

Appendix A

Baseline Statements

Term 3 2022 - 2027



BID3 APPENDIX A 2021 Version 1 : 01/03/2021

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Introduction

Baseline and continuation of existing services

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

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

Baseline Activity Parking Services

Head of Service Tania Murphy

Date March 2021

Service	Location	Opening	Spaces
Provided, Location, Number of Staff &	Little London Car Park	24 Hr	81
Equipment	Baffins Lane	24 Hr	86
	St Cyriacs	24 Hr	50
	South Pallant	24 Hr	52
	East Pallant / Cawley Priory	24 Hr	165 +81
	St Johns Street	24 Hr	29
	Market Road	Saturdays only	50
	Market Avenue	24 Hr (Saturdays and Sundays only – season tickets all other times)	75
	New Park Road	24 Hr	95
	Orchard Street	24 Hr (Saturdays and Sundays only – season tickets all other times)	25
	Basin Road	24 Hr	115
Outside BID area	Avenue de Chartres	24 Hr	890
	Northgate	24 Hr	836
	Cattle Market	24 Hr	907
Specification	There are 17 members of staff in the Parking Services team, 9 of these are Civil Enforcement Officers, who work seven days per week (including Bank Holidays) on a rotational basis to cover the district's car parks and on-street restrictions.		
Performance Measure	Receipts from car parking, number of penalty charge notices issued, number of public helped and supported, management of complaints process		
Non -Compliance Procedure	This is a public sector service that receives no reward or censure		
Existing Value of Contract/Service in Boundary Area	The City is part of an overall District wide service		



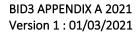
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BID Boundary Area	City Centre	
Proposed BIDs Additional Activity	Encourage parking improvement schemes such as 'pay on exit' and use of digital payment facilities.	
Cost of BIDs Additional Activity	None	



Baseline Activity Head of Service Date CCTV Pam Bushby March 2021

Service Provided, Number of Staff & Equipment	CCTV office uses 65 CCTV cameras to cover the Chichester City Centre and District. From 1 st April 2021 Sussex Police will be monitoring the cameras 24/7.	
Specification	To monitor and manage CCTV in the District to protect, service and assist the public, ChiBAC and the Police.	
Performance Measure	Number of arrests and successful prosecutions using CCTV footage, customer satisfaction and complaints procedure, intelligence gained to assist in Police operations, protection of public and assistance in incidents.	
Non - Compliance Procedure	This is a public sector service that receives no reward or censure.	
Existing Value of Contract/Service in Boundary Area	Total Budget £134,000 including all on costs Divided by 65 cameras = £2062 per camera	
Boundary Area	City Centre	
Proposed BIDs Additional Activity	None	
Cost of BIDs Additional Activity	None	

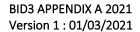




Baseline Activity Head of Service Date

Community Safety Pam Bushby March 2021

Service Provided, Number of Staff & Equipment Legistry Lase FTE staff support a range of partnership activities and deliver specific projects aimed at reducing Crime and Disorder, Anti-Social Behaviour and Substance Misuse. Crime Prevention and deterrent materials include covert CCTV, property marking equipment and high profile campaign material. Also includes: Multi-agency security inspections/ walks and work with the homeless sector. A solution focused service provision that is flexible and responsive to predictable and emerging trends within a standard 5 day week but will include evenings and weekends for specific preplanned activities. Anti-Social Behaviour Policy sets out service specification and standards. Operates to a Community Safety Business Plan through the Community Safety Partnership which specifies projects, activities and targets. This is a public document. Response to reported incidents and public enquiries are subject to standard complaints procedures. Business Plan targets are not subject to reward or censure. It is estimated that 30% of the team's time is spent on activity relating to the City centre. City centre City centre Support for Community safety Staff time Staff time		
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Performance Measure Community Safety Partnership which specifies projects, activities and targets. This is a public document. Response to reported incidents and public enquiries are subject to standard complaints procedures. Business Plan targets are not subject to reward or censure. Existing Value of Contract/Service in Boundary Area Lit is estimated that 30% of the team's time is spent on activity relating to the City centre. City centre City centre Support for Community safety Support for Community safety		for specific preplanned activities. Anti-Social Behaviour Policy
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Existing Value of Contract/Service in Boundary Area City centre City centre Support for Community safety Support for Community safety	·	
Contract/Service in Boundary Area Boundary Area City centre City centre Support for Community safety Additional Activity	Procedure	targets are not subject to reward or censure.
Boundary Area City centre Proposed BIDs Additional Activity Support for Community safety	Existing Value of	It is estimated that 30% of the team's time is spent on activity
Boundary Area City centre Support for Community safety Additional Activity	Contract/Service in	relating to the City centre.
Proposed BIDs Additional Activity Support for Community safety	Boundary Area	
Proposed BIDs Additional Activity Support for Community safety	De este d	
Additional Activity	Boundary Area	City centre
Additional Activity		
	•	Support for Community safety
Cost of RIDs Staff time	Additional Activity	
Start time	Cost of BIDs	Staff time
Additional Activity	Additional Activity	

