<table>
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<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
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</thead>
<tbody>
<tr>
<td>ICM/021/210814</td>
<td>Gypsy and Traveller Development Plan Document, Consultation and Examination in Public</td>
<td>Bower</td>
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<tr>
<td>ICM/022/210814</td>
<td>Counsel Advice for the Local Plan</td>
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<td>Local Plan Consultation and Associated Costs</td>
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<td>Continuation of Contract with Limehouse to Utilise Objective Software</td>
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<tr>
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<td>Community Infrastructure Levy Consultation and Associated Costs</td>
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<tr>
<td>ICM/026/210814</td>
<td>Examinations Administration Officer</td>
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<td>ICM/027/210814</td>
<td>Programme Officer Recruitment for the Examination in Public for the Arun Local Plan</td>
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<tr>
<td>ICM/028/210814</td>
<td>Flexible Retirement of a Member of Staff [Exempt - Paragraph 1 – Information Relating to Individuals</td>
<td>Wensley</td>
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<td>ICM/029/210814</td>
<td>Flexible Retirement of a Member of Staff [Exempt - Paragraph 1 – Information Relating to Individuals</td>
<td>Wensley</td>
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</table>

PLEASE NOTE THAT THE DECISION TAKEN WILL COME INTO EFFECT AS FROM 10.00 A.M. ON MONDAY 1 SEPTEMBER 2014 (DUE TO BANK HOLIDAY) UNLESS THE CALL-IN PROCESS IS APPLIED

NOTE: NO DECISIONS TO BE TAKEN HAVE BEEN NOTIFIED FOR 28 AUGUST 2014
### PART B: INDIVIDUAL CABINET MEMBER DECISION

<table>
<thead>
<tr>
<th>ICM No.</th>
<th>1CM021210814</th>
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<tbody>
<tr>
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<td>NO</td>
</tr>
<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Councillor Ricky Bower</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Gypsy and Traveller Development Plan Document, consultation and Examination in Public</td>
</tr>
<tr>
<td>OFFICER CONTACT:</td>
<td>Simon Meecham EXTN: 37645 E-Mail: <a href="mailto:simon.meecham@arun.gov.uk">simon.meecham@arun.gov.uk</a></td>
</tr>
</tbody>
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### EXECUTIVE SUMMARY:

The Planning Policy for Traveller Sites (PPTS) (March 2012) states that local planning authorities should set pitch targets for gypsies and travellers and plot targets for travelling showpeople which address the likely permanent and transit site accommodation needs of travellers in their area. Local Planning Authorities should identify and update annually a supply of specific deliverable sites sufficient to provide five years' worth of sites against locally set targets.

### DECISION:

That £50,000 is drawn down from the Local Plan Reserve for the preparation of the Gypsy and Traveller DPD.

### REASONS FOR THE DECISION:

To ensure that the Gypsy and Traveller Sites DPD can be prepared in accordance with the Arun District Council Local Development Scheme and national policy including the Planning Policy for Traveller Sites (March, 2012).

### OPTIONS CONSIDERED BUT REJECTED:

That £50,000 is not drawn down from the Local Plan Reserve for the preparation of the Gypsy and Traveller DPD.

### CABINET MEMBER(S)

| DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION: | |
| DISPENSATIONS GRANTED: | |

### ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

| DECISION BY: | SIGNATURE: | DATE: |
| Relevant Cabinet Member | Signature | 18/8/14 |
| Leader of Cabinet | | |
**PART B : INDIVIDUAL CABINET MEMBER DECISION**

| URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? | NO |
| CABINET MEMBER RESPONSIBLE: | Councillor Ricky Bower |
| SUBJECT: Counsel Advice for the Local Plan | OFFICER CONTACT: Simon Meecham EXTN: 37645 E-Mail: simon.meecham@arun.gov.uk |

**EXECUTIVE SUMMARY:**
As part of the final stages of Local Plan preparation and the EiP, there may be a requirement to consult Counsel for advice on policy matters.

**DECISION:**
That £40,000 is drawn down from the Local Plan Reserve for Counsel advice on the Local Plan

**REASONS FOR THE DECISION:**
To ensure that the Planning Policy and Conservation Team is able to consult Counsel on legal matters relating to planning policies at the Examination in Public stage of the plan preparation process.

