

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 January 2019 to 30 April 2019**

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

Published 30 November 2018

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 JANUARY 2019 TO 30 APRIL 2019

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 2019 to 30 April 2019. 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.

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:

Topic	Page
8 January 2019	
City Centre CCTV upgrade	5
Commissioning of West Sussex Community Advice Service	5
Community Trust Proposals Westbourne	5
Corporate Plan Annual Review	5
Report on Constitution Task and Finish Group	6
Response to Gatwick Masterplan Consultation	6
Site Allocation Development Plan Document	6
Staff Pay Structure	7
Staff Redundancy	7
St James Industrial Estate, Chichester - Partial Refurbishment and Partial Rebuild	7
Voluntary and Community Sector Infrastructure Support	8
5 February 2019	
2018-19 Treasury Management half-year position	8
Approval of the Council's Treasury and Investment, Treasury Policy Strategy statement and Policy and Capital Strategy	8
Authority's Monitoring Report 2017-18	9
Award of Chichester Coastal Maintenance Contract	9
Budget Spending Plans 2019-2020	9
Discretionary Housing Payments (DHP) Policy 2019-20	10
Infrastructure Business Plan (IBP) - Approval Following Consultation, Recommend approval by Council on 25 February 2019 Following Consultation	10
Vehicle Wash-Down Facility at Westhampnett Depot - Project Initiation Document	10

Westbourne Conservation Area Character Appraisal	11
Westbourne Neighbourhood Plan Decision Statement	11
Zero Carbon Chichester	11
5 March 2019	
Chichester Harbour AONB Management Plan 2019-2024	12
Chichester Wellbeing	12
Revisions to the Council's Priorities and Principles for Grant Funding 2019 and Allocation of S106 Orphan Interest to the New Homes Bonus (Parish Allocations) Scheme 2019/20	12

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	City Centre CCTV upgrade Roll up of ARP monies from 2018- 2025 to facilitate the upgrading of the outdated CCTV cameras in Chichester City centre that have been in place since 1996.
Report author	Ms Pam Bushby, Divisional Manager for Communities pbushby@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	Commissioning of West Sussex Community Advice Service Continuance of the Funding Partnership across West Sussex that currently commissions the above service for the period beyond March 2019. A proposal for two years is currently being developed with potential extension into a third year. (recommendation to Council)
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	8 Jan 2019
Matter in respect of which the decision is to be made	Community Trust Proposals Westbourne Westbourne Parish Council wish to purchase land to the rear of 30 to 56 Mill Road Westbourne for the construction of affordable housing as part of a Community Trust proposal. They also have interest in other CDC owned property in the Parish
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?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the	Corporate Plan Annual Review

decision is to be made	Annual refresh of the Council's Corporate Plan and consideration of the Initial Project Proposal Documents (IPPDs) put forward for 2019-20. (Recommendation to Council)
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	Report on Constitution Task and Finish Group Report on the outcomes and changes to the Constitution recommended by the task and finish group previously appointed by Cabinet
Report author	Mr Nicholas Bennett, Divisional Manager for Democratic Services nbennett@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	Response to Gatwick Masterplan Consultation As part of the airport planning process Gatwick Airport creates and regularly publishes a 'master plan' to show how the airport intends to develop and grow in the longer term. The master plan also helps to inform the wider regional and local planning process. This report will provide the Council's response to the public consultation on the draft master plan.
Report author	Mr Tim Guymmer, Principal Planning Officer tguymmer@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	Site Allocation Development Plan Document Following the examination of the Site Allocation Development Plan Document (DPD) and receipt of the Inspectors Report, it is

	proposed to formally adopt the DPD. (Recommendation to Council)
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	8 Jan 2019
Matter in respect of which the decision is to be made	Staff Pay Structure A recommendation to adopt a new staff grading structure that is both fair and consistent, and that seeks to address recruitment and retention issues experienced at CDC. (Recommendation to Council)
Report author	Mr Andrew Buckley, Corporate Improvement and Facilities Manager abuckley@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	Staff Redundancy (Recommendation to Council)
Report author	
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	8 Jan 2019
Matter in respect of which the decision is to be made	St James Industrial Estate, Chichester - Partial Refurbishment and Partial Rebuild 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. (Recommendation to Council)
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	8 Jan 2019
Matter in respect of which the decision is to be made	Voluntary and Community Sector Infrastructure Support Support has previously been locally secured through funding provided to Voluntary Action Arun and Chichester. VAAC are planning to join a formalised alliance with peer organisations elsewhere in West Sussex. In coordination with other funders, it is proposed to transfer funding arrangements to the Alliance when formalised, and confirm funding for the above service for up to three years.
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	5 Feb 2019
Matter in respect of which the decision is to be made	2018-19 Treasury Management half-year position To receive and review a report on the Council's Treasury Management activity for the 6 months to 31-9-2018, including compliance with relevant prudential and local 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	No
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Approval of the Council's Treasury and Investment, Treasury Policy Strategy statement and Policy and Capital Strategy The Council is asked to consider and approve the Council's Treasury and Investment strategies, Treasury policy statement for

