recommendations to the Finance Committee.
 - c. To recommend the procurement of specialist advice and services when required to ensure legal compliance with employment law and best practice to the Finance Committee.
11. It is vital that the Personnel Sub-Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.
 12. In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel Sub-Committee must undertake training in these matters.
 13. All correspondence shall be conducted through the Town Clerk wherever possible.
 14. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Draft Terms of Reference Property Sub-Committee

1. The Property Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than six Councillors as voting members with a third of members and not less than two members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee
6. The Property Sub-Committee Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Property Sub-Committee shall meet at least four times a year.
8. The Property Sub-Committee is responsible for the provision, oversight and maintenance of buildings, structures, land and property in the ownership or control of Chichester City Council.
9. The Property Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. All matters relating to the ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. Approval of expenditure items up to £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - c. To review annually all health and safety matters, risk assessments and inspections for buildings, structures and land in the ownership or control of the City Council.
 - d. To ensure the Council complies with all legislative requirements relating to public access to and use of buildings, structures and land in the ownership or control of the City Council.
 - e. Project monitoring of any works undertaken on the buildings, structures and land in the ownership or control of the City Council.
 - f. To appoint such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
10. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
11. The Property Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Approval of expenditure items over £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. New projects and proposals to alter, improve or develop buildings, structures and land in the ownership of the City Council.

- c. Annual review of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - d. Matters relating to the other physical assets and property of the City Council. Final authority for the disposal or loan of such property to remain vested with full Council.
12. All correspondence shall be conducted through the Town Clerk wherever possible.
13. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Draft Terms of Reference Business Plan Sub-Committee

1. The Business Plan Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than five Councillors as voting members with a third of members and not less than three members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee
6. The Business Plan Sub-Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Business Plan Sub-Committee shall meet at least four times a year.
8. The Business Plan Sub-Committee is responsible for regular reporting on delivery of the Business Plan, review and updating of the Business Plan and performing due diligence on new project proposals not currently within the Business Plan.
9. The Business Plan Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. Preparation of regular reports for Council on Business Plan progress
 - b. Regular review of the current Business Plan
 - c. Update and development of future Business Plans
10. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
11. The Business Plan Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Development of new projects not already included in the adopted Business Plan that have a financial or other resource implication for the City Council.
12. All correspondence shall be conducted through the Town Clerk wherever possible.
13. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Draft Terms of Reference Planning and Conservation Committee

1. The Planning and Conservation Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. The Chairman of the Council shall be an ex-officio member of the Planning and Conservation Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Planning and Conservation Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Planning and Conservation Committee shall meet monthly and the dates shall be included in the Schedule of Meetings
8. The Planning and Conservation Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licencing Matters
 - d. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Meeting net zero targets and mitigating climate change impacts.
9. The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Recommendation of the Committee's budget to the Finance Committee each financial year.
10. The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the City Council Standing Orders.
11. Any member of the Planning Committee can ask the Clerk to request an extension of time from Chichester District Council to adequately respond to an application.
12. Where a site visit is requested by an applicant or an objector the member of the Planning and Conservation Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.

13. Where the Planning and Conservation Committee object to an application the Chair of the Committee is authorised to attend the relevant Chichester District Council Planning Committee and to speak on behalf of the City Council.
14. All correspondence shall be conducted through the Town Clerk wherever possible.
15. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Draft Terms of Reference Community Affairs Committee

1. The Community Affairs Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members not less than three members of the group constituting a quorum.
3. The Mayor shall be ex-officio members of the Community Affairs Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Community Affairs Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Community Affairs Committee shall meet at least four times per year and the dates shall be included in the Schedule of Meetings.
8. The Community Affairs Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. Emergency planning.
 - b. Local rights and traditions and civic and ceremonial matters.
 - c. Community events.
 - d. Approval of expenditure items within the existing annual budget for the delivery of events and community services and award of grant allocations.
 - e. Issues related to amenities and facilities provided for the City by other authorities and organisations.
 - f. Recipients of Annual Civic Awards.
 - g. All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
 - h. Allocation and monitoring of grants from the annual Grant Budget.
 - i. Annual review of effectiveness of all services delivered by the Council to the local community.
 - j. Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
 - k. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
 - l. Monitoring of new project and initiatives put forward by this committee.
9. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
10. The Community Affairs Committee shall be delegated to make recommendations to the Council in the following matters:

- a. Representation on outside bodies
 - b. Development of new services for the local community
 - c. Development of new facilities for the local community
 - d. Grant funding award criteria
 - e. Recommendation of the Committee's budget to the Finance Committee each financial year
11. All correspondence shall be conducted through the Town Clerk wherever possible.
12. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.



