

Public Document Pack

JOHN WARD
Director of Corporate Services

Contact: Graham Thrussell on 01243 534653
Email: gthrussell@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



Notice of Meeting

To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE ANNUAL COUNCIL** in the Council Chamber East Pallant House East Pallant Chichester West Sussex PO19 1TY on **Tuesday 22 May 2018** at **14:00** 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

Monday 14 May 2018

NOTES

(1) The Council meeting will be preceded by the following arrangements for members:

- **11:45** Open Forum with the Cabinet and SLT
- **12:30** Priory Park Centenary Presentation – Richard Plowman
- **12:45** General Data Protection Regulations Briefing – Nicholas Bennett
- **13:15** Lunch
- **13:45** Intermission

(2) Members are requested to bring with them to this meeting their copies of the agendas and agenda supplements for the Cabinet meeting on Tuesday 10 April 2018 (the papers may also be viewed in the committee papers section of Chichester District Council's website and Part II material via logging in to Modern.Gov)

AGENDA

PRELIMINARY MATTERS

1 Election of the Chairman of the Council

The election will be followed by the Chairman's declaration of acceptance of office.

2 **Appointment of the Vice-Chairman of the Council**

The appointment will be followed by the Vice-Chairman's declaration of acceptance of office.

3 **Approval of Minutes** (pages 1 to 23)

After an initial welcome by the Chairman, the Annual Council will be asked to approve as a correct record the minutes circulated with this agenda of the Council's meeting on Tuesday 6 March 2018.

4 **Late Items**

The Chairman will announce any late items which are to be dealt with under agenda item 17 (Late Items).

5 **Declarations of Interests**

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

6 **Chairman's Announcements**

Apologies for absence will be notified at this point.

The Chairman will make any specific announcements.

7 **Public Question Time**

In accordance with Chichester District Council's public questions scheme and with reference to standing order 6 in Part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, consideration will be given at this point in the meeting to questions which have been submitted by members of the public in writing by 12:00 on the previous working day. The time allocated for public question time is subject to the chairman's discretion to extend the period for each member of the public (five minutes) or the total time for public questions (15 minutes).

DECISIONS TO BE MADE BY THE COUNCIL

A - RECOMMENDATIONS BY THE CABINET

The Council is requested to consider at this stage of the meeting the following recommendations of the Cabinet which require its approval.

The reports giving rise to these recommendations are in the agenda papers for the meeting of the Cabinet on 10 April 2018 (there are no recommendations emanating from the meeting on 1 May 2018). Members are requested to bring their copies of the agenda to this meeting. The papers may also be viewed in the committee papers section of Chichester District Council's website (in the case of documents

within the public domain) or by members only on the intranet (in the case of confidential papers) or the final reports folder on the x-drive.

[**Note** The Cabinet reports for the following two items each contained a confidential Part II exempt appendix and if these are to be discussed a resolution to exclude the press and the public will need to be made.]

8 **Section 106 Community Facilities - Donnington Parish Hall**

The agenda report for this item and its confidential exempt Part II* appendix, which was made available to members and relevant officers only (printed on salmon coloured paper), appear on pages 14 to 18 of the Cabinet agenda for its meeting on Tuesday 10 April 2018.

RECOMMENDATION TO THE COUNCIL

That the release of £183,938.44 section 106 Community Facilities monies plus interest accrued to the date of release to Donnington Parochial Church Council for an extension to Donnington Parish Hall be approved.

*[**Note** The ground for excluding the public and press during this item if the appendix is to be discussed is that it is likely that there would be a disclosure to them of 'exempt information' of the description specified in Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972]

9 **Risk Management**

The agenda report for this item and its four appendices, the second part of the second appendix being confidential exempt Part II* material which was made available to members and relevant officers only (printed on salmon coloured paper), appear on pages 19 to 64 of the Cabinet agenda for its meeting on Tuesday 10 April 2018.

RECOMMENDATION TO THE COUNCIL

That the updated Risk Management Policy and Strategy including the amendments made by the Corporate Governance and Audit Committee be approved.

[**Note** The aforesaid amendments will be explained by Mr Wilding (Cabinet Member for Corporate Services) during his introduction to this recommendation but reference may also be made for the details to the minutes of the Corporate Governance and Audit Committee for its meeting on Thursday 29 March 2018]

*[**Note** The ground for excluding the public and press during this item if the appendix is to be discussed is that it is likely that there would be a disclosure to them of 'exempt information' of the description specified in Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972]

B - RECOMMENDATION BY THE BOUNDARY REVIEW PANEL

The Council is requested to consider at this stage of the meeting the following recommendation of the Boundary Review Panel which requires its approval.

10 Community Governance Review - Chichester City Council

At its meeting on Thursday 3 May 2018 the Boundary Review Panel made the following recommendation to the Annual Council:

RECOMMENDATION TO THE ANNUAL COUNCIL

(1) That the community governance review of Chichester City Council be approved, based on Chichester City Council's proposals to:

(i) re-ward the City Council to ensure co-terminosity with the district wards;

and

(ii) reduce the number of Chichester City Council members from 20 to 18.

(2) That Chichester District Council writes to the Local Government Boundary Commission for England to request its approval that the above changes take place with effect from the May 2019 election.

C - APPOINTMENTS TO COMMITTEES AND OUTSIDE ORGANISATIONS 2018-2019

11 Review of Political Balance 2018-2019 (pages 24 to 26)

The Annual Council is asked to consider the agenda report and to make the following resolution:

That the review of political balance arrangements set out in the report be approved and that tables 1, 2 and 3 therein be applied in making appointments to committees.

12 Appointments to Committees 2018-2019 (pages 27 to 32)

The Council is requested to consider the agenda report and its appendix and to make the following resolution:

That the members be appointed to serve on committees for 2018-2019 including their chairmen and vice-chairmen as set out in the appendix to the report, subject to decisions on the previous agenda item (1) regarding political balance arrangements and subject to the nominations proposed by party group leaders.

13 **Appointments to External Organisations 2018-2019** (pages 33 to 34)

The Council is requested to consider the agenda report and to make the following resolution:

That the members be appointed to serve on external organisations for 2018-2019 and longer term appointments/nominations as set out in the tables in the report.

QUESTIONS TO THE EXECUTIVE

14 **Questions to the Executive**

[**Note** In accordance with standing order 14.11 of Chichester District Council's *Constitution*, this item is allocated a maximum duration of 40 minutes]

OTHER REPORTS

15 **Concessionary Rent Relief Delegated Decision** (pages 35 to 40)

The Annual Council is asked to consider the agenda report and its confidential exempt Part II* appendix (printed on salmon paper for members and relevant officers only) and to note the delegated decision made by the Cabinet Member for Community Services to award a rent concession to Stonepillow for the duration of its lease term renting office space within East Pallant House.

*[**Note** The ground for excluding the public and press during this item if the appendix is to be discussed is that it is likely that there would be a disclosure to them of 'exempt information' of the description specified in Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972]

MOTIONS PROPOSED IN ADVANCE BY MEMBERS

16 **Working Towards Making Chichester District Plastic-Free**

Having complied with the advance written notice requirement in Standing Order 18.1 and the subject requirement in Standing Order 18.2 of the Chichester District Council *Constitution*, the following motion will be proposed by Adrian Moss (Fishbourne) and, if duly seconded, it will then be discussed at this meeting:

MOTION

'This Council commits to working towards making this District plastic free, supporting plastic free initiatives within Chichester District by:

- (1) Phasing out within the next two years the use of single use plastic from Council premises.
- (2) Supporting Surfers Against Sewage in its goal to have a plastic free coastline.

- (3) To explore how the Council can involve local environmental groups and businesses to create a robust strategy to encourage local businesses, other organisations and residents to go single use plastic free.
- (4) An Overview and Scrutiny-led Task and Finish group be set up to oversee how these objectives can be achieved and to make appropriate recommendations to the Cabinet including assessing what resources will be required.

FINAL MATTERS

17 Late Items

The Annual Council is requested to consider any late items which might be announced by the Chairman at agenda item 4 namely

- (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 and recorded in the minutes.

18 Exclusion of the Press and Public

There are no restricted agenda items for consideration at this meeting but the appendix to agenda item 8 (Section 106 Community Facilities – Donnington Parish Hall), the second part of the second appendix to agenda item 9 (Risk Management) and the appendix to agenda item 15 (Concessionary Rent Relief Delegated Decision) are exempt confidential Part II material. If the Council wishes to discuss any or all of these appendices it will need to make in each case as applicable the following resolution:

That in accordance with section 100A of the Local Government Act 1972 (the Act) the public and the press be excluded from the meeting during the consideration of the appendix to agenda items 8 (Section 106 Community Facilities – Donnington Parish Hall) and/or 9 (Risk Management) and/or 15 (Concessionary Rent Relief Delegated Decision) for the reason that it is likely in view of the nature of the business to be transacted that there would be in each case disclosure to the public of 'exempt information' being information of the nature described in Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) in Part I of Schedule 12A to the Act and because in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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) The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
- (3) 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 intention 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.

MEMBERS

Mrs C Apel	Mrs J Kilby
Mr G Barrett	Mrs E Lintill
Mr R Barrow	Mr S Lloyd-Williams
Mr J Brown	Mr L Macey
Mr P Budge	Mr K Martin
Mr A Collins	Mr G McAra
Mr J Connor	Mr S Morley
Mr T Dempster	Mr A G F Moss
Mr A Dignum	Caroline Neville
Mrs P Dignum	Mr S Oakley
Mrs J Duncton	Mr C Page
Mr M Dunn	Mrs P Plant
Mr J F Elliott	Mr R Plowman
Mr J W Elliott	Mr H Potter
Mr N Galloway	Mrs C Purnell
Mrs N Graves	Mr J Ransley
Mr M Hall	Mr J Ridd
Mrs E Hamilton	Mr A Shaxson
Mrs P Hardwick	Mrs J Tassell
Mr R Hayes	Mrs S Taylor
Mr G Hicks	Mr N Thomas
Mr L Hixson	Mrs P Tull
Mr F Hobbs	Mr D Wakeham
Dr K O'Kelly	Mr P Wilding



Minutes of the meeting of the **Council** held in Committee Rooms at East Pallant House Chichester West Sussex on Tuesday 6 March 2018 at 14:00

Members Present

Mrs E Hamilton (Chairman), Mrs N Graves (Vice-Chairman), Mrs C Apel, Mr J Brown, Mr P Budge, Mr J Connor, Mr A Collins, Mr A Dignum, Mrs P Dignum, Mr M Dunn, Mr N Galloway, Mr M Hall, Mrs P Hardwick, Mr R Hayes, Mr G Hicks, Mr L Hixson, Mr F Hobbs, Mrs J Kilby, Mrs E Lintill, Mr S Lloyd-Williams, Mr L Macey, Mr K Martin, Mr G McAra, Mr S Morley, Moss, Caroline Neville, Mr S Oakley, Mrs P Plant, Mr R Plowman, Mr H Potter, Mrs C Purnell, Mr J Ransley, Mr J Ridd, Mr A Shaxson, Mrs S Taylor, Mrs P Tull, Mr D Wakeham and Mr P Wilding

Members Absent

Mr G Barrett, Mr R Barrow, Mr T Dempster, Mrs J Duncton, Mr J F Elliott, Mr J W Elliott, Mr C Page, Mrs J Tassell and Mr N Thomas

Officers Present

Mr M Allgrove (Divisional Manager for Planning Policy), Mr N Bennett (Divisional Manager for Democratic Services), Mr T Day (Environmental Coordinator), Mrs J Dodsworth (Director of Residents' Services), Mr A Frost (Director of Planning and Environment), Mrs J Hotchkiss (Director of Growth and Place), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive), Mr G Thrussell (Senior Member Services Officer) and Mr J Ward (Director of Corporate Services)

1 **Approval of Minutes**

The Chairman welcomed everyone present and she explained the emergency evacuation procedure.

