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A meeting of the **Cabinet** will be held in Committee Room 2 at East Pallant House Chichester on **Tuesday 7 November 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 13 (a) or (b).

Apologies for absence will be taken at this point.

2 **Approval of Minutes** (pages 1 to 7)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 3 October 2017, a copy of which is circulated with this agenda.

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 **Determination of the Council Tax Reduction Scheme 2018-2019** (pages 8 to 12)

The Cabinet is requested to consider the agenda report and its three appendices and make the following recommendation to the Council:

That the proposed Council Tax Reduction Scheme for 2018-2019 be approved.

6 **New Non-Domestic Rates Discretionary Scheme** (pages 13 to 20)

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

That the Non-Domestic Rate Discretionary Scheme for 2017 – 2021 as set out in the appendix to the agenda report be approved.

7 **Southern Gateway Masterplan – Adoption** (pages 21 to 28)

The Cabinet is requested to consider the agenda report and its five appendices and to make the following recommendations to the Council and also the resolution below:

A – RECOMMENDATIONS TO THE COUNCIL

That the Cabinet recommends to the Council that it:

- (a) Approves the recommended responses to the representations made as part of the public consultation on the draft masterplan (set out in appendix 1 to the agenda report).
- (b) Adopts the Southern Gateway Masterplan (set out in appendix 2 to the agenda report) as a Supplementary Planning Document, thereby replacing the existing Southern Gateway Planning Framework Supplementary Planning Guidance 2001.
- (c) Delegates authority to the Head of Planning Services, following consultation with the Cabinet Member for Planning Services, to make minor amendments to the document prior to publication.

B – RESOLUTION BY THE CABINET

That the use of part of the residual budget from the now adopted Local Plan to meet the remaining cost (£51,000) of the Southern Gateway Masterplan project be approved.

KEY DECISIONS

8 **Southern Gateway Chichester - Implementation** (Pages 29 - 31)

The Cabinet is requested to consider the agenda report and its two appendices and to make the following resolution:

That subject to the Southern Gateway Masterplan being adopted by the Council the Project Initiation Document attached at appendix 1 to the agenda report be approved.

9 Parking Proposals and Off-street Parking Charges (pages 32 to 37)

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

- (1) That the charges set out within appendix 1 of the agenda report which, subject to consultation responses are to be implemented from 1 April 2018, be approved.
- (2) That the Head of Commercial Services be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation) Order 2015 and the Road Traffic Act 1984.
- (3) That the use of Regulation 10 Penalty Charge Notices within Chichester District from 1 April 2018 be approved.
- (4) That the inclusion of Florence Road car park (subject to agreement from West Sussex County Council as the Highway Authority) onto the Parking Order for Chichester District and implements a maximum stay as indicated in section 4.13 of the agenda report be approved.

10 Consultation on South Downs Local Plan Pre-Submission (pages 38 to 47)

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

That the South Downs National Park Authority be advised:

- (1) That the South Downs Local Plan Pre-Submission is broadly supported.
- (2) That Chichester District Council does not intend to make any formal representations in response to the Pre-Submission consultation.
- (3) That the comments in appendix 1 to the agenda report will be forwarded for its consideration with regard to possible modifications to the Pre-Submission Local Plan.

OTHER DECISIONS

11 Chichester Road Space Audit (pages 48 to 52)

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

That the feedback to the Road Space Audit consultation document as set out in para 6 of the agenda report be provided.

12 **Provision of a Parking Enforcement Service** (pages 53 to 55)

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

- (1) That the continuation of the Agency Agreement for on-street parking enforcement plus the additional duties set out in para 3.2 of the agenda report with West Sussex County Council for a further six years commencing on 1 April 2018 be approved.
- (2) That delegated authority be granted to the Head of Commercial Services to agree on the final terms of the Agency Agreement.

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**

None of the foregoing matters listed for consideration at this meeting is a restricted item and they do not, therefore, require a resolution for the exclusion of the press and public.

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.