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Minutes of the meeting of the **Cabinet** held in the Committee Rooms, East Pallant House on Tuesday 6 September 2022 at 6.00 pm

**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** Mrs L Baines (Democratic Services Manager), Ms P Bushby (Divisional Manager for Communities), Mr M Catlow (Group Accountant (Technical and Exchequer)), Mrs K Dower (Principal Planning Officer (Infrastructure Planning)), Mr A Frost (Director of Planning and Environment), Mr A Forward (ICT Manager), Mr L Foord (Divisional Manager for Communications, Licensing & Events), Mr K Gillett (Valuation and Estates Manager), Mrs J Hotchkiss (Director of Growth and Place), Mrs V McKay (Divisional Manager for Growth), Mr H Monaghan, Mrs S Peyman (Divisional Manager for Culture), Mrs D Shepherd (Chief Executive), Mrs F Stevens (Divisional Manger for Planning) and Mr J Ward (Director of Corporate Services)

## 1 **Chair's Announcements**

Cllr Lintill welcomed all those present. She drew attention to the later start time of 6pm as the meeting forms part of the evening meeting trial.

There were no apologies for absence or late items.

Cllr Lintill then paid tribute to Kevin Hughes who was a district councillor between May 2019 and April 2021. All those present held a minutes silence in memory of Kevin.

## 2 **Approval of Minutes**

### **RESOLVED**

That the minutes of the Cabinet meeting held on 5 July 2022 be approved as a correct record.

### 3 **Declarations of Interests**

Cllr Sutton declared a personal interest in respect of agenda item 7 as the Leader Governor for Sussex Community NHS Trust.

Cllr Dignum declared a personal interest in respect of agenda item 7 as a member of Chichester City Council.

### 4 **Public Question Time**

There were no public questions.

### 5 **Section 106 Allocation for development of an Artificial Grass Pitch at Oaklands Park, Chichester**

Cllr Briscoe introduced the item.

Cllr Taylor requested further information on the likelihood of receiving other funding sources. Cllr Briscoe explained that the Club were confident and the Football Premier League had been approachable in relation to their grant funding.

Cllr Plant requested clarification of whether the term artificial grass was accurate. Cllr Briscoe explained that the grass had additional drainage properties and was higher grade than artificial grass used for residential property gardens.

In a vote the following resolutions and recommendation were agreed:

#### **RESOLVED**

1. The release of £11,250 of Section 106 Sport and Leisure funding for pre-construction services for Oaklands Park Artificial Grass Pitch (AGP).
2. The appointment of contractor E as set out in appendix one to undertake the pre-construction services and subject to partnership funding being secured, enter into a contract for the delivery of the AGP as the preferred contractor for the Oaklands Park football pitch project.

#### **RECOMMENDED TO COUNCIL**

The release of a further £288,750 of section 106 Sport and Leisure funding, towards a total project cost of £1,210,800, as the council's contribution towards the delivery of the Artificial Grass Pitch (AGP) at Oaklands Park, Chichester. This funding being conditional on partnership funding being achieved to cover the full costs of the project.

### 6 **2021/2022 Treasury Management outturn report**

Cllr Wilding introduced the item.

Cllr Lintill requested further information on the statutory override. Mr Catlow outlined accounting standards and the impact of accounting entries. He clarified that if statutory override became permanent then it will just be an accounting entry and not affect the Council Taxpayer.

In a vote the following resolution was agreed:

**RESOLVED**

That the Treasury Management outturn report be duly considered.

**7 Approval of the draft Infrastructure Business Plan 2023-28 for consultation (with the City, Town and Parish Councils and Key Infrastructure Delivery Commissioners)**

Cllr Taylor introduced the item. She added an additional risk. The loss of CIL due to developers implementing schemes with a greater proportion of affordable housing. Cllr Lintill confirmed the Plan had been through the Development Plan and Infrastructure Panel.

Cllr Taylor asked for information on the further delay of IBP 349. Mrs Dower explained that the delay is linked to work on the Local Plan. Discussions are taking place with West Sussex County Council and members will be updated once further information is known.

In a vote the following resolution was agreed:

**RESOLVED**

That the Cabinet approve the Draft Infrastructure Business Plan 2023-28 (Appendix 1 as amended) for consultation (with the City, Town and Parish Councils, neighbouring local authorities including the South Downs National Park Authority and key infrastructure Delivery Commissioners) for a period of six weeks from 13 September to 25 October 2022.

**8 Business Continuity Infrastructure (Duplicate Server Facility)**

Cllr Wilding introduced the item.

Cllr Dignum asked whether a real time simulation had taken place. Mr Forward confirmed that a number tests took place over a three to four month period with a final test which severed the IT links to East Pallant House. He confirmed that within six hours all hosted and external solutions had been reconnected.

Cllr Lintill on behalf of the Cabinet congratulated Mr Forward and his team on the project.

In a vote the following resolution was agreed:

**RESOLVED**

To note the Post Project Evaluation (PPE) for the building and commissioning of an offsite IT disaster recovery solution for the Council.

## 9 **Development Management Division - Workload and Resources**

Cllr Taylor introduced the item.

In a vote the following resolution was agreed:

### **RESOLVED**

That Cabinet approves the release of £40,000 from reserves to cover the cost of a temporary agency planning manager to address a current staff vacancy.

## 10 **Future Funding for the Community Warden Service**

Cllr Briscoe introduced the item. Mrs Bushby wished to note feedback that the Community Warden Service is valued.

Cllr Moss had requested to speak and was invited to do so by Cllr Lintill. He gave his support to the service and shared his disappointment that the vacant post would not be recruited to at this time. Mrs Shepherd responded and explained that the resignation of a member of the team had provided opportunity to look at the overall budget of the team and at a time of financial difficulty it had provided an opportunity to make a saving whilst retaining the service as a whole. Mr Ward adding that an update on the council's financial position will be brought before members.

Cllr Oakley had also requested to speak and was invited to do so by Cllr Lintill. He asked members to consider where priorities for funding lie and drew attention to the background work on the review which had not taken account of Tangmere's current population and its demographic spread. Mrs Bushby confirmed that had been rectified and revised information provided. She added that the Senior Warden would provide cover to other Wardens during times of annual leave. The workload of all Wardens will also be kept under review.

Cllr Dignum asked for clarification on the funding of the roles. Mrs Bushby explained that the new funding model provided a more equitable split between all partners. She confirmed that the new model has been shared with partners and there had been little comment to date.

Cllr Dignum asked whether there were areas without Wardens that would benefit. Mrs Bushby explained the highest areas of crime and deprivation were covered.

Cllr Dignum wished to note that he felt it untimely to remove the additional 'floating' Warden role at a time of austerity.

Cllr Taylor noted that often Wardens save money by intervening in incidents before they escalate and require Police intervention.

Cllr Sutton asked members to leave the operational matters to the officers noting that not all areas of the district have a Warden.

Cllr Briscoe wished to note the value he sees in the Warden service but also that he is mindful where it is possible to save money.

Cllr Dignum explained he would vote against reducing the number of Wardens.

Cllr Wilding explained that members would have to make some difficult decisions over the next year and as such he would support the recommendations. Mr Ward clarified that the proposed pay settlement would likely cost the council £1 million on its staffing bill with inflation adding a further £1 million to be found.

Cllr Dignum requested a vote on each recommendation separately as he could not support them all. Cllr Lintill agreed.

In a vote the following resolutions and recommendations were agreed with Cllr Dignum voting against recommendation 2 and Cllr Taylor abstaining:

**RESOLVED**

1. That Cabinet approve the new funding model based on the number of community wardens per area.
2. That Cabinet agree the proposal to delete the current vacant community warden post.

**RECOMMENDED TO COUNCIL**

That funding of 50% of the total cost of the Community Warden Service for 3 years from 1 April 2023 (as set out in para 5.2) be approved, subject to match funding being secured by partners.

**11 Moving the website into the Cloud**

Cllr Sutton introduced the item.

Cllr Moss had requested to speak and was invited to do so by Cllr Lintill. He gave his support to the project and to seeing more services available online. Mrs Shepherd noted that most of the council's services were now available online.

Cllr Plant asked whether residents would notice a difference. Mr Monaghan explained that there would be less webpage downtime. Mr Foord added that long term there would be opportunity for additional functionality in the Cloud system.

In a vote the following resolutions and recommendations were agreed:

**RESOLVED**

That Cabinet approves;

1. A four-year contract with Goss Interactive to move the Council's website platform into the Cloud, to improve online services and security.
2. The additional revenue budget of £21,399 to be funded from the general fund reserves for this financial year and for subsequent years to be added to the base budget.
3. The one-off costs of £15,750, for on boarding to be funded from general fund reserves.

## 12 **Urgent Decision Notice**

Cabinet noted the Urgent Decision Notice relating to Westward House Energy Efficiency and Thermal Comfort project August 2022.

## 13 **Late Items**

There were no late items.

## 14 **Exclusion of the Press and Public**

Cllr Lintill proposed and read the part II resolution in relation to agenda items 15 and 16. This was seconded by Cllr Taylor and agreed by the Cabinet with a vote to go into part II.

### **RESOLVED**

That with regard to agenda items 15 and 16 the public excluding 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.

Members took a short break.

## 15 **Proposed new lease for Sea Cadets, Chichester**

Cllr Dignum introduced the item.

Cllr Oakley and Cllr Moss had both asked to speak on the item and were invited to do so by Cllr Lintill. Both requested that the item be deferred.

Mr Gillett responded to questions raised by Cllr Oakley.

Mr Bennett was invited to provide legal comment by Cllr Lintill.

Cllr Sutton and Cllr Dignum gave support to a deferral.

Following comments from Cllr Briscoe, Cllr Plant and Cllr Wilding and responses from Mrs Hotchkiss and Mr Gillett Cllr Lintill used her authority to defer the item for further information gathering.

**RESOLVED**

The Leader deferred the item for further information to be gathered by officers to clarify points raised by members.

16 **St James Rent Subsidy Scheme Review**

Cllr Dignum introduced the item. He asked members to agree the following points, the first two from section 5.2 of the report following the Economic Development Panel's comments:

1. Delete the brackets from section 5.2.
2. Remove the 'if required' from bullet point 1 of section 5.2.
3. To give officers discretion to offer a 25% subsidy in 'year 2' of qualifying leases.

Mrs McKay then responded to a point of clarification required from Cllr Plant.

In a vote the following resolution was agreed:

**RESOLVED**

That Cabinet approve the recommendation as set out in sections 2.1 and 2.2 of the report as amended.

The meeting ended at 7.55 pm

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CHAIRMAN

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Date:

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