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Town Clerk : R Duggua RD BA (Hons)

TO THE MEMBERS OF THE CITY COUNCIL

Members are hereby summoned to attend the Meeting of the City Council to be held at six o'clock in the evening on Wednesday 6 December 2017 in the Council Chamber at the Council House, North Street, Chichester.

Redney Duggua

TOWN CLERK

30 November 2017

PRAYERS

To be said by the Mayor's Chaplain, the Reverend Canon Simon Holland

A G E N D A

1. APOLOGIES FOR ABSENCE
2. MINUTES
To approve and sign the Minutes of the Meeting of Council held on 6 September 2017 (Pages 45-48) and the Minutes of the Council-in-Committee Meeting held on 11 October 2017 (Pages 51-52)
3. MAYOR'S ANNOUNCEMENTS
4. QUESTIONS
To answer questions (if any) from members of the public being residents of the City pursuant to Standing Order 27.

The following question was submitted by Chichester resident, Mr Edward Milward-Oliver at the last Full Council Meeting on 6 September 2017 and it was agreed that a report would be produced for the next Council Meeting in December 2017 answering Mr Milward-Oliver's question :

In February 2016 I asked a question of the Council that led to a special meeting at which it was decided to grant the Freedom of the City to the Chichester-born British astronaut Tim Peake. I understand that in the 18 months since, the Town Clerk has been in regular contact with Tim Peake's employer, the European Space Agency, to secure a suitable date for the presentation. In light of Tim Peake's admittedly fleeting visits to Westbourne Primary School, the Festival of Speed, the Novium, and other venues in the region, can the Town Clerk provide a written report to the next meeting of the City Council on the status of those communications with the ESA, and indicate when it is hoped the presentation in Chichester will take place.

Town Clerk's report attached.

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5. MINUTES OF COMMITTEES

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|-----|--|-------------------|---------------|
| (a) | Community Affairs Committee | 4 September 2017 | (Pages 42-44) |
| (b) | Planning & Conservation Committee
- Planning Delegation Sub-Committee
7 September 2017 | 20 September 2017 | (Pages 49-50) |
| (c) | Planning & Conservation Committee
- Planning Delegation Sub-Committee
28 September 2017 | 18 October 2017 | (Pages 53-56) |
| (d) | Finance Committee
- CIL Sub-Committee
14 June 2017
9 October 2017
- Property Sub-Committee
2 October 2017
- Personnel Sub-Committee
24 October 2017 | 24 October 2017 | (Pages 57-62) |

To consider the following Recommendations :

Minute 47 Review of Financial Regulations

It was RECOMMENDED to Full Council that the draft Financial Regulations be adopted by Chichester City Council.

Minute 56 New Homes Bonus 2017/2018

It was RECOMMENDED to Full Council that the Conditions in the Agreement relating to New Homes Bonus (Parish Allocations) 2017/2018 between Chichester District Council and Chichester City Council be accepted and that the Town Clerk be authorised to sign the Agreement on the City Council's behalf.

Other matters raised at the Finance Committee

Minute 55 Use of Coat of Arms

Following the Finance Committee Meeting, increased costings were received for the production of a redesigned City Council tie and scarf and the Chairman requested that this matter be further discussed at the December Council Meeting. It was the intention that 50 ties and 50 scarves be ordered; with 50% of each being polyester and silk.

Revised prices for 25 polyester and 25 silk ties and scarves.

