

Chichester District Council



CHICHESTER DISTRICT COUNCIL

FORWARD PLAN

**For the period
1 May 2015 to 31 August 2015**

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

CHICHESTER DISTRICT COUNCIL
FORWARD PLAN FOR THE PERIOD 1 MAY 2015 TO 31 AUGUST 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 May 2015 to 31 August 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, 3 June 2015 and 7 July 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:

Topic	Page
2 June 2015	
Anti-Social Behaviour Act and Enforcement Policy	5
Appointments to Outside Bodies	5
Appointments to Panels and Forums	5
Authorised Testing Facility (ATF)	5
Chichester Local Plan: Key Policies 2014-2029: Adoption	6
Development of Amenity Sites	6
Enterprise Gateway	6
Former Football Ground, Church Road, Chichester	6
Heating and Ventilation Project Initiation Document	7
Local Flood Risk Management Plan Work Plan	7
Maintenance of A27 Roundabouts	7
Plot 21 Terminus Road Construction	7
RNLI Lifeboat Site Development, Selsey	8
The Future Provision of the Pest Control Service	8
The Local Authorities (Standing Orders) (England) Regulations 2015	8
7 July 2015	
Adoption of the Community Infrastructure Levy Charging Schedule	8
Annual Report 2014-2015	9
Budget Carry Forwards	9
Care Act 2014 and Revised Safeguarding Policy	9
Committee Microphone System - Audio and Webcasting Evaluation	9
Homefinder Scheme Review	10
Homelessness Strategy	10
Local Development Scheme Update - To approve for publication	10
Market and Street Trading in Chichester City	11
Midhurst Community Leisure Facilities	11
Planning Obligation and Affordable Housing Supplementary Planning Document Post Consultation	11
Private Sector Renewal Policy	11
Review of Pay on Foot in Car Parks	11
Site Allocations Development Plan Document (DPD): Consultation	12
Tourism Strategy	12
Westgate Leisure Centre Customer Car Park Refunds	13
8 September 2015	
Air Quality Action Plan for Chichester District	13
Draft Contaminated Land Strategy	13
Market and Street Trading in Chichester City – Analysis of Consultation	14
Parking Strategy Review	14
Review Locally Defined Council Tax Discounts	14
Small Business Loan Scheme	14
Update on Low Carbon Chichester Fund	14
Vision for Chichester City Centre	15
6 October 2015	
Avenue de Chartres Car Park - Tender Evaluation	15
Communications Strategy	15
Developer and Partner Charter	16
Financial Management System Upgrade - Post Project Evaluation	16
Historic Environment Action Plan/Protocol	16

Selsey and Chichester Conservation Areas	16
3 November 2015	
Implementation of Council Tax Reduction Scheme 2016-2017	17
Parking Charges 2016-2017	17
1 December 2015	
Authority's Monitoring Report 2015-2016	17
Financial Strategy and Plan	17
Leisure Management Procurement Process	17
Review of Members Allowances Scheme	18
5 January 2016	
Budget Spending Plans 2016-2017	18
9 February 2016	
Corporate Plan Annual Review	18
Council Tax Report	18
Infrastructure Business Plan	19
Think Family Expansion Neighbourhoods - Tangmere Draft Action Plan	19
8 March 2016	
Think Family Expansion Programme	19
5 April 2016	
The Novium Review of Business Plan	19

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 ibrightmore@chichester.gov.uk, lfoord@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	Appointments to Outside Organisations To appointment representatives to serve on the outside organisations for 2015-2016
3. Report author	Mrs Katherine Jeram, Member Services Officer kjeram@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	Appointments to Panels and Forums Approval of the memberships for panels and forums for 2015-2016
3. Report author	Mr Philip Coleman, Member Services Manager pcoleman@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local

	Government Act 1972.
1. Date of Meeting	2 Jun 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	Mr Mike Allgrove, Planning Policy Manager mallgrove@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Mrs Linda Grange, Housing Delivery Manager lgrange@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet
1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	Enterprise Gateway
3. Report author	Mr Peter Legood, Valuation and Estates Manager, plegood@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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 Over, Executive Director, pover@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3

	(Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.
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1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	Heating and Ventilation Project Initiation Document
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	Report to Cabinet

1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	Local Flood Risk Management Plan Work Plan 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	Mr David Lowsley, Senior Engineer dlowsley@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	Maintenance of A27 Roundabouts
3. Report author	Mr Steve Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	Plot 21 Terminus Road Construction Project initiation document and funding approval
3. Report author	Mr Patrick Harrison, Strategic Asset Mgmt Surveyor pharrison@chichester.gov.uk

4. List of documents to be submitted to the Cabinet	Report to Cabinet
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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	Miss Annabelle Argent, Estates Surveyor aargent@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.

