



**MINUTES OF THE PROCEEDINGS OF MEETING OF THE  
COUNCIL OF THE CITY OF CHICHESTER HELD IN THE COUNCIL CHAMBER  
AT THE COUNCIL HOUSE, NORTH STREET, CHICHESTER  
ON WEDNESDAY 20 JUNE 2018 AT 6.00PM**

- PRESENT** : The Mayor (Councillor Bell)  
The Deputy Mayor (Councillor Tupper)  
Councillors Apel, Budge, Dignum, M Evans, P Evans, T French, Hixson,  
Keyworth, Kilby, Sharp, Macey, Plowman and Scicluna  
West Sussex County Councillors Fitzjohn and Oakley
- APOLOGIES** : Councillor Galloway
- ABSENT** : Councillors Dempster, Holman and Joy
- IN ATTENDANCE** : Administration Manager, Finance Manager, Mayor's Chaplain,  
Mayoral/Administrative Assistant and Macebearer

**11 APOLOGIES FOR ABSENCE**

As recorded above.

**12 MINUTES**

RESOLVED that the Minutes of the Annual Meeting of Council held on 16 May 2018 and the Minutes of the Special Council Meeting held on 30 May 2018 having been printed and circulated be approved, adopted and signed as a correct record subject to an amendment on the Minutes of the Special Council Meeting on 30 May 2018 by which Councillor Scicluna had sent apologies but was recorded as 'absent'.

**13 MAYOR'S ANNOUNCEMENTS**

The Mayor said that, although newly-elected, he had already carried out several engagements and had been fortunate to meet some amazing people and that he had had the privilege of opening the Festival of Chichester on 16 June. The Mayor advised of the Bernstein 100 Centennial Celebrations taking place throughout 2018 and that Friday 7 December 2018 would be the date of the Mayor's At Home Christmas Reception.

**14 PUBLIC QUESTION TIME**

There were no questions from members of the public being residents of the City pursuant to Standing Order 27.

**15 MINUTES OF COMMITTEES**

The Mayor advised that at the request of Councillor Dignum, the order in which the Minutes of Committees would be taken would change and commence with the Finance Committee Minutes.

(a) Finance Committee

It was moved by Councillor Dignum, as Chairman of the Committee, that the Minutes of the meeting held on 12 June 2018 be approved and adopted excluding the Recommendations in Minutes 7, 9, 10, 11, 15 and 18 which would be discussed separately.

Councillor Dignum commented briefly on the healthy balances of the City Council's account and this was endorsed by Councillor French.

It was RESOLVED by Councillor Dignum, as Chairman of the Committee, that the Minutes of the meeting held on 12 June 2018 be approved and adopted excluding the Recommendations in Minutes 7, 9, 10, 11, 15 and 18 which would be discussed separately.

Councillor Dignum drew the Council's attention to the following Recommendations :

Minute 7 Statement of Accounts 2017/2018

It was RECOMMENDED to Full Council on Wednesday 20 June 2018 that the Statement of Accounts 2017/2018 be approved and signed by the Mayor and Responsible Finance Officer

It was RESOLVED that the Statement of Accounts 2017/2018 be approved and signed by the Mayor and Responsible Finance Officer.

Minute 9 Annual Governance Statement (Part 1 of the Annual Return) 2017/2018

It was RECOMMENDED to Full Council on Wednesday 20 June 2018 that the Annual Governance Statement (Part 1 of the Annual Return) 2017/2018 be approved and signed by the Mayor and the Town Clerk.

It was RESOLVED that the Annual Governance Statement (Part 1 of the Annual Return) 2017/2018 be approved and signed by the Mayor and the Town Clerk.

Minute 10 Account Statements (Part 2 of the Annual Return)

It was RECOMMENDED to Full Council on Wednesday 20 June 2018 that the Account Statements (Part 2 of the Annual Return) 2017/2018 be approved and signed by the Mayor and Responsible Finance Officer.

It was RESOLVED that the Account Statements (Part 2 of the Annual Return) 2017/2018 be approved and signed by the Mayor and Responsible Finance Officer.

