

# Public Document Pack

**JOHN WARD**  
Director of Corporate Services

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## Notice of Meeting

### To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** which will be held in **Committee Rooms, East Pallant House** on **Tuesday 22 November 2022** 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 November 2022**

### NOTES

**Prior to the meeting members will have the opportunity to attend Ask SLT from 12.45pm - 1.30pm. Please note this is for members only and will be followed by a break at 1.30pm - 2.00pm**

### AGENDA

- 1 **Minutes** (Pages 1 - 14)  
The Council is requested to approve as a correct record the minutes of the meeting held on 27 September 2022.
- 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 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.

**6 Determination of the Council Tax Reduction Scheme 2023 – 2024**

Members are requested to consider the report and its appendix as set out on pages 15 – 40 of the Cabinet agenda pack for 4 October 2022 and make the following resolution as recommended by Cabinet:

The Cabinet is requested to consider the report and its appendix and make the following resolutions:

**That the proposed Council Tax Reduction Scheme for 2023-2024 be approved.**

**7 Financial Strategy and Plan 2023-24**

Members are requested to consider the report and its appendices (including exempt Appendix 2) as set out on pages 21 – 53 of the Cabinet agenda pack for 1 November 2022 and make the following resolution as recommended by Cabinet:

- a) **The key financial principles and actions set out in Appendix 1 of the 5 year Financial Strategy report are approved.**
- b) **That the Minimum Level of Reserves level is set at £4m, as recommended by the Corporate Governance and Audit Committee.**
- c) **That the current 5 year Financial Model detailed in appendix 2 (Part 2) and the Resources Statement in appendix 3 to the Financial Strategy report be noted.**
- d) **That £1.457m is transferred from the General Fund Reserve to the Investment Risk reserve to increase the mitigation held for fair value adjustments for the Council's long-term investments.**

## **RECOMMENDATIONS BY COMMITTEES**

**8 Boundary Review Panel Recommendations**

Members will receive an update from the Boundary Review Panel which will be held on Tuesday 15 November to consider the Parliamentary Boundary Review proposals as set out here: [BCE Consultation Portal \(bcereviews.org.uk\)](https://bcereviews.org.uk).

Any recommendations from the Panel will be circulated as a supplement to the agenda.

## **OTHER REPORTS**

**9 Committee Calendar of Meetings May 2023 - May 2024 and Evening Meeting Trial (Pages 15 - 41)**

Members are requested to consider the report and its appendices and;

1. **Approve either the committee calendar of meetings for May 2023 to May 2024 in Appendix A or Appendix B of this report.**
2. **Resolve that if the calendar detailed in Appendix B be agreed then a guillotine of 8.00pm be applied to all those meetings starting at 4pm.**

### **MOTIONS PROPOSED IN ADVANCE BY MEMBERS**

- 10 **Motion from Cllr Wilding** (Page 43)  
Having complied with the Motions Procedure as set out in the council's Constitution the motion attached will be proposed by Cllr Peter Wilding and if duly seconded it will then be discussed at this meeting.
- 11 **Motion from Cllr Barrett** (Page 45)  
Having complied with the Motions Procedure as set out in the council's Constitution the motion attached will be proposed by Cllr Graeme Barrett and if duly seconded it will then be discussed at this meeting.
- 12 **Motion from Cllr Sharp** (Page 47)  
Having complied with the Motions Procedure as set out in the council's Constitution the motion attached will be proposed by Cllr Sarah Sharp and if duly seconded it will then be discussed at this meeting.
- 13 **Questions to the Executive**  
Members are invited to ask a question of a member of the Executive (maximum of 30 minutes duration).
- 14 **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.
- 15 **Exclusion of the press and public**  
The Council is asked to consider in respect of agenda item 16 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).**
- 16 **Leisure Management Contract Review**  
Members are requested to consider the exempt report as set out on pages 55 – 58 of the Cabinet agenda pack for 1 November 2022 and make the resolution as set out in section 2.1 of the report and recommended by Cabinet.

### 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 press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
3. Subject to Covid-19 Risk Assessments members of the public are advised of the following:
  - a. Where public meetings are being held at East Pallant House in order to best manage the space available members of the public are in the first instance asked to listen to the meeting online via the council's committee pages.
  - b. Where a member of the public has registered a question they will be invited to attend the meeting and will be allocated a seat in the public gallery.
  - c. You are advised not to attend any face to face meeting if you have symptoms of Covid.
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	Mrs D Johnson
Mr H Potter	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 B Brisbane	Mr C Page
Mr R Briscoe	Mr D Palmer
Mr J Brown	Mrs P Plant
Mr A Dignum	Mr R Plowman
Mrs J Duncton	Mrs C Purnell
Mr J Elliott	Mr D Rodgers
Mr G Evans	Mrs S Sharp
Mrs J Fowler	Mr A Sutton
Mrs N Graves	Mrs S Taylor
Mr F Hobbs	Mr P Wilding

# Public Document Pack Agenda Item 1



Minutes of the meeting of the **Council** held in Committee Rooms, East Pallant House on Tuesday 27 September 2022 at 6.00 pm

**Members Present:** Mrs E Hamilton (Chairman), Mr H Potter (Vice-Chairman), Mrs C Apel, 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 N Graves, Mr F Hobbs, Mrs D Johnson, Mr T Johnson, Mrs E Lintill, 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, Mrs C Purnell, Mr D Rodgers, Mrs S Sharp, Mr A Sutton, Mrs S Taylor and Mr P Wilding

**Members not present:** Rev J H Bowden, Mr B Brisbane, Mrs J Fowler and Mrs S Lishman

**Officers present all items:** Mrs L Baines (Democratic Services Manager), Mr N Bennett (Divisional Manager for Democratic Services), Ms P Bushby (Divisional Manager for Communities), Mr A Frost (Director of Planning and Environment), Mrs J Hotchkiss (Director of Growth and Place), Mrs S Peyman (Divisional Manager for Culture), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

## 151 Minutes

Before going any further the Chair made the following statement:

*On behalf of everyone in our district and at Chichester District Council, we wish to express our great sadness and sincere condolences to the Royal Family following the incredibly sad news of the death of Her Majesty, The Queen. The love and admiration for the Queen has continued throughout the years. Her Majesty's dedication and commitment to her role and country is unrivalled and her historic reign will never be forgotten. We were all deeply saddened by this news and our thoughts and prayers remain with the Royal Family at this time. Please will everyone who is able now stand for a two minutes silence.*

A two minute silence then took place.

The Chair then turned to the minutes of the previous meeting.

### **RESOLVED**

That the minutes of the Full Council meeting held on 19 July 2022 be approved.

## 152      **Urgent Items**

The Chair allowed two late items. An Independent Remuneration Panel appointment and a change to the Vice-Chair of Planning Committee. The proposal was made by Cllr Lintill and seconded by Cllr Taylor. Mr Bennett outlined the changes.

In a vote the following appointments were approved:

- 1. To appoint Richard Andrews as a member of the Independent Remuneration Panel of the Council.**
- 2. To appoint Councillor Brisbane as Vice Chair of planning.**

## 153      **Declarations of Interests**

In relation to agenda item 6 Mr Bennett the Monitoring Officer referred members to a general reminder email that had been circulated regarding personal and prejudicial interests.

Cllr Dignum as a member of Chichester City Council declared a prejudicial interest in relation to agenda item 6 and withdrew from the room for the duration of the discussion and vote.

Cllr Dignum as a member of the Chichester BID Board declared a personal interest in relation to agenda item 11.

Cllr Donna Johnson as a member of Chichester City Council declared an interest in relation to agenda item 6.

Cllr Purnell as a member of Selsey Town Council declared a prejudicial interest in relation to agenda item 6 and withdrew from the room for the duration of the discussion and vote.

Cllr Purnell as a member of Selsey Town Council also declared a personal interest in relation to agenda item 11.

Cllr Oakley as a member of Tangmere Parish Council declared a personal interest in relation to agenda item 6.

Cllr Oakley as a member of West Sussex County Council declared a personal interest in relation to agenda items 10 and 11.

Cllr Plowman as a member of Chichester City Council declared a prejudicial interest in relation to agenda item 6 and withdrew from the room for the duration of the discussion and vote.

Cllr Apel as a member of Chichester City Council declared a prejudicial interest in relation to agenda item 6 and withdrew from the room for the duration of the discussion and vote.

Cllr Bell as a member of Chichester City Council declared a prejudicial interest in relation to agenda item 6 and withdrew from the room for the duration of the discussion and vote.

Cllr Barrie as a member of Chichester City Council declared a prejudicial interest in relation to agenda item 6 and withdrew from the room for the duration of the discussion and vote.

Cllr Sharp as a member of Chichester City Council declared a personal interest in relation to agenda item 6 not being a member of the City Council's Finance Committee.

Cllr Sharp as a member of West Sussex County Council also declared a personal interest in relation to agenda items 10 and 11.

Cllr Oakley raised a point of order. He asked the Monitoring Officer if he had recommended a course of action or made a suggestion? Mr Bennett clarified that declarations are a personal judgement of the individual member. He referred to advice he had given after being asked directly that if a member sits on the Financial Committee at the City Council that would indicate a prejudicial interest. Cllr Dignum questioned whether all City Councillors should declare a prejudicial interest. Mr Bennett reiterated that it was individual members decisions.

Cllr Sutton asked Cllr Donna Johnson to clarify her declaration. She explained she would declare a prejudicial interest in relation to agenda item 6 and withdrew from the room for the duration of the discussion and vote.

Cllr Duncton as a member of West Sussex County Council declared a personal interest in relation to agenda items 10 and 11.

#### 154 **Chair's Announcements**

Apologies for absence were received from Cllr Brisbane, Cllr Fowler, Cllr Lishman and Cllr Palmer.

