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A meeting of **Cabinet** will be held in Committee Room 1 at East Pallant House Chichester on **Tuesday 4 October 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 13 b).

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

### 2 **Minutes** (pages 1 to 19)

The Cabinet will be asked to approve as a correct record the minutes of its ordinary meeting on Tuesday 6 September 2016 and its special meeting on Tuesday 20 September 2016.

### 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 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 **Appointment of External Auditors** (pages 20 to 25)

The Cabinet is requested to consider the agenda report and to make a recommendation to the Council that the Council opts in to sector-led procurement of external audit services by the appointed person, Public Sector Audit Appointments Ltd (PSAA).

### 6 **Fishbourne Neighbourhood Plan – Modification for the Purpose of Correcting an Error** (pages 26 to 33)

The Cabinet is requested to consider the agenda report and its two appendices and to make the following recommendation to the Council namely that the Fishbourne Neighbourhood Plan is modified for the purpose of correcting an error and that the modification document as set out in appendix 2 is published.

## KEY DECISIONS

### 7 **Chichester in Partnership - Choosework Project** (pages 34 to 55)

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

- (1) That the Cabinet approves the continuation of the ChooseWork project for a further three years from March 2017 and that Chichester District Council continues to support the project by hosting it and part funding it at 30% of the total cost from unspent balances and the unallocated New Homes Bonus.
- (2) That the Economic Development Manager and Partnerships Officer seeks and agrees partnership contributions and match funding towards the balance of the cost of the project.
- (3) That, if there is a shortfall in funding secured from partners, a further report is made to the Cabinet to consider the future of the programme.
- (4) That the Cabinet considers the recommendations of the Overview and Scrutiny Committee as set out in section 8.4 of the report.

### 8 **Post Project Evaluation of the Multi-Agency Agreement for the Management of Encampments Across West Sussex and the Provision of a Gypsy and Traveller Transit Site at Chichester West Sussex** (pages 56 to 91)

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

- (1) That it notes the findings of the Post Project Evaluation and considers any comments and recommendations which it might wish to make to the Council.

- (2) That it considers the recommendation made by the Overview and Scrutiny Committee that officers make a further application to Southern Water for the connection of the Transit Site to the mains drainage system.

9 **Review of Character Appraisal and Management Proposals for Selsey Conservations Area and Implementation of Associated Recommendations Including Designation of a New Conservation Area in East Selsey to be Named Old Selsey** (pages 92 to 227)

The Cabinet is requested to consider the agenda report, its six appendices and the three background papers (the second of which is published with these agenda papers and the first and third of which are already available in the public domain) and to make the following resolutions:

- (1) That the revised Character Appraisal and Management Proposals for Selsey Conservation Area, attached at appendix 1 to this report, be approved as a material consideration in planning decisions.
- (2) That the recommended changes to the Selsey conservation area as shown on the maps at appendix 2 to this report be approved.
- (3) That a new conservation area Old Selsey be designated to cover parts of East Street and Albion Road as shown on the map at appendix 3 to this report.
- (4) That the draft Character Appraisal and Management Proposals for Old Selsey Conservation Area, attached at appendix 4 to this report, be approved as a material consideration in planning decisions.
- (5) That the implementation of an Immediate Article 4 Direction to cover minor alterations, as set out in appendix 6 to this report, to the principal elevations of dwellings within the Selsey, as amended, and the new Old Selsey conservation area be approved.
- (6) That the implementation of a non-immediate Article 4 Direction to cover installation of solar panels on the principal elevations of buildings within the Selsey conservation area, as amended, and the new Old Selsey conservation area be approved, as recommended in section 7 below be approved.
- (7) That decisions to confirm and/or implement, or otherwise the Directions referred to in 3.5 and 3.6 above be taken by the Head of Planning Services in consultation with the Portfolio Holder for Housing and Planning and Ward members for each of the conservation areas concerned within six months of the Directions being made.

10 **Historic Environment Strategy and Action Plan** (pages 228 to 270)

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

- (1) That it agrees the principles and approach to achieving protection and conservation of the historic environment within the district as set out in the draft Historic Environment Strategy and Action Plan, attached as an appendix to the report and agrees its scope and content for the purposes of public consultation.
- (2) That it expresses views on the potential of reviving the role of Heritage Champion either as a single member Champion or a series of Champions covering a group of wards.

#### OTHER DECISIONS

#### 11 **Housing Provision for Care Leavers - Recommendations of the Joint Scrutiny Task and Finish Group** (pages 271 to 287)

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

- (1) The recommendations set out in the Joint Scrutiny Task and Finish Group report which forms appendix 1 in respect of housing for care leavers be endorsed.
- (2) Chichester District Council's response to the recommendations as set out in appendix 2 be approved so that they can be conveyed to the West Sussex Joint Scrutiny Steering Group.

#### 12 **New Homes Bonus (Parish Allocations) Scheme - Awards** (pages 288 to 294)

The Cabinet is requested to consider the agenda report and its two appendices (the first of which is confidential\* and is available to members and relevant officers only) and to make the following resolutions namely that it approves the recommendations (to be reported orally) of the Grants and Concessions Panel made on 22 September 2016 in relation to two applications received under the New Homes Bonus (Parish Allocations) Scheme which exceeds the £25,000 delegation limit for the Cabinet Member for Community Services.

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

#### 13 **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

#### 14 **Exclusion of the Press and Public**

The Cabinet is asked to consider in respect of the agenda item 14 below and, if required to be considered during the meeting, the first appendix to agenda item 12 above 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 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 1 to agenda item 12** Para 1: Information relating to any individual
- (2) **Agenda item 14** Para 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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

## 15 **Succession Planning** (pages 295 to 309)

The Cabinet is requested to consider the confidential agenda report and its two appendices and to resolve to endorse the succession plan and make to the Council the recommendations set out in section 3 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 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.