

## NOTICE OF MEETING

East Pallant House East Pallant Chichester West Sussex PO19 1TY

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### MEETING

### CABINET

#### DATE / TIME

Tuesday 3 June 2014 at 9:30 am

#### VENUE:

Committee Room One East Pallant House East Pallant  
Chichester West Sussex PO19 1TY

#### CONTACT

Philip Coleman – Member Services Manager  
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Friday 23 May 2014

**JOHN WARD**  
**Head of Finance and Governance Services**

## AGENDA

*This agenda should be retained for future reference with the minutes of this meeting*

### PART 1

#### 1 Minutes

To approve as a correct record the minutes of the Cabinet meeting held on 6 May 2014 ((copy herewith - pages 1 to 6 )

#### 2 Urgent Items

Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 14(b).

#### 3 Declarations of Interests

Members and officers are reminded to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they may have in respect of matters

on the agenda for this meeting.

**4 Public Question Time**

Questions submitted by members of the public in writing by noon on the previous working day (for a period up to 15 minutes).

**RECOMMENDATIONS TO COUNCIL**

**5 Recommendations from the Development Plan Panel (pages 7 to 9)**

To approve recommendations from the Development Plan Panel meeting on 15 May

- (a) to recommend the Council to make the Kirdford Neighbourhood Plan part of the Development Plan for Chichester District (excluding the South Downs National Park);
- (b) that the Loxwood Neighbourhood Plan proceeds to referendum, subject to modifications set out in the draft decision statement, and that the referendum area has the same boundary as the designated neighbourhood area.

**6 Council Tax Empty Homes Premium and local discount for empty and unfurnished properties (pages 10 to 13)**

To recommend the Council to undertake a consultation on the possibilities of charging a 50% council tax premium on properties that have been empty for at least two years and of applying a 100% discount for properties that are unoccupied and unfurnished properties for short term periods up to one month.

**7 Local Government Pension Scheme & Early Termination of Employment Discretions Policy: Personnel Policy Report (pages 14 to 16)**

To recommend the Council to approve a revision of the pension and early termination of employment discretions policy to reflect the requirements of the new Local Government Pension Scheme (LGPS) that came into being on 1 April 2014.

**KEY DECISIONS**

**8 Pool Play Features for Westgate Leisure Chichester (pages 17 to 19)**

Further to minute 472 of 3 September 2013, to approve an income generating project at the Westgate Leisure Centre.

**OTHER DECISIONS**

**9 Business Rates Reliefs (pages 20 to 22)**

To authorise the Head of Finance and Governance Services to approve grant of business rates reoccupation relief (a Government scheme to decrease numbers of vacant shops and improve town centres) and to make decisions on future discretionary relief schemes under section 47 of the Local Government Finance Act 1988 where this accords with government guidance and the cost is reimbursed to the Council.

10 **Chichester in Partnership – Choose Work Project** (pages 23 to 27)

To approve funding from the New Homes Bonus to support the continuation of the Choose Work project for a further 3 years, subject to funding also being obtained from the Department for Work and Pensions.

11 **Community Forums** (pages 28 to 33)

To review the operation of the Community Forums, which are a means of engagement with parish councils, and to approve some changes.

12 **Appointments to Panels and Forums 2014-2015** (pages 34 to 36)

To appoint members to serve on Panels and Forums for 2014-2015.

13 **Appointments to External Organisations** (pages 37 to 39)

To appoint representatives to serve on outside organisations for 2014-2015.

14 **Consideration of any late items** as follows:

- (a) items added to the agenda papers and made available for public inspection
- (b) items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.

## PART 2

*Items for which the press and public are likely to be excluded*

### EXCLUSION OF THE PRESS AND PUBLIC

*The Cabinet will consider the following resolution*

To consider passing a resolution in accordance with section 100A of the Local Government Act 1972 (the Act) to exclude the public and the press from the meeting during the consideration of the following items on the agenda for the reason that it is likely in view of the nature of the business to be transacted that there would be disclosure to the public of “exempt information” being information of the nature described in Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information) and 5 (legal professional privilege)) of Part I of Schedule 12A to the Act and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

15 **Avenue De Chartres & Westgate Leisure Centre Pay on Foot Systems** (pages 41 to 46) (for members and senior officers only) [Paragraph 3] [key decision]

Further to minute 371 of 11 March 2013, to increase budget provision and appoint a contractor for the provision of Pay on Foot car parking equipment at the Avenue De Chartres and Westgate Car Parks.

16 **Settlement of claim concerning trees at Kiln House Greenfields Close, Nyewood, Petersfield** (pages 47 to 49) (for members and senior officers only)  
[Paragraph 5]

Referring to minute 80 of 4 October 2011, to agree the terms of settlement.

NOTES

- (a) The press and public may be excluded from the meeting during any item of business whenever it is likely that there would be disclosure of “exempt information” as defined in section 100 of the Local Government Act 1972
- (b) A key decision means an executive decision which is likely to:
  - (1) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates or
  - (2) be significant in terms of its effect on communities living or working in an area comprising one or more wards in the Council's area or
  - (3) incur expenditure, generate income, or produce savings greater than £100,000.
- (c) With the aim of reducing paper consumption, certain restrictions have been introduced on the distribution of paper copies of some of the longer appendices to the reports listed in this agenda (agenda items 5, 7, 8 and 10).
  - (1) Members of the Cabinet and the chairmen of the Overview and Scrutiny Committee and the Corporate Governance and Audit Committee receive paper copies.
  - (2) Other members of the Council who do not receive the appendices with their copy of the agenda may view the same on the Council's website or Members' desktop and a paper copy is available in the Members Room at East Pallant House.
  - (3) The press and public may view the appendices relating to reports listed under Part I of the agenda which are not included with their copy of the agenda:
    - (a) on the Council's website at <http://www.chichester.gov.uk/committees> select “Committee Papers” then select “Cabinet” then choose the date of this meeting
    - (b) at the main reception desk at East Pallant House Chichester
    - (c) by contacting Philip Coleman (Member Services Manager) on 01243 534655 or [pcoleman@chichester.gov.uk](mailto:pcoleman@chichester.gov.uk)

MEMBERS

Mrs H P Caird (Chairman) Mr M A Cullen (Vice-Chairman)  
Mr J C P Connor Mr A P Dignum Mrs E P Lintill  
Mrs C Purnell Mr J Ransley