The Chair then made the following statement:

*It is with great sadness that I announce the passing of Kevin Hughes. Kevin was a member for Chichester East from 3 May 2019 to 12 April 2021. He also Vice-Chaired the Overview and Scrutiny Committee during his term. I will ask you all to hold a minutes silence in Kevin's memory. Please will everyone who is able now stand.*

A minutes silence was held.

#### 155 **Public Question Time**

There were no public questions.

Cllr Moss explained that he had submitted a Motion for consideration for the meeting which had been refused. Mr Bennett explained the Motions Procedure and the appeal process that had taken place. Cllr Sharp asked for further information about the Motion which Mr Bennett agreed to provide in writing.

156 **Future Funding for the Community Warden Service**

Cllr Briscoe proposed the recommendation which was seconded by Cllr Taylor. He then introduced the report. Mrs Bushby added that early indications were positive from the discussions with funding partners.

Cllr Tim Johnson gave his support to the community warden service and the 50% funding model.

Cllr Oakley gave his support to the 50% funding model. He asked members to consider the order of council priorities in the current economic climate.

Cllr Barrett noted the community support for the service in the Witterings.

Cllr Sharp gave support to the service and the support for it in her ward.

Cllr Brown, Cllr Moss and Cllr O’Kelly also gave support to the service.

In a vote the following recommendation was approved:

**That funding of 50% of the total cost of the Community Warden Service for 3 years from 1 April 2023 (as set out in para 5.2) be approved, subject to match funding being secured by partners.**

157 **Section 106 Allocation for development of an Artificial Grass Pitch at Oaklands Park, Chichester**

Cllr Briscoe proposed the recommendation which was seconded by Cllr Taylor. He then introduced the report.

Cllr Apel requested clarification of the location of the pitch. Cllr Briscoe confirmed that it was the football clubs pitch.

Cllr Oakley asked for information on the life expectancy of the pitch, annual contribution of the club for its maintenance and the council’s resources to present. Mrs Peyman confirmed that the carpet of the pitch lasts approximately 8 – 10 years. There is a protocol in place to reserve £25,000 per annum from pitch hire towards a fund for pitch replacement. Mrs Hotchkiss added that the Football Association had provided funding and resources towards the tendering process.

Cllr Sharp explained she would not support the recommendation due to the use of plastics and the level of funding being requested. Cllr Briscoe clarified that the pitch is made from nylon, rubber crumb and sand and is recycled at the end of its life. He added that it would increase the use of the pitch.

Cllr Brown asked whether the decision would prejudice the levelling up bid and if it is successful could some of the funding be withdrawn. Cllr Briscoe clarified that if the bid were successful some of the Section 106 funding could be repurposed. Mrs Hotchkiss added that the decision would not prejudice the bid.

Cllr Plowman gave his support due to the opportunity to increase the use of the pitch.



Cllr Oakley noted that Section 106 funding is ringfenced for capital projects.

Cllr Duncton and Cllr Lintill also gave their support to the project.

In a vote the following recommendation was approved:

**The release of a further £288,750 of section 106 Sport and Leisure funding, towards a total project cost of £1,210,800, as the council's contribution towards the delivery for the Artificial Grass Pitch (AGP) at Oaklands Park, Chichester. This funding being conditional on partnership funding being achieved to cover the full costs of the project.**

#### 158 Rural England Prosperity Fund

Cllr Lintill proposed the recommendation which was seconded by Cllr Taylor. She then introduced the report.

Cllr Sutton asked for clarification of what would happen if one of the decision makers voted against one of the projects. Mrs Shepherd explained that the projects going forward would require joint approval in order to give them greater weight when being considered.

Cllr Purnell asked what type of projects would be considered. Cllr Lintill drew attention to section 3.8 of the report. Mrs Shepherd added that officers were currently working through a list to present to the Leader and Leader of the Opposition if the recommendation is approved.

Cllr O'Kelly commented on the short timescale for providing a response. She supported the project.

Cllr Oakley agreed that the timescale was short. He suggested considering projects from parish infrastructure business plans.

Cllr Sharp also noted the short timescale.

Mrs Shepherd clarified that the City Council projects could be considered in the process.

Cllr McAra drew attention to the Midhurst Vision project submission.

Cllr Apel asked whether farm businesses could be included. Mrs Shepherd explained they could if they were looking to diversify their offer.

Cllr Moss commented on the short timescale. He gave his support to the project and explained that he would consult opposition members.

In a vote the following recommendations were approved:

- 1. That Council agrees an addendum to Chichester District Council's UK Shared Prosperity Investment Plan is submitted to enable the release of the Rural England Prosperity Fund.**
- 2. That Council agrees delegated authority is approved for Chief Executive, Director for Corporate Services and the Director for Growth and Place to**

**submit the addendum in consultation with the Leader of the Council and the Leader of the Opposition.**

**159 Urgent Decision Notice - Alignment of Sickness Scheme for CCS staff**

On behalf of the Council the Chair noted the Urgent Decision Notice relating to the alignment of the sickness scheme for CCS staff.

**160 Urgent Decision Notice - Levelling Up Fund - Financial Risks**

On behalf of the Council the Chair noted the Urgent Decision Notice relating to the Levelling Up Fund financial risks.

Members took a short break.

**161 Motion from Cllr Plowman**

Cllr Plowman proposed his Motion which was seconded by Cllr Bell. He then explained that he was happy to except Cllr Sharp's amendment as part of his Motion. Cllr Sharp confirmed she was happy with that approach. Cllr Bell agreed to second the Motion inclusive of the amendment.

Cllr Plowman then outlined his Motion. He explained it was primarily looking at things that could be easily improved straight away.

Cllr Sharp outlined her amendment to focus on younger people and families.

Cllr Bell as seconder to the Motion requested that the taskforce should be aimed at delivering immediate actions leaving a longer term strategy to the Chichester Vision Steering Group.

Cllr Lintill thanked both Cllr Plowman and Cllr Sharp for their Motion and amendment. She explained that she would support the Motion and request that officers prepare a report back to Cabinet.

Cllr Dignum supported the Motion. He asked that priority be given to improving pavements and carriageways.

Cllr Donna Johnson supported the Motion. She explained the importance of attracting visitors and tourism to the district for growth and sustainability.

Cllr Apel gave support to the Motion.

Cllr Purnell questioned whether the taskforce should be the responsibility of the council.

Cllr Oakley raised concerns about duplication of existing work.

Cllr Bangert gave support to the Motion.

Cllr Sutton noted Cllr Purnell's comments. He gave support to the Motion.

Cllr Brown suggested the level of lights being left on in the city centre at night should be considered as should play equipment in parks.

Cllr Hobbs gave support to Motion. He asked that the City Council take a significant role in taking it forward.

Cllr O’Kelly commented that collaboration is needed between key partners.

Cllr Tim Johnson requested that the outcome be shared with town and parish councils as a form of best practice.

Cllr Graves explained that a similar piece of work had been undertaken by the Overview and Scrutiny Committee a number of years ago which had been successful.

Cllr Potter gave his support to the Motion. He asked that the pavements be prioritised. Cllr Sharp suggested she help increase the priority level of the pavements in her role as a WSCC member. She added that pollution from idling vehicles could be addressed via the council’s Environmental Health function.

Cllr Oakley asked that heavy vehicles be considered as part of any pavement improvements work.

Cllr Plowman thanked members for their support. He added that he saw the taskforce as short term until approximately Easter 2023.

In a vote the Motion from Cllr Plowman inclusive of the amendment Motion from Cllr Sharp was approved as follows:

**That this Council instructs the Executive to investigate the setting up of a specific multiagency (CDC, CCC, WSCC , BID) Chichester City Centre Task Force to ensure the City Centre defined as the Chichester Conservation area has an attractive and well maintained Public Realm through enforcing Planning Conditions on premises; Regulation 7 removal of unsightly “to let” boards; graffiti; litter; unnecessary and redundant signs; and “A” boards. Enforce no cycling, pedlars and busking rules in the precinct and parks. Ensure premises are in a good state of repair and decoration and to research and understand the factors that have resulted in a decline in footfall. To ensure we consider what can be done to enhance Chichester’s offer for a younger demographic, the Multi-Agency Task Force should include representatives from the University, the College, young people and families. City Centres can no longer rely on shopping for footfall, and Chichester needs to have an offer which competes with other places with a range of choice in shops, fun activities and a welcoming and vibrant atmosphere.**

## 162 Questions to the Executive

Cllr Moss asked the Chair to allow equal weighting to questions from the floor to pre-submitted questions. The Chair explained that she would be taking the pre-submitted questions first and then questions from the floor. Cllr O’Kelly asked if members would be able to interrogate questions further. Mr Bennett explained that would be at the Chairs discretion and should be in order to add to a question already asked rather than present a new question.