**SUBMITTING A DISCRETIONARY GRANT APPLICATION
GUIDELINES AND TERMS
EFFECTIVE FROM 28 FEBRUARY 2024**

Chichester City Council's Community Affairs Committee considers grant applications at its meetings throughout the year. Please see the City Council website for details of the [meeting calendar](#).

Any applications for funding to the City Council should be made after reading the City Council Grants and Free Use policy.

Discretionary Grants fall in to three categories:

- **Large Grants:** Up to £5,000 per year for core costs for a maximum period of the current Council term.
- **Community Grants:** Up to £3,000 for one off projects, events or activities.
The current Council term ends in May 2027, so applications for funding beyond FY27-28 will not be considered within this Council term.
- **Free Use:** Organisations can apply for free use of Council facilities.

Large Grant Applications will be considered and determined if:

1. the community organisation applying for a grant is a not for profit organisation
2. the organisation has a separate bank account held in its own name with at least two non-related signatories
3. the residents of Chichester benefit from the organisation
4. a detailed Business Plan outlining why a grant should be awarded is attached to the application
5. a copy of the latest Audited Accounts or an Income & Expenditure Sheet for the financial year is attached to the application
6. a copy of the organisations Insurance Schedule is attached to the application
7. a grant submitted for activities, services or events that involve young people or vulnerable adults has a safeguarding policy and risk assessment attached to the application
8. the organisation are willing to sign a service-level agreement with the City Council

Community Grant Applications will be considered and determined if:

1. the community organisation applying for a grant is a not for profit organisation
2. the organisation has a separate bank account held in its own name with at least two non-related signatories
3. the residents of Chichester benefit from the organisation
4. the grant is intended for equipment or capital purchases or for staff and supporting infrastructure funding for a specific and finite project
5. a simple Business Plan outlining why a grant should be awarded is attached to the application
6. a copy of the latest Audited Accounts or an Income & Expenditure Sheet for the financial year is attached to the application

7. a grant submitted for a specific event being held within the next 12 months has a copy of the Event Insurance Schedule attached to the application
8. a grant submitted for activities, services or events that involve young people or vulnerable adults has a safeguarding policy and risk assessment attached to the application

Free Use Applications will be considered and determined if:

1. the community organisation applying for free use is a not for profit organisation
2. the residents of Chichester benefit from the organisation
3. The activity takes place in a hireable room at the Council House
4. No more than 20 hours of Free Hire per organisation is requested in any financial year
5. The activity for which Free Use is being requested is a private meeting or a free-to-attend public event

At the discretion of the Community Affairs Committee, applications by organisations may be declined for a number of reasons which may include:

- the organisation has been in receipt of a Community Grant in more than one of the previous three financial years
- the amount being applied for is in excess of £5000 in any given financial year

Applicants for Large Grants of over £3,000 are intended to support community groups delivering key services that benefit the residents of the City and that align with the City Council strategic objectives. A representative of the organisation will be required to attend the Community Affairs Committee meeting at which it is being considered to give a short presentation and to answer Committee Members' questions.

Applicants for Community Grants should note that these are intended for smaller, one-off projects and awards are initially assessed on this basis.

Discretionary Grant Applications will not be considered if:

- the application is received from a political organisation
- the application is received from a lobby group
- the application is applied for retrospectively

Only in exceptional circumstances, and at the discretion of the Community Affairs Committee; would any of the above criteria be re-considered.