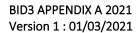




Baseline Activity Head of Service Date

Green Spaces Andy Howard March 2021

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

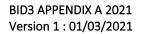




Baseline Activity Head of Service Date

Streetscene Andy Howard March 2021

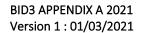
Service Provided,	District wide litter nicking hip emptying and highway sweeping	
Number of Staff	Districtwide litter picking, bin emptying and highway sweeping. 0.3 x Operations Manager	
& Equipment	1 x Street Cleansing Lead	
& Equipment	1 x Street Cleansing Lead 1 x Street Cleansing Coordinator	
	0.5 x Admin officer	
	2 x Streetscene supervisors	
	19 x Streetscene operatives	
	13 x Streetscerie operatives	
	The city centre team comprises 6 full time operatives with	
	support from other members of the team as required.	
	Graffiti removal contract	
Specification	Requirement to maintain levels of cleanliness as specified in the Environmental Protection Act 1990 and the Code of	
Specification	Practice on Litter and Refuse.	
	Proactive work schedules in place.	
Performance	Inspection schedule in place.	
Measure	Case management system for reactive works.	
	Compliments and complaints register maintained by customer	
	services.	
	Prosecution in event of failure to comply with the	
Non - Compliance	Environmental Protection Act.	
Procedure		
Existing Value of	£250,000 of the District cleaning budget (approximately £1	
Contract/Service in	Million for the whole District) would be spent on maintaining	
Boundary Area	cleaning standards within this area, with the City receiving the	
	most intense operation within the contract due to the nature	
	of the area.	
Boundary Area	City Parish	
Proposed BIDs	Street Focus (walk about to identify and raise issues)	
Additional Activity	Support to CDC when having issues with business waste	
	Deep street clean were essential	





Cost of BIDs
Additional Activity

£3,000 subject to quotations and relevant permissions





Baseline Activity Head of Service Date

Public Conveniences Tania Murphy / Kevin Carter March 2021

	Location	Opening Times	Staff	Disabled	Baby
		6	Number	Facilities	Changing
	Little London	07.00 – 19.30	1	Yes	Yes
Service Provided, Location, Number	Priory Park	Park opening hours	Nil	Yes	Yes
of Staff &	Tower Street	07.00 - 19.30	Nil	Yes	No
Equipment	Northgate Car Park	07.00 – 19.30	Nil	Yes	Yes
	Avenue De Chartres	07.00 – 19.30	Nil	Yes	Yes
	Market Road	07.00 – 19.30	Nil	Yes	Yes
Specification	Little London had All other sites cle	r contract, currentl s a full time attenda eaned 3 / 4 times p bove are shown fo	ant Mon – S er day	at	ose at 18.00
Performance Measure	Open 7 days per	week / 364 days po	er year		
Non -Compliance Procedure		d be required to re es allow for financia		•	ance
Existing Value of Contract in Boundary Area		approximately £88 above (maintenanc		ectricity, NNDR	, etc.)
Boundary Area	City Centre				
Proposed BIDs Additional Activity	None				
Cost of BIDs Additional Activity	None				

