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A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 6 September 2016 at 09:30**

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

1 **Chairman's Announcements**

The chairman 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 agenda item 12 b).

Apologies for absence which have been received will be noted at this point.

2 **Approval of Minutes** (pages 1 to 16)

The Cabinet will be asked to approve as a correct record the minutes of its meeting held on Tuesday 12 July 2016.

3 **Declarations of Interests**

Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests which they might have in respect of agenda items for this meeting.

4 **Public Question Time**

In accordance with Chichester District Council's scheme for public question time and with reference to standing order 6 in Part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, the Cabinet will receive any questions which have been submitted by members of the public in writing by noon on the previous working day. The total time allocated for public question time is 15 minutes subject to the chairman's discretion to extend that period.

RECOMMENDATIONS TO THE COUNCIL

5 **Surface Water and Foul Drainage Supplementary Planning Document** (pages 17 to 19)

The Cabinet is asked to consider the agenda report and its two appendices and to make a recommendation to the Council that it (1) adopts the Surface Water and Foul Drainage Supplementary Planning Document as set out in Appendix 1 to the report and (2) approves the proposed responses to the representations received as set out in Appendix 2 to the report.

6 **Avenue de Chartres Car Park - Major Refurbishment Scheme 2016-2017** (pages 20 t 27)

The Cabinet is asked to consider the agenda report and its two appendices (the second of which is confidential and available to members and relevant officers only*) and to make the following resolutions and recommendations namely that:

- (1) The Cabinet agrees to enter into a JCT Intermediate Form of Contract with Contractor A to undertake essential repairs and maintenance works as tendered for the sum of £483,049.
- (2) The Cabinet agrees to enter into a JCT Intermediate Form of Contract with Contractor A to provide resurfacing to the intermediate parking deck surface and connecting ramps tendered for the sum of £154,270.
- (3) The Cabinet recommends to the Council that it approves funding for the essential upgrade of the perimeter vehicle barriers, pedestrian railings and associated works to achieve compliance with current health and safety standards and that officers be authorised to invite invitations to tender for these works.
- (4) The Cabinet recommends to the Council that it approves funding to refurbish the five access towers and clean the concrete retaining wall and paved surfaces and that officers be authorised to invite invitations to tender for these works.
- (5) The Cabinet recommends to the Council that it authorises the re-profiling of the asset replacement programme to enable the replacement of the existing lighting installation with a more energy efficient LED system and that officers be authorised to invite invitations to tender for these works.
- (6) The Cabinet authorises the release of £530,000 identified within the Asset Replacement Programme for years 2016-2017 for Avenue de Chartres car park refurbishment works.
- (7) The Cabinet recommends that the Council authorises the release from capital reserves of £457,319 to fund the cost of this refurbishment not provided for within the Asset Replacement Programme.

[Note The issues in (1), (2) and (6) are key decisions but this agenda item is included within this section of the agenda because of the recommendations to the

Council in (3) to (5) and (7)]

*[**Note** Exempt category 3: information relating to the financial or business affairs of any particular person (including the authority holding that information)]

7 Deficit Reduction Plan (pages 28 to 37)

The Cabinet is asked to consider the agenda report and its two appendices and to:

- (1) Approve the Deficit Reduction Plan of £3.8m set out in Appendix 2 to the report for eliminating the budget deficit and
- (2) Recommend to the Council that it authorises the Head of Finance and Governance to submit a request to the Department of Communities and Local Government for a four-year settlement and that this Deficit Reduction Plan is used as the basis for that request.

[**Note** The issue in (1) is a key decision but the item is included within this section of the agenda because of the recommendation to the Council in (2)]

KEY DECISIONS

8 Bosham Parish Neighbourhood Plan Decision Statement (Pages 38 - 49)

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

- (1) The Decision Statement as set out in the appendix be published.
- (2) The examiner's recommendation that subject to modifications as set out in the Decision Statement the Bosham Parish Neighbourhood Development Plan proceeds to a referendum be approved.

9 Review of Character Appraisal and Management Proposals for Chichester Conservation Area and Implementation of Associated Recommendations (pages 50 to 56)

The Cabinet is asked to consider the agenda report and its five appendices and to make the following resolutions:

- (1) That the revised Character Appraisal and Management Proposals for Chichester Conservation Area, attached at Appendix 2 to this report, be approved as a material consideration in relevant planning decisions.
- (2) That, subject to further consultation with residents of Oving Road, Guilden Road, Green Lane, Russell Street, Cambrai Avenue, St James Road, Bognor Road, Whyke Lane and Whyke Road, the Head of Planning Services be authorised following consultation with the Cabinet Member for Housing and Planning and respective ward members to approve the implementation of the boundary changes shown on the maps at Appendix 3.
- (3) That the implementation of an "Immediate" Article 4 direction to cover minor

alterations, as set out in Appendix 4 to this report, to the principal elevations of dwellings within Chichester Conservation Area, as amended, be approved.

- (4) That the implementation of a “non-immediate” Article 4 direction to cover installation of solar panels on the principal elevations and roof pitches of buildings within the Chichester Conservation Area, as amended, as set out in Section 7 below be approved.
- (5) That decisions to confirm and implement the directions referred to in 3.3 and 3.4 above be taken by the Head of Planning Services following consultation with the Cabinet Member for Housing and Planning and ward members for the Chichester Conservation Area within six months of the Directions being made.
- (6) That an assessment of the Summersdale area to assess its potential for conservation area designation, raised by a number of respondents to the Chichester Conservation Area consultation, be undertaken in connection with the future review and appraisal of the Graylingwell Conservation Area.

[**Note** Appendices 1 and 5 may be viewed either on the committee papers pages of Chichester District Council’s web-site or as a deposited hard copy in the Members Room at East Pallant House and all other appendices appear in the separate appendices bundle for this agenda]

10 Overarching Investment Opportunities Protocol (pages 57 to 74)

The Cabinet is asked to consider the agenda report and its two appendices and to make the following resolution:

That the Cabinet endorses the Investment Opportunities Protocol as set out in Appendix 1 of this report, together with the Land and Property Sub-Strategy Investment Protocol at Appendix 2.

11 Treasury Management Out-turn and Progress Report (Pages 75 - 94)

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

- (1) That the Cabinet notes the final Prudential Indicators for 2015-2016 to 2020-2021 as detailed in appendix 1 to the report.
- (2) That the Cabinet considers the treasury management out-turn performance for 2015-2016 and the treasury management performance for the three months to 30 June 2016.

OTHER DECISIONS

NONE

12 **Late Items**

- 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

13 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of agenda item 14 below and, if required to be considered during the meeting, the second appendix to agenda item 6 above whether the public including the press should be excluded from the meeting on the grounds of exemption under Paras 1 to 7 in Part 1 of Schedule 12A to the *Local Government Act 1972* as indicated hereunder 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.

- (1) **Appendix 2 to agenda item 6** – Para 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (2) **Agenda Item 14** – Para 1: Information relating to any individual and Para 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

[**Note** The report and appendices within this part of the agenda are attached for members of Chichester District Council and relevant officers only (printed on salmon paper)]

14 **Pay Policy** (pages 95 to 128)

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

- (1) That the Cabinet approves the undertaking of a comprehensive review of posts against a set of agreed principles, on a service by service basis, (see option (f) paragraph 6.10), implemented with effect from March 2018 and that £25,000 is allocated from reserves to fund advice and consultancy associated with its implementation.
- (2) That the Cabinet approves the enhancement of the staff benefits package (see option (g) paragraphs 6.13 and 6.14) with effect from 1 April 2017 with a revenue budget of £14,000 allocated to fund the cost of providing discounted staff car parking.
- (3) That the Cabinet considers the request from the staff side made at the JECP meeting on 22 August 2016 (see paragraph 8.1) but is recommended not to approve the request.

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. [*Constitution* 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.