

# Public Document Pack

**JOHN WARD**  
Head of Finance and Governance Services

Contact: Philip Coleman on 01243 534655  
Email: pcoleman@chichester.gov.uk

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
www.chichester.gov.uk



## Notice of Meeting

### To All Members of Chichester District Council

You are hereby summoned to attend a meeting of **THE COUNCIL** in the Council Chamber, East Pallant House East Pallant Chichester West Sussex PO19 1TY on **Tuesday, 27 January 2015 at 2.30 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  
Tuesday, 20 January  
2015

### NOTES

- (1) *The Council meeting will be preceded by an Open Forum for members with the Cabinet and Senior Leadership Team at 1.15 pm*
- (2) *Members are asked to bring with them to the meeting their copy of the agenda and the accompanying papers for the meeting of the Cabinet held on 6 January 2015.*
- (3) *Members are reminded that 27 January is Holocaust Memorial Day and the 70<sup>th</sup> Anniversary of the liberation of Auschwitz. As announced by the Chairman at the last meeting (see attached minutes), all members are invited to two events to mark the occasion:*
  1. *a short multi-faith service at the Council's Portfield Cemetery, starting at 11am and lasting approximately 45 minutes.*
  2. *a special commemoration in the Chapel on the Bishop Otter Campus of the University of Chichester, starting at 5.30 pm and lasting until about 7.00 pm*

### AGENDA

*This agenda should be retained for future reference with the minutes of this meeting*

### PART 1

- 1 **Minutes**  
To approve as a correct record the minutes of the meeting of the Council held on

Tuesday 22 December 2014.

2

### **Urgent Items**

Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 9(b)

3

### **Declarations of Interests**

Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.

4

### **Chairman's announcements**

5

### **Public Question Time**

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

6

### **Decisions to be made by the Council (Pages 1 - 12) Recommendations**

To consider the following recommendations requiring the approval of the Council:

#### **(a) Cabinet – 6 January 2015**

*The reports giving rise to these recommendations are in the papers for the meeting of the Cabinet on 6 January 2015. These are available in the committee papers section of the Council's website and in the Members Room.*

##### (i) Minute 701 – Corporate Plan Annual Review

*(See report at Agenda Item 5 (pages 1 - 26) of the Cabinet papers)  
Draft Corporate Plan attached*

#### **RECOMMENDED**

That the revised Corporate Plan for 2015-2018 be approved,

#### **(b) Boundary Review Panel – 13 January 2015**

##### (ii) Increase in Number of Parish Councillors on Chidham and Hambrook Parish Council

*(See report to Boundary Review Panel attached)*

#### **RECOMMENDED**

That, following the community governance review consultation, an increase of one additional councillor to serve on Chidham and Hambrook Parish Council be approved, thereby bringing the total number of councillors from nine to ten members.

7

### **Questions to the Executive**

(maximum of 40 minutes duration)

8

### **Report of Urgent Decisions: Coastal Management Additional Funding**

*(See report at Agenda Item 6 (pages 27 - 30) of the Cabinet papers)*

To report that at its meeting on 6 January 2015, the Cabinet resolved that the expenditure of additional funding from the Environment Agency on coastal

management, as follows, be approved for the period 2014– 2015:

- (1) to increase the volume of beach recharge at West Wittering as an extension of the Council's existing contract for Beach Management Plan works in January 2015 at a cost of £100,000.
- (2) to bring forward the replacement of a failing gabion (wire baskets filled with stone) wall with timber breastworks at Solent Way, Selsey at a cost of £150,000, to be undertaken by the Council's current maintenance contractor.

The additional funding and proposed expenditure is not included in the approved budget and this decision is, therefore, not wholly in accordance with the budget approved by the Council, although all the additional funding is provided by the Environment Agency. The decision would normally be taken by the full Council, but as the need to spend is urgent and it was not practical to convene a quorate meeting of the Council, the Chairman of the Overview and Scrutiny Committee agreed that the Cabinet could take the decision as a matter of urgency, in accordance with the Budget and Policy Framework Rules (part 4.3 of the Constitution)

**9 Consideration of any late items as follows:**

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

**10 Exclusion of the press and public**

There are no restricted items for consideration.

