

# 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** in the Council Chamber, East Pallant House East Pallant Chichester West Sussex PO19 1TY on **Tuesday 15 December 2015 at 10.30 am** 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 8 December 2015**

### NOTES

- (1) *Please note that this meeting is to be held in the morning.*
- (2) *The Council meeting will be preceded by the following:*
  - a. *A briefing for members by Cllr Roger Barrow on Waste Recycling and the new higher targets at 9.30 am*
  - b. *Immediately before the Council meeting, members will be invited to take part in a photo opportunity to hold up pledge cards for the Councillor Pledge to Stand Up Against Child Sexual Exploitation.*
- (3) *After the Council meeting, members are invited to join the Chairman of the Council in the Members Room for seasonal refreshments.*
- (4) *Members are asked to bring with them to the meeting their copy of the agendas and the accompanying papers for the meetings of the Cabinet held on 6 October, 3 November and 1 December 2015.*

### AGENDA

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

## PART 1

1 **Minutes** (Pages 1 - 16)

To approve as a correct record the minutes of the meeting of the Council held on Tuesday 22 September 2015.

2 **Urgent Items**

Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 18(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).

### DECISIONS TO BE MADE BY THE COUNCIL

To consider the following recommendations of the Cabinet requiring the approval of the Council.

*The reports giving rise to these recommendations are in the papers for the meetings of the Cabinet on 6 October, 3 November and 1 December 2015. These are available in the committee papers section of the Council's website and in the Members Room.*

6 **Petition - Chichester Traders Market** (Pages 17 - 27)

To consider the following petition, submitted by the Chichester and Bognor Green Party:

*"We, the undersigned, call on our Chamber of Commerce and District Council, to support the Traders' Market. Please sign below and let us know if you would like the market on the Cattle Market car park or on the city streets or if you don't mind at all"*

and the recommendation of the Cabinet (See report (Agenda Item 8) to Cabinet on 1 December 2015):-

That tenders be sought for the operation of the Traders market from 1 April 2016, including the introduction, on a trial basis for one year, of a precinct traders market on Wednesdays with the Saturday market remaining at the Cattle Market Car Park location.

*Note: The Petition Scheme provides that the petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors. The debate of a petition at a Council meeting should, subject to the discretion of the Chairman, not last more than 30 minutes.*

7 **Determination of the Council Tax Reduction Scheme for 2016/17**

See report (Agenda Item 5) to Cabinet on 3 November 2015

RECOMMENDED BY THE CABINET

That the council tax reduction scheme for 2016/17 be approved.

8 **Regulation of Investigatory Powers Act (RIPA) Policy**

See report (Agenda Item 12) to Cabinet on 3 November 2015

RECOMMENDED BY THE CABINET

- (1) That the policy, as recommended by Corporate Governance and Audit Committee, be adopted.
- (2) That the delegations in Appendix 1 of the Policy, as recommended by Corporate Governance and Audit Committee, be approved.
- (3) That the enhanced oversight process, adopted by the Corporate Governance and Audit committee as outlined at paragraph 3.2 of the report, be noted.

9 **Corporate Plan Annual Review**

See report (Agenda Item 5) to Cabinet on 1 December 2015

RECOMMENDED BY THE CABINET

That the revised Corporate Plan for 2015-2018 be approved, as set out in the appendix, subject to inclusion of a more specific target for businesses food safety compliance (target 2.1 under “improve and support the local economy”) and addition of clarification that “year” relates to financial year.

10 **Financial Strategy and Plan 2016/17**

See report (Agenda Item 6) to Cabinet on 1 December 2015

RECOMMENDED BY THE CABINET

That:

- (1) The key financial principles and actions of the 5 year financial strategy be as set out in paragraph 6 of the Cabinet report.
- (2) That the current 5 year Financial Model at Appendix 1 is noted.
- (3) That a minimum level of general fund reserves of £5m be set, having considered the recommendations from the Corporate Governance & Audit Committee.
- (4) That this authority continues to participate in a West Sussex Non-Domestic Rates (NDR) pool, until such time as the government fully localise NDR, at which point the situation will be reviewed.
- (5) That the current resources position, as set out in Appendix 2, be noted.
- (6) That a decision on the level of Council Tax for 2016/17 be deferred until the details of the Local Government settlement are known.

- 11 **Chichester Site Allocation: Consultation Draft Development Plan Document**  
See report (Agenda Item 8) to Cabinet on 1 December 2015

RECOMMENDED BY THE CABINET

- (1) That the draft Site Allocation Development Plan Document, as set out in Appendix 1 to the Cabinet Report as amended by the update circulated on 24 November 2015, be approved for consultation for a period of six weeks from 7 January until 18 February 2016.
- (2) That authority is delegated to the Head of Planning Services to enable minor editorial and typographical amendments to be made to the document prior to its publication.

- 12 **Making the Southbourne Parish Neighbourhood Plan**  
See report (Agenda Item 8) to Cabinet on 1 December 2015

RECOMMENDED BY THE CABINET

That the Southbourne Parish Neighbourhood Plan be made part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

- 13 **Approval of Chichester District Council's Statement of Licensing Policy (Licensing Act 2003) for the period 2016 - 2021** (Pages 28 - 38)

To consider responses to consultation in relation to the Council's proposed Statement of Licensing Policy (the 'Policy') 2016 – 2021 and to approve the Policy.

- 14 **Questions to the Executive**

(maximum of 40 minutes duration)

- 15 **Committee Timetable 2016/17** (Pages 39 - 41)

To approve the calendar of meetings for the Council year 2016/17

- 16 **Membership of the Licensing Committees**

On the recommendation of the Leader of the Conservative Party Group, to appoint Cllr Nick Thomas to replace Cllr Ian Curbishley on the Alcohol and Entertainment Licensing Committee and the General Licensing Committee.

- 17 **Parish Council representation on the Standards Committee**

The Constitution provides for three parish councillors to be co-opted to the Standards Committee in a non-voting capacity. At an election at the All Parishes Meeting on 30 September, the following were nominated by representatives of parish councils and meetings for co-option to the Standards Committee. The Council is asked formally to co-opt them to the Standards Committee:-

Mr Ray Cooper (Lurgashall Parish)

Mrs Liz Kenney (Hunston Parish)

Mr David Ribbens (Plaistow & Ifold Parish)

- 18 **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.

- 19 **Exclusion of the press and public**

The Council is asked to consider in respect of the following item(s) 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.

## PART 2

20 **Authorised Testing Facility (ATF) at Westhampnett Depot for Heavy Goods Vehicle and Public Service Vehicle MOT tests**

See report (Agenda Item 17) to Cabinet on 6 October 2015

RECOMMENDED BY THE CABINET

That the Council release a further £155,000 (paragraph 7.1) from reserves to construct an Authorised Testing Facility (ATF) at Westhampnett Depot.

21 **Chichester Contract Services - Recruitment and Retention of Staff**

See report (Agenda Item 18) to Cabinet on 6 October 2015

RECOMMENDED BY THE CABINET

That, in order to address HGV driver recruitment and retention difficulties, the CCS employee budget be increased as set out in paragraphs 5.1 and 7.1, with effect from 1 January 2016, to be funded from virement in 2015/16, and from base budget thereafter.

22 **Planning Services - Recruitment and Retention of Staff**

See report (Agenda Item 19) to Cabinet on 6 October 2015

RECOMMENDED BY THE CABINET

That the revised pay levels set out in the table in paragraph 5.2 of the report as revised and circulated at the meeting take effect from 1 January 2016 based on market supplements for professional planning staff to be funded by virement in 2015/16 and from base budget in future years.

## 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 N Thomas	Mr F Hobbs
Mrs C Apel	Mr P Jarvis
Mr G Barrett	Mrs G Keegan
Mr R Barrow	Mrs J Kilby
Mr P Budge	Mrs D Knightley
Mr J Connor	Mrs E Lintill
Mr M Cullen	Mr S Lloyd-Williams
Mr I Curbishley	Mr L Macey
Mr T Dempster	Mr G McAra
Mr A Dignum	Mr S Morley
Mrs P Dignum	Caroline Neville
Mrs J Duncton	Mr S Oakley
Mr M Dunn	Mrs P Plant
Mr J F Elliott	Mr R Plowman
Mr J W Elliott	Mr H Potter
Mr B Finch	Mrs C Purnell
Mr N Galloway	Mr J Ransley
Mrs N Graves	Mr J Ridd
Mr M Hall	Mr A Shaxson
Mrs E Hamilton	Mrs J Tassell
Mrs P Hardwick	Mrs S Taylor
Mr R Hayes	Mrs P Tull
Mr G Hicks	Mr D Wakeham
Mr L Hixson	Mrs S Westacott



Minutes of the meeting of the **Council** held in Committee Rooms - East Pallant House on Tuesday 22 September 2015 at 2.30 pm

**Members Present:** Mr N Thomas (Chairman), Mrs C Apel, Mr G Barrett, Mr R Barrow, Mr P Budge, Mr J Connor, Mr M Cullen, Mr I Curbishley, Mr A Dignum, Mrs P Dignum, Mrs J Duncton, Mr M Dunn, Mr J F Elliott, Mr J W Elliott, Mr B Finch, Mr N Galloway, Mrs N Graves, Mr M Hall, Mrs P Hardwick, Mr G Hicks, Mr F Hobbs, Mrs G Keegan, Mrs J Kilby, Mrs D Knightley, Mrs E Lintill, Mr S Lloyd-Williams, Mr L Macey, Mr G McAra, Mr S Morley, Caroline Neville, Mr S Oakley, Mrs P Plant, Mr R Plowman, Mr H Potter, Mrs C Purnell, Mr J Ransley, Mr J Ridd, Mr A Shaxson, Mrs S Taylor, Mrs P Tull and Mr D Wakeham

**Members not present:** Mr T Dempster, Mrs E Hamilton, Mr R Hayes, Mr L Hixson, Mr P Jarvis, Mrs J Tassell and Mrs S Westacott

**Officers present all items:** Mrs D Shepherd (Chief Executive), Mr S Carvell (Executive Director), Mr J Ward (Head of Finance and Governance Services) and Mr P Coleman (Member Services Manager)

## 34 **Minutes**

### **RESOLVED**

That the minutes of the meeting of the Council held on Tuesday, 14 July 2015, be signed as a correct record.

