

**CHICHESTER DISTRICT COUNCIL**

**FORWARD PLAN**

**For the period  
1 April 2016 to 31 July 2016**

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

**CHICHESTER DISTRICT COUNCIL**  
**FORWARD PLAN FOR THE PERIOD 1 APRIL 2016 TO 31 JULY 2016**

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 2016 to 31 July 2016. 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 12 April 2016, 3 May 2016, 7 June 2016 and 12 July 2016 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 A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr P R Barrow, Mr B A Finch, Mrs G Keegan, Mrs P A Hardwick and Mrs S T Taylor.

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:**

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1. Date of Meeting	12 Apr 2016
2. Matter in respect of which the decision is to be made	<b>Asset Management Plan</b> To seek approval to the new Asset Management Plan (AMP). The Council's AMP (which provides the framework and procedures for the Council when dealing with property matters) was previously revised in November 2007. An officer working group led by Paul Over, Executive Director, has updated the AMP and this being submitted to Cabinet for approval following consideration by the Commercial Programme Board.
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	12 Apr 2016
2. Matter in respect of which the decision is to be made	<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.  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 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	12 Apr 2016
2. Matter in respect of which the decision is to be made	<b>Chichester Wellbeing</b> Cabinet are recommended to accept the new agreement with West Sussex County Council to deliver a Wellbeing service and agree the business plan.
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
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1. Date of Meeting	12 Apr 2016
2. Matter in respect of which the decision is to be made	<p><b>Budget Carry Forward Requests</b> In accordance with Financial Regulations, at the end of each financial year the Committee may determine that unspent balances of a specific nature may be carried forward into the following financial year.</p> <p>The Corporate Governance and Audit Committee will recommend that Cabinet approves the requests for budgets to be carried forward to 2015-16.</p>
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	12 Apr 2016
2. Matter in respect of which the decision is to be made	<p><b>Chidham &amp; Hambrook Neighbourhood Plan</b> To consider the Decision Statement for the Chidham &amp; Hambrook Neighbourhood Plan. The Decision Statement includes the examiner's recommended amendments to the Neighbourhood Plan to enable the Plan to meet the basic condition and move to referendum. Cabinet is asked to agree the Decision Statement for publication and agree that the Chidham &amp; Hambrook Neighbourhood Plan should move on to referendum.</p>
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	12 Apr 2016
2. Matter in respect of which the decision is to be made	<p><b>Deficit Reduction Strategy</b> This will lay out the options for further cost savings.</p>
3. Report author	Mr John Ward, Head of Finance and Governance Services jward@chichester.gov.uk
4. List of documents to be	Report to Cabinet

submitted to the Cabinet	
1. Date of Meeting	12 Apr 2016
2. Matter in respect of which the decision is to be made	<p><b>Devolution Report</b></p> <p>This report seeks authority to proceed with the devolution proposals for the Three Southern Counties – East and West Sussex and Surrey County Councils and all of the District and Borough Councils that fall within their boundaries. The report sets out the legal framework for a governance review, the principles that will apply and the considerations that each authority will be asked to examine as governance options are examined.</p> <p>Cabinet is asked to recommend to Council the following:</p> <p>(1) That the Council endorses formal submission to the Government as a devolution proposition which this council wishes to be party to;</p> <p>(2) That the Council delegates to Leader of the Council the authority to negotiate with the other authorities and with the Government a devolution deal based on those proposals;</p> <p>(3) That the Council endorses a plan to undertake a review of governance arrangements that would be required to enable the authorities to discharge the powers they seeks to be devolved;</p> <p>(4) That the Council endorses the proposals for the establishment of arrangements for collective decision making as interim arrangements pending the conclusion of the review of governance; and</p> <p>(5) That the Council receive a report on the outcome of the governance review in the Autumn with a view to deciding whether to adopt new governance arrangements</p> <p>(Recommendation to Council)</p>
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	12 Apr 2016
2. Matter in respect of which the decision is to be made	<p><b>Highways England A27 Chichester Improvement Consultation</b></p> <p>The A27 Chichester Improvement is a committed scheme in the Government's Roads Programme for the period 2015-2020. Highways England have been undertaking work to review a range of potential options (both online and offline). A 6-week public consultation on the options will be undertaken in March/April 2016, during which the local public and wider communities will be able to give their views. Announcement of the preferred route is currently scheduled for summer 2016.</p> <p>The Cabinet report will seek an agreed Council response to the Highways England consultation.</p> <p>(Recommendation to Council)</p>
3. Report author	Mr R Davidson, Principal Planning Policy Officer (Strategic Planning) rdavidson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Apr 2016
2. Matter in respect of which the decision is to be made	<p><b>Government and Local Staff Pay Scales</b></p> <p>Living wage, recruitment and retention issues and options to address implications. This report relates to the work on staff pay undertaken by officers following the South East Employers (SEE) report on benchmarking and other pay issues. The SEE report shows that for some posts the Council is paying below the average paid by comparable authorities. Some services and posts are particularly affected by this and this can impact on staff recruitment and retention, especially at professional officer level. The committee report will also address the impact of the new mandatory National Living Wage (£7.20 per hour for staff aged over 25 from 1<sup>st</sup> April 2016, increasing to a minimum of £9 per hour by 2020) as it is applied over the next 5 years both in cost terms and how it will affect the Council's grading structure.</p> <p>Cabinet is asked to recommend to Council a comprehensive review of pay scales.</p> <p>The Public are likely to be excluded from any discussion at which this report is considered on the</p>

	grounds that it is likely that there would be a disclosure to the public of 'exempt information' of the description specified in Paragraph 4 (Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority) of Part I of Schedule 12A to the Local Government Act 1972.
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	12 Apr 2016
2. Matter in respect of which the decision is to be made	<p><b>Overarching Investment Opportunities Protocol</b></p> <p>This report describes proposals for implementing an investment strategy to preserve and improve the financial and other resources available to the Council. The strategy aims to generate revenue income from capital investment, and adopts the principles incorporated in the Council's corporate Asset Management Plan in respect of land and property transactions. However, as well as land and property, the strategy is open to other forms of investment opportunity to the extent that they support and promote other Council policies, plans and priorities.</p> <p>To fund investment opportunities as they arise, the investment strategy will draw upon the newly established Investment Opportunities Reserve, supplemented by other available sources of internal and external finance, to the extent that it is necessary to realise approved investments.</p>
3. Report author	Mr Tony Jackson, Acting Group Accountant (Technical & Exchequer)
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Apr 2016
2. Matter in respect of which the decision is to	<p><b>Project Initiation Document for the Local Plan Review</b></p> <p>Following the adoption of the Local Plan the Council is</p>



be made	<p>required to review the Local Plan within 5 years. The report sets out the work which needs to be undertaken in order to review the Local Plan.</p> <p>Recommendation: To approve the Project Initiation Document in order to commence work on the Local Plan Review.</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	12 Apr 2016
2. Matter in respect of which the decision is to be made	<p><b>Recycling Action Plan</b></p> <p>To approve the Recycling Action Plan that aims to achieve the EU and national recycling and waste minimisation targets.</p> <p>(Recommendation from Waste Panel)</p>
3. Report author	Mr Bob Riley, Contracts Manager briley@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Apr 2016
2. Matter in respect of which the decision is to be made	<p><b>Review of Payment Options in Car Parks</b></p> <p>Following the introduction of a Pay on Foot system at the Avenue de Chartres car park in January 2015, a full evaluation of the benefits of this method of parking is currently being undertaken. This review includes consideration of the possibility to implement this system of parking into other car parks within the district as well as considering alternative payment methods including pay by phone.</p>
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	12 Apr 2016
2. Matter in respect of which the decision is to	<p><b>Strategic and Operational Risks review late 2015/16</b></p> <p>To consider a recommendation from Corporate</p>

be made	Governance and Audit Committee following a report from the Strategic Risk Group on the current strategic risk register and the internal controls in place, plus any associated action plans in place to manage those risks.
3. Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	12 Apr 2016
2. Matter in respect of which the decision is to be made	<b>Tourism Strategy</b> 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)
3. Report author	Mr Stephen 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	3 May 2016
2. Matter in respect of which the decision is to be made	<b>Affordable Housing Delivery</b> This will deal with the allocation of commuted sums received in lieu of affordable housing to deliver affordable rented housing in the District.  Recommendation: That commuted sum monies received in lieu of affordable housing be allocated to fund the delivery of affordable rented homes as outlined in the report.
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	3 May 2016
2. Matter in respect of which the decision is to	<b>Chichester Harbour AONB Supplementary Planning Document (SPD): Consultation</b>

be made	<p>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 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 (Recommendation to Council)</p>
3. Report author	Ms Sue Payne, Planning Policy Officer spayne@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 May 2016
2. Matter in respect of which the decision is to be made	<p><b>Chichester in Partnership - 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).</p>
3. Report author	Mr Stephen 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	3 May 2016
2. Matter in respect of which the decision is to be made	<p><b>Constitution Update</b> To approve various amendments to the Council's Constitution. (Recommendation to Council)</p>
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	3 May 2016
2. Matter in respect of which the decision is to be made	<p><b>Development contributions towards A27 Chichester Bypass - Next steps</b></p> <p>(a) To report back on the responses to public consultation undertaken in February/March 2016 on the Council's proposed approach for securing <i>development</i> contributions to mitigate additional traffic impacts on the A27 Chichester Bypass.</p> <p>(b) To seek Cabinet endorsement for further steps following the consultation. Depending on the outcome of the consultation, this may involve a recommendation to Council to formally amend the Planning Obligations &amp; Affordable Housing Supplementary Planning Document (SPD) to enable the Council to implement a proposed approach to ensure that development contributions are provided towards the A27 Bypass.</p>
3. Report author	Mr R Davidson, Principal Planning Policy Officer (Strategic Planning) rdavidson@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet

1. Date of Meeting	3 May 2016
2. Matter in respect of which the decision is to be made	<p><b>Parking Strategy Review</b></p> <p>The Chichester District Car Park Strategy 2010 – 2020 sets out 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-fresh 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 first by the Chichester District Parking Forum and is being submitted to Cabinet for final agreement.</p>
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
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1. Date of Meeting	7 Jun 2016
2. Matter in respect of which the decision is to be made	<b>Birdham Neighbourhood Plan</b> To consider the results of the referendum to be held on 5 May 2016 and, if appropriate, to recommend to Council to 'make' the Birdham 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	7 Jun 2016
2. Matter in respect of which the decision is to be made	<b>Tangmere Neighbourhood Plan</b> To consider the results of the referendum to be held on 5 May 2016 and, if appropriate, to recommend to Council to 'make' the Tangmere 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	7 Jun 2016
2. Matter in respect of which the decision is to be made	<b>Chichester Conservation Area Character Appraisal and Management Proposals</b> (a) To approve the revised conservation area character appraisal and management proposals document as a material consideration in planning decisions; (b) To approve the revisions to the boundary of the conservation area; and (c) Approve the Implementation of immediate and non-immediate Article 4 Directions covering the whole conservation area including additional areas designated.
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	7 Jun 2016
2. Matter in respect of which the decision is to be made	<p><b>Selsey Conservation Area Character Appraisal and Management Proposals</b></p> <p>(a) Approve the revised conservation area character appraisal and management proposals document as a material consideration in planning decisions;</p> <p>(b) To approve the revisions to the boundary of the Selsey conservation area;</p> <p>(c) To agree the designation of a new conservation area at East Selsey;</p> <p>(d) To approve the conservation area character appraisal and management consideration in planning decisions; and</p> <p>(e) Approve the implementation of immediate and non-immediate Article 4 Directions covering both the Selsey, including additional areas designated, and new East Selsey conservation areas.</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	7 Feb 2017
2. Matter in respect of which the decision is to be made	<p><b>Financial Management System Upgrade - Post Project Evaluation</b></p> <p>To receive a review of how the project has performed following implementation of the upgrade.</p>
3. Report author	Mrs Helen Belenger, Accountancy Services Manager hbelenger@chichester.gov.uk
4. List of documents to be submitted to the Cabinet	Report to Cabinet