

# Public Document Pack

**JOHN WARD**  
Director of Corporate Services

Contact: Democratic Services  
Email: [democraticservices@chichester.gov.uk](mailto:democraticservices@chichester.gov.uk)

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
[www.chichester.gov.uk](http://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** which will be held **Virtually on Tuesday 22 September 2020 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

**10 September 2020**

## AGENDA

- 1 **Minutes** (Pages 1 - 10)  
The Council is requested to approve as a correct record the minutes of the meeting held on 21 July 2020.
- 2 **Urgent Items**  
The Chair 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 **Chair's Announcements**  
Apologies for absence will be notified at this point.  
  
The Chair will make any specific announcements.
- 5 **Public Question Time**  
In accordance with Chichester District Council's scheme for public question time as amended by Full Council on 24 September 2019 the Council will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15

minutes subject to the Chair's discretion to extend that period.

## **RECOMMENDATIONS BY THE CABINET**

To consider the following recommendations of the Cabinet requiring the approval of the Council. The reports giving rise to these recommendations can be found in the Cabinet papers for 8 September 2020 which are available on the council's website.

### **6 Council's Annual Report 2019-2020**

The material relevant to this item can be found on pages 9-51 of the Cabinet agenda pack for 8 September 2020.

The following recommendation was made to Council:

That the Annual Report 2019-2020 be received.

### **7 Tangmere Strategic Development Location - Chichester District Council (Tangmere) Compulsory Purchase Order**

The material relevant to this item can be found on pages 53-74 of the Cabinet agenda pack for 8 September 2020 and in the supplementary pack containing the appendices.

The following recommendations were made to Council:

1. That the Council authorises the use of Compulsory Purchase powers as set out in Section 226(1)(a) of the Town and Country Planning Act 1990 to compulsorily acquire the Order Land identified within Appendix B, and in particular that the Council makes the Order;
2. that the Director of Planning and the Environment be authorised, following consultation with the Cabinet Member for Planning Services, to:
  - a. settle the final form and content of the Order and all associated documentation and take all action needed to pursue the Order and secure its confirmation;
  - b. negotiate, agree terms and enter into agreements with interested parties including agreements for the withdrawal of objections or undertakings not to enforce the Order on specific terms including where appropriate removing land or rights from the Order or to request the modification of the Order by the Secretary of State;
  - c. implement the Order powers following confirmation of the Order and so acquire title to and/or take possession of the Order Land.

## **OTHER REPORTS**

### **8 Committee and Outside Body Appointments**

On 20 August 2020 Cllr Dignum joined the Cabinet. As a result the Council is requested to agree changes to Committee memberships in order to maintain

political balance and to comply with the Constitution which does not allow a Cabinet member to sit on Overview and Scrutiny or to Chair the Corporate Governance and Audit Committee.

The recommendation is as follows:

That Cllr Martyn Bell be appointed to Overview and Scrutiny Committee in place of Cllr Tony Dignum

The Council is also requested to agree the following Outside Body Appointment:

That Cllr Tony Dignum replace Cllr Martyn Bell as the Chichester District Council representative on the Chichester Business Improvement Board.

The Council is then requested to put forward nominations for the position of Chair of Corporate Governance and Audit Committee. If more than one nomination is received a secret ballot will take place.

**9 Committee Calendar of Meetings May 2021 to May 2022 (Pages 11 - 15)**

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

That the committee calendar of meetings for May 2021 to May 2022 be approved.

**10 Motion submitted by Cllr Oakley**

Having complied with the Motions Procedure as set out in the council's Constitution the motion below will be proposed by Cllr Oakley and if duly seconded it will then be discussed at this meeting:

**Motion:**

*This Council calls on the Government to withdraw its proposals, contained in its consultation on Changes to the Current Planning System, for altering the Standard Methodology for calculating housing delivery targets and raising the on-site Affordable Housing provision threshold, so that full consideration of the consequences of these proposals can be considered as part of its wider Planning for the Future White Paper.*

**11 Questions to the Executive**

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

**12 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 Chair has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.

**13 Exclusion of the press and public**

There are no restricted items for consideration at this meeting.

## NOTES

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.

## **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
Mrs J Duncton	Mr R Plowman
Mr J Elliott	Mr H Potter
Mr G Evans	Mrs C Purnell
Mrs J Fowler	Mr D Rodgers
Mrs N Graves	Mrs S Sharp
Mr F Hobbs	Mr A Sutton
Mr K Hughes	Mrs S Taylor
Mrs D Johnson	Mr P Wilding

# Public Document Pack Agenda Item 1



Minutes of the meeting of the **Council** held Virtually on Tuesday 21 July 2020 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, Mr R Briscoe, Mr J Brown, Mr A Dignum, Mrs J Duncton, Mr J Elliott, Mr G Evans, Mrs J Fowler, Mrs N Graves, Mr F Hobbs, Mr K Hughes, Mrs D Johnson, Mr T Johnson, Mrs E Lintill, 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, Mr R Plowman, Mr H Potter, Mrs C Purnell, Mr D Rodgers, Mrs S Sharp, Mrs S Taylor and Mr P Wilding

**Members not present:** Rev J H Bowden and Mr A Sutton

**Officers present all items:**

## 1 Minutes

### RESOLVED

That the minutes of the Annual Council meeting held on 19 May 2020 be approved.

## 2 Urgent Items

The Chair confirmed that she would be accepting no late items.

## 3 Declarations of Interests

The following declarations of personal interest were made in respect of agenda item 8:

- Cllr Apel as a Chichester District Council (CDC) appointed trustee of Pallant House Gallery
- Cllr Oakley as a member of West Sussex County Council and Tangmere Parish Council
- Cllr Bangert as a trustee of Tuppenny Barn
- Cllr Purnell as a member of West Sussex County Council
- Cllr Plowman as Chairman of the Neighbourhood Plan Steering Group
- Cllr Duncton as a member of West Sussex County Council
- Cllr Donna Johnson as a member of Selsey Town Council
- Cllr Kate O'Kelly as a member of West Sussex County Council
- Cllr Francis Hobbs as a CDC appointed member of Visit Chichester

#### 4 Chairman's Announcements

Apologies were received from Cllr Bowden and Cllr Sutton.

#### 5 Public Question Time

The following public questions were read by Mr Dicker:

*On the 3rd March 2020 I raised a point of order and this has not been minuted. My point of order is that you the council voted on the 24th September 2019 on the plan for the delivery of the local plan. This included public consultation at the end of March 2020. This was the "will of the council" You have never voted to delay "the will of the council". Your own monitoring officer stated and I quote:*

*"Cabinet cannot work to undermine Council decisions, and must be what is Wednesbury reasonable". Have they been I will let you councillors decide.*

*Councillor Lintill told us that the local plan timetable was to be reviewed following Government advice.*

*Q1. I have asked under FOI for the Government advice. The disclosure copied to councillors and the press has no government advice but a report from local government consultants stating that, and again I quote:*

*"It is clear that the programme of work required to be completed before submission is extensive, and a number of key tasks are yet to be completed and in some case programmed for completion".*

*Who is responsible for the abject failure of the local plan work? Where is the so called Government advice quoted by Councillor Lintill and why has it not been made available under FOI.*

*Q2. Where is the revised timetable (not on your website) and when will the revised plan come for public consultation and when will the decision on the SDNP unmet housing need be made by this council. Especially in light of the failure of the previous plan what is your confidence in any new proposed dates being met?*

*Q3. DPIP is an untransparent decision making body. On 18th March 2020 the minutes should have been disclosed under FOI. The ICO stated that due to covid reasonable delays can be expected. Is 4 months reasonable and when will I see the minutes. What have DPIP and CDC got to hide.*

*I ask again who is failing you as councillors on the local plan. We the public have no faith or confidence in your executive or officers ability to plan let alone deliver against a plan in what is now a critical function to prevent random unchecked housing development. I hope the press are taking note.*

Cllr Taylor responded as follows:

*Thank you for your questions.*

*In response to your 1st question I would say:*

*Following the meeting last year with the Minister for Local Government and Homelessness, Council officers met with officials from the Ministry for Housing, Communities and Local Government (MHCLG) and the Planning Advisory Service (PAS). To clarify, the PAS is part of the Local Government Association but is funded by a grant from MHCLG to provide advice to councils on planning matters. PAS is therefore the appropriate body to provide advice to Councils on progressing Local Plans to ensure they are capable of being found sound at examination. As previously explained, the process of preparation of a Local Plan is complex and iterative. It is also reliant on specialist technical evidence based studies to inform decisions about where new development can be located and the on-going input from statutory consultees to support this. We are making progress with the next version of our local plan and further information is available on our website about this. I would also make the point (and as advised at the Council meeting in March), that the Local Plan forms part of the Council's policy framework for which the full Council, rather than the Cabinet, is responsible. I understand that you have been sent a copy of the PAS advice which has also been made available to all members.*

*As to Question 2:*

*The Council website has a page "Timeline - Local Plan Review" which sets out the next steps and what needs to happen for the Plan to progress to the next stage. The timeline envisages that the Plan will be published for public consultation in spring 2021. However, this is subject to a range of factors, not all of which are in the Council's control. The decision on any unmet need arising from the South Downs National Park or elsewhere will be taken when the proposed submission plan is considered by Members. The Council is following advice from PAS to maximise the chances of bringing forward a sound plan in the most timely manner.*

*And as to Question 3:*

*You ask whether the time that your request has been reasonable. As you are aware the Information Commissioner advice was that Councils should properly prioritise urgent Covid related activities and that such requests be put on hold and on the basis of that advice I do consider that the delay has been reasonable in light of the wider pandemic.*

*The request for DPIIP papers under the Freedom of Information Act is, however, currently being actioned and it is anticipated that a decision will be made by the qualified person, i.e. the Council's Data Protection Officer, by the end of July. I have already outlined in my response to questions 1 and 2 the progress being made and timescales anticipated for the next stage of the Local Plan review and would add finally that with regards to your concern about unchecked housing development, the Council's Planning Committee has recently approved an Interim Policy Statement for Housing Development with which to guide proposals for development.*

*I would also add that DPIIP is not a decision making body. Instead it makes recommendations to Cabinet and where appropriate Full Council.*

*Following the debate Cllr Moss indicated that he noted the questions were one of a series and that he intended to add the broad issue of the Local Plan to the Overview and Scrutiny committee work list. He was advised that he could do so under his delegated powers as Chairman of that Committee and that no decision by Full Council was required to enable the Scrutiny Committee activity so long as the work was within the Overview and Scrutiny Committee terms of reference.*

## 6 Supporting Leisure Centres

Cllr Briscoe was invited to introduce the report.

Cllr Briscoe then moved the recommendation which was seconded by Cllr Lintill.

Cllr Hughes proposed that a progress report be presented to Overview and Scrutiny Committee (OSC) in November. This was seconded by Cllr Sharp. Cllr Lintill explained that it would not be necessary as the part II item later on the agenda confirms that a report will be presented to OSC. Cllr Hughes then confirmed that he would withdraw his proposal if the point could be noted in the minutes.

Cllr Brown requested that any spare capacity at the Leisure Centres be considered for free referrals from the council's social prescribers.

Members voted on the officer recommendation which was carried.

### **RESOLVED**

That any further extension of support during the closure and recovery phase, up to a maximum of the current monthly amount be delegated to the Director of Growth and Place in consultation with the Leader, the Cabinet Member for Community Services and Culture and the Chair of the Overview and Scrutiny Committee for a period up to three months.

## 7 Financial Impact of Covid-19

Cllr Wilding was invited to introduce the item.

Cllr Wilding moved the recommendations which were seconded by Cllr Lintill.

Cllr O'Kelly proposed an amendment to recommendation 1v to read:

*The Council should prioritise the identification and development of new income generation ideas.*

The proposal was seconded by Cllr Brown.

A number of members supported the amendment which reverted the recommendation back to that made by the Corporate Governance and Audit Committee. Some members also discussed striking the right balance between generating income and maintaining reserves.

In response to a request for clarification Mrs Hotchkiss confirmed that Chichester Festival Theatre receives £187,000 per annum in its current funding agreement with the council and Pallant House Gallery receives £130,000 per annum. Both agreements currently run until 2022.

Members voted on the amendment put forward by Cllr O'Kelly which was not carried.

Members then voted on the officers recommendations which were carried.



## RESOLVED

1. That the minimum level of reserves be reduced to £4m.
2. That up to £8,070,000 be released from reserves to address the in year impact of the pandemic.
3. That the Council should work towards achieving a balanced budget over the next 5 years, using reserves in the intervening years to help balance the budget.
4. That officers continue to pursue income generating initiatives, where there is a sufficiently robust business case, as part of the recovery process.

## 8 Covid 19 Recovery Plan and future services framework

(Please note that the full debate for this item can be viewed on the webcast which has been published here <http://chichester.nucast.live/>)

The Chair drew members' attention to a correction to the numbering of the report. On page 12 of the agenda pack the section entitled 'Alternatives Considered' should be number 7, 'Resource and Legal Implications' number 8, 'Consultation' number 9, 'Community Impact and Corporate Risks' number 10, 'Other Implications' number 11, 'Appendices' number 12 and 'Background Papers' number 13.

Cllr Lintill was then invited to introduce the report.

Cllr Lintill moved the recommendations which were seconded by Cllr Taylor.

A number of members requested information on how the recovery teams would be made up as some members had already been approached. Cllr Lintill confirmed that the memberships had not been decided. She added that the timings of the meetings would be decided by the Cabinet member/s, Directors and Advisors. The meetings would not be formally minuted as these are informal groups and oversight of the recovery plans lay with Overview and Scrutiny Committee and Cabinet. A number of members requested feedback to the wider membership.

With regard to a request for smaller registered charities to be included in the grants funding Cllr Briscoe explained that the criteria for inclusion is currently being drawn up by officers but would include smaller local charities.

Cllr Moss suggested the inclusion of Fishbourne Roman Palace, the Oxmarket and the Weald and Downland Museum in the economic impact study for the Novium, Chichester Festival Theatre and Pallant House Gallery. Cllr O'Kelly then proposed the suggestion which was seconded by Cllr Moss. Both Mrs Hotchkiss and Mr Bennett explained that the recommendation would have to be worded as such to take account of consulting with the additional organisations to see if they wished to be included. Mrs Shepherd also clarified that the proposal is for the cost of the study to be split into thirds equally between the parties involved.

Cllr Tim Johnson then put forward the following amendment which was seconded by Cllr Donna Johnson:

*Council recommend that Cabinet consider enhancing their decisions of 07 July and approve the formation of a separate Peninsula Recovery Group at their next meeting.*

Some members did not support the recommendation as some parishes on the Peninsula did not support the proposal, thought it was a duplication of work if the Group were formed and also the implication for other areas of the district where an additional Group is not set up.

In support of the recommendation some members discussed that the Group reflects the needs of the residents now and would address the particular needs of the peninsula.

In a vote the amendment was not carried.

Cllr Plowman then put forward the following amendment which was seconded by Cllr Hughes:

*That the Chichester Neighbourhood Plan City Centre Task Force be included as a Partner Organisation for the Economic Recovery Action plans. (Pages 32, 33).*

Some members did not support the recommendation and discussed the inclusion of the City Council already.

In support of the recommendation some members discussed the importance of bringing in those who can help to drive change.

In response to suggestions that the proposal was undemocratic Mr Bennett confirmed that it was not undemocratic but urged members to debate with kindness and respect.

In a vote the amendment was not carried.

Cllr Adrian Moss then put forward the following amendments which were seconded by Cllr O'Kelly:

*At Page 75, Appendix 5, Future Services Framework*

*Add in new Key area, Paragraph 4*

*(Minor technical change.....)*

*The proposal is to break this project down into 4 key areas;*

*New key area No 2*

*2) Commercial activities: An outward facing review of all commercial activity to identify opportunities to boost income to the council from council service and other commercial activity.*

*Key area 2) becomes 3) Policy Option*

*Key area 3) becomes 4) Service Prioritisation*

*Page 76, New Paragraph for Commercial Activity*

## 2. Commercial Activities

*Officers continue to pursue income generating opportunities, where there is a sufficient robust business case and the activity is in line with local government published protocols.*

*Business generating initiatives should include opportunities that enhance the lives of our residents and provides services that directly benefit our residents and local businesses whilst helping the Council reduce reliance on Council Tax and the Local Government Finance Settlement each year.*

*2. Policy Options becomes 3. Policy Options*

*3. Service Prioritisation becomes 4. Service Prioritisation*

### THIS WILL ALSO NECESSITATE CHANGES AS FOLLOWS

Page 12, 6.5

New

*Stage 2 Commercial Activity. This stage challenge the council to look at new innovative way to pursue income generating ideas that enhance the services provided by the Council to the local community including businesses, whilst generating an income to the Council.*

*Stage 2. Policy Options becomes Stage 3. Policy Options*

*Stage 3. Service Prioritisation becomes Stage 4. Service Prioritisation*

Some members did not support the recommendation due to the development of commercial ideas already being covered under section 7 and it already being a priority in the Corporate Plan.

In support of the recommendation some members discussed the importance of bringing ideas that avoid the reliance on council tax and generate income.

Following a vote the amendments were not carried.

Cllr Brown then suggested combining his amendment with Cllr Sharp's amendment in order to take one vote. Cllr Sharp was in agreement.

Cllr Brown proposed the following amendment which was seconded by Cllr Moss:

*At c.iv add: "Priority for Economic Recovery Grants to be given to carbon-neutral schemes or those which will lessen the carbon footprint of economic activities."*

Cllr Sharp then added the following amendment which was seconded by Cllr Moss:

*Re: 8.a (NEW: the current a-c become b-d) add:*

*Council notes the serious impact COVID-19 has had and is still having on our communities, residents' health, well-being and livelihoods and on the Council's finances. But at the same time, climate change presents just as much a threat as ever. The Council therefore believes that sustainability and tackling Climate Change should be a "golden thread" running through all this Council's COVID-19 Recovery Action Plans.*

Some members did not support the recommendation due to the limitations it would put on the grants fund for small organisations.

In support of the recommendation some members discussed the importance of green industries going forwards.

In a vote the amendments were not carried.

Following the earlier suggestion by Cllr Moss to include the Fishbourne Roman Palace, the Oxmarket and the Weald and Downland Museum in the economic impact study for the Novium, Chichester Festival Theatre and Pallant House Gallery which had been formally proposed by Cllr O'Kelly and seconded by Cllr Moss the following amendment was agreed to be voted on for recommendation cii:

*To contribute £20k towards an economic impact study for Novium, CFT and PHG. To be funded from reserves and that officers will approach the Weald and Downland Museum, Oxmarket and Fishbourne Roman Palace to see if they would be interested in inclusion in the study on the same terms.*

The Chair then put the officer recommendations to the vote with the inclusion of amendment above. The vote was carried.

## **RESOLVED**

That Council:

- a) Approves the Covid 19 Recovery Action Plans for the four thematic areas as set out in appendices 1-4;
- b) Approves the Future Services Framework as set out in appendix 5;
- c) Approves the following policy options:
  - (i) to forego the Homefinder's fee at a cost of £20k pa;
  - (ii) To contribute £20k towards an economic impact study for Novium, CFT and PHG (to be funded from reserves) and that officers will approach the Weald and Downland Museum, Oxmarket and Fishbourne Roman Palace to see if they would be interested in inclusion in the study on the same terms as the other parties.
  - (iii) to increase the current level of support for Visit Chichester by £100k per year in years 2020/21, 2021/22 & 2022/23 and provide new support of £130k per year in 2023/24 & 2024/25, and that delegated powers is given to the Director for Growth and Place to approve a new Service Level Agreement with Visit Chichester following consultation with the Cabinet Member for Communities and Cabinet Member for Growth, Place and Regeneration;
  - (iv) to create a new grants fund of £500k. To include £250k for a Community Recovery Grants Fund and £250k for an Economic Recovery Grants Fund, and that delegated powers are given to the Director of Housing & Communities and the Director of Growth and Place to approve criteria for the grants following consultation with the Cabinet Member for Communities

and Cabinet Member for Growth, Place and Regeneration respectively. To be funded by reducing the sum allocated for parish NHB grants by an equivalent amount.

## 9 **Co-option of Cllr Tim Johnson to the Overview and Scrutiny Committee**

Cllr Moss was invited to introduce the item. He confirmed that the Committee were in support of the recommendation.

Cllr Moss moved the recommendation which was seconded by Cllr Apel.

Members voted on the Overview and Scrutiny Committee recommendation which was carried.

### **RESOLVED**

That Council agrees for Cllr Tim Johnson to be co-opted to the Overview and Scrutiny Committee in a non-voting capacity for the remainder of the 2020/21 Committee Cycle.

## 10 **Overview and Scrutiny Committee 2019-20 Annual Report**

The Chair explained that there were some minor amendments to the report. On page 92 the Community Task and Finish Group findings were reported back to the July 2020 meeting and on page 93 the Corporate Plan Task and Finish was not cancelled, it went ahead.

Cllr Moss was invited to introduce the report. He also took the opportunity to thank Mr Hyland, Mrs Bushby, Mrs Rudziak and Miss Davis for their help and support.

The Chair then noted the report on behalf of the Council.

## 11 **Motions Procedure**

Cllr Dignum as Chair of Corporate Governance and Audit Committee was invited to introduce the report.

Cllr Dignum then moved the recommendation which was seconded by Cllr Lintill.

Members then voted on the officer recommendations which were carried.

### **RESOLVED**

1. That Council adopt the motions procedure and that the Constitution be amended accordingly.
2. That the Monitoring Officer be directed to prepare guidance on the application of the motions procedure for members.

## 12 **Urgent Decision Notice - Parking Charges**

The Chair noted the urgent decision notice on behalf of the Council.

13 **Questions to the Executive**

The Chair explained that there would be no questions to the executive due to the length of the meeting. It was explained that members would be able to send their questions to Democratic Services with the questions and answers to be published online.

14 **Late Items**

There were no late items.

15 **Exclusion of the press and public**

Cllr Lintill moved the recommendation to go into part II which was seconded by Cllr Taylor. There were no objections so the Chair made the following resolution on behalf of the Council:

That in respect of agenda items 16 and 17 the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts 1 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 that information.

16 **Increasing the provision of short stay accommodation at Freeland Close**

Cllr Lintill was invited to introduce the item.

Cllr Lintill moved the recommendation which was seconded by Taylor.

Members voted on the recommendations which were carried.

**RESOLVED**

1. That the updated Project Initiation Document in Appendix 1 be approved.
2. That the additional funding requirements of the scheme as yet not released and detailed in paragraph 8.1 be approved.
3. That delegated powers be granted to the Director of Housing and Communities and the Director of Corporate Services following consultation with the Cabinet Member for Housing and the Cabinet Member for Finance Corporate Services, Revenues and Benefits, to award the development contract.

17 **Urgent Decision Notice - Leisure Centres**

The Chair noted the urgent decision notice on behalf of the Council.

The meeting ended at 7.13 pm

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CHAIRMAN

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Date:

## Chichester District Council

**FULL COUNCIL**

**22 September 2020**

### **Committee Calendar of Meetings from May 2021 to May 2022**

#### **1. Contacts**

##### **Author**

Lisa Higenbottam - Democratic Services Manager

Telephone: 01243 534684 E-mail: [lhigenbottam@chichester.gov.uk](mailto:lhigenbottam@chichester.gov.uk)

#### **2. Recommendation**

- 2.1 That the committee calendar of meetings for May 2021 to May 2022 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 2021 to May 2022 detailed in the appendix to this report.
- 5.2 If required the dates and times of the meetings might be adjusted following prior arrangement with the relevant committee Chair. Where necessary special meetings may also be arranged.
- 5.3 There have been some more significant adjustments to meeting times this year namely:
- Corporate Governance and Audit Committee has moved to a Monday afternoon following consultation with the Committee.
  - It is proposed that the Development Plan and Infrastructure Panel be moved to a Wednesday to accommodate the Courts use of the Committee Rooms at the end of the week.

#### **6. Alternatives Considered**

- 6.1 The calendar draft has been considered by the senior officers involved with each meeting to consider the timings and reporting links. Their comments have been taken on board.

## 7. Resource and Legal Implications

7.1 Meeting Arrangements are affected at the time of preparing this report by the Coronavirus Act 2020 but the impacts of that Act will end prior to the cycle covered by this report.

## 8. Consultation

8.1 Senior CDC officers and meeting leads have been consulted.

## 9. Community Impact and Corporate Risks

9.1 None.

## 10. Other Implications

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

## 11. Appendix

11.1 Committee Calendar of Meetings May 2021 to May 2022.

## 12. Background Papers

None.



# CALENDAR OF MEETINGS 2021-2022

Committee	Abbr	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
Business Routeing Panel	BRP	Monday	09:30	2	Training Room
Cabinet		Tuesday	09:30	12	Committee Room 2 (audio)
Chichester District Parking Forum		Thursday	15:00	1	Either Committee Room
Corporate Governance & Audit Committee	CGAC	Monday	14:00	4	Committee Room 2 (audio)
Council		Tuesday	14:00	7	Both committee rooms (audio)
Development Plan & Infrastructure Panel	DPIP	Wednesday	09:30	12	Committee Rooms
Environment Panel		Monday	14:00	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	11:00	4	Either training room
Joint Employee Consultative Panel	JECP	Thursday	14:30	4	Either training room
Overview & Scrutiny Committee	OSC	Tuesday	09:30	5	Committee Room 2 (audio)
Planning Committee		Wednesday	09:30	13	Committee Rooms (audio)
Strategic Risk Group	SRG	Thursday	14:00	2	Either training room
					<b>Thursday PM and Friday's the Courts use the Committee Rooms</b>

## WSCC School Term dates

Autumn term	2 September 2021 to Friday 17 December 2021 (half term 25 October 2021 to 29 October 2021)
Spring term	4 January 2022 to until 8 April 2022 (half term 21 February 2022 to 25 February 2022)
Summer term	25 April 2022 to 22 July 2022 (half term 30 May 2022 to 3 June 2022)

# CALENDAR OF MEETINGS 2021-2022

	MAY 2021	JUNE 2021	JULY 2021	AUGUST 2021	SEPTEMBER 2021	OCTOBER 2021
Monday	3 Bank Holiday			2		
Tuesday	4 Cabinet	1 Cabinet		3		
Wednesday	5	2		4	1	
Thursday	6 WSCC Elections	3	1	5	2 Parking Forum	
Friday	7	4	2	6	3	1
Monday	10	7	5 Growth Board	9	6	4
Tuesday	11	8	6 Cabinet	10	7 Cabinet	5 Cabinet
Wednesday	12 Planning Committee	9 Planning Committee	7 Planning Committee	11 Planning Committee	8 Planning Committee	6 Planning Committee
Thursday	13	10	8	12	9 All Parishes - North	7 JECP
Friday	14	11	9	13	10	8
Monday	17 Environment Panel	14 Environment Panel	12 Environment Panel	16	13 Growth Board	11
Tuesday	18 Annual Council	15 OSC	13 Full Council	17	14 OSC	12
Wednesday	19	16 Licensing Committees	14	18	15 Grants Panel	13 Licensing Committees
Thursday	20	17	15 JECP	19	16	14 SRG
Friday	21	18	16	20	17	15 Environment Panel
Monday	24	21	19 CGAC	23	20 Environment Panel	18
Tuesday	25	22	20	24	21 Full Council	19
Wednesday	26 DPIP	23 DPIP	21 DPIP	25	22 DPIP	20 DPIP
Thursday	27	24	22	26	23	21
Friday	28	25	23	27	24	22
Monday	31 Bank Holiday	28	26	30 Bank Holiday	27 BRP	25 CGAC
Tuesday		29	27	31	28	26
Wednesday		30 Grants Panel	28		29	27 Grants Panel
Thursday			29		30	28
Friday			30			29

# CALENDAR OF MEETINGS 2021-2022

	NOVEMBER 2021	DECEMBER 2021	JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022	MAY 2022
Monday	1		3				2 Bank Holiday
Tuesday	2 Cabinet		4	1 Cabinet	1 Cabinet		3 Cabinet
Wednesday	3 Planning Committee	1	5 Planning Committee	2 Planning Committee	2 Planning Committee		4
Thursday	4	2	6	3	3 SRG		5
Friday	5	3	7	4	4	1	6
Monday	8	6 Growth Board	10 CGAC	7 All Parishes - EPH	7 Growth Board	4	9 Environment Panel
Tuesday	9	7 Cabinet	11 Cabinet	8	8 Full Council	5 Cabinet	10
Wednesday	10	8 Planning Committee	12	9	9	6 Planning Committee	11 Planning Committee
Thursday	11	9	13 JECP	10	10	7 JECP	12
Friday	12	10	14	11	11	8	13
Monday	15 Environment Panel	13 Environment Panel	17	14	14 CGAC	11 Environment Panel	16
Tuesday	16 OSC	14	18 OSC	15	15	12	17 Annual Council
Wednesday	17	15 DPIP	19 Grants Panel	16 Licensing Committees	16	13	18
Thursday	18	16	20	17	17	14	19
Friday	19	17	21 Environment Panel	18 Environment Panel	18	15 Good Friday	20
Monday	22	20	24	21	21 Environment Panel	18 Easter Monday	23
Tuesday	23 Full Council	21	25 Full Council	22	22 OSC	19	24
Wednesday	24 DPIP	22	26 DPIP	23 DPIP	23 DPIP	20 DPIP	25 DPIP
Thursday	25	23	27	24	24	21	26
Friday	26	24	28	25	25	22	27
Monday	29	27 Bank Holiday	31	28	28 BRP	25	30 Bank Holiday
Tuesday	30	28 Bank Holiday			29	26	31
Wednesday		29 Christmas Closure			30 Grants Panel	27	
Thursday		30 Christmas Closure			31	28	
Friday		31 Christmas Closure				29	

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