## 35 **Urgent Items**

There were no urgent items for consideration at this meeting.

## 36 **Declarations of Interests**

Mrs Duncton and Mr Oakley declared personal interests as members of West Sussex County Council in agenda item 7, Infrastructure Business Plan – approval for consultation.

Mr Budge declared a personal interest as a member of Chichester City Council in the same item.

### 37 **Chairman's announcements**

The Chairman announced that he and the Vice-Chairman had between them represented the Council at a number of events since the last meeting. He particularly mentioned the following.

The "Get Active" Festival on Sunday 6 September. During the morning there had been an unsuccessful attempt to break the Guinness Book of Records entry for passing the ball. The effort had failed by about 20 passes. In the afternoon a wide range of sports and activities had been demonstrated, and between 3,000 and 4,000 people had attended. He congratulated the sport and leisure team, and their supporters, for arranging the Festival.

He had also attended a Hymnathon arranged by the Friends of Sussex Hospices at Lancing College Chapel on Sunday 20 September 2015, to raise money for hospices.

### 38 **Public Question Time**

No public questions had been submitted.

### 39 **Chichester District Council Annual Report 2014-15**

The Council received the draft Annual Report 2014-2015 (copy attached to the official minutes). Mr Dignum (Leader of the Council), seconded by Mrs Lintill, moved the recommendation of the Cabinet. He described the Annual Report as an excellent summary of a year of real progress. He explained that the Cabinet Members had each approved their section of the report and all members had had the opportunity to read it. He, therefore, commended it to the Council for approval.

Mr Shaxson and Mr Ransley referred to the report and local performance indicators relating to The Novium Museum (pages 9 and 13 of the report) how staff distinguished visitors to the museum from those who simply visited the tourist information centre and shop, and questioned whether the figures were accurate. Mrs Hotchkiss (Head of Commercial Services) explained that there was an infra-red counter on the door of the museum and those going beyond the front desk were counted as visitors to the museum. The figures (LPI 220) for users of tourism services included telephone, email, website and letter as well as personal visitors. Mrs Dignum added that, from her experience as a daily volunteer, the museum staff were vigilant and there were a surprising number of tourism enquiries. The museum's finances would be enhanced by provision of a proper café.

Mr Oakley pointed out that the report on Planning Enforcement (page 17 of the report) gave no figures for the previous year and so comparisons were not possible. Mrs Apel reminded the Council that the Overview and Scrutiny Committee had reviewed planning enforcement about a year ago and had noted a considerable improvement in performance at that time.

#### **RESOLVED**

That the Annual Report 2014-15 be approved.

## 40 Infrastructure Business Plan - Approval for consultation

The Council received the draft Infrastructure Business Plan (IBP) (copy attached to the official minutes). Mrs Taylor (Cabinet Member for Housing and Planning), seconded by Mr Dignum, moved the recommendations of the Cabinet.

She explained that the IBP was reliant on the Community Infrastructure Levy (CIL) being in place by the end of 2015, and its assumptions had been made on the basis that the rates would remain as submitted for Examination. The CIL Charging Schedule was still at the Examination stage. It was unlikely that the Examiner would issue his report before the end of September 2015, and thus it was unlikely that the CIL would be adopted before October 2015.

This was the first time that the Council had prepared a Draft Infrastructure Business Plan. Its purposes were:-

- to ensure that infrastructure was delivered in time to support the development identified in the Local Plan;
- to ensure the CIL was spent to best effect
- to select the priority for projects to be funded.
- to identify infrastructure that will be funded from S106 and other sources besides the CIL.

The draft IBP concentrated on the projects that needed to be funded during the first five years from 2016 to 2021, particularly those that were to be funded from CIL.

The IBP would be a 'living' document and would be rolled forward and updated each year to reflect funding availability, development delivery rates and revised infrastructure requirements.

If approved by the Council, the draft document would be subject to six weeks consultation with stakeholders from 1 October to 12 November 2015. Their comments and any modifications would be reported back to the Joint Member Liaison Group on 2 December, then to the Development Plan and Infrastructure Panel (DPIP) for consideration on 14 January, before going to Cabinet for approval on 2 February 2016, and Council on 8 March 2016 for budget and CIL allocation approval.

Mrs Taylor explained that the table at paragraph 1.18 was the most important part of the IBP. This showed which projects had been shortlisted for CIL funding in each of the five years. The remaining balance was rolled forward into the following year.

The rest of the IBP set out the methodology for identifying the projects to be funded from CIL and the long list of projects put forward by others. There was a relatively small amount of money to begin with, but parish councils would also have a proportion of CIL that could be spent on smaller projects.

The DPIP had expressed concerns about funding the Smarter Choices infrastructure items that related to behaviour change in order to encourage modal switch away from reliance on the private car. Instead, the DPIP would prefer the money to be spent on hard engineering projects such as new cycling infrastructure, or a combination of Smarter Choices to follow on from the harder measures.

The Joint Member Liaison Group had met on 4 September to discuss the spending plans and had agreed that West Sussex County Council (WSSCC) would look at providing a more balanced approach to encourage modal switch away from the private car to accompany a reduced amount of funding for Smarter Choices. This approach could include bringing forward projects originally identified in the long list for the medium/long term such as filling in gaps in the cycle network.

WSSCC had also indicated that it was refining the work relating to educational requirements, and might need less of the CIL for school places, owing to the availability of Basic Needs Grant from the Government. WSSCC would not be in a position to provide information on the revised projects, nor on the additional transport projects, before the IBP was published for consultation, and would therefore provide this information during the consultation period itself.

She added an additional recommendation to that on the agenda in order to delegate authority to make typographical and other minor amendments to the draft IBP.

Mr Oakley commented that the IBP was an evolving process and the Council was ahead of other district councils in West Sussex. Parish councils had produced a long list of possible projects and would be faced with significant choices between them because there would be a funding deficit. There was, therefore, a need to identify priorities, and also to ensure that infrastructure providers did not off-load onto CIL projects that should be funded from other sources.

Mr Ransley commented about the length and complexity of the IBP and asked that a briefing should be provided to members in order to assist them to explain it to parish councils during the consultation period. The Leader of the Council agreed to this suggestion and pointed out that it was important to manage expectations.

Mr Plowman congratulated officers on drafting the IBP, and commented that it would need to be continually updated. Paragraph 6.4 of the IBP showed the scale of the funding deficit. He felt that there was a need to build houses in the right place and at the right price, and infrastructure was needed to build communities. He believed that the Government's focus was wrong. There were more than enough planning permissions, but there was a failure by developers to deliver the houses for which permission had been given. He believed that there was insufficient competition and that developers had incentives to maintain high prices through shortage. He believed that planning permission should carry an obligation to deliver.

Mr McAra asked whether the South Downs National Park Authority would be producing a similar document, and Mr Dunn replied that the Authority was currently consulting on its Preferred Options Local Plan. CIL receipts in the National Park were not likely to be great because there would be relatively less development there compared with the rest of the District. He encouraged members with wards in the National Park to keep themselves informed about development in their wards, to respond to the Local Plan consultation and to attend meetings of the National Park Authority. Mr Ransley pointed out that school places in his ward, which was partly in the National Park, were under stress and enquired how the National Park Authority would contribute to delivery.

Mr Barrett reported that the Peninsula Community Forum had held a workshop involving parish councils and would shortly publish a wish-list for its area.

Mr Cullen expressed concern that the CIL would drive up the cost of houses. There should be a sliding scale whereby CIL rates were less for smaller houses. Mrs Taylor reminded the Council that CIL was based on the area of houses and, therefore, reflected different sizes of property, and Mr Dignum commented that regulations did not allow a sliding scale.

Mrs Apel asked why the Council did not provide loans to pay for the construction of new homes and infrastructure. Mrs Taylor replied that the Council was considering possibilities, such as community land trusts. Mr Budge referred to self-build housing and Mr Dignum added that WSCC were using a company to build houses to let on their land. These various options would be explored as part of the current revision of the Housing Strategy.

Mr Hall asked that officers should produce figures of dwellings with planning permission, and those started but not complete, so that the size of developers' land banks could be understood. Mrs Taylor said that she would provide a written answer.

Members asked that the South Downs National Park Authority be added to the list of consultees on the IBP.

#### **RESOLVED**

- (1) That the Council's first draft Infrastructure Business Plan 2016/2021 be approved for consultation with West Sussex County Council, neighbouring district councils, City, town and parish councils, the South Downs National Park Authority and key infrastructure delivery commissioners for a period of six weeks from 1 October to 12 November 2015.
- (2) That the Head of Planning Services be authorised to make typographical and other minor amendments to the draft Infrastructure Business Plan 2016/2021 following consultation with the Cabinet member for Housing and Planning.

#### **41 Upgrade of Heating and Ventilation Systems, South Wing, East Pallant House, Chichester**

Mr Finch (Cabinet Member for Support Services), seconded by Mrs Keegan, moved the recommendations of the Cabinet. He drew attention to the Project Initiation Document (PID) that had been approved by the Cabinet on 8 September 2015, and explained why the Cabinet had recommended the Council to approve funding of £186,300 from reserves. The south wing of East Pallant House accommodated the Revenues and Benefits team on the ground floor and the Planning team on the first floor. The staff had very uncomfortable working conditions due to draughts. The heating and ventilation plant serving the south wing had been installed in 1983. The installation had been substantially modified in the mid 90's and again in 2007 and it had been hoped that it would continue until the 2020's. However, because of problems with the original design this was unsustainable, and action was needed to provide comfortable working conditions and improved flexibility in use of space.

The options, described in the PID, were to do nothing, but this would not address the serious problems; option 1 which would be a cheaper alternative but would deal only with part of the problem and not provide additional flexibility; and the preferred option 2, which would address the limitations of the original design and provide a small energy saving. If approved it was intended to make the improvements over the next six months.

## **RESOLVED**

That £186,300 be released from capital reserves, to fund the upgrade of the heating and ventilation plant including associated costs and fees.

### **42 Safeguarding Policy**

The Council received the draft revised Safeguarding Policy (copy attached to the official minutes). Mrs Lintill (Cabinet Member for Community Services), seconded by Mr Dignum, moved the recommendations of the Cabinet. She explained that the Overview and Scrutiny Committee had assessed the Council's Safeguarding Policy in 2013, as a result of which a new combined policy covering children and vulnerable adults had been introduced, relevant to the roles and responsibilities of this Council. The introduction of the Care Act 2014, with obligations for local authorities with effect from April 2015, and national guidance including "Working Together" had now prompted a review of the existing policy. The new policy had to be compliant with the county-wide policies.

The principal changes were described in paragraph 5.2 of the Cabinet report, and the revised Policy was more succinct. She asked all members and staff to ensure that they understood their responsibilities.

Mr Shaxson asked for guidance on circumstances where members should seek Disclosure and Barring Service (DBS) checks. Mrs Lintill replied that this would be unusual but depended on a member's activity, and promised written advice. Mr Lloyd-Williams drew attention to the section on radicalisation and asked about training for staff and members, given the need for safeguarding against extreme violence. The Chief Executive explained that the Council would be working with WSCC to train all staff, and could offer child protection training to members, if required.

## **RESOLVED**

(1) That the revised Safeguarding Policy be approved.

(2) That the Head of Community Services be authorised to approve minor amendments to the Policy in line with local working arrangements.

### **43 Recording and Broadcasting of Committee Meetings**

The Council received the report circulated with the agenda (copy attached to the official minutes). Mr Finch (Cabinet Member for Support Services) introduced the debate, and explained that having debated the matter at its meeting on 8 September 2015, the Cabinet had expressed a preference for webcasting, but had agreed to ask the Council which of the options for audio recording or web-casting of key committee meetings should be implemented for a one year pilot. The views of the Council would be reported to the Cabinet for decision at its meeting on 8 October 2015. He re-iterated that the Council needed to consider the issues of the transparency of local democracy and the costs to the public purse and drew attention to the costs of a one year trial, being £3,900 for audio recording only and £22,238 for full web-casting.

Mrs Dignum expressed a preference to proceed with publication of audio recording only. She believed that costs of web-casting had been under-stated and the longer term cost of £70,000-£80,000 if continued after the trial period needed to be taken into account. She felt that the viewing figures of West Sussex County Council's (WSCC) webcasts were

derisory. Whilst understanding the need for transparency she had never had a request for this in her time as a councillor and believed local residents had higher priorities for public spending, such as community wardens.

Mr Shaxson believed that, whether published or not, the Council should make and keep an audio record of meetings, in case of subsequent challenge or complaint. He accepted that there could be a case for web-casting highly controversial debates on a one-off basis, but was suspicious of the viewing figures in view of the impact on them of viewing by officers and members.

Mr Oakley commented that the questions were whether the Council needed to record meetings and whether there was a demand from residents. He agreed with Mr Shaxson that an audio record should be made and kept. He believed that publication of an audio-recording would instil improved discipline in proceedings, whereas video-recording might encourage performance. Although he appreciated the costs per resident were relatively low, he felt there was no public demand and that public money should not be spent on lofty, idealistic nice-to-haves.

Mr Connor agreed with Mr Shaxson that an audio-record of proceedings should be kept. However, he felt that the Council should take a cautious approach in view of the current financial outlook. He doubted whether the costs over the long term could be justified by the demand. Having consulted members of the Selsey Town Council he was broadly in favour of web-casting, but felt that the Council should not proceed with it until the financial situation improved.

Mrs Purnell agreed that the full cost, not just the cost of a trial, should be considered.

Mr Plowman agreed that it was a question of timing. Local business people would not support this at present.

Mr Hobbs felt that the speed of technological change meant that web-casting would come at some point. He was surprised at the costs quoted, and felt they were excessive. He agreed all meetings should be recorded, but that few needed to be webcast.

Mr Finch replied that the costs were based on 140 hours web-casting, which would cover the Council, Cabinet and principal committees. He felt that the Council should not adopt a technologically inferior solution.

Mr Ransley felt that the Council should not resist progress. He pointed out that, compared with other Council expenditure, the costs were not exorbitant for an improvement in transparency. He pointed out that WSCC's webcasts averaged 1340 hits per meeting, and even if the Council achieved only 200-300 it would be money well-spent. Webcasts of Planning Committee meetings would be of community benefit. If the trial proved that there was insufficient demand, it could be discontinued.

Mr Dunn suggested that technology would improve and the proposal was premature at present. He had been Chairman of WSCC at the time web-casting had been introduced there, and he was concerned that it had led to grand-standing and prolixity at meetings.

Mr McAra supported audio recording only on the grounds that it was cheaper, that it would achieve a record of proceedings, and that he was dubious about the viewing figures quoted.

Mr Barrow stated that he was in favour of web-casting and not persuaded by the arguments against. He felt that web-casting would provide a true record of proceedings and it would enhance accountability. He felt that it was a means by which the Council could show residents what it was doing on their behalf, and the webcasts could be marketed through social media. He felt that there was a demand, in particular, for video recording of Planning Committee meetings.

A vote was taken and 23 members voted in favour of publication of audio-recording only and 14 in favour of publication of an audio and video recording, i.e. web-casting.

**RESOLVED**

That the Cabinet be recommended to undertake a one year trial of publication of audio recordings of proceedings at Council, Cabinet, Planning, Overview and Scrutiny and Corporate Governance and Audit committee meetings.

44 **Arrangements for Dealing with Standards Allegations under the Localism Act 2011**

The Council received the draft revised Arrangements for Dealing with Standards Allegations under the Localism Act 2011 (copy attached to the official minutes). Mrs Hardwick (Chairman of the Standards Committee), seconded by Mrs Apel, moved the recommendation of the Standards Committee. She reminded the Council that, as required by the Localism Act 2011, the Council had approved its Code of Conduct for members and also had published arrangements for dealing with allegations that district and parish councillors had failed to comply with the Code of Conduct. Since 2012, there had been 23 complaints; eight of these had proceeded to the Assessment Sub-Committee and one to a formal investigation and a hearing. However, fifteen cases were discontinued by the Monitoring Officer without reference to the Assessment Sub-Committee. In eight of these cases, she had determined that they did not relate to a code of conduct matter at all, but were rather a challenge to an expression of fact or opinion during a debate. In the remaining seven she had consulted one of the Council's two independent persons before informing the complainants that referral to the Assessment Sub-Committee was not justified.

The Standards Committee now proposed amendments to the published arrangements to formalise this process of validation, and some other minor amendments.

**RESOLVED**

That the Council's *Arrangements for Dealing with Standards Allegations under the Localism Act 2011* be amended as shown in the report circulated with the agenda and that the Monitoring Officer is given all delegated powers specified therein.

45 **Questions to the Executive**

Questions to members of the Cabinet and responses given were as follows:

(a) *Question: Chichester Court House*

Mrs Apel asked the Cabinet whether they had any thoughts about the proposed closure of Chichester Court House.

*Response:*

Mr Dignum (Leader of the Council) replied that the Court House was owned by the Ministry of Justice. An objection to its closure would be submitted on the Council's behalf. If the Court House was closed the future of the property would be considered by the Chichester Vision group, along with other buildings in the Southern Gateway area.

Mrs Hardwick (Cabinet Member for Finance and Governance) read the gist of the soon-to-be submitted response, as follows:-

"The Council is aware of and grateful for the consultation response prepared by Chichester Pallant Barristers' chambers on behalf of the local legal service providers. The Council notes the content of that consultation and supports those representations. The following issues are submitted further to and in addition to those commendable representations by the local lawyers.

"The County Council estimates show that growth of population within this District will be 10% over the next decade. In addition the Council notes that Chichester is the only University town in West Sussex and also has a significant element of the population who are temporary workers in the agricultural industry who tend to be drawn from younger age groups. As such it is anticipated that much of the growth of population in this part of West Sussex will be in the younger age bracket unlike other areas. The Council notes the Office for National Statistics information on crime would suggest that younger people are disproportionately likely to be the victims of crime.

"The Council also notes that Chichester is a "hub" for legal services with a large number of large, medium and small sized legal firms accumulated here. This local network provides significant benefits to the area and mutual efficiencies to the population and businesses operating in the area. Any closure of the Courts in the District is likely to have a significant impact on the legal companies and their operations. Closures may also have a significant impact in that those businesses (and other firms who provide support services to them) may close or transfer to other locations. The advantages of this service element of the economy, and many other businesses which rely upon them, is significant to the economic social and cultural capacity of this area and has been a focus for local business development by Local Authorities in the area.

"Further the Council notes the issue of travel to other Courts and the impact it has upon enforcing bodies, witnesses and defendants. Current indications are that civil claims will be heard in Hastings and Brighton (a distance of over 2 hours each way by train), and criminal matters at Worthing (a distance of over 1 hour each way by train). Taking into account that many people living outside Chichester but in the district need to travel by bus or car to join a train journey it is likely to be physically impossible for many people in the outer edges of the District to get to Court for morning sessions. This of course will have a disproportionate impact upon the less well- off, rurally isolated and other vulnerable groups.

