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A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 5 March 2019 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

1 **Chairman's Announcements**

The Chairman will:

- make any specific announcements;
- advise of any late items which due to special circumstances will be given urgent consideration under agenda item 16a or 16b;
- note any apologies for absence.

2 **Approval of Minutes** (Pages 1 - 12)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 5 February 2019.

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 **Business Continuity Infrastructure** (Pages 13 - 16)

The Cabinet is requested to consider the agenda report and its appendix and to make the recommendation to the Council and the resolution as set out below:

Recommendation to the Council

1. That Cabinet recommends that Council agrees to the creation of duplicate server facility (Appendix 1: section 8, option 4), subject to council approving the necessary funding.
2. That Cabinet recommends to Council new capital funding of £129,800 from reserves, as detailed in Appendix 1: section 7.1, to supplement the ICT Asset Replacement Programme funding covered in the separate report.

6 **Chichester Harbour AONB Management Plan 2019-2024** (Pages 17 - 19)

The Cabinet is requested to consider the agenda report and its appendix and to make the recommendation to the Council as set out below:

Recommendation to the Council

That the Cabinet recommends to Council the adoption of the Chichester Harbour Management Plan 2019-2024 (contained in the Appendix to this report) with the exception of the Planning Principles in Section 3.

7 **Consideration of consultation responses and modifications to the District Council's Infrastructure Business Plan 2019-2024** (Pages 21 - 24)

The Cabinet is requested to consider the agenda report and its appendices and to make the recommendations to the Council as set out below:

Recommendations to the Council

That Cabinet recommends to the Council that it:

1. Approves the proposed responses to the representations received and subsequent modifications to the Infrastructure Business Plan (IBP) as set out in Appendix 1 and;
2. approves the amended IBP including CIL Spending Plan attached as Appendix 2.

8 **ICT Infrastructure Replacement Programme** (Pages 25 - 29)

The Cabinet is requested to consider the agenda report and to make the recommendation to the Council as set out below:

Recommendation to the Council

That Cabinet recommends that Council approves the drawdown of Asset Replacement Funding (ARF) funding (£375,500) allocated for the replacement of ICT Infrastructure (SAN, Oracle).

KEY DECISIONS

9 **Discretionary Housing Payments Policy 2019-2020** (Pages 31 - 39)

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

1. That the Cabinet approve the Discretionary Housing Payment (DHP) policy.
2. That Cabinet authorise delegated powers to the Director of Housing and Communities to approve future amendments to the DHP policy in consultation with the Section 151 Officer and the relevant Cabinet member.

OTHER DECISIONS

10 **Business Rate Pool Grants Award** (Pages 41 - 45)

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

That the spend of a Business Rates Pool £70,000 grant award on three cycling projects be authorised.

11 **Developing a Brand for the Chichester District** (Pages 47 - 52)

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

That the release of £50,000 from reserves to progress with the development of a place brand for the district to attract inward investment; further develop the district as a top tourist destination; and to support economic development be approved.

12 **Homeless Prevention Fund** (Pages 53 - 58)

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

That the proposed Homeless Prevention Fund policy as set out in Appendix 1 of the report be adopted and the £43,000 detailed at paragraph 6.2 of the report be repurposed.

13 **Information Communication Technology and Digital Strategy 2019 to 2022**
(Pages 59 - 75)

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

That the Information Communication Technology and Digital Strategy 2019-2022 be approved.

14 **Priorities and Principles of Grant Funding** (Pages 77 - 84)

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

1. That the council's Priorities and Principles of Grant Funding as set out in Appendix 2 of the report, using option 2 for the Economy priority, be approved with effect from 1 April 2019.
2. That if a positive decision regarding the future of Enabling Grants funding from the West Sussex Business Rate Pool is received, the council's Priorities and Principles of Grant Funding are updated using option 1 of the economy priority.

15 **Proposed Petworth Skatepark** (Pages 85 - 88)

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

1. That the update relating to the proposed change of location of the skatepark in Petworth be considered and the financial support to the project be reconfirmed to Petworth Town Council.
2. That delegated authority be given to the Director of Growth and Place to release £70,000 previously allocated to the Petworth skatepark project to Petworth Town Council, subject to receiving evidence of spend and due diligence in accordance with our existing governance arrangements.

FINAL MATTERS

16 **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.

17 **Exclusion of the Press and Public**

The Cabinet is asked in respect of agenda item 18 (Southern Gateway) to make the following resolution:

RESOLUTION BY THE CABINET

That the press and public be excluded from the meeting during the consideration of agenda item 18 (Southern Gateway) on the following ground of exemption in Part I of the 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.

18 **Southern Gateway** (Pages 89 - 147)

The Cabinet is requested to consider the agenda report and its three appendices and to make the recommendation to the Council and the resolutions as set out below:

Recommendation to the Council

That Cabinet recommends to the Council that an amendment to the Terms of Reference for the Chichester District Growth Board in accordance with para 6.1.3 be approved.

The Cabinet is requested to make the following resolutions:

- 1) To consider the proposals to expend the balance of the £5m LEP grant before the 31 March deadline, including a potential collaboration with WSCC and / or the purchase of the land, as set out in para 6.1.1 of the report and instruct officers accordingly.
- 2) That in the light of the decision in recommendation 3.2 to consider whether the Cabinet rescinds its decision made on 2 October 2018 as contained in minute 592 (4).
- 3) To approve the minor change of procurement route set out in para 6.1.2 and reconfirm the marketing of the opportunity once the Collaboration Agreement (CA) with partners is signed.
- 4) That delegation is given to the Executive Director and Deputy Chief Executive, following consultation with the Director of Corporate Services, to agree the Minimum Land Values to be adopted for the Council's interest in the site in accordance with the principles contained within para 6.1.4 below.
- 5) To note the updated LEP and project timescales set out in paras 4.7, 6.1.2 and Appendix 4.

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 Chichester District Council (CDC) incurring expenditure which is, or the making of savings which are, significant having regard to the CDC'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 CDC'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 of 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 the chairman would therefore retain his discretion to allow the contribution without the aforesaid notice.