### 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. 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)

### **MEMBERS**

Mr M J Bell  
Mr N R D Thomas  
Mrs C M M Apel  
Mr G A F Barrett  
Mr P Budge  
Mrs H P Caird  
Mr S L Carr

Mr G H Hicks  
Mr P Jarvis  
Mrs G Keegan  
Mrs E P Lintill  
Mr S Lloyd-Williams  
Mr R M J Marshall  
Mr G V McAra

Mr A D Chaplin  
Mr J L Cherry  
Mr P Clementson  
Mr J C P Connor  
Mr Q J R Cox  
Mr M A Cullen  
Mrs P M Dignum  
Mr A P Dignum  
Mrs J E Duncton  
Mr T M E Dunn  
Mr J E Elliott  
Mr B Finch  
Mr A F French  
Mrs N Graves  
Mrs E Hamilton  
Mrs P A Hardwick  
Mr R J Hayes

Mr J A P Montyn  
Mr D J Myers  
Mr S J Oakley  
Mr R T V O'Brien  
Mr H C Potter  
Mrs L C Purnell  
Mr J J L T Ransley  
Mr J Ridd  
Mr F Robertson  
Anne Scicluna  
Mr A M Shaxson  
Mr A R H Smith  
Mrs J A E Tassell  
Mrs B A Tinson  
Mrs P M Tull  
Mr B J Weekes  
Mr M Woolley



Chichester District Council

# Corporate Plan 2015 - 2018



Housing



Economy



Communities



Environment



# Corporate Plan 2015-2018

## Our Vision:

Chichester District: a place where businesses can flourish; where communities are active happy places; where residents and visitors can find good cultural, leisure and sporting activities; and where a good quality of life is open to all.

## Our Priorities:

- Improve the provision of and access to suitable housing.
- Support our communities.
- Manage our built and natural environments.
- Improve and support the local economy.

## Our Objectives:



### Improve the provision of and access to suitable housing

- Increase the supply of suitable housing in the right location.
- Housing is used effectively and is fit for purpose.
- Ensure support is provided for those that need it.

### Support our communities

- Provide support to communities and individuals who are vulnerable.
- Work together to help people feel safe.
- Help our communities to be healthy and active.



### Manage our built and natural environments

- Promote quality development and recognise the importance of the natural environment.
- Encourage sustainable living.
- Maintain clean, pleasant and safe public places.
- Support the provision of essential infrastructure.

### Improve and support the local economy

- Promote commercial activity and economic growth.
- Promote Chichester District as a visitor and cultural destination.
- Promote the city and town centres as vibrant places to do business.



# Priority: Improve the provision of and access to suitable housing

## Objectives:

- Increase the supply of suitable housing in the right location.
- Housing is used effectively and is fit for purpose.
- Ensure support is provided for those that need it.



## How will we know we have made a difference?

### **Increase the supply of suitable housing in the right location.**

- A minimum of 110 affordable homes will be built on market sites each year.
- We will secure an additional 30 affordable homes each year supported by the use of Council resources.
- We will expect 35% of market homes to be one or two bedroom and 50% to be three bedroom.
- We will aim to maintain a five year supply of housing land.
- 37 gypsy and traveller pitches will be identified by 2017.

### **Housing is used effectively and is fit for purpose.**

- We will enable 50 homes to be improved each year in order to meet decent home standards.
- Further measures to be established once the Housing Condition Stock Modelling has been completed (note: modelling to be undertaken by March 2015).

### **Ensure support is provided for those that need it.**

- 60% of potential homelessness cases will be prevented.
- Housing benefit claims will be processed within 10 working days.

# Priority: Support our communities

## Objectives:

- Provide support to communities and individuals who are vulnerable.
- Work together to help people feel safe.
- Help our communities to be healthy and active.



## How will we know we have made a difference?

### **Provide support to communities and individuals who are vulnerable.**

- A positive outcome (as defined by the Department for Communities and Local Government) will be achieved in 80% of the families we work with through the Think Family project.
- Measurable improvements will be made on the baseline assessment for two Think Family Neighbourhoods as identified in the action plans for each area.

