



Minutes of the meeting of the **Cabinet** held in Committee Room 2 at East Pallant House Chichester West Sussex on Tuesday 9 January 2018 at 09:30

**Members Present** 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

**Members Absent**

**Officers Present** Mr M Allgrove (Planning Policy Conservation and Design Service Manager), K Chapman (Planning Policy Officer), Mrs T Flitcroft (Principal Planning Officer (Local Planning)), Mr A Frost (Head of Planning Services), Mrs L Grange (Housing Delivery Manager), Mr D Hyland (Community and Partnerships Support Manager), Mr J Mildred (Corporate Policy Advice Manager), Mr S Oates (Economic Development Manager), Mr P E Over (Executive Director), Mrs L Rudziak (Head of Housing & Environment Services), Mrs D Shepherd (Chief Executive), Mr G Thrussell (Senior Member Services Officer), Mr J Ward (Head of Finance & Governance Services) and Miss C Williams (Community Liaison Officer)

#### 455 **Chairman's Announcements**

Mr Dignum welcomed the members of the public, the press representatives and Chichester District Council (CDC) members and officers who were present for this meeting. He summarised the emergency evacuation procedure.

There were no apologies for absence and all members of the Cabinet were present.

There were no late items for consideration at this meeting.

**[Note** Hereinafter in these minutes CDC denotes Chichester District Council]

**[Note** Minute paras 456 to 469 below summarises the consideration of and conclusion to agenda items 5 to 15 inclusive but for full details please refer to the audio recording facility via this link:

<http://chichester.moderngov.co.uk/ieListDocuments.aspx?CId=135&MId=979&Ver=4>

456 **Approval of Minutes**

The Cabinet received the minutes of its meeting on Tuesday 5 December 2017, which had been circulated with the agenda.

There were no proposed changes to the minutes.

*Decision*

The Cabinet voted unanimously on a show of hands to approve the aforesaid minutes without making any amendments.

**RESOLVED**

That the minutes of the Cabinet's meeting on Tuesday 5 December 2017 be approved without amendment.

457 **Declarations of Interests**

No declarations of interests were made at this meeting by either Cabinet members or other CDC members who were present as observers.

458 **Public Question Time**

No public questions had been submitted for this meeting.

459 **Commissioning of West Sussex Community Advice Services**

The Cabinet received and considered the agenda report.

This item was introduced by Mrs Lintill.

Mr Hyland and Miss Williams were in attendance for this matter.

Mrs Lintill summarised the contents of the report and emphasised the importance of CDC continuing to support, subject to the funding arrangements, this very valuable service.

Mrs Lintill informed the Cabinet of the following proposed resolution in response to recommendation in para 2.2 of the report:

'That support be agreed in principle for the future commissioning of a Community Advice Service beyond the proposed bridging period outlined in section 5.1 of the agenda report subject to partner funding be made available.'

Mr Hyland alluded briefly to the complicated funding arrangements.

Mrs Taylor and Mr Dignum expressed their strong support for this excellent service.

### *Decision*

The Cabinet voted unanimously on a show of hands to support the recommendation to be made to the Council and in addition the resolutions which are set out below.

#### **RECOMMENDED TO THE 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.

#### **RESOLVED**

- (1) That 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 be agreed.
- (2) That support be agreed in principle for the future commissioning of a Community Advice Service beyond the proposed bridging period outlined in section 5.1 of the agenda report subject to partner funding being made available.
- (3) That authority be delegated 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.

#### **460 Revised Corporate Plan 2018-2021**

The Cabinet received and considered the agenda report and its nine appendices in the agenda supplement.

This item was introduced by Mr Dignum.

Mr Mildred was in attendance for this matter.

Mr Dignum summarised the contents of the report and referred the Cabinet to the draft Corporate Plan 2018-2021 document on pages 1 to 7 of the agenda supplement.

Mr Dignum informed the Cabinet of the following two proposed amendments to appendix 1 to the report, namely on page 4 in the Objective 2 actions for the Priority to 'Manage our built and natural environments and maintain a positive sense of place': (a) in 2.2 insert 'aim to' between 'will' and 'achieve' and (b) in 2.3 insert 'endeavour to' 'will' and 'increase'.