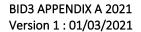
BID3 APPENDIX A 2021 Version 1: 01/03/2021



Chichester District Council BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity Head of Service Date Community Facilities Pam Bushby March 2021

Service Provided, Number of Staff & Equipment	0.2 FTE equivalent (currently under review) maintains the Community Facilities Audit which maintains a record of the Community Facilities in the City, including specifically the buildings in community or public ownership, their capacity and usage, and their needs for future enhancement. A full list of "Halls for Hire" is maintained on the CDC website to assist with people finding venues for a range of needs.	
Specification	Facilitating residents needs for appropriate space for activity and social activity, and community's needs for public assembly, cohesion and local democracy. Also providing similar facilities for the public and private sector in providing suitable space to meet with and engage with residents or customers.	
Performance Measure	Public requests for details regarding Halls for hire. Venue participation in bi-annual refresh of Audit, interim requests from halls and venues for listings to be included or updated.	
Non - Compliance Procedure	Requests for information or updates are subject to the Council's advertised commitment to response times, and would be subject to the standard complaints procedure.	
Existing Value of Contract/Service in Boundary Area	It is estimated that 20% of the officer's time relates to activity relating to the City of Chichester.	
Boundary Area	Chichester City.	
Proposed BIDs Additional Activity	None	
Cost of BIDs Additional Activity	None	



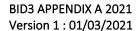


Baseline Activity Head of Service Date

Community Right to Bid/ Pam Bushby **Register of Assets of Community Value**

March 2021

Service Provided, Number of Staff & Equipment	1 member of staff, within their role, considers nominations of "Assets of Community Value", maintains the register of approved nominations, and deals with any ensuing matters if owners of properties subsequently look to sell. Full details are maintained on the Council's website.	
Specification	The Community Right to Bid is one of a number of "Community Rights" enshrined within the Localism Act. Properties or land that contribute to the social wellbeing of the local community can be nominated. If listed, then the owner would be required to advise the Council of their intention to sell, and if the community were interesting in bidding to buy the property then a moratorium on sale of up to 6 months could be enforced to give the community time to fundraise.	
Performance Measure	All nominations must be determined within 8 weeks, and a publically accessible Register of Community Assets must Be maintained. With effect from July 2016, CDC will need to address a number of related enquiries in all Property Searches.	
Non - Compliance Procedure	Nominations can be appealed by property owners at two stages. Declined nominations cannot be appealed, but revised nominations can be considered if new information can be presented.	
Existing Value of Contract/Service in Boundary Area	Of the 53 nominations currently detailed in the register, 3 are within the City.	
Boundary Area	City Centre	
Proposed BIDs Additional Activity	None	
Cost of BIDs Additional Activity	None	





Baseline Activity
Discretionary Grants
and Concessions

Head of Service Pam Bushby

Date March 2021

Service Provided, Number of Staff & Equipment	Chichester District Council offers Grants to community groups and organisations, and local businesses, to further advertised annual priorities. The Council employs four staff who act as Funding Advisers (as part of their wider roles), and bids are approved through the Council's Grants and Concession Panel that meets quarterly. The Panel also oversees rent concessions on commercial or community properties owned by the Council, to either support new businesses or the community benefit. The Panel can also confer discretionary rate relief in line with the Council's Policy, or in exceptional circumstances. Chichester District Council also offers New Homes Bonus to Parish Town and City Councils to facilitate projects that address the impact of local development. As one of the main locations of housing development in the District, Chichester City is eligible for significant proportions of this fund. NHB is administered separately by two staff (PT) and bids are approved through a separate annual meeting of the Grants and Concessions Panel.
Specification	Economic Development, Environmental enhancement, Community development, Health and Wellbeing.
Performance Measure	-Regular review of the Council's Grants and Concessions Policy, and New Homes Bonus (Parish Allocations) Policy -Annual refreshment of the Councils advertised "Priorities and Principles of Funding" -Quarterly meetings of the Grants and Concessions Panel -Annual meeting of the Panel to consider NHB applications -Annual production of a Report regarding all grants and concessions provided in the previous financial year.
Non - Compliance Procedure	Advice to applicants is subject to guidance approved by Council, so complaints could be made via the line management route. Grant giving is discretionary, but applicants who were unhappy with the Panel's decision could appeal the decision to Council Cabinet.
Existing Value of Contract/Service in Boundary Area	The annual Grants budget is £175,000 across the District. The annual budget for New Homes Bonus in 2020/21 was £250,000, of which Chichester City was eligible for £49,549. NHB reduced to £125k

for this financial year.

