

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 March 2020 to 30 June 2020**

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

Published 31 January 2020

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 MARCH 2020 TO 30 JUNE 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 March 2020 to 30 June 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:

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Date of Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Align the CDC-appointed Pallant House Gallery Trustee to the local election cycle Extend the Council appointment of the CDC-appointed Pallant House Gallery Trustee, currently Councillor Clare Apel for a term of four years. This will confirm the appointment until the appointee ceases to hold office in line with the local government election cycle or any earlier resignation.
Report author	Mrs Sarah Peyman, Divisional Manager for Culture speyman@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 Discretionary Food Safety Services 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 Mar 2020
Matter in respect of which the decision is to be made	Housing Strategy 2020-25 The housing strategy sets out a five year vision of the Council's aims and ambitions in relation to affordable housing, the prevention of homelessness and maintenance of acceptable housing standards within the District.
Report author	Mr Ivan Western, Housing Delivery Manager iwestern@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
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Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Increasing the provision of short stay accommodation at Freeland Close Approval will be sought for the project budget to deliver the scheme and in principle decision to appoint the contractor following the tender process in order to deliver additional short stay accommodation and meet a statutory purpose.
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	3 Mar 2020
Matter in respect of which the decision is to be made	Members Allowances Scheme To consider a report of the Independent Remuneration Panel on the review of the Members' Allowances Scheme. (Recommendation to Council)
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	3 Mar 2020
Matter in respect of which the decision is to be made	Provision of Affordable Housing Grant Cabinet will be recommended to approve an allocation of funding to Registered Providers for the provision of new affordable homes at two schemes in Chichester and Bracklesham.
Report author	Mr Ivan Western, Housing Delivery Manager iwestern@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	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	3 Mar 2020
Matter in respect of which the decision is to be made	Renewal of the council's energy contracts from October 2020 Following a review of the council's energy procurement options by the Environment Panel on 24 January 2020, Cabinet are requested to recommend the award of a new contract to supply of electricity and gas to council buildings.
Report author	Mr John Bacon, Building & Facility Services Manager, Mr John Bacon, Building & Facility Services Manager jbacon@chichester.gov.uk, jbacon@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
Date of Council Meeting	3 Mar 2020
Matter in respect of which the decision is to be made	Request for delegated authority - Carry forward requests To request that the Council's Financial Regulations are updated in order to delegate authority for the approval of budget carry forward requests to the Director of Corporate Services (the Council's S151 officer) in consultation with the Chief Executive.
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	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	Yes
Exempt?	Fully exempt

Date of Meeting	7 Apr 2020
Matter in respect of which the decision is to be made	Boxgrove Neighbourhood Plan Decision Statement To consider the Examiner's recommendations made on the Boxgrove 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	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	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	7 Apr 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	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	7 Jul 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	7 Jul 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 submitted to the Cabinet	Report to Cabinet
Key Decision	Yes
Exempt?	Open

Date of Meeting	8 Sep 2020
Date of Council Meeting	22 Sep 2020
Matter in respect of which the	Infrastructure Business Plan

decision is to be made	Consider new IBP for 2021-2026 for consultation with stakeholders
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	3 Nov 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