Custom Ties	Silk - £17.65 + vat each were £12.85 Poly - £14.25 + vat each were £8.35 Weaving template set up is £50.00 + vat.
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Custom Scarves	Silk - £20.55 + vat each were £ 17.85 Poly - £18.15 + vat each were £14.35 Printing template set up is £50.00 + vat.
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Revised overall total £1,865 + VAT

5. MINUTES OF COMMITTEES (CONT'D)

- (e) Planning & Conservation Committee 15 November 2017 (Pages 63-64)
- Planning Delegation Sub-Committee
18 October 2017
6 November 2017

- (f) Finance Committee 28 November 2017 (Page 65)

To consider the following Recommendation :

Minute 68 Budget 2018/2019

It was RECOMMENDED to Full Council that

- (i) the City Council's Budget for 2018/2019 be £765,340 resulting in a Precept Demand of £542,453 and a Band D Council Tax Payment of £49.76 (unchanged from 2017/2018) and a 0% increase;
- (ii) the Planned Maintenance Programme for 2017 to 2026 be noted; and
- (iii) the Schedule of Fees and Charges for 2018/2019 be approved.

6. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

To receive reports, if any, from City Council representatives on Outside Bodies

7. WARD REPORTS FROM CHICHESTER CITY COUNCILLORS

To receive reports, if any, from City Councillors about matters affecting their Wards

8. REPORTS

To receive reports from Chichester division members of West Sussex County Council and from Chichester ward members of Chichester District Council, if they consider it to be appropriate.

9. CALENDAR OF MEETINGS 2018/2019

To adopt the Calendar of Meetings 2018/2019 (*copy attached*)

10. QUESTIONS

To answer questions (if any) from members of Council pursuant to Standing Order 24.

11. COMMON SEAL

The filming, photographing and recording of City Council meetings is now permitted by those members of the press and public attending. This includes the use of mobile devices by those using social media. It would be appreciated if anyone who wishes to do this could let the Chairman know before the meeting commences.

However, these provisions will not apply on occasions where the press and public are excluded from the meeting when confidential matters are discussed.

It is requested that discretion is exercised and nothing done to disrupt or distract the meeting in any way. The Chairman will reserve the right to request that filming/recording ceases if it is having a detrimental effect upon the meeting. If you do not wish to be filmed then please let the Chairman know so that alternative arrangements can be made.

Briefing note by Town Clerk.

Freedom of the City of Chichester – Tim Peake, CMG.

Background

At the City Council Meeting held on 6th September 2017, Mr Edward Milward-Oliver asked the Town Clerk to provide a report to the December Council Meeting about the Tim Peake Freedom Ceremony.

Mr Milward-Oliver's request follows the question asked by him at the City Council Meeting on 3rd February 2016.

Following Mr Milward - Oliver's February 2016 question, at a meeting called especially for the purpose on 17th February 2016, the City Council resolved to confer the Freedom of the City of Chichester upon Tim Peake. The Freedom of the City can be conferred upon '*persons of distinction and those who, in the council's opinion, have rendered eminent services to the council's area*'.

Immediately following the Special Meeting of the City Council a 'Tweet' was sent by the Town Clerk to Tim Peake about the City Council's decision. Correspondence then commenced initially with the UK Space Agency (UKSA) and then, upon their direction, with the European Space Agency (ESA).

Subsequently, it was confirmed by ESA that Tim Peake would be unable to respond to the City Council's 'Tweet' due to a range of technical difficulties, but a written notification should be made to him, via ESA. This was done and the offer of the Freedom of the City was accepted.

Timeline and outline of key events.

Tim Peake returned safely from his space mission in June 2016.

Tim Peake's Freedom of the City was also the focus of a suggestion from a local schoolboy, Rufus Knight, concerning a 'ticker tape' parade through Chichester to honour our local hero. The Town Clerk and Administration Manager met with Rufus and his father and from that meeting substantial background 'sounding out' work was done involving (among many others) Chichester Festival Theatre, Lord March, Rolls Royce, the Chichester City Band, the Police, County and District Councils and the Armed Forces (specifically about the availability of military bands and the 'Army link' with Tim Peake).

In correspondence with ESA the City Council has recognised:-

- The extent of Tim Peake's post mission workload in planning a Chichester event i.e. it would not happen overnight.
- As far as the 'Freedom Parade' was concerned (but see later comment), there would be a significant lead in needed to plan this event and for approval of the

detailed plan by the Chichester Safety Advisory Group. Dates of April and May 2017 were offered to ESA in August 2016.

