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Notice of Meeting

To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** in the Council Chamber, East Pallant House East Pallant Chichester West Sussex PO19 1TY on **Tuesday 15 December 2015 at 10.30 am** for the transaction of the business set out in the agenda below

A handwritten signature in black ink, appearing to read 'Diane Shepherd'.

DIANE SHEPHERD
Chief Executive

Tuesday 8 December 2015

NOTES

- (1) *Please note that this meeting is to be held in the morning.*
- (2) *The Council meeting will be preceded by the following:*
 - a. *A briefing for members by Cllr Roger Barrow on Waste Recycling and the new higher targets at 9.30 am*
 - b. *Immediately before the Council meeting, members will be invited to take part in a photo opportunity to hold up pledge cards for the Councillor Pledge to Stand Up Against Child Sexual Exploitation.*
- (3) *After the Council meeting, members are invited to join the Chairman of the Council in the Members Room for seasonal refreshments.*
- (4) *Members are asked to bring with them to the meeting their copy of the agendas and the accompanying papers for the meetings of the Cabinet held on 6 October, 3 November and 1 December 2015.*

AGENDA

This agenda should be retained for future reference with the minutes of this meeting

PART 1

1 **Minutes** (Pages 1 - 16)

To approve as a correct record the minutes of the meeting of the Council held on Tuesday 22 September 2015.

2 **Urgent Items**

Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 18(b).

3 **Declarations of Interests**

Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.

4 **Chairman's announcements**

5 **Public Question Time**

Questions submitted by members of the public in writing by noon on the previous working day (for a period up to 15 minutes).

DECISIONS TO BE MADE BY THE COUNCIL

To consider the following recommendations of the Cabinet requiring the approval of the Council.

The reports giving rise to these recommendations are in the papers for the meetings of the Cabinet on 6 October, 3 November and 1 December 2015. These are available in the committee papers section of the Council's website and in the Members Room.

6 **Petition - Chichester Traders Market** (Pages 17 - 27)

To consider the following petition, submitted by the Chichester and Bognor Green Party:

"We, the undersigned, call on our Chamber of Commerce and District Council, to support the Traders' Market. Please sign below and let us know if you would like the market on the Cattle Market car park or on the city streets or if you don't mind at all"

and the recommendation of the Cabinet (See report (Agenda Item 8) to Cabinet on 1 December 2015):-

That tenders be sought for the operation of the Traders market from 1 April 2016, including the introduction, on a trial basis for one year, of a precinct traders market on Wednesdays with the Saturday market remaining at the Cattle Market Car Park location.

Note: The Petition Scheme provides that the petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors. The debate of a petition at a Council meeting should, subject to the discretion of the Chairman, not last more than 30 minutes.

7 **Determination of the Council Tax Reduction Scheme for 2016/17**

See report (Agenda Item 5) to Cabinet on 3 November 2015

RECOMMENDED BY THE CABINET

That the council tax reduction scheme for 2016/17 be approved.

8 **Regulation of Investigatory Powers Act (RIPA) Policy**

See report (Agenda Item 12) to Cabinet on 3 November 2015

RECOMMENDED BY THE CABINET

- (1) That the policy, as recommended by Corporate Governance and Audit Committee, be adopted.
- (2) That the delegations in Appendix 1 of the Policy, as recommended by Corporate Governance and Audit Committee, be approved.
- (3) That the enhanced oversight process, adopted by the Corporate Governance and Audit committee as outlined at paragraph 3.2 of the report, be noted.

9 **Corporate Plan Annual Review**

See report (Agenda Item 5) to Cabinet on 1 December 2015

RECOMMENDED BY THE CABINET

That the revised Corporate Plan for 2015-2018 be approved, as set out in the appendix, subject to inclusion of a more specific target for businesses food safety compliance (target 2.1 under “improve and support the local economy”) and addition of clarification that “year” relates to financial year.

10 **Financial Strategy and Plan 2016/17**

See report (Agenda Item 6) to Cabinet on 1 December 2015

RECOMMENDED BY THE CABINET

That:

- (1) The key financial principles and actions of the 5 year financial strategy be as set out in paragraph 6 of the Cabinet report.
- (2) That the current 5 year Financial Model at Appendix 1 is noted.
- (3) That a minimum level of general fund reserves of £5m be set, having considered the recommendations from the Corporate Governance & Audit Committee.
- (4) That this authority continues to participate in a West Sussex Non-Domestic Rates (NDR) pool, until such time as the government fully localise NDR, at which point the situation will be reviewed.
- (5) That the current resources position, as set out in Appendix 2, be noted.
- (6) That a decision on the level of Council Tax for 2016/17 be deferred until the details of the Local Government settlement are known.

