

JOHN WARD
Director of Corporate Services

Contact: Graham Thrussell on 01243 534653
Email: gthrussell@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



A meeting of the **Cabinet** will be held in Committee Room 2 at East Pallant House East Pallant Chichester West Sussex on **Tuesday 8 January 2019 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

PRELIMINARY MATTERS

1 Chairman's Announcements

The chairman will:

- make any specific announcements for this meeting and
- advise of any late items for consideration under agenda item 13 (a) or (b)

Apologies for absence will be taken at this point.

2 Approval of Minutes (pages 1 to 18)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 4 December 2018, a copy of which is circulated with this agenda.

3 Declarations of Interests

Members will make any declarations of disclosable pecuniary, personal and/or prejudicial interests which they 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 **Adoption of the Chichester Local Plan Site Allocation Development Plan Document** (pages 19 to 21)

The Cabinet is requested to consider the agenda report and its three appendices in the agenda supplement and to make the following recommendation to the Council:

That the submitted Local Plan Site Allocation Development Plan Document 2014-2029, amended to include all the main modifications recommended by the planning inspector to make the Plan sound, together with other more minor modifications already agreed with the inspector, be adopted and published (including any consequential and other appropriate minor amendments) in accordance with regulation 26 of the Town and Country Planning (Local Planning) Regulations 2012.

6 **Corporate Pay Review** (pages 23 to 30)

The Cabinet is requested to consider the agenda report and its appendix and to make the following recommendations to the Council:

- (1) That the proposed New Reward Scheme (NRS) be adopted with effect from 1 April 2019.
- (2) That the budget allocation of £303,500 per annum to support the NRS, funded by the £300,000 annual budget that has previously been set aside to support the pay review, with the £3,500 shortfall added to the revenue base budget 2019-2020, be approved.
- (3) That the release of up to £360,600 from previously earmarked reserves to fund salary protection costs during the three-year period 2019-2020 to 2021-2022 be approved.

7 **Initial Project Proposals 2019-2020 and Corporate Plan** (pages 31 to 34)

The Cabinet is requested to consider the agenda report and its nine appendices in the agenda supplement (appendix 2 is in three parts) and to make the following resolutions and also recommendations to the Council:

A – RESOLUTIONS BY THE CABINET

- (1) That the new project proposals for 2019-2020 as set out in appendices 1 to 9 to the agenda report be agreed.
- (2) That it be noted that the Gigabit and the Depot resurfacing and Drainage projects will be subject to full Project Initiation Document approval.

B – RECOMMENDATIONS TO THE COUNCIL

- (1) That it be agreed that the Corporate Plan approved in January 2018 shall remain unchanged for the year 2019-2020.

- (2) That, subject to the Cabinet's agreement in the foregoing resolution (1) to approve the new project proposals for 2019-2020, the release of £246,000 from Chichester District Council's General Fund Reserve to fund the feasibility work and small projects identified in para 5.2 of the agenda report for 2019-2020 be approved and that £30,000 of this funding be released with immediate effect to allow for the Novium business plan feasibility work.

KEY DECISIONS

8 Gatwick Airport Draft Master Plan 2018 (pages 35 to 40)

The Cabinet is requested to consider the agenda report and its two appendices in the agenda supplement and to make the following resolution:

That the recommended response set out in appendix 2 to the agenda report be endorsed as Chichester District Council's response to the consultation on the draft Gatwick Airport Master Plan.

OTHER DECISIONS

9 Commissioning of West Sussex Community Advice Service (pages 41 to 44)

The Cabinet is requested to consider the agenda report and to make the following resolutions:

- (1) That, subject to continued partner funding, the continuation of the Funding Partnership to commission a Community Advice Service across West Sussex for up to three years from April 2019 with West Sussex County Council as the lead authority be agreed.
- (2) That (a) authority be delegated to the Director of Housing and Communities, following consultation with the Cabinet Member for Community Services, to agree the specification and signing of the contract and (b) the annual monitoring of performance be delegated to the Grants and Concessions Panel.

10 Land at Mill Road and Covington Road Westbourne - Community Trust Proposal (pages 45 to 51)

The Cabinet is requested to consider the agenda report and its two appendices and to make the following resolutions:

- (1) That the land to the rear of 50-56 Mill Road and the land at Covington Road Westbourne be declared surplus to requirements.
- (2) That it be noted that following the declaration in (1), the actions set out in section 5 of the agenda report are to be pursued by the officers under delegated authority.

11 **Recording of Committee Meetings** (pages 53 to 55)

The Cabinet is requested to consider the agenda report and make the following resolution:

That the ongoing audio recording and publishing of the Council, the Cabinet, the Planning Committee, the Overview and Scrutiny Committee and the Corporate Governance and Audit Committee meetings online be approved.

12 **Voluntary and Community Sector Infrastructure Support** (pages 57 to 60)

The Cabinet is requested to consider the agenda report and to make the following resolutions:

- (1) That, subject to continued partner funding, it be agreed that Chichester District Council participates in a funding partnership with West Sussex County Council, Clinical Commissioning Groups and other West Sussex district and borough councils to agree joint funding principles of West Sussex Voluntary and Community Sector Infrastructure Support services.
- (2) That (a) authority be delegated to the Director of Housing and Communities, following consultation with the Cabinet Member for Community Services, to agree a service specification and signing of a three-year funding agreement and (b) the annual monitoring of performance be delegated to the Grants and Concessions Panel.

FINAL MATTERS

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 items 15 (St James Industrial Estate) and 16 (Staffing Matters) to make a resolution that the public including the press should be excluded from the meeting on the following grounds of exemption in Part I of Schedule 12A to the Local Government Act 1972 namely (a) in the case of agenda item 15 Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) and (b) in the case of agenda item 16 Paragraph 1 (information relating to any individual) and because, in all the circumstances of the case in (a) and (b), the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

15 **St James Industrial Estate Chichester** (pages 61 to 66)

The Cabinet is requested to consider the agenda report and its two appendices in

the agenda supplement, which are confidential exempt* material with a restricted circulation to Chichester District Council members and relevant officers only (printed on salmon-coloured paper), and to make the following resolutions and the recommendation to the Council:

A – RESOLUTIONS BY THE CABINET

- (1) That the PID for the part refurbishment and part replacement of units at St James Industrial Estate be approved.
- (2) That the fact that the site is no longer reserved to accommodate relocation needs relating to the Southern Gateway project as indicated in section 4.8 of the agenda report be noted.

B – RECOMMENDATION TO THE COUNCIL

That the allocation of £5,225,000 of New Homes Bonus Reserves for this project, inclusive of temporary loss of revenue as referred to in section 8.4 of the agenda report, be approved.

*[**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 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]

16 Staffing Matters

The Cabinet is requested to consider in the second agenda supplement the agenda report and its two appendices, which are strictly confidential exempt* material with a restricted circulation to Chichester District Council members and a very limited number of officers only (printed on salmon-coloured paper), and to make the recommendations to the Council set out in section 3 of the agenda report.

*[**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 Paragraph 1 (information relating to any individual) 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 Chichester District Council (CDC) incurring expenditure which is, or the making of savings which are, significant having regard to the CDC'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 CDC'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 of 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 the chairman would therefore retain his discretion to allow the contribution without the aforesaid notice.