

Public Document Pack

JOHN WARD
Director of Corporate Services

Contact: Democratic Services
Email: democraticservices@chichester.gov.uk or call
01243 534684

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 COUNCIL** in the Council Chamber, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY on **Tuesday 24 September 2019 at 2.00 pm** 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 16 September 2019

NOTES

The Council meeting will be preceded by a number of Member sessions as follows:

11.00am – 12.30pm	Member Induction on Finance and Budgets
12.30pm – 1.00pm	Questions to the Senior Leadership Team
1.00pm – 2.00pm	Lunch

Members are asked to bring with them to the meeting their copy of the agenda and accompanying papers for the meeting of the Cabinet held on 3 September 2019.

AGENDA

1 **Minutes** (Pages 1 - 14)

The Council is requested to approve as a correct record the minutes of the meeting held on 23 July 2019.

2 **Urgent Items**

The Chairman will announce any urgent items which due to special circumstances are to be dealt with under Late Items.

3 **Declarations of Interests**

Members and officers are reminded to make any declarations of disclosable

pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.

4 Chairman's Announcements

Apologies for absence will be notified at this point.

The Chairman will make any specific announcements.

5 Public Question Time

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

RECOMMENDATIONS BY THE CABINET - 3 SEPTEMBER 2019

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

The reports giving rise to these recommendations are in the papers for the meeting of the Cabinet on 3 September 2019 and are available in the committee papers section of the Council's website.

6 Chichester District Growth Board - terms of reference

The material relevant to this item is the report on pages 13 to 14 of the agenda pack of the Cabinet at its meeting on 3 September 2019.

The following recommendation was made to Council:

That the membership of the Chichester District Growth Board be increased from 3 to 4 for both Chichester District Council and West Sussex County Council.

7 Revised Local Development Scheme 2019 - 2022

The material relevant to this item is the report and its appendix on pages 15 to 32 of the agenda pack of the Cabinet at its meeting on 3 September 2019.

The following recommendation was made to Council:

That the revised Local Development Scheme be approved.

RECOMMENDATIONS FROM OTHER COMMITTEES

8 2018-2019 Annual Governance Statement and Corporate Governance Report (Pages 15 - 17)

The 2018-2019 Annual Governance Statement and Corporate Governance Report is attached to this agenda.

The following recommendation was made by the Corporate Governance and Audit Committee at its meeting on 25 July 2019:

Recommendation to the Council

That the Annual Report on Corporate Governance, the Annual Governance Statement 2018-2019 and the Internal Audit and Corporate Investigations Annual Report 2018-2019 be approved.

OTHER REPORTS

9 Acceptance of grant offer from the Office for Low Emission Vehicles and resolution to spend the related monies (Pages 19 - 22)

The Council is requested to note the urgent decision taken.

10 Constitution Amendment

Following changes to the Cabinet member portfolios and titles it is necessary to amend the delegation relating to the Grants and Concessions in order to ensure a stand in decision maker where the Cabinet Member for Corporate Services has a disclosable or prejudicial interest in an item. At present Part 3, Section 2, page 42 of the Constitution reads as follows:

For the avoidance of doubt, where a request exceeds the delegation, a recommendation will be made to Cabinet. The Cabinet Member for Corporate Services is also delegated the powers relating to Grants and Concessions and New Homes Bonus (Parish Allocations) held by the Cabinet Member for Community Services, where that member has a prejudicial interest or is otherwise unavailable.

It is proposed that it be replaced with:

For the avoidance of doubt, where a request exceeds the delegation, a recommendation will be made to Cabinet. The Leader or Deputy Leader is also delegated the powers relating to Grants and Concessions and New Homes Bonus (Parish Allocations) held by the Cabinet Member for Community Services, where that member has a prejudicial interest or is otherwise unavailable.

RECOMMENDATION TO THE COUNCIL

That the Constitution, Part 3, Section 2, page 42 be approved for amendment as follows:

For the avoidance of doubt, where a request exceeds the delegation, a recommendation will be made to Cabinet. The Leader or Deputy Leader is also delegated the powers relating to Grants and Concessions and New Homes Bonus (Parish Allocations) held by the Cabinet Member for Community Services, where that member has a prejudicial interest or is otherwise unavailable.

11 **Parish Council representation on the Standards Committee**

The Constitution provides for three parish councillors to be co-opted to the Standards Committee in a non-voting capacity. Nominations were sought at the All Parishes Meeting on 15 July 2019. The following were nominated by representatives of parish councils and meetings for co-option to the Standards Committee. The Council is asked formally to co-opt them to the Standards Committee:

- Mr Ray Cooper (Lurgashall Parish)
- Mr David Ribbens (Plaistow & Ifold Parish)
- Mr Jose Galego (Easebourne)

12 **Review of Political Balance (Pages 23 - 27)**

The report relating to this item is included in the agenda pack.

The Council is requested to make the following resolution:

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

13 **Appointment and Membership of Committees and their Chairmen and Vice-Chairmen (Pages 29 - 35)**

The report relating to this item is included in the agenda pack.

The Council is requested to make the following resolution:

That the membership of Committees for 2019-2020 following the change to political balance along with resultant changes to their Chairmen and Vice-Chairman as set out in the report be approved.

14 **Appointment and Membership of the Boundary Review Panel (Pages 37 - 39)**

The report relating to this item is included in the agenda pack.

The Council is requested to make the following resolution:

That the appointment of members to serve on the Boundary Review Panel 2019-2023 and their Chairman as set out in the report be approved.

15 **Amendment to Committee Timings (Pages 41 - 44)**

The report relating to this item is included in the agenda pack.

The Council is requested to make the following resolutions:

1. That Council notes the responses to the consultation and that based upon the responses to that consultation confirm that timings of meetings remain unchanged at this time.

2. That a working group be established by the Leader after the trial period to consider whether a change to Committee meetings should be recommended to Council for the subsequent four year committee cycle from 2023.

16 **Public Question Process** (Pages 45 - 50)

The report and appendix relating to this item are included in the agenda pack.

The Council is requested to make the following resolution:

That the Councils procedure for public questions be amended as set out in the Appendix to the report.

17 **Committee Calendar of Meetings - May 2020 - May 2021** (Pages 51 - 55)

The report and appendix relating to this item are included in the agenda pack.

The Council is requested to make the following resolution:

That the committee calendar of meetings for May 2020 to May 2021 be approved.

18 **Parish Name Change** (Pages 57 - 61)

The report and appendix relating to this item are included in the agenda pack.

The Council is requested to make the following resolutions:

1. That the change of name of Singleton Parish Council to Singleton and Charlton Parish Council be authorised
2. That the Divisional Manager for Democratic Services be authorised to serve notices upon the Secretary of State, the Director General of the Ordnance Survey and to the Registrar General of that name change

MOTIONS PROPOSED IN ADVANCE BY MEMBERS

19 **Motion to the Council to increase the importance of nature in Chichester by six measures** (Pages 63 - 65)

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 attached motion will be proposed by Cllr Sharp and if duly seconded it will then be discussed at this meeting.

20 **Motion to the Council about Electricity Suppliers** (Page 67)

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 attached motion will be proposed by Cllr Sharp and if duly seconded it will then be discussed at this meeting.

21 **Motion to the Council about Affordable Housing** (Pages 69 - 70)

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 attached motion will be proposed by Cllr Hughes and if duly seconded it will then be discussed at this meeting.

22 **Questions to the Executive**

Members are invited to ask a question of a member of the Executive (maximum of 40 minutes duration).

23 **Late Items**

To consider any late items as follows:

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

24 **Exclusion of the press and public**

The Council is asked to consider in respect of agenda item 24 whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

25 **Southern Gateway - Potential Acquisition**

The material relevant to this item is the report and its appendix on pages 93 to 99 of the agenda pack of the Cabinet at its meeting on 3 September 2019 and the subsequent supplement that was circulated to members only.

The following recommendation was made to Council:

That the purchase consideration plus associated costs be funded by the use of reserves.

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.

4. 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 E Hamilton	Mr T Johnson
Mrs C Apel	Mrs E Lintill
Mrs T Bangert	Mrs S Lishman
Mr G Barrett	Mr G McAra
Miss H Barrie	Mr A Moss
Mr M Bell	Mr S Oakley
Rev J H Bowden	Dr K O'Kelly
Mr R Briscoe	Mr C Page
Mr J Brown	Mr D Palmer
Mr A Dignum	Mrs P Plant
Mr J Elliott	Mr R Plowman
Mr G Evans	Mr H Potter
Mrs J Fowler	Mrs C Purnell
Mrs N Graves	Mr D Rodgers
Mr F Hobbs	Mrs S Sharp
Mr K Hughes	Mr A Sutton
Mrs N Hume	Mrs S Taylor
Mrs D Johnson	Mr P Wilding

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Public Document Pack Agenda Item 1



Minutes of the meeting of the **Council** held in Committee Rooms - East Pallant House on Tuesday 23 July 2019 at 2.00 pm

Members Present: Mrs E Hamilton (Chairman), Mrs C Apel (Vice-Chairman), Mrs T Bangert, Mr G Barrett, Miss H Barrie, Mr M Bell, Rev J H Bowden, Mr R Briscoe, Mr J Brown, Mr A Dignum, Mr J Elliott, Mr G Evans, Mr F Hobbs, Mr K Hughes, Mrs N Hume, Mrs D Johnson, Mr T Johnson, Mrs S Lishman, Mr G McAra, Mr A Moss, Mr S Oakley, Dr K O'Kelly, Mr C Page, Mr D Palmer, Mrs P Plant, Mrs C Purnell, Mr D Rodgers, Mrs S Sharp, Mr A Sutton, Mrs S Taylor and Mr P Wilding

Members not present: Mrs J Fowler, Mrs N Graves, Mrs E Lintill, Mr R Plowman and Mr H Potter

Officers present all items: Mr N Bennett (Divisional Manager for Democratic Services), Miss L Higenbottam (Democratic Services Manager), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

21 Minutes

The Chairman extended a warm welcome to everyone present and read out the emergency evacuation procedure.

The Chairman explained that there was one amendment to minute 13 of the minutes of the Annual Council meeting held on 21 May 2019 relating to Public Question Time:

Mr Lloyd-Williams asked the following supplementary question, what does the council intend to do about the members who haven't attended training sessions which are paid for by the tax payer. Will they be prevented from speaking at Council and/or sitting on Committees until they have completed training?

Mrs Shepherd responded:

It is not possible to stop a councillor from attending Council or any Committee which they have been appointed to. Following today's appointments the Planning and Licensing Committee members will be reminded that they need to attend the relevant training sessions. The council acknowledges the number of working members and will be considering ways to best address their needs going forwards.

In a show of hands the Council voted to approve the minutes of the Annual Council meeting held on 21 May 2019 subject to the above amendment.

RESOLVED

That the minutes of the Annual Council meeting held on 21 May 2019 be approved and signed by the Chairman as a correct record of the meeting subject to the above amendment.

22 Urgent Items

The Chairman explained that there was one urgent item relating to the Appointments to External Organisations made at the Annual Council meeting on 21 May 2019 which would be dealt with under agenda item 11.

23 Declarations of Interests

Mr Over declared an interest in agenda item 14 and withdrew from the room when the item was discussed.

24 Chairman's Announcements

The Chairman announced the following apologies for absence from Cllr Judy Fowler, Norma Graves, Cllr Richard Plowman, Cllr Eileen Lintill and Cllr Henry Potter.

The Chairman explained that she had attended the Voluntary Action Arun and Chichester (VAAC) AGM and was pleased to report that the council amongst other authorities had received thanks for its support in offering a three year funding agreement.

The Chairman then took the opportunity to congratulate a previous district councillor Tony French on receiving the Freedom of the City.

25 Public Question Time

The following public questions were asked:

Question from Mr Lloyd-Williams:

How much Council Tax Payers money has been spent supporting the Novium Museum since it has opened (including site purchase, design and build costs, running costs), and how much further Council Tax Payers money must be spent in the next 5 years to continue this support, please?

