

Public Document Pack

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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 28 November 2023** 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

17 November 2023

AGENDA

- 1 **Minutes** (Pages 1 - 16)
The Council is requested to approve as a correct record the minutes of the meeting held on 18 July 2023 and 26 September 2023.
- 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 for 2024-2025**

The Council is requested to consider the report and its appendix found on pages 55-60 of the Cabinet agenda for 10 October 2023 and make the following resolution:

That the proposed Council Tax Reduction Scheme for 2024-2025 be approved by Full Council.

7 **Financial Strategy and Plan 2024-25 to 2028-29**

The Council is requested to consider the report and its appendix found on pages 11-45 of the Cabinet agenda for 7 November 2023 and make the following resolutions:

- a) **That 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 is set at £4 million, following the recommendation of 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 the earmarked Revenue Budget Support Reserve of £8m is returned to the Council's General Fund Reserve.**

8 **Unauthorised Vehicle Deterrents - Parks and Green Spaces**

The Council is requested to consider the report and its appendix found on pages 41-44 of the Cabinet agenda for 10 October 2023 and make the following resolution:

The release of £141,000 from reserves to fund vehicle deterrent measures at Florence Park, Oaklands Park, Whyke Oval and Sherborne Road.

9 **Replacement of Groyne Aids to Navigation**

The Council is requested to consider the report and its appendix found on pages 45-47 of the Cabinet agenda for 10 October 2023 and make the following resolution:

That £125,000 be allocated from General Fund reserves for the repair and replacement of 5 groyne markers.

10 **Making the West Wittering Neighbourhood Development Plan**

The Council is requested to consider the report and its appendix found on pages 7-9 of the Cabinet agenda for 7 November 2023 and make the following resolution:

That subject to a successful referendum result to:

Make the West Wittering Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

RECOMMENDATIONS BY COMMITTEES

- 11 **Unreasonable Complainants Policy** (Pages 17 - 19)
The Council is requested to consider the report and its appendix found on pages 31-37 of the Standards Committee agenda for 6 November 2023 (the appendix is attached to this pack for members) and make the following resolution:

That the Unreasonable Complainants Policy attached to the agenda pack be approved.

OTHER REPORTS

- 12 **Meeting Timings** (Pages 21 - 29)
The Council is requested to consider the report and its appendix and make the following recommendations:

2.1 That the Council do not amend the timing of statutory meetings.

2.2 That the Calendar of Meetings for 2024/25 (as set out in the Appendix 2) be approved.

- 13 **Regeneration site and local plan policy** (Pages 31 - 33)
The Council is requested to consider the report and make the following resolution:

That Council approves that proposals for the development of the Basin Road, bus station and bus depot sites are developed in accordance with the requirements of Policy A4 of the Council's Proposed Submission Local Plan.

MOTIONS IN ADVANCE

- 14 **Motion from Cllr Briscoe** (Page 35)
Having complied with the Motions Procedure as set out in the council's Constitution the motion attached will be proposed by Cllr Briscoe and if duly seconded it will then be discussed at this meeting.
- 15 **Questions to the Executive**
Members are invited to ask a question of a member of the Executive (maximum of 30 minutes duration).
- 16 **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.
- 17 **Exclusion of the press and public**
The Council is asked to consider in respect of appendix 2 to agenda item 7 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).

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;

- 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.
- Where a member of the public has registered a question they will be invited to attend the meeting and will be issued a seat in the public gallery.
- 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 intentions 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. [Standing Order 11.3 of Chichester District Council's Constitution]

MEMBERS

Mrs C Apel	Mr G Evans
Mr J Cross	Mrs E Hamilton
Mr I Ballantyne	Mr C Hastain
Mrs T Bangert	Ms O Hickson
Mr R Bates	Mr F Hobbs
Mr D Betts	Mrs D Johnson
Mr S Boulcott	Mr S Johnson
Mr B Brisbane	Mr T Johnson
Mr R Briscoe	Mr A Moss
Mr J Brookes-Harmer	Ms E Newbery
Mr J Brown	Mr T O'Kelly
Ms J Brown-Fuller	Mr H Potter
Ms B Burkhart	Ms S Quail
Mrs H Burton	Mrs S Sharp
Mx R Chant	Mr C Todhunter

Mr M Chilton
Ms M Corfield
Ms H Desai

Mr J Vivian
Ms V Weller
Mr T Young

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Public Document Pack Agenda Item 1



Minutes of the meeting of the **Council** held in the Committee Rooms - East Pallant House on Tuesday 18 July 2023 at 2.00 pm

Members Present: Mrs C Apel (Chair), Mr I Ballantyne, Mrs T Bangert, Mr R Bates, Mr S Boulcott, Mr B Brisbane, Mr R Briscoe, Mr J Brookes-Harmer, Mr J Brown, Ms J Brown-Fuller, Ms B Burkhart, Mrs H Burton, Mr M Chilton, Ms H Desai, Mr G Evans, Mrs E Hamilton, Mr C Hastain, Ms O Hickson, Mr F Hobbs, Mrs D Johnson, Mr S Johnson, Mr T Johnson, Mr A Moss, Ms E Newbery, Mr T O'Kelly, Mr H Potter, Ms S Quail, Mrs S Sharp, Mr J Vivian, Ms V Weller and Mr T Young

Members not present: Mr J Cross, Mr D Betts, Mr R Chant, Ms M Corfield and Mr C Todhunter

17 Minutes

RESOLVED:

That the minutes of the full Council meeting held on 17 May 2023 be approved and signed as a correct record.

18 Urgent Items

There were no urgent items.

19 Declarations of Interests

Cllr Sharp as a member of West Sussex County Council also declared a personal interest in relation to agenda items 6, 8, 10 and 12.

20 Chair's Announcements

There were no Chairman's announcements.

Apologies for absence were received from Cllr Todhunter, Cllr Corfield, Cllr Chant, Cllr Cross and Cllr Betts.

21 Public Question Time

Questions from Michael Warden:

1. Will the Council refuse all and any new development applications until such times as there is a proper sewage system upgrade to do the job it was intended to do.

Southern Water must also robustly defend itself and state categorically that it cannot accommodate any more development and has not been able to do so for a number of years.

2. The Central Government has said on several occasions that development of agricultural land should be resisted and in this District it should be stopped with immediate effect. The realisation that at this time in history if this country was isolated and unable to import food, we can only feed about 60% of the population and that is dwindling fast. It is not sustainable and needs to be identified as such.
3. The Local Plan needs to be reviewed and updated with all haste and should include mandatory policies for the inclusion of solar power, battery storage and heat source pumps. It is ludicrous to even consider other means of energy. Also all commercial development should have the same policies.
4. A policy needs to be provided for the installation of solar power to all and any building that has a roof space, such as factories, car parks can be upgraded with roofs over for solar power. Grazing land can be used for solar power as cattle and sheep can still graze below.