"Assuming a typical 3 hearings a week for this Council, and also assuming 2 witnesses plus the lowest level of advocate used by this Council per case, the direct cost of travel and officer time is estimated to be between £26,000 and £58,000 per annum – and we are just one of the many enforcement bodies based in Chichester which is the administrative centre for the West Sussex County as well as the District. In addition there will be a

further significant cost where external lawyers such as barristers are used as advocates for hearings when the Council will be liable for their travel time. These costs can of course be multiplied many times for the persons using the Combined Court Centre as defendants, applicants or private claimants."

*(b) Question: Chichester Vision*

Mr Plowman commended the work being done on a Vision for Chichester. He reminded the Leader of the Council of the work "Towards a Vision for Chichester" dated 2004 and updated in 2006. This had used methodology followed by the Countryside Commission to obtain the views of local people, including a questionnaire distributed to 20% of the population. He volunteered to participate in the Working Group.

*Response:*

Mr Dignum (Leader of the Council) thanked Mr Plowman for his reminder of this work which contained some very interesting ideas. He asked Mr Plowman to send a copy of it to Mr Stephen Oates, Economic Development Manager, who would be responsible for the Chichester Vision project.

*(c) Question: Waste disposal and recycling*

Mr Shaxson reminded the Cabinet Member for the Environment of questions he had asked at the annual Council meeting on 19 May and asked what progress was being made towards achieving the EU requirement to recycle 50% of domestic waste by 2020; whether West Sussex County Council (WSSCC) had secured a long-term contract for disposal of the Refuse Derived Fuel from the Brookhurst Wood Mechanical Biological Treatment plant, near Horsham; and whether air pollution in Rumbolds Hill, Midhurst was being measured.

*Response:*

Mr Barrow (Cabinet Member for Environment) replied that, since his previous written answer, he had participated in meetings of the Inter Authority Waste Group. In his view there was no satisfactory strategy for the achievement of the 50% target, and the group's aim was to develop a strategy over the year ahead. He felt that the key was to develop the Council's green waste service. He had no further information about WSSCC's arrangements for disposal of Refuse Derived Fuel, but would be attending a meeting with them shortly. He would provide a written answer about measurement of air quality at Rumbolds Hill.

*(d) Question: New Homes*

Mr Lloyd-Williams asked whether the Government's target to build one million new homes during the lifetime of the current Parliament affected the Council's newly adopted Local Plan.

*Response:*

Mrs Taylor (Cabinet Member for Housing and Planning) replied that it did not. However, the Local Plan had to be reviewed within five years, and the district's objectively assessed housing needs would be re-assessed.

*(e) Question: CO<sub>2</sub> emissions*

Mr Galloway asked whether the Cabinet Member for Environment was aware that Chichester had the highest district CO<sub>2</sub> emissions rate in West Sussex at 8.142 tonnes per head, and whether he shared his concern over this figure and believed that the Council's air quality action plan was sufficiently robust.

While he was not advocating this measure, it had been reported last week that the Government was considering increased charges for diesel vehicle entering some city centres and one of the reasons for this had been an increase in rates of respiratory illnesses in children.

He asked whether the Cabinet Member would ensure with relevant cabinet colleagues that the impact on the air we breathe in Chichester would feature as part of the road space audit for the city which WSCC was carrying out and would be considered as part of any proposals that might come forward during the development of the new Chichester Vision.

*Response:*

Mr Barrow (Cabinet Member for Environment) replied that he was aware that Chichester had the highest CO<sub>2</sub> rate in West Sussex, and had been reviewing with officers why this was the case. Looking at CO<sub>2</sub> emission across the country, it appeared to be highest in the most affluent areas of the country. Chichester was one of those areas.

The CO<sub>2</sub> emission figure quoted related to industrial and agricultural activity, domestic energy use, car and train travel.

Chichester district had higher emissions from transport compared to more urban districts and also higher domestic emissions due to the fact that there were large numbers of solid walled properties in rural areas which are off mains gas.

Closer inspection of detailed emission data showed that in the domestic/household sector Chichester District had higher emissions from fuels other than electricity and gas than other authorities. This reflected the high numbers of properties which were off grid and therefore relying on oil and LPG

Chichester District also had high levels of emissions from transport on A roads and minor roads compared to other authorities. This was again due to the rural nature of the District and people travelling on these roads for work and leisure.

Emissions from Industry and Commercial sector were also higher, as their use of "other fuels", i.e. not gas or electricity, was significantly higher than the other Districts, mainly due to local industries such as horticulture.

It should be noted however that CO<sub>2</sub>, while contributing to climate change, was not harmful to health at these ambient levels.

The Air Quality Action Plan (AQAP) was concerned with tackling airborne emission of all substances toxic to health. In Chichester the air quality issues related to traffic and so the AQAP was mainly about encouraging alternative modes of transport, low emissions transport and embedding air quality considerations in relevant policy areas and developments.

There were some particular air quality hotspots, Stockbridge Roundabout, St Pancras and Orchard Street, where the Council might be at risk of EU infraction fines in the future

The restriction of diesel vehicles, referred to as a 'low emission zone', was not actively under consideration in Chichester District at the moment but was not precluded by the current AQAP.

He believed that the AQAP was sufficiently robust and allowed the flexibility for the Council to respond to relevant government grants as they arise. The current work stream included the possibility of further electric vehicle charging facilities in Council car parks, electric vehicles as part of the Council's fleet, contributing to the emerging Chichester Vision and working with schools to encourage children to cycle to school. The Council was also keen to support initiatives to provide more cycle routes. The Council also worked in partnership with Your Energy Sussex (YES) to encourage more efficient use of energy.

He agreed to arrange that officers ask WSCC to include air quality in the forthcoming road space audit.

*(f) Question: Permitted Development*

Mr Ransley asked whether there had been an increase in dwellings provided as a result of permitted development orders.

*Response:*

Mrs Taylor (Cabinet Member for Housing and Planning) replied that she would provide a written answer.

Mr Carvell added that there was no significant number of new dwellings being provided as a result either of permitted development orders or of permitted conversion of commercial premises.

*(g) Question: 75<sup>th</sup> Anniversary of Battle of Britain Flight, Goodwood Airfield*

Mr Plowman referred to the road traffic attracted to the Chichester area to view the 75th Anniversary of Battle of Britain Flight, from Goodwood Airfield on 15 September 2015. Many people had parked in the car parks of retail stores in the Portfield area, causing build-up of traffic and eventual gridlock. He thought that normally events at Goodwood were very well-regulated and asked whether the Police had been informed and involved on this occasion.

Mr Barrow (Cabinet Member for Environment) replied that everyone had been taken by surprise by the public interest and he would try to find out more information.

Mr Oakley replied that Goodwood could not have been surprised because tickets had been sold out for several weeks before the event. He pointed out that the only way of getting in or out of Chichester had been via the Oving Road traffic lights.

Mr Potter pointed out that the event had been organised by Boulton Ltd, and not by the Goodwood Estate.

Mr Cullen commented that it behoved the Council to ask WSCC to find out what had happened and what lessons could be learned to ensure similar traffic congestion did not occur again.

Mr Dunn added that the flight had been a wonderful display and should be celebrated.

Mr Ransley agreed that in view of the traffic chaos and its economic impact some sort of investigation seemed justified.

**46 Report of Urgent Decision: Review of Members Allowances Scheme**

The Council noted the report circulated with the agenda (copy attached to the official minutes) to the effect that, at its meeting on 8 September, the Cabinet had resolved that, as a matter of urgency, the following persons are appointed to form the Council's Independent Remuneration Panel and Parish Remuneration Panel:

Mr Michael Bevis  
Mr John Pressdee  
Mr John Thompson

**47 Exclusion of the press and public**

The press and public were not excluded for any part of the meeting.

The meeting ended at 4.54 pm

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CHAIRMAN

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Date:

## WRITTEN ANSWERS TO QUESTIONS

**Minute 40 Infrastructure Business Plan - Approval for consultation***Question:*

Mr Hall asked that officers should produce figures of dwellings with planning permission, and those started but not complete, so that the size of developers' land banks could be understood.

*Response by Mrs Susan Taylor, Cabinet Member for Housing and Planning*

The information below only covers the Chichester Local Plan area (outside the National Park) and only includes housing developments of 6 or more dwellings.

There are currently 46 housing sites of 6+ dwellings with planning permission (or prior approval for conversion from office to residential).

A breakdown of the current development progress of these sites is provided below.

	<i>Number of sites</i>	<i>Number of dwellings (outstanding)</i>
Detailed permission - not started	15	424
Detailed permission - under construction	18	1,112
Outline permission	12	1,134
Unlikely to be implemented	1	10
<b>Grand Total</b>	<b>46</b>	<b>2,680</b>

The majority of sites with detailed planning permission (full permission, reserved matters) or prior approval are now under construction. In addition, a number of developments in the 'Not started' category are currently subject to applications for discharge of planning conditions, indicating that start of development is likely to occur in the near future.

There are a significant number of large sites with outline permission, although several of these are currently subject to applications for detailed planning permission. Most outline permissions require submission of reserved matters within 2 or 3 years of the permission being granted.

Overall, there are very few sites with planning permission where there is no ongoing landowner or developer activity. On current evidence, I do not consider that there is any significant evidence of developer land banking in the Plan area at the current time.

## **Minute 42 Safeguarding Policy**

*Question:*

Mr Shaxson asked for guidance on circumstances where members should seek Disclosure and Barring Service (DBS) checks.

*Response by Mrs Eileen Lintill, Cabinet Member for Community Services:*

As a general rule, the generic responsibilities of ward work does not require a DBS check, but Members are encouraged to adopt the safeguarding policy and for their own protection should certainly avoid any of the practices detailed in page 9 of the Policy (Page 129 of the Council papers).

However, in their Ward role, Members may be invited or choose to take on other local responsibilities. In situations such as working in or regularly visiting a school or nursing home, vetting including DBS check maybe a prerequisite.

It is hard to think of less formalised situations that wouldn't otherwise be discouraged by the Policy, but we recognise that there may be circumstances that might justify the local Members participation. The issue is where there is a presumption that, as a publically elected figure, a District Councillor is considered to be more responsible or otherwise suited to the role. Without judgement on Members personal attributes, it is important to remember that the role is not a qualification. If any uncertainty exists, both with the best interests of Adults / Children and Young People, and the potential exposure to accusation, Members are encouraged to seek guidance about the appropriateness of such activities they are looking to undertake and the necessity to undertake a DBS check before proceeding.

## **Minute 45 Questions to the Executive**

*(c) Question: Waste disposal and recycling*

Mr Shaxson reminded the Cabinet Member for the Environment of questions he had asked at the annual Council meeting on 19 May and asked what progress was being made towards achieving the EU requirement to recycle 50% of domestic waste by 2020; whether West Sussex County Council (WSCC) had secured a long-term contract for disposal of the Refuse Derived Fuel from the Brookhurst Wood Mechanical Biological Treatment plant, near Horsham; and whether air pollution in Rumbolds Hill, Midhurst was being measured.

*Response by Mr Roger Barrow, Cabinet Member for Environment:*

Thanks for your questions at Council yesterday

As you are probably already aware, WSCC are yet to tender a contract for RDF refuse derived fuel. The positive news is that the Brookhurst Wood MBT plant has now been fully commissioned and is now in operation. As I stated in reply to your previous question, WSCC need to run the plant for some time to establish the detailed composition of the products coming out of the plant before they can specify an RDF contract. As I explained, I will be attending an Inter Authority Waste Group meeting at Horsham in October, when I will be seeking an update.

With regard to air quality in Rumbolds Hill, as I advised in my last reply, Environmental Health started monitoring for Nitrogen Dioxide at Rumbolds Hill in July 2015 using a monthly exposed diffusion tube. Once they have a year's worth of data and it has been bias-corrected, it will be published in August 2016.

**Chichester District Council**

**COUNCIL**

**15 December 2015**

**Chichester Traders Market – Petition**

**1. Contacts**

**Report Author:**

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**2. Recommendation**

- 2.1. That Council notes receipt of the petition and, following debate, considers the recommendations of Cabinet that concern this issue.**

**3. Background to the Petition**

- 3.1. The Chichester and Bognor Green Party, in response to the Chichester Observer's coverage of a Cabinet item in March 2015, started to gather signatures to a petition. The petition was formally presented to Cllr Mrs Gillian Keegan on 15 September 2015, and reads:

*"We, the undersigned, call on our Chamber of Commerce and District Council, to support the Traders' Market. Please sign below and let us know if you would like the market on the Cattle Market car park or on the city streets or if you don't mind at all"*

- 3.2. The Council's Petition Scheme outlines both how this Council recognises petitions and commits to respond to them. Where the number of signatures exceeds 1000, Full Council is required to debate the issue, and to confirm what action it will take as a response.
- 3.3. The petition was initially validated by the Corporate Information Team. A summary provided by the Chichester and Bognor Green Party suggests that the petition was signed by 1,169 people; analysis identified 1,082 signatures, but only 924 where sufficient information had been provided to make the individual identifiable. The Petition Scheme requires name, address and signature for any single petitioner.
- 3.4. Mrs Sarah Sharp, as representative of the Chichester and Bognor Green Party and the organiser of this petition, is granted up to 5 minutes to address full Council.
- 3.5. Broadly, the issue has been considered by a Member Task and Finish Group, chaired by the Cabinet Member for Commercial Services, Cllr Mrs Gillian Keegan. A report, which includes the Task and Finish Group's recommendations, was considered by Cabinet at their meeting of 1

December (Appendix 1 to this report). Cllr Mrs Keegan will speak in response to Mrs Sharp and outline the Task and Finish Group's and Cabinet's recommendations. A debate on this issue will be allowed for up to 30 minutes, before the Cabinet's recommendations are considered.

#### **4. Outcomes to be Achieved**

4.1. In receiving a petition, Council is required to consider the matter fully through debate, and to confirm the actions it will take. The options available to Council, as detailed in the Petition Scheme, are:

- Taking the action requested in the petition
- Not to take the action requested for reasons put forward in the debate
- Commission further investigation into the matter, for example by a relevant committee.

#### **5. Alternatives that have been considered**

5.1. Analysis of the petition suggests that it may not have achieved the required level of signatures, which might allow Council to reject the request of the Petitioner to debate the issue. However, the petition still represents a significant number of people with an interest in the Traders Market, and the results of the petition do not illustrate the wider points Mrs Sharp would like to highlight. As the matter is before Council at this meeting, this item can further inform the decision to be made on the Cabinet's recommendations.

#### **6 Appendix**

6.1 Cabinet Report December 2015

#### **7 Background Papers**

None

## Chichester District Council

CABINET

1 December 2015

## Chichester Market

## 1. Contacts

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**Cabinet Member:**

Gillian Keegan, Cabinet Member for Commercial Services  
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## 2. Executive Summary

This report considers the future of the Chichester Market, and is based on the recommendations of the Traders Market Task and Finish group following their consideration of the results of the consultation surveys carried out following the previous consideration of the matter by Cabinet. It recommends a retendering of the traders market licence including a one year trial on Wednesday of a market in the precinct.

## 3. Recommendations

- 3.1. **That the Council be recommended to seek tenders for the operation of the Traders market from 1 April 2016, including the introduction, on a trial basis for one year, of a precinct traders market on Wednesdays with the Saturday market remaining at the Cattle Market Car Park location.**
- 3.2. **That, subject to 3.1 above, tenders to be sought on the basis of the market being run by a market operator who will be authorised to trade by way of the grant of a Street Trading Consent.**

## 4. Background

- 4.1. At its meeting on 3 March 2015 Cabinet considered a report relating to the future of the Traders Market and noted that there had been a significant decline in the use of the market in its current Cattle Market Car Park location. Consideration was given to the opportunity to operate a general market in the North and East Street City Precincts, this location having already been used for the Farmers, Christmas and summer Garden Markets.
- 4.2. In conjunction with this Cabinet also gave consideration to the basis of the charges for the grant of Street Trading consents, these charges currently being at a level that only recovers the administrative costs of dealing with the application.

#### 4.3. Cabinet resolved:

- (1) That the relocation of the Traders Market to the Chichester City Centre Precincts is explored and that consultation is undertaken with key partners and a further report then submitted to Cabinet.
- (2) That a review of charges for the grant of street trading consents is undertaken and referred to the General Licensing Committee for consideration and approval.
- (3) That the General Licensing Committee be asked to review the Street Trading Guidance regarding the number of stalls for which a street trading licence may be granted.

4.4. A consultation has now been undertaken regarding the potential to operate a general market in the City Precincts and this process has been overseen by the Traders Market Task and Finish Group. The results of the consultation were considered at its meeting held on 28 September 2015.

4.5. The General Licensing Committee considered a report relating to the review of charges for the grant of Street Trading Consents at its meeting held on 21 October 2015.

### **5. Outcomes to be achieved**

5.1. The Council is seeking to promote a successful Traders Market and prevent the current market from closure. Consideration of the precinct location has been part of the process of seeking to improve trading levels at the market as well as attracting more customers into Chichester who will also visit the City Centre shops and businesses. The financial implications are set out in the exempt Appendix 2.

5.2. It is important that the appearance of any precinct market is appropriate to the historic setting and that produce is of good quality. This can be controlled through the Street Trading Consent with conditions relating to the size, form and location of stalls. Controls are also required regarding the goods to be sold or not sold and there will need to be liaison with the market operator on detailed matters with the Council reserving the right to approve specified matters.

### **6. Proposals**

6.1. That the Council seeks tenders for the operation of the Traders market from 1 April 2016 requesting proposals for the development of the market including the introduction on a trial basis, for one year, of a precinct traders market on Wednesdays, the Saturday market remaining at the Cattle Market Car Park location until it has been possible to assess the suitability of the precinct for the Wednesday market.

6.2. Tenders to be sought on the basis of the market being run by a market operator who will be authorised to trade by way of the grant of a Street Trading Consent.

## **7. Alternatives that have been considered.**

- 7.1. The Council could retain the Cattle Market Car park location for the market but it is already in serious decline in that location and is likely to close.
- 7.2. The Task and Finish Group considered the option of immediately establishing a Wednesday and Saturday Market in the City Precincts but favoured initially holding Wednesday markets in North and East Streets on a trial basis. Also there are more likely to be conflicting events at weekends and this arrangement gives more opportunity to consider those implications.
- 7.3. The Task and Finish Group considered the potential for the new market to be run by the Council possibly using a market operator as the Council's managing agent rather than the operator acting as a licensee and operating the market in his own right. This would, however, transfer all the risks and set up costs to the Council and previous experience has shown that it can cause the Council to be involved in time consuming detailed issues that would otherwise be dealt with by the market operator. The officer recommendation is therefore that the Council should seek tenders on a licensee basis of operation arranged by way of the grant of a street trading consent.

## **8. Resource and legal implications**

- 8.1. If the recommendations are agreed there will be work involved for many of the Council's teams including Licensing, Environmental Health, Legal, Estates, Conservation and Design, Economic Development and Health and Safety. These costs will however be covered by the Street Trading Consent fees and as indicated in Appendix 2 it is anticipated that the income from a precinct traders market will be higher than from use of the Cattle Market site.
- 8.2. The General Licensing Committee has agreed to the introduction of higher street trading charges, where appropriate, that will accommodate the operation of a traders market in the precinct.
- 8.3. As with the Farmers market, provision will need to be made for the parking of traders vehicles in connection with a precinct market. The Little London Car Park is presently used for the Farmers Market. This or alternatively the Baffins Lane Car Park might be considered for use in conjunction with a general market in the precinct. The section of the Cattle Market Car Park currently used for the market will however return to car park use and will benefit the local economy.

## **9. Consultation**

- 9.1. The report follows consideration by the Traders Market Task and Finish Group of the consultation surveys with City Centre businesses, market traders and customers/visitors. (Summary of results attached as Appendix 1). The results were mixed, with support for the retention of a market somewhere in Chichester. City Centre businesses did not support moving the existing Traders Market to the precincts but they did support the Farmers, Christmas and the Garden Markets being held in that location, indicating some support for an appropriate form of market being in the precinct location. 42.35% of residents and 55.6% of market traders (including those already trading in the precinct at the farmers and specialist markets) also indicated support for a precinct general market. There

was 100% support from those market traders presently based at the Cattle Market Car Park.

- 9.2. Additionally the City Centre Partnership (BID) the City Council and WSCC have been advised of the recommendations of the Task and Finish Group. Chichester City Council have advised that they support the introduction of a Wednesday precinct market on a trial basis and a meeting has been held with the BID to discuss the arrangements for implementing the trial.
- 9.3. The BID has advised that a Christmas Market is planned to be held in the City Centre Precincts from 3 to 11 December 2016. It is therefore proposed that a general market should not be held in the precincts on Wednesday 7 December and that an additional market day is offered in the week before Christmas in lieu of this.
- 9.4. A previous survey of City Centre retailers carried out by the current market operator had indicated that the majority of respondents supported the proposal albeit that the number of businesses consulted was relatively small.
- 9.5. Whilst the survey was being undertaken signatures were obtained on a petition calling for the retention of a general traders market in Chichester. In excess of 1,000 signatures were obtained and this entitles Sarah Sharp, who organised the petition, to make a presentation to full Council. She will do this at the meeting of full Council to be held on 15 December 2015, prior to any recommendations from this Cabinet being considered.

## 10. Community impact and corporate risks

- 10.1. If the traders market is not relocated it is likely to close. However, there are sensitivities related to locating a market in the precincts and such a move would need to provide an improved standard of market that is seen to be of benefit to the city centre.
- 10.2. The proposals for street trading and markets need to link in with other strategic initiatives for the City Centre, such as the recently approved City vision work. Consultations undertaken in respect of street trading will help to inform those proposals.

## 11. Other Implications

<b>Crime &amp; Disorder:</b>	None
<b>Climate Change:</b>	None
<b>Human Rights and Equality Impact:</b> The provision of markets has a positive impact as it provides a greater variety of trading for traders and customers.	Yes
<b>Safeguarding:</b>	None

## 12. Background Papers

- 12.1. None

### **13. Appendices**

Appendix 1 Consultation survey summary

Appendix 2 Income Figures (part 2 Not for Publication) See Cabinet papers



**Cabinet 1 December 2015 Appendix 1 to Street Trading and Markets  
Report**

**CHICHESTER DISTRICT COUNCIL  
CORPORATE INFORMATION TEAM**

**CHICHESTER CITY MARKET  
CONSULTATION**

**EXECUTIVE SUMMARY**

**CONSULTATION ANALYSIS REPORT**

**AUGUST 2015**

## **Executive Summary**

### **Current Traders Market**

Many residents and shoppers use the Traders Market and are satisfied with it as it is now but feel stalls could be improved in the current location. However, traders have noticed a decline in visitors over the past few years and businesses have noticed a slight downturn.

- 76.7% of residents/shoppers surveyed currently use the Traders Market either regularly or occasionally and 14.6% of these respondents said that the market is the sole reason they visit the City Centre on a Wednesday or Saturday.
- 13.3% of residents/shoppers used to visit the Traders Market but no longer use it. Reasons given for this were a lack of quality at the Traders Market, its location and the availability of parking.
- 39.9% of traders noticed a decrease in visitors to the Traders Market over the last few years. Cattle Market traders were more likely to notice this decrease. 27.9% of businesses had noticed a decrease in their business over the last few years on market days. However, 47.5% said there had been no difference during this time.
- Just over half of businesses (52.5%) said the current Traders Market has no effect on their business. A similar percentage (51.7%) said that a lack of Traders Market in the Cattle Market car park would also have no effect on their business which suggests that the Traders Market does not currently have an effect on businesses but would have an immediate impact if moved to the pedestrian area.

### **Markets in the Precinct**

There is most support amongst the traders to move the market to the precinct, residents were evenly split between for and against and businesses were more likely to be against it.

- 7 in 10 (70.5%) businesses would not support a new market coming into the precinct, 39.7% of residents/shoppers and 44.4% of traders felt the same. The highest level of support came from the Traders, 55.6% would support this move and 42.3% of residents would support this. The strongest opposition to a new

market in the pedestrian zone came from the businesses as their level of support was 16.4%.

- 70.6% of Traders wish to trade in the pedestrian zone, however, 70% of businesses said this would not be beneficial to them
- However, there was a discrepancy between the levels of support from Cattle Market traders (81.8%) compared to Farmers Market traders (37.5%). There was also a significant difference between these traders regarding the desire to trade in a new market located in the pedestrian zone, 100% of Cattle Market traders would want to trade there and only 42.9% of Farmers Market traders would.
- One issue that arose in the results of all three surveys was additional congestion in the precinct, which led to fears that there would be a decrease in footfall as visitors to the city may be put off and avoid the centre altogether. Another regular concern was that the precinct might be too small to host the Traders Market and concerns about access for large vehicles. Both residents and businesses agreed that the precinct is a suitable location for the Farmers Market and other seasonal markets. This had much greater support than a new market being moved to the pedestrian zone.

### **The Future of Markets**

- Amongst residents there was a general feeling of support for markets but fears of losing the market prevented them from supporting it in the pedestrian zone. There was general agreement between all groups that the Seasonal/Farmers Markets are beneficial to the city.
- There is tacit support for a new style market in the city centre but in the surveys participants seem to be more minded to hold on to what they know and understand. A proposal for what a new market/s might look like might be helpful in gauging support or otherwise
- There was general feeling that the city centre might not be able to cope with more than one or two markets per week so a new market merging elements of existing markets into the pedestrian zone could be considered.
- Stalls selling local food/produce are favoured by both residents and businesses. Both residents and traders feel that if a new market was to be introduced in the precinct it should take the form of a mixture of different stalls.
- Businesses felt that small stalls would be of greater benefit to the City Centre. The traders would like to trade in the pedestrian zone twice weekly, residents

would like to see weekly markets and businesses would like markets in the precinct two times per month.

- There was also evidence to suggest that some residents and a few businesses and traders felt that the market could be improved in its current location at the Cattle Market
-

**COUNCIL**

**15 December 2015**

### **Licensing Act 2003 – Consultation responses to the Council's Draft Statement of Licensing Policy for the period 2016– 2021**

#### **1. Contacts**

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##### **Cabinet Member**

Roger Barrow, Cabinet Member for Environment

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#### **2. Executive Summary**

To provide the Council with an overview of the consultation responses in relation to the Council's proposed Statement of Licensing Policy (the 'Policy') 2016 – 2021 and seek approval for publication.

#### **3. Recommendations**

- 3.1 That the Council considers the proposed revisions to the draft Statement of Licensing Policy 2016 – 2021 (the 'Policy') and confirms, or otherwise, the changes.**
- 3.2 That the Policy (as amended in accordance with 3.1 above) be approved and published.**

#### **4. Background**

- 4.1 Under Section 5 (1) of the Licensing Act 2003 (the 'Act'), as the local Licensing Authority, Chichester District Council is under a statutory duty to publish a Policy with respect to the exercise of its licensing functions.
- 4.2 At its meeting on 17 June 2015 the Council's General Licensing Committee considered and agreed the Draft Statement of Licensing Policy 2016 – 2021 (the 'Policy') which was subsequently approved for public consultation at Cabinet on 7 July 2015 with a recommendation seeking approval from Council following that consultation.

## **5. Outcomes to be achieved.**

- 5.1 Such a Policy lasts for five years and must be approved and published before the Council carries out any licensing functions under the Act. The Council's current Policy expires on 7 January 2016 and it is for this reason approval of the draft Policy is necessary.

## **6. Proposal.**

- 6.1 Once the consultation responses and resulting minor changes have been considered, approval of the draft Policy is requested in order to be in place prior to 7 January 2016. After this date the Policy will be used by Officers and Members, alongside national guidance issued by the Home Office under Section 182 of the Licensing Act 2003, when making decisions on individual applications and notices under the Act.

## **7. Alternatives that have been considered.**

- 7.1 No alternatives have been considered as the Council is under a statutory obligation to have in place and publish a Statement of Licensing Policy.

## **8. Resource and Legal Implications**

- 8.1 There are no resource or legal implications associated with this report.

## **9. Consultation**

- 9.1 A twelve (12) week public consultation exercise was undertaken between 27 July and 5 October 2015 which engaged a wide range of statutory consultees as well as various interested parties. These included;

- Responsible Authorities under the Licensing Act 2003 (e.g. Sussex Police, Fire Service, Environmental Health etc.),
- Interested Parties (residents groups, schools, charitable organisations etc.),
- Holders of current Premises Licences under the Licensing Act 2003,
- Holders of current Club Premises Certificates granted under the Licensing Act 2003, and
- Representatives of the licensing trade (ChiBAC, BID etc.)

- 9.2 All were advised of the consultation period and provided with a link to the draft Policy, which was displayed on the Council's website.

- 9.3 Two written responses were received. These are identified in the Register and Summary of Responses document at Appendix A which also identifies the proposed amendments to the draft Policy, if any. Included at Appendix B are copies of the original consultation responses.

- 9.4 Following careful consideration of the responses by Officers it is not felt necessary to make significant changes to the draft Policy which has been published on the Council's website (see Appendix C). Only minor changes that are legally compliant with the Act, Regulations and current Home Office Guidance are being proposed.

- 9.5 No comments were received in relation to the need for a Saturation Policy within the District and therefore this matter remains unchanged.

**10. Community impact and corporate risks**

10.1 There are no community impact and or corporate risks raised by this report.

**11. Other Implications**

<b>Crime and Disorder</b>	None
<b>Climate Change</b>	None
<b>Human Rights and Equality Impact</b> It is not proposed to significantly amend the existing Policy. However the application of the Human Rights Act 1998 and its relevant Articles in particular, Article 6 (Right to a fair trial), Article 8 (Right to respect for private and family life) and Article 1 of the first protocol (Protection of property) will be considered by the Licensing Authority in the determination of applications and other matters governed by the Statement of Licensing Policy.  Equality issues and their impact will also be duly considered in respect of each application considered by the Licensing Authority.	Yes.
<b>Safeguarding</b>	None

**12. Conclusion**

12.1 That Members consider the responses received during the consultation and approve the proposed changes to the draft Statement of Licensing Policy 2016 – 2021 ready for implementation by Chichester District Council, as the local Licensing Authority, with effect from 7 January 2016.

**13. Background Papers**

Draft Statement of Licensing Policy 2016 - 2021

**14. Appendices**

- Appendix A Register and Summary of Responses
- Appendix B Original consultation responses
- Appendix C Revised copy of draft Policy (not printed but available on CDC's website)

**Licensing Act 2003**  
**Register and Summary of Responses to consultation exercise on the Draft Statement of Licensing Policy**  
**2016-2021**  
(Consultation Period - 13<sup>th</sup> July 2015- 4<sup>th</sup> October 2015)

**Appendix A**

Ref.	Respondent	Date Received	Comment	Licensing Authority Appraisal	Licensing Authority Response
LA1	Carola Brown, Managing Director, Ballards Brewery	30 <sup>th</sup> July 2015	(a) Strongly objects to the proposal to increase the notice period for a Temporary Event Notice from 10 working days (standard) or 5 working days (late) to 28 days.	(a) The respective 10 and 5 clear working days notice period for submission of Temporary Event Notices is a statutory requirement and as such cannot be amended.  Paragraph 14.1 clearly recognises the statutory requirements and simply 'recommends' at least 28 days notice be given.	(a) Policy change at Paragraph 14.1 to include ' <i>wherever possible</i> ' in relation to giving 28 days notice.

LA2	Nathaniel Belderson, Planning Link Officer (Chichester) at South Downs National Park Authority (the SDNPA')	2 <sup>nd</sup> October 2015	<p>(a) Within Section 2, would welcome the inclusion of a reference to the impending guidance document being prepared by SDNPA which will assist those organising major events in the National Park.</p> <p>(b) Paragraph 2.2 – Correction required - The National Park came into being in 2010. The SDNPA became fully operational on 1st April 2011.</p> <p>(c) Paragraph 2.3 – The two purposes are not solely the “role of the SDNPA” – they are the statutory purposes of national park designation, and Section 62 of the Environment Act 1995 includes an amendment to Section 11 of the National Parks and Access to the Countryside Act 1949 requiring all relevant authorities (including licensing authorities) to have regard to these purposes. The Duty to seek to foster the social and economic well-being of the local</p>	<p>(a) This comment is noted and agreed.</p> <p>(b) This comment is noted and agreed.</p> <p>(c) This comment is noted and agreed.</p>	<p>(a) Policy change at Paragraph 2.4.</p> <p>(b) Policy change at Paragraph 2.2.</p> <p>(c) Policy change at Paragraph 2.3.</p>
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			<p>communities within the National Park does fall solely upon the SDNPA.</p> <p>(d) Paragraphs 2.4-2.5 – In light of the above, it is suggested that the SLP includes a specific reference to the duty of licensing authorities to have regard to the National Park purposes, plus paragraphs 26-27 of the UK Government Vision and Circular 2010.</p> <p>(e) Paragraph 3.3 – It is suggested that the South Downs Partnership Management Plan 2014-2019 and the UK Government Vision and Circular 2010 on English National Parks and the Broads are included within the list of strategies and plans that the Licensing Authority will have regard to.</p>	<p>(d) This comment is noted and agreed.</p> <p>(e) Reference to the English National Parks and the Broads UK Government Vision and Circular 2010 has been included as indicated at (d) above.</p> <p>Within Section 3 the policy makes adequate reference to the need to integrate various strategies and as such it is not felt necessary to make specific reference to the South Downs Partnership Management Plan 2014-2019.</p>	<p>(d) Policy change at Paragraph 2.3.</p> <p>(e) No further change necessary.</p>
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			<p>(f) Paragraph 3.9 – Whilst there should be a clear separation of the planning and licensing regimes, and the intention to liaise with the SDNPA (where appropriate) is welcomed, it is suggested that this paragraph cross-references back to amended paragraphs 2.3-2.5, and the duty to have regard to National Park purposes.</p> <p>(g) Paragraphs 8.1-8.2 (The Prevention of Public Nuisance) – it is suggested that reference is made to Policy 3 of the South Downs Management Plan (protect and enhance tranquillity and dark night skies) when considering licenses for major, noisy or night-time events within the National Park.</p>	<p>(f) In view of the above changes at (c) above, no further change felt necessary.</p> <p>(g) Section 8 of the policy makes adequate general reference to the need to promote the prevention of public nuisance licensing objective and provides a list of possible nuisance sources including light pollution.</p> <p>The policy does not make reference to any specific documents written by Responsible Authorities. It is felt that such policies be considered by those Authorities in order to determine whether the licensing objectives are/will be promoted.</p>	<p>(f) No further change necessary.</p> <p>(g) No policy change.</p>
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			(h) Appendix 1 (Glossary) and Appendix 5 (Contact Points – Responsible Authorities) – the recognition of the SDNPA as a responsible authority within the SLP is welcomed.	(h) This comment is noted.	(h) No policy change.
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**David Knowles-Ley**

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**From:** Licensing  
**Sent:** 04 November 2015 12:39  
**To:** Laurence Foord  
**Subject:** FW: Temporary Event Notices

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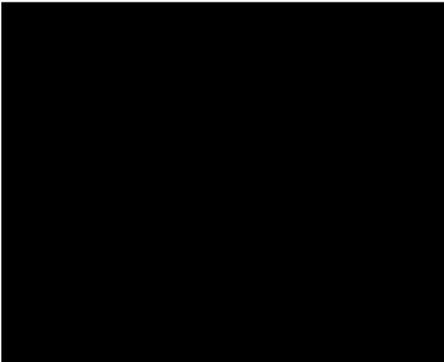
**From:** Carola Brown [REDACTED]  
**Sent:** 30 July 2015 11:19  
**To:** Licensing  
**Subject:** Temporary Event Notices

Good Morning,

I strongly object to the Council's proposal in the draft document to increase the notice period for TENs from 10 working days or 5 working days for a late notice to 28 (working?) days. This would be to assume that all TENs are issued for events involving extreme risk of compromising the licensing objectives, whereas in fact many are issued for such innocuous purposes as selling a few pints of beer at a local fete for 3 hours or so during the afternoon, or at the local church for a buffet supper following a talk on the history of Church memorials.

I cannot believe the Council feels it necessary for the Licensing Department to deliberate over a TEN for 4 times longer than is required by the Act. It will also be extremely confusing for those applying for TENs in more than one area if different time frames are required by different authorities. At the moment everyone who is regularly involved in applying for TENS for outside events knows that 10 workings days' notice is required, whether in the Chichester area, or Petersfield, Portsmouth, Horsham or Waverley to name but a few local authorities. If each Authority decided to increase the number of days required on a random basis a great many events would be compromised, and the effect would possibly be to encourage people to not bother with a TEN at all – thus having exactly the opposite effect to that intended.

Mrs Carola Brown, M.D.,  
Ballards Brewery Ltd.,



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Communications on or through Chichester District Councils computer systems may be monitored or recorded to secure effective system operation and for other lawful purposes.

Laurence Foord  
Licensing Manager  
Housing & Environment  
Services  
Chichester District Council  
East Pallant House  
1 East Pallant  
Chichester  
PO19 1TY

Via email

2 October 2015

**Licensing Act 2003  
Consultation on the DRAFT Statement of Licensing Policy 2016-2021**

**South Downs National Park Authority  
Consultation Response**

Thank you for consulting the South Downs National Park Authority (SDNPA) on the Draft Statement of Licensing Policy (SLP) 2016-2021. The SDNPA is the Local Planning Authority for the whole of the South Downs National Park, including that part of Chichester District falling within the National Park. It is therefore a responsible authority for the purposes of the Licensing Act 2003.

Although there is no formal requirement within the 2003 act to consult the Local Planning Authority, the SDNPA is grateful for the opportunity to provide the following comments on the draft SLP:

**General Comments**

The SDNPA has a particular interest in the organisation and licensing (when required) of major events within or adjacent to the National Park. This reflects the advice contained within Paragraphs 26-27 of the UK Government Vision and Circular 2010 for National Parks and the Broads:

*“The Parks contain a variety of landscapes, capable of accommodating many different types of leisure activity. Authorities should continue to identify and promote new access and recreational opportunities and ways of delivering them, working proactively with a range of statutory and non-statutory interests such as local access forums (see section 5.6), Natural England, English Heritage, voluntary sectors and, particularly, farmers, commoners and landowners. However, in light of research published in 2005, the Government recognises that not all forms of outdoor recreation are appropriate in each Park and that activities which would have an adverse impact on the Parks’ special qualities and other people’s enjoyment of them may need to be excluded (in order to meet the requirements of section 11A(2) of the 1949 Act).*

*Parks are attractive locations for large-scale community, charitable or other events and festivals such as organised charity walks, cycling events, cultural and musical events and fairs. Events should be encouraged which fully engage local communities and visitors, showcase ‘greener living’, minimise harm to the environment and help to interpret and encourage access to Parks. Such events can be significantly beneficial to achieving Park purposes and deliver economic and social benefits to local communities. Events with the potential to harm the special qualities of a Park, such as caravan and vehicle rallies and large music festivals, will need to be controlled. Authorities should build on their existing experience of working with event organisers to ensure the events programme overall contributes to the sustainable development of Parks and does not harm these special qualities. Parks offer community cohesion and sharing between rural and urban communities.”*

It has previously been agreed that the SDNPA would provide a guidance note for organisers of major events within the National Park (whether requiring licence or not). This guidance note is still in preparation, but should be complete in time for the new SLP taking effect from 7<sup>th</sup> January 2016. The SDNPA would therefore welcome inclusion of a reference to forthcoming guidance being inserted within section 2 of the SLP. The SDNPA would also expect major events in the National Park to be accompanied by an Event Management Plan and, ideally, the SDNPA would have an input into the preparation/contents of EMP, although it is accepted that this could not be set as a requirement within the SLP.

### **Specific Comments**

**Paragraph 2.2** – Correction required - The National Park came into being in 2010. The SDNPA became fully operational on 1<sup>st</sup> April 2011.

**Paragraph 2.3** – The two purposes are not solely the “role of the SDNPA” – they are the statutory purposes of national park designation, and Section 62 of the Environment Act 1995 includes an amendment to Section 11 of the National Parks and Access to the Countryside Act 1949 requiring all relevant authorities (including licensing authorities) to have regard to these purposes. The Duty to seek to foster the social and economic well-being of the local communities within the National Park does fall solely upon the SDNPA.

**Paragraphs 2.4-2.5** – In light of the above, it is suggested that the SLP includes a specific reference to the duty of licensing authorities to have regard to the National Park purposes, plus paragraphs 26-27 of the UK Government Vision and Circular 2010.

**Paragraph 3.3** – It is suggested that the South Downs Partnership Management Plan 2014-2019 and the UK Government Vision and Circular 2010 on English National Parks and the Broads are included within the list of strategies and plans that the Licensing Authority will have regard to.

**Paragraph 3.9** – Whilst there should be a clear separation of the planning and licensing regimes, and the intention to liaise with the SDNPA (where appropriate) is welcomed, it is suggested that this paragraph cross-references back to amended paragraphs 2.3-2.5, and the duty to have regard to National Park purposes.

**Paragraphs 8.1-8.2 (The Prevention of Public Nuisance)** – it is suggested that reference is made to Policy 3 of the South Downs Management Plan (protect and enhance tranquillity and dark night skies) when considering licenses for major, noisy or night-time events within the National Park.

**Appendix 1 (Glossary) and Appendix 5 (Contact Points – Responsible Authorities)** – the recognition of the SDNPA as a responsible authority within the SLP is welcomed.

Once again, thank you for the opportunity to comment on the draft SLP.

Yours sincerely,

Nathaniel Belderson MRTPI  
Planning Link Officer  
Central Downs Area Operations Team  
South Downs National Park Authority

South Downs Centre, North Street,  
Midhurst, West Sussex, GU29 9DH

T: 0300 303 1053  
E: [info@southdowns.gov.uk](mailto:info@southdowns.gov.uk)  
[www.southdowns.gov.uk](http://www.southdowns.gov.uk)

Chief Executive: Trevor Beattie

**Chichester District Council**

**COUNCIL**

**15 December 2015**

**Committee Timetable 2016/17**

**1. Contacts**

**Cabinet Member:**

Mr Bruce Finch, Cabinet Member for Corporate Services

Tel: 07751 351903

E-mail: [bfinch@chichester.gov.uk](mailto:bfinch@chichester.gov.uk)

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**2. Recommendation**

**2.1. That the calendar of meetings for the Council year 2016/17 be approved.**

**3. Outcome to be achieved**

3.1. A timetable which handles the Council's business effectively and enables members and officers to plan ahead.

**4. Proposal**

4.1. Around the turn of each calendar year the Council approves its committee timetable for the ensuing Council year (May to May). The draft calendar of meetings is appended for the Council's approval.

4.2. The calendar includes the West Sussex County Council school holiday dates which are shaded as we try to avoid this period if at all possible.

4.3. The January Council meeting usually has little business, being only a month after the December one. This has been omitted from the calendar for 2017. If members wish to re-instate it, it would be held on 24 January.

4.4. In mid-July 2016, the Council meeting on 19 July is followed by the Planning Committee on 20 July. There is little scope to choose different dates because the Planning Committee meets every four weeks and the Council meeting is usually on the last Tuesday before the school summer holidays. In order to allow the caretakers time to dismantle the Council layout and prepare for the Planning Committee, it is proposed that the Council meeting on 19 July is held at 11am.

4.5. Community Safety Partnership dates are still in discussion with Arun District Council as it has been agreed to hold joint meetings with their safety partnership to avoid duplication and overlap.

**5. Appendix**

5.1. Draft committee timetable 2016/17

**6. Background papers: None**

## CHICHESTER DISTRICT COUNCIL CALENDAR OF MEETINGS 2016-2017

	MAY 2016	JUNE 2016	JULY 2016	AUG 2016	SEPTEMBER 2016	OCTOBER 2016
Monday	2 May Bank Holiday			1		
Tuesday	3 Cabinet			2		
Wednesday	4	1		3		
Thursday	5 PCC elections	2		4	1	
Friday	6	3	1	5	2	1
Monday	9	6	4	8	5	3
Tuesday	10 OSC ( <i>may not need</i> )	7 Cabinet; LSP pm	5 LGA Conf	9	6 Cabinet	4 Cabinet
Wednesday	11	8	6 LGA Conf	10	7 LSP pm	5
Thursday	12	9	7 LGA Conf	11	8	6
Friday	13	10	8	12	9	7
Monday	16	13	11	15 Planning SV	12 Planning SV	10 Planning SV
Tuesday	17 Annual Council	14 OSC	12 Cabinet	16	13 OSC	11
Wednesday	18	15 Licensing	13	17 Planning Committee	14 Planning Committee	12 Planning Committee
Thursday	19 DPIP / eve All Parishes	16 DPIP	14 GCP pm	18	15	13 SRG
Friday	20	17	15	19	16	14
Monday	23 Planning SV	20 Planning SV	18 Planning SV	22	19	17
Tuesday	24	21	19 Council (11am)	23	20 Council	18 BRP pm
Wednesday	25 Planning Committee	22 Planning Committee	20 Planning Committee	24	21	19 Licensing
Thursday	26	23	21 DPIP	25	22 DPIP / GCP pm	20 DPIP / GCP pm
Friday	27	24	22	26	23	21
Monday	30 Spring Bank Holiday	27 JECP	25	29 Summer Bank Holiday	26 JECP	24
Tuesday	31	28	26	30	27 Council	25
Wednesday		29	27	31	28 eve All Parishes	26
Thursday		30 CGAC pm	28		29 CGAC pm	27
Friday			29		30	28

BRP	Business Routeing Panel	LSP	Local Strategic Partnership	WSCC School Term dates
CSP	Community Safety Partnership	OSC	Overview & Scrutiny Committee	Summer term: 1 April 2016 to 22 July 2016
DPIP	Development Plan & Infrastructure Panel	PCC	Police & Crime Commissioner	Autumn Term: 5 September 2016 to 16 December 2016
CGAC	Corporate Governance & Audit Committee	SRG	Strategic Risk Group	Spring Term: 3 January 2017 to 7 April 2017
GCP	Grants & Concessions Panel	SV	Site Visits	Summer Term: 24 April 2017 to 25 July 2017
JECP	Joint Employee Consultative Panel			LGA Annual Conference – 5 to 7 July 2016, Bournemouth

## CHICHESTER DISTRICT COUNCIL CALENDAR OF MEETINGS 2016-2017

	NOVEMBER 2016	DECEMBER 2016	JANUARY 2017	FEBRUARY 2017	MARCH 2017	APRIL 2017	MAY 2017
Monday	31		2 New Years' Day Hol			3	1 Early May Bank Hol
Tuesday	1 Cabinet		3			4 Cabinet	2 JECF
Wednesday	2		4	1 Planning Committee	1 Planning Committee	5 All Parishes eve	3
Thursday	3	1	5	2 GCP	2	6	4 WSCC Election
Friday	4	2	6	3	3	7	5
Monday	7 Planning SV	5 Planning SV	9 Planning SV	6	6	10	8
Tuesday	8	6 Cabinet; LSP pm	10 Cabinet	7 Cabinet	7 Council	11	9 Cabinet
Wednesday	9 Planning Committee	7 Planning Committee	11 Planning Committee	8	8	12	10
Thursday	10	8	12	9	9 Cabinet; LSP pm	13	11
Friday	11	9	13	10	10	14 Good Friday	12
Monday	14	12	16	13 JECF	13	17 Easter Monday	15
Tuesday	15 OSC	13 Council	17 OSC	14	14 OSC	18	16 Annual Council
Wednesday	16	14	18	15	15 SRG	19	17
Thursday	17 DPIP	15 DPIP	19 DPIP / GCP pm	16 DPIP	16 DPIP / pm GCP	20 DPIP	18 DPIP
Friday	18	16	20	17	17	21	19
Monday	21	19	23	20	20	24 Planning SV	22 Planning SV
Tuesday	22	20	24	21	21	25	23
Wednesday	23	21	25	22	22 Licensing	26 Planning Committee	24 Planning Committee
Thursday	24 CGAC	22	26 CGAC	23	23	27	25 CGAC
Friday	25	23	27	24	24	28	26
Monday	28	26 Boxing Day	30 Planning SV	27 Planning SV	27 Planning SV		29 Spring Bank Hol
Tuesday	29	27 Xmas Day	31	28	28 BRP pm		30
Wednesday	30	28			29 Planning		31
Thursday		29			30 CGAC		
Friday		30			31		

BRP	Business Routeing Panel	LSP	Local Strategic Partnership	WSCC School Term dates
CSP	Community Safety Partnership	OSC	Overview & Scrutiny Committee	Summer term: 1 April 2016 to 22 July 2016
DPIP	Development Plan & Infrastructure Panel	PCC	Police & Crime Commissioner	Autumn Term: 5 September 2016 to 16 December 2016
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