Response to question read by Mr Briscoe:

I'd like to thank you for giving me this opportunity to bring to everyone's attention the fantastic resource we have in the Novium Museum, yes there are costs associated with it as with many of the other District Council facilities and services. I would have expected you however to have been familiar with the costs you are asking about having been a Dist. Cllr who sat on the Overview and Scrutiny Cttee. However, I'm sure you're aware the Novium Museum opened in July 2012 and has progressed steadily in its achievements and fantastic Exhibitions including the ones on our own Tim Peake and Lego. The visitor numbers are steadily rising and with that the revenue from the shop, grants and sponsorship are increasing, and that's without even considering the boost to the local economy of the City and wider District as a result. So, initially, the museum cost just over

£6 million. This included the build, the fit and transference of artefacts from the site at the Little London Museum. However, that site was sold on along with the adjoining Tower Street site for a combined figure of nearly (2.5m) £2.465m in order to reduce the capital expenditure for the new premises. The Tourist Information Centre also moved into the new museum, which meant that we the council could lease the former TIC building, this is now generating an additional £49.5k pa for the council, this additional income is not attributed against the Novium's budget even though it is because of the Novium that this has been made possible. Since the construction of the new museum, the museum service has cost the council £4,290,000 to run which equates to an average of £536,250 per annum. The Novium Museum budget for 2019/20 is £610,900 but we're currently carrying out a feasibility study into the running and facilities at the Novium and the results from this will inform the new Museum business plan, that will go to cabinet next year. As part of this work we are continuing to look for opportunities that will help us to reduce costs and increase income from the service. A good example of this is the work currently being carried out for the exciting forthcoming 'Mystery Warrior' exhibition. This exhibition is of International Interest, we have been chosen to host this exhibition due to our location and superb facilities in the Novium, we hope it will attract more visitors than both the Tim Peak and Lego Exhibitions. It is very hard to quantify the educational and economic benefits the Novium provides to schools and businesses of Chichester, but it certainly gives us the benefit of Media coverage and enables us to sell Chichester as a destination. The new Exhibition has already brought a £50k grant from the National Lottery Heritage Fund and sponsorship from Irwin Mitchell, money which would otherwise have gone to other Council areas. The cost of running the old museum in Little London and the TIC in South Street has been reviewed, when this is compared to the current budget for the Novium Museum taking the inflationary rate into account it showed that The Novium Museum actually costs £32,777 less than the Little London Museum and Chichester TIC. So, you can clearly see significant savings have been made through diligent management. Chichester prides itself on its diverse heritage and cultural offer, The Novium Museum plays a key role within this. Along with other attractions it encourages people to visit our city, spend in our shops, use our cafes and restaurants; and stay in our hotels. This can only be good for local businesses. What's even better, is that the museum is free, accessible to all and offers something for all ages. We should be proud our District has such a world class facility and encourage its use. There is a public consultation currently in progress which I'd encourage you to complete as it looks at ways of improving our service, it runs till 1st Sept. Thank-you

Question 1 from Deborah May:

Could you as a District Council pledge to support these WASPI women and families in Chichester?

Question 2 from Deborah May:

Would Chichester DC also be prepared to write to West Sussex County Council to also ask them to pledge *their* support to the WASPI women?

Response to questions read by Mrs Taylor:

Thank you for your question and I would confirm your statement that the Council does not decide national pension policy, however, we do have a role to support all members of our community. The Council feel it is for WSCC to make their own decision in this regard and so it is not our intention to write to them, however, the Council will write to the Minister offering our support to the WASPI campaign.

Question from Guy Knight:

At last weeks Chichester food festival the noise levels were set at a maximum of 65 decibels the equivalent of a domestic vacuum cleaner. The music was played for 27 hours and whilst the recorded music appeared to meet the agreed levels the live music was intrusive was heard inside properties at the far end of North Close and in North street as well as causing a considerable nuisance to properties closer to the park. In addition conditions regarding the event start time and dismantling of the site were disregarded by the operator. This was also the case with the Ice rink and Oktoberfest How will Chichester District Council ensure that future events are run in accordance with the agreed conditions and thus protect the well being of residents living near the park and will they refuse to allow operators who breach these conditions to run future events in Chichester?

Response to question read by Penny Plant:

The Environmental Protection Team at the Council refer to a national standard, the Noise Council's Code of Practice on Environmental Noise Control at Concerts (1995) when setting Music Noise Levels ((MNLs) and other noise control measures for outdoor music events.

The Council seeks a balance between a music event enjoyed by many and the potential for disturbance and annoyance to those living in the vicinity. Compliance with the code may not eliminate complaints as other local factors affect the acceptability and likelihood of complaints from concerts.

For Rhythm and Blues Festival 2019, music was restricted so residents did have quiet times and all music ceased before 9pm on Friday and Saturday and 6pm on Sunday. Noise levels were set at the boundary of noise sensitive properties for the music and for the more disturbing bass frequencies

Noise monitoring undertaken by the Environmental Protection team and the event organiser demonstrated compliance with the noise level requirements throughout the event. The one exception was when the event sound engineer conducted a low level sound test on Saturday morning and this was addressed by the Council at the time of the event.

In terms of ensuring events are run in accordance with the agreed conditions, Hire of Land conditions include a clause where the hirer shall ensure no noise nuisance is caused and any violation may result in closure of the event. No nuisance was witnessed during this event.

The Council agreed breakdown of the event with the organiser between 9am and 12.30pm however the fencing contractors were on site at 7am. As soon as the Council were notified, the event organiser was contacted and ceased the activity. The event organiser has apologised and we are liaising with them over the incident under the terms and conditions of hire of the land.

Question 1 from Mr Dicker:

In 2018 the Council stated that a consultation had to be conducted on the local Plan over Christmas and New year to ensure that tight deadlines could be met for ensuring that the

local plan is in place for the examiner. The initial plan was for this information to be presented to the examiner for the summer of 2019 having been represented to a public consultation.

I like circa 800 people responded to what I felt was the worst consultation paper I have ever read. I now gather that the full council are to make a key decision in November 2019. Can the council please confirm:

When will the public see the revised plan and comment on it prior to the November decision at full council?

Response to question read by Susan Taylor:

As stated in the Cabinet Forward Plan, it is currently expected that November's meeting of Cabinet and Council will consider responses to representations and the proposed distribution of development to be included in the Publication Plan. There is no expectation that the full revised plan will be considered in November. Papers for November meetings of Cabinet and Council will be publicly available at least five working days before the relevant meeting.

Question 2 from Mr Dicker:

When will the council decide on whether to adopt the unmet housing need from the SDNP [1] as it does not appear in the key decision log before the local plan comes back in November?

Response to question read by Susan Taylor:

Such matters will need to be considered in conjunction with a number of other matters, including the updated evidence base for the Local Plan. It is currently expected that this will be discussed at the November meetings of Cabinet and Council but this position will be kept under review. Nevertheless, whilst it is for this Council to confirm its position in this regard, it is ultimately for the Secretary of State to conclude on the soundness of the approach through the examination of the Local Plan Review.

Question 3 from Mr Dicker:

I heard recently that an officer of the council stated "there is NO PLAN to build in Flood Zone 3" can the council please explain why land at AL6 has been accepted into the current draft plan?

Response to question read by Susan Taylor:

The Local Plan Review proposes to allocate a number of sites across the Plan Area, with proposed boundaries identified to cover the extent of an allocation. The proposed boundaries of an allocation should not be inferred to identify the area of the site which is considered to be suitable for development. With specific regard to AL6, the proposed allocation also expects delivery of significant open space and green infrastructure, to include a county park. Such uses may well be acceptable within areas identified as being particularly prone to flooding.

Question 4 from Mr Dicker:

Can the council now confirm how many responses to the consultation were received, How many comments or observations made and what was the area which received the most comments ie AL area?

Response to question read by Susan Taylor:

Just over 3,200 representations were received from 729 respondents. Details of the issues raised and recommended responses to them are expected to be considered by Cabinet and Council in November.

Question 5 from Mr Dicker:

Has the council asked the MP to challenge the assessed housing need numbers with Government. If so when, If not why not?

Response to question read by Susan Taylor:

The Government has prescribed a standard methodology which local authorities are expected to use in identifying the starting position for calculating local housing needs. This standard methodology has been prepared to enable the central Government objective of significantly boosting housing supply to be provided for across the country. The Council will continue to prepare its Local Plan in accordance with national planning policy. Whilst the Chichester Plan Area is recognised to have a number of constraints to address in meeting this need, insufficient evidence has yet to be identified which would suggest that the anticipated development needs could not be reasonably accommodated.

Question 6 from Mr Dicker:

How is the Peter Brett report without a link road progressing and when will this amended transport study be available for public consultation?

Response to question read by Susan Taylor:

The evidence base supporting the Local Plan Review is continuing to be updated. Updates to the transport study are expected later this year and will be carefully considered by this Council.

Question from Mr Andrew Bain on behalf of the Chichester Society read by Mr Wiggins:

Given the overall desire for removal of the level crossings expressed over many decades and confirmed in a recent survey in the Observer with 85% in favour, can we expect this removal to be included in the Master Plan for the Regeneration of the Southern Gateway?

We have proposed a height limited underpass on Basin Road as a feasible solution.

Response to question read by Tony Dignum:

Thank you for your question.

The masterplan has been adopted by the full Council on a free, unwhipped vote and does not include proposals for an overpass or underpass. The masterplan forms the basis of the development brief upon which developers will make their detailed proposals. Given a choice most people would obviously prefer there were no level crossings. That is why the Consultants who produced the masterplan were asked to look at the possibility of closing the level crossings and providing access via a bridge or tunnel. I note that like the Gateway Plus group you are advocating only a tunnel and not a flyover.

The consultants also rejected a flyover because of:

- *The length of the ramps. The southern ramp would have stretched from the northern boundary of the Royal Mail depot to the railway and the northern ramp would have been a similar length*
- *The adverse impacts on the look of the city and the views of Chichester Cathedral.*
- *The adverse impact on the environment in terms of the presence of a flyover within the Conservation Area.*

The consultants also rejected your proposed solution of tunnel.

They concluded that a tunnel would not be feasible, deliverable or desirable for the following seven reasons:

1. significant cost – in the order of £10 million so adding to the abnormal costs of the Southern gateway scheme;
2. substantial land-take to accommodate the tunnel approaches (approximately 125 metres either side of the line), similar to that required by a bridge;
3. issues of flood risk for a tunnel;
4. relocation of underground services including the River Lavant Culvert;
5. localised air quality issues around tunnel entrances; and within the tunnel
6. maintaining rail services during construction;
7. Easing access would tend to bring more traffic into the city centre, contrary to the aims of the Chichester Vision.

While we sympathise with the wish to scrap the level crossings, we all should also recognize that the issues have already been carefully studied.

26 Resurfacing and Improved Drainage at Westhampnett Depot

The Chairman invited Mrs Plant to introduce the report and referred members to the recommendations made by the Cabinet at its meeting on 4 June 2019 which are detailed on the Council agenda front sheet.

Mrs Plant proposed the recommendations which were seconded by Mrs Taylor.

In a show of hands the Council voted in favour.

RESOLVED

1. That the Council releases £392,000 from reserves and £200,000 from the Asset Replacement Programme to fund the resurfacing and improved drainage at Westhampnett Depot.

2. That the Council uses Brexit funding of £31,000 to purchase a new fuel storage facility.

27 Vehicle Wash-Down Facility at Westhampnett Depot

The Chairman invited Mrs Plant to introduce the report and referred members to the recommendation made by the Cabinet at its meeting on 4 June 2019 which is detailed on the Council agenda front sheet.

Mr Oakley requested reassurance that the downstream environment impact would be minimised. Mrs Plant explained that this would be the case.

Rev Bowden requested that vehicles using the facility be supervised by council staff to minimise damage.

Mrs Plant proposed the recommendation which was seconded by Mrs Taylor.

In a show of hands the Council voted in favour.

RESOLVED

That the Council releases £199,400 from reserves to fund the provision of a vehicle wash-down facility at Westhampnett Depot.

28 Chichester District Council Annual Report 2018-2019

The Chairman invited Mrs Taylor to introduce the report and referred members to the recommendation made by the Cabinet at its meeting on 9 July 2019 which is detailed on the Council agenda front sheet.

