

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 March 2018 to 30 June 2018**

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

Published 5 February 2018

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 MARCH 2018 TO 30 JUNE 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 March 2018 to 30 June 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 6 March 2018, 10 April 2018, 1 May 2018 and 5 June 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 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 Democratic Services, Chichester District Council, East Pallant House, Chichester, PO19 1TY (e-mail democraticservices@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, Democratic Services Officer on 01243 534674 (e-mail 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	6 Mar 2018
Matter in respect of which the decision is to be made	<p>Authorities' Monitoring Report 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 2016 and 31 March 2017.</p> <p>Recommendation: To approve the AMR for publication.</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	6 Mar 2018
Matter in respect of which the decision is to be made	<p>Bird Aware Solent – Approval of the Definitive Mitigation Strategy This report will recommend to Council that the definitive Bird Aware Mitigation Strategy is approved as a material consideration for planning applications. The Council has already approved the Interim Mitigation Strategy, which deals with the impact of recreational disturbance from new housing on the Solent Maritime Special Area of Conservation. The Bird Aware partnership has, following public consultation, replaced this with a definitive mitigation strategy which now requires approval for use by the individual planning authorities of the partnership. (Recommendation from Development plan and Infrastructure Panel) (Recommendation to Council)</p>
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	6 Mar 2018
Matter in respect of which the decision is to be made	<p>Compulsory Purchase Order (CPO) Tangmere Strategic Development Location Work has started on the CPO of the land at Tangmere for the development of the Strategic Development Location in line with the requirements of the Local Plan. The report will update Members on its progress and request additional funding to</p>

	support it.
Report author	Mrs Tracey Flitcroft, Principal Planning Officer (Local Planning) tflitcroft@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	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

Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	Havant Local Plan – Response to consultation on Draft Local Plan Havant Borough Council has consulted Chichester District Council on its draft Local Plan. The report will set out the Council's recommended response.
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 Mar 2018
Matter in respect of which the decision is to be made	ICT Strategy Report 2018-2021 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
Matter in respect of which the decision is to be made	Novium Management Procurement Option 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.
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	6 Mar 2018
Matter in respect of which the decision is to be made	Section 106 and Community Infrastructure Levy (CIL) Protocol Cabinet is asked to endorse the revisions to the Section 106 and CIL Protocol.
Report author	Mrs Tracey Flitcroft, Principal Planning Officer tflitcroft@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	Selsey Haven Project Phase 2 Feedback Report Following commissioning of technical reports, this report gives feedback to Cabinet and gives proposals for future direction of the project
Report author	Ms 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	6 Mar 2018
Matter in respect of which the decision is to be made	Social Prescribing Cabinet are asked to consider the PID and approve the option for a Social Prescribing project for Chichester District.
Report author	Mrs Elaine Thomas, Wellbeing Manager ethomas@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	South Down Local Plan - Duty to Cooperate The report will consider the formal request by the South Downs National Park Authority that Chichester District Council considers how it is able to meet some or all of the unmet housing needs arising within the South Downs National Park.
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 Mar 2018
Matter in respect of which the decision is to be made	Southern Gateway Implementation Following the adoption of the Masterplan in November 2017 work on implementation has commenced. This report will request authority to: sign a funding agreement with the Local Enterprise Partnership; approve the use of Compulsory Purchase powers to obtain control of the privately owned elements of the site and approve the terms of acquisition of a potential relocation site
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
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Date of Meeting	6 Mar 2018
Matter in respect of which the decision is to be made	<p>St James Industrial Estate, Chichester – Partial Refurbishment and Partial Rebuild</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	6 Mar 2018
Matter in respect of which the decision is to be made	<p>Westbourne Neighbourhood Plan Decision Statement</p> <p>To consider the Examiner's recommendations made on the Westbourne Parish Neighbourhood Plan.</p> <p>The report will recommend that Cabinet agrees the Decision Statement and the Plan moves forward for referendum.</p>
Report author	Mrs Valerie Dobson, Principal 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	10 Apr 2018
Matter in respect of which the decision is to be made	<p>Carry Forward Requests 2018</p> <p>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.</p> <p>(Recommendation from Corporate Governance and Audit</p>

	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	10 Apr 2018
Matter in respect of which the decision is to be made	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.
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	1 May 2018
Matter in respect of which the decision is to be made	Petworth Neighbourhood Development Plan - Making the Plan To make the Petworth Neighbourhood Development Plan part of the Development Plan for Chichester District (excluding the area within the South Downs National Park). The report will recommend, subject to a successful referendum to be held on 19 April 2018, that Cabinet recommends that Council makes the Petworth Neighbourhood Development Plan.
Report author	Ms Lucy Harding, Neighbourhood Planning Officer lharding@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	1 May 2018
Matter in respect of which the decision is to be made	To approve the award of a Services Concessions Contract This will be a Key decision due to potential cost/saving over term of contract. Background - On 7 November 2017 Cabinet authorised officers to

	enter into negotiations for a services concession contract and subsequently on 6 February 2018 agreed to expand the scope of those discussions. Through negotiation a business and legal case has been prepared together with the terms of the concessions contract for which approval to proceed is now sought.
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	1 May 2018
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 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	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	Yes

Exempt?	Open
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Date of Meeting	7 Jul 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	4 Sep 2018
Matter in respect of which the decision is to be made	Community Warden Funding Agreement is sought for a further 3 years funding from April 2019 before partners are approached for their commitment. An evaluation will be carried out in the months before.
Report author	Ms Pam Bushby, Community Interventions Manager pbushby@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Dec 2018
Matter in respect of which the decision is to be made	Determination of the Council Tax Base 2019-2020 To set the Council Tax base for 2019/20. 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 then adjusted for the assumed collection rate.
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