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A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 3 May 2022 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 - 6)  
The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 5 April 2022.
- 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 OVERVIEW AND SCRUTINY COMMITTEE

- 5 **Scope for East Pallant House Options Appraisal** (Page 7)  
The Cabinet is requested to consider the East Pallant House Options Appraisal Task and Finish Group Terms of Reference and background report discussed at the Overview and Scrutiny Committee which can be found on pages 21-23 of the Overview and Scrutiny Committee agenda pack for 22 March 2022 and make the following resolutions:
  1. That the East Pallant House Options Appraisal Task and Finish Group Terms of Reference be agreed.
  2. That the membership of the East Pallant House Options Appraisal Task and Finish Group be appointed.
  3. That the Chair of the East Pallant House Options Appraisal Task and Finish

Group be appointed.

4. That Cabinet agrees up to £20,000 from reserves to fund a third party to undertake the detailed valuation exercise to inform the options appraisal.

## **RECOMMENDATIONS TO COUNCIL**

### **6 Delegation to Director of Growth & Place for lease values (Pages 9 - 10)**

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

That the Director for Growth & Place's delegation to enter into leases to a value of £60,000 per annum be increased to up to £100,000 per annum, until such time as the Constitution is updated and approved.

### **7 Development Management Division Workloads and Resourcing (Pages 11 - 14)**

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

1. The release of £56,600 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies, and;
2. The release of £74,225 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending a planning appeal.

### **8 Stock Condition Surveys (Pages 15 - 17)**

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

That Council approves the release of £150,000 from reserves to cover the cost of engaging a specialist company to carry out stock condition surveys for all Council built assets.

## **KEY DECISIONS**

None.

## **OTHER DECISIONS**

### **9 Barnfield Phase 1 and 2a - Post Project Evaluation (Pages 19 - 25)**

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

That Cabinet notes the Post Project Evaluation (PPE) for the development of land at Barnfield, Chichester Phases 1 and 2a.

**Please note that Appendix 2 is a Part II document.**

### **10 Bosham Car Park Options (Pages 27 - 32)**

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

1. That Cabinet approves the IPPD to undertake an options appraisal for Bosham Car Park.
2. That Cabinet approves release of £20,000 from Reserves to support

the project.

11 **Changes to Parking Regulations** (Pages 33 - 35)

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

That Cabinet notes the amendment to the Traffic Management Act 2004 – Part 6 – Civil Enforcement of Traffic Contraventions and approves that the amendments are made to Chichester District Council's Parking Order.

12 **Public Conveniences Refurbishment** (Pages 37 - 49)

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

1. That the PID for the refurbishment of Public Conveniences at the five selected sites be approved.
2. That the release of £569,000 from the Asset Replacement Programme (ARP) to enable the commencement of the project, to cover the initial feasibility including site surveys, design and costings, with a further report to Cabinet on the total estimated cost before going out to tender be approved.

13 **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

14 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 9, appendix 2 and 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 only (printed on salmon paper)]

15 **Leisure Management Contract 2022-2023** (Pages 51 - 54)

The Cabinet is requested to consider the part II report and make the recommendation to Council as set out in section 2.1 a.

## 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 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 they will be invited to attend the meeting and will be allocated a seat in the public gallery.
  - c. You are advised not to attend any face to face meeting if you have symptoms of Covid.
- (4) 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]
- (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.