

CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 February 2020 to 31 May 2020**

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

Published 19 December 2019

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 FEBRUARY 2020 TO 31 MAY 2020

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 February 2020 to 31 May 2020. 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 Mrs E Lintill (Chairman), Mrs S T Taylor (Vice Chairman), Mr M Bell, Mr R Briscoe, Mrs N Graves, Mrs P Plant, 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 Fiona Baker, Democratic Services Officer on 01243 534609 (e-mail fbaker@chichester.gov.uk)

Eileen Lintill
Leader of the Council

Topics due to be considered are as follows:

Topic	Page
4 February 2020	
2020-21 Treasury Management & Investment Strategy and Capital Strategy update	5
Authority's Monitoring Report 2018-19	5
Budget Spending Plans 2020-21	5
Corporate Debt Recovery Policy & Write-Off Policy	6
Disposal methodology for land at Church Road, Chichester	6
Infrastructure Business Plan (IBP) - Approval Following Consultation	6
New Local Biodiversity Action Plan 2020 - 2024	7
Provision of a Parking Enforcement Service	7
Revenues software system contract renewal	7
3 March 2020	
Approval to Consult on Draft Air Quality Action Plan	8
Bracklesham Bay - Options Appraisal	8
Charging for food hygiene advice	8
Local Cycle and Walking Infrastructure Plan	8
Old Bakery, Petworth - Options Appraisal	9
Senior Staff Policy Statement 2020 -21	9
Social Prescribing	9
Tangmere Compulsory Purchase Order	10
Westbourne Neighbourhood Plan Decision Statement	10

7 April 2020	
Increasing the provision of the Councils temporary homeless accommodation	10
5 May 2020	
Corporate Plan Annual Review	11
2 June 2020	
Production of an Air Quality Action Plan	11

Date of Meeting	4 Feb 2020
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	2020-21 Treasury Management & Investment Strategy and Capital Strategy update The Treasury Management and Investment Strategies for 2020-2021 will be presented for approval in accordance with CIPFA's Treasury Management in the Public Services: Code of Practice. An update of the Council's Capital Strategy will also be presented within the same agenda item.
Report author	Mr 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	4 Feb 2020
Matter in respect of which the decision is to be made	Authority's Monitoring Report 2018-19 The Authority's Monitoring report 2018-19 reports progress on preparing development plans and neighbourhood plans, housing delivery, CIL and section 106 receipts and other indicators relating to Local Plan implementation
Report author	Ms Anna-Marie Ferrier, Planning Policy Officer amferrier@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Budget Spending Plans 2020-21 Budget Spending Plans 2020-21 To set a net budget requirement and the council tax for the Council for the financial year 2020-21. Key issue – yes (Recommendation to Council)
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	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	Corporate Debt Recovery Policy & Write-Off Policy To consider the updated and refreshed Corporate Debt Recovery and Write -Off Policies, which were last approved in September 2017 by Cabinet.
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	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	Disposal methodology for land at Church Road, Chichester Establishing disposal methodology and assessment criteria for land at Church Road, Chichester
Report author	Mrs Vicki McKay, Divisional Manager for Growth vmckay@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

Date of Meeting	4 Feb 2020
Date of Council Meeting	3 Mar 2020
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 & 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	Report to Cabinet

submitted to the Cabinet	
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	New Local Biodiversity Action Plan 2020 - 2024 To approve Chichester District Council's new Local Biodiversity Action Plan which will run from 2020 until 2024 and will demonstrate how CDC will meet its Statutory Biodiversity Duty under Section 40 of the Natural Environment and Rural Communities Act 2006
Report author	Miss Stephanie Evans, Environmental Coordinator sevens@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	Provision of a Parking Enforcement Service
Report author	Mrs Tania Murphy, Divisional Manager for Place tmurphy@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	

Date of Meeting	4 Feb 2020
Matter in respect of which the decision is to be made	Revenues software system contract renewal To seek approval of Revenues Support & Maintenance contract renewal with its software supplier effective from the 1st April 2020.
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	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Approval to Consult on Draft Air Quality Action Plan Consultation on the draft Air Quality Action Plan for Chichester District.
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	Yes
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Bracklesham Bay - Options Appraisal Recommendations to Cabinet of preferred option, together with PID
Report author	Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Charging for food hygiene advice To set out and approve a new scheme enabling the charging of advice given for food hygiene rating scheme revisits, as well as advice given to new and existing food businesses.
Report author	Mrs Lauren Dyer, Health Protection Manager lkdyer@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 March 2020
Matter in respect of which the decision is to be made	Local Cycle and Walking Infrastructure Plan To report the findings of the study into cycling and walking infrastructure which will be used to support improvements to the infrastructure within the Chichester City.
Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
List of documents to be	Report to Cabinet

submitted to the Cabinet	
Key Decision	Yes
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Old Bakery, Petworth - Options Appraisal Recommendation to Cabinet of preferred option following completion of options appraisal, together with PID
Report author	Mr Alan Gregory, Project Manager - Estates agregory@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Senior Staff Policy Statement 2020 -21 That the Senior Staff Policy Statement is published
Report author	Mr Tim Radcliffe, Human Resources Manager tradcliffe@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Social Prescribing The Social Prescribing service is currently funded until July 2020, additional funding has been secured from new Primary Care networks to extend two of the existing posts, Cabinet are requested to contribute funding (amount to be decided) towards extending the remaining two posts.
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	No
Exempt?	Open

Date of Meeting	3 Mar 2020
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Tangmere Compulsory Purchase Order To seek resolution to make the CPO for Tangmere
Report author	Ms Hannah Chivers, Planning Policy Officer hchivers@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	No
Exempt?	Open

Date of Meeting	3 Mar 2020
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	Yes
Exempt?	Open

Date of Meeting	7 Apr 2020
Matter in respect of which the decision is to be made	Increasing the provision of the Councils temporary homeless accommodation In December 2018 the Council approved a project to provide additional temporary homeless accommodation units. This report will seek approval: 1. To allocate commuted sum grant towards the scheme; 2. To allocate capital funds to cover the construction costs through to completion; and 3. To award the development contract A revised project initiation document will also be presented with revised timescales.
Report author	Mrs Linda Grange, Divisional Manager for Housing lgrange@chichester.gov.uk
List of documents to be submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Fully exempt

--	--

Date of Meeting	5 May 2020
Date of Council Meeting	19 May 2020
Matter in respect of which the decision is to be made	Corporate Plan Annual Review Annual refresh of the Council's Corporate Plan and consideration of the Initial Project Proposal Documents put forward for 2019-20.
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	No
Exempt?	Open

Date of Meeting	2 Jun 2020
Matter in respect of which the decision is to be made	Production of an Air Quality Action Plan To seek resolution to consult on a new draft Air Quality Action Plan, without prejudice, for Chichester and Midhurst.
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