Dr O'Kelly with reference to page 20 of the agenda pack expressed concern regarding the 10.9% increase in crime and suggested it be considered by the Overview and Scrutiny Committee (OSC) in the coming year. She also requested the introduction of indicators to monitor the homelessness in relation to numbers in temporary accommodation and to monitor the response times of the Planning Enforcement team. In response to the crime increase Mr Briscoe explained that he would be addressing the concerns with the Police Crime Commissioner. With regard to the OSC referral Mr Moss as Chairman of OSC agreed to address the item in the upcoming OSC work programme. With regard to the introduction of new indicators Mrs Shepherd explained that the practicality would need to be discussed with the relevant officers outside of the meeting.

Mr Brown with reference to page 38 of the agenda pack requested a more satisfactory response to the reason for the exclusion of a fifth wildlife corridor from the draft Local Plan. Mr Frost explained that there had been strong evidence for four of the corridors and if further evidence came forward for the fifth corridor it would be taken into consideration.

Mrs Johnson wished to note a correction to the report relating to the Seas the Day Project. She explained that the project is part of the Selsey Haven Feasibility Study not the Selsey Vision.

Mr Moss with reference to page 21 of the agenda pack explained that he felt it important to expand the thinking of the parking strategy and look at parking charges more dynamically

with regard to its effect on visitors to Chichester. Mr Dignum explained that a report would be taken to the Chichester District Parking Forum shortly where this could be considered.

Mr Bell requested confirmation whether there would be changes made to the car parking charges prior to April 2020. Mr Dignum explained that the car parking charges had been fixed by the Cabinet in April 2018 for a two year period.

Mrs Plant proposed the recommendation which was seconded by Mr Briscoe.

In a show of hands the Council voted in favour.

RESOLVED

That the Council receives the Annual Report 2018-2019.

29 Overview and Scrutiny Committee Annual Report

The Chairman referred members to OSC Annual Report 2018-2019 and OSC Work Programme 2019-2020 on pages 19 to 28 of the agenda pack and explained that the recommendation from the OSC had been amended to read '*that the 2018-2019 Overview and Scrutiny Committee Annual Report be noted*'. The Chairman then invited Mrs Apel as the OSC Chairman during the period discussed in the OSC Annual Report to introduce the item.

Mrs Apel explained that a great deal of work had taken place during 2018-2019 and she wished to take the opportunity to thank all the officers involved.

Mr Bell with reference to page 23 of the agenda pack asked whether a breakdown of costs for the Ice Rink had been received. Mrs Apel confirmed that she had not seen any figures to date. Mrs Hotchkiss explained that a report would be taken to the next OSC which would cover Mr Bell's request and detail the reinstatement of the grass which had been signed off.

Mrs Apel proposed the recommendation as amended which was seconded by Mr Moss.

In a show of hands the Council voted in favour.

RESOLVED

That the 2018-2019 Overview and Scrutiny Annual Report be noted.

30 Questions to the Executive

The Chairman invited questions to the Executive.

Mrs Apel asked whether following the Cabinet's declaration of a Climate Emergency could green measures such as solar panels in new buildings such as the new Lidl's be a requirement of a planning permission. Mr Over explained that a planning application for solar panel roofing at the site would be submitted shortly.

Mr Oakley explained that during the recent unauthorised occupation of Tangmere Airfield a number of illegal and antisocial activities took place including:

- Fly tipping
- Human fouling
- Intimidation of allotment holders
- Verbal abuse of a CDC officer

He asked what approaches has CDC taken or will undertake to Sussex Police to ensure the Police take a more robust approach to the use of their S61 powers to remove travelling groups and minimise the impact on residents and the environment. Mr Briscoe agreed that the Police should take their more powers more seriously in this case. He agreed to come back to Mr Oakley with a response.

Mr Johnson asked what the process is for asking supplementary questions as some supplementary questions were allowed at the Annual Council meeting but not others. The Chairman explained that supplementary questions are allowed at the Chairman's discretion and time is a consideration. Mrs Shepherd added that a Public Question Time leaflet is available on the website and public questions are limited to 15 minutes per meeting.

Mr Hughes with reference to the council's website asked whether reference to starter homes as an affordable housing option could be removed if the option is not being pursued. Mrs Rudziak responded and explained that the Government initiative had never taken off so it would be removed from the website.

Mrs Bangert with reference to library closures asked to what extent could the Local Plan mitigate West Sussex County Council (WSCC) cuts to ensure community facilities such as the Southbourne Library are maintained. Mrs Taylor responded and explained that the cuts were not foreseen when the Local Plan process began three years ago however the needs of local communities would need to be addressed as part of the Local Plan Review process. She explained that Mrs Bangert could make representation to WSCC with regard to the effects of the closure on the local community.

Mr Brown with reference to Southern Water Waste Water Treatment Works what representations have been made by the council to Ofwat and could representation be made to Southern Water and/or Ofwat under the duty to cooperate. Mr Frost explained that representations to Southern Water and/or Ofwat would be appropriate once assurance has been given that the infrastructure in the district area is unaffected.

Mr Evans asked with reference to Government targets for 0 emission cars by 2022 what provision has the council made to meet the target and will the Local Plan take the requirement into account. Mr Dignum responded and explained that a grant had been received for electric car points in district car parks. He added that there is a new Air Quality Action Plan and consideration was also being given to air pollution from tailbacks into car parks such as Little London. Mr Frost added that a number of council projects would be addressing the requirement in the coming year.

Mrs Sharp asked whether the Council could do more to make a more level playing field between out of town and inner city shopping to revitalise the city centre and suggested considering an impact assessment to determine the effect on city centre vitality by continuing to develop Barnfield Drive and the Southern Gateway with more shops and considering putting pressure on Central Government to reduce business rates on

increasingly struggling in-town shops and increase rates on increasingly valuable out of town sheds and internet companies.

As Mrs Sharp had submitted the question in advance Mrs Taylor read the following response:

The policies of the adopted Local Plan seek to ensure that the city centre retains its role as the focus for retail activity. Consequently, Policy 28 of the Plan restricts edge and out of town proposals primarily to bulky goods which require larger units and which will not harm the vitality and viability of the city centre.

The District Council has been focusing additional support to the inner shopping city area with the following activities:

- Appointment of Events & Promotions Officer
- Retail Mentoring Programme to support **independent** high street retailers in Chichester City and our rural towns / retail centres.
- New Shop Front Grant Scheme to improve external improvements to the retail premises of **independent** businesses – eligibility via Retail Mentoring Programme and funds still available
- Investment in Visit Chichester
- Enabling Grant programme
- Economic Development -Business Contact Programme

Firstly, the development at Barnfield Drive has planning permission. The planning applications were not required under Government policy in the NPPF to be accompanied by an impact assessment but assessments were nevertheless submitted and independently tested by consultants on behalf of the Council. These showed that by imposing restrictions on the uses and size of units permitted, the development would not have an adverse impact on the city centre.

Secondly, when planning applications are submitted for the development of Southern Gateway these will be subject to the 'Sequential Test' and 'Retail Impact Test' (as appropriate) as set out in the NPPF and to the retail policies of the Local Plan to ensure that proposals that come forward are complementary to and do not have a significant adverse impact on the city centre.

As members will be aware the Business rates paid by businesses are a combination of the Rateable Value set by the Valuation Office and the Business Rate multiplier set centrally by the Government. The Government have recognised the current pressures on the high street and has recently announced a number of measures to assist the High Street including changes to business rates which allows retail businesses occupying premises with a rateable value of less than £51k to apply for rate relief of a third for two years. This 30% discount applies to shops, cafes, restaurants, bars and pubs and within the Bid area of the city 177 businesses have qualified for this discount including 145 shops.

With regard to increases rates on out of town and internet companies, this is a national issue and the Local Government Association lobbies the Government on behalf of all Councils.

Mrs Sharp asked a supplementary question regarding whether support would be given to start-ups and community groups using empty shops. Mr Dignum responded and explained

that a proposal for a pop-up shop in a property owned by the council would be coming forward shortly.

Mr Moss asked whether following the Council's agreement to support the WASPI proposal during public question time could the letter to Government be copied to the Leader of WSCC and the local MP. Mrs Taylor agreed to take up the suggestion.

Rev Bowden requested a timetable of when decisions would be made regarding the cities pavements. Mr Dignum explained that a discussion had taken place at a recent Steering Group involving the council, WSCC, Chichester City Council and the BID and the options available would be reported back to the Group shortly. Rev Bowden requested a copy of Mr Dignum's full written response.

Miss Barrie asked whether CDC would consider mounting a challenge to the Minister on the District's housing allocation under NPPF Footnote 9 and taking into account the extenuating circumstances given:

- The UN report on Climate change and sea level rise
- The Natural England position on nitrate vulnerable zones
- Pending the outcome of Glover Review

As Miss Barrie had submitted the question in advance the following response was read by Mrs Taylor:

NPPF Footnote 9 which was replaced by Footnote 6 within the latest iteration of the NPPF refers to specific policies that protect areas or assets of particular importance that could represent a reason for restricting development within the context of the general presumption in favour of sustainable development.

In this context and responding to the 3 points raised in the question:

- **'The UN report on Climate change and sea level rise'** - Is taken into account through the Local Plan Review evidence base, including Habitat Regulations Assessment and Strategic Flood Risk Assessment.
- **'The Natural England position on nitrate vulnerable zones'** - Will need to be addressed by the Council as part of the development of the evidence base for the Local Plan Review, working with Natural England and the Environment Agency.
- **'Pending the outcome of Glover Review'** – This review relates to National Parks and we will need to take account of any policy implications arising from its findings.

At this time, there are not considered to be extenuating circumstances which suggest that the housing requirement for the Local Plan Area cannot be met. However this position will need to be kept under review over the next months as our evidence base is updated and discussions with bodies including Natural England and Highways England continue.

Mr Bell asked whether the use of the word Chichester could be included or excluded from events licensed by the Council in order to make sure the word is used for events with the Chichester Vision in mind. Mr Briscoe agreed that Chichester should be a brand and agreed to look into the possibility with officers.

Mrs Hume explained that the council is currently in the process of reviewing the Local Plan and in the DPIP meeting last week urgent concerns were heard from members. Although

the details of the Local Plan discussions are strictly confidential at this stage what is not secret is that there are severe concerns about sustainability and infrastructure, as a direct result of historic planning policy. Mrs Hume then asked if over the coming months, the council would be working with expert consultants to produce a robust evidence base for the revised Local Plan so that it passes the necessary tests. She suggested that during this process, it would be incumbent on the council to scrutinise and challenge the dysfunctional parts of our existing policies. She asked if council staff and consultants could therefore be asked to produce a special report, using the evidence that they encounter in the course of their research, which can then be shared with the public, the building inspectorate and central government.

As Mrs Hume submitted her question in advance the following response was read by Susan Taylor:

The Authority's Monitoring Report (AMR) is prepared on an annual basis by this Council and provides information and data relating to the performance, implementation and effects of the adopted Local Plan policies. The monitoring of these policies is also informing the preparation of the policies in the Local Plan Review. It is important to note that the planning policies of this Council have to also be prepared in accordance with national planning policies. For instance, recent Governments have sought to reduce the obligations/costs imposed on developers in construction and therefore they have limited councils abilities to prescribe certain standards for construction. This Council will continue to actively explore opportunities to pursue the highest standards of construction and sustainable forms of development.

31 **Late Items**

The Chairman referred to the previously mentioned urgent item relating to the Appointments to External Organisations made at the Annual Council meeting on 21 May 2019. She explained that with regard to the Chichester Conservation Area Advisory Committee two appointments had been made where only one is required. She proposed that Cllr Plowman remain appointed and Cllr Taylor be removed.

Mrs Plant moved the recommendation which was seconded by Mr Wilding.

In a show of hands the Council voted in favour.

RESOLVED

That Cllr Taylor be removed from the Conservation Area Advisory Committee.

32 **Exclusion of the press and public**

The Chairman explained that there are two exempt items for consideration which are recommendations made by the Cabinet at its meeting on 9 July 2019.

The Chairman read the resolution to exclude the press and public as detailed below.

Mrs Taylor proposed the recommendation to exclude the press and public which was seconded by Mr Dignum.

In a show of hands the Council voted in favour.

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 items 13 and 14 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 Paragraphs 1 (information relating to any individual) and 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 Act and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

33 **Increased Commercialisation of the Council's Business and Waste and Recycling Service**

The Chairman invited Mrs Plant to introduce the exempt report and referred members to the recommendation made by the Cabinet at its meeting on 9 July 2019 which is detailed on the Council agenda front sheet.

