

JOHN WARD
Director of Corporate Services

Contact: Democratic Services
Email: democraticservices@chichester.gov.uk

East Pallant House
1 East Pallant
Chichester
West Sussex
PO19 1TY
Tel: 01243 785166
www.chichester.gov.uk



A meeting of the **Cabinet** will be held in the Committee Rooms, East Pallant House on **Tuesday 6 September 2022 at 6.00 pm**

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

PLEASE NOTE THE LATER START TIME.

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 5 July 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 TO COUNCIL

- 5 **Section 106 Allocation for development of an Artificial Grass Pitch at Oaklands Park, Chichester** (Pages 7 - 12)
The Cabinet is requested to consider the report and its appendix and make the following resolutions and recommendation to Full Council:

Cabinet is requested to resolve:

That cabinet approve:

1. **The release of £11,250 of Section 106 Sport and Leisure funding for pre-construction services for Oaklands Park Artificial Grass Pitch (AGP).**

2. **The appointment of contractor E as set out in appendix one to undertake the pre-construction services and subject to partnership funding being secured, enter into a contract for the delivery of the AGP as the preferred contractor for the Oaklands Park football pitch project.**

Cabinet is requested to recommend to Full Council:

The release of a further £288,750 of section 106 Sport and Leisure funding, towards a total project cost of £1,210,800, as the council's contribution towards the delivery of the Artificial Grass Pitch (AGP) at Oaklands Park Chichester. This funding being conditional on partnership funding being achieved to cover the full costs of the project.

KEY DECISIONS

None.

OTHER DECISIONS

- 6 **2021/2022 Treasury Management outturn report (Pages 13 - 24)**
The Cabinet is requested to consider the Treasury and Investment activity summarised in the report and its appendices.
- 7 **Approval of the draft Infrastructure Business Plan 2023-28 for consultation (with the City, Town and Parish Councils and Key Infrastructure Delivery Commissioners) (Pages 25 - 34)**
The Cabinet is requested to consider the report and its appendices and make the following resolution:

That the Cabinet approve the Draft Infrastructure Business Plan 2023-28 (Appendix 1) 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 13 September to 25 October 2022.
- 8 **Business Continuity Infrastructure (Duplicate Server Facility) (Pages 35 - 43)**
The Cabinet is requested to consider the report and its appendix and make the following resolution:

To note the Post Project Evaluation (PPE) for the building and commissioning of an offsite IT disaster recovery solution for the Council.
- 9 **Development Management Division - Workload and Resources (Pages 45 - 47)**
The Cabinet is requested to consider the report and make the following resolution:

That Cabinet approves the release of £40,000 from reserves to cover the cost of a temporary agency planning manager to address a current staff vacancy.
- 10 **Future Funding for the Community Warden Service (Pages 49 - 53)**
The Cabinet is requested to consider the report and make the following resolutions:

1. That Cabinet approve the new funding model based on the number of community wardens per area.
2. That Cabinet agree the proposal to delete the current vacant community warden post.
3. That Cabinet recommends to Council funding of 50% of the total cost of the Community Warden Service for 3 years from 1 April 2023 (as set out in para 5.2), subject to match funding being secured by partners.

11 **Moving the website into the Cloud** (Pages 55 - 75)

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

1. That Cabinet approve a four-year contract with Goss Interactive to move the Council's website platform into the Cloud, to improve online services and security.
2. That Cabinet approve the additional revenue budget of £21,399 a year plus one-off costs of £15,750, year 1 costs to be funded from General Fund reserves and subsequent years to be added to the base budget.

12 **Urgent Decision Notice** (Page 77)

The Cabinet is requested to note the Urgent Decision Notice relating to Westward House Energy, Efficiency and Thermal Comfort project August 2022.

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 15 and 16 (and appendices to agenda items 5 and 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)]

15 **Proposed new lease for Sea Cadets, Chichester** (Pages 79 - 83)

The Cabinet is requested to consider the exempt report and its appendix and make the resolution as set out in section 2.1 of the report.

16 **St James Rent Subsidy Scheme Review** (Pages 85 - 88)

The Cabinet is requested to consider the exempt report and its appendix and make the resolutions as set out in sections 2.1 and 2.2 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 Covid-19 Risk Assessments members of the public are advised of the following;
 - 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.
 - 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.
 - 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.