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A meeting of the **Cabinet** will be held in Committee Room 1 at East Pallant House on **Tuesday 6 December 2016 at 09:30**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mrs P Hardwick, Mrs P Plant, Mrs G Keegan, Mrs C Purnell 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 14 b).

2 **Approval of Minutes** (pages 1 to 14)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 1 November 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 matters on the agenda for this meeting.

4 **Public Question Time**

In accordance with Chichester District Council's scheme for public question time and with reference with 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 **Financial Strategy and Plan 2017-2018** (pages 15 to 23)

The Cabinet is requested to consider the agenda report and its three appendices

and to make the following recommendations to the Council namely that it:

- (1) Approves the key financial principles and actions of the five-year financial strategy set out in Appendix 1.
- (2) Notes the current five-year Financial Model in Appendix 2.
- (3) Approves the setting of a minimum level of general fund reserves, having considered the recommendations from the Corporate Governance and Audit Committee.
- (4) Approves the continuing participation by Chichester District Council in a West Sussex NDR pool for 2017-2018.
- (5) Notes the current resources position as set out in Appendix 3.

KEY DECISIONS

6 Award of Contract for Beach Management Plan Works 2016-2017 (pages 24 to 28)

The Cabinet is requested to consider the agenda report and the confidential Part II appendix (the latter is printed on salmon paper and sent to members and relevant officers only)* and to make the following resolution:

That the contract for shingle recharge at Danefield Road Selsey be awarded to the contractor identified in the confidential appendix to the agenda report.

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

7 Determination of the Council Tax Base for 2017-2018 (pages 29 to 33)

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

- (1) That the council tax discounts to apply for the 2017-2018 financial year are:
 - a. Nil discount for second homes (to include those with planning restrictions – (Prescribed Classes A & B))
 - b. Nil discount for vacant, unoccupied and substantially unfurnished properties to include those properties which would previously have qualified for Class C exemption (Prescribed Class C)
 - c. Nil discount for unoccupied properties which would previously have qualified for Class A exemption (properties in need of or undergoing major repair)
- (2) That an Empty Home Premium of 50% be charged for the 2017-2018 financial year.
- (3) That no additional locally defined classes of discount should be determined

for the 2017-2018 financial year.

(4) In order to comply with section 35 of the *Local Government Finance Act 1992*, that the following resolutions are made:

- a. No item of expenditure shall be treated as “special expenses” for the purposes of section 35 of the Local Government Finance Act 1992;
- b. This resolution shall remain in force for the 2017-2018 financial year;
- c. The calculation of the Council’s taxbase for the year 2017-2018 is approved (appendices 1 and 2);
- d. The amounts calculated by the Council as its council taxbase for the year 2017-2018 for its area and each part of its area shall be those set out in appendices 1 and 2 to this report;
- e. In order to offset some or all of the costs of Council Tax Reduction to local precepting authorities (parish councils), a grant is distributed as outlined in appendix 3 and described in paragraphs 6.4 to 6.5 of the agenda report.

8 Introduction of Section 106 Monitoring Fee (pages 34 to 38)

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

That a section 106 monitoring fee as set out in the schedule in the appendix to the agenda report be introduced and the future annual review of those fees be delegated to the Head of Planning Services.

9 Off-Street Parking Charges (pages 39 to 40)

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

That the consultation responses to the charges which it approved at its meeting on 1 November 2016 be brought back for consideration at its meeting on 10 January 2017.

OTHER DECISIONS

10 Authority’s Monitoring Report 2015-2016 (pages 41 to 46)

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

- (1) That the Authority’s Monitoring Report 2015-2016 be published on Chichester District Council’s website.
- (2) That authority be delegated to the Head of Planning Services following

consultation with the Cabinet Member for Planning Services to enable minor amendments to be made to the document prior to and following publication.

11 Report of the Planning Task and Finish Group (pages 47 to 54)

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

- (1) That the adoption of the revised Pre Application Advice Charging Scheme with effect from 1 February 2017 be agreed.
- (2) That the recommendations of the Task and Finish Group on the use and enforcement of planning conditions be adopted be agreed including;
 - a) The full wording of conditions on Planning Committee agendas from 1 January 2017 and
 - b) All decisions on planning applications issued from 1 February 2017 adopt the revised format recommended by the Task and Finish Group.

12 Treasury Management 2016-2017 Mid-Year Progress Report (pages 55 to 62)

The Cabinet is requested to consider the agenda report and its appendix and to resolve to note Chichester District Council's Treasury Management 2016-2017 Mid-Year Progress Report for the six months to 30 September 2016.

13 Appointments to Panels and Forums (pages 63 to 64)

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

That Mrs J E Duncton be appointed to serve on the Chichester District Parking Forum in the place of Mrs E P Lintill as Chichester District Council's representative from Petworth.

14 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

15 Exclusion of the Press and Public

The Cabinet is asked to consider in respect of agenda item 16 (Cultural Grants Review) 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 for agenda item are provided for members of Chichester Council and relevant officers only (printed on salmon paper)]

16 **Cultural Grants Review** (pages 65 to 69)

The Cabinet is requested to consider the confidential agenda report and its four appendices and to make the following recommendations to the Council:

That the Council:

- (1) Approves a grant as stated in para 6.1 (a) of the report be offered to the Chichester Festival Theatre for four years commencing April 2018, subject to a funding agreement and confirmation of continued Arts Council England funding over that period.
- (2) Approves a grant as stated in para 6.1 (b) of the report be offered to the Pallant House Gallery for four years commencing April 2018, subject to a funding agreement and confirmation of continued Arts Council England funding over that period.
- (3) Approves the Head of Community Services, following consultation with the Deputy Leader and Cabinet Holder for Community Services, being given delegated authority to agree the terms of the funding agreements including relevant break clauses.
- (4) Notes that the Overview and Scrutiny Committee continues to monitor performance of these two organisations.

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 of Chichester District Council’s *Constitution*]
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 THE CABINET

Standing Order 22.3 of the Chichester District Council *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 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.