- The inspiration that Tim Peake had brought to many young people, locally, nationally and worldwide was something that would be both recognised and factored into any plans.
- The rarely given honour of the Freedom of the City and what this meant.
- Identifying a suitable venue for the Freedom Ceremony that was bound to be well attended – throughout this process Chichester Festival Theatre (CFT) have being stalwart supporters of the City Council's plans about CFT being used as the venue, subject again to timely planning to ensure availability.

In the June 2016 Queen's Birthday Honours list Tim Peake was made a Companion of the Order of St Michael and St George (CMG), being awarded this for services to space research and scientific education.

In July 2016, ESA advised the Town Clerk, following his further enquiries *'It is very difficult to say when Tim will be available. His schedule is extremely busy and fluid at the moment, post-flight mission and work obligations take priority. I can imagine there are many requests from your area, though I have to be clear it will be impossible to Tim to participate in all, if any at all before the end of the year. As the first request came from you (Freedom Ceremony and Freedom Parade), this will be treated as priority over the other requests.* (City Council briefing note highlighting) *Unfortunately I have to reiterate, I cannot guarantee that Tim will be available in the coming months. We hope to have a clearer picture of Tim's schedule until end of the year by mid September. If I know sooner I will let you know if and what the possible dates are.*

As the Town Clerk was on leave in mid September 2016, he made extensive contingency plans for City Council staff to take forward a list of actions in his absence, but there was no follow up by ESA.

Tim Peake embarked on his post-flight tour of the UK in October 2016, visiting all four UK national capitals along with Leicester, Manchester, Salford and Glasgow.

Tim Peake visited Portsmouth in early November 2016, receiving an Honorary Doctor of Science Degree from the University of Portsmouth and also attended UKSA Schools Conference in Portsmouth Guildhall.

Tim Peake paid a 'flying visit' to Chichester's Novium in January 2017 to view the Tim Peake exhibition being held there as well as to meet and be questioned by pupils from his old schools at Westbourne Primary and Chichester High School. ESA had been tentatively suggested to City Council officers that the Freedom award might have been made during this visit but as contact was made with the City Council at very short notice, this was ruled out for obvious planning and protocol reasons. Also, ESA's requirement was that the Novium visit was to be a low key event with an invited audience i.e. with no public attendance so this would have been

unacceptable to the City Council (this would have also conflicted with a requirement subsequently identified by ESA about a public presentation of the Principia Mission – see later paragraph). At the Novium visit the Mayor in Office, Councillor Budge, presented Tim Peake with an invitation to return to Chichester for the Freedom Ceremony together with a City Coat of Arms lapel badge.

Following the Novium visit, the Town Clerk then suggested to ESA a July 2017 event i.e. just before the School Holidays for the Freedom Ceremony and Parade but was told by ESA *'There are currently no activities being added to Tim's schedule in July due to other commitments, therefore we are unable to commit at the moment.'*

However, another change of direction occurred in February 2017 when ESA advised the City Council: - *'In discussing the proposal of a parade through Chichester for ESA astronaut Timothy Peake, it has been decided that a more suitable event would be to hold a public talk in the City. This would enable greater interaction with the public in order to answer questions about mission Principia and to promote space, science and exploration, as opposed to an event that draws focus to the celebrity status of an astronaut'*.

On 21st July 2017, Tim Peake 'Tweeted' that he had visited Westbourne Primary School. Having made contact with ESA about a 'Chichester update' following this 'Tweet', ESA advised the Town Clerk that the visit must have been arranged privately.

In late July 2017, in response to an email sent by the Town Clerk about the July 2016 undertaking given by ESA about the Freedom Ceremony being given priority, dialogue further continued about a date for the ceremony. ESA were at pains to point out that:-

'Please do explain to your contacts that seeing Tim on TV (from a London studio) or at any location in the South (during his private time) does not mean that his coming to Chichester has not been carefully considered. We regret as much as you do when it is not possible to make it happen at that time, but are working with you for a truly brilliant event at a later date'.