	2019-2020 and the Council's capital strategy for 2019-2020 to 2023-2024. These documents are required to be approved by Full Council before the start of the relevant financial year by the CIPFA Treasury Management and Prudential Codes of Practice. (Recommendation to Council)
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 Feb 2019
Matter in respect of which the decision is to be made	Authority's Monitoring Report 2017-18 To report the Authority's Monitoring Report to Cabinet. The Authority's Monitoring Report reports on delivery against key targets set out in the Local Plan.
Report author	Ms Vicky Owen, Principal Planning Policy Officer vowen@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Award of Chichester Coastal Maintenance Contract The Cabinet will be asked to approve the award of the Chichester Coastal Maintenance Contract 2019-2022.
Report author	Mr Dominic Henly, Senior Engineer (Coast and Water Management) dhenly@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Part exempt

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Budget Spending Plans 2019-2020 To set a net budget requirement and the council tax for the Council for the financial year 2019-20. (Recommendation from Budget Task and Finish Group) (Council recommendation)

Report author	Mrs Helen Belenger, Divisional Manager for Financial Services hbelenger@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Discretionary Housing Payments (DHP) Policy 2019-20 The DHP scheme provides limited funding to support customers facing financial hardship situations where the normal Housing Benefit or Universal Credit awarded does not cover in full their liability to pay rent or other housing related costs. Welfare Reform has significantly impacted communities, the DHP scheme aims to alleviate poverty and to ensure that those that are vulnerable in the community are supported by this additional funding. This report to will be seeking authorisation for any minor revision to the policy in preparation for the 2019/20 financial year.
Report author	Mrs Marlene Rogers, Benefits Manager mrogers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Infrastructure Business Plan (IBP) - Approval Following Consultation, Recommend approval by Council on 25 February 2019 Following Consultation Approval of the IBP following a six week stakeholder consultation. (Recommendation from Growth Board) (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	Yes
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Vehicle Wash-Down Facility at Westhampnett Depot - Project Initiation Document

	To consider the Project Initiation Document for the provision of this facility with associated works
Report author	Mrs Jane Dodsworth, Director of Residents' Services jdodsworth@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Fully exempt

Date of Meeting	5 Feb 2019
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	Ms Clare Dales, Principal Conservation and Design Officer cdales@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	5 Feb 2019
Matter in respect of which the decision is to be made	Westbourne Neighbourhood Plan Decision Statement 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, 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	5 Feb 2019
Matter in respect of which the decision is to be made	Zero Carbon Chichester As part of the redevelopment of Graylingwell, the Home and Communities Agency (HCA) have an agreement with the

	developer to offset residual carbon emissions from the development through funding for local energy efficiency or other carbon saving schemes. This report will seek a decision to receive the funds from the HCA and to delegate powers to determine the form and governance of projects for expenditure of the funds.
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	Yes
Exempt?	Open

Date of Meeting	5 Mar 2019
Matter in respect of which the decision is to be made	Chichester Harbour AONB Management Plan 2019-2024 The harbour Area of Outstanding Natural Beauty Management Plan has to be reviewed every five years in accordance with the Countryside and Rights of Way Act (2000). Following public consultation and approval by the Harbour Conservancy, it is then put forward for adoption by the four constituent local authorities of which Chichester DC is one. (Recommendation to Council)
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	5 Mar 2019
Matter in respect of which the decision is to be made	Chichester Wellbeing To enter into a new fully funded 3 year agreement with West Sussex County Council to deliver the Wellbeing service
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	5 Mar 2019
Matter in respect of which the decision is to be made	Revisions to the Council's Priorities and Principles for Grant Funding 2019 and Allocation of S106 Orphan Interest to the New Homes Bonus (Parish Allocations) Scheme 2019/20

	<p>The Council's Priorities for grant funding are set by Cabinet in advance of the subsequent financial year. The Grants and Concessions Panel will be considering, at its meeting of 30th January 2018, proposals to update the Priorities to reflect how the Council's discretionary funds can be best utilised in the year ahead.</p> <p>A sum of approximately £26,000 has been identified as interest accrued on S106 receipts but not allocated with the capital sum to projects. In considering how this interest could be allocated appropriately, the Grants and Concessions Panel are expected to make recommendations about incorporating these monies into the above scheme.</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