

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 October 2017 to 31 January 2018**

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

Published 31 August 2017

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 OCTOBER 2017 TO 31 JANUARY 2018

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 October 2017 to 31 January 2018. 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 3 October 2017, 7 November 2017, 5 December 2017 and 9 January 2018 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 J Connor, Mr A Dignum (Chairman), Mrs J Kilby, Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mrs G Keegan, Mrs P A Hardwick, Mrs S T Taylor and Mr P Wilding.

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

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Date of Meeting	3 Oct 2017
Matter in respect of which the decision is to be made	Article 4 Direction - Chichester Conservation Area On 6 September 2016 Cabinet considered a report called "Review of Character Appraisal and Management Proposals for Chichester Conservation Area and Implementation of Associated Recommendations". Cabinet approved the making of an Article 4 Direction for Chichester Conservation Area to remove a number of permitted development rights. Cabinet is requested to consider a further report so that the correct wording can be used to take into account changes made following Town and Country Planning (General Permitted Development) Order 2015.
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager mallgrove@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Oct 2017
Matter in respect of which the decision is to be made	Barnfield Drive, Chichester - Phase 2 Investment Opportunity
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	Yes
Exempt?	Fully exempt

Date of Meeting	3 Oct 2017
Matter in respect of which the decision is to be made	Chichester Vision - Approval of Action Plan and Delivery Governance Arrangements To approve the establishment of the 'Chichester Vision Delivery Steering Group' and associated governance arrangements; and to approve the initial delivery action plan and timetable. To agree any funding to commence implementation of initial projects.

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	3 Oct 2017
Matter in respect of which the decision is to be made	Discretionary Housing Payment Policy To seek cabinet approval of the Discretionary Housing Payment Policy, which has been revised for 2017/18 and 2018/19 to take account of the roll out of Universal Credit across the District from April 2018. It is intended that this Policy will assist the Council in setting aside appropriate funds to support the Scheme as the effect of Welfare Reform continues to affect residents of the District.
Report author	Mrs M Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Oct 2017
Matter in respect of which the decision is to be made	Fishbourne Conservation Area Character Appraisal Approval of the revised conservation area character appraisal and management proposals for the existing Fishbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the character.
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@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	3 Oct 2017
Matter in respect of which the decision is to be made	New Discretionary Rate Relief Scheme To agree a new scheme following a number of business rate reforms announced by the Government.
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Oct 2017
Matter in respect of which the decision is to be made	Risk Based Verification Policy Cabinet approval is sought for a Risk Based Verification Policy to be adopted for the purpose of Housing Benefit administration. The adoption of such a policy will enable the service to allocate more resources to claims that present a greater risk of fraud and error. It will also reduce the cost of administration and improve performance, by reducing the number of days taken to process new claims and changes in circumstances.
Report author	Mrs M Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Oct 2017
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

	<p>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 on-street 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	3 Oct 2017
Matter in respect of which the decision is to be made	<p>Section 106 Allocation - Westhampnett Community Hall To approve the release of S106 Community Facilities contributions from two development sites to Westhampnett Parish Council for use in the construction of a new Community building.</p>
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 Part II item - No (work tendered and contracted by Westhampnett PC so should not need to be included in the report)

Date of Meeting	3 Oct 2017
Matter in respect of which the decision is to be made	<p>Tower Street Public Conveniences, Chichester – Refurbishment Scheme Cabinet will be recommended to award a contract to the preferred contractor for a fixed price following a competitive tender exercise. Details of the submitted tenders will be included as a part 2 appendix.</p>

Report author	Mr John Bacon, Building & Facility Services Manager jbacon@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 Nov 2017
Matter in respect of which the decision is to be made	Careline Review Reporting outcomes from stages 1 and 2 of a review of the Chichester Careline Service. Stage 1 providing a financial assessment of the business and the current operating environment and market conditions. Stage 2 providing an appraisal of a range of future business options and subsequent recommendations for the future of the service.
Report author	Mr Steve Hansford, Head of Community Services shansford@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to be made	Council Tax Reduction Scheme 2018/2019 - Approval of Scheme To agree a local council tax reduction scheme for 2018/19.
Report author	Mrs M Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to	Housing Allocations Scheme Review Three yearly review of the Housing Allocations Scheme.

be made	The scheme determines applicants that are eligible and qualify to join the Housing Register and decides the priority that applicants are given on the Register. (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 Nov 2017
Matter in respect of which the decision is to be made	Parking Strategy Review and Car Park Charges 2018/2019 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

Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to be made	Provision of a Parking Enforcement Service Consideration of the Agency Agreement with West Sussex County Council for the Provision of a Parking Enforcement Service
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	7 Nov 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	7 Nov 2017
Matter in respect of which the decision is to be made	Selsey Haven Project To report back to Cabinet on phase 2 - the findings of the economic and technical feasibility studies. To outline the possible proposals on the way forward of the project. (Recommendation to Council)
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 Nov 2017
Matter in respect of which the decision is to be made	South Downs National Park Local Plan – Response to Pre-Submission Consultation The South Downs National Park Authority will be consulting

	on its Pre-Submission Local Plan prior to submission to Secretary of State for Examination. Recommendation: To approve the Council's response to consultation on the South Downs National Park Pre-Submission Local Plan.
Report author	Mr Robert Davidson, Principal Planning Officer (Strategic Planning)
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to be made	Southern Gateway – Adoption of Final Masterplan (Recommendation to Council)
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

Date of Meeting	7 Nov 2017
Matter in respect of which the decision is to be made	Southern Gateway - Implementation Phase The report will request the approval of the Project Implementation Document (PID) for the implementation of the development which will include approval of the resource plan and timetable. (Recommendation Overview and Scrutiny Committee) (Recommendation to Council)
Report author	Mr Paul E Over, Executive Director POver@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No

Exempt?	Fully exempt The PID will include commercially confidential information regarding the acquisition/relocation costs of privately owned premises within the redevelopment area.
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Date of Meeting	5 Dec 2017
Matter in respect of which the decision is to be made	Alteration to the Rural Settlement List To seek cabinet approval of the creation of a new rural settlement for Rural Rate Relief purposes. Businesses located in rural settlements with a population below 3,000 will not pay business rates if the business is either: job• The only village shop or post office, with a rateable value of up to £8,500 • The only public house or petrol station, with a rateable value of up to £12,500
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Dec 2017
Matter in respect of which the decision is to be made	Determination of the Council Tax Base for 2018-2019 To set the Council Tax base for 2018/19 The tax base is effectively an estimate of the number of council tax dwellings 7 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 then adjusted for the assumed collection rate. (recommendation to Council)
Report author	Mr Paul Jobson, Taxation Manager pjobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Dec 2017
Matter in respect of which the decision is to be made	<p>Financial Strategy and Plan 2018/2019</p> <p>The purpose of the report is to update the Council's medium term financial strategy and action plan to help guide the management of the Council's finances having signed up to the government's four year settlement in the previous year, and to build upon the work already achieved in the deficit reduction plan in previous years.</p> <p>The key recommendations from this report will help formulate the 2018-19 budget, and level of Council Tax.</p> <p>Cabinet is asked to recommend to Council the following;</p> <p>(1) The key financial principles and actions of the five year financial strategy (2) That the current five year Financial Model is noted (3) That a minimum level of general fund reserves be set, having considered the recommendations from the Corporate Governance and Audit Committee (4) That the current resources position is noted.</p>
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	5 Dec 2017
Matter in respect of which the decision is to be made	<p>Treasury Management 2017-2018 Mid-Year Update Report</p> <p>To note the Mid-Year progress report for the six months to September 2017.</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	5 Dec 2017
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Matter in respect of which the decision is to be made	Westbourne Conservation Area Character Appraisal Approval of the revised conservation area character appraisal and management proposals for the existing Westbourne Conservation Area, changes to the conservation area boundary, and implementation of Article 4 Directions to control small scale changes to the fronts of unlisted residential buildings to preserve the character.
Report author	Mr Ian Wightman, Senior Historic Buildings Adviser iwightman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	9 Jan 2018
Matter in respect of which the decision is to be made	Local Plan Review Preferred Approach Consultation The Preferred Approach Consultation is the second stage of the Local Plan Review, which will replace the existing Chichester Local Plan and provide an updated planning framework for the period to 2034. There will be consultation on a draft Local Plan which will include the amount of development and the locations where that will be delivered, alongside other detailed planning policies. It is intended to undertake public consultation over a 6 week period from February to March 2018. Recommendation: To approve the Local Plan Review Preferred Approach for public consultation. (Recommendation to Council)
Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service Manager 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 Feb 2018
Matter in respect of which the decision is to be made	Budget Spending Plans 2018-2019 To set a net budget requirement and the council tax for the

	Council for the financial year 2018-19.
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	6 Feb 2018
Matter in respect of which the decision is to be made	East Pallant House Options Appraisal An options appraisal investigating potential future use of East Pallant House by Chichester District Council or release of the site to generate income and relocation of office based staff
Report author	Mr John Bacon, Building & Facility Services Manager jbacon@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	6 Feb 2018
Matter in respect of which the decision is to be made	Infrastructure Business Plan - Approval Following Consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Development Plan and Infrastructure Panel) (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	6 Feb 2018
Matter in respect of which the decision is to be made	Treasury Management Strategy, Policy and Prudential Indicators 2018-2019 Treasury Management Strategy, Policy and Prudential Indicators
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	Yes
Exempt?	Open

Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	Carry Forward Requests 2018 In accordance with Financial Regulations, at the end of each financial year Cabinet may determine that unspent balances of a specific nature may be carried forward into the following financial year. (Recommendation from Corporate Governance and Audit Committee)
Report author	Mr David Cooper, Group Accountant dcooper@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open