



**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 5 DECEMBER 2018 AT 6.00PM**

- PRESENT** : The Mayor (Councillor Bell)  
The Deputy Mayor (Councillor Tupper)  
Councillors Apel, Budge, Dignum, M Evans, P Evans, T French, Galloway,  
Hixson, Joy, Keyworth, Kilby, Macey, Plowman, Scicluna, Sharp and Spink  
Jeremy Hunt - West Sussex County Councillor  
Simon Oakley - West Sussex County Councillor
- 17 members of the public for Agenda Items 5, 7 and 8
- ABSENT** : Councillors Dempster and Holman
- IN ATTENDANCE** : Town Clerk, Administration Manager, Mayor's Chaplain and Macebearer

**47 APOLOGIES FOR ABSENCE**

As recorded above.

**48 MINUTES**

It was **RESOLVED** that the Minutes of the Meeting of Council held on 5 September 2018, the Minutes of the Council-in-Committee Meeting held on 10 October 2018 and the Minutes of the Extraordinary Council Meeting held on 29 October 2018 having been printed and circulated be approved, adopted and signed as a correct record.

**49 DECLARATIONS OF INTEREST BY MEMBERS OF THE COUNCIL IN MATTERS ON THE AGENDA FOR THIS MEETING**

Councillors Apel, Budge, Dignum, Galloway, Hixson, Kilby, Macey and Plowman declared a Personal Interest as members of Chichester District Council.

Councillors Plowman and Scicluna declared Personal Interests as members of the Chichester Conservation Area Advisory Committee.

Councillor P Evans declared a Personal Interest as Chichester City Council's representative on BID.

**50 MAYOR'S ANNOUNCEMENTS**

The Mayor said that the events he had attended to commemorate the ending of the Great War had been moving experiences. He commented on the City Council's Annual Remembrance Sunday Service, the Chichester Cathedral Service he had attended, the service held at Bishop Luffa School had been particularly poignant and the Priory Park 100 events. The Mayor and Councillors wished to thank the Town Clerk and his team on organising Chichester's Annual Remembrance Sunday Service and Parade.

The Mayor also commented on the Bernstein 100 events that had been held throughout the year to celebrate Leonard Bernstein centenary and the marvellous occasion of hearing the Chichester Psalms being performed in Chichester Cathedral as the culminating event. The Mayor asked that congratulations be sent to the organisers, Emma Jane Wyatt and Edward Milward-Oliver.

## 51 PUBLIC QUESTION TIME

The following question had been received from a member of the public, Mr Mark Record, being resident of the City pursuant to Standing Order 27.

*Would it be possible to organise, one Sunday a month when motor vehicle use is minimised/restricted within the city walls? Perhaps between the hours of 6AM and 6PM. Essentially a traffic free day within the walls of the city. This could deliver the following advantages:*

- *Local individuals and families will be persuaded to travel to town without using cars and realise it is a relaxing fun way to spend the day without risk of collision or having to breath toxic exhaust fumes.*
- *Tourists may see car free days as a specific reason to visit and explore our city, bringing trade to local shops pubs and restaurants. We might become a Sussex Mecca for many Lycra wearing pilgrims.*
- *Publicity highlighting Chichester as an Environmental Green City will boost our cities image.*
- *It will help establish a culture of people visiting our city centre without relying on a car. People who enjoy car free days are likely to adopt the habit of using alternative forms of transport throughout the year relieving congestion in our city.*

Mr Record was invited to give background information in connection with his question.

The Mayor thanked Mr Record for his question and advised that the City Council did not have any legal powers to make this request happen, however, the City Council would approach West Sussex County Council, as the highway authority, on his behalf. Mr Record accepted this response.

The Mayor took Agenda Items 7 and 8 at this point in the meeting.

## 52 NOTICE OF MOTION (1) FROM COUNCILLOR SHARP

The Mayor asked Councillor Sharp to introduce the Notice of Motion.

In light of the incredible success of the Blue Planet series in raising awareness of the dangers of single-use plastic, this Council:

1. Thanks and congratulations to the City Council staff on their use of real glasses and crockery in City Council functions and meetings.
2. Supports and looks into the feasibility of joining the “Refill” Scheme that West Sussex is setting up
3. Will gradually work towards reducing and subsequently eliminating the use of single-use plastics (e.g. using refillable containers for cleaning products, eliminating so-called disposable plastic cups and avoiding using laminating sheets for one-off occasions – reusable plastic sleeves can be used instead.)
4. Encourages the City Council staff to liaise with hirers of the facilities to ensure that hirers have considered reducing or eliminating their use of single-use plastics.

This Council recommends that the conditions of hire of the building should in the longer term be modified to include discouraging the use of single-use plastics wherever practically possible and encouraging the use of other alternatives that are compostable.

5. Promotes a deposit system to the District and County Councils and to our MP. Such a scheme has the potential to revolutionize our reliance on single-use plastics and keep litter off the streets. (Residents would be incentivised to return bottles to shops in order to get their deposit back).
6. Sets up a Task and Finish Group to look into the use of single-use plastics in the City Council's work and the Council's role as a promoter of best practise to the citizens of Chichester.

Councillor Sharp proposed the above Notice of Motion and was seconded by Councillor Plowman.

The Mayor explained that the Notice of Motion would be deferred to the three Standing Committees without further discussion.

### 53 NOTICE OF MOTION (2) FROM COUNICLLOR SHARP

The Mayor asked Councillor Sharp to introduce the Notice of Motion.

Full Council believes that:

1. All governments (national, regional and local) have a duty to limit the negative impacts of Climate Breakdown, and local governments that recognise this should not wait for their national governments to change their policies. It is important for the residents of Chichester and the UK that cities commit to carbon neutrality as quickly as possible;
2. Cities are uniquely placed to lead the world in reducing carbon emissions, as they are in many ways easier to decarbonise than rural areas – for example because of their capacity for local energy generation and public transport;
3. The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be humanity's number one priority; and,
4. Bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities (as well as improved well-being for people worldwide).

Full Council calls on the Mayor to:

1. Declare a 'Climate Emergency';
2. Pledge to make the city of Chichester carbon neutral by 2030, taking into account both production and consumption emissions;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Work with other councils and governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;
5. Continue to work with partners across the city and region to deliver this new goal through all relevant strategies and plans;

6. Set up a Task and Finish Group to look into the matter in greater detail. Consider whether it would be advisable to take into account climate change impacts, when debating planning applications, or taking part in consultations, commenting on reports, plans and reviews put to the Council.
7. Report to Full Council within six months with the actions the Mayor/Council will take to address this emergency.

Members are asked to refer to the Supporting Notes set out in Councillor Sharp's email to all Councillors dated 23 November 2018

Councillor Sharp proposed the above Notice of Motion and was seconded by Councillor Kilby.

The Mayor explained that the Notice of Motion would be deferred to the three Standing Committees without further discussion.

Councillor Sharp suggested that maybe consideration could be given to including 'Climate Change' in the Standing Committees Terms of Reference.

Councillor Apel left the meeting.

#### 54 MINUTES OF COMMITTEES

(a) Community Affairs Committee

It was moved by Councillor Galloway as Chairman of the Committee, that the Minutes of the meeting held on 3 September 2018 be approved and adopted

It was RESOLVED that the original motion put by Councillor Galloway that the Minutes of the meeting held on 3 September 2018 be approved and adopted.

(b) Planning & Conservation Committee

It was moved by Councillor Kilby, as Chairman of the Committee, that the Minutes of the meeting held on 19 September 2018 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Kilby that the Minutes of the meeting held on 19 September 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 17 October 2018 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Kilby that the Minutes of the meeting held on 17 October 2018 be approved and adopted.

(d) Finance Committee

It was moved by Councillor Dignum, as Chairman of the Committee, that the Minutes of the meeting held on 23 October 2018 be approved and adopted excluding the Recommendations in Minutes 27, 32, 36 and 41 which would be approved separately.

It was RESOLVED that the original motion put by Councillor Dignum, that the Minutes of the meeting held on 23 October 2018 be approved and adopted excluding the Recommendations in Minutes 27, 32, 36 and 41 which would be approved separately.

Councillor Dignum referred to each Recommendation individually.

#### Minute 27 Cycle Racks

It was RECOMMENDED to Full Council that

- (i) £32,500 be allocated for this project from the CIL Receipts received;
- (ii) 182 cycle racks in the City be replaced with the new stainless steel ‘Sheffield’ style rack;
- (iii) up to 20 cycle racks in the City be replaced with the new stainless steel circular style rack subject to the extra cost incurred for these racks being funded by Chichester BID;
- (iv) the Property Manager liaise with West Sussex County Council on the current locations of the cycle racks as some of them would benefit from being relocated in the nearby area, eg, Eastgate Square;
- (v) the Property Manager and Councillor Sharp liaise on other possible sites for cycle racks.

It was RESOLVED that

- (i) £32,500 be allocated for this project from the CIL Receipts received;
- (ii) 182 cycle racks in the City be replaced with the new stainless steel ‘Sheffield’ style rack;
- (iii) up to 20 cycle racks in the City be replaced with the new stainless steel circular style rack subject to the extra cost incurred for these racks being funded by Chichester BID;
- (iv) the Property Manager liaise with West Sussex County Council on the current locations of the cycle racks as some of them would benefit from being relocated in the nearby area, eg, Eastgate Square;
- (v) the Property Manager and Councillor Sharp liaise on other possible sites for cycle racks.

Councillors Sharp and French reiterated their concerns of the amount of money being spent on this project.

#### Minute 32 Review of Investments

It was RECOMMENDED to Full Council that the City Council transfer a further £100,000 from the Public Sector Deposit Fund into the Local Authorities’ Property Fund.

Councillor Dignum advised that this Recommendation was being withdrawn and that a review of alternative investments would be carried out.

#### Minute 36 Litten Gardens Lighting

It was RECOMMENDED to Full Council that £28,578.91 be allocated from the CIL Receipts received for the lighting project at Litten Gardens.

It was RESOLVED that £28,578.91 be allocated from the CIL Receipts received for the lighting project at Litten Gardens.

Councillor Plowman raised the issue of lighting levels and this would be passed to the Property Manager.

Minute 41 New Homes Bonus 2018/2019

It was RECOMMENDED to Full Council that the Conditions in the Agreement relating to the New Homes Bonus (Parish Allocations) 2018/2019 between Chichester District Council and Chichester City Council and that the Town Clerk be authorised to sign the Agreement on the City Council's behalf.

It was RESOLVED that the Conditions in the Agreement relating to the New Homes Bonus (Parish Allocations) 2018/2019 between Chichester District Council and Chichester City Council and that the Town Clerk be authorised to sign the Agreement on the City Council's behalf.

(e) Community Affairs Committee

It was moved by Councillor Galloway as Chairman of the Committee, that the Minutes of the meeting held on 12 November 2018 be approved and adopted

Councillor Galloway commented on Minute 36, Mayor's Homelessness Forum, and said that the Committee would look forward to the Mayor's report on the Homelessness Forum at the next meeting.

It was RESOLVED that the original motion put by Councillor Galloway that the Minutes of the meeting held on 12 November 2018 be approved and adopted.

(f) Planning & Conservation Committee

It was moved by Councillor Kilby, as Chairman of the Committee, that the Minutes of the meeting held on 14 November 2018 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Kilby that the Minutes of the meeting held on 14 November 2018 be approved and adopted.

(g) Finance Committee

It was moved by Councillor Dignum, as Chairman of the Committee, that the Minutes of the meeting held on 27 November 2018 be approved and adopted excluding the Recommendations in Minutes 60 and 62 which would be approved separately.

It was RESOLVED that the original motion put by Councillor Dignum, that the Minutes of the meeting held on 27 November 2018 be approved and adopted excluding the Recommendations in Minutes 60 and 62 which would be approved separately.

Councillor Dignum referred to each Recommendation individually.

Minute 60 Public Realm Project - City Boundary Signs

It was RECOMMENDED to Full Council that the 4 existing City Boundary Signs be replaced and 5 new City Boundary Signs be installed at a cost of £2,988.40 (excluding VAT) and that this be funded from the Public Realm Budget.

It was RESOLVED that the 4 existing City Boundary Signs be replaced, and 5 new City Boundary Signs be installed at a cost of £2,988.40 (excluding VAT) and that this be funded from the Public Realm Budget.

## Minute 62 Budget 2019/2020

It was RECOMMENDED to Full Council that :

- (i) the City Council's Budget for 2019/2020 be £782,530 resulting in a Precept Demand of £574,867 and a Band D Council Tax Payment of £52.48 (an increase of 5p per week); an overall increase of 5.47% on the Precept;
- (ii) the Earmarked Reserves Balance to 27 November 2018 be approved;
- (iii) the Planned Maintenance Programme for 2017 to 2026 be noted; and
- (iv) the Schedule of Fees and Charges for 2019/2020 be approved.

Councillor Dignum briefly outlined the increases and decreases in the Budget 2019/2020.

Councillor French reiterated his concerns on the increase being over 5%.

Councillor Plowman said that the two main variations, the loss of the Council Tax Grant and the loss of income from the Market House should be publicised to show why the increase is high.

Councillor Plowman also expressed concern about the 'High Street' according to information he had seen, and which showed Chichester doing badly. Councillor Kilby said Chichester was the 4th most resilient high street in the country but would obtain latest figures from BID.

Councillor P Evans expressed surprise at Councillor Plowman's information, thus it was important the most up-to-date information was before the Council.

It was RESOLVED that

- (i) the City Council's Budget for 2019/2020 be £782,530 resulting in a Precept Demand of £574,867 and a Band D Council Tax Payment of £52.48 (an increase of 5p per week); an overall increase of 5.47% on the Precept;
- (ii) the Earmarked Reserves Balance to 27 November 2018 be approved;
- (iii) the Planned Maintenance Programme for 2017 to 2026 be noted; and
- (iv) the Schedule of Fees and Charges for 2019/2020 be approved.

## 55 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Scicluna, as the City Council's representative on the Friends of Chartres, reminded members that the 60<sup>th</sup> anniversary of the twinning of Chichester and Chartres would be celebrated next year in February and April.

Councillor M Evans, as the City Council's representative on the Goodwood Motor Circuit Consultative Committee, advised that manufacturing racing days at the circuit had reduced but to compensate a variety of events were now held at the track. The Velo South event was to start and finish at the Motor Circuit and although the event did not go ahead, the cancelling procedure followed had been carried out in a professional manner.

Councillor Plowman advised that the Rotary Clubs of Chichester were working with Chichester District Council and the Friends of Priory Park to install a drinking water fountain in Priory Park to commemorate the Rotary Clubs in 2019.

Councillor French, as the City Council's representative on the St John's Chapel Trust, commented that the Trust had given awarded grants to organisations similar to those supported by the City Council.

Councillor French, as the City Council's representative on the Oliver Whitby Foundation, spoke on the education support given to individual children and young people by the foundation.

Councillor Tupper, as the City Council's representative on the Sussex Community Rail Partnership Arun Valley Steering Group, explained that red lights were being installed on all half-barrier railway crossings in the area and that there will be the facility for number plate recognition if any vehicle jumps the lights.

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

Councillor Kilby, as an East Ward member, advised that she had attended the opening of the swing for disabled children at Florence Road and that funding was being sought for a climbing wall for older children in the same area. Negotiations were taking place for a new building for the Sea Cadets.

Councillor Plowman, as a West Ward member, said that he had attended a meeting with the Community Warden for the area and concern had been expressed over the lack of support from the Police. He also said that the road junction in St Paul's Road with Norwich Road and Sherbourne Road was too busy for people to cross safely and that maybe consideration should be given to a crossing being installed in the area.

Councillor Sharp, as a South Ward member, commented that she had continued to receive complaints from Whyke residents about the Chichester Free School parking. Residents had also commented on the emissions from the candle factory, the poor lighting over the Grove Road footbridge and the condition of the Roman Amphitheatre play equipment.

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

Mr Jeremy Hunt, West Sussex County Councillor, reported that the County Council was under extreme pressure and facing many challenges in setting the 2019/2020 budget with some difficult decisions having to be made which would effect some services offered by the County Council.

Mr Hunt reminded members that West Sussex was a Fairtrade County and was pleased to hear that the City Council would be addressing local issues in connection with climate change. It was noted that Chichester was already a Fairtrade City.

Mr Simon Oakley, West Sussex County Councillor, reported on various highway projects including the resurfacing of a section of road in Swanfield Drive near the community centre, the proposed works involved with the Barnfield Retail Park phase 2 development. He also reported on the access to the Centurion Way from the proposed Warrendale development which would be funded by Section 106 monies and the drainage issues on the A27 between Oving Road and the Portfield Roundabout. Also, in the New Year the Velo South event would be reviewed.

Councillor Sharp asked if any progress had been made on the Florence Road pedestrian crossings and was advised that the work was still being carried out on preparing the consultation on this project.

#### 58 CALENDAR OF MEETINGS 2019/2020

It was RESOLVED that the Calendar of Meetings 2019/2020 be approved.

59 QUESTIONS

There were no questions from members of the Council pursuant to Standing Order 24.

60 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 7.44pm.