Mrs Plant proposed the recommendation which was seconded by Mrs Taylor.

In a show of hands the Council voted in favour.

RESOLVED

That the Council releases £134,000 from reserves for the provision of a new vehicle for the Business Waste and Recycling Service as set out in the Project Initiation Document with an estimated payback period of 4 ½ years.

34 **Staffing Matter**

The Chairman requested that all officers leave the room except Mrs Shepherd, Mr Ward, Mr Bennett and Miss Higenbottam. She then invited Mrs Shepherd to introduce the item which had been circulated as a separate report pack to members. Mrs Shepherd outlined the exempt report and responded to questions from Mr Brown, Mr Hobbs and Dr O'Kelly.

Mrs Taylor proposed the recommendation which was seconded by Mr Wilding.

In a show of hands the Council voted in favour.

RESOLVED

That the Council agrees the proposal as set out in paragraph 5 of the report.

The meeting ended at 4.13 pm

CHAIRMAN

Date:

Chichester District Council

Report of Corporate Governance and Audit Committee to Full Council

Background

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

To this end members and senior officers are responsible for ensuring that proper arrangements exist for the governance of the Council's affairs and stewardship of its resources.

In March 2019 the Corporate Governance & Audit Committee considered the Strategic and Organisational Risk Registers to ensure the adequacy of the Council's actions to control and manage risks.

During 2018/2019 the eight highest risks identified in the Corporate Risk Register were:

- **Southern Gateway:** Failure to deliver the outcomes of the project leading to reputational damage and financial exposure to CDC as lead partner, and potential repayment of the Local Enterprise Partnership and other funding.
- **Local Plan:** Failure to complete the Local Plan Review and achieve an adopted Local Plan by 2020. This would mean that the Council would face challenge that it does not have an up to date Local Plan and the impact it would have.
- **Impact of Universal Credit (UC) on working claimants across the District:** Failure to provide appropriate support and guidance for claimants affected by the welfare reforms, including the rollout of Universal Credit (UC) on working age claimants across the district, resulting in the risk of rent arrears and the threat of homelessness.
- **Financial Resilience:** Failure to maintain a robust and deliverable budget will lead to a lack of resources to fund services and council priorities, leading to reactionary decision making, and reputational consequences. Failure to maximise income streams.
- **Business Continuity:** Failure to react to an incident that would adversely affect the delivery of services, including leading to a breach of the Council's statutory duties under the Civil Contingencies Act and result in both inability to service the community and reputational damage.

- **Cyber Risk across ICT Estate**

Failure to protect the Council against a cyber-attack across the ICT estate resulting in service disruption and reputational damage.

- **Brexit**

The risks of Brexit and in particular of a “no deal” Brexit scenario and its impact on the council, its services and communities.

- **Changing use of the High Street in City and Rural Towns**

Risk to the City and rural towns as a result of the changing use of the high street impacting their sustainability and vitality. Failure to adapt to the changing use of the high street by consumers and businesses, impacting the local economy, and the wider financial impact on the council as a result of reduced income streams from car parks, business rates etc.

The Council has a 5 year Financial Strategy model which is underpinned by key financial principles, which determines the approach in its aim to achieve a balanced budget over the medium term, without the use of reserves, except where this is necessary on the short term.

As part of the 2017- 2018 budget cycle the Council accepted a four year funding offer from the Government to help provide some degree of certainty, and the 2019-2020 Budget will be the final year of this agreement (as the Government assumed the starting point of the arrangement was from 2016-2017). Associated with the funding agreement the Council also has an approved 2016 deficit reduction plan which was expected to achieve savings or additional income amounting to £3.8m. The plan is monitored regularly by the appropriate Programme Board; either the Commercial Board of the Business Improvement Board and as part of the Council’s quarterly revenue and capital regime monitoring. To date £3.5m has been achieved.

Annual Governance Statement

The Annual Governance Statement as attached at appendix 2 has been prepared in accordance with the CIPFA / SOLACE guidance on “Delivering Good Governance in Local Government”. The Statement is attached and clearly sets out the 7 fundamental principles of good governance (A to G) as identified below:

- A Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.
- B Ensuring openness and comprehensive stakeholder engagement.
- C Defining the outcomes in terms of; sustainable economic, social and environmental benefits.
- D Determining the interventions necessary to optimise the achievement of the intended outcomes.
- E Developing the entity’s capability of its leadership and the individuals within it.
- F Managing risks and performance through robust internal control and strong public financial management.
- G Implementing good practices in transparency reporting, and audit to deliver effective accountability

Other Potential Risk Issues

The drafting of the Annual Governance Statement has highlighted some risks that are ongoing and receiving attention from those charged with governance. These can have common themes and may overlap with other areas of risk that have been identified. They are being monitored to track whether there are any changes in their risk score. The risks identified are listed below:

- **Loss of key procurement staff:**
A member of the Legal team is covering this area. It is the intention to replace the Procurement Officer when a suitably qualified person can be found.
- **Loss of key staff / expertise Communications, Licensing & Events Division:**
A review will be undertaken to ensure that appropriate posts and skill sets are in place on order to deliver an effective and efficient service.

Other than those areas set out above, which are themselves subject of further on-going review, members of the Committee are assured that key systems are in place within the Council. This is supported by the internal audit service, which has the responsibility to review independently and report to Committee.

Cllr K O'Kelly
Chairman of Corporate Governance & Audit Committee

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Notice of the Making of an Urgent Decision

Para 1 of the second sub-section of section 3 in Part 3 of Chichester District Council's *Constitution* provides for any senior officer to make urgent decisions following consultation with the Leader or Deputy Leader of the Council and the Chairman of the Overview and Scrutiny Committee on any matters where it is not practicable to refer these to a meeting of the Council, the Cabinet or other committee provided that a full report on any decisions taken shall subsequently be made.

A decision of this nature has been made as set out below:

Decision title	Acceptance of grant offer from the Office for Low Emission Vehicles and resolution to spend the related monies
Decision taker	Andrew Frost
Decision consultees	Councillor Susan Taylor (in Eileen Lintill's absence)
Decision date	Thursday 25 th July 2019
Decision details	See Appendix. Additionally please note that Parking Services has a Capital Budget held for the express purpose of match funding the grant offered by OLEV which is adequate for the purpose.
Reason for urgency	See Appendix.
Name and date of the meeting to receive a full report	A full report is not required but the decision will be reported to Council in September 2019 for noting as required by the Constitution.

SIMON BALLARD
 Environmental Protection
 26 July 2019

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ACTION: URGENT DECISION
SUBJECT: Electric vehicle charging installation in CDC car parks
FROM: Simon Ballard, Environment Protection Manager
DATE: 25th July 2019

Cabinet resolved on 1st December 2015:

- (1) That up to two bids be made to The Office for Low Emission Vehicles (OLEV) to enable the installation of electric vehicle charging points (EVCPs) in selected District Council owned car parks, as set out in the Appendix subject to reasonable adjustments by the Head of Housing and Environment Services in consultation with the Cabinet Member for Environment.
- (2) That a 25% match fund budget for the bid(s) to OLEV to a maximum of £45,000 be approved, funded from the car parks budget.
- (3) That the Head of Commercial Services be authorised to give appropriate notice of any revised charges pursuant to the Off-street Parking Places (Consolidation) Order 2015 (or to the relevant Parking Places Order at the time) and the Road Traffic Act 1984, to include limiting the time appropriate to the relevant charging period where possible.
- (4) Should for any reason the grant bid not be successful, or if only a partial award is made, then the Head of Housing and Environment Services is authorised, following consultation with the Cabinet Member for Environment, to utilise the approved funding in appropriate locations to deliver a reduced scheme.

Since the Cabinet resolution CDC officers have:

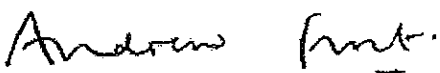
- Agreed a variation in the Cabinet resolved installation locations and in the power-rating of some of the nine electric vehicle charge points (see Appendix 1 for the agreed scheme). The minor variation was signed off by the previous Cabinet Member for the Environment and Andrew Frost (Director of Planning and Environment).
- Let a tender via a Framework Agreement (central Southern Regional Framework, contract award notice 2018/S 052-115066) for the implementation of the above Cabinet resolution varied as described above. The tender is in compliance with Contract Standing Orders and demonstrates 'best value'.
- Formed an initial relationship with the successful tender provider 'Joju' for the provision, installation and back-office functions for the electric vehicle charge-points.

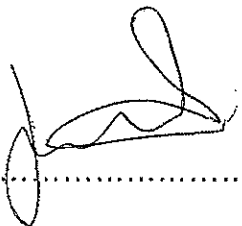
- More recently CDC has bid for and been offered a grant of £52,500 (19-07-2019) by the Office of Low Emission Vehicles. The grant is subject to acceptance by CDC and it is not clear that officers have authority to accept and spend the grant monies.

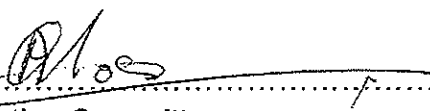
The total capital cost of the proposed install is £82,482 (this includes an install location that does not attract grant monies). CDC has attracted grant of £52,500 and so the capital sum to match the OLEV grant is £29,982.

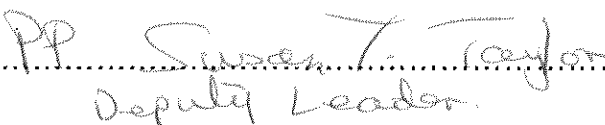
The OLEV grant offer stipulates that the grant award must be accepted by 29th July 2019 and that the monies must be spent by 30th January 2020. The grant is claimable retrospective of CDC spend. CDC has no Cabinet meeting in August 2019 and given the tight timelines to deliver this project awaiting a Cabinet decision in September poses risk to CDC's ability to reclaim the grant. As such an urgent cabinet decision is sought to enable the grant to be claimed and accepted – and – for the grant to be spent.

Signatures;

Andrew Frost: 
 Director Environment and Planning

John Ward: 
 S151 Officer

Cllr Adrian Moss: 
 Chair of Overview and Scrutiny Committee

Cllr Eileen Lintill: 
 Cabinet Leader

Chichester District Council

FULL COUNCIL

24 September 2019

Review of Political Balance

1. Contact

Report Author

Nicholas Bennett – Divisional Manager for Democratic Services
Telephone: 01243 534657 e-mail: 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. Background

- 3.1. The council has a duty, under Section 15 of the Local Government and Housing Act 1989 to maintain the representation of different political groups in line with the political balance rules set out in the Act and subordinate regulations. This provides the framework for the appointments to committees. Following a member moving from the Liberal Democrat group to the Green group the membership of the Council has changed and the Council is required to amend its allocations in line with that change.

4. Proposal - the rules and their application

- 4.1. The composition of the Council is as follows:

Conservatives = 18 (50%)
Liberal Democrats = 10 (27.78%)
Green = 3 (8.33%)
Labour = 2 (5.56%)
Local Alliance = 2 (5.56%)
Independent Member = 1 (2.77%)

- 4.2. Many of the seats 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) each political group is entitled to its proportion of the number of seats on each individual committee.

4.3. If more than one minority group are the same size where their entitlement to seats on a committee is less than one, one or other group should take its entitlement. This means the minority groups may wish to reach agreement between themselves as to which group should take each seat. If they both put forward a nomination the Full Council will determine which nomination should be granted the seat.

4.4. The four ordinary committees concerned are:

Corporate Governance and Audit Committee	8 seats
Planning Committee	13 seats
Alcohol and Entertainment Licensing Committee and General Licensing Committee	10 seats
Standards Committee	7 seats
Total	38 seats

4.5. The total seats due per group are as follows:

Conservatives	38 x composition 50% = 19 seats
Liberal Democrats	38 x composition 27.80% = 10.56 seats (11)
Green Party	38 x composition 8.33% = 3.11 seats (3)
Labour	38 x composition 5.55% = 2.11 seats (2)
Local Alliance	38 x composition 5.55% = 2.11 seats (2)
Independent Member	No entitlement as not a group, however 1 seat remains which could be allocated as follows: 38 x composition 2.77% = 1.05 seats (1)

4.6. If these proportions are applied to individual committees the results are as indicated in Table 1:

Table 1	Con	LD	Green	Labour	Local Alliance	Independent Member
Corporate Governance and Audit Committee (8)	4	2	1	0	1	0
Planning Committee (13)	7	4	1	0	1	0
Alcohol and Entertainment Licensing Committee and General Licensing Committee (10)	5	3	0	1	0	1
Standards Committee (7)	3	2	1	1	0	0
Total	19	11	3	2	2	1

4.7. The increase of Green members means that they are entitled to one additional seat. Labour and Local Alliance retain two seats and there remains one seat for the Independent member.

