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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 6 June 2023 at 2.00 pm**

MEMBERS: Mr A Moss (Chairman), Mr J Brown (Vice-Chairman), Mrs T Bangert, Mr D Betts, Mr B Brisbane, Ms J Brown-Fuller, Mr M Chilton and Ms H Desai

## AGENDA

- 1 **Chair's Announcements**  
The Chair will make any specific announcements for this meeting and advise of any late items which due to special circumstances will be given urgent consideration under Late Items.
- 2 **Approval of Minutes** (Pages 1 - 14)  
The Cabinet is requested to approve as a correct record the minutes of the Cabinet meeting held on 7 March 2023 and the Special Cabinet meeting held on 20 March 2023.
- 3 **Declarations of Interests**  
Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests 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 the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. The total time allocated for public question time is 15 minutes subject to the Chair's discretion to extend that period.

### RECOMMENDATIONS TO COUNCIL

- 5 **Development Management Resources** (Pages 15 - 19)  
The Cabinet is requested to consider the report and make the following recommendations to Council:

**That Cabinet recommends to Council to approve:**

1. **The release of £21,000 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies, and**
2. **The release of £276,650 from reserves to cover the cost of engaging specialist professional services to support the local**

## planning authority in defending six planning appeals.

### KEY DECISIONS

- 6 **Car Parks Maintenance Contract** (Pages 21 - 25)  
The Cabinet is requested to consider the report and its exempt appendix and make the following resolutions:
1. **That Cabinet approves a 3-year contract with contractor B, in appendix one, to undertake maintenance works within CDC's car parks.**
  2. **That Cabinet approves delegated authority to the Divisional Manager of Place to agree an option to extend the contract for a further 2 years subject to performance.**
- 7 **Contract for repairs and maintenance works for domestic properties** (Pages 27 - 31)  
The Cabinet is requested to consider the report and its exempt appendix and make the following resolutions:
1. **That Cabinet approves a 3-year contract with Contractor B (with an option to extend for up to a further 2 years) at a value over 5 years of £457,500, and budget growth of £6k per annum.**
  2. **That Cabinet delegates authority to the Divisional Manager for Housing, Revenues and Benefits to extend the contract up to a further 2 years subject to satisfactory performance.**

### OTHER DECISIONS

- 8 **Membership, Role and Terms of Reference for Panels**  
*Report and appendices to follow.*
- 9 **Urgent Decision Notice - Free Parking in Midhurst** (Page 33)  
The Cabinet is requested to note the Urgent Decision Notice relating to free parking in Midhurst.
- 10 **Urgent Decision Notice - S106 Grant to Birdham Scouts** (Page 35)  
The Cabinet is requested to note the Urgent Decision Notice relating to a S106 Grant to Birdham Scouts.
- 11 **Late Items**
- a) Items added to the agenda papers and made available for public inspection
  - b) Items which the Chair has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting
- 12 **Exclusion of the Press and Public**  
The Cabinet is asked to consider in respect of Appendix 1 to Agenda Item 6, Appendix 1 to Agenda Item 7 and Agenda Item 11 whether 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 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.

[**Note** The report and its appendices within this part of the agenda are attached for members of the Council and relevant only (printed on salmon paper)]

- 13 **Allocation of Commuted Sums to Deliver Affordable Housing** (Pages 37 - 40)  
The Cabinet is requested to consider the report and make the recommendations to Council as set out in sections 2.1 and 2.2 of the report.

## 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 Covid-19 Risk Assessments members of the public are advised of the following;

- Where a member of the public has registered a question they will be invited to attend the meeting and will be issued a seat in the public gallery.
- You are advised not to attend any face to face meeting if you have symptoms of Covid.

4) 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]

5) 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 the Chairman's consent in writing by email in advance of the meeting. They should do this by noon on the Friday before the Cabinet 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 their discretion to allow the contribution without the aforesaid notice.