The following questions were submitted in advance with responses prepared for the meeting:

**Question from Cllr Sarah Sharp**

*In light of the fact that this Council has declared a Climate Emergency and is aiming to become carbon neutral, all the Council's decisions on major infrastructure projects should now give more weight to whether they will increase or reduce greenhouse gas emissions. Does the Cabinet Member for the Environment and / or Planning agree?*

*Similarly do you agree that this Council should urgently have the opportunity to discuss the weight we give to oil and gas exploration in our Local Plan Review? Would the Cabinet Members agree that this is something we should be considering now urgently, in light of the recent Conservative decision to give the go-ahead to fracking?\**

*While we are not the Minerals Authority, both the NPPF and NPPG support moves to a low-carbon future.*

*Is the Cabinet Member for the Environment and for Planning able to insist that policies must clearly demonstrate that they have net zero impact on Climate Change?*

*Should the Council similarly put the well-being of future generations at the centre of our policies to avoid decisions based on short-term growth instead of sustainable and safe developments that do not jeopardize our children's and grand-children's futures?*

**Response from Cllr Eileen Lintill and Cllr Susan Taylor**

*In answer to the first question, the government has responsibility for handling major infrastructure projects and not this Council. However, where the Council is consulted on such projects, we do of course take into account environmental considerations, including the impact of proposed development on carbon emissions through sustainability appraisal and Environmental Impact Assessment processes.*

*In response to the second question, this Council is not the minerals and waste planning authority. Those areas of planning responsibility are with West Sussex County Council although again, where this Council is consulted on such proposals, they would of course be given full and careful assessment in light of relevant policies (including in relation to climate change) within our adopted local plan and relevant government guidance. In relation to your final comment, I can confirm I agree with the assertion made.*

**Question from Cllr Sharp:**

*Could I also ask that we also note the possible attacks on Habitats Regulations upon which both our nitrates and water neutrality policies rely\*.*

*While there are moves to weaken the rules at national level which will no doubt be fully scrutinized by wildlife charities, what is the Council's view on the risks to habitats should we not be able to resolve these issues satisfactorily?*

*As in the previous report on Flood risks, would it not be sensible to take a longer term view of **future** risks of drought and pressure on water supply and habitats due to the growing*

*climate crisis? Should we not better work on policies for water neutrality for homes, both existing and new in the whole of the Plan area?*

### **Response from Cllr Susan Taylor**

*Policies in the local plan review relating to both water neutrality and nitrates will need to be tested in due course by way of the Habitats Regulations Assessment. This will consider any mitigation strategies proposed where these are required to mitigate the impact of proposals for future development. Such protective measures for the environment will need to be set out and deliverable to ensure that habitats and the environment are protected where necessary. In addition, however, the Council will be required to provide clear evidence and justification to support the need for any mitigation strategy proposed where this is inconsistent with an aspect of national policy. Any future changes that are forthcoming from Government in relation to the Habitats Regulations will be subject to significant scrutiny and will take a substantive amount of time to work through parliament along with any related legal challenges before they can be taken into account.*

### **Question from Cllr Gareth Evans**

*The resident in question is moving home (and sadly out of the district). They have opted out of paper bills and all council tax communication (e.g. Monthly bills etc.) is done via email. However for the final bill as a moving resident they have been told this has to be done by mail and not email.*

*They have said to me that "This upsets me as it's a massive waste of public money (paper, ink, postage); it's bad for the environment and also, it's simply unnecessary. I don't need more paper in my life- it will be scanned and thrown away! An email would suffice."*

*They have asked me why when there is an environmental emergency and money is tight the internal practices could not be updated. Perhaps residents could be given a choice as to how they would like to receive their final bill (i.e paper or email).*

### **Response from Cllr Peter Wilding**

*I am sorry to hear this and do not believe this is correct. As the customer has signed up to E-billing, they have opted for on line Council Tax bills and emails, and this is what they should receive. If Cllr Evans could let me have the details of the customer I will ask officers to look into this.*

### **Question from Cllr Graeme Barrett**

*I attended the Whitehouse Farm briefing last Thursday and am concerned that the style of housing proposed leans toward the family unit and does not address the needs of an ageing population. In assessing the mix of new housing on large scale developments do the Officers refer back to the official Government ONS data (statistics) that addresses the population demographics for the Plan Area in order that appropriate housing and infrastructure are provided for the ageing population. It should be noted that the data published in 2012 predicting the demographics by age has been ratified by the 2021 Census.*

## **Response from Cllr Susan Taylor**

*Policy 33 of the adopted Local Plan concerns the mix of housing. The supporting text (at para 17.8) confirms that the SHMA or successor documents will be used to inform the mix of market housing to be provided on new development, in conjunction with any other local evidence relevant to the specific development proposal.*

*The successor documents referred to above would be the Housing and Economic Development Needs Assessments (HEDNA) that have been prepared to inform the Local Plan Review. There have been several updates to the HEDNA to take account of the latest available information including demographic profiles and trends. The latest HEDNA update was published in April 2022.*

*In terms of the West of Chichester Phase 2 planning application, the CDC Housing service consultation response requests a housing mix based on the most up-to-date information including the updated HEDNA and the Housing Register. With regard to housing aimed specifically at an ageing population, the Housing service has requested, amongst other things, that bungalows form part of the overall mix.*

## **Question from Cllr Jonathan Brown**

*Will the Government's support for fracking also allow for further drilling and the use of acidisation (not technically hydraulic fracturing but environmentally destructive all the same) at Markwells Wood and potentially other sites in the SDNP?*

*Has the leadership of this Council issued a robust response to this yet, making clear this Council's opposition to the running away from the Government's (apparently former) interest in combating climate change and protecting biodiversity?*

## **Response from Cllr Susan Taylor**

*Chichester District Council is not the relevant Planning Authority for Minerals Planning, which in reference to the area in question, would be the South Downs National Park Authority (and West Sussex County Council in the areas of Chichester District outside the South Downs National Park). It will therefore be for those authorities to implement any change in government policy on mineral extraction matters. Whilst I acknowledge that the government's recently published 'Growth Plan' refers to an intended change in policy direction in relation to shale gas production, we have yet to see the detail of any change in policy on this issue. Until we reach that point, I would suggest that any expression of opinion by this Council on fracking, if it is considered to be appropriate, would be premature.*

## **Question from Cllr Clare Apel**

*The question I want to ask is about homelessness. At the Stonepillow trustees meeting last week, we were told there are 25 homeless people living on the Chichester streets at the moment. The waiting list for accommodation is 70. This does include some clients in Bognor. Nevertheless the situation is not looking good and is likely to get worse. During covid we only had 3 clients living on Chichester streets. I know we now have Freeland Close but I am asking the cabinet member for housing and Mrs. Rudziak is there anything CDC can do? I know CDC does a great deal to help but I do worry about the future and the crisis in rents, heating and living costs and the likelihood that this will get worse.*

## **Response from Cllr Alan Sutton**

*Thank you for your question. Like you I am alarmed to hear the numbers you quote, however, you do say they also relate to the Bognor area so it is difficult to comment on the exact figures that StonePillow are quoting for the Chichester District. What I can confirm is that the last figure we have for rough sleeping in the district, and which was reported in the last members bulletin, was four. As you say during Covid we had three and we do have the occasional additional person sleeping rough as they transit the district. Clearly there is a disconnect between this figure and the figures you are quoting from StonePillow so I will ask the Housing Team to make contact with StonePillow to clarify the situation. It may be that StonePillow are counting people who are insecurely housed, for example, sofa surfing or insecurely accommodated who may self report as homeless or sleeping rough, whereas we use the government definition of rough sleepers.*

*In addition to this I would remind members that we do an official annual count of rough sleepers which is verified independently and co-ordinated with other West Sussex authorities. This year the count will take place on 17 November 2022 and I will ensure that is reported to all members in the members bulletin.*

*As you know we work closely with StonePillow and have a dedicated team of outreach and support workers who work hard to minimise rough sleepers and have successfully kept the figures down since helping over 30 rough sleepers off our streets and into permanent accommodation during the pandemic.*

## **Question from Cllr Bangert**

*Although WSCC have been leading the provision of care for Ukrainian refugees, CDC have been very effectively supporting their efforts, under the leadership of Pam Bushby. I think it would be useful to recognise this support by producing a report summarising the activities of CDC. This could then be shared with the Parish Councils in the District.*

## **Response from Cllr Roy Briscoe**

*West Sussex County Council have the lead for supporting the Homes for Ukraine scheme and as such have a dedicated team and government allocated funding to support its delivery. The County Council have passported some of the funding to District and Borough Councils to support community integration which was capped at £150,000 per Council. Chichester District Council received the full £150,000 and have allocated £100,000 to Voluntary Action Chichester to disseminate to other voluntary organisations to deliver specific support. The remaining £50,000 is available for community groups to bid for and sits within Communities to allocate. Some additional support has been offered by CDC around attending events for hosts and guests and offering support and guidance where appropriate. A brief summary report setting out the activity CDC has undertaken to date could be produced for sharing with other partners and organisations and I will ask officers to provide that.*

Cllr O'Kelly asked if the answers are written by the Cabinet members or officers. Mrs Shepherd explained that responses are from Cabinet members in conjunction with officers.

Questions were then taken from the floor:

**Cllr O’Kelly asked:**

The Governments new Growth Plan lists 82 new road projects but the A27 is not mentioned. Has contact been made with the Secretary of State and/or the local MP to clarify the situation.

**Cllr Lintill responded:**

This will be taken up with the local MP.

**Cllr Tim Johnson asked:**

A question more for Mr Ward. What impact will inflation/the current rate of the pound have on the impact of the March budget setting.

**Mr Ward responded:**

The budget at present appears broadly balanced for next year but is likely to be £500,000 in deficit by 2025.

**Cllr Oakley asked:**

Following the September Cabinet has contact been made with the Sea Cadets.

*Mr Bennett explained that the report had been heard in part II and as such Cllr Dignum referred to Mrs Hotchkiss to provide response.*

**Mrs Hotchkiss responded:**

A written statement will be sent to members.

**Cllr Bell asked:**

Could a replacement replica plaque be installed in the Jubilee Gardens to commemorate Her Majesty the Queen.

**Cllr Lintill responded:**

This will be looked into.

**Cllr Moss asked:**

Did the Leader think that the evening meeting trial had been as successful as he thought it had?

**Cllr Lintill responded:**

No, they have been difficult and unsure what advantage has been gained.

Cllr Oakley asked who had missed parish meetings. Cllr Brown commented on not having had to take annual leave.



163 **Late Items**

There were no late items.

164 **Exclusion of the press and public**

There was no requirement to exclude the press or public.

