

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

Contact: Philip Coleman, Member Services Manager  
Tel: 01243 534655 Email: pcoleman@chichester.gov.uk

East Pallant House  
1 East Pallant  
Chichester  
West Sussex  
PO19 1TY  
Tel: 01243 785166  
www.chichester.gov.uk



A meeting of **Cabinet** will be held in Committee Room 1 - East Pallant House on **Tuesday 8 September 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 Part 1

- 1 **Minutes** (Pages 1 - 20)  
To approve as a correct record the minutes of the Cabinet meeting held on 7 July 2015.
- 2 **Urgent Items**  
Chairman to announce any urgent items which due to special circumstances are to be dealt with under agenda item 21(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 **Chichester District Council Annual Report 2014-2015** (Pages 21 - 22)  
To recommend the Council to approve the Annual Report 2014/15.
- 6 **Approval of the Council's Infrastructure Business Plan for consultation with the City, Town and Parish Councils and key Infrastructure Delivery Commissioners** (Pages 23 - 26)  
Referring to minute 8 of 2 June 2015, to recommend the Council to approve the Council's Infrastructure Business Plan 2016/2021 for consultation with the City, Town and Parish Councils and key infrastructure Delivery Commissioners
- 7 **Upgrade of Heating and Ventilation Systems, South Wing, East Pallant House, Chichester.** (Pages 27 - 30)  
To approve a Project Initiation Document and recommend the Council to approve capital funding for an upgrading of the heating and ventilation plant serving the ground floor and first floor open plan offices at East Pallant House.
- 8 **Safeguarding Policy** (Pages 31 - 33)  
Referring to minute 255 of 4 September 2012, to recommend the Council to

approve a revised Safeguarding Policy to reflect changes required by the Care Act 2014 and national guidance.

#### KEY DECISIONS

- 9 **Chichester City ... Preparing a Vision for the City** (Pages 34 - 38)  
Referring to minute 701 of 6 January 2015, to approve a Project Initiation Document for the development and articulation of a clear 'Vision' focusing on the function and future of Chichester City over the next 20 years.
- 10 **Southbourne Parish Neighbourhood Plan** (Pages 39 - 40)  
To approve the Decision Statement for Southbourne Parish Neighbourhood Plan and proceed to referendum.
- 11 **Land at Church Road, Portfield, Chichester** (Pages 41 - 49)  
Referring to minute 6 of 2 June 2015, to review the decisions taken at that meeting and to determine the disposal of the freehold of the former Portfield Football Ground at Church Road, Chichester.
- 12 **Scout Premises, Sherborne Road, Chichester** (Pages 50 - 54)  
To approve the freehold sale of the site of the Scout premises at Sherborne Road, Chichester to the Scout Association.

#### OTHER DECISIONS

- 13 **Disposal of Land for New RNLI Station, Selsey** (Pages 55 - 60)  
Referring to minute 25 of 7 July 2015, to report that the RNLI proposes to provide toilets only for visitors to the Lifeboat Station. The report proposes that the Cabinet nevertheless agrees to dispose of the land at Kingsway, Selsey to the RNLI for the purpose of constructing a new lifeboat station and considers the future of the adjacent public conveniences.
- 14 **Coastal Community Team Projects** (Pages 61 - 69)  
To approve funding of £13,000 to provide the balance of funding following the award of £10,000 by the Department for Communities and Local Government (DCLG), to enable delivery of Coastal Community Team projects; Selsey Haven Feasibility Study and Demographic and Employment Development Study for Selsey and East Wittering & Bracklesham.
- 15 **Redress Schemes for Lettings Agents and Property Managers** (Pages 70 - 74)  
To authorise the Head of Housing and Environment Services to enforce the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014, which requires all letting and managing agents to be members of a government backed Ombudsman scheme.
- 16 **Recording and broadcasting of Committee Meetings** (Pages 75 - 79)  
Referring to minute 748 of 7 April 2015, to decide whether to audio record or webcast key meetings, and to make financial provision accordingly.
- 17 **Appointments to Pallant House Gallery Board of Directors 1 October 2015 - 30 September 2019** (Pages 80 - 83)  
To make appointments to the Board of Directors of the Pallant House Gallery, in the light of a review of the governance of the charity.
- 18 **Review of Members Allowances Scheme** (Pages 84 - 86)

To appoint an Independent Remuneration Panel to advise the Council on its Members Allowances Scheme, which is due for review.

## PART TWO

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

The Cabinet is asked to consider in respect of the following item 20 whether the public, including the press, should be excluded from the meeting on the grounds of exemption under Parts I to 7 of Schedule 12A of the Local Government Act 1972, as indicated against the item 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.

In addition, documents listed below include information which is considered to be exempt and if the discussions of these agenda items so warrant it, the Cabinet will be asked to consider whether the public, including the press, should be excluded from the meeting.

**The reports dealt with under this part of the agenda and those listed below are attached for members of the Council and senior officers only (salmon paper).**

#### **11 Land at Church Road, Portfield, Chichester**

Appendix 2: Details of bids received

#### **12 Scout Premises, Sherborne Road, Chichester**

Appendix 2: Financial Terms

#### **13 Disposal of land for new RNLI Station, Selsey**

Appendix 2: Additional financial information to accompany part 1 report

### 20 **Loxwood Neighbourhood Plan - legal costs in relation to judicial review proceedings** (Pages 87 - 89)

To authorise further expenditure for legal costs in relation to the ongoing judicial review proceedings concerning the Loxwood Neighbourhood Plan.

### 21 **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

## 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 appendices relating to reports listed under Part I of the agenda which are not included with their copy of the agenda on the Council's website at <http://www.chichester.gov.uk/committees>.

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.

#### Non-Cabinet member Councillors speaking at Cabinet

Standing Order 22.3 provides that members of the Council may, with the chairman's consent, speak at a Committee meeting of which they are not a member, or temporarily sit and speak at the Committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this Standing Order at Cabinet meetings by requesting that members should normally seek his consent in writing by email in advance of the meeting. They should do this by noon on the day before the meeting, outlining the substance of the matter that they wish to raise. The word "normally" is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where he would therefore retain his discretion to allow the contribution without notice.