The Council formally received the minutes of its previous meeting on Tuesday 23 January 2018, which had been circulated with the agenda for this meeting.

There was one proposed change to the minutes. With respect to minute 7 (Financial Strategy and Plan 2018-2019), Mrs Tull pointed out that in the third para on the fourth page it had been she and not Mr Dignum who had seconded the Cabinet's recommendations, acting in her capacity as the chairman of the Corporate Governance and Audit Committee. She requested that the minute be amended accordingly.

This correction was not challenged and Mrs Hamilton stated that with the Council's approval she would sign and date the minutes subject to that one amendment.

Decision

The Council voted unanimously on a show of hands to make the resolution below.

RESOLVED

That the minutes of the Council's meeting on Tuesday 23 January 2018 be approved subject to amending the third para on the fourth page by substituting after 'seconded by' in the second line 'Mrs Tull (Chairman of the Corporate Governance and Audit Committee)' in place of 'Mr Dignum (Leader of the Council)'.

Mrs Hamilton then duly signed and dated as a correct record, subject to the aforesaid amendment, the final (seventeenth) page of the official version of the minutes.

[**Note** This para and paras 2 to 19 below summarise the consideration of and conclusion to agenda items 1 to 19 inclusive but for full details of the matters summarised hereunder (save for item 19 which is a Part II confidential exempt matter) reference should be made to the audio recording facility via the link below.

<http://chichester.moderngov.co.uk/ieListDocuments.aspx?CId=132&MId=923&Ver=4>]

2 Late Items

There were no late items at agenda item 17 for consideration at this meeting.

3 Declarations of Interests

Declarations of personal interests were made by the undermentioned members in respect of the stated agenda items:

- Mrs Apel declared a personal interest in respect of agenda item 13 (Community Governance Review – Chichester City Council) as a member of Chichester City Council.
- Mr Budge declared a personal interest in respect of agenda item 13 (Community Governance Review – Chichester City Council) as a member of Chichester City Council.
- Mr Dignum declared a personal interest in respect of agenda item 13 (Community Governance Review – Chichester City Council) as a member of Chichester City Council.
- Mr Dunn declared a personal interest in respect of agenda item 11 (South Downs Local Plan – Duty to Co-operate) as the Chichester District Council appointed member of the South Downs National Park Authority. He stated that he would speak during the discussion of that item but abstain from voting on the decision.
- Mr Galloway declared a personal interest in respect of agenda item 13 (Community Governance Review – Chichester City Council) as a member of Chichester City Council.

- Mr Hall declared a personal interest in respect of agenda item 14 (Community Governance Review – Increase in Number of Members for Westhampnett Parish Council) as a member of Westhampnett Parish Council.
- Mr Hixson declared a personal interest in respect of agenda item 13 (Community Governance Review – Chichester City Council) as a member of Chichester City Council.
- Mrs Kilby declared a personal interest in respect of agenda item 13 (Community Governance Review – Chichester City Council) as a member of Chichester City Council.
- Mr Macey declared a personal interest in respect of agenda item 13 (Community Governance Review – Chichester City Council) as a member of Chichester City Council.
- Mr Oakley declared a personal interest in respect of agenda item 12 (Update on Tangmere Strategic Development Location Compulsory Purchase Order) as a member of Tangmere Parish Council.
- Mr Oakley declared a personal interest in respect of agenda items 7 (Consideration of Consultation Responses and Modifications to Chichester District Council's Infrastructure Business Plan) and 19 (Southern Gateway Implementation) as a member of West Sussex County Council.
- Mr Plowman declared a personal interest in respect of agenda item 13 (Community Governance Review – Chichester City Council) as a member of Chichester City Council.
- Mrs Purnell declared a personal interest in respect of agenda items 7 (Consideration of Consultation Responses and Modifications to Chichester District Council's Infrastructure Business Plan) and 19 (Southern Gateway Implementation) as a member of West Sussex County Council.
- Mr Shaxson declared a personal interest in respect of agenda item 15 (Community Governance Review – Harting Parish Council) as a member of Harting Parish Council.

[Note Hereafter in these minutes Chichester District Council is denoted by CDC]

4 **Chairman's Announcements**

Mrs Hamilton said that the following apologies for absence had been received:

Mr Barrett, Mr Barrow, Mrs Duncton, Mr J F Elliott, Mr J W Elliott, Mr Page, Mrs Tassell and Mr Thomas.

Mrs Hamilton made the following specific announcements:

- (1) Two CDC members had resigned: Sandra Westacott (Fishbourne) and Gillian Keegan MP (Rogate).

- (2) The Fishbourne by-election had taken place on Thursday 22 February 2018 and Mr A G F Moss (Liberal Democrat) had been elected. He had previously represented the ward until 2011. Members acknowledged with applause Mr Moss' victory and his return to CDC as an elected member.
- (3) The Rogate by-election would take place on Thursday 12 April 2018.
- (4) Two senior, long-serving and greatly appreciated officers would be leaving CDC at the end of March 2018 and on behalf of members she wished to pay tribute to them.

Steve Carvell - Executive Director

Mr Carvell joined CDC in 1995 from Horsham District Council where he had spent the previous nine years acclimatising to living in the south of England. His career had started in Northamptonshire in 1976 and he had spent a total of 42 years in local government. In his career at CDC he had risen from Head of Development and Building Control to Executive Director, during which time he had overseen some major changes to the way in which planning-related matters were managed and processed. He was instrumental in introducing new systems which had transformed the lives of the planners. He provided the final impetus for successfully securing approval in 2015 of the *Chichester Local Plan: Key Policies 2014-2029* and had been leading on the current Local Plan Review process, the necessity for which was stipulated by the examiner. In 2010 his responsibilities widened when he assumed the oversight of Environment Services and Chichester Contract Services (CCS). In early 2017 CCS was declared to be a highly efficient operation and, as a result, CDC retained the running of the business in-house. During his 23 years with CDC Mr Carvell had been a great ambassador for it and his wise counsel and considered approach had been greatly appreciated by many members. On their behalf she wished him a long, happy and healthy retirement.

Steve Hansford – Head of Community Services

Steve Hansford joined CDC in December 2005 on his first retirement, from Kent Police where he had reached the rank of Chief Inspector. He was appointed Head of Community Services in 2014 after nine years during which he had raised the profile of the Communities teams, not least through the introduction and support for the community wardens, who were now such an important part of many areas of Chichester District. His reputation amongst partner organisations was second to none. He was very highly thought of across the board for his considered approach to a wide range of situations and was recognised as a person of high personal integrity. This was most obviously demonstrated during the process of setting up the Gypsy and Traveller Transit Site at Westhampnett when he was required to secure community buy-in for the site on its doorstep. He had led his teams in a variety of other initiatives and community projects and his involvement with the project to redevelop the New Park Centre was praised by the management committee. In overseeing Careline he had supported the manager in forging strong relationships with other providers in the country and thereby gaining extra business. He and his team were involved with the negotiations to amalgamate the Chichester and Arun Citizens Advice Bureaux and their successful relocation to East Pallant House. As many members were aware, Mr Hansford had been unwell during the last couple of years but had shown exemplary determination and commitment to his work. On members' behalf she wished him a long, happy and healthy retirement.

At the end of each of the foregoing tributes members acknowledged Mrs Hamilton's sentiments and expressed their own appreciation with a warm round of applause.

5 **Public Question Time**

No public questions had been submitted for this meeting.

6 **Budget Spending Plans 2018-2019**

The Council considered the recommendation (as amended) made to it by the Cabinet at its meeting on Tuesday 6 February 2018. The original and amended recommendations were in the Cabinet report (pages 10 to 17 of the agenda), its appendices (pages 1 to 55 of the agenda supplement) and the third agenda supplement. The recommendation had undergone subsequent revision as shown in the Council Tax Resolution report appended to the Council agenda (pages 18 to 33). The Council agenda set out the revised and the original recommendation. There had since been one additional change to the amended recommendation and this was set out in the update sheet circulated at this meeting: recommendation (1) i., ii., iii. and iv. were supplemented by v., which appeared as (5) in the Cabinet's original recommendation and stated as follows: 'v. The capital programme including the asset renewal programme (appendix 1c and 1d) be approved.'

Mr Wilding (Cabinet Member for Corporate Services) formally moved the Cabinet's recommendation as amended and this was seconded by Mr Dignum (Leader of the Council).

In commending the draft spending plans and the recommendation (as amended) in the report, Mr Wilding explained that this was the next stage after the Council's approval on Tuesday 23 January 2018 of CDC's Financial Strategy and Plan 2018-2019, namely to set the budget and the council tax. The report focussed on the budget spending plans of each Cabinet portfolio, how they aggregated and, together with the various funding streams, underpinned the balanced budget. He acknowledged the impressive collaborative effort undertaken by budget managers and CDC's finance team and overseen by the Strategic Leadership Team whereby service delivery priorities were met within the onerous constraints on public sector financial resources. The budget would be the third year in the four-year settlement agreed by CDC and the government. The funding sources in the financial strategy set out the best estimate for funding going forward beyond 2019-2020 (the last year of the four-year settlement). Final details from the government of the local government annual financial settlement were awaited and so the draft budget was based on the draft settlement released on 19 December 2017. The final settlement had resulted in additional funding of £41,000. The balancing of the budget was undertaken in the context of a five-year financial strategy and some of the key variables and issues affecting that model were described in the report: income from fees, charges and rents; use of reserves; and council tax. It was firmly believed that CDC should once again take up central government's offer of allowing a rise in council tax by £5 for band D properties (less than 10 pence per week) and equivalent increases for other property bands. This would help to offset the continued withdrawal of central government funding eg in 2018-2019 CDC would no longer receive any Revenue Support Grant. The modest council tax increase (assumed in the five-year financial strategy) would generate an extra £264,000 per year and assist in closing the budget deficit which would otherwise emerge in the medium term. In addition there was the continuing work on the deficit reduction plan which aimed to generate further income and savings amounting to £2.3m over the next five years. Those measures would help to minimise future council tax rises. With reference to

Appendix B to the Council Tax Resolution report (page 24), he explained by way of illustration the calculation for the Band D council tax charge for Appledram.

He alluded to and summarised the following from the papers: the net revenue requirement in the income and expenditure statement; the effect any increase or decrease of the final government settlement on the amount of transfer into the Investment Opportunities Reserve; the major variances by department and service area between the 2017-2018 and 2018-2019 budgets (the service efficiency savings would more than fund the growth items); the portfolio budget summaries; the Capital and Projects Programme and Asset Replacement Programme; the Statement of Reserves (which was consistent with the Financial Strategy, remained robust and healthy and showed that the Capital Programme and Asset Replacement Programme were fully funded); and the section 151 officer's statutory report in para 14.2 of the report, in which Mr J Ward (Head of Finance and Governance Services) advised that the financial estimates were sound, the resultant estimates robust and the reserves adequate.

At the end of his presentation he acknowledged the sterling efforts of Mr Ward, Mrs H Belenger (Accountancy Services Manager), Mr M Catlow (Group Accountant), Mr D Cooper (Group Accountant) and Ms D Hobbs (Assistant Accountant) in the preparation of the budget. At his request the last four of those named officers stood up in the Council Chamber and received appreciative applause from members.

During the ensuing discussion, in which the skill of preparing this balanced budget was commended, members' questions and comments on points of details were answered by Mr Wilding, Mr Ward, Mrs Lintill and Mr Dignum. The subjects covered included: (a) the task and finish group for The Novium museum and tourist centre; (b) the variations or trends in revenue streams eg car parks, planning, the museum, and property investment, the reasons for them and how they could affect the budget; (c) the budget increases, which in turn led to a council tax increase, such as the Chichester Festival Theatre and Pallant House Gallery, pension contributions, additional cleaning of the A27 and A and B roads and clearing away fly-tipping; (c) the risk that certain funding might not continue to be available eg business rates retention and the New Homes Bonus; and (d) the assurance that CDC's capital programme was and would remain full-funded.

Mr Dignum concluded the discussion by pointing out that the budget was not merely a collection of figures but represented CDC's values and commitments with respect to, for example, helping the homeless, the health and safety of all residents, a highly efficient waste service and striving to do as much as possible to support the local economy. CDC was achieving its aims without cutting frontline services and had one of the lowest council taxes in the county. CDC was providing 80 services for just £3 a week for the average household.

As stated in the agenda, the recommendation (as amended) was required by standing order 9.5 in CDC's *Constitution* to be the subject of a recorded vote. After the amended recommendation was read out, the Chief Executive conducted the recorded vote. As shown in the table below, the 38 members present voted as follows:

- For: 38
- Against: 0
- Abstain: 0

Nine members were absent and there was one vacancy (Rogate).

MEMBER	FOR	AGAINST	ABSTAIN	ABSENT
Mrs Apel	X			
Mr Barrett				X
Mr Barrow				X
Mr Brown	X			
Mr Budge	X			
Mr Collins	X			
Mr Connor	X			
Mr Dempster				X
Mr Dignum	X			
Mrs Dignum	X			
Mrs Duncton				X
Mr Dunn	X			
Mr J F Elliott				X
Mr J W Elliott				X
Mr Galloway	X			
Mrs Graves	X			
Mr Hall	X			
Mrs Hamilton	X			
Mrs Hardwick	X			
Mr Hayes	X			
Mr Hicks	X			
Mr Hixson	X			
Mr Hobbs	X			
[VACANCY: ROGATE]				
Mrs Kilby	X			
Mrs Lintill	X			
Mr Lloyd- Williams	X			
Mr Macey	X			
Mr Martin	X			
Mr McAra	X			
Mr Morley	X			
Mr Moss	X			
Caroline Neville	X			
Mr Oakley	X			
Mr Page				X
Mrs Plant	X			
Mr Plowman	X			
Mr Potter	X			
Mrs Purnell	X			
Mr Ransley	X			
Mr Ridd	X			
Mr Shaxson	X			
Mrs Tassell				X
Mrs Taylor	X			
Mr Thomas				X
Mrs Tull	X			
Mr Wakeham	X			
Mr Wilding	X			
TOTAL (47)	38	0	0	9

Decision

In accordance with the aforesaid recorded vote, the Cabinet's recommendations, as amended in the Council Tax Resolution report and the update sheet, were unanimously supported with no votes against and no abstentions.

RESOLVED

- (1) That following consideration of the draft budget by the Cabinet the Budget for 2018-2019 be approved as follows:
 - i. The 2018-2019 Net Revenue Budget in respect of Chichester District Council's own services be approved at £13,025,600.
 - ii. The 2018-19 Council Tax Requirement in respect of Chichester District Council's own services be approved at £8,227,400.
 - iii. A Council Tax of £155.81 (Band D equivalent) be approved. This represents a £5.00 (3.32 %) increase on the Band D charge.
 - iv. The Investment Opportunities Reserve be increased by £861,300.
 - v. The capital programme including the asset renewal programme (appendix 1c and 1d) be approved.
- (2) That the Council approves the Resolutions in Appendix A to the Council Tax Resolution report.

7 **Consideration of Consultation Responses and Modifications to Chichester District Council's Infrastructure Business Plan**

The Council considered the recommendations made to it by the Cabinet at its meeting on Tuesday 6 February 2018, as set out in the Cabinet report (pages 18 to 21 of the agenda) and its two appendices (pages 56 to 78 of the agenda supplement - the entire version of the second appendix was only available for online viewing or as a hard copy in the Members Room at East Pallant House).

Mrs Taylor (Cabinet Member for Planning Services) formally moved the Cabinet's recommendation and this was seconded by Mrs Lintill (Deputy Leader of the Council and Cabinet Member for Community Services).

Mrs Taylor presented the Cabinet's recommendation. She referred to the nature and purpose of CDC's Infrastructure Business Plan (appendix 2) and the consultation process undertaken in autumn 2017, the details of which were set out in sections 3 and 8 of and in appendix 1 to the report. She summarised the new projects proposed by Sussex Police and West Sussex County Council and the responses thereto in the report (paras 3.9 and 3.11 respectively). She emphasised the excellent CIL collection rate to date (para 3.4) and the amount passed to parishes as at October 2017 demonstrated their active involvement in the delivery of infrastructure in their areas.

Mrs Taylor replied to a member's questions about (a) the 5% allocated for monitoring in the CIL collected (para 3.4 of the Cabinet report), which was a necessary administrative charge which was fully justified in view of the excellent CIL collection rate being achieved through officers' diligence and (b) the need for caution against spending CIL on ongoing asset maintenance and replacement items such as real-time passenger information screens (project 355 on page 77 of the Cabinet agenda supplement), which was noted.

Decision

On a show of hands the members present voted in favour of the Cabinet's recommendation, with none against and one abstention (Mr Plowman).

RESOLVED

- (1) That the proposed responses to the representations received and subsequent modifications to the Infrastructure Business Plan as set out in appendix 1 to the agenda report be approved.
- (2) That the amended Infrastructure Business Plan including the CIL Spending Plan attached as appendix 2 to the agenda report be approved.

8 Draft Treasury Management Strategy 2018-2019

The Council considered the recommendations made to it by the Cabinet at its meeting on Tuesday 6 February 2018, as set out in the Cabinet report (pages 22 to 25 of the Cabinet agenda), its two appendices (pages 79 to 114 of the Cabinet agenda supplement) and a textual amendment identified in the Cabinet third agenda supplement.

Mr Wilding (Cabinet Member for Corporate Services) formally moved the Cabinet's recommendation and this was seconded by Mr Dignum (Leader of the Council).

Mr Wilding presented the Cabinet's recommendation, which had been supported by CDC's Corporate Governance and Audit Committee (CGAC) at its meeting on Thursday 25 January 2018. He said that the Council was required each year to approve a Treasury Management Strategy (TMS). The main regulatory reforms which affected the TMS were (a) the new Code of Treasury Management Practice issued by CIPFA early in 2018 and which updated government guidance on investments (expected imminently and in the light of which the TMS would be reviewed and brought back to the Cabinet and the Council later in 2018 if required); (b) CIPFA's recent adoption of IFRS9 into the 2018-2019 Accounting Code of Practice (this had been before the Council on Tuesday 23 January 2018) - unless the government was persuaded to issue a statutory override in relation to certain accounting aspects of IFRS9, changes in the market value of CDC's external pooled fund investments could affect the General Fund and this 'Fair value risk' was probably the most significant change in risk faced if CDC's risk appetite statement remained appropriate; and (c) European Money Market Fund reform. Notwithstanding the aforementioned changes in particular, the recommended risk appetite statement was unchanged ie CDC remained fundamentally risk adverse but accepted a modest degree of risk. He highlighted the following key updates to the TMS in appendix 1 as being of particular importance: (i) Treasury Management Practices (TMP1) (appendix 3 on page 104); (ii) the increase in the lowest credit rating proposed for CDC from BBB+ to A- (table 5 in appendix 2 on page 89); and (iii) the proposed increase in the maximum that could be invested in non-property fund pooled investments from £10m to £15m (table 7 in appendix 2 on page 93).

Mr Wilding and Mr Catlow (Group Accountant) replied to a member's question about the likelihood of whether and when the government would issue an IFRS9 statutory override.

Decision

On a show of hands the members present voted unanimously in favour of the Cabinet's recommendation and with no abstentions.

RESOLVED

- (1) That the Treasury Management Policy and Treasury Management Strategy Statement for 2018-2019 as contained in appendix 2 (as amended) of the agenda report be approved.
- (2) That the Investment Strategy 2018-2019 as detailed in the Treasury Management Strategy Statement be approved.
- (3) That the Prudential Indicators and Limits for 2018-2019 included in appendix 2 of the agenda report be approved.

9 Senior Staff Pay Policy Statement 2018-2019

The Council considered the recommendation made to it by the Cabinet at its meeting earlier in the day on Tuesday 6 March 2018, as set out in the Cabinet report and appendix A and appendices 1 and 5 thereto (pages 13 to 23 of the Cabinet agenda), with the remainder of the appendices to Appendix A and a background paper being available to view online only in the Cabinet second agenda supplement.

Mr Wilding (Cabinet Member for Corporate Services) formally moved the Cabinet's recommendation and this was seconded by Mrs Lintill (Deputy Leader of the Council and Cabinet Member for Community Services).

Mr Wilding presented the Cabinet's recommendation. He explained that each year CDC was required to publish a pay policy statement (PPS) with the approval of the Council. As required by the Localism Act 2011 the purpose of the statement was to ensure that as a public body CDC was fully transparent in terms of its pay policies and pay levels for senior staff. On 22 November 2016 the Council approved a new senior management structure, which would commence on 1 April 2018. One of two executive director posts and two of the previous seven heads of service posts had been deleted. The remaining five heads of service would continue to be part of the management team with revised posts and designated as directors. Those changes would achieve annual savings of £129,100.

A member asked whether savings were in fact always necessarily achieved when management restructures occurred or whether instead they actually resulted in a series of more highly paid posts. In reply, Mrs Shepherd advised that savings were always made and further savings would be realised. Proper job evaluations were always undertaken and the members of staff concerned were fairly rewarded.

Another member asked what proportion of the total salary bill was in respect of the management team and how CDC compared with other organisations. Mr Wilding undertook to provide a written response in due course.

Decision

On a show of hands the members present voted unanimously in favour of the Cabinet's recommendation, with no votes against and no abstentions.

RESOLVED

That the Senior Staff Pay Policy Statement 2018-2019 be published.

10 **Solent Recreation Mitigation Strategy**

The Council considered the recommendation made to it by the Cabinet at its meeting earlier in the day on Tuesday 6 March 2018, as set out in the Cabinet report (pages 24 to 26 of the Cabinet agenda) and its appendix (pages 1 to 28 of the agenda supplement).

The recommendation made by the Cabinet had been amended from the one which was set out in the Council agenda. An update sheet produced after the Cabinet's meeting earlier in the day and which circulated prior to the start of this meeting reported the following revised text for the recommendation:

'That the definitive Solent Recreation Mitigation Strategy be approved for use in the determination of relevant planning applications with the amendment agreed by the Cabinet.'

The aforesaid amendment related to para 4.2 in the agenda report (page 25) and substituted the words 'an initial three-year review' in place of 'a five year review'.

Mrs Taylor (Cabinet Member for Planning Services) formally moved the Cabinet's amended recommendation and this was seconded by Mrs Lintill (Deputy Leader of the Council and Cabinet Member for Community Services).

Mrs Taylor presented the Cabinet's amended recommendation. She pointed out that Chichester Harbour was one of the three designated Special Protection Areas (SPAs) in the Solent. The Solent had an internationally recognised bird wildlife significance eg as the overwintering home for waders, wildfowl and 10% of the global population of Brent Geese. This wildlife was vulnerable to the impact of the 60,000 much-needed new homes which were planned for the Solent area up to 2034. In order to minimise the impact of that extensive development, the Solent Recreation Mitigation Partnership (SRMP) had been established and had produced the appended Solent Recreation Mitigation Strategy (SRMS). It was proposed to use initiatives and education to encourage responsible dog walking and other recreational coastal activities and the SRMS would be implemented by a team of five to seven coastal rangers. It sought to provide mitigation for the duration of the impact in perpetuity (80 years after 2034). Its effectiveness would be monitored and regular strategic reviews would be undertaken: ordinarily this would be once every five years but the first one would be after three years, and if that first review indicated any uncertainty over the effectiveness of the SRMS, then a further review less than five years later could be agreed. Implementation and monitoring of the measures would be funded by developer contributions; these would be calculated according to the bedroom numbers of the property and were equivalent to an average of £564 per dwelling. This would apply to all new dwellings within 5.6 km of the SPAs. If the strategy was unsuccessful then it would be necessary to look at other regulatory measures such as the introduction of bylaws to keep dogs on leads or prevent access to parts of the coast or footpaths during the winter season. However, the SRMP preferred to promote behaviour change through positive engagement wherever possible. The SRMS had generally been well received by developers as it afforded them certainty and obviated the need for them to provide specific mitigation measures (although they were free to provide their own measures). In the case of very large developments, the developers might be required to provide other measures besides the financial contribution. CDC had taken the lead in mitigating the effects of

development on wildlife in the Graylingwell and Roussillon schemes and one of its own officers had chaired the panel that formed the SRMS.

During the discussion members in general commended the work done in producing the SRMS, although Mr Lloyd-Williams expressed his dissent on the basis that the SRMS would simply increase house prices (the resource costs listed on page 25 of the agenda supplement) and was in his opinion an extravagant waste of money; he urged that the focus should be instead on enforcing by-laws.

Mrs Taylor, Mr Frost, Mrs Shepherd and Mr Day (Environmental Co-ordinator) responded to members' questions and comments on points of detail with respect to (a) the impact on house prices of mitigation measures; (b) the review period, the effectiveness of monitoring between reviews and the need for annual appraisals of the effectiveness of the measures; (c) the damage to the eco-system which had already occurred from development occurring too close to Chichester Harbour; (d) the extent to which putting dogs on leads would work; (e) the effectiveness of the measures such as the number of rangers to cover such a wide area; (f) the absence of scientific evidence in support of the mitigation measures; (g) the reason for and the calculation of the sliding scale of the cost to developers depending on the number of bedrooms of each property (para 5.3 of the agenda report); (h) the need to enforce the soft measures in the SRMS with the enforcement of by-laws; (i) the need for the SRMS review to look at including Pagham Harbour, notwithstanding that it had its own strategy, and also Medmerry; and (j) the need for the review to examine the robustness of the in-perpetuity funding and governance arrangements

Decision

On a show of hands the members present voted in favour of the Cabinet's recommendation with one vote against (Mr Lloyd-Williams) and one abstention (Mrs Tull).

RESOLVED

That the definitive Solent Recreation Mitigation Strategy be approved for use in the determination of relevant planning applications with the amendment agreed by the Cabinet.

11 South Downs Local Plan - Duty to Co-operate

The Council considered the recommendation made to it by the Cabinet at its meeting earlier in the day on Tuesday 6 March 2018, as set out in the Cabinet report and its appendix (pages 27 to 32 of the Cabinet agenda).

Mrs Taylor (Cabinet Member for Planning Services) formally moved the Cabinet's recommendation and this was seconded by Mrs Lintill (Deputy Leader of the Council and Cabinet Member for Community Services).

Mrs Taylor presented the Cabinet's recommendation. It was a pre-requisite for CDC's Local Plan Review (LPR) to be found sound that the duty to co-operate (DTC) obligations had been fulfilled and a statement of common ground (SCG) agreed with its neighbouring authorities. The South Downs National Park Authority (SDNPA), which would shortly be submitting its local plan for examination, had now asked CDC whether it could take some or all of its unmet housing need within Chichester District. Whereas the *Chichester Local Plan* (CLP) had to be development-led, the SDNPA's local plan was landscape-led and this meant that the SDNPA did not have to meet its full housing need within the South

Downs National Park (SDNP) and under the DTC it could request adjacent authorities to provide for the unmet need. When CDC's CLP was being examined, it was anticipated that the supply of new housing within the Chichester District part of the SDNP would be approximately 70 dpa. However, under the SDNPA's draft local plan the proposed supply was 81 dpa which gave rise to an objectively assessed need (OAN) housing shortfall in the Chichester part of the SDNP of approximately 44 dpa. The appended SDNPA letter set out why the SDNP could not meet its full OAN given the landscape protection accompanying national park status. The SDNPA's request was considered by CDC's Development Plan and Infrastructure Panel (DPIP) on Thursday 1 March 2018 and concerns were raised that (a) whilst the SDNPA had previously made CDC aware that it would not be able to meet its shortfall, it had only made a formal request to CDC to meet its unmet need after the end of the consultation period and (b) in not meeting its OAN within the SDNP, this could result in sustainability issues in the SDNP villages within Chichester District. As to (b), although CDC was not the local planning authority for the SDNP area within Chichester District, it was nevertheless responsible for supplying other services within the SDNP such as housing and insufficient new housing in the villages could make them unsustainable as well as having an unbalanced demographic. Accordingly, the DPIP had recommended a revision of the recommendation which was before it (and this was set out in the Cabinet report), namely that any decision regarding the SDNPA's request should be subject to the evidence-based work associated with the Chichester LPR and the assessment of sites to meet the identified housing needs. The DPIP was cognisant of the DTC to make the LPR sound but that recognition should be balanced with the need to ensure that the SDNP villages in the Chichester District area should remain viable.

With regard to the South Downs National Park Authority's (SDNPA) request that CDC consider assessing its ability to meet some or all of the SDNPA's unmet housing need, Mr Frost referred members (who had previously been e-mailed in this regard) to the Consultation on South Downs Local Plan Pre-Submission report which had been considered by the Cabinet on Tuesday 7 November 2017 and in particular paras 6.8 and 6.9 and appendix 2. That report had identified a shortfall in the SDNPA's housing provision against the objectively assessed housing need for the Chichester District part of the SDNP but at that time the SDNPA had not requested CDC to consider meeting its unmet need and had only done so at a very late stage in its local plan process. It should be borne in mind that the SDNP faced different constraints from those affecting the CLP area. The DTC required CDC for the sake of its own LPR to consider carefully how to respond now to the SDNPA's request.

Mrs Taylor and Mr Dignum said that the issue of the unmet need and the points made by members during the debate would be addressed in a forthcoming meeting between the SDNPA's and CDC's respective chief executives and leaders. This had to be resolved in order that CDC could sign in due course a SCG. Members were asked to e-mail Mr Dignum the points they wished him to raise at that meeting.

During the debate members asked questions and made comments on points of detail and where appropriate received responses from Mrs Taylor, Mr Frost and Mr Dignum. Among the matters covered were: (a) the unexplained and unacceptably late request by the SDNPA that CDC meet its unmet housing need within the Chichester District area of the SDNP; (b) the SDNPA did not appear to have explored sufficiently the scope for providing additional housing within the SDNP and it should be willing to share the burden of this; (c) it was incumbent on CDC notwithstanding the DTC to assess very carefully its ability to accept all or any part of the unmet housing need; (d) CDC should not enter into discussions with the SDNPA with its hands tied as it were to any particular number of

houses per year, whether it was 44 (as cited by the SDNPA in its letter) or any other figure; (e) there should be an opportunity within the SDNP for additional affordable housing (which was clearly needed for local people rather than those who were retiring from, say, London) to be provided within parishes via neighbourhood development plans and there was need for such development, together with developing employment including micro-economy options within the SDNP, to be sustainable community-led rather than landscape-led; and (f) CDC should adopt a robust and proactive approach to DTC negotiations with the SDNPA over the unmet housing need (for which there needed to be clear evidence), which should include a timeframe for a resolution.

