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Minutes of the meeting of the **Cabinet** held in Virtual on Tuesday 3 November 2020 at 9.30 am

Members Present Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs P Plant, Mr A Sutton and Mr P Wilding

Members Absent

In attendance by invitation

Officers Present Mr S Ballard (Senior Environmental Protection Officer), Mr N Bennett (Divisional Manager for Democratic Services), Ms M Burgoyne (Economic Development Manager), Ms P Bushby (Divisional Manager for Communities), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mr L Foord (Divisional Manager for Communications, Licensing & Events), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr M Mew (Principal Planning Officer), Mrs T Murphy (Divisional Manager for Place), Mrs M Rogers (Benefits Manager), Mrs L Rudziak (Director of Housing and Communities), Mrs D Shepherd (Chief Executive), Western (Housing Delivery Manager), Mr J Ward (Director of Corporate Services) and Mr T Whitty (Divisional Manager for Development Management)

53 **Chair's Announcements**

There were no apologies for absence.

Mrs Shepherd was then invited to speak following the Prime Minister's announcement of a second national lockdown. Mrs Shepherd wished to reassure everyone that emergency planning meetings had already taken place.

The Chair then paid tribute to a longstanding member of staff who had passed away suddenly:

It is with great sadness to report that Andy Double, a long serving member of staff, sadly passed away yesterday. Andy joined the Council in August 1983 as a trainee clerical assistant. In 1997 Andy was promoted to Admin Supervisor and later to Team Leader in 2002, which was a recognition of his valued experience, hard work

and dedication. He worked conscientiously throughout his career, always reliable, kind, thoughtful, patient with a great sense of humour. Andy was a much loved and respected Team Leader and a larger than life character around the office building who will be sorely missed by his friends and colleagues. The Chief Executive will be writing to his family to express our sympathy and condolences to his family.

A minutes silence was then held in Andy's memory.

54 Approval of Minutes

RESOLVED

That the minutes of the meeting held on 6 October 2020 be approved as a correct record.

55 Declarations of Interests

There were no declarations of interest.

56 Public Question Time

There were no public questions.

57 Allocation of Commuted Sums to Deliver Affordable Housing

Cllr Sutton introduced the item.

In response to a request to clarify whether the accommodation provided would be permanent Mr Western explained that it would enable movement from hostels into shared accommodation which could be long term if required. He added that often the shared accommodation provides a platform to move on to independent accommodation.

In a vote the following recommendations were agreed:

RECOMMENDATIONS TO COUNCIL

1. The allocation of commuted sums of £100,000 to Stonepillow to enable the acquisition of a property in Chichester to provide move-on accommodation for Rough Sleepers.
2. The allocation of commuted sums of £100,000 to Chichester Greyfriars Housing Association to support the construction of five one bedroom flats at Royal Close, Chichester.

58 Determination of the Council Tax Reduction Scheme for 2021-2022

Cllr Wilding introduced the item.

In response to members questions Mrs Rodgers explained that any suspicion of fraud is referred to the corporate fraud team. With regard to the generosity of the scheme the council is in a minority of council's that offer up to 100% support. It was clarified that of the £700,000 referenced at section 7.3 of the report any underspend would not have to be returned to Central Government. Mrs Rodgers suggested that it could be used towards the funding of Council Tax reductions.

In a vote the following recommendation was agreed:

RECOMMENDATION TO COUNCIL

That the proposed Council Tax Reduction Scheme for 2021-2022 be approved by Full Council.

59 **Covid Recovery Grants**

Cllr Briscoe introduced the item.

In a vote the following recommendation was agreed:

RECOMMENDATION TO COUNCIL

That the merge of the Community Recovery Grants Fund and Economic Recovery Grants Fund be approved.

60 **Revised Statement of Licensing Policy 2020-2022 - Licensing Act 2003 & Revised Sex Establishment Policy 2020-2025 - Local Government (Miscellaneous Provisions) Act 1982**

Cllr Sutton introduced the item.

In a vote the following recommendations were agreed:

RECOMMENDATIONS TO COUNCIL

1. That the revised Statement of Licensing Policy for the period 2020-2022 and revised Sex Establishment Policy for the period 2020-2025 be approved and referred to Council for consideration on 24 November 2020.
2. That, subject to consideration of any comments referred by Cabinet, the revised Statement of Licensing Policy for the period 2020-2022 and revised Sex Establishment Policy for the period 2020-2025 is approved for subsequent publication.

61 **Covid 19 - Progress Covid 19 Recovery Action Plans**

Cllr Lintill introduced the item.

Miss Higenbottam then read the recommendations from the special meeting of the Overview and Scrutiny Committee held on 27 October 2020 as follows:

- 1) That the Overview and Scrutiny Committee recommends this report to Cabinet and thank officers and all members for their contribution to the recovery groups and the report;
- 2) The Overview and Scrutiny Committee raises the following items and asks Cabinet to further consider:
 - a. Mental health;
 - b. Support for the surface level Northgate, Chichester pedestrian crossing;
 - c. Expedite the transfer of existing tenants of St James Industrial Estate, Chichester.
- 3) That the Overview and Scrutiny Committee invites Cabinet to look at the paper produced by Mr Johnson on the formation of a Towns and Villages Recovery Group.

In response to recommendation 2a Cllr Briscoe explained that there is a Public Health Working Group with representation from the councils wellbeing team who will be taking a broader view of the impact of the pandemic on mental health. Cllr Wilding added that there had been a focus on support for staff including enabling flexibility in working hours. He explained that wellbeing and equipment checklists had been sent to staff and followed up where concerns were raised. A staff survey had also been issued during the first lockdown. A second staff survey will now be brought forward. He explained that the council offers an Employee Assistance Programme, and Able Futures programme in addition to internal wellbeing programmes and support. Cllr Sutton added that the council also offers a social prescribing service and members are also on hand to signpost people to appropriate resources and support.

In response to recommendation 2b Cllr Taylor explained that this had already been raised by officers with West Sussex County Council who understand that their bid for funding should not be affected by the removal of the Covid cycle lane. The crossing was in any case also required by the terms of a Section Agreement relating to the Graylingwell development and this was being pursued by WSCC and CDC officers

In response to recommendation 2c Cllr Dignum explained his understanding that members of the Overview and Scrutiny Committee had been working with officers on the St James site. He added that the process is complex as each tenants' circumstances are different but it continued to proceed well.

Cllr Donna Johnson was then invited to speak on behalf of Cllr Tim Johnson. Cllr Donna Johnson outlined why they felt a separate Towns and Villages Group should be established. In response to Cllr Donna Johnson and recommendation 3 Mr Bennett explained that a similar motion had just been debated by Full Council and in line with section 19.1 of the Constitution no proposal to overturn a Council resolution shall be considered by the Council within six months of the resolution. Cllr Dignum then proposed that Cllr Donna Johnson and Cllr Tim Johnson be invited to observe the Economic Recovery Group where he would welcome their input. Cllr Sutton

seconded the proposal. Mr Bennett confirmed that the proposal did not require a separate vote and could instead be noted as an action to be taken by Cllr Dignum.

In a vote the following resolutions were agreed:

RESOLVED

1. That the comments from the Overview and Scrutiny Committee be noted.
2. That the progress of the Covid Recovery Plans be noted.

62 2020-2021 Treasury Management half-yearly update

Cllr Wilding introduced the item.

The following resolution was agreed:

RESOLVED

That the treasury activity summarised in the report and the comments provided by the Corporate Governance and Audit Committee be noted.

63 CCTV Monitoring Contract

Cllr Briscoe introduced the item.

Mrs Bushby emphasised section 3.4 of the report which explained that the CCTV would be monitored 24 hours a day.

In a vote the following resolution was agreed:

RESOLVED

That option 2 in Para 6 .2 "To transfer monitoring of the Chichester CCTV service to Sussex Police when the current contract expires 31 March 2021" be approved.

64 Electric Vehicle Charging Infrastructure

Cllr Plant introduced the item.

Mr Ballard then provided an update. He explained that the Director of Environment and Public Protection at West Sussex County Council had published a notice on 2 November 2020 awarding a concession contract to Liberty Charge from 1 February 2021. The notice outlined how three tenders had been received and the decision would now be subject to the call-in procedure. Mr Ballard confirmed that the notice had not changed the officer recommendation as stated in the report.

Cllr Brown was then invited to speak. He explained that he wished the Cabinet to reject the officer recommendation in line with the recommendation made by the Environment Panel (of which he is a member). Mr Ballard explained that officers had fully considered the options but had come to the conclusion that without fully

understanding the impacts of joining the Group it would not be appropriate to do so. Mr Frost added that the council already had a greater number of electric vehicle charging points than some of its nearest district neighbours (the council has 18, the nearest district has 6). He clarified that the council could still join the Group as a collaborative partner at any point.

The Cabinet were in agreement that they did not wish to agree a contract without all the terms and conditions so by supporting the officer recommendation it keeps the council's options open about joining the Group at a later date.

In a vote the following resolution was agreed:

RESOLVED

That having considered the recommendation from the Environment Panel (para 9.2), the Cabinet resolves to not join West Sussex County Council's concession contract for the planning, installation and deployment, service and maintenance of electric vehicle charge points across the county of West Sussex but to monitor usage of the Council's electric vehicle charge points and keep under review whether the Council wishes to join the contract at a future date.

65 Report of the Pre-application Review

Cllr Taylor introduced the item.

In response to members comments Mr Whitty clarified that the review applies just to the council's plan area and not the South Downs National Park. He explained that there is no scientific formula to calculating the fees but officers felt they were not onerous for applicants.

It was also noted that setting out the main changes clearly in the report had been very helpful for members.

In a vote the following resolution was agreed:

RESOLVED

That the revised Pre Application Advice Charging Scheme with effect from 1 January 2021 be adopted.

66 Review of Parking Charges

Cllr Dignum introduced the item. He proposed the following amendment to resolution 1:

1. That any individual proposed increase to parking tariffs in Appendix 1 exceeding 30p should be reduced to 30p.
2. That the increase in the Bosham season ticket monthly charge should be reduced to 50p.

Mrs Murphy added that although the council would not be suspending car parking charges during the second lockdown two initiatives would be in place throughout December:

1. Free parking at the Avenue de Chartres car park every Saturday and Sunday in December.
2. An extra hours parking when two hours are booked using the Mi Permit App every day in December.

Mrs Murphy then clarified that Cabinet were asked to agree for the review to go out to consultation at this stage.

Mrs Murphy responded to members comments. With regard to mobile homes parking in the council's coastal car parks she explained that Civil Enforcement Officers are deployed to provide advice including paying for the number of bays taken up. Height barriers are also in place in many of the council's car parks. In addition the council's car park terms and conditions boards state that overnight stays are not permitted. Mrs Murphy confirmed that the council were reviewing the Parking Order and also looking at the support that can be provided by the Police. Members could also consider whether they wished to look into the council offering overnight stays in line with initiatives implemented by several other local authorities.

Miss Higenbottam then read a statement on behalf of Cllr Plowman which was screen shared on the meetings webcast. In response to the statement Mrs Murphy clarified that a number of the council's car parks offer free parking opportunities. The council has also continued its free parking offer for NHS staff. With regard to concerns about the safety of paying at car parking machines during the pandemic Mrs Murphy explained that the council's machines offer contactless payment options and payment can also be made by the Mi Permit App. She added that parking charges are considered by the council's Car Parking Forum which has community and business representatives.

In a vote the following resolutions were agreed:

RESOLVED

1. That the proposal as set out in 5.1 of this report to increase car parking charges, which subject to consultation responses, be implemented from 1 April 2021 for a one year period be approved subject to the following amendments:
 - a. That any individual proposed increase to parking tariffs in Appendix 1 exceeding 30p should be reduced to 30p.
 - b. That the increase in the Bosham season ticket monthly charge should be reduced to 50p.
2. That some further minor amendments to the Parking Order to provide further clarification on details relating to the use of the Council's car parks as set out in 3.9 of this report be approved.

3. That the Director of Growth and Place be authorised to give appropriate notice of any revised charges or changes as set out within this report pursuant to the Off-street Parking Places (Consolidation) Order 2019 and the Road Traffic Act 1984.

67 **Urgent Decision Notice - To approve the Test & Trace Support Payments Discretionary Policy**

On behalf of the Cabinet Cllr Lintill noted the urgent decision relating to the approval of Test and Trace Support Payments Discretionary Policy.

RESOLVED

That the Urgent Decision made during the current Pandemic be noted.

68 **Late Items**

There were no late items.

69 **Exclusion of the Press and Public**

There was no requirement to exclude the public and press.

The meeting ended at 11.54 am

CHAIRMAN

Date: