

**JOHN WARD**  
Director of Corporate Services

Contact: Graham Thrussell on 01243 534653  
Email: gthrussell@chichester.gov.uk

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
www.chichester.gov.uk



A meeting of the **Cabinet** will be held in Committee Room 2 at East Pallant House Chichester West Sussex on **Tuesday 5 June 2018 at 09:30**

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**

### **PRELIMINARY MATTERS**

#### **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 11 (a) or (b).

Apologies for absence will be taken at this point.

#### **2 Approval of Minutes (pages 1 to 5)**

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 1 May 2018, 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 **Priory Park Chichester - Project Initiation Document** (pages 6 to 21)

The Cabinet is requested to consider the agenda report and its two appendices (the background paper is confidential Part II exempt\* material and is available in an agenda supplement for online viewing by members and relevant officers only) and to make the following resolutions and the recommendation to the Council:

#### A – RESOLUTIONS BY THE CABINET

- (1) That option three and the associated PID in appendix 1 to the agenda report for the proposed enhancement scheme in the North West corner of Priory Park be approved.
- (2) That the allocation of £72,274 of section 106 funding, as outlined in the PID in appendix one be approved to part fund the project and that £62,000 of General Fund reserves be allocated to cover the remaining estimated cost for the project.

#### B – RECOMMENDATION TO THE COUNCIL

That the Council gives its approval to forward fund £450,000 from the Asset Replacement Programme for the refurbishment of the buildings in Priory Park to part fund the project.

\*[**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 **Section 106 Community Facilities - Westhampnett Community Hall** (pages 22 to 26)

The Cabinet is requested to consider the agenda report and its appendix (which is confidential Part II exempt\* material and is printed on salmon-coloured paper for members and relevant officers only) and to make the following recommendation to the Council:

That the Council gives its approval to the release of £98,712 section 106 community facilities monies plus interest accrued to the date of release to Westhampnett Parish Council for the construction of Westhampnett Community 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]

## KEY DECISIONS

**7 Ministry of Housing, Communities and Local Government Consultation - Powers for Dealing with Unauthorised Development and Encampments** (pages 27 to 40)

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

That the proposed response to the government's consultation paper 'Powers for dealing with unauthorised development and encampments' set out in the appendix to the agenda report be approved.

**8 Parking Strategy Review** (pages 41 to 49)

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

That the release of £30,000 from reserves to fund consultants to assist with the refresh of the Chichester District Parking Strategy be approved.

## OTHER DECISIONS

**9 Appointments to Panels, Forums and other Groups 2018-2019** (pages 50 to 55)

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

That the membership of panels, forums and other groups for 2018-2019 as set out in the appendix to the agenda report be agreed.

**10 Appointments to External Organisations 2018-2019** (pages 56 to 58)

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

That the representatives be appointed to serve on the external organisations for 2018-2019 as set out in the appendix to the agenda report.

**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

**12 Exclusion of the Press and Public**

The Cabinet is asked in respect of agenda item 13 (Support Services – Staffing

Matter) to make a resolution that 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 1 (Information relating to an individual) 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** If the Cabinet wishes to discuss the confidential Part II exempt appendix to agenda item 6 (Section 106 Community Facilities – Westhampnett Community Hall) it will need first to pass a resolution to exclude the press and the public 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]

### 13 **Support Services - Staffing Matter** (pages 59 to 60)

The Cabinet is requested to consider the agenda report, which is Part II\* exempt confidential material with a restricted circulation to Chichester District Council members and relevant officers only (printed on salmon-coloured paper), and to make the following resolutions:

- (1) That the contract of employment of the staff member be terminated on the grounds of the efficiency of the service on 7 August 2018 for the reasons outlined in the agenda report.
- (2) That the capital cost to the Pension Fund of paying the accrued pension benefits to the staff member earlier than the normal retirement age be funded from reserves at the total cost specified in para 7.1 of the agenda report.

\*[**Note** The ground for excluding the public and press during this item is that it is likely that there would be a disclosure to them of 'exempt information' of the description specified in Paragraph 1 (information relating to an individual) 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 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.