The following question was submitted by e-mail in advance of the meeting by Mr Ransley and received an oral response by Mrs Taylor during the debate on this item:

Question

'Can the [Cabinet Member for Planning Services] assure the Council that [(1)] the provision of 667 units made in the [South Downs National Park Authority's] Local Plan for the SDNP area part of the Chichester District is proportional to the allocation for other districts in the SDNP? and [(2)] that by accepting the unmet SDLP housing numbers of 44 units per annum this Council is not agreeing to a higher proportion compared with the other district council areas in the SDNP?'

Response

'The Council and all members have had the opportunity to respond to consultation on the draft South Downs Local Plan as part of the formal consultation in November 2017. This included reference to proposed housing provision across the National Park. No additional sites were put forward by this Council for development within the National Park. Officers have not carried out a detailed analysis of the provision to be made in other districts, but it is believed that a consistent approach to development within the South Downs local plan area has been adopted.

Given the landscape-led approach to the SDNPA Local Plan and the availability of suitable land within the National Park, a detailed analysis of the proportions being allocated to each district in relation to housing needs is unlikely to help inform any Chichester District Council view of the plan. For example the presence of sites such as Syngenta and Shoreham Cement Works might lead to more development within certain parts of the National Park than would otherwise be the case. The SDNPA has advised officers that for the other districts within the National Park statements of common ground are being progressed with the other councils which will address the scope for meeting the unmet needs within these areas in the same way as is being requested of this Council.'

Mr Dignum said that although it had always been obvious that the housing figure of approximately 70 dwellings per year (dpa) for Chichester District was well short of the OAN, it had never been made clear that CDC would be expected to meet the unmet need of 44 dpa ie the difference between OAN figure of 125 dpa and the 81 dpa the SDNPA would provide. CDC was also well aware that the SDNPA was not required, unlike CDC, to have a local plan target figure. Accordingly CDC had seen no reason to object to the SDNPA's draft local plan on that basis and had looked and hoped for a parish-led approach (which was still available). He read from a written response he had received from the Planning Portfolio Holder at East Hampshire District Council (EHDC) which took issue with (a) the SDNPA's use of the landscape-led criterion as a tool to avoid meeting its

housing number allocation, (b) the assumption that adjacent local planning authorities (LPAs) would meet unmet housing need and (c) the consequence that extra unnecessary pressure was unhelpfully being put on those LPAs such as CDC.

Mrs Tull proposed an amendment to the Cabinet's recommendation made earlier in the day whereby on the face of the agenda (a) the word 'the' be replaced with the word 'its' in the third line and (b) the words in the fourth line 'of approximately 44 dwellings per annum' should be deleted. Her proposal was seconded by Mr Moss.

Mr Martin said that he was minded to propose that CDC should assess its ability to meet some, if any, of the SDNPA's unmet housing need. His proposal was seconded by Mr Budge.

In the light of Mrs Tull's prior proposal Mr Martin withdrew his proposal.

At the end of the debate the Council voted on Mrs Tull's proposal.

Decision

On a show of hands the members present voted in favour of Mrs Tull's proposal to amend the Cabinet's recommendation, with three votes against and one abstention. It was, therefore, carried.

RESOLVED

That, subject to the completion of the ongoing evidence-based work and the assessment of sites to meet the identified housing needs associated with the Local Plan Review, Chichester District Council will assess its ability to meet some or all of the unmet housing needs arising from the part of the South Downs National Park within Chichester District via the Chichester Local Plan Review.

12 Update on Tangmere Strategic Development Location Compulsory Purchase Order

The Council considered the recommendation made to it by the Cabinet at its meeting earlier in the day on Tuesday 6 March 2018, as set out in the Cabinet report (pages 33 to 36 of the Cabinet agenda).

Mrs Taylor (Cabinet Member for Planning Services) formally moved the Cabinet's recommendation and this was seconded by Mr Dignum (Leader of the Council).

Mrs Taylor presented the Cabinet's recommendation. She said that in the *Chichester Local Plan* the Tangmere strategic development location (SDL) had been identified for the provision of 1,000 homes and associated infrastructure. The parish council was supportive and had included the SDL site in the Tangmere neighbourhood development plan. Despite meetings between CDC officers and the landowners/promoters of the site, little progress had so far been made due to the consortium being seemingly unable to collaborate to deliver a comprehensive approach to the development. Since the site was essential to the delivery of the Chichester Local Plan housing requirement and a five-year housing land supply, the Cabinet had resolved in July 2017 to support the use of a compulsory purchase order (CPO) and specialist advisers had been retained. A timetable for the formal process to seek a CPO was in the report and section 16 notices had been served in

order to identify ownership and interests in the land. In parallel with this work efforts would continue to be made to engage with the consortium. In view of the very specialised nature of CPO work, an additional £150,000.00 was now sought in order to engage the appropriate experts. It was proposed that approximately £25,500 should come from the Planning Delivery Grant Reserve and £124,500 from CDC's General Fund Reserves. It might be possible to recoup the £150,000 via CDC's developer partner.

Mrs Taylor introduced Mr N Riley, Director of Citicentric Development Management, which was a firm of specialist CPO advisers engaged by CDC.

Mr Riley began by summarising the soft-market testing which Citicentric would be undertaking to identify masterplanners who were experienced in delivering this type of project. He then answered members' questions and comments on points of detail with respect to (a) the costs indemnity provisions in favour of CDC from the date the development agreement was signed; (b) the point in the timetable (para 3.4 of the Cabinet report) when (i) the additional funding of £150,000 would begin to be used and (ii) the details of the masterplanning process would become known eg the number of the houses on the site; (c) the point when the masterplan would be discussed with the community eg the parish council, in view of the compressed timetable; (d) the correlation between seeking a CPO and determining an application for planning consent; and (e) the reason for needing to seek additional funding to that approved by the Cabinet in June 2016.

Mr Frost answered questions with respect to when the details of the masterplan would be known and what alternatives existed for providing additional housing in the event that a CPO was not made.

Decision

On a show of hands the members present voted unanimously in favour of the Cabinet's recommendation, with no votes against and no abstentions.

RESOLVED

That a sum of £150,000 be allocated from the remaining Planning Delivery Grant Reserve and General Reserve to fund the continued work on the Compulsory Purchase Order in respect of the Tangmere Strategic Development Location.

13 Community Governance Review - Chichester City Council

The Council considered the first of three recommendations made to it by the Boundary Review Panel (BRevP) at its meeting on Friday 23 February 2018. The recommendation and a timetable of events (if the recommendation were to be approved) appeared on the face of the Council agenda.

Mr Ridd (BRevP Chairman) formally moved the recommendation and this was seconded by Mr McAra (BRevP Vice-Chairman).

Mr Ridd summarised the background and explained that it was anticipated that the second formal consultation stage would, as with the first stage, be unlikely to elicit any responses.

There was no discussion of this item.

Decision

On a show of hands the members present voted unanimously in favour of the BRevP's recommendation, with no votes against and one abstention.

RESOLVED

That the community governance review of Chichester City Council proceeds to the second consultation stage based on the Chichester City Council proposal to:

(1) Re-ward the City Council to ensure coterminosity with the Chichester District Council wards and

(2) Reduce the number of Chichester City Council members from 20 to 18.

14 Community Governance Review - Increase in Number of Members for Westhampnett Parish Council

The Council considered the second of three recommendations made to it by the Boundary Review Panel (BRevP) at its meeting on Friday 23 February 2018. The recommendation appeared on the face of the Council agenda.

Mr Ridd (BRevP Chairman) formally moved the recommendation and this was seconded by Mr McAra (BRevP Vice-Chairman).

Mr Ridd presented the recommendation.

There was no discussion of this item.

Mr Hall, who was a member of Westhampnett Parish Council, expressed his support.

Decision

On a show of hands the members present voted unanimously in favour of the BRevP's recommendation, with no votes against and no abstentions.

RESOLVED

That the number of members on Westhampnett Parish Council be increased from seven to nine.

15 Community Governance Review - Harting Parish Council

The Council considered the third of three recommendations made to it by the Boundary Review Panel (BRevP) at its meeting on Friday 23 February 2018. The recommendation appeared on the face of the Council agenda.

Mr Ridd (BRevP Chairman) formally moved the recommendation and this was seconded by Mr McAra (BRevP Vice-Chairman).

Mr Ridd presented the recommendation in respect of this new request for a community governance review by explaining the proposal. In advance of a formal consultation, the indications from the owners of the three properties concerned and Rogate Parish Council

were that objections were not anticipated. The rationale for the request was strengthened by the proposed new site for a Harting community facility within the area which it was requested should be transferred to Harting.

There was no discussion of this item.

Decision

On a show of hands the members present voted unanimously in favour of the BRevP's recommendation, with no votes against and no abstentions.

RESOLVED

That a community governance review be undertaken in respect of the properties and land identified by Harting Parish Council which it has requested should be moved from the Rogate Parish Council area to the Harting Parish Council area.

16 Questions to the Executive

The questions asked by members and the responses given were as follows:

Question by Mr Plowman: Implications for Chichester District of recent government statements on need for more housing development

Mr Plowman referred to two recent government statements, one by the Prime Minister on the need for a crackdown on developers who should be releasing land for housing to be built, and the other by Sajid Javid, Secretary of State for Housing, Communities and Local Government, who said that in areas where the unaffordable housing ratio was much higher ie high house prices and low wages (which was surely the case in Chichester District), many more houses would need to be built. In view of these pronouncements, he wished to hear from **Mrs Taylor** (Cabinet Member for Planning Services) about the implications for this area having to take even more development than it currently faced.

Response by Mrs Taylor

Mrs Taylor (Cabinet Member for Planning Services) said that the formula used by CDC for assessing housing need took into account the ratio of affordability of houses in Chichester District and so this issue was already being addressed.

Question by Mr Moss: Adequacy of proposed cycle routes for the West of Chichester strategic development location site

Mr Moss asked **Mrs Taylor** whether, in her role as the Cabinet Member for Planning Services, she was satisfied with the proposed cycle paths for the West of Chichester (Whitehouse Farm) strategic development location site as presented at the exhibition held at Chichester City Council on Wednesday 29 November 2017.

Response by Mrs Taylor

Mrs Taylor (Cabinet Member for Planning Services) said that at the moment the details of the cycle routes were not available and so it would be premature to comment.

Question by Mr McAra: Assistance to parish councils in implementing and applying the new general data protection regulations

Mr McAra referred to the requirement for each local authority, including parish councils, to have a data protection officer in place for the inception in May 2018 of the new European Union General Data Protection Regulation 2016/679 (GDPR). He said that this was a cause for concern in view of the advice given by, for example, SALC that parish councils should engage consultants to perform this role, which would in the case particularly of a small parish council be unduly onerous and use up a significant amount of its precept. He invited **Mr Dignum** (Leader of the Council) to consider whether CDC would be able to create a group of data protection officers (which was permissible) to advise and assist all parishes in Chichester District with a sliding scale of fees to take into account the size and means to pay of each parish.

Response by Mr Dignum

Mr Dignum (Leader of the Cabinet) acknowledged that this was a very important matter. This would be addressed by Mr Wilding (Cabinet Member for Corporate Services) and Mr Ward (Head of Finance and Governance Services) in order to understand (a) how the GDPR would affect CDC and arrange a briefing seminar and (b) how parishes could be advised and assisted to comply with the GDPR regime, perhaps by following the example of Chichester City Council which was to appoint a consultant to be shared with several other parish councils.

Question by Mr Lloyd-Williams: Views of the Overview and Scrutiny Committee about the East Pallant House options appraisal

Mr Lloyd-Williams referred to para 478 of the minutes of the Cabinet's meeting on Tuesday 6 February 2018 (page 7 of the Cabinet agenda for Tuesday 6 March 2018) and queried the statement in the fourth para that the Overview and Scrutiny Committee (OSC) had supported option 2. He said that this did not accurately reflect the debate since options 1 and 2 were vigorously opposed by some OSC members and a minority favoured option 3. He wished to know from **Mr Dignum** (Leader of the Cabinet) if the Cabinet had been aware of the sharp division of opinion among OSC members and wondered why, given this issue affected members and officers, it had not been brought to the Council for a decision.

Response by Mr Dignum and Mrs Shepherd

Mr Dignum (Leader of the Cabinet) said that he had not attended the OSC meeting and not having seen the OSC minutes before or at last month's Cabinet meeting he had been unaware of the differing views expressed by OSC members. In any event, ultimately it had been for the Cabinet to form its own judgment.

Mrs Shepherd (Chief Executive) said that the minutes could be checked but she assumed that the OSC by a majority approved option 2 on a vote being taken and she added that the matter was an executive decision and so was to be determined finally by the Cabinet and not the Council.

Question by Mr Morley: Encouraging commercial development opportunities within the South Downs National Park

Mr Morley said that at the imminent meeting between the leaders and chief executives of CDC and the South Downs National Park Authority (SDNPA) to discuss the SDNPA's unmet housing need request he would like CDC to make the point that more commercial development as well as residential development was needed in the South Downs National Park (SDNP). The SDNPA currently seemed to have an almost 100% residential building and development policy. This needed to be countered by encouraging the SDNPA at this meeting to devise a policy to encourage economic vibrancy of towns such as Midhurst and Petworth to thrive eg by supporting the introduction of enterprise zones and business parks, perhaps even to the extent of developing them ourselves.

Response by Mr Dignum

Mr Dignum (Leader of the Cabinet) sympathised with **Mr Morley's** view. Notwithstanding the end of the consultation, the point would be raised at the meeting. It would have been hoped that the SDNPA would take account in the formulation of its policies of the significant number of people who were employed within the SDNP.

Mr Ransley followed up the foregoing response by remarking that rather than CDC becoming involved in the SDNPA's local plan, parish and town councils should be encouraged to promote commercial development through their neighbourhood development plans.

Question by Mr Oakley: Tackling dog fouling and commercial waste

Mr Oakley referred to the large amount of rubbish collected during a recent clean in Tangmere parish, notably dog fouling and horticultural and construction site waste. He wondered what could be done to reduce the contamination of the countryside and whether the review of the litter enforcement contract could be brought forward given the clear need to expand it.

Response by Mr Connor and Mr Dignum

Mr Connor (Cabinet Member for Environment Services) said that the points raised would be examined during the review once the trial period had ended.

Mr Dignum (Leader of the Cabinet) obtained confirmation in this meeting from **Mrs Dodsworth** (Head of Business Improvement Services) that the one-year contract with East Hampshire District Council included dog fouling. He said that the review would address a whole range of issues including those raised by **Mr Oakley**.

Question by Mr Ridd: Development viability and the reduction of affordable housing

Mr Ridd raised the issue of developers reneging on their promises to build affordable houses in the countryside. He alluded to a very recent report in *The Times* about a study conducted by Shelter and CPRE which found that in more than 150 new housing developments confidential viability assessments had been used to cut the number of affordable houses by 48%. The report said that councils could challenge these assessments but the government had guaranteed big builders at least 20% profit. If builders could show they would make less the government would side with them. To make matters worse profits at Barratts, Wimpey and Persimmon were reported to have

quadrupled to £2.2 billion since 2012. He wished to know if this had affected Chichester District either in its rural or urban areas.

Response by Mrs Taylor

Mrs Taylor (Cabinet Member for Planning Services) said that she was aware of recent national news coverage regarding development viability but given its up-to-date *Chichester Local Plan* (CLP) and the implementation of CIL, CDC as a local planning authority was in a relatively strong position on this important issue. Development viability was a material consideration in the determination of planning applications and was acknowledged in the CLP, which set out what evidence and information CDC expected developers to submit for consideration. In recent years there had been a relatively small number of cases where developers had claimed they could not afford to provide the full affordable housing requirement, usually where there were abnormal costs such as contamination remediation and land re-profiling or where property values were expected to be particularly low. In such cases CDC took a robust approach and used specialist advice to scrutinise such claims. It was worth noting that the proposed amendments to the National Planning Policy Framework were published on 5 March 2018 and they included changes to the references to development viability. The intention appeared to be (a) to tighten up the circumstances in which viability could be put forward as a reason to reduce affordable housing within a scheme; (b) to standardise the information provided; and (c) to make it clear that where a local plan was up to date no viability assessment should be required.

Question by Mr Shaxson: Revised response by Chichester District Council to the South Downs National Park Authority's local plan consultation

Mr Shaxson asked whether, in the light of the debate at this meeting on CDC's response to the South Downs National Park's (SDNPA) belated request with regard to its unmet housing need and in view of the imminent meeting between CDC's and the SDNPA's chief executives and leaders, CDC could now make formal representations to the SDNPA.

Response by Mrs Taylor

Mrs Taylor (Cabinet Member for Planning Services) advised that it was too late to do so as the consultation deadline had expired.

[**Note** End of Questions to the Executive]

17 **Late Items**

There were no late items for consideration at this meeting.

18 **Exclusion of the Press and Public**

In order to consider the Part II confidential exempt matter listed as agenda item 19 Mrs Hamilton read out the resolution set out below, which was duly proposed by Mrs Tull and seconded by Mr Shaxson.

Decision

On a vote by a show of hands the Council approved unanimously, with no votes against and no abstentions, the following resolution.

RESOLVED

That in accordance with section 100A of the Local Government Act 1972 (the Act) the public and the press be excluded from the meeting during the consideration of agenda item 19 (Southern Gateway Implementation) for the reason that it is likely in view of the nature of the business to be transacted that there would be disclosure to the public of 'exempt information' being information of the nature described in the following paragraphs in Part I of Schedule 12A to the Act:

- 1 (information relating to any individual)
- 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information))
- 5 (information in respect of which a claim to legal professional privilege could be maintained in legal proceedings) and
- 6 (information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment)

and because in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

19 **Southern Gateway Implementation**

The Council considered the recommendation made to it by the Cabinet at its meeting earlier in the day on Tuesday 6 March 2018, as set out in the confidential exempt Part II Cabinet report and its two appendices (pages 296 to 329).

Mr Dignum (Leader of the Cabinet) formally moved the Cabinet's recommendation and this was seconded by Mrs Lintill (Deputy Leader of the Council and Cabinet Member for Community Services).

The report was presented by Mr Dignum.

Mr Bennett was in attendance for this item.

Mr Dignum presented the Cabinet's recommendation. He advised that the sixth of the seven recommendations in section 3 of the report (para 3.6) had been withdrawn.

Mr Ward briefed members on each of the matters set out in para 6.1.1 of the report.

Mrs Shepherd, Mr Ward and Mr Dignum responded to members' questions on points of detail.

Mr Ransley had submitted in advance seven written questions about this item. In view of the time when this item had commenced (17:27), Mr Ransley agreed with Mr Dignum's suggestion that written responses would be circulated to all members and relevant officers only (as this was a Part II item) following the meeting.

Decision

The Council voted on a show of hands in favour of making the resolution set out below, with no votes against and seven abstentions.

RESOLVED

- (1) The offer of £5m of funding from the Coast to Capital LEP be accepted, and the Funding Agreement attached as appendix 1 be approved.
- (2) Chichester District Council formally requests the LEP to authorise use of Flexibility Funding, as set out in para 6.1.1.1 of the report, to enable draw down of funds to commence in 2017-2018.
- (3) In the event that Flexibility Funding is approved by the LEP, Chichester District Council's Capital Programme be amended as follows:
 - £500,000 of LEP funding will be applied to the Enterprise Centre in 2017-2018.
 - £500,000 of Chichester District Council's capital reserves be transferred from the Enterprise Centre to the Southern Gateway project in 2018-2019 to supplement the £4.5m balance of LEP funding.
- (4) Should the LEP refuse Chichester District Council's request to utilise Flexibility Funding, and should Chichester District Council also be unable to draw down funding by 31 March 2018, delegated authority be given to the Executive Director to amend the funding agreement to reflect a reduction in funding to £4.5m following consultation with the Leader of the Council.
- (5) The Executive Director be given delegated authority to make other minor amendments to the funding agreement prior to signature after consultation with the Leader of the Council.
- (6) Chichester District Council is prepared, in principle, to use its compulsory purchase powers to make and promote a compulsory purchase order(s) to acquire the relevant land for a comprehensive development comprising a mix of uses as set out in the adopted Southern Gateway Masterplan area (attached as appendix 2).

[**Note** The meeting ended at 18:10]

CHAIRMAN

DATE

Chichester District Council

THE ANNUAL COUNCIL

22 May 2018

Review of Political Balance 2018-2019

1. Contacts

Nicholas Bennett - Divisional Manager Legal and Democratic Services
Telephone: 01243 534657 Email: nbennett@chichester.gov.uk

2. Recommendation

2.1. That the review of political balance arrangements set out below be approved and Tables 1, 2 and 3 be applied in making appointments to committees.

3. Context

3.1. The Council has a duty at its annual meeting, under section 15 of the Local Government and Housing Act 1989 (LGHA 1989), to review the representation of different political groups in line with the political balance rules set out in the LGHA 1989 and subordinate regulations. This provides the framework for the appointments to committees, which is the next item on the agenda.

