

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 January 2017 to 30 April 2017**

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

Published 6 December 2016

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JANUARY 2017 TO 30 APRIL 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 January 2017 to 30 April 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, 10 January 2017, 7 February 2017, 9 March 2017 and 4 April 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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Date of Meeting	10 Jan 2017
Matter in respect of which the decision is to be made	<p>Chichester Vision - Approval of Draft Prior to Public Consultation</p> <p>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 proposals, including a number of previous items worthy of reconsideration; - 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>
Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	10 Jan 2017
Matter in respect of which the decision is to be made	<p>Litter Clearance Programme for A27 Trunk Road</p> <p>The Council is the Primary Litter Authority and is responsible for keeping relevant land clear of litter and debris. This responsibility includes the A27 trunk road.</p> <p>A change to the way that traffic management legislation is</p>

	<p>applied to work on the highway has meant that the previous litter clearance methodology is no longer adequate.</p> <p>The report will outline proposals for a revised cleansing regime and request funding to carry out one full clean of the trunk road in the spring. The street cleaning budget for 2017/18 onwards will be adjusted to allow for additional costs (Recommendation to Council)</p>
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	10 Jan 2017
Matter in respect of which the decision is to be made	<p>Maintenance Programme for Closed Churchyards The Council has responsibilities for several closed churchyards and burial grounds throughout the district.</p> <p>A full survey has been carried out of the various grounds, identifying the need to develop an enhanced R & M programme to ensure that the sites are maintained to satisfactory standards.</p> <p>The report will request the provision of addition budget to complete this work.</p> <p>(Recommendation to Council)</p>
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	10 Jan 2017
Matter in respect of	Off-Street Parking Charges - Results of Consultation

which the decision is to be made	To consider any representations made following consultation carried out on proposals for parking charges to be implemented from 1 April 2017.
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	10 Jan 2017
Matter in respect of which the decision is to be made	Pallant House Gallery - Approval of Revised Articles of Association Following a Governance Review, the Pallant House Gallery Board have made a series of recommendations that require amendments to their Articles of Association. Given the context of the establishment of the Gallery, the Articles have been referred to CDC for comment
Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	10 Jan 2017
Matter in respect of which the decision is to be made	Petworth Skatepark Project The Cabinet is requested to consider the agenda report and its appendices and to make the following resolutions: (1) That the results of the Options Appraisal undertaken by Petworth Town Council of sites for a skatepark be noted. (2) That further discussion between Petworth Town Council and officers to advance outline plans for the provision of a skatepark in the Pound Street Car Park Petworth in order that the implications can be better understood be authorised.

	That the availability of £70,000 towards the project, subject to further consideration and approval by the Cabinet of the precise location, design, risks, management and lease terms, be provisionally confirmed.
Report author	Mr David Hyland, Community and Partnerships Support Manager dhyland@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	10 Jan 2017
Matter in respect of which the decision is to be made	Sussex Energy Tariff CDC is a partner in Your Energy Sussex (YES), led by WSCC. YES are undertaking procurement of an energy supply company in order to launch a Sussex Energy Tariff in late 2017, to be offered to householders and small businesses. This report recommends that CDC offer a letter of support to the project including a commitment to promote it once launched and so are included in future procurement processes and notices.
Report author	Mr Tom Day, Environmental Coordinator tday@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

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

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Corporate Plan Annual Review To agree the Council's Corporate Plan for 2017/18 and the Initial Project Proposal Documents for the high level projects to be started next year. (Recommendation to Council)
Report author	Mr Joe Mildred, Corporate Policy Advice Manager jmildred@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Financial Management System Upgrade - Post Project Evaluation To receive a review of how the project has performed following implementation of the upgrade.
Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Housing Allocations Scheme Review Three yearly review of the rural allocations scheme.

	(Recommendation from Overview and Scrutiny Committee)
Report author	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
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)
Report author	Mrs Karen Dower, Principal Planning Officer (Infrastructure Planning) kdower@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
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)
Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	Yes
Exempt?	Part exempt

Date of Meeting	7 Feb 2017
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>
Report author	Mr Patrick Harrison, Strategic Asset Management Surveyor pharrison@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	<p>Public Space Protection Order for Dog and Environmental Related Offences</p> <p>Public Spaces Protection Orders (PSPO's) are intended to provide means of preventing individuals or groups committing anti-social behaviour in a public space where the behaviour is having, or likely to have, a detrimental effect on the quality of life of those in the locality; be persistent or continuing in nature and be unreasonable. An order, if granted, gives additional powers to the Council and Police to issue notices to individuals breaching the PSPO by carrying out specific identified types of nuisance. The initial view is that a district wide consultation will be undertaken for various environmental and dog offences including dog fouling, dogs on lead by direction, prohibition of dogs.</p> <p>The dog offences are currently controlled by Dog Control Orders but in accordance with the transition provisions in the anti-social behaviour legislation, these must be replaced by a PSPO by 1 October 2017.</p>

	<p>1. Recommendations</p> <p>1.1 That Cabinet authorise the Head of Housing and Environment to carry out a consultation exercise relating to the potential behaviours to be included in a potential Public Spaces Protection Order.</p> <p>1.2 That Cabinet approve the attached draft Public Spaces Protection Order and maps for the purposes of that consultation.</p>
Report author	Mrs Alison Stevens, Environment Manager astevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	<p>Recycling Action Plan</p> <p>To approve the Recycling Action Plan that aims to achieve the EU and national recycling and waste minimisation targets. (Recommendation from Waste Panel and Overview and Scrutiny Committee)</p>
Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	<p>Revised Local Development Scheme 2016-2019</p> <p>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</p>

	producing planning policy documents during the rolling three year timeframe. (Recommendation to Council)
Report author	Mrs Anna Miller, Planning Policy Officer amiller@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Senior Staff Pay Policy Publication of the Senior Staff Pay Policy Statement. (recommendation to Council)
Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	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.
Report author	Mr Andrew Frost, Head of Planning Services afrost@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

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Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	Shared Services To consider the detailed business cases from the Shared Services Programme that is being undertaken with Arun and Horsham District Councils. (Recommendation to Council)
Report author	Mr Joe Mildred, Corporate Policy Advice Manager jmildred@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	
Matter in respect of which the decision is to be made	South Downs National Park Authority Extension of Management Agency Agreement Extension of the current host authority arrangement on the current (2016/17) payment terms for a period of no more than 6 months up to 30 September 2017, in order to complete negotiations on new Agreements under Section 101 of the Local Government Act 1972 to enable Chichester District Council to continue to provide development management services for up to three years from 1st April 2017 to 31st March 2020. (Recommendation to Council)
Report author	
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to	Southern Gateway Implementation To seek approval of the PID document that sets out the

be made	Southern Gateway Implementation and ask cabinet for funding to take this forward. The document builds on the Southern Gateway – Preparation of Masterplan PID approved by Cabinet in June 2016. Its sets out why and how the implementation phase should proceed who is involved and their responsibilities. It will provide the baseline for the projects management and for an assessment of its overall success. (Recommendation to Council)
Report author	Miss Amy Loaring, Partnerships Officer, Mr Paul E Over, Executive Director aloaring@chichester.gov.uk, pover@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
Matter in respect of which the decision is to be made	To Authorise Technical, Financial and Socio-economic Studies of a Potential Haven (small harbour) in Selsey Description: Following an initial feasibility study the report requests authorisation to commission further reports (technical, financial & socio-economic) into the feasibility of building 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. 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.
Report author	Mrs Louise Rudziak, Head of Housing and Environment Services lrudziak@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	7 Feb 2017
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>
Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Feb 2017
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>
Report author	Mark Catlow, Group Accountant (Technical and Exchequer) mcatlow@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
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</p>

	comments and recommendations from OSC. To agree any funding to commence implementation of initial projects. (Recommendation from Overview and Scrutiny Committee)
Report author	Mr Stephen Oates, Economic Development Manager soates@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document Adoption Following consultation on the draft document, the representations received during the consultation (10 November - 22 December 2016) have been considered and amendments proposed. These have been incorporated into the final document for adoption by the Council. Recommendation: to adopt the Joint Chichester Harbour Area of Outstanding Natural Beauty Supplementary Planning Document.
Report author	Ms Sue Payne, Planning Policy Officer spayne@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
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)
Report author	Mrs Tania Murphy, Parking Services Manager

	tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Apr 2017
Matter in respect of which the decision is to be made	Southern Gateway - Approval of Draft Masterplan and Consultation Process (Recommendation to Special Council)
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
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	6 Jun 2017
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-refresh 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.
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

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Date of Meeting	6 Jun 2017
Matter in respect of which the decision is to be made	<p>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.</p> <p>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.</p>
Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Jun 2017
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 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>
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager, Miss Amy Loaring, Partnerships Officer mallgrove@chichester.gov.uk, aloaring@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	No
Exempt?	Open