### **Work together to help people feel safe**

- No more than 10% of people surveyed will feel unsafe in their neighbourhood in the last 12 months.
- We will work with partners to maintain low crime levels with no increase in all reported crime figures compared to the previous year.

- Reports of Anti-Social Behaviour made to the Police, particularly by repeat victims, will reduce by 5% compared to the previous year.

### **Help our communities to be healthy and active**

- Successfully achieve the outcomes set out in the Improving the Health of our Communities and Workforce action plan which coordinates the Council's resources on three health priorities.
- Public participation in Sport in the Community programmes will increase by 10% compared to the previous year.
- 80% of people who have used the Wellbeing Hub services will report improvements to their health and wellbeing after 3 months.



# Priority: Manage our built and natural environment



## Objectives:

- Promote quality development and recognise the importance of the natural environment.
- Encourage sustainable living.
- Maintain clean, pleasant and safe public places.
- Support the provision of essential infrastructure

## How will we know we have made a difference?

### **Promote quality development and recognise the importance of the natural environment.**

- Strategic development is completed in accordance with master plans.
- We will use our Annual Monitoring Report to confirm whether development complies with the policies within our Local Plan.
- 9 Conservation Area Appraisals will be completed by 2018.

### **Encourage sustainable living.**

- The amount of waste sent to landfill will reduce by 100 tonnes per annum.
- We will aim to achieve a minimum household recycling rate of 40%.
- The number of households composting garden waste will increase by 300 each year by using our green bin composting service.

- We will encourage a 5% reduction per person in CO2 emissions from 8.1 tonnes to 7.7 tonnes by 2018.
- Through the Your Energy Sussex scheme, increase the number of energy efficiency schemes installed in commercial and domestic properties within the District including households in fuel poverty (note: measure to be quantified once the Your Energy Sussex Business Plan for 2015/16 is written).

### **Maintain clean, pleasant and safe public places.**

- 90% of fly-tips will be removed within 3 working days.
- Graffiti will be removed within 5 working days.

### **Support the provision of essential infrastructure.**

- We will facilitate the delivery of prioritised infrastructure in accordance with the approved Infrastructure Business Plan.

# Priority: Improve and support the local economy



## Objectives:

- Promote commercial activity and economic growth.
- Promote Chichester District as a visitor and cultural destination.
- Promote the city and town centres as vibrant places to do business.

## How will we know we have made a difference?

### Promote commercial activity and economic growth.

- Work with partners to help achieve 90% of residential and commercial properties across West Sussex having a broadband speed of at least 2Mbps by the end of 2016.
- Through the construction and completion of the Enterprise Gateway, increase the amount business floorspace by 2,500 sqm and every three years create 250 new jobs.
- Provide support and advice to businesses to ensure survival rates in year three of operation align with the South East actual.
- We will enable the horticultural industry to develop Horticultural Development Areas.
- 75 Choose Work placements will be provided during 2015/16, of which 40% will secure employment at the end of the programme.

### Promote Chichester District as a visitor and cultural destination.

- Increase the percentage of businesses achieving a rating of 3 or above for food safety compliance.
- 80% of visitors surveyed will feel satisfied with our town centres.
- Further measures to be determined once we have adopted our strategic direction for tourism – due by June 2015.

### Promote the city and town centres as vibrant places to do business.

- Help to create the conditions to maintain the occupancy of our city and town centre shops above the South East average (note: latest occupancy rate for the South East (July 2014) is 91.8%)
- Help to create the conditions to increase footfall to the city.



# Our guiding



**We are committed to running an organisation that puts customers at its heart, delivers value for money and works with our communities and partner organisations to ensure we focus on what is important. We will:**

- Put our customers first.
- Take into account feedback when designing services.
- Help our communities to address issues that are important to them.
- Use our resources well and innovatively.
- Be open to change.
- Be fair, open and transparent.
- Keep our staff skilled, motivated and flexible.
- Work with our partners to respond to customers' needs.



Contact: Corporate Improvement Team, Chichester District Council  
East Pallant House, 1 East Pallant, Chichester, West Sussex PO19 1TY

[www.chichester.gov.uk/corporateplan](http://www.chichester.gov.uk/corporateplan)

Jan 2015



**Chichester District Council**

**Boundary Review Panel**

**Tuesday 13 January 2015**

**Increase in Number of Parish Councillors  
on Chidham and Hambrook Parish Council**

**1. Contacts**

Diane Shepherd - Chief Executive and Electoral Registration Officer  
Telephone: 01243 534709  
E-mail: [dshepherd@chichester.gov.uk](mailto:dshepherd@chichester.gov.uk)

**2. Recommendation**

**That following the community consultation the Boundary Review Panel recommends to the Council that there be an increase of one additional councillor to serve on Chidham and Hambrook Parish Council taking its members from nine to ten.**

**3. Background**

- 3.1. At its meeting on Tuesday 22 July 2014 the Boundary Review Panel considered a request from Chidham and Hambrook Parish Council to undertake a community governance review to increase the amount of councillors the parish has on it. The Boundary Review Panel recommended that a consultation should take place. This report explains the results of the consultation.
- 3.2. In carrying out the consultation exercise, Chichester District Council (CDC) has:
  - (a) Advertised the proposal on CDC's website.
  - (b) Written to Chidham and Hambrook Parish Council.
  - (c) Advertised the proposal on the noticeboards within the parish.
  - (d) Written to West Sussex County Council.
  - (e) Requested the views of the local ward members at CDC.
- 3.3. No comments have been received from any individual or group.
- 3.4. Although there was no response to the consultation, I feel that because of the transfer of the 229 properties and the gain in parishioners it seems sensible to increase Chidham and Hambrook Parish Council by one member.
- 3.5. The *Local Government Act 1972* specifies that each parish council must have at least five councillors; there is no maximum number. In practice there is a wide

variation in the number of parish councillors. Research by the Aston Business School found that a typical parish council, representing fewer than 500 people, had between five and eight councillors and those between 501 and 2,500 had between six and 12 councillors. Chidham and Hambrook Parish Council has an electorate of 1196 (January 2015).

- 3.6. The Local Government Boundary Review Commission is of the view that it is for each area to consider the appropriate size on its own merits, having regard to its population, geography and the pattern of communities.
- 3.7. As the Electoral Registration Officer I was initially of the view that Chidham and Hambrook Parish Council had sufficient parish councillors to undertake its parish council work because the last parish council election was uncontested and it did not have sufficient candidates to stand. This led to Chidham and Hambrook Parish Council having to co-opt two members. However, in subsequent correspondence with the parish clerk he has informed me that the parish's workload has increased because of the extra number of parishioners being transferred into the parish and, because it has commenced work on its neighbourhood plan, it is experiencing an increased interest in parish affairs. It believes there will be sufficient candidates standing at the next election to fill the additional place. The number it is proposing is reasonable for the size of the electorate and I can confirm that it has had an increase in work. However, I remain somewhat concerned that by increasing the number it might still have uncontested elections in 2015 and might have to continue to co-opt.
- 3.8. The Boundary Review has two options:
- (i) Agree to the increase of parish councillors to Chidham and Hambrook Parish Council from 9 to 10 members

*or*

  - (ii) Agree to leave the parish council membership as it is, at nine members
- 3.9 If the increase in councillors is agreed, the new arrangements would take effect from the next election on Thursday 7 May 2015.

#### **4 Alternatives Considered**

- 4.1 See above.

#### **5 Resource and Legal Implications**

- 5.1 CDC does not have a specific budget for reviews of this nature. There is, however, a legal duty to consider the review.
- 5.2 Although there will be some staffing implications for the Electoral Services, the cost will be minimal.

#### **6 Consultation**

- 6.1 As detailed in the report.

**7 Other Implications**

<b>Crime and Disorder</b>	None
<b>Climate Change</b>	None
<b>Human Rights and Equality Impact</b>	None
<b>Safeguarding</b>	None

**8 Background Papers**

9.1 None.

**9 Appendices**

10.1 None.

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