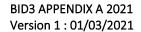
Chichester District

None

Additional Activity

Boundary Area

Proposed BIDs





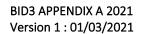
Cost of BIDs None
Additional Activity

BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity Head of Service Date

Sussex Police CI John Carter April 2021

Service Provided, Number of Staff & Equipment	Provision of Police service across West Sussex including Chichester District area and within the defined area of Chichester City. Service response available 24hrs/day 7days/week 365days /year. The neighborhood policing team is combined with Arun enabling resources to be deployed based on Threat Harm Risk and Vulnerability. Officers are based at Chichester and Bognor Police Stations. The teams are comprised of 2 Inspectors, 7 Sgts, PCs and a team of 27 PCSOS. 12 of the PCSOS will be based at Chichester police station but flex across the hub where required. Their Core Mission is The Prevention of crime. In addition, centralized services such as Divisional Response Team, CID, Crime Prevention and Licensing are available by Police request to assist in the BID area on a needs basis.
Specification	The prevention and detection of crime
Performance Measure	Sussex Police has targets from the Home Office with national, regional and local performance targets. Crime Reduction, Crime Outcomes and Public Satisfaction. Complaints and customer feedback.
Non -Compliance Procedure	Targets are not subject to reward or censure.
Existing Value of Contract/Service in Boundary Area	Unable to identify value within City Centre BID area as expenditure is targeted at need and varies from year to year Sussex Police are 100% committed to supporting ChiBAC.
Boundary Area	City Centre
Proposed BIDs Additional Activity	Still in discussions re a proposal for a BCRP for the new term
Cost of BIDs Additional Activity	Contribution to a BCRP partnership – amount still to be determined



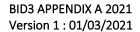
Chichester Business Improvement District

BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity Head of Service Date

WSCC Highways Maintenance Michele Hulme March 2021

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

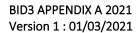




Baseline Activity Head of Service Date

Street Furniture Rodney Duggua March 2021

Service Provided, Number of Staff & Equipment	Provision of benches in the City Centre, bike racks, fingerposts and floral planter surrounds. Bike racks remain under CDC ownership subject, but subject to further discussions with Chichester District Council may be transferred to CCC. Managed by the Property Manager and maintained by the CCC Property Maintenance Officers.
Specification	To ensure the benches, floral planter surrounds and bike racks are regularly inspected, cleaned and maintained and replaced as necessary.
Performance Measure	Maintained as required
Non - Compliance Procedure	Complaints are responded to.
Existing Value of Contract/Service in Boundary Area	Benches £32,433, Bike Racks and Fingerposts £20,000
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

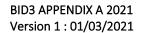




Baseline Activity Head of Service Date

Christmas Lights Rodney Duggua March 2021

Service Provided, Number of Staff & Equipment	This Baseline Statement is no longer applicable to Chichester City Council because the responsibility is now with Chichester BID. However, Chichester City Council own the original anchor points but Chichester BID took over responsibility for testing them and adding new ones for the heavier lights.
Specification	
Performance Measure	
Non - Compliance Procedure	
Existing Value of Contract/Service in Boundary Area	
Boundary Area	City Centre
Proposed BIDs Additional Activity	Provision and maintenance of Christmas Lights and Infrastructure, organization and delivery of Lights Switch-on event or similar activities
Cost of BIDs Additional Activity	£50,000

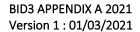




Baseline Activity Head of Service Date

Street Naming and Numbering Rodney Duggua March 2021

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





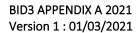
March 2021

Chichester City Council BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity Head of Service Date

Floral Displays in the City Rodney Duggua
Centre and other landscaped
Areas in the City Centre (Formerly
Chichester in Bloom)