Minute 11 Appointment of Internal Auditor

It was RECOMMENDED to Full Council on Wednesday 21 June 2018 that the following be approved :

- (a) the appointment of Mr Stephen James continuing as the City Council's Internal Auditor for the financial year ending March 2019
- (b) the Audit Plan 2018/2019 and Audit Terms of Reference

It was RESOLVED that

- (a) the appointment of Mr Stephen James continue as the City Council's Internal Auditor for the financial year ending March 2019; and that
- (b) the Audit Plan 2018/2019 and Audit Terms of Reference be approved

### Minute 15 BID City Rangers

It was RECOMMENDED to Full Council that £10,000 be allocated to the BID City Rangers project and that this be funded from the Public Realm Project.

It was RESOLVED that £10,000 be allocated to the BID City Rangers project and be funded from the Public Realm Project.

### Minute 18 Possible New Public Realm Projects

- (a) Litten Gardens - Damaged Chain Link Fence  
(Property Sub-Committee Minute 6(e) refers)

It was RECOMMENDED to Full Council that replacing the damaged chain link fence at the cost of £1,890.76 be a Public Realm Project and that it be funded from that budget.

It was RESOLVED that replacing the damaged chain link fence at the cost of £1,890.76 be a Public Realm Project.

- (b) Cycle Racks  
(Property Sub-Committee Minute 8(c) refers)

It was RECOMMENDED to Full Council that £5,000 towards the repainting and replacing (where necessary) of cycle racks and the installation of additional racks (where feasible) be allocated from the Public Realm budget. This sum would be added to the agreed contribution of £7,500 from Chichester District Council.

Councillor Macey questioned the practicality of re-painting the cycle racks when an alternative could be sourced that could incur no maintenance costs. Councillor Dignum advised that the maintenance of any new cycle racks installed would be considered by the Property Manager.

It was RESOLVED that £5,000 be allocated from the Public Realm Budget towards the repainting and replacing (where necessary) of cycle racks and the installation of additional racks (where feasible) and that this sum be added to the agreed contribution of £7,500 from Chichester District Council.

- (c) Grit Bins and Salt Spreaders  
(Property Sub-Committee Minute 11 refers)

It was RECOMMENDED to Full Council that £650 be allocated from the Public Realm budget for the purchasing of a grit bin, salt spreaders and snow shovels as this would not be funded under the West Sussex County Council's Winter Offer for parish councils.

Councillor Scicluna suggested the City Council request salt from West Sussex County Council for the grit bins in good time and was advised that this was already in hand.

It was RESOLVED that £650 be allocated from the Public Realm budget for the purchasing of a grit bin, salt spreaders and snow shovels.

- (b) Planning & Conservation Committee

It was moved by Councillor Kilby, as Chairman of the Committee, that the Minutes of the meeting held on 2 May 2018 be approved and adopted.

Councillor Scicluna commented on Minute 118(ii) Flames, 10-11 St Pancras, and said that the signs had now been removed.

It was RESOLVED that the original motion put by Councillor Kilby that the Minutes of the meeting held on 2 May 2018 be approved and adopted.

(c) Planning & Conservation Committee

It was moved by Councillor Kilby, as Chairman of the Committee, that the Minutes of the meeting held on 30 May 2018 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Kilby that the Minutes of the meeting held on 30 May 2018 be approved and adopted.

(d) Community Affairs Committee

It was moved by Councillor P Evans as Vice-Chairman of the Committee, that the Minutes of the meeting held on 4 June 2018 be approved and adopted.

Councillor P Evans advised that although he had not been present at the meeting he wished to comment on the Alternative Provision arrangements for Chichester Courts (Minute 9), the re-invigoration of Tree Wardens (Minute 11) and the sad news that the Schools Competition had to be cancelled (Minute 15(b)).

The Deputy Mayor and Councillor Apel both commented on the floral displays in the City Centre (Minute 15(a)).

It was RESOLVED that the original motion put by Councillor P Evans that the Minutes of the meeting held on 4 June 2018 be approved and adopted.

Councillor Dignum left the meeting.

## 16 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor M Evans, as the City Council's representative for Fairtrade commented that she had attended the Fairtrade Annual General Meeting on 17 May 2018 and that it was hoped that the Fairtrade symbol would be included on the 'Welcome' signs to Chichester.