There is a lot that can be done if willing and determined to stand up and do it.

Answer from Cllr Bill Brisbane

Thank you for your questions.

In answer to question 1:

Southern Water has a statutory obligation to find solutions and provide infrastructure for new development, so it cannot refuse to accommodate more development unless it can be proven that there is no solution available. It identifies solutions through its business planning process, including through the development of a Drainage and Wastewater Management Plan (DWMP). Southern Water has recently published its DWMP which sets out investment needs from 2025 – 2030 and looks ahead to 2050. In 2021 the Council agreed a Statement of Common Ground with Southern Water to make sure that planned housing growth can be accommodated within the wastewater treatment works. We continue to work closely with Southern Water and the Environment Agency to ensure that planned housing growth is phased to align with improvements in capacity at wastewater treatment works.

All planning applications must be assessed on their individual merits, taking account of the potential for harm that may occur, but also the suitability of any proposed mitigation. As an individual assessment is required in each case, it is not possible to impose a blanket moratorium on all planning applications for housing development.

However, if a statutory provider raises issues which are not able to be satisfactorily mitigated, this will be afforded significant weight in the determination of an application.

The FAQs on the council website cover these matters in greater detail.

In answer to question 2:

The emerging Local Plan recognises the importance of high-grade agricultural land and Policy NE2 'Natural Landscape' includes a preference for development of poorer quality agricultural land and consideration of the impacts of any significant loss of best and most

versatile agricultural land on the economy and soil, air, water or noise pollution. Policy S2 'Settlement Hierarchy' restricts development to within settlement boundaries, with development in the rest of the plan area restricted to that which requires a countryside location or meets a rural local need.

However, rural districts such as Chichester will not be able to accommodate all their development needs, including those required by government targets on land that is not in some form of agricultural use. This is why a prioritisation of the development of lower value agricultural land as set out in the current Local Plan, and updated in the emerging Plan, is an important consideration in the determination of planning applications.

In answer to question 3:

Work on the emerging Local Plan has considered and tested meeting 10% of residual energy demand (after energy efficiency measures) from incorporation of renewable energy. However, viability testing at the earlier stages of preparing the draft policies led to a scaling back of renewable energy requirements in the Plan. This is because of the cumulative costs of mitigation measures required to make the Local Plan growth acceptable, for example the A27 and nutrient neutrality costs, in addition to the need to provide affordable housing.

However, the Plan can rely on the requirements of the Building Regulations (Part L), which already require that the use of high efficiency systems including energy from renewable sources are considered. Changes that came into effect in June 2022 required a 31% carbon reduction over the previous 2013 Building Regulations and are a requirement of all building regulation approval submission since that date. Further changes are expected from the introduction of the Future Homes Standard from 2025, which through Building Regulations will reduce carbon emissions by 75-80% beyond the previous 2013 Regulations.

In answer to question 4:

As stated previously, the emerging Local Plan does not require installation of solar power to roof spaces for viability reasons. However, Policy P1 'Design Principles' requires high quality design and the submission of a Sustainability Statement to demonstrate that the proposals apply sound sustainable design, good environmental practices and sustainable building techniques and technology.

The emerging Local Plan includes Policy NE1 which supports the provision of stand-alone renewable energy proposals such as solar farms and requires opportunities for habitat creation to be considered.

Questions from Debbie Carter:

How does the Council propose to engage the greater community in the impending climate crisis?

Answer from Jonathan Brown:

Thank you for your question. We have started work on this through the current Climate Emergency Action plan which we inherited from the previous council. We are promoting the various domestic energy efficiency grants which are available, and we have held 2 public events which have concentrated on what householders can do to reduce their domestic carbon emissions. That work will continue and we will expand it with a new network of community climate champions. However, your question is on the climate crisis,

and this implies engagement with global as well as local issues and going beyond engagement on individual carbon reductions.

As a new council and new cabinet, we are not yet in a position to answer this in detail, but my view is that our first priority is reviewing the existing Climate Emergency Action Plan and identifying what scope we believe the Council has to exert influence on the wider community. There's little point in spending a lot of time focussing on something we are certain we won't be able to influence. But the purpose of the review is to identify areas we would be able to influence, even if these are not areas we have attempted to engage with in the past.

This will in turn inform a public engagement and collaboration strategy, which will work on several levels with:

- business and economic interests,
- stakeholder groups and community organisations,
- Parish Councils and other residents' groups,
- and of course, with individuals.

We will use a mixture of formal and informal communication methods to suit the different audiences and it will involve high profile events as well as utilise ongoing relationships. We will be looking at whether a form of Climate Assembly could or should play a role in this, bearing in mind that the Action plan itself will need renewing and we want to engage our communities in this process. I will work with the Environment Panel and my cabinet colleagues to develop a more detailed plan by the autumn.

Question from Oliver English:

Chair, thank you for giving me the opportunity to ask my question. For 18 months I have been working in the community to encourage local shops and businesses to "switch off their lights" to save energy, money in their businesses, and encourage dark skies. I have been conducting an effective campaign on social media, by e-mail and by visiting local shops. I have had verbal support from several local councillors in this time including Adrian Moss and the previous administration. In the last 28 days I have had 1.7k reach with 800 engagements on Facebook alone, which is not the primary social media platform.

I initially concentrated in Chichester (which has a conservation area concerned with estate agents' boards - but not with their light pollution) and the pedestrian precinct, which is well served by extensive street lighting, speaking with independents and contacting the larger chain stores and having conversations with others. The campaign has long since extended far beyond Chichester with over 900+ shops going dark across the UK. I have also had engagements and positive comments and feedback from some 8+ countries. Some of the companies I have approached have not responded to the campaign but have now gone dark. The brightest shops locally are Space NK and Lakeland, all banks aside from Barclays also burn lots of lights, and estate agents all have very bright window displays. Chichester is very bright at 3am!

Previously one councillor described the campaign as "small beers" compared to other issues, but this is still some action, rather than no action; enough small beers and we have a party. Two other councillors didn't see light pollution as an issue. Recently I have contacted 33 of the 36 district councillors and had less than 10 responses.

Chichester has two Dark Sky reserves as well as the South Downs Planetarium. Both the Harbour Conservancy and South Downs National Park have a dark skies policy. Patrick Moore chose Selsey because of how visible the night sky used to be here. Indeed, Chichester's own astronaut Tim Peake commented in response to me on twitter: "Great idea, hopefully it will catch on. The lights of cities at night were very dominant from the

station" - which for the most part it hasn't. Oaklands Park has a dark corridor through its middle, for the protection of bats - however, light pollution in Oaklands Park has increased.