Service Provided, Number of Staff & Equipment	Provision of seasonal flower displays within the City Centre and other landscaped areas including Cathedral Beds. The City Council is responsible for the 11 flowers tower bases. Managed by the Finance Manager and Finance Assistant.
Specification	To provide seasonal flower displays within the City Centre.
Performance Measure	Controlled by Chichester City Council and horticultural specialists.
Non - Compliance Procedure	It would be detrimental to the tourism and well-being in the City.
Existing Value of Contract/Service in Boundary Area	£15,000
Boundary Area	City Centre
Proposed BIDs Additional Activity	Support for floral displays
Cost of BIDs Additional Activity	£5k



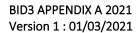
Chichester Business Improvement District

Chichester City Council BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity Head of Service Date

City Events Rodney Duggua March 2021

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

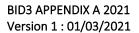




Baseline Activity Head of Service Date

Footpath Lighting Rodney Duggua March 2021

Service Provided, Number of Staff & Equipment	Provision of footpath lighting in certain areas of the City Boundary. Managed by the Property Manager.
Specification	In accordance with PFI contract with West Sussex County Council.
Performance Measure	In accordance with PFI contract with West Sussex County Council.
Non - Compliance Procedure	Public safety.
Existing Value of Contract/Service in Boundary Area	£3,000 for lighting the footpaths £2,300 for maintenance of the footpath lighting
Boundary Area	City Boundary
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None



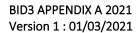


Baseline Activity Head of Service Date

Heritage Awards and Blue Rodney Duggua March 2021

Plaques

Service Provided, Number of Staff & Equipment	To provide commemoration examples of good architecture and commemoration of historic events, people or places.
Specification	As required.
Performance Measure	Increase historic interest in the City Centre.
Non - Compliance Procedure	N/A
Existing Value of Contract/Service in Boundary Area	Blue Plaque budget £600. Civic & Heritage Awards budget £2,000
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None



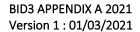


Baseline Activity Head of Service Date

Market Cross & Market Rodney Duggua March 2021

Cross Clock

Service Provided, Number of Staff & Equipment	Managed by the Property Manager in liaison with Historic England. All maintenance and repair work to be carried out by approved specialist contractors and where appropriate CCC Property Maintenance Officers.
Specification	To maintain and preserve the structure of the Market Cross and to maintain the Clock in good working order. Liaison with Historic England and the use of approved specialist contractors is essential when working on the historic structure of this Scheduled Monument.
Performance Measure	As required.
Non - Compliance Procedure	Complaints are responded to.
Existing Value of Contract/Service in Boundary Area	Maintenance/Repair of Clock £3,500
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None



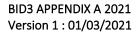


Baseline Activity Head of Service Date

Conference Facility/ Rodney Duggua March 2021

Community Centres/Tourism

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





Baseline Activity Head of Service Date

Crime Prevention Rodney Duggua March 2021

Service Provided, Number of Staff & Equipment	
Specification	Financial support of Community Wardens. Active member of ChiBAC.
Performance Measure	Reduction in crime in the City Centre.
Non - Compliance Procedure	Increase in crime in the City Centre.
Existing Value of Contract/Service in Boundary Area	£40,800 contribution to Community Wardens pro rata.
Boundary Area	City Centre
Proposed BIDs Additional Activity	BCRP proposal still in discussion
Cost of BIDs Additional Activity	£35,000 contribution to BCRP relationship

BID3 APPENDIX A 2021 Version 1 : 01/03/2021

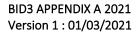


Chichester City Council BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity Head of Service Date

Newsletter Rodney Duggua March 2021

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

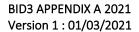




Baseline Activity Head of Service Date

Town & Country Planning Rodney Duggua March 2021

Service Provided, Number of Staff & Equipment	Managed by Planning Adviser
Specification	The ability to comment on Planning Applications. An average of 450 received annually.
Performance Measure	To ensure the City remains uniformed and in keeping with the character and historic nature of the environs.
Non - Compliance Procedure	Loss of character and appearance of the City.
Existing Value of Contract/Service in Boundary Area	N/A
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None