4.8. The Overview and Scrutiny Committee is not included in the list above but the seats on its still need to be allocated to parties in the proportion of seats that they have on the whole Council as indicated in Table 2 below. In this case there are 2 remaining seats that need to be allocated between the three minority groups.

Table 2	Con	LD	Green	Labour	Local Alliance	Independent Member
Overview and Scrutiny Committee (11)	5	3	1	1	1	0

4.9. The various committees and panels concerned with discipline and dismissal of senior staff are also not ordinary committees but still need to be allocated to parties in the proportion of seats that they have on the whole Council. In each case in table 3 below there is one seat available for each minority group (Green, Labour or Local Alliance) and one for the Independent Member.

Table 3	Con	LD	Green	Labour	Local Alliance	Independent Member
Investigation and Disciplinary Committee (5+2 subs)	4	2	1	0	0	0
Appeals Committee (5 + 2 subs)	4	2	0	1	0	0
Executive Directors Disciplinary Appeal Panel (3 + 2 subs)	3	1	0	0	1	0
Redundancy Appeal Panel (3 + 2 subs)	3	1	0	0	0	1

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

4.11. 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:

- a) a political group does not use up its allocation (regulations 13 to 15).
- b) 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).
- c) 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 does not apply as the council has no area committees).

5. Alternatives Considered

5.1. No alternatives were considered as this is a statutory obligation.

6. Resource and Legal Implications

6.1. None other than those set out in the body of this report.

7. Consultation

7.1. The proposals have been shared with the leaders of each of the political groups.

8. Community Impact and Corporate Risks

8.1. None.

9. Other Implications

Are there any implications for the following? If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime and Disorder The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder?		✓
Climate Change and Biodiversity Are there any implications for the mitigation of/adaptation to climate change or biodiversity issues? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		✓
Human Rights and Equality Impact You should complete an Equality Impact Assessment when developing new services, policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.		✓
Safeguarding and Early Help The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk? The Council has committed to dealing with issues at the earliest opportunity, do these proposals have any implication in reducing or increasing demand on Council services?		✓
General Data Protection Regulations (GDPR) Does the subject of the report have significant implications for processing data likely to result in a high risk to the rights and freedoms of individuals? Processing that is likely to result in a high risk includes (but is not limited to): <ul style="list-style-type: none"> • systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals. • large scale processing of special categories of data or personal data relation to criminal convictions or offences. • Any larger scale processing of personal data that affects a large number of individuals; and involves a high risk to rights and freedoms eg based on the sensitivity of the processing activity. • large scale, systematic monitoring of public areas (including by CCTV). Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.		✓
Health and Wellbeing The Council has made a commitment to 'help our communities be healthy and active'. You should consider both the positive and negative impacts of your proposal on the health and wellbeing of		✓

<p>communities and individuals living and working in the district. Is your proposal likely to impact positively or negatively on certain groups and their ability to make healthy choices, for example low income families, carers, older people/children and young people. Are there implications that impact on areas of the district differently? eg the rural areas or those wards where health inequalities exist. If in doubt ask for advice from the Health and Wellbeing team.</p>		
<p>Other (please specify)</p>		<p>✓</p>

10. **Appendices**

10.1. None.

11. **Background Papers**

11.1. None.

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Chichester District Council

FULL COUNCIL

24 September 2019

Appointment and Membership of Committees and their Chairmen and Vice-Chairmen

1. Contact

Report Author

Nicholas Bennett – Divisional Manager for Democratic Services
 Telephone: 01243 534657 E-mail: nbennett@chichester.gov.uk

2. Recommendation

2.1. **That the Council appoints members to serve on committees for 2019-2020 following the change to political balance along with resultant changes to their Chairmen and Vice-Chairman as set out in the report below, subject to decisions on the previous agenda item.**

3. Background

3.1. Councillor Hume has moved from the Liberal Democrat Group to the Green group which impacts upon the political balance and in turn the representation required for each Committee. Further some changes have been put forwards by the Leader. This report sets out to each committee to which appointments are to be made by the Council the following:

- a) The name of the committee.
- b) The Constitution and number of members.
- c) The political balance (where applicable).
- d) The 2018-2019 membership.
- e) Any rules relating to the membership.

4. Proposals – Committee Memberships

4.1. Overview and Scrutiny Committee (11 Members)

Constitution – Excluding members of the Cabinet and the Chairman of the Council. Based on political proportionality (please note the Conservatives give one seat to other parties).

Political Balance: Members should note that the Conservatives have forgone one seat and that seat has been applied to the Labour Group.

Conservatives	Liberal Democrats	Green	Labour	Local Alliance	Independent
5	3	1	1	1	0

2019/2020 Membership:

Chairman:	Mr T Johnson
Vice-Chairman:	Mrs S Lishman
Mrs C Apel	Mr C Page
Mrs T Bangert	Mr D Palmer
Mr T Dignum	Mr H Potter
Mr K Hughes	Mr A Sutton
Mr A Moss	

For rules on the membership of the Overview and Scrutiny Committee please refer to pages 42-43 of the Constitution.

4.2. **Corporate Governance and Audit Committee** (8 Members)

Constitution – Including the Cabinet Member for Corporate Services and a representative from the Overview and Scrutiny Committee. Membership is based on political proportionality.

Political Balance:

Conservatives	Liberal Democrats	Green	Labour	Local Alliance	Independent
4	2	1	0	1	0

2019/2020 Membership:

Chairman:	Mr T Johnson
Vice-Chairman:	Mr F Hobbs
Mrs H Barrie	Mr D Palmer
Mr J Brown	Mr P Wilding
Mr A Dignum	
Dr K O'Kelly	

For rules on the membership of the Corporate Governance and Audit Committee please refer to page 44 of the Constitution.

4.3. **Planning Committee** (13 Members)

Constitution – No special requirements.

Political Balance:

Conservatives	Liberal Democrats	Green	Labour	Local Alliance	Independent
7	4	1	0	1	0

2019/2020 Membership:

Chairman:	Mrs L C Purnell
Vice-Chairman:	Mr J-H Bowden
Mr G Barrett	Mr S Oakley

Mr R Briscoe	Mr H Potter
Mrs J Fowler	Mr D Rodgers
Mrs N Hume	Mr A Sutton
Mrs D Johnson	Mr P Wilding
Mrs S Lishman	

For rules on the membership of the Planning Committee please refer to pages 45 and 46 of the Constitution.

4.4. **General Licensing Committee** (10 Members)

Constitution – Including at least one Cabinet member.

Political Balance:

Conservatives	Liberal Democrats	Green	Labour	Local Alliance	Independent
5	3	0	1	0	1

2019/2020 Membership:

Chairman:	Mr G McAra
Vice-Chairman:	Mr A Moss
Mrs T Bangert	Mr K Hughes
Mr G Barrett	Mr C Page
Mr J W Elliott	Mr H Potter
Mr G Evans	Mr A Sutton

For rules on the membership of the General Licensing Committee please refer to pages 46 and 47 of the Constitution.

4.5. **Alcohol and Entertainment Licensing Committee** (10 Members)

Constitution – Including at least one member of the Cabinet.

Political Balance: Not subject to political balance but membership the same as General Licensing Committee.

For rules on the membership of the Alcohol and Entertainment Committee please refer to pages 47 and 48 of the Constitution.

4.6. **Standards Committee** (7 Members)

Constitution – 7 members of the Council and 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. The Chairman and the Vice-Chairman will be appointed by the Council from the district council members of the Committee.

Political Balance:

Conservatives	Liberal Democrats	Green	Labour	Local Alliance	Independent
3	2	1	1	0	0

Members should note that this is the only Committee whose balance is amended by the change of Cllr Hume from Liberal Democrat group to the Green group. Councillor G Evans ceases to be a member of this Committee.

2019/2020 Membership:

Chairman:	Mr R Plowman
Vice-Chairman:	Mrs S Taylor
Mrs C Apel	Mrs S Sharp
Mrs S Lishman	Mr A Sutton
Mrs L C Purnell	

For rules on the membership of the Standards Committee please refer to pages 49 and 50 of the Constitution.

4.7. Investigation and Disciplinary Committee

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.

Political Balance:

Conservatives	Liberal Democrats	Green	Labour	Local Alliance	Independent
4	2	1	0	0	0

2019/2020 Membership:

Chairman:	Mrs C Apel
Vice-Chairman:	Mrs S Taylor
Mr G Evans	Mrs H Barrie (Reserve)
Mrs C Purnell	Mr P Wilding (reserve)
Mr A Sutton	

For rules on the membership of the Investigation and Disciplinary Committee please refer to pages 52 and 53 of the Constitution.

4.8. Appeals Committee

Constitution – 5 members of 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. The membership to be politically balanced.

Political Balance:

Conservatives	Liberal Democrats	Green	Labour	Local Alliance	Independent
4	2	0	1	0	0

2019/2020 Membership:

Chairman:	Mrs C Purnell
Vice-Chairman:	Mrs S Lishman
Mr G Evans	Mr P Wilding (reserve)
Mr A Sutton	Mr R Plowman (reserve)
Mrs S Taylor	

For rules on the membership of the Appeals Committee please refer to page 53 of the Constitution.

5. Appointment to Growth Board

5.1. Members will note the separate report on Growth board and subject to the decision made as to that report, It is proposed that Mrs E Lintill as Leader, Mr T Dignum, Mr S Oakley and Mr P Wilding be appointed for 2019/2020.

6. Alternatives Considered

6.1. No alternatives were considered as this is a statutory obligation.

7. Resource and Legal Implications

7.1. None.

8. Consultation

8.1. The proposals have been agreed with the leaders of each of the political groups.

9. Community Impact and Corporate Risks

9.1. None.

10. Other Implications

Are there any implications for the following?		
If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime and Disorder The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions		✓

on, and the need to do all that it reasonably can to prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder?		
Climate Change and Biodiversity Are there any implications for the mitigation of/adaptation to climate change or biodiversity issues? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		✓
Human Rights and Equality Impact You should complete an Equality Impact Assessment when developing new services, policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.		✓
Safeguarding and Early Help The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk? The Council has committed to dealing with issues at the earliest opportunity, do these proposals have any implication in reducing or increasing demand on Council services?		✓
General Data Protection Regulations (GDPR) Does the subject of the report have significant implications for processing data likely to result in a high risk to the rights and freedoms of individuals? Processing that is likely to result in a high risk includes (but is not limited to): <ul style="list-style-type: none"> • systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals. • large scale processing of special categories of data or personal data relation to criminal convictions or offences. • Any larger scale processing of personal data that affects a large number of individuals; and involves a high risk to rights and freedoms eg based on the sensitivity of the processing activity. • large scale, systematic monitoring of public areas (including by CCTV). Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.		✓
Health and Wellbeing The Council has made a commitment to ‘help our communities be healthy and active’. You should consider both the positive and negative impacts of your proposal on the health and wellbeing of communities and individuals living and working in the district. Is your proposal likely to impact positively or negatively on certain groups and their ability to make healthy choices, for example low income families, carers, older people/children and young people. Are there implications that impact on areas of the district differently? eg the rural areas or those wards where health inequalities exist. If in doubt ask for advice from the Health and Wellbeing team.		✓
Other (please specify)		✓

11. Appendices

11.1. None.

12. **Background Papers**

12.1. None.

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Chichester District Council

FULL COUNCIL

24 September 2019

Appointment and Membership of the Boundary Review Panel

1. Contact

Report Author

Nicholas Bennett – Divisional Manager for Democratic Services
Telephone: 01243 534657 email: nbennett@chichester.gov.uk

2. Recommendation

2.1. **That the Council appoints members to serve on the Boundary Review Panel 2019-2023 and their Chairman as set out in the report below.**

3. Background

3.1. This report sets out the proposed membership of the Boundary Review Panel for the period 2019-2023.

3.2. The purpose of the Boundary Review Panel is to consider and advise the Council on matters relating to electoral areas as and when the need arises. This can include community governance reviews, changes to the numbers of members serving on a Parish Council, proposed Chichester District ward boundary changes and electoral reviews of the Council's own area.

4. Proposal

4.1. Boundary Review Panel (6 members)

The 2018/2019 membership including Chairman was as follows:

Chairman: Mrs J Ridd

Mrs J Kilby

Mr S Oakley

Mr S Lloyd-Williams

Mr J Ransley

Mr G McAra

4.2. The proposed 2019-2023 membership and Chairman will be presented at the meeting.

5. Alternatives Considered

5.1. No alternatives were considered as this is a statutory obligation.

6. Resource and Legal Implications

6.1. None.

7. **Consultation**

7.1. The proposals have been agreed with the leaders of each of the political groups.

8. **Community Impact and Corporate Risks**

8.1. None.

9. **Other Implications**

Are there any implications for the following? If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime and Disorder The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder?		✓
Climate Change and Biodiversity Are there any implications for the mitigation of/adaptation to climate change or biodiversity issues? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		✓
Human Rights and Equality Impact You should complete an Equality Impact Assessment when developing new services, policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.		✓
Safeguarding and Early Help The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk? The Council has committed to dealing with issues at the earliest opportunity, do these proposals have any implication in reducing or increasing demand on Council services?		✓
General Data Protection Regulations (GDPR) Does the subject of the report have significant implications for processing data likely to result in a high risk to the rights and freedoms of individuals? Processing that is likely to result in a high risk includes (but is not limited to): <ul style="list-style-type: none"> • systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals. • large scale processing of special categories of data or personal data relation to criminal convictions or offences. • Any larger scale processing of personal data that affects a large number of individuals; and involves a high risk to rights and freedoms eg based on the sensitivity of the processing activity. • large scale, systematic monitoring of public areas (including by CCTV). Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.		✓

<p>Health and Wellbeing The Council has made a commitment to ‘help our communities be healthy and active’. You should consider both the positive and negative impacts of your proposal on the health and wellbeing of communities and individuals living and working in the district. Is your proposal likely to impact positively or negatively on certain groups and their ability to make healthy choices, for example low income families, carers, older people/children and young people. Are there implications that impact on areas of the district differently? eg the rural areas or those wards where health inequalities exist. If in doubt ask for advice from the Health and Wellbeing team.</p>		✓
<p>Other (please specify)</p>		✓

10. **Appendices**

10.1. None.

11. **Background Papers**

11.1. None.

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Chichester District Council

FULL COUNCIL

24 September 2019

Amendment to Committee Timings

1. Contacts

Report Author

Nicholas Bennett – Divisional Manager Democratic Services

Telephone: 01243 534657 E-mail: nbennett@chichester.gov.uk

2. Recommendation

- 2.1 That Members note the responses to the consultation and that based upon the responses to that consultation confirm that timings of meetings remain unchanged at this time.**
- 2.2 That a working group be established by the Leader after the trial period to consider whether a change to Committee meetings should be recommended to Council for the subsequent four year committee cycle from 2023.**

3. Background

- 3.1 Following the May 2019 elections some members raised questions at full Council asking whether a change to meeting times could be considered. Officers were asked to carry out a survey to assess member views of a change to committee timings to include evening meetings.
- 3.2 Democratic services carried out a survey of members asking them for their preferences as to timing and issues informing those views.

4. Outcomes to be Achieved

- 4.1 The Council invests a great deal of money and effort into providing live feed and recordings of its public meetings. Whilst that technology means that access to committee meetings has never been better, it remains a right for the public to attend meetings in person.
- 4.2 Attendance at meetings is part of that transparency. Members also require certainty as to timing so that they can plan their schedules and be available to the public. The desired outcome would be that the future timetable improves this transparency and access and was manageable for members.

6. The survey of members

- 6.1 The Divisional Manager for Democratic Services carried out the survey of member opinions and this was circulated to all members with almost all responding. The responses were analysed and the findings are set out in more detail below, but 61% of members felt there should be no change and that there was no benefit to a trial.
- 6.2 The majority view of members is that meetings should continue to be held to the existing timetable that is, during the day. Whilst there were strongly expressed views in favour of evening meetings from a small percentage of the membership and a similar small percentage in favour of a trial to assess any benefits further.

- 6.3 Only one committee appears to have an arguable majority in favour of a trial, Corporate Governance.
- 6.4 Several members gave opinions about the likely impacts as they see them. There were two main positions set out by proponents for and against evening meetings. Some members commented that they believed evening meetings would be positive for public engagement and Council membership.
- 6.5 On the other hand the majority of members comments that evening meetings would be difficult for members to balance against the other responsibilities of their role. Specific examples were given by several members of how much evening time they already give to their public duties. These included significant evening commitments directly linked to their District roles – attending their own Parish Council meetings or similar partner meetings.
- 6.6 One member commented from their own experience that evening meetings have an impact upon those travelling some distance especially in the winter in the context of this authority's large footprint.
- 6.7 Some members set out thoughts as to how evening meetings or daytime meetings each benefit different types of people and the broadest consideration of those comments leads to a view that all timings will have impacts upon some groups and that no timing suits everyone.
- 6.8 A common argument put by members was that they made an assessment when they stood as a member of how they might balance their roles including their private lives against the responsibilities of being in the Council against the demands of the Council timetables of meetings and that to change those at this point in the committee cycle caused them significant concerns.

7. Alternatives Considered

- 7.1 The alternatives as to committee timings and the way forward were as set out below, with a breakdown of responses from members as a percentage:
- Make no changes – 61%
 - Have a six month trial – 18%
 - Move to evening meetings – 21%
- 7.2 Analysing responses by committee showed similar ratios for each committee. However there were two exceptions. Cabinet were entirely of a view that there should be no change to timings, and Corporate Governance had a 33% preference for a trial of evening meetings. These responses indicate that there is not sufficient support from members at this time for an immediate change but comments given suggest that several members, whilst a minority, are extremely keen to develop changes which they believe will lead to improvement in public access and improve diversity of the membership.
- 7.3 The strong messages from the majority however, was that they were concerned about the impact of evening meetings upon them and their diverse public roles at parishes and so on and that any change should not be taken forwards without significant lead time. Comments were received that it would be best if a change only takes place at the time of the next electoral cycle so that candidates would stand fully informed about the timing of meetings and could consider that against their other activities.

7.4 If members wished to run a trial Corporate Governance and Audit Committee may be the most suited to that trial based upon the relevant strength of support for that idea in the membership of that specific committee as set out at Paragraph 7.2 above.

8. Resource and Legal Implications

8.1 There would be staffing implications. There would need to be formal consultation with staff and equalities impact assessments carried out at that time. Some changes to contracts may be required and of course if staff worked evenings they would need to be given time in lieu which will impact upon availability at other times. These issues can all be managed but will take time to work through.

9. Consultation

9.1 All members were consulted as described in the report.

10. Community Impact and Corporate Risks

10.1 A change that affects when the public can access committees and engage with members must have a community impact but as set out in the body of the report it is difficult to draw wider understanding without a public consultation. Such a consultation will form part of a working group if established.

10.2 There are no significant corporate risks identified from the matters covered by this report.

11 Other Implications

Are there any implications for the following?		
If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime and Disorder The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder?		X
Climate Change and Biodiversity Are there any implications for the mitigation of/adaptation to climate change or biodiversity issues? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		X
Human Rights and Equality Impact You should complete an Equality Impact Assessment when developing new services, policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.		X
Safeguarding and Early Help The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk? The Council has committed to dealing with issues at the earliest opportunity, do these proposals have any implication in reducing or increasing demand on Council services?		X

<p>General Data Protection Regulations (GDPR) Does the subject of the report have significant implications for processing data likely to result in a high risk to the rights and freedoms of individuals? Processing that is likely to result in a high risk includes (but is not limited to):</p> <ul style="list-style-type: none"> • systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals. • large scale processing of special categories of data or personal data relation to criminal convictions or offences. • Any larger scale processing of personal data that affects a large number of individuals; and involves a high risk to rights and freedoms eg based on the sensitivity of the processing activity. • large scale, systematic monitoring of public areas (including by CCTV). <p>Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.</p>		X
<p>Health and Wellbeing The Council has made a commitment to ‘help our communities be healthy and active’. You should consider both the positive and negative impacts of your proposal on the health and wellbeing of communities and individuals living and working in the district. Is your proposal likely to impact positively or negatively on certain groups and their ability to make healthy choices, for example low income families, carers, older people/children and young people. Are there implications that impact on areas of the district differently? eg the rural areas or those wards where health inequalities exist. If in doubt ask for advice from the Health and Wellbeing team.</p>		X
<p>Other (please specify)</p>		X

12 Appendices

12.1 None

13 Background Papers

13.1 None

Chichester District Council

FULL COUNCIL

24 September 2019

Public Question Process

1. Contact

Report Author

Nicholas Bennett – Divisional Manager for Democratic Services
Telephone: 01243 534657 E-mail: nbennett@chichester.gov.uk

2. Recommendation

- 2.1. **That the Councils procedure for public questions be amended as set out in the Appendix to this report.**

3. Background

- 3.1. The Council has always valued public engagement and one of the strongest elements of this is the access given to residents to put their questions to the members at full Council. The procedures for this have not been updated for a very long period of time and following some challenges in managing the process this report suggests some changes to ensure the question time process can operate effectively into the future.

4. Amendments to the procedure

- 4.1. The main elements of the procedure remain unchanged on the whole. Residents continue to have the right to put their questions, and to expect a response, and the whole process will be formally recorded. The exceptions to the question procedure (primarily that a separate system is followed for planning committee) remains unchanged.
- 4.2. Under the existing procedure questions were able to be put up to the day prior to a relevant Council meeting. Members will be aware that questions often require members to obtain officer views and advice on the topic of the question to prepare the member response. Questions submitted so close to the meeting causes great difficulties to officers and members preparing meaningful responses.
- 4.3. To overcome this issue the new procedure recommended sets out those questions should be submitted up to noon on the third working day prior to the meeting. It is hoped that this means responses will be given at the meeting to the questioner, will be more fully considered and researched, and the use of "follow up" responses (or part responses) to such questions will be reduced.
- 4.4. Another issue which has caused some challenges to the Chairmen management of meetings has been very long questions where a significant amount of background information from the perspective of the questioner is set out in the body of the question. These can take up valuable time from the meeting.
- 4.5. To address this issue the draft procedure has been amended to clarify that a long address to the Council might not be accepted and the questioner asked to focus upon the element of their submission which is a question.

4.6. Supplemental to this, it is a matter of general public law that management of the meeting is the responsibility of the Chairman and that the Chairman has wide powers of discretion in how the meeting proceeds. To be entirely transparent the procedure has been amended to state expressly that the Chairman has discretion in controlling the question process.

5. **Alternatives Considered**

5.1. To leave the procedure as it is.

6. **Resource and Legal Implications**

6.1. None other than those set out in the body of this report.

7. **Consultation**

7.1. The proposals have been shared with the Chairmen of the Council committees covered by this procedure.

8. **Community Impact and Corporate Risks**

8.1. None.

9. **Other Implications**

Are there any implications for the following? If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime and Disorder The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder?		✓
Climate Change and Biodiversity Are there any implications for the mitigation of/adaptation to climate change or biodiversity issues? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		✓
Human Rights and Equality Impact You should complete an Equality Impact Assessment when developing new services, policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.		✓
Safeguarding and Early Help The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk? The Council has committed to dealing with issues at the earliest opportunity, do these proposals have any implication in reducing or increasing demand on Council services?		✓
General Data Protection Regulations (GDPR) Does the subject of the report have significant implications for processing data likely to		✓

<p>result in a high risk to the rights and freedoms of individuals? Processing that is likely to result in a high risk includes (but is not limited to):</p> <ul style="list-style-type: none"> • systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals. • large scale processing of special categories of data or personal data relation to criminal convictions or offences. • Any larger scale processing of personal data that affects a large number of individuals; and involves a high risk to rights and freedoms eg based on the sensitivity of the processing activity. • large scale, systematic monitoring of public areas (including by CCTV). <p>Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.</p>		
<p>Health and Wellbeing The Council has made a commitment to ‘help our communities be healthy and active’. You should consider both the positive and negative impacts of your proposal on the health and wellbeing of communities and individuals living and working in the district. Is your proposal likely to impact positively or negatively on certain groups and their ability to make healthy choices, for example low income families, carers, older people/children and young people. Are there implications that impact on areas of the district differently? eg the rural areas or those wards where health inequalities exist. If in doubt ask for advice from the Health and Wellbeing team.</p>		✓
<p>Other (please specify)</p>		✓

10. **Appendices**

10.1. Public Question Time – revised leaflet

11. **Background Papers**

11.1. None.

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PUBLIC QUESTION TIME

Public Question Time is a well-established opportunity to come along to meetings and ask questions of your elected representatives on issues of local concern. It was introduced with the aim of increasing public involvement in district council affairs as well as giving members of the public the opportunity to have a greater understanding of the way in which the council conducts its business.