Chichester City Council will require the successful Grant Applicants to agree to the following:

1. bank details are to be supplied to enable the grant money to be paid electronically into the organisation's account
2. that Chichester City Council is acknowledged as prominently as appropriate in any literature produced in connection with the organisation or project funded by the Grant. Requests to use the City Council's crest and branding should be submitted in writing in advance of publication of any publicity materials
 - 2.1.1. **for Community Grants up to £3,000** - the organisation will prepare and submit a grant monitoring report to Chichester City Council's Community Affairs

Committee within 12 months of receiving funds detailing how the grant was expended and the outcomes achieved

- 2.1.2. **for Large Grants and continuing funding** - the organisation should prepare and submit an annual monitoring report to Chichester City Council's Community Affairs Committee detailing how the grant has supported their activities and the outcomes achieved.
3. any requirement to vary the project or spending as outlined in the original application is to be authorised by Chichester City Council in advance of the variation occurring. Any such variation is at the discretion of the Community Affairs Committee
4. any Grant monies spent on items not specified in the application and not subject to an approved variation to be repaid to the City Council
5. that the project specified in the Grant application be implemented within 12 months of receiving the Grant unless extenuating circumstances were agreed at the time the Grant was awarded and attached to the Grant as a Condition of Award
6. if it is not possible to complete the project specified in the application within the initial 12 month period and there is no Condition of Award; the Community Affairs Committee has the discretion to extend this. Any such variation must be applied for in writing in advance of the expiry of the original 12 month deadline
7. further extensions are at the discretion of the Community Affairs Committee and must be applied for in writing in advance of the revised deadline
8. after 12 months, if the Grant has not been expended and no extension has been granted; the City Council will require the grant money be returned in full
9. ***if an organisation breaches these Guidelines or any Conditions attached to the Grant at the time of it being awarded, that organisation may, at the discretion of the Community Affairs Committee, be required to repay the Grant to the City Council in full***

APPLICATIONS FOR ALL GRANTS – ADDITIONAL GUIDELINES AND TERMS

Projects submitted for Discretionary Grant funding should aim to fulfil one or more of the following **four key strategic objectives**:

1. Create a vibrant, active and thriving community: To create a safe, socially inclusive and caring community which embraces all residents and visitors, irrespective of age, gender, culture, income, race or religion.
2. Fill Gaps in the City's infrastructure: To ensure residents and visitors have access to amenities, activities and services that allow them to live life to the full and experience the best of the City.
3. Preserve the City's heritage: To preserve the City's unique heritage, whilst making sure it remains a dynamic, modern and exciting place to live, work and visit for all generations.
4. Improve the environment: To create an environment that supports a high quality of life and makes space for nature, leaving it in a better condition for future generations.

They should also demonstrate how they will help meet the **City Council key policy priorities**:

1. The Council has declared a Climate Emergency and pledged to reach net zero carbon emissions by 2030
2. The Council is committed to equality of opportunity for all
3. The Council is committed to strong health and safety provisions.

For example, this could include proposals to avoid the use of plastics and disposables in any events being run, and demonstrating how accessibility and inclusion are being facilitated in activity and service delivery.

Completed applications will be assessed against the following considerations, prior to presentation to the Community Affairs Committee:

- **Alignment with Council strategic objectives and policy priorities**
- **The potential for a positive impact of the project in the Parish.** Including expected outcomes and number of residents/organisations engaged or supported by the proposals.
- **The sustainability of the project.** What local commitment is there to its delivery, and on-going support once the Grant funding ends?
- **The level of financial contribution.** How is the project funded, what is the level of local financial support, what other funders are committed?
- **Value for Money.** Projects must demonstrate the appropriate use of public funds.
- **The expected benefit of the proposed project**
- **The evidence of community need**

General Requirements

Applicants must:

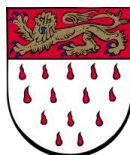
- Complete all sections of the application form. The form has been designed in recognition that the level of detail expected is proportionate to the amount of funding being requested.
- Describe the project, facility or service for which funding is sought, including the intended outcomes.
- State the amount of funding sought, including costings of the project/service, and the governance arrangements to monitor the spend and progress of the project.
- Supply all requested supporting information and documentation.
- Only spend a successful award on the purpose applied for.
- Notify Chichester City Council as soon as possible should a grant or any part of that grant, not be required.

Where the project involves building projects or land use, applicants must also:

- Obtain appropriate permissions from owner.
- Normally, obtain planning permission, building regulation or statutory consent before an application is submitted if applicable.
- Provide a full breakdown of costs.