- 11 **Chichester Site Allocation: Consultation Draft Development Plan Document**
See report (Agenda Item 8) to Cabinet on 1 December 2015

RECOMMENDED BY THE CABINET

- (1) That the draft Site Allocation Development Plan Document, as set out in Appendix 1 to the Cabinet Report as amended by the update circulated on 24 November 2015, be approved for consultation for a period of six weeks from 7 January until 18 February 2016.
- (2) That authority is delegated to the Head of Planning Services to enable minor editorial and typographical amendments to be made to the document prior to its publication.

- 12 **Making the Southbourne Parish Neighbourhood Plan**
See report (Agenda Item 8) to Cabinet on 1 December 2015

RECOMMENDED BY THE CABINET

That the Southbourne Parish Neighbourhood Plan be made part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

- 13 **Approval of Chichester District Council's Statement of Licensing Policy (Licensing Act 2003) for the period 2016 - 2021** (Pages 28 - 38)

To consider responses to consultation in relation to the Council's proposed Statement of Licensing Policy (the 'Policy') 2016 – 2021 and to approve the Policy.

- 14 **Questions to the Executive**

(maximum of 40 minutes duration)

- 15 **Committee Timetable 2016/17** (Pages 39 - 41)

To approve the calendar of meetings for the Council year 2016/17

- 16 **Membership of the Licensing Committees**

On the recommendation of the Leader of the Conservative Party Group, to appoint Cllr Nick Thomas to replace Cllr Ian Curbishley on the Alcohol and Entertainment Licensing Committee and the General Licensing Committee.

- 17 **Parish Council representation on the Standards Committee**

The Constitution provides for three parish councillors to be co-opted to the Standards Committee in a non-voting capacity. At an election at the All Parishes Meeting on 30 September, the following were nominated by representatives of parish councils and meetings for co-option to the Standards Committee. The Council is asked formally to co-opt them to the Standards Committee:-

Mr Ray Cooper (Lurgashall Parish)

Mrs Liz Kenney (Hunston Parish)

Mr David Ribbens (Plaistow & Ifold Parish)

- 18 **Consideration of any late items as follows:**

- (a) Items added to the agenda papers and made available for public inspection.
(b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.

- 19 **Exclusion of the press and public**

The Council is asked to consider in respect of the following item(s) whether the

public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

PART 2

20 **Authorised Testing Facility (ATF) at Westhampnett Depot for Heavy Goods Vehicle and Public Service Vehicle MOT tests**

See report (Agenda Item 17) to Cabinet on 6 October 2015

RECOMMENDED BY THE CABINET

That the Council release a further £155,000 (paragraph 7.1) from reserves to construct an Authorised Testing Facility (ATF) at Westhampnett Depot.

21 **Chichester Contract Services - Recruitment and Retention of Staff**

See report (Agenda Item 18) to Cabinet on 6 October 2015

RECOMMENDED BY THE CABINET

That, in order to address HGV driver recruitment and retention difficulties, the CCS employee budget be increased as set out in paragraphs 5.1 and 7.1, with effect from 1 January 2016, to be funded from virement in 2015/16, and from base budget thereafter.

22 **Planning Services - Recruitment and Retention of Staff**

See report (Agenda Item 19) to Cabinet on 6 October 2015

RECOMMENDED BY THE CABINET

That the revised pay levels set out in the table in paragraph 5.2 of the report as revised and circulated at the meeting take effect from 1 January 2016 based on market supplements for professional planning staff to be funded by virement in 2015/16 and from base budget in future years.

NOTES

1. The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of "exempt information" as defined in section 100A of and Schedule 12A to the Local Government Act 1972
2. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. (Standing Order 11.3)

MEMBERS

Mr N Thomas	Mr F Hobbs
Mrs C Apel	Mr P Jarvis
Mr G Barrett	Mrs G Keegan
Mr R Barrow	Mrs J Kilby
Mr P Budge	Mrs D Knightley
Mr J Connor	Mrs E Lintill
Mr M Cullen	Mr S Lloyd-Williams
Mr I Curbishley	Mr L Macey
Mr T Dempster	Mr G McAra
Mr A Dignum	Mr S Morley
Mrs P Dignum	Caroline Neville
Mrs J Duncton	Mr S Oakley
Mr M Dunn	Mrs P Plant
Mr J F Elliott	Mr R Plowman
Mr J W Elliott	Mr H Potter
Mr B Finch	Mrs C Purnell
Mr N Galloway	Mr J Ransley
Mrs N Graves	Mr J Ridd
Mr M Hall	Mr A Shaxson
Mrs E Hamilton	Mrs J Tassell
Mrs P Hardwick	Mrs S Taylor
Mr R Hayes	Mrs P Tull
Mr G Hicks	Mr D Wakeham
Mr L Hixson	Mrs S Westacott