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A meeting of **Cabinet** will be held in Committee Room 2, East Pallant House on **Tuesday 5 September 2017 at 9.30 am**

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 due to special circumstances will be given urgent consideration under agenda item 13(b).

Apologies for absence will be taken at this point.

### 2 **Approval of Minutes** (Pages 1 - 21)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 11 July 2017.

### 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 and with reference with 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 noon 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 COUNCIL

### 5 **Approval for Consultation of the Draft Infrastructure Business Plan 2018-2023 with the City, Town and Parish Councils and Key Infrastructure Delivery Commissioners** (Pages 22 - 55)

The Cabinet is requested to consider the agenda report and to make the following recommendation to the Council meeting on Tuesday 19 September 2017 namely that:

The draft Infrastructure Business Plan 2018-23 (Appendix 1) be approved for consultation with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners for a period of six weeks from 2 October to 13 November 2017, subject to amendments recommended by the Development Plan and Infrastructure Panel as set out in the report.

## KEY DECISIONS

### 6 **Development Management Service Delivery** (Pages 56 - 64)

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

Additions and adjustments to the team structure for the Development Management service be agreed as follows:

- 1) One new Development Manager (Applications Team) post at a cost of £65,257.00 per annum initially to be funded from reserves and subsequently from the government's planned increase in planning application fees.
- 2) One new Planning Officer post wef. 1 April 2018 at a cost of £38,327.00 per annum and subject to the introduction of the government's planned increase in planning fees and the council's annual budget process.
- 3) One Planning Assistant/Apprentice post wef. 1 April 2018 at an additional cost of £14,991.00 per annum and subject to the introduction of the government's planned increase in planning application fees and the council's annual budget process.

## OTHER DECISIONS

### 7 **Corporate Debt Recovery Policy and Write-Off Policy** (Pages 65 - 68)

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

The updated Corporate Debt Recovery Policy and new Write-off Policy be approved.

### 8 **Disabled Facilities Grant Project - Phase 3 Integration of Service Delivery** (Pages 69 - 74)

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

- 1) The Project Initiation Document (PID) at Appendix 3 for Phase 3 of the Disabled Facilities Grants project be approved.
- 2) The more flexible and innovative use of Disabled Facilities Grants as detailed in paragraphs 6.2 and 6.3 of the report be approved for the period of Phase 3 of this project and the Head of Housing and Environmental Services, following consultation with the Cabinet member for Housing Services, be authorised to establish and test interim policy and governance arrangements associated with the project.

- 3) The reason for the exception to tender, as detailed in Appendix 4 and as required by the Council's Contract Standing Orders be noted.

**9 Gigabit West Sussex for Districts and Boroughs (Pages 75 - 79)**

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

- 1) Chichester District Council commits in principle to the sites listed in paragraph 6.1 to a 20 year lease of new dark fibre infrastructure as part of a contract between West Sussex County Council and the selected supplier, subject to central government gap funding, lease terms and on a cost neutral basis.
- 2) The Head of Commercial Services be delegated consideration of which option to accept in relation to the CCTV contract award on the basis that whatever option is selected will also be cost neutral.
- 3) The Council informs the Gigabit West Sussex project team of sites, including parish councils, outside the Capita WAN which could be included in the procurement.

**10 Highway Cleansing (Pages 80 - 84)**

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

- 1) An additional allocation of £30,000 wef. 2018-19 be approved, subject to the annual budget process, to support a new cleaning methodology for the A27 and other high risk A&B roads as set out in paragraphs 5.1 – 5.5 of the report.
- 2) A spend of £45,000 from savings in the vehicle replacement programme be approved to purchase a dedicated and compliant traffic management vehicle.

**11 Litter and Fly Tip Action Plan 2017-2019 (Pages 85 - 88)**

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

- 1) The Litter and Fly Tip Action Plan 2017-2019 attached as Appendix 1 to this report be approved and authority to make minor amendments to the Action Plan be delegated to the CCS Service Manager following consultation with the Cabinet Member for Contract Services.
- 2) The intention of the Chief Executive to report to full Council her use of her s.10 (2) constitutional delegation to discharge certain litter enforcement functions to the East Hampshire District Council under powers granted to the authority under s.101 of the Local Government Act 1997 be noted.
- 3) Expenditure of £60,000 be approved, funded from reserves, to enable the appointment of one fte Project Officer for two years to undertake communication initiatives and support enforcement work relating to fly tipping.

- 4) Expenditure of £26,000 be approved, funded from reserves, to provide resources to support publicity campaigns (£6,000) and the refurbishment and re-signing of a proportion of litter and dog bins (£20,000).

12 **Review of Character Appraisal and Management Proposals for Selsey Conservation Areas and Implementation of Associated Recommendations including Designation of a New Conservation Area in East Selsey to be Called Old Selsey (Pages 89 - 96)**

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

- 1) The revised Character Appraisal and Management Proposals for Selsey Conservation Area, attached at Appendix 1 to this report, be approved as a material consideration in planning decisions.
- 2) The recommended changes to the Selsey conservation area, as shown on the maps at Appendix 2 to this report, be approved.
- 3) A new conservation area "Old Selsey" be designated to cover parts of East Street and Albion Road, as shown on the map at Appendix 3 to this report.
- 4) The Character Appraisal and Management Proposals for Old Selsey Conservation Area, attached at Appendix 4 to this report, be approved as a material consideration in planning decisions.
- 5) The proposed responses to representations, attached at Appendix 5 to this report, be approved.
- 6) The implementation of an "immediate" Article 4 Direction to cover minor alterations to the principal elevations of dwellings within the Selsey conservation area, as amended, and the new Old Selsey conservation area, as set out in Appendix 6 to this report, be approved.
- 7) The implementation of a "non-immediate" Article 4 Direction to cover installation of solar panels on the principal elevations of buildings within the Selsey conservation area, as amended, and the new Old Selsey conservation area, as recommended in Section 7 in the report, be approved.
- 8) Decisions to confirm and/or implement, or otherwise, the Directions, referred to in paragraphs recommendations 6 and 7 above, be taken by the Head of Planning Services in consultation with the Cabinet Member for Planning Services and the ward members for each of the conservation areas concerned within six months of the Directions being made.

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 to consider in respect of agenda item 15 (Framework

Agreement – Agency Staff 2018-2020, Chichester Contract Services) and item 16 (Chichester Football Club, Oaklands Way, Chichester) 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)]

**15 Framework Agreement - Agency Staff 2018-2020 Chichester Contract Services** (Pages 97 - 99)

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

A two-year framework agreement (with the option of a further two year extension period) be approved for the supply of temporary staff to Chichester Contract Services, commencing 1 January 2018.

**16 Chichester Football Club, Oaklands Park, Chichester** (Pages 100 - 103)

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

- 1) Officers be authorised to take the action detailed in paragraph 5.1 of the report.
- 2) Officers be authorised to determine, under existing delegation, whether any further action should be taken as detailed in paragraph 5.2 of the report following consultation with the Cabinet member.

## 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).
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 Cabinet

Standing Order 22.3 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.