4. The rules and their Application

4.1. The composition of the Council is as follows:

Conservatives	=	39 (81.25%)
Liberal Democrats	=	5 (10.42%)
Independent Group	=	4 (8.33%)
Total:		<u>48</u>

4.2. Many of the seats on committees have to be allocated in accordance with the rules of political balance. The following principles apply, so far as reasonably practicable. They are applied in descending order of importance, and are quoted in plain English rather than wording taken directly from the statute:

- (a) Not all seats on the committee are allocated to the same political group.
- (b) The majority party has a majority of the seats on each committee.
- (c) Each political group is entitled to its proportion of the **total** number of seats on **all** the ordinary committees added together, according to the proportion the group holds of seats on the full Council
- (d) Subject to (c) above, each political group is entitled to its proportion of the number of seats on each individual committee.

4.3. The four ordinary committees concerned are:

Corporate Governance and Audit Committee	10 seats
Planning Committee	15 seats
General Licensing Committee	15 seats

Standards

7 seats
Total 47 seats

4.4 Total seats due to:

the Conservatives is: $47 \times 81.25\% = 38$ seats
the Liberal Democrats is: $47 \times 10.42\% = 5$ seats
the Independent Group is: $47 \times 8.33\% = 4$ seats

4.5 If these proportions are applied to individual committees, the results are as in Table 1:

Table 1: Entitlement

<i>Figures in brackets are the numbers for 2017-18</i>	Conservatives	Lib Dems	Independents
Corporate Governance & Audit Committee (10)	8.13 or 8 (8)	1.04 or 1 (1)	0.83 or 1 (1)
Planning Committee (15)	12.19 or 12 (13)	1.56 or 2 (1)	1.25 or 1 (1)
General Licensing Committee (15)	12.19 or 12 (13)	1.56 or 2 (1)	1.25 or 1 (1)
Standards Committee (7)	5.69 or 6 (6)	0.73 or 0 (1)	0.58 or 1 (0)
Total seats	38 (40)	5 (4)	4 (3)

4.6 The Conservatives are therefore entitled to two less seats (to reduce their seats from the current 40 to 38 seats) and the Liberal Democrats are entitled to an increase in their seats from the current 4 to 5 seats. The Independents are entitled to one more seat from 3 to 4. Due to the rounding above, all groups have fractions of seats on the Standards Committee that would normally be rounded up. However, in order to maintain the number of seats on that committee at 7 and to maintain the total seats per group, the Liberal Democrat figure of 0.73 must be rounded down to zero and the Independent figure of 0.58 must be rounded up. Alternatively the Liberal Democrat group may forgo a seat to the Independent group on either the Planning Committee or General Licensing Committee to secure a seat on Standards.

4.7 The Overview and Scrutiny Committee is not included in the list above but the seats on it still need to be allocated to parties in the proportion of seats that they have on the whole Council.

Table 2: Overview and Scrutiny Committee Entitlement

<i>Figures in brackets are the current numbers</i>	Conservatives	Lib Dems	Independents
Overview and Scrutiny (15)	12.19 or 12 (13)	1.56 or 2 (1)	1.25 or 1 (1)

4.8 The Conservatives are therefore entitled to one less seat (to reduce their seats from the current 13 to 12 seats) and the Liberal Democrats are entitled to an increase in their seats from the current 1 to 2 seats.

4.9 The various committees and panels concerned with discipline and dismissal of senior staff also are not ordinary committees, but still need to be allocated to parties in the proportion of seats that they have on the whole Council.

Table 3: Disciplinary Committees Entitlement

<i>Figures in brackets are the current numbers</i>	Conservatives	Lib Dems	Independents
Investigation and Disciplinary Committee (5+2 subs)	5.69 or 6 (6)	0.73 or 0 (1)	0.58 or 1 (0)
Appeals Committee (5 + 2 subs)	5.69 or 6 (6)	0.73 or 1 (1)	0.58 or 0 (0)

4.10 In order to ensure equality the Liberal Democrats and Independents are entitled to one seat each on the two disciplinary committees.

4.11 The political groups' regulations do not apply at all to the Cabinet, the Alcohol and Entertainment Licensing Committee established under the Licensing Act 2003, and the Independent/Parish Remuneration Panels.

4.12 Generally the Council is obliged to appoint to the committees the members proposed by the respective political groups (section 16(1) of the Local Government and Housing Act 1989). However, the Council does not have to adhere to the political groups regulations if:-

- (i) a political group does not use up its allocation (regulations 13 to 15); or
- (ii) notice of alternative proposed allocations is given to all members and no member objects (Section 17 of the Local Government and Housing Act 1989 and regulation 20); or
- (iii) an area committee covers an area or population which is less than 40% of the total and the committee members are drawn from that area (regulation 16A) (This Council has no area committees).

5. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		x
Climate Change		x
Human Rights and Equality Impact		x
Safeguarding and Early Help		x

6. **Appendices** – None.

7. **Background Papers** - None

Chichester District Council

THE ANNUAL COUNCIL

22 May 2018

Appointment to Committees 2018-2019

1. Contacts

Nicholas Bennett - Legal and Democratic Services Manager
Telephone: 01243 534657 E-mail: nbennett@chichester.gov.uk

2. Recommendation

- 2.1. **That the Annual Council appoints members to serve on committees for 2018-2019, including their chairmen and vice-chairmen as set out in the appendix to this report, subject to decisions on the previous agenda item regarding political balance arrangements and subject to the nominations proposed by party group leaders.**

3. Background

- 3.1. The appendix attached sets out each committee to which appointments are to be made by the Council:
- The name of the committee
 - The constitution and number of members
 - The political balance, where applicable
 - The 2017-2018 membership
 - Any rules relating to membership
 - The proposed changes to membership in 2018-2019

4. Appendix

- 4.1 Appointment to Committees 2018-2019

**Appointments to Committees 2018-2019
Made by the Annual Council**

CORPORATE GOVERNANCE AND AUDIT COMMITTEE (10)

Constitution: 10 Members of the Council including the Cabinet Member for Corporate Services and a representative from the Overview and Scrutiny Committee. The membership is to be based on political proportionality.

Political Balance:	Conservative	Lib Dem	Independent Group
	8	1	1

2017-2018 Membership	2018-2019 Membership
Chairman: Mrs Tricia Tull (C)	Chairman: Mrs Tricia Tull (C)
Vice-Chairman: Mr Graeme Barrett (C)	Vice-Chairman: Mrs Penny Plant (C)
Mr Jonathan Brown (LD)	Mr Jonathan Brown (LD)
Mr Tom Dempster (C)	Mrs Norma Graves (C)
Mrs Norma Graves (C)	Mrs Philippa Hardwick (C)
Mrs Philippa Hardwick (C)	Mr Francis Hobbs (C)
Mr Graham Hicks (C)	Mr Simon Lloyd-Williams (C)
Mr Francis Hobbs (C)	Mr Keith Martin (C)
Mr Steve Morley (IND)	Mr Steve Morley (IND)
Mr Peter Wilding (C)	Mr Peter Wilding (C)

Rules on Membership of the Corporate Governance and Audit Committee: (page 44 of Part 3 of the Constitution)

- Include the Cabinet Member for Corporate Services
- Include a representative from Overview and Scrutiny Committee

PLANNING COMMITTEE (15)

Constitution: 15 Members of the Council

Political Balance:	Conservative	Lib Dem	Independent Group
	12	2	1

2017-2018 Membership	2018-2019 Membership
Chairman: Mr Bob Hayes (C)	Chairman: Mr Bob Hayes (C)
Vice-Chairman: Mrs Carol Purnell (C)	Vice-Chairman: Mrs Carol Purnell (C)
Mr Graeme Barrett (C)	Mr Graeme Barrett (IND)
Mrs Janet Duncton (C)	Mrs Janet Duncton (C)
Mr Mark Dunn (C)	Mr Mark Dunn (C)
Mr John F Elliott (C)	Mr John F Elliott (C)
Mr Mike Hall (C)	Mr Mike Hall (C)
Mr Les Hixson (C)	Mr Les Hixson (C)
Mrs Jane Kilby (C)	Mrs Jane Kilby (C)
Mr Gordon McAra (IND)	Mr Gordon McAra (IND)
Mr Simon Oakley (C)	Mr Simon Oakley (C)

Mr Richard Plowman (LD)	Mr Richard Plowman (LD)
Mrs Julie Tassell (C)	Mrs Julie Tassell (C)
Mrs Tricia Tull (C)	Mrs Tricia Tull (C)
Mr Darren Wakeham (C)	Mr Darren Wakeham (C)

The Liberal Democrats have given up a seat on the Planning Committee to the Independents in return for a seat on the Standards Committee.

Rules on Membership of Planning Committee:

- Chairman not to be a Cabinet Member (DOE Statutory Guidance paragraph 5.18)
- Subject to the requirements of political balance and diversity, party group leaders are encouraged to apply the following criteria:
 - a) Non Cabinet members only.
 - b) Not more than one member from any ward.
 - c) A fair and reasonable geographical spread recognising
 - (i) the size of the district and
 - (ii) The South Downs National Park.
 - d) Members to show commitment to the process by being available for the whole of each committee meeting (and pre-arranged member site visits) other than for exceptional reasons.
 - e) Members to attend formal training sessions and to be able to demonstrate a reasonable grasp of and familiarity with basic planning principles, policy and guidance i.e.:
 - i. Clearly demonstrate that they understand the need to apply planning policy and planning considerations in making decisions.
 - ii. Show an understanding of the tensions between policy and public expectations and while representing their ward(s) recognise this is a district-wide responsibility.
 - iii. Demonstrate an understanding of the protocols for speaking to the public at planning meetings.
 - iv. Demonstrate a clear understanding of the protocol for speaking at parish meetings and other face to face communications without fettering their discretion.
 - v. Exercise reasoned and balanced judgment in making decisions.
 - f) Members to be able to demonstrate willingness to attend sessions to review the quality of planning decisions (e.g. tour of completed developments).

GENERAL LICENSING COMMITTEE (15)

Constitution: 15 Members of the Council (including at least one member of the Cabinet)

Political Balance:

Conservative	Lib Dem	Independent Group
12	2	1

2017-2018 Membership

2018-2019 Membership

Chairman:	Mr John Ridd (C)	Chairman:	Mr John Ridd (C)
Vice-Chairman:	Mr Henry Potter (C)	Vice-Chairman:	Mr Henry Potter (C)
Mr Graeme Barrett (C)		Mr Peter Budge (C)	
Mr Peter Budge (C)		Mr Andrew Collins (C)	

Mr Andrew Collins (C)	Mr John Connor (C)
Mr John Connor (C)	Mr John W Elliott (C)
Mr John W Elliott (C)	Mr Len Macey (C)
Mr Len Macey (C)	Mr Gordon McAra (IND)
Mr Gordon McAra (IND)	Mr Adrian Moss (LD)
Mr Chris Page (C)	Dr K O'Kelly (LD)
Mrs Penny Plant (C)	Mr Chris Page (C)
Mrs C Purnell (C)	Mrs Penny Plant (C)
Mrs Susan Taylor (C)	Mrs C Purnell (C)
Mr Darren Wakeham (C)	Mrs Susan Taylor (C)
Mrs Sandra Westacott (LD)	Mr Darren Wakeham (C)

Rules on Membership of the General Licensing Committee:

- Must include at least one member of the Cabinet (page 47 of the Constitution).
- As the Committee deals with licensing statutes other than the Licensing Act 2003 the Political Groups Regulations do apply (Schedule 1 to Local Government and Housing Act 1989).

