

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 January 2018 to 30 April 2018**

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

**Published 30 November 2017**

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 JANUARY 2018 TO 30 APRIL 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 January 2018 to 30 April 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, 9 January 2018, 6 February 2018, 6 March 2018 and 10 April 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 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](mailto: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 Davis, Member Services Officer on 01243 534674 (e-mail [kdavis@chichester.gov.uk](mailto:kdavis@chichester.gov.uk))

Tony Dignum  
Leader of the Council

**Topics due to be considered are as follows:**

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Date of Meeting	9 Jan 2018
Matter in respect of which the decision is to be made	<p><b>Air Quality Management Area - Rumbold's Hill, Midhurst</b>  Air quality monitoring data recorded at Rumbold's Hill, Midhurst since July 2015 indicates that the air quality there breaches the UK air quality objective for nitrogen dioxide (expressed as an annual mean concentration). CDC is therefore obliged to declare the affected area by Order an 'Air Quality Management Area'. The declaration process requires CDC to undertake a public consultation on this matter and to report back on the consultation to Cabinet prior to declaring an AQMA.  Recommendation:  That Cabinet resolves to:  Approve a 1 month public consultation on a proposed Air Quality Management Area declaration at Rumbold's Hill, Midhurst and to subsequently report back to Cabinet.</p>
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@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	<p><b>Corporate Plan 2018-2021 and Initial Project Proposals for 2018-2019</b></p>
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	9 Jan 2018
Matter in respect of which the decision is to be made	<p><b>Grant Funding for Generalist Advice Service</b>  To consider options for the extension of Generalist Advice Service (currently provided by Central and South Sussex Citizens Advice in partnership with Arun and Chichester Citizens Advice) under a Countywide contract. Confirm</p>

	funding intentions beyond March 2018 and give guidance to West Sussex County Council (as lead partner) to determine a way forward beyond March 2019.
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	Yes
Exempt?	Fully exempt

Date of Meeting	9 Jan 2018
Matter in respect of which the decision is to be made	<p><b>Local Development Scheme Update</b> The Local Development Scheme (LDS) sets out the programme and timetable for the preparation of various documents that make up the local Development Plan.</p> <p>It is a requirement that Councils make their LDS available to the public and keep it up to date. The report will update the existing LDS taking into account the revised Local Plan Review Timetable prior to it being put on the Council's website.</p> <p>Recommendation: to approve the LDS for publication</p>
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	9 Jan 2018
Matter in respect of which the decision is to be made	<p><b>Novium Management Procurement Option</b> Cabinet are asked to review the procurement options available to the Council for the management of the Museum and Tourist Information Services and determine which option to pursue.</p>
Report author	Mrs Sarah Peyman, Sport and Leisure Development

	Manager speyman@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	9 Jan 2018
Matter in respect of which the decision is to be made	<b>Rough Sleepers Outreach Worker</b> To agree funding for a Rough Sleepers Outreach Worker
Report author	Mrs Linda Grange, Housing Delivery Manager lgrange@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	<b>Section 106 Allocation – St Wilfrids Church Hall</b> To approve the release of S106 Community Facilities contributions from development in Chidham and Hambrook Parish for improvements to this community building.
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	9 Jan 2018
Matter in respect of which the decision is to be made	<b>Statement of Community Involvement (SCI)</b> An SCI sets out the Council's approach to engage the public and other stakeholders in all planning policy and development management matters to ensure that as many

	<p>people as possible are able to have a say in planning decisions that affect them.</p> <p>It is a requirement of the Planning and Compulsory Purchase Act 2004 for a Local Planning Authority to produce a Statement of Community Involvement (SCI). On the 16th May 2017, the Council approved the updated SCI for a 6 week public consultation. This was undertaken between 25 May 2017 and 6 July 2017.</p> <p>Recommendation: To approve the SCI for adoption.</p> <p>(Recommendation to Council)</p>
Report author	Mrs Kate Chapman, Planning Policy Officer kchapman@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	<p><b>St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild</b></p> <p>Following submission of an IPPD Cabinet approval was given for consultants to be appointed to produce draft proposals and costings for the refurbishment or redevelopment of the St James Industrial Estate. The options for the Industrial Estate have now been appraised and Cabinet authority is required for the preferred option to be progressed and budget approved for the associated consultants' fees and the refurbishment/redevelopment works' subject to further Cabinet consideration when detailed costings are available.</p> <p>(Recommendation to Council)</p>
Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	9 Jan 2018
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Matter in respect of which the decision is to be made	<b>Supporting New and Existing Small Businesses</b> Cabinet is asked to consider a report on supporting new and existing small businesses through enabling grants, shop front improvement grants, provision of retail training, and additional funding for Choose Work.
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	6 Feb 2018
Matter in respect of which the decision is to be made	<b>Article 4 Direction - Chichester Conservation Area</b> 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	6 Feb 2018
Matter in respect of which the decision is to be made	<b>Budget Spending Plans 2018-2019</b> To set a net budget requirement and the council tax for the Council for the financial year 2018-2019.  (Recommendation to Council)
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	<b>East Pallant House Options Appraisal</b> 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. (Recommendation from Overview and Scrutiny Committee)
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	<b>Infrastructure Business Plan - Approval Following Consultation</b> 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	<b>Treasury Management Strategy, Policy and Prudential</b>

which the decision is to be made	<b>Indicators 2018-2019</b> Considering this report and recommending it to full Council is an essential requirement to meeting the Council's legal obligation to approve a strategic framework regulating the Council's Treasury Management activities for 2018-2019. (Recommendation from Corporate Governance and Audit Committee)
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 Feb 2018
Matter in respect of which the decision is to be made	<b>Local Strategic Statement 3 and Statement of Common Ground</b> The Cabinet will be asked to endorse the arrangements for strategic planning that are being progressed through the West Sussex and Greater Brighton Strategic Planning Board.
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	<b>Westbourne Neighbourhood Plan Decision Statement</b> To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan.  The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.
Report author	Mrs Valerie Dobson, Neighbourhood Planning Officer vdobson@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet

Key Decision	No
Exempt?	Open

Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	<b>Fishbourne Conservation Area Character Appraisal</b> 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

Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	<b>ICT Strategy Report 2018-2021</b> This is a Part 1 report providing a 3 year strategic plan for the Council's ICT provision. The Strategy will set out the aims and objectives for the Council's ICT infrastructure and service delivery over the forthcoming 3 years. Key decisions and drivers that have influenced the proposed Strategy will be underpinned by a project plan for each of the 3 years. The Strategy will specifically link to the Council's Corporate Plan, the Business Continuity Plan and the business needs of the Council.
Report author	Mrs Jane Ryan, ICT Manager jryan@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
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Matter in respect of which the decision is to be made	<b>Section 106 Allocation - Westhampnett Community Hall</b> 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.
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	10 Apr 2018
Matter in respect of which the decision is to be made	<b>Carry Forward Requests 2018</b> 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	No
Exempt?	Open

Date of Meeting	1 May 2018
Matter in respect of which the decision is to be made	<b>Westbourne Conservation Area Character Appraisal</b> 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 existing 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	5 Jun 2018
Matter in respect of which the decision is to be made	<b>Parking Strategy Review</b> 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	Yes
Exempt?	Open

Date of Meeting	3 Jul 2018
Matter in respect of which the decision is to be made	<b>Local Plan Review Preferred Approach Consultation</b> 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