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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 7 September 2021 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, 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 - 10)
The Cabinet is requested to approve as a correct record the minutes of its meeting on 6 July 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 **Housing Grants** (Pages 11 - 14)
The Cabinet is requested to consider the report and make the following recommendation to Full Council:

That Cabinet recommends to the Council that delegated authority is given to the Director of Housing and Communities to spend the grant funding received from Government set out in para 3.1 to 3.8 of this report in accordance with the terms of the grant.
- 6 **Making the Westbourne Neighbourhood Development Plan** (Pages 15 - 16)
The Cabinet is requested to consider the report and make the following recommendation to Full Council:

Make the Westbourne Neighbourhood Development Plan part of the Development

Plan for Chichester District (excluding the area within the South Downs National Park).

7 Commissioning of West Sussex Community Advice and Support Service (Pages 17 - 20)

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

That the Cabinet recommends to Council the continuation of the Funding Partnership to commission a Community Advice and Support Service across West Sussex for up to seven years from April 2022 with West Sussex County Council as the lead authority.

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

That the Cabinet delegates authority to the Director of Housing and Communities, following consultation with the Cabinet Member for Community Services, to agree to the Inter Agency Agreement, the specification and signing of the contract, and delegates the annual monitoring of performance to the Grants and Concessions Panel.

KEY DECISIONS

8 First Homes Eligibility Criteria (Pages 21 - 29)

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

That the Cabinet approves the adoption of a district local connection requirement as set out at paragraph 5.2 for First Homes delivered through new residential developments.

OTHER DECISIONS

9 Approval of the draft Infrastructure Business Plan 2022-27 for consultation (with the City, Town and Parish Councils and key Infrastructure Delivery Commissioners) (Pages 31 - 46)

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

1. That Cabinet considers the recommendation from the Development Plan and Infrastructure Panel that Project IBP/877 is deselected for CIL funding and removed from the IBP Spending Plan as set out in para. 4.9 of the report and determines its position regarding CIL funding in respect of this project.
2. That subject to its decision in respect of recommendation 2.1 above, Cabinet approves the Draft Infrastructure Business Plan 2022-27 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 4 October to 15 November 2021.

10 Climate Emergency Action Plan – Proposed Budget Amendments (Pages 47 - 60)

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

1. That, subject to completion of the WSCC Local Cycling and Walking Infrastructure Plan (LCWIP) prioritisation and pre-engagement stages, Cabinet approves the commissioning of a feasibility study for one priority LCWIP scheme funded by Business Rates Pool funding (£38,000) with the remainder allocated from reserves (£12,500).
2. That Cabinet notes that the following proposals are to be considered within the context of the Future Services Framework priority setting exercise after which they will be reported back to cabinet as appropriate for further consideration:
 - (a) Feasibility studies for two further priority LCWIP schemes (paragraphs 4.2 - 4.5).
 - (b) Appointment of a Home Energy Conservation Officer (paragraphs 4.5 - 4.7).
3. That Cabinet approves the options for engagement and communication on climate change as outlined in paragraphs 4.8 - 4.11.

11 **Communications Strategy 2021-2026** (Pages 61 - 96)

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

Cabinet adopts the draft Communications and Digital Strategy 2021 – 2026.

12 **Development Management Division Workloads and Resourcing** (Pages 97 - 101)

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

That Cabinet approves:

1. The creation of a further Senior Planning Officer post in the Major Applications and Business Team at a cost of £45,000 per annum as a result of the demand for Planning Performance Agreements (PPA) with developers on some of the Council's Strategic Development Sites, to be directly funded from an agreement with Graylingwell LLP in the first year and anticipated to be funded through further PPA's in subsequent years;
2. The creation of a further Planning Assistant Post at a cost of £28,000 per annum to deal with the increased workload of the Development Management Service to be funded from reserves for the remainder of the financial year 2021/22 and incorporated into the 2022/23 base budget thereafter.
3. The release of £20,000 from reserves to cover the cost of temporary agency staff to address the current backlog of applications.

13 **Options to deter unauthorised vehicle encampments on CDC land** (Pages 103 - 107)

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

1. That Cabinet approve that officers focus on New Park and East Broyle sites to ensure that appropriate measures to deter unauthorised vehicle access are installed by the end of the financial year.
2. That officers bring back worked up proposals, including budget implications

for consideration at the October Cabinet meeting.

3. That a programme of engagement and consultation with residents who live adjacent to the two sites and other impacted organisations commences.

14 **2020-21 Treasury Management outturn report** (Pages 109 - 122)

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

The Cabinet is requested to consider the Treasury activity summarised in this report.

15 **Award of Contracts for Insurance Services** (Pages 123 - 148)

The Cabinet is requested to consider the report and its part II appendices and make the following resolutions:

That the Cabinet:

- 2.1 Approve the award of the Council's insurance contract(s) to the bidder(s) with the highest evaluated score as set out in section 5 and exempt appendix 1.

- 2.2 Delegate authority to the Director of Corporate Services to:

- 2.2.1 conclude the contractual arrangements and implement the relevant contracts to be effective from 1 November 2021;

- 2.2.2 approve the extension period beyond the initial contract period where appropriate; and,

- 2.2.3 arrange for continued marine insurance cover as set out in paragraph 3.6.

- 2.3 Where the above arrangements are not able to be finalised and successfully implemented before 30 October 2021, delegate authority to the Director of Corporate Services to make alternative insurance arrangements as necessary after consulting with the Cabinet Member for Finance, Corporate Services and Revenues & Benefits.

16 **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.

17 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 18 (and if discussion is required of exempt appendices for 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 only (printed on salmon paper)]

18 **Land at Church Road, Portfield, Chichester** (Pages 149 - 159)

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

That Cabinet agrees the recommendations as stated in section 3.1 and 3.2 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 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.