A number of businesses already switch off their lights e.g. such as Analogue October Records, the new vape shop. Currently approximately a 30/70 split (dark v light).

Regeneration is increasingly an important issue for Chichester. I feel it would be important to have a policy to tackle light pollution. Encouraging unnecessary lights to be switched off when premises are closed needn't be a negative, indeed it could be capitalised on in encouraging Dark Skies tourism to the area. Light Pollution is still pollution! Some of the supporters of the recent "The Green Big Week" didn't even look at light pollution, but there are many studies in the public domain on the negative impact of light pollution on bats, birds, trees, other animals and of course people. Businesses are not illuminating their premises to make streets safer, but rather for commercial purposes, however most people aren't window shopping at 3am. A good marketing campaign along with newly darker skies could be a positive that sets Chichester aside and encourages others to follow.

I think it's imperative that the District Council and their new administration not only provide their vocal support but actively look at implementing a dark sky's policy, add their support via their economic development team and ask all councillors to actively promote the campaign. Could this also be added to the local plan? I am aware that the high street has and continues to go through difficult times, this campaign is not now and never has been anti high street and should not be interpreted as such.

In closing, I would draw your attention to your obligation under the Environmental Protection Act 1990, which states that all councils must investigate complaints about issues that could be a 'statutory nuisance' (a nuisance covered by the Environmental Protection Act 1990). Councils must investigate complaints about artificial light from premises if the light could be classed as a 'statutory nuisance' under this act. So light pollution from shops observed while walking along the road at 2am would not be covered, but people living directly across from e.g. the Novium Museum and impacted by their security lights are protected under this act but are probably currently unaware that they are. The same could apply to anyone living opposite business premises that do not switch off their lights.

You can see examples of Chichester's light pollution issue and the campaign so far by viewing it on social media

Climate change is happening, and we all should do what we can.

Answer from Jonathan Brown:

Thank you for your question, and indeed for your campaigning, which I know has achieved some notable successes.

I will first give you my personal thoughts and then some specific responses from various officers who've kindly fed back to me.

I am distinguishing, as I think you are, between the carbon emissions that must be caused by pointless burning energy to light up the night and light pollution. They are two different things.

I agree with the principle, but what might success in combating light pollution in Chichester – the city – look like in practice? Clearly, not the city being pitch black at night. There are too many people for that to be possible, practical or desirable.

When we have communicated about this before, you've made clear that you don't want to put anyone in danger. Threat perceptions differ from person to person and you may be comfortable with the city being darker than others, but I think it's fair to say those most

likely to be or to feel threatened are unlikely to be wandering the streets at 3am. I also think it unlikely that such people who are out at that time will be paying much attention to advertising in shops.

So, some thoughts:

There is a difference between the needs of the city's economy and those walking through the city between dusk and, say, midnight, and between 1 and 5 o'clock in the morning. Switching off the lights when really no one is around is a different ask to requesting they be turned off when the evening and night time economy is still active.

I note that the APPG for Dark Skies calls for the creation "a 'Dark Sky Towns & Cities' initiative, i.e. giving local government the power to go further to reduce light pollution by creating a voluntary 'Dark Sky Town/City' classification." I could be mistaken but I do not think there's any such classification at the moment, and most formal powers we have relate to new rather than existing development. The new Local Plan's dark skies policy (NE21) is aimed at more rural, undeveloped parts of the district than Chichester, and I don't think we can introduce a change at this stage now, so achieving change within the city is most likely to be achieved by steadily campaigning, writing and talking to property owners, rather than through CDC imposing anything.

I have a few other 'bullet point' type points to make, based on officer feedback:

- The Council investigates complaints about potential nuisance where lights cause spill and glare. Most complaints are about security lighting on a property as this is more likely to have an unreasonable impact upon the occupation of a home, however curtains are considered acceptable mitigation for glare/overspill.
- The Environmental Strategy Team will comment on lighting schemes on developments where there are likely to be ecology impacts (particularly bats) and will encourage dark corridors within the layout of the development to mitigate light impact, but that's probably not relevant to what we're talking about here.
- Policy P6 (Amenity) of the emerging Local Plan also includes criteria to make sure lighting design is appropriate for the context and that it must be targeted for energy efficiency and to avoid light pollution, particularly in sensitive areas such as designated landscapes and historic environments. Again though, this is a forward looking policy, not one intended to deal with an existing issue.
- In 2022 the Council commissioned an Evening and Night Time Economy audit, which did look at lighting. Concerns were raised about lighting being needed in the evening and at night to ensure safety and that residents and visitors felt welcome to stay out and enjoy what Chichester has to offer. I would support that, but as I've said already, the evening and night time economy doesn't go on all night so there is scope for reducing light pollution. Even the late-night licensed venues don't stay open after 2am, and there aren't very many of them.

To come back to your specific questions, I do not believe it is possible to insert a new dark skies policy into the Local Plan. I would certainly encourage officers and members to support the campaign to get property owners to turn off lights when they are really not needed, though I would qualify or clarify that point by making clear that what is needed will vary from place to place and at different times of night. Given that we're not going to have a very dark high street in the late evening, I would prefer to see more people out and about enjoying themselves when the lights are on.

I would be reluctant to say that the District Council will or should put a lot of resource into a campaign of contacting property owners at this time, for two reasons.

Firstly, because until and unless we can get the Local Plan in place, everything else is a bit moot – the damage that will continue to be done by the lack of proper Planning Policy will outweigh almost anything else we can do.

Secondly because the Environmental Strategy Team are already working very hard to protect habitats, promote renaturing and working on the climate emergency. To be clear, I

do see potential for returning to the subject of reducing light pollution in future, but we – members and officers – can only do so many things at once so I don't think it's very likely that we'll be able to do this, probably at least for a year.

22 Council's Annual Report 2022-23

The Chair of the Council invited the Leader of the Council to present this report.

Members discussed the breakdown between tenants and offers at the St James industrial estate. Members also discussed the possibility of the Park and Ride scheme for the duration of the Christmas period.

RESOLVED:

1. That the Annual Report 2022-2023 recommended by Cabinet be received the Council.

23 Development Management Resources

The Chair of the Council invited the Cabinet member for Planning to present this item.

Members enquired about whether the £267,650 was an upper limit and asked if it would be delegated to officers if it went above the stipulated amount. In response the Cabinet Member for Planning stated that it would be delegated to officers due to appeals being unpredictable. Officers stated that the cash amount released from reserves was an upper limit that is set by council. Officers also stated that if costs went beyond existing approval, then were alternate options to address this issue. One of these ways would be to look at existing budgets. Alternatively, Council would have to supplement the budget.

RESOLVED:

1. That the £21,000 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies be released, and
2. £276,650 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending six planning appeals be released.