The meeting ended at 9.06 pm

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CHAIRMAN

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Date:

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**Chichester District Council**

**FULL COUNCIL**

**22 November 2022**

**Committee Calendar of Meetings May 2023 – May 2024 and Evening Meeting Trial**

**1. Contacts**

**Report Authors:**

Nick Bennett – Divisional Manager for Democratic Services  
Telephone: 01243 534657 Email: [nbennett@chichester.gov.uk](mailto:nbennett@chichester.gov.uk)

Lisa Baines – Democratic Services Manager  
Telephone: 01243 534684 Email: [lbaines@chichester.gov.uk](mailto:lbaines@chichester.gov.uk)

**Member:**

Carol Purnell – Chair of the Elections 2023 Task and Finish Group  
Telephone: 01243 605927 Email: [cpurnell@chichester.gov.uk](mailto:cpurnell@chichester.gov.uk)

**2. Recommendation**

**2.1 That Full Council votes to approve either the committee calendar of meetings for May 2023 to May 2024 in Appendix A or Appendix B of this report.**

**2.2 That if the calendar detailed in Appendix B be agreed then a guillotine of 8.00pm be applied to all those meetings starting at 4pm.**

**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.

3.2 At the Full Council meeting on 22 September 2020 as per minute 26 the Leader Cllr Lintill confirmed her commitment to consider meeting timings prior to the next district elections. An evening meeting trial of the following meetings starting at 6.00pm took place:

- Cabinet – 6 September 2022
- Overview and Scrutiny Committee – 20 September 2022
- Full Council – 27 September 2022

3.3 The public attendance at each meeting was as follows:

- Cabinet – 6 September 2022 = 1
- Overview and Scrutiny Committee – 20 September 2022 = 0
- Full Council – 27 September 2022 = 6 (with two people remaining past 7pm)

#### 4. Outcomes to be Achieved

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

#### 5. Proposal

- 5.1 The 2023 Elections Task and Finish Group were asked to consider the evening meeting trial and make a recommendation/s to Full Council. The Group was made up of Cllr Purnell (Chair), Cllr Brown, Cllr McAra, Cllr Moss, Cllr Plant and Cllr Sutton.
- 5.2 The Elections Task and Finish Group put forward two proposals for consideration as set out in Appendices A and B (Appendix A – Calendar of meetings pattern remains the same, Appendix B – Calendar of meetings pattern with Full Council starting at 4pm).

#### 6. Alternatives Considered

- 6.1 The Elections Task and Finish Group were presented with a third option for all public meetings to take place in the evening. Taking the feedback received into account the Group were not in favour of this option. The cost implication included keeping the building open longer include heating, lighting, insurance and staffing totalling £10,000.
- 6.2 The Group also considered a variant of option B with Full Council meetings taking place in the evening starting from 6pm, with a guillotine at 10pm opting for Appendix B instead.

#### 7. Resource and Legal Implications

- 7.1 Staffing was considered for meetings held past 6pm. This includes the Senior Leadership Team, Democratic Services, Facilities and report authors. There is a requirement for all staff to work within the Working Time Directive which requires 11 hours daily rest and in line with the council's internal policy 30 minutes minimum break after each six hour period worked.
- 7.2 The Council is under a duty to hold meetings to carry out decision making for "lawful common purposes" (**Sharp v Dawes 1876**) and procedures for the summoning, constitution and conduct of meetings is established in Statute, principally the **Local Government Act 1972**, complemented by the **Local Government and Housing Act 1989, Part 1** and the **Local Government Act 2000** (as amended). Broadly the Council is required to have arrangements which are suitable to regulate proper achievement of the goal of effective meetings delivering lawful decisions. The alternatives are all compliant with these legal duties.
- 7.3 Any decision made on the meeting times should ideally remain in place for the 2023-2024 Calendar of Meetings. Due to the decision making cycle it is not preferable to change before 2024 and that whilst technically possible the statutory process of setting calendar annually and changing in as controlled a way as possible is preferable to ensure transparency and avoid confusion to the public or to new members making their arrangements.

## **8. Consultation**

- 8.1 All members were invited to complete a feedback form which was provided in paper format at the Full Council evening meeting and by email afterwards. In total 26 members replied. The results can be found in Appendix C to the report.
- 8.2 The Task and Finish Group considered a summary of the member feedback (feedback is detailed in full at Appendix C), the meeting times of other West Sussex Council's (Appendix D) and officer feedback (summarised in this report).
- 8.3 The Group considered the option for a greater number of evening meetings and discussed what would happen if the business of a meeting were not finished prior to a 10.00pm guillotine (applied to the evening meeting trial). Meetings are currently arranged well in advance to ensure access to the room and availability of members and officers. This would also impact members of the public attending meetings and then being asked to attend again if their item is not heard. Additional work would also be required by the Democratic Services team who would have to arrange a new meeting whilst some of the team would be due to take time off in lieu.
- 8.4 Several members raised positive feedback that they had not had to take leave from their employment to attend the meetings and that there would be greater opportunity for people in work to become councillors.
- 8.5 Many other members raised concerns that evening meetings pose diary clashes as it is not logistically possible to avoid all parish meetings as these are typically held in the evening. Due to the district having 67 parishes it would not be possible to consult with them all. They could however be sent the Calendar of Meetings once agreed.
- 8.6 A number of members also stated in their feedback that they were unable to eat an evening meal prior to 10pm and they had concerns about travelling home later in the evening either due to the rural nature of their location or because there is a lack of public transport available at that time of night. Other members did not experience the same problem.
- 8.7 Officers including the Senior Leadership Team, Democratic Services team, Facilities Team and regular report authors were consulted regarding the meeting dates and evening meetings.
- 8.8 The Democratic Services team and Facilities team raised a number of considerations related to evening meetings. This included the running of the teams as both teams are small. The trial showed that Democratic Services would require two members of staff to work each meeting and some additional Facilities staff may be required. This would provide business resilience for both teams, additional safety for the Facilities Officer locking the building and technical support and monitoring for Democratic Services. The associated time off in lieu of a meeting would impact the daytime availability of all teams including the Democratic Services team something which has been sought by members historically. Officers would still continue to receive emails and requests that would need to be caught up on. The Facilities team would also need to check the building is empty before locking up.

- 8.9 Senior Management assisted by HR would be required to consult with staff and staff side/Unison if contractual changes or agreement are required. For those who drive parking would be accommodated outside the council's building for staff wellbeing and safety for the day of the evening meeting. Evening working would also impact upon the work life balance of officers impacting on others in the household, mealtimes and leisure activities. Having two staff on duty for evening meetings would particularly impact the Democratic Services team. A total of 62 hours and 30 minutes were accrued by officers during the course of the trial.
- 8.10 The building would also be required to be opened for the duration of the meeting and for approximately 30 to 60 minutes after to enable finalising of recordings and clearing of the room so it can be used the following morning. Consideration would need to be given to how much of the building is left open and how this is managed as currently staff are required to leave by 6.30pm.
- 8.11 There would be a requirement for a Fire Warden and Facilities to be on hand for First Aid at all public meetings in the evening. Additional members of staff would be required for any planned protests.
- 8.12 The public were also consulted on evening meeting trials via social media following the evening meeting trial. There were a total of eight responses. The points raised by members of the public can be found in Appendix E to the report.

## 9. Community Impact and Corporate Risks

9.1 The cost implication for Appendix B includes keeping the building open longer include heating, lighting, insurance and staffing. Members would need to advise how this cost would be met. It has been calculated as follows:

- £55 per hour x 2 hours for 7.00pm-9.00pm = £110
- £110 x 8 meetings = £880 (for utilities and one member of facilities staff)
- Following staff consultation agreement either TOIL or overtime payment x 5 SLT, 1 Monitoring Officer, 2 Democratic Services, 2 Report Authors = 20 hours per meeting x 8 = 160 hours per year

## 10. Other Implications

Are there any implications for the following?		
	Yes	No
<b>Crime and Disorder</b>		X
<b>Biodiversity and Climate Change Mitigation</b> Virtual meetings reduce travel.	X	
<b>Human Rights and Equality Impact</b> This is a change which has to be evaluated to assess impacts on minority groups of each recommendation	X	
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b> Staffing impact on working hours and a contractual change of working conditions would be required.	X	
<b>Other</b> (please specify)		X

## **11. Appendices**

11.1 Appendix A - Calendar of Meetings 2023-2024 using current timings

11.2 Appendix B – Calendar of Meetings 2023-2023 with Full Council starting time of 4pm

11.3 Appendix C – Member Questionnaire feedback

11.4 Appendix D – Meeting times for other Councils in the West Sussex region

11.5 Appendix E - Public feedback comments

## **12. Background Papers**

12.1 None.

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**APPENDIX A**

**CALENDAR OF MEETINGS 2023-2024**

Meeting Name	Day of week	Time	Number of Meetings	Venue
All Parishes meeting	Monday	5.00pm	2	Online
Business Routeing Panel	Thursday	2.00pm	2	Online
Cabinet	Tuesday	9.30am	10	Committee Rooms
Corporate Governance & Audit Committee	Monday	2.00pm	4	Committee Rooms
Council	Tuesday	2.00pm	8	Committee Rooms
Development Plan & Infrastructure Panel	Wednesday	9.30am	10	Committee Rooms from January 2023
Environment Panel	Monday	9.30am	4	Online
Licensing and Alcohol & Entertainment Licensing	Wednesday	9.30am	3	Committee Rooms
Grants & Concessions Panel	Wednesday	9.30am	4	Committee Rooms
Economic Development Panel	Monday	9.30am	4	Online
Housing and Communities Panel	Thursday	9.30am	4	Online
Joint Employee Consultative Panel	Thursday	2.00pm	4	Training Room
Overview & Scrutiny Committee	Tuesday	2.00pm	5	Committee Rooms
Planning Committee	Wednesday	9.30am	13	Committee Rooms
Standards Committee	Tuesday	9.30am	1	Committee Rooms
Strategic Risk Group	Thursday	2.00pm	2	Online
Ask SLT bi-monthly 12pm on a Tuesday on Zoom				
Thursday PM and Friday's the Courts use the Committee Rooms				
DPIP to be made quarterly following submission of the Local Plan TBC				
WSCC School Term dates (highlighted in dark grey)				
Induction week meeting dates vary due to additional Bank Holiday				

