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A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 1 October 2019 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr M Bell, 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 13 b).

2 **Approval of Minutes** (Pages 1 - 14)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 3 September 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 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.

Please note this deadline may move to noon on Thursday 26 September 2019 subject to the decision made on item 16 at the Council meeting on Tuesday 24 September 2019.

RECOMMENDATIONS TO COUNCIL

5 **Increasing the provision of the Council's Temporary Accommodation at Freeland Close, Chichester** (Pages 15 - 19)

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

1. That an order is placed with Southern Gas Network (SGN) for the relocation of the gas pipeline, shown in Appendix 1.
2. That Cabinet approves the allocation of up to £120,000 from the Housing Investment Reserve to meet the cost of this work, subject to the urgency procedure (as set out in para 5.2).
3. That delegated authority is given to the Director of Housing and Communities to make changes to the Project Initiation Document (PID), in consultation with the Cabinet Member for Housing, to accommodate approval of a final design and submission of a planning application.
4. That members note the delay in the programme as set out in section 5.4 of the report.

If recommendation 2 is approved the Cabinet is then requested to make the following recommendation to Council as set out below:

That the urgent decision for Cabinet to approve the allocation of up to £120,000 from the Housing Investment Reserve to meet the cost of this work be noted.

6 **Review of Street Trading controls in Chichester City Centre** (Pages 21 - 27)

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

1. That officers be authorised to undertake the necessary steps to vary the existing designation to further areas within Chichester city centre pursuant to Paragraph 2 of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 from prohibited streets to consent streets; and
2. That following that process Council is requested to approve the re-designation.

KEY DECISIONS

7 **Council Tax Review of Locally Defined Discounts and Premia** (Pages 29 - 33)

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

That the Council Tax Discounts and Premia proposed in the appendix to the agenda report be applied for the 2020-2021 financial year.

OTHER DECISIONS

8 **Rumbolds Hill, Midhurst Air Quality Management Area Public Consultation** (Pages 35 - 39)

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

1. That Cabinet approves in principle the proposed Air Quality Management Area, as illustrated in Appendix 1, in line with the Council's statutory Local Air Quality Management duties.
2. That Cabinet authorises commencement of a public consultation exercise regarding the proposed Air Quality Management Area.

9 **Funding Brexit Planning** (Pages 41 - 42)

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

That delegated authority is given to the Chief Executive to use the remaining government funding of £20k, if required, to mitigate against the potential impact of a No Deal Brexit.

10 **Provision of additional CCTV cameras at Westward House** (Pages 43 - 46)

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

1. That Cabinet allocates £17,000 from reserves to install additional CCTV cameras at its temporary accommodation at Westward House.
2. That an additional annual sum of £1,700 is included in the Asset Replacement Programme to cover the future replacement costs and a further sum of £250 is included in the Westward House maintenance budget from the 2020/21 financial year to cover the annual maintenance costs of the CCTV system.

11 **Temporary Accommodation Out of Area Placement Policy** (Pages 47 - 55)

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

1. That Cabinet approves the 'Temporary Accommodation Out of Area Placement Policy' set out in the Appendix to this report.
2. That Cabinet delegates authority for the Divisional Manager of Housing, following consultation with the Cabinet Member for Housing, to make minor amendments to the policy.

12 **Exclusion of the Press and Public**

There are no restricted items for consideration at this meeting.

13 **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 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.