Councillor M Evans, as the City Council's representative on the Chichester in Partnership, spoke on the initiatives being carried out that would help people in the community such as Social Prescribing, making the City a safe place for vulnerable people, helping people return to work, etc. The Partnership had noted with sadness the untimely death of Steve Hansford, former Head of Community Services at Chichester District Council, who had been involved with many community initiatives.

Councillor French, as the City Council's representative on the St John's Chapel Trust, advised that he had recently attended a meeting of the Trust where £40,000 of grant money was available but at the meeting only 6 grants had been considered. He advised that the Trust meet quarterly and would also be meeting with the Friends of St John's Chapel.

Councillor Plowman, as the City Council's representative on the Dear's Charity, explained that the four new almshouses at Tozer Way would be ready for occupation post-Christmas 2018. Councillor Kilby said that this was a Community Land Trust joint project and that Chichester District Council had helped to move this forward.

The Deputy Mayor, as the City Council's representative on the Sussex Community Rail Partnership Arun Valley Steering Group, said that plans were underway to decorate (paint) the subway at Chichester railway station and that it was hoped that a 'Welcome' sign to Chichester would be displayed on the south side of the railway station.

#### 17 WARD REPORTS FROM CHICHESTER CITY COUNCIL MEMBERS

Councillor Apel, as a West Ward member, commented on the increasing number of drug related incidents in the Parklands area and advised other ward members to be aware of this in their areas.

Councillor Macey, as a South Ward member, commented on the drug-related incidents at the Canal. He also advised that West Sussex County Council had agreed to Traffic Regulation Order to prohibit cycling in the City Centre on Sundays.

Councillor Sharp, as a South Ward member, advised of the 'Clean Air Day' initiative taking place on 21 June and that an action day on 6 July would be taking place on the amount of plastic used by supermarkets.

Councillor French, as a East Ward member, was pleased to advise that the proposed installation of a new disabled swing at Florence Park would be signed off by Chichester District Council shortly.

#### 18 REPORTS FROM CHICHESTER DISTRICT AND WEST SUSSEX COUNTY COUNCIL'S WARD MEMBERS

Councillor Plowman, as a Chichester District Councillor, spoke on the concerns relating to the closing of the House of Fraser store and other outlets in the City Centre, the Velo South Cycle event taking place in the district on Sunday 23 September 2018 and the planning application being submitted by Fenwicks Cafe in Priory Park.

Councillor Kilby advised that there was an item on the Planning and Conservation Committee Agenda for the meeting on Wednesday 27 June 2018 to discuss the future of retail in the City Centre. Also on 23 July 2018 there would be a public meeting to discuss the same matter.

West Sussex County Councillor, Simon Oakley, commented on the Velo South Cycle event and said that consultations were currently being undertaken with parishes affected by the event and that a de-brief meeting would definitely be taking place post the event. He also commented on the West Sussex County Council's statement submitted to Highways England on the A27, the delay at Graylingwell with the traffic split, the continuation of Virgin Media digging up streets in the City and errant estate agent boards attached to street name signs.

Councillor Macey left the meeting.

West Sussex County Councillor Jamie Fitzjohn commented favourably on the Velo South Cycle event and that this could be beneficial for local businesses. He added that there would be access to businesses on the route and any emergency vehicle would be let through any road closures.

Councillor Fitzjohn also said that the drug-related incidences at the Canal had improved slightly and that there was a multi-agency meeting on 13 July to discuss this matter where other areas of the City affected by the same problems would be discussed. Councillor Fitzjohn briefly explained the confusion that had arisen about motorcycle parking in the Hornet but it was now resolved.

Councillor Hixson left the meeting.

Councillor M Evans asked Councillor Fitzjohn about the traffic lights in The Hornet and was advised that he could not comment on this matter as it was currently being dealt with by West Sussex County Council's legal team.

19 QUESTIONS

Councillor Budge asked for an update on the Florence Road crossing and was advised by West Sussex County Councillor Simon Oakley, that it was currently at the design stage.

20 COMMON SEAL

RESOLVED that the Common Seal be affixed to any documents necessary to give effect to the resolutions passed at this meeting.

The meeting closed at 7.25pm