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Minutes of the meeting of the **Cabinet** held in Committee Rooms, East Pallant House on Tuesday 1 February 2022 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 A Buckley (Corporate Improvement and Facilities Manager), Ms M Burgoyne (Economic Development Manager), Ms P Bushby (Divisional Manager for Communities), Mrs K Dower (Principal Planning Officer (Infrastructure Planning)), Mr A Frost (Director of Planning and Environment), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr B Jones (Housing Enabling Officer), Mrs D Shepherd (Chief Executive), Mrs F Stevens (Divisional Manager for Planning), Mrs E Thomas (Wellbeing Manager) and Mr J Ward (Director of Corporate Services)

## 124 **Chair's Announcements**

Cllr Lintill welcomed everyone to the meeting. She explained that a late item had been accepted entitled 'Land at Mill Road, Westbourne, Community Land Trust Proposal'.

There were no apologies for absence.

## 125 **Approval of Minutes**

### **RESOLVED**

That the minutes of the Cabinet meeting held on 11 January 2022 be approved as a correct record.

## 126 **Declarations of Interests**

Cllr Briscoe declared a prejudicial interest in relation to late item 'Land at Mill Road, Westbourne – Community Land Trust Proposal' as a member of the Community Land Trust. He explained he would be leaving the room for the duration of that item.

127 **Public Question Time**

No public questions had been received.

128 **Consideration of responses and changes following consultation and approval of the Infrastructure Business Plan 2022 for approval and publication**

Cllr Taylor introduced the item and referred members to the supplement to the agenda containing the report and its appendices. She also explained that a further response supplementing Chichester City Council's objections had been received and was tabled for members of the Cabinet. Cllr Dignum noted that he did not support the objection from the City Council.

Cllr Briscoe asked members to be mindful that the CCG put forward the plans in respect of GP facilities not the council.

Cllr Taylor added that Community Infrastructure Levy (CIL) requirements for growth and infrastructure had been met by the proposals from the CCG.

Cllr Plant requested comment on the IBP 331 and IBP 660 and the delay to the education provision plans. Mrs Dower explained that the IBP is a live document and as such the information provided to the cabinet was current at the time of print. She added that it was likely that due to housing growth further consideration would be given by WSCC to the need for additional provision in the spring.

In a vote the following recommendations to Council were made:

**RECOMMENDATION TO COUNCIL**

That Cabinet recommends that the Council:

- i. Approves the proposed responses to the representations received and subsequent modifications to the Draft Infrastructure Business Plan 2022-2027 as set out in Appendix 1; and
- ii. Approves the amended IBP including the CIL Spending Plan attached as Appendix 2.

129 **Award of Contract for Cleaning for Operational Buildings and Public Conveniences 2022-2027**

Cllr Wilding introduced the item. He explained that recommendation 2.4 should read 2023/24.

Mr Buckley added that the amounts detailed in recommendation 3 and 4 should read £36,600.

Cllr Lintill accepted the changes on behalf of the Cabinet.

In a vote the following resolutions were made:

**RESOLVED**

1. That the contract for the cleaning of operational buildings and public conveniences for a period of three years from 1 April 2022 or as soon thereafter be awarded to Supplier C, the details of which are set out in the exempt appendix to the agenda report.
2. That authority be delegated to the Director of Corporate Services to:
  - a. make any minor contractual changes during the contract term.
  - b. extend the contract by mutual agreement for up to 2 periods of 12 months each should the contract remain economically advantageous, and the supplier perform satisfactorily.
3. That Cabinet note the planned savings of £32,300 from this contract have been achieved and approve that the further savings of £36,600 be retained to fund temporary staffing support during contract implementation.
4. Subject to the agreement of 2.3, the requirement for the £36,600 in future years will be reviewed by Officers as part of the 2023-24 budget process and either repurposed towards contract variations or returned to the Council's base budget.

