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A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 3 September 2019 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mrs N Graves, Mrs P Plant and Mr P Wilding

AGENDA

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 16 b).

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

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 9 July 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 **Chichester District Growth Board - terms of reference** (Pages 13 - 14)

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

That the membership of the Chichester District Growth Board be increased from 3

to 4 for both Chichester District Council and West Sussex County Council.

6 Revised Local Development Scheme 2019-2022 (Pages 15 - 32)

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

That Cabinet recommends to Council that it approves the revised Local Development Scheme.

OTHER DECISIONS

7 Exception to the need to tender (Pages 33 - 34)

The Cabinet is requested to note the urgent decision taken relating to the draft Local Plan Review Whole Plan Viability Study.

8 Appointments to Panels

Following a brief introduction from Mr Bennett, Divisional Manager for Democratic Services the Cabinet is requested to make the following resolutions:

1. That Cllr Judy Fowler replaces Cllr David Rodgers on the Grants and Concessions Panel
2. That Cllr David Rodgers replaces Cllr Judy Fowler on the Chichester District Parking Forum

9 Approval of the draft Infrastructure Business Plan 2020-25 for consultation (with the City, Town and Parish Councils and key Infrastructure Delivery Commissioners) (Pages 35 - 45)

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

That Cabinet approves the Draft Infrastructure Business Plan 2020-25 (Appendix 1) for consultation (with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners) for a period of six weeks from 7 October to 18 November 2019.

Please note that Appendix 1 is available electronically only.

10 Approval to release funds from the Community Infrastructure Levy to West Sussex County Council to fund project IBP/355 Real Time Passenger Information screens within Chichester City (Pages 47 - 52)

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

That Cabinet approves the release of £60,000 from the Community Infrastructure Levy to West Sussex County Council to fund Infrastructure Business Plan project

355 phase 1: the provision of 7 additional Real Time Passenger Information screens in Chichester City.

11 **Plot 21, Terminus Road - Ravenna Point** (Pages 53 - 65)

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

That the Post Project Evaluation (PPE) report in appendix one for the Plot 21/Ravenna Point development be approved.

12 **Pop Up Shop Initiative** (Pages 67 - 70)

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

Following consultation with the Leader, the Divisional Manager for Property & Growth be authorised to agree terms for 'pop up' shop facilities in suitable retail units own by the District Council.

13 **Proposal to Participate in County Food Waste Collection Trial** (Pages 71 - 75)

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

1. That Cabinet supports the recommendation of the Waste and Recycling Panel at their meeting on 12 October 2018 as set out in paragraph 2.7 of this report.
2. The Environment Panel are tasked with monitoring development in this area, including consideration of implications for this Council arising from the Government's revised Waste Strategy.

14 **2018-2019 Treasury management 2018-19 Out-turn** (Pages 77 - 89)

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

The Cabinet is requested to review and note this summary of treasury management activities and performance for 2018-2019.

15 **Implementation of Income Systems upgrade** (Pages 91 - 92)

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

The Cabinet is requested to approve the allocation of £15,400 from reserves to implement essential upgrades to the Council's income management systems.

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 to consider in respect of agenda items 18 whether 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 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.

(**Note:** The report and its appendices within this part of the agenda are attached for members of the Council and relevant officers only (printed on salmon paper))

EXEMPT OTHER DECISIONS

18 **Southern Gateway - Potential Acquisition** (Pages 93 - 99)

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

1. That the Cabinet approves the purchase shown in Appendix 1 on the terms set out in Appendix 2.
2. That the Cabinet delegates to the Deputy Chief Executive/Executive Director, following consultation with the Leader and S151 officer, to conclude the purchase and negotiate changes to the heads of terms to reflect due diligence if required.

Recommendation to the Council:

That the Cabinet recommends to the Council that the purchase is funded by the use of reserves.

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 the Chairman's consent in writing by email in advance of the meeting. They should do this by noon on the Friday before the Cabinet 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 their discretion to allow the contribution without the aforesaid notice.