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A meeting of the **Cabinet** will be held in Committee Room 2 at East Pallant House East Pallant House Chichester West Sussex on **Tuesday 3 July 2018 at 09:30**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

AGENDA

1 Chairman's Announcements

The chairman will make any specific announcements for this meeting and advise of any late items which will be given consideration under agenda item 13 (a) or (b).

Apologies for absence will be taken at this point.

2 Approval of Minutes (pages 1 to 16)

The Cabinet is requested to approve as a correct record the minutes of (a) its ordinary meeting on Tuesday 5 June 2018 and (b) its special meeting on Friday 8 June 2018, a copy of each of which is circulated with this agenda.

3 Declarations of Interests

Members 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 Public Question Time

In accordance with Chichester District Council's scheme for public question time and with reference to standing order 6 in part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, the Cabinet will receive any questions which have been submitted by members of the public in writing by 12:00 on the previous working day. The total time allocated for public question time is 15 minutes subject to the chairman's discretion to extend that period.

RECOMMENDATIONS TO THE COUNCIL

5 Council's Annual Report 2017-2018 (pages 17 to 18)

The Cabinet is requested to consider the agenda report and its appendix (which is

circulated in the agenda supplement) and to make the recommendation to the Council set out below:

That the Annual Report 2017-2018 be received.

6 Housing Grants and Resources (pages 19 to 22)

The Cabinet is requested to consider the agenda report and to make the recommendation to the Council set out below:

- (1) That delegated authority be given to the Director of Housing and Communities, following consultation with the Cabinet Member for Housing Services, to spend the Flexible Homelessness Support Grant set out in para 3.2 of the agenda report and the Homelessness Reduction Act New Burdens Grant set out in para 3.3 of the agenda report in line with the government guidance issued with the notification of the grants.
- (2) That the additional income received from the licencing of Houses in Multiple Occupation be used to fund the additional staffing and IT resources required to implement the new government regulations as set out in para 5.2 of the agenda report.

7 Making the Petworth Neighbourhood Development Plan (pages 23 to 25)

The Cabinet is requested to consider the agenda report and to make the recommendation to the Council set out below:

That the Petworth Neighbourhood Development Plan be made part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

KEY DECISIONS

8 Award of Contract for Business Waste and Recycling Disposal (pages 26 to 31)

The Cabinet is requested to consider the agenda report and its appendix (which is confidential Part II exempt* material and is printed on salmon-coloured paper for members and relevant officers only) and to make the resolution set out below:

- (1) That the contract for the disposal of business waste and recycling for the period 1 September 2018 to 31 August 2023 be awarded to Supplier A.
- (2) That authority be delegated to the Director of Residents Services to:
 - (a) make any minor contractual changes during the contract term and
 - (b) extend the contract by mutual agreement, for up to five years should the contract remain economically advantageous and the supplier perform satisfactorily.

*[Note Paragraph 3 (information relating to the financial or business affairs of any

particular person (including the authority holding that information) of Part I of Schedule 12A to the Local Government Act 1972]

OTHER DECISIONS

9 Council Tax Reduction Scheme 2019-2020 (pages 32 to 35)

The Cabinet is requested to consider the agenda report and to make the resolution set out below:

- (1) That the Director of Residents Services after consultation with the Cabinet Member for Residents Services be authorised to prepare and consult on a Council Tax Reduction (CTR) Scheme for 2019-2020 with the final proposed scheme being brought back to the Cabinet in November 2018.
- (2) Following a review of the current CTR scheme officers have identified some minor amendments that are required in order to ensure that the scheme provides the same level of support that it has in previous years. It is proposed that consultation on this and the general principles of the scheme remaining the same be carried out.

10 Disabled Facilities Grants - Appointment of County Adaptations Manager (pages 36 to 42)

The Cabinet is requested to consider the agenda report and its appendix and make the resolution set out below:

That a County Adaptations Manager be appointed funded equally by all district and borough councils in West Sussex from their Disabled Facilities Grant funding.

11 Section 106 Sport and Leisure Facilities - Selsey Sports Dream (pages 43 to 45)

The Cabinet is requested to consider the agenda report and make the resolution set out below:

That the release of £89,916 Section 106 Sport and Leisure monies plus interest accrued to the date of release to Selsey Sports Dream for the construction of a multisport pavilion/clubhouse be approved.

12 The Novium Museum (pages 46 to 49)

The Cabinet is requested to consider the agenda report and to make the resolution set out below:

- (1) That due to the limited interest received from the soft market testing, the procurement process for the management of the museum and tourist information service not be pursued further at this time.
- (2) That option 3 namely to Review the Novium Museum and TIC Business Plan to identify potential opportunities for generating additional income

and/or reducing expenditure be approved.

- (3) That the Task and Finish Group be tasked to oversee progress with the review of the business plan.

13 Late Items

- (a) Items added to the agenda papers and made available for public inspection
- (b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting

14 Exclusion of the Press and Public

The Cabinet is asked in respect of agenda item 15 (Award of a Services Concessions Contract) to make a resolution that the public including the press should be excluded from the meeting on the following ground of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraphs 1 (information relating to any individual) and 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

[**Note** If the Cabinet wishes to discuss the confidential Part II exempt appendix to agenda item 8 (Award of Contract for Business Waste and Recycling Disposal) it will need first to pass a resolution to exclude the press and the public from the meeting on the following ground of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information]

15 Award of a Services Concessions Contract (pages 50 to 64)

The Cabinet is requested to consider the agenda report and its appendix, which are Part II* exempt confidential material with a restricted circulation to Chichester District Council members and relevant officers only (printed on salmon-coloured paper), and to make the following resolution:

That the Director of Residents Services be given delegated powers to agree the terms of the proposal outlined in section 5 of the agenda report following consultation with the Cabinet Member for Community Services.

*[**Note** The ground for excluding the public and press during this item is that it is likely that there would be a disclosure to them of 'exempt information' of the description specified in Paragraphs 1 (information relating to any individual) and 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972]

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 press and public may view the report appendices which are not included with their copy of the agenda on the Council's website at [Chichester District Council - Minutes, agendas and reports](#) unless they contain exempt information.
- (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 intentions 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. [Standing Order 11.3 of Chichester District Council's *Constitution*]
- (4) A key decision means an executive decision which is likely to:
 - result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates or
 - be significant in terms of its effect on communities living or working in an area comprising one or more wards in the Council's area or
 - incur expenditure, generate income, or produce savings greater than £100,000

NON-CABINET MEMBER COUNCILLORS SPEAKING AT THE CABINET

Standing Order 22.3 Chichester District Council's *Constitution* provides that members of the Council may, with the chairman's consent, speak at a committee meeting of which they are not a member, or temporarily sit and speak at the Committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this standing order at Cabinet meetings by requesting that members should *normally* seek his consent in writing by email in advance of the meeting. They should do this by noon on the day before the meeting, outlining the substance of the matter that they wish to raise. The word normally is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where he would therefore retain his discretion to allow the contribution without notice.