Additionally, ESA have now confirmed that Tim Peake is only available Monday to Friday and possible dates started to emerge from ESA in summer 2017. It was originally suggested by the Town Clerk that, in order to gain maximum attendance from the event, a Saturday morning be so designated. It will be necessary to give schools timely advance notification of the event to ensure they are able to deconflict pre planned timetable activities.

Some other events in recent months involving Tim Peake in the UK are listed below:-

On 21st September 2017, Tim Peake spoke via video link to the West Sussex Hospitals First STAR Awards.

On Tuesday 24th October 2017, Tim Peake was at the Barbican Centre, London, to launch his new book 'Ask an Astronaut'.

On 25th October 2017, Tim Peake was again in London speaking at the Royal Television Society and the Institution of Engineering and Technology.

Book signings by Tim Peake have been arranged for 8th December in Manchester, 9th December in Guildford and 10th December 2017 again in London. On 12th December, Tim Peake will again be in Portsmouth opening the new University Technical College. Although Tim Peake will be in the UK from 8th to 12th December 2017, a range of issues, including availability of accommodation (especially at this time of year), ruled out anything being settled then as respects the Freedom Ceremony.

A date of 25th January 2018 had been suggested by ESA. On that date, only the Assembly Room was free. However, on 7th November 2017, ESA advised the Town Clerk that Tim Peake will not be in the UK on that date as previously thought.

Other administrative issues and venues.

The Freedom Scroll and Entry in the Roll of Freedom Holders has been commissioned through Messrs Shaws (whose civic ceremonial department supplies a variety of items not only to local authorities but also to city livery companies and professional institutions. These include civic insignia, illuminated addresses, honorary freedom scrolls, distinguished visitor books, heraldic plaques and various certificates). However, work by Shaws cannot be 100% completed as both documents require a date of the award ceremony to be included. In November 2017, Shaws invoiced the City Council for work done so far in the sum of £ 1800. Shaws have been immensely accommodating, but they have been carrying that cost over for a number of months now and with an upcoming audit at the end of the year they need to clear the account, having already had to pay for the materials and the work the artist has completed to date (except for the presentation date).

Enquiries continue to be received by the City Council about progress from members of the public, the press and organisations. When news on the Freedom was posted on our Facebook page there was great public interest in the event and many requests received to be kept informed. For many of those expressing an interest at that time, the now cancelled Freedom Parade would have been an item of particular interest.

The Town Clerk has continued discussions with CFT about availability (i.e. a clear stage is essential) when dates are offered by ESA.

As to other venues, the University of Chichester hall would seat 250, but this still may not be large enough to accommodate the dual events of the Freedom and the requested post event Principia Mission presentation. The Assembly Room is 180 seating maximum and the Town Clerk has always had concerns, notwithstanding the

Assembly Room being the 'home' of the City Council, the capacity of the room is insufficient for the purpose bearing in mind likely attendance. This is why contact had been made at an early stage with CFT. ESA share the Town Clerk's view about the venue as their preference '*would be for a venue that gives the opportunity to as many Chichester citizens (particularly the young ones) as possible to meet Tim. A venue holding 180 people.... would leave many disappointed*'. ESA were appreciative that this '*puts extra constraints on an already difficult challenge*'.

The only other larger venue, beyond CFT to consider would be the Cathedral with capacity of up to 900 (albeit with limited vision within the maximum seating configuration). If the Dean and Chapter were willing to host there would be an as yet unknown additional cost implication for the Council.

The Town Clerk wishes to assure the Council (and everyone else who has an interest in this topic) that everything possible has been done to make this event happen before now. However, as will be seen, the major challenge is aligning Tim's diary to a suitable available venue and firm dates have only started to emerge this year. Appropriate on site facilities are essential to meet ESA's request in February 2017 for a post event presentation.

Rodney Duggua

Town Clerk