

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 April 2015 to 31 July 2015**

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

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 APRIL 2015 TO 31 JULY 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 April 2015 to 31 July 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) 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)

Heather Caird
Leader of the Council

Topics due to be considered are as follows:

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1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	Digital Access Strategy 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	7 Apr 2015
2. Matter in respect of which the decision is to be made	Avenue de Chartres, Multi Storey Car Park, Chichester - Major Refurbishment Scheme Receive consulting engineers report, approve procurement of main contractor and approve contract budget.
3. Report author	Mr John Bacon, Building & Facility Services Manager jbacon@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	Public Health Project Initiation Document 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	Seashore Byelaw Enforcement

which the decision is to be made	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	Asset Maintenance Strategy 2015-2020 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	

1. Date of Meeting	7 Apr 2015
2. Matter in respect of which the decision is to be made	Think Family Neighbourhoods Project - Evaluation of Selsey Pilot 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	Coastal Management: Award of Maintenance Contract 2015-2018 To award a contract for the routine maintenance of coast protection assets for 2015-2018
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	Adoption of Planning Obligations Supplementary Planning Document 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	2 Jun 2015
2. Matter in respect of which the decision is to be made	Authorised Testing Facility (ATF) 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	2 Jun 2015
2. Matter in respect of which the decision is to be made	RNLI Lifeboat Site Development, Selsey
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	2 Jun 2015
2. Matter in respect of which the decision is to be made	Development of Amenity Sites
3. Report author	Linda Grange, Housing Delivery Manager lgrange@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	Former Football Ground, Church Road, Chichester To determine the way forward and approve associated funding.
3. Report author	Mr Paul E Over, Executive Director pover@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	Vision for Chichester City Centre
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	2 Jun 2015
2. Matter in respect of which the decision is to be made	Anti-Social Behaviour Act and Enforcement Policy
3. Report author	Mr Ian Brightmore, Mr Laurence Foord ibrighmore@chichester.gov.uk, lfoord@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	Chichester Local Plan: Key Policies 2014-2029: Adoption 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 Jul 2015
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2. Matter in respect of which the decision is to be made	Disposal of Public Convenience, East Street, Selsey
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 Jul 2015
2. Matter in respect of which the decision is to be made	Midhurst Community Leisure Facilities 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	Homelessness Strategy 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	Private Sector Renewal Policy 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 Jul 2015
2. Matter in respect of which the decision is to be made	Tourism Task and Finish Group 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	Review of Pay on Foot in Car Parks
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	7 Jul 2015
2. Matter in respect of which the decision is to be made	Care Act 2014 and Revised Safeguarding Policy The Care Act published in 2014 becomes law in April 2015. The report will outline the implications for the council, amendments to the safeguarding policy and plans for staff and Member training.
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 Jul 2015
2. Matter in respect of which the decision is to be made	Local Development Scheme Update - To approve for publication The Local Development Scheme (LDS) sets out the programme and timetable for the preparation of various documents that make up the local Development Plan. Councils are required to make their LDS available to the public and keep it up to date. The report will update the existing LDS prior to it being put on the Council's website. (recommendation from Development Plan Panel)
3. Report author	Tracey Flitcroft, Principal Planning Officer tflitcroft@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	Market and Street Trading in Chichester City (Recommendation from General Licensing Committee)
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 Jul 2015
2. Matter in respect of which the decision is to be made	Work Experience Programme
3. Report author	Mrs Kim Pellett, Economic Development Officer kpellett@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	Budget Carry Forwards (Recommendation from Corporate Governance and Audit)
3. Report author	Victoria Savory, Service Accountant vsavory@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	<p>Site Allocations Development Plan Document (DPD): Consultation</p> <p>The Council is preparing a Site Allocations DPD to allocate employment sites in the Local Plan area.</p> <p>Where a Parish is not producing a neighbourhood plan or they are not progressing the neighbourhood plan for various reasons then sites for residential development will also be allocated in the DPD.</p> <p>In addition there is an option for Settlement Boundaries to be reviewed if this has not been undertaken in a neighbourhood plan.</p> <p>The consultation process is the first stage in preparation of</p>

	<p>the DPD.</p> <p>Recommendation: to approve the Site Allocations Development Plan Document for consultation</p>
3. Report author	Tracey Flitcroft, Principal Planning Officer tflitcroft@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	8 Sep 2015
2. Matter in respect of which the decision is to be made	<p>Air Quality Action Plan for Chichester District</p> <p>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</p>
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	8 Sep 2015
2. Matter in respect of which the decision is to be made	<p>Draft Contaminated Land Strategy</p> <p>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.</p>
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	8 Sep 2015
2. Matter in respect of which the decision is to	<p>Update on Low Carbon Chichester Fund</p> <p>To decide the future allocations of the fund</p>

be made	(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	8 Sep 2015
2. Matter in respect of which the decision is to be made	Small Business Loan Scheme
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	8 Sep 2015
2. Matter in respect of which the decision is to be made	Parking Strategy Review
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	6 Oct 2015
2. Matter in respect of which the decision is to be made	Historic Environment Action Plan/Protocol To consider and approve the Action Plan/Protocol (Recommendation from Planning Committee)
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	6 Oct 2015
2. Matter in respect of which the decision is to	Selsey and Chichester Conservation Areas Revised Appraisals and Recommendations

be made	
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	6 Oct 2015
2. Matter in respect of which the decision is to be made	Developer and Partner Charter
3. Report author	Karen Neglia, Economic Development Planning Officer, Mr Steve Oates, Economic Development Manager kneglia@chichester.gov.uk, soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Leisure Management Procurement Process 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	1 Dec 2015
2. Matter in respect of which the decision is to be made	Review of Members Allowances Scheme
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	8 Mar 2016
2. Matter in respect of which the decision is to	Think Family Expansion Programme

be made	
3. Report author	Mr Steve Hansford, Head of Community Services shansford@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	