**OPTIONS CONSIDERED BUT REJECTED:**
That £40,000 is not drawn down from the Local Plan Reserve for Counsel advice on the Local Plan

**CABINET MEMBER(S)**

| DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION: |
| DISPENSATIONS GRANTED: |
| ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION: |

**DECISION BY:**
Relevant Cabinet Member
Leader of Cabinet

**SIGNATURE:**

**DATE:** 18/8/14
**PART B: INDIVIDUAL CABINET MEMBER DECISION**

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**EXECUTIVE SUMMARY:**
Subject to Full Council agreement on 10 September, the Publication version of the Local Plan will undergo Reg. 19 consultation in compliance with the Town and Country Planning (Local Planning) (England) Regulations 2012.

The consultation process will require significant printing costs and the commissioning of technical work to validate the existing evidence base which supports Local Plan policies.

**DECISION:**
That up to £50,000 is drawn down from the Local Plan Reserve to ensure that costs related to the Local Plan consultation process and any associated costs.

**REASONS FOR THE DECISION:**
To allow the Local Plan consultation to take place under Reg. 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and to ensure the Local Plan evidence base is updated and robust.

**OPTIONS CONSIDERED BUT REJECTED:**
That the costs for the Local Plan consultation under Reg. 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and associated costs are not made available.

**CABINET MEMBER(S)**

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**EXECUTIVE SUMMARY:**

Objective Software is used by the Planning Policy and Conservation Team to enable effective handling of policy creation, consultation and database management. This software will be required by the team in the foreseeable future as part of the Local Plan preparation process and for the preparation of further Development Plan Documents. This report requests authorisation for up to £11,000 to be spent on an annual basis over four years between 2014 and 2018 for the Objective Software licence.

**DECISION:**

To approve the required expenditure of up to £11,000 for the next four years between 2014/2015 and 2018/2019 (totalling £44,000) from the Local Plan Reserve.

**REASONS FOR THE DECISION:**

To ensure continuation of the use of the Limehouse Software by the Planning Policy and Conservation Team which ensures an efficient policy preparation and consultation process. Limehouse also provides a crucial database management function which will play an important role as part of the Local Plan Examination in Public.

**OPTIONS CONSIDERED BUT REJECTED:**

Not to approve the required expenditure of up to £11,000 for the next four years between 2014/2015 and 2018/2019 (totalling £44,000) from the Local Plan Reserve. If this option were taken forward, the preparation of the Local Plan in its current editing format would have to be transferred onto an alternative format. Furthermore, the consultation database would have to be transferred and new systems put in place. Without the Limehouse software, the efficiency of the Local Plan preparation process would be negatively impacted.

**CABINET MEMBER(S)**

**DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:**

**DISPENSATIONS GRANTED:**

**ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:**

**DECISION BY:**

Relevant Cabinet Member

Leader of Cabinet

**SIGNATURE:**

Ricky Bower

**DATE:**

18/8/14
PART B : INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? NO

CABINET MEMBER RESPONSIBLE: Councillor Ricky Bower

SUBJECT: Community Infrastructure Levy Consultation and Associated Costs

OFFICER CONTACT: Simon Meecham EXTN: 37645  E-Mail: simon.meecham@arun.gov.uk

EXECUTIVE SUMMARY:
The Community Infrastructure Levy (CIL) charging schedule is currently being prepared in accordance with the CIL Regulations 2010 and its amendments. As part of this process, the charging schedule will require two rounds of consultation (for the Preliminary Draft Charging Schedule and the Draft Charging Schedule).

DECISION:
That £10,000 is drawn down from the Local Plan Reserve for the costs associated with the CIL charging schedule consultations.

REASONS FOR THE DECISION:
To ensure that the CIL charging schedule is prepared in accordance with the CIL Regulations and that the evidence base required to support the charging schedule is kept up to date throughout the consultation process.

OPTIONS CONSIDERED BUT REJECTED:
That £10,000 is not drawn down from the Local Plan Reserve for the costs associated with the CIL charging schedule consultations.

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY: Relevant Cabinet Member  SIGNATURE:  DATE: 18/8/14
Leader of Cabinet
PART B : INDIVIDUAL CABINET MEMBER DECISION

ICM No. ICM 026 210814

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? NO

CABINET MEMBER RESPONSIBLE: Councillor Ricky Bower

SUBJECT: Examination Support Officer (Neighbourhood Development Plans)

OFFICER CONTACT: Simon Meecham  EXTN: 37645  E-Mail: simon.meecham@arun.gov.uk

EXECUTIVE SUMMARY:
An Examinations Administration Officer is required to support the work of the Neighbourhood Plans Officer in preparation for the Neighbourhood Development Plan Examinations.

DECISION:
That £30,000 is drawn down from the DCLG Decentralisation and Neighbourhood Plan funding to fund the Examinations Administration Officer post.

REASONS FOR THE DECISION:
As part of the NDP process, it is the Council's responsibility to organise and cover the costs of the independent examination and referendum. The task of drawing together all the relevant documents for the examination requires a support officer to ensure that documents are submitted to the independent examiner in a timely and efficient manner and to provide administrative support to the Neighbourhood Development Plans Officer.

OPTIONS CONSIDERED BUT REJECTED:
That £30,000 is not drawn down from the DCLG Decentralisation and Neighbourhood Plan funding to fund the Examinations Administration Officer post.

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY: Relevant Cabinet Member

SIGNATURE: 

DATE: 18/8/14

Leader of Cabinet
PART B : INDIVIDUAL CABINET MEMBER DECISION

ICM No. 1CH027210814

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? NO

CABINET MEMBER RESPONSIBLE: Councillor Ricky Bower

SUBJECT: Programme Officer Recruitment for the Examination in Public for the Arun Local Plan

OFFICER CONTACT: Simon Meecham EXTN: 37645 E-Mail: simon.meecham@arun.gov.uk

EXECUTIVE SUMMARY:
The preparation of the Local Plan is reaching the stage whereby preparations need to be put in place for the Examination in Public. The recruitment of a Programme Officer is therefore required to assist in the EIP process.

A Programme Officer’s role is to undertake administrative duties and act as the point of liaison for three different parties: the Planning Inspector; the Council and the general public throughout the Examination in Public process for the Local Plan.

The appointment of a Programme Officer is the responsibility of the Local Planning Authority. Ideally the Programme Officer should be appointed at publication stage. The Planning Inspectorate will not appoint an Inspector for EIP unless the Programme Officer is in place.

DECISION:
That £30,000 is drawn down from the Local Plan Reserve to fund the Programme Officer which will support the Examination in Public for the Local Plan.

REASONS FOR THE DECISION:
Without a Programme Officer in post, the Planning Inspectorate (PINS) will not appoint an Inspector for the Examination in Public (EIP) of the Arun Local Plan.

OPTIONS CONSIDERED BUT REJECTED:
That £30,000 is not drawn down from the Local Plan Reserve to fund the Programme Officer which will support the Examination in Public for the Local Plan.

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY: Relevant Cabinet Member

SIGNATURE: 

DATE: 16/8/14

Leader of Cabinet
PART B: INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?  NO

CABINET MEMBER RESPONSIBLE:  Cllr Dudley Wensley

SUBJECT: Flexible Retirement of a member of staff

OFFICER CONTACT:  Jackie Follis  EXTN: 37580  E-Mail: Jackie.follis@arun.gov.uk

EXECUTIVE SUMMARY: The report explains the background to the request from a member of staff working in Planning and Economic Regeneration and the implications for the service. The request needs to be approved by the Cabinet Member for Corporate Governance.

DECISION:

a) To approve the Flexible Retirement request and the proposed overall saving of £14,600 per annum, taking into account the consequent regrade for another member of staff within the team.

REASONS FOR THE DECISION:

To make a saving of £14,600, without an impact on service delivery.

OPTIONS CONSIDERED BUT REJECTED:

Not to approve the Flexible Retirement request.

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY:  SIGNATURE:  DATE:

Relevant Cabinet Member  21 August 2014

Leader of Cabinet
THE INFORMATION IN THIS REPORT IS CONFIDENTIAL AND EXEMPT FROM PUBLICATION BY VIRTUE OF PARAGRAPHS 1 & 3 SCHEDULE 12A LOCAL GOVERNMENT ACT 1972 AS IT INVOLVES INFORMATION RELATING TO AN INDIVIDUAL

PART B: INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? NO
CABINET MEMBER RESPONSIBLE: Cllr Dudley Wensley

SUBJECT: Flexible Retirement of a member of staff

OFFICER CONTACT: Jackie Follis EXTN: 37580 E-Mail: Jackie.follis@arun.gov.uk

EXECUTIVE SUMMARY: The report explains the background to the request from a member of staff working in Finance and the implications for the service. The request needs to be approved by the Cabinet Member for Corporate Governance.

DECISION:
To approve the Flexible Retirement request and the proposed saving of £12,000 per annum until such time as the postholder fully retires, at which time a new full time Group Accountant will be recruited.

REASONS FOR THE DECISION:
To make a saving of £12,000 per annum, without an impact on service delivery.

OPTIONS CONSIDERED BUT REJECTED:
Not to approve the Flexible Retirement request.

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY: SIGNATURE: DATE:
Relevant Cabinet Member 31 October 2013
Leader of Cabinet 31 October 2013

ICM No. ICM 029120814