

**MINUTES OF THE PROCEEDINGS OF MEETING OF  
THE COUNCIL OF THE CITY OF CHICHESTER HELD IN THE COUNCIL CHAMBER,  
THE COUNCIL HOUSE, NORTH STREET, CHICHESTER  
ON WEDNESDAY 4 DECEMBER 2019 AT 6.00PM**

**PRESENT:** The Mayor (Councillor Plowman)  
The Deputy Mayor (Councillor J Hughes)  
Councillors Apel, Barrie, Bowden, Bell, Carter, Dignum, Gaskin, Gershater,  
Harry, C Hughes, K Hughes, Norrell, Sharp and Scicluna

**APOLOGIES:** Councillors Joy and Lishman

**IN ATTENDANCE:** Town Clerk, Deputy Town Clerk, Mayor's Chaplain, Macebearer and  
Mayoral/Administrative Assistant  
Councillor Oakley, West Sussex County Council  
West Sussex County Councillor Hunt had notified that he was unable to  
attend

**49 APOLOGIES FOR ABSENCE**

As recorded above

**50 MINUTES OF COUNCIL**

**RESOLVED** that the minutes of the Meeting of Council held on 11 September 2019 and the Minutes of the Council-in-Committee held on 9 October 2019, having been printed and circulated be approved, adopted and signed as a correct record.

**51 MAYOR'S ANNOUNCEMENTS**

The Mayor welcomed everyone to the meeting; and was pleased to note the new room arrangement which meant that more members of the public could be accommodated at full Council meetings.

He mentioned events that he had attending recently, namely:

- (i) The Rotary Christmas tree lights switch on and the great sense of community involvement.
- (ii) St Paul's Church, Christmas tree festival, which he had opened, and said that 47 trees had been decorated.

The Mayor was pleased to note that a possible twinning link with Speyer had made progress; and The Council of the Elders of Speyer had met recently to discuss this. Their twinning links with Spalding and south Holland had ceased and they felt it now appropriate to pursue another link. The Mayor said that an initial meeting in Speyer could now be arranged early in the New Year with a small delegation comprising of the Mayor, Deputy Mayor and Town Clerk attending in the first instance.

52 PUBLIC QUESTION TIME

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

53 PRESENTATION OF DISCRETIONARY GRANTS

The Mayor introduced the recipients of the Discretionary Grants who were each then invited to give a short presentation about their work.

- Bernstein in Chichester
- Chichester Forest Schools
- Chichester Lunch Club
- Chichester Nursery School
- Chichester Symphony Orchestra
- City Angels
- Cruse Bereavement Care
- St Paul's Church and Parish Centre
- Swanfield Park Youth Club (unable to attend)
- The Four Streets Project
- West Sussex Mediation Service
- 416 (Chichester) RAF Air Cadets

There was then a short interlude whilst a photograph of the recipients with the Mayor was taken.

54 MINUTES OF COMMITTEES

The Mayor asked whether any members of Council would need to leave the meeting early to attend other appointments and said that the Finance Committee minutes, because of the Recommendations contained therein, would be taken as the next item.

(a) Finance Committee

It was moved by Councillor Scicluna, as Chairman of the Committee, that the minutes of the meeting held on 22 October 2019 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Scicluna that the minutes of the meeting held on 22 October 2019 be approved and adopted.

(b) Special Finance Committee

It was moved by Councillor Scicluna, as Chairman of the Committee, that the minutes of the meeting held on 30 October 2019 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Scicluna that the minutes of the meeting held on 30 October 2019 be approved and adopted.

(c) Special Finance Committee

It was moved by Councillor Scicluna, as Chairman of the Committee, that the minutes of the meeting held on 6 November 2019 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Scicluna that the minutes of the meeting held on 6 November 2019 be approved and adopted

(d) Finance Committee

It was moved by Councillor Scicluna, as Chairman of the Committee, that the minutes of the Committee held on 26 November 2019 be approved and adopted excluding the Recommendation in minute 96.

Councillor Scicluna referred to Minute 93 – The Market House - and said that a Special Meeting of the Finance Committee may be necessary following advice from the City Council's valuer.

Councillor Scicluna drew the Council's attention to the following Recommendation:

Minute 95 – Civic and Ceremonial Matters Relating to Council Meetings

It was RECOMMENDED to Full Council that:

- (i) When a larger than usual attendance of members of the public is known about, not just for Full Council meetings, the default option of the Assembly Room being used be implemented as has been done in the past. However, it was essential that Councillors keep Officers updated about local issues which may indicate greater numbers attending so that timely arrangements could be made, including checking upon the availability of the Assembly Room. The Annual Parish Meeting would continue to be held in the Assembly Room. Other than for these occasions, the Council Chamber would remain the first choice for meetings;
- (ii) The present practice of prayers being said at Council Meetings be discontinued and replaced with the following arrangement: a. Prayers would be said in the Mayor's Parlour at 5.55pm for those wishing to participate; b. The Council Meeting would then commence at 6pm with the Mayor saying a few words to concentrate the mind on the purpose of the meeting and those we serve. There would then follow a short period of reflective silence prior to the commencement of formal business. (This routine would also be implemented, informally, for the meeting of the Full Council on 4th December, pending approval of this minute).
- (iii) Prayers would continue to be said at the Annual Meeting of the City Council in May each year.
- (iv) A Mayor's Chaplain continue to be appointed who would provide pastoral care to Councillors and staff.
- (v) With regard to current civic ceremonial practices, the City Council is recommended not to make any changes at the present time, but the Council would be prepared to reconsider this decision at a later date. The present 'three level' arrangement being:
  - (a) Full Ceremonial eg: at Remembrance Sunday, Mayor's Sunday, Freedom Ceremonies, the Annual Meeting of the City Council or other occasions of significance.
  - (b) Part ceremonial as occurred at Full Council meetings, and
  - (c) No ceremonial - for example at Committee meetings.
- (vi) It was noted that, as had been agreed at the previous Ordinary Committee Meeting, a new seating layout would be trialled at Council Meeting on 4th December. This would extend the present 'top table' on each side. On one

side of the Mayor would sit the three Committee Chairman and on the other side, the Mayor's Chaplain and the member of staff taking the minutes. The current Committee black plastic chairs would be used in this layout, other than for the Mayor and Deputy Mayor's chair.

There was some discussion, particularly about the present practice of saying prayers at Council meetings, about which opinion was divided.

It was RESOLVED that the original motion put by Councillor Scicluna that the minutes of the meeting held on 26 November 2019 be approved and adopted but that (ii) above be reviewed after a period of 6 months.

The Chairman, drew the Council's attention to the following Recommendation:

Minute 96 - Budget for 2020/21

It was RECOMMENDED to Full Council that:

- (i) the City Council budget for 2020/2021 be £817,767 resulting in a Precept Demand of £644,098 and a Band D Council Tax payment of £57.65 (an increase of 9.9p per week); an overall increase of 9.85% on the Precept - providing the Draft Tax Base remained unchanged at 11,144;
- (ii) the Earmarked Reserves Balance to 19 November 2019 be approved;
- (iii) the Planned Maintenance Programme for 2019-2029 be noted;
- (iv) the Schedule of Fees and Charges for 2020/2021 be approved.

Councillor Scicluna commented that it had not been an easy budget and, on behalf of the Council, expressed thanks to the Deputy Town Clerk for her good work.

Councillor Apel asked why the Discretionary Grants budget had not been increased to £50,000. The Mayor explained that due to ongoing uncertainty with rental income for the Market House that it was felt necessary to only increase the Discretionary Grants budget by £5,000 but that there would also be a carry forward of £5,285 from the 2019/20 budget.

It was RESOLVED that:

- (i) the City Council budget for 2020/2021 be £817,767 resulting in a Precept Demand of £644,098 and a Band D Council Tax payment of £57.65 (an increase of 9.9p per week); an overall increase of 9.85% on the Precept - providing the Draft Tax Base remained unchanged at 11,144;
- (ii) the Earmarked Reserves Balance to 19 November 2019 be approved;
- (iii) the Planned Maintenance Programme for 2019-2029 be noted;
- (iv) the Schedule of Fees and Charges for 2020/2021 be approved.

(e) Planning & Conservation Committee

It was moved by Councillor Bowden, as Vice-Chairman of the Committee, that the minutes of the meeting held on 18 September 2019 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Bowden that the minutes of the meeting held on 18 September 2019 be approved and adopted.

(f) Community Affairs Committee

It was moved by Councillor Apel, as Chairman of the Committee, that the minutes of the meeting held on 7 October 2019 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Apel that the minutes of the meeting held on 7 October 2019 be approved and adopted.

(g) Planning & Conservation Committee

It was moved by Councillor Bowden, as Vice-Chairman of the Committee, that the minutes of the meeting held on 16 October 2019 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Bowden that the minutes of the meeting held on 16 October 2019 be approved and adopted.

(h) Planning & Conservation Committee

It was moved by Councillor Bowden, as Vice-Chairman of the Committee, that the minutes of the meeting held on 13 November 2019 be approved and adopted.

The Vice-Chairman commented on Minute 75 - Applications for Planning Permission – (CC/19/02584/REM) Land West of Centurion Way. He said that clarification had been obtained that the southern access route would not be impeded by the sewage works.

The Mayor commented on Minute 76 - Neighbourhood Plan and said the response to the questionnaire had been very well received with over 1,200 completed questionnaires being submitted, both postal and on-line.

The Mayor said that the Neighbourhood Plan Steering Group had held a meeting in November. It was noted that there had been a broad representation but that the balance had been more from the North and West as opposed to the South and East. The Planning Adviser was investigating this. The next meeting had been arranged for January 2020

It was anticipated that the final Neighbourhood Plan would be prepared within 18 months.

Councillor Sharp made reference to Minute 79 – Tree Summit and emphasised that this should be a City Council led project.

The Vice-Chairman referred to Minute 82 - Items to be included on the next Agenda – Business Plan. The Town Clerk explained that, after further discussion, this item would be the subject of a separate Special Meeting of Council. Councillor Gershater had offered his expertise and would liaise with the Mayor and Deputy Mayor in the preparation of the Business Plan.

It was RESOLVED that the original motion put by the Councillor Bowden that the minutes of the meeting held on 13 November 2019 be approved and adopted.

(i) Community Affairs Committee

It was moved by Councillor Apel, as Chairman of the Committee, that the minutes of the meeting held on 18 November 2019 be approved and adopted.

It was RESOLVED that the original motion put by Councillor Apel that the minutes of the meeting held on 18 November 2019 be approved and adopted.

## 55 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Councillor Sharp, as the City Council's representative on BID, drew the attention of Council to the Christmas festivities planned by BID. She commented on the late night shopping which had been reduced to one day. Councillor Sharp added that the City Rangers were being kept busy. Councillor Harry was pleased to note that the "Park and Ride" scheme had been increased.

The Mayor, as the City Council's representative on the Goodwood Airfield Consultative Committee, said that they were trialling an electronic aircraft and were taking environmental issues very seriously.

## 56 WARD REPORTS FROM CHICHESTER CITY COUNCILLORS

Councillor Sharp mentioned that Hyde Housing were looking into the Fire Risks associated with the flats in Liberator Place.

The Mayor said that the Summersdale Residents Association had expressed concern about the proposal to designate the area as a Summersdale Conservation Area but it was hoped that the Neighbourhood Plan would address some of the issues.

Councillor Scicluna said that she had emphasised the importance of the Neighbourhood Plan at recent Residents Associations Annual General Meetings she had attended.

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

Councillor Oakley enquired about the Swanfield Bus Shelter and was advised by the Mayor that this item had been deferred to the next meeting of the Property Sub-Committee on 16 December 2019.

Councillor Oakley then mentioned the following:

- Rescinding of the reduction in weedkilling due to the damage weeds caused to paving
- Regulation Order about the direction of the Oving Traffic Lights
- Improvements to the footpath at Portfield for the new Lidl Store
- Reduction in gritting to the average required due to the impact on the highway
- Traffic improvements at various locations

## 58 CALENDAR OF MEETINGS 2020/21

This item was deferred for further discussion at the next meeting of the City Council on 22 April 2020

## 59 QUESTIONS

Councillor Sharp referred to the Notice of Motion about Climate Change discussed at the previous meeting of Council on 11 September 2019. The Task and Finish Group set up to address climate change issues had had one meeting. However, she expressed strong concerns that the second meeting of the Task and Finish Group had been inquorate and she sought advice on how to proceed.

Councillor Bowden asked for consideration to be given to train rather than air travel for the forthcoming visit to Speyer.

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 7.50pm