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A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 4 June 2019 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs N Graves, Mrs P Plant 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 items 11a or 11b
- note any apologies for absence.

2 **Approval of Minutes** (Pages 1 - 10)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 2 April 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 **Resurfacing and Improved Drainage at Westhampnett Depot** (Pages 11 - 24)

The Cabinet is requested to consider the agenda report and its appendix and

make the recommendations to the Council as set out below:

1. That the Cabinet recommends to the Council the release of £392k from reserves and £200k from the Asset Replacement Programme to fund the resurfacing and improved drainage at Westhampnett depot.
2. That the Cabinet also recommends to the Council the release of a further £31,000 from general fund reserves to purchase a new fuel storage facility.

6 Vehicle Wash-Down Facility at Westhampnett Depot (Pages 25 - 39)

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

That the Cabinet approves option 3 set out in the Project Initiation Document for the provision of a vehicle wash-down facility at Westhampnett Depot.

The Cabinet is then requested to make the following recommendation to the Council as set out below:

That the Cabinet recommends to Council the release £199,400 from reserves to fund the provision of a vehicle wash-down facility at Westhampnett Depot.

KEY DECISIONS

None.

OTHER DECISIONS

7 Appointments to External Organisations

Report to follow.

8 Appointments to Panels, Forums and other Groups 2019-2020

Report to follow.

9 Exclusion of the Press and Public

There are no restricted items for consideration at this meeting.

10 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.

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.

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.