24 Public Conveniences Refurbishment

The Chair invited the Cabinet member for Growth and Place to present this item.

The Council discussed the issue of renovating the town as it would be uneconomic. Members also asked what lessons could be learnt to avoid any such disruption in the future specially regarding toilets in the town centre. Members enquired about modular toilets and what they could bring to the community.

RESOLVED:

1. That Cabinet recommends to Council to release an additional £241,000 as set out in Appendix one from general reserve funds for the refurbishment of the public conveniences at Priory Park, East Beach Selsey, Bosham Lane and Market Road.

2. That Cabinet accepts that the cost of refurbishment of the Tower Street, toilets are uneconomic and delegates authority to the Director of Growth and Place to progress options for the Tower Street site including for its demolition and the provision of a modern modular toilet and the reuse of the remainder of the site, with a full report to be brought back to Cabinet.

25 Standards Committee - Independent Persons Remuneration

RESOLVED:

1. That the Council be authorised to make an annual payment of £750 to each appointed independent person from 1st April 2023.
2. That the Council authorises that the payment for Mr Thompson be paid from 1st May 2022 in recognition of his carrying out the role for several years.

26 Update on the Proposed Submission version of the Chichester Local Plan 2021 - 2039

The Chair invited the Cabinet Member for Planning to present this report.

Members enquired about the submission of the local plan to the inspector and if the plan could then be used for planning decisions. Cllr Brisbane esponded by stating that until the plan had been thoroughly examined, it would not hold a lot of weight. Officers added that once the plan is ready for formal examination the weight of the plan would increase.

Members noted concern about the infrastructure in parts of the plan area. Members noted that some wards had non-existent bus services and the medical centres. Members asked what steps were remaining before the Local Plan could be submitted.

RESOLVED:

1. That progress be noted by the Council in relation to the processing of representations to the Regulation 19 consultation on the Proposed Submission Chichester Local Plan, and the timetable for submission of the Plan for Examination and provides any comments and continues to support the resolutions 5.2 and 5.3 made by the Council on the 24 January 2023 which will allow for the submission of the Local Plan for examination as soon as possible and the Director of Planning and the environment to make amendments as required to address matters raised in the representations.

27 Body Worn Cameras

The Chair invited Cllr Mark Chilton, Cabinet Member for Finance, Corporate Services and Chichester Contract Services and Nicholas Bennet, Divisional Manager of Legal and Democratic Services to present this report.

Members enquired about the length of time that any footage/date or pictures were retained by the officers who were wearing the cameras. Officers stated that several factors affected how long this would be including the equipment used and that they would follow any guidance from the Home Office Surveillance Code of Practice. Members asked about what

training was available for individuals to comply with Code of practice and asked what the ramifications were for non-compliance. Officers stated that training was provided alongside equipment.

RESOLVED:

1. That the Council authorised officers set out in appendix 1 to wear body worn cameras when carrying out their duties.
2. That it be authorised by the Council that the Data Protection Officer update the Council retention scheme to comply with the Home Office Surveillance Camera Code of Practice.

28 Questions to the Executive

The following Questions to the Executive were asked with responses that followed:

Cllr Hamilton asked if a letter could be written to the local MPs, National Highways, and the minister in charge of roads to point out a serious discrepancy and ask when serious action would be taken regarding the A27 road. Cllr Moss explained that the A27 was a major challenge locally and stated that it was the responsibility of National Highways to bring forward any new proposals. Cllr Moss went on to clarify that in May this year, National Highways announced changes to the proposals and urged Cllrs to read the Route Strategy Initial Overview report Southcoast Central May 2023.

Cllr Evans stated that he was keen to find out what Chichester District Council's stance on banning disposable vapes was as he felt it was the duty of the Council to protect the health of young people in the district. Cllr Bangert responded by stating that despite vapes helping people to give up smoking they can become a gateway drug to young people taking up smoking. This is due mainly to the fact that they are cheap and readily available. Cllr Bangert went onto state that vapes contain nicotine which is highly addictive. Cllr Bangert suggested that a line of communication be established between the waste disposal team at CDC to ensure that vapes are disposed of properly.

Cllr Sharp stated that emissions need to be reduced and clarified that that the Climate Change Committee requires the council to plan for a reduction in traffic. Cllr Sharp asked if road traffic could be considered when Cllr Moss writes to the local MPs and the National Highways. Cllr Moss replied and stated that the council need to come up with more sustainable transport solutions as per the Local Plan and reassured Cllr Sharp that this was a very important area of concern for the current administration.

Cllr Johnson stated that the state of the pavements is acting as an impediment to the regeneration of the district. Cllr Johnson went on to ask if a dialogue could be opened with West Sussex County Council to move this process forward. Cllr Moss explained that he met with the leader of West Sussex County Council, and they discussed the surface and if there was any clarity on that. Cllr Moss also stressed the importance of this issue and assured members that it was a very high priority.

29 Late Items

There were no late items.

30 **Exclusion of the press and public**

RESOLVED:

1. The Council is asked to consider in respect of agenda item numbers 15 and 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.

31 **Allocation of Commuted Sums to Deliver Affordable Housing**

RESOLVED

That the recommendations as outlined in the exempt report be approved.

32 **Urgent Decision Notice - Leisure Centres**

RESOLVED

That the exempt Urgent Decision Notice be noted.

The meeting ended at 4.10 pm

CHAIRMAN

Date:



Minutes of the meeting of the **Council** held in the Committee Rooms - East Pallant House on Tuesday 26 September 2023 at 2.00 pm

Members Present: Mr J Cross (Vice-Chairman), Mr I Ballantyne, Mrs T Bangert, Mr D Betts, Mr S Boulcott, Mr B Brisbane, Mr R Briscoe, Mr J Brookes-Harmer, Mr J Brown, Ms J Brown-Fuller, Mrs H Burton, Mx R Chant, Mr M Chilton, Ms M Corfield, Ms H Desai, Mr G Evans, Mrs E Hamilton, Ms O Hickson, Mr F Hobbs, Mr S Johnson, Mr T Johnson, Ms E Newbery, Mr T O'Kelly, Mr H Potter, Ms S Quail, Mr C Todhunter, Mr J Vivian, Ms V Weller and Mr T Young

Members not present: Mrs C Apel, Mr R Bates, Ms B Burkhart, Mr C Hastain, Mrs D Johnson, Mr A Moss and Mrs S Sharp

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

33 **Urgent Items**

There were no urgent items.

34 **Declarations of Interests**

There were no declarations of interest.

35 **Chair's Announcements**

Apologies of absence were received from Cllrs, Apel, Bates, Burkhart, Hastain, Johnson, Moss and Sharp.

The Vice-Chair paid tribute to Nicola Simpson and Stephanie Thorndyke. A minutes silence was held.

36 **Public Question Time**

Question from Simon Lloyd-Williams:

1. The pedestrian areas of North and East Streets will reach their 50th anniversary this decade. Does the Council intend to throw them a birthday party or come forward with a comprehensive plan for their renewal?

2. Once again, the district has suffered multiple incursions on CDC land by travellers this month. It is no coincidence that these incursions coincide with events at Goodwood. In this most recent case, the Revival. Would the Council agree with me, that instead of the CDC spending tens of thousands of pounds of council taxpayers' money on earth works and trenches to stop these incursions, the Duke of Richmond is asked to provide a couple of acres on a temporary basis for the travellers whenever there is an event at Goodwood. After all, I believe he has 12,000 acres at his disposal.

Answer for question 1 from Cllr Brown:

Thank you, Simon, for your question. A 50th birthday party sounds like a great idea and an opportunity for residents to highlight the dangers of the pavements in North and East Street. Of course, as you know, this question really needs to be put to West Sussex County Council, who are responsible for the maintenance of the roads and pavements. I encourage you to raise this at a meeting of the County Council.

Nevertheless, this administration has highlighted this both internally and with the County Council as a priority to be resolved and is able and willing to help. Indeed, this was raised by the leader, Adrian Moss, in the first meeting between the leaders of the Districts and the County Council after the May elections.

We all recognise that the state of the pavements are a health and safety risk, with many falls being recorded, including those which have required hospitalisation. Improving the public realm in central Chichester is a major item on the Chichester Vision project and you will be aware that this was subject to a grant request for Levelling Up Funding – which was, unfortunately, not successful.

The County Council will be considering the business case for a big bang improvement rather than piecemeal repairs very shortly – I believe later this week. We have been urging them to go ahead. At the next Cabinet meeting of the District Council, we will be considering a proposal to contribute financially to the options consultation which will be required to get this moving – finally. And without wishing to predetermine anything, I am confident that the proposal will be listened to very sympathetically!

I very much hope that the County Council will choose to proceed. I think we all feel that this can has been kicked down the road quite often enough. This work is urgent and really must be included in the County Council's programme of work.

In answer to Simon's follow-up question I said that we would urge WSCC to proceed (and that I didn't realise WSCC didn't allow questions from the public).

Answer for question 2 from Cllr Bangert:

Many thanks for your question, whilst the most recent incursions have occurred around the time of events at Goodwood this is not true of all and from the engagement, we have with them the reasons why Gypsies and Travellers visit Chichester are varied. It can include medical appointments but more often than not they are "just passing through" on their way to other events elsewhere in the country. There is lots of land around Goodwood as you have stated and if they wished Gypsy Traveller groups could set up on this land, however they choose to be close to the city centre to access the amenities. Therefore, it would be

unlikely, even if such an offer was made by the Duke of Richmond, that it would be taken up and they would continue to access sites within the city.

For this reason, it is prudent of the Council to look at preventative measures in the most vulnerable locations.

37 Project Extension - Trees Outside Woodlands

The Vice-Chair invited the Cabinet member for Environmental Strategy to present the report.

Members stated they supported the project and praised the work of officers involved in getting the project up and running.

RESOLVED:

1. The acceptance of funding from Defra for the extension of the Trees Outside Woodlands Project of £120,000 for 2023/2024 and £120,000 for 2024/2025.
2. That a budget of £120,000 is set for 2023/2024 and 2024/2025, to cover staff costs and expenditure on tree planting pilot projects.
3. That authority is delegated to the Director of Planning and Environment to accept any additional funding offered by Defra, should such funding be offered as part of the project, and to increase budgets accordingly.
4. That authority is delegated to the Divisional Manager for Environment and Health Protection, in consultation with the Cabinet Member for Environmental Strategy, to award funding to tree planting pilot participants in the district.

38 Housing Covenants Report

The Vice-Chair invited Nicholas Bennet Divisional Manager of Legal and Democratic Services presented the report.

RESOLVED:

1. That the Director of Housing and Communities be authorised to consider and determine applications for release of s37 and s157 covenants in respect of previous Right to Buy properties and the conditions of any release.
2. That officers develop a policy on the matter to be brought forward in due course.

39 Committee Membership

The Chair invited Nicholas Bennet, Divisional Manager of Legal and Democratic Services to present a verbal report.

RESOLVED:

1. That Cllr Todhunter be appointed as Chair of the Planning Committee with immediate effect.

40 **Motion from Cllr Vivian**

The Vice-Chair invited Cllr Vivian to present his motion to the Council.

Members stated that they wholeheartedly supported the motion and cited the 680,000 opposition responses to the closure of the ticket offices. Members stated that it was important for residents to interact with people whilst purchasing their tickets.

RESOLVED:

That Council request:

1. The Leader to write to Mark Harper MP (Secretary of State for Transport), and the Chief Executive of the Rail Delivery Group as well as Southern Railway to express this Council's opposition to the possible closure of staffed rail ticket offices – and in particular the offices at Chichester, Bosham, and Southbourne stations.
2. The Overview & Scrutiny Committee to invite representatives from Southern Railway to attend a meeting (as soon as possible) to discuss future plans for ticket offices and staffing at the above Railway stations.

41 **Questions to the Executive**

The following Questions to the Executive were asked with responses that followed:

Cllr Chant asked what impact the use of the Chichester Park Hotel to accommodate refugees and asylum seekers would have on CDC resources as one of the local authorities. Cllr Brown explained that the decision to use the Chichester Park Hotel to house asylum seekers is a private and direct arrangement between the Home Office and a privately owned business. The council were not consulted and were not given any input into the decision made.

Cllr Johnson stated that the Guardian Newspaper revealed that in some parts of England, nearly a third of category one life or death 999 calls are not attended by a fully qualified paramedic. Therefore, Cllr Johnson asked the deputy leader if he agrees with his party's health spokesperson that this is deeply worrying and asked if the deputy leader on behalf of the council undertake to find out the situation in Chichester District. Cllr Brown responded by stating that he was very happy to find out this information if the council didn't already have the figures.

42 **Late Items**

There were no late items.

43 **Exclusion of the press and public**

Cllr Cross then read the Part II resolution which was duly proposed and seconded.

The Council then voted to go into part II.

RESOLVED

That with regard to the exempt Urgent Decision Notice the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) 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.

44 Urgent Decision Notice

The Urgent Decision Notice was duly noted.

The meeting ended at 2.53 pm

CHAIRMAN

Date:

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Draft Unreasonable Complaints Policy

Chichester District Council is committed to dealing with complaints in an open and transparent way that is fair and equal to everyone.

This policy has been formulated to deal with the very small number of complainants whose frequency of contact with the authority, insoluble and persistent complaints, or unacceptable behaviour makes it necessary for special measures to be taken.

