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A meeting of **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 6 October 2015 at 9.30 am**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr B Finch, Mrs P Hardwick, Mrs G Keegan and Mrs S Taylor

AGENDA Part 1

- 1 **Minutes** (Pages 1 - 16)
To approve as a correct record the minutes of the Cabinet meeting held on 8 September 2015
- 2 **Urgent Items**
Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 15(b).
- 3 **Declarations of Interests**
Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters on the agenda for this meeting.
- 4 **Public Question Time**
Questions submitted by members of the public in writing by noon on the previous working day (for a period up to 15 minutes).

KEY DECISIONS

- 5 **Car Parking Charges and Chichester District Parking Forum** (Pages 17 - 27)
To approve for consultation revised charges for the Council's off-street car parks, to be implemented from 1 April 2016; and to update the terms of reference of the Chichester District Car Parking Forum.
- 6 **West Sussex Local Flood Risk Management workplan** (Pages 28 - 40)
To consider the prioritised works programme identified in the Local Flood Risk Management Strategy (LFRMS) and support the listed projects and investigations designed to reduce flood risk to communities in Chichester District.
- 7 **Rural Designations** (Pages 41 - 46)
To authorise an application to the Department of Communities and Local Government (DCLG) for all rural parishes in Chichester district with populations of under 3,000 to be designated as rural in order to maximise the contribution on new housing sites towards the delivery of affordable housing to meet local housing need.
- 8 **South Downs National Park Preferred Options Local Plan consultation**

(Pages 47 - 63)

To approve the Council's response to the South Downs National Park Preferred Options Local Plan.

- 9 **Replacement Telephone System** (Pages 64 - 87)
Referring to minute 701 of 6 January 2015, to approve a Project Initiation Document (PID) for the replacement of the Council's telephone system, and to authorise a joint tendering exercise with Arun District Council.

OTHER DECISIONS

- 10 **Recording and broadcasting of Committee Meetings**
Referring to minute 53, to note that at its meeting on 22 September the Council voted 23 in favour of publication of audio-recording only of Council, Cabinet and committee meetings, and 14 in favour of web-casting. To decide how to proceed in the light of the Council's views.
- 11 **Hyde Review Task & Finish Group: Recommendations from the Overview & Scrutiny Committee** (Pages 88 - 100)
On the recommendation of the Overview and Scrutiny Committee to express concerns to the Hyde group and to seek a review of service charges at tenanted properties and related matters.
- 12 **New Homes Bonus (Parish Allocations) Scheme - Awards** (Pages 101 - 104)
To determine an application received under the New Homes Bonus (Parish Allocations) Scheme for a grant that exceeds the Cabinet Member for Community Services' delegation towards creating disabled access to the first floor of the Chidham and Hambrook Village Hall
- 13 **Council Tax review of locally defined discounts and premia** (Pages 105 - 109)
To agree that the council tax discounts applied in 2016/17 remain the same as in the current year, but that all of the locally defined discounts are reviewed in preparation for the 2017/18 taxbase setting.
- 14 **Annual Treasury Management Report** (Pages 110 - 125)
As required by the Chartered Institute of Public Finance (CIPFA), this report reviews the treasury management activity and prudential indicators out-turn for the financial year 2014-15.
- 15 **Consideration of any late items as follows:**
(a) Items added to the agenda papers and made available for public inspection
(b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting
- 16 **Exclusion of the Press and Public**
The Cabinet is asked to consider in respect of the following item(s) whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item 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. **The reports dealt with under this part of the agenda are attached for members of the Council and senior officers only (salmon paper).**

PART 2

RECOMMENDATIONS TO COUNCIL

- 17 **Authorised Testing Facility (ATF) at Westhampnett Depot for Heavy Goods Vehicle and Public Service Vehicle MOT tests** (Pages 126 - 143)
Referring to minute 572 of 1 April 2014, to approve a Project Initiation Document (PID) for the provision of an authorised testing facility (ATF) at the Westhampnett Depot and recommend the Council to release additional funding for the project from reserves
- 18 **Chichester Contract Services - Recruitment and Retention of Staff** (Pages 144 - 149)
To recommend the Council to increase the employee budget of Chichester Contract Services to address HGV driver recruitment and retention difficulties.
- 19 **Planning Services - Recruitment and Retention of Staff** (Pages 150 - 158)
To recommend the Council to approve revised pay levels based on market supplements for professional planning staff, to be funded from reserves

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 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)
4. A key decision means an executive decision which is likely to:
 - result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council'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 Council's area or
 - incur expenditure, generate income, or produce savings greater than £100,000.

Non-Cabinet member Councillors speaking at Cabinet

Standing Order 22.3 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 his consent in writing by email in advance of the meeting. They should do this by noon on the day before the 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 he would therefore retain his discretion to allow the contribution without notice.