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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 1 June 2021 at 9.30 am**

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

AGENDA

- 1 **Chair's Announcements**
The Chair 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 4 May 2021.
- 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 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 Chair's discretion to extend that period.

RECOMMENDATIONS TO COUNCIL

- 5 **Making the Boxgrove Neighbourhood Development Plan** (Pages 5 - 7)
The Cabinet is requested to consider the report and make the following recommendation to Council:

That Council makes the Boxgrove Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

- 6 **Making the Selsey Neighbourhood Development Plan** (Pages 9 - 11)
The Cabinet is requested to consider the report and make the following recommendation to Council:

That Council makes the Selsey Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park).

KEY DECISIONS

- 7 **Repurpose of ARP Budget to Fund Major CRM Upgrade** (Pages 13 - 19)
The Cabinet is requested to consider the report and its appendix and make the following resolutions:

1. That Cabinet approve the replacement of the existing Customer Relationship Management (CRM) system.
2. That in order to fund the new CRM system £50,000 of existing ARP funding is repurposed.

OTHER DECISIONS

- 8 **Neighbourhood Plans Update and Resourcing** (Pages 21 - 28)
The Cabinet is requested to consider the report and make the following resolutions:

1. That Cabinet Notes the current situation regarding neighbourhood planning work in the Chichester local plan area.
2. That Cabinet approves an additional Senior Planning Officer post in the Planning Policy Division at a cost of £54,000 per annum funded from reserves in the current year and subsequently from base budget to support neighbourhood planning work.
3. That Cabinet endorses the use of the specialist SDNPA officers for short term support on neighbourhood planning work when required subject to budget.
4. That Cabinet endorses the priority criteria set out in paragraph 7.4 to respond to neighbourhood planning work.

9 **Late Items**

- a) Items added to the agenda papers and made available for public inspection
- b) Items which the Chair has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting

10 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 11 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 only (printed on salmon paper)]

- 11 **CCS Refuse Collection Vehicle Procurement Strategy** (Pages 29 - 43)
The Cabinet is requested to consider the report and its appendices and to make the recommendations to Council as set out in section 3.1, 3.2, 3.3 and 3.4 of the report.

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 Democratic Services 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) Subject to Covid-19 Risk Assessments members of the public are advised of the following:
 - a. Where public meetings are being held at East Pallant House in order to best manage the space available members of the public are in the first instance asked to listen to the meeting online via the council's committee pages.
 - b. Where a member of the public has registered a question or statement they will be invited to submit the question or statement in advance to be read out by Democratic Services. They may attend the meeting but will be asked to sit in an allocated seat in the public gallery.
 - c. It is recommended that all those attending take a lateral flow test prior to the meeting.
 - d. All those attending the meeting will be required to wear face coverings and maintain social distancing when in the building/meeting room.
 - e. Members of the public must not attend any face to face meeting if they or a member of their household have Covid-19 symptoms and/or are required to self-isolate
- (5) 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 Chair'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. As part of the Covid-19 Risk Assessment members are asked to register in advance by the deadline indicated below. Where additional seating is not available questions registered in time will be read by Democratic Services.

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.