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A meeting of **Cabinet** will be held in Committee Room 2, East Pallant House on **Tuesday 10 April 2018 at 9.30 am**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

## AGENDA

### PART I

#### PRELIMINARY MATTERS

- 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 11 b).
- 2 **Approval of Minutes (Pages 1 - 13)**  
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 6 March 2018.
- 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 THE COUNCIL

- 5 **Section 106 Community Facilities - Donnington Parish Hall (Pages 14 - 18)**  
The Cabinet is requested to consider the agenda report and its appendix which is Part II restricted\* for the information of members and relevant officers only (printed on salmon paper), and to make the following recommendation to the Council:

That the Council approves the release of £183,938.44 Section 106 Community Facilities monies plus interest accrued to the date of release to Donnington Parochial Church Council for an extension to Donnington Parish Hall.

[\***Note** 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*]

6 **Risk Management** (Pages 19 - 64)

The Cabinet is requested to consider the agenda report and its six appendices, of which appendix 2(b) is Part II restricted\* for the information of members and relevant officers only (printed on salmon paper), and to make (a) the following recommendation to the Council and (b) in addition resolutions with regard to the matters indicated:

A - RECOMMENDATION TO THE COUNCIL

That the updated Risk Management Policy and Strategy be approved.

B - RESOLUTIONS BY THE CABINET

- 1) That the current strategic risk register and the internal controls in place, plus any associated action plans to manage those risks be noted, and to raise any issues or concerns.
- 2) That the current high scoring programme board and organisational risks and the associated mitigation actions in place be noted, and to raise any issues or concerns.

[\***Note** 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*]

#### KEY DECISIONS

7 **Enabling the Delivery of Affordable Housing on the Crooked Lane Birdham Exception Site** (Pages 65 - 77)

The Cabinet is requested to consider the agenda report and its five appendices, the fourth of which is Part II restricted\* for the information of members and relevant officers only (printed on salmon paper), and to make the following resolutions:

- 1) That the carrying out of a land referencing exercise in respect of the small area of land (identified in appendix 3), to be funded by Hyde group, be approved.
- 2) That, on completion of the land referencing exercise, it be approved that a further report to the Council be prepared by officers as to whether the acquisition of the land and interests or rights in respect of that land is justified on the grounds that it is in the public interest and considering the relevant statutory compulsory purchase powers.

- 3) That the authorisation of officers to undertake the next steps as set out in section 6 of the report be approved in order that any decision by the Council can be carried through promptly.
- 4) That officers be authorised to spend up to £27,000, on the basis that this will be reimbursed by Hyde pursuant to a deed of indemnity as to costs in respect of the legal, land referencing and other costs related to the steps set out in section 6 of the report.

[\***Note** Paragraph 5 (information in respect of which a claim to legal professional privilege could be maintained in legal proceedings) of Part I of Schedule 12A to the *Local Government Act 1972*]

8 **CCTV** (Pages 78 - 81)

The Cabinet is requested to consider the agenda report and its appendix which is Part II restricted\* for the information of members and relevant officers only (printed on salmon paper), and to make the following resolution:

That the award of the contract to contractor 3 for the provision of staff to enable the continuation of the CCTV service in Chichester District be approved.

[\***Note** 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*]

#### OTHER DECISIONS

9 **Carry Forward Requests 2018**

The Cabinet is requested to consider the agenda report and its appendix and, as recommended by the Corporate Governance and Audit Committee, subject to any amendments agreed at its meeting on 29 March 2018, to make the following resolution:

That the requests for budgets to be carried forward to 2018-19 totalling £90,000, be approved.

10 **Appointments to Panels. Forums and other Groups 2017-2018** (Page 82)

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

- 1) That Mr Adrian Moss takes the vacant seat on the Joint Employee Consultative Panel.
- 2) That Mr Adrian Moss replaces Mr Richard Plowman on the Development Plan and Infrastructure Panel.

11 **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

## OTHER MATTERS

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

The Cabinet might be asked to discuss the following items in exempt business in which case it will need to consider making a resolution as to whether the public including the press should be excluded from the meeting on the grounds of exemption against each item relating to Schedule 12A to the *Local Government Act 1972* 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.

Information relating to Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information))

- Part II restricted appendix 1 to the Part I report for agenda item 5 (Section 106 Community Facilities – Donnington Parish Hall)
- Part II restricted appendix 2(b) to the Part I report for agenda item 6 (Risk Management)
- Part II restricted appendix 1 to the Part I report for agenda item 8 (CCTV)
- Part II report in respect of agenda item 13 (Expansion of Green Waste Service)

Information relating to Paragraph 5 (Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings)

- Part II restricted appendix 4 to the Part I report for agenda item 7 (Enabling the Delivery of Affordable Housing on the Crooked Lane Birdham Exception Site),

[**Note** The restricted information above is attached for Chichester District Council members and relevant officers only (printed on salmon paper)]

## PART II

### 13 **Expansion of Green Waste Service** (Pages 83 - 86)

The Cabinet is requested to consider the agenda report which is Part II restricted\* and to make the following resolutions:

- 1) That the purchase of an additional vehicle to expand the green waste collection service be approved.
- 2) That the growth of £19,000 per annum in the asset replacement programme to fund the future replacement of the additional vehicle, funded from additional income generated by the expanded service, be approved.

[\***Note** 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*]

## 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.
5. 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.