Process

Applications are received and followed up by presentations from the applicant at a meeting of Chichester City Council's Community Affairs Committee.



Chichester City Council

SERVICE LEVEL AGREEMENT

Between

Chichester City Council and **XXX**

1. BACKGROUND:

XXX

2. TERMS OF AGREEMENT

The parties to this agreement are **xx** and **Chichester City Council (CCC)**. The agreement may be renewed with the mutual consent of both parties.

This Agreement commences on **xx** and remains valid until **xx**.

3. PURPOSE

The aim of this project is to provide **xx**.

4. PRINCIPLES AND VALUES

CCC works to improve the lives of those who live in Chichester and also those who work in, learn in and visit Chichester.

CCC has the following four key strategic objectives:

4.1. Create a vibrant, thriving and active community

To create a safe, socially inclusive and caring community which embraces all residents and visitors, irrespective of age, gender, culture, income, race or religion.

4.2. Fill gaps in the City's infrastructure

To ensure residents and visitors have access to amenities, activities and services that allow them to live life to the full and experience the best of the City.

4.3. Preserve the City's Heritage

To preserve the City's unique heritage, whilst making sure it remains a dynamic, modern and exciting place to live, work and visit for all generations.

4.4. Improve the Environment

To create an environment that supports a high quality of life and makes space for nature, leaving it in a better condition for future generations.

Chichester City Council has identified additional key policy priorities that the Council expect to be respected in the work delivered under this SLA.

4.5. The Council has declared a Climate Emergency and pledged to reach net zero carbon emissions by 2030

4.6. The Council is committed to equality of opportunity for all

4.7. The Council is committed to strong health and safety provisions

5. QUALITY

CCC will be responsible for:

- Ensuring that Council staff are available to advise on aspects of the SLA

- Ensuring a named point of contact

Xx will be responsible for:

- Providing a formal update twice per annum reporting on any changes to service delivery under this agreement
- Providing an Annual Impact Report, reporting on, as a minimum, numbers of clients helped, client profile, issues presented and outcomes for Chichester residents, and **xx**
- Maintaining appropriate administrative, management finance, and staff records from which performance indicators can be measured and reported.
- Maintaining and publicising an appropriate complaints procedure for service users.

6. FINANCE

In furtherance of this agreement, the Council will provide funding to **xx** as follows:

Arrangements for funding including dates

Payment amount	Payment Date

7. VARIATION OF AGREEMENT/ TERMINATION

- The terms and conditions of this Agreement can only be varied following full consultation and mutual agreement between the parties. **xx** will notify CCC in writing if for any reason it is unable to maintain the services as specified in this agreement and will return such parts of any grant that relates specifically to services not provided, proportionate to the agreement period remaining.
- In the event of a breach of agreement by either party, the party alleging the breach will give written notice (a Default Notice) of the alleged breach, and what it proposes needs to be done to remedy it, so long as the proposed remedies fall within the scope and intent of this contract, to the other. A reasonable time will be allowed to enable the remedial action to be taken, not exceeding one calendar month unless by mutual agreement a period exceeding one month but less than three months is agreed. If the breach is not remedied within the specified or agreed period, the party who alleged the breach may terminate the contract but will not be obliged to do so. Termination will be by written notice of intention to terminate. The period of notice will be such as to cause minimal effect on the wellbeing of the users of the service provided hereunder but will not exceed a period of three months from the date of the notice of termination
- An annual review will take place at such time and in such a way as to enable either party the opportunity of giving three months' notice in writing.
- Termination of this Agreement shall have no effect on the liability of either party to the payment of sums and responsibilities arising under this Agreement prior to the date upon which termination takes place.

8. INSURANCE AND INDEMNITY

For the duration of this agreement **xx** will maintain:

- Professional Indemnity Insurance with an indemnity limit of not less than £2 million. This insurance must not contain any exclusions relating to bodily injury or to the provision of a medical service or advice.
- Public Liability Insurance with a limit of not less than £5 million. This insurance must not contain any exclusion in relation to accusations of abuse. If the supplier is providing home visits to service users, they must have minimum abuse cover of £1,000,000.