This policy sits alongside the Council's existing complaints policy and may be applied at any internal stage for that policy. It will not apply to complaints that have been referred on to the Ombudsman who shall apply their own policies to consideration of complaints referred to that body.

This policy may also be applied if an individual elects not to engage with the Council's complaints policy (or refuses to do so and continues to contact the Council).

This policy may be applied to complaints made to the Monitoring Officer about Councillors under the Code of Conduct though that would be at the Monitoring Officers absolute discretion.

On the whole, dealing with complaints is a simple process but there are a small number of complainants who because of the frequency, nature or tone of their contact with us, adversely affect our ability to do our job and provide a service to others. We will refer to these complainants as 'unreasonably persistent' or vexatious and apply this policy.

For the purposes of this policy, unreasonable or unreasonably persistent complainants are those who make complaints that demonstrate one or more of the following features:

- clearly do not have any serious purpose or value.
- are designed to cause disruption or annoyance.
- have the effect of harassing the Council or can easily be seen as obsessive or unreasonable.

Decisions under this policy will be made by Directors at the Council unless expressly required to be made by other named officers within this policy itself.

Actions and behaviours of unreasonably persistent complaints

Complainants or anyone acting on their behalf may be deemed to be vexatious or persistent if one or more of the following applies:

- Refusing to specify the grounds of a complaint, despite help from the council.
- Refusing or unreasonably failing to co-operate with the Council's Complaints and Compliments procedure but still wanting the complaint resolved.
- Making what appear to be groundless complaints about the staff dealing with the complaint and looking to have them replaced.

- Taking an excessive ‘scattergun’ approach – complaining officially to the council as well as raising the same complaint with other bodies such as MP/councillor/police/solicitors/Local Government Ombudsman.
- Changing the basis of the complaint as the investigation moves forward and/or denying earlier statements.
- Raising trivial information and expecting this to be taken into account or raising lots of detailed but unimportant questions and insisting they are answered.
- Electronically recording meetings and conversations without the prior knowledge and consent of the other people involved.
- Making excessive demands on staff while a complaint is being dealt with.
- Sending a high volume of letters, emails and/or phone calls.
- Registering repeat complaints after the complaint has been fully investigated and completed.
- Refusing to accept the final decision of a complaint.
- Refusing to accept a complaint is outside the remit of the complaints procedure.
- Persistently contact the council through different routes about the same issue.
- Someone who is not looking to resolve a dispute but is looking to cause unnecessary difficulties or problems to the council.
- Refusing to accept that matters aren’t within the council’s power to investigate if the matter is the responsibility of another organisation for example.

If a complainant isn’t happy with the outcome of their complaint and wishes to challenge it, this is not necessarily grounds to label them as ‘unreasonably persistent’.

This policy will be used as a last resort once all measures have been taken to resolve issues under the Council’s complaints procedure. We will make sure we have communicated appropriately with the complainant and make sure no new information that will affect the decision has been put forward.

The complainant will receive one written warning confirming that if their actions/behaviour continues, it will result in the Council treating them as an ‘unreasonably persistent complainant’ and future contact may be restricted.

Aggressive complainants

Where a complaint is raised as to aggression decisions under this policy shall be applied by a Director. If an appeal against a decision is submitted a final review shall be carried out by the Chief Executive or the Council Monitoring Officer as those two officers consider appropriate.

On occasions a complainant can go from being unreasonably persistent to offensive, abusive or threatening any of which will not be tolerated.

Complaints will be seen to be vexatious in any situation where violence has been used or threatened towards staff at any time. This will mean personal contact with the complainant will be stopped and they will only be allowed to contact the Council in writing or through representatives. All such incidents will be logged through the Council caution alert register process and reported to the police.

Where an allegation of aggressive behaviour is denied a Director shall be entitled to make a decision as to whether to put in place steps notwithstanding that denial at the absolute discretion of that Director pending any further relevant investigation or fact finding on that issue by Police or otherwise.

Deciding to restrict complainant contact

According to the level and nature of the complainant's contacts with us, the following actions may be taken:

- Requesting contact in a specific form (e.g. by letter only).
- Requesting contact be made with a named officer only.
- Setting the number of phone calls that will be accepted (e.g. one call a week).
- Refusing to deal with future correspondence on the same matter if a decision has already been reached.

The complainant will receive a copy of this policy with a covering letter explaining that the policy has been applied and how it will affect their contact with us.

The letter will outline the length of time for which the restrictions will be in place and how they can ask for the restricted status to be reviewed at the end of this period.

Appealing a decision to restrict contact

A complainant can appeal the decision to place them on the 'unreasonably persistent complainant' list within 10 working days of being notified of our decision.

This should be carried out in writing with reasons why they want to appeal and sent to:

- The Monitoring Officer, East Pallant House, East Pallant, Chichester, PO19 1TY

Recording and reviewing decisions

If a decision is made to apply the policy, this information will be recorded and shared with relevant officers within the council.

Any further correspondence from the complainant will be read and new genuine complaints will be dealt with accordingly.

Any new complaints made about new issues from people who have been considered under this policy will be treated on their merits of that new complaint.

A decision to restrict contact may be reconsidered if the complainant shows a more acceptable and consistent approach in their contact with the council, makes an acceptable apology or made undertakings as to future conduct. The views of officers or members of the Council affected by behaviour will also typically be sought before a decision is made to restore full contact.

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Chichester District Council

Council

28 November 2023

Meeting timings

1. Contacts

Cabinet Member:

Adrian Moss – Leader of the Council and Cabinet Member for Regeneration and Estate and Building Services

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E-mail: amos@chichester.gov.uk

Report Author:

Nick Bennett – Monitoring Officer

Telephone: 01243 534658

E-mail: nbennett@chichester.gov.uk

2. Recommendations

2.1 That the Council do not amend the timing of statutory meetings.

2.2 That the Calendar of Meetings for 2024/25 (as set out in Appendix 2) be approved.

3.0 Background

3.1 The Council has debated the time of meetings several times in recent years.

The new Executive wished to revisit this issue with a stated intention of making meetings as accessible as possible to the public and to enable members to be efficient in their roles.

3.2 A consultation was carried out by the report author at the direction of the Leader the findings of which were inconclusive with no strong consistent view coming from the Councillors contributing (see Appendix 1).

3.3 All submissions noted issues with meetings at any time of day. Concerns about driving long distances, child care, clashes with Parish meetings or other responsibilities of members were each raised.

3.4 Several other actions to improve accessibility have been undertaken at the direction of members, such as changing timing of non statutory meetings (such as Panels), significant improvements to video streaming of meetings and review of accessibility tools for persons with disabilities to encourage greater engagement. Certain meetings have been moved from being held in private session (known as Part 2) to open meetings which the public can attend or more often watch online.

3.5 Some discussion came out of a wish to employ “hybrid” meetings with some persons in the meeting physically and some remotely as was the case through emergency covid legislation but which ceased to be applicable in 2021. The

legislation for this has not yet been put in place so this is not lawful, but the improved video streaming system has capability to deliver such meetings when legislation is ultimately established.

4. Outcomes to be achieved

4.1 The Council is required to set its timetable in its Annual meeting in May each year. A decision against the recommendation would enable officers to prepare timings and make arrangements for room set up changes and other tasks which require them to know the timing of meetings and the working hour spaces between meetings in readiness for that further Annual statutory report. A decision will therefore enable the Council to carry out its statutory duties to deliver an effective timetable efficiently and also let other partner organisations such as Parish Councils make their own decisions on timing in parallel with a clear timetable.

5. Proposal

5.1 As set out in the recommendations.

6. Alternatives Considered

6.1 The survey was designed to be “open” and encourage consideration by members for any and all committees to change their timings.

7. Resource and Legal Implications

7.1 No legal implications beyond those set out in this report. Variations to the recommendation could generate resource implications but these can be addressed through the Annual report which can include any budgetary changes which can be worked through by officers by April 2024.

8. Consultation

8.1 All members were consulted. The design of the consultation document was reviewed by the Leader of the Council.

9. Community Impact and Corporate Risks

9.1 A clear timetabling and meeting schedule enables community engagement and also enables partner agencies to settle their own scheduling in parallel with this Councils. The schedule and other actions listed at 3.4 have been carried out to engender positive community accessibility. There are risks to poorly established schedules. There is a corporate risk to changing committees without member endorsement, which endorsement is not clear from the results of the consultation.

10 Other implications

None.

11 Appendices

11.1 Meeting Timings Feedback

11.2 Committee Calendar of Meetings 2024/25

12 Background Papers

None

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Meeting Time Feedback (appendix)

21 responses were received from members, the majority through the form, some either not on the form or who provided additional commentary.

Most members explained their personal position and their local responsibilities as Parish Councillors or similar in one way or another.

15 responses were that they would prefer timings to remain entirely as they are at present, or suggested a single variation though it should be noted no two suggested variations matched another persons.

2 responses suggested that all meetings should move to evenings exclusively.

1 response indicated the member believed all meetings should be held exclusively in the morning.

3 responses did not address the point on timing and left the section blank. Whilst it could be argued these are effectively indications that they wish to retain the status quo as an abstention, I note them separately.

7 responses commented about putting meetings online which are so allowed to do in law. One of the suggestions was however for a statutory meeting which is not allowed to be held online.

12 responses indicated that some meetings in the evening would be positive. Strongest support with 5 was Full Council. All other suggestions (between 1 and 3 votes each) went to Cabinet, Environment Panel, Housing Panel, Economic Development Panel, Business Routing Panel and one voice for licensing sub committees. One member suggested Planning should move to the evening, but that member also suggested that he wanted all meetings in the day elsewhere on his form so his response was contradictory.

There were a number of discussions about timing with points being made about starting at 10am (due to common problems getting in for 930, the issues around child care forcing them to be later coming in and so on) and timing of evening meetings with several mentioning either 5pm or 6pm as a workable starting time.

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CALENDAR OF MEETINGS 2024-25

Meeting Name	Day of week	Time	Number of Meetings	Venue
All Parishes meeting	Monday	5.00pm	2	Online
Business Routeing Panel	Thursday	9.30am	1	Online
Cabinet	Tuesday	10.00am	12	Committee Rooms
Chichester District Parking Forum	Monday	9.30am	1	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	12	Committee Rooms
Environment Panel	Monday	9.30am	4	Committee Rooms
Economic Development Panel	Monday	10.00am	4	Committee Rooms
Licensing and Alcohol & Entertainment Licensing	Wednesday	9.30am	3	Committee Rooms
Grants & Concessions Panel	Wednesday	9.30am	2	Committee Rooms
Housing, Communities, Culture and Sport Panel	Thursday	9.30am	4	Online
Joint Employee Consultative Panel	Thursday	2.00pm	4	Training Room
Overview & Scrutiny Committee	Tuesday	2.00pm	4	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	Training Room
Ask SLT x6 per year at 12pm on a Tuesday on Teams				
Thursday PM and Friday's the Courts use the Committee Rooms				
WSCC School Term dates (highlighted in dark grey)				
Overview and Scrutiny has a fifth date set for its annual workshop (for members only)				
Provisional date for Liberal Democrat Conference is 14-17 September 2024				
Elections use of Committee Rooms 19 April 2024 - 10 May 2024 and 18 April 2025 - 9 May 2025				

CALENDAR OF MEETINGS 2024-2025						
	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24
Monday		3	1		2	
Tuesday		4 Standards Committee	2 Overview and Scrutiny Committee		3 Cabinet	1
Wednesday		5 Licensing Committees	3		4	2 Planning Committee
Thursday	2	6	4 Joint Employee Consultative Panel	1	5	3 Strategic Risk Group
Friday	3	7	5	2	6	4
Monday	6 Bank Holiday	10	8	5	9 Economic Development Panel	7
Tuesday	7	11 Cabinet	9 Cabinet	6	10 Ask SLT	8 Cabinet
Wednesday	8	12 Planning Committee	10 Planning Committee	7 Planning Committee	11 Planning Committee	9
Thursday	9	13	11 Housing, Communities, Culture and Sport Panel	8	12	10
Friday	10	14	12	9	13	11
Monday	13	17	15 Corporate Governance and Audit Committee	12	16 Environment Panel	14
Tuesday	14 Cabinet	18	16 Full Council	13	17 Full Council	15 Development Plan and Infrastructure Panel
Wednesday	15 Planning Committee	19 Development Plan and Infrastructure Panel	17 Development Plan and Infrastructure Panel	14	18	16 Licensing Committees
Thursday	16	20	18	15	19	17 Joint Employee Consultative Panel
Friday	17	21	19	16	20	18
Monday	20	24 Environment Panel	22	19	23 All Parishes	21 Corporate Governance and Audit Committee
Tuesday	21 Annual Council	25	23 Ask SLT	20	24 Overview and Scrutiny Committee	22
Wednesday	22 Development Plan and Infrastructure Panel	26 Grants and Concessions	24	21	25 Development Plan and Infrastructure Panel	23
Thursday	23	27	25	22	26 Business Routeing Panel	24
Friday	24	28	26	23	27	25
Monday	27 Bank Holiday		29	26 Bank Holiday	30 Chichester District Parking Forum	28
Tuesday	28		30	27		29
Wednesday	29		31	28		30
Thursday	30			29		31
Friday	31			30		

CALENDAR OF MEETINGS 2024-2025							
	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Monday			30	3 All Parishes	3 Economic Development Panel		
Tuesday			31	4	4 Overview and Scrutiny Committee	1 Cabinet	
Wednesday			1 New Years Day	5	5 Licensing Committees	2 Planning Committee	
Thursday			2	6 Housing, Communities, Culture and Sport Panel	6	3 Housing, Communities, Culture and Sport Panel	1
Friday	1		3	7	7	4	2
Monday	4	2	6	10	10	7	5 Bank Holiday
Tuesday	5 Cabinet	3 Cabinet	7 Cabinet	11 Cabinet	11 Cabinet	8	6 Ask SLT
Wednesday	6 Planning Committee	4 Planning Committee	8	12 Planning Committee	12 Planning Committee	9	7
Thursday	7	5	9	13	13	10	8
Friday	8	6	10	14	14	11	9
Monday	11	9 Economic Development Panel	13	17	17 Corporate Governance and Audit Committee	14	12
Tuesday	12	10 Overview and Scrutiny Committee	14 Overview and Scrutiny Workshop	18	18 Ask SLT	15	13 Cabinet
Wednesday	13 Grants and Concessions Panel	11	15 Planning Committee	19	19	16	14 Planning Committee
Thursday	14 Housing, Communities, Culture and Sport Panel	12	16 Joint Employee Consultative Panel	20	20	17	15
Friday	15	13	17	21	21	18 Good Friday	16
Monday	18	16 Environment Panel	20 Corporate Governance and Audit Committee	24	24	21 Easter Monday	19
Tuesday	19 Full Council	17	21 Full Council	25 Full Council (Budget Only)	25 Full Council	22	20 Annual Council
Wednesday	20 Development Plan and Infrastructure Panel	18 Development Plan and Infrastructure Panel	22 Development Plan and Infrastructure Panel	26 Development Plan and Infrastructure Panel	26 Development Plan and Infrastructure Panel	23 Development Plan and Infrastructure Panel (on Zoom)	21 Development Plan and Infrastructure Panel
Thursday	21	19	23	27 Strategic Risk Group	27 Business Routeing Panel	24 Joint Employee Consultative Panel	22
Friday	22	20	24	28	28	25	23
Monday	25	23	27		31 Environment Panel	28	26 Bank Holiday
Tuesday	26	24	28 Ask SLT			29	27
Wednesday	27 Ask SLT	25 Christmas Day	29			30	28
Thursday	28	26 Boxing Day	30				29
Friday	29	27	31				30

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Chichester District Council

Full Council

28 November 2023

Regeneration site and local plan policy

1. Contacts

Report Author:

Jane Hotchkiss – Director Growth and Place

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Cabinet Member:

Adrian Moss, Leader of the Council and Cabinet Member for Regeneration, Estates and Building Services.

Tel: 01243 573155 Email: amos@chichester.gov.uk

2. Recommendation

- 2.1 That Council approves that proposals for the development of the Basin Road, bus station and bus depot sites are developed in accordance with the requirements of Policy A4 of the Council's Proposed Submission Local Plan.**

3. Background

- 3.1 Cabinet in July 2023 approved the commissioning of a consultancy company to produce a regeneration strategy for the city. The production of a regeneration strategy is an opportunity to set out the potential key sites and review the changes to the city including the high street that could help respond to the wider issues around attracting investment and business, enhancing employment opportunities, infrastructure development, sustainability as well as physical transformation.
- 3.2 A procurement process has been undertaken and WSP have been appointed. They are currently undertaking the first phase of the work in evidence gathering and interviewing key stakeholders which will be followed by a number of workshops and further consultation. It is anticipated that the strategy will be completed in Spring 2024.
- 3.3 As part of this first phase, land in CDC ownership and potential sites will be reviewed, with indications given as to how the land could come forward and be developed. A significant amount of work has been undertaken as part of the Southern Gateway regeneration project allowing land to be included in the

regeneration strategy work. As part of this, we need to ensure that development at Southern Gateway responds to the requirements of the Proposed Submission Local Plan.

3.4 Policy A4, Southern Gateway, of the Submission Local Plan allocates approximately 1.2 ha (currently the bus station, bus depot and Basin Road car park) for a residential led scheme of 110 dwellings with active uses such as retail and café/restaurant on ground floor frontages, and scope to include specialist accommodation such as student or older person's accommodation. The policy also sets out a range of criteria the development must meet relating to matters including, but not limited to, design, views, public realm, connectivity and bus stop facilities, in line with the West Sussex Bus Service Improvement Plan. Given this planning policy context, any alternative proposed development of the sites may not be policy compliant.

3.5 To progress the work with the consultants for the regeneration strategy, approval is sought from Council to agree that the land is developed in accordance with policy A4 of the Submission Local Plan.

4 Proposal

4.1 That Council approves that proposals for development of the Basin Road, bus station and bus depot sites are developed in accordance with Policy A4 of the Council's Proposed Submission Local Plan

5 Resource and Legal Implications

5.1 Any additional resources required for the implementation of the recommendations will be managed as part of the project development proposals for the sites.

6 Community Impact and Corporate Risks

6.1 Any alternative proposed development of the sites may not be policy compliant and/or will likely result in the emerging Local Plan being unable to meet identified needs and therefore risk the Plan being found unsound at examination.

6.2 There are significant positive social impacts of the regeneration project relating to the delivery of new housing provision (including at least 30% affordable), public realm, business space and the visitor economy.

7 Other Implications

Are there any implications for the following?		
	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity		X
Human Rights and Equality Impact –		X

Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Health and Wellbeing		X

8 Appendices

None

9 Background Papers

9.1 Policy A4 of the Council's Proposed Submission Local Plan

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Motion submitted by Cllr Roy Briscoe.

This Council notes with deep concern the ongoing environmental damage caused by over-abstraction of water from the river Ems, a rare Chalk stream and recognized special habitat in Chichester. The Ems is of significant ecological and environmental importance and is home to a variety of species and habitats that are vital to the local ecosystem.

Portsmouth Water has been identified as a major contributor to the over-abstraction issue, which is having a detrimental impact on the river Ems and its surrounding ecosystem. It is essential that the Environment Agency, as the responsible regulatory body, takes immediate and decisive action to protect this valuable natural resource and the unique environment it sustains.

I propose that this Council urges the Leader of the Council and the Cabinet member for the Environment to take the following steps:

- 1. Write an official letter to the Head of the Environment Agency, expressing our concerns about the ongoing environmental damage to the river Ems caused by over-abstraction and requesting an explanation for the lack of effective action taken to address this issue.**
- 2. Write a letter to the Minister for Environment, highlighting the significance of the river Ems as a rare Chalk stream and a recognized special habitat, and urging them to intervene and ensure that the Environment Agency fulfils its responsibility to protect this vital resource.**

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