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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 7 December 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 - 12)
- 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 FROM THE OVERVIEW AND SCRUTINY COMMITTEE

- 5 **Corporate Plan 2022/25 - Cllr Sharp Recommendation from the Overview and Scrutiny Committee**
At the Overview and Scrutiny Committee held on 16 November 2021 it was proposed by Cllr Sharp and seconded by Cllr Moss that the Committee recommend to Cabinet that the Corporate Plan success measures include safe jobs, in that the Council promote green jobs in the sectors of renewable, retrofitting and the circular economy. The Committee then voted on this proposal which was carried.

Cabinet are therefore asked to consider the following recommendation:

That the Corporate Plan success measures include safe jobs, in that the Council promote green jobs in the sectors of renewable, retrofitting and the circular economy.

RECOMMENDATIONS TO COUNCIL

6 **Determination of the Council Tax Reduction Scheme for 2022-2023** (Pages 13 - 38)

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

RECOMMENDED TO COUNCIL

That Cabinet recommend that the proposed Council Tax Reduction Scheme for 2022-2023 be approved by full Council.

RESOLVED

That Cabinet delegate approval for mid-year changes in the Scheme, where it is deemed appropriate to the Director for Housing & Communities following consultation with the Director of Corporate Services and Cabinet Member for Finance, Corporate Services and Revenues and Benefits.

KEY DECISIONS

7 **Determination of the Council Tax Base 2022-2023** (Pages 39 - 46)

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

1. In order to comply with section 35 of the Local Government Finance Act 1992, that the following resolutions be made;
2. No item of expenditure shall be treated as 'special expenses' for the purposes of section 35 of the Local Government Finance Act 1992.
3. This resolution in (2.2) shall remain in force for the 2022-2023 financial year.
4. The calculation of the Chichester District Council's taxbase for the year 2022-2023 be approved.
5. The amounts calculated by Chichester District Council as its council taxbase be those set out in appendices 1 and 2 to this report.

8 **Fees and Policies under The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020** (Pages 47 - 72)

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

To approve the proposed fee and separate supporting Fees and Determination Policies.

OTHER DECISIONS

9 **Expenditure under the Planting Trees Outside Woodlands Project** (Pages 73 - 76)

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

That Cabinet delegates authority to the Director of Planning and Environment, following consultation with the Cabinet Member for the Environment and Chichester Contract Services for the release of grant funding from DEFRA for the

following two projects:

1. £25,000 for the Agroforestry and Orchards Pilot; and
2. £40,000 for the Hedgerow Tree Pilot

10 **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

11 **Urgent Decision Notice - Trade Waste Bins (Page 77)**

The Cabinet is requested to note the Urgent Decision Notice relating to Trade Waste Bins.

12 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda items 13-17 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)]

13 **Beach Management Plan (BMP) - Shingle Replenishment 2022-2024 (Pages 79 - 88)**

The Cabinet is requested to consider the report and its appendices and make the resolutions set out in section 2.1 of the report.

14 **Chichester Contract Service: Procurement of new refuse collection vehicles (Pages 89 - 94)**

The Cabinet is requested to consider the report and its appendix make the resolutions as set out in sections 2.1 and 2.2 of the report.

15 **Leisure Services Contract Update (Pages 95 - 97)**

The Cabinet is requested to consider the report and make the resolution set out at section 2.1 of the report.

16 **Southern Gateway Project (Pages 99 - 134)**

The Cabinet is requested to consider the report and its appendices and make the resolutions as set out in sections 3.1-3.5 of the report.

17 **Urgent Decision Notice - Westgate Decarbonisation Project (Pages 135 - 136)**

The Cabinet is requested to note the part II Urgent Decision Notice related to the Westgate Decarbonisation Project.

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:
 - ii) 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.
 - iii) 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.
 - iv) It is recommended that all those attending take a lateral flow test prior to the meeting.
 - v) All those attending the meeting will be required to wear face coverings and maintain social distancing when in the building/meeting room.
 - vi) 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.