Chichester City Council will not be liable to **xx** or to any third party for any loss, cost, expense, penalty or damage incurred or suffered in consequence of or in connection with the delivery of activity under this Agreement.

9. COMPLAINTS

Service users should be given clear guidance on how to make a complaint if required. All complaints about the service will be dealt with via the **xx** complaints procedure.

Full records must be kept of all complaints, investigations and outcomes. A summary of all complaints, investigations and outcomes must be provided by **xx** to CCC on request.

SERVICE AGREEMENT between Chichester City Council

And **xx**

SIGNED ON BEHALF OF **Chichester City Council**

Signature:

Name of Signatory (Block Capitals):

DATE

SIGNED ON BEHALF OF **xx**

Signature:

Name of Signatory (Block Capitals):

DATE

Org Name	IBP Id	Category	Project Type	Scheme	Justification	Phasing	Term Time	Cost Range	Funding Sources	Potential Delivery Lead	CIL S106 Other	Planning Ref
Bosham Parish Council	IBP/17	Green Infrastructure	Public open space	Recreation space	Extend & improve green recreational spaces for sustainable living				Developers/ CDC CIL/PC CIL	Bosham Parish Council, CDC	CIL	
Boxgrove Parish Council	IBP/780	Transport	Local road network	Halnaker Traffic Calming	Halnaker - enhance Conservation area, encourage motorists to slow down and safety improvements for pedestrians, cyclists and the disabled walking. Link to Boxgrove Man and the Halnaker Windmill.	1/1/20		£140,000	SDNPA	Boxgrove Parish Council		
Boxgrove Parish Council	IBP/1287	Transport	Pedestrian infrastructure	Surfacing footpath with tarmac between The Street and The Close	So that primary school children can use it to go to school.	Waiting for quotes.	Short term (2023-2029)	£5,000		Boxgrove PC	CIL	
Boxgrove Parish Council	IBP/858	Education	Preschool and Primary school	School Hall for Boxgrove Primary School	They do not have space for assemblies or activities which hold more than a few children.			£170,000		Boxgrove Primary School	CIL	
Boxgrove Parish Council	IBP/1286	Green Infrastructure	Public open space	Create a Community Garden behind the village hall	A project for locals to work on together and create somewhere quiet and pleasant for residents to sit with flowers.	As soon as final plans defined.	Short term (2023-2029)	£5,000		Boxgrove PC and Village Hall Committee	CIL	
Chichester City Council	IBP/25	Transport	Cycle infrastructure	Improved Cycle Ways around City	To improve safe access for cyclists.	2019	Short term (2023-2029)		CIL/S106	WSCC & CDC	CIL	
Chichester City Council	IBP/833	Transport	Local road network	Purchase of Speed Indicator Devices	To improve speed awareness in the City.	2020	Short term (2023-2029)	£15,000		Chichester City Council	CIL	
Chichester City Council	IBP/24	Transport	Pedestrian infrastructure	Provision for slow moving vehicles.	Improve access for people in City Centre.	2020	Short term (2023-2029)		CIL	Chichester City Council	CIL	
Chichester City Council	IBP/1248	Social Infrastructure	Community facilities	Energy Efficient building adaptations at the Council House	With a view to meeting carbon neutral target by 2030	2022-2023	Short term (2023-2029)	£200,000	CIL - £29,533	Chichester City Council	CIL	
Chichester City Council	IBP/812	Social Infrastructure	Community facilities	Production of a Neighbourhood Plan	To facilitate greater local input into planning decisions in the City.	December 2023	Short term (2023-2029)	£100,000		Chichester City Council	CIL	

Org Name	IBP Id	Category	Project Type	Scheme	Justification	Phasing	Term Time	Cost Range	Funding Sources	Potential Delivery Lead	CIL S106 Other	Planning Ref
Chichester City Council	IBP/832	Social Infrastructure	Community facilities	Glaze the Council House portico	To conserve the building and to assist with energy efficiency at the Council House	2020	Short term (2023-2029)	£70,000		Chichester City Council	CIL	
Chichester City Council	IBP/204	Social Infrastructure	Streetscene and built environment	St Martin's Street/ Crooked S Twitten, Chichester This is a popular pedestrian route currently poorly maintained and detailed. Area should be redesigned to include the provision of new paving and new street furniture, as well as a new retail unit.	Improve the environment and enhance conservation area character – including settings of listed buildings. May also improve capacity to meet growth. Improved visitor experience and economic benefits for City Centre.					CDC, WSCC	CIL	
Chichester City Council	IBP/208	Social Infrastructure	Streetscene and built environment	Chichester - Re-introduction of natural stone paving within the City centre, particularly for The Pallants, Westgate, Northgate, Southgate and Eastgate Square, as funds permit and also improvements to the public realm including street furniture, signage etc.	Conservation and enhancement of historic environment - Public Realm and Accessibility Enhancement Strategy September 2005. Key project to improve public realm under the Chichester Vision to ensure street scene supports changing nature of the high street.						CIL	
Chichester City Council	IBP/712	Social Infrastructure	Streetscene and built environment	Improve City signage.		2017-2018	Short term (2023-2029)	£20,000		Chichester City Council	CIL	
Chichester City Council	IBP/888	Social Infrastr	Streetscene and built environment	Improvements to the	Support Chichester Ship Canal Trust	2021	Short term	£200,000	Spacehive £4,500	WSCC, CDC and CCC	CIL	

Org Name	IBP Id	Category	Project Type	Scheme	Justification	Phasing	Term Time	Cost Range	Funding Sources	Potential Delivery Lead	CIL S106 Other	Planning Ref
		structure		Chichester canal bank			(2023-2029)					
Chichester City Council	IBP/1306	Green Infrastructure	Landscaping, planting and woodland creation and public rights of way	Landscape Cathedral beds	Replace diseased hedges and make area more attractive.	2023-2024	Short term (2023-2029)	£12,000		Chichester City Council	CIL	
Chichester City Council	IBP/831	Green Infrastructure	Landscaping, planting and woodland creation and public rights of way	Tree planting within the City	To assist in becoming carbon neutral by 2030	2020	Short term (2023-2029)	£3,000		Chichester City Council	CIL	
Chichester City Council	IBP/1305	Green Infrastructure	Public open space	Purchase battery ride on mower for allotments and gardens.	To assist with target to meet carbon neutral by 2023	2023-2024	Short term (2023-2029)	£10,503		Chichester City Council	CIL	
Chidham and Hambrook Parish Council	IBP/603	Transport	Car parking	Improve residents' parking in the following areas: East side of Chidham Lane to the Meadow, both sides of Broad Road by Broad Meadow and top of Cot Lane	Improve parking			£10,000		WSCC	CIL	
Chidham and Hambrook Parish Council	IBP/1315	Transport	Cycle infrastructure	Cycle racks at strategic locations of the parish.	To encourage cycling.	2023-2028	Short term (2023-2029)	£3,000		Chidham and Hambrook Parish Council	CIL	
Chidham and Hambrook Parish Council	IBP/814	Transport	Local road network	Traffic calming measures in Broad Road and establishing better footways.	Traffic calming measures to accompany SID installation (IBP/811)	2019	Short term (2023-2029)	£10,000	Local transport improvement programme £160,000 towards sustainable transport.	WSCC	CIL	
Chidham and Hambrook Parish Council	IBP/813	Transport	Pedestrian infrastructure	Improved street lighting on Broad Road	Young people feel vulnerable walking home at night.	2019	Short term (2023-2029)	£10,000		CHPC/WS CC	CIL	