CALENDAR OF MEETINGS 2023-2024						
	MAY 2023	JUNE 2023	JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023
Monday	1 Bank Holiday		3			2
Tuesday	2		4 Scrutiny Induction / Overview and Scrutiny Committee	1		3
Wednesday	3		5	2		4 Planning Committee
Thursday	4 District Elections	1	6 Joint Employee Consultative Panel Introduction / Panel	3		5 Strategic Risk Group
Friday	5 Election Count	2	7	4	1	6
Monday	8 Bank Holiday	5	10	7	4 Economic Development Panel	9
Tuesday	9 1:1 Inductions (Democratic Services and IT)	6 Big Issues / Constitution Induction / Cabinet	11 Cabinet	8	5 Cabinet	10 Cabinet
Wednesday	10 1:1 Inductions (Democratic Services and IT)	7 Local Plan Induction / Development Plan and Infrastructure Panel	12 Planning Committee	9 Planning Committee	6 Planning Committee	11 Grants and Concessions Panel
Thursday	11 1:1 Inductions (Democratic Services and IT)	8	13 Housing and Communities Panel Introduction / Panel	10	7	12
Friday	12 Getting Started Induction	9	14	11	8	13
Monday	15	12	17 Corporate Governance Induction / Corporate Governance and Audit Committee	14	11 Environment Panel	16
Tuesday	16	13 Standards Induction / Standards Committee	18 Pre-Council Finance Session / Full Council	15	12 Overview and Scrutiny Committee	17 Development Plan and Infrastructure Panel
Wednesday	17 Pre Council Session on Teams and Social Media Introduction / Annual Council	14 Planning Committee	19 Development Plan and Infrastructure Panel	16	13	18 Licensing Committee
Thursday	18 Planning Induction	15	20	17	14	19 Joint Employee Consultative Panel
Friday	19	16	21	18	15	20
Monday	22 Planning Induction (external?)	19 Environment Panel Introduction / Panel	24	21	18 All Parishes	23
Tuesday	23	20 Safeguarding Induction AM / Southern Gateway Induction PM	25	22	19 Ask SLT (Zoom)	24
Wednesday	24	21	26	23	20 Development Plan and Infrastructure Panel	25
Thursday	25 Planning Committee	22	27	24	21 Hyde Tour	26
Friday	26	23	28	25	22	27
Monday	29 Bank Holiday	26 Economic Development Panel Introduction / Panel	31	28	25	30 Corporate Governance and Audit Committee
Tuesday	30	27 Ask SLT (Zoom)		29	26 Pre-Council Session on Growth and Place / Full Council	31
Wednesday	31 Licensing Induction / Committees	28 Grants and Concessions Induction / Panel		30	27	
Thursday		29		31	28 Business Routeing Panel	
Friday		30			29	

CALENDAR OF MEETINGS 2023-2024							
	NOVEMBER 2023	DECEMBER 2023	JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024
Monday			1 New Years Day			1 Easter Monday	
Tuesday			2			2	
Wednesday	1		3			3	1
Thursday	2 Housing and Communities Panel		4	1		4	2
Friday	3	1	5	2	1	5	3
Monday	6	4	8 Corporate Governance and Audit Committee	5	4	8	6 Bank Holiday
Tuesday	7 Cabinet	5 Cabinet	9 Cabinet	6 Cabinet	5 Cabinet / Special Council	9	7 Ask SLT (on Zoom)
Wednesday	8 Planning Committee	6 Planning Committee	10 Planning Committee	7 Planning Committee	6 Planning Committee	10	8 Planning Committee
Thursday	9	7	11	8	7 Strategic Risk Group	11	9
Friday	10	8	12	9	8	12	10
Monday	13	11 Economic Development Panel	15	12	11 Economic Development Panel	15	13
Tuesday	14 Overview and Scrutiny Committee	12	16 Overview and Scrutiny Committee	13	12 Overview and Scrutiny Committee	16 Cabinet	14 Cabinet
Wednesday	15	13	17	14	13	17 Planning Committee	15
Thursday	16	14	18 Joint Employee Consultative Panel	15	14	18 Housing and Communities Panel	16
Friday	17	15	19	16	15	19	17
Monday	20	18	22	19 All Parishes	18	22 Environment Panel	20
Tuesday	21 Ask SLT (on Zoom)	19	23 Pre-Council Session on Planning and Environment / Full Council	20	19 Full Council	23	21 Annual Council
Wednesday	22 Development Plan and Infrastructure Panel	20 Development Plan and Infrastructure Panel	24 Development Plan and Infrastructure Panel	21 Development Plan and Infrastructure Panel	20 Development Plan and Infrastructure Panel	24 Development Plan and Infrastructure Panel	22 Development Plan and Infrastructure Panel
Thursday	23	21	25	22	21	25 Joint Employee Consultative Panel	23
Friday	24	22	26	23	22	26	24
Monday	27	25 Christmas Day	29 Environment Panel	26	25 Corporate Governance and Audit Committee	29	27 Bank Holiday
Tuesday	28 Pre-Council Session on Housing and Communities / Full Council	26 Boxing Day	30 Ask SLT (on Zoom)	27	26 Ask SLT (on Zoom)	30	28
Wednesday	29	27	31 Grants and Concessions Panel	28 Licensing Committees	27 Grants and Concessions Panel		29
Thursday	30	28		29 Housing and Communities Panel	28 Business Routeing Panel		30
Friday		29			29 Good Friday		31

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CALENDAR OF MEETINGS 2023-2024

APPENDIX B

Meeting Name	Day of week	Time	Number of Meetings	Venue
All Parishes meeting	Monday	5.00pm	2	Online
Business Routeing Panel	Thursday	2.00pm	2	Online
Cabinet	Tuesday	9.30am	10	Committee Rooms
Corporate Governance & Audit Committee	Monday	2.00pm	4	Committee Rooms
Council	Tuesday	4.00pm	8	Committee Rooms
Development Plan & Infrastructure Panel	Wednesday	9.30am	10	Committee Rooms from January 2023
Environment Panel	Monday	9.30am	4	Online
Licensing and Alcohol & Entertainment Licensing	Wednesday	9.30am	3	Committee Rooms
Grants & Concessions Panel	Wednesday	9.30am	4	Committee Rooms
Economic Development Panel	Monday	9.30am	4	Online
Housing and Communities Panel	Thursday	9.30am	4	Online
Joint Employee Consultative Panel	Thursday	2.00pm	4	Training Room
Overview & Scrutiny Committee	Tuesday	2.00pm	5	Committee Rooms
Planning Committee	Wednesday	9.30am	13	Committee Rooms
Standards Committee	Tuesday	9.30am	1	Committee Rooms
Strategic Risk Group	Thursday	2.00pm	2	Online
<b>Full Council evening meetings in red</b>	<b>Thursday PM and Friday's the Courts use the Committee Rooms</b>			
Ask SLT bi-monthly 12pm on a Tuesday on Zoom				
Thursday PM and Friday's the Courts use the Committee Rooms				
DPIP to be made quarterly following submission of the Local Plan TBC				
WSCC School Term dates (highlighted in dark grey)				
Induction week meeting dates vary due to additional Bank Holiday				

CALENDAR OF MEETINGS 2023-2024						
	MAY 2023	JUNE 2023	JULY 2023	AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023
Monday	1 Bank Holiday		3			2
Tuesday	2		4 Scrutiny Induction / Overview and Scrutiny Committee	1		3
Wednesday	3		5	2		4 Planning Committee
Thursday	4 District Elections	1	6 Joint Employee Consultative Panel Introduction / Panel	3		5 Strategic Risk Group
Friday	5 Election Count	2	7	4	1	6
Monday	8 Bank Holiday	5	10	7	4 Economic Development Panel	9
Tuesday	9 1:1 Inductions (Democratic Services and IT)	6 Big Issues / Constitution Induction / Cabinet	11 Cabinet	8	5 Cabinet	10 Cabinet
Wednesday	10 1:1 Inductions (Democratic Services and IT)	7 Local Plan Induction / Development Plan and Infrastructure Panel	12 Planning Committee	9 Planning Committee	6 Planning Committee	11 Grants and Concessions Panel
Thursday	11 1:1 Inductions (Democratic Services and IT)	8	13 Housing and Communities Panel Introduction / Panel	10	7	12
Friday	12 Getting Started Induction	9	14	11	8	13
Monday	15	12	17 Corporate Governance Induction / Corporate Governance and Audit Committee	14	11 Environment Panel	16
Tuesday	16	13 Standards Induction / Standards Committee	18 Pre-Council Finance Session / Full Council	15	12 Overview and Scrutiny Committee	17 Development Plan and Infrastructure Panel
Wednesday	17 Pre Council Session on Teams and Social Media Introduction / Annual Council	14 Planning Committee	19 Development Plan and Infrastructure Panel	16	13	18 Licensing Committee
Thursday	18 Planning Induction	15	20	17	14	19 Joint Employee Consultative Panel
Friday	19	16	21	18	15	20
Monday	22 Planning Induction (external?)	19 Environment Panel Introduction / Panel	24	21	18 All Parishes	23
Tuesday	23	20 Safeguarding Induction AM / Southern Gateway Induction PM	25	22	19 Ask SLT (on Zoom)	24
Wednesday	24	21	26	23	20 Development Plan and Infrastructure Panel	25
Thursday	25 Planning Committee	22	27	24	21 Hyde Tour	26
Friday	26	23	28	25	22	27
Monday	29 Bank Holiday	26 Economic Development Panel Introduction / Panel	31	28	25	30 Corporate Governance and Audit Committee
Tuesday	30	27 Ask SLT (on Zoom)		29	26 Pre-Council Session on Growth and Place / Full Council	31
Wednesday	31 Licensing Induction / Committees	28 Grants and Concessions Induction / Panel		30	27	
Thursday		29		31	28 Business Routeing Panel	
Friday		30			29	

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CALENDAR OF MEETINGS 2023-2024

	NOVEMBER 2023	DECEMBER 2023	JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024
Monday			1 New Years Day			1 Easter Monday	
Tuesday			2			2	
Wednesday	1		3			3	1
Thursday	2 Housing and Communities Panel		4	1		4	2
Friday	3	1	5	2	1	5	3
Monday	6	4	8 Corporate Governance and Audit Committee	5	4	8	6 Bank Holiday
Tuesday	7 Cabinet	5 Cabinet	9 Cabinet	6 Cabinet	5 Cabinet / Special Council	9	7 Ask SLT (on Zoom)
Wednesday	8 Planning Committee	6 Planning Committee	10 Planning Committee	7 Planning Committee	6 Planning Committee	10	8 Planning Committee
Thursday	9	7	11	8	7 Strategic Risk Group	11	9
Friday	10	8	12	9	8	12	10
Monday	13	11 Economic Development Panel	15	12	11 Economic Development Panel	15	13
Tuesday	14 Overview and Scrutiny Committee	12	16 Overview and Scrutiny Committee	13	12 Overview and Scrutiny Committee	16 Cabinet	14 Cabinet
Wednesday	15	13	17	14	13	17 Planning Committee	15
Thursday	16	14	18 Joint Employee Consultative Panel	15	14	18 Housing and Communities Panel	16
Friday	17	15	19	16	15	19	17
Monday	20	18	22	19 All Parishes	18	22 Environment Panel	20
Tuesday	21 Ask SLT (on Zoom)	19	23 Pre-Council Session on Planning and Environment / Full Council	20	19 Full Council	23	21 Annual Council
Wednesday	22 Development Plan and Infrastructure Panel	20 Development Plan and Infrastructure Panel	24 Development Plan and Infrastructure Panel	21 Development Plan and Infrastructure Panel	20 Development Plan and Infrastructure Panel	24 Development Plan and Infrastructure Panel	22 Development Plan and Infrastructure Panel
Thursday	23	21	25	22	21	25 Joint Employee Consultative Panel	23
Friday	24	22	26	23	22	26	24
Monday	27	25 Christmas Day	29 Environment Panel	26	25 Corporate Governance and Audit Committee	29	27 Bank Holiday
Tuesday	28 Pre-Council Session on Housing and Communities / Full Council	26 Boxing Day	30 Ask SLT (on Zoom)	27	26 Ask SLT (on Zoom)	30	28
Wednesday	29	27	31 Grants and Concessions Panel	28 Licensing Committees	27 Grants and Concessions Panel		29
Thursday	30	28		29 Housing and Communities Panel	28 Business Routeing Panel		30
Friday		29			29 Good Friday		31

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# APPENDIX C

## Member Feedback – Evening Meeting Trial

Response 1	In some ways it is more democratic. However for people living in the rural area their drives at night can be quite difficult and risky. For city councillors OK. Maybe evenings in the summer daytime in the winter.
Response 2	<p>I thought it was a good idea to trial evening meetings, in an attempt to attract younger people who, work during the day, to either become Councillors or comment as members of the public. There were, however, no comments at Full Council or the OSC meeting I attended, from the public. This was disappointing and personally I found the evening meetings disruptive to my Parish Council responsibilities. As a Southbourne District Councillor, we have always historically attended Parish Councils, which I do not think we could do if evening meetings continued. Another thing that was difficult was transport as I do not drive, buses don't run much past 9pm, and if I use the train there is a long, dark walk back to my house.</p> <p>I am sympathetic to the aim of evening meetings but am concerned that it impinges on our established routines and has a detrimental effect on staff.</p>
Response 3	With 5 parishes with evening meetings I prefer day meetings for Council.
Response 4	<p>I am vehemently against changing to evening meetings it is disruptive to home life, evening meals are missed due to other things happening before the meetings.</p> <p>Travel to and from during the evenings in the dark and potential wet/inclement weather is dangerous. Dark unlit roads home is a big concern especially in Winter.</p> <p>It did not encourage any more participation by members of the Public. I think we had zero additional observers than those that would have attended in any case. More attend the daytime meetings and stay longer</p> <p>One reason given for considering the change was so those with full time jobs can attend, I didn't see evidence of this one member who attended OSC left at 6.55pm to go home for a meal.</p> <p>Cllrs are given an allowance which covers any time missed form work, whether that is sufficient I don't know but if we want to encourage younger members then a higher allowance should be paid. Many business make allowances for attendance.</p> <p>I am aware there are staff with young families that do not find the evening meetings conducive to family life. Likewise being retired it doesn't suit me, my wife hates it, not knowing what time I'll be back home is very unnerving and detrimental to health. A finish time cannot be confirmed if imposed would lead to additional Meetings to cover the agenda. Far from being inclusive this discriminates against those that live in the north of the district especially women that wouldn't want to be out on their own on dark lanes at night.</p> <p>There are clashes with Parish Council meetings which we would have to</p>

## APPENDIX C

	<p>miss in order to attend CDC business.</p> <p>There has to be consideration for how much extra Evening meetings would cost in overtime or Time off in lieu, for Staff.</p> <p>Decision making would be poor due to tied Cllrs and Officers wanting to get away and not considering the content fully due to focusing on family, a meal, or other engagements. Much better with Daytime meetings.</p>
<p>Response 5</p>	<p>I thought the trial was very successful. I didn't have to take annual leave from work to be able to attend Full Council. It also meant I was able to attend O&amp;S as an observer, which is something I wouldn't normally do.</p> <p>When I speak to other people who are considering standing for election to Council in May, one of their major concerns is meeting times and how they would manage daytime meetings with work and/or childcare commitments. It is clear from my conversations with anyone I speak to aged around mid-20s to early 50s that daytime meetings are a barrier to them standing for election, and this includes people who would contribute hugely through their experience to the work the Council does.</p> <p>I think having an evening meeting actually helped encourage people to get to the point and not to waste time at Full Council. No one wanted or wants a meeting that would drag on all night. (It is very frustrating to plan to take a morning off work, not start until 09:30 and then have a meeting drag on into the early hours of the afternoon, making it very hard to work a full afternoon.)</p> <p>I complete agree with the points made by Councillor Gareth Evans, re: issues that were highlighted, and would add a few further thoughts (in red), namely:</p> <ul style="list-style-type: none"> <li>•I'm hungry – the meeting started at six and it is (for now) a one off so surely just eat before or bring a snack...</li> <li>•I won't be home until 11pm – We finished no later than many Parish Council meetings I've been to.</li> <li>•We could not attend Parish Council meetings – This was a trial and announced with not enough time for Parish Councils to re-arrange meetings. Were this the way forward I know Parish Councils would plan accordingly. There are after all only 6 full council meetings a year so not hard to do this with the right planning. Also a number of Parish Council meetings were bumped due to her Majesty the Queen's death so this was an unusual situation.</li> </ul> <p>Most Parish Council meetings are set a year in advance, with memberships of committees being decided annually. There is no reason to think that PCs wouldn't try to plan around CDC Full Council meetings.</p> <ul style="list-style-type: none"> <li>•I will be tired for DPIP tomorrow – Again this was a trial and presumably plans could be made not to have back to back meetings in this way.</li> </ul> <p>I also agree with Cllr Evans that it would be both fair and inclusive to have a mixture of daytime and evening meetings. It would not be practical to have Planning Meetings in the evening, due to their length. Not everything needs to be held late!</p> <p>I appreciate that evening meetings require officers to work late as well as</p>

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	<p>members. While I don't want to make things harder for people who are already under a lot of pressure, the first principle ought to be to ask ourselves what is required from the Council to be able to best serve residents? Many professions require employees to work outside of 9-5. I understand that it is asking someone to sacrifice an evening... Perhaps officers who have to work late could be given a Friday off for every two evenings they give up. A three day weekend has proven very popular where it has been tried!</p> <p>It might also be possible to have a summer and a winter calendar to reduce the number of meetings being held when it's dark. That said, it gets dark early in winter: 'daytime' meetings can easily finish after the light has gone so it's not like members aren't already having to make their way home in the dark as it is.</p> <p>I do get frustrated with the accusation that I and other working-age Councillors don't care about those who are quite old, especially when they make the argument that everyone who stands for election knows what they are getting themselves in to. The same could be said of anyone considering standing for election but who would be put off by evening meetings! Really though, we ought to be trying to be inclusive and not using 'this is the way we've always done it' as an excuse for not opening up. We should be trying to find a compromise that enables a wider range of candidates to stand and contribute.</p> <p>All things being equal, I prefer a morning meeting to an evening meeting. I'm generally fresher and like being able to walk / cycle / take the train to a meeting in the sun. But all things are not equal. Every time I attend a daytime meeting I have to take annual leave or unpaid leave. The Council loses out on the contributions that could be made by those whose employers are not as flexible as mine, or whose partners cannot look after children during the day. I have been a Parish Councillor and know how difficult it is juggling a lot of evening commitments. But I also have both a mortgage and rent to pay and am deeply concerned about the growing cost of living. I need to take time off work to spend time with my partner and to look after my own mental health. It is not sustainable for me to take several weeks off work every year simply to attend Council meetings that could be held at a time that would accommodate those with jobs.</p>
Response 6	<p>Evening meetings impose extra work out of normal hours on officers. It also interferes with the leisure activities of both officers and members. Daytime meetings gave more opportunities for people with young families to be councillors. What evidence is there that more members of the public attend evening rather than daytime council meetings. Evening meetings would be of most benefit to members who have full-time jobs elsewhere. A mix of evening and daytime might be a sensible compromise.</p>
Response 7	<p>I am and have always been against evening meetings. The age or situation of the councillor does not come into it. It is the quality of decisions for all residents that matter and Chichester has always had an excellent reputation on top of this some councillors have several Parish and community issues all in the evenings. Councillors know this when they stand. I have been told City Council have gone to day time meetings.</p>
Response 8	<p>If anything lower public attendance to Full Council on 27 September 2022 than in the afternoon meetings.</p>
Response 9	<p>I was delighted with the trial and the fact that there were several working councillors who were able to attend without having to take unpaid leave or</p>

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	<p>use their holiday allowance was a great thing for democracy. With regards to my circumstances, it meant that I did not need to cancel any lesson and my learners were not impacted.</p> <p>The meeting itself worked very well and the outcome of decisions was not impacted by it being an evening meeting. It ended at a reasonable hour, and I was home in good time and able to have dinner. Bear in mind I live the furthest from Chichester than any other councillor.</p> <p>Having a mixed approach to meetings seems to be a fair and inclusive way forward as you will never get the perfect blend. However, if 95% of councils in England and Wales can conduct evening meetings there is no reason we cannot.</p> <p>I was very disappointed with the Leader of the Oppositions response which seemed to have no inclination to engage with the process. I also was disappointed at the grumblings from several other (conservative) members who were openly negative about this and did not enter into the spirit of the trial.</p> <p>Some issues that were highlighted:</p> <ul style="list-style-type: none"> <li>• I'm hungry – the meeting started at six and it is (for now) a one off so surely just eat before or bring a snack. A number of oppositions members seemed equipped to do this.</li> <li>• I won't be home until 11pm – I was home by 9.40pm and live the furthest away so this is an exaggeration</li> <li>• We could not attend Parish Council meetings – This was a trial and announced with not enough time for Parish Councils to re-arrange meetings. Were this the way forward I know Parish Councils would plan accordingly. There are after all only 6 full council meetings a year so not hard to do this with the right planning. Also a number of Parish Council meetings were bumped due to her Majesty the Queens death so this was an unusual situation.</li> <li>• I will be tired for DPIP tomorrow – Again this was a trial and presumably plans could be made not to have back to back meetings in this way.</li> </ul> <p>We also have to get beyond an individual position of I don't like it. Things need to change to allow inclusivity of people being able to run for office and to increase inclusivity for our residents.</p>
Response 10	<p>The meeting was not as vibrant as a daytime meeting and was not conducive to effective decision making.</p> <p>Would not like to move to evening meetings</p>
Response 11	<p>OSC clashed with Parish Council. Not in favour because:</p> <ol style="list-style-type: none"> <li>1. It is a bit district and those living in the north have nearly an hour to get home.</li> <li>2. Extra expenses keeping EPH open, staff, heating, lighting.</li> <li>3. Long day for officers and members when DPIP at 9.30am the next day.</li> <li>4. Disruptive to meal times for everybody.</li> <li>5. Note no public questions to take time up at this trial meeting.</li> </ol>

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	6. Once councillor left at 7.30pm (half hour drive).
Response 12	I would prefer meetings to be during the day as we do at present. However, if an evening meeting is deemed necessary for some sort of democratic engagement perhaps one meeting per year could be in the evening.
Response 13	As a working councillor the later starts were easier. However, I think we could start at 3.30pm or 4.00pm and cap the finish time four hours later as per the trial. I recognise Planning and Licensing are best left unchanged but see the scope to adjust other Committees and potentially Full Council.
Response 14	I do not like evening meetings. Unable to make good decisions due to fatigue. Drive home on dark winter night not safe.
Response 15	Waste of time and disruptive to other stuff.
Response 16	<p>Excellent</p> <p>Worked very well</p> <p>Did not carry on too late</p> <p>Enabled all Councillors to attend inc those in work</p> <p>No one needed to take paid or unpaid holiday</p> <p>Allowed residents to attend who work</p> <p>Do not accept the issue with Parish Councils as this was a trial and in future we will organise in line with Parish Councils</p> <p>Meetings do not all need to be evenings, we should arrange a choice.</p> <p>I also do not accept that meetings should not be at night due to dark evenings.</p> <p>All Parish Council meetings are in the evening so I have to drive or cycle to meetings in the dark.</p> <p>CDC should introduce a mix of day, late afternoon, early evening meetings.</p> <p>This will enable all Councillors and future Councillors total flexibility.</p> <p>I am anxious to see younger &amp; more working people on the Council and most of them can only do that if we offer a choice of times.</p> <p>CDC needs to move with modern times and not allow a short sighted view of the future.</p> <p>Some people seem concerned about evening meals... We are elected Councillors. I often eat early or late to accommodate meetings.</p> <p>When we introduce permanent evening meetings and advertise them residents will come to meetings and will be able to watch a livecast.</p> <p>I am committed to a mix of day, late afternoon &amp; evening meetings being introduced from 2023, even though personally I now prefer day time</p>

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	meetings as I do not have a full-time job. This is for the good of democracy and transparency
Response 17	Cabinet meeting clashed with a Parish Council meeting as did Full Council. Regarding length of these CDC evening meetings consideration should be given to the length of the agendas compared with evening numbers and complexity of agendas.
Response 18	<p>Delighted to support this initiative</p> <p>The most compelling reason is so working age councillors do not have to take annual leave to attend council.</p> <p>I would support flexible times late afternoon / early evenings but no longer have any morning meetings so that workers can do at least a half a day of work.</p> <p>In theory this makes the meetings more accessible for residents who work as well.</p> <p>The meeting worked well and I have every confidence that this change would improve the state of democracy in the Chi District.</p> <p>I would support making permanent changes in meeting times for all member meeting and training to be held in later in the day.</p>
Response 19	Hate them. Buses stop at about 9.30. Ruins evenings. If I was in full time employment I wouldn't get a decent evening meal before meeting.
Response 20	<ol style="list-style-type: none"> <li>1. Luckily none of these meeting dates clashed with my 5 regular Parish meetings.</li> <li>2. There was no increase in attendance by the public. ie none attended.</li> <li>3. It was personally tiring to go out again at 6pm, so the decisions were possibly not good as might have been made during the day. I did not have time for any supper on those evenings.</li> <li>4. The meeting itself was held 'at pace' so that we could all finish and go home.</li> <li>5. The meetings in the evening require staff to stay at work for longer and hence the costs would be higher. Officers would be eligible for time off in lieu or for paid overtime.</li> <li>6. The theory is that evening meetings are more convenient for Members who are in paid employment. However, Members who are attending other meetings or doing CDC correspondence during the day are just as tired as those who have been to work.</li> <li>7. The time of the meetings was clearly published to prospective candidates before the election. Those who are in fixed employment are in the minority compared to the majority who are in flexible- or self-employment or are retired.</li> <li>8. Overall conclusion: please do not change to evening meetings. If all the Panels became evening meetings too, this experimental arrangement would become much worse.</li> </ol>
Response 21	I was happy with the evening Council meeting as there seemed initially more public than daytime meeting.

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Response 22	<p>Interested to see how many members of the public attend. 6 at opening of the meeting. 2 entered at 6.25pm. 6 left at 6.55pm, 1 in at 7.20pm.</p> <p>I don't believe this had the desired effect of encouraging more members of the public to attend. Also, at Full Council there were more than normal absentees declared.</p>
Response 23	<p>Found them to be disruptive to normal life. Impossible to have dinner when its an evening meeting. Driving home in dark, rainy nights on narrow winding roads is not conducive to a members wellbeing. I understand the theory behind the request is to encourage younger people to become councillors but cannot see that it will have the desired effect. If puts far more strain on officers. Not in favour.</p>
Response 24	<p>I would prefer not to meet in the evening.</p>
Response 25	<p>I think it is sad we didn't have many members of the public in attendance or asking questions. I do not know how to get more people to ask questions or engage with the Council. People are feeling powerless, depressed and overwhelmed by the attack on habitats directive the opening up of fracking, the cost of living crisis. We do need to engage more with our residents perhaps a youth council would help.</p>
Response 26	<p>I have a 45 minute+ journey home in the dark after an evening meeting. I got home at 9pm after the Cabinet meeting and at 10pm after the Council meeting. Had the Council meeting lasted until 10pm I would have got home at 11pm. I had not eaten before the meetings having left home at 5pm so I found myself having supper at 10pm after the meetings.</p> <p>Evening meetings have the potential to clash with Parish Meetings.</p> <p>I do not support evening meetings and will probably reduce my attendance if they become permanent.</p>

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### Meeting times for other Councils in the West Sussex region

	<b>Cabinet</b>	<b>Corporate Governance and Audit Committee</b>	<b>Full Council</b>	<b>Licensing Committee</b>	<b>Overview and Scrutiny Committee</b>	<b>Planning Committee</b>
<b>Adur and Worthing District Council</b>	6.30pm or 7.00pm	6.30pm	6.30pm or 7.00pm	10.00am, 6.30pm or 7.00pm	6.30pm	6.30pm or 7.00pm
<b>Arun District Council</b>	N/A	10.00am	6.00pm	9.30am	N/A	2.00pm
<b>Chichester District Council</b>	9.30am	2.00pm	2.00pm	9.30am	2.00pm	9.30am
<b>Crawley Borough Council</b>	7.00pm	7.00pm	7.30pm	7.00pm	7.00pm	7.00pm or 7.30pm
<b>Horsham District Council</b>	5.30pm	5.30pm	6.00pm	10.00am or 5.30pm	5.30pm	2.30pm or 5.30pm
<b>Mid-Sussex District Council</b>	4.00pm	5.00pm, 6.00pm or 7.00pm	7.00pm	5.00pm, 6.00pm or 7.00pm	5.00pm, 6.00pm or 7.00pm	4.00pm
<b>West Sussex County Council</b>	10.30am	10.30am	10.30am	N/A	10.30am	10.30am

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## Public Feedback – Evening Meeting Trial

### Response 1

*It cannot possibly be democratic to hold council meetings only in the daytime . That excludes anyone who is in work, has caring responsibilities, children. You end up with a totally unrepresentative group of people as Cllrs/ . Which there are, mainly over 65. How are you going to consult properly on this beyond a social media post asking for emails with less than a weeks notice? Cllrs have already made up their minds as evidenced by the Chairs comments to a question at the end of the meeting. I understand Cllrs have a lot of meetings to attend and they can be long but a mix of the two would be more inclusive. What happens in other areas?*

*I would like to comment on your request for opinion about holding evening meetings. It cannot possibly be democratic and inclusive to only hold meetings during the day. From comments made by Councillors it appears there is a sizeable group who are very resistant to changing this. The Leader of the Council, when asked at the meeting if she thought the evening meeting had been a success replied that she definitely didn't. That rather pre empts the result of any consultation.*

*A successful council needs to attract people as councillors across the spectrum, but by sticking to day time meetings this only attracts the retired and a very few others. Working people, carers, parents who have school age children are all excluded. You are left with people who are therefore not representative of the residents who have elected them. Both Havant and Worthing Borough Councils both have evening meetings in addition to some in the day time.*

*Members of the public are also excluded if they are not able to attend day time meetings. This is not conducive to serious engagement with residents. In May 2023 the Council will change and to attract a more diverse group of councillors there needs to be change to better reflect the residents who will be voting. I hope there will be a commitment to do so.*

### Response 2

*You should simply risk weight by specific topic / clustered topics to ensure complete transparency with the general public. The higher the weighting the greater the need to engage with out of hours communication initiatives. Maximum engagement and real-time transparency should be the priority. Please bear in mind that in general across the UK no one really trusts Councils (particularly Labour / Green) to not be scheming and divisive. Thanks*

### Response 3

*...I strongly believe you should be holding meetings in the evenings. As it stands, being a councillor and engaging in council business is the reserve of those who are retired or have the privilege to quit their jobs. As a result, you have a council with an average age of over 65.*

*This is not representative of our community. Decisions are made to benefit those of that age and those with privilege. Our community is suffering profoundly as a result.*

*You must make being a councillor something accessible to ALL. You can do this by holding meetings in the evenings and transforming the electoral process to a single transferrable*

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*vote system or proportional representation. FPTP benefits only the three major parties, who so far have failed to improve this district in the slightest.*

*The best way to be representative, deliberative and participatory is to hold a Citizens' Assembly for major council decisions. Indeed, this was the recommendation of your public consultation for the Climate Action Plan in 2021. If you're not willing to listen to your already flawed public consultations nor make being a councillor accessible to all, you cannot legitimately claim to be democratic.*

### Response 4

*Yes, I agree some meetings should be in the evening.*

### Response 5

*I had no idea you were holding evening meetings and suspect that the majority of the population are unaware of this. I am retired but would be happy to come out to an evening meeting as we do occasionally for a Parish Council meeting. I believe you're denying a large proportion of the district the opportunity to attend as they either work, have care responsibilities or like many of us retired, were actually extremely busy with clubs and activities during the day.*

### Response 6

*We know the deadline for feedback on our council meeting timings has passed, however, this comment came in over last night and felt we should forward to you to form a response for them.*

*"I have just found this page so I know the deadline has passed! However if it's not too late I would like to say that I work in London so there's no way I could ever attend a daytime or even an evening meeting. However an evening meeting online would be absolutely fine & I definitely feel this is what should be happening given that we have the right to have our say but just can't. I was livid that the SEP 19th meeting about Whitehouse was postponed as a minute's silence for the Queen would have been fine & we could have gone ahead - for once I was free!! The development is awful, so ugly. Car parking should be underground and the land landscaped. The flats would then be in a park, not a sea of cars!! For goodness sake get something attractive built, not soviet-style blocks! It's already an absolute scandal that the area is being covered in concrete so the very least the councils can do is to make something appealing. Are the councils unaware of the dreadful irony of building a country park in an area that was farmland/nature? Please have your meetings in the evenings online - who minds being at home with a coffee & participating at a meeting? Better than having to go out on a cold, wet night after a long day at work! Thank you"*

### Response 7

*My view is that, since you have a department for democratic services, it seems somewhat ironic that council meetings have been routinely held at times when most members of the public are unable to attend - that is, during the working day - thus negating the most obvious democratic service. I know many local authorities do hold their meetings, at least for potentially controversial / important decisions, in the evening to allow working members of the community to attend and follow the debate. Not so, Chichester. Some of the comments from council members that have been reported to me have been quite extraordinary. That "I will miss my supper", "I don't like driving in the dark" and so on. There seems to be a total unawareness that putting yourself forward to serve the community might, at times, cause a little inconvenience, as does employment in many jobs. If the residents of Chichester are to*

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*be encouraged to be active participants in democratic processes, then they must be given the means to do so, beyond simply voting every few years for a representative. I am not suggesting that every meeting should be held outside normal working hours, but those that are clearly of significance to the community (major planning applications, planned closure of essential services, changes to education policies etc.) certainly should be. When I was teaching, we, for obvious reasons, held parent's consultations in the evening. I would not get home until eleven o'clock on these occasions, but it was obviously one of the necessary functions of doing the job. Councillors should behave in the same way, or democracy is not being fully served.*

### **Response 8**

*@ChichesterDC Given the massive public interest the meeting should have been held in the early evening so people could attend after work. This is not democracy. Come on CDC start being more inclusive @AdrianGMoss @Ccc13Sarah.*

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## **Motion submitted to Full Council by Cllr Wilding**

There is a growing problem in this District and across the UK of speculators buying areas of farm land or woodland and then selling it on the internet in small lots. Look up Land for sale - Barney Estates. The speculators can double or treble their investment but at the same time they are permanently ruining the landscape by turning fields and woods into allotments. There are 5 instances of this happening in or near my ward in the last year. The effect can be reduced by CDC issuing an Article 4 Direction or a whole wood TPO, but this creating a huge amount of work for Enforcement and Legal.

I propose a motion as follows:

***This Council deplores the practice of subdividing agricultural and forestry land into small lots for sale and asks the Leader/Chief Executive to write to the MP requesting that she lobbies Government to legislate against it.***

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## **Motion submitted to Full Council by Cllr Barrett**

Having requested data from the Councils Council Tax team I have been advised that there are currently 1,688 properties listed for Council Tax in West Wittering parish. On looking through the Government website <https://www.gov.uk/council-tax-bands> for West Wittering there were a significant number of entries where properties have had their Tax Band 'Deleted' thus do not pay Council Tax. Whilst there are a number of potential reasons for that, it may be that these properties now fall under the Business Rate structure as they are being rented out as holiday homes.

In West Wittering Parish there are currently 326 properties registered as Second Homes of which many may be let out as holiday accommodation. The Councils business rating list indicates there are 33 properties registered as holiday homes in the parish. However, it would appear that if the Rateable Value of the Business property is less than £12000 there are no charges to pay as small business rate relief is applied. In the case of holiday accommodation the Rateable Values are well below £12000, and the average in West Wittering for this type of business is £4,750, meaning that no business rates are actually paid.

It is apparent that these properties do not contribute to the Councils cost of providing services so I would like to put forward the Following Motion:

***That this Council write to the Member of Parliament for Chichester to raise this matter with the Secretary of State for Department for Levelling Up, Housing and Communities to have this matter addressed and propose a solution whereby Councils are reimbursed for the services they provide.***

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## Motion submitted to Full Council by Cllr Sharp

### Motion on Energy

Everyone has the right to a warm home that is affordable to heat:

- Improving energy efficiency is central to tackling the energy crisis & cost of living crisis;
- Fossil fuels should be left in the ground, & investment in energy supply should instead be targeted at renewables;
- All new homes & workplaces should be built to the highest possible energy efficiency standards.

This council notes that:

- Chichester District Council declared a climate emergency in 2019 which makes the District an inappropriate place to carry out oil and gas exploration;
- Buildings account for 23% of UK greenhouse gas emissions;
- CDC has supported energy efficiency for homes & businesses in the district, but needs far more support from central government
- Current UK government investment in energy efficiency is nowhere near the level required to address fuel poverty or meet our legally binding UK climate targets. To date only approximately 50 homes have been improved through Local Authority ECO3 Flex and Green Homes Grant Local Authority Delivery schemes.

***The council therefore calls on the Leader to write to the Prime Minister & to our MPs to call for:***

- ***Immediate further direct financial support to help people to manage the cost of living crisis, with most support provided to low income households;***
- ***A fully funded nationwide action plan to insulate all homes & businesses as quickly as possible to improve energy efficiency & reduce bills;***
- ***A commitment to keep fossil fuels in the ground, & to invest instead in developing the renewable energy technologies & businesses that are essential for our future energy security;***
- ***A commitment to require any applications for oil and gas exploration, including fracking, to demonstrate a net zero impact on carbon emissions, environmental and population health and water supplies;***
- ***Immediate introduction of significantly improved energy efficiency standards for new buildings.***

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