**130 Development Management Division - Workloads and Resourcing**

Cllr Taylor introduced the item.

Mrs Stevens drew attention to section 4.3 of the report and explained that the use of reserves to cover the cost of agency staff referenced had been removed from the agreed recommendations in the earlier report to cabinet.

Members wished to note their support for this provision for the planning team.

In a vote the following resolutions were made:

**RESOLVED**

That Cabinet approves:

1. The release of £60,000 from reserves to cover the cost of engaging specialist professional services to support the local planning authority in defending a planning appeal.
2. The release of £30,000 from reserves to cover the cost of retaining temporary agency staff to address current staff vacancies and enable the existing applications backlog to be removed.

**131 Economic Development Strategy Refresh & Inward Investment Delivery Plan**

Cllr Lintill explained that Cllr Dignum had circulated proposed amendments to the Inward Investment Delivery Plan (attached to the minutes for reference).

Cllr Dignum then introduced the item.

Cllr Sutton explained the importance of inward investment and supporting events in the district. He referred to the benefits to hospitality and accommodation providers. He also gave his support to helping younger people stay in the district and gave examples of the University of Chichester's new Nursing Course and the Young Entrepreneurs Scheme.

Cllr Briscoe also gave his support to the report.

In a vote the following resolution was made:

**RESOLVED**

That Cabinet approve the refreshed Economic Development Strategy and Inward Investment Delivery Plan as amended.

**132 Enabling Grants to support New and Existing Businesses**

Cllr Dignum introduced the item.

Cllr Sutton and Cllr Briscoe wished to note their support.

In a vote the following resolution was made:

**RESOLVED**

That Cabinet approves the proposed continuation of the Enabling Grants scheme for 2022/23, funded by £71,428 allocated from the Pooled Business Rates Fund.

**133 Social Prescribing**

Cllr Lintill added a line to the end of the proposed recommendation to read 'and agree the funding as set out in the table under paragraph 7 of the report'.

Cllr Briscoe then introduced the item.

Cllr Taylor gave her support to the pilot.

Cllr Sutton shared a personal account of the impact of the service to a young person's life.

Cllr Briscoe wished to note the council's partnership working with the Housing Providers involved.

Cllr Dignum requested clarification on the funding. Mrs Bushby explained that the funding was West Sussex County Council legacy funding from the Think Family project which had been agreed to be repurposed by the Joint Action Group.

Cllr Plant gave her support to the Pilot.

In a vote the following resolution was made:

That the Cabinet agree a two-year pilot for a Young Persons Social Prescriber, and agree the funding as set out in the table under paragraph 7 of the report.

**134 Notice of the Making of an Urgent Decision - Covid Additional Relief Funds**

The Cabinet noted the Urgent Decision Notice relating the Covid Additional Relief Funds.

**135 Late Items**

Cllr Lintill explained that a late item had been accepted entitled 'Land at Mill Road, Westbourne, Community Land Trust Proposal'.

**136 Exclusion of the Press and Public**

Cllr Lintill proposed and read the part II resolution in relation to the late agenda item. This was seconded by Cllr Plant and agreed by the Cabinet with a vote to go into part II.

In line with his earlier declaration Cllr Briscoe left the room for the duration of the item.

**RESOLVED**

That with regard to late agenda item 'Land at Mill Road, Westbourne, Community Land Trust Proposal' 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.

**137 Land at Mill Road, Westbourne - Community Land Trust Proposal**

Cllr Sutton introduced the item.

Points of clarification requested by Cllr Dignum and Cllr Plant were responded to by Cllr Taylor, Mr Frost and Mr Jones.

Cllr Sutton also gave thanks to Mr Jones for his work and support as he would be leaving his role shortly.

In a vote the following resolutions were made:

That Cabinet makes the resolutions as set out in sections 3.1 and 3.2 of the report.

The meeting ended at 10.31 am

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CHAIRMAN

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Date: