



Minutes of the meeting of the **Cabinet** held in Committee Room 2 - East Pallant House on Tuesday 5 March 2019 at 9.30 am

Members Present Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

Members Absent Mr R Barrow

In attendance by invitation

Officers Present Mr S Ballard (Senior Environmental Protection Officer), Mr T Day (Environmental Coordinator), Mrs J Dodsworth (Director of Residents' Services), Mrs K Dower (Principal Planning Officer (Infrastructure Planning)), Mr A Forward (ICT Manager), Mr A Frost (Director of Planning and Environment), Mrs L Grange (Divisional Manager for Housing), Mrs M Grele (Housing Options Manager), Miss L Higenbottam (Democratic Services), Mrs J Hotchkiss (Director of Growth and Place), Mr D Hyland (Community and Partnerships Support Manager), Mr J Mildred (Divisional Manager for Corporate Services), Mr P E Over (Executive Director), Mrs M Rogers (Benefits Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

661 **Chairman's Announcements**

Mr Dignum greeted members of the public and Chichester District Council (CDC) members and officers and the two press representatives who were present for this meeting.

The emergency evacuation procedure was read out.

Apologies for absence were received from Mr Barrow.

Mr Dignum announced that item 8 – ICT Infrastructure Replacement Programme would be taken prior to item 5 – Business Continuity Infrastructure and that item 11 – Developing a Brand for the Chichester District would be withdrawn.

662 **Approval of Minutes**

The Cabinet received the minutes of the meeting held on 5 February 2019 which had been circulated with the agenda.

There were no proposed changes to the minutes.

RESOLVED

That the minutes of the Cabinet meeting held on 5 February 2019 be approved.

663 **Declarations of Interests**

Mr Connor declared a personal interest in relation to agenda item 7 – Consideration of consultation responses and modifications to the District Council's Infrastructure Business Plan 2019-2024 as a Chichester District Council appointed member of the Chichester Harbour Conservancy.

664 **Public Question Time**

There were no public questions submitted for this meeting.

665 **ICT Infrastructure Replacement Programme**

Mr Wilding introduced the report. Mr Mildred and Mr Forward were also present. Mr Wilding explained that over the next 12 months a number of core elements of the ICT infrastructure will reach 'end of life' status. He highlighted the breakdown of current equipment costs and replacement costs detailed in Appendix 1. In order to complete the Programme it will be necessary to draw down funds from the Asset Replacement Programme.

Mrs Lintill wished to note her support for the project.

Decision

The Cabinet then voted unanimously to make the recommendation below.

RECOMMENDATION TO THE COUNCIL

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

666 **Business Continuity Infrastructure**

Mr Wilding introduced the report. Mr Mildred and Mr Forward were also present. Mr Wilding explained that at present a major disruption such as a fire or flood could result in up to 10 weeks work to re-establish all ICT related systems. It is therefore proposed that a disaster recovery system should be established at the Westhampnett Depot. The proposed system will provide a daily back up to disc rather than the current weekly back up, which ultimately reduces the data lost as a

result of a major disruption. As part of the system the Westhampnett Depot will be supplied with continuous power and a back-up generator should the need arise. The new arrangement will also remove the need to duplicate some of the costly software licences.

Mrs Lintill wished to note her support for the project.

Decision

The Cabinet then voted unanimously to make the recommendations below.

RECOMMENDATION TO THE COUNCIL

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

667 Chichester Harbour AONB Management Plan 2019-2024

Mr Connor introduced the report. Mr Day was also present. Mr Connor explained that as part of the Countryside and Rights of Way (CRoW) Act 2000 the council has a duty to adopt a joint management plan for the Chichester Harbour Area of Outstanding National Beauty (AONB). The plan consists of two main elements; policies to protect the AONB and plans for the partnering authorities. If formally adopted the plan will be implemented from 1 April 2019.

Mrs Taylor requested clarification of the publication consultation undertaken on the draft management plan. Mr Day confirmed that a full public consultation had taken place including meetings with community groups. Approximately 50 public responses were received and the consultation was also detailed on the CDC website.

Decision

The Cabinet then voted unanimously to make the recommendation below.

RECOMMENDATION TO THE COUNCIL

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

668 Consideration of consultation responses and modifications to the District Council's Infrastructure Business Plan 2019-2024

Mrs Taylor introduced the report. Mrs Dower was also present. Mrs Taylor explained that the report details the representations received as a result of the Infrastructure

Business Plan (IBP) consultation and also the suggested modifications to be made. She confirmed that the Chichester Growth Board and Development Plan and Infrastructure Panel had considered the responses. The amendments relate to either rephrasing of projects, updates to the text of the IBP, projects to be deleted as they have been delivered or are not required, updated details and new projects to be added. West Sussex County Council (WSSCC) had requested removal of IBP 329 relating to a primary School at Graylingwell as the development has not yielded the expected number of school children. WSSCC had also requested the Chichester Road Space Audit project be moved to 2020-2021 and have agreed to part fund the cost of any signs and lines to be implemented as a result. It is estimated that the total cost of the project will be £750,000 with additional enforcement costs to be met by WSSCC.

Decision

The Cabinet then voted unanimously to make the recommendations below.

RECOMMENDATION TO THE COUNCIL

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

669 Discretionary Housing Payments Policy

Mrs Lintill introduced the report. Mrs Rogers was also present. Mrs Lintill explained that the Department for Work and Pensions (DWP) allocates Discretionary Housing Payment (DHP) funding annually. She confirmed that no changes are required to the existing Policy. The recommendations detailed in the report will allow officers to make minor amendments in subsequent years without returning to the Cabinet for approval.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

1. That the Discretionary Housing Payment (DHP) policy be approved.
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.

670 **Business Rate Pool Grants Award**

Mr Connor introduced the report. Mr Ballard was also present. Mr Connor explained that the CDC Air Quality Action Plan which forms part of the Local Air Management regime continues to promote schemes and initiatives to encourage cycling. He confirmed that CDC had submitted a bid with WSCC and other district and borough councils for Business Rates Pool funding to deliver cycling related projects. The bid was successful and a total of £70,000 was awarded. It was proposed to use the funding for the following three projects:

1. A local cycling and walking infrastructure plan for Chichester.
2. A feasibility study relating to change of use (to shared use) of the north side of Oaklands Way.
3. Support towards the Selsey Community Partnership's project to deliver a commuter friendly Selsey to Chichester cycle path.

Mr Ballard was asked to provide answers to the following questions which were circulated to members after the meeting:

- What is the latest update on the S106 committed toucan crossing of Oaklands way, Chichester?
- In the Infrastructure Business Plan does the Selsey to Chichester cycleway have a timeline against it to attract CIL?

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

1. That the spend of a Business Rates Pool grant award of £70,000 on three cycling projects as identified in the Appendix be authorised.
2. That the Director of Planning and Environment following consultation with the Cabinet Member for Environment Services be authorised to finalise the detailed spend on the three cycling projects identified in the Appendix, subject to the total spend remaining at £70,000.

671 **Developing a Brand for the Chichester District**

This item was withdrawn from the agenda.

672 **Homeless Prevention Fund**

Mrs Kilby introduced the report. Mrs Rudziak and Mrs Grele were also present. Mrs Kilby explained that at present there is £43,000 in the Homeless Prevention Fund. She outlined the recommendation for the funds to be repurposed to help reduce the number of people prevented from joining the Housing Register due to outstanding debts. She explained that it is hoped that this will release a number of spaces in temporary accommodation.

Mrs Lintill requested confirmation of whether preference would be given to those joining the Housing Register in this way. Mrs Grele confirmed that no additional priority would be given.

Mr Connor wished to note his support for the scheme.

Decision

The Cabinet then voted unanimously to make the resolution below.

RESOLVED BY THE CABINET

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.

673 Information Communication Technology and Digital Strategy 2019 to 2022

Mr Wilding introduced the report. Mr Mildred and Mr Forward were also present. Mr Wilding explained that the report followed a request from the Overview and Scrutiny Committee to review the ICT Strategy. Due to the recruitment of a new ICT Manager it had been agreed to slightly delay the review until the post had been filled. The member task and finish group (TFG) established to carry out the work signed off the review in January 2019.

Mr Wilding then drew attention to the five key themes of the ICT Strategy:

- Strategic
- Technological
- Digital
- Customer Focus
- Security

Mrs Lintill (who took part in the TFG) wished to acknowledge the considerable amount of work undertaken by officers.

Mr Forward wished to thank members for their support. He outlined his plans to focus on putting the customer journey at the heart of the ICT service.

Decision

The Cabinet then voted unanimously to make the resolution below.

RESOLVED BY THE CABINET

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

674 **Priorities and Principles of Grant Funding**

Mrs Lintill introduced the report. Mr Hyland was also present. Mrs Lintill explained that the priorities and principles for grant funding are reviewed annually. The current priorities have remained the same for the last three years. She outlined the recommendations in the report to make some small changes to be applied from April 2019. The changes were detailed as follows:

- Amendment to the priority *improving living places and spaces* to read *improving places and spaces*.
- Removing reference to Think Family Neighbourhoods in the *Targeted Projects* priority description.
- Two options for the *Economy* priority dependent on the result of the bid to the Business Rates Pool.

Mrs Lintill wished to express her pride in the number of organisations that have been helped by Grants and Concessions Panel funding. She explained that the Panel had recently visited a number of sites supported by grants funding and the feedback from members and applicants had been very positive.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

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.

675 **Proposed Petworth Skatepark**

Mr Dignum introduced the report. Mrs Murphy was also present. Mr Dignum explained that a number of sites had been discussed for the Petworth Skatepark. He wished to reassure Petworth Town Council that the financial support remained in place for the project.

Mrs Murphy added that additional space had been created in the Sylvia Beaufoy car park. She also confirmed that the net loss of parking spaces in Pound Street from a skatepark would have been greater than originally set as a maximum by Cabinet.

Mrs Lintill wished to note her support for an alternative site.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

1. Cabinet considered the update relating to the proposed change of location of the skatepark in Petworth and reconfirmed the financial support to the project 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.

676 **Late Items**

There were no late items.

677 **Exclusion of the Press and Public**

Mr Dignum read the part II resolution in relation to agenda item 18 – Southern Gateway.

Decision

The Cabinet voted unanimously to go into part II.

RESOLVED

That with regard to agenda item 18 – Southern Gateway the public including the press should be excluded from the meeting on the grounds 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.

678 **Southern Gateway**

Mr Dignum introduced the report and outlined the proposed recommendation to the Council and the resolutions. Mr Over then explained some minor corrections required to paragraph 4.3 of the report and the table at 6.1.1 of the report.

Officers also responded to members questions.

Decision

The Cabinet then voted unanimously to make the recommendation and resolution below.

RECOMMENDATION TO THE COUNCIL

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

RESOLVED BY THE CABINET

1. That the proposals to expend the balance of the £5 million LEP grant before the 31 March deadline, including a potential collaboration with WSCC and/or the purchase of the land, as set out in paragraph 6.1.1 of the report be approved.
2. That the minor change of procurement route set out in paragraph 6.1.2 be approved and the marketing of the opportunity once the Collaboration Agreement (CA) with partners is signed be confirmed.
3. That the Executive Director and Deputy Chief Executive be delegated authority, 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 paragraph 6.1.4.
4. That the updated LEP and project timescales set out in paragraphs 4.7, 6.1.2 and Appendix 4 be approved.

The meeting ended at 10.51 am

CHAIRMAN

Date: