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A meeting of **Cabinet** will be held in Committee Room 1 - East Pallant House on **Tuesday 7 July 2015** at **9.30 am**

MEMBERS: Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr B Finch, Mrs P Hardwick, Mrs G Keegan and Mrs S Taylor

AGENDA

1 **Minutes** (Pages 1 - 8)
To approve as a correct record the minutes of the Cabinet meeting held on 2 June 2015.

2 **Urgent Items**
Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 25(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 **Making the Loxwood Neighbourhood Plan** (Pages 9 - 10)
Further to minute 759 of 7 April 2015, and following the referendum held on Thursday 25 June 2015, to recommend the Council to make the Loxwood Neighbourhood Plan part of the Development Plan for Chichester District.

6 **Adoption of the Chichester Local Plan: Key Policies** (Pages 11 - 47)
Further to minute 643 of 9 September 2014, and following receipt of the report of the Inspector who conducted the Examination of the draft Local Plan, to recommend the Council to adopt the Chichester Local Plan: Key Policies 2014-2029, as modified.

7 **Recommendation from the Development Plan and Infrastructure Panel - Revised Local Development Scheme 2015-2018** (Pages 48 - 62)
Further to minute 583 of 6 May 2014, to recommend the Council to approve and publish a revised and updated Local Development Scheme.

8 **Enterprise Gateway Project, Plot 12 Terminus Road, Chichester** (Pages 63 - 70)
Further to minute 570 of 1 April 2014, the report updates Cabinet on progress to

date and seeks approval to proceed to the next stage of the Enterprise Gateway Project.

9 **Disciplinary action against statutory officers: The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015** (Pages 71 - 83)
To recommend the Council to make changes to the Council's Standing Orders in respect of disciplinary action against the Chief Executive and certain other staff, as required by The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

10 **HR Policies Report Statement** (Pages 84 - 105)
To recommend the Council to approve the revised Staff Disciplinary & Contract Termination Procedure and Flexible Working Policy.

11 **Boundary Review of West Sussex County Council** (Pages 106 - 109)
To recommend the Council to approve delegated powers to respond to West Sussex County Council's proposed scheme of electoral divisions as the next stage in their Boundary Review.

KEY DECISIONS

12 **Developing a New Strategy for the Visitor Economy** (Pages 110 - 144)
To consider the recommendation of the Overview and Scrutiny Committee following the findings of the Tourism Task and Finish Group, and to approve a Project Initiation Document for 'Developing a New Strategy for the Visitor Economy', and allocate resources accordingly.

13 **Combined Heat and Power (CHP) plant replacement at Westgate Leisure Centre, Via Ravenna, Chichester** (Pages 145 - 156)
Further to minute 469 of 3 September 2013, and following a tendering exercise, to approve the replacement of the combined heat and power units at the Westgate Leisure Centre.

14 **Disposal of Land for New RNLI Station, Selsey** (Pages 157 - 162)
This report proposes that the Council disposes of a small parcel of land at Kingsway, Selsey, to the RNLI for the purpose of constructing a new lifeboat station, to include toilet facilities available to the public, which will enable the Council to close the adjacent public conveniences.

15 **Chichester Contract Service: Procurement of new refuse collection vehicles** (Pages 163 - 166)
To authorise the purchase of three refuse collection vehicles.

16 **Carry Forward Requests** (Pages 167 - 170)
To approve, on the recommendation of the Corporate Governance and Audit Committee, the carry forward of certain unspent balances from 2014/15 to the 2015/16 budget.

17 **Future Provision of the Pest Control Service** (Pages 171 - 174)
To consider the possible out-sourcing of the Council's pest control service.

18 **Review of the Internal Lettings Agency (Homefinder)** (Pages 175 - 186)
Referring to minute 482 of 8 October 2013, and following a review, to approve the continuation of the Homefinder Internal Lettings Agency.

OTHER DECISIONS

19 **Draft Homelessness Strategy 2015-2020** (Pages 187 - 198)
To approve a draft Homelessness Strategy 2015-2020 for Chichester District for consultation.

20 **Development of Amenity Sites owned by Hyde** (Pages 199 - 206)
To approve a protocol and the delegation of powers for consent to the development by Hyde of amenity sites for the provision of affordable rented housing.

21 **Council Tax Reduction Scheme for 2016/17** (Pages 207 - 210)
To authorise consultation on a Council Tax Reduction Scheme for 2016/17

22 **Licensing Act 2003 - The Council's proposed Draft Statement of Licensing Policy 2016 - 2021** (Pages 211 - 250)
To approve for consultation a proposed draft Statement of Licensing Policy under the Licensing Act 2003 for the period of 2016 – 2021.

23 **Post Project Evaluation - The Grange Community and Leisure Centre** (Pages 251 - 274)
To review the post project evaluation report for the Grange Community and Leisure Centre, Midhurst.

24 **Appointment to External Organisations**
Further to minute 10 of the last meeting, to appoint Mrs Susan Taylor to the Coastal West Sussex and Greater Brighton Strategic Planning Board in place of Mr Tony Dignum.

25 **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

26 **Exclusion of the Press and Public**
There are no restricted items for consideration.

However, the documents listed below include information which is considered to be exempt under Paragraph 3 of Schedule 12A of the Local Government Act 1972 and **are attached for members of the Cabinet and senior officers only (salmon paper)**. If the discussions in respect of items 8, 13 and 14 on the agenda above so warrant it, the Cabinet will be asked to consider whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Paragraph 3 of Schedule 12A of the Local Government Act 1972, 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.

8 Enterprise Gateway Project, Plot 12, Terminus Road, Chichester

Appendix 1: Financial and Tender information

13 Combined Heat and Power (CHP) Plant Replacement at Westgate Leisure Centre, Via Ravenna, Chichester

Appendix 1: Consultants Tender report

14 Disposal of land for New RNLI Station, Selsey

Appendix 2: Additional Financial Information

NOTES

1. The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of “exempt information” as defined in section 100A of and Schedule 12A to the Local Government Act 1972

2. The press and public may view the report appendices which are not included with their copy of the agenda on the Council’s website at Chichester District Council - Minutes, agendas and reports.unless they contain exempt information.

3. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. (Standing Order 11.3)

4. A key decision means an executive decision which is likely to:
    a. 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
    b. 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
    c. incur expenditure, generate income, or produce savings greater than £100,000.