

CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 November 2016 to 28 February 2017**

An outline of the decisions expected to be made by the Council's Cabinet

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 NOVEMBER 2016 TO 28 FEBRUARY 2017

This Forward Plan outlines the decisions which are expected to be made by the Council's Cabinet during the period of four months from 1 November 2016 to 28 February 2017. On occasions the timetable for reports may change due to unforeseen circumstances. Additionally the Forward Plan also identifies decisions which are likely to be taken by the Cabinet in the coming year beyond the four month period covered by the Plan.

The meetings of the Cabinet due to be held during this period are 1 November 2016, 6 December 2016, 11 January 2017 and 7 February 2017 to be held at the offices of Chichester District Council, East Pallant House, East Pallant, Chichester.

Parts of these meetings may be held in private if the Cabinet considers it likely that there will be disclosure of confidential information or exempt information of a description specified in Part 1 of Schedule 12A to the Local Government Act 1972.

The Forward Plan includes key decisions, which are those which if taken by the Cabinet will have significant financial implications or significant impact in the District, and other decisions which may be of interest to the public.

The Forward Plan includes information on the person to contact to inspect relevant documents.

The Cabinet may also consider other documents or items which are not included in the Forward Plan due to changing circumstances.

The Membership of the Cabinet is currently as follows:

Councillors Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mrs G Keegan, Mrs P A Hardwick, Mrs P Plant, Mrs C Purnell and Mrs S T Taylor.

The Forward Plan will be revised each month and rolled forward to the next four monthly period.

Any person who wishes to make representations about any matter in the Forward Plan should contact the report author or Member Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail memberservices@chichester.gov.uk) at least a week before the meeting at which the decision is to be made. Any person who wishes to receive a copy of any document relevant to the matters listed in the Forward Plan should contact the same people.

If you have any general queries on the contents of the Forward Plan please contact Katherine Jeram, Member Services Officer on 01243 534674 (e-mail kjeram@chichester.gov.uk)

Tony Dignum
Leader of the Council

Topics due to be considered are as follows:

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1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	Affordable Housing Delivery and Rural Housing Enabling This report will make recommendations in respect of the future funding of the Rural Enabling Officer and the allocation of commuted sums received in lieu of affordable housing to deliver affordable rented housing in the district.
3. Report author	Mrs Linda Grange, Housing Delivery Manager lgrange@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	Chichester Harbour AONB Supplementary Planning Document (SPD): Consultation The Council in conjunction with Havant Borough Council and the Chichester Harbour Conservancy is preparing a Chichester Harbour AONB Supplementary Planning Document (SPD). The SPD will be based on the objectives contained within the Chichester Harbour Area of Outstanding Natural Beauty Management Plan and other guidance documents. By including them in a planning document it will give them more weight. The consultation process is part of the preparation of the SPD. Recommendation: to approve the Chichester Harbour Area of Outstanding Supplementary Planning Document for consultation. (Recommendation to Council)
3. Report author	Ms Sue Payne, Planning Policy Officer spayne@chcihester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	Code of Conduct for Employees and the Protocol on Member/Staff Relations Review of Code and Protocol. Recommendation to Council)

3. Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	<p>Disposal of The Grange Development Site, Midhurst A report to Cabinet to recommend a preferred bidder for the Grange development site at Midhurst, following updated marketing of the site.</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.</p> <p>(recommendation to Council)</p>
3. Report author	Mrs Vicki McKay, Deputy Estates and Valuation Manager vmckay@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	<p>Implementation of Council Tax Reduction Scheme 2017/18 Proposals for 2017-2018 and report of public consultation.</p>
3. Report author	Mrs Christine Christie, Revenues and Performance Manager cchristie@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	<p>Parking Charges Review 2017/18 Recommendation to approve the potential options for parking charges to take effect from 1 April 2017. (recommendation from Chichester District Parking Forum)</p>

3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	Review of Locally Defined Discounts The Local Government Finance Act 2003 as amended provided devolved powers for billing authorities to make decisions on certain council tax discounts. Following a period of consultation this report is a review of the Prescribed class D locally defined discount which relates to properties in need of or undergoing major repair to render them habitable or which were undergoing structural alterations, or less than six months has elapsed since the completion of such works.
3. Report author	Mrs Christine Christie, Revenues and Performance Manager cchristie@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	Road Space Audit Along with many towns and cities across the UK Chichester faces a number of challenges – it must accommodate significant new development, both residential and commercial, whilst preserving its historic character. Parking is particularly problematic, with high demands and constraints in meeting supply in the area of greatest demand. West Sussex County Council has appointed consultants (WSP Parsons Brinckerhoff) to consider the parking issues and use of road space in Chichester city to consider the challenges and consider how these might be affected by emerging strategies and plans in the area, along with consideration of the changing role of the high street. The work undertaken will set the way for a strategic vision for parking within the city. This report to members will provide an update on the work undertaken so far and will request consideration of the proposals which are being put forward.
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Nov 2016
2. Matter in respect of which the decision is to be made	<p>Site Allocations Development Plan Document - Approval of Pre-submission Plan for Consultation.</p> <p>The Council is preparing a Site Allocations DPD to allocate employment sites in the Local Plan area. Where a Parish is not producing a neighbourhood plan or they are not progressing the neighbourhood plan for various reasons then sites for residential development will also be allocated in the DPD.</p> <p>Following public consultation in January/February, and further consultation in July 2016, the Proposed Submission DPD has been produced.</p> <p>Recommendation: to approve the Proposed Submission DPD for consultation prior to submission to the Secretary of State for approval.</p> <p>(Recommendation to Council)</p>
3. Report author	Mrs Tracey Flitcroft, Principal Planning Policy Officer (Local Planning) tflitcroft@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Authorities' Monitoring Report</p> <p>The Authorities' Monitoring Report (AMR) is prepared annually and is the main mechanism for assessing the performance, implementation and effects of the Local Plan. This AMR will cover the period between 1 April 2015 and 31 March 2016.</p> <p>(Recommendation from Development Plans and Infrastructure Panel)</p>
3. Report author	Mrs Anna Miller, Planning Policy Officer amiller@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Award of Contract for Beach Management Plan works 2016-2017</p> <p>Approval by cabinet is required for the award of Beach</p>

	Management Plan contractor contract required due to value of contract. (Standing Order rules)
3. Report author	Mr Dominic Henly, Senior Engineer (Coast and Water Management) dhenly@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Bosham Parish Neighbourhood Plan - Making the Plan To make the Bosham Parish Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park);</p> <p>The report will recommend, subject to a successful referendum to be held on 16 November, that Cabinet recommends that Council makes the Bosham Parish Neighbourhood Plan.</p> <p>(recommendation to Council)</p>
3. Report author	<p>Mrs Valerie Dobson, Neighbourhood Planning Officer</p> <p>Mrs Katherine Jeram, Member Services Officer vdobson@chichester.gov.uk</p> <p>kjeram@chichester.gov.uk</p>
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Chichester Vision - Approval of Draft Prior to Public Consultation To review and approve the draft Chichester Vision prior to public consultation. The Vision will set out how the City Centre might develop over the next 20 years. It will:</p> <ul style="list-style-type: none"> - Be a clear articulation of 'what we want Chichester to be; - Ensure that all past, current and future proposals, ideas and opportunities take account of each other to produce a cohesive approach; - Set-out a wide range of projects and strategic

	<p>proposals, including a number of previous items worthy of reconsideration;</p> <ul style="list-style-type: none"> - Identify and articulate the opportunities for significant economic growth and job creation, and the risks of missing opportunities and stifling growth; and - Provide the guiding principles for a new planning policy framework for the City, and form the basis of a strategy to attract inward investment into the City. <p>Expected outcomes: Key project outcomes and potential outcome measures are as detailed in sections 4.2 and 4.3 of the PID.</p> <p>(Recommendation from Overview and Scrutiny Committee)</p>
3. Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Cultural Grants - review of arrangements Review of the cultural grants for 2018-22 as the current arrangement ends on 18 March 2018.</p> <p>(Recommendation from Overview and Scrutiny Committee) (Recommendation to Council)</p>
3. Report author	Mr Steve Hansford, Head of Community Services shansford@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Determination of the Council Tax Base for 2017-2018 To set the Council Tax base for 2017/18 The tax base is effectively an estimate of the number of council tax dwellings in the district. This is adjusted for the effect of the discounts and exemptions, properties being in different valuation bands expressed as the number of band D equivalent dwellings in the district. This figure is</p>

	then adjusted for the assumed collection rate. (recommendation to Council)
3. Report author	Mrs Christine Christie, Revenues and Performance Manager cchristie@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Devolution Report</p> <p>This report seeks authority to proceed with the devolution proposals for the Three Southern Counties – East and West Sussex and Surrey County Councils and all of the District and Borough Councils that fall within their boundaries. The report sets out the legal framework for a governance review, the principles that will apply and the considerations that each authority will be asked to examine as governance options are examined.</p> <p>Cabinet is asked to recommend to Council the following:</p> <p>(1) That the Council endorses formal submission to the Government as a devolution proposition which this council wishes to be party to;</p> <p>(2) That the Council delegates to Leader of the Council the authority to negotiate with the other authorities and with the Government a devolution deal based on those proposals;</p> <p>(3) That the Council endorses a plan to undertake a review of governance arrangements that would be required to enable the authorities to discharge the powers they seeks to be devolved;</p> <p>(4) That the Council endorses the proposals for the establishment of arrangements for collective decision making as interim arrangements pending the conclusion of the review of governance; and</p> <p>(5) That the Council receive a report on the outcome of the governance review in the Autumn with a view to deciding whether to adopt new governance arrangements</p>

	(Recommendation to Council)
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Financial Strategy and Plan 2017/18</p> <p>The purpose of this report is to update the Council's financial strategy and action plan to help guide the management of the Council's finances during a period of diminishing resources, and to build upon the work already achieved in this area in previous years.</p> <p>The key recommendations from this report will help to formulate the 2017-18 budget, and level of Council Tax.</p> <p>(recommendation to Council)</p>
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Housing Allocations Scheme Review</p> <p>Three yearly review of the rural allocations scheme.</p> <p>(Recommendation from Overview and Scrutiny Committee)</p>
3. Report author	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	<p>Introduction of Section 106 Fee</p> <p>To consider and approve the introduction of a fee to cover the costs of monitoring Section 106 Agreements.</p>
3. Report author	Mrs Karen Dower, Principal Planning Policy Officer

	(Infrastructure Planning) kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	Recycling Action Plan To approve the Recycling Action Plan that aims to achieve the EU and national recycling and waste minimisation targets. (Recommendation from Waste Panel)
3. Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Dec 2016
2. Matter in respect of which the decision is to be made	Review of CCTV Assets, Functions and Costs To consider how to provide the service more efficiently. Consider data on the use of CCTV in prosecutions and reducing crime. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	10 Jan 2017
2. Matter in respect of which the decision is to be made	Revised Local Development Scheme 2016-2019 To consider the revised Local Development Scheme (LDS) 2016-2019. The LDS details the current Development Plan and proposals for new documents in the Chichester Local Plan area. It ensures that the local community and developers are kept informed of the current timetable for producing planning policy documents during the rolling three year timeframe. (Recommendation to Council)
3. Report author	Mrs Anna Miller, Planning Policy Officer amiller@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	10 Jan 2017
2. Matter in respect of which the decision is to be made	<p>Selsey Haven: Report of Technical Feasibility Study</p> <p>Description: Subject to the outcome of the feasibility study, the project aims to build a small harbour near East Beach, Selsey including associated business units, to provide fisheries protection, economic opportunities, flood protection and a visitor focus on the Manhood Peninsula.</p> <p>Expected outcome: A secure and expanding inshore fishing industry. A place where Selsey businesses can grow; and where residents and visitors can find good cultural, leisure and sporting activities.</p>
3. Report author	Mrs Louise Rudziak, Head of Housing and Environment Services lrudziak@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	<p>Budget Spending Plans 2017-2018</p> <p>To set a net budget requirement and council tax increase for the Council for the financial year 2017-2018. (Recommendation to Council)</p>
3. Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	<p>Financial Management System Upgrade - Post Project Evaluation</p> <p>To receive a review of how the project has performed following implementation of the upgrade.</p>
3. Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
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2. Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval Consideration of the Infrastructure Business Plan for approval. (recommendation to Council)
3. Report author	Mrs Karen Dower, Principal Planning Policy Officer (Infrastructure Planning) kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	Museum Service Options Appraisal Cabinet to consider the findings of the options appraisal of the current museum service management. To identify options for delivery of the museum and recommend preferred model for future delivery of The Novium. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	Parking Strategy Review The Chichester District Car Park Strategy 2010 – 2020 sets out the principles and vision for the provision of parking by the authority. It is considered that now is a good time to review and re-fresh this document, to enable changes which have been seen over recent years to be considered and to allow consideration of emerging policies and strategies to be included. Links to other projects – such as the Road Space Audit and Smarter Choices – will also be considered. The document will be considered first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	<p>Plot 21, Terminus Road, Chichester Tender analysis and contract award</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.</p>
3. Report author	Mr Patrick Harrison, Strategic Asset Management Surveyor pharrison@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	<p>Senior Staff Pay Policy Publication of the Senior Staff Pay Policy Statement. (recommendation to Council)</p>
3. Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	<p>Shared Building Control Service The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 1 (Information relating to any individual) of Part I of Schedule 12A to the Local Government Act 1972.</p>
3. Report author	Mr Andrew Frost, Head of Planning Services afrost@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	<p>Tourism and Visitor Economy Strategy Following Town and City Centre research undertaken as a result of Initial Project Proposal Document agreed by Cabinet January 2015, and visitor and destination research undertaken under the Project Initiation Document agreed by Cabinet July 2015, to approve a new strategy and funding contribution for developing the District's visitor economy</p> <p>(Recommendation from Overview and Scrutiny Committee) (Recommendation to Council)</p>
3. Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Feb 2017
2. Matter in respect of which the decision is to be made	<p>Treasury Management Strategy Statement for 2017-18 Setting out any proposed changes to the Council's Treasury Management Policy and Strategy, Investment Strategy and Minimum Revenue Provision Statement for the forthcoming financial year 2017/18 and the prudential indicators and limits as required under CIPFA's Prudential and Treasury Management Codes. (recommendation to Council)</p>
3. Report author	Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	4 Apr 2017
2. Matter in respect of which the decision is to be made	<p>Chichester Vision - Approval of Final Document To approve the final Chichester Vision document and the accompanying project plan and timetable. To note any comments and recommendations from OSC. To agree any funding to commence implementation of initial projects.</p>
3. Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	4 Apr 2017
2. Matter in respect of which the decision is to be made	<p>Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document Adoption</p> <p>Following consultation on the draft document, the representations received during the consultation (1st December 2016 – 19th January 2017) have been considered and amendments proposed. These have been incorporated into the final document for adoption by the Council.</p> <p>Recommendation: to adopt the Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document.</p> <p>(Recommendation to Council)</p>
3. Report author	Ms Sue Payne, Planning Policy Officer spayne@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	4 Apr 2017
2. Matter in respect of which the decision is to be made	<p>Southern Gateway - Approval of Draft Masterplan and Consultation Process</p> <p>(Recommendation to Special Council)</p>
3. Report author	Miss Amy Loaring, Partnerships Officer, Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager aloaring@chichester.gov.uk, mallgrove@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 June 2017 (meeting date tbc)
2. Matter in respect of which the decision is to be made	<p>Southern Gateway - Approval of Masterplan and the Reporting of a Project Initiation Document</p> <p>To approve the Masterplan and a Project Initiation Document that will propose the arrangements for the implementation of the Southern Gateway project.</p> <p>(Recommendation to Special Council)</p>
3. Report author	

4. List of documents to be submitted to the Cabinet	Report to Cabinet
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