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A meeting of the **Cabinet** will be held in Committee Room 2 at East Pallant House Chichester on **Tuesday 5 December 2017 at 09:30**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs P Hardwick, 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 14 (a) or (b).

Apologies for absence will be taken at this point.

2 **Approval of Minutes**

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 7 November 2017, a copy of which will be circulated subsequently in an agenda supplement.

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 **Chichester Growth Deal 2017-2023** (pages 1 to 15)

The Cabinet is requested to consider the agenda report and its two appendices and to make the proposed recommendation to the Council and also the proposed resolution by the Cabinet set out below:

PROPOSED RECOMMENDATION BY THE CABINET TO THE COUNCIL

That the Cabinet recommends to the Council:

- (1) To approve the Growth Deal between West Sussex County Council and Chichester District Council as set out in appendix 1 to the agenda report.
- (2) To approve the appointment of the Leader of the Council and one additional member to be recommended by the Cabinet to represent Chichester District Council on the Growth Board.
- (3) To dissolve the Infrastructure Joint Member Liaison Group and subsume its role into the Growth Board.
- (4) To approve the terms of reference of the Growth Board contained in appendix 2 to the agenda report subject to comments from West Sussex County Council

PROPOSED RESOLUTION BY THE CABINET

That the Cabinet grants delegated authority to the Head of Commercial Services to agree minor amendments to the final Growth Deal document, following consultation with the Leader of the Council.

6 **Financial Strategy and Plan 2018-2019** (pages 16 to 32)

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

PROPOSED RECOMMENDATION BY THE CABINET TO THE COUNCIL

That the Cabinet recommends to the Council:

- (1) The key financial principles and actions of the five-year financial strategy set out in appendix 1 to the agenda report.
- (2) That the current five-year Financial Model in appendix 2 to the agenda report be noted.
- (3) That a minimum level of general fund reserves be set, having considered the recommendations from the Corporate Governance and Audit Committee.
- (4) That Chichester District Council participates in the West Sussex 100% Business Rates Pilot for 2018-2019 if the bid is accepted by the Department

of Communities and Local Government or continues to participate in a West Sussex Business Rates pool for 2018-2019 if the pilot bid is unsuccessful.

- (5) That the current resources position as set out in appendix 3 to the agenda report be noted.

7 New Homes Bonus (Parish Allocations) Policy (pages 33 to 40)

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

PROPOSED RECOMMENDATION TO THE COUNCIL

That the New Homes Bonus (Parish Allocations) Policy and the delegations therein be approved.

KEY DECISIONS

8 Chichester Vision - Approval of Action Plan and Delivery Governance Arrangements (pages 41 to 51)

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

- (1) That the Delivery Action Plan for the Chichester City Centre Vision as set out in appendix 1 to the agenda report be approved.
- (2) That the continuation of the Chichester Vision Steering Group in overseeing the implementation of the Delivery Action Plan be approved.

9 Determination of the Council Tax Base for 2018-2019 (pages 52 to 62)

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

- (1) That the council tax discounts to apply for the 2018-2019 financial year are:-
 - (a) Nil discount for second homes (to include those with planning restrictions – (Prescribed classes A & B))
 - (b) Nil discount for vacant, unoccupied and substantially unfurnished properties to include those properties which would previously have qualified for Class C exemption (Prescribed class C)
 - (c) Nil discount for unoccupied properties which would previously have qualified for Class A exemption (properties in need of or undergoing major repair - (Prescribed Class D))
- (2) That an Empty Home Premium of 50% be charged for the 2018-2019 financial year.
- (3) That no additional locally defined classes of discount should be determined

for the 2018-2019 financial year

(4) In order to comply with section 35 of the Local Government Finance Act 1992, that the following resolutions are made:

- (i) No item of expenditure shall be treated as “special expenses” for the purposes of section 35 of the Local Government Finance Act 1992;
- (ii) This resolution shall remain in force for the 2018-2019 financial year;
- (iii) The calculation of the Council’s taxbase for the year 2018-2019 is approved;
- (iv) The amounts calculated by the Council as its council taxbase for the year 2018-2019 for its area and each part of its area shall be those set out in appendices 1 and 2 to this report;
- (v) In order to offset some or all of the costs of Council Tax Reduction to local precepting authorities (Parish Councils), a grant is distributed as outlined in appendix 3 and described in paragraphs 6.4 of the agenda report.

10 Parking Payment Machines (pages 63 to 65)

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

That it be approved that the existing asset replacement budget allocation of £97,000 be brought forward from 2021-2022 to be used in 2017-2018 for the replacement of parking payment machines in the rural car parks, to enable coin, card and contactless payment.

OTHER DECISIONS

11 Appointments to Outside Organisations - West Sussex Joint Leaders Group (page 66)

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

That with effect from 1 January 2018 Tony Dignum be reappointed as Chichester District Council’s representative on the West Sussex Joint Leaders Group.

12 Review of the Rural Settlement List (pages 67 to 74)

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

That the amended Rural Settlement List be approved for publication as set out in the appendix to the agenda report.

13 **Treasury Management 2017-2018 Half-Yearly Update Report** (pages 75 to 82)

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

That the Treasury Management activity and performance for 2017-2018 to date together with any comments made by Corporate Governance and Audit Committee be noted.

14 **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

15 **Exclusion of the Press and Public**

There are no restricted items for consideration at this meeting.

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.