CHICHESTER CITY COUNCIL
Calendar of Council and Committee Meetings
2024-2025

May 2024 Bank holidays 6th and 27th	Wednesday 15 Annual Meeting of Council	Thursday 23 Planning & Conservation			
June 2024	Monday 3 Community Affairs	Tuesday 11 Finance	Thursday 20 Planning & Conservation	Wednesday 26 Council	
July 2024	Thursday 18 Planning & Conservation				
August 2024 Bank holiday 26th	Thursday 15 Planning & Conservation				
September 2024	Monday 2 Community Affairs	Tuesday 10 Finance	Thursday 12 Planning & Conservation	Wednesday 25 Council	
October 2024	Monday 7 Community Affairs (Grants)	Thursday 10 Planning & Conservation	Tuesday 29 Finance Draft budget		
November 2024	Thursday 7 Planning & Conservation				
December 2024 Bank holidays 25th and 26th	Monday 2 Community Affairs	Thursday 5 Planning & Conservation	Tuesday 10 Finance	Wednesday 18 Council	
January 2025 Bank holiday 1st	Thursday 2 Planning & Conservation DELEGATED	Thursday 30 Planning & Conservation			
February 2025	Tuesday 4 Finance	Wednesday 19 Council	Thursday 27 Planning & Conservation		
March 2025	Monday 3 Community Affairs	Thursday 27 Planning & Conservation			
April 2025 Bank holidays 18th and 21st	Tuesday 1 Finance	Monday 7 Community Affairs (Grants)	Thursday 24 Planning & Conservation	Monday 28 Annual Parish Meeting 6.30pm	Wednesday 30 Council
May 2025 Bank holidays 5th and 26th	Wednesday 14 Annual Meeting of Council 7.00pm	Thursday 23 Planning & Conservation 4.00pm			

Direct Debits

From:

IMPREST ACCOUNT

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Current T1

60-83-01 • 20372242

 **Direct Debit cancelled**

Your Direct Debit has been cancelled. Please advise the originator/company who is claiming the payments.

Search

Date from

Date to

Search

[X Reset](#)

Beneficiary
Reference

Amount
Last paid

CAPITA BUS SVS re
3784528149

159.00 GBP
01 Aug 2023

DATA PROTECTION
Z2239871

55.00 GBP
23 May 2023

Direct Debits

AGENDA ITEM 16

From:

Current T2

Change

60-83-01 • 20372116

Search

Search by beneficiary name, reference or amount



Date from

Date to

dd/mm/yy

dd/mm/yy

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Beneficiary Reference	Amount Last paid
BARCLAYCARD COMP 5566772913147640	1,154.81 GBP 22 Jan 2024
BRITISH TELECOMMUN SD40390819	250.44 GBP 15 Jan 2024
BRITISH TELECOMMUN SD40843651	1,272.76 GBP 17 Jan 2024
BRITISH TELECOMMUN GP00673505	229.70 GBP 15 Jan 2024
CHICHESTER D C 98006143	4,778.00 GBP 15 Jan 2024
CHICHESTER D C 50002112	101.30 GBP 15 Jan 2024
CHICHESTER DC C009010	107.60 GBP 09 Feb 2024
CHICHESTER DC WP020885	69.39 GBP 01 Aug 2023
CHICHESTER DC C006367	389.36 GBP 03 Apr 2023
Driver & Vehicle L 000000000027347258	320.00 GBP 03 Jul 2023
HAVEN POWER LTD D000297491	1,038.56 GBP 19 Feb 2024

HMRC E VAT DDS 000918336753	243.52 GBP 13 May 2022
JOHNSTON PUBLISHING JPRESS072138	70.72 GBP 08 Dec 2023
PITNEY BOWES FINAN 10223016	107.90 GBP 15 Jun 2022
PITNEY BOWES FINAN 10242552	90.71 GBP 30 Jan 2024
RCI Financial Serv 2100897401/001/001	30.00 GBP 31 Jan 2024
SQUAREUP EUROPE LI 1000159346	0.00 GBP -
SW BUSINESS STREAM 29644306	549.28 GBP 21 Nov 2023
SW BUSINESS STREAM 29644469	109.23 GBP 21 Nov 2023
SW BUSINESS STREAM 29664679	9.17 GBP 06 Feb 2024
SW BUSINESS STREAM 29808326	265.04 GBP 29 Sep 2022
SW BUSINESS STREAM 2964429&	93.85 GBP 16 Feb 2024
SW BUSINESS STREAM 29642468	60.04 GBP 05 Feb 2024
SW BUSINESS STREAM 29641892	277.58 GBP 06 Sep 2023
SW BUSINESS STREAM 27937923	408.29 GBP 20 Feb 2024
Telefonica UK 05929255/001	18.00 GBP 01 Feb 2024
VODAFONE LTD 7045859340-1001	62.30 GBP 14 Feb 2024

Standing orders

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60-83-01 • 20372116

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There are no standing orders for this account.

Standing orders

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Current T1

60-83-01 • 20372242

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There are no standing orders for this account.