1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	The Future Provision of the Pest Control Service The Pest Control service has been making losses in recent years. A review has taken place and a decision is needed on the direction that the service provision will take.
3. Report author	Mr Ian Brightmore ibrightmore@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	2 Jun 2015
2. Matter in respect of which the decision is to be made	The Local Authorities (Standing Orders) (England) Regulations 2015 To recommend the Council to amend Standing Orders to comply with the Regulations which alter the process for discipline and dismissal of the Chief Executive, Chief Financial Officer and Monitoring Officer
3. Report author	Mr Paul Over, Executive Director, pover@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to	Adoption of the Community Infrastructure Levy Charging Schedule

be made	Recommendation from the Development Plan Panel
3. Report author	Mrs Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	Annual Report 2014-2015
3. Report author	Mr Joe Mildred, Corporate Policy Advice Manager jmildred@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Mr David Cooper, Group Accountant dcooper@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Mrs Elaine Thomas, Wellbeing Manager ethomas@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	Committee Microphone System - Audio and Webcasting Evaluation To consider whether to recommend the Council to public

	online audio or video recording of meetings.
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	Report to Cabinet

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	Homefinder Scheme Review (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Mrs Tracey Flitcroft, Principal Planning Officer tflitcroft@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Report to 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	Report to Cabinet

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	Planning Obligation and Affordable Housing Supplementary Planning Document Post Consultation (Recommendation from Development Plan Panel)
3. Report author	Mrs Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Mr Rob Dunmall, Housing Operations Manager rdunmall@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jul 2015
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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	Report to 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 the DPD.</p> <p>Recommendation: to approve the Site Allocations Development Plan Document for consultation</p>
3. Report author	Mrs Tracey Flitcroft, Principal Planning Officer tflitcroft@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	<p>Tourism Strategy</p> <p>that the Council sets out a brief but clear three to five year plan which sets the aspiration, establishes the baseline information and leads the initiative required to bring partners together to develop the visitor economy under one robust and coherent strategy. (Recommendation from Overview and Scrutiny Committee)</p>
3. Report author	Mr Steve Oates, Economic Development Manager soates@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	7 Jul 2015
2. Matter in respect of which the decision is to be made	Westgate Leisure Centre Customer Car Park Refunds Currently, customers using Westgate Leisure Chichester can receive a refund of up to 4 hours. This arrangement will be reviewed with the intention of reducing the refund
3. Report author	Mr Kevin McCoy, Westgate Leisure Manager kmccoy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	8 Sep 2015
2. Matter in respect of which the decision is to be made	Air Quality Action Plan for Chichester District 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. This will be submitted to Cabinet only if the consultation draft approved in April requires significant amendment.
3. Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	8 Sep 2015
2. Matter in respect of which the decision is to be made	Draft Contaminated Land Strategy 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. This will be submitted to Cabinet only if the consultation draft approved in March requires significant amendment.
3. Report author	Mr Simon Ballard, Senior Environmental Protection Officer sballard@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	8 Sep 2015
2. Matter in respect of which the decision is to be made	Market and Street Trading in Chichester City – Analysis of results of consultation (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	Report to 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	Report to Cabinet

1. Date of Meeting	8 Sep 2015
2. Matter in respect of which the decision is to be made	Review Locally Defined Council Tax Discounts
3. Report author	Mrs Christine Christie, Revenues and Performance Manager cchristie@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Report to Cabinet

1. Date of Meeting	8 Sep 2015
2. Matter in respect of which the decision is to be made	Update on Low Carbon Chichester Fund To decide the future allocations of the fund

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	Report to Cabinet

1. Date of Meeting	8 Sep 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	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	Avenue de Chartres Car Park - Tender Evaluation
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	The Public are likely to be excluded from any discussion at which this report is considered on the grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Part I of Schedule 12A to the Local Government Act 1972.

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	Communications Strategy
3. Report author	Mrs Sarah J Parker, Public Relations Manager sparker@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Ms 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	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	Financial Management System Upgrade - Post Project Evaluation
3. Report author	Mrs Helen Belenger, Accountancy Services Manager sbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to 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	Miss Lone Le Vay, Design and Implementation Manager llvay@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	Selsey and Chichester Conservation Areas Revised Appraisals and Recommendations
3. Report author	Miss Lone Le Vay, Design and Implementation Manager llvay@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	Implementation of Council Tax Reduction Scheme 2016-2017
3. Report author	Mrs Chris Dring, Benefits Manager, cdring@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	Parking Charges 2016-2017
3. Report author	Mrs Tania Murphy, Parking Services Manager tmurphy@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Authority's Monitoring Report 2015-2016
3. Report author	Mr Mike Allgrove, Planning Policy Manager mallgrove@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	Financial Strategy and Plan
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to	Leisure Management Procurement Process Update on the development of the specification and

be made	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	Report to 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	Report to Cabinet

1. Date of Meeting	5 Jan 2016
2. Matter in respect of which the decision is to be made	Budget Spending Plans 2016-2017
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	Corporate Plan Annual Review
3. Report author	Mr Joe Mildred, Corporate Policy Advice Manager jmildred@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	Council Tax Report
3. Report author	Mr John Ward, Head of Finance and Governance Services

	jward@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	Infrastructure Business Plan
3. Report author	Mrs Karen Dower, Planning Policy Project Manager kdower@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	9 Feb 2016
2. Matter in respect of which the decision is to be made	Think Family Expansion Neighbourhoods - Tangmere Draft Action Plan
3. Report author	Ms Pam Bushby, Community Interventions Manager, Mr David Hyland, Community & Partnerships Support Manager, pbushby@chichester.gov.uk, dhyland@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	8 Mar 2016
2. Matter in respect of which the decision is to be made	Think Family Expansion Programme Evaluate and report think family's outcomes in Chichester District Council 2014-16 and consider future key worker post funding options.
3. Report author	Mr Steve Hansford, Head of Community Services shansford@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	5 Apr 2016
2. Matter in respect of which the decision is to be made	The Novium Review of Business Plan (Recommendation from Overview and Scrutiny Committee)
3. Report author	Ms Cathy Hakes, Museum & Tourist Information Point Manager, chakes@chichester.gov.uk

4. List of documents to be submitted to the Cabinet	Report to Cabinet
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