

**JOHN WARD**  
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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 21 November 2017 at 14:00** 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

**Friday 10 November 2017**

### NOTES

- (1) The Council meeting will be preceded by the following arrangements for members:
  - **12:00** Air Quality Briefing Session [John Connor]
  - **12:30** Lunch
  - **13:00** Open Forum
  - **13:45** Intermission
- (2) Members are requested to bring with them to this meeting their copy of the agenda and the first agenda supplement for the meeting of the Cabinet which took place on Tuesday 7 November 2017 (the papers may also be viewed in the committee papers section of Chichester District Council's website)

## AGENDA

### PRELIMINARY MATTERS

1 **Approval of Minutes** (pages 1 to 23)

After an initial welcome by the Chairman, the Council will be asked to approve as a correct record the attached minutes of (a) its ordinary meeting on Tuesday 19 September 2017 and (b) its special meeting on Wednesday 27 September 2017.

## 2 **Late Items**

The Chairman will announce any late items which are to be dealt with under agenda item 12 (Late Items).

## 3 **Declarations of Interests**

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

## 4 **Chairman's Announcements**

Apologies for absence will be notified at this point.

The Chairman will make any specific announcements.

## 5 **Public Question Time**

In accordance with Chichester District Council's public questions scheme and with reference to standing order 6 in Part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, consideration will be given at this point in the meeting to questions which have been submitted by members of the public in writing by 12:00 on the previous working day. The time allocated for public question time is subject to the chairman's discretion to extend the period for each member of the public (five minutes) or the total time for public questions (15 minutes).

### **RECOMMENDATIONS BY THE CABINET**

The Council is requested to consider the following recommendations made by the Cabinet at its meeting on Tuesday 7 November 2017.

## 6 **Southern Gateway Masterplan – Adoption**

The report is at item 7 of the agenda for the Cabinet's meeting on Tuesday 7 November 2017 and its five appendices are in the first agenda supplement.

The Cabinet made the following recommendations to the Council at this meeting:

That the Council:

- (a) Approves the recommended responses to the representations made as part of the public consultation on the draft masterplan (set out in appendix 1 to the agenda report).
- (b) Adopts the Southern Gateway Masterplan (set out in appendix 2 to the agenda report) as a Supplementary Planning Document, thereby replacing the existing Southern Gateway Planning Framework Supplementary Planning Guidance 2001.
- (c) Delegates authority to the Head of Planning Services, following

consultation with the Cabinet Member for Planning Services, to make minor amendments to the document prior to publication.

**7 Determination of the Council Tax Reduction Scheme 2018-2019**

The report is at item 5 of the agenda for the Cabinet's meeting on Tuesday 7 November 2017 and its three appendices are in the first agenda supplement.

The Cabinet made the following recommendation to the Council at this meeting:

That the proposed Council Tax Reduction Scheme for 2018-2019 be approved.

**8 New Non-Domestic Rates Discretionary Scheme**

The report is at item 6 of the agenda for the Cabinet's meeting on Tuesday 7 November 2017 with its appendix.

The Cabinet made the following recommendation to the Council at this meeting:

That the Non-Domestic Rate Discretionary Scheme for 2017-2021 as set out in the appendix to the agenda report be approved.

**RECOMMENDATIONS BY COMMITTEES, PANELS AND FORUMS**

On this occasion there is one non-Cabinet recommendation to the Council, namely by the Corporate Governance and Audit Committee.

**9 Annual Report of the Corporate Governance and Audit Committee 2016-2017 (pages 24 to 35)**

In accordance with a recommendation made by the Corporate Governance and Audit Committee at its meeting on Thursday 28 September 2017, the Council is requested to resolve to note the annual report of the Corporate Governance and Audit Committee on Chichester District Council's governance arrangements and the Annual Governance Statement 2016-2017 appended thereto.

**OTHER REPORTS**

On this occasion there is one additional report not emanating from the Cabinet or another committee for the Council's consideration.

**10 Discharge of Litter Enforcement Functions (pages 36 to 49)**

The Council is requested to consider the agenda report and its two appendices and to resolve to note the intention of the Chief Executive to use the power conferred by Article 10.2 (a) in Part 2 of the *Constitution* of Chichester District Council to discharge certain litter enforcement functions to East Hampshire District Council under powers granted to local authorities under section 101 of the *Local Government Act 1972*.

[**Note** Article 10.2 (a) of Chichester District Council's *Constitution* provides as follows:

**'10.2 Functions of the head of paid service (the Chief Executive)**

(a) Discharge of functions by the Council. The head of paid service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.' ]

**FINAL MATTERS**

**11 Questions to the Executive**

[**Note** In accordance with Standing Order 14.11 of Chichester District Council's *Constitution*, this item is allocated a maximum duration of 40 minutes]

**12 Late Items**

Items added to the agenda papers and made available for public inspection.

Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting and recorded in the minutes.

**13 Exclusion of the Press and Public**

There are no restricted items for consideration at this meeting.

**NOTES**

- (1) The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of 'exempt information' as defined in section 100A of and Schedule 12A to the *Local Government Act 1972*.
- (2) The open proceedings of this meeting will be audio recorded and the recording will be retained in accordance with the council's information and data policies. If a member of the public enters the committee room or makes a representation to the meeting, they will be deemed to have consented to being audio recorded. If members of the public have any queries regarding the audio recording of this meeting, please liaise with the contact for this meeting at the front of this agenda.
- (3) Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intention before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting.

Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided.

### MEMBERS

Mrs C Apel	Mrs J Kilby
Mr G Barrett	Mrs E Lintill
Mr R Barrow	Mr S Lloyd-Williams
Mr J Brown	Mr L Macey
Mr P Budge	Mr K Martin
Mr A Collins	Mr G McAra
Mr J Connor	Mr S Morley
Mr T Dempster	Caroline Neville
Mr A Dignum	Mr S Oakley
Mrs P Dignum	Mr C Page
Mrs J Duncton	Mrs P Plant
Mr M Dunn	Mr R Plowman
Mr J F Elliott	Mr H Potter
Mr J W Elliott	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	Mr N Thomas
Mr G Hicks	Mrs P Tull
Mr L Hixson	Mr D Wakeham
Mr F Hobbs	Mrs S Westacott
Mrs G Keegan	Mr P Wilding