ALCOHOL AND ENTERTAINMENT LICENSING COMMITTEE (15)

Constitution: 15 Members of the Council (including at least one member of the Cabinet)

Not subject to political balance but the membership is the same as General Licensing Committee.

Rules on Membership of the Alcohol and Entertainment Committee:

- The membership must be from 10 to a maximum of 15 (Section 6 of the Licensing Act 2003).
- Political Groups Regulations do not apply as the Committee deals only with licences under the Licensing Act 2003.

STANDARDS COMMITTEE (7)

Constitution: 7 Members of the Council

3 parish councillors are co-opted in a non-voting capacity

The Independent Person(s) appointed by the Council in accordance with section 28 (7) of the Localism Act 2011 are invited to attend meetings of the Committee in an advisory capacity

Political balance applies to the members of Chichester District Council

Political Balance:	Conservative	Lib Dem	Independent Group
	6	0	1

2017-2018 Membership

2018-2019 Membership

Chairman: Mrs Philippa Hardwick (C)	Chairman: Mrs Philippa Hardwick (C)
Vice-Chairman: Mrs Clare Apel (LD)	Vice-Chairman: Mrs Clare Apel (LD)
Mr Mark Dunn (C)	Mr Mark Dunn (C)

Mr Graham Hicks (C)	Mr Graham Hicks (C)
Mrs Jane Kilby (C)	Mrs Jane Kilby (C)
Mrs Carol Purnell (C)	Mrs Carol Purnell (C)
Mrs Julie Tassell (C)	Mrs Julie Tassell (C)

The Independents have given up a seat on the Standards Committee to the Liberal Democrats in return for a seat on the Planning Committee.

DISCIPLINARY COMMITTEES

In order to ensure equality the Liberal Democrats and Independents are entitled to one seat each on the two disciplinary committees.

INVESTIGATION AND DISCIPLINARY COMMITTEE (5 plus 2 subs)

Constitution: 5 members of the Council, including at least 1 member of the Cabinet. 2 substitute members of Council, the membership to be politically balanced (page 52 of Part 3 of the Constitution).

Political Balance:	Conservative	Lib Dem	Independent Group
	6	0	1

2017-2018 Membership

2018-2019 Membership

Cabinet Member: Mrs Jane Kilby (C)	Cabinet Member: Mrs Jane Kilby (C)
Mrs Penny Plant (C)	Mrs Penny Plant (C)
Mrs Carol Purnell (C)	Mrs Carol Purnell (C)
Mr Josef Ransley (C)	Mr Josef Ransley (C)
Mrs Sandra Westacott (LD)	Mr Andrew Shaxson (IND)
Substitutes: Mr Mark Dunn (C) Mr Graham Hicks (C)	Substitutes: Mr Mark Dunn (C) Mr Graham Hicks (C)

APPEALS COMMITTEE (5 members plus 2 subs)

Constitution: 5 members of the Council, including at least 1 member of the Cabinet; 2 substitute members of Council. No member of the Investigation and Disciplinary Committee shall be a member of the Appeals Committee; membership to be politically balanced (page 53 of Part 3 of the Constitution).

Political Balance:	Conservative	Lib Dem	Independent Group
	6	1	0

2017-2018 Membership

2018-2019 Membership

Mrs Susan Taylor (C)	Mrs Susan Taylor (C)
Mrs Clare Apel (LD)	Mrs Clare Apel (LD)
Mr Peter Budge (C)	Mr Peter Budge (C)
Mrs Pam Dignum (C)	Mrs Pam Dignum (C)
Mrs Janet Duncton (C)	Mrs Janet Duncton (C)
Substitutes: Mr Tony Dignum (C) Mr Mike Hall (C)	Substitutes: Mr Tony Dignum (C) Mr Mike Hall (C)

OVERVIEW AND SCRUTINY COMMITTEE (15)

Constitution: 15 Members of the Council (excluding members of the Cabinet and the Chairman of the Council) based on political proportionality

Political Balance:

Conservative	Lib Dem	Independent Group
12	2	1

2017-2018 Membership

Chairman:	Mrs Clare Apel (LD)
Vice-Chairman:	Mrs Norma Graves (C)
Mr Peter Budge (C)	
Mrs Pam Dignum (C)	
Mr Mark Dunn (C)	
Mr Nigel Galloway(C)	
Mr Graham Hicks (C)	
Mr Simon Lloyd-Williams (C)	
Mr Keith Martin (C)	
Caroline Neville (C)	
Mrs Penny Plant (C)	
Mr Henry Potter (C)	
Mr Josef Ransley (C)	
Mr Andrew Shaxson (IND)	
Mr Nick Thomas (C)	

2018-2019 Membership

Chairman:	Mrs Clare Apel (LD)
Vice-Chairman:	Mrs Norma Graves (C)
Mr Peter Budge (C)	
Mrs Pam Dignum (C)	
Mr Mark Dunn (C)	
Mr Nigel Galloway(C)	
Mr Graham Hicks (C)	
Dr K O'Kelly (LD)	
Mr Simon Lloyd-Williams (C)	
Mr Keith Martin (C)	
Caroline Neville (C)	
Mrs Penny Plant (C)	
Mr Henry Potter (C)	
Mr Josef Ransley (C)	
Mr Andrew Shaxson (IND)	

Rules on Membership of the Overview and Scrutiny Committee:

- Not Cabinet Members (Section 21(9) Local Government Act 2000 and page 42 of Part 3 of the Constitution)
- Not Chairman of Council (page 42 of Part 3 of the Constitution)

Chichester District Council

THE ANNUAL COUNCIL

22 May 2018

Appointments to External Organisations 2018-2019

1. Contacts

Nicholas Bennett - Divisional Manager Legal and Democratic Services
Telephone: 01243 534657 Email: nbennett@chichester.gov.uk

Katherine Davis - Democratic Services Officer
Telephone: 01243 534674 E-mail: kdavis@chichester.gov.uk

2. Recommendation

2.1 That the Annual Council appoints members to serve on external organisations for 2018-2019 and longer term appointments/nominations as set out in the tables in the agenda report.

3. Main Report

3.1 Most appointments to outside organisations are made by the Cabinet as the terms of reference for the Cabinet include the authority ‘to appoint or nominate persons to outside organisations which relate to functions of the Cabinet.’ However, the appointment of members to other organisations not relating to the functions of the Cabinet is reserved to the Council meeting.

3.2 Set out below are details of the organisations and the number of representatives to be appointed.

Annual Appointments 2018-2019

Organisation	Appointments in 2017-2018	Appointments for 2018-2019
1. Chichester Conservation Area Advisory Committee (1)	Richard Plowman (LD)	Richard Plowman (LD)
2. iESE Transformation Limited (1)	Peter Wilding (C)	Peter Wilding (C)
3. Portsmouth Water Customer Forum (1)	Simon Oakley (C)	Simon Oakley (C)
4. Sussex Police and Crime Panel (1)	Eileen Lintill (C) <i>Carol Purnell (Deputy) (C)</i>	Eileen Lintill (C) <i>Carol Purnell (Deputy) (C)</i>
5. Western Sussex Hospitals NHS Trust Council of Governors (1)	Eileen Lintill (C)	Eileen Lintill (C)
6. West Sussex Health and Adult Social Care Select Committee (1)	Caroline Neville (C)	Caroline Neville (C)

Longer Term Appointments

Organisation	Appointments in 2017-2018	Appointments from 2018-2019
7. Bourne Community College Governing Body (1)	Diane Shepherd – Chief Executive	Diane Shepherd – Chief Executive (four-year appointment until 2021)
8. Bourne Trust Board (1)	Diane Shepherd – Chief Executive	Diane Shepherd – Chief Executive (four-year appointment until 2021)
9. Chichester College Group Corporation (1)	Jane Dodsworth – Head of Business Improvement Services Steve Hansford – Head of Community Services	Jane Dodsworth – Head of Business Improvement Services (four-year appointment until 2021) <i>(appointment is now for one representative)</i>
10. Chichester Harbour Conservancy (2 plus 2 deputies)	Graeme Barrett (IND) John Connor (C) <i>Penny Plant (Deputy) (C)</i>	Graeme Barrett (IND) John Connor (C) <i>Penny Plant (Deputy) (C)</i> <i>Adrian Moss (Deputy) (LD)</i> (three-year appointment 1 July 2017 to 30 June 2020)
11. South Downs National Park Authority (1)	Mark Dunn (C)	Mark Dunn (C) (appointment is for councillor's term of office ie until May 2019)

4. Appendices

None.

5. Background Papers

None.

Chichester District Council

THE ANNUAL COUNCIL

22 May 2018

Concessionary Rent Relief Delegated Decision

1. Contacts

Report Author

Vicki McKay - Divisional Manager for Growth

Telephone: 01243 534519 E-mail: vmckay@chichester.gov.uk

Cabinet Member

Eileen Lintill - Cabinet Member for Community Services

Telephone: 01798 342948 E-mail: elintill@chichester.gov.uk

2. Recommendation

- 2.1. **The Council is asked to note the delegated decision made by the Cabinet Member for Community Services to award a rent concession to Stonepillow for the duration of its lease term renting office space within East Pallant House.**

3. Background

- 3.1. The Council has been in recent negotiations with the local charity Stonepillow about the opportunity for them to rent some office space within East Pallant House. The requirement for Stonepillow to vacate its current premises was brought forward to 11 May 2018 due to the need for urgent building works to start. This timescale did not therefore allow for a report to be taken to a meeting of the Grants and Concessions Panel to consider the application for the rent concession.
- 3.2. On 2 May 2018 a memo detailing the request was sent by email to the Cabinet Member for Community Services and the Grants and Concessions Panel and the delegated decision was made by the Cabinet Member for Community Services on 3 May 2018. The decision will be reported to the next meeting of the Grants and Concessions Panel on 11 July 2018.

4. Outcomes to be Achieved

- 4.1. That a rent concession is to be awarded to Stonepillow as set out in the appendix for the duration of the term of their lease.

5. Appendix

- 5.1. Stonepillow concessionary rent – Second Floor Offices East Pallant House - Memorandum to Eileen Lintill and the Grants and Concessions Panel [Part II confidential material exempt from publication and circulated on salmon paper to

members and relevant officers only]

6. Background Papers

6.1. None

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted