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A meeting of the **Cabinet** will be held Virtually on **Tuesday 7 July 2020** at **9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr M Bell, Mr R Briscoe, Mrs P Plant, Mr A Sutton 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 Late Items.

2 **Approval of Minutes** (Pages 1 - 4)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 2 June 2020.

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 as amended by Full Council on 24 September 2019 the Cabinet will receive any questions which have been submitted by members of the public in writing by noon two working days before the meeting. Each questioner will be given up to three minutes to ask their question. 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 **Financial Impact of Covid-19** (Pages 5 - 13)

The Cabinet is requested to consider the report and make the following recommendations to Council:

- I. That the minimum level of reserves be reduced to £4m.
- II. That £8,070,000 be released from reserves to address the in-year impact of the pandemic.
- III. That the Council should work towards achieving a balanced budget over the next 5 years, using reserves in the intervening years to help balance the budget.

Covid 19 - Recovery Plan (Pages 15 - 89)

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

- (a) that the recommendations and comments from the Overview and Scrutiny Committee 30 June 2020 be considered;
- (b) that the serious impact Covid 19 has had on the Council's finances be noted and taken into account when considering this report;
- (c) that the Governance arrangements as set out in appendix 6 be approved and;
- (d) that progress on the Recovery Action Plans and Future Services Framework be reported to the Cabinet every 6 months

The Cabinet is also requested to recommend to Council:

- (a) the Covid 19 Recovery Action Plans for the four thematic areas as set out in appendices 1-4;
- (b) the future services framework as set out in appendix 5;
- (c) the following policy options:
 - (i) to forego the Homefinder's fee at a cost of £20k pa;
 - (ii) to contribute £20k towards an economic impact study for Novium, CFT and PHG. To be funded from reserves;
 - (iii) to increase the current level of support for Visit Chichester by £100k per year in years 2020/21, 2021/22 & 2022/23 and provide new support of £130k per year in 2023/24 & 2024/25, and that delegated powers is given to the Director for Growth and Place to approve a new Service Level Agreement with Visit Chichester following consultation with the Cabinet Member for Communities and Cabinet Member for Growth, Place and Regeneration;
 - (iv) to create a new grants fund of £500k. To include £250k for a Community Recovery Grants Fund and £250k for an Economic Recovery Grants Fund, and that delegated powers are given to the Director of Housing & Communities and the Director of Growth and Place to approve criteria for the grants following consultation with the Cabinet Member for Communities and Cabinet Member for Growth, Place and Regeneration respectively. To be funded by reducing the sum allocated for parish NHB grants by an equivalent amount.

KEY DECISIONS

7 **Vision Review and support to the High Street** (Pages 91 - 130)

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

1. That the comments from the Overview and Scrutiny Committee (OSC) on the 30 June on the vision reviews for Chichester, Midhurst, Petworth, Selsey and East Wittering and Bracklesham be noted and that the support to the Visions continue as set out in section 5.1 be approved.
2. That the setting up of a High Street Group led by the Cabinet Member for Property, Growth and Regeneration to support the recovery and transformation of Chichester High Street be approved.
3. That the Cabinet Member for Property, Growth and Regeneration invites representation from partner organisations and retailers as set out in section 5.1 to work on the group along with the nominated representative from the OSC Committee.
4. That the support for the High Street recovery and transformation in Midhurst, Petworth, Selsey and East Wittering and Bracklesham be coordinated through the existing Vision Groups, Towns and Parish Council.

8 **Boxgrove Neighbourhood Plan Decision Statement** (Pages 131 - 146)

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

1. That the Decision Statement as set out in the appendix be approved for publication.
2. That the examiner's recommendation that the Neighbourhood Development Plan proceed to referendum, subject to modifications as set out in the Decision Statement be approved.

9 **Selsey Neighbourhood Plan Decision Statement** (Pages 147 - 155)

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

1. That the Decision Statement as set out in the appendix, along with the Final Environmental Report for Strategic Environmental Assessment (SEA) of the Selsey Neighbourhood Plan and Non-Technical Summary (October 2019), be published and;
2. Following expiry of a six week period, and subject to no legal challenge being received, that the examiner's recommendation that the Neighbourhood Development Plan proceed to referendum, subject to modifications as set out in the amended Decision Statement, be approved.

- 10 **Discretionary Council Tax Hardship Fund (Covid-19) Policy** (Pages 157 - 166)
The Cabinet is requested to consider the report and make the following resolutions:

1. That the proposed Discretionary Council Tax Hardship Fund Policy for 2020/2021 be approved.
2. That Cabinet allow for monthly review of this policy with any changes being agreed by the Director of Housing & Communities following consultation with the Cabinet Member for Finance, Corporate Services, Revenues, Benefits & Customer Services.

- 11 **Public Space Protection Order (PSPO) Dogs Public Consultation Exercise** (Pages 167 - 195)

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

1. That the attached draft Public Spaces Protection Order 2020 – Control of Dogs and schedules and maps (Appendices 1-4) for the purpose of a public consultation be approved.
2. That Cabinet authorises commencement of a public consultation exercise on the draft Public Spaces Protection Order 2020 – Control of Dogs.

OTHER DECISIONS

- 12 **Urgent Notice - Business Rates Grants Discretionary Fund** (Page 197)
The Cabinet is requested to note the Urgent Decision made during the current Pandemic.

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

14 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 15 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 RECOMMENDATION TO COUNCIL

15 Increasing the provision of short stay accommodation at Freeland Close (Pages 199 - 222)

The Cabinet is requested to make the following recommendations to Council:

1. That the updated Project Initiation Document in Appendix 1 is approved.
2. That the additional funding requirements of the scheme as yet not released and detailed in paragraph 7.1 are approved.
3. That delegated powers are given to the Director of Housing and Communities and the Director of Corporate Services following consultation with the Cabinet Member for Housing and the Cabinet Member for Finance, Corporate Services, Revenues and Benefits, to award the development contract.

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) 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.