

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 March 2015 to 30 June 2015**

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

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 MARCH 2015 TO 30 JUNE 2015**

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 2015 to 30 June 2015. 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, 24 November 2014, 4 December 2014, 7 January 2015, 3 February 2015 and 3 March 2015 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 Mrs H P Caird (Chairman), Mrs E Lintill (Vice-Chairman), Mr J C P Connor, Mr M A Cullen, Mr A Dignum, Mrs C Purnell and Mr J Ransley.

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 Jeram, Member Services Officer on 01243 534674 (e-mail [kjeram@chichester.gov.uk](mailto:kjeram@chichester.gov.uk))

Heather Caird  
Leader of the Council

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

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1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Access Strategy</b> To approve the Access Strategy
3. Report author	Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Early Years and Early Help Strategies</b> To consider the recommendations from the Overview and Scrutiny Committee
3. Report author	Mrs Katherine Jeram, Member Services Officer kjeram@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Avenue de Chartres Structural Replacement Programme</b> Receive consulting engineers report, approve procurement of main contractor and approve contract budget.
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Approval of Community Infrastructure Levy Draft Charging Schedule for Submission for Examination</b> Recommendation from Development Plan Panel
3. Report author	Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
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2. Matter in respect of which the decision is to be made	<b>Review and Rewrite of Chichester District Council's Contaminated Land Strategy</b> The Council adopted its current Contaminated Land Inspect Strategy in 2001 with a light touch review in 2010. The related legislation and guidance has been amended and so the Strategy is updated to reflect the Council's approach. This work is delivered through the development management system and has a duty to inspect the District. It is recommended that the report is presented as a draft for adoption.
3. Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Leisure Management Procurement Process</b> Update on the development of the specification and preparation for going out to tender
3. Report author	Mrs Sarah Peyman, Sport and Leisure Development Manager speyman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Getting People into Work Strategy 2015-2018</b> Consideration of the Strategy
3. Report author	Mr Steve Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Parking Services Review - Staffing Report</b> To consider the issues investigated as part of the Parking Services Review into Parking Services Civil Enforcement Officer staffing
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk

4. List of documents to be submitted to the Cabinet	
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1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Jubilee Gardens Footpath</b> Repair and upgrade to a dual-use (pedestrian and cycling) facility.
3. Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Electoral Review: Proposal on Council Size</b> Recommendation to Council
3. Report author	Mr Philip Coleman, Member Services Manager pcoleman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Treasury Management Strategy 2015-2016</b> Consideration of the Strategy
3. Report author	Mrs Helen Belenger, Accountancy Services Manager sbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Authorised Testing Facility (ATF)</b> Additional funding and possible new site
3. Report author	Mr Rod Darton, Head of Contract Services rdarton@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Street Trading and Traders Market</b> For Commercial charges to be introduced for street trading. For officers to investigate and commence consultation regarding the option of moving the traders market into the precinct
3. Report author	Mr Peter Legood, Valuation and Estates Manager plegood@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>Public Health Project Initiation Document</b> To approve the refocus of resources in the community wellbeing team and other relevant service team areas to deliver a programme of public health improvements across the Council and community related to three priority areas. To approve an annual allocation of £5,000 from the Council's base budget to support an employee assistance programme. This project aims to develop the Council's role in delivering public health and maximise opportunities for service areas to work closely together to improve health outcomes around the priorities for the District. The project will also focus on developing activities and policies to improve staff health and wellbeing with a target to reduce the sickness absence rate.
3. Report author	Elaine Thomas, Wellbeing Manager ethomas@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>Seashore Bylaw Enforcement</b> To support a seasonal tolerance for the enforcement of the seashore bylaw at Selsey East Beach when necessary during adverse weather conditions. Seek to support a seasonal policy within the constraints of the existing bylaw whereby local fishermen at Selsey East Beach are allowed to move their boats onto the sea wall during adverse weather conditions.
3. Report author	Elaine Thomas, Wellbeing Manager ethomas@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>Planning Obligation and Affordable Housing Supplementary Planning Document Post Consultation</b> Recommendation from Development Plan Panel
3. Report author	Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>Update on Low Carbon Chichester Fund</b> To decide the future allocations of the fund (recommendation from the Grants and Concessions Panel)
3. Report author	Mrs Stephanie Evans, Environmental Coordinator sevans@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>Local Flood Risk Management Plan Work Plan</b> Approval is sought from Cabinet for the prioritisation of the West Sussex County Council work plan for flood alleviation and remediation works.
3. Report author	David Lowsley, Senior Engineer dlowsley@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>Evaluation of Think Family Neighbourhoods Project - Selsey Pilot</b> An evaluation of all the work that has been completed in the Selsey area over the last two years. Recommendation for the pilot to end but ongoing support to Selsey to be offered.
3. Report author	Amy Loaring, Partnerships Officer aloaring@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	



1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>Private Sector Renewal Policy</b> To consider and approve the Policy
3. Report author	Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>Historic Environment Action Plan/Protocol</b> To consider and approve the Action Plan/Protocol
3. Report author	Lone Le Vay, Design and Implementation Manager llvay@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>Chichester Local Plan: Key Policies 2014-2029: Adoption</b> To adopt the Key Policies 2014-2029
3. Report author	Mike Allgrove, Planning Policy Manager mallgrove@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	<b>RNLI Lifeboat Site Development, Selsey</b>
3. Report author	Annabelle Argent, Estates Surveyor aargent@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of	<b>Air Quality Action Plan (AQAP)</b>

which the decision is to be made	The current AQAP was adopted in 2008. The redrafted report presented here reflects changes to related legislation and maturation in this policy area in terms of its integration and influence to related policy areas. It is recommended that the draft AQAP is considered for adoption by Cabinet
3. Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	<b>Gypsy, Traveller and Travelling Showpeople Site Allocation Development Plan Document (DPD: Issues and Options)</b> Following an assessment of potential sites the document will include a range of options for public consultation on the provision of sites for Gypsy, Traveller and Travelling Showpeople Site Allocation Development Plan Document (DPD): Issues and Options for public consultation.
3. Report author	Tracey Flitcroft, Principal Planning Officer, Hazel Long, Gypsy and Traveller Policy Officer tflitcroft@chichester.gov.uk, hlong@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	<b>Tourism Task and Finish Group</b> To consider options and recommendations from Overview and Scrutiny Committee
3. Report author	Mr Steve Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	<b>Disposal of Public Convenience, East Street, Selsey</b>
3. Report author	Annabelle Argent, Estates Surveyor aargent@chichester.gov.uk

4. List of documents to be submitted to the Cabinet	
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1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	<b>Midhurst Community Leisure Facilities</b> Post Project Evaluation
3. Report author	Mrs Jane Hotchkiss, Head of Commercial Services, Mrs Sarah Peyman, Sport and Leisure Development Manager jhotchkiss@chichester.gov.uk, speyman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	<b>Homelessness Strategy</b> Recommendation from Overview and Scrutiny Committee
3. Report author	Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	<b>Adoption of Planning Obligations Supplementary Planning Document</b> Recommendation from Development Plan Panel
3. Report author	Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	<b>Adoption of the Community Infrastructure Levy Charging Schedule</b> Recommendation from the Development Plan Panel
3. Report author	Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

submitted to the Cabinet	
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1. Date of Meeting	3 Mar 2015
2. Matter in respect of which the decision is to be made	<b>Asset Management Strategy 2015-2020</b> Approval of the Asset Management Strategy 2015-2020
3. Report author	Mrs Jane Dodsworth, Head of Business Improvement Services jdodsworth@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	
