



Minutes of the meeting of the **Cabinet** held in Committee Room 2 at East Pallant House East Pallant Chichester West Sussex on Tuesday 5 September 2017 at 09:30

**Members Present** 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

**Members Absent**

**Officers Present** Mrs H Belenger (Accountancy Services Manager), Mr S Carvell (Executive Director), Mrs J Dodsworth (Head of Business Improvement Services), Mr A Frost (Head of Planning Services), Ifould (Cleansing Manager), Mrs V McKay (Valuation and Estates Manager), Mr P E Over (Executive Director), Mrs L Rudziak (Head of Housing and Environment Services), Mrs D Shepherd (Chief Executive), Mr G Thrussell (Senior Member Services Officer), Mr J Ward (Head of Finance and Governance Services) and Mr T Whitty (Development Management Service Manager)

### 398 **Chairman's Announcements**

Mr Dignum welcomed the members of the public, the press representative and Chichester District Council (CDC) members and officers who were present for this meeting.

Mr Dignum referred to the very recent death on Friday 1 September 2017 of Charles Gordon-Lennox, the tenth Duke of Richmond at the age of 87 after a short illness. The Chairman of CDC, Mrs E A B Hamilton, had sent a letter of condolence to the family. Mr Dignum remarked that the deceased was a very able and interesting man who had helped to revive the fortunes of Goodwood Estate, two of the great successes of which were Glorious Goodwood and the Festival of Speed. He said that the Duke would be very sadly missed.

There were no apologies for absence and all members of the Cabinet were present.

There were no late items for consideration at this meeting.

[**Note** Hereinafter in these minutes CDC denotes Chichester District Council]

399 **Approval of Minutes**

The Cabinet received the minutes of its meeting on Tuesday 11 July 2017, which had been circulated with the agenda (copy attached to the official minutes).

There were no proposed changes to the minutes.

*Decision*

The Cabinet voted unanimously on a show of hands to approve the minutes without making any amendments.

**RESOLVED**

That the minutes of the Cabinet's meeting on Tuesday 11 July 2017 be approved without amendment.

Mr Dignum then duly signed and dated the final (twenty-first) page of the official version of the aforesaid minutes as a correct record.

400 **Declarations of Interests**

The following declaration of a personal interest was made by a CDC member who was present as an observer in respect of the stated agenda item:

*Agenda Item 12: Review of Character Appraisal and Management Proposals for Selsey Conservations Areas and Implementation of Associated Recommendations including Designation of a New Conservation Area in East Selsey to be Called Old Selsey*

- Mrs L C Purnell as a member of Selsey Town Council

401 **Public Question Time**

No questions by members of the public had been submitted for this meeting.

[**Note** For technical reasons no audio recording on Chichester District Council's web-site is available for this meeting]

402 **Approval for Consultation of the Draft Infrastructure Business Plan 2018-2023 with the City, Town and Parish Councils and Key Infrastructure Delivery Commissioners**

The Cabinet received and considered the agenda report and its two appendices (copies attached to the official minutes).

The report was presented by Mrs Taylor.

Mr Allgrove, Mrs Dower and Mr Frost were in attendance for this item.

The officers did not add to Mrs Taylor's introduction.

Mrs Taylor, Mr Frost and Mrs Dower responded to a question about table 11 on page 51 (projects selected for CIL funding from the long list). The sum stated for 2018 was certain; the sums stated for future years were subject to confirmation.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the recommendation set out below.

### **RECOMMENDATION TO THE COUNCIL**

That the consultation on the draft Infrastructure Business Plan 2018-23 (in appendix 1 to the agenda report) with the city, town and parish councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners be approved for a period of six weeks from 2 October to 13 November 2017 subject to the amendments (as set out in the agenda report) recommended by the Development Plan and Infrastructure Panel.

## **403 Development Management Service Delivery**

The Cabinet received and considered the agenda report and its two appendices (copies attached to the official minutes).

The report was presented by Mrs Taylor.

Mr Frost and Mr Whitty were in attendance for this item.

Following Mrs Taylor's introduction Mr Whitty said that it was hoped that the 20% increase in planning fees which had been in abeyance since the general election earlier in the year would be implemented in due course.

The Cabinet expressed support for these proposals with regard to what was one of CDC's key services.

Mr Frost and Mr Whitty answered questions with regard to staff recruitment, the availability of historic building advice and the restructuring of CDC's Conservation and Design service, and the implications for funding the new posts if the proposed increase in planning fees was not implemented (section 8 of the agenda report).

Mr Dignum pointed out that (a) the increase in planning fees could be deployed only in respect of the Development Management service and (b) all the quoted salary costs in para 3.1 of the agenda report included on-costs.

The Cabinet noted that the word 'and' in the second line of each of paras 3.2 and 3.3 of the agenda report (the second and third recommendations) should be deleted as being superfluous.

## *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

### **RESOLVED**

That the following additions and adjustments to the team structure for the Development Management service be approved comprising:

- (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 with effect from 1 April 2018 at a cost of £38,327.00 per annum subject to the introduction of the government's planned increase in planning fees and Chichester District Council's annual budget process.
- (3) One Planning Assistant/Apprentice post with effect from 1 April 2018 at an additional cost of £14,991.00 per annum subject to the introduction of the government's planned increase in planning application fees and Chichester District Council's annual budget process.

#### **404 Corporate Debt Recovery Policy and Write-Off Policy**

The Cabinet received and considered the agenda report and its two appendices in the agenda supplement (copies attached to the official minutes).

The report was presented by Mrs Hardwick.

Mrs Belenger was in attendance for this item.

Mrs Hardwick referred to the origins of the policy in the 2014 legislation dealing with corporate debt recovery and how the policy had first been approved in 2014 with an aim to make CDC's recovery work consistent and co-ordinated. The report proposed a refresh of that policy in order to bring it up to date (car park debt was not included). There was also a new write-off policy aimed at clarifying CDC's approach in that regard.

At Mrs Hardwick's invitation Mrs Belenger explained there was an error in para 3.5 of the report in relation to the figures shown for the debts written off in 2016-17 and 2015-16. She said the figure of £686,944 ' in the second line should read ' £570,207 (2016-17) and £753,443 for 2015-16 should read £623,896. With changes to the figures in the table relating to business rates including costs should be £903,000 and council tax including costs should be £2,152,000, as the figures originally reported only showed the provisions held for the council, and should have included the amounts held on behalf of the other major preceptors (West Sussex County Council, Police and Fire Authority), the total sum held was in fact '£5,551m'. She drew attention to the scheme of delegation in the new write off policy in appendix 2 (page 12 of the agenda supplement).

Mrs Belenger and Mr Ward responded to questions by Mr Dignum about the policy for adding to a provision and the justification for the size of the provisions.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolution set out below.

### **RESOLVED**

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

## **405 Disabled Facilities Grant Project - Phase 3 Integration of Service Delivery**

The Cabinet received and considered the agenda report and its four appendices in the agenda supplement (copies attached to the official minutes).

The report was presented by Mrs Kilby.

Mrs Rudziak was in attendance for this item.

Mrs Kilby said that disabled facilities grants (DFGs) were an important way in which CDC could help disabled people to live in their own homes safely, by providing funding for adaptations such as stair lifts, level access showers and ramps. CDC's DFG officers worked closely with occupational therapists to understand client needs and which options would provide the best outcomes for them. In recent years the funding of DFGs had changed and upper-tier authorities such as West Sussex County Council (WSCC) now held the funds within the Better Care Fund (BCF). CDC had been underspending its allocated budget, whereas other authorities in the county had been overspending. There was also a variation across the county in how funds were allocated and in the timescales for delivery of DFGs. Accordingly a county-wide project was initiated in 2016 with the aim of helping people to live independently in their homes for longer. Phases 1 and 2 of the project had identified that there were potential gains to be had by joining up the DFG process across West Sussex and also in being more flexible and innovative in approach. This was supported by all the district and borough councils and WSCC, and was in line with current government thinking about how the BCF could best be used to deliver efficient and innovative solutions to disabled people in the communities. The report recommended that the DFG project continued to phase 3, to redesign the DFG service to deliver better outcomes for disabled people and more efficient and effective use of funds. It also requested delegated authority for Mrs Kilby and the Head of Housing and Environment Services to agree a more flexible DFG policy to allow discretionary grants during this phase of the project, to enable the project team to innovate and test various options until a county-wide policy was agreed which would be brought back to the Cabinet in due course.

Mrs Rudziak did not add to Mrs Kilby's introduction.

Mr Dignum highlighted para 4.9 of the agenda report as being the key one. He said that the customers overall would receive a much better experience. This was a good

news story from every perspective and it would be the subject of a CDC press release.

Mrs Rudziak replied to a question by Mrs Lintill about the need for CDC's policy to cohere with the county-wide policy being developed and she confirmed that the objective was to have a single policy for the whole of West Sussex but which would adopt flexible and innovative approach and avoid any risk of a postcode lottery.

Mr Ward answered a question by Mrs Hardwick about the exception to tender form in appendix 4 (pages 45 and 46 in the agenda supplement) and who were the correct signatories in view of para 6.1 in section 4.9 of Part 4 of the CDC *Constitution* (exception for the necessity of obtaining tenders) which required the approval of himself and the Monitoring Officer. The form signed by himself and Mrs Shepherd (appendix 4) was slightly out of date and would be amended but the requisite approval had been given in accordance with the *Constitution*.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

### **RESOLVED**

- (1) That the Project Initiation Document (PID) in appendix 3 to the agenda report for Phase 3 of the Disabled Facilities Grants project be approved.
- (2) That the more flexible and innovative use of Disabled Facilities Grants as detailed in paras 6.2 and 6.3 of the agenda report for the period of Phase 3 of this project be approved and that 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) That the reason be noted for the exception to tender as detailed in appendix 4 to the agenda report and as required by Chichester District Council's contract standing orders.

## **406 Gigabit West Sussex for Districts and Boroughs**

The Cabinet received and considered the agenda report and its appendix (copies attached to the official minutes).

The report was presented by Mr Wilding.

Mrs Dodsworth was in attendance for this item.

At the end of his introduction Mr Wilding summarised a number of questions he had received from members about the Gigabit project and the answers he had given them. These related to whether any of the parishes would benefit (unlikely in the case of rural parishes), what would happen if CDC relocated from East Pallant House, the exit strategy from a 20-year scheme, the adequacy of continuing with the

existing WAN contract with West Sussex County Council (WSCC) (Mrs Shepherd said that WSCC would oversee the migration of WAN into the new Gigabit contract) and whether the CCTV system might migrate to the Gigabit technology (Mr Over advised that this was a matter for Sussex Police which managed CCTV).

Mrs Dodsworth and Mr Dignum explained that when the project was put out to tender, suppliers would be expected to stipulate a route which would take into account the needs of the business community in Chichester city and the business parks and the aim was to encourage as many businesses as possible to join and maximise the economic opportunity presented by the project and for the infrastructure to be installed as close as possible to the Gigabit dark fibre route.

Mrs Dodsworth, Mrs Shepherd and Mr Dignum responded to Cabinet members' questions and among the points made were that (a) the government had a priority four-year programme to roll out the internet and that in due course rural parishes and towns such as Selsey could expect to benefit from this scheme; (b) the project would not be costing CDC any significant sums of money; (c) the use of existing dark fibre spare capacity (footnote on page 75 of the agenda) rather than laying a new ultra-fast framework was sensibly making use of an otherwise wasted resource and was a starting point for the widespread provision of quality internet access for all.

The Cabinet noted that in the second line of para 2.1 of the agenda report, 'paragraph 6.1' should in fact read 'paragraph 3.1'.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

### **RESOLVED**

- (1) That it be approved that Chichester District Council commits in principle to the sites listed in para 3.1 of the agenda report 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) That 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 be delegated to the Head of Commercial Services.
- (3) That Chichester District Council do inform the Gigabit West Sussex project team of sites, including parish councils, outside the Capita WAN which could be included in the procurement.

## **407 Highway Cleansing**

The Cabinet received and considered the agenda report (copy attached to the official minutes).

The report was presented by Mr Barrow.

Mrs Huggett was in attendance for this item.

Mr Barrow explained that CDC had responsibility for litter clearance on roads and highways including the A27 and that in the past a contractor had been used on the A27 to litter pick six times a year, while CDC's own team sometimes worked alongside the contractor to clean other main and minor roads. New regulations required CDC to consider the use of appropriate traffic management ie lights and cones when cleaning major roads. In response to the WISH guidance (para 3.4 of the agenda report), CCS staff had been trained to deploy traffic management on A and B roads, but not the A27. Signs had been purchased and road/site specific risk assessments were being produced. In order to comply with traffic management legislation a dedicated vehicle with illuminated directional arrows was required. This would enable the newly formed CCS team to install its own traffic management solutions on most A and B roads. However, in some cases the only way to clean safely would necessitate lane closures or diversions to meet the safety regulations. CDC's team was not qualified to work on the A27 and so in 2017 a specialised contractor had been engaged to work 20 night shifts to clean the A27 at a cost of £60,000. This was the entire year's budget spent on just one deep clean. An additional £30,000 was required to cover reactive cleans on the A27 or for specialist contractor input on a handful of particularly dangerous A and B roads. The CCS in-house team was equipped to deal with most of the remaining A and B roads in Chichester District but a dedicated traffic management vehicle was required for this at a cost of £45,000, which could be funded from savings in the approved vehicle replacement programme.

Mrs Huggett did not add to the presentation by Mr Barrow.

In reply to questions respectively from Mr L Macey (Chichester South ward member) who was observing the meeting and Mrs Taylor, Mr Barrow said that (a) CDC was seeking to improve co-operation with West Sussex County Council and Highways England as to the timing of clearance -operations to coincide with other highway works and (b) the legal action mentioned in para 7.4 of the agenda report could include fines.

The Cabinet noted that in the second line of para 2.1 of the agenda report the first word 'and' should be deleted.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

### **RESOLVED**

- (1) That an additional allocation of £30,000 be approved with effect from 2018-2019 subject to the annual budget process to support a new cleaning methodology for the A27 and other high risk A and B roads as set out in paras 5.1 to 5.5 of the agenda report.



- (2) That a spend of £45,000 be approved from savings in the vehicle replacement programme to purchase a dedicated and compliant traffic management vehicle.

#### 408 **Litter and Fly Tip Action Plan 2017-2019**

The Cabinet received and considered the agenda report and its two appendices in the agenda supplement (copies attached to the official minutes).

The report was presented by Mr Barrow.

Mrs Stevens and Mrs Huggett were in attendance for this item.

Mr Barrow explained that litter, fly tipping and dog fouling were the scourge of the beautiful Chichester District and he believed residents expected CDC to do something about it. Under the *Environmental Protection Act 1990* CDC was a principal litter authority and had a duty to keep relevant land in the open air to which the public had access clear of litter and debris. In April 2017 the government produced a Litter Strategy for England, which encouraged action from local authorities and other organisations to improve the environment. CDC already spent so much dealing with cleaning the streets (annual budget £1,030,000); highway litter picking (complex and costly due to traffic management requirements); the huge increase in the number of fly tips in Chichester District (988 in 2016-2017 compared with 618 in 2015-2016) at a removal cost of £74,300 (including £21,000 for hazardous waste fly tips).

He had been working with a member/officer group to produce a robust action plan to deal with the problem, which consisted of four main parts: (1) a comprehensive PR campaign to prick the public conscience and improve the public's awareness and encourage behavioural change by the minority who caused these problems; (2) enforcement: CDC was proposing to (a) join in an enforcement campaign with East Hampshire District Council to put enforcement officers on the streets, towns, parks and beaches, equipped with body-worn cameras and authorised to issue culprits with fixed penalty notices: £80 for litter and £100 for dog fouling (reduced if paid within 14 days) - other neighbouring authorities were already part of the trial with considerable success and participation would be at no cost to CDC and (b) work with West Sussex County Council on a CCTV trial aimed at fly-tippers; (3) working with the community (and collaborating with other stakeholders), encouraging and supporting community efforts, providing guidance, equipment, PR support and recognising significant achievements; and (4) review CDC's infrastructure: many of its 700 plus litter bins and 400 dog waste bins needed replacing with updated signage.

In addition to the four recommendations in the agenda report, he proposed a fifth recommendation namely that the resources available for this project be reviewed as part of the forthcoming budget process. This proposal was seconded by Mr Connor.

Mrs Stevens did not add to the presentation by Mr Barrow. Mrs Huggett pointed out that the National Litter Strategy had commenced an innovation fund to which CDC's project team could submit a bid if it was unsuccessful in receiving current funding.

The Cabinet commended the proposed action plan.

Mr Barrow, Mrs Stevens and Mr Huggett responded to questions from the Cabinet and Mr R E Plowman (Chichester West ward member) who was present as an observer about who were ordinarily responsible for fly-tipping (jobbing builders and householders but with some the result of organised crime); dealing with the dumping of domestic waste from holiday lets; the imperative need to retain Westhampnett household amenity site's current opening hours; enforcement where the culprits were children (principally by taking their contact details and speaking with their parents and school buster education campaign); the adequacy of the number of enforcement patrol officers being proposed (this would be monitored during the trial period).

The Cabinet supported the inclusion of a fifth recommendation.

### *Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

### **RESOLVED**

- (1) That the Litter and Fly Tip Action Plan 2017-2019 appended to the agenda report be approved and that 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) That the intention of the Chief Executive be noted to report to the Council meeting her use of the power to discharge functions set out in para 10.02 (a) in Part 2 of Chichester District Council's Constitution namely to delegate the discharge of certain litter enforcement functions to the East Hampshire District Council under powers granted to Chichester District Council under section 101 of *the Local Government Act 1997*.
- (3) That £60,000 funded from reserves be approved to enable the appointment of one full-time equivalent Project Officer for two years to undertake communication initiatives and support enforcement work relating to fly-tipping.
- (4) That expenditure of £26,000 funded from reserves be approved 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).
- (5) That the resources available for this project be reviewed as part of the forthcoming budget process.

409 **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**

The Cabinet received and considered the agenda report and its two appendices in the agenda supplement (copies attached to the official minutes).

The report was presented by Mrs Taylor.

Mr Allgrove and Mr Frost were in attendance for this item.

After Mrs Taylor's introduction Mr Allgrove pointed out the need for certain amendments: (a) the references to 'the library' should be deleted from the entries on page 62 in appendix 5 in the agenda supplement but added to the entries on page 63 and (b) clarifications were required in the documents to show which areas were within the conservation area and to ensure the correct titles were used. Accordingly officers advised that a ninth recommendation should be added to section 3 of the report to give delegated authority to the Head of Planning Services following consultation with the Cabinet Member for Planning Services to make minor amendments to the documents prior to publication.

The Cabinet supported the addition of the foregoing ninth recommendation.

Mrs Taylor and Mr Frost responded to questions from Mr Barrow and Mr Dignum about the current position of and the points made by Selsey Town Council (set out in the appended letter on pages 80 and 81 of the agenda supplement) and the power under section 215 of the *Town and Country Planning Act 1990* (power to require proper maintenance of land).

Mrs L C Purnell (Selsey North ward member) who was present as an observer expressed her support for the proposal in the report and sought to clarify Selsey Town Council's in the last but one para of its letter (page 81 of the agenda supplement).

*Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

**RESOLVED**

- (1) That the revised Character Appraisal and Management Proposals for Selsey Conservation Area attached at appendix 1 to the agenda report be approved as a material consideration in planning decisions.
- (2) That the recommended changes to the Selsey conservation area as shown on the maps in appendix 2 to the agenda report be approved.

- (3) That a new conservation area 'Old Selsey' be designated to cover parts of East Street and Albion Road as shown on the map in appendix 3 to the agenda report.
- (4) That the Character Appraisal and Management Proposals for Old Selsey Conservation Area attached in appendix 4 to the agenda report be approved as a material consideration in planning decisions.
- (5) That the proposed responses to representations attached in appendix 5 (as to be amended) to the agenda report be approved.
- (6) That the implementation of an immediate Article 4 Direction to cover minor alterations as set out in appendix 6 to the agenda report to the principal elevations of dwellings within the Selsey conservation area as amended and the new Old Selsey conservation area be approved.
- (7) That 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 be approved as recommended in section 7 of the agenda report be approved.
- (8) That decisions to confirm and/or implement or otherwise the Directions referred to in (6) and (7) above be taken by the Head of Planning Services following 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.
- (9) That authority be delegated to the Head of Planning Services following consultation with the Cabinet Member for Planning Services to make minor amendments to the documents prior to publication.

#### 410 **Late Items**

There were no late items for consideration at this meeting.

#### 411 **Exclusion of the Press and Public**

##### *Decision*

It was proposed, seconded and unanimously supported that the following resolution should be passed to exclude the press and the public from the meeting during the consideration of agenda items 15 (Framework Agreement – Agency Staff 2018-2020 Chichester Contract Services) and 16 (Chichester Football Club Oaklands Park Chichester).

##### **RESOLVED**

That the public and press be excluded from the consideration of the reports and their appendices for agenda items 15 (Framework Agreement – Agency Staff 2018-2020 Chichester Contract Services) and 16 (Chichester Football Club Oaklands

Park Chichester) on the grounds that it is likely that there would be in respect of that item a disclosure to the public 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* 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 that information.

**412 Framework Agreement - Agency Staff 2018-2020 Chichester Contract Services**

The Cabinet considered the confidential Part II agenda report which was circulated to members and relevant officers only.

The report was presented by Mr Barrow.

Mr Ifould was in attendance for this item.

After Mr Barrow's introduction Mr Ifould commented briefly on aspects of the new agreement.

Mr Ifould answered a question by Mrs Taylor on a point of detail.

*Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolution set out below.

**RESOLVED**

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 on 1 January 2018.

**413 Chichester Football Club Oaklands Park Chichester**

The Cabinet considered the confidential Part II agenda report which was circulated to members and relevant officers only.

The report was presented by Mrs Lintill.

Mrs McKay and Mrs Peyman were in attendance for this item.

After Mrs Lintill's introduction Mrs McKay commented briefly on aspects of the matter.

Mr Over advised that para 5.1 of the report should be amended to insert '(as varied)' at the end of the sentence.

Mrs Mackay and Mrs Peyman answered questions by the Cabinet and Mr H C Potter (Boxgrove ward member) who was present as an observer on points of detail.

*Decision*

The Cabinet voted unanimously on a show of hands in favour of making the resolutions set out below.

**RESOLVED**

- (1) That officers be authorised to take the action detailed in para 5.1 (as amended) of the agenda report.
- (2) That officers be authorised to determine under existing delegation whether any further action should be taken as set out in para 5.2 of the agenda report following consultation with the Cabinet Member for Community Services.

**[Note** The meeting ended at 11:37]

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CHAIRMAN

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DATE