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A meeting of the **Cabinet** will be held in Committee Room 2 at East Pallant House on **Tuesday 9 January 2018 at 09:30**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

## AGENDA

### 1 **Chairman's Announcements**

The chairman will make any specific announcements for this meeting and advise of any late items which will be given consideration under agenda item 14 (a) or (b).

Apologies for absence will be taken at this point.

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

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 5 December 2017, a copy of which is circulated with this agenda.

### 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 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 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 12:00 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 **Commissioning of West Sussex Community Advice Services** (pages 17 to 20)

The Cabinet is requested to consider the agenda report and to make the following resolutions and the recommendation to the Council:

A - RECOMMENDATIONS TO THE CABINET

- (1) That the Cabinet agrees to the continuation of the Funding Partnership to commission Community Advice Service across West Sussex beyond 2018 with West Sussex County Council as the lead authority and subject to confirmation of funding by other partners.
- (2) That the Cabinet considers its likely support for the service beyond the bridging period to guide the recommissioning work of the Funding Partnership.
- (3) That the Cabinet delegates authority to the Head of Community Services to agree the Terms of Reference for the Funding Partnership and changes to the Service Specification in agreeing a Bridging Contract.

B - RECOMMENDATION TO THE COUNCIL

That the Cabinet recommends to Council that the availability of £74,000 per annum for up to two years to achieve a bridging contract with the existing provider for the Community Advice Service be approved.

**6 Revised Corporate Plan 2018-2021 (pages 21 to 24)**

The Cabinet is requested to consider the agenda report and its nine appendices in the agenda supplement and to make the recommendations to the Council and the resolution set out below:

A - RECOMMENDATIONS TO THE COUNCIL

- (1) That the Council be recommended to approve the revised Corporate Plan for 2018-2021 as set out in appendix 1 to the agenda report.
- (2) That, subject to the Cabinet's agreement in the resolution below to approve the new project proposals for 2018-2019, the Council approves £130,000 from Chichester District Council's General Fund Reserve to fund two projects as set out in para 5.7 of the agenda report.

B - RESOLUTION BY THE CABINET

That the new project proposals for 2018-2019 as set out in appendices 2 to 9 to the agenda report be agreed in principle subject to full Project Initiation Document (PID) approval.

**7 Revised Local Development Scheme 2018-2021 (pages 25 to 28)**

The Cabinet is requested to consider the agenda report and its appendix in the agenda supplement and to make the following recommendation to the Council:

RECOMMENDATION TO THE COUNCIL

That the revised Local Development Scheme 2018-2021 be approved.

8 **Site Allocation - Development Plan Document 2014-2029 - Proposed Modifications Consultation** (pages 29 to 31)

The Cabinet is requested to consider the agenda report and its two appendices in the agenda supplement and to make the following recommendations to the Council:

RECOMMENDATIONS TO THE COUNCIL

- (1) That the Site Allocation Development Plan Document Further Proposed Main Modifications (set out in appendix 1 to the agenda report) and the Further Proposed Minor Modifications (set out in appendix 2 to the agenda report) be approved for public consultation.
- (2) That authority be delegated to the Head of Planning Services, following consultation with the Cabinet Member for Planning Services, to enable minor editorial and typographical amendments to be made to the document prior to publication.

9 **Statement of Community Involvement** (pages 32 to 34)

The Cabinet is requested to consider the agenda report and its two appendices in the agenda supplement and to make the following recommendation to the Council:

RECOMMENDATION TO THE COUNCIL

That the Statement of Community Involvement be adopted.

10 **Supporting New and Existing Small Businesses** (pages 35 to 39)

The Cabinet is requested to consider the agenda report and to make the following recommendation to the Council and resolutions:

A - RECOMMENDATION TO THE COUNCIL

That (a) the establishment of the Shop Front Improvement Grant Scheme and Provision of Retail Training for independent retailers as set out in sections 4.2 to 4.5 of the agenda report supported by £168,800 allocated from the Pooled Business Rates Fund be approved and (b) the Head of Commercial Services be authorised to approve shop front improvement grants under the Scheme.

B - RESOLUTIONS BY THE CABINET

- (1) That the continuation of the Enabling Grant Scheme for new and existing small businesses as set out in section 4.1 of the agenda report supported by £71,428 allocated from the Pooled Business Rates Fund and that the Head of Commercial Services be authorised to approve grants under the Scheme.
- (2) That the allocation of additional funding for Chichester District Council's Choose Work Programme as set out in section 4.6 supported by £32,000 from the Pooled Business Rates Fund be implemented.

- (3) That a record of all grants allocated under the Enabling Grant Scheme and Shop Front Improvement Grant Scheme be reported to the Grants and Concessions Panel to ensure co-ordination of the approval processes.

### KEY DECISIONS

11 **Rough Sleepers Outreach Worker** (pages 40 to 43)

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

That the creation of a Rough Sleeper Outreach Worker post at a cost of £40,000 per annum to be funded from the base budget, subject to the annual budget process, be approved.

### OTHER DECISIONS

12 **Appointments to Panels, Forums and other Groups 2017-2018** (pages 44 to 45)

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

- (1) That Peter Wilding as the Cabinet Member for Corporate Services (with responsibility for risk management) be appointed to sit on the Strategic Risk Group in place of Philippa Hardwick.
- (2) That Bob Hayes be appointed to succeed Mark Dunn on the Development Plan and Infrastructure Panel.
- (3) That Francis Hobbs be appointed to represent Chichester District Council on Visit Chichester Limited in place of Paul Over.

13 **Section 106 Community Facilities - St Wilfrid's Church Hall Chidham** (pages 46 to 49)

The Cabinet is requested to consider the agenda report and the Part II restricted\* appendix for the information of members and relevant officers only (printed on salmon paper) and to make the following resolution:

That £57,368 section 106 Community Facilities monies be released to Chidham Parochial Church Council for identified enhancements to St Wilfrid's Church Hall.

[\***Note** Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the *Local Government Act 1972*]

## 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 might be asked to discuss the Part II restricted appendix to the Part I report for agenda item 13 (Section 106 Community Facilities – St Wilfrid’s Church Hall Chidham), in which case it will need to consider making a resolution as to 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 appendix to the report for agenda item 13 within this part of the agenda is attached for Chichester District Council members and relevant officers only (printed on salmon paper)]

### 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 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 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.