

Chichester District Council



**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 September 2015 to 31 December 2015**

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

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 SEPTEMBER 2015 TO 31 DECEMBER 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 September 2015 to 31 December 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, 8 September 2015, 6 October 2015, 3 November 2015 and 1 December 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 Mr T Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mrs G Keegan, Mr P R Barrow, Mrs P A Hardwick, Mrs S T Taylor and Mr B A Finch.

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))

Tony Dignum  
Leader of the Council

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

<b>Topic</b>	<b>Page</b>
<b>8 September 2015</b>	
Adoption of the Community Infrastructure Levy Charging Schedule	5
Annual Report 2014-2015	5
Appointment(s) to Pallant House Gallery Board of Directors 1 October 2015 – 30 September 2019	5
Care Act 2014 and Revised Safeguarding Policy	6
Choose Work Project	6
Committee Microphone System - Audio and Webcasting Evaluation	6
Coastal Community Team Projects	7
Disposal of Grange Site. Midhurst	7
Disposal of land at Church Road, Chichester	8
Disposal of Land at Selsey to RNLI	8
Disposal of Land at Sherborne Road, Chichester to Scout Association	9
Heating and Ventilation Project Initiation Document	9
Infrastructure Business Plan - Approval for Consultation	10
Loxwood Neighbourhood Plan - legal costs in relation to judicial review proceedings	10
Maintenance of A27 Roundabouts	11
Planning Obligation and Affordable Housing Supplementary Planning Document Adoption	11
Review Locally Defined Council Tax Discounts	12
Southbourne Neighbourhood Plan - Decision Statement	12
Vision for Chichester City Centre - Approval of PID	12
<b>6 October 2015</b>	
Authorised Testing Facility (ATF)	13
Developer and Partner Charter	13
Historic Environment Action Plan/Protocol	13
Local Flood Risk Management Plan Work Plan	14
Market and Street Trading in Chichester City	14
New Homes Bonus	14
Parking Charges 2016-2017	15
Parking Strategy Review	15
Private Sector Renewal Policy	15
Replacement of Telephone System - Project Initiation Document	16
Selsey and Chichester Conservation Areas	16
<b>3 November 2015</b>	
Avenue de Chartres Car Park - Tender Evaluation	16
Banking Services Contract	17
Community Warden Service	17
Implementation of Council Tax Reduction Scheme 2016-2017	18
Recreational Disturbance at Pagham Harbour - Joint Approach to Mitigation with Arun DC	18
<b>1 December 2015</b>	
Authority's Monitoring Report 2015-2016	19
Beach Management Plan 2016	19
Corporate Plan Annual Review	19
Determination of the Council Tax Base for 2016-2017	20
Financial Strategy and Plan 2016/17	20
Gypsy, Traveller and Travelling Showpeople Site Allocation Development Plan Document (DPD)	20

Leisure Management Procurement Process	21
Review of Members Allowances Scheme	21
Revised Statement of Licensing Policy - Approval following Consultation	21
Site Allocations Development Plan Document (DPD): Consultation	21
Small Business Loan Scheme	22
Strategic and Operational Risks	22
<b>5 January 2016</b>	
Financial Management System Upgrade - Post Project Evaluation	23
Update on Low Carbon Chichester Fund	23
<b>9 February 2016</b>	
Budget Spending Plans 2016-2017	23
Chichester Harbour Policies Supplementary Planning Document (SPD): Consultation	23
Council Tax Report	24
Infrastructure Business Plan	24
Think Family Expansion Neighbourhoods - Tangmere Draft Action Plan	25
Treasury Management Strategy 2016/17	25
Water Resources and Water Management Supplementary Planning Document (SPD): Consultation	25
<b>8 March 2016</b>	
Review of Pay on Foot in Car Parks	26
Think Family Expansion Programme	26
<b>5 April 2016</b>	
Strategic and Operational Risks	26
The Novium Review of Business Plan	26

