

**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 in **Virtual** on **Tuesday 2 March 2021** 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

**18 February 2021**

**Notes: Please note that an additional meeting of the Council may be called by the Chair if all items are unable to be transacted on 3 March 2021. If this is the case details will appear on the council's website.**

## AGENDA

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

The Council is requested to approve as a correct record the minutes of the meetings held on Tuesday 19 January 2021 and Friday 29 January 2021.

2 **Urgent Items**

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

Due to the nature of the report the Chair has used their discretion to list the following report for urgent discussion at item 2:

- Amendment to Constitution on Vice Chairman Authority

(a) Amendment to Constitution on Vice Chairman authority (Pages 15 - 17)

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

That the Monitoring Officer be directed to amend the Constitution to remove the requirement that a Vice Chair may only chair a meeting in the absence of the Chairman to that meeting.

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 Chairman's discretion to extend that period.

**RECOMMENDATION FROM STANDARDS COMMITTEE - 25 JANUARY 2021**

To consider the following recommendation of the Standards Committee requiring the approval of the Council.

The reports giving rise to these recommendations are in the papers for the meeting of the Standards Committee on 25 January 2021. These are available in the committee papers section of the council's website.

6 **Model Code of Conduct** (Pages 19 - 34)

The Cabinet is requested to consider the following recommendation from the Standards Committee:

That the Local Government Association 'Model Councillor Code of Conduct 2020' be adopted.

(For reference the 'Model Councillor Code of Conduct 2020' is attached).

**RECOMMENDATION FROM THE BOUNDARY REVIEW PANEL - 15 FEBRUARY 2021**

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 Boundary Review Panel on 15 February 2021. These are available in the committee papers section of the council's intranet website.

7 **Reduction in Number of Parish Councillors on Rogate Parish Council**

The Chair of the Boundary Review Panel Cllr Oakley will confirm the recommendation to Council agreed by the Panel at its meeting on 1 March 2021.

## RECOMMENDATION BY THE CABINET

To consider the following recommendation 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 16 February 2021. These are available in the committee papers section of the council's website.

### 8 **Budget Spending Plans 2021-22** (Pages 35 - 37)

The report papers for this item can be found on pages 1-69 of the Cabinet papers from 16 February 2021 Special Cabinet meeting.

The Cabinet made the following recommendations:

- (a) That a net budget requirement of £15,041,200 for 2021-22 be approved.
- (b) That Council Tax be increased by £5.00 from £165.81 to £170.81 for a Band D equivalent in 2021-22.
- (c) That a contribution from the General Fund Reserve of £2,099,300 be approved to help fund the 2021-22 budget.
- (d) Should the final settlement differ from the draft settlement, the sum in 3.1 (c) above be adjusted accordingly.
- (e) The capital programme, including the asset renewal programme (appendix 1c and 1d of the agenda report) be approved.

Two Budget motions have been submitted by Cllr Brown and Cllr Moss respectively. These motions are attached and if duly seconded will be debated as part of the Budget item debate.

## COUNCIL TAX ANNUAL REPORT

### 9 **Council Tax Resolution** (Pages 39 - 54)

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

That having considered the Cabinet's budget proposals from their meeting of 16 February, Council are asked to also approve the Council Tax Resolutions as set out in Appendix A.

## 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 are in the papers for the meeting of the Cabinet on 16 February 2021 and 2 March 2021. These are available in the committee papers section of the council's website.

10 **Beach Management Plan 2021-2026**

The report papers for this item can be found on pages 7-10 of the Cabinet agenda from 2 March 2021.

The proposed Cabinet recommendations to Council are as follows:

1. That Council gives authority to the Director of Planning and Environment to apply to the Environment Agency to draw down £250k per year of Flood Defence Grant in Aid for the Beach Management Plan (BMP).
2. That Council approves the funding referred to in paragraph 2.1 above to be spent in line with the Beach Management Plan 2021-26 Schedule of Works shown at Table 1.
3. That should the Beach Management Plan Schedule of Works, set out in Table 1, require amendment during this period, that authority to amend the schedule is delegated to the Director of Planning and Environment following consultation with the Cabinet Member for the Environment and Chichester Contract Services.
4. That the Director of Planning and Environment be authorised to procure and award contracts for work in accordance with the BMP 2021-26 and Financial Standing Orders.

11 **Consideration of Consultation Responses Received on Chichester District Council's Draft Infrastructure Business Plan 2021-2026**

The report papers for this item can be found on pages 35-37 of the Cabinet agenda from 2 March 2021 and its associated appendices.

The proposed Cabinet recommendations to Council are as follows:

1. To reconsider whether IBP/355 Bus Real Time Passenger Information screens phase 2 is necessary and represents value for money (Appendix 3).
2. That subject to 2.1 above Cabinet recommend to Council that it:
  - i. Approves the proposed responses to the representations received as amended and subsequent modifications to the Draft Infrastructure Business Plan 2021-2026 as set out in Appendix 1; and;
  - ii. Approves the amended IBP including the CIL Spending Plan attached as Appendix 2.

12 **Housing Standards Financial Assistance and Enforcement Policy 2020-2025**

The report papers for this item can be found on pages 71-140 of the Cabinet papers from 16 February 2021 Special Cabinet meeting.

The Cabinet made the following recommendations:

1. That the Housing Standards Financial Assistance and Enforcement Policy 2021-2026 set out in the appendix is approved
2. That the remaining existing budgets are used together with £233K, repurposed from the Affordable Housing Capital fund, to provide the financial assistance required to support this policy, as set out in 7.1, and a review of the policy and funding requirements is undertaken in year 3.
3. That the enforcement of the new Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 be delegated to the Director of

- Housing and Communities for enforcement under the new policy.
4. That the use of monies received through the issuing of fines to be used to meet the cost and expenses incurred in, or associated with, carrying out any such enforcement work.
  5. That delegation be given to the Divisional Manager for Housing following consultation with the Cabinet Member for Housing, Communications, Licensing and Events to make minor amendments to the policy as required.

13 **Local Plan Review Preferred Approach: Part 2 Development Management Policies, Policies Map, Habitats Regulation Assessment and Sustainability Appraisal**

The report papers for this item can be found on pages 19-24 of the Cabinet agenda from 2 March 2021 and its associated appendices.

The proposed Cabinet recommendations to Council are as follows:

1. That:
  - a) The Summary of Representations included as Appendix 1 to this report is noted.
  - b) The proposed Council responses to the representations set out in that document are agreed for publication on the Council's website.
  - c) The Director of Planning and the Environment is authorised, following consultation with the Cabinet Member for Planning Services, to make minor amendments to the Summary of Representations and Responses prior to its publication.
  - d) That the issues raised in the Summary of Representations document and the other relevant issues summarised in section 9 of this report are noted as key considerations for the ongoing production of the Local Plan.

14 **Revised Local Development Scheme 2021-2024**

The report papers for this item can be found on pages 25-29 of the Cabinet agenda from 2 March 2021 and its associated appendices.

The proposed Cabinet recommendation to Council is as follows:

That the revised Local Development Scheme be approved.

15 **Section 106 Allocation for Chichester Community Development Trust**

The report papers for this item can be found on pages 31-34 of the Cabinet agenda from 2 March 2021.

The proposed Cabinet recommendation to Council is as follows:

That Council approves the release of £141,250 Section 106 Sport and Leisure monies plus interest accrued to the date of release to Chichester Community Development Trust.

16 **Senior Staff Pay Policy 2021/22**

The report papers for this item can be found on pages 35-37 of the Cabinet agenda from 2 March 2021 and its associated appendices.

The proposed Cabinet recommendation to Council is as follows:

That the Senior Staff Pay Policy Statement 2021-2022 be published.

17 **2021-22 Treasury Management & Investment Strategy and Capital Strategy update**

The report papers for this item can be found on pages 7-69 of the Cabinet agenda from 2 February 2021 and its associated appendices.

The proposed Cabinet recommendation to Council is as follows:

That the following documents referenced in 2.1 and 2.2 of the report are recommended to Council for approval:

- Treasury Management Policy Statement
- Treasury Management Strategy Statement
- Investment Strategy and relevant Indicators for 2021-22
- Capital Strategy for 2021-22 to 2025-26 be noted.

### **OTHER REPORTS**

None.

18 **Questions to the Executive**

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

19 **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.

20 **Exclusion of the press and public**

The Council is asked to consider in respect of agenda items 21, 22, 23 and 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. **The reports dealt with under this part of the agenda are attached for members of the Council and senior officers only (salmon paper).**

21 **Coastal and Land Drainage Engineering Service**

The report papers for this item can be found on pages 35-37 of the Cabinet agenda from 2 March 2021.

The proposed Cabinet recommendations to Council are stated at 2.1, 2.2, 2.3, 2.4 and 2.5 of the report.

**22 Leisure Management Contract 2021-2022 (Page 55)**

The report papers for this item can be found on pages 141-146 of the Cabinet papers from 16 February 2021 Special Cabinet meeting.

The Cabinet made the following recommendations:

That the recommendations as set out in sections 2.1a and 2.1b of the report as amended be agreed.

*The recommendations are set out in full in the restricted addendum attached for members and senior officers.*

**23 St James Industrial Estate Chichester**

The report papers for this item can be found on pages 55-61 of the Cabinet agenda from 2 March 2021.

The proposed Cabinet recommendations to Council are stated at 3.1, 3.2, 3.3 and 3.4 of the report.

**24 Stray Dog Kennelling Services (Pages 57 - 61)**

The Council is requested to consider the report and its appendix and make the recommendation as set out in section 2.1 of the report.

**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