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Minutes of the meeting of the **Cabinet** held in Committee Room 2 - East Pallant House on Tuesday 2 April 2019 at 9.30 am

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

In attendance by invitation

Officers Present Mr I Brightmore (Divisional Manager for Health Protection and Wellbeing), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr D Hyland (Community and Partnerships Support Manager), Mrs T Murphy (Divisional Manager for Place), Mr P E Over (Executive Director), Mrs S Peyman (Divisional Manager for Culture), Mr T Radcliffe (Human Resources Manager), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

679 **Chairman's Announcements**

Mr Dignum greeted members of the public and Chichester District Council (CDC) members and officers and the two press representatives who were present for this meeting.

The emergency evacuation procedure was read out.

There were no apologies for absence.

Mr Dignum then explained that item 6 – S106 Allocation – Graylingwell Chapel was proposed to be taken under item 12 – Exclusion of the Press and Public due to the nature of the information that would need to be discussed.

680 **Approval of Minutes**

The Cabinet received the minutes of the meeting held on 5 March 2019 which had been circulated with the agenda.

There were no proposed changes to the minutes.

RESOLVED

That the minutes of the Cabinet meeting held on 5 March 2019 be approved.

681 Declarations of Interests

The following declarations of interest were made:

Mrs Kilby declared a prejudicial interest in respect of agenda item 5 as she had taken part in the original government play park application process.

Mrs Hotchkiss declared a personal interest in respect of agenda item 9 as a local resident whose property is located in the consultation area.

Mrs Kilby also declared a personal interest in respect of agenda item 9 as a Chichester District Council appointed member of the Chichester District Parking Forum.

Mrs Apel (who was sat in the public seating area) declared a personal interest in respect of agenda item 9 as a local resident whose property is located in the consultation area.

Mr Plowman (who was sat in the public seating area) declared a personal interest in respect of agenda item 9 as a local resident whose property is located in the consultation area.

682 Public Question Time

There were no public questions submitted for this meeting.

683 Swanfield Play Park

Mrs Lintill introduced the report. Mrs Peyman was also present. Mrs Lintill explained that the report relates to the constitutional requirement to note urgent decisions. She confirmed that the decision had to be made in order to accept the offer of funding and facilitate the progression of the project.

Decision

The Cabinet then unanimously agreed to make the resolution below.

RESOLVED BY THE CABINET

That the urgent decision taken relating to Swanfield Play Park be noted.

684 Senior Staff Pay Policy Statement

Mr Wilding introduced the item. Mr Radcliffe was also present. Mr Wilding explained that each year the council is required to publish a Pay Policy Statement as part of the requirement of the Localism Act 2011. The Statement has to be

agreed by Full Council and must demonstrate transparency in terms of the council's Pay Policy and levels of pay for senior staff.

Mr Wilding clarified that appendix one includes the two Director posts which will be removed from the structure during 2019/20. He confirmed that this will produce an annual saving of £87,000.

Decision

The Cabinet then voted unanimously to make the recommendation below.

RECOMMENDATION TO THE COUNCIL

That the Senior Staff Pay Policy Statement 2019-2020 be published.

685 Chichester Wellbeing

Mrs Lintill introduced the report. Mr Brightmore was also present. Mrs Lintill explained that the current wellbeing contract with West Sussex County Council (WSCC) ends in April 2019. She confirmed that WSCC have offered a further three year partnership and funding of £257,969 for 2019/20. The details of the partnership agreement are yet to be finalised but are likely to remain similar in nature to the current agreement. Mrs Lintill confirmed that the council's annual £30,000 contribution towards the service is funded from base budget to cover administration costs. She explained that some wellbeing services attract a charge which is used to offset some of the costs of resources.

With regard to the funding levels over recent years Mr Brightmore confirmed no change from last year's funding but explained the two previous years had seen a slight variation.

Following a request for more detailed figures Mr Brightmore confirmed that since 2016 the wellbeing service has supported 3755 clients. He also outlined the following support over the last 3 years:

- 232 GP referrals last year alone
- 533 people on the Weight Loss Programme
- 47 local businesses to encourage staff wellbeing initiatives
- 229 older people on the falls prevention workshop
- 331 on the pre-Diabetes programme

Mr Brightmore explained that 6838 people had made contact with the Wellbeing Service in 2017/18. He confirmed that outreach services are also provided in Petworth, Loxwood and Selsey and the Witterings is covered by the Selsey team.

With regard to the pre-Diabetes programme Mrs Lintill explained that the figures should be interpreted as 71.8% having been diagnosed with Diabetes and 29.2% yet to receive diagnosis.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

1. That Cabinet agrees to enter into a partnership agreement with West Sussex County Council for 2019/20 - 2021/22 and receive funding annually to deliver the Wellbeing service in line with the agreed business plan.
2. That Cabinet delegates authority to the Divisional Manager for Communities, following consultation with the Cabinet Member for Community Services, to finalise and sign the Wellbeing partnership agreement with West Sussex County Council.

686 Chichester Road Space Audit - Update and Response to consultation on Parking Management Plan

Mr Dignum introduced the report. Mrs Murphy was also present. Mr Dignum explained that the WSCC Parking Management Plan includes the whole of the city and extends to parts of Donnington, Fishbourne and Westhampnett. The Plan aims to address issues of unmanaged on-street parking. Mr Dignum outlined a number of the city's parking related problems as follows:

- Commuters take up residents parking spaces.
- Cars park in a dangerous manner on both sides of some roads and at the corner of roads.
- The number of spaces for community shops, doctors and schools is inadequate.

Mr Dignum explained that past policy of incrementally extending parking zones has pushed the problem further out. He confirmed that WSCC propose a solution of parking zones across all adopted highways in the city excluding the unadopted roads such as those at Graylingwell Park and Rousillon Park. If implemented residents, visitors and commuters would be required to pay a fee for a permit.

Mr Dignum explained that there had been a mixed reaction to the proposals. Mrs Murphy confirmed that approximately 600 responses had been received to date.

Mrs Murphy then explained the coding of the map shown in the agenda pack. She confirmed that the existing zones are shown in orange, private estates (not included in the proposal) are yellow and the proposed new zones are blue. She clarified that the council is a consultee in the consultation process and WSCC have held a number of events for stakeholders and run an online consultation. She confirmed that she had discussed the proposals with the council's Civil Enforcement Officers, notice processing team, planning team and environmental strategy team.

Mrs Murphy then explained that the council has an agency agreement with WSCC to carry out enforcement and administration on behalf of WSCC. At this stage WSCC have indicated that if the parking zones are extended they would like the

council's agency agreement to be extended to cover those areas. Mrs Murphy confirmed that the council would need to ensure it has sufficient resources to be able to cover the extended areas.

Mrs Murphy added that the proposal had also been discussed at the Chichester District Council Parking Forum who had provided the following feedback to be included in the council's response to the proposal:

- Residents will need to receive a sufficient number of permits (a suggested minimum two per household) before they are made available to commuters.
- Careful consideration should be given to houses of multiple occupancy.
- The commencement of the statutory consultation period should be delayed to September rather than July to avoid the summer holiday period when many residents will be away.
- Where no parking issues have been identified in a zone it should be considered for removal from the scheme.

Additional comments were also put forward for inclusion in the response to the consultation:

- Adequate parking needs to be provided for schools to accommodate parents drop off, pick up, assemblies and events and parking for school staff.
- Consideration should be given to the opportunity to merge zones where permit capacity could be an issue.

The Cabinet also suggested some additional points of feedback:

- The council's response should use specific examples of roads where zones could be merged.
- Consideration should be given to the adverse effect on small businesses based on the outskirts on the city where there is no off-street parking (particularly zones X and Y).
- The council should request input into the type and use of signage.
- Support should be given for plans to create additional cycle lanes.
- WSCC should be encouraged to provide additional electric vehicle charging points.

With regard to signage Mrs Murphy clarified that the proposal includes plans for *permit holder only past this point* signs and then repeater signs within the road/s. With regard to electric vehicle charging points Mrs Murphy confirmed that the council provides a number of charging points on its own land and would encourage WSCC to do the same.

Following concerns about the impact of the proposal on the use of car parks Mrs Murphy explained that the council already offers season tickets at a heavily discounted price which can be flexible to the user's needs. She confirmed that if a commuter permit is offered the council would encourage WSCC to price it to encourage off-street parking. She added that the proposals also include pay and display machines in Quarry Lane and Terminus Road.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

1. That having considered the consultation document relating to the Chichester proposed Parking Management Plan the response to WSCC set out within appendix one be agreed.
2. That the Cabinet delegates authority to the Divisional Manager of Place to add any minor amendments to appendix one after consultation with the Leader of the Council and Cabinet Member for Growth and Place.

687 Ice Rink Review

Mr Dignum invited Mrs Apel to the table to introduce the recommendations made by the Overview and Scrutiny Committee at its meeting on 12 March 2019.

Mrs Apel read out the following recommendations:

- That if Chichester District Council officers wish to run a future temporary ice rink, Priory Park or any other site would be offered at an open-tender commercial rent.
- That no decision will be made on the repeat of an ice rink until the new Council after 2 June 2019.

Mrs Apel then suggested that the recommendation should read May 2019.

Mrs Lintill provided the following responses:

- If a decision is made for the ice rink to return to council land, the tender process undertaken for 2018 will be reviewed. If following this review further tenders are required a report will be brought back to the Cabinet.
- The decision for hire of land is under delegated authority to officers and all statutory functions must continue in accordance with statutory guidance and timescales.

Following requests for clarification from Mrs Apel, Mrs Shepherd explained that the council would be required to follow due process to carry out statutory functions if a planning application or licensing application were received prior to the District Elections.

Mr Dignum explained that officers are working on an Events Policy which will provide members with the opportunity to consider the governance arrangements for future events of this kind.

Mr Dignum then invited Mr Plowman to the table.

Mr Plowman read the following statement:

On behalf of the nearby residents and users of Priory Park I would like to ask Cabinet to carefully consider the recommendations of the Overview and Scrutiny Committee and urge a cautious and considered approach to where the venue of the ice rink is in the future.

Mr Dignum reassured Mr Plowman that the Cabinet had considered the recommendations. He confirmed that the governance arrangements would be reviewed after the District Elections. He suggested Mr Plowman put forward any alternative venues to officers for consideration.

Mr Dignum then invited Mr Oakley to the table.

Mr Oakley requested clarification as to whether only a planning or licensing applicant would be classed as an operator or whether a separate tendering process would also take place separate from any applicants for particular permissions. Mrs Shepherd confirmed that both planning and licensing applications require their own separate statutory processes. Seeking agreement to hire the council's land would be a separate process.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

That the Cabinet considered the recommendations received by the Overview and Scrutiny Committee and agreed the responses provided by the Deputy Leader and Cabinet Member for Community Services at the meeting as set out below.

Recommendation from the Overview and Scrutiny Committee:

That if Chichester District Council officers wish to run a future temporary ice rink, Priory Park or any other site would be offered at an open-tender commercial rent.

Response:

If a decision is made for the ice rink to return to council land, the tender process undertaken for 2018 will be reviewed. If following this review further tenders are required a report will be brought back to the Cabinet.

Recommendation from the Overview and Scrutiny Committee:

That no decision will be made on the repeat of an ice rink until the new Council after 2 June 2019.

Response:

The decision for hire of land is under delegated authority to officers and all statutory functions must continue in accordance with statutory guidance and timescales.

688 **Late Items**

There were no late items.

689 **Exclusion of the Press and Public**

Mr Dignum read the part II resolution in relation to agenda item 6 – S106 Allocation – Graylingwell Chapel.

Decision

The Cabinet voted unanimously to go into part II.

RESOLVED

That with regard to agenda item 6 – S106 Allocation – Graylingwell Chapel the public including the press should be excluded from the meeting on the grounds 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.

690 **S106 Allocation - Graylingwell Chapel**

Mrs Lintill introduced the item. Mr Hyland was also present. Mrs Lintill explained that the project offers the opportunity to provide a significant community venue for a number of new communities in the North of Chichester City. She then outlined the reason for discussing the item in part II.

Decision

The Cabinet then voted unanimously to make the resolution below.

RECOMMENDATION TO THE COUNCIL

That the Council releases £221,131.76 Section 106 Community Facilities monies plus interest accrued to the date of release to Chichester Community Development Trust for the conversion and extension of Graylingwell Chapel for community use.

Following the conclusion of the main agenda items and as this was the last meeting of Cabinet in its current term, Mr Dignum took the opportunity to thank Mr Connor for his support and dedication to his role as a member of the Cabinet and the wider Council. He presented Mr Connor with a gift on behalf of the Cabinet and wished him well for the future. Mr Connor thanked Mr Dignum and those present.

Mr Barrow took the opportunity to give his thanks to the members and Directors present for their support.

Mrs Shepherd also took the opportunity to acknowledge the Cabinet and the wider membership.

The meeting ended at 10.25 am

CHAIRMAN

Date:

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