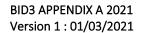
Baseline Activity Head of Service Date

Closed Churchyard/
Disused Burial Grounds

Rodney Duggua

March 2021

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

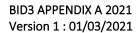




Baseline Activity Head of Service Date

Street Banners and Bunting Rodney Duggua March 2021

Service Provided, Number of Staff & Equipment	The administration of Street Banners in the City Centre under an Agreement with West Sussex County Council. Banners are displayed in North and East Streets between the months of May and September, managed by the Member Services Support Officer at CCC The administration of bunting in the City Centre is undertaken by the BID who store the bunting owned by CCC.
Specification	To ensure the correct administration procedures are followed by organisations wishing to display a street banner and the safety of the eye-bolts for the banners to be hung from.
Performance Measure	Promotion of events.
Non - Compliance Procedure	Loss of publicity for local organisations.
Existing Value of Contract/Service in Boundary Area	Street Banners – self funding.
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	£860 for bunting display.

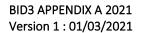




Baseline Activity Head of Service Date

War Memorials Rodney Duggua March 2021

Service Provided, Number of Staff & Equipment	The maintenance, repair and protection of War Memorials under the War Memorial Act 1923. Managed by the Property Manager.
Specification	Preservation of the Grade II Listed War Memorial in Litten Gardens in liaison with Historic England, War Memorials Trust and CDC Historic Buildings Officer. All work to the structure of the memorial is carried out by specialist approved contractors using approved methods.
Performance Measure	This is a Discretionary Power available to the City Council.
Non - Compliance Procedure	This is a sensitive area and complaints would be undesirable.
Existing Value of Contract/Service in Boundary Area	Repairs and Maintenance Budget £2,000.
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

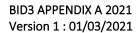




Baseline Activity Head of Service Date

Discretionary Grants Rodney Duggua March 2021

Service Provided, Number of Staff & Equipment	
Specification	The City Council have the Power of Well-Being under the Localism Act 2011.
Performance Measure	To assist non-profit making community organisations.
Non - Compliance Procedure	Projects may not proceed.
Existing Value of Contract/Service in Boundary Area	£35,000
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None



Chichester Business Improvement District

Chichester City Council BASELINE STATEMENT FOR: CHICHESTER BID AREA

Baseline Activity Head of Service Date

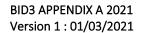
Public Conveniences in

Rodney Duggua

March 2021

Priory Park.

Service Provided, Number of Staff & Equipment	
Specification	To financially contribute towards the public conveniences in Priory Park.
Performance Measure	N/A
Non - Compliance Procedure	N/A
Existing Value of Contract/Service in Boundary Area	£12,256 contribution to Chichester District Council for the public conveniences in Priory Park.
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None

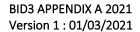




Baseline Activity Head of Service Date

Bus Shelters Rodney Duggua March 2021

Service Provided, Number of Staff & Equipment	Provision of five RTPI ready bus shelters with integrated seating (via West Sussex County Council Section 106 funding) in Market Road, Broyle Road and Lavant Road. Managed by the Property Manager in partnership with CDC, Clear Channel and GW Shelters. Day to day cleaning and maintenance to be undertaken by CCC Property Maintenance Officers. Discussions are ongoing regarding a further shelter in Swanfield Drive to be funded by WSCC S.106 money, subject to grant of land by CDC A2/Dominion.
Specification	The shelters are regularly inspected and maintained under contract with Clear Channel (Market Road) and GW Shelters (Broyle and Lavant Road).
Performance Measure	Maintained as appropriate.
Non - Compliance Procedure	Complaints are responded to.
Existing Value of Contract/Service in Boundary Area	£10,758
Boundary Area	City Centre
Proposed BIDs Additional Activity	None
Cost of BIDs Additional Activity	None





Please note: None of the Chichester City Council's budgets quoted include staff costs or to

her related on-costs.

Budget figures are for 2021/22 financial year.

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

Mayoralty

Allotments

European Twinning

Neighbourhood Plan