Mr Barrow said that he understood the rationale for the foregoing amendments to page 4 but he wished to emphasise that this should not be interpreted (for it was certainly not the case) as CDC thereby weakening its resolve to achieve the 50% recycling rate target by 2020.

Mr Dignum invited each head of service present if he or she wished to comment on any of the five priority objectives in the revised Corporate Plan but none of them did so. Mrs Grange, however, mentioned briefly about the prospective coming into force of the *Homelessness Reduction Act 2017*.

The following officers then introduced briefly the respective initial project proposal document (IPPD) which was appended to the report: Mr Riley (CCS Vehicle Wash Project); Mr Oates (Midhurst Vision and Selsey Vision); Mrs McKay (Bracklesham Bay Land/Asset Opportunities and The Old Bakery Petworth); Mrs Bushby (Social Prescribing – connecting people to services and support in local places); Mr Bennett (Preparation for 2019 Reduction in Membership and Preparation for the 2019 Member Induction).

Where relevant the aforementioned officers answered members' questions and comments on points of detail.

Mr Mildred pointed out that it was likely that in addition to the IPPDs considered at this meeting other projects related to the Chichester Vision would come forward during 2018-2019.

#### *Decision*

The Cabinet voted unanimously on a show of hands to support the recommendations to be made to the Council and also the resolution which are set out below.

#### **RECOMMENDED TO THE COUNCIL**

- (1) That the revised Corporate Plan for 2018-2021 as set out in appendix 1 to the agenda report (as amended above) be approved.
- (2) That £130,000 from Chichester District Council's General Fund Reserve be approved to fund the two projects as set out in para 5.7 of the agenda report.

#### **RESOLVED**

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.

#### **461 Revised Local Development Scheme 2018-2021**

The Cabinet received and considered the agenda report.

This item was introduced by Mrs Taylor.

Mr Allgrove was in attendance for this matter.

Mrs Taylor summarised the contents of the report. She drew attention to an incorrect date in the Overview table in para 6.2 on page 39 of the agenda supplement: at the

end of the first sentence in the second line of the Role and Subject field, '2034' should in fact read '2035'. This would be duly amended.

Mr Allgrove did not wish to add to Mrs Taylor's introduction.

*Decision*

The Cabinet voted unanimously on a show of hands to support the recommendation to be made to the Council which is set out below.

**RECOMMENDED TO THE COUNCIL**

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

462 **Site Allocation - Development Plan Document 2014-2029 - Proposed Modifications Consultation**

The Cabinet received and considered the agenda report and the two appendices in the agenda supplement.

This item was introduced by Mrs Taylor.

Mrs Flitcroft and Mr Allgrove were in attendance for this matter.

Mrs Taylor summarised the contents of the report and referred to the two categories of proposed modifications set out in the two appendices; the modifications but not the documents would be the subject of a forthcoming consultation.

The officers did not add to Mrs Taylor's presentation.

The Cabinet noted from Mrs Flitcroft that in appendix 1 the title on page 44 should be amended to substitute 'Proposed' for 'Inspector's' so that it read 'Schedule of Proposed Main Modifications to Site Allocation Development Plan Document For Consultation'.

*Decision*

The Cabinet voted unanimously on a show of hands to support the recommendations to be made to the Council which are set out below.

**RECOMMENDED 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, subject to amending the heading to the document in appendix 1 by substituting 'Proposed' for 'Inspector's'.
- (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.

#### 463 **Statement of Community Involvement**

The Cabinet received and considered the agenda report, the two appendices in the agenda supplement and the revised version of page 101 in appendix 1 which was circulated in the second agenda supplement.

This item was introduced by Mrs Taylor.

Mr Allgrove was in attendance for this matter.

Mrs Taylor summarised the contents of the report by explaining the nature and purpose of the Statement of Community Involvement (SCI) and the minor amendments made to the SCI as a result of a public consultation in 2017. She drew attention to the substituted page in the second agenda supplement.

Mr Allgrove did not add to Mrs Taylor's presentation.

It was noted that the SCI, if approved by the Council, would be sent to all parishes.

#### *Decision*

The Cabinet voted unanimously on a show of hands to support the recommendation to be made to the Council which is set out below.

#### **RECOMMENDED TO THE COUNCIL**

That the Statement of Community Involvement (with the diagram on page 101 of appendix 1 being replaced by the amended version in the second agenda supplement) be adopted.

#### 464 **Supporting New and Existing Small Businesses**

The Cabinet received and considered the agenda report.

This item was introduced by Mr Dignum.

Mr Oates was in attendance for this matter.

Mr Dignum summarised the contents of the report with reference to the three categories of grant scheme available. The proposals would build on the considerable success to date of the Enabling Grant Scheme and the Choose Work Programme and the exciting opportunity represented by the proposed new Shop Front Improvement Grant Scheme and Provision of Retail Training for independent retailers in Chichester District.

Mr Dignum added that he had discussed with officers and was now proposing to the Cabinet that in addition to the retail areas in the four settlements mentioned in para 4.2 of the report there should be added the East Wittering local centre as follows:

insert after 'Selsey' and before the full stop: ', funded from £168,000 and in addition a further £32,000 from reserves for East Wittering local centre'. He said that East Wittering and Bracklesham was worthy of inclusion in view of its extensive retail range offered compared with other settlements of a comparable size and nature.

The Cabinet supported this amendment to para 4.2 and the consequential change to the recommendation in para 2.2 of the report by the addition of a reference to 'and £32,000 from reserves'.

Mr Oates answered a question about the training to be provided to retailers. He confirmed that businesses in the East Wittering local centre would be made fully aware of the opportunity to receive bespoke retail training.

### *Decision*

At the end of the discussion the Cabinet voted unanimously on a show of hands to support the recommendation to be made to the Council and the resolutions which are set out below.

### **RECOMMENDED 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 (as amended) and 4.3 to 4.5 of the agenda report supported by £168,800 allocated from the Pooled Business Rates Fund and £32,000 from reserves be approved and (b) the Head of Commercial Services be authorised to approve shop front improvement grants under the Scheme.

### **RESOLVED**

- (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.

### **465 Rough Sleepers Outreach Worker**

The Cabinet received and considered the agenda report.

This item was introduced by Mrs Kilby.

Mrs Grange was in attendance for this matter.

Mrs Kilby summarised the contents of the report. She emphasised the benefits of CDC and all relevant agencies and organisations being able together to engage with rough sleepers in a co-ordinated, collaborative manner. The appointment of an outreach worker to succeed the current post-holder was vital to ensure this co-operation and the continuity of support so that the homeless could be assisted as effectively as possible in addressing their immediate and long-term needs.

Mrs Grange did not wish to add to Mrs Kilby's presentation.

Mr Dignum emphasised this very important development. If approved by the Cabinet steps would be taken to achieve immediate recruitment. He said that CDC was concerned for everyone, each of whom had a personal worth.

*Decision*

The Cabinet voted unanimously on a show of hands to make the resolution which is set out below.

**RESOLVED**

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.

466 **Appointments to Panels, Forums and other Groups 2017-2018**

The Cabinet received and considered the agenda report.

This item was introduced by Mr Dignum.

Mr Dignum said that the need for these appointments was self-explanatory in the report.

*Decision*

The Cabinet voted unanimously on a show of hands to make the resolution which is set out below.

**RESOLVED**

- (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.

467 **Section 106 Community Facilities - St Wilfrid's Church Hall Chidham**

The Cabinet received and considered the agenda report.

There was a Part II exempt appendix which was not discussed.

This item was introduced by Mrs Lintill.

Mr Hyland and Mrs Rudziak were in attendance for this matter.

Mrs Lintill summarised the report and the reasons for supporting this request for funding to undertake improvements to a community facility which offered a wider range of activities and facilities.

*Decision*

The Cabinet voted unanimously on a show of hands to make the resolution which is set out below.

**RESOLVED**

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

468 **Late Items**

There were no late items for consideration at this meeting.

469 **Exclusion of the Press and Public**

There were no restricted items for consideration at this meeting and so no Part II resolution was required to be made.

**[Note** The meeting ended at 10:20]

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CHAIRMAN

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DATE