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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 6 February 2024 at 9.30 am**

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 - 12)
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 9 January 2024.
- 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 **Draft Capital Strategy 2024-25 to 2028-29** (Pages 13 - 39)
The Cabinet is requested to consider the report and its appendix and make the following recommendation to Council:
That the Cabinet considers the Council's draft Capital Strategy for 2024-25 To 2028-29 and recommends it to Council for approval.
- 6 **Budget Spending Plans 2024-25** (Pages 41 - 114)
The Cabinet is requested to consider the report and its appendices and make the following recommendations to Council:

That the Cabinet recommends to the Council:

- (a) That a net budget requirement of £17,469,500 for 2024-25 be approved.
- (b) That Council Tax be increased by £5.41 from £181.07 to £186.48 for a Band D equivalent in 2024-25.
- (c) That the New Homes Bonus (NHB) be treated as general revenue funding as set out in para 4.6 and 4.7.
- (d) Should the final settlement differ from the draft settlement, an equivalent sum be either transferred to or from reserves.
- (e) The capital programme, including the asset renewal programme (appendices 1c and 1d of the agenda report) be approved.
- (f) The capital prudential indicators and the Minimum Revenue Provision (MRP) Policy (appendix 4 of the agenda report) be approved.
- (g) That £1.11m is transferred from the General Fund Reserve to the Investment Risk Reserve to reduce the risk for the movements in fair value statutory override ending on 31 March 2025.
- (h) That delegated authority be given to the Director of Growth and Place to spend the £150k allocated from the West Sussex Business Rate Pool for economic development purposes, following consultation with the Cabinet member for Economic Development and Place.

- 7 **Draft Treasury Management and Investment Strategy** (Pages 115 - 169)
The Cabinet is requested to consider the report and its appendices and make the following recommendation to Council:

That the Cabinet considers the Treasury Management Policy Statement, the Treasury Management Strategy Statement, the Investment Strategy, and relevant Indicators for 2024-25; and recommend them to Council for approval.

- 8 **Council Tax Second Home Premium** (Pages 171 - 174)
The Cabinet is requested to consider the report and make the following recommendations to Council:

That Cabinet recommends to the Council:

1. For 2025-2026 a premium of 100% be charged on all eligible residential properties that are not occupied as a main residence and are substantially furnished.
2. Subject to the outcome of the Government's consultation concerning the exceptions to the premium, the criteria for the second home premium policy, be delegated to the Director of Housing and

Communities in consultation with the Cabinet member for Housing, Revenues and Benefits.

9 CCS Street Cleaning and Grounds Maintenance Vehicle Replacement Programme (Pages 175 - 178)

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

- 1. Cabinet agrees the approach of replacing Chichester Contract Services Streets Cleansing and Parks teams vehicles as detailed in section 5 of this report.**
- 2. Cabinet recommends to Council to release £531,500 from the fleet asset replacement programme to procure the vehicles and charging points detailed in section 5 of this report.**
- 3. Subject to Council approving the budget, Cabinet delegates the authority to procure and award contracts in accordance with section 5 to the Director of Corporate Services following consultation with the Cabinet Member for Finance, Corporate Services and Chichester Contract Services.**

10 Implementation of Weekly Food Waste Collections for Households (Pages 179 - 203)

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

- 1. Approval of the Project Initiation Document for the implementation of weekly food waste collections for households.**
- 2. The project governance arrangements, including the establishment of a Project Board and associated Terms of Reference as outlined in the PID, to provide strategic direction and project oversight.**
- 3. That £1,355,683 be released from council General Fund reserves to fund the estimated shortfall in funding of Capital and transition costs.**
- 4. The procurement process to acquire the necessary vehicles, ancillary equipment, and containers in order to deliver the new service is commenced.**
- 5. That delegated authority be given to the Director of Corporate Services, in consultation with the Cabinet Member for Finance, Corporate Services and Chichester Contract Services, to conclude the procurement process, award contracts, and approve capital and transition cost expenditure of up to £2,598,700 in order to expedite the service design and procurement project stages.**

11 Making the Southbourne Modified Neighbourhood Development Plan (Pages 205 - 207)

The Cabinet is requested to consider the report and make the following recommendation to Council:

That Cabinet recommends to Council that subject to a successful referendum result to:

Make the Southbourne Modified Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

KEY DECISIONS

- 12 **Award of Coastal Maintenance Contract 2024-2029** (Pages 209 - 213)
The Cabinet is requested to consider the report and its exempt Part II appendix and make the following resolution:

That the contract for the maintenance and enhancement of coast protection assets for the period 1 April 2024 to 31 March 2029 is awarded to Contractor C.

OTHER DECISIONS

- 13 **Wisborough Green Public Conveniences** (Pages 215 - 223)
The Cabinet is requested to consider the report and its appendices (including one exempt Part II appendix) and make the following resolution:

Cabinet approves the transfer of ownership of Wisborough Green Public Conveniences to Wisborough Green Parish Council and authorises the Director of Growth and Place in consultation with the Cabinet Member for Economic Development and Place to proceed with the disposal of the property.

- 14 **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

- 15 **Exclusion of the Press and Public**
The Cabinet is asked to consider in respect of appendices to agenda items 12 and 13 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)]

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.