How does this work?

A total period of 15 minutes is set aside at the start of meetings of the council's main committees which are open to the public (other than meetings of the Planning Committee).

Questions can be asked by residents or non-domestic ratepayers of the district. The questions must be in writing or by email and should be kept as concise as possible. Those which take the form of a long address might not be accepted. When sending a question you must include the name and address of the questioner, a contact telephone number and date.

Questions should be sent to the Democratic Services team – the contact details and address can be found at the end of this leaflet.

Each questioner will be allowed a maximum of five minutes to ask their question. When asking their question they will be asked to read out only the elements which are a question to enable the meeting to run effectively, and not to read out background information. The whole question will however have been made available to members prior to the meeting and will also be reproduced in full in the minutes of the meeting.

At the Chairman's absolute discretion a supplementary question may be permitted. Any supplementary question must relate to the original question. The Chairman may also extend the limit for each question or the total time for public questions.

Questions will be dealt with on a first come, first served basis and will be accepted up to noon on the third working day before the meeting (for example Cabinet meetings on a Tuesday require questions submitted by noon on Thursday before, assuming no bank holidays). In the event that neither the questioner nor his or her representative is present at the meeting, the question will not be asked but the questioner will receive a written response within ten working days from the day of the meeting.

The list of meetings shown on the website to which public question time applies is not exhaustive as there are a number of meetings which are held on an *ad hoc* basis. Sometimes meetings are cancelled or other venues used so it is worthwhile checking with Democratic Services before attending. Details of all forthcoming public meetings are published on the council's website.

Different public speaking arrangements for the Planning Committee

The Planning Committee deals with planning applications and the planning process provides the opportunity for members of the public to comment on applications prior to them being considered by the Committee. A separate Planning Committee Public Speaking Code of Practice can be found [here](#) or by contacting Democratic Services – the contact details and address can be found at the end of this leaflet.

Other points you need to know

As with any system there are some exceptions. These are:

- Questions about planning applications being considered by the Planning Committee or Council will not be accepted.
- Public questions should not relate to matters personal to the questioner, his or her spouse, partner or relative.
- The facility to ask a question is not available when the committee acts like a court of law eg in considering licensing matters as those matters are addressed through individual legal processes and through the Courts.
- Questions will not be taken on matters within the various categories of exempt information shown in Schedule 12A to the Local Government Act 1972 (details of which are set out below):
 - (a) Information relating to any individual
 - (b) Information which is likely to reveal the identity of an individual
 - (c) Information relating to the financial or business affairs of any particular person (including the authority holding that information)
 - (d) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority
 - (e) Information in respect of which a claim of legal professional privilege could be maintained in legal proceedings
 - (f) Information which reveals that the authority proposes:
 - to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - to make an order or direction under any enactment.
 - (g) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Contact Information

Democratic Services
Chichester District Council
East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY

Tel: 01243 534655

Email: democraticservices@chichester.gov.uk

Chichester District Council

THE COUNCIL

24 September 2019

Committee Calendar of Meetings - May 2020 to May 2021

1. Contacts

Author

Lisa Higenbottam - Democratic Services Manager

Telephone: 01243 534684 E-mail: lhigenbottam@chichester.gov.uk

2. Recommendation

That the committee calendar of meetings for May 2020 to May 2021 be approved.

3. Background

- 3.1 The committee calendar of meetings runs from the Annual Council meeting held in May of each year to the May of the following year.

4. Outcomes to be Achieved

- 4.1 The calendar provides a timetable to enable the effective planning of Chichester District Council (CDC) business.

5. Proposal

- 5.1 The Council is requested to approve the committee calendar of meetings for May 2020 to May 2021 detailed in the appendix to this report. Following the previous report referring to the consultation for evening meetings the start times of meetings remain as per the previous year.
- 5.2 If required the dates and times of the meetings might be adjusted following prior arrangement with the relevant committee Chairman. Where necessary special meetings may also be arranged.

6. Alternatives Considered

- 6.1 None.

7. Resource and Legal Implications

- 7.1 None.

8. Consultation

- 8.1 Senior CDC officers have been consulted.

9. Community Impact and Corporate Risks

9.1 None.

10. Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		✓
Climate Change and Biodiversity		✓
Human Rights and Equality Impact		✓
Safeguarding and Early Help		✓
General Data Protection Regulations (GDPR)		✓

11. Appendix

11.1 Committee Calendar of Meetings May 2020 to May 2021

12. Background Papers

None.

CALENDAR OF MEETINGS 2020-2021

Committee	Day of week	Time	Meetings p.a.	Venue for meetings
All Parishes meeting	Monday	19:00	2	Alternate venues - north of district / both committee rooms at EPH
Boundary Review Panel	As required			
Business Routeing Panel	Monday	14:00	1	Either training Room
Cabinet	Tuesday	09:30	11	Committee Room 2 (audio)
Chichester in Partnership	Tuesday	14:00	4 (TBC)	Either committee room
Community Safety Partnership	Thursday	14:00	4 (TBC)	Either committee room or Arun DC
Corporate Governance & Audit Committee	Thursday	09:30	4	Committee Room 2 (audio)
Council	Tuesday	14:00	7	Both committee rooms (audio)
Development Plan & Infrastructure Panel	Thursday	09:30	12	Committee Rooms
Environment Panel	Tuesday	09:30	12	Either training room
Licensing and Alcohol & Entertainment Licensing	Wednesday	09:30	3	Committee Room 2 (audio)
Grants & Concessions Panel	Wednesday	09:30	5	Either training room
Growth Board	Monday	14:00	4	Either training room
Joint Employee Consultative Panel	Thursday	14:30	4	Either training room
National Farmers Union Annual Liaison meeting	Ad hoc		1 (TBC)	
Overview & Scrutiny Committee	Tuesday	09:30	5	Committee Room 2 (audio)
Planning Committee	Wednesday	09:30	13	Committee Rooms (audio)
Planning Site Visit	Monday	09:30	13	Planning site
Standards Committee	Ad hoc			
Strategic Risk Group	Thursday	14:00	2	Either training room
WSCC Community Local Committees (North and South Chichester)	Ad hoc	19:00	6	Around the district

WSCC School Term dates

Summer term	20 April 2020 - 20 July 2020	Summer holidays - 21 July 2020 - 31 August 2020
		Half term - 25 May 2020 - 29 May 2020
Autumn term	3 September 2020 - 18 December 2020	Half term - 26 October 2020 - 30 October 2020
		Christmas holidays - 21 December 2020 - 1 January 2021
Spring term	4 January 2021 - 1 April 2021	Half term - 15 February 2021 - 19 February 2021
		Easter holidays - 2 April 2021 - 16 April 2021
Summer term	19 April 2021 - 23 July 2021	Half term - 31 May 2021 - 4 June 2021
		Summer holidays - 26 July 2021 - 31 August 2021

CALENDAR OF MEETINGS 2020-2021

	MAY 2020	JUNE 2020	JULY 2020	AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020
Monday	4	1 Planning Site Visit		3		
Tuesday	5 Planning Site Visit/Cabinet	2 Cabinet		4 Environment Panel	1 Cabinet	
Wednesday	6 Planning Committee	3 Planning Committee	1	5	2	
Thursday	7 PCC Elections	4	2 Environment Panel	6	3 All Parishes - North	1 SRG
Friday	8 May Bank Holiday	5	3	7	4	2
Monday	11	8 Growth Board	6 Planning Site Visit	10 Planning Site Visit	7 Planning Site Visit	5 Planning Site Visit
Tuesday	12 Environment Panel	9 Environment Panel	7 Cabinet	11	8 Environment Panel	6 Cabinet
Wednesday	13	10 Licensing Committees	8 Planning Committee	12 Planning Committee	9 Planning Committee	7 Planning Committee
Thursday	14 DPIP	11 DPIP	9 JECP	13	10	8 JECP
Friday	15	12	10	14	11	9
Monday	18	15	13	17	14	12
Tuesday	19 Annual Council	16 OSC	14	18	15 OSC	13 Environment Panel
Wednesday	20	17	15	19	16 GCP	14 Licensing Committees
Thursday	21	18	16 DPIP	20 DPIP	17 DPIP	15 DPIP
Friday	22	19	17	21	18	16
Monday	25 Bank Holiday	22	20 Growth Board	24	21	19 Growth Board
Tuesday	26	23	21 Council	25	22 Council	20
Wednesday	27	24 GCP	22	26	23	21 GCP
Thursday	28	25	23 CGAC	27	24	22 CGAC
Friday	29	26	24	28	25	23
Monday		29	27	31 Bank Holiday	28	26
Tuesday		30	28		29	27
Wednesday			29		30	28
Thursday			30			29
Friday			31			30

CALENDAR OF MEETINGS 2020-2021

	NOVEMBER 2020	DECEMBER 2020	JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021
Monday	2 Planning Site Visit			1 Planning Site Visit	1 Planning Site Visit		3 Bank Holiday
Tuesday	3 Cabinet	1		2 Cabinet	2 Cabinet/Council		4 Cabinet
Wednesday	4 Planning Committee	2		3 Planning Committee	3 Planning Committee		5
Thursday	5	3		4	4	1 Planning Site Visit	6 WSCC Election
Friday	6	4	1 New Years Day	5	5	2	7
Monday	9	7 Planning Site Visit	4 Planning Site Visit	8 All Parishes - EPH	8 SRG	5 Bank Holiday	10 Planning Site Visit
Tuesday	10 Environment Panel	8 Cabinet	5 Cabinet	9	9 OSC	6 Cabinet	11
Wednesday	11	9 Planning Committee	6 Planning Committee	10 Licensing Committees	10	7 Planning Committee	12 Planning Committee
Thursday	12 DPIP	10	7	11 DPIP	11 DPIP	8	13
Friday	13	11	8	12	12	9	14
Monday	16	14	11	15	15	12	17
Tuesday	17 OSC	15 Environment Panel	12 Council	16	16	13	18 Annual Council
Wednesday	18	16	13	17	17	14	19
Thursday	19	17 DPIP	14 CGAC	18	18	15 DPIP	20 DPIP
Friday	20	18	15	19	19	16	21
Monday	23	21	18	22	22	19 Growth Board	24
Tuesday	24 Council	22	19 Environment Panel	23 Environment Panel	23	20	25 Environment Panel
Wednesday	25	23	20 GCP	24	24 GCP	21	26
Thursday	26	24	21 DPIP	25	25 CGAC	22 JECF	27
Friday	27	25 Christmas Day	22	26	26	23	28
Monday	30	28 Bank Holiday	25		29 BRP	26	31 Bank Holiday
Tuesday		29 Christmas Closure	26 OSC		30 Environment Panel	27 Environment Panel	
Wednesday		30 Christmas Closure	27		31	28	
Thursday		31 Christmas Closure	28 JECF			29	
Friday			29			30	

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Chichester District Council

FULL COUNCIL

24 September 2019

PARISH NAME CHANGE

1. Contacts

Report Author

Nick Bennett – Divisional Manager Democratic Services

Telephone: 01243 534657 E-mail: nbennett@chichester.gov.uk

2. Recommendations

2.1 That Council authorise a change the name of Singleton Parish Council to Singleton and Charlton Parish Council.

2.2 That the Divisional Manager for Democratic Services be authorised to serve notices upon the Secretary of State, the Director General of the Ordnance Survey and to the Registrar General of that name change.

3. Background

3.1 The Council received a formal request that this authority approve a change of name for the current Singleton Parish Council. The application follows a formal resolution at the Parish, which application has been formally notified to this Council by the Parish clerk.

3.2 The Council has powers under s.75 of the Local Government Act 1972 to authorise name changes where such a request is submitted in writing by the Parish.

4. Outcomes to be Achieved

4.1 Reasons for the request and anticipated outcomes are set out in the Parish clerks letter included in the background papers explaining the grounds considered by the Parish itself – that the new name will be more representative and will they believe encourage resident engagement from the Charlton area.

5. Proposal

5.1 If the Council grants the change of name then the Council will be under a duty to notify the Secretary of State, Director General of the Ordnance Survey and to the Registrar General under requirements of s.75(2)(a) of the Local Government Act 1972.

5.2 The Parish would also be required to publish the decision in the Parish as required by s.75(2)(b) of the same Act.

6. Alternatives Considered

6.1 The Council could refuse the request. There is no formal guidance from the Secretary of State on the operation of s.75 of the Act so the Council would need to

apply their normal public law decision making to this decision.

7. Resource and Legal Implications

7.1 None. A change of name made under the Act does not affect any rights or obligations of any parish or of any council, authority or person, or render defective any legal proceedings; and any legal proceedings may be commenced or continued as if there had been no change of name.

8. Consultation

8.1 Consultation and publicity for the application are matters for the Parish.

9. Community Impact and Corporate Risks

9.1 None.

10. Other Implications

Are there any implications for the following? If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
Crime and Disorder The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder?		X
Climate Change and Biodiversity Are there any implications for the mitigation of/adaptation to climate change or biodiversity issues? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		X
Human Rights and Equality Impact You should complete an Equality Impact Assessment when developing new services, policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.		X
Safeguarding and Early Help The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk? The Council has committed to dealing with issues at the earliest opportunity, do these proposals have any implication in reducing or increasing demand on Council services?		X
General Data Protection Regulations (GDPR) Does the subject of the report have significant implications for processing data likely to result in a high risk to the rights and freedoms of individuals? Processing that is likely to result in a high risk includes (but is not limited to): <ul style="list-style-type: none"> • systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals. • large scale processing of special categories of data or personal 		X

<p>data relation to criminal convictions or offences.</p> <ul style="list-style-type: none"> • Any larger scale processing of personal data that affects a large number of individuals; and involves a high risk to rights and freedoms eg based on the sensitivity of the processing activity. • large scale, systematic monitoring of public areas (including by CCTV). <p>Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.</p>		
<p>Health and Wellbeing</p> <p>The Council has made a commitment to 'help our communities be healthy and active'. You should consider both the positive and negative impacts of your proposal on the health and wellbeing of communities and individuals living and working in the district. Is your proposal likely to impact positively or negatively on certain groups and their ability to make healthy choices, for example low income families, carers, older people/children and young people. Are there implications that impact on areas of the district differently? eg the rural areas or those wards where health inequalities exist. If in doubt ask for advice from the Health and Wellbeing team.</p>		X
<p>Other (please specify)</p>		

11. Appendices

11.1 None

12. Background Papers

12.1 Letter received from Singleton Parish Council clerk 13.08.2019

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Ms L Higgenbottam
Democratic Services Manager
Chichester District Council
1 E Pallent
PO19 1TY

Singleton Parish Council
Riverside
Singleton
PO18 0HA

8th August 2019

Dear Ms Higgenbottam

Further to an enquiry to Nicholas Bennett, I am writing to request, under s.75 of the Local Government Act 1972 that a name change from Singleton Parish Council to Singleton and Charlton Parish Council be considered by the full Council. A resolution was agreed at the Singleton Parish Council Meeting held on 17th July 2019 to submit this request.

The responsibility of Singleton Parish Council includes Singleton and Charlton and it is felt that given everything we do includes Charlton it would be appropriate to include Charlton in our official name. Our precept covers both Singleton and Charlton. We feel that a name change would reinforce the fact that Charlton residents are equally important as Singleton residents in any decisions taken and it would encourage them to be more involved with Council duties, volunteer events and fund raising.

I would request that you give this request due consideration and that permission will be granted for this name change.

Yours faithfully

A handwritten signature in black ink that reads "V. Nuttall".

Vivien Nuttall
Clerk – Singleton Parish Council

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Motion to the Council to increase the importance of nature in Chichester by six measures

1) Trees

The Council is requested to note:

- The importance of trees in slowing the pace of climate change by absorbing carbon dioxide and releasing oxygen into the air, as well as providing a habitat for wildlife
- The contribution trees make to the environment in our towns including shading and cooling, pollution and noise mitigation, as well as speeding up floodwater drainage and improving the quality of our street scene
- The Government's pledge in 2018 to plant 11 million new trees by 2050, including in towns and urban areas

In support of the national campaign to increase the number of trees being planted, the Council is requested to:

1. Appoint a District Tree Champion
2. Agree a review of current policies on and attitude towards the planting of trees in our rural and urban area with a view to introducing a more proactive policy to increase the number and regularity of trees planted
3. Recommend West Sussex County Council consider a strategy to educate children in understanding the benefits of trees and tree planting
4. Recommend an urgent **Tree Summit** with the City Council, Parish Councils, District Council and County Council, BID and the Tree Wardens and members of the public to work out how to plant more trees
5. Recommend officers investigate funding streams to enable residents and community groups to fund the planting and future maintenance of trees

2) Wildflowers to support pollinators

The District Council is responsible for various areas of land in the district (for example New Park and Priory Park). The way in which the council's teams manage this land which is under our control as a District Council assets has an impact on wildlife and amenity. Being cut several times each year means grass is cut before many wildflower plants have had a chance to flower. Wildflowers need to be available for insects when in flower and to be left long enough to have seeded before being cut. Cutting regimes should be timed to allow wildflower areas to self-perpetuate and improve the wildlife value of the land.

The Council is therefore requested to:

1. Review and reduce the timing and frequency of grass cutting across the district to increase biodiversity and manage some of our land as wildlife habitats
2. Work with partners to produce a pollinator action plan to guide cutting contracts and communicate the resulting plan and reasons to residents

3) Pesticide Free District

The Council is requested to:

1. Formally congratulate the Property Manager of the City Council on limiting the use of dangerous chemicals which could endanger the health of the City Council employees and the wider public
2. Recommend that the Property Manager coordinates a city wide reduction in the use of pesticides
3. Recommend that the City Council consider joining the Pesticide Free Towns Network which envisions minimised use of pesticides by replacing them with sustainable alternatives

In line with the Pesticide Free Towns Network the Council is requested to:

- Ban the use of herbicides and pesticides in public areas under council's control
- Help extend the ban of pesticides and herbicides to private areas with public access and agricultural areas next to where citizens live
- Support the greening efforts towards local biodiversity enhancement already being championed by Transition Chichester
- Develop and promote a campaign aimed at informing citizens about the transition to become pesticide-free, and the reasons for it; encourage citizens to actively support the transition by promoting the use of sustainable alternatives in private gardens and allotments
- Communicate with and involve all stakeholders
- Increase local biodiversity through municipal and citizen-driven activities

4) Green bus stops

The Council is requested to work with Stagecoach, Parish and County Councils to consider initiating the use of Green roofs for bus stops. We recommend that sedum or other plants are used on the roofs of bus stops to attract more bees as pollinators, provide more plants to improve air quality and to be a visible sign that the District Council is actively reducing our collective carbon footprint.

5) Greening Flower offer in the park displays

The Council is requested to encourage more sustainable forms of planting by:

- Drought resistance planting
- Using pollinator friendly planting to encourage bees
- Using locally grown flowers instead of plants from abroad
- Using native plants
- Using perennials and wildflowers as much as possible to draw the public's attention to the importance of supporting native species and encouraging bees

6) Advice to Planning Applicants

The Council is requested to recommend to the Planning Department that it sends out a list of ideas that all new applicants for planning can use to "green" their applications by introducing environmental measures such as habitats for hedgehogs, wildflower planting, protecting and increasing bat corridors, installing green roofs or walls or

using permeable paving, harvesting rainwater to water the garden, changing power providers to renewables, installing bat and bird boxes, planting trees to support bat corridors and provide shade, less rigorous grass cutting regimes.

Councillors are invited to view the advice given to residents in the South Downs National Park here: <https://www.southdowns.gov.uk/wp-content/uploads/2018/04/Core-06-Ecosystem-Services-Technical-Advice-Note-householder.pdf>

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Motion to the Council about Electricity Suppliers

We note that the Council has declared a Climate Emergency in the summer. One of the key actions that individuals, businesses and councils can take to reduce their carbon footprint is to source their electricity from renewable sources and change to a Green Tariff.

We therefore recommend to the Council:

1. That enquiries be made to compare different renewable energy providers to demonstrate the council's commitment to reducing its impact on the environment
2. That an evaluation of the comparison of prices between an 100% Green tariff and a Brown tariff takes place including consideration of fixed and flexible pricing and the length of the contracts
3. That the council's energy supply contracts be reviewed
4. That an energy procurement strategy that supports local community energy providers be created (example: the County Council's Your Energy Sussex <https://www.yourenergysussex.org.uk/>)

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Notice of Motion to Full Council about Affordable Housing

It is recommended that the Council notes the following:

1. Home-ownership has fallen to a thirty-year low; the average home now costs 13.5 times the average annual pay packet in Chichester and 1.7 million households nationally pay over a third of their income each month to a private landlord.
2. Building more market-price homes can help lower prices only over the long term, so more supply alone cannot fix the problem or help thousands of families in Chichester District with the housing pressures they face now. The crisis requires action to build genuinely affordable homes at scale, and ensure a better balance in the new homes built.
3. Affordable housing is one of the best investments councils can make: not only does it create a home for a family, and regular rental income for the council as landlord, it reduces housing benefit spending in the more expensive private rented sector too. A recent report by Capital Economics confirmed that a national programme of 100,000 genuinely affordable homes a year “will deliver a sustained structural improvement to public sector finances”.
4. Investing in affordable housing creates jobs and boosts local economies. It’s estimated that every £1 spent on house building generates £2.84 in extra economic activity, and social landlords are also significant local buyers and employers: for every £1 million of housing output, 12 jobs are created.
5. There is a pressing need for urgent additional council, social and affordable housing in the District of Chichester as local residents face spiralling rents and house prices, meaning there is a grave shortage of affordable housing for families in the District, which may increasingly force residents’ children and grandchildren to move away from the area. This is an unacceptable situation which this council has a moral duty to act upon. There are currently 1358 households on the Council’s housing register; there are also currently 42 households in council-owned temporary accommodation and a further 18 households are in non–council-owned temporary accommodation.
6. Many of the residents on the District’s housing register will be in private rented accommodation, which costs the taxpayer greater amounts in housing support benefits because private rents are extremely high, and temporary accommodation, which means that this council has to spend money that could otherwise be used for other vital council services.
7. This council also notes that there is an additional cost to the Council in the difference between the housing benefit paid and what the council can claim back from government, based on Local Housing Allowance rates: in the last year this was estimated to be around £20K.
8. It is unacceptable for this council to fail to act positively to meet the housing needs this District has, particularly as significant investment in new council housing will in the long term make savings which will relieve the costs to this council in its duties as a local housing authority.

9. However, the council recognises that reactivating the Housing Revenue Account would be a task needing a considerable amount of work. Therefore, as national law permits councils to build up to 199 council houses without an HRA, **the council states the following:**

It is recommended that the Council resolves to:

1. Change the council's definition of affordability to that of the formula used for Social rent and Intermediate housing, which is pegged to local incomes.
2. Launch a review of our affordable housing target with a view to increasing the minimum in the Local Plan to 40 per cent.
3. In the medium term, establish a scrutiny panel to examine the viability of setting up a Local Housing Company (LHC) as an independent, arms-length organisation wholly owned by the council and operated on a not-for-profit basis.

However, in the meantime, it is recommended that the council resolves to:

4. Commit to building up to 199 Council Houses, available at affordable rent prices, and for rental income to be ring-fenced to reinvest in housing stock.