1. Date of Meeting	8 Sep 2015
2. Matter in respect of which the decision is to be made	<p><b>Adoption of the Community Infrastructure Levy Charging Schedule</b></p> <p>The adoption of the CIL Charging Schedule will bring in some additional funding from development to spend on the infrastructure to support the growth of the area in line with the new Local Plan.</p> <p>A proportion of the monies collected will be handed to the City, Town, and Parish Councils which have taken this growth to spend on infrastructure projects of their choice.</p> <p>There will still be a gap in funding, which will mean that other funding sources will need to be identified and projects will need to be prioritised. The projects to be funded will be identified in an Infrastructure Business Plan which will be updated each year as part of a five year rolling programme.</p> <p>(Recommendation from the Development Plan and Infrastructure Panel)</p>
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	8 Sep 2015
2. Matter in respect of which the decision is to be made	<p><b>Annual Report 2014-2015</b></p> <p>Reporting of significant achievements and future work areas, grouped by Cabinet member responsibility.</p>
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	8 Sep 2015
2. Matter in respect of which the decision is to be made	<p><b>Appointment(s) to Pallant House Gallery Board of Directors 1 October 2015 - 30 September 2019</b></p> <p>The appointment of representative(s) to serve on the Board of Directors</p>
3. Report author	Mr Philip Coleman, Member Services Manager, Mrs Katherine Jeram, Member Services Officer

	pcoleman@chichester.gov.uk, kjeram@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	<b>Care Act 2014 and Revised Safeguarding Policy</b> The Care Act published in 2014 became 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	8 Sep 2015
2. Matter in respect of which the decision is to be made	<b>Choose Work Project</b> Request to Cabinet to support the continuation (and probable expansion) of the Choose Work project for three years from January 2016 and, in the event that further external funding cannot be sourced, to provide additional funding of c. £70,000 from the New Homes Bonus. (Cabinet previously approved funding of £30,000 for three years from January 2015. By January 2016, £10,000 will have been spent, leaving £20,000. With additional funding of £70,000, this will cover the project costs of c. £30,000pa for three years).
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	<b>Committee Microphone System - Audio and Webcasting Evaluation</b> To consider whether to recommend the Council to publish online audio or video recordings 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	8 Sep 2015
2. Matter in respect of which the decision is to be made	<p><b>Coastal Community Team Projects</b>  <b>Summary:</b> Chichester District Council's Economic Development Department working with Selsey Town Council and other members of the Manhood Peninsula Partnership, has been awarded £10,000 by the Department of Communities &amp; Local Government to become one of 116 Coastal Community Teams to be started around the UK coast. The award must be spent by March 2016.</p> <p>The award of £10,000 will partially fund two projects in Selsey and East Wittering &amp; Bracklesham that have already been identified as priorities:</p> <ul style="list-style-type: none"> <li>• <b>Selsey Haven Feasibility Study:</b> an investigation into the feasibility, costs and implications of constructing a small harbour or haven for Selsey to generate economic opportunities for the town.</li> <li>• <b>Demographics Report:</b> commissioning and steering a report on demographics and employment development in Selsey and East Wittering &amp; Bracklesham.</li> </ul> <p>A total of £13,000 additional funding is required to enable delivery of the two projects. The Council is asked to contribute £13,000 from the New Homes Bonus or other suitable fund.</p> <p><b>Recommendation:</b> To support the Peninsula Coastal Economy Team in its efforts to seek economic improvements and benefits for communities on the Manhood Peninsula by approving funding of £13,000 from the New Homes Bonus or other suitable fund to enable the delivery of the following DCLG approved projects by the new Coastal Community Team:</p> <ul style="list-style-type: none"> <li>○ Selsey Haven Feasibility Study: £11,000 required</li> <li>○ Demographic Study for Selsey and East Wittering &amp; Bracklesham: £2,000 required.</li> </ul>
3. Report author	Mrs Jane Cunningham, MPP Project Officer, 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	<p><b>Disposal of Grange Site. Midhurst</b>  An update to Cabinet on the disposal of the Grange</p>

be made	development site at Midhurst.  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.
3. Report author	Mrs Vicki McKay, Deputy Estates and Valuation Manager vmckay@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	<b>Disposal of land at Church Road, Chichester</b> A report on the recommendation from Overview and Scrutiny Committee following call-in of Cabinet decisions on 2 June 2015 and consideration of options for disposal if site remains unsold.  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.
3. Report author	Mrs Vicki McKay, Deputy Estates and Valuation Manager vmckay@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	<b>Disposal of Land at Selsey to RNLI</b> It has not been possible to finalise the terms on the basis approved by Cabinet on 7 July 2015 and Cabinet is to be asked to consider revised terms. 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.
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	<p><b>Disposal of Land at Sherborne Road, Chichester to Scout Association</b></p> <p>This is not in the disposals programme but a benefactor is supporting a proposal by the scouts to purchase their site at a price approaching the alternative use value and this will be recommended to Cabinet.</p> <p>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.</p>
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	<p><b>Heating and Ventilation Project Initiation Document</b></p> <p>This PID will provide a business case for the replacement of the heating and ventilation plant serving the ground floor (Revs &amp; Bens area) and the first floor (Planning area). There have been historical issues with heat fluctuations, particularly on the ground floor area and this was raised as an issue by staff in the recent staff survey. Officers have engaged consulting Engineers to survey the existing plant and provide recommendations and prices for upgrading it to resolve these issues.</p>
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	8 Sep 2015
2. Matter in respect of which the decision is to be made	<p><b>Infrastructure Business Plan - Approval for Consultation</b></p> <p>The Infrastructure Business Plan (IBP) has been prepared collaboratively with the three tiers of local government (District, County and Parish/Town Councils) and in close cooperation with infrastructure delivery commissioners including strategic site developers, to ensure that development within the Chichester plan area is supported by the timely provision of infrastructure. The IBP will be rolled forward and updated each year and will be subject to annual review remaining continually revised to reflect development delivery rates and adjusted infrastructure requirements across the plan area.</p> <p>This IBP provides a clear approach and process for prioritising infrastructure. A transparent process for prioritising infrastructure is needed because CIL receipts will not be sufficient to fund all infrastructure required within the Plan area. Prioritisation facilitates a considered approach towards infrastructure delivery and will support the effective management of resources. The IBP is based upon the Local Plan development trajectories, prioritisation of Infrastructure projects, and phasing of Infrastructure. It identifies other potential sources which could help fund the shortfalls.</p> <p>To endorse the Plan before going out to consultation with parish councils and key infrastructure delivery partners.</p>
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	8 Sep 2015
2. Matter in respect of which the decision is to be made	<p><b>Loxwood Neighbourhood Plan - legal costs in relation to judicial review proceedings</b></p> <p>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 5 (Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings) of Part I of Schedule 12A to the Local Government Act 1972.</p>
3. Report author	Mr Andrew Frost, Head of Planning Services afrost@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	<p><b>Maintenance of A27 Roundabouts</b></p> <p>To review the Council's A27 roundabouts maintenance project and its current financial and operational status, and consider the negative impact of recent changes in safety regulations on meeting the objectives of the project and on its financial viability.</p> <p>To consider four options:</p> <ul style="list-style-type: none"> <li>• Continue with the Existing Project</li> <li>• Investigate the Potential for Developing the Project and Report Further</li> <li>• Develop and Re-Organise the Project</li> <li>• Terminate the Project</li> </ul>
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	<p><b>Planning Obligation and Affordable Housing Supplementary Planning Document Adoption</b></p> <p>Chichester District Council expects to introduce its Community Infrastructure Levy (CIL) in Autumn 2015. This has significant implications for how the Council plans for the delivery of infrastructure and secures contributions for infrastructure from development. This Supplementary Planning Document (SPD) sets out Chichester District Council's proposed policy for securing developer contributions from new development that requires planning permission, and once adopted will be an important material consideration in determining planning applications. This document will be adopted as SPD at the same time as the Community Infrastructure Levy (CIL) is adopted. It will replace 'The Provision of Service Infrastructure Related to new Development in Chichester District' adopted in December 2004. (Recommendation from Development Plan and Infrastructure Panel)</p>
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	8 Sep 2015
--------------------	------------

2. Matter in respect of which the decision is to be made	<b>Review Locally Defined Council Tax Discounts</b> To review the locally defined Council Tax discounts for 2016/17. No changes proposed in existing rules.
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	<b>Southbourne Neighbourhood Plan - Decision Statement</b> To consider the Examiner's recommendations made on the Southbourne Neighbourhood Plan.
3. Report author	Mrs Valerie Dobson, Neighbourhood Planning Officer vdobson@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	<b>Vision for Chichester City Centre - Approval of PID</b> <b>Description:</b> To develop a strategic vision and/or masterplan for how the City Centre might develop over the next decade The City and Town Centre Research project and the Street Market consultation (Estates) to inform the Vision work <b>Expected outcome:</b> The vision will: <ul style="list-style-type: none"> <li>• Be a clear articulation of 'what we want Chichester to be'</li> <li>• Ensure that all past, current and future proposals, ideas and opportunities take account of each other to produce a cohesive approach</li> <li>• Consider a wide range of ideas and proposals, including a number of previous items worthy of reconsideration</li> <li>• Identify and articulate the opportunities for significant economic growth and job creation, and the risks of missing opportunities and stifling growth</li> <li>• Provide the guiding principles for a new planning policy framework for the City, and form the basis of a strategy to attract inward investment into the City</li> </ul>
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

submitted to the Cabinet	
--------------------------	--

  

1. Date of Meeting	6 Oct 2015
2. Matter in respect of which the decision is to be made	<p><b>Authorised Testing Facility (ATF)</b>  Additional funding and possible new site. Annual MOT testing of Heavy Goods Vehicles, Buses and Coaches. An income generating opportunity, £100K plus per annum, with a longevity of at least 25 years.</p> <p>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.</p>
3. Report author	Mr Rod Darton, Head of Contract Services rdarton@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	<p><b>Developer and Partner Charter</b>  <b>Description:</b> Approval and adoption of a new 'charter' to guide and encourage developers, suppliers and partners to employ and train local workers, and to use local supply chains.  <b>Expected outcomes:</b> Increase in number of businesses procuring locally.</p>
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	<p><b>Historic Environment Action Plan/Protocol</b>  To consider and approve the Action Plan/Protocol (Recommendation from Planning Committee)</p>
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	<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	Mrs Louise Rudziak, Head of Housing and Environment Services  Mr David Lowsley, Senior Engineer lrudziak@chichester.gov.uk  dlowsley@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	<b>Market and Street Trading in Chichester City</b> Analysis of results of consultation.
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	6 Oct 2015
2. Matter in respect of which the decision is to be made	<b>New Homes Bonus</b> To consider any New Homes Bonus requests in excess of £25,000 (recommendation from Grants and Concessions Panel) 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.
3. Report author	Mr David Hyland, Community and Partnerships Support

	Manager dhyland@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	<b>Parking Charges 2016-2017</b> This report reviews the parking charges in the Council's off-street car parks in accordance with parking policy and consideration of car park refunds for Westgate Leisure Centre customers. Members will be requested to consider and agree on parking charges as set out in the report. Income generated by car parking charges is regularly monitored. In accordance with the Review of Fees and Charges, all service managers are tasked with identifying new potential sources of income from fees and charges, and the proposals set out in the report will become effective from 1 <sup>st</sup> April 2016. The recommendations outlined in the report are considered by the Chichester District Parking Forum before being presented to Cabinet for approval.
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	6 Oct 2015
2. Matter in respect of which the decision is to be made	<b>Parking Strategy Review</b> The Chichester District Car Park Strategy 2010 – 2020 sets the principles and vision for the provision of parking by the authority. It is considered that now is a good time to review and re-refresh this document, to enable changes which have been seen over recent years to be considered and to allow consideration of emerging policies and strategies to be included. Links to other projects – such as the Road Space Audit and Smarter Choices, will also be considered. The document will be considered by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement.
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	6 Oct 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 for private tenancies following the outcomes from the stock modelling exercise. The Policy will detail the assistance that will be made available by the council for housing renewal in the private sector. This includes assistance for homeowners and tenants living in the private rented sector including Registered Social Landlords but does not apply to tenants living in council owned housing stock. (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	6 Oct 2015
2. Matter in respect of which the decision is to be made	<b>Replacement of Telephone System - Project Initiation Document</b> There is provision within the asset replacement programme to replace the existing telephone system. The system is in excess of 15 years old and in need of upgrading to provide resilience and access to up to date functionality. Agreement is with Arun DC to procure together and ideally to share a replacement system. Officers are currently analysing options and compiling a specification of requirements with Arun. These will give indicative costs which will be provided in the PID for Cabinet to consider.
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	6 Oct 2015
2. Matter in respect of which the decision is to be made	<b>Selsey and Chichester Conservation Areas</b> 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	<p><b>Avenue de Chartres Car Park - Tender Evaluation</b>  Details of the works tenders to be reported for final decision on the content of the works confirmation of the contract sum and award of contract for refurbishment works to a preferred contractor.</p> <p>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.</p>
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	3 Nov 2015
2. Matter in respect of which the decision is to be made	<p><b>Banking Services Contract</b>  Award of new banking and merchant provider contracts following procurement exercise.</p> <p>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.</p>
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	3 Nov 2015
2. Matter in respect of which the decision is to be made	<p><b>Community Warden Service</b>  Chichester District Council continuation of 50% funding of the Community Warden Service for a further three years.</p>
3. Report author	Ms Pam Bushby, Community Interventions Manager pbushby@chichester.gov.uk
4. List of documents to be	Report to Cabinet

submitted to the Cabinet	
1. Date of Meeting	3 Nov 2015
2. Matter in respect of which the decision is to be made	<b>Implementation of Council Tax Reduction Scheme 2016-2017</b> To approve the payment of Council Tax reduction in accordance with the scheme. There are no changes proposed in the existing scheme.
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	<b>Recreational Disturbance at Pagham Harbour - Joint Approach to Mitigation with Arun DC</b> Recreational disturbance of protected bird populations has been an issue for planning applications affecting Chichester Harbour for some time and is now mitigated through a Solent-wide approach. The same issue is now affecting planning applications within 3.5km of Pagham Harbour.  Pagham is not yet included in the Solent-wide scheme, and is unlikely to be so before 2017 at the earliest. A joint approach has been drawn up with Arun District Council, the RSPB (site managers) and Natural England. This will enable the granting of planning permissions without Natural England objections.  Policy 51 of the Chichester Local Plan allows for the collection of contributions from developers to fund mitigation measures in-perpetuity, but does not specify the details of a scheme. This report recommends adopting a joint scheme with Arun including a common level of developer contributions. It recommends approval for the holding of funds by Chichester DC on behalf of both authorities. The report also seeks approval for expenditure of the s106 funds so collected, initially by a four year agreement with the RSPB for the provision of additional wardening at the nature reserve.
3. Report author	Mr Tom Day, Environmental Coordinator tday@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	<p><b>Authority's Monitoring Report 2015-2016</b></p> <p>National planning regulations require the Council to publish an AMR every year to monitor progress on plan preparation and assess the implementation and effectiveness of local plan policies over the year to 31 March 2014. The AMR will include:</p> <ul style="list-style-type: none"> <li>• Updated information on all Council planning documents currently in preparation and the timetable for their adoption.</li> <li>• Details of neighbourhood plans in preparation and their timetables.</li> <li>• Analysis of planning policy performance, including information on development completed, housing and commercial land supply and performance against environmental indicators.</li> <li>• Summary information on planning applications, appeals and planning obligations secured during the year.</li> </ul> <p>The report will recommend that Cabinet approves the publication of the Authority's Monitoring Report 2014-2015 on the Council's website.</p>
3. Report author	Mr Mike Allgrove, Planning Policy Conservation and Design Service 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	<p><b>Beach Management Plan 2016</b></p> <p>Approval of Cabinet to this year's proposed work programme within the 5 year Beach Management Plan.</p>
3. Report author	Mrs Alison Stevens, Environment Manager astevens@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	<p><b>Corporate Plan Annual Review</b></p> <p>Corporate Plan Annual Review – To agree the council's Corporate Plan for 2016/17 and the initial project proposal documents for the high level projects to be started next year.</p>

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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Determination of the Council Tax Base for 2016-2017</b> To set the Council Tax base for 2016/17 The taxbase is effectively an estimate of the number of council tax dwellings in the district. This is adjusted for the effect of the discounts and exemptions, properties being in different valuation bands expressed as the number of band D equivalent dwellings in the district. This figure is then adjusted for the assumed collection rate.
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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Financial Strategy and Plan 2016/17</b> (Recommendation from Corporate Governance and Audit Committee and recommendation to Council)
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 be made	<b>Gypsy, Traveller and Travelling Showpeople Site Allocation Development Plan Document (DPD)</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) for public consultation.
3. Report author	Ms Tracey Flitcroft, Principal Planning Officer, Mrs 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	Report to Cabinet

submitted to the Cabinet	
--------------------------	--

  

1. Date of Meeting	1 Dec 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	Report to Cabinet

  

1. Date of Meeting	1 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Review of Members Allowances Scheme</b>
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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<b>Revised Statement of Licensing Policy - Approval following Consultation</b> Approval of revised Statement of Licensing Policy following public consultation and consideration of any comments by Alcohol and Entertainment Licensing Committee following their meeting of 21 October 2015 and recommendation to Council. (Only if significant changes needed).
3. Report author	Mr Laurence Foord, Licensing Manager lfoord@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	<b>Site Allocations Development Plan Document (DPD): Consultation</b> The Council is preparing a Site Allocations DPD to allocate employment sites in the Local Plan area.

	<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	Ms 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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<p><b>Small Business Loan Scheme</b></p> <p>To establish a new loan scheme to assist entrepreneurs who have had difficulty accessing finance through traditional methods and who, through the provision of loan assistance, will consolidate and create permanent employment within the District.</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	1 Dec 2015
2. Matter in respect of which the decision is to be made	<p><b>Strategic and Operational Risks</b></p> <p>An update to Cabinet of the Council's strategic risk register and the high scoring operational risks following an update reported to the Corporate Governance &amp; Audit Committee.</p> <p>Appendices set out the controls and mitigation actions in place or in progress to manage the risks identified.</p> <p>No decision is required as the purpose of this report is to update all members on the risk registers twice a year.</p>
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	5 Jan 2016
2. Matter in respect of which the decision is to be made	<b>Financial Management System Upgrade - Post Project Evaluation</b> To receive a review of how the project has performed following implementation of the upgrade.
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	5 Jan 2016
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 sevens@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	<b>Budget Spending Plans 2016-2017</b>
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	<b>Chichester Harbour Policies Supplementary Planning Document (SPD): Consultation</b> The Council in conjunction with the Chichester Harbour Conservancy is preparing a Chichester Harbour Policies Supplementary Planning Document (SPD). The SPD will be based on the policies contained within the Chichester Harbour Area of Outstanding Natural Beauty

	<p>Management Plan 2014-2029. By including them in a planning document it will give them more weight. The consultation process is part of the preparation of the SPD.</p> <p><b>Recommendation:</b> to approve the Chichester Harbour Area of Outstanding Natural Beauty Management Plan 2014-2029 for consultation</p>
3. Report author	Ms 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	9 Feb 2016
2. Matter in respect of which the decision is to be made	<b>Council Tax Report</b>
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	<p><b>Infrastructure Business Plan</b></p> <p>The Infrastructure Business Plan (IBP) has been prepared collaboratively with the three tiers of local government (District, County and Parish/Town Councils) and in close cooperation with infrastructure delivery commissioners including strategic site developers, to ensure that development within the Chichester plan area is supported by the timely provision of infrastructure. The IBP will be rolled forward and updated each year and will be subject to annual review remaining continually revised to reflect development delivery rates and adjusted infrastructure requirements across the plan area.</p> <p>This IBP provides a clear approach and process for prioritising infrastructure. A transparent process for prioritising infrastructure is needed because CIL receipts will not be sufficient to fund all infrastructure required within the Plan area. Prioritisation facilitates a considered approach towards infrastructure delivery and will support the effective management of resources. The IBP is based upon the Local Plan development trajectories, prioritisation of Infrastructure projects, and phasing of Infrastructure. It identifies other potential sources which could help fund the shortfalls.</p>
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	<b>Think Family Expansion Neighbourhoods - Tangmere Draft Action Plan</b> To consider the draft action plan.
3. Report author	Mr Steve Hansford, Head of Community Services  Ms Pam Bushby, Community Interventions Manager, Mr David Hyland, Community and Partnerships Support Manager shansford@chichester.gov.uk  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	9 Feb 2016
2. Matter in respect of which the decision is to be made	<b>Treasury Management Strategy 2016/17</b> (Recommendation from Corporate Governance and Audit Committee and recommendation to Council).
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	9 Feb 2016
2. Matter in respect of which the decision is to be made	<b>Water Resources and Water Management Supplementary Planning Document (SPD): Consultation</b> The Council is a Water Resources and Water Management Supplementary Planning Document (SPD). The SPD expands on the vision, objectives and policies of the Chichester Local Plan. The SPD will look at water resources and assess whether existing infrastructure can cope with an increased demand or whether it will require improvement. The consultation process is part of the preparation of the SPD.  <b>Recommendation:</b> to approve the Water Resources and Water Management Supplementary Planning Document for consultation

3. Report author	Ms 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	8 Mar 2016
2. Matter in respect of which the decision is to be made	<b>Review of Pay on Foot in Car Parks</b> Following implementation of pay on foot in the Avenue de Chartres car park.
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 Mar 2016
2. Matter in respect of which the decision is to be made	<b>Think Family Expansion Programme</b> 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	<b>Strategic and Operational Risks</b> An update to Cabinet of the Council's strategic risk register and the high scoring operational risks following an update reported to the Corporate Governance & Audit Committee.  Appendices set out the controls and mitigation actions in place or in progress to manage the risks identified.  No decision is required as the purpose of this report is to update all members on the risk registers twice a year.
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	5 Apr 2016
2. Matter in respect of which the decision is to be made	<b>The Novium Review of Business Plan</b> To consider a review of the business plan. (Recommendation from Overview and Scrutiny Committee)
3. Report author	Mrs Jane Hotchkiss, Head of Commercial Services  Ms Cathy Hakes, Museum & Tourist Information Point